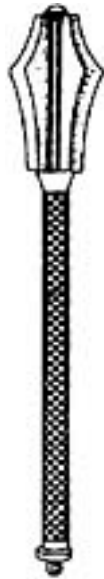


# Realms of Avalon, Inc.

## Sheriff Manual



*Version 2.0 August 2004*

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## **Chapter 1**

### **Definitions**

#### **What is a Sheriff NOT?**

First and foremost, A Sheriff does not hold any Law Enforcement capabilities. A Sheriff, Under Sheriff or Constable, has NO legal powers to compel any form of behavior. In the event a Sheriff/Constable wrongfully restrains someone by force, they may be liable for the tort of false imprisonment. That being said, if there is a serious violation of mundane law, a Sheriff, Constable or any member of the general public may use reasonable force to restrain the offender until the appropriate law enforcement officers arrive. Reasonable force is entirely dependant upon the situation and should always be used as a last resort. Many times, a situation can be resolved by a Sheriff/Constable being polite and courteous at all times and by treating people with respect, dignity and chivalry.

#### **What is a Sheriff?**

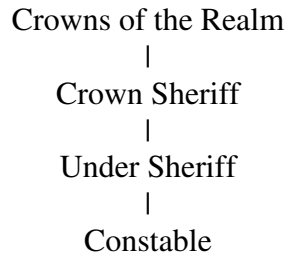
A Sheriff is an administrative position within the Realms of Avalon. They are primarily responsible for all safety issues at an event that do not directly pertain to combat or archery. A Sheriff/Constable's main focus is to make sure that participants at an event have a more enjoyable time because the site is safer. The types of security issues at any given site may include such things as patrolling the camping, parking and merchant areas, making sure there are no unattended fires, reuniting lost children with parents, acting as liaison between event hosts and mundane authorities, gathering information and reporting incidents to the event staff or appropriate authorities and collecting lost articles left behind after an event.

#### **What is an Event?**

An event is almost every meeting or gathering we have at Realms of Avalon, where the General public is invited, and where general safety precautions need to be taken. Events can be a Tournament, War, Workshop, Campout, Demonstration, Feast, Educational Display etc. Training sessions such as Archery or Combat practice normally have safety issues that fall within the scope of the Archery Range Officer and Combat Marshall and do not need the presence of a Sheriff or Constable.

## Chapter 2

### Office structure



#### **Crown Sheriff**

The Crown Sheriff is appointed at the request of the Crowns of the Realm. When on duty, the Sheriff is acting in the name of their Graces and should act and behave in a manner that reflects this. The Crown Sheriff is responsible for appointing the Subdivision Under Sheriffs, obtaining Event and Incident Reports from Under Sheriffs, maintaining a Lost and Found list for the Realm, and general event duties as needed. The Crown Sheriff is the Constable-in-Charge of Realm events such as the War. When the Crown Sheriff attends a Subdivision event, he will make himself know to the Constable-in-Charge but does not automatically take charge of the event. There is only 1 Crown Sheriff per Realm and serves at the discretion of their Graces.

#### **Under Sheriff**

The Subdivision Leader nominates an Under Sheriff to the Crown Sheriff. After the Crown Sheriff has had an opportunity to be introduced to the prospective Under Sheriff and is assured that the Under Sheriff knows what their duties will entail, then the Crown Sheriff will officially announce the appointment of the new Under Sheriff. This introduction can be done either in person, or by means of mundane communication devices (e-mail, phone, letter, smoke signals, fleet footed messenger, etc.).

An Under Sheriff appoints/assigns Constables for every public event that occurs within the Subdivision and is responsible for the Constables training. The Under Sheriff accumulates and Holds the Lost and Found items for the Subdivision and will immediately report the lost/found items to the Realm Discussion Board. Also, if an incident or injury occurs at an event, the Under Sheriff will immediately send an Incident Report to the Crown Sheriff, and in the case of an injury, will forward a copy of the Incident Report to the Crown Physiker. Lastly, the Under Sheriff is responsible for sending a summarized Monthly Event Report to the Crown Sheriff. There should be only 1 Under Sheriff within each subdivision. An Under Sheriff serves within their own Subdivision but may be asked by the Crown Sheriff to serve at Realm events. This is a 2 year appointment with no limit to the number of terms that can be served.

The Under Sheriff will receive 1 ministry point for the month served, provided they are performing their duties to the satisfaction of the Subdivision Leader and that the required monthly report is done prior to the established deadline.

