

**Arts & Sciences Competition Rules and
Regulations for The Kingdom of Atenveldt**
Revised July 2016 CE

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I. Statement of Purpose:

- A. The Kingdom of Atenveldt Arts and Science (A&S) Competition provides a venue where interested artisans may have their artworks, (based upon pre-17th century aesthetics, methods, and/or functionality):
- Critiqued by certified judges
 - Viewed by the attendees
 - Recognized as outstanding works
 - Selected for A&S Champion (here after referred to as Champion)

II. The Arts & Sciences Competition

- A. Is held annually on a date determined at the kingdom calendar meeting.
- B. Consists of two (2) separate, individual competitions, held at the Kingdom A&S Competition event, as follows:
- The General Competition is open to all entrants.
 - The Champion Competition is open to entrants declared to compete for Champion.

III. The Kingdom Minister of Arts & Sciences

- A. Responsibilities:
- All competition aspects of the event.
 - Timely updating and availability to the populace the following items:
 - A&S Competition Rules
 - A&S Category/Subcategory List
 - A&S Judging Sheets
 - Any Judging Handbooks that apply to the current year's A&S Competition
 - Any Judging Certification training materials
 - Insuring that information is accessible for pre-regging of competitors items
 - In conjunction with event steward, develop the event article, along with any methods of advertisement of event.
 - Along with the Champion, producing or commissioning all original scrolls and/or awards needed for the A&S Competition, as determined by the KMoAS.
 - Publishing the names of the Champion, Populace Choices, and first place Category winners in Novice and Open Divisions, in Southwind (additional locations at the KMoAS discretion).
- B. Delegation:
- The KMoAS may delegate any part of the Competition work, the KMoAS shall be the final arbiter of the delegated work and remains responsible to the Crown.

IV. Rules for Entry: General Competition

A. Multiple Entries

- Any item may be entered into the Kingdom Arts and Sciences Competition no more than twice - once in general competition and once in champion competition, in either order, but must be entered in consecutive years.

B. Attendance Requirement

- Entrants not declaring for Champion need not be present to enter provided a designated representative has all required information and the ability to act on behalf of the entrant. [Entrants that wish to provide oral documentation in addition to their written documentation must be present. Recorded oral presentations are not allowed.]

C. Divisions

- There are two (2) Divisions of competition: “Open” and “Novice.” Within a category, or subcategory
 - Each Division is judged separately by the same judges.
 - There is a separate Category winner for the Open and Novice
 - Divisions where entries exist within a single Category in both Divisions.

[NOTE: The Champion Competition has no Divisions.]

- The Open Division has no restrictions to entry.
- The Novice Division is restricted to entrants who have never entered any Kingdom-level A&S competition, regardless of the skill of the artisan. Artisans qualifying for Novice may choose to enter their items in the Open Division, if desired.

[NOTE: The Novice Division gives new entrants opportunity to experience entry requirements, documentation, and judging without having to “compete” with experienced entrants for recognition. Entrants in the Novice Division receive feedback better preparing them for entry in the Open Division.]

- Entries must be placed by entrants into designated Categories, or Subcategories, as follows:
 - In cases where a Category has no designated Subcategories, an entry must be placed at the Category level.
 - In cases where a main Category contains designated Subcategories, an entry must be placed within one (1) of the designated Subcategories.
 - Prospective competitors and/or judges may request that the KMoAS add or modify a Category, or Subcategory, no later than eight (8) months prior to the competition. The request must include an explanation why a proposed addition or modification of a Category, or Subcategory, would be beneficial.
 - ***In cases where an entrant cannot select a Category, or Subcategory an entrant should consult with the KMoAS or delegate to determine whether they may place their entry into the “Other” Category, as follows:***

- i. *The “Other” Category is designed for entries where the finished product cannot be entered into and/or adequately and completely judged within any other extant Category, or Subcategory*
 - ii. *Entries may not be placed into the “Other” Category without first obtaining written permission following consultation with an agreement of the KMoAS (this is a restricted category). (do we have a template?)*
- Each entrant is allowed a maximum of eight (8) individual entries.
- Dual Entries (one (1) entry placed in multiple Categories or Subcategories) are prohibited.
- Group Entries (i.e., two (2) or more artisans working on the same entry) are allowed in the General Competition only. No Group Entries are accepted in the Champion Competition.
 - Each artisan involved in a Group Entry must count this entry among his/her total of allowed entries.
 - A Group Entry may only be entered in a single Division of competition (Open or Novice).
 - All participants within a Group Entry are considered part of the Group Entry, which is judged as a whole.
 - Documentation is not considered a separate portion of a group entry (i.e., an entry where one (1) or more artisans have worked on the entry itself and a separate individual has completed the documentation is not allowed).
- Entrants may place a maximum of two (2) entries into any Category, or Subcategory open in the Competition. Each entry must be distinct and individually unique from any others entered by the same entrant.

