

KINGDOM OF CAID



Handbook of Local Newsletter Policies

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Preface

This handbook incorporates both Society and Caidan policies regarding local chroniclers and newsletters, as well as some tips for creating a newsletter for your territory. Kingdom policies may be stricter than Society policies; in those cases, the Kingdom policy applies. Local chroniclers should be familiar with both Kingdom and Society policies. In case of discrepancy refer to the Society Policy. If you have any questions about any of the policies contained in this document, please contact the Kingdom Chronicler at chronicler@sca-caid.org

Local Newsletter Policies

1. Reasons for a Local or Organizational (aka Territorial) Newsletter: A local newsletter exists to serve the needs of a local group or organization, to inform and educate that group of people about the Society for Creative Anachronism, Inc. (SCA) community in which they live, and to further the educational purposes of the SCA. It is less formal than a Kingdom newsletter. The importance of local newsletters can be summed up as follows:

- Communication among members of a local group is crucial and a newsletter is an excellent method of communicating with the populace and conveying information to newcomers.
- Newsletters, unlike websites, provide static snapshots of a group's growth and development over time, and are thus important historical documents for the SCA. Copies of local and Kingdom newsletters are kept on file and preserved by the Society Archivist.
- A newsletter also is important for event announcements where kingdom business does not take place because an announcement of a demo, fighter practice, business meeting, or other gathering, when published in a newsletter will have insurance coverage.
- Baronies are required to have a warranted chronicler and must publish a newsletter on a regular basis, no less frequently than quarterly in order to maintain baronial status. Shires are not required to fulfill this obligation.

2. Definition of a Local or Organizational Newsletter: A local branch or organizational newsletter is the recognized publication of a recognized group or educational organization within the SCA, Inc. To be a recognized publication, the following conditions must be met:

- The publication has as its editor a chronicler who is warranted by the Kingdom Chronicler; and
- The publication cites a local group or educational organization as its publishing authority.

Electronic or print newsletters produced by territories who do not have a chronicler warranted by the Kingdom Chronicler, or whose warrants have expired, are not considered official publications.

3. Requirements of a Local Chronicler: The primary duty of the local chronicler is to prepare or oversee preparation of the territorial newsletter on a regular basis (usually monthly or quarterly) and oversee distribution of the newsletter to the populace. To do that, the ideal chronicler will have the following:

- Paid membership in the SCA. Note: a lapse of membership means lapse of warrant;
- Experience with writing or editing;
- A working telephone;
- Reliable email/internet access;
- Regular participation in local SCA activities;
- Willingness to solicit articles, artwork, and other creative submissions from members of the local group on an ongoing basis, and to provide annual nominations to the Kingdom Chronicler for the Master William Blackfox Awards (more information here: <http://www.sca.org/officers/chronicler/blackfox-awards.html>);
- Ability to meet publishing deadlines;
- Ability to work cooperatively with the local group's officers;

- Ability to work under the supervision of the Kingdom Chronicler, and to provide timely responses to inquiries and communications; and
- Understanding of and willingness to follow Kingdom and Society newsletter publishing policies.

4. Chronicler Warrants

a) **Requirements for Warranting:** Local chroniclers must be paid members of the SCA, Inc., and must be warranted by the Kingdom Chronicler. The warranting process in Caid is as follows:

1. The local chronicler-to-be must fill out an Agreement to Serve (AtS).
2. The AtS is then signed by the Baron and Baroness (or seneschal in the case of a shire or canton) and the incoming chronicler.
3. This document is then sent to the Kingdom Chronicler who will fill out the warrant form, get it signed by the current sitting royals, and then send a copy back to the seneschal and the newly warranted chronicler.

A copy of the Chronicler's Agreement to Serve and Warrant Form is in the appendix of this handbook.

b) **Term of Office:** Although it is traditional to hold a warrant of office for two years, all Caidan chroniclers will be re-warranted with each change of Kingdom Chronicler. Should a local chronicler's membership in the SCA expire, that chronicler's warrant is no longer valid. It is therefore important that the chronicler send their new membership expiration date to the Kingdom Chronicler *as soon as possible*.

