



**Society
for Creative
Anachronism**

SANCTIONS PROCEDURES AND POLICIES MANUAL

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This handbook is an official corporate publication of the Society for Creative Anachronism, Inc., a nonprofit organization dedicated to researching and recreating the customs, combat and courtesy of the Middle Ages and the Renaissance.

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I. Scope of Document and Purpose and Definition of Sanctions

- A. This document sets forth the sanction procedures and policies for the Society for Creative Anachronism. Where an area is governed by an affiliate agreement, the affiliate organization's rules will apply and may differ from the procedures outlined in this document.
- B. This document outlines policies of the office of the Society Seneschal regarding sanctions as provided in Corpora. As such it is superseded by the By-Laws, Corporate Polices, and Corpora, but not by other Society officer policies.
- C. A sanction is defined as an action taken by an authorized SCA member which affects the sanctioned person's participation in activities and events of the SCA or some aspect of that participation.
- D. Royalty, a duly empowered SCA officer, or the Board of Directors may issue a letter of censure or warning to an individual, to describe and document unacceptable behavior which does not rise to the level of a sanction. Such letters are not considered sanctions as they do not affect a person's ability to participate in any SCA activity.
- E. The purpose of a sanction is to protect the SCA and participants by removing or limiting the participation of an individual who has violated the published rules and policies of the SCA, Kingdom law, or modern law. Behavior that places the SCA or another participant at substantial risk is also subject to sanction by the Kingdom or the Society.

II. Authority of Corporate Officers and Crowns

- A. The Board of Directors of the SCA reserves the right to sanction any individual or group of individuals in the SCA regardless of membership status, title or position. The Board reserves the sole right to modify or waive these policies as it deems necessary. The Board has the final authority on all sanctions.
- B. The Society Seneschal may initiate an investigation into any complaint or incident.
- C. A Kingdom Seneschal may preliminarily initiate an investigation into any complaint or incident within the boundaries of their Kingdom. They may notify or consult with the Society Seneschal as needed.
- D. The Crown or Principality Coronet may impose a royal sanction against an individual for violations of any provision of Corpora, the SCA Corporate Documents, and/or Kingdom Law, or suspend any Kingdom Officer for misconduct of office for the duration of their reign, consistent with procedures in Corpora and this manual.

III. Overview of Administrative Sanctions

A. Administrative Sanctions

1. Suspension of an Officer: Officers may be suspended by the Crown, the Coronet of their Principality, or their superior officer for cause stated in writing to the sanctioned officer. Suspension by the Crown or Coronet is limited to the duration of the reign. Suspension by the superior officer is limited to not more than 90 days. The deputy to the suspended officer shall assume the responsibility of office during the suspension.
2. Removal from Office of a Warranted Kingdom Officer or Deputy: Removal of a warranted deputy or warranted local officer requires the approval of both the Kingdom officer and the Crown of the Kingdom. In the event that the Crown and Kingdom officer cannot agree to remove the deputy, they will refer the question of removal to the appropriate Society officer. Removal of a warranted Kingdom great officer requires the approval of both the Crown and the relevant Society Officer, if any.
3. If an officer is removed on grounds that they reasonably believe are based upon discrimination of any protected class, they may request that the Society Seneschal or President review the removal.
4. Other Administrative Sanctions: As defined in Corpora I.F, administrative sanctions are not limited to suspension or removal from office. Other administrative sanctions may be taken by Kingdom officers in consultation with the Crown or appropriate Society officer. Such actions may include, but are not limited to, temporary removal of authorization to participate in certain aspects of SCA activity.
5. Declining to select or warrant someone for an office or position, or declining to renew an expiring warrant, is specifically not defined as an administrative sanction.
6. Administrative sanctions must be proportional and appropriately related to the issue causing the sanction. The cause of the sanction must be explained in writing to the subject of the administrative sanction. They must also be informed of their right to appeal the administrative sanction to the Board of Directors.
7. Removal of the ability to participate in an aspect of SCA activity within a kingdom cannot exceed the term of office of the officer imposing the sanction. If the next officer wishes to extend the restriction, and the Crown or Society officer agrees, this can be done, but the total period of the exclusion cannot exceed two years. Only the Board of Directors can ban somebody from an office or from participation in a particular activity for a period exceeding two years.
8. Administrative sanctions do not need to be announced in Court nor published in the Kingdom newsletter.

IV Overview of Kingdom and Society Sanctions

A. Kingdom Sanction: Banishment from the Royal Presence

1. A Banishment from the Royal Presence, at any function, activity or event which the Sovereign or Consort attends, precludes the sanctioned individual from attending any Royal Court, any meetings where the Crown is present including Peerage or officer meetings, entry into the royal encampment, contacting the Crown in any manner, or otherwise being within 50 feet of the Crown.
2. At an indoor event where the above distance restriction is not possible, the sanctioned individual must remain as far away from the Crown as reasonably possible and must not interact with the Crown in any way.
3. This sanction does not preclude attendance at any event, but the sanctioned individual must not attempt to interact with the Crown at any event.
4. This Sanction is issued by the Crown.
5. The Sanction expires at the end of the reign.
6. While any Sanction may be appealed, the Crown has broad rights to impose a Banishment from the Royal Presence. Therefore, appeals of this sanction will not generally be considered.
7. This Sanction must be read in a Kingdom court and published in the Kingdom newsletter.
8. The Coronet of a Principality may issue a Banishment from their Royal Presence, only if prior permission is granted by the Crown and Kingdom Seneschal. Such a sanction applies only to the issuing Principality Coronet.

