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Kingdom of the Outlands  
Minister of the Lists Handbook  
Revised 10/2005 Maria Abramsdottir Kingdom MOL Contents  
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Contacting Kingdom Minister of the List Contact information can be found in the Kingdom Officer list in the Outlandish Herald, by email at mol@outlands.org, or on the Kingdom Minister of the List website through the Outlands.org Officer's webpage. The website contains online tournament and authorization reporting forms, waivers, Kingdom Armored Combat Authorization List and the MOL Handbook.

3 Responsibilities and duties of Ministers of the List It is vital to remember that the integrity and impartiality of the Lists is determined by the Minister of the List. It is imperative that all MOLs remain above reproach. You must treat all fighters fairly, without regard to preferences or status. If you make an exception for one fighter, you must make an exception for all fighters. Maintaining a reputation of fairness, keeping accurate records, and following the rules of the list will ensure a good tournament for you and all others involved. Membership All SCA officers must be paid members of the SCA, Inc. for the duration of their office (two years), and have access to The Outlandish Herald. Updates in policy and procedures will be published in the Kingdom MOL submission to the Outlandish Herald. Participation Local MOLs are expected to attend all locally sponsored events where tournaments will be held, or appoint a suitable replacement (such as a deputy or MOL-at-Large). Local MOLs are also required to attend local business meetings. Should an emergency arise and they are unable to attend, a copy of the monthly report should be forwarded to the deputy or seneschal to report to the populace in the MOL's place. List Rules All MOLs are required to enforce Kingdom and Society Laws and Policies related to list procedures, and to ensure that any fighter entered into the list is eligible to compete. Reporting Local MOL – reports are sent to KMOL, local Seneschal, and Knight Marshal within 14 days of any local tournament. It is the local MOLs responsibility to report, even if a deputy or MOL-at-Large conducted the list. Missing three consecutive reports is grounds for suspension or removal from office. (See appendix for sample form) MOL-at-Large – give reporting information to the local group MOL, or submit report to KMOL and forward a copy to the local MOL for their report to other local officers. Deputy All local MOLs must recruit and train an emergency deputy (drop dead) who will become successor to the office. At the end of term, letters are submitted to the KMOL from both the outgoing MOL and incoming MOL indicating the change of office, and new contact information. The KMOL will then ensure the group's acceptance of the incoming officer.

MOLs should be able to: remain organized, and deal efficiently with large amounts of paperwork, form a working relationship with all warranted marshals within their local group, maintain contact with KMOL, Knight Marshal and Seneschal and provide current contact information including mailing address, phone number, and email address (if available), effectively run all standard

tournament forms (single and double elim, round robin, bear pit) and be willing to learn formats with which they are unfamiliar, assist the KMOL office in maintaining an accurate list of authorized fighters in the Kingdom by participating in a census, as needed, of all authorized fighters in the local group. It is recommended that a list of local fighters be maintained by the local MOL including SCA name, membership number, membership expiration, authorized forms and authorization expiration.

Laws, Policies and Customs of the Society and the Outlands All fighters must show proof of membership, waiver and authorization before being allowed to engage in any combat activity. Proof of membership can be established with: a. Membership card b. Current Outlandish Herald or Tournaments Illuminated, addressed to the fighter c. Postcard from Member Services, addressed to fighter d. Website membership confirmation form e. Kingdom Armored Combat Authorization List A waiver must be signed if the fighter is using any form of membership other than a signed blue membership card, indicating that a waiver is on file with SCA, Inc. If ever in doubt, always have the fighter sign a waiver. Authorization can be established with: a. A current authorization card (current authorizations from other Kingdoms are acceptable) b. Kingdom Armored Combat Authorization List Check that the fighter is authorized in the fighting style of the tournament (rattan or rapier). It is not the responsibility of the MOL to check for particular forms (two handed weapon, fencing with defensive secondary) unless asked to do so by the Marshal-in-Charge. If there is any question about membership, waiver or authorization status, refer the fighter to the Marshal-in-Charge or Knight Marshal. Under no circumstances may a fighter compete without complying with the membership, waiver and authorization requirements. Any fighter attempting to fight without complying or who refuses to comply should be reported to the Marshal-in-Charge immediately. It is Outlands tradition to use only one title in the list, usually the highest rank received. However, it is at the fighter's discretion to use the title they prefer. For example, a Countess who has received a White Scarf may prefer to enter the list with the title of Dona instead of Countess or Her Excellency.

