



Kingdom of Lochac Information Guide

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Comments or suggested revisions? Contact seneschal@lochac.sca.org

Preface

One of the most interesting things learned at the first Lochac Officer Training Symposium was how many existing or potential group officers had found it hard to track down information to help them in their role. There's a lot of information out there, but that's not much use if you can't find it.

Hence this guide, organised with the most general information sources first, and more specific or specialised ones later. If you think a major information source is missing, please let the Kingdom Seneschal know at seneschal@lochac.sca.org, thanks!

Kingdom level

- Kingdom website - <http://lochac.sca.org> - almost everything else mentioned below can be found from here!
- [Handover Checklist](#) – have you taken on a new office? Read this!
- Review the Code of Conduct for your local SCA: [SCA Ltd \(Australia\)](#) and [SCA New Zealand](#)
- *Pegasus*, the Kingdom newsletter. If you are an SCA member, download your electronic copy each month from <http://registry.sca.org.au> in Australia, or <http://registry.sca.org.nz> in New Zealand.
- Kingdom Officers - <https://lochac.sca.org/regnum/> - a list of Kingdom officers, their email addresses and their websites. Use this to hunt up your Kingdom superior and *get in touch* - they are usually the very best source of information about your role. And their websites almost always have links to relevant resources and mailing lists.
- Mailing lists - <http://lochac.sca.org/mailman/listinfo>. Locate and join appropriate mailing list for your role (e.g. lochac_reeves for group Reeves). If in doubt, ask the relevant Kingdom Officer which list to join. Note that most group officers are required to be on their Kingdom Officer's mailing list -- it's not optional.
- Kingdom Seneschal's resource page - <https://seneschal.lochac.sca.org/resources/> - you'll find here the *Lochac Procedures Manual* which all officers *must* read, plus a great many helpful resources on issues like office handovers, handling disputes, recruitment, improving behaviour, group growth, and much more. The latest version of this guide lives there also.
- Kingdom Law - <https://seneschal.lochac.sca.org/laws-of-lochac/>
- All about the Crown (and previous Crowns): <https://royal.lochac.sca.org/>
- The three Societies which manage our mundane affairs and set policies: SCA Ltd - <http://sca.org.au>, SCA NZ Inc - <http://sca.org.nz> and of course SCA Inc (US) - <http://sca.org>
- The Lochac-Announce mailing list - <http://lochac.sca.org/mailman/listinfo/lochac-announce> - a great way to stay abreast of new information, events and initiatives without too much email in your inbox.
- The Shambles ("Lochac") discussion list - <http://lochac.sca.org/mailman/listinfo/lochac> - a helpful place to share information, ask interesting questions and discuss ideas and initiatives. Often fairly quiet, occasionally busy. The Shambles automatically receives messages sent to Lochac-Announce; you don't need to subscribe to the latter if you're on the former.
- What's going on? See the Kingdom calendar: <http://lochac.sca.org/lochac/calendar> or your group's calendar on its own website.

- Who's who, how are their names spelled, what awards do they have? See Canon Lore - <http://canon.lochac.sca.org> - people's names *matter*, and they generally respond very well if you use a title which recognises one of their awards
- Do you have tech needs? See the [Masonry](#) website and, if you hold an office which has an associated mailbox, see <https://masonry.lochac.sca.org/services/email/>
- Only if you're an officer: the Regnumator (officer/warrants system) and The Appointinator (appointments/advertising system) – both may be found by logging into Registry at <https://registry.sca.org.au>
- If you're a group Seneschal, all the above, but also the Seneschals Database: <https://seneschaldb.lochac.sca.org>

Group level

- Your Seneschal is usually well in touch with the Kingdom's key information resources. If they don't have an answer immediately, they know how to get it quickly. Ask them!
- Find your group's website and the Seneschal's contact information via the Lochac Group Guide: <https://lochac.sca.org/groups/> - use the group's website to find out about local activities, newsletter, mailing list etc.
- Interested in taking on a group officer role? A generic Kingdom-wide set of group officer job descriptions can be found under Officer Resources on this page: <https://seneschal.lochac.sca.org/resources/#officer>

Stewarding events

These two resources should be helpful to those stewarding events, whether newcomers or more experienced folk.

- First time? See <https://seneschal.lochac.sca.org/events> - especially the Stewards Handbook
- Also see this Southron Gaard introduction: <http://sg.lochac.sca.org/docs/FirstTimeStewardsGuide.doc>
- Large or complex event? Use the checklists and other helpful information in the Crown Event handbook available from here: <https://seneschal.lochac.sca.org/guides-and-resources/crown-events/>
- Crown or Coronet event? See the link above!