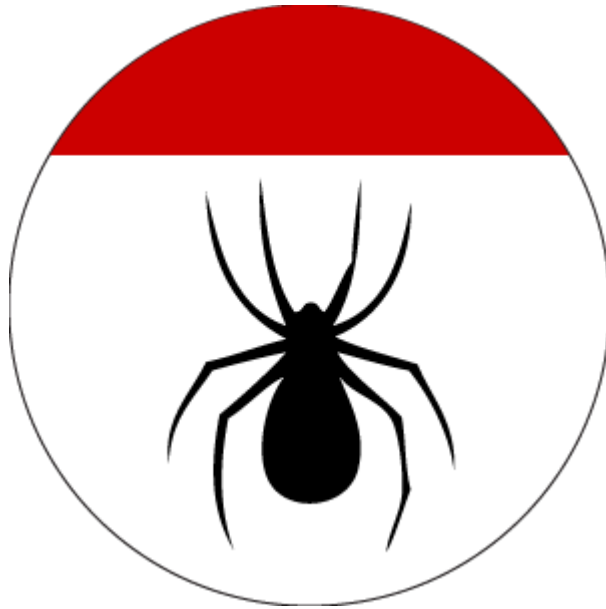


Kingdom of Caid Webwright Handbook



**Created June 2010
Revised July 2019**

By:

**Dame Iseabail inghean Bhaltair
and
Lord Walter of Lions Keep**

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This handbook was accepted by the Crown on June 5th, 2010.

BREAKRING

**Conrad Breakring
King of Caid**

Eleanor

**Eleanor di Michelozzo Gianfigliazi
Queen of Caid**

Introduction

These policies cover all official electronic publications produced by and for members of the Kingdom of Caid within the Society for Creative Anachronism, Inc. (SCA) and its subsidiary branches.

The Term “Webwright”

Within the Kingdom of Caid the term Webwright is used to define those persons who create and maintain web sites for the Kingdom of Caid.

Section 1: Warranting and Chain of Command

B. Chain of Command

The chain of command within the Kingdom is:

Minister of Technology

- Responsible for all areas of technology
- Responsible for all databases, forms and digital documents
- Acts as Webwright for Great Western War

Kingdom Webwright (reports to the Minister of Technology)

- Responsible for Email & Google Suites
- Responsible for all Branch and Group Webwrights

 - Group Webwrights** (reports to the Kingdom Webwright)

 - Shire Webwrights** (reports to the Kingdom Webwright)

 - Baronial Webwrights** (reports to the Kingdom Webwright)

 - Canton, Stronghold, and College sites will be part of the Baronial site and will either be maintained by the Baronial Webwright or a deputy reporting to him.

Kingdom Web Master (reports to the Minister of Technology)

- Responsible for the Kingdom web site design & maintenance
- Responsible for the Kingdom content maintenance.
- Responsible as the Group Webwright for all assigned Groups

Kingdom Technologist (reports to the Minister of Technology)

- Responsible for all Domains, sub-Domains, Security & Installed Services.
- Responsible for maintaining all software to the most current level.
- Maintains a record of all software levels, costs & vendor contact info.

If there are discrepancies or conflicts between or among officers, the matter is to be brought to the Minister of Technology for resolution.

Section 2: Requirements and Responsibilities for Webwrights

A. Membership

Webwrights are required to be a paid member of the Society for Creative Anachronism, Inc.

A copy of the Webwright's proof of membership must be on file with the Kingdom Webwright's office and an updated copy must be submitted whenever membership is updated.

If a Webwright's membership lapses during the term of office, that officer's warrant is considered suspended immediately upon expiration of the membership and will be re-instated upon proof of renewed membership and the Kingdom Technology office's approval.

B. Qualifications

A Webwright should have some HTML and CSS experience and a familiarity with WordPress.

Minimum requirements include:

- Experience writing and/or editing content.
- Experience with desktop publishing.
- Proven ability to produce content on a regular basis.
- Reliable email/Internet access (communicated to the Technology Office).
- A working telephone (number communicated to the Technology Office).
- Ability to meet the ongoing requirements of the Webwright position, primarily but not limited to:

Regular updates to website(s) for which they are warranted.

Timely responses to inquiries and communications from officers and members of the group with regard to the website(s) they are warranted to maintain.

Inputs quarterly reports on a timely basis (see schedule in Section 2-K).

Other duties and special projects that may be assigned by the Kingdom Webwright.

Failure to maintain the minimum requirements may result in the revocation of your warrant and your ability to modify any web site!