Advance Preparation Communication Once the list is open, the MOL needs to concentrate on the fighters and the tournament. Try to prepare as early as possible to save frustration and confusion at the list field. Schedules, tournament styles and extra help can be arranged far in advance. Contacting the appropriate persons before the tournament will make each tournament run much smoother. Autocrat Find out schedules (list opening and closing as well as tournament time), accommodations provided (shade, table, chairs, etc.), location of list field, time and place to check in on site, names and contact information for the tournament sponsor (if applicable), Marshal-in-Charge, Head Field Herald and the Chirurgeon. Tournament sponsor Find out tournament styles, and if not decided, what is most likely to be run (for example, under 10 fighters, round robin; 10-20 fighters, 2 of 3 double elim; over 20 fighters, speed tourney) how the bouts should be drawn (random, expedited, tree) and how bye fights will be handled (destructive or nondestructive). Most sponsors will have some idea what they want to do. Additional MOLs If another MOL will be conducting

the tournament, ensure they will be able to attend, that they have adequate supplies, explain the tournament information, and contact information for the tournament report. Marshal-in-Charge Find out when armor inspections will be conducted, the need for additional list fields, the need for bye fighters, and any additional concerns or questions. Field Herald Let the herald know when announcements need to be made, how the cards should be handled, and ask if there is anything the MOL can do to help the herald(s), for example, phonetic spelling on the list cards. Card runners Try to set up reliable card runners, if necessary, ahead of time. This is a great job for new or young people who are planning to be at the list field anyway. Arranging in advance allows adequate time to explain how to handle the cards and any other expectations. Talk to parents for permission before asking children to run cards. Check with runners directly prior to tournament to make sure they are still able to run. Other obligations Contact anyone to whom you have obligations (fighters, family, Peer or Nobility) and advise them as to when you will and will not be available to them. 6 Supplies and Setup Plan to take adequate supplies for all tournaments you are conducting. It is advisable to take double the amount anticipated in list forms, waivers and list cards. This will make certain you have prepared for any unforeseen circumstances. Also, remember to bring items to ensure your comfort during the tournament. You may be at the list far longer than expected. Weather can change unpredictably. You will enjoy yourself far more if you are amply prepared for all possibilities. Do the best you can to remain self sufficient. If something is not prepared, try to see to it yourself. The autocrat(s) and/or tournament sponsor will usually be busy at tournament time, and will greatly appreciate having one less thing to worry about.

List Supplies List forms List cards Waivers (adult and minor) Armored Combat Authorization List Tournament reporting forms Pencils, pens, highlighters or markers, erasers Round robin pair sheets and/or tournament trees Paperweights / Clipboard / paperclips Duct tape and electrical tape

Comfort Items Chair or cushion Snacks Drinks Sunscreen Bug repellant Lip balm Blanket Umbrella / parasol Cloak / coat / gloves / hat Book or handwork

Listing a Tournament The Basics This handbook is not meant to convey the ONLY way to run a list. There are several alternative ways that may work better for you. Look for the way that works best for you and use it. Summary of Activities 1. Upon your arrival check in with the Autocrat, Marshall in Charge and Herald to coordinate schedules and information. You should arrive early enough to have time to seek everyone out and to set up the equipment you will need. 2. Check the location of the MoL spot. If it is too far away from the fighting field, a direct path between you and the field may be impossible, making it hard for the runners to return the cards to you. You should attempt to set up in a location where you have an unobstructed view of the field, and that is convenient for the runner to return cards to you. 3. Herald opening of list. Prepare card runners. List the tournament 4. Advise the tournament sponsor, Autocrat, and/or Local or Ruling Nobility of the winner(s) of the tournament upon completion. 5. Pack your belongings, clean up your area, and enjoy the rest of the event. 6. Send in your report to the Kingdom Minister of the List,

local seneschal and Knight Marshal.

