

Kingdom of Gleann Abhann

Responsibilities for Rapier Reports

Note 1: An individual may have reporting responsibilities under more than one category (e.g., a GRM may need to submit an Event Report).

Note 2: Youth Rapier or C&T marshals holding practices, tournaments, etc., for other groups follow the reporting requirements in the corresponding Rapier Marshals section.

If You Are A:	Monthly	Quarterly	As Needed
FIGHTER		Status report to KMoF, if not in a group with a Group Rapier Marshal.	<u>All SCA activities:</u> Waiver or blue card. Authorization card. Event Roster if required. Submit to MiC. <u>Upon authorization:</u> Authorization Form/Waiver. Send to Rapier Authorization Card Deputy. Keep copy for self.
RAPIER MARSHAL IN TRAINING	Waivers from practices (if MiC). Submit to Group Knights Marshal or Kingdom Sheriff	Group Report, Group Roster (if GM) or Field Report (if not). Submit to mentor and KRM.	Injury Report. Submit to KRM or RRM. Copies to mentoring marshal
GROUP MARSHAL	Waivers. Submit to Knights Marshal or Kingdom Sheriff	Group Report, Group Roster. Submit to KRM or RRM.	Event Report, Event Roster, Field Report. Submit to KRM or RRM. Injury Report. Submit to KRM or RRM.
RAPIER MARSHAL		Field Report. Submit to KRM or RRM.	Injury Report. Submit to KRM, MiC, and event Autocrat. Waivers. Send to Kingdom Sheriff.
EVENT/DEMO MiC		Event Report, Event Roster. Submit to KRM or RRM	Event Report, Roster, Waivers. Copies to GRM and Autocrat/Knights Marshal or Kingdom Sheriff w/in 10 days of event. Injury Report. Submit to Autocrat, KRM.
VISITING MiC for another group's PRACTICE	Waivers. Submit to host group Knights Marshal or Kingdom Sheriff	Field Report. Submit to KRM or RRM.	Field Report, Roster. Copies to host group Knights Marshal and own GRM w/in 10 days.
RAPIER AUTHORIZATION MARSHAL		Authorization Log. Submit to KRM or RRM along with other quarterly reports	Authorization/Waiver. Provide completed Authorization form to fighter & record the information in the Authorization Log. .
YOUTH RAPIER MARSHAL	Waivers (in addition to the Authorization/Waiver form). Submit to Group Knights Marshal or Kingdom Sheriff	Field or Group Report, Roster. Authorization Log. Submit to KYRM.	Authorization/Waiver. Keep one original in records for each fighter; provide a second original to parent. Record training sessions on both. On authorization, give both completed forms to parent and record the information in your Authorization Log. Event Report, Event Roster. Injury Report. Submit to KRM, KYRM, and event Autocrat.
PARENT of a minor fencer			<u>All SCA activities:</u> Waiver, or child's blue card. Event Roster if required. Submit to MiC. Authorization Form in possession. <u>Upon authorization:</u> Authorization Form/Waiver. Send to Rapier Authorization Deputy. Keep copy for self.
CUT & THRUST MARSHAL	Waivers. Submit to Group Knights Marshal or Kingdom Sheriff	Field or Group Report, Roster. Send to KCTM.	Event Report, Event Roster. Injury Report. Submit to KRM, KCTM, and event Autocrat.
CUT & THRUST AUTHORIZATION MARSHAL		Authorization Log. Submit to KRM or KCTM along with other quarterly reports	Authorization/Waiver. Provide completed Authorization form to fighter & record the information in your Authorization Log.

<u>FORM</u>	<u>SUBMIT BY</u>	<u>WHEN</u>
Waiver	All fighters	All SCA events (unless Blue Card is shown)
Group Report	GRM	Quarterly
Group Roster	GRM	Quarterly
Event Report	MiC	Within 10 days of the event
Event Roster	MiC	Within 10 days of the event
Field Report	RM	Quarterly
Injury Report	MiC	As necessary, within 10 days of incident
Authorization Log	RAM	Quarterly if authorizations performed.
Authorization Form	Fighter	Upon authorization.

1st Quarter
Nov 1 – Jan 31
Reports due Feb 15th

2nd Quarter
Feb 1 – Apr 30
Reports due May 15th

3rd Quarter
May 1 – Jul 31
Reports due Aug 15th

4th Quarter
Aug 1 – Oct 31
Reports due Nov 15th

ABBREVIATIONS

RM	Warranted Rapier Marshal		
RMiT	Rapier Marshal in Training	YRM	Youth Rapier Marshal
GM or GRM	Group Rapier Marshal. May be an RMiT	CTM	Cut & Thrust Marshal
MoF	Marshal of the Field. May be an RMiT	CTAM	Cut & Thrust Authorization Marshal
MiC	Marshal in charge. May be an RMiT for practices only		
RAM	Rapier Authorization Marshal		
	KRM, DEMR		Kingdom Rapier Marshal, Deputy Earl Marshal for Rapier
	KYRM		Kingdom Youth Rapier Marshal
	KCTM		Kingdom Cut & Thrust Marshal
	KMoF		Kingdom Rapier Marshal of the Field