5. Reporting

a) **Required Reports:** Two types of regular reports are required from local chroniclers to the Kingdom Chronicler:

- Submission of a copy of each issue of the territorial newsletter as it is produced - The territorial newsletter serves as the chronicler's regular report if there are no other issues and all is well. Failure to provide a copy of each issue on a timely basis to the Kingdom Chronicler is considered a failure to report.
- A written status report on the office with every change of Crown, due at Coronation - Caidan territorial chroniclers must also provide a written status report to the Kingdom Chronicler with every change of Crown, and this report is due at Coronation. The report may be completed on-line via a link on the Caid Chronicler's web page at <http://www.dev.caid-commons.org/Chronicler>.
- Note: Warranted Shire Chroniclers must also send in a written status report on a bi-annual basis. They are not required to put out a regular newsletter because a newsletter is only *required* at the baronial level and above; however, a newsletter is a good idea at the Shire level in order to have insurance coverage for meetings, demos, fighter practices, arts and science gatherings, or other "events."

b) **Mandatory Information:** The following information is required with each status report, warrant, or change of warrant for Chroniclers in Caid:

- Legal Name
- Society Name
- Street address, City, State, Zip Code
- Telephone numbers
- E-mail address(es)
- Term of office (Start date to end of anticipated term)
- Membership Number
- Membership expiration date

c) **Change of Status:** The Kingdom Chronicler must be contacted with any change in a local chronicler's sta-

tus, including address or contact information changes, plans to add a deputy, or plans to step down. Since the local chronicler is a deputy of the Kingdom Chronicler, the Kingdom Chronicler must approve any officer changes before a warrant is issued.

6. Chain of Command

- a) **Reporting Structure:** The territorial chronicler reports to the Kingdom Chronicler, who acts as the representative both of the Crown and the Society concerning publications in the Kingdom. In matters of electronic publishing within Caid, the local chronicler must also accept the authority of the Kingdom Webwright, who has jurisdiction over all matters regarding on-line security and privacy. Finally, the territorial chronicler must work harmoniously with the local Baron and Baroness, seneschal of the group, and the officers and members of that group. Individuals who cannot accept this chain of command should not volunteer for this office.

- b) **Removal From Office:** The Kingdom Chronicler may, with whatever Royal approval may be required by Kingdom Law, remove from office any local chronicler who does not abide by the policies and guidelines which the Society or Kingdom Chronicler sets for local branch publications. The reasons for removal from office include, but are not limited to:
 - Failure to abide by the policies in this document.
 - Repeated failure to send a copy of the newsletter to the Kingdom Chronicler and/or any others designated by the Kingdom Chronicler and/or Kingdom Law.
 - Use of copyrighted material without written permission.
 - Publication of material that is deemed to be in poor taste, politicizes the office, or presents the local group, the Kingdom, or the Society in a negative light. When in doubt, contact the Kingdom Chronicler prior to publication.
 - Failure to adhere to Kingdom or Society Law.

- c) **Guidelines and procedure for removal:** It is ultimately up to the Kingdom Chronicler to make the decision, but in general if a Territorial Chronicler fails to submit a newsletter to kingdom within any one quarter, that chronicler will receive an email warning. The chronicler must then submit a newsletter within one month of this warning. If the newsletter does not get submitted in that time, then the chronicler will be removed from office. If the Territorial Chronicler is late up to three times, and has received warnings each time from the Kingdom Chronicler, they shall be removed from office and the territory will have to find a new chronicler who can report in a timely manner.

7. Required Content for Newsletters: Local newsletters are designed to announce SCA events and provide SCA-related information to their members. They also serve as public relations instruments for local areas with potential event sites. *At minimum* a territorial newsletter should contain:

- **A Regnum,** or list of all current officers is important so that member know who is in charge of what and how to get in contact with those officers.
- **A Calendar of Events** also serves as an announcement of territorial activities so that these activities are covered by insurance. The calendar should state what the event is, where it is being held, and the times that it will take place.
- **A Masthead** which is simply the name of the newsletter. It can be done as a fancy graphic or a simple font at the top of the newsletter.
- **Statement of Ownership:** A statement of ownership *must* appear in each issue of a publication which is produced by an organization of the SCA, Inc., but which is not published as a function of the Corporate Office mailing list. The following is a sample of a *minimal acceptable* statement:

"This is the January 20XX issue of (Name of Publication), a publication of the (Name of the

Branch) of the Society for Creative Anachronism, Inc. (SCA, Inc.). (Name of Publication) is available from (Modern name and Mailing Address of chronicler). It is not a corporate publication of SCA, Inc., and does not delineate SCA, Inc. policies. Copyright © 20XX Society for Creative Anachronism, Inc. For information on reprinting photographs, articles, or artwork from this publication, please contact the Chronicler, who will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors."

