



IMPERIAL ESTATES WRIT #34

MANUAL FOR THE OFFICE OF ROLLS AND LISTS

March 2009

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I. THE OFFICE OF ROLLS AND LISTS

A. WHAT COMPRISES THE ROLLS OFFICE

The Office of Rolls and Lists is comprised of the Minister of Rolls and Lists as appointed by the Crown, possibly one or more Deputies, and possibly others assisting that have not officially been designated as a Deputy. It is the duty and responsibility of the Minister of Rolls to oversee the operation of the Office and make sure all of its functions are performed whether by personally doing them or by delegating them to others in the Office and verifying that they are done.

B. WHAT THE DUTIES OF THE ROLLS OFFICE ARE

The primary functions of the Office of Rolls and Lists are:

- Record and archive the participation and accomplishments of the members of the Adrian Empire
- Assist members of the Adrian Empire in tracking their own participation and accomplishments
- Provide verification and recorded information to other ministries and members as needed

The participation and accomplishments tracked by the Office of Rolls and Lists shall include:

- Points earned through Adrian activity or approved conversions of points earned elsewhere
- Knightly rank (and dates earned)
- Precedence-bearing titles, ranks, awards, and orders
- Non-precedence-bearing titles, ranks, awards, and orders as listed in the Bylaws and Estates Writ 18

C. STANDARD FLOW OF INFORMATION

The standard flow of information is as follows.

- The local Office of Rolls and Lists (Minister of Rolls and Lists, Deputies, and/or others assisting) assures that all Rolls paperwork is created and complete at each event.
- The local Office of Rolls and Lists collects or creates records for all titles, ranks, awards, and orders bestowed in its subdivision.
- The local Minister of Rolls and Lists collects the Rolls paperwork for each event.
- As soon as all of the paperwork for an event has been collected, verified, and approved by the Crown, the local Office of Rolls and Lists enters the event details (including points as well as any titles, ranks, awards, and/or orders bestowed) into the Imperial Database. See ***V.A.1. On-Line Reporting*** on page 16.
- Once a month, within 30 days of the last event in that calendar month, the local Office of Rolls and Lists sends the original paperwork for the previous month to the Imperial Office of Rolls and Lists. The local Office may keep copies and is encouraged to do so. See ***V.A.2. Physical Reporting (Sending in the Paperwork)*** on page 16.
- The Imperial Office of Rolls and Lists reviews the paperwork, handles questions that arise from the paperwork, compares the paperwork to the information in the Imperial Database, and verifies the entry of each event in the Imperial Database within 90 days.
- The Imperial Office of Rolls and Lists is also responsible for paperwork resulting from Imperial Events and for entry of the event into the Imperial Database within 60 days.

II. THE MINISTERS

A. IMPERIAL MINISTER OF ROLLS AND LISTS

1. Advise the Imperial Crown (or other members of the Empire), as requested, concerning:
 - The accomplishments of members of the Adrian Empire
 - Policies and procedures for the Office
2. Oversee and manage the Imperial Office of Rolls and Lists:
 - Serve as team leader to the members of the Office (ministers and deputies, both Imperial and subdivision levels)
 - Supervise Imperial Deputies in their duties
 - Maintain (and suggest updates) the Manual of Rolls as needed
 - Cause to be published any new policies or procedures for the Office
 - Coordinate the training of ministers and deputies (to include the scheduling and facilitating of training opportunities)
 - Ensure that a Minister of Rolls shall be present at all Imperial Events (who shall oversee sign-ins, supervise the List Keepers, and provide all documentation and reports to the Imperial Rolls Office immediately after the event).
3. Perform audits of accomplishments towards 3rd level knighthoods. See *VI. Audits* on page 18.
4. Serve as the primary arbiter (with review by the Imperial Crown) in matters of conflict over points or advancements of members of the Adrian Empire.
5. On a monthly basis:
 - Oversee the collection and filing of physical Rolls and Lists records that support and document participation and accomplishments
 - Oversee the updating and verification of the on-line Rolls and Lists records
 - Report to the Imperial Crown regarding the Office
6. As information is now published on the web as soon as it is processed, the annual list of standings for the Empire (also called a Domesday Book) is now obsolete.

B. LOCAL MINISTER OF ROLLS AND LISTS (CHARTERED SUBDIVISIONS)

1. Advise the subdivision Crown (or other members of the Empire), as requested, concerning:
 - The accomplishments of members of the Adrian Empire
 - Policies and procedures for the Office (as directed by the Imperial Minister of Rolls)
2. Perform audits of accomplishments towards 1st and 2nd level knighthoods and assist the Imperial Office with audits of accomplishments towards 3rd level knighthoods. See *VI. Audits* on page 18.
3. Provide as requested or needed (if you know that they need it, don't wait for them to ask; just send it to them) by the Crown or Chancellor:
 - Activity standings for estates-holders
 - Advancements that would affect the subdivision's Estates
4. At every sanctioned event:
 - Ensure that a subdivision minister or deputy shall be present to oversee and collect rolls records (including sign-in sheets, list trees, etc.)
 - Oversee the List Keepers and assist when needed

5. On a monthly basis:
 - Collect all subdivision rolls physical records
 - Create/Update on-line Rolls and Lists records for your subdivision if applicable. See *V.A.1. On-Line Reporting* on page 16.
 - File copies of the records in the subdivision archive and submit original records to the Imperial Minister or designated Imperial Deputy with your report See *V.A.2. Physical Reporting (Sending in the Paperwork)* on page 16.
 - Cause to be published a list of subdivision advancements (e.g. knightings) for members of the chartered subdivision
6. At the end of your position as minister:
 - Provide all materials to your Crown, the incoming Crown, or the incoming Minister of Rolls as directed by your Crown
 - Ensure that the incoming Minister of Rolls is trained in the policies, procedures, and the on-line data entry processes were applicable.

C. DEPUTY MINISTER OF ROLLS AND LISTS (BOTH IMPERIAL AND LOCAL)

1. Assist your Minister of Rolls and Lists as required.
2. Perform functions for the Office of Rolls and Lists as have been delegated by your Minister of Rolls and Lists.
3. Keep your Minister informed of the status of your rolls and lists activities.
4. Be prepared to cover the duties of your Minister of Rolls and Lists any time he or she is incapacitated or unavailable.

III. EARNING POINTS

A. WHAT A POINT IS

When discussing Rolls and Lists, the term *point* arises often. The Minister of Rolls is said to track your *points* and when you get enough *points* and the right *points*, you are entitled to a knighthood. The casual use of this term has led to misunderstandings in the past as to when you do and don't get a *point*, the removal of some *points* in favor of others, and possibly with other rolls issues as well so let us clarify this term now.

In Adria, most knighthoods are earned (exception: a prerogative knighting) by accomplishing a set of objective steps rather than a panel deciding that you are ready or other possible methods. For example, per the bylaws Article IX, Section C, a first level combat knight, called a Knight Bachelor, must have a minimum of eight Sergeant's List participations (or equivalent – Knight's List participations may be used), one Sergeant's List win (or equivalent – a Knight's List win may be used), Participation in a total of five Demos, Participation in ten Knight's Lists (excluding those used to take the place of Sergeant's List participations), one Knight's List win (excluding one if it was used to take the place of a Sergeant's List win), and Participation in one War. As these accomplishments are made over time, accomplishing any of these steps toward your knighthood is referred to as earning the *point* of that type.

In Adria Rolls and List terminology, a *point* is simply an indication that you have met one of your goals in progressing towards your knighthood.

B. ONE ACT CAN EARN MORE THAN ONE POINT

To earn a knighthood in Adria, you must complete a set of tasks. Earning a knighthood is not a game where a single action is guaranteed to earn no more than one *point* and neither is achieving a knighthood winning a game and thus having no more to play for. For example, when you participate in a combat tourney at a monthly event, you earn a participation *point* for doing so, but in that same effort, you may also earn a list win *point*. For the same type of effort at a standard demonstration, you will earn neither of these *points*, but will instead earn a demonstration *point*. If the event happens to be both, you may earn all three of these *points* for the same single effort. Adria is not played for *points* which are then used to qualify you for a knighthood; Adrian members strive toward knighthoods and *points* are a mechanism used to track that progress.