**Constable**

A Constable is a member of the subdivision and is appointed/assigned by the Subdivision Under Sheriff. The Constable who works at an event is responsible for performing the various duties as needed that make an event safe and enjoyable. The Constable completes the Event Report and any needed Incident Report and/or Lost/Found Report, and will send them to the Under Sheriff along with any lost/found items. There may be several Constables within the Subdivision but depending on the event there may or may not be a need for them to serve. This is determined by the Subdivision Under Sheriff, and is based on the size and scope of the Event. A Constable is appointed and serves within their own Subdivision, but may be asked by the Crown Sheriff to serve at Realm events. This is an event-by-event appointment with no limit to the number of events that can be served.

The duties of a Constable can include, but are not limited to; event security patrols, medical emergency management, patrolling the camping, parking and merchant areas, making sure there are no unattended fires, reuniting lost children with parents, enforcing quiet time/curfews, acting as liaison between event hosts and mundane authorities, gathering information and reporting incidents to the event staff or appropriate authorities and collecting lost articles left behind after an event.

When a person performs Constable duties at an event, the Under Sheriff will notify the Subdivision Rolls Minister to award 1 ministry point to the Constable, for the month served. Regardless of the number of events served during the month, only 1 ministry point can be awarded.

## Chapter 3

### Office Operations

#### Conditions of Office

A person filling one of the offices of the Constabulary must be an active member, in good standing with Realms of Avalon and must be a minimum of 18 years of age.

The office of the Crown Sheriff, Under Sheriff and Constable are by appointment only. There is no limit to the number of Terms that can be served, however all positions are subject to review prior to renewal of appointment. Any officer may choose to step down at any point during their term, with reasonable notice.

#### Removal from Office

A Crown Sheriff, Under Sheriff or Constable may be permanently removed from office for any of the following reasons:

**Violation of Mundane Law.** As stated before, an officer in this office is a representative of not only their Graces, but also the organization and must conduct themselves as an example to others.

**Inability/Refusal to cooperate with others.** It is important to have a good working relationship with event sponsors and participants, in order to receive open communication and to eliminate any potential conflicts or misunderstandings.

**Failure to fulfill the duty of Constable.** The duty of a Constable is to be a Constable and perform the required Constable duties. There is a level of trustworthiness that must be maintained. Event organizers should be able to rely on you to ensure that events function smoothly and are safer.

#### Identification of a Sheriff/Constable

In order to be highly visible at events, the following identifications will be used. The Badge of the Crown Sheriff is a Black field, with a vertical Silver Mace with head upwards. This should be prominently displayed at the event location designated Constable-in-Charge headquarters.

The Crown Sheriff will wear a black sash with silver trim, a silver mace with head pointing upwards, and a silver crown above the mace.

The Under Sheriff will wear a black sash with silver trim, a silver mace with head pointing upwards.

The Constable will wear a black sash with silver trim.

**Sheriff Service Ribbons**

A person who performs the duties of a Constable at an Event will be awarded a Sheriff Service Ribbon.

The Crown Sheriff or Subdivision Under Sheriff also has the authority to issue a Sheriff Service Ribbon to anyone that goes above and beyond to assist the Sheriff or Constable perform their duties. An example for awarding the Sheriff Service Ribbon would be for someone who is not a Constable, but performs Constable duties. These duties might include emergency security duty, rushing to the aid of a Constable in a developing situation, taking it upon themselves to make the event site safer for all, or any other service to the office that should not go unrecognized.

This ribbon does not pertain to Rolls advancement nor is it recorded by the Rolls minister, but is to be used as 'Thank you' from the office of the Sheriff.

The Sheriff Service Ribbon will be 1 White and 2 Black ribbons braided together with a white bead and is similar to all other ribbons awarded in the Realms of Avalon.

## **Chapter 4**

### **General Operations**

#### **Weapons Policy**

It is the policy of the Realms of Avalon, that Sheriffs and Constables DO NOT carry weapons while on duty. Past experience has indicated that weapons do not assist members of this office in carrying out their duties. In fact they may actually have the reverse effect and provoke someone into challenging the Sheriff/Constable. Also, depending on the situation, a weapon might encourage the Sheriff/Constable to draw it in order to compel a behavior. This action may just escalate the situation beyond good sense. The best approach is for the Sheriff/Constable to leave their weapon somewhere safe while performing their duties. For any questions as to what constitutes a weapon, a Constable should contact the Under Sheriff, Crown Sheriff or event sponsor.