Any newsletter that does not include this ownership statement may not cite the SCA or any of its branches or educational organizations as the publishing authority for the newsletter. Communications from any officers of the SCA to the members of any officially recognized branch or educational organization within the Society will not be recognized authoritatively within such publications.

Once these items are in the newsletter, the chronicler may then insert articles, artwork, meeting minutes, recipes, stories, or whatever else is submitted to you for publication. There are a few things to keep in mind:

a) Contributor Credits: The sources of all creative content (artwork, articles, photographs, and other submissions) should be clearly identified and the contributors given credit for their work. Written permission for the use of any original creative works must be obtained from the creator before publication, and signed permission forms must be kept on file. Review Section 8, "Copyright Policies", below, as well as the copyright information in the Society Chronicler's Handbook, for additional information on copyrights and intellectual property.

b) Releases: These forms can be found at <http://chronicler.sca-caid.org/index.php#forms>. The guidelines for their use is as follows:

- Photographer waivers are always required. Blanket waivers are your friend.
- Model waivers are **not** required for action or non-portrait style photos taken in outdoor public spaces.
- Model waivers **are** required for portrait style photos.
- Model waivers **are** required for photos taken in private spaces.
- Model waivers are ***not*** required for photos where the person is not recognizable (That's why so many armor shots - helmets hide the face. This is also where hand and cropped shots are useful.)
- Creative works releases are required for any item that is not an officer or baronage address. Remember to credit the submitter (i.e. the previous points about waivers were provided with per-

A'isha's Tips for creating a newsletter:

Ideas to flesh your newsletter out more: Ask your officers to write an article in regards to their office, or your Baronage to write something to address the populace. *Note: Anything that relates to Territorial business does not need a Creative Works Release.*

The populace can join in as well with stories, tips on camping or attending an event, recipes they'd like to share, poetry, photos, artwork, or whatever else seems appropriate to filling out a newsletter. If the work is of their own creation, there are several release forms that are needed depending on the type of work: See the section of this handbook on releases. Also, if anyone submits personal information such as real name, direct email address, phone number, or mailing address they will need to submit a personal information release form.

You can also use public domain pictures/items as

long as they are cited. If you see an article that you would like to reprint that is NOT public domain, you must get the author's permission to do so. Always respect copyright.

Compilation: Once you've received all your content and required releases, organize them in your chosen document processing program. I prefer Microsoft Publisher and choose from the newsletter templates, but if you have something you prefer, go for it! I've seen some newsletters made successfully using Microsoft Word. Also make sure you pick an easily read font. My personal preference is Calibri or Arial.

When you have everything formatted to your satisfaction, look it over and make sure that everything is properly cited as to the contributor (using their SCA names unless they gave permission to publish their personal info). Double check for those pesky release forms. Also I check for spelling, grammar, and tone of content as well. It's a good idea to get a proofreader to look the publication over as well.

mission by Mistress Maeve, previous Social Media Officer for Caid.)

Any newsletter containing photographic images or art work must have a signed release form in place. In the case of photographs and portrait-style art work for electronic newsletters; should the person(s) whose image appears in the issue may request to have it removed. To do so the chronicler must be contacted in writing stating which issue(s) and which image(s) is/are to be removed. Once received the chronicler must remove the image from the electronic newsletter within 24 hours.

c) Content to Avoid: A local branch newsletter is bound by the same suitability restrictions as the Kingdom newsletter. All editorial material, both text and images, must conform to the goals and objectives of the Society, and portray the Society and the Kingdom in a positive light. No content, including official kingdom announcements, is exempted from this requirement. There is no way to anticipate all the types of material that may be objectionable. What follows is a representative list:

- Politicizing the Office: Chroniclers have a responsibility to see that their newsletters do not further the political aims of any one faction within a group, and that a newsletter is not used to provide a platform for any one view in preference to another. Chroniclers have a further responsibility not to take sides in a political dispute in print. Use of the newsletter to further personal political aims is grounds for removal from office.
- Personal attacks on individuals or groups.
- Harsh criticism of the behavior of individuals or groups.
- Copyrighted material used without written permission.
- Use of racial or religious stereotypes.
- Offensive words, phrases, or images.