Section 2: Requirements and Responsibilities for Webwrights

C. Deputies

Webwrights may designate deputies to assist with their duties.

Deputies can be given assignments and certain authorities; however, the official Webwright remains ultimately responsible for their work and their actions.

Deputies are required to be a paid member of the Society for Creative Anachronism, Inc and must also be warranted by the Kingdom Webwright.

Deputies **will not** be allowed to update a web site until their agreement to Serve and their updated warrant are approved by the Kingdom office of Technology.

Deputies will submit monthly reports.

D. Agreement to Serve

The agreement to serve is a document indicating the applicant wants to serve the SCA by maintaining part (or all) of a website. This document (for the Branches) must be signed by the Baron & Baroness and approved by the Baronial Webwright. The document is then forwarded to the Kingdom Webwright for acknowledgement and approval signature. Upon approval of this document the original will be filed at the Kingdom Office and an executed copy returned to the Branch. The Agreement to Serve does not specify a period of service. Now, the applicant must be warranted. A blank copy of the form can be found [HERE](#)

E. Warranting

The reason for warranting is to make sure that office holders are credible because the SCA is legally responsible for their actions and it allows the office holder to be covered by the Society's insurance in case the office holder is sued. The Warrant must be completed by the applicant and sent to the Kingdom to be reviewed and signed by the Kingdom Seneschal and the Kingdom Webwright.

A warrant holder must maintain an active membership for the warrant to remain in effect and authorize their credentials. If a membership should expire during the warranty period, the holder will be reminded that it needs to be renewed before it expires. If the membership does lapse, the warrant will be suspended (not revoked) as of the membership expiration date and all credentials (ability to update a site) will be denied until the membership is renewed and documentation (copy of renewal) is submitted to the Kingdom Webwright's Office. If after a reasonable period of time the membership is not made current, the warrant will be revoked.

All warrants will be for for a one year term (approved in roster form) and we will be re-warranting every year at Highland War (Labor Day).A copy of a blank warrant can be found [HERE](#).

Section 2: Requirements and Responsibilities for Webwrights

All Webwrights and their Deputies act as the recognizing authority for the internet sites to which they are warranted and report on such to the Kingdom Webwright and must complete an Agreement to Serve and be warranted by the Crown and Kingdom Webwright in order to maintain an official SCA/Caid website.

Officers are legal agents of the corporation and should be officially recognized as such. The warrant proves agency and standing in office.

If you are an officer of this corporation, acts performed in your official capacity are covered by its insurance, and the SCA has an obligation to indemnify you.

Therefore, any webwright that does not maintain a copy of their Agreement to Serve and an updated warrant with the Kingdom Technology Office will not be allowed to have access to ANY kingdom web sites!

F. Kingdom Access

It should be remembered that the Kingdom Office of Technology is responsible for every site hosted on the kingdom server. Any site acknowledged as an OFFICIAL site must provide administrative access privileges to that site to the Kingdom Webwright.

G. Entering and Leaving Office

A Webwright must notify the Kingdom Webwright when they enter or leave office. Circumstances dictate that sometimes an office holder desires to be relieved from the responsibilities of the office and when this happens, the Kingdom Webwright should be notified in writing. While they may be disappointed, they will understand and update your warrant entry appropriately.

H. Website Conformation

Webwrights are responsible for ensuring that all of their electronic media conform to the standards set forth by the Society Web Minister, the-Kingdom Webwright and this document.

I. Webwright E-List

All Webwrights should subscribe to the Webwright E-List available [HERE](#).

Section 2: Requirements and Responsibilities for Webwrights

J. Reporting

The webwrights manual states that every webwright must report to the Kingdom webwright (on a quarterly basis) the status of the locations web sites and to re-verify the personal information of the webwright. This reporting is done via an electronic form submission located on the Kingdom web site (see copy in Appendix-C). These reports are extremely important as the Minister of Technology must submit a quarterly report to the Society summarizing the status of the Kingdom. Failure to submit these reports can result in the Kingdom web minister pulling your credentials and locking you out of your sites.

K. Reporting Schedule

Webwrights must report to the Kingdom Webwright quarterly:

First Quarter (November 1st – January 31st) - **Due February 15th**

Second Quarter (February 1st – April 30th) - **Due May 15th**

Third Quarter (May 1st – July 31st) - **Due August 15th**

Fourth Quarter (August 1st – October 31st) - **Due November 15th**

The reporting form is located [HERE](#).

