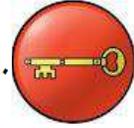




the society for creative anachronism, inc.



# SCA Sanction Guide January 2018 Edition

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## **I. SCOPE AND INTENT**

### **A. PURPOSE OF THIS DOCUMENT**

This document sets forth the sanction policy for the Society for Creative Anachronism, Inc. In the hierarchy of governing documents of the Society, the policies and procedures set forth in this guide fall immediately below the Society Seneschal's interpretations of Corpora found in the Seneschals' Handbook. Policies for international groups and affiliates may differ according to their affiliate agreements and governing documents.

### **B. PURPOSE OF SANCTIONS**

The purpose of a sanction is to protect the SCA and participants, by removing or limiting the participation of an individual who has violated the rules of the SCA, Kingdom law or modern law. Behavior, past or present, that places the SCA at risk is also subject to sanction. Sanctions should be tailored to the gravity of the offense. Interpersonal conflicts should be handled at the lowest level

### **C. CODE OF CONDUCT**

It is expected that participants in the SCA shall treat each other with respect and civility and this extends beyond SCA gatherings. Participants expressing themselves in any forum on an issue related to the SCA shall likewise maintain civility and courtesy. When considering sanctions in response to behavior, the sanctioning authority shall consider the extent of the public comment as well as the gravity of injury done to an individual local branch, Kingdom or the SCA. Behavior that is disruptive to the peace and well-being of the SCA is subject to sanction from an expulsion to Revocation of Membership and Denial of Participation (R&D) especially where there is a continuing course of conduct.

### **D. ROLES AND RESPONSIBILITIES**

1. The SCA, operating through its Board of Directors, reserves the right to sanction any individual or group of individuals in the SCA regardless of membership status, title or position (Corpora I.F). The Board reserves the right to modify these policies and reserves unto itself any and all rights related to sanctions not set forth in this sanction policy. The Board is the final arbiter of any sanction and shall hear any appeals.
2. The Society Seneschal may impose administrative sanctions, investigate matters that impact the SCA and/or its members, review all Royal Sanctions and Administrative Sanctions imposed at the Kingdom level. An inquiry may be made by the Society Seneschal; however, the Society Seneschal shall seek the approval of the Chairman of the Board prior to initiating a formal Society level investigation. The Society Seneschal may amend the sanction policy only with the approval of the Board of Directors. The Society Seneschal may assign investigators to be his deputies (Kingdom Seneschals may also assign investigators); investigators are fact finders and must follow the guidelines as set out in this document.
3. The King & Queen or Sovereign & Consort, acting jointly as the Crown, may initiate a Royal Sanction; those sanctions shall be presented to the Society Seneschal for review (Corpora X). All royal sanctions, other than banishment from the Royal Presence, may be reviewed by the Board if the sanction is properly appealed with the exception of an expulsion from the SCA which is automatically reviewed by the Board . The Crown has

the responsibility to notify the Kingdom Seneschal of all Royal Sanctions; however, the Kingdom Seneschal must join in an expulsion from the SCA to be valid. In the event of a dispute between the Crown and a Kingdom Seneschal over an expulsion, the Society Seneschal shall determine whether the expulsion is valid. Before the Crown imposes a sanction on an individual who resides in another Kingdom, the sanctioning Crown must notify the Crown of that individual's Kingdom of residence and the Society Seneschal (Corpora IV.G.11).

4. Kingdom Seneschals and relevant Kingdom Officers shall oversee Administrative Sanctions in individual Kingdoms until those sanctions are presented to the Society Seneschal who shall be notified of the disposition of all sanctions originating in the Kingdom. The Society Seneschal and relevant Society Officers may endorse the administrative sanction and impose a further administrative sanction at the Society Level. Administrative Sanctions imposed at a Kingdom level will not be automatically reviewed by the Board unless properly appealed (Corpora VII.b.x).
5. Persons Who Are Sanctioned:
  - a. Shall be notified that they are being sanctioned in writing within fifteen (15) business days of the initiation of the sanction by the initiating authority. The sanctioning authority shall give a general notification of the **factual basis giving rise to the sanction**.
  - b. May appeal to a higher authority except in the case of a Banishment from the Royal Presence (Corpora I.f);
  - c. Shall be permitted to offer a statement of events upon appeal, to wit:
    - (i) to present any evidence that supports their position or actions,
    - (ii) afforded the right to supplement that evidence should additional facts come to light or in order to rebut subsequent allegations not contained in the initial complaint but discovered in the course of the investigation and
    - (iii) discuss the sanction in a manner consistent with the Code of Conduct (Corpora I.C.5).
6. While participants have a right to offer a confidential written complaint to the Kingdom Seneschal or Crown, the complainant must understand that if the complaint goes forward to an investigation, the complaint will no longer be confidential as their complaint will be made available to the Board of Directors and the Society Seneschal.
7. Confidentiality: **Only modern and SCA names, the sanction type and the sanction term can be shared with the membership.**
8. The facts put forward by an alleged victim of either physical or sexual assault which is the basis of the investigation may be provided to the alleged perpetrator through their interview by the investigator; however, the identity of alleged victims of physical or sexual assault (As well as any witnesses in an investigation who may be reasonably believed to be the potential subject of retaliation) **should be limited to Complainant Doe or Witness Doe**. The identity of a victim and witnesses shall be maintained by the investigator and ranking seneschal with all names and statements being provided to the Board of Directors. No written reports will be provided to any party or their agent as

those reports are **the sole property of the Board of Directors and the SCA Inc.** Furthermore, the alleged victim must not be contacted by said alleged perpetrator.

#### **E. MEDIATION**

While mediation is appropriate in some cases involving interpersonal conflict, it is not a precondition to the issuance of a sanction. Nor is mediation required when imposing administrative sanctions for violations of rules or policies of the Seneschal, Marshalate, Heralds, and Exchequers.

#### **F. NOTIFICATION**

Once a decision has been made to impose a sanction on an individual, the following notifications should take place, in the order as listed where ever possible:

##### **1. Initial notice of sanction to subject of sanction:**

The individual must be timely notified in writing or in person (especially at an event) or by phone (before an event) followed up by written notice as described in Section D.5.a. as noted above. A notification letter and summary of verbal notice must be included in the sanction report.

- a. The Royal Sanction must be read at an official SCA court at a published event.
- b. The Royal Sanction must be published in the Kingdom newsletter.
- c. The Royal Sanction, read or published, shall only include the sanctioned individual's modern and SCA name, the type of sanction imposed, the date upon which the sanction is imposed and the duration of the sanction.