C. HOW ARE POINTS GRANTED

All points are granted by the authority of the Crown. Points in local chapters are granted by the Crown(s) of that chapter, subject to review and approval by the Imperial Crown(s) within one year from the date of participation. All points awarded by local Crowns and not objected to within that time will be considered approved. Points awarded may not be Changed or removed except for clerical errors, evidence of fraud, or malfeasance by the awarding Crown. These corrections must have supporting evidence. Points for Chapter Crowns and Imperial Ministers as well as points earned at Imperial Events are granted by the Imperial Crowns.

1. Basic Participation Points and Tourney Wins

Clearly observable or verifiable achievements such as participating in a tournament and winning a tournament (in Arts, Archery, and Combat) are normally delegated to the duties of the Office of Rolls and Lists. The Minister of Rolls (or delegate) will note the participation on the appropriate form. It is common practice for the Crown to later (either late in the event or after the event) physically sign each rolls form to indicate approval of those points granted. All members in good standing may participate in any and all tournaments and activities which they attend. In the case of new members joining at an event, they may participate in all tournaments and activities, even if those events are makeups for months preceding their membership providing all dues and taxes are paid and any required tests and qualifications are completed.

2. Ministry Points

Ministry points are the one area that takes a subjective judgment prior to granting. Being listed as a minister or volunteering at the beginning of an event to help out does not indicate that an acceptable service was performed. It is the decision of the Crown (or their delegate) whether a service was acceptable. Again, clearly observable functions such as marshaling or judging arts can normally be awarded with simple verification that the services were performed. The Crown will typically delegate creation or collection of the supporting paperwork to a Minister. Ultimately, it is the call of the Crown how this is done.

a. Subdivision Crowns

All points are granted under the authority of another who verifies that a job was properly done. The Ministry points for Subdivision Crowns are granted under the authority of the Imperial Crown. Before recording ANY ministry points for a local Crown, check on the current Imperial Crown policy. Imperial Crowns will approve or disapprove of DIs requested by local Crowns, but some will also choose to be more active role in the granting of monthly Ministry points. An Imperial Crown can choose to individually grant or not grant monthly Ministry points based on factors such as whether the Subdivision Crowns submitted monthly reports and whether their ministers submitted monthly reports. As these points are given out by the authority of the Imperial Crown, it is up to the Imperial Crown to set this policy.

A Subdivision Crown is not eligible to receive a DI for regular Crown tournaments as these events are administered mainly by the ministers. If the Crown is conducting a special Crown tournament, they may be eligible for a DI, but like other DIs, must present a request to the Imperial Crown.

b. Ministers

It is up to the relevant Crown (Subdivision Crown for Subdivision Minister and Imperial Crown for Imperial Minister) to grant or set policy for the granting of monthly Minister points for their Ministers. For example, does the Crown Marshal get their point for marshaling on the field or must they also send in a report to their crown and Imperial counterpart and make sure that all collected tests are properly processed? On the one hand, that minister may have worked hard at the event that month while on the other hand all ministers are required by law to send reports to their Imperial counterpart and failure to do so will jeopardize the point of the Crown of the subdivision, and if it is not corrected, of the status of the subdivision itself. While Crowns are encouraged to make sure that all of their ministers send in their monthly report to their Imperial counterpart on time, Stewards and Ministers of Rolls automatically lose their point any month that they fail to do so.

Ministers can also be granted a point without attending an event. It is common practice to give a Ministry point for the construction of the Subdivision's newsletter even if that minister does not make it to the event where the newsletter is distributed. Attendance is not a factor for Imperial Ministers in months where there is no Imperial event.

c. Estate Holders

An estate holder (Marquis, Count, Baron, etc.) can earn a monthly ministry point. However remember that a point is not a magical thing; it is a mechanism to track advancement towards a knighthood. Holding the title indicating the representation of an estate does not mean that you actually did anything. It is the responsibility of the Crown to determine if this ministry point is warranted. If an estate holder attended an estates meeting or filed a written report, there is a verifiable service that was performed. If an estate holder met with his/her estates, the Crown may require that the estate holder take an active step to inform the crown of this service prior to the granting of the Ministry point.

3. DIs and DPs

a. What a DI Is

“DI” stands for Demo Initiation, but that is only the origin of the term. In Adria, “DI” is now used not only for that purpose, but for other methods of earning those milestones towards your knighthood that are considered equivalent. A “DI” is now an Adrian technical term or term of art that indicates satisfying that requirement towards a Ministry Knighthood.

b. How DIs are Awarded

i. Being the Autocrat of a Demonstration

This is the original way to earn a DI and where the name came from; you initiate and hold a Demonstration. You must first obtain Crown approval, then follow Imperial and local rules (such as meeting the requirements for announcing the event), as well as organize and hold the demonstration. It is normally the autocrat’s job to interface with anyone necessary at the site of the demonstration, but contracts may only be signed by the Crown with permission of the Imperial Crown. Upon completion of the event and the event paperwork to the satisfaction of your Crown, your Crown will award you a DI.

Demonstrations (demos) are broad-based, general demonstrations of medieval or renaissance culture. They have a wider audience than a class (demonstrations may be at schools, faires, libraries, and so on).

Demos must meet all the requirements for an official event, plus:

- There must be at least ten (10) different attendees
- Attendees need not be members of Adria

Adrian members who attend, sign-in, and assist with the demonstration receive credit (called a DP, Demonstration Participation point) for their advancement towards knighthood in whatever discipline or disciplines that they assisted with. Demonstrating or discussing the techniques, materials, and/or equipment of a particular subject counts as a DP in that discipline. For instance, showing how spinning was done counts as an arts DP. Showing the equipment that we use or period equipment that would have been used and talking about how we do archery and/or how archery was done in period counts as an archery DP even though a bow was never nocked. Setting up, tearing down, or helping to manage the demonstration counts as a ministry DP.

While all points come from the authority of the Crown, the autocrat is usually responsible for making sure that verification and recording of these activities is done. The autocrat should make sure that the rolls forms are completed and turned in. Failure to turn in the rolls paperwork for a demo is cause to deny a DI regardless of how much other work was done. After all, it jeopardizes the points of everyone at the demo.

ii. Being the Autocrat of a Special Event

A Crown can determine that the service as Autocrat of a Feast, Tournament, War, or equivalent is an acceptable effort and grant a DI. (*See Bylaws: Imperial Estates Writ 6.*)

iii. Teaching a Class (Giving a Collegium)

Classes, also called collegia, or symposiums, must meet all the requirements for an official event plus:

- A syllabus must be turned in to the Crown in order to receive Crown approval for the class
- A class must be at least twenty (20) minutes long, with at least ten (10) minutes for questions and answers for a total of at least thirty (30) minutes.
- If the class warrants it, costume requirements may be waived by the Crown
- There can be more than one teacher for a class, if approved by the Crown
- Attendees need not be members of Adria

To qualify for a DI, the class must have at least ten (10) separate attendees who have signed in (this may include the teachers). If there are not ten (10) attendees, the teacher may conduct the class again and accumulate attendance to reach this goal, but it only counts as one class.

Adrian members who attend a class and sign-in receive a DP. The DP shall count in the disciplines in which the class was focused. If more than one discipline is addressed, it may count in more than one discipline. For instance, if a class is taught on how to fight a particular style of combat, it counts as a combat DP, while a class taught on how to construct a period weapon that then goes into period use of that weapon, may count as both a combat DP and an arts DP. The Crown responsible for granting the points is also responsible for making this determination.

The teacher is responsible for making sure an event sign-in form is filled out, that the class attendees sign-in, and that the form is turned into the Minister of Rolls upon completion. Failure to turn in the rolls paperwork for a collegium is cause to deny a DI regardless of how much other work was done.