L. Kingdom Reporting to the Corporate Office

Annual Reports are due to the Society Webminister by February 15th. This report should include the following items:

- Complete contact information for the Webminister and all direct deputies, to include membership number, membership expiration date and warrant expiration date.
- A roster of all warranted webministers
- Summary of the status of the office within the Kingdom, as well as any financial expenditures for hosting, server maintenance, firewalls, email accounts, software, etc.
- Recommendations/commendations for the Master William Blackfox Web Awards

Quarterly Reports are due to the Society Webminister no later than the following dates: March 1st, June 1st, September 1st, and December 1st. Each Webminister will send a list of issues being addressed, pages updated, policies implemented and any other pertinent data deemed appropriate in communications from the Society Webminister.

Section 3: Internet Site Requirements

A. Official Site Recognition

For an Internet site to be recognized by the Society for Creative Anachronism, it must represent an established branch of the Society and must have a warranted Webwright responsible for its content.

Group officers with an Internet site for that office are responsible for ensuring the site complies with Society and Kingdom guidelines.

All Kingdom, geo-political groups or territories (Baronies, Cantons, Shires, etc.) and Kingdom-level groups must maintain their official sites and electronic communication on Kingdom- controlled resources (servers). This includes but is not limited to: websites, email, chat systems, bulletin boards, forums and any other means of official electronic communication.

B. Mailing Lists

It is recommended to refrain from the use of publicly hosted mailing lists whenever possible.

Moderators of said mailing lists are not considered warranted officers of the SCA at any level, and there are no reporting relationships to any SCA officers.

Officers at any level of the SCA may choose to use a private mailing list to assist with communications for their office, but the use of such mailing lists is not regulated by the SCA, Inc.

If a mailing list is maintained on the Kingdom Resources and the moderator is acting in an official capacity as recognized by the Kingdom, communications via such lists may be recognized as official if the persons subscribed to the list also are recognized as officers and subscription to the list is required to fulfill the obligations of said office.

The Governing Documents of the SCA, Inc. cover when communication to and from an officer may be considered official.

C. Roster Directory

All geo-political groups must maintain a current roster directory using the webwrights' official email forwarding addresses such as webwright@sca-caid.org except in such cases where the officer is unable to access email through an alias.

In those cases, a Personal Information Release form must be signed and on file with the Kingdom Webwright's Office before the officer's email address can be published.

D. Two Sites

A group or Branch may only have one recognized production website and one development site.

Section 3: Internet Site Requirements

E. Advertising

Websites recognized by the SCA shall not display banner ads or other forms of advertising except by permission from the Kingdom Webwright and Kingdom Seneschal.

F. SCA Required Disclaimer

All websites recognized by the SCA are required to display the following disclaimer and copyright statement. This disclaimer cannot be modified except for the bracketed areas "< >".

This statement will be displayed in the footer of the site.

Copyright © <Year> <group name>. The original contributors retain the copyright of certain portions of this site.

Links connecting to sites not officially recognized by the Kingdom of Caid or the Society for Creative Anachronism, Inc. are identified with a red asterisk ()*

This is the recognized web site for the <branch name> of the Society for Creative Anachronism, Inc. and is maintained by <Modern and/or SCA name of Webminister>. This site may contain electronic versions of the group's governing documents. Any discrepancies between the electronic version of any information on this site and the printed version that is available from the originating office will be decided in favor of the printed version. For information on using photographs, articles, or artwork from this web site, please contact the Webminister at <Webminister's email address>. He or she will assist you in contacting the original creator of the piece. Please respect the legal rights of our contributors.

Section 4: Publishing Responsibilities

A. Publication of Personal Information

A dynamic version of the **Publication of Personal Information** is located on the Kingdom Webwright website under the LIBRARY heading and the SOCIETY FORMS section.

Personal information will not be published on any SCA-recognized Internet site without first gaining permission from the individuals involved.

Permission must be received in writing (email permission is NOT acceptable) using the Personal Information Release form.

The permission to publish the contact information of an individual electronically remains in effect until that same individual revokes permission in writing.

For the purposes of this policy, personal information includes the following:

- Correlation of modern name to Society name.
- Home and work address (P.O. Box exempt).
- Phone numbers (Home, Cell, Work, etc).
- Personal email address.

It is permissible to list only a person's SCA name in connection with any office he or she holds without written permission (i.e. - Group Seneschal, Lord Robert the Volunteer) as well as "office" email addresses such as chronicler@sca-caid.org.)

Under NO circumstances should the name of a minor (a person who is under the age of 18 years old) be published on any SCA-recognized site without the expressed written permission of the minor's parent(s) or legal guardian(s).