B. Kingdom Sanction: Exile from the Kingdom

1. Exile from the Kingdom precludes engaging in any SCA activity in the Kingdom that issued the sanction. This includes participation in any officially recognized SCA social media (e.g. "Facebook") sites, officially recognized SCA electronic mail lists, and officially recognized SCA web pages. This does not preclude participation in activities in other Kingdoms.
2. This Sanction is issued by the Crown.
3. This Sanction expires at the end of the reign.
4. This Sanction must be read in Court and published in the Kingdom newsletter.

5. The Coronet of a Principality may issue an Exile from their Principality, only with prior permission from the Crown and Kingdom Seneschal.
6. If the sanctioned person attends an event in another realm at which the issuing royalty is present, they must observe the restrictions of a Banishment from the Royal Presence of the issuing royalty.
7. No person shall be subjected to a continuance of this Sanction for more than two consecutive reigns under the circumstances that prompted the original Crown to act.
8. The Society Seneschal shall review this sanction for proper procedure and sufficient cause.

C. Kingdom Sanction: Temporary Removal from Participation in the Society

1. A Temporary Removal from Participation in the Society is issued by the Crown and Kingdom Seneschal after consultation with the Society Seneschal. A Principality may not issue a Temporary Removal from Participation in the Society.
2. Temporary Removal from Participation precludes the individual from attendance or participation in any manner at any SCA activity, event, practice, or official gathering for any reason, at any time. This includes a ban on participation in officially recognized SCA social media (e.g. "Facebook") sites, officially recognized SCA electronic mail lists, and officially recognized SCA web pages.
3. This sanction must be read in a Kingdom court and published in the Kingdom newsletter.
4. The Society Seneschal shall present this sanction to the Board of Directors for review.
5. Temporary Removal from Participation will last until the Board makes a final decision on the Sanction.
6. Grounds for the issuance of a Temporary Removal from Participation in the Society include, but are not limited to:
 - a. Serious transgressions of SCA rules which include violation of the Governing Documents or other rules of the SCA;
 - b. Theft, misappropriation, or deliberate misuse of SCA funds or property;
 - c. Situations in which an individual is under criminal investigation by a modern law enforcement agency or is considered to be a risk to the SCA or its participants due to conviction of a serious or dangerous crime or violation of a civil law or court order which could put the SCA or its participants at risk;

- d. Behavior which could put the SCA or its participants at risk or fear of imminent harm;
- e. Actions that endanger public health and safety.

D. Society Sanction: Emergency Temporary Removal from Participation

1. An Emergency Temporary Removal from Participation may be issued by the Society Seneschal or their duly appointed representative with the approval of the Chairman of the Board, after consultation with the Crown and/or Kingdom Seneschal of the applicable Kingdom. The Emergency Temporary Removal from Participation remains in effect until the Board reviews the decision and makes a final determination on the sanction, which can include but is not limited to lifting of the sanction, further sanctions or a Revocation of Membership and Denial of Participation.
2. Once the Emergency Temporary Removal from Participation is issued, the Society Seneschal or their duly appointed representative must notify the Crown and Kingdom Seneschal of the affected Kingdom, the Chairman of the Board, and the President within 24 hours. The Chairman is responsible for notifying the Board within a reasonable time.
3. Notification of the Emergency Temporary Removal from Participation shall be made to the public in a form and format deemed appropriate by the Society Seneschal and President or their appointed representatives.
4. The Society Seneschal will present this sanction to the Board of Directors for review.
5. Emergency Temporary Removal from Participation will last until the Board makes a final decision on the sanction.

V. Initial Notification of Sanction

A. Notice of Kingdom Sanction

1. The Kingdom Seneschal must notify or make a reasonable attempt to notify the sanctioned person via email or telephone as soon as possible, but must also notify the sanctioned person by postal mail if possible within 15 days of the announcement in Royal Court. The postal mail notification must be done using a method that provides proof of delivery.
2. If the person's mailing address cannot be obtained, the Kingdom Seneschal must document attempts to notify the person by other means, and must include that documentation in the sanctions file.

3. The Kingdom Seneschal should notify the Society Seneschal of the basic facts of the Sanction within 48 hours of issuance.