##### **2. The formal Royal Sanction letter to the subject of the sanction:**

- a. **Shall be sent to the sanctioned individual within 20 business days from the imposition of the sanction;**
- b. **Shall include:**
  - i. **Date of any attempted conflict resolution, mediation, or mitigation where applicable;**
  - ii. **Date sanction went into effect;**
  - iii. **Type of sanction;**
  - iv. **Specific basis/reason(s) giving rise to the sanction;**
  - v. **Term/duration of the sanction;**

##### **3. Review of Expulsion**

**If the Board upholds the expulsion, an expulsion letter shall be sent to the individual within a reasonable period of time. The expulsion letter shall include:**

- a. Date the expulsion went into effect;
- b. Specific basis/reason(s) giving rise to the expulsion;
- c. Term/duration of the expulsion, i.e. upon the close of the investigation;
- d. A link or reference to the SCA Sanction Guide along with reference to the sanction; review process contained therein;

- e. If the Board chooses to initiate a Revocation of Membership and Denial of Participation (R&D) investigation, then the subject shall be notified of this investigation by the Society Seneschal in the expulsion letter which should also include contact information for the Society Seneschal allowing for a response by the sanctioned individual.
4. Society Seneschal shall send notice that the sanctioned individual's membership has been revoked and denied.

## II. TYPES OF SANCTIONS

### A. ADMINISTRATIVE SANCTIONS

1. Definition: A restriction or ban on holding an office or participation in certain SCA activities imposed by a warranted officer of the SCA.
2. Authority: Kingdom and Society Officers may impose Administrative Sanctions within their areas of authority.
3. The Crown may suspend or remove an officer for just cause; however, this is not an administrative sanction. If the Officer is suspended for just cause, cause will initially be determined by the Society Seneschal and that decision will be reviewed by the Board of Directors. The suspended officer may return to office upon the end of the Crown's reign; however, an officer removed for just cause, there is no right of reinstatement.
4. Only the Society Seneschal may impose an Administrative Sanction that precludes the holding of all offices, including that of Crown and only with the approval of the Board.
5. Types of Administrative Sanctions are:
  - a. Temporary suspension from office.
  - b. Removal from office.
  - c. Revocation of authorization to participate in certain SCA activities, e.g. fighting.
  - d. Removal of a disruptive individual or individuals from a single event by the officer responsible for the event as defined in the appropriate section of Corpora.
6. Duration: The duration of an Administrative Sanction varies based on the level at which it was imposed. Officers at the Kingdom or Principality level may not impose sanctions lasting longer than two years. Society Officers may not impose indefinite sanctions; only the Board may impose indefinite or permanent Administrative Sanctions requested by Society Officers. Officers at all levels may request that their superior officer impose sanctions of a longer duration than they themselves may impose; however, nothing in this section is to be construed as interfering with the right of officers at all levels to appoint and remove deputy officers as they see fit. Administrative Sanctions should not be a substitute for appropriate action by the Crown; however, this does not preclude an officer from imposing additional appropriate sanctions upon an individual that the Crown has sanctioned.

### B. ROYAL SANCTIONS

1. Definition: A restriction or ban on any level of participation or activity of an individual imposed by the Royalty of a Kingdom or Principality of the SCA.

2. Authority: The Crown may sanction subjects, residents, and visitors within the borders of the Crown's Kingdom, for just and stated cause. These sanctions are referred to collectively as Royal Sanctions. The Crown is granted broad discretion in the imposition of Royal Sanctions complying with section III of this document.
3. Types of Royal Sanctions
  - a. **Banishment from the Royal Presence** precludes the sanctioned individual from attending any event at which the King and/or Queen will be present within their Kingdom and was published in advance on the Royal Progress. If the King and/or Queen attend an event that was NOT published in advance on the Royal Progress, the sanctioned individual is responsible for removing him or herself from eye-line/eye-sight in order to not to violate the sanction. It is incumbent upon the sanctioned individual to ensure that the sanction is NOT violated. Note that a Royal camp at an inter-Kingdom war is defined as the Royal Presence. Banishment from the Royal Presence may also be imposed upon a resident of a Principality by the Territorial Prince and Princess acting jointly as the Coronet within the boundaries of the Principality upon the written consent of the Crown.
  - b. **Prohibition from the Wearing or Display of the Insignia of the Realm** precludes the sanctioned individual from wearing or displaying any badges or other armory specific to the realm or any of its branches, awards, or orders. This specifically does not preclude the wearing of peerage regalia, because they are registered to the SCA and not to specific Kingdoms. The Coronet of a Principality may prohibit the wearing or display of insignia of the Principality by a resident of the Principality upon the written consent of the Crown.
  - c. **Withdrawal of the Privileges of Rank** precludes the sanctioned individual from exercising any privileges of rank in the realm of the issuing Crown. This includes, but is not limited to, the use of associated titles, taking part in peerage polling privileges and regalia (except for peerage regalia, as noted above).
  - d. **Proscription from Active Participation** prohibits the individual from taking part in any official business or activity within that one Kingdom. This means the sanctioned individual can still attend events in Kingdom but cannot engage in activities subject to the jurisdiction of any officer except as required for event attendance (for example, no participation in marshal activities, no entry into A&S displays or competitions, no archery or equestrian activities, etc.). Additionally, Proscription carries with it the restrictions of Banishment from the Royal Presence, Prohibition of the Wearing or Display of Insignia of the Realm and Withdrawal of the Privileges of Rank. The sanctioned individual can still attend events in other Kingdoms with no restrictions.
  - e. **Exile from the Realm** precludes active participation in SCA activities while attending SCA events in that one specific Kingdom. This means that the sanctioned individual cannot attend events in the Kingdom. The sanctioned individual can still attend events in other Kingdoms with no restrictions.
4. Duration: **Royal Sanctions continue for the stated duration of the sanction or until the end of the reign, whichever comes first.**
5. The suspension or removal of a Kingdom Officer for just cause is not a sanction. These actions are authorized in Corpora Chapter VII, Sections K and L. The Coronet of a

Principality may suspend an officer of the Principality according to the law of the individual Kingdom and Principality consistent with the policies set forth in this document and with the agreement of the superior Kingdom officer.

