

REALMS OF AVALON

MANUAL

FOR THE

ROLLS MINISTRY

OF AVALON



Version 1.1 (*Playtest*)

PREFACE

This is a test play manual posted for comment. It contains the proposed rules, regulations, reporting and recording procedures, forms, points conversions and ministry descriptions for the Rolls Ministry.

I. The Office of Rolls and Lists

1. INTRODUCTION

- a. The Rolls Ministry keeps track of all members' points and advancement and qualification for knighthood.
- b. The Rolls Ministry is headed by the Rolls Minister.

2. DUTIES OF THE ROLLS MINISTER

- a. Recording each member's earned requirements, ranks, awards, titles and the date each was received.
- b. Publishing advancements as soon as they occur in the next regular official publication.
- c. Publishing a list of standings at least once per year.
- d. Ensuring that someone representing Rolls Ministry attends all scheduled events.
- e. Providing information on members' advancement and qualification for knighthood as requested by the Crown and Chancellery.
- f. Oversees the transfer of ranks and title from other organization per procedures set forth in these codicils and manuals.
- g. Oversees updates and information regarding rolls changes and policy.
- h. Archives national record of rolls.
- i. Communicates with regional rolls and Crowns as needed for administration and training.

3. REQUIREMENTS

a. Imperial

- i. Must have a working knowledge of tracking records using databases.
- ii. Have achieved the rank of Knight Bachelor within Avalon.

b. Crown

- i. Must be knowledgeable in the keeping of records and/or databases.
- ii. Have achieved the rank of Sergeant within Avalon.

4. RECORDING REQUIREMENTS.

The Rolls Minister will be responsible for tracking:

- a. Points earned through activity within the Realms of Avalon
- b. Conversion points earned in/from other organizations
- c. Knightly Rank (including dates levels of knighthood were achieved)
- d. Precedence-bearing titles, ranks, awards and orders
- e. Non-precedence-bearing titles, ranks, awards, and orders including participatory ribbons.

5. In subdivision groups where no Minister of Rolls is required, the administer head of

the group will provide reporting information to the Crown Minister of Rolls for activities in their area for that reporting period. It should be noted that a “no activity” report is still a report.

6. Rolls Ministers are responsible for providing report information for all activities held within their region during the reporting period. Therefore, for example, if Thatuna holds a war, the Thatuna Rolls Minister would be responsible for reporting to the Crown Rolls Minister all points earned at that activity. In other words the reporting requirement falls on the Rolls Minister for the group in which the activity was held, not the Minister for the group in which a participating individual resides. The purpose of this is to ensure complete and accurate reporting of all activities.

II. Information Sources Relied Upon From Within Avalon

1. POINTS

As achievement of rank in Avalon is on a point-based system, points must be documented. All points must be supported with written documentation. The Minister of Rolls shall obtain information from the following sources: Event Forms, Officer Report Forms, and Member-Provided Information. These information sources will be discussed in-depth later in this document.

2. TRACKING FORMS

The documentary tracking of participation within Avalon is crucial. Hence all members are expected to sign-in on the event sign-in form. *It is incumbent upon the individual to ensure that they have signed-up and completed the appropriate paperwork at all activities to ensure they receive proper credit and points for participation.*

These forms include, but are not limited to:

- a. Event Participation Form
- b. Tournament Participation Form (Combat or Arts and Sciences)
- c. Archery Participation Form
- d. Ministry Participation Form

3. PRECEDENCE OF INFORMATION SOURCES:

a. Event forms

Event Forms shall be considered the primary document for ascertaining activity and therefore have primary precedence. These forms are completed by the participants and are verified by autocrats, ministers, ruling nobles and Crowns. These forms shall be used as the base documents for resolution of conflicts and/or inaccuracies with the point listed for each individual.

b. Report forms

Report Forms from reporting ministers will take second precedence. As these reports are normally summary reports from ministers responsible for particular areas, although they are official documents, they do not carry the weight and validity of the event forms as described above.

III. Advancement and Rank –

Following are the minimum statistics required for each level of advancement within Avalon.