A member may not teach the same class more than once per year (unless it is a cumulative class). Members may attend classes as often as the class is taught and shall receive DPs for doing so. In a cumulative class, they only count toward the minimum of ten (10) attendees once.

iv. **Serving as a Minister**

Upon your request, your local Crown may grant you up to one (1) DI for every three (3) months of service as their minister and the Imperial Crown may grant up to one (1) DI for every two (2) months of service as an Imperial Minister. If a DI is granted for this service, it is in addition to monthly ministry points and is based on the concept that an overworked minister will not have time to also earn DIs using other methods. Points are never removed unless a clerical correction is being made or unless an Adrian court issues that order. These points' corrections may not strip a Knight of their rank. The Knight shall be permitted to make up the necessary points before further continuation of their STK.

These DIs are granted at the discretion of the Crown and are never automatic. The Crowns make the determination as they see fit but are advised to grant these points to their ministers that they felt served above and beyond the call of duty, whose basic duty is so challenging as to deserve this reward, or who held multiple positions at once so as to achieve this level of service in their overall effort. Crowns are encouraged to set criteria for acceptable service.

A Subdivision Crown may grant a maximum of one (1) DI for every three (3) months of service as a local Minister or Ministers regardless of how many positions were held. Additionally, the Imperial Crowns may grant a maximum of one (1) DI for every two (2) months of service as an Imperial Minister or Ministers regardless of how many Imperial positions were held.

In the case of a minister serving more than one local crown, the local crowns should collaborate and determine if the combined service to their subdivisions is deemed worth of granting these DIs. Such a case is viewed the same as serving in multiple local positions and the total granting of these DIs may not exceed one (1) DI for every three (3) months.

This policy is not retroactive and may not be applied for any Imperial service prior to April 2001 or any local service prior to April 2004. This policy was updated at the Imperial Estates meeting of March 2007. See ***Appendix A. Policy Changes: Limitation on Granting of DIs for Service as a Minister and Guideline for Doing So*** on page 22.

D. OFFICIAL EVENTS

Points may only be earned at events that are in compliance with *Bylaws Article V.A. Notice*.

Events must be:

- Sanctioned by the Crown
- Held in a medieval context, setting, and style
- Held for the purpose of education, re-creation, and/or competition
- Announced thirty (30) days in advance to the membership through official channels

Exceptions to the above:

- **30-day notice is waived or revoked** – *See Bylaws Article V.A. Notice.* The Crown (or the Estates), for just and stated cause, may waive or revoke notice. Revocation must be in writing.
- **Civil Wars** – *See Bylaws Article XV.B.1. Notice.* Civil Wars require that the war be held within 30 days of the issuance of the challenge.
- **Acts of God** – *See Bylaws Article XVIII, Conduct of Target Archery (which applies to all events by extension and in policy).* Official events that cannot be held because of weather, Acts of God, etc., may be rescheduled. The points earned at those make-up events are applied to the month they were originally scheduled.
- **Events not in a medieval context** – The Crown, for just and stated cause, may waive the medieval context requirement (garb, etc.). This may not be done for Estates Meetings, but may be done to allow Ministry points to be given for extra days of event set-up, tear-down, or cleanup when the Crown deems it appropriate.

E. ONE POINT PER MONTH LIMITS

Per the Adrian Empire Bylaws, Article V, Section F, only one participation point (Event Participation (EP) or War Participation (WP)) and Tournament Win (TW) counts towards advancement to knighthood in each discipline (Archery, Arts, Combat, and Ministry). Demo Participations (DPs), Demo Initiations (DIs), and Arts Masterworks (MWs) are not subject to this limitation. The exceptions to this are Imperial Tournaments (EPs and TWs), Imperial Wars (WPs), and Imperial Estates Meetings (Ministry EPs) which may be counted in addition to a local participation and/or win in the same month.

Rolls ministers should always record the facts as they occur. The check for multiple points in the same category should be done as part of an audit. The Imperial Database report automatically marks these points. Following this procedure allows things such as minimum tournament participants to be verified and prevents possible point losses due to certain corrections that may occur. Furthermore, this method easily allows situations such as a Combat EP at one event and an Archery EP at a different event within the same month to both be counted.

Only the Imperial Rolls office may enter Imperial Events into the Imperial Database. When entering an event that qualifies as an exception to the one-point-per-month rules, it shall be marked accordingly. This will automatically allow the additional points to show up on each member's rolls report web page.

F. TOURNAMENTS AND WARS

These two types of events provide opportunities to advance in all four disciplines. Imperial Crown or Civil Wars and Imperial Tournaments are exempt from the one-point-per-month rule. Points earned at these events may be counted as an additional point in a month, if such has been earned.

1. Tournaments

At a tournament you can earn monthly participation points (called EPs, event participations), wins (TWs), and in the arts, masterworks (MWs). If the tournament is held in the middle of a demonstration, the Crown may elect to also give out demo participation points (DPs), but you cannot earn war points (WPs) during a tournament. If a tournament is held during a war, war points are earned only by those also participating in the war portions of the event.

All of these points are awarded in the specific discipline in which they were earned, arts, archery, combat, or ministry. It is possible to earn these points in multiple disciplines at the same event if you participate in more than one area. For instance, one who marshals during the rapier tournament but fights in the armored tournament will earn an EP in both ministry and combat and one who judges arts but also submits an entry will earn an EP in both ministry and arts.

In Arts, a member whose entry scores high enough to garner a win receives a win (TW) in addition to the EP independent of the number of artisans participating. An arts entry that garners a masterwork receives a MW in addition to the TW and EP.

Archers and Combatants entered on a list of any size will receive an EP. The local Crown may require that you actually shoot or fight to earn this point even if the list is too small to produce a winner. If the list has at least four (4) qualified participants, a win (TW) will also be awarded according to the rules of the list.

If there are not enough people to fill a list (archery or combat), it is called a short list. There are three ways in which a short list may be handled:

- The participant may “bump up” to the higher list (if they have been authorized for that list) and the short list is cancelled. This new list is called a “combined list” but is still treated as being the higher list (huntsman’s list or knight’s list). When bumped up, their points are recorded on the lower list.
- A participant from the higher list may be bumped down to fill an open space in the lower list. This participant from the higher list may not earn participation or a win for doing so.
- The list may be cancelled. If this happens, everyone who signed up for the short list receive EPs. The crown may require participation (doing the shoot or fighting the short tourney) in order to receive the EP.

Points earned on a higher list (Knight or Huntsman) may be used in place of requirements on the Corresponding lower lists (Journeyman, Sergeant, or Bowman). The Rolls Minister or other person recording the event should record the facts of what actually happened but is encouraged to make a note that the lists were combined. The use of a higher list to cover the requirement on a lower list will be done when the points report is created or when the points audit is done.

2. **Wars**

In all disciplines except arts, only a war point (WP) can be earned at a war. If there is a tournament held at the war, tournament points (see above) are only earned by those also participating in the tournament portion. In the arts, an entry that earns a win and/or masterwork can count toward knighthood as a tournament win (TW) and/or masterwork (MW). If a tournament is held in conjunction with a war, the arts entries are automatically counted as participating in both events. They do not have to be judged separately to count for both types of events.

*** This is the only time a WP and an EP shall be granted for a single participation.

Target Archery offered for wars counts as an archery war point (WP). Combat archery at a war counts as a Combat (not Archery) war point (WP). Combatants who hold the rank of Sergeant or lower who participate in any war scenario receive a war point (WP). Combatants who hold the rank of Knight Bachelor or higher must participate in a Rapier, Cut and Thrust, or Armored war scenario in order to receive a war point (WP), but may also participate in Shinai scenarios.

G. **NO POINTS**

Points will not be awarded if:

1. The person is not a paid member of Adria (includes expired members after the 30-day grace period has elapsed).
2. The Crown does not concur with the point. All points come from the authority of the Crown.
3. It was earned at an unofficial event. This includes fighter practices, ladies’ solars, and informal meetings (minister’s meetings, committees, etc.).
4. The member does not sign in on the Event Sign-in Form.
5. Points for Combat will not be awarded if the member does not sign in on the Combat Sign-in Form.
6. The member does not pay the site fee (if any).