#### **Alcohol**

Given the sensitive situations that may arise at an event, a Sheriff/Constable must use a great amount of moderation and self-control with regard to the amount of alcohol they consume. The atmosphere of an event might make abstinence from alcohol unrealistic so an officer is permitted to partake on an extremely limited basis. Under NO circumstances is it permitted for a Sheriff/Constable, even when not on duty, to be impaired from being able to perform their duties. Remember, your behavior should be a good example to others and you never know when a situation might come up that requires clear thinking.

Alcohol use by the general public and participants at an event is at the discretion of the event sponsor. A Sheriff/Constable may be asked to enforce a 'Dry' event if the sponsor so chooses. For other events, alcohol will be present and participants are encouraged to remain in control and not drink to excess. If someone has had too much to drink, the Constable will encourage them to either sleep it off, or have them leave the event by means of a sober friend or Taxi. As with mundane law, drinking and driving will NOT be tolerated and should the need arise, Law Enforcement should be immediately informed of violators.

**USE OF ALCOHOL BY A MINOR WILL NOT BE TOLERATED!**

#### **Drugs**

Illegal drugs will not be tolerated. In all cases, if a Sheriff/Constable discovers someone either using or in the possession of an illegal substance, notify mundane Law Enforcement immediately.

**Prior to the Event**

The Under Sheriff will either work the event themselves or assign a Constable to work the event. If an event is large enough to require several Constables, the Under Sheriff will be the Constable-in-Charge, or may designate one of the other Constables. Once a Constable-in-Charge has been appointed to an event, it falls to the Constable-in-Charge to gather the appropriate mandatory items and note the emergency services telephone numbers. The Constable-in-Charge should also become familiar with the schedule of events, so that they can answer any questions from participants or guests.

**During the Event**

The Constables' job functions at an event will require periodic walkabouts of camping, parking and merchant areas as well as public gathering places. The reason for the walkabouts would be to identify any safety concerns that arise, such as unattended fires, cars with open windows, unstable merchant displays, and becoming familiar with who is where should the need for that information arise. Other areas for concern might be uneven ground that would be hard to notice once the sun goes down, children separated from their parents, animals running freely or leashed in a position that may cause concern to passers by, unruly revelers that would be a disturbance to others, and quiet time/curfew as directed by event sponsor.

**After the Event**

When the event has come to a close, it is the responsibility of the Constable-in-Charge to inspect the site and leave it cleaner than it was before the event. Part of the final inspection may uncover items that have been left behind. These items must be collected, tagged, noted in the Lost/Found Report and delivered to the Under Sheriff, along with the completed Event Report and any Incident Report.

If an incident occurs at an event, the Under Sheriff will immediately send a copy of the Incident Report to the Crown Sheriff.

**Unclaimed Lost/Found Items**

Every attempt will be made to reunite the lost item back to its owner. This is an easy task provided that the item is marked with the personal badge of the owner. In the instances where an owner cannot be found, the Constable-in-Charge will forward the lost/found items to the Under Sheriff and note it in the Lost/Found Report.

The Under Sheriff will collect and hold the items for the Subdivision, place a notice on the Realm Announcement Board and immediately forward a copy of the Lost/Found Report to the Crown Sheriff.

The Crown Sheriff will maintain the Realm master list of lost/found items.

In the event that items remain unclaimed, notice will be given and an auction will be held yearly at one of the meetings of the realm, such as the War. Items that have been unclaimed for more than 2 months will be auctioned off and the proceeds from the sale of an item will be returned to the Subdivision that found it.

**Monthly Reporting**

Prior to the 10<sup>th</sup> of each month, the Under Sheriff will send the Crown Sheriff an Event Report (using the Universal Minister Report Form) that summarizes all events held during the reporting period. If no event was held, then the report will indicate 'No Events Held' and will still be forwarded to the Crown Sheriff.

The Crown Sheriff will direct the Under Sheriff on the method for communicating the reports.

## Chapter 5

### Safety Requirements

#### Mandatory Safety Items

The following items are required at all public events.

**First Aid Kit:** This should contain at a minimum, such items as different sized bandages, burn salve, ointments, first aid cream, gauze pads, scissors, tweezers, Ice pack and antiseptic.

**Fire Extinguisher:** For A, B, and C classification of fires.

**Emergency phone numbers:** Both emergency and non-emergency numbers for the different agencies that serve the Event area.