1. ARCHERY –

Follows is the general listing of the requirements for Archery; the specifics of which is listed in the Archery Manual:

a. Apprentice in Archery

- i. initial rank
- ii. Qualified by the Minister of Archery or designated Range Master

b. Yeoman in Archery

Three Bowman's List Tournament Participations (TP)

c. Sergeant in Archery

- i. A minimum of 8 Tournament Participations
- ii. At least one score of 35% or more of the total available points for the tournament.
- iii. Two participations in archery demonstrations or classes.

d. Knight Bachelor in Archery

- i. A minimum of 18 Tournament
- ii. At least one score of 50% or more of the total available points for the tournament.
- iii. Archery participation in 1 war at an official event
- iv. A minimum of five additional participations in archery demonstrations or classes

e. Knight Banneret in Archery

- i. Eighteen Knights List Tournament Participations
- ii. At least one score of 50% or more of the total points possible in a tournament, using Period archery equipment
- iii. Five wins in Knights List tournaments
- iv. Archery participation in a minimum of 6 wars at official events
- v. A minimum of ten participations in archery demonstrations/classes

f. Knight Commander in Archery

- i. Thirty-six participations in Knights List tournaments
- ii. At least one score of 65% or more of the total points possible in a tournament, using Period archery equipment
- iii. Ten wins in Knights List tournaments
- iv. Archery participation in a minimum of 16 wars at official events
- v. A minimum of 20 participations in archery demonstrations/classes

2. ARTS AND SCIENCE ADVANCEMENT

a. Apprentice in the Arts – Starting Level

b. Yeoman in the Arts – A minimum of three Tournament Entries (TE)

c. Sergeant in the Arts

i. A minimum of five tournament entries

ii. A minimum of one Advanced Entry

iii. A minimum of two Demonstration Participations or six Workshop Participations

d. Knight Bachelor in the Arts

i. A minimum of ten tournament entries

ii. A minimum of two Advanced Entries

iii. A minimum of three Demonstration Participations or nine Workshop Participations

iv. A minimum of one War Participation in arts and sciences at an official event

v. A minimum of one Master Work Award

e. Knight Banneret in the Arts

i. A minimum of eighteen Tournament Entries

ii. A minimum of four Advanced Entries

iii. A minimum of six Demonstration Participations or eighteen Workshop Participations

iv. A minimum of three War Participations in arts and sciences at an official event

v. A minimum of two Masterwork Awards

vi. A minimum of two Demonstration Initiations or one squire on record

f. Knight Commander in the Arts

i. A minimum of thirty-six Tournament Entries

ii. A minimum of eight Advanced Entries

iii. A minimum of twelve Demonstration Participations or thirty-six Workshop Participations

iv. A minimum of five War Participations in arts and sciences at an official event

v. A minimum of two Masterwork Awards

vi. A minimum of four Demonstration Initiations or Two Squires on Record.

3. COMBAT – Follows is the general listing of the requirements for Combat; the specifics of which is listed in the Combat Manual.

a. Apprentice in Combat

- i. Initial rank
- ii. Qualified by the Marshallate

b. Yeoman in combat – A minimum of three Tournament Participations

c. Sergeant in combat

- i. A minimum of eight Tournament
- ii. One win
- iii. Two demonstration participations

d. Knight Bachelor in Combat

- i. A minimum of eighteen Tournament Participations
- ii. A minimum of one Win
- iii. One combat participation in a war at an official event
- iv. A minimum of five Demonstration Participations

e. Knight Banneret in Combat

- i. A minimum of thirty-six Tournament Participations
- ii. A minimum of five Wins
- iii. A minimum of six Combat Participations in wars at official events
- iv. A minimum of ten Demonstration Points
- v. Qualification as a Marshall of the field
- vi. Demonstration of some knowledge of historical combat

f. Knight Commander in Combat

- i. A minimum of seventy-two Tournament Participations
- ii. A minimum of sixteen Wins
- iii. Combat participation in a minimum of sixteen Wars at official events
- iv. A minimum of twenty Demonstration Points
- v. A demonstrated mastery of some aspect of combat.

4. MINISTRY

a. Apprentice in Ministry – Initial Rank

b. Yeoman in Ministry

- i. Hold an office for three months
- ii. Participation in one demonstration

c. Sergeant in Ministry

- i. Hold an office for an a minimum of eight months
- ii. Participation in a minimum of two Demonstrations
- iii. Initiate and organize at least one demonstration

d. Knight Bachelor in Ministry

- i. Hold an office for an a minimum of eighteen months
- ii. Participation in Ministry activities in at least one war at an official event
- iii. Initiate and organize a minimum of five demonstrations

e. Knight Banneret in Ministry

- i. Hold an office for a minimum of thirty-six months
- ii. Participation in Ministry activities in a minimum of six wars at official events
- iii. Initiate and organize a minimum of ten demonstrations

f. Knight Commander in Ministry

- i. Hold an office for a minimum of seventy- two months
- ii. Participation in Ministry activities at a minimum of sixteen wars at official events
- iii. Initiate and organize a minimum of twenty-five demonstrations