7. The member was removed from the event for just cause.
8. The member was not physically in attendance at the event. The Crown may waive this requirement for ministry points for ministers or estates-holders who have otherwise performed their monthly duties.

H. MEMBERS RETURNING TO ADRIA

A member who has had a lapse in membership (greater than the 30 day grace period), quit, or whose membership has been revoked loses all ranks, titles, and awards.

A member returning to Adria must petition the Imperial Crown for reinstatement of the lost ranks, titles, and awards:

- Status as a landed estate-holder is lost to the member. To head an estate requires continuous membership for most estates. Once they meet the continuous-membership requirement, the estate may restore them if the estate so chooses.
- Unless there is a judicial restriction or ban, rank is restored (the points are, after all, on record), as are titles and awards.

1. **Standard Reinstatement**

The standard reinstatement reads:

“We understand that the lapse was not due to any prohibition, restriction or ban. Our word is based on this information. Your membership will show a lapse, which will prevent you (for a time) from running for or holding an office that requires a continuous membership. Beyond that, We shall consider your rank, titles, awards, arms, etc. to be restored, subject to the same conditions, restrictions, etc. (if any) as when your membership expired.” *Signed by the Imperial Crown, copied to the local Crown and pertinent ministers: Chancellor, Rolls, and Steward.*

2. **Backdating Dues**

Points are not earned by non-members.

A member may backdate his dues to cover a lapse in membership. If a member lapses, participation does not count. Backdating dues will not allow these points to be recorded.

Backdating of dues is allowed for point conversions from other organizations. The Bylaws state that payment of dues may be required for point conversions from other organizations.

I. NON-JUDGED ARTS

Claims for points of Non-Judged Arts entries must be accompanied by a copy of the *Non-Judged Arts Project Request Form*.

IV. SOURCES OF INFORMATION

If it isn't written down, how does anyone know that it happened? If you know of something that should be recorded and isn't, work with your local Rolls Minister to correct the problem. If you can't get it documented, it won't count as advancement towards knighthood.

There are various sources from which the Rolls Office gets its information. All sources should be considered in their proper perspective.

A. WHY THE FORMS ARE NECESSARY

Procedure is often determined by completely mundane considerations. The default is that if you aren't on the sign-in list, you weren't there. The Imperial government is legally charged with the maintenance of all records that have mundane implications. This is also why the Imperial government must be sent the originals of each document.

B. DATE ALL FORMS AND USE YEARS

Forms become much less effective if you don't take the few moments it takes to date them. **Always include the year.** The purpose of the form is to be able to look back and see what happened. When audits are conducted to review eligibility for knighthoods, they are often done well after the fact. If the form is not dated or even if it doesn't include the year, it is sometimes impossible to determine what event is described on the form making all of the effort that was made to maintain the information accurately come to naught. At closing court, the winners of the lists are traditionally announced, but will the Imperial Minister of Rolls be able to count it when you claim to be ready for your third level?

C. PRECEDENCE

Event forms shall take first precedence as a source of information. These forms are signed by the actual participants, and verified by the autocrats, ministers, Crowns, and ruling nobles. Report forms shall take second precedence. They are a valuable source of information, but are secondhand reporting, with no validation of activities, member status, etc. Member-provided information shall be taken into consideration but only after other sources of information have been used. This type of information is used mainly when the primary records of an event have been lost.

D. EVENT FORMS

These are the first and most important source of information. They are the actual forms that are used at events, tournaments, and wars. These forms take precedence over all other sources of information. Every event requires sign-in forms. All forms are to be provided to the subdivision's Minister of Rolls, even if the Minister of Rolls is not present at the event (cantons, demonstrations, etc.).

1. Event Participation Form

This is an overall sign-in form in which **all** attendees whether members or not are recorded. Use this form for any sanctioned event: tournament, war, demo, feast, etc. Each person at the event must sign this sheet and may not alter the waiver. If the attendee is legally a minor (usually if he or she is under eighteen (18) years of age), a parent or legal guardian must be present at the event and must sign on his or her behalf or have approved waiver signed and notarized on file with the Local Steward.

2. Combat Sign-in Form

Used by the combatants to sign in, and by the Minister of Joust and War to record participants, winners, marshals, and other information about the tournament. A note should be made to indicate anyone who dropped out prior to participating. Each combatant should sign this sheet and may not alter the waiver. If the attendee is legally a minor, a parent or legal guardian must be present and must sign on his or her behalf.

Combat List Trees

Used by the list keeper as a working tool for running many types of lists. This works along with the Combat Sign-in Form and is often more accurate because it is made and used (making it easy to show drop-outs, etc.) during the actual combat. While the Combat Sign-in Form should be updated to reflect the results, actual practice shows that this is not always done. The Combat List Tree verifies both participants and the winners (as well as showing Marshals and Waterbearers).

3. **Arts and Sciences Sign-in Form**

Used by the artisans to sign in, and by the Minister of Arts and Sciences to record scores, winners, judges, scribes, and other information about the tournament.

4. **Archery Sign-in Form**

Used by the archers to sign in, and by the Minister of Archery to record scores, winners, rangemasters, and other information about the tournament.

Archery List Trees

Used by the list keeper as a working tool for running many types of lists. This works along with the Archery Sign-in Form and is often more accurate because it is made during the actual shoot. While the Archery Sign-in Form should be updated to reflect the results, actual practice shows that this is not always done. The Archery List Tree verifies both participants and the winners.

5. **Ministry Participation Form**

Much of the ministry participation is recorded on the sign-in forms (arts judges, etc.). Those not included on such a form should be recorded by the Crown or Ruling Noble (marshals, waterbearers, etc.). The Crown should have the appropriate ministers verify and complete this list and then personally review it.

E. **ESTATES AND MINISTERS REPORTS**

These are the second-most important source of information. They are the reports filed by the ministers and estates holders. These reports are used as back-up for event forms, and can help to fill in holes in the records, especially if they contain information from other chartered subdivisions. However, if the other subdivision is entering their information on to the central database as they should be (and you should be), then those official records take precedence. If there are Event Forms, they take precedence over these sources of information as well.

1. **Estates Reports**

Not all subdivisions require this report though it does contain valuable reference information. If used, these reports are normally filed monthly by the estates (households, baronies, counties, marches), and include participation and advancement information on each member of the estate.

2. **Herald's Reports**

At every court, the herald makes announcements which include the list-winners of the day. These announcements are recorded and provided to the Rolls Office in a Herald's Report (also referred to as an Honors Report).

3. **Newsletters**

Many subdivisions have a local newsletter in which information (tourney results, knightly and courtly advancement, etc.) is published. The Imperial newsletter records Imperial-level advancements.

F. **MEMBER-PROVIDED INFORMATION**

These sources of information are perfectly valid, yet every attempt should be made to utilize the primary event forms. They are intended to help fill in holes that may exist in Rolls records. If Rolls records exist for the events stated, then the Rolls records may take precedence over these sources of information. For example, Arts and Sciences Score Sheets may be presented by the member. Every time an arts entry is judged, the comments and scores are recorded. At the end of the judging process, these score sheets (also known as comment cards) are provided to the artisan. These may be used as proof of participation in an arts tournament.

1. **Arts and Sciences Score Sheets**

Every time an arts entry is judged, the comments and scores are recorded. At the end of the judging process, these score sheets (also known as comment cards) are provided to the artisan. These may be used as proof of participation in an arts tournament.

2. **The Word of Two Knights**

This is a method of verification that was born of ineffective record-keeping also in rare cases where the paperwork for the event is missing completely, Two K nights, may verify a member's participation in a Civil Court. This verification must then be backed up in writing and sent to the Imperial Office of Rolls and Lists. A request maybe made by a member to the local chancellery for a civil court. At which time the member must provide two knights in attendance at the event in question to give witness as to the participation in question. Should the two knights verify participation the point or points shall be granted. Notification of the finding must be sent to the Imperial Chancellery and the Imperial Rolls office.