Put image here: position near the field

Completing the list form The List Form is a piece of numbered paper upon which the fighters' name (including title) is listed. You will use the number to identify this fighter for the rest of this tournament. This is just a time saving method for you. See the Appendix for list forms. 1. Once the Herald has announced the list is open, if not before, fighters will begin showing up. Make sure you know the type of tournament being fought because the fighters are sure to ask you. 2. Ask the fighter for their Membership and Authorization Cards. If there are multiple tournaments scheduled for one day, or event, you need only see the membership and authorization cards once. 3. Use these cards to record the fighter's name on the list paper. Ask the fighter for the title that they wish to use if they have multiple titles, or if they have a title if you are unsure. Please note that the title "Squire", "Cadet" or "M'Lord / Lady" are not acceptable titles for a tournament. Sample List Form: Name of Tournament: Date: Fighter Name 1 2 3 4 5 6 7 8 1 Sir Winnie the Pooh 2 Lord Owl 3 The Honorable Lord (THL) Christopher Robin 4

Put image here: list form

4. Across each row are blocks. Half of the block will be filled with the fighter's number that person is paired to fight in that specific round and half will eventually contain a "W" for win, "L" for loss or "B" for a nondestructive bye. Completing the list cards Prepare the list cards while there is a break in the fighters entering the list. 1) The list cards are what the Heralds will use to call the bouts, please make sure these cards are legible. 2) Each fighter in the tournament should have a list card. Creating a list card for the bye fighter is optional, it is up to you. Sample list card:

put image here: list card

## = Fighter number from list form Fighter name, with title R# = round number Number 2 (##) Fighter name Lord Owl VS W/L R1 R2 R3 R4

Pairing Fighters into Bouts Once the list is closed, pair up each of the fighters. This can be done in several ways, depending on the tournament style. Round Robin If there are more than 12 fighters entering a round robin, split the fighters into two fields to decrease the overall numbers. Too many fighters will mean that the fighting will continue long into the night, since every fighter must fight every other fighter in the tournament. Using predetermined pairing list (see appendix) is the easiest method for drawing a round robin. All that you will need to do is assemble the cards according to the preprinted pairings and record the results. If a pairing list is not available, another easy method of pairing is to rotate through the list. (example: fighter #5, R1 vs. #6, R2 vs. #1, R3 vs. #2) No fighter will be eliminated because each fighter will fight every other fighter on the field, no matter the number of wins or losses. If a fighter has to drop out of a Round Robin Tournament before the completion of the tournament, you have a couple of options: a) You can assign byes to each fighter that still had to fight this person. (Best with an even number) b) You can redraw the list and repair all of the fighters, ensuring that each of the fighters fights everyone else. (Best with an odd number) c) Another option, although

rarely used, is to allow a fighter to join in the tournament in the place of the fighter who had to withdraw. This person must accept the number of wins and losses of the fighter that they are replacing. This option is up to the discretion of you and the tournament sponsor.

**Single and Double Eliminations** The first rounds of both single and double elimination tournaments are paired by the MOL or tournament sponsor, using a random draw method. Use the method you or the tournament sponsor is most comfortable with. When appropriate, present the cards to the tournament sponsor for their review prior to completing noting each fight. This will allow a review of the pairings and a chance to change the pairings. If a squire and their knight, or two fighters who always fight each other are paired, it is appropriate to reshuffle or redraw that bout, with the tournament sponsor's permission. After the first round, the tournament style will dictate how to continue pairing. If possible, begin drawing the next round while the current round is being fought, this will speed up the tournament run time. If you or the tournament sponsor prefer, you can wait until the end of the round to draw the pairing for the next round. Do not allow the tournament sponsor, fighters, or MIC to rush the pairing process. They usually want to get onto the next round's fighting, and can become irritated by delays. Mistakes are usually made when the MOL is in a hurry.

