



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

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Updated Live Streaming & Digital Event Trial

Purpose

The SCA Ltd Board provided procedural guidelines for an 18-month trial for Live Streaming at SCA Events in Australia, commencing March 1 2020. In light of current conditions and the cessation of face-to-face SCA activities, these procedural guidelines have been expanded to cover all virtual events, in addition to live-streaming at face-to-face events.

As part of this trial, the following procedural practices are to be undertaken for approval by the Seneschal of the sponsoring branch. In the case of Kingdom Events held in Australia, this approval is to be given by the Council of the Purse.

All 'Virtual Events', as defined below, are to be considered official Society Events, in line with the SCA governing documents. Where digital activities are planned or regularly occurring, Branches should be using these guidelines to track and manage their approval via this process.

Authorisation

The Society for Creative Anachronism Ltd. (Australia)

Details

The Board considers that where feasible, reasonable considerations and concessions should be made to ensure live streaming does not compromise the enjoyment of participants at the event, and to not compromise the participation of attendees not wishing to be streamed. For a virtual event, the allowance for audio-only, or observer-only participation, may be the limit of feasible considerations.

Live streaming and virtual activities may only occur at SCA events in Australia where it has been included within an event bid that has undergone the usual SCA approval process for an event of that type. For live streaming of physical events, the activities included in the live streaming plan as part of the event bid should be considered the limit of scope for live streaming at that event. The sponsoring Branch Seneschal has final approval on any modifications to virtual events but significant modifications should be publicised as early as possible.

At the point of time that an event proposal including live streaming is submitted through the Seneschal event proposal form, the details of its live streaming should be included, to ensure early and widespread awareness of its inclusion at that event.

In order for the Branch Seneschal to evaluate the plan for live streaming or virtual activities included by the steward as part of an event bid the following should be included:

- a. Who will be responsible for the live streaming or virtual event technology;
- b. What activities will be included in the live stream or virtual event;
- c. What locations will be live streamed (if applicable);
- d. What time will live streaming or the virtual event occur (for recurring virtual events such as online workshops, this may be an approximate schedule);
- e. How, technically, will the live streaming or virtual event occur, and what channels/platforms will be used (for virtual events, this must also include the platform/method for registration/attendance tracking - see **Appendix: Virtual Event Guidelines**);
- f. How will the presence of live streaming (if applicable) be advertised before and at the event;
- g. Whether recording of the live streaming or virtual event will be available to attendees and/or the public following the event;
- h. What considerations will be given for participants not wishing to be live streamed or to allow their participation in the event not to be compromised; and
- i. What considerations will be given to ensure that the live streaming does not interfere with the enjoyment of participants at the face-to-face event (if applicable).

While no prescriptive requirements have been set for h) and i), plans for live streaming at events should engage thoughtfully on these points to be considered sufficient for approval, understanding that this might include justification for where it is not reasonable to make certain allowances.

Where the Branch Seneschal assesses that the plan gives thorough consideration to the above and does not create unreasonable operational challenges or expenses to the event or Branch, this should be considered acceptable for the purpose of the trial, within the existing framework of SCA event approvals.

For the duration of this trial, once approval has been given for live streaming or a virtual event, this must be notified with details of the live streaming plan to secretary@sca.org.au for tracking as part of this trial. Stewards of events where live streaming has occurred must include a report on the live streaming occurrence as part of their event report which should then also be provided to secretary@sca.org.au. Branches hosting virtual events and activities must also follow the guidelines given in the **Appendix: Virtual Event guidelines**

Trial Timing

The Board will review at six (6) months and 12 months, in addition to the conclusion of the trial. At any time, the Board reserves the right to revise, or cease the trial.

Start: 1/3/2020

Modification to include Virtual Events: 06/04/2020

6 months: 1/9/2020

12 months: 1/03/2021

18 months: 1/06/2021

Further Information

For further information on the above trial, please contact the SCA Ltd Secretary by emailing secretary@sca.org.au or by post to:

The Secretary
Society for Creative Anachronism Ltd
PO BOX 4160
WESTON CREEK ACT 2611

Appendix: Virtual Event Guidelines

Virtual Event: For the purpose of this document, virtual events are taken to include any scheduled digital activity that is sponsored by an SCA branch, including but not limited to classes and other group activities occurring by Discord, Zoom or other digital mediums where live participation is possible and/or registration is required; where participation is possible via either digital or face-to-face means, it is not considered a virtual event.

Fees

- In consultation with the insurer, SCA Ltd advises that Event Membership Fees **do not apply** for Virtual Events sponsored by Australian Branches.
- It is anticipated that Virtual Events will be run as free events. Proposals for Virtual Events with an attendance fee should be advised to the Kingdom Seneschal before proceeding.

Approval, registration and reporting

- Approval may be given for regularly recurring Virtual Events where the details of the event plan do not differ substantially between iterations - such as for a weekly A&S Virtual Event.
- All participants at Australian Branch sponsored events must indicate acceptance of the SCA Ltd Code of Conduct. This may be done at the point of registration, or attendance/sign-in.
- The names and contact details (phone or email) of attendees must be collected. In the case of minors, the guardian's contact details must be collected.
- For Virtual Events these details replace the standard sign-in forms, and the normal waiver process is not required.

It is anticipated that a centralised system and process will be provided for the promotion and tracking of Virtual Events, which will be advised by the Kingdom Seneschal. Until such a time, Branches may track attendance and code of conduct acceptance in any convenient form that is compatible with existing record keeping - such as a digital form/spreadsheet to be uploaded into the Branch Dropbox.

Standard channels for virtual events include, but may not be limited to:

- Discord;
- Zoom;
- Google Hangouts;
- Facebook;
- Youtube.

Any channels that are not on the standard channel list should be approved via Masonry in consultation with the Kingdom Seneschal. This list is not comprehensive, and creativity is encouraged: suggestions for additions to list are welcomed; approval of additional channels allows a consistent approach to be taken when considering the data handling and privacy policies of alternative platforms for the protection of the SCA and its members.