V. REPORTS

If it isn't reported, it isn't recorded. The local Minister of Rolls shall receive all the event forms and other event documentation after each event. They shall record the activity and forward that information to the Imperial Office of Rolls and Lists. The Imperial Office shall record the activity at Imperial events. These reports shall be published and available to the populace.

A. REPORTS TO THE IMPERIAL OFFICE OF ROLLS AND LISTS

1. **Physical Reporting (Sending in the Paperwork)**

The local Minister of Rolls shall provide a written report of all participation and accomplishments of the members who have participated in their subdivision. This report must be provided to the Imperial Office of Rolls and Lists no later than the 30 days of the month for the previous month's activity.

The physical monthly report to the Imperial Office of Rolls and Lists must include all of the rolls forms used at all of the events that month including event sign-ins, sign-ins for each discipline, combat and archery trees, and honors reports. Each form must be dated (including year) and complete. Summaries and re-typed versions may be provided for additional clarity (e.g. the local minister may have an easier time interpreting poor penmanship by a member), but if used, these must be in addition to the original forms.

It is helpful if used, to include a printout of the event report provided by the Imperial Database after you have completed data entry. If your subdivision is unable to do data entry, use the Rolls Event Summary Report form.

Local subdivisions are encouraged to keep copies of all paperwork sent to their Imperial counterpart for their records and to help recover when information is lost or misplaced.

2. **On-Line Reporting**

Chapters are encouraged to use this option of reporting after every event. The local Minister of Rolls is responsible for the entry of the information into the Imperial Database. If you are a new rolls minister or new to helping your rolls office with this function, contact the Imperial Minister of Rolls for information on how to accomplish this. This can be delegated as needed, but if no one in your subdivision has the resources and skills to perform this function, you may contact the Imperial Minister of Rolls to make arrangements for the Imperial Rolls Office to accomplish this task on your behalf.

There is no reason to wait for the end of each month to do the On-Line data entry into the Imperial Rolls Database. It is always better to do it while it is fresh in everyone's mind. This way, if any questions are found while processing the paperwork, they can be more easily answered and the paperwork amended to reflect those changes. This prompt processing also increases the chance that such corrections can be made before sending in the paperwork to the Imperial Rolls Office.

B. REPORTS TO THE CROWN

Points are awarded at the discretion of the Crown. So any points recorded must be presented to the Crown for final approval before forwarding to the Imperial Office of Rolls. This is especially important for the monthly ministry points and any demo initiation points. The Crown has the sole right to award DI points.

C. REPORTS TO OTHER OFFICES

There are three offices that must regularly coordinate their information if Adria is to function smoothly. How these offices coordinate their information is left to the local subdivision and Crown, just as long as it gets done.

- **Office of Rolls and Lists** – Participation and accomplishments affect the standing of the estates
- **Steward’s Office** – Payment of dues and site fees affect the standing of the estates and the recording of participation
- **Chancellor’s Office** – Judicial proceedings affect the participation of members and the standing of estates affect the monthly ministry points awarded to estates holders.

Suggestion: Have one night a month in which the Crown, the Minister of Rolls, the Chancellor, and the Steward gather to record and share their information. This practice allows the offices to coordinate their information and allows the Crown to give a final seal of approval for the information being recorded. Points are awarded at the discretion of the Crown. Immediately after this meeting, the electronic database can be updated for any changes made at the meeting, marked as “pending Imperial approval”, and the physical (paperwork) reports are mailed to the appropriate Imperial Offices.

D. IMPERIAL REPORTS

The Imperial Minister of Rolls is responsible for reporting on:

- All activity at Imperial events
- Monthly points for Imperial Ministers
- Monthly points for Crowns
- Imperially-approved DIs for Crowns

E. NON-REPORTING

The failure of a Minister of Rolls to do their job impacts every member of the subdivision for years after the Minister leaves the office. It is for that reason that these penalties exist. Note that there may be extenuating circumstances for non-reporting. The Imperial Office will always take this into consideration, as long as the ministers have communicated their difficulties at the time.

Failure to file their monthly report shall result in:

- No ministry point for the Minister of Rolls awarded for the month
- Notice given to the Crown

Failure to file their monthly report for three (3) months in one (1) year shall result in:

- No ministry point for the Minister of Rolls for the months affected
- Automatic removal from office
- Notice given to the Crown

Failure to provide archive copies as required shall result in:

- No ministry point for the Minister of Rolls for the months affected
- No ministry point for the Crown for the months affected

VI. AUDITS

A member may not advance in knightly rank without the Office of Rolls and Lists confirming their qualifications (regarding participation points, etc.). The entire process of confirmation is often called a points audit. Points audits for first and second level knighthoods may be performed by the subdivision's Rolls Office, but audits to verify any third level knighthoods must be performed by the Imperial Minister of Rolls Office within 90 days of the request.

The member is responsible for tracking their own points, recording their participation and milestones. When the member wishes to advance in rank and believes that they have accumulated enough points to do so, they shall request an audit of their points. This is a review of the points to determine if they have, indeed, met the minimum requirements for the advancement. The Minister of Rolls must confirm that the points provided by the member matches the records in the Office of Rolls. Once the Minister of Rolls concurs with the accuracy of the information, they provide formal confirmation to the member.

While there is no restriction on how often a member may request an audit, the Minister of Rolls may refuse those requests which they feel are excessive. The member has the right to appeal. *See Audits: Conflicts.*

A. COOPERATIVE EFFORT

An audit is not created in a vacuum. The Minister of Rolls is not expected to create a complete and perfect record for a member without the assistance of the member. There may be errors or holes in the records requiring a cooperative effort to verify. A member who does not cooperate in the audit will not receive an audit.

B. RESPONSIBILITIES OF THE MEMBER

1. Track their participation and milestones. *See Forms: Steps to Knighthood.*
2. Periodically review the Imperial Rolls Database reports and assure that recent activity is properly recorded.
3. Request an audit:
 - Officially request an audit (e-mail or other written format). An offhand request shouted across the parking lot after an event is not an official request.
 - Provide the Minister of Rolls with any information that is useful for confirming the points, including persona names, maiden name, when they joined Adria, etc.
 - Provide the Minister of Rolls with a recap of their points as they believe them to be. *See Forms: Steps to Knighthood.*
4. Participate in the audit, providing information as requested by the Minister of Rolls.

C. RESPONSIBILITIES OF THE MINISTER OF ROLLS

1. Respond to an audit request in a timely manner (within 30 days of official request).
2. Confirm the information provided by the member:
 - Work with Crowns and Ministers of Rolls of other subdivisions to help confirm information as needed.
 - Work with the member to eliminate discrepancies
 - Include in the audit any recorded points that the member may not have in his records.
 - Explain to the member when a point must be excluded.
3. Provide the member with a written confirmation of the outcome of the audit.

D. Responsibilities of the Imperial Minister of Rolls for 3rd Level Audits

1. Imperial Audits must be completed within 90 days of the request.
2. 1st and 2nd level knighthoods or the credit involved in the award which has already been granted and recorded with the Imperial Rolls Minister, cannot be revoked unless stripped by a Court.

3. 3rd level audits will only verify points from the 3rd level STK submission.
4. The Imperial Minister of Rolls and Lists will provide the member and their local Minister of Rolls and Lists with verified copies of the completed audit.

CONFLICTS

Disagreements about the records should first be worked out between the member and the Minister of Rolls. If that is not possible, then the member or the Minister of Rolls may appeal to the Imperial Office of Rolls and Lists for a clarification or decision. Both the member and the local Minister of Rolls shall be expected to cooperate fully in the appeal process, providing as much information as possible to help document their point of view.