**10 Single Elimination** Once the fighter receives one loss, they are no longer able to fight in the tournament. Their List Card is removed from the pile and placed to the side. An indication is made on the List Form; this is usually a line that is drawn through the remainder of the rounds for that fighter. The pool of fighters will continue to decrease as fighters with a loss are eliminated.

**Double Elimination** The first two rounds are almost always random draws. Once the fighter receives two losses, they are no longer able to fight in the tournament. The MOL must make certain that paired fighters have not fought each other. When a fighter has been paired with all other fighters remaining in the list, only then can fighters be paired again. After the first two rounds, an expedited pairing method can be used.

**Random Draw Methods**

- 1) Take the top card in the stack and the bottom card in the stack. This ensures that people who signed up together do not necessarily fight each other. Continue taking the top and bottom card until all fighters have been paired. If you have one card left over, assign that person the bye.
- 2) Take the stack of cards and shuffle them thoroughly. Take the top two cards; this is your first pair. Continue taking two cards until all fighters have been paired together. If you have one card left over, assign that person the bye.
- 3) Randomly, draw two cards and pair them up. Continue randomly drawing two cards at a time until all fighters are paired up. If you have one card left over, assign that person the bye.
- 4) Place cards in two equal piles, using a predetermined method of splitting the list (example: chivalry vs. non-chivalry, local vs. out-of-area) Shuffle each stack and pair fighters from opposite stacks. If you have one card left over, assign that person the bye.
- 5) Use tokens, or pieces of paper with fighter name or number written on it. Draw tokens from cup or pouch, pairing fighters as drawn.
- 6) Use of a tournament tree.

**Expedited Draw** A method of speeding up a double elimination tournament can be made in the pairing process. Talk to the tournament sponsor to find out what

draw method to use. Unless specifically asked to use an expedited draw, use the random draw method throughout the tournament. Place list cards in two stacks, one for fighters who have no losses, one for fighters who have one loss. Randomly draw from each pile, pairing fighters with one loss against each other and fighters without a loss against each other. This guarantees fighters will be eliminated in each round, usually making the tournament slightly shorter.

**Recordkeeping Recording Bouts** Once all of the fighters are paired, write the bouts on each card. This will act as a double check to ensure that fighters do not fight each other multiple times in the tournament, unless necessary. (Many MoL's will record the bout order on the cards, along with the fighters. Adding an additional number or letter indicating which pair is first, second, etc.) An example:

Put image here: card

Number 1 Number 2 Fighter name Fighter name Sir Winnie The Pooh Lord Owl VS W/L VS W/L R1 2 (A) R1 1 (A) R2 R2 R3 R3 Then, transfer the bout information to the list form. An example:

Put image here: list form

Name of Tournament: Date: Fighter Name 1 2 3 4 5 6 7 8 1 Sir Winnie the Pooh 2 2 Lord Owl 1 3 The Honorable Lord (THL) Christopher Robin Bye 4

Once all of the information has been checked and recorded, look at each pair and ensure that they are stacked in the order of precedent; the person with the most precedence is the first of the two in the pairing. If you have any questions, ask the Local or Kingdom Herald present. Once you have reviewed the pairings, give the cards to the Herald, and prepare to record the wins and losses of each fight. (If multiple fields are being used, prior to giving the cards to the Herald, divide the pairings into the appropriate number for each field.) The Herald will then call all fighters to the field and announce the fighters in each bout.

**Recording Bout Results** Once each bout is completed, the list cards should be returned to you with the winner on top. Because there are sometimes questions on the field, a fight is re-fought, or other conditions arise, you should wait to record the results of the bout until the cards have been returned to you. This practice may save you some confusion as you draw later rounds. If there is any question regarding the outcome of the fight, PLEASE ask the Marshall, Herald, or fighters. Next to the appropriate round, record "W" on the winning fighter's card, "L" on the losing fighter's card and transfer to the List Form. Continue with this process until the tournament is completed.