5. GENERAL NOTES REGARDING ADVANCEMENT POINTS:

- a. All advanced entries and wins count as tournament entries or tournament participations.
- b. Three workshops are the same as one demonstration point, and it is allowable to combine the two.
- c. All wins, advanced entries, and masterworks count towards advancement; if members are granted more than is required for advancement in their present rank, they are applied to their next rank where they are needed as long as this does not conflict with the Manual for the genre which the advancement is considered.
- d. The required score for Huntsman can be obtained when the archer is at either the Bowman's or Marksman's rank.

6. POINT ACCUMULATION:

- a. An individual must be a full member of Avalon in order to receive points for participation.
- b. Rolls points are earned for participation in the following areas:
 - i. Archery
 - ii. Combat (all recognized combat arts other than archery)
 - iii. Arts and Sciences
- c. Ministry Points. As opposed to Rolls points described above, Ministry points are more specific in nature and are earned by the following means:
 - i. One point per month is earned for holding either a Crown or Subdivision level office.
 - ii. An individual may also earn Ministry Points for organizing events and/or activities.
- d. Demonstration Points. An individual may receive a demonstration point for any of the following while participating in an organized demonstration of Avalon activities:
 - i. Archery
 - ii. Combat
 - iii. Arts and Sciences
 - iv. Ministry (for organization of a demonstration/workshop)
- e. Workshop Points. Workshop points can be earned for participation in an organized workshop.
- f. War Points. War points are earned for participation in any of the following activities during a War Event:
 - i. Archery
 - ii. Combat
 - iii. Arts and Sciences
 - iv. Ministry

7. POINT LIMITATIONS.

Only one point in each area can be earned in any one given calendar month. However, in a single calendar month an individual could, potentially, earn a point in each of the areas.

8. NAME USEAGE:

As Avalon allows for a single individual to present numerous personae, *all tracking of points will be done by individual's legal name.*

9. VERIFIED REPORTING.

In order to ensure accurate reporting and verification, the Imperial Rolls Minister will engage in a verified reporting system with subdivision levels as follows:

- i. Subdivision ministers will forward reports of all points earned by full members to the Imperial Rolls Minister on a monthly basis.
- ii. Following receipt of the subdivision reports, the Imperial Rolls Minister will update the tallied point standing and send an updated listing to each subdivision minister of members in their groups for verification.
Discrepancies should be brought to the Imperial Minister's attention as soon as possible.

10. NOTIFICATION TO CROWN.

In the monthly report to the Crown, the Imperial Rolls Minister will list, with specificity, those who have earned the required points for advancement as outlined above.

11. SPECIAL REVIEW OF POINTS.

At any time the Crown or Their Herald may request a special review of the Rolls either in general or for a specific person for the purposes of planning Court activities.

IV. Reporting Format.

1. Group Subdivisions should receive a “base report” from the Imperial Rolls Minister to update for their report. If the base report is not received, at a minimum the subdivision Rolls Minister (or Steward in the absence of a Rolls Minister) shall forward the following information to the Imperial Rolls Minister on a monthly basis:
 - a. An alphabetical listing of all full members of the group
 - b. Annotations within the alphabetical listing of the types of points and the dates they were earned. This should plainly show who has earned what points that reporting period.
 - c. Annotation should be made by the local Rolls Minister of any individuals within the group who have achieved enough points for any level of advancement during that reporting period.
 - d. Any questions and/or comments for the Imperial Rolls Minister.
 - e. Reporting should be completed monthly even if there are no new earned points to report. In other words a “nothing to report” submission is a valid report.

2. Reports must be made in writing. This can be done by hand delivery, e-mail or snail-mail. However, e-mail is the preferred method.

V. Conversion From Activity Within Other Recreationist Organizations:

1. In order to provide an open and welcoming atmosphere, and to ensure that individuals coming in from other like organizations do not “lose” work to date, Avalon allows for the transfer of experience via the advancement system.

2. As there are numerous groups for which participation and activity would be appropriate for transference, and in an effort to be inclusive rather than exclusive the following method will be used for converting recognition and activity from another group to Avalon.