B. Notice of Emergency Temporary Removal from Participation

1. The Society Seneschal must notify or make a reasonable attempt to notify the sanctioned person via email or telephone as soon as possible, but must also notify the sanctioned person by postal mail if possible within 15 days of the announcement of the Emergency Temporary Removal from Participation. The notification by postal mail must be made using a method that provides proof of delivery. If the person's mailing address cannot be obtained, the Society Seneschal must document attempts to notify the person by other means.
2. The Society Seneschal or their properly appointed representative must notify the President and Chairman within 24 hours following the issuance of the Sanction. The Chairman is responsible for notifying the Board within a reasonable time.
3. After an Emergency Temporary Removal from Participation has been issued, the appropriate Kingdom Seneschal(s) shall privately notify all local Seneschals in the affected Kingdom(s) of the Sanction.
4. Additional Kingdoms may need to be informed as necessary in the determination of the Society Seneschal.

C. Contents of Notification

The written notice shall contain:

1. Type of Sanction/Description of conditions
2. Issuing authority (Crown and/or Kingdom Seneschal or Society Seneschal)
3. Date the sanction was issued
4. For Kingdom sanctions, the event at which the sanction was announced
5. Time limit of the sanction (if applicable)
6. A brief statement of the grounds for the sanction
7. Right of appeal

D. Responsibility for Notification

1. At both the Kingdom and Society levels, a good faith attempt to notify the sanctioned individual at all appropriate junctures must be made and documented.
2. The inability of the SCA or its officers to obtain contact information for an individual, after due diligence, does not exempt the individual from being sanctioned.

VI. Standard Sanction Process

A. The Kingdom Seneschal

The Kingdom Seneschal transmits the sanction package to the Society Seneschal within 30 days of issuance of the sanction. The package will include the following:

1. A complete statement of facts from both the Crown and Kingdom Seneschal, including the reason(s) why the sanction was issued.
2. The statement of facts from the Kingdom Seneschal must also describe the initial notice or attempt at initial notice of the sanction to the sanctioned person; a copy of the initial notification letter; and proof of sending the letter by postal mail to the sanctioned party, including proof of mailing/delivery.
3. Proof of publication in the Kingdom newsletter or information indicating when the publication will take place.
4. Any statements from the Complainant(s) and any witnesses.
5. Supporting documentation, if any.
6. Statement from the sanctioned person, if any.

B. Society Level Process

The Society Seneschal shall:

1. For a Kingdom Sanction, verify that the sanction package is complete and that all necessary steps have been taken.
2. For an Emergency Temporary Removal from Participation, prepare documentation of the sanction.
3. Present the sanction, including the full package and the case cover sheet, to the Board of Directors at their next scheduled meeting, or within 30 days, whichever is later.

C. Board of Directors Process

1. The Board of Directors will review the sanctions package in a timely manner.
2. At its discretion the Board may:

- a. Uphold or overturn the sanction.
 - b. Extend the sanction and request the Society Seneschal investigate the matter for a determination of the need for additional action up to and including Revocation of Membership and Denial of Participation.
 - c. Impose other sanctions as needed.
 - d. Take any action the Board finds necessary under the circumstances.
3. Before the Board can consider a Revocation of Membership and Denial of Participation, the sanctioned person must be notified in accordance with the Corporate Policies of the SCA, Inc. The Society Seneschal is responsible for sending this notification, which may be by email or postal mail.

VII. Appeals Process

A. **Appealing a Kingdom Sanction to the Board of Directors**

1. Any person who has received a Kingdom Sanction may appeal to the Board of Directors. Only the sanctioned person may bring the appeal.
2. Appeals must include the following:
 - a. An introductory letter explaining the circumstances surrounding the sanction.
 - b. Any information that the Board should consider which the sanctioned individual believes supports the appeal.
3. The sanctioned person should provide all evidence to support the appeal, emailed to the SocietySeneschal (seneschal@sca.org) or mailed to the SCA Corporate Office.
4. All questions about an appeal should be directed to the Society Seneschal.

B. **Appealing a Sanction from the Board of Directors**

1. Only a sanctioned person may file an appeal.
2. Appeals may only be filed if there exists either sufficient evidence to conclude that the Board would have reached a different decision had the evidence discovered been reviewed by the Board, or a discovery of a material error of fact.
3. Simple disagreement with a Board decision is not sufficient grounds for an appeal to be considered by the Board; the sanctioned person must present evidence to support the appeal.

4. The Board is the ultimate determiner and arbiter of the rules of the Society, regardless of what authority it may delegate elsewhere. All members of the Society shall therefore have the right of appeal to the Board, provided they follow proper channels for complaint and appeal.
5. The appeal must include a detailed explanation of why the sanctioned person believes an appeal should be considered by the Board of Directors together with all supporting documentation, if any.
6. The person must provide all evidence to support the appeal, emailed to the Society Seneschal (seneschal@sca.org) or mailed to the SCA Corporate Office.
7. All questions about an appeal should be directed to the Society Seneschal.

VIII. Confidentiality within the Sanctions Process

Maximizing confidentiality in all aspects of the sanctions process is necessary for people to feel free to speak openly and honestly about situations being investigated. To that end, all aspects of the investigation and resulting sanction, if any, are to be kept strictly confidential, except as necessary to investigate a matter or put into effect any sanction being issued. All persons involved in the investigation are prohibited from commenting on any sanction or investigation into any matter that may lead to a sanction, except that a person may comment on their own statement made to an investigator during the investigation or their direct experience regarding the issue leading to the investigation.