The chain of appeal shall be:

1. **The Imperial Office of Rolls and Lists**
2. **Chapter Civil Court** - See *Bylaws Article XI.A. Civil Courts*.
3. **Imperial Civil Court** - See *Bylaws Article XI.A. Civil Courts*.
4. **Imperial Crown**. - shall be the primary arbiter of such disputes.
5. **Imperial Estates General** - Requires 60-day notice to the Imperial Chancellor to be placed on the agenda for the next regular Imperial Estates Meeting.

E. CORRECTIONS

A completed audit (confirmed and signed off by the Minister of Rolls) does not mean that corrections to errors cannot be made. If information comes to light that points were (or were not) awarded in error, the Minister of Rolls with Crown approval can authorize a change to the records. The member has the same rights to appeal as during the original audit. See *Conflicts* in the preceding section.

Note: Changes to the rules are never retroactive. A Rolls Minister may not “go backwards” and change points awarded under different rules or different interpretations of the rules. See ***Appendix A. Policy Changes: Changing Awarded Points*** on page 21.

VII. POINTS CONVERSIONS

The Bylaws allow for the Imperial Crown to “develop systems of conversion such that members who have participated in activities analogous to activities in the Adrian Empire.” *See Bylaws Article IX.C. Ranks.*

ONLY the Imperial Crown may approve these conversions. This section documents the general procedure currently in place. The specific policies for point conversions from specific organizations are shown in the separate document, Rolls and Lists - Conversion Policies.

A. PROCEDURE

The member will:

- Get the back-up information and confirmations from the original organization (currently SCA, ECS, HMR, HOC or Avalon) to establish their claim. This should be from officers and former officers from that group (e-mails are acceptable).
- Prepare a recap page that will go along with your request. Include what points are being requested, and the dates those points were earned (if at all possible).
- Request in writing from the Imperial Crowns and the Imperial Rolls Minister, a points conversion. Include the confirmations from the other group, and the recap.

The Imperial Minister of Rolls Office will:

- Review the request and determine what points can be credited and if the member is eligible for any knighthoods based on the conversion per the policies set down by the Imperial Crown.
- If further clarification or documentation is needed, contact the local Crown and the member with instructions about what is needed.
- Verify that any other requirements for point conversion have been met including the possible back payment of dues.
- Check that any points to be converted do not violate the one-point-per-month rule (if so, notify the member and note it in the records).
- When sufficient information is gathered and verified, submit it to the Imperial Crowns for approval.
- Provide the status of the approval or disapproval back to the member.
- Keep a copy of the information (request, support information, and Imperial Crown response) in the Rolls records for future reference.

If the points are approved, the Imperial Minister of Rolls Office will:

- Provide the information to the member, the local Crown, and the local Minister of Rolls.
- Apply the points and advancements as directed by the Imperial Crown.

Restrictions:

- The member is still subject to the one-point-per-month rule, and any conversions shall not overlap with points already awarded for a month.
- The converted points will not be recorded until the Imperial Crown has approved the conversion.

APPENDIX A. POLICY CHANGES

From time to time, the way points are awarded and recorded has changed. This manual contains today's rules about points. This appendix contains previous policies and their effective dates of changes, etc.

A. CHANGING AWARDED POINTS

Changes are not retroactive. A Rolls Minister may not “go backwards” and change points accurately awarded under different rules or different interpretations of the rules, for example:

- Points awarded as “second points in a month” for local Crown Wars, before the clarification was issued.

The exception to this shall be points that were awarded in error, for example:

- Knight's List armored combat participation points for shinai tournaments (which is only authorized for Sergeant's List tournaments)
- DIs granted for Imperial Ministry service before March 2001.

B. ONLY ONE TW PER MONTH

In December 1998, Emperor Stefan issued a clarification that a person may only count one TW (in any particular list) per month toward their knighthood.

C. MORE THAN TWO CLASSES PER YEAR

In November 2000, the restriction of earning no more than 2 points per year for teaching classes was removed.

D. DRAFT ARTS MANUAL ALLOWED FOR PLAY TEST

Between the proposal of a new Arts Manual in 2000 and its adoption in 2002, subdivisions were allowed to play test it. It included the removal of the requirement to have 4 participants to make an Arts list. The September 2001 Imperial War used this manual.

When entering old records during this period, try to confirm which Arts rules were used by the subdivision.

E. EARNING DIs FOR SERVICE AS A MINISTER

After March 2001, Imperial Ministers can request DIs to be granted for up to one (1) for every two (2) months of service and one (1) DI for each service as Autocrat of Feasts, Tournaments, War, or Collegium if the Crown determines the service was acceptable and useful.

This was expanded to include Local Crowns and Ministers at a rate of up to one (1) DI for every three (3) months of service in March 2004. As with all rolls rules and policies updates and changes, the optional granting of these DIs is Not retroactive.

F. COUNTING CROWN WARS AS A SECOND POINT IN A MONTH

In July 2001, a clarification was issued: Imperial Crown/Civil Wars and points for tournaments held at these wars may count as a second point in a month, local Crown/Civil Wars do not. If points were awarded in error prior to this ruling, they will not be taken away.

G. COUNTING ARTS AS A TOURNAMENT IN A WAR

Prior to July 2002, if there were 4 entries on a category list (food, crafted, bardic, fine) in a Crown/Civil War, then those entries would also count as a tournament. With the adoption of the Arts Manual in July 2002, arts category lists are obsolete.

H. POINTS FOR IMPERIAL ESTATES MEETINGS

After March 2003, a member may earn an additional ministry participation point (ministry EP) for performing a ministry service at Imperial Estates Meetings (*see Bylaws Article V.F.*). This includes holding a vote and participating in the meeting, but does not include those who were not present but sent proxies.

I. ARTS MASTERWORKS/MASTERPIECES

After March 2004, Masterworks are automatically awarded for entries scoring at least 30 points. Masterpieces were eliminated at that time. Masterpieces earned before this date may be tracked, but no longer have bearing on achieving knighthood(s).

J. TEN (10) PEOPLE MAKE AN EVENT

The requirements that ten (10) people be present for a collegium (class) to count was unclear as to whether or not that included the instructor(s) of the class and thus done differently in different regions. In November 2004, the Imperial Estates resolved that the ten (10) people requirement can include the instructor(s). Per Policy A, decisions on this issue made prior to November 2004 will not be reversed.

K. "NON-GARB" EVENTS

In November 2004, the law was changed to allow a Crown to grant points for non-garbed events (not estates meetings) such as clean-up.

L. WAR POINTS FOR COMBATANTS

After November 2005, combatants who hold the rank of Knight Bachelor or higher may only earn a War Point in the discipline of Combat if they participate in Rapier, Cut and Thrust, or Armored war scenarios.

M. VOTING PRIVILEGES RESTRICTION WHEN EARNED THROUGH CONVERTED POINTS

Voting privileges that were earned by converting points from other organizations do not go into effect for one calendar year from the date when the member joined Adria.

N. QUALIFYING SCORES FOR ARTS PARTICIPATIONS REMOVED

After March 2006, any arts entry submitted to be judged at a tournament receives an EP. Before that date, an arts entry on the Journeyman's List required a score of ten (10) to earn an EP, while an entry on the Knight's List required a fifteen (15).

O. LIMITATION ON GRANTING OF DIS FOR SERVICE AS A MINISTER AND GUIDELINE FOR DOING SO

At the Imperial Estates meeting of March 2007, Imperial Estates Writ 6 was updated to limit the number of DIs that may be granted for ministerial service in cases where a single member is serving as multiple ministers. It also includes language to help guide Crowns in determining when and when not to grant such DIs. Imperial Estates Writ 6:

Demo initiations in the Ministry path to Knighthood may be given in addition to Ep's for classes, collegia, feasts, tournaments, and wars.