**C. EXPULSION FROM THE SCA**

1. Definition: Expulsion temporarily bans an individual from attendance or participation in any form in any SCA activity, event, practice, official gathering or official SCA social media for any reason, at any time, until the issue that gave rise to the expulsion has been resolved. This includes a ban on participation on officially recognized SCA social media forums, officially recognized SCA electronic email lists and officially recognized SCA webpages.
2. Authority: An expulsion may be imposed by the Kingdom Seneschal, in conjunction with the Crown. The Society Seneschal may impose an emergency expulsion when necessary, or when a Kingdom-initiated expulsion is inappropriate or logistically impractical.
3. An expulsion may be imposed in response to:
  - a. Serious transgressions of SCA rules;
  - b. Serious violations of standards of behavior at an SCA event;
  - c. Conviction or violation of a civil or criminal law which could put the SCA or its participants at risk;
  - d. Behavior which could put the SCA or its participants at risk;
  - e. Serious violation of the Governing Documents or other rules of the SCA;
  - f. A formal recommendation arising from procedures defined in Corpora;
  - g. Actions that negatively affect or endanger the SCA;
  - h. Situations in which an individual is under criminal investigation by a modern law-enforcement agency and is considered to be a risk to the SCA or its participants;
  - i. Situations in which an individual is under investigation for a Board mandated R&D investigation.
  - j. Actions that endanger public health and safety, or disturb the peace of an SCA activity in a manner which would make it reasonable for the modern authorities to be called.
4. Emergency Expulsion: Expulsion is effective immediately upon issuance by the Crown with the agreement of the Kingdom Seneschal or if issued in an emergency by the Society Seneschal, with the ratification of the Chairman of the Board and after consultation with Crown and Kingdom Seneschal of the applicable Kingdom. The expulsion is temporary and in place until the Board reviews the decision. Once the Board upholds an expulsion, it may direct the Society Seneschal to perform an R&D investigation. An R&D makes an expulsion sanction permanent.

**D. REVOCATION OF MEMBERSHIP AND DENIAL OF PARTICIPATION (R&D)**

Definition: An individual may have his or her membership in the SCA revoked and the right to current and future participation banned. Only the Board of Directors may revoke and deny membership.

### III. SANCTION PROCEDURES

The appropriate authorities (i.e. a specific officer) may impose sanctions as listed in Section II of this document, as per the following procedures:

1. Administrative Sanctions

- a. Notification must be completed as per Section I.G.1 to Section I.G.4.
- b. All Administrative Sanctions will be reviewed.
  - i. Administrative Sanctions at the local, principality, or Kingdom level shall be reviewed by the immediate superior officer upon receipt of notification of the imposition of an administrative sanction.
  - ii. **Administrative Sanctions imposed by a Society Officer will be automatically reviewed by the Board.**
  - iii. There is no requirement to have administrative sanctions read into court or published in the Kingdom newsletter.
- c. Appeals: A sanctioned individual may appeal the sanction once it has been reviewed and upheld by the immediate superior of the officer who imposed it, in accordance with the appropriate procedures of that office.

2. Royal Sanctions

- a. **Notification must be completed as per Section I.F.1 to Section I.F.2**
  - i. Whenever practical, before the Crown sanctions a visitor or potential visitor who is a resident of another Kingdom, the Crown shall first notify the Crown of the visitor's Kingdom of the intent to impose a sanction
  - ii. **Royal Sanctions take effect from the moment of proclamation, but as per Section I.F.2, a notice must be announced in court and also be published in the next available issue of the Kingdom newsletter if the sanction is to remain in effect.** Within 15 business days of the imposition of the sanction, the specific cause and occasion of the sanction must be explained in writing to the sanctioned individual. These reasons must not be published in the Kingdom newsletter or otherwise made public.
  - iii. All Royal Sanctions will be reviewed with the exception of Banishment from the Royal Presence and expulsions which are automatically reviewed.
    - i. **After the sanction is imposed, the Kingdom Seneschal will provide the Society Seneschal with all related documents including details of mediation attempts if any were appropriate.**
    - ii. **The Society Seneschal will review all Royal Sanctions for procedural compliance and proportionality.**
- b. Process for appeal to the Board of Directors is as follows: **the appellant must notify the Society Seneschal and the Corporate Vice President no later than the first day of the month of a quarterly meeting of the Board of Directors, i.e. January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> or October 1<sup>st</sup>.**
- c. A Royal Sanction may only be appealed to the Board, in writing, by the sanctioned individual if the appeal is accompanied by substantive evidence of bias, malfeasance, or gross incompetence on the part of the Royalty issuing the Sanction, or the Officer

reviewing the sanction. Simple procedural errors do not constitute grounds for overturning a Royal Sanction.

### 3. Expulsions

a. Notification must be given as per Section I.F.1 to Section I.F.2

b. Review

i. After an expulsion is imposed, the Crown and Kingdom Seneschal must provide the Society Seneschal any related documents including details of mediation attempts, as applicable.

ii. The Society Seneschal will review all expulsions for procedural compliance and proportionality.

iii. The Society Seneschal will contact the expelled individual to request any information the subject would like to include or, if the Society Seneschal deems necessary, may initiate a full investigation at that time.

iv. The expulsion shall be reviewed by the Board at the next Board meeting, if time permits.

c. Appeal

If the Board upholds the temporary expulsion, a member may appeal, if he or she can show that substantive evidence was either overlooked or came to light after the imposition of sanction such that, if taken in to account at the time the sanction was imposed, would have made a different outcome substantially likely, or to evidence of bias, malfeasance, or gross incompetence directly related to the investigation or imposition of the sanction on the part of the Crown or Society Seneschal who issued the expulsion.

## IV. SANCTION-RELATED TOPICS

### A. REVOCATION OF MEMBERSHIP AND DENIAL OF PARTICIPATION (R&D)

1. According to Corpora, an R&D by the Board enforces permanent expulsion from all SCA functions in all SCA Kingdoms. An R&D can only be issued by the Board. This step makes an expulsion sanction permanent.

2. The Board will consider a request for an R&D of a current member in the SCA under any of the following circumstances:

a. Petition to the Board by 30% or more of the membership of the Kingdom of residence of the individual;

a. Petition by a majority of the Kingdom great officers and peers of the Kingdom of residence who are currently members of the SCA;

b. The recommendation of a duly-constituted Kingdom court of chivalry;

c. Documentation of cause for expulsion from the SCA;

d. Conviction or violation of a civil or criminal law which could put the SCA or its participants at risk;

- e. Actions that endanger the SCA or its participants;
  - f. Violation of the Governing Documents or other rules of the SCA;
  - g. Formal recommendation arising from procedures defined in Corpora.
3. **The Board will automatically review all findings from a Revocation of Membership and Denial of Participation investigation.**
  4. Once the Board imposes an R&D, the recipient may appeal on a showing that:
    - a. Substantive evidence was either overlooked or came to light after the imposition of the expulsion which, if it had been available prior to the imposition of the expulsion, **would have made a different outcome substantially likely.**
    - b. **Evidence of bias, malfeasance, or gross incompetence on the part of the Crown or Society Seneschal who issued the expulsion.**
  5. An individual may agree to a voluntary Revocation of Membership and Denial of Participation in the SCA.