B. Photographs and Portrait-Style Artwork

A dynamic version of the **Society Photographer Release form and Model Release form** are located on the Kingdom Webwright website under the LIBRARY heading and the SOCIETY FORMS section.

The Society operates under the ideals of chivalry and courtesy, and respect for others' property, including intellectual property, is part of those ideals.

A signed Website Media Release must be on file with the Webwright of the site on which Pictures, Art, Articles, Poems, Songs (music and/or lyrics), and/or other media prior to publication.

Recognizable photographic images or portrait-style artwork must contain a clear and obvious means by which the subject(s) of the image may contact the Webwright to request the removal of any image in which the subject(s) appear (see example below).

Section 4: Publishing Responsibilities

Should the Webwright receive such a removal request the image must be removed from the site, or the image must be modified in such a way as to render the subject unrecognizable.

Such modification may only be made with the permission of the copyright holder. If such permission is not obtained, the image must be removed from the site.

If you are in a photo that you do not wish to be published, please contact the Webwright so we can have the photo removed or have your image disguised.

Under NO circumstances should an image, photograph or artistic portrayal of a minor (a person who is under the age of 18 years old) be published on any SCA-recognized site without the expressed written permission of the parents/guardians of the minor (email permission is NOT acceptable).

If unsure of the age of the person(s) in the image, photograph or artistic portrayal, then written permission is required using the Website Media Release form.

C. Credit and Permission

A dynamic version of the **Society Creative Works Release form** is located on the Kingdom Webwright website under the LIBRARY heading and the SOCIETY FORMS section.

Graphics, illustrations, prose, poetry, articles, photos or other artwork are the legal property of their owner/creator and protected by copyright laws.

These materials can only be published with permission to do so from the owner/creator.

Authorization must be received in writing from the copyright holder prior to publishing on a website and the notice "Copyright © [date and holder]. Used with permission." must accompany the copyrighted material.

This policy also explicitly applies to any article or message originally published or posted to any other website or electronic forum.

In order to republish a message or article, permission in the form of a signed release must be obtained from the author.

Electronic republication of material originally in printed form is subject to the Electronic Publication Policies. Authorizations can not be emailed.

Email permission is NOT acceptable.

Section 5: Web Publication Standards

A. Accessibility of Websites

As a non-profit educational organization, the Society for Creative Anachronism, Inc. should be concerned that its electronic publications are as accessible to persons with disabilities as possible.

This policy sets the minimum accessibility guidelines for SCA-recognized Internet sites.

The World Wide Web Consortium (W3C) has released Web Content Accessibility Guidelines (WCAG).

These guidelines should be reviewed at (<http://www.w3.org/TR/WCAG10/>) and will explain how to make your web content accessible to persons with disabilities and are intended for all web content developers (page authors and site designers).

B. General Standards

There are certain standards one should keep in mind when generating a website. Here are a few items to keep in mind; be aware that this list is not all inclusive.

MANDATORY

SITE ASSIGNMENT – Baronies, Shires and Groups may have their own site, while Cantons and Colleges will be part of their parent Baronial site.

NAMING CONVENTIONS – Only the Kingdom and the War sites will have their own domains, everyone else will be a sub-domain. The format for most sites will be **BranchName.sca-caid.org** or **GroupName.sca-caid.org**.

KINGDOM ADMIN RIGHTS – Any web site that is located on the Kingdom Server will establish admin rights for the Kingdom Technology Office. These rights are necessary to help diagnose problems, update security issues and provide continuity during unexpected personnel transitions.

LAYOUT STANDARD – All sites will conform to the standard appearance package displayed in Appendix - B. This will include a header image with the Branch or Group device on the left, the Name in the middle and the Kingdom device on the right. The branches will use the standard navigation bar and the groups will use a navigation bar that includes (at least) a home page. The standard footer is required on all sites.

ABBREVIATIONS - Do not abbreviate anything without explaining the full term first, keeping in mind that the website may be the first point of contact for people otherwise unfamiliar with the SCA and its attendant specialized vocabulary.

Section 5: Web Publication Standards

UNIFORMITY - Keep all your pages as uniform as possible; nothing confuses a visitor faster than obscure navigation and drastic visual changes from one page to the next.

VISUAL DISTRACTIONS - Do not use flashing text, overly large fonts, overly small fonts, or other such items that are deemed inappropriate for a professional website. When in doubt consult with other officers, or the Kingdom Webwright.