- a. A demo initiation (DI) may be granted at a maximum rate of one (1) for each two (2) months of service as Imperial Crown, Imperial Minister, or Imperial Deputy Minister. Regardless of the number of these positions held, a member may receive a maximum of one (1) demo initiation for every two (2) months of this type of service to the Empire.
- b. A demo initiation may be granted at a maximum rate of one (1) for each three (3) months of service as a local Crown, local Minister, or local Deputy Minister. Regardless of the number of these positions held or the number of subdivisions in which they are held, a member may receive a maximum of one (1) demo initiation for every three (3) months of service of this type to subdivisions. If a member serves as a minister to more than one subdivision (Kingdom, Archduchy, Duchy, or Shire), the Subdivision Crowns (and Imperial Crowns if a Shire is involved) must collaborate to evaluate the combined service to the subdivisions.
- c. A demo initiation may be granted to any member for each service as autocrat of feasts, tournaments, war, or collegia, or equivalents. by the other sections.
- e. The relevant Crown will determine if the service was acceptable and useful. In the case of Subdivision Rulers and Imperial ministers, it will be determined by the Imperial Crowns. In the case of Imperial Crown, it will be determined by the Imperial Estates General. Shire Viceroys and Vicerenes may award these points if each award is accepted by the Imperial Crowns. DIs are granted at the discretion of the Crown and are **never** automatic.

- f. Crowns are encouraged to set criteria for acceptable service. DIs granted for Crown and ministerial service are based on the concept that an overworked minister will not have time to also earn demo initiations using other methods. Crowns are advised to grant these points to their ministers that have served above and beyond the call of duty, whose basic duty is so challenging as to deserve this reward, or who have held multiple positions at once so as to achieve this level of service in their overall effort. The manner and practice of granting these service credits is subject to the review of the Imperial Crown. The decision of the Crown is final except for review by the Imperial Crown.
- g. More than one person may receive a demo initiation for the same demo so long as all are truly involved in the initiation of the demo.

P. **NON-JUDGED ARTS**

Non-Judged Arts entries were elevated from play test to Imperial Estates Writ, July 2007.

APPENDIX B. FORMS

Forms are available in Adobe PDF format as well as Microsoft Excel (spreadsheet) format. The Excel versions allow the Rolls Minister to pre-fill in headers and other known information. The layout and any waivers on the form MAY NOT BE CHANGED with out the consent of the Imperial Crown.

A. SIGN-IN FORMS

All attendees who intend to participate in any activities must sign in on the Event Sign-in Form and sign in or be recorded on the Steward's sheet if site fees are being collected, whether they are a member of Adria or not. Anyone who has not signed in or has not paid the required site fee (if any) is not officially present at the event and may not participate in any event activities.

The Event Sign-in Form shall record a person's attendance. If the attendee wishes to participate in any activities, they must also sign the appropriate sheet for that activity.

1. **Event Sign-in**

This sign-in form has the general waiver printed on it and everyone who attends an event must sign the waiver. If they wish to participate, they sign in on the list-keeping sheets for the specific activity.

2. **Archery Sign-in**

The archery sign-in form has plenty of room for the archers to sign in. It is used by the archery list keeper to create the list tree (if used), and record scores and ministry information. After the tournament, the list keeper returns the form to the Minister of Rolls. There is also a version of this form that doubles as the Event Sign-in Form (it has the same waiver at the top) and may be used for stand-alone archery shoots.

3. **Arts Sign-in**

The arts sign-in form has plenty of room for the artisans to sign in. It is also used by the arts list keeper to record scores, and ministry information. After the tournament, the arts list keeper returns the form to the Minister of Rolls.

4. **Combat Sign-in**

Combatants may sign up for as many lists as they are qualified for. After sign-in is complete, the combat list keeper uses this sheet to create the list trees or combat schedules. After the tournaments are finished, the results are recorded on this sheet and the sheet is returned to the Rolls Minister.

5. **Ministry Sign-in**

The ministry sign-in form has a column to be initialed by the person verifying that the ministry service was completed. For example, the Minister overseeing the waterbearers, be it Physicker, Minister of War and Joust, or Crown Marshal, may verify which waterbearers were present and performing those duties. After the event, the Crown should make any final adjustments as to who did or did not earn a ministry point, including verifying that the primary ministers present served to the Crown's satisfaction, and sign off on the sheet as a whole.

6. **Demo Sign-in**

The Demo Sign-in form may be used at Demonstrations as the Event Sign-in Form. It offers columns to indicate in what disciplines a person participated. Any plans to participate that were not fulfilled to the satisfaction of the Autocrat or Crown should be clearly crossed out. After the event, the Autocrat or Crown should initial each line to show that they have verified the participations. These will turn into Demo Participation Points if the Crown concurs.

B. TOURNAMENT FORMS

1. **List Tree**

This form is used by the archery and/or combat list keeper to track the combatants in elimination-type tournaments.

2. Arts Comment Cards

This form has space for the judges' comments and scores for an arts entry. Each judge will fill one out as they judge the entry, then turn it in to the list keeper for final tallying.

C. STEPS TO KNIGHTHOOD

These forms are essential for members to track their own participation. There is a form for each discipline. The member fills in their activity, as it happens, which gives them an ongoing record of their status. Please see the Imperial website at <http://www.adrianempire.org/> to obtain these forms. Each one is several pages in length.

D. ROLLS EVENT SUMMARY REPORT

In the event that no one in your subdivision has the ability (including due to lack of computer access) to enter the subdivision events into the Imperial Database, fill out a Rolls Event Summary report for each event held that month to include with your records submitted to the Imperial Rolls office. This form summarizes the points earned towards knighthoods to be used as a double-check against the more detailed forms above (which must also be included). See *V. Reports*, page 16.

E. MINISTRY PARTICIPATION

Show the monthly ministry event participation points for your ministers and estate holders on a separate report form called the Minister and Estate-Holder Participation Report. It includes a comment column to specify why each member did or did not earn a point that month. It also allows you to scan over this report for several months running to see who has been performing their duties to the Crown's satisfaction. The Crown should not grant DIs for ministers who have not performed at least the minimum number of months of acceptable service. See *III.C.3.b.iv. Serving as a Minister* on page 10. If the Crown chooses to grant a DI, indicate so on this form.

F. HONORS REPORT

It is important to track the advancements and precedence-bearing awards in Adria. If it is listed in the bylaws (see *Bylaws: Ranks, Titles, Awards*), it needs to be tracked. Official subdivision awards and orders should also be tracked, but ministry positions, humorous or unofficial local-level awards, and styles do not need to be tracked in this manner.

G. NON-JUDGED ARTS

The *Non-Judged Arts Project Request Form* is an Arts and Sciences Form, but must accompany any claims for points earned using Non-Judged Arts entries.

GLOSSARY

Armored List – In the combat discipline of knighthood, a certain number of participations and wins are required on the Armored List, also called the Steel List, to advance past first level (Knight Bachelor). Therefore Armored List participations and wins are listed in addition to general combat Knight's List participation and wins.

Arts Score Sheets – Every time an arts entry is judged, the comments and scores are recorded. At the end of the judging process, these score sheets (also known as comment cards) are provided to the artisan. These may be used as proof of participation in an arts tournament. See *Appendix B. Forms, B.2. Arts Comment Cards* on page 25.

Attendance Only (AO) – This term was intended to indicate that a person attended an event but earned no specific points for advancement towards any knighthood. Periodic attendance at events is required to hold a vote on an estates body. It has been dropped from the forms as unnecessary (don't list the person on the form if they were not in attendance or did not pay site fees, if any) and because it was frequently used incorrectly which added confusion rather than provided information.

Attendee – A person present at an Adrian Empire event regardless of membership status. To be an attendee, a person must sign-in on the Event Sign-in Sheet and, if there is a site fee, pay it and be recorded on the steward's sheet.

Audit – The process of going over the points records for a member. See *VI. Audits* on page 18.

Autocrat – The person in charge of running an event is referred to as an autocrat (and may be eligible for a DI). For large events, there may be more than one autocrat.

Bowman's List – The starting list for archery competitions.

Civil War – A type of war in which a Crown is at stake. See *War*.

Class – See *Collegium*.

Collegium – A class (different from a demonstration because of the focus and the teacher/student presentation). See *III.C.3.b.iii. Teaching a Class (Giving a Collegium)* on page 9.