#### **B. VIOLATION OF TERMS OF SANCTION**

Violation of the terms of a sanction imposed in accordance with the requirements of the governing documents may in itself be considered grounds for further sanction.

#### **C. RESERVATIONS TO THE BOARD**

1. Sanctions on Individuals for Actions taken as Crown
  - a. The Board explicitly reserves **to itself the discipline of individuals for actions taken while serving as Sovereign or Consort of a Kingdom.**
  - b. The Board will not consider complaints against the Crown before the aggrieved parties have attempted to resolve their problem **directly with the Crown**, and then with the appropriate Kingdom and corporate officers.
2. Sanctions upon Individuals for Actions taken as Coronet
  - a. The Board reserves to itself the final determination regarding discipline of members for actions taken while serving as Sovereign or Consort of a principality.
  - b. If the Crown believes the Coronet has overstepped the bounds of law and custom, the normal recourse should be **in-Kingdom mediation and if it is required, a Court of Chivalry.** If the Board upholds the judgment of such a Court, the affected parties may be subject to loss of any honors and privileges deriving from their reign and nullification of any official acts dating back to the incident.
  - c. If the Crown feels that rapid action is essential to protect the SCA, it has the option of imposing an exile from the realm upon the Coronet, effectively putting the principality reign into abeyance until either conditions change within the Kingdom or the Board countermands the order; however, if the Board does not agree with the Crown's judgment regarding the urgency of the situation, the Board may choose to take action against the Crown as well as, or instead of, against the Coronet.
3. Degradation from the Peerage

- a. **The Board reserves the right to degrade a person from the Peerage;** however, Kingdom law may define conditions and procedures under which a recommendation for such action may be made to the Board.
  - b. Unless stipulated otherwise by the Board, the Board's decision in such a case applies only to the matter at hand. Nothing prohibits a person who has been degraded from any order of the peerage from being elevated to the peerage at a later date should the Crown determine that the person in question now meets the requirements of the order.
4. Revocation of Awards of Arms and Grants of Arms
- a. As with Peerages, the Board specifically reserves the right to revoke any Award of arms or Grant of Arms. Kingdom law may make provisions for offering such a recommendation to the Board.

**D. GUIDELINES FOR DRACHENWALD**

1. For areas of Drachenwald where there is no local incorporation, the full sanction process laid out in the SCA Sanction Guide shall be followed, unless there is a conflict with local law.
2. For those areas of Drachenwald where a local incorporation exists, the following will apply:
  - a. A sanction on an SCA participant will be honored by all SCA organizations and their affiliates.
  - b. The SCA Sanction policy will serve as a reference for all local organizations. Any unacceptable behavior by a member of the local organization will be subject to censure by that organization, under local organization rules. The extent of the censure will be communicated to the Kingdom Seneschal, for adoption within the other areas of the Kingdom, and will be communicated to SCA Inc. following SCA Sanction reporting guidelines.
  - c. Any data collected in support of a local incorporated group censure will conform to local modern laws for confidentiality, collection and storage.

**E. GUIDELINES FOR LOCHAC**

The Kingdom of Lochac is governed by two bodies with affiliation agreements with SCA Inc - in Australia by the Society for Creative Anachronism Ltd (SCA Ltd) and in New Zealand by the Society for Creative Anachronism New Zealand Inc (SCANZ). The Board of SCA Ltd reserves the right to determine membership of SCA Ltd, including the right to revoke and deny membership of SCA Ltd as given in its constitution and the Australian Corporations Act. The Committee of SCANZ reserves the right to determine membership of SCANZ, including the right to revoke and deny membership of SCANZ as given in the Rules for the Society of Creative Anachronism New Zealand Inc. and as per the New Zealand Incorporated Societies Act. However, in general, SCA Ltd and SCANZ members shall be sanctioned according to the Sanctions Guide with the differences stated below.

In this section, the sanctioning SCA Ltd or SCANZ members shall also include event members and non-members whose primary residential address is in Australia or New Zealand respectively and who causes issues at events, activities or online fora of branches in Australia or New Zealand. In all places in the sanctions document where "the Board" is mentioned, where the person being sanctioned is an SCA Ltd member, the relevant board will be the Board of SCA Ltd, and where the person being sanctioned is a SCANZ member, the relevant board will be the Committee of

SCANZ. This includes degradation from peerage, revocation of awards, and sanctioning of Royalty.

#### 1. Code of Conduct

The SCA Ltd Code of Conduct replaces any code of conduct specified in this sanctions document for SCA Ltd members. The Code of Conduct for SCA Ltd members can be found on the SCA Ltd website or obtained from the SCA Ltd Corporate Secretary. Any code of conduct published by SCANZ will similarly replace any code of conduct specified in this sanctions document for SCANZ members.

#### 2. Privacy

Any information collected during the course of a sanction investigation or sanction procedure in Lochac shall be treated in accordance with the privacy laws of both Australia and New Zealand. The Privacy Policy for SCA Ltd shall apply within in Australia, while any privacy policy published by SCANZ as well as the Privacy Act will apply within in New Zealand. Cross-border sanctions shall attempt to comply with both policies, but in the case of a conflict, shall comply with the local policy of the body to which the person being sanctioned belongs.

In these countries, the privacy policies of SCA Ltd and SCANZ and any legislation in their two countries, shall replace any SCA Inc or whole of SCA policies as these detail how to comply with local laws.

SCANZ has previously received an exemption from the privacy laws of SCA, Inc. This exemption still stands.

#### 3. Dispute Resolution

Before a sanction following from a complaint may be considered by an officer within Lochac, the Kingdom Seneschal of Lochac, the Board of SCA Ltd or the Committee of SCANZ, the Lochac Dispute Resolution Procedure must be followed. In any cases where the Dispute Resolution Procedure is inappropriate (for example a person has been convicted of a crime or poses a clear and immediate risk to the SCA), the person imposing the sanction shall record the reasons why the Dispute Resolution Procedure was inappropriate in the sanctions file for the case.

#### 4. Investigations

Due to the size of the kingdom, and probable unfamiliarity of the persons imposing sanctions with local conditions, investigators may make recommendations regarding sanctions in investigation reports where requested by the person/body requesting the investigation.

Non-cooperation by officers who are involved in an investigation by virtue of their office may result in suspension or removal from that office. Attempts to deliberately sabotage an investigation by biasing witnesses or other means may also result in sanctions.

In line with New Zealand privacy law and the Rules for SCANZ (8.b) the Committee will not receive, consider or act on anonymous communications.

