

## **DUTIES OF THE AUTHORIZATION CLERK:**

1. Create all Æthelmearc authorization cards.
2. Maintain the electronic and paper files of authorizations.
3. Ensure that the kingdom MOL has access to the electronic database as needed.
4. The authorizations clerk must report at regular intervals (check Earl Marshal reporting schedule) with copies being forwarded to the Earl Marshal, Kingdom Marshal of Fence, Chancellor of the Youth Martial Academy, Youth Fencing Provost, and others as requested. This report should include the following: total number of current adult, minor with adult, and youth authorizations in the kingdom, number of authorized rattan, number of authorized rapier, number of authorized equestrian, number of authorized youth, any other information upon request.

## **AUTHORIZATIONS CLERK REQUIREMENTS:**

To effectively execute the position, a candidate will need the following:

1. A computer, either PC or Mac. The machine should be fairly recent and of sufficient power to handle the processing of the database.
2. Appropriate software to manipulate the database as needed.
3. A color printer for laminated cards.
4. Approximately 5-10 hours per week to process paperwork and handle requests and questions.
5. Internet and e-mail access.

## **AUTHORIZATIONS:**

- 1.) Every Æthelmearc authorization, whether new or renewal, **MUST** be completely filled out.
- 2.) All authorizations must be sent to the Authorization Clerk, for the issuance of a laminated authorization card. **THE TOP PORTION** of the authorization form will be valid for proof of authorization for 60 days from the date it was signed.
- 3.) Initial (NEW) and additional form authorizations require the signature of two marshals for heavy weapons and fencing authorizations. Equestrian and Youth initial (NEW) and additional form authorizations require one marshal's signature.
  - a.) All reauthorizations (RENEWAL) require the signature of only one marshal.
  - b.) Replacement card requests do not need a marshal's signature.
  - c.) Current inter-kingdom transfers require the signature of one marshal. Expired inter-kingdom transfers are subject to the discretion of the marshal-in-charge. Please write **TRANSFER FROM "Previous Kingdom"** on the form before mailing it.
- 4.) Adult authorizations expire on your birthday no more than four years from the initial date of authorization. When one authorization expires, all current authorizations must be renewed for the next four-year period. If proof of SCA membership is submitted instead of a signed SCA legal waiver, the expiration date of the authorization card becomes the expiration date of the SCA membership. The

signature of an active heavy weapons marshal renews heavy weapons forms; likewise the signature of an active fencing marshal renews fencing forms, and the signature of an active equestrian marshal renews equestrian forms. A marshal can only renew weapons forms in the activity for which he/she is an active marshal. Individuals may be active marshals in multiple activities.

5.) Youth authorizations expire when you change youth divisions. When youth change divisions, they must reauthorize in all weapons forms, due to the different requirements, standards, and calibrations in each division. Marshals who sign youth authorization forms must be active youth combat marshals.

6.) Renewals will be accepted when signed no more than 30 days in advance of or 60 days after the expiration date of the original card. After 60 days, the signature of two marshals may be required, at the discretion of the marshal-in-charge.

7.) Adult authorizations require the following: SCA name, mundane name, today's date, full, valid mailing address (to send the permanent card), phone number (for questions), e-mail (if applicable), birth date, weapon form(s), type of authorization (new, renewal, etc), marshal signature(s) with membership numbers, minister of the lists' signature and membership number (if one is processing the paperwork), and signed waiver or proof of SCA membership.

8.) Youth authorizations require the following: SCA name, mundane name, today's date, full, valid mailing address (to send the permanent card), phone number (for questions), e-mail (if applicable), birth date, age group or division, weapon form(s), type of authorization (new, renewal, etc), marshal signature(s) with membership numbers, parent/legal guardian name, parent/legal guardian signature, and minor's consent to participate and hold harmless agreement signed by the parent/legal guardian or proof of minor's SCA membership.

**NOTE: Authorization cards can only be sent to residents of Æthelmearc (by mailing address) or to recognized subjects of Æthelmearc (by formal paperwork filed with the Kingdom Seneschal; date of allegiance change is to be filed with initial authorization paperwork and confirmed before card is issued).**