

# **Sanction Policy**

**Society for Creative Anachronism Limited  
(Australia)**

**Society for Creative Anachronism Incorporated,  
New Zealand**

Effective as of

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# 1. Purpose

This document outlines the process for identifying and administering an appropriate restriction (hitherto referred to as a sanction) due to their conduct, on a person's ability to participate in SCA related activities.

## 2. Procedures

### 2.1 Reporting concerning behaviour

The purpose of a sanction is to protect its members, the public, and the organisation's reputation by removing or limiting the participation of an individual who has demonstrated conduct that conflicts with the SCA values and expected behaviours.

Concerning behaviour may be reported by:

- alerting the event steward or part of the event team as soon as possible
- alerting the relevant officer or person of confidence as soon as reasonable, or
- completing a [Lochac Incident and Hazard Report](#).

Real world legal matters **must** be reported to the relevant legal authority. Sanctions may be issued where an individual is under criminal investigation by a real world law enforcement agency or considered to be a risk to the SCA or its participants which may put the SCA or its participants at risk.

It is a requirement of the Body of Law in the Kingdom (referred to as Lochac Law) that:

- any unsafe behaviour is documented using the [Lochac Incident and Hazard Report](#), and
- issues that are not of a Real world legal matter or that are described by an SCA requirement **must** be addressed by following the issue resolution procedures described in the Laws of the Kingdom of Lochac.

### 2.2 Confidentiality

#### 2.2.1 Confidentiality of the accused from public statements regarding allegations

Any decision makers, investigators, or other persons operating in an official capacity are prohibited from commenting on any ongoing sanction or investigation into any matter that may lead to a sanction. This prohibition does not include necessary privileged contact with additional appropriate Society and Kingdom officers.

## 2.2.2 Confidentiality of Complainant/s and Witness Identify

The statement of facts in the sanction letter shall be redacted in order not to directly identify the complainant or witnesses, who shall be referred to as “Complainant (#)” or “Witness (#)”.

## 2.3 Investigation

The extent of each sanction is determined by reviewing the severity and frequency of any violation or patterns of violation of the conduct. The organisation must, so far as is reasonably practicable, investigate all accusations of behaviour that may reasonably lead to sanctioning as a result of an individual's conduct. This investigation should follow the rules and procedures of natural justice: to act fairly, without bias, and the right of all parties to be heard. The process of an investigation is outlined in the Investigations Guide.

The findings of any investigation must be provided to the relevant authority to determine what degree of sanctioning is warranted.

## 2.4 Extent of Sanction

The extent of sanctions as outlined in [Corpora](#) (pg. 12) are:

- sanctions and administrative actions should be proportionate and appropriate. Major sanctions, such as a ban on attendance or participation, should not be a substitute for appropriate administrative or legal action
- administrative sanctions include, but are not limited to:
  - suspension or removal from office
  - revocation of authorisation, or
  - removal of a disruptive element from an event by the individual responsible for the event

as defined in the appropriate section of Corpora. Royalty should work with the appropriate officers to impose any sanctions

- offences against contemporary civil or criminal law should be dealt with through the appropriate legal system. This does not preclude the SCA from taking other appropriate actions.

As a result, one or more of the following sanctions may be placed on an individual by limiting their capacity to:

- Participate in an activity:
  - Exclusion of all participation - Comprehensive inability to attend or participate in any SCA related activities including Kingdom-controlled social or electronic media, or

- Exclusion on a specific activity - The prevention of participation in specific activities', or
- Exclusion from contact or line of sight of the Crown.
- Hold membership:
  - Membership revocation - the suspension and withdrawal of membership to the SCA, and/or
  - Membership denial - the permanent prohibition on becoming a member.
- Receive recognition:
  - Award freeze - the prevention of receiving new awards, and/or
  - Award revocation - Removal from awards and other recognition records (including degradation from the Peerage).
- Hold an office (including event steward):
  - Exclusion from any officer role, and/or
  - Exclusion from specific officer role(s), and/or
  - Suspension of an officer role.
- Financial access:
  - Exclusion from accessing bank accounts, and/or
  - Exclusion from accessing monies related to the SCA.

Each sanction has a specified duration:

- Permanent - these sanctions do not have an expiry date, or
- Temporary - these sanctions have an expiry date and will lift once the duration of the sanction has been reached.