#### 5. Role of the Lochac Kingdom Seneschal

As the Lochac Kingdom Seneschal is familiar with affiliate organization rules and is a member of either SCA Ltd or SCANZ and the Society Seneschal is not, the Lochac Kingdom Seneschal

shall be permitted to initiate expulsions of SCA Ltd or SCANZ members and conduct investigations on behalf of the Board of SCA Ltd or the Committee of SCANZ.

#### 6. Review of Sanctions

The Board of SCA Ltd shall act as the final reviewing body for all sanctions involving SCA Ltd members. The Committee of SCANZ shall act as the final reviewing body for all sanctions involving SCANZ members.

The process of reviewing sanctions shall be from Kingdom Seneschal directly to the Board of SCA Ltd or Committee of SCANZ. Those duties and privileges relating to sanctions reserved to the Society Seneschal shall be reserved to the Lochac Kingdom Seneschal within Lochac; however the Lochac Kingdom Seneschal shall inform the Society Seneschal of all sanctions proceedings.

#### 7. Appeals

Members of SCA Ltd or SCANZ shall not have the right to appeal to SCA, Inc. regarding a sanction. All described rights of appeal to the Board apply to the Board of SCA Ltd where SCA Ltd members and Australian residents are concerned or the Committee of SCANZ where SCANZ members and New Zealand residents are concerned.

#### 8. Notifications

In line with Australian and New Zealand community expectations, official notifications of major steps of the sanction process for members in Lochac are expected to be sent to the email address recorded with the relevant Registry, or in the most formal of cases or where an email receipt has not been acknowledged, by postal mail. Communication by other means (e.g. phone, in person or social media) is allowed where a timely message is of use, but an email or letter would be expected to follow formally confirming the message.

The Lochac Kingdom Newsletter, Pegasus, is also the corporate newsletter of the SCA Ltd and SCANZ. All notices relating to sanctions of an SCA Ltd or SCANZ Member which are required to be published in a kingdom or society newsletter or require notification of SCA members shall be published in Pegasus or by individual email/mail to members.

## **APPENDIX A: INVESTIGATOR'S GUIDE**

### **A. INTRODUCTION: PURPOSE AND SCOPE OF THIS GUIDE**

The purpose of this guide is to set forth policies and procedures for the proper and orderly conduct of investigations within the SCA by the Society Seneschal. This guide also applies to the Kingdom level to assist in the sanction process. In order for the SCA to effectively investigate and respond to complaints of misconduct or malfeasance among its members, the process by which these complaints are investigated must be objective and thorough. The investigators who are appointed to investigate complaints must understand the nature and scope of their duties and the proper manner in which to proceed.

In matters involving previously imposed sanctions or a complaint requesting the imposition of sanctions by Crowns (Royal Sanctions) or Kingdom Officers (Administrative Sanctions), the Society Seneschal or the Board will determine if the matter requires a simple review of the prior proceedings and findings or if further investigation is warranted. In many cases, the Society Seneschal needs only to gather established facts (e.g. obtaining copies of the judgment and commitment from criminal conviction and civil judgements) and as such, the process set forth in this guide is unnecessary in view of Society's acceptance of the conviction or judgment as a factual truth. This guide pertains to those situations in which the Society Seneschal has determined further investigation is appropriate and where the Society Seneschal or has the appointed investigator(s) gather further evidence on behalf of the SCA. This guide may be employed in situations where the Board has directed the Society Seneschal to conduct an investigation into alleged conduct that has come directly to the Board's attention and has not previously been addressed at a subsidiary level.

Investigators who fail to follow the policies and procedures set forth in this guide may be subject to discipline or sanction. Failure to adhere to the policies and procedures set forth in this guide shall not be cause for any action against the SCA, its directors, officers, or agents; furthermore, any such procedural violations of policies and procedures may render evidence null and void if there is any question of its validity.

### **B. NATURE OF THE INVESTIGATION PROCESS**

The purpose of any investigation is to gather facts upon which governing authorities may base a decision. A determination of facts must be based upon evidence gathered from eye witnesses, documents and all other relevant circumstantial evidence.

### **C. SELECTION & APPOINTMENT OF INVESTIGATORS**

The primary role of the investigator is to gather facts and write a comprehensive report of those facts to be presented to the Board by the Society Seneschal. Investigators are agents of the SCA. The Society Seneschal is the primary investigator; however, Investigators shall be appointed by the Society Seneschal and will function as agents of the corporation. The letter of appointment shall contain a description of the alleged conduct being investigated to the extent it is known at the time of the appointment and a recitation of sanctions already imposed for the conduct at the Kingdom level, where applicable. Individuals shall not be appointed as investigators to investigate complaints made by persons or against persons:

- With whom they have personal ties, such as family members, household members
- To whom they have ties of fealty
- To whom they are subordinate officers
- About whom the candidate-investigator or a family or household member of the candidate-investigator has made written complaints in the past or present (or *vice versa*),
- About whom they have an expressed or actual bias for or against
- An individual should not be appointed as an investigator if they were an eyewitnesses or who have personal first-hand knowledge of the events which form the basis of the allegations under investigation, or who were actively involved in the imposition of sanctions at a lower level.
- Individuals selected must be persons of good repute within their SCA communities.

#### **D. BEHAVIOR OF INVESTIGATORS**

- The Society Seneschal is the primary investigator; however, the Society Seneschal may appoint deputy investigators. For purposes of this guide, the word “investigator” applies to either the Society Seneschal or one of the deputy assigned investigators.
- Investigators must approach their tasks as neutral and unbiased gatherers of factual information. The investigator’s focus must be to impartially obtain the statements of the involved or knowledgeable persons, obtain relevant or helpful documents and records and gather whatever facts are necessary for the Society Seneschal and the Board to fairly and fully adjudicate the matter. The general goal of an investigation is to ascertain facts. The scope of the investigation will be dictated by the initial communications from the Society Seneschal to the appointed investigators. If there is any ambiguity or question as to the scope and methodology of their investigation, investigators shall resolve such issues with the Society Seneschal before commencing the investigation.
- The investigators must approach all witnesses, interviewees, and subject persons with the utmost courtesy. Investigators may not compel cooperation (non-cooperation should be reported in their report to the Society Seneschal).
- With the exception of their communications with the Society Seneschal, the investigation is confidential in nature and investigators will be precluded from making disclosures of the results of the investigation. All interviews, correspondence, documents, and other information obtained by investigators in the course of the investigation are considered the confidential information of the corporation and should not be discussed with or disseminated to anyone other than another appointed SCA investigator on the same case, and/or the Society Seneschal.
- An investigator may discuss with a witness the statements to determine if there are any inconsistencies in the facts. The investigator may also show relevant documents or records that were received previously to ascertain the accuracy of the documents or records.