D. Documentation

- Each entry (with the exception of the four (4) writing categories) must be accompanied by documentation. (See below for rules concerning the four (4) writing categories)
 - Lack of documentation results in disqualification of an entry.
 - Documentation must be provided in a written format. If handwritten, documentation must be legible.

[NOTE: We recommend that documentation be typed in 12-point font size (no less than 10-point) in.]

- Entrants must author their own documentation.
- Entrants must provide four (4) copies of documentation with each entry.
- Documentation may not exceed five (5) written pages in length, not including bibliography or illustrations.

[NOTE: Exceptions can be made at the discretion of the KMoAS. To receive consideration for an exception, entrants must submit written request 30-days before the competition with an explanation.

- While other materials and references may be displayed for interest, they may not be used as a substitute for documentation. Documentation must not require the judges to reference a book or any other associated materials (e.g., an entrant may not state, "Please see pages 54-75 in book A.").
- Documentation must include:
 - i. Information relating to the entry's pre-17th century authenticity and its use during that time era
 - ii. The majority of the documentation should cover first hand general descriptions of the entry, methods of construction and/or production, and materials/tools/techniques used to produce the entry.

[SUGGESTION: Artisans should preview the judging sheets for each Category, or Subcategory, they plan to enter and approach the documentation accordingly.

- iii. A reference list and/or footnotes/end notes indicating source(s) (references) as needed.

[RECOMMENDATION: Use a standard and consistent formatting for documentation to make it easier to read and reference.]

- All documentation must have the entrant number and the associated entry number placed on the first page at time of registration at the Competition. [NOTE: This is provided by the KMoAS competition staff during on-site registration.]
- Entrants, who feel their documentation needs an oral presentation supplement, must contact the KMoAS in writing seven (7) days prior to competition. [This can be accomplished by notating in the correct section(s) of the Early Entrant Registration form.]
- Items entered, along with documentation, may have the entrant's name applied or attached to the entry and/or to associated documentation.

[NOTE: This is voluntary—anonymity is not a requirement. However, artisans wishing to make use of blind judging may do so as desired.]

- Documentation for the four (4) writing categories where documentation will be the paper are:
 - i. Research
 - ii. Metrical
 - iii. Non-metrical
 - iv. Other
- Requirements for the documentation section for the writing categories can be found in the judging sheets
- Papers must be between 5-10 pages unless specified differently in the judging sheet.

E. General Competition Pre-Registration

- All entrants are encouraged to pre-register their works in order to be entered into the Atenveldt's A&S Competition as follows:
 - Entrants must provide a listing of their proposed entry Categories to the KMoAS postmarked/transmitted at least 15 days for champion entries and seven (7) days for non-champion entries prior to the date of the Competition.
 - Pre-registration may be made by email, post (of hard copy), or by other means acceptable to the KMoAS. The Kingdom A&S site maintains a link for pre-registering of competition entries.
 - Pre-registration information must include:
 - i. For the General Competition:
 1. The SCA name, mundane name, and complete contact information for the proposed entrant.
 2. The Category (and Subcategory where applicable) into which each proposed entry will be placed.
 3. The Division (Novice or Open) in which each proposed entry will be entered.
 4. A name or description of each proposed entry.
 - Entrants are not required to enter any or all of their proposed (pre-registered) entries.
 - The A&S Competition Staff prepares the judging paperwork (otherwise handled the morning of on-site registration) for the entrant.

[NOTE: Fully pre-registered entrants save staff and set-up crew, a significant amount of time on Competition day. It also ensures appropriately allotted space for entries and is required if declaring for Champion]

F. Displays

- All entrants (or their representatives) arriving at the Competition must check in on-site at a time designated prior to, or at the beginning of, the event to be eligible for judging.
- Each entrant, or their representative, is responsible for the timely setup and removal of their display(s).
- When an entry includes like items where only one (1) item will be judged, the item to be judged must be clearly indicated. It is the entrant's responsibility to mark or clearly indicate item(s) to be judged.