- a. The individual will submit a resume of their activity in other organizations to the Crown Minister of Rolls.
 - i. If possible, the resume should contain any supporting documentation such as officer warrants, “scrolls” for awards received, orders of precedence from the other organization(s), etc.
 - ii. At a minimum the resume must include a listing of activities including offices held, recognitions received, and activities engaged in.
 - iii. Further, all resumes for transference must include the names and contact of at least two persons not related to the subject individual for verification. Specifically, the requirement for references is that the minimal two references reside at separate addresses. Individuals applying for transference of experience are encouraged to submit both electronic and surface mail addresses for their references, but, as a minimum, must submit physical residence addresses.
 - iv. In the arena of combat arms and/or arts and sciences, candidates should provide documentation verifying competency in their areas of expertise. i.e. Score sheets from archery tournaments; score sheets from arts and sciences competitions, etc.
- b. The Crown Minister of Rolls reviews the resumes and begins the reference/verification check. The Crown Minister will conduct a thorough and objective review of the submitted resume. Some basic guidelines for transference of experience and activity are:
 - i. How long has the candidate participated in the prior organization(s)
 - ii. Any recognitions, awards or achievements the candidate has received in the prior organization(s)
 - iii. Any offices, event organizing, or other services the candidate has performed in the prior organization(s)
 - iv. The individual’s participation in tournaments or competitions.
 - v. The Crown Minister of Rolls may, at their discretion, confer with the Crown Minister of the tract to Knighthood considered on the

resume for information and input as to the appropriate level of achievement. (i.e. Crown Arts and Sciences Minister, Crown Archery Minister, Crown Marshall of the Combat Discipline[s], etc. In the Ministry venue it may be appropriate to contact the Crown Minister of more than one area, i.e. Heraldry, Chancellor, Steward, etc.)

- c. The Crown Minister of Rolls will contact the references listed on the candidates "recreation resume." During this contact the Minister should not only verify the resume, but should also attempt to ascertain if there are other activities that the candidate may have not included on the submitted resume
- d. The Crown Minister of Rolls submits the resume along with a recommendation to the Crown as to what level of achievement an individual should receive in Avalon including the reasoning for the decision.
- e. Once the Crown has confirmed the Crown Minister of Rolls' recommendation, the individual will be notified of their status via the following:
 - i. For ranks lower than Knighthood of any level, the Crown Minister of Rolls will send notice to the head of the local group so that the individual may be notified of their status through official channels.
 - ii. The Crown holds sole discretion as to notification of individuals who have earned recognition as a Knight.
 - iii. Attached as Appendix A are sample notice letters. (under construction, not sent with this posting)
- f. Following confirmation of an individual's rank, the Crown Minister of Rolls' will enter that individual into the rolls, annotating achievement of the minimum requirements for the recognition level the candidate has achieved. This information shall be forwarded to the individual's local Minister of Rolls no later than the reporting period following the confirmation. Further, the individual's resume and a copy of the confirmation letter from the Crown Minister of Rolls to the Crown should be forwarded to the individual's Subdivision Minister of Rolls for their records.
- g. An individual may transfer participation from more than one genre of recreation activity.
- h. Every effort shall be made by the Crown Minister of Rolls to ensure that those that are transferring activity from other recreationist organizations are able to do so. However, it should be noted that in view of the stringent point requirements required of all members of Avalon that when one is transferring activity from another organization to Avalon the highest level of achievement that will be bestowed would be a Knight Bachelor.
 - i. Adrian Empire: Members of the Adrian Empire may transfer

participation points beyond the initial Knight Bachelor, but must meet Avalonian competency requirements for additional advancement. (i.e. the appropriate required percentages and period equipment usage for archery; masterworks under the Avalon Arts and Sciences rules, etc. For more information please see the Manuals for the specific activity. (i.e. Archery Manual, Combat Manual, Arts and Sciences Manual.)

- ii. Empire of Chivalry and Steel (ECS): Members of the Empire of Chivalry and Steel may transfer participation points beyond the initial Knight Bachelor, but must meet Avalonian competency requirements for additional advancement. (i.e. the appropriate required percentages and period equipment usage for archery; masterworks under the Avalon Arts and Sciences rules, etc. For more information please see the Manuals for the specific activity. (i.e. Archery Manual, Combat Manual, Arts and Sciences Manual.)
- i. The transference of activity experience from another group is entirely the responsibility of the individual joining. There is no automatic submission once someone has become a member. It is incumbent upon the individual to submit a resume through the above-explained process in order to transfer experience and/or recognition.
- j. The decision of the Crown, upon recommendation of the Crown Minister of Rolls regarding transference of activity for points earned in Avalon is a final decision.
- k. All activities from other groups dating to before the person becomes a member of Avalon can be considered, but activities in other organizations *after* joining Avalon do *not* count towards rank or awards in the Realms of Avalon.