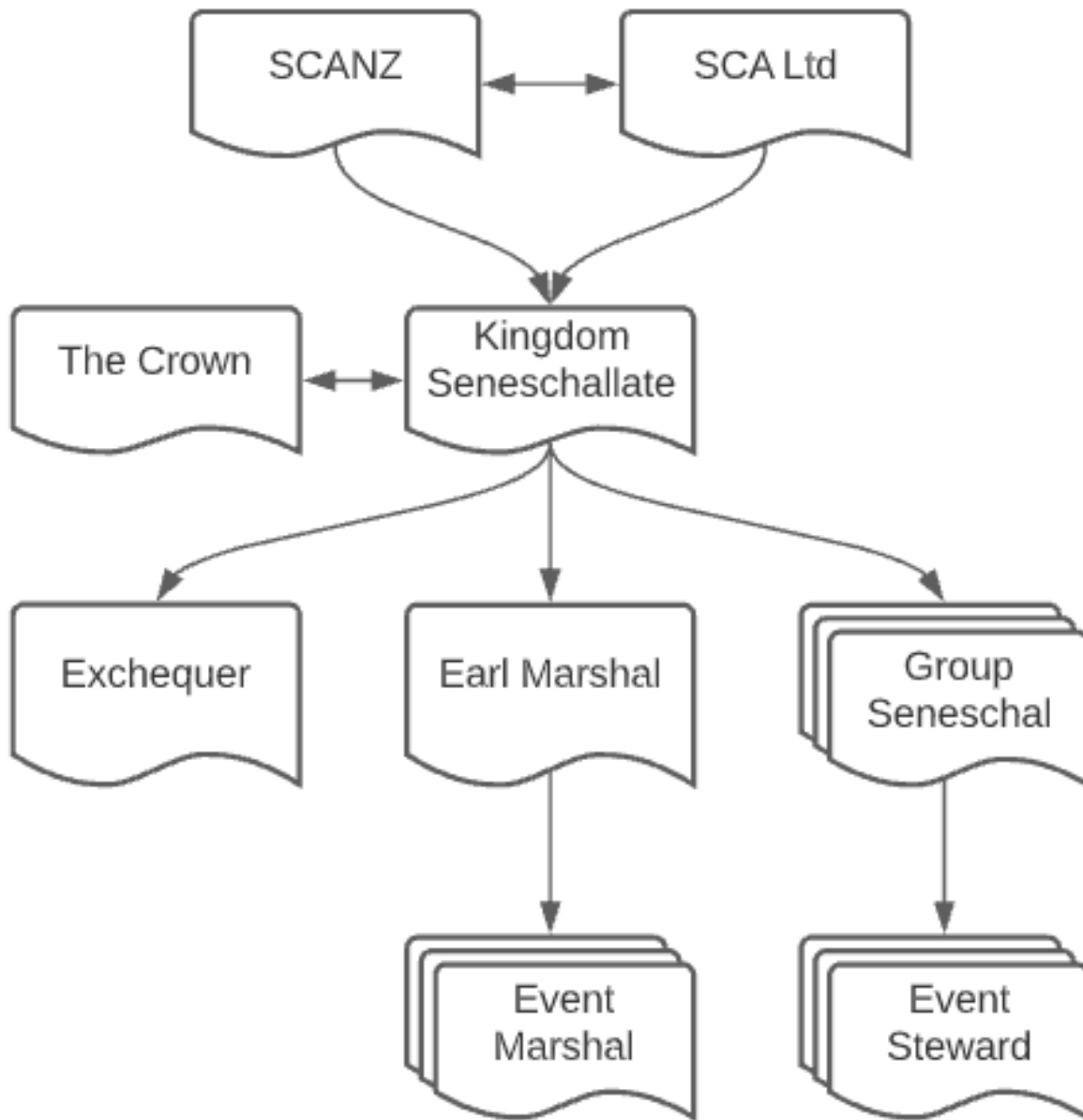
## 2.5 Authority to apply sanctions

The following authorities have the capacity to apply sanctions.

Authority	Limit of scope of activity	Limit of duration
SCANZ and SCA Ltd	<ul style="list-style-type: none"> <li>● Membership denial</li> <li>● Award revocation including Degradation from the Peerage</li> <li>● Exclusion of all participation</li> </ul>	<ul style="list-style-type: none"> <li>● Any period up to and including permanent sanctioning</li> </ul>
Kingdom Seneschal	<ul style="list-style-type: none"> <li>● Exclusion of all participation in any SCA related activity including Kingdom-controlled social or electronic media</li> <li>● Immediate exclusion of participation in any SCA related activity where the person presents a significant and immediate risk.</li> <li>● Suspension of an officer role</li> </ul>	<ul style="list-style-type: none"> <li>● Administrative Sanctions are in effect up to 2 years from date of sanction</li> <li>● The Temporary Removal from Participation is in place until a determination is made to remove the sanction or continue to Revocation&amp; Denial of Membership</li> </ul>