- Unless the statements must be reviewed for their veracity and accuracy by another witness as noted above, an investigator should not reveal to any witness statements to another witness. Documents and records prepared by one witness may be shown to another witness to test their veracity and accuracy as noted above.
- The investigator may question the subject of the investigation with the statements of other individual witnesses and may show the subject of the investigation relevant documents.
- Other than disclosing the general purpose of the investigation, investigators shall not reveal or confirm the identities of the complaining persons, other witnesses or any details of the information received in the course of the investigation, even if that information is known or supposedly known to others, except for the sole purpose of testing the veracity or accuracy of the evidence (statements, diagrams or records).

#### **E. THE INVESTIGATION**

At the beginning of the investigation process the investigators shall:

- Receive from the Society Seneschal all materials of the complaint or previous action and findings, and immediately review all such materials.
- If a second investigator has been assigned, contact your fellow investigator assigned to the matter as soon as possible and establish the scope and purpose of the investigation in terms of which allegations or previous findings will be subject to the present investigation.
- Prepare a list of all persons and documents or records involved in the matter based on the reviewed materials.
- Outline all events or alleged events which are relevant to inquiry and which are presently known.
- As a team, develop a set of priorities and timeframe for conducting the investigation.
- Draw up a list of material witnesses, noting contact information.

During the course of the investigation the investigators shall:

- Obtain any other known documents or records that may be necessary to assist in the interview of witnesses or the determination of the facts.
- Schedule interviews with all possible witnesses, starting with the most relevant; that is, those witnesses who will most likely provide investigators with sufficient information to understand what occurred and enable them to make a coherent chronology of facts and events to facilitate the conduct of the investigation.
- Interview pertinent witnesses/interviewees [See Section 5 below for more information on how to conduct interviews] and take notes during the interviews.
- Generally, interview any subject person last in the initial scheme of interviews. This will facilitate asking questions based on all the facts as they have come to light during the investigation and interviews of other witnesses.
- Create written summaries of each interview as soon after the interview as possible when the statements and notes are still fresh in the investigators' minds. The summaries should contain

all information and responses provided by the interviewee that are pertinent to the matter under investigation.

- Once all interview summaries are written, the reports should be organized by setting forth the facts as stated by each witness. Where important discrepancies are noted between the statements of witnesses, investigators should determine if follow-up interviews would be appropriate to clarify the information given. All facts which tend to establish bias or an interest in the investigation should be noted, e.g. whether the witness has a motive, reason or interest to falsify or lie, whether or not the witness is biased for any reason and whether or not the witness(s)'s statements are inconsistent or evasive. It is also important to note any act establishing a consciousness of guilt based upon the conduct of the individual who is the subject of the investigation or said individual's evasiveness or inconsistencies.

### Interviews and Meetings

- When practical, initial interviews of critical witnesses and subjects should be done in person; however, in many cases, a face to face interview is prohibited by the distance between the witness and the investigator. Follow-up interviews and interviews of persons of lesser relevance may also be done by telephone.
- Witnesses must be interviewed individually and separately from and out of the hearing of other witnesses. Although the presence of other persons can be requested by the witness who is a minor or who is in need of a support person (alleged victims of sexual assault or domestic violence); however, under no circumstances shall another witness to the investigation be allowed to be present, with the following exception: where the witness being interviewed is a minor or mentally infirm, the parent or guardian or caregiver must be present, even if that parent or guardian or caregiver is also a witness.
- During the interview, the investigator should verbally refer to the documents by a title, a description or a date if appropriate. Once titled, use that title consistently.
- The investigator(s) should prepare in advance a written list or outline of questions they intend to ask the witness and any documents they intend to show the witness/interviewee. The investigators should not provide the question list to the witness in advance; however, the investigators may request that the witnesses bring or make available copies of documents in their possession that the investigator may not have, but which the investigator believes would be helpful to the gathering of facts and evidence. If the witness refuses to tender the documents or records to the investigator, the investigator must note this refusal to cooperate in their report.
- A summary of a witness interview should be reviewed the witness (or the noted parent, guardian or caregiver) upon their request within a reasonable time after the interview. No person other than the Society Seneschal will be provided a copy.

### **F. THE REPORT TO THE SOCIETY SENESCHAL OR KINGDOM SENESCHAL**

Concluding the Investigation, the investigators shall:

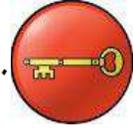
1. Draft the final report to be submitted to the Society Seneschal, which could include;
  - A brief statement of the matter or allegations being investigated,

- A list of all persons contributing to the investigation or named in the investigation as a person with knowledge, including their SCA names and offices or ranks if any, their modern names and contact information. If a listed witness was not interviewed, an entry should be made as to why the person was not interviewed,
- Detailed accounts of all witness interviews and statements, including the date, time, and place of the interview or statement as well as who was present.
- Detailed accounts of any statements, interviews or other information obtained from persons who are the subjects of the investigation.
- A list or index of all attached documents,
- Copies of all pertinent documents,
- Synopsis of the facts gathered during the investigation.
- A certification or attestation signed by the investigators that the report contains the true and accurate findings of their investigation. Once the investigator transfers the reports to the Society Seneschal and the Society Seneschal confirms the receipt of said report, the investigator shall destroy all copies. All copies retained by the Society Seneschal are considered solely the property of the SCA, to be retained confidentially and may not be communicated, transferred, discovered, or obtained by others without the express permission of the SCA.

**G. INVESTIGATION REPORT TEMPLATE**



the society for creative anachronism, inc.