EMAIL ADDRESSES - Disguise all email addresses by placing spaces between names and “at” “(“@”)” signs, spelling out “at”, or any other method which prevents automatic email address farming. One of the preferred methods is the use of the noBot JavaScript available on the Kingdom Webwright page (<http://webwright.sca-caid.org>). Simple “mailto:” links are not permitted.

SOUNDS - Never use embedded sound, music or movies on a main page or the site in general. Give the user the option to “opt-in” by making a link to a page with the media content and allowing them to hear and/or see the content. Use of content appropriate media is encouraged, but allow the users to choose when and what to experience.

CONTRAST - Maintain a high contrast between text and background. Avoid using bolded red or pink text on dark backgrounds, or black text on a dark background. Also avoid using a highly detailed background that interferes with the more-important text on the page.

SUGGESTED

READABILITY - Maintain easy to read, uncluttered pages. Providing too much information on a given page only obscures the page’s true message.

FRAMES - Avoid the use of frames.

EXTERNAL LINKS - Try to minimize external links to specific pages. If links are required, try to link to the Home Page of any given site. Check your links regularly and ensure they are not broken.

C. Document Publication Standards

All handbooks will be routed through the Kingdom Seneschal for approval and Royal signatures to insure they are properly reviewed and signed. Upon approval, a copy of the signed page and the handbook will be forwarded to the Kingdom Webwright for storage and retrieval.

All handbooks will be submitted in Microsoft Word. The Kingdom Webwright will archive the submission (and insure there is a proper version number) before creating a pdf copy that all referencing web sites will be pointed to.

The maintenance of this Handbook Library will be the responsibility of the Kingdom Webwright.

D. Politicizing the Office

Kingdom and branch websites announce events and provide information to their members.

Philosophical discussions of the way a Kingdom or a branch works are not out of place, but they need to be handled very carefully.

Articles that cause anger and divert people from study and recreation are not acceptable. This is not an issue of freedom of the press -- Webwrights have a responsibility to see that their websites do not further the political aims of any one faction within a Kingdom, and that a website is not used to provide a platform for any one view in preference to another.

Personal attacks may not be published in the name of the SCA or any of its branches, or paid for with money that will have to be reported to the IRS as spent in the furtherance of our educational purpose.

Webwrights have a further responsibility not to take sides in a political dispute in print. Use of the website to further personal political aims is grounds for removal from office.

E. Quality of Content – Editorial Material

All editorial material, both text and images, must conform to the goals and objectives of the Society, and portray the Society and the Kingdom in a positive light.

No content, including official Kingdom announcements, is exempt from this requirement.

There is no way to anticipate all the types of material that may be objectionable. What follows is a representative list:

- Personal attacks on individuals or groups
- Harsh criticism of the behavior of individuals or groups
- Copyrighted material used without permission
- Use of racial or religious stereotypes
- Offensive words, phrases, or images

It should be noted that, per Corpora, banishment or sanction announcements may not state why the individual is being banished or sanctioned.

If there is any concern that specific material may be questionable, consult with the Kingdom Webwright.

SEE POLICY OF ANTI-HARRASSMENT AND BULLYING IN THE LIBRARY SECTION OF THE KINGDOM WEB SITE.



the society for creative anachronism, inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

Kingdom of Caid

Permission to Electronically Publish Personal Information

I, _____, being known within the Society for Creative Anachronism as _____, do hereby grant permission for the following personal information to be electronically published (check all that apply & complete the blanks where necessary):

- Modern Name: _____
- Address: _____
- Phone Number: _____
- E-Mail Address: _____

This information is to be used as follows (check all that apply & complete the blanks where necessary):

- Publication in the regnum section of the electronic newsletter of _____ (publication)
- Publication in the regnum section of the web site of _____ (locality)
- Publication in the electronic newsletters and/or web site of _____ (locality and/or publication) in conjunction with advertisement of _____ event, to be held on _____ date/year (publication of personal information to cease after that date)
- Other: _____

I recognize that even if my authorization is limited, once my personal information is published electronically, that information may continue to be accessed through off-site archives. I voluntarily accept all risks associated therewith, and agree to hold the Kingdom of Caid, its branches and officers, harmless of any liability or damage that might result from a misuse of my personal information.