Comment Cards – See *Arts Score Sheets*.

Conversion – Adria recognizes participation in certain other organizations and may convert that participation to points which may be counted toward knighthood in Adria. See *VII. Points Conversions* on page 20.

Crown – The ruler of an Empire, Kingdom, Archduchy, or Duchy. Their monthly minister points and requests for DIs are approved by the Imperial Crown. For ease of reference, the word "Crown" implies all Crowns, as well as Imperial Viceroys (even though the latter does not have the same rights or privileges as a Crown). See *Viceroy*.

Crown War – A type of war in which a Crown is at stake. See *War*.

Cut and Thrust – Adrian combat using heavier weapons than *Rapier*, but a similar style. It also employs lighter weapons and armor than *Armored Combat*. While a Rapier and Cut and Thrust list may both be held at the same tournament, the points earned towards a knighthood are the same.

Demo Initiation (DI) – An Adrian term for a key milestone in the Ministry discipline of knighthood. It originally meant initiating, organizing, and running a demonstration of Adrians to non-Adrians, but it has grown to include giving a collegium and may also be granted for service as a minister. See *III.C.3.a. What a DI Is* on page 8.

Demo Participation (DP) – If a member goes to a demonstration or collegium and they participate in that event, they receive a demonstration participation point. DPs may be earned by demonstrating or discussing the techniques, materials, and equipment of a subject as approved by the Crown. The DPs are applied within the discipline that the topic pertained to. See *III.C.3. DIs and DPs* on page 8.

Domesday Book – A list of standings for your region or the entire Empire. Made obsolete by the full Online availability of this information.

DI – See *Demo Initiation*.

DP – See *Demo Participation*.

EP – See *Event Participation*.

Estates Meeting – A specific type of meeting, outlined in the Bylaws. A minimum amount of participation at official events is required of the estates-holders in order to vote at these meetings. Rolls must coordinate with the Chancery in order to provide this information. Attendance at official events counts whereas proxies sent to an event do not. A minister may earn a ministry point without being present at an event, but it does not count as attendance at the event.

Event Participation (EP) – When a person goes to an official crown tournament, pays the site fee (if any), and signs in, they may choose to participate in the tournaments or help administer the event. Their participation is noted in the appropriate discipline(s). For instance, if they fought, they would receive a combat EP (specifically if they fought Sergeant's Rapier, they would receive a Sergeant's Rapier EP). If they helped to administer the event (marshal, judge the arts, etc.) the Crown may award them a ministry EP. These points are awarded independently of each other.

Event, Official – An officially-sanctioned occurrence in which members may earn participation points. This is a generic term that includes all types of events (tournaments, wars, demonstrations, classes, estates meetings, etc.). A tournament or war must include opportunities for advancement in all the knightly disciplines (archery, arts, combat, and ministry). Official events must meet the criteria as per the bylaws, including Crown approval, prior publication, etc. See *III.D. Official Events* on page 10.

Event, Non-Points-Earning – See *III.G.3*.

Event, Points-Earning – See *Event, Official*.

Feast – A meal (usually fairly elaborate). This can be presented as part of a tournament or war or it may be an event unto itself. It may qualify for DI(s) and Ministry EPs if it meets the criteria for an official event.

Fighter Practice – Fighter practices are not points-earning events. See *III.G.3*.

Fun War – A type of war in which a Crown is not at stake. See *War*.

Governor – A term sometimes used instead of Viceroy. See *Viceroy*.

Guild – A guild is a “club within a club” where people group together to focus on one type of activity (such as brewing, or rope-making). Guild meetings are not points-earning events. Guild activity at official events is credited as normal.

Huntsman's List – The advanced list for archery competitions.

Journeyman's List – The beginning list for arts and sciences competitions

Knight's List – The advanced list for either combat or arts and sciences, competitions

Ladies' Solar – Ladies' solars (also known as stitch-and-bitches) are not points-earning events.

List – The list of people who are participating in a given activity (usually referring to competitive activities such as the archery or combat list).

List Keeper – The person in charge of “running the list,” usually for combat and archery. This person often uses a list tree to record who faced off with whom, who won and proceeded to the next round, and ultimately, the tournament winner.

List Tree – A form that is commonly used for single-elimination or double-elimination competitions. See *Appendix B. Forms, B.1. List Tree* on page 25 and the form itself later in the appendix.

Masterwork (MW) – In the arts, there is a level of excellence above a Tourney Win. If the artisan receives a Masterwork, they receive the MW point, as well as a TW and an EP.

- Milestone** – The points other than participation required for knighthood. The requirements for knighthood include participations and milestones. You must have a certain number of EPs and WPs in order to advance. You must also have a certain number of wins, demos, etc. These are the milestones.
- Minister of Rolls** – The Minister of Rolls is responsible for the Office of Rolls and Lists. They (or their deputy or other delegate) also supervise the rolls forms at the sign-in tables and oversee the List Keepers.
- Minister's Meeting** – The Crown may call a minister's meeting in which all ministers are to attend. This is not a point-earning event.
- MoR** – See *Minister of Rolls*.
- MW** – See *Masterwork*.
- Prerogative Knighting** – A Kingdom or Imperial Crown may create a knight once a year regardless of his or her points. The Minister of Rolls just records the knighting in the records.
- Rapier** – Adrian combat using rapier style weapons. Previously called “Ren” (short for renaissance after the time period in which the style became common), “Schläger” (after a commonly used blade), or “light renaissance” (to distinguish it from the style that was once called “heavy ren” and is now called cut and thrust).
- Ren** – See *Rapier* or *Cut and Thrust*.
- Report** – There are a number of reports that are filed. The Minister of Rolls receives reports from various sources and records the participations and advancements. The Minister of Rolls creates reports from these updated records and forwards those reports to the Imperial Office of Rolls.
- Sergeant's List** – The beginning list for the combat competitions. This list is for combatants striving for the rank of Sergeant. Once the rank of Sergeant is achieved, the combatant moves to the Knight's List and competes against others striving for, or that have achieved, the rank of Knight.
- Sign-in Sheet** – Everyone who attends an event must sign in if they wish to be recorded. There is an event sign-in sheet and a separate sign-in sheet for each of the disciplines. Each sheet has a use. See *Appendix B. Forms, A. Sign-in Forms* on page 24.
- Schläger** – See *Rapier*.
- Steel** – For many years, the *Armored* lists (in combat) were called *Steel*. See *Armored List*.
- Tournament** – a) specific type of points-earning event where opportunities to advance in all fields are offered b) competitions in archery, arts, or combat, conducted at a tournament.
- Tournament Win (TW)** – When a member has participated in a tournament (archery, arts, or combat), and has been declared the winner, they receive a TW. They also receive an EP for having participated.
- Tourney** – Tournament.
- TW** – See *Tournament Win*.
- Unofficial Event** – An event at which participants do not earn points. It does not require costume, specific advance notice or publication, site fees, sign-in sheets, or ministers. See *III.G.3*.
- Viceroy** – A minister of the government who is the ruler of a remote region (in a chartered subdivision, also called a governor). At the Imperial level, this is the ruler of a Shire. For ease of reference, it is included in the word “Crown” when referring to Crowns and Viceroys, but does not have the same rights or privileges as a Crown. As with other Crowns, their monthly points and requests for DIs are approved by the Imperial Crown. See *Crown*.
- War** – A specific type of event in which armies are formed to “fight” against one another. If it is a Crown or Civil War, it must follow specific guidelines (see Bylaws). If it is a “fun” war (any war other than a Crown or Civil War), the rules are more lax. Either way, the participants earn WPs rather than EPs. See *III.F.2. Wars* on page 12.

War Participation (WP) – When a member goes to an official war, pays the site fee (if any), and signs in, they may choose to participate in archery, arts or combat, or help administer the event. Their participation is noted in the appropriate disciplines. For instance, if they fought, they would receive a combat WP, the arts would receive an arts WP. See *III.F.2. Wars* on page 12.

WP – See *War Participation*.