**INVESTIGATION REPORT: Subject of Investigation**

Investigator's Name:

Date(s) of Investigation:

**REASON FOR INVESTIGATION:**

**SUMMARY TIMELINE:**

**INVESTIGATOR'S SUMMARY:**

**LISTING OF INDIVIDUALS CONTACTED/INTERVIEWED:**

Kingdom Seneschal:

Name:

Email:

Phone:

Witness #1

Name:

Email:

Phone:

Former Monarchs

Name:

Email:

Phone:

Witness #2

Name:

Email:

Phone:

Current Monarchs

Name:

Email:

Phone:

Subject

John Smith:

Email:

Phone:

**INTERVIEWS AND INFORMATION PRESENTED:**

**EXHIBITS:**

## **APPENDIX B:**

### **A. ANNOUNCEMENTS IN NEWSLETTER**

1. Sanction by Reigning Royalty

Royal Sanction—Banishment from the Royal Presence or Exile from the Realm; Proscription from Active Participation; or Exile from the Realm

On **[Date sanction was issued in open SCA Court]**, we issued a Royal Sanction - **[Type of Royal Sanction]** against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**. The sanction will expire on **[Date Royal Sanction will end - no later than end of reign]**  
**[Crown's Names and Title]**

2. Sanction by Reigning Royalty

Royal Sanction-- Expulsion from SCA

On **[Date sanction was issued in open SCA Court]**, we issued a Royal Sanction –Expulsion from the SCA against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**. The sanction will expire on **[Date of the end of the Royalty's Reign]**  
**[Crown's Names and Title]**

3. Suspension or removal from Kingdom or Principality office for due cause Reign

On [date], We, [Crowns name and title], [removed—or—Suspended during the duration of Our Reign], **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**, from the office of **[name office]**  
**[Crown's Names and Title]**

## **B. ANNOUNCEMENTS IN OPEN COURT**

### **1. Sanction by Reigning Royalty**

Royal Sanction—Banishment from the Royal Presence or Exile from the Realm

On **[Date]**, we **[Name and Title of King and Queen]** issued a Royal Sanction - **[Type of Royal Sanction]** against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**. The sanction will expire on **[Date Royal Sanction will end - no later than end of reign]**

### **2. Sanction by Reigning Royalty**

Royal Sanction-- Expulsion from SCA

On **[Date]**, we **[Name and Title of King and Queen]**, we issued a Royal Sanction –Expulsion from the SCA against **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**. The sanction will expire on **[Date of the end of the Royalty's Reign]**

### **3. Suspension or removal from Kingdom or Principality office for due cause by Reigning Royalty**

On **[Date]**, we **[Name and Title of King and Queen]**, **[removed—or—Suspended during the duration of Our Reign]**, **[Recipient Name]**, known in the Society as **[Recipient's Society Name]**, from the office of **[name office]**

## C. NOTIFICATION LETTERS

### 1. Administrative Sanction by Kingdom Officer

[Officer Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date of Letter]

[Recipient Name]  
[Street Address]  
[City, ST ZIP Code]

CC: [Name of Appropriate Society Officer]  
[Name of Ruling Royalty]

Dear [Recipient Name]:

On this date, i.e. **[Date]**, I issued an Administrative Sanction on you, [Recipient Name], known in the SCA as [SCA Name of Recipient] regarding the following issue(s):

**[List of issue(s) that led to the decision to issue an Administrative Sanction]**

The sanction will be reviewed by [Name of Appropriate Society Officer]. Pending review, the sanction will last until **[Date Sanction will end - no more than two years]**.

You may refer to the SCA Sanction Guide, sections Confidentiality: I.D.7, Notification: I.F , III.1.a, III.2.a, III.3.a, E.8, Expulsions: III.2.a.3, III.3, E.5, Appealing Expulsions: III.1.c, III.2.b, III.2.c, III.3.c regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]  
[Title]

## 2. Administrative Sanction by Society Officer

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date of Letter]

[Recipient Name]  
[Street Address]  
[City, ST ZIP Code]

CC: [Name of the Society Seneschal if the Sanction is not imposed by the Society Seneschal]  
[Name of Board of Directors Ombudsman]

Dear [Recipient Name]:

On or about [date], I issued an Administrative Sanction at the Board Meeting on [date], regarding the following issue(s):

**[List of issue(s) that led to the decision to issue an Administrative Sanction]**

The sanction will be [has been] reviewed by the Board of Directors of the SCA. Pending review, the sanction will last until **[Date Sanction will end - only Board can issue permanent]**.

You may refer to the SCA Sanction Guide, sections Confidentiality: I.D.7, Notification: I.F , III.1.a, III.2.a, III.3.a, E.8, Expulsions: III.2.a.3, III.3, E.5, Appealing Expulsions: III.1.c, III.2.b, III.2.c, III.3.c regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]  
[Title]

3. Suspension or Removal from Office by the Reigning Crown

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date of Letter]

[Recipient Name]  
[Street Address]  
[City, ST ZIP Code]

CC: [Name of Kingdom Seneschal]  
[Name of Society Seneschal]

Dear[Recipient Name]:

On or about[Date sanction was issued in open SCA Court], we issued removed you for office for due cause—or—suspended you from office during the duration of Our Reign regarding the following issue(s):

**[List of issue(s) that led to the decision to issue a Royal Sanction]**

The sanction will last until[Date Royal Sanction will end - no later than end of reign].

You may refer to the SCA Sanction Guide, sections I.D.7 *Confidentiality*, I.F , III.1.a, III.2.a, III.3.a, E.8, *Notification*, VII. L. 3. Removal for Just Cause –or– Suspension for Just Cause of Officer IV.G.7, IV.H.4, VII.K.3, VII.L.1. *Appealing Removal for Just Cause or Suspension for Just Cause of an Officer may be made to the Board of Directors as noted or inferred in these sections as the Board reserves unto itself all authority to Appeal such matters.*

Regards,

[Your Name]  
[Title]

4. Expulsion from the SCA /Exile from the Realm/Proscription from Active Participation in the SCA/Banishment from the Royal Presence by Ruling Royalty

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date of Letter]

[Recipient Name]  
[Street Address]  
[City, ST ZIP Code]

CC: [Name of Kingdom Seneschal]  
[Name of Ruling Royalty]  
[Name of Society Seneschal]

Dear[Recipient Name]:

On or about [date of sanction issued in open court], we [Crowns names and title] issued an Expulsion from the SCA, regarding the following issue(s):

**[List of issue(s) that led to the decision to issue an Expulsion from the SCA]**

-Or-

**[List of issue(s) that led to the decision to impose an Exile from the Realm]**

-Or-

**[List of issue(s) that led to the decision to impose a Proscription from Active Participation]**

-Or-

**[List of issue(s) that led to the decision to a Banishment from the Royal Presence]**

[Name of Society Seneschal] will notify the Board of Directors of our decision. Additionally, [Name of Society Seneschal] will contact you for any information you may deem pertinent. Your expulsion from the SCA is in effect, while being reviewed by the Board of Directors.