If there is any concern that the material may be questionable, consult with the Kingdom Chronicler.

8. Copyright Policies

a) About Copyrights: A copyright is “a right to copy.” All original works – writing, artwork, photographs, letters, and even e-mails – belong to the original creator. The SCA, Inc. respects United States and international laws regarding copyright and intellectual property.

b) Permission to Publish: Authorization must be received in writing from the copyright holder prior to publication, and the notice "Copyright © [date and holder]. Used with permission." must accompany the copyrighted material. This policy also explicitly applies to any article or message originally published or posted to any website or electronic forum. In order to republish the message or article in any other form, including a printed newsletter, permission in the form of a signed release must be obtained from the author. Electronic republication of material originally in printed form is subject to Kingdom and Society Electronic Publication Policies.

c) Permission Files: In Caid, local Chroniclers are required to maintain a file of all copyrighted material used in the local Newsletter and any special editions. This file shall include a copy of the material used as well as the signed publication permission form.

d) Oversight and Authority: The Kingdom Chronicler is responsible for ensuring that branch chroniclers within their kingdom are familiar with these standards and adhere to them. If there is a possible copyright problem, the Kingdom Chronicler will advise local officers about the item in question, and follow up such conversations, if necessary, with a letter pointing out the violation and suggesting a remedy. Chroniclers who persist in reproducing copyrighted material without permission will be removed from office.

9. Restrictions on Personal Information: The newsletter must adhere to all Kingdom and Society provisions for Electronic Publications Policies regarding personal contact information. Personal information must not be published in any SCA-recognized, non-kingdom electronic newsletter without first gaining permission from the individuals involved. Personal information should NOT be published electronically unless

specifically requested by that individual, and then only when the individual has:

- (1) been informed of potential privacy and information security risks and
- (2) signed the Electronic Publication Permission form showing that he/she acknowledges and accepts those risks.

The following are considered to be examples of personal information:

- Correlation of modern name to Society name, such as “Lord Thomas Rabble-rouser (Tom Jones)”;
- Home or work address;
- Home, work, or cell phone number.
- Personal email address. An electronic newsletter may list a person’s Society name in connection with any office held, without obtaining specific permission. For example, the listing “Lord Thomas Rabble-rouser, Baronial Constable” is permitted. Office-specific e-mail addresses such as “chronicler@sca.org” are preferred, although personal e-mail addresses may be published as long as there is a signed permission form on file.

10. Distribution Requirements: Newsletters in Caid are published on a regular basis (usually monthly or quarterly), unlike websites, which are updated on an as-needed basis to display new content. Note that a group website is not a newsletter.

a) Required Complimentary Copies: In Caid, all local chroniclers *must* email complimentary copies of every issue to:

- Kingdom Chronicler: caidchronicler@sca-caid.org,
- Kingdom Seneschal: seneschal@sca-caid.org,
- Royals: crown@sca-caid.org, and heirs@sca-caid.org
- Archivist: archivist@sca.org

b) Electronic Newsletter Distribution: A local newsletter may be published and distributed electronically (i.e. sent to subscribers via email, or posted as a PDF to a website). However, to ensure the privacy and security of subscribers and contributors, local Caidan chroniclers must work closely with the Kingdom Webwright’s office to insure that all electronic publishing policies and procedures are observed. Due to the fast pace of technological change, electronic publishing guidelines are subject to regular review. The Caid Kingdom Webwright’s office has jurisdiction over all matters regarding on-line security and privacy. Local chroniclers who wish to publish electronically must be familiar with current Kingdom and Society electronic publishing policies as outlined in the Society Chroniclers Handbook and the Society Webwright’s Handbook. Failure to abide by published policies may result in removal from office.

11. Subscriptions and Fees: if you choose to require a paid subscription for your newsletter see <http://www.sca.org/officers/chronicler/ChronPolicy.pdf> for information regarding paid subscription policy.

