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*A Handbook for Officers of the Arts and Sciences in the Kingdom of Calontir*

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4<sup>th</sup> Edition

Revised August 2014

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## Role of the Minister of Arts and Sciences

Congratulations on becoming an officer!

I bet you are asking “What did I get myself into?”

As a general rule, the Minister of Arts and Sciences is responsible for fostering the study of period culture, technology, and methods for producing historically accurate artifacts and performances. Duties include coordinating the local efforts of artisans, promoting the dissemination of accurate information about the fields under study, and reporting in a timely fashion.

As an Arts and Sciences Officer, you don't have to have all the answers. However, you need to be willing to use available resources and to network to help the artisans you support. This manual is designed to take you through the basics of this office. Please feel free to reach out to your Kingdom Officer as well as the other Arts and Sciences Officers across the Kingdom for any questions or support you may need.

I just took this office, what do I do?

- Notify your Kingdom Arts and Sciences officer that you are the officer for your local group. The Kingdom officer will need to get you listed as a warranted officer. Please submit your contact information using the Art and Sciences Report form on the Kingdom Arts & Sciences webpage located at <http://artsci.calontir.org/artsci-report-form.php>. Fill in your contact information. Check the New A&S Officer box. Check the Change in Contact information box. Under reporting information, select the closest reporting period and your home group. In the report section, write that you are taking over the Arts and Sciences office and the effective date.
- Read the handbook
- Ask your groups Web minister to change where the groups Arts and Science email handle is forwarding, this should be an email address you check often.
- Ask Kingdom Officer and your Local Group if there are any email lists or groups you should be added to.
- Talk to your group, find out what they want to learn about. If possible, arrange for individuals familiar with that subject to teach. If a class cannot be arranged, try to put the members of your group and the instructor in contact with each other so they can make arrangements on their own.
- Find ways to get the artisans together to work on their individual projects. Sometimes that promotes the best unintentional learning opportunities.
- Don't forget that Fighting is an Arts and Sciences Activity; information can often be gleaned and disseminated by attending your local fighter practices.

## Reporting

One of the most important things that you can do as a Minister of Arts and Sciences officer is to submit your reports on time. The reports that you submit don't go in the bottom of some dusty desk drawer; rather they help the Kingdom Arts and Sciences officer understand the activities that are going on locally across the kingdom. Your report becomes a part of a larger communication on the Arts and Sciences activity which is sent to the Society Officer as well as your Kingdom's Crown.

The form that you should complete is online and can be accessed on the Calontir Arts and Sciences page, or at <http://artsci.calontir.org/artsci-report-form.php>.

To complete the form please enter the following information:

SCA Name:	Your SCA Name, no titles
Modern First and Last Name:	Your mundane first and last name
Address:	Address where you receive mail
Phone Number:	Phone number to reach you
Email Address:	Please use your local Arts and Sciences officer email handle. If your local group does not have one, please provide an email address you check often.
Membership Number:	The Membership number on your blue card
Membership Expires:	Date your SCA Membership Expires
New A&S Officer?:	Only check this box if you are a new officer and this is your first report.
Change in Contact Information:	Only check this box if you have a change in your existing contact Information, or if you are a new officer reporting for the first time.
Reporting Period:	Select the timeframe your report covers
Home Group:	Select your local group
Carbon Copy:	You can put in an additional email address you would like the report sent to. You may wish to copy your local Seneschal. You may also cc yourself to ensure you receive a copy of your report.

Arts and Sciences Activity:

Select the boxes for the activities you are covering in your report. There are no character limits. To submit the form make sure and enter the first three letters of the Captcha.

When are reports due?

- First Quarter is due on April 15<sup>th</sup> and will cover the period of January 1-March 31
- Second Quarter is due on July 15<sup>th</sup> and will cover the period of April 1-June 30
- Third Quarter is due on October 15<sup>th</sup> and will cover the period of July 1-September 30
- Fourth Quarter is due on January 15<sup>th</sup> and will cover the period of October 1-December 31
- Domesday is due on January 31. It should be a general summary of the activities and challenges for the year.

If your group held an event, especially a Kingdom Level event during a reporting period, please include a description about the Arts and Sciences activities held.



# Arts & Sciences Report Form

Welcome to the online version of the Arts & Sciences Report Form. You can submit this form the the Kingdom Minister of Arts & Sciences directly. Please fill out all fields, then press "submit form."

If you would rather, you can also e-mail the Kingdom Minister of Arts & Sciences ([ArtsSciences@calontir.org](mailto:ArtsSciences@calontir.org))

Labels that are bold and marked with \* indicate a required field.