VI. Conversion of Awards.

1. Individuals may transfer awards from other recreationist organizations if:
 - a. Those who have earned awards in other organizations may wish to have the nearest equivalent Avalon award. The conversion process is identical to that for establishing rank in the Avalon system.
 - b. Those who do not wish to convert recognized awards are not required to do so. They may always refer to their awards in other organizations as they so choose, though they do not count towards precedence in Avalon
2. Ennoblement: Those who have been ennobled in other organizations (i.e. been made a Lord/Lady) may have this title transferred to Avalon through the same process as needed for rank or awards.

VII. Separate Submission.

If an individual is interested in converting experience, awards, and/or recognitions from other recreationist organizations in more than one of the Knightly paths (Archery, Arts and Sciences, Combat, and/or Ministry) they may choose to do so. However, individuals should submit a separate resume for each tract they would like evaluated. *If only one resume is submitted the individual will be evaluated in the tract of which they have the most experience.*

VIII. Length of Time to submit.

New members to Avalon have up to one year in which to prepare and submit for evaluation of points for prior experience. After one year of membership it will be assumed that the individual has waived their right to submit for prior experience. This ensures that new members to Avalon submit in a timely manner and that experience considered was garnered before joining the Realms of Avalon.

IX. The Chivalry

1. KNIGHTHOODS TRACTS

Knighthoods in Avalon can only be earned, they are never granted by an individual or group. As described above, there are four knighthood tracks, or areas, each with their specific requirements.

- i. Archery**
- ii. Arts and Sciences**
- iii. Combat**
- iv. Ministry**

2. KNIGHTHOOD RANKS

Knighthoods are in three ranks which are in ascending order of rank:

- i. Knight Bachelor**
- ii. Knight Bannerette**
- iii. Knight Commander**

3. DIFFICULTY

All knighthoods are considered to be co-equivalent in difficulty and time required to complete the track. A Knight Bachelor should average between a year and a half, to two and a half years of *continuous* work to complete. A Bannerette should take an additional year and a half to two and a half, and a Knight Commander will require a further three to four years.

4. DIFFERENTIATION OF TRACTS

There are no marks to denote which area a knighthood has been earned in. *All Knighthoods of equivalent rank are equal, a Knight is a Knight.* Members may earn knighthoods in as many of the four areas as they wish.

X. Precedence and Non-Precedence Bearing Titles, Ranks, Awards, and Orders

(Note, if there is a Herald in the group, the Herald's Order of Precedence may be used to fulfill this requirement.)

1. SUBMISSION TO CROWN MINISTER OF ROLLS

- a. The Minister of Rolls is required to maintain an Order of Precedence of the full members within their subdivision.
- b. The Crown Minister of Rolls is required to maintain an Order of Precedence of the full membership of the Realm.
- c. The Order of Precedence shall contain, as a minimum:
 - i. A listing of individuals by mundane name.
 - ii. All awards, titles, ranks and orders held by that individual and the date earned.
- d. An Order of Precedence should be submitted to the Crown Minister of Rolls on a quarterly basis.
- e. Upon receipt of the subdivision Order of Precedences, the Crown Minister of Rolls will prepare a combined Order of Precedence for the Realm and forward it to the Crown and Herald for their information. Additionally, a courtesy copy of the Realms' combined Order of Precedence should be provided to the Imperial Minister of Rolls.
- f. Following is a listing of the Awards and Orders of Avalon (In no particular order) and a short description as to their purpose.
 - i. *The Star of Avalon:* Awarded to members who, by their enthusiasm and their participation in their first full year in Avalon enhance the experience of medieval recreation for those around them. The Star can be awarded by the Imperium, Realms of Shire status or higher, subdivisions of Barony or higher.
 - ii. *The Order of the Rainbow:* Awarded to those who by their actions facilitate the growth and the functioning of the Realms of Avalon. May be awarded by the Imperium, Realms of Duchy status or higher, and subdivisions of March or higher.
 - iii. *The Order of the Moon:* Awarded to those who over several years have consistently given service to their realm and to Avalon. May be awarded by the Imperium Realms of Arch Duchy status or higher and Subdivision of Principality status.
 - iv. *The Order of the Nova:* Awarded to those who by their actions epitomize the highest ideals of medievalism and of the Realms of Avalon. May be awarded by The Imperium and by Kingdoms.
 - v. *The Order of the Silver Sun:* Awarded to those who consistently serve their realm or Avalon to a greater degree than can normally be expected of any member. No more than two awards per year can

be made by any kingdom or by the Imperium.