**Access to a telephone:** With today's abundance of cellular phones, there is a good possibility that one will be available by an event participant. If one is not available on site, locate the nearest public phone or nearest home that can be used in an emergency. Don't forget to have correct change on hand in case a pay phone is used.

#### Recommend Safety Issues

It is highly recommended that each event have someone on site that is qualified in the following areas.

**First Aid training:** For either the Sheriff/Constable or inquire within the subdivision to locate people trained in general first aid.

**CPR training:** Again, either for Sheriff/Constable or general participant.

#### Injuries at an Event

If there is an injury at an event that does not occur on the combat field or archery range, the Constable in Charge must be made aware of it. If there is a Physiker on location, they will need to be coordinated with, to ensure the best possible solution to the medical need. If there is no Physiker, then either the Constable in Charge or Under Sheriff will assume the Physiker responsibilities.

As soon as possible after the medical situation has been resolved, the Constable in Charge will fill in an Incident Report with as many details as possible. Since the Constable in Charge is probably not a medical professional, an incident report is necessary for ANY situation that requires medical attention. A seemingly harmless ankle sprain, bug bite, or cut could later develop into a more advanced injury or allergic reaction that would require more advanced medical training.

The Incident Report must immediately be forwarded to the Crown Sheriff and a copy to the Crown Physiker.

## Chapter 6 Reports

As with many of the Ministry positions in Realms of Avalon, reports are a necessary means of communication and documentation. The following descriptions should help explain the information needed and forms used by Sheriffs and Constables. It is to be used as a guide of information needed and not necessarily to be filled out verbatim.

### **Monthly Under Sheriffs Report to Crown Sheriff**

This report is mandatory in order for the Subdivision Under Sheriff to fulfill their office requirements and obtain their monthly ministry point. If there were no events during the reporting period, then indicate 'No Events Scheduled' in the WHAT HAPPENED THIS MONTH....section.

Use the Realms of Avalon, Universal Minister Report Form and complete as follows:

**REPORT GOES TO:** Crown Sheriff

**AT WHAT LEVEL:** Indicate Realm

**RECIPIENTS CONTACT INFO:** Name of Crown Sheriff

**MONTH/YEAR:** fill in reporting month and year

**FROM:** Name of Under Sheriff

**SENDERS CONTACT INFO:** contact information of Under Sheriff (email etc.)

**MINISTER POSITION:** Under Sheriff and Subdivision

**OF:** Indicate Subdivision

**WHAT HAPPENED THIS MONTH...:** List the number of Tournaments, Workshops, Demonstrations, etc that occurred during the reporting period. Also indicate the number of any Incidents, Injuries and indicate if there were any Lost/Found items. If more space is required include a second page.

**WHAT NEEDS TO HAPPEN...:** State if there were any lessons learned during the reporting period. For example, did something happen that requires an additional item for first aid kit, or should members be reminded to bring sunscreen.

**WHAT IS BEING PLANNED?** Include any event coming up that might require additional Constables, or special Sheriff attention.

**Event Report to Under Sheriff**

This report is necessary for every public, point bearing event that is held by the Subdivision. This report will be delivered to the Subdivision Under Sheriff after each event and will be stored by the Under Sheriff. Should the need arise for more information about an event or situation that happened at an event, this form will provide the needed information to answer those questions.

Use the Realms of Avalon, Universal Minister Report Form and complete as follows:

REPORT GOES TO: Under Sheriff

AT WHAT LEVEL: Indicate Subdivision.

RECIPIENTS CONTACT INFO: Name of Under Sheriff

MONTH/YEAR: fill in Event month, day and year.

FROM: Name of Constable in Charge of Event

SENDERS CONTACT INFO: contact information of Constable in Charge (email etc.)

MINISTER POSITION: Constable in Charge or Under Sheriff and Subdivision

OF: Indicate Subdivision

WHAT HAPPENED THIS MONTH...: List name, date and location of event, and give a summary of the Event. Include summary of Incidents or Injuries and indicate if there were any Lost/Found items. Include names of Constables that performed duties at this event. Also include an approximate number of members and guests that attended this event. If more space is required include a second page.

WHAT NEEDS TO HAPPEN...: Indicate if there were any lessons learned during the Event. If there were injuries, indicate if the Physiker has been contacted.

WHAT IS BEING PLANNED? Indicate if there is an event coming up that might require additional Constables, or special Sheriff attention.