**12 Commonly Used Terms**

- Bout (Match) – two fighters or teams competing until one is defeated.
- Bye – when there are an odd number of fighters in a round, one fighter will not have an opponent, and a bye is given. The tournament sponsor or MIC will determine how byes will be handled.
  - o Bye fighter – in some cases, a designated bye fighter will be paired against the fighter drawing the bye. Otherwise, the fighter drawing the bye will not fight in the round.
  - o Non-destructive bye – the bout does not result in a win or loss for the fighter, regardless of the outcome. Record just the bye on the list form and card. Non-destructive byes can provide an advantage in a tournament; take care to only give one bye fight to any given fighter.
  - o Destructive bye – the results of the bye fight are recorded as a regular

win or loss. • List – the names of all fighters participating in a tournament. • List cards – cards (or pieces of paper) given to the Herald to call each bout. These cards can also be used to pair fighters, and to record wins and losses. • List form – form (or sheet of paper) used to track all the fighters names, all bouts in each round, and wins and losses for each bout. • Marshal-in-Charge (MIC) – the person in overall control of the fighting, and the tournament. • Minister of the List (MOL) – the person running the list, or paperwork, aspect of a tournament. The Mol pairs fighters in each bout, tracks wins and losses, and any other requested information. • Tournament sponsor – the person (or people) deciding the form and conditions of the tournament. The sponsor is often the previous winner, ruling Nobility or the MIC.

Tournament Types • 2 out of 2 (2/3) –The winner of a bout is determined by winning two of three fights. Unless requested otherwise, the MOL records the overall winner, not each individual fighter’s wins and losses per bout. • Bear Pit – Within a designated space, the initial fighter holds the field (fighting area). Challengers line up to fight for control of the field. The winner remains on the field to challenge the next fighter, and the losing fighter goes to the back of the line, to challenge the field again. The Herald or fighter announces the winner to the MOL. The MoL tracks only the number of each fighter’s wins, or the length of time each fighter holds the field. o Speed or Lightening – a bear pit format with a specified time limit. • Cumulative Wounds – Any wounds that a fighter receives during a fight are carried over to the next round. This means that is a fighter loses a limb, but wins the bout, in the next round that limb is still lost to the fighter. • Double Kill – Both fighters kill each other simultaneously. It is up to the tournament sponsor whether the fight will be re-fought, or if both fighters receive a loss. • Elimination – Fighters are dropped from the tournament through losses. o Single - (single elim) When a fighter has lost one bout, the fighter is eliminated. o Double – (double elim) When a fighter has lost two bouts, the fighter is eliminated. • First Blood - This type of tournament is typically done for the light weapons fighters. The fight continues until the “blood” is drawn, (I.e., a blow is received in a non-fatal area such as an arm or leg). The fighter receives a loss when the wound is fatal. • Line tournament – (variation of a round robin) Fighters form two lines, facing each other. The fighters directly across from each other are opponents. Once the fights are over, the MOL record wins and losses from each line. • Melee – Battle scenarios fought by teams. Although the MOL usually does not need to track anything in a melee, cards do need to be checked before any fighting occurs. • Restricted Weapons – A tournament limited to a certain weapons form. The MOL needs to check the authorization card to ensure that the fighter is currently authorized in that weapons form. • Round Robin – Each fighter in the tournament will fight all other fighters. Fighters are paired into bouts, and all wins and losses are recorded. The winner is the fighter with the most wins overall. See the appendix for pairing lists. • Snowball - The first round is drawn and the fighters are paired off. Whoever wins the fight becomes the team leader and the losing fighter joins the winning fighter’s team, forming a two-man team. In the second round, the two-man teams are paired off, with the losing team joining the winning team,

forming four-man teams, etc. This continues until there are only two teams left. The two teams then fight to determine the winner. This tournament works best with an even number of fighters.

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Put image here: card

Put image here: report

Put image here: round robin