[EXAMPLE: If a necklace of stone beads is displayed and only one (1) bead is to be judged, the specific bead to be judged must be clearly indicated.]

- Display of items related to the entry may be exhibited together as long as apparent and obvious clarification is given as to which item is being entered. Item being entered should be independent and removable from the other items in the display.

[EXAMPLE: Where a hatpin has been entered and is displayed upon a hat, documentation and/or judging sheets should clearly state that only the hatpin is under consideration and it can be removed from the hat.]

G. Time Limits

- Due to limited judging time, certain Categories or Subcategories are subject to limits, as follows:
 - In the Performing Arts Category, performance time is limited to five (5) minutes per entry, with the exception of plays, where the performance time limit shall be 15 minutes.
 - Entries in the Demonstration Projects are limited to a minimum of five minutes and maximum fifteen minutes performance time per entry. This will consist of a verbal explanation and visual demonstration.
 - Entries in the Historical Combat Categories are limited to a maximum fifteen (15) minutes performance time per entry.
 - Entries in the Dance Category are limited to a maximum fifteen (15) minutes performance time per entry.

H. Category Modification

Prospective competitors and/or judges may request that the KMoAS add or modify a Category, or Subcategory, no later than eight (8) months prior to the competition. The request must include an explanation why a proposed addition or modification of a Category, or Subcategory, would be beneficial.

I. Sword Oath

At The Crown's pleasure, a sword oath shall be given. If given, this oath shall be mandatory for all entrants and judges. The oath shall consist of all participants affirming to uphold the rules of the Kingdom A&S Competition, and all judges affirming to judge honorably and fairly in verbiage as pleases The Crown.

J. Disqualification

Any entrant found to have falsely represented an entry is disqualified from the Competition and subject to further action by the crown. This includes misrepresentation of your documentation or sources.

V. Competing for Kingdom A&S Champion

A. Letters of Intent

- In order for an entrant to be eligible for the title of Champion of the Arts and Sciences of the Kingdom of Atenveldt, the entrant must send a letter of intent to the Crown and the KMoAS, to be postmarked no later than 30 days prior to the Competition. This letter should state:
 - The entrant's SCA name and modern name
 - The entrant's SCA membership number and expiration date.
 - The entrant's qualifications and goals

B. Entrance Requirements

- On the day of Competition entrants competing for Champion must show proof of current SCA membership within the Kingdom of Atenveldt boundaries. The entrant must have been a resident of the Kingdom of Atenveldt for at least six (6) months prior to the Competition and must attest to this residency at time of registration, listing the Atenveldt group(s)/branch (es) where entrant has resided.
- To compete for the title of Champion, the entrant must specify three (3) individually different single items in three (3) different Categories (not Subcategories) and in at least three (3) distinct mediums; to be placed into the Champion Competition, as follows:
 - Only these three (3) individually different single items will be considered for tallying purposes for Champion. These three (3) entries form the entrant's Championship Display.

[NOTE: When an entry includes like items where only one item will be judged, the item to be judged must be clearly indicated. Under such circumstances, it is the entrant's responsibility to mark or clearly indicate item to be judged.

[EXAMPLE: If a necklace of stone beads is displayed and only one bead is to be judged, the specific bead to be judged must be clearly indicated.]

- The entries selected for an entrant's Championship Display must be specified during the pre-registration process. Once the three (3) entries have been pre-registered, no substitution is allowed without first obtaining permission from the KMoAS.
- An entrant's Championship Display will be displayed together in a single area.

[NOTE: Special consideration will be given when an entrant's Championship Display contains entries of a size (e.g., a siege engine or pavilion) or nature (e.g., a historical combat entry), or due to restrictions (e.g. site prohibits alcohol) that is unable to be safely situated with the remainder of the Championship Display].

- Group entries may not be entered as a part of an entrant's Championship Display

[NOTE: Group Entries submitted by Champion candidates not included in the Championship Display may be placed in any Category, or Subcategory for questions regarding subcategories), in the General Competition.]