Date: _____

Signature: _____

5/10/2010

Section 6: Forms (Photography Grant of Use Form)

SCA PHOTOGRAPH GRANT OF USE FORM

I, (legal name) _____, being known within the Society for Creative Anachronism as (name) _____, do hereby agree to the following with respect to my photograph(s) (hereinafter “the Photograph”) entitled _____, as follows:

GRANTS OF USE

The SCA may (check all that apply):

- publish the Photograph once in an issue of _____ ;
- publish the Photograph no more than _____ times in the above publication;
- publish the Photograph along with the article entitled _____ ;
- publish the Photograph with any article or as a stand-alone picture in any SCA publication;
- publish the Photograph on a SCA web site for _____ ;
- publish the Photograph on any SCA web site or similar media.

PERPETUAL GRANTS OF USE

- I agree that the Photograph(s) identified above, as well as any photos I submit to the SCA at any time in the future, may be used for any of the Grants of Use set out above, whether I have checked them or not.

I agree, represent and warrant that:

1. I am the owner of the Photograph.
2. that all of the grants of use I have given above include the right of the SCA to publish my photo in any re-print of a publication including electronic media.

I agree to indemnify and hold harmless the SCA in the event any claim is brought against the SCA by any person claiming that they have any right, title or interest in the Photograph superior to mine or that I did not have lawful authority to grant the above permission and rights to the SCA.

SIGNATURE	
DATE	E-MAIL ADDRESS
MAILING ADDRESS	

Section 6: Forms (Creative Media Form)

**SCA CREATIVE WORK COPYRIGHT ASSIGNMENT/
GRANT OF USE FORM**

I, (legal name) _____, being known within the Society for Creative Anachronism as (name) _____, do hereby agree to the following with respect to my (check appropriate item(s): article story script poem song artwork map) (hereinafter “the Work(s)”) entitled _____ as follows (check all that apply; complete blanks where necessary):

OPTION #1 — FULL ASSIGNMENT OF COPYRIGHT

I hereby transfer and assign to the SCA my entire right, title and interest to the Work identified above. The SCA shall own the Work and shall have sole right to determine all future uses of the Work.

PLEASE STOP: *If you checked Option #1, do not check any of the Options below.*

OTHER OPTIONS — GRANTS OF USE

The SCA may (check all that apply):

- publish the Work once in an issue of _____ ;
- publish the Work no more than _____ times in the above publication;
- publish the Work electronically;
- perform (if my Work is a performance) the Work at an Event called _____ ;
- publish the Work on a SCA web site for _____ ;
- publish the Work in any SCA publication, including print, web and electronic.

I agree do not agree (check one box) that my Work (if it is an article) may, for reasons of space availability or editorial concerns, be edited or abridged by the publishing Chronicler/Editor/Webminister, unless specifically requested otherwise below. If I agree to my Work being edited, I understand that such editing or abridgement will be done with reasonable care to maintain the context and content integrity of the Work.

I represent and warrant that I am the sole creator of this Work, and I agree to indemnify and hold harmless the SCA in the event any claim is brought against the SCA by any person claiming that they have any right, title or interest in the Works superior to mine or that I did not have lawful authority to grant the above permission and rights to the SCA.

Please send me a copy of the newsletter(s) in which my work is used. (It is understood that my address will be included on the article only if I request this item.) My address is as follows:

SIGNATURE	
DATE	E-MAIL ADDRESS
MAILING ADDRESS	

BHB / PM NEW 8/10

Section 6: Forms (Model Release Form)

SCA MODEL RELEASE FORM

I, (legal name) _____, being known within the Society for Creative Anachronism as (name) _____, do hereby grant permission to the SCA for the photograph of me taken by _____ to be used as follows (check all that apply, complete blanks as necessary):

OPTION #1 — RELEASE FOR ALL PHOTOGRAPHS

The SCA may publish any photograph taken of me in any SCA publication, including print, web and electronic.

I reserve the right to ask that any specific picture on the web or in electronic media to be removed.

PLEASE STOP: *If you checked Option #1, do not check any of the Options below.*

OTHER OPTIONS — GRANTS OF USE

The SCA may (check all that apply):

- publish my photo once in an issue of _____ ;
- publish my photo no more than _____ times in the above publication;
- publish my photo with the article entitled _____ ;
- publish my photo in any re-print of the above publication including electronic form;
- publish my photo on a SCA web site for _____ ;
- publish my photo with any article or as a stand-alone picture in any SCA publication, including print, web and electronic.

I affirm and agree:

1. that this agreement shall be binding upon me and my heirs, legal representatives and assigns.
2. that I am over the age of majority and at least eighteen years of age and legally able to sign this release on my own behalf. If I am not, the name and signature of my legal guardian appear below as authorization for this use.
3. to indemnify and hold harmless the SCA in the event any claim is brought against the SCA by any person claiming that this Release is not valid and enforceable or that I did not have lawful authority to grant the above permission and rights to the SCA.