12. General Guideline: If a local chronicler has any questions regarding any of the provisions in this document, or any questions regarding the rules about local newsletter publication in the Kingdom, he or she should contact the Kingdom Chronicler.

Appendices

- Chronicer's Warrant
- Agreement to Serve
- Creative Works Permission Form
- Release Form FAQs
- Model Release Form
- Permission to Electronically Publish Personal Information Release Form



the society for creative anachronism, inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

Kingdom of Caid

Warrant for appointment to the office of _____

Legal Name: _____

Address: _____

City: _____ State: _____ Zipcode: _____

Telephone: (Home) _____ (Other) _____

Email Address: _____

SCA Reference Name: _____

Membership Number: _____ Expiration Date: _____

Let it be known that the above referenced person is hereby appointed to the office of _____

For (Branch): _____

Effective as of: _____ and expiring as of: _____

with all rights, privileges, insignia, precedence, and responsibilities thereto appertaining the office while the Warrant is effective. This warrant supersedes any existing or previous Warrant for this office. This warrant will be deemed expired should the officer let their membership expire prior to the expiration date of this warrant.

Legal Name: _____

Legal Name: _____

Signature: _____

Signature: _____

Office: _____

Office: _____

Date: _____

Date: _____

Legal Name: _____

Signature: _____

Office: _____

Date: _____

Required Signatures: (Please sign with *Legal* name only)
♦ **Great Officers:** Crown and the corresponding Kingdom Officer, if any.
♦ **Lesser Officers:** Crown and the corresponding Kingdom or Principality Great Officer, if any.
♦ **Other Officers:** As established by Kingdom Law and custom. Must include Royalty and have more than one signature.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text and letterhead image.

1/13/2010



the society for creative anachronism, inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

Kingdom of Caid Agreement to Serve

I understand the responsibilities of the job of _____
(Title of office)
of the _____ and I agree to undertake the Duties and to serve
(Branch name)
said Branch, The Kingdom of Caid, and the Society for Creative Anachronism, to the best of
my abilities.

(legal signature) (date)

Legal name: _____

SCA Name: _____

Full Address: _____

E-mail: _____

Phone Number: _____ Membership # _____ Expires: _____

The individual named above is acceptable to serve.

(Baron) (Date) (Baroness) (Date)

(Officer) (Date)

- 1. Listing an e-mail address assumes responsibility on your part. If you give an e-mail address as contact information, you agree to keep your local branch and your Kingdom Superior advised of any changes to your address. You also agree to check that address often for incoming mail.
- 2. The legal signature of the incumbent Officer, and the Baron & Baroness is required for all Baronial and subordinate group officers.

This form may be photocopied or reproduced in any mechanical medium that preserves the complete text and letterhead image.

1/13/2010

SCA CREATIVE WORK COPYRIGHT ASSIGNMENT/ GRANT OF USE FORM

I, (legal name) _____, being known within the Society for Creative Anachronism as (name) _____, do hereby agree to the following with respect to my (check appropriate item(s): article story script poem song artwork map) (hereinafter "the Work(s)") entitled _____ as follows (check all that apply; complete blanks where necessary):

OPTION #1 — FULL ASSIGNMENT OF COPYRIGHT

I hereby transfer and assign to the SCA my entire right, title and interest to the Work identified above. The SCA shall own the Work and shall have sole right to determine all future uses of the Work.

PLEASE STOP: *If you checked Option #1, do not check any of the Options below.*

OTHER OPTIONS — GRANTS OF USE

The SCA may (check all that apply):

- publish the Work once in an issue of _____ ;
- publish the Work no more than _____ times in the above publication;
- publish the Work electronically;
- perform (if my Work is a performance) the Work at an Event called _____ ;
- publish the Work on a SCA web site for _____ ;
- publish the Work in any SCA publication, including print, web and electronic.

I agree do not agree (check one box) that my Work (if it is an article) may, for reasons of space availability or editorial concerns, be edited or abridged by the publishing Chronicler/Editor/Webminister, unless specifically requested otherwise below. If I agree to my Work being edited, I understand that such editing or abridgement will be done with reasonable care to maintain the context and content integrity of the Work.