### **Incident Report to Under Sheriff**

This report is necessary for any incident or injury that occurred during an event. If there were no incidents or injuries, then this report is not needed. Once completed, the Under Sheriff will forward a copy of this report to the Crown Sheriff and Crown Physiker. A separate form is needed to detail each separate incident/injury.

Use the Realms of Avalon, Universal Minister Report Form and complete as follows:

**REPORT GOES TO:** Under Sheriff (Name of Subdivision Under Sheriff)

**AT WHAT LEVEL:** Indicate Subdivision.

**RECIPIENTS CONTACT INFO:** Name of Under Sheriff

**MONTH/YEAR:** fill in incident/injury month, day and year.

**FROM:** Name of Constable in Charge of Event

**SENDERS CONTACT INFO:** contact information of Constable in Charge (email etc.)

**MINISTER POSITION:** Constable in Charge or Under Sheriff and Subdivision

**OF:** Indicate Subdivision

**WHAT HAPPENED THIS MONTH...:** List name, date and location of event, and any details of the incidents or injuries, including names of people involved. Please be specific. If more space is required include a second page.

**WHAT NEEDS TO HAPPEN...:** Were any lessons learned from this incident/injury. Indicate if the Physiker has been contacted.

**WHAT IS BEING PLANNED?** Indicate if there is any follow up needed. Do any of the people involved need further counseling, training, supervision etc.

**Lost/Found Items Report to Under Sheriff**

This report is necessary for any lost/found items that are identified during an event. If there were no Lost/Found items, then no report is necessary. Once completed, the Under Sheriff will forward a copy of it to the Crown Sheriff. The Under Sheriff will post a public notice of the Lost/Found items on the Realm Announcements board and will coordinate their return to their owner. Any item that remains unclaimed will be auctioned at a realm event, like War.

All Lost/Found items from an event should be on one report.

Use the Realms of Avalon, Universal Minister Report Form and complete as follows:

REPORT GOES TO: Under Sheriff (Name of Subdivision Under Sheriff)

AT WHAT LEVEL: Indicate Subdivision.

RECIPIENTS CONTACT INFO: Name of Under Sheriff

MONTH/YEAR: fill in incident/injury month, day and year.

FROM: Name of Constable in Charge of Event

SENDERS CONTACT INFO: contact information of Constable in Charge (email etc.)

MINISTER POSITION: Constable in Charge or Under Sheriff and Subdivision

OF: Indicate Subdivision

WHAT HAPPENED THIS MONTH...: List name, date and location of event, and give a description of all items that were lost/found. Include location if known and name of person who either lost or found the item. If more space is required include a second page.

WHAT NEEDS TO HAPPEN...: Leave this section blank, but send a reminder for people to put their badges on their personal effects.

WHAT IS BEING PLANNED? Leave this section blank. Indicate if the Under Sheriff will coordinate badge registrations or provide instruction for members to mark their items.

### Lost Items Tags

Sponsoring Subdivision: \_\_\_\_\_ Event Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Site Location: \_\_\_\_\_

Date Item Found: \_\_\_\_\_ Date Item can be Auctioned: \_\_\_\_\_

Sponsoring Subdivision: \_\_\_\_\_ Event Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Site Location: \_\_\_\_\_

Date Item Found: \_\_\_\_\_ Date Item can be Auctioned: \_\_\_\_\_

Sponsoring Subdivision: \_\_\_\_\_ Event Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Site Location: \_\_\_\_\_

Date Item Found: \_\_\_\_\_ Date Item can be Auctioned: \_\_\_\_\_

Sponsoring Subdivision: \_\_\_\_\_ Event Date: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Site Location: \_\_\_\_\_

Date Item Found: \_\_\_\_\_ Date Item can be Auctioned: \_\_\_\_\_

### Revisions to Manual Log.

Version Revised	Date	Description of revision
1.0	07/10/2004	Chapter 2, Under Sheriff: Re worded some sentences, added 2 <sup>nd</sup> paragraph. Chapter 2, Constable: Added 2 <sup>nd</sup> paragraph. Chapter 3, Added Sheriff Service ribbon paragraph. Chapter 4, After the Event: Added 2 <sup>nd</sup> paragraph. Chapter 4, Unclaimed Lost/Found Items: Reworded 2 <sup>nd</sup> paragraph. Chapter 4: Added Monthly Reporting paragraph. Chapter 5: Added Injuries at an Event paragraph. Chapter 6: Added this chapter and removed unnecessary forms. Revisions to Manual Log: Added this section.
1.1	08/15/2004	Validated from Playtest on 07/29/2004.