

**This is a formal communication from the Vice President of Operations,
SCA Inc. (Society Seneschal) and must be implemented immediately.**

1. In terms of contracts, only seneschals should be signing contracts for events or services. If the seneschal chooses to designate the autocrat/steward (i.e. a deputy seneschal) as the signatory to a contract, that contract must first be completely read and reviewed by the ranking seneschal before the ranking seneschal gives authority IN WRITING to the designated deputy (autocrat/steward). As such, the Kingdom Seneschal must review all contracts for Kingdom events, Principality Seneschals for Principality events or Baronial Seneschals for Baronial events; in terms of all other local events, the local group seneschal must review the contract for the event prior to granting the autocrat/steward the authority to sign the contract and this must be in writing. In the event the seneschal wishes to designate a deputy (autocrat/steward) to sign the contract, that signatory must be an actual and recognized/authorized deputy Seneschal with a valid membership (i.e. autocrat/steward) and said contract must be first reviewed by the ranking Seneschal (Kingdom Seneschal, Principality Seneschal, Baronial Seneschal et al.).
2. In terms of contracts calling for something other than the usual surety of a "named insured" insurance policy, the contract must be submitted to the Society Seneschal (V.P. of Operations), Renee Signorotti (V.P. of Corporate Operations) and the President of the SCA. If the written contracts calls for any surety, indemnification, provision for repayment or action in furtherance of acting to bind the SCA Inc. to some known or unknown liability, then that contract must be submitted to the Society Seneschal, Renee, and the President. This excludes security deposits. We are currently dealing with a landowner who is requiring something other than a "named insured" policy and this requirement of indemnification/additional surety is causing a great deal of concern. As such, if you see something in a contract that proposes that the SCA accept some form of liability (anticipated or not anticipated), acceptance of indemnification, offer of a surety – in short, anything that is not a simple and usual "named insured" policy – you must forward that contract. If you are unsure about a contract, send it to me for review. Trust me, no one wants to explain why the SCA is now on the hook for something either anticipated or not anticipated pursuant to a contract, i.e. in this case, it is paramount that permission is sought prior to the signing of this type of contract.
3. This is a reminder in view of the theft of golf carts this year: always obtain insurance for all moveable items rented as anything moveable can be stolen; this includes but is not limited to golf carts, rented trailers, rented trucks et al. If it has wheels, ask the renting agency to provide us with the opportunity to seek insurance. Stolen moveable items are not covered by the SCA's insurance and the cost of the stolen item will be the responsibility of the group hosting the event.
4. Equestrian insurance if acquired if there are any horses present at any event or demo (demonstration); even if it is just one horse for people to view in an enclosed arena, equestrian insurance must be obtained. Horses and their "accidents" are considered strict liability under the law because horses are inherently dangerous, i.e. even if we are not negligent, the SCA will be liable. Even if there is a single horse present at an event, Equestrian Insurance must be obtained. If there is no equestrian insurance and someone wants to bring their horse to the event, that horse is prohibited from entry in terms of the event. If you are unsure about the circumstances, please contact me immediately.