I represent and warrant that I am the sole creator of this Work, and I agree to indemnify and hold harmless the SCA in the event any claim is brought against the SCA by any person claiming that they have any right, title or interest in the Works superior to mine or that I did not have lawful authority to grant the above permission and rights to the SCA.

Please send me a copy of the newsletter(s) in which my work is used. (It is understood that my address will be included on the article only if I request this item.) My address is as follows:

SIGNATURE	
DATE	E-MAIL ADDRESS
MAILING ADDRESS	

Release Forms: FAQs

REV 12-7-2010/PM

What forms do I use for our printed publication?

- The SCA Creative Work Copyright Assignment/Grant of Use Form is needed for all articles (not officer letters or event notices), poems, artwork, etc.
- The SCA Photograph Grant of Use Form is needed for all photographs.
- The SCA Model Release Form is needed for all photographs where an individual's facial features are identifiable (not obscured by helmets, garb or shadowing) in the photograph.
- The SCA Model Release Form is not needed if an individual's facial features are not identifiable.

What forms do I use for our website?

- The SCA Creative Work Copyright Assignment/Grant of Use Form is needed for all articles (not officer letters or event notices), poems, artwork, etc.
- • The SCA Photograph Grant of Use Form is needed for all photographs.
- • The SCA Model Release Form is needed when you are posting portrait-style images, and photographs taken at either private spaces at events or at non-public venues.
- • The SCA Model Release Form is not needed when the images are taken at a public place and in a public forum, including any SCA contest or competition, merchants' row, court, class, etc. where there is no expectation of privacy.

Will the policies be updated to require these?

Yes, as confirmed at the October 2010 Board meeting, the policies are being updated to reflect the new forms.

Is it legal to require these forms?

Yes. We cannot make a rule that is less restrictive than a modern-day law, but we can make them that are more restrictive. The requirement for releases for models is expanding in all types of organizations and businesses as is the rights of the individual to be able to control their own image (in light of technology that allows for a multitude of images to be dispersed with little or no cost associated) versus the right to photograph people in public places.

Who created the forms?

The text was created by an intellectual property attorney, and once they were typeset, the forms were returned to the firm for approval prior to distribution.

Why are you allowing digital signatures?

As there is a large need for the required forms from so many members, the 11 months of development time also addressed ways to make them the simplest, the most straight-forward and the easiest to complete, and that included digital signatures. There does need to be a traditional or a digital signature on the signature line — just completing the form is not enough.

Are the digital signatures legal?

Yes. The Adobe e-signature format we are using for obtaining signatures on the various releases and assignments is acceptable. Since the passage of E-SIGN, in 2001, and the European Union's EU Directive for Electronic Signatures the year prior, electronic signatures on contracts are to be given the same status as traditional written signatures on contracts. The Adobe digital signature is one kind of electronic signature. Electronic signatures supported by public key infrastructures are generally considered "digital signatures". US and State laws do not dictate a particular technology solution for digital signatures, and in this case for what we are doing, it is acceptable.

Does this apply to local groups or is it just kingdom-level?

They apply to both local and kingdom groups.

Are Creative Work forms required for event notices and letters from officers?

No, these are not considered a creative work unless they take the form of a poem, story, etc., and do not require a Creative Work form.

Do captions require a Creative Work form?

No, captions are not considered a creative work and do not require a Creative Work form unless the contributor wishes to complete one.

Can we use the Creative Work form for permission to print personal information?

No, this form cannot be used for “you are hereby given permission to print my personal information”. Within Society and kingdom policies, you can receive this information via e-mail, set-up a separate form, etc., but it cannot be added to this form. If you are looking for a sample form, the Kingdom of Caid’s is available at: <http://webwright.sca-caid.org/docs/Personal%20Info%20Release.pdf>.

Why can websites and electronic newsletters have “news” pictures without using the Model Release forms and traditional newsletters can’t?

Once something is printed and distributed, it is very difficult to unpublish it, plus the majority of printed newsletters and publications have a subscription cost or purchase price associated with them, which means some may argue that the purpose of the photos is commercial.

Why do we have a new Photograph Grant of Use Form?

The section “if any individual facial features are identifiable (not obscured by helmets, garb or shadowing) in my Photograph I have or will submit an SCA Model’s Release Form from each person whose features can be recognized” has been removed as it no longer applies in all instances once the modifications to Model’s Release Form requirements were approved by the Board of Directors on December 2, 2010.