I have read the above Release prior to its execution and fully understand the contents and consequences thereof.

SIGNATURE	
DATE	E-MAIL ADDRESS
MAILING ADDRESS	
**LEGAL GUARDIAN NAME (Please Print)	
LEGAL GUARDIAN SIGNATURE	DATE

**If I am executing this Release as a Parent or Guardian, I consent to the use of my child's image or photograph as set out above, and I agree that if despite the Release, my child makes a claim against the SCA, I will hold harmless and indemnify the SCA for any damages it may incur as a result of said claim.

PM NEW 8/10

Appendix A Glossary

- **Domain:**
The web address in its simplest form (i.e. yahoo.com, SCA.org, netscape.net).
- **Group pages:**
Websites or pages for a specific group in a Kingdom, Orders and recognized Guilds.
- **Host or Hosting:**
The company that is maintaining the servers on which web pages are stored.
- **Home page:**
The index page or the first page that people see when visiting a website. This does not include splash pages.
- **Official site/page:**
A website recognized as the website for that branch, group or office (recognized by the Kingdom or local branch).
- **Splash page:**
A greetings page. Sometimes these include animations or a choice of options to select what kind of detail a user would like to see on the website.
- **Stronghold:**
A small SCA branch based in a military installation of some sort (often used for US Army or Air Force Bases).
- **Web page:**
One page of web code.
- **Website:**
A collection of web pages gathered together to represent an idea or theme.

STANDARDIZATION RULES FOR ALL BRANCH WEB SITES:

HOME PAGE:

(All Branches will have a Home Page)
This is the landing page when anyone visits the site.

HEADER

This will be a wide band at the top of every page to include:

On the left – the device of the particular Branch
In the future this will be a clickable button that when clicked from any place will take the user to the Branch Home Page.

On the Right – The Device of the Kingdom of Caid
In the future this will be a clickable button that when clicked from any place will take the user to the Kingdom of Caid Home Page.

In the middle – The name of the applicable Division

Background – Any color, picture or pattern as long as the Other elements are still visible.

NAVIGATION LINE

All of the navigation will be performed from this line.

The elements of the Nav Line will be:

New to SCA? Home Royals Branches Officers Groups Awards Gallery Library
All actions will be made to exist under this line

FOOTER

The footer will contain the following information and will not be modified.

This information is required of all sites that reside on the Kingdom server and is specified by the Society Web Minister.

Footer Information

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It is at the discretion of the local branch as to how the pages are designed, but the heading, Nav-Bar, and the footer will comply to this standard.



Barony of Western Seas

Barony of the Kingdom Caid SCA in Hawaii



- [Home](#)
- [Background](#)
- [Baronage](#)
- [Branches](#)
- [Officers](#)
- [Groups](#)
- [Awards](#)
- [Events](#)
- [Library](#)

Home

[Update Request](#)
[Social Media Linkages](#)

Welcome
[Newcomer statement - link to Kingdom site](#)
[Announcements](#)
[Posts \(Blog\)](#)

Background

[History of the Barony](#)
[Baronial Heraldry](#)
[Memorials](#)
[Maps](#)
[Caid Baronies \(with Links\)](#)

Baronage

[Current Baron & Baroness \(Choices, Court, Guard, achievements\)](#)
[Incoming Baron & Baroness \(Search for Heirs, Baronial Intent\)](#)
[Baronial Lineage](#)

Branches

[Cantons](#)
[Colleges](#)

Officers

[Baronial Officers - Duties and current office holder](#)
[Canton Officers - Duties and current office holder](#)
[College Officers - Duties and current office holder](#)
[Officer Report Forms](#)

Groups

[Any local group \(with definition & History\)](#)
[Meeting information](#)
[Meeting Notes](#)

Awards

[Baronial Awards, linked to Herald's Site Award Recommendation](#)

Events

[Calendar](#)
[Recommend a Location to Use](#)
[Event Stewardship](#)
[Event Info](#)
[Wars](#)

Library

Help
[Research & Resource Linkages & Info](#)
[Forms](#)
[Newsletters](#)
[Galleries \(pictures\)](#)

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Barony Menu Items

1 New to SCA?

Unique Newcomer Info about the Barony
Linkage to the Kingdom Info (or copy it down)

2 Home

Update Request
Calendar
Upcomming events
Social Media Linkages
Announcements
Posts (Blog)
Heraldry

3 Royals

Current Baron & Baroness (Choices, Court, Guard, achievements)
Incomming Baron & Baroness (Search for Heirs, Baronial Intent)
Royal Lineage

4 Branches

Cantons
Colleges
History
Maps

5 Officers

Baronial Officers - Duties and current office holder
Canton Officers - Duties and current office holder
College Officers - Duties and current office holder
Officer Report Forms

6 Groups

Any local group (with definition & History)
Meeting Notes
Meeting information

7 Awards

Link to the Herald's web site.