- vi. *The Order of St. Martin*: Awarded to those who show continued generosity to those around them without thought of reward or of repayment. May be awarded by The Imperium, Shires or higher, or subdivisions or barony or higher.
- vii. *Ennoblement*: Members who have been of service to the crown for at least an entire reign, may be made a lord or lady of the court. The Ennobled individual is entitled to be known as Lord or Lady, wear a circlet of ennoblement, and to have a seat in the House of Lords.
- viii. *The Order of the Annulate*:
 - (a) Awarded by the Order to those knights who consistently exhibit the knightly virtues of honor, chivalry, courtesy, and generosity in their interactions in Avalon.
 - (b) It is considered important that knighthoods be earned as objectively as possible and removed from possible favoritism by granted parties, but this system does not allow for the fact that there is no guarantee that any individual knight will behave in a “knightly” manner, that is generous, polite, accurate in kit, and generally function as a role model for new and older members.
 - (c) To address this, and offer recognition to those who consistently exhibit the knightly virtues of honor, chivalry, courtesy, and generosity in their interactions in Avalon, and who work to improve their kit and function as a role model and example of knightly achievement, The Order of the Annulate exists.
 - (d) The Annulate is a circle used as an heraldic charge. In this case it represents the round table of Arthurian legend and is emblematic of the behavior expected of the members of the order.
 - (e) *Membership in this order is not automatic for those who have been knighted*. A person becomes eligible for induction into the order one year after knighting. Each year at the Imperial wars, every member of the order is evaluated on the basis of the members’ behavior over the previous year. Through a secret ballot each member is reaffirmed or suspended for the following year. A suspended member is automatically reconsidered the next year by the members of the order for readmission.
 - (f) Further information on the order is in the Manual for the Order of the Annulate.

XI. Participatory Ribbons:

Although not required, the following Avalon tradition of Tournament Ribbons is hereby explained. Subdivisions holding tournaments are encouraged to provide Ribbons as described below.

1. COLORS

Tournament Ribbons are awarded in the four different Knighthood skill areas, hence the color of the ribbon represents the skill area:

- a. Archery – Green
- b. Arts and Sciences – Blue
- c. Combat – Black
- d. Ministry – Red

2. TOURNAMENT WINS

- a. Ribbons are given out for tournament wins in Archery, Arts and Sciences and Combat.
- b. With the appropriate percentage scores making a win in either Archery or Arts and Sciences, multiple ribbons may be given per tournament results.

3. INDICATING LEVEL OF WIN

Beads on the tournament ribbons indicate the level of the win.

- a. A bead the same color as the ribbon indicates a win at the beginner level.
- b. A white bead indicates an advanced win.
- c. A yellow bead indicates a Knight's level win.

4. MINISTRY TOKENS

- a. As there is no "tournament" for Ministry, Ministry tokens are awarded as special thank-you tokens to individuals who have performed service to the organization or activity but such service may not reach the level of earning a Ministry or Demonstration Point.
- b. The Ministry service token is a red ribbon with a red bead.
- c. A maximum of two Ministry Tokens per month may be awarded to an individual.
- d. Upon earning 15 of the Ministry token one may:
 - i. Trade the 15 red ribbon/red bead tokens in for a red ribbon/gold bead token
 - ii. Entrance into the Legion of Caerleon

5. WHO MAY AWARD TOKENS

- a. Tournament win tokens are given out by any group holding a full tournament. Hence, subdivisions are eligible to give tokens following tournaments.
- b. Ministry tokens are awarded by Ministers to individuals they feel have been

especially helpful.

- c. It is recommended that a ministry sheet be kept with event paperwork so that Ministers who see actions worthy of tokens may make note of same on the ministry sheet.

6. PUBLIC RECOGNITION.

As the very intent of the ribbon token system is to recognize those who have excelled or contributed, it is recommended that the ribbons be given out in a public forum, i.e. Court if time allows.

7. PROVISION OF MATERIALS

Each subdivision is responsible for providing the materials/supplies and construction of the ribbon tokens it gives out. For a general description the tokens, by tradition, are a six to eight inch length of braided ribbon folded in half with the appropriate colored bead tied on to the fringes of the braid.

8 REPORTING

- i. If a group does give out tokens, the Minister of Rolls should provide a listing of what tokens were earned by whom during the reporting period in monthly reports.
- ii. The Crown Minister will annotate ribbon token activity in their monthly report to the Crown.