### A&S MINISTER INFORMATION

SCA Name \*

Modern First Name \* Last Name \*

Address

City, State, Zip

Phone Number \* E-Mail \*

Membership Number \*

Membership Expires \*

New A&S Officer?

Change in Contact Information?

### REPORT INFORMATION

Reporting Period

Home Group \*

### ARTS & SCIENCES ACTIVITY

Please check all items that apply to this report:

- Competition Information
- Classes (Taught / Held)
- Special Interest Groups
- Group Projects

Report \*

Please give details on the items you checked above and be as thorough as possible, including the who, what, when, where and why of each item. Please fill in all fields as well as you can. If you do not have specific numbers for any the various activities, please estimate to your best ability and note that the number is only an estimate in the below report field.



Kingdom of Calontir

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[Make an Award Recommendation!](#)

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## Kingdom Competitions

The Kingdom of Calontir is very proud of the accomplishments of our artisans. There are two Arts and Sciences specific competitions a year: the Kingdom Arts & Sciences Championship and Queen's Prize Tournament. These competitions are viewed as Royal Events and no other event can be scheduled opposite them. If you have any questions about either of these tournaments, please contact the Kingdom Arts and Sciences Officer.

### Queen's Prize Tournament

Queen's Prize Tournament is a Novice level Arts and Sciences tournament.

#### Entrant Information

- The Queen's Prize Tournament is a non-competitive jurored competition sponsored by the Kingdom of Calontir.
- Entrants must be sponsored by a Companion to the Calon Lily (or equivalent), Companion to the Silver Hammer (or equivalent), or a Companion to the Order of the Laurel.
- Each entrant is entitled to **one** entry. Multiple entries will not be accepted.
- Entries that have been entered before in any Arts and Sciences Championship or equivalent outside Calontir, Queen's Prize Tournament or equivalent, or Tri-Levels are not eligible for entry.
- Judging will be conducted in a face-to-face manner against the Novice Criteria. There will be instances where the judges deem the entry is more advanced than Novice Level. It is acceptable to move the entrant up to Intermediate or Advanced Criteria. Kingdom Arts and Sciences Criteria is located on the Kingdom Arts and Sciences web page.
- Sponsors may not judge the entrants they sponsored.

#### Sponsor Information

- Sponsors must be a Companion to the Calon Lily (or equivalent), Companion to the Silver Hammer (or equivalent), or a Companion to the Order of the Laurel.
- Sponsors may sponsor a maximum of **five** entrants.
- Sponsors must bring **one prize per each entrant sponsored**. These prizes will be awarded to other entrants of the sponsors choice during Royal Court.
- Sponsors are encouraged to work with entrants on the development of their entries.

#### Prizes

- Each entrant will receive a prize from one of the sponsors.
- Her Royal Majesty will award the Queen's Prize for the entry or entries of Her choice.
  - Some Queens have elected to create a separate Queen's Prize for Children's Entries.
- Those individuals judging entries at Queen's Prize shall vote towards the recipient of a Judge's Choice Award. Typically the prize basket is a collection of items contributed from those individuals who judged.

## Kingdom Arts and Sciences

This tournament is broken into two parts, Tri-levels and Championships. The entrants who are competing in the Championship level are vying to be named the Kingdom Arts and Sciences Champion. Each championship entrant must submit three entries from separate Arts and Sciences categories, which will be judged at the advanced level. The Arts and Sciences Champion is determined by highest combined points from the scoring of the three submitted entries. The winner is responsible for having their name and likeness added to the scroll of honor, which they will keep until the next Arts and Sciences Competition. The champion will also receive a baldric to wear that marks them as the current champion. The Crown may also ask the Arts and Sciences Champion to stand in court.

Tri-Levels Competition is when the entrant is competing against the criteria for the item that they have entered. The entrant can be judged at Novice, Intermediate, or Advanced. Kingdom Arts and Sciences Criteria is located on the Kingdom Arts and Sciences web page.

There is competition is open to anyone; there are no AOA level restrictions with this tournament like with Queen's Prize.

## Kingdom Arts and Sciences Championship

### Guidelines for Entry to the Kingdom A&S Championship

- The Kingdom Arts and Sciences Championship is a jurored competition sponsored by the Kingdom of Calontir.
- Entrants must have three entries in three distinct disciplines.
- Entries may be all Arts or all Sciences or any combination of the two, so long as **separate criteria** will be used to judge each entry.
- Entries that have been entered before in any Arts and Sciences Championship or equivalent outside Calontir, Queen's Prize Tournament or equivalent, or Tri-Levels are not eligible for entry.
- Judging will be conducted in a face-to-face manner against the Advanced Criteria.