8 Library

Research & Resource Linkages & Info

Forms

Newsletters

Baronial History

Galleries (pictures)

9 Events

Recommend a Location to Use

Event Stewardship

Event Info

Wars



The Shire of Carreg Wen



[New to SCA?](#) [Home](#) [Background](#) [Officers](#) [Groups](#) [Awards](#) [Library](#) [Galleries](#)

1 New to SCA?

Unique Newcomer Info about the Barony
Linkage to the Kingdom Info (or copy it down)

2 Home

Update Request
Calendar
Upcomming events
Social Media Linkages
Announcements
Posts (Blog)
Heraldry

3 Background

History
Maps

4 Officers

Shire Officers - Duties and current office holder
Officer Report Forms

5 Groups

Any local group (with definition & History)
Recommend a Location to Use
Event Stewardship
Meeting Notes
Meeting information

6 Awards

All awards and their definition
Award recipients
Award recommendations

7 Library

Research & Resource Linkages & Info
Forms
Newsletters

8 Galleries

Pictures

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Shire Menu Items

1 New to SCA?

Unique Newcomer Info about the Shire
Linkage to the Kingdom Info (or copy it down)

2 Home

Update Request
Calendar
Newsletter
Social Media Linkages
Announcements
Posts (Blog)

4 Background

Maps
History
Heraldry

5 Officers

Shire Officers - Duties and current office holder
Officer Report Forms

6 Groups

Any local group (with definition & History)
Location to Use Event Stewardship
Meeting Notes Meeting information
Upcoming events Recipes

7 Library

Research & Resource Linkages & Info
Forms
Newsletters

8 Galleries

Pictures



The Barony of Calafia



[New to SCA](#)

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[Royals](#)

[Branches](#)

[Officers](#)

[Groups](#)

[Awards](#)

[Library](#)

[Gallery](#)



Canton of Tanwayour

The Canton of Tanwayour is the Southern most Canton in the Barony of Calafia which is the Southernmost Barony on the mainland of the Kingdom of Caid. Our area comprises San Diego County south of Highway 94, but we welcome all who wish to become "Tanwierdo" regardless of where you might happen to hang your hat.

The Canton of Tanwayour was first ceated in the early 1990s and gained official status on 15 April 2000. Each year the Canton sponsors the Talanque Tourney for the Barony of Calafia which honors Valafia's founding Baron. The event is combined with the Canton's anniversary where the Canton's champions are determined. The Tourney has armored, rapier and unarmored competitions.

The next Canton council meeting will be held on Sunday, 2 July at 2:00PM after Brigade practice at Allied Gardens Rec Center, 5155 Greenbrier Ave., San Diego, CA 92120

You may join our [FaceBook page](#) where we post announcements and other items of interest.

OUR CHARTER

CANTON COUNCIL MEETING MINUTES

CHAMPIONS OF TANWAYOUR

TANWAYOUR'S ARTS & SCIENCES

Appendix C WEBWRIGHT REPORT (INPUT FORM LAYOUT)

Year *
Quarter *
Branch *
Group

Group site not identified

SCA Name *
Modern Name *

Street Address *
City *
State *
Zip *

Cell Phone Number *
Personal Email Address *

Membership Number *
Member Renew Date *
Permission to Share Report

Primary Web Site Name *

Additional web sites

Current Status

Open Projects

Send Divi

If you would like to use Divi, toggle this switch to "Yes"!

Hosting Comments

Tools You Use

Things you would like to learn

Suggestions, Recommendations, Criticisms or Comments

WEBWRIGHT'S QUARTERLY REPORT

Report for [Quarter #1 - 2019](#)

Branch:

Group:

Unidentified Group:

SCA Name:

Modern Name:

Address:

Telephone:

Email:

Membership Number:

Expires:

OK to share Report?:

Send DIVI?:

Primary Web Site:

OTHER WEB SITES

CURRENT STATUS

OPEN PROJECTS

COMMENTS ON HOSTING

TOOLS YOU USE

THINGS YOU WOULD LIKE TO LEARN

COMMENTS