- Entries specified as part of a Championship Display will not be considered for blind judging (i.e., a Championship Competition entrant's name is associated with the entries in their Championship Display)
- Any remaining allowable entries (up to five(5)) may be entered into the General Competition by the Champion candidate, but do not count toward the title of Champion. These entries may be considered for blind judging if so desired by the entrant

C. Documentation

- Champion Candidates must submit a copy of their documentation for all items according to Kingdom A&S Competition rules for all entries.

Documentation must be received by the KMoAS seven days prior to the competition for review by judges and Champion Committee.

- Entrants declaring for Champion must be on site during the Competition and available at the Crown's pleasure.

D. Pre-Registration

- All entries for Champion must pre-register to be considered. Champion Competition pre-registration must include:
 - The SCA name, mundane name, and complete contact information for the proposed entrant
 - The Category (and Subcategory (see VI.10.b.) where applicable) into which each proposed entry will be placed.
 - Indication of which three(3) individual entries comprise the entrant's Championship Display
 - A name or description of each proposed entry.
- Entrants are not required to enter any or all of their proposed (pre-registered) entries, except for those entries designated for champion consideration.
- All entries in the General and Champion Competition must include a name or description of each proposed entry, the A&S Competition Staff prepares all of the judging paperwork for the entrant.

VI. Responsibilities of the Champion

- The winner of the Kingdom A&S Competition holds the title of "Champion of the Arts and Sciences of the Kingdom of Atenveldt" until the next Kingdom-level competition is held.
- The Champion represents the Kingdom of Atenveldt as its official traveling A&S ambassador.
- The Champion has the right to wear the Arts and Sciences Collar or Pin as a symbol of his/her achievement throughout his/her tenure. These and all items of A&S regalia must be returned to the KMoAS or Crown prior to or at the subsequent Competition.
- The Champion serves the Kingdom by organizing and running of the "Queen's Prize/Artisan Showcases" at a Kingdom, or other large event, in accordance with the guidelines as published on the Kingdom Website and in accordance with Her Majesties wishes.
- The Champion serves the populace by promoting, participating in, educating, and demonstrating the A&S to the best of their ability.
- The Champion, after consultation with the Crown and KMoAS, may create and complete an item of Kingdom regalia or design and complete a Kingdom level A&S project that demonstrates to the entire Champion's A&S ability or talent while contributing to the enduring glory of the Crown and Kingdom of Atenveldt.
- The Champion participates in the interview process at the following Kingdom A&S Competition (during their tenure) as directed by the Crown and/or the KMOAS.

- The Champion is encouraged to make suggestions to the KMoAS concerning the A&S Office, the goals and responsibilities thereof and Kingdom A&S Competition rules.
- The Champion assists the KMoAS, or a designated deputy, with ballots and organizing of the Populace Choice held at the Annual Kingdom Competition.
- The Champion fulfills all duties outlined in Atenveldt Kingdom Sumptuary.

VII. Judges, Judging, and Scoring for the General Competition

A. Judge Selection

- The KMoAS, and/or appointed deputy, selects judges prior to the competition. Judges may, should the need arise, be chosen certified judges in attendance
- Competition judges are required to be certified; however, the KMoAS, and/or appointed deputies, may appoint emergency, non-certified judges as needed at the Competition to fulfill judging requirements.
- All judges must be available at the Competition at the convenience of the Crown and/or KMoAS, as follows:
 - Attend a brief meeting in the morning prior to the start of judging. This mandatory meeting takes place at each Competition—the time is announced. Judges are responsible to ensure that they are informed of the meeting time and location.
 - During the hour prior to final court in case, questions have arisen.
 - At any other time designated at the pleasure of the Crown.
- There must be three (3) judges per Category, or Subcategory. Each judge consolidates their score of each entry with the other two (2) judges and provides a single, consolidated judging sheet. Judges are permitted (and encouraged) to consult with one another, in order to complete the single judging sheet.
 - If three (3) judges cannot be found or if a consensus cannot be reached among the three judges, the KMoAS reserves the right to accept the judging sheet based upon a fewer number of judges.
- Entrants may be judges provided they are not judging a Category, or Subcategory, in which they are entered. Certified Champion Competition entrants are encouraged to assist with judging in the General Competition. [NOTE: as the General and Champion Competitions are separated, there is no foreseeable conflict of interest.]