### Guidelines for Entry to the Calontir Tri-Levels Competition

- Tri-Levels are a non-competitive jurored activity where participants compete against the current Calontir Arts and Sciences Criteria and not one another.
- Entries are judged in a face to face manner against Novice, Intermediate, or Advanced Criteria as directed by the entrant. Judges may suggest that an entry be judged at a higher or lower standard but the entrant is not obligated to comply.
- Entrants may enter in multiple categories, with **no more than three entries per one entrant**.
- Entries that have been entered in previous Tri-Levels, Queen's Prize Tournament, or Arts and Sciences Championship (or out-of-kingdom equivalents) may not be entered in this competition.

## Entering and Scheduling of Competitions

The Arts and Sciences tournaments would not be possible without the entrants themselves and the work of the judges.

Entering the tournament or volunteering to judge is super easy. There will be an online form located on the Calontir Arts & Sciences webpage that the entrant of judge can fill out. Typically the links to enter the competitions will go “live” 60 days prior to the event. The entries will be accepted until two weeks prior to the event at which time the submissions will close to give the Master Scheduler time to complete the scheduling. The Master Scheduler is a deputy to the Kingdom Arts and Sciences Officer and will handle the scheduling of the entrants and judges.

Documentation for the Arts and Sciences project that you enter is required. The documentation minimum is a 3x5 note card for Novice level entries and more in depth information for advance level projects. Please see the Kingdom Arts and Sciences Criteria for additional information on what will be looked for.

Any Research Papers will be due on the day submission closes to allow the Master Scheduler to get the paper to the appropriate judges in advance. Each entry will have three judges. When possible a person who both enters an item and volunteers to judge will be utilized as a last resort.

### Kingdom Arts and Sciences Competitions links

Championship Entrant <http://artsci.calontir.org/kas-entry-form.php>

Tri-Level Entrant <http://artsci.calontir.org/kas-trilevel-entry-form.php>

### Queens Prize Competition Link

Entrant Link <http://artsci.calontir.org/qpt-entry-form.php>

### Judges Form

Volunteer to Judge <http://artsci.calontir.org/judge-volunteer-form.php>

## Kingdom Arts and Sciences Criteria

A list of the criteria that is used for Judging can be found here:

<http://artsci.calontir.org/criteria/>

The following categories are used in judging criteria for the Kingdom of Calontir. To find out more about a particular category please select it from the list below. Each is broken down into three level categories. For more information on different levels of criteria you can visit the [Kingdom Arts & Sciences FAQ](#).

<a href="#">Archery Equipment</a>	<a href="#">Dance Performance, Eastern</a>	Instruments, Musical, Wind, Metal	<a href="#">Weaving, Standard</a>
Armor	Dance Performance, European	Instruments, Musical, Wind, Wood Jewelry	Woodwork
Bardic Recitation	<a href="#">Dramatic Performance</a>	Juggling and Tumbling Lacemaking	Writing
Basketry	Drawing	Leatherwork Martial Studies	
<a href="#">Beverages (Brewing)</a>	Dyeing	Material Preparation	
Bright Metal	Embroidery	Metalwork Miscellaneous Music Composition	
Calligraphy	<a href="#">Enamelwork</a>	Musical Performance, Instrumental	
Candle Making	Equestrian Attire	<a href="#">Musical Performance, Meistergesang</a>	
<a href="#">Cartography</a>	Feltmaking	Musical Performance, Mixed Ensemble	
Ceramics and Pottery	Footwear	<a href="#">Musical Performance, Vocal</a>	
Chainmail	<a href="#">Games, Toys and Dolls</a>	Needlework, Miscellaneous	
Choreography, Original	Glasswork	Painting Pavilions	
<a href="#">Clothing Accessories</a>	Heraldic Display	Poetry Research Papers	
Clothing Design	Herbalism	Scientific Gadgetry Sculpture	
Clothing/Costuming	<a href="#">Household Items/Tools</a>	Spinning	
Cooking, Remove	Iconography	<a href="#">Stained Glass</a>	
<a href="#">Cooking, Single Dish</a>	Illumination	String Manipulation	
Cooking, Subtleties, Entremets and Illusion Foods	Instruments, Musical, String	Weaponry Weaving, Band/Tablet/Inkle	