You may refer to the SCA Sanction Guide, sections Confidentiality: I.D.7, Notification: I.F , III.1.a, III.2.a, III.3.a, E.8, Expulsions: III.2.a.3, III.3, E.5, Appealing Expulsions: III.1.c, III.2.b, III.2.c, III.3.c regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]  
[Title]

5. Follow-up Letter by Society Seneschal for Expulsion from the SCA

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date of Letter]

[Recipient Name]  
[Street Address]  
[City, ST ZIP Code]

CC: [Name of Kingdom Seneschal]  
[Name of Ruling Royalty]  
[Name of Society Seneschal]

Dear [Recipient Name]:

On [Date sanction was issued in open SCA Court], Their Majesties [Name of Ruling Royalty] issued an Expulsion from the SCA for you. Your expulsion was in regards to the following issue(s):

**[List of issue(s) that led to the decision to issue an Expulsion from the SCA]**

I will notify the Board of Directors of your expulsion by Their Majesties [Name of Ruling Royalty]. Furthermore, my notification to the Board of Directors of your expulsion will result in a determination by the Board to ascertain if an investigation into Revocation and Denial of Membership is warranted. Your expulsion from the SCA is in effect, while being reviewed by the Board of Directors.

You may provide any information you deem pertinent to the issue(s) listed above.

You may refer to the SCA Sanction Guide, sections Confidentiality: I.D.7, Notification: I.F , III.1.a, III.2.a, III.3.a, E.8, Expulsions: III.2.a.3, III.3, E.5, Appealing Expulsions: III.1.c, III.2.b, III.2.c, III.3.c regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]  
[Title]

6. Expulsion from the SCA by Society Seneschal

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date of Letter]

[Recipient Name]  
[Street Address]  
[City, ST ZIP Code]

CC: [Name of Kingdom Seneschal]  
[Name of Ruling Royalty]  
[Name of Society Seneschal]

Dear [Recipient Name]:

On or about [date], after consultation with the Chairman of the Board of Directors, [the Board of Directors], [Name of Kingdom Seneschal] and [Name of Ruling Royalty], I issued an Expulsion from the SCA regarding the following issue(s):

**[List of issue(s) that led to the decision to issue an Expulsion from the SCA]**

I will notify the Board of Directors of my announcement. Furthermore, my notification to the Board of Directors of your expulsion will result in a determination by the Board to ascertain if an investigation into Revocation and Denial of Membership is warranted. Your expulsion from the SCA is in effect, while being reviewed by the Board of Directors.

You may provide any information you may deem pertinent to the issue(s) listed above.

You may refer to the SCA Sanction Guide, sections Confidentiality: I.D.7, Notification: I.F, III.1.a, III.2.a, III.3.a, E.8, Expulsions: III.2.a.3, III.3, E.5, Appealing Expulsions: III.1.c, III.2.b, III.2.c, III.3.c regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]  
[Title]

7. Expulsion from the SCA with Investigation of Revocation and Denial

[Name of Society Seneschal]

[Street Address]

[City, ST ZIP Code]

[Date of Letter]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

CC: [Name of Kingdom Seneschal]

[Name of Ruling Royalty] [Name of Chairman of the Board]

ENCL: Original notification letter for Expulsion by [Name of Issuing Authority]

Dear[Recipient Name]:

On[Date sanction was issued in open SCA Court], [Name of Issuing Authority] issued an Expulsion from the SCA against you. Your expulsion was in regards to the following issue(s):

**[List of issue(s) that led to the decision to issue an Expulsion from the SCA]**

On[Date sanction was reviewed by Board], the Board of Directors reviewed your Expulsion from the SCA and upheld the decision. At that time, the Board determined that an investigation into Revocation and Denial of your membership in the SCA was warranted. The Board directed [Name of Society Seneschal] to appoint [Name of Investigator] to conduct the investigation. [Name of Investigator] Will contact you.

You will be provided a copy of the transcript from your interview with the investigator. You will not receive any information from other interviewees, unless express permission is granted. For those interviewees who granted permission, you will only receive a redacted and summarized copy of their transcript.

The results of the investigation will be presented to the Board at the[Date of next reasonable Board meeting], located in[Location Board meeting].

You may refer to the SCA Sanction Guide, sections Confidentiality: I.D.7, Notification: I.F, III.1.a, III.2.a, III.3.a, E.8, Expulsions: III.2.a.3, III.3, E.5, Appealing Expulsions: III.1.c, III.2.b, III.2.c, III.3.c regarding your options to appeal, limitations of activities in the SCA, and responsibilities with regards to this sanction.

Regards,

[Your Name]

[Title]

8. Revocation and Denial of Membership to the SCA

[Your Name]  
[Street Address]  
[City, ST ZIP Code]  
[Date of Letter]

[Recipient Name]  
[Street Address]  
[City, ST ZIP Code]

CC: [Name of Kingdom Seneschal]  
[Name of Ruling Royalty]  
[Name of Society Seneschal]

ENCL: Copy of notification letter for Expulsion by [Name of Issuing Authority]  
Copy of follow-up letter for Expulsion and Investigation of Revocation and Denial

Dear [Recipient Name]:

On [Date sanction was issued in open SCA Court], Their Majesties [Name of Ruling Royalty] issued an Expulsion from the SCA against you. Your expulsion was in regards to the following issue(s):

**[List of issue(s) that led to the decision to issue an Expulsion from the SCA]**

On [Date sanction was reviewed by Board], the Board of Directors reviewed your Expulsion from the SCA and upheld the decision. At that time, the Board determined that an investigation into Revocation and Denial of your membership in the SCA was warranted. The Board directed [Name of Society Seneschal] to appoint [Name of Investigator] to conduct the investigation.

Following review of the results of the investigation, presented to the Board on [Date investigation findings were presented], the Board of Directors of the SCA decided to impose a Revocation and Denial of Membership upon you.

You are precluded from taking part in any aspect of the SCA. Furthermore, the decision by the Board to revoke and deny you any future membership in the SCA is permanent and final.

Regards,

[Your Name]  
[Title]

**D. FORM FOR VOLUNTARY REVOCATION OF MEMBERSHIP AND DENIAL OF PARTICIPATION**

I, the undersigned, without duress, do accept this uncontested and voluntary Revocation of Membership and Denial of Participation (R&D) with the SCA.

I agree to accept a lifetime prohibition on attendance or participation in any way, shape, or form in any SCA activity, event, practice, or official gathering for any reason, at any time. This includes a ban on participation on officially recognized SCA social media sites (e.g., Facebook), officially recognized SCA electronic email lists, and officially recognized SCA webpages. This R&D is effective immediately upon receipt and unanimous acceptance of this notice by the SCA Board of Directors.

I understand that I am entitled to an administrative review of my R&D and I hereby waive that right. I retain my right to appeal the R&D at a later time. If I choose to appeal, my situation will be subject to the full sanction process as outlined in the SCA Sanction Guide and Corpora.

Signed this day

By:  
[Modern Name]  
[SCA Name]  
[Address]

Witnessed this day

By:  
[Modern Name]  
[SCA Name]  
[Address]