B. Judging Practices

- Each entry is judged on official judging sheets. The judging sheets are Category, or Subcategory, specific and award each entry numeric scores. The numeric scores determine the first place winners in each Category for each Division.
- Judging teams must provide written commentary on the judging sheets in the appropriate section(s). No judging sheets are accepted without commentary.
- Each entry must be judged on an individual basis. Judges do not compare one entry (or entrant) against another. Each entry is judged, using the criteria presented on the judging sheets.
- Judges must sign and print their name on each of their assigned judging sheets. Judges' contact information is provided to entrants upon request to the KMoAS.

C. Determining Victors

- Category “winners” are determined as follows:
 - In all categories that have one or more entries, a “winner” will be determined for both the Open and Novice Divisions within each Category.
 - Subcategories exist for the purpose of providing and receiving accurate judging feedback. No winners of a subcategory are awarded.
 - In cases where tied high scores exist for entrants in each Division within Categories, those entrants share the winning status.
- The KMoAS, or a designated deputy, and the Kingdom A&S Champion, or a designated deputy, prepares ballots for Populace Choice in both “performance arts” (i.e., the Performing Arts, Demonstration, and Historic Combat Categories or Subcategories) and “static arts” (all other Categories). Both the “Open” and “Novice” Divisions within each “static arts” Category qualifies for Populace Choice awards. “Performance arts” Divisions are combined for tallying purposes. Ballots are made available to the populace at the event and collected at an announced time and location. The ballots are tabulated and the entry with the largest number of votes receives the award of Populace Choice in two areas:
 - Populace Choice—Static Arts, Open/Novice Division
 - Populace Choice—Performance Arts, Open/Novice Division

VIII. Evaluation and Judging for the Championship Competition

A. Champion Selection Committee

- Championship candidates’ entries are evaluated by a Champion Selection Committee (CSC), as follows:
 - The CSC includes the Crown, the current Kingdom A&S Champion, the KMoAS, the Heirs (if present at the Competition), and any other advisers desired by The Crown.
 - Members of the CSC need not be Atenveldt certified judges

[NOTE: The KMoAS respectfully recommends, however, that at least one (1) member of the CSC is a certified judge.]

B. Display

- Evaluation of Championship Displays are conducted on a face-to-face (FTF) basis, as follows:
 - After consultation with the Crown, the KMoAS will establish a schedule for the FTF evaluation sessions with each Champion candidate. Championship candidates will be expected to attend their Championship Displays at their appointed times to await their session with the CSC.
 - Each Championship Candidate is invited by the CSC to present, and to discuss, each of the entries in their Championship Display. Any performance entries must be presented at this time.

[NOTE: Entrants should be knowledgeable about their entries and should be prepared for questions and feedback from, as well as discussion with, the CSC.]

 - While each entry must be presented and may be discussed, overall evaluation will apply to an entrant’s entire Championship Display, rather than to each of the three (3) individual entries.

- Each CSC member completes numeric feedback for criteria on individual evaluation sheets for each Championship Display evaluated. No detailed feedback (commentary) is required of the CSC.

[NOTE: Criteria include assessment of an entrant's presentation and ability to discuss their entries. As a Champion candidate may well be the most knowledgeable individual present with respect to their entries, lengthy feedback concerning individual entries is not required here.]

C. Evaluation

- Evaluation sheet sets are collected and tallied for the CSC prior to Champion interviews, and will be made available for each entrant following the competition by the KMoAS (or appointed deputy).

D. Interview

- All entrants who have declared for Champion must participate in an interview with the Crown, with the CSC attending. During the interview, they will be asked to explain how they would further the goals of fostering the A&S as discussed in the statement of purpose above. Other pertinent questions may be asked.

[NOTE: The Champion candidate interviews may be held in conjunction with the FTF Champion Display evaluation, or separately, as desired by the Crown.]

E. Selection

- Final selection of the new Kingdom of Atenveldt A&S Champion is the prerogative of the Crown (following consultation with the CSC).

IX. Complaints and Disputes

- Any complaints an entrant has concerning judging decisions must be submitted directly to the KMoAS for review. The KMoAS is responsible for the informing of, and for any warranted discussions with, the judge(s) in question. If no solution is agreed upon, the KMoAS and/or the Crown as needed to resolve the issue may choose to take further steps.