<p>Crown</p>	<ul style="list-style-type: none"> <li>● Exclusion from participation at any function, activity or event which the Sovereign or Consort attend, contacting the Crown in any manner, or otherwise being within line of sight of the Crown</li> <li>● Exclusion of all participation in any SCA related activity including Kingdom-controlled social or electronic media</li> </ul>	<ul style="list-style-type: none"> <li>● Only for the duration of their reign (but may be extended by subsequent reigns)</li> <li>● Not more than two consecutive reigns</li> </ul>
<p>Greater Kingdom Officers</p>	<ul style="list-style-type: none"> <li>● Requesting the Kingdom Seneschal to remove a local officer under the Administration sanction procedures</li> <li>● This includes sanctions from: <ul style="list-style-type: none"> <li>■ Kingdom Exchequer (financial breaches)</li> <li>■ Kingdom Earl Marshal (martiallate breaches)</li> <li>■ Group Seneschals (from Event Stewards/Marshals and other officers)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● The duration of their term of office (but may be extended by the subsequent officer)</li> <li>● Must not exceed 2 years</li> </ul>

Authority is derived from the following organisational structure:



Any higher authority may intercede on behalf of their delegate. SCA Ltd or SCANZ is the ultimate determiner and arbiter of the rules of the Society in Australia and New Zealand, regardless of what authority it may delegate elsewhere.

## 2.6 Notification

### 2.6.1 Initial contact

During an event	Where a sanction is imposed during an event, the person shall be notified immediately.
Post event	Where a sanction has been determined outside of an event, or as a result of a pattern of behaviour, the relevant officer must attempt, in good-faith, to notify the person as soon as reasonably practicable. In the event of a failure to contact the sanctioned person the relevant officer must make a reasonable number of attempts by utilising a variety of communication tools. Each contact attempt must be documented including the means, the date, time, and any relevant contact information. If the sanctioned person cannot be contacted after a reasonable period, this shall be documented and the process shall move to formal notification.

**2.6.2 Formal notification**

Where the sanctioned person has a last known postal address, formal notification must be sent using an official sca email address (lochac.sca.org or sca.co.nz) or by certified postal mail within 15 days of the announcement in a Royal Court and marked as Confidential. The formal notification must include:

- the type of sanction (see appendix) and a description of the conditions of the sanction
- the issuing authority (Crown and/or Kingdom Seneschal)
- the date the sanction was issued
- the duration of the sanction (including if it is ongoing)
- a brief statement of facts supporting the sanction, and
- the steps to request a review or appeal of the sanction.

Administrative sanctions must be notified as soon as practicable by email or certified postal mail.

The sanction is then announced as soon as practicable by the Crown (or Their representatives) within court and published via Pegasus.

Note: It is not a requirement for Administrative sanctions to be announced in Royal Court.

The Kingdom Seneschal is to ensure that:

- SCANZ and/or SCA Ltd are notified of relevant sanctions:
  - within 24 hours in the case of exclusion from all participation, or otherwise as soon as reasonably practicable.

- notify Society Seneschal and Group Seneschals as soon as reasonably practicable.

## 2.7 Sanction Commencement

A sanction is effective once all notifications have been completed.

Once effective, a sanction file is created by the Kingdom Seneschal that includes:

- a complete statement of facts from the relevant officer(s)
- a statement from the relevant officer(s) on why the sanction was issued
- the statement of facts from the Kingdom Seneschal must also describe:
  - the initial notice or attempt at initial notice of the Sanction to the sanctioned person
  - a copy of the initial notification letter, and
  - proof of notification of the sanctioned party via email, phone call or certified letter.
- proof of publication in the Kingdom newsletter or information indicating when the publication will take place
- relevant statements from the Complainant(s) and any witnesses
- statement from the sanctioned person (if relevant), and
- the duration of the sanction.

## 2.8 Review

All Sanctions must be commensurate to the issue causing the action by appropriate limitations on:

- the affected activities, and
- the duration of the sanction.

Any higher authority may review a sanction and then:

- uphold or overturn the sanction
- extend the sanction and request the Kingdom Seneschal further investigate the matter for a determination of the need for additional action (up to and including Revocation of Membership and Denial of Participation)
- impose other sanctions as needed
- take any action they find necessary under the circumstances, and
- before they may consider a Revocation of Membership and Denial of Participation, the sanctioned person must be notified in accord with the Corporate Policies of the SCA, Inc. The Kingdom Seneschal is responsible for sending this notification, which may be by email or postal mail.

## 2.9 Appeal



The sanctioned person may request a review of any sanction they have received if they believe it to be excessive or unjust.

Any person who has received a sanction may appeal to the relevant higher authority. Only the sanctioned person may bring the appeal.