Do I need the photographer’s permission to modify a photograph?

Not necessarily. Most photographers expect that some level of cropping or color adjustment may occur, but if you are editing photos significantly, please confirm with the photographer that the finished image is okay to publish as modified. If the photographer doesn’t like the modifications, he or she may request that the image be removed. If you are cropping a photo to the point that it now appears portrait-style, you will need a Model’s Release form from the subject.

What about the portrait-style images of members who have passed away?

If you already have their image on your site, and no one has asked you to remove it to date, you may leave it. On the original letter of September 21, 2010, it was noted that “The Board of Directors has voted to leave existing images on web sites as they are, but asks that web ministers make the attempt to get releases on as many images as is feasible.” If their estate later asks you to remove it, and you don’t have a release form, you will need to remove it. If you want to add portrait-style images after December 31, 2010, you will need to get a signature from their estate.

Can we put the forms in roster format?

While you can certainly have release forms available at events, they cannot be modified in any way including into the format of a roster. It is the individual member’s choice to sign or not, and cannot be presented as an attendance requirement at an event.

Can “permission to publish my image” be added to the blue cards?

No, agreeing for your image to be published is in no way a requirement to be a member.

What is meant by “public place”?

From USLegal.com: “A public place is generally an indoor or outdoor area, whether privately or publicly owned, to which the public have access by right or by invitation, expressed or implied, whether by payment of money or not, but not a place when used exclusively by one or more individuals for a private gathering or other personal purpose.” In other words, the majority of SCA events and functions are held in public places, but there are exceptions: a household meeting held at someone’s home, for example, would be considered a non-public venue, and in order to publish images from that meeting on an SCA-hosted website, Model Release forms would be required.

What does the statement “except where prohibited by local law” refer to?

This is intended for privacy and photography laws in countries other than the US.

Can we modify the forms to cover specific dates?

The forms cannot be modified in any way with the exception of adding the publication and/or website name.

What if the author will only allow the Creative Work to be published within a certain time frame?

If the contributor wants to add an “expiration date” or other restrictions (i.e. “you can publish this once before January 1, 2015”) he/she can do so, but no other statements can be added to the form.

Are there other forms coming?

Yes. There is a form coming for Release of Digital Rights. This form covers a specific situation: digitizing images for the purpose of education, research and fundraising. One kingdom is digitizing images of items that relate to their kingdom history, and they want to have the ability to not only publish the information, but to collect funds for the resulting finished work. Obviously, this is outside the scope of the current forms, and the form will not be necessary for the regular operation of the chronicler or webminister offices. Additional forms may be added as the need arises.

SCA MODEL RELEASE FORM

I, (legal name) _____, being known within the Society for Creative Anachronism as (name) _____, do hereby grant permission to the SCA for the photograph of me taken by _____ to be used as follows (check all that apply, complete blanks as necessary):

OPTION #1 — RELEASE FOR ALL PHOTOGRAPHS

- The SCA may publish any photograph taken of me in any SCA publication, including print, web and electronic. I reserve the right to ask that any specific picture on the web or in electronic media to be removed.

PLEASE STOP: *If you checked Option #1, do not check any of the Options below.*

OTHER OPTIONS — GRANTS OF USE

The SCA may (check all that apply):

- publish my photo once in an issue of _____ ;
- publish my photo no more than _____ times in the above publication;
- publish my photo with the article entitled _____ ;
- publish my photo in any re-print of the above publication including electronic form;
- publish my photo on a SCA web site for _____ ;
- publish my photo with any article or as a stand-alone picture in any SCA publication, including print, web and electronic.

I affirm and agree:

1. that this agreement shall be binding upon me and my heirs, legal representatives and assigns.
2. that I am over the age of majority and at least eighteen years of age and legally able to sign this release on my own behalf. If I am not, the name and signature of my legal guardian appear below as authorization for this use.
3. to indemnify and hold harmless the SCA in the event any claim is brought against the SCA by any person claiming that this Release is not valid and enforceable or that I did not have lawful authority to grant the above permission and rights to the SCA.

I have read the above Release prior to its execution and fully understand the contents and consequences thereof.

