



MINUTES

OF THE **CANTON OF DRAGON'S BAY COUNCIL** HELD VIA **DISCORD** #dragons-bay-text and #dragons-bay-voice ON **SUNDAY, 21 JUNE 2020** COMMENCING AT **12:17PM** AWST.

<i>Name - Officer Position</i>	<i>Attend</i>	<i>Apology</i>	<i>DNA</i>
Devine Winter - Seneschal (Chair)	✓		
Bethra de la Sentiero - Deputy Seneschal of Inclusivity and Diversity		✓	
Talwen - Deputy Seneschal of Fire and Emergency Planning		✓	
Sarah of Dragons Bay - Reeve	✓		
Galen Wulfric - Knight Marshal			✓
Little Spoon - Arts & Sciences Officer		✓	
Gumuinus de Eggafridicapella - Communications Officer	✓		
Andy of Dragons Bay - Captain of Archers	✓		
Sláine inghean Uí Ruadháin - List Keeper & Deputy Reeve			✓
Sorcha ingean Uí Bhradagáin - Chirurgeon		✓	
Kat of Vargahold- Youth Officer			✓
Robert Leffan of Yorke - Group Constable	✓		
Quartermaster - Kane Greymane		✓	
Brutus Cornelius Augustus - Chatelaine	✓		
Rhianwen ni Dhiarmada - Acting Herald		✓	

For details of membership on this Council, please refer to the Society for Creative Anachronism 'Organizational Handbook' – <https://www.sca.org/docs/pdf/govdocs.pdf>

Minutes by Gumuinus de Eggafridicapella - "Under the rule of women entirely great, the pen is mightier than the sword."

IN ATTENDANCE:

Beatrice Maria Malatesta
Peter D'Gaunt Noir
Elizabeth Rowe
Konrad Hilderbrandt
Agostino Tamburini

APOLOGIES:

Sorcha ingean Uí Bhradagáin
Little Spoon
Steve of Dragons Bay
Jonathon de Hadleigh
Talwen
Rhianwen ni Dhiarmada
Kane Greymane
Bethra de la Sentiero

1. ACKNOWLEDGEMENT OF COUNTRY

We respectfully acknowledge the Elders and custodians of the Whadjuk Nyungar nation, past and present, their descendants and kin. We are proud to honour the Nyungar people and value this place of shared learning. We recognise the impacts of colonisation on Indigenous Australians and are committed to moving forward together in a spirit of mutual honour and respect.

2. CONFIRMATION OF MINUTES

Recommend:

Minutes of the Canton of Dragon's Bay Council Meeting held on 21 June 2020 be confirmed.

Moved: Elizabeth
Seconded: Andy of Dragons Bay

3. OFFICIAL STATEMENTS

3.1 Baron & Baroness of Aneala

Good gentles, we bring you tidings of joy. Events are on again! But the process may be somewhat complicated. The Kingdom has provided guidelines that we must follow. Going forward, running events might be a little more complicated for Stewards and a little more complicated for our Seneschals (who have oversight over all events). We are likely to require more volunteers to run an event, including training, than we may previously have needed – do consider volunteering to help out with the running of events as many hands will make

light of the extra work. As well as reminding everyone to peruse the Lochac Covid guidelines here <https://seneschal.lochac.sca.org/covid-19response/> we would like to thank everyone in the Barony for your patience and understanding throughout this process.

In our Missive in the Vine last month we reminded you to check out the Code of Conduct. <https://sca.org.au/documents/policy/code-of-conduct/> We'd like to reiterate that here for a very particular reason: as well as its update in March 2020, the Code of Conduct has also received a temporary Covid-specific variation which can be read in the Covid-19 response document.

This month, we've been happy to see some of the Populace out in the real world as local restrictions loosen up. Please spare a thought for friends in other parts of the Kingdom including Stormhold, Krae Glas, Rowany and Mordenvale (and other groups in Victoria and NSW). And do remember to follow local guidelines as they currently stand.

In some delightful news of online activities, this month some members of the Populace participated in SMASH (SCA Magnificently Awesome Scavenger Hunt), which was a great way to connect with others in the Kingdom and elsewhere in the Known World whilst attempting some fun challenges. An article is being prepared for the Vine for those interested in learning more about this action-packed weekend