Appeals must have the following:

- an introductory letter explaining the circumstances surrounding the Sanction, and
- any information that the affiliate organisation should consider which the sanctioned individual believes supports the appeal. This especially includes any new evidence to conclude that they may have reached a different decision had the evidence discovered been reviewed by the affiliate organisation, or a discovery of a material error of fact.

## 2.10 Expiry

All sanctions expire at the conclusion of their specified duration. If a sanction is reapplied, it must be treated as a separate sanction and run through the process again.

## 3. Reference Documents

**Global - <https://www.sca.org/>**

- Corpora
- Society Seneschals Handbook

**Kingdom of Lochac - <https://seneschal.lochac.sca.org/>**

- Book of Laws of the Kingdom of Lochac
- Lochac Procedures Manual
- Issue Resolution Handbook
- Lochac Incident and Hazard Form

**New Zealand - <https://sca.org.nz/node/56>**

- SCANZ Financial Policy
- SCANZ Publishing Policy
- SCANZ Publishing Policy
- SCANZ Social Media Policy
- SCANZ Privacy Policy
- Children & Young People (Under 18) Participation Policy
- SCANZ Bullying & Harassment Policy

- February 2009 statement from the SCANZ Committee regarding the activities that may be carried out under event memberships vs full memberships
- SCANZ Code of Conduct

## **Australia - <https://sca.org.au/documents/policy/>**

- Alcohol Policy
- Assets Policy
- Board Membership Policy
- Bullying and Harassment Policy
- Child Protection Policy, Background Check Procedures and Nomination of Caregiver Form
- Code of Conduct
- Financial Policy and Personal Gain Fact Sheet
- Privacy Statement
- Proof of Membership and Indemnity Policy (for SCA events in Australia)
- Sanction Guide (SCA Inc Document, Section IV Part E contains Lochac-specific rules)
- Social Media Policy
- Weapon Guides and Policies Page

## Appendix A - Glossary

Term	Acronym	Definition
Administrative sanction		Exclusion from specific administrative participation for a specified period of time, permanently, or indefinitely
Appeal		Application for a reversal of the decision.
Authority		The people who have the power to make decisions and to make sure that laws are obeyed Within the SCA, these authorities
Bias		A pre-existing attitude or opinion that favours one side over another in a dispute.
Complainant		The party/ies that lodge the complaint/s
Corpora		The policies governing historical re-creation within the Society, and those policies applicable to the entire Society
Crown		The Sovereign and Consort of a kingdom, acting together
Investigation		The action of investigating something or someone; formal or systematic examination or research
Natural Justice		The rules and procedures to be followed by a person or body with the power to settle disputes. Some rules of natural justice are to act fairly, without bias, and the right of all parties to be heard
Officer		A Society member serving in an appointed office as defined in Corpora, or as an appointed deputy in such an office, or in another office as may be defined by Kingdom Law, at any level of the Society, or in the role of organizer of a Society event (commonly referred to as "Autocrat" or "Steward"), or as a Territorial Baron or Baroness, or as Crown or Coronet or heir to a Crown or Coronet
Organizational Handbook		Contains the Introduction, Corpora, the Articles of Incorporation of the SCA, Inc., the By-Laws of the SCA, Inc., the Corporate Policies of the SCA, Inc., and any amendments and appendices.

Redacted		To censor or obscure (part of a text) for legal or security purposes
Removal and Denial of Membership	R&D	Exclusion from participation within the SCA permanently, and denial of future membership
Royal sanction		Exclusion from specific participation for a specified period of time, temporarily by the ruling royalty
Sanction		A punitive or coercive measure or action that results from failure to comply with a law, rule, or order
Society for Creative Anachronism	SCA	The Society for Creative Anachronism (SCA) is an international non-profit volunteer educational organization. The SCA is devoted to the research and re-creation of pre-17th century skills, arts, combat, culture, and employing knowledge of world history to enrich the lives of participants through events, demonstrations, and other educational presentations and activities. SCA means the collection of affiliated organisations which includes SCA Inc., SCA Ltd and SCANZ
Society for Creative Anachronism Incorporated	SCA Inc	The Society for Creative Anachronism, Inc., California nonprofit (or not-for-profit) corporation, including the Board of Directors
Society for Creative Anachronism Limited	SCA Ltd	the Society for Creative Anachronism Ltd, the company representing the SCA in Australia
Society for Creative Anachronism New Zealand Incorporated	SCANZ	the Society for Creative Anachronism New Zealand Inc
Temporary Removal from Participation	TRP	Exclusion from specific participation for a specified period of time
Witness		A person who can provide direct information based on their own knowledge about a relevant fact in issue