SIGNATURE	
DATE	E-MAIL ADDRESS
MAILING ADDRESS	
**LEGAL GUARDIAN NAME (Please Print)	
LEGAL GUARDIAN SIGNATURE	DATE

**If I am executing this Release as a Parent or Guardian, I consent to the use of my child's image or photograph as set out above, and I agree that if despite the Release, my child makes a claim against the SCA, I will hold harmless and indemnify the SCA for any damages it may incur as a result of said claim.



the SOCIETY FOR CREATIVE ANACHRONISM, INC.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

Kingdom of Caid

Permission to Electronically Publish Personal Information

I, _____, being known within the Society for Creative Anachronism as _____, do hereby grant permission for the following personal information to be electronically published (check all that apply & complete the blanks where necessary):

- Modern Name: _____
- Address: _____
- Phone Number: _____
- E-Mail Address: _____

This information is to be used as follows (check all that apply & complete the blanks where necessary):

- Publication in the regnum section of the electronic newsletter of _____ (publication)
- Publication in the regnum section of the web site of _____ (locality)
- Publication in the electronic newsletters and/or web site of _____ (locality and/or publication) in conjunction with advertisement of _____ event, to be held on _____ date/year (publication of personal information to cease after that date)
- Other: _____

I recognize that even if my authorization is limited, once my personal information is published electronically, that information may continue to be accessed through off-site archives. I voluntarily accept all risks associated therewith, and agree to hold the Kingdom of Caid, its branches and officers, harmless of any liability or damage that might result from a misuse of my personal information.

Date: _____

Signature: _____

5/10/2010

Submitting Guidelines: Getting your Event into the Crown Prints

Corpora states:

“C. Business Requiring Prior Announcement, Formal actions, and announcements with long-term impact on the Society may occur only at Society events for which a full announcement including date, time, and place has been published in advance in the appropriate corporate publication. These actions include Crown and Coronet Tournaments, Coronations and Investitures, appointment of officers, presentation of awards and titles, proclamation of law, and the establishment or advancement of branches. However, deputy officers and officers below principality level need not be appointed at published events.”

This is reinforced in Caid Kingdom Law under ARTICLE VI: EVENTS:

“Part B: Scheduling and Official Recognition of Events

Section 2: No event shall have official Kingdom sanction unless:

a. The Kingdom Seneschal and the editor of the official Kingdom newsletter have been informed of the time and place of said event and notice of such event has been published in the official Kingdom newsletter. ”

Here are guidelines to comply with the Society and Kingdom Law:

1. Make it Official: Get your event date officially scheduled on the Kingdom Calendar. This means working with the Scheduler first. Notices for events not on the Calendar will not be printed.

2. Required information to make it legal:

- Date of the event (day, month and legal year)
- Sponsoring group name
- Site location (name, street address, town and ZIP code. Maps are not sufficient!)
- Time the site opens and closes (the o'clock times)
- Event Steward's name (both Society and modern)
- Event Steward's address & contact information
- Registration costs for example: Adult \$15 or \$10 with member card. "Make checks payable to SCA Inc./ (group name)". If there is no site cost, please state "There is no Registration cost for this event."

Event Notice Submissions which do not include all the above information are not eligible to have Official Kingdom business conducted at them (no awards, law changes, etc. can take place).

3. Optional, but useful details:

- Directions to the site
- Merchant information
- Event info and other important details

4. Hard Deadline: All submissions *must* be received by midnight on the 1st of the month before the issue date. The deadline does not change for Sundays or holidays. For example, anything to go into the November issue must be received by midnight October 1st or it will not be published.

5. Keep it Simple: Please do not use any special formatting in your submission. Choose a single font and do not format type, use tabs or create columns. Attached MS Word, .txt or .rtf files are preferred. Do not submit a PDF.

6. Keep it Short: Aim for 300-400 words for Local Event Notices, 500-700 words for Kingdom Event Notices and 200 words for preliminary notices. Chronicler reserves the right to edit all submissions for space purposes. Event Notices will run the month of and the month prior to the event date provided materials are submitted on time. Additional announcements will be published on a space-available basis.

7. Submission time: Send all EVENT submissions to the crownprints@sca-caid.org AND calendar@sca-caid.org, Auto-crats should copy the local seneschal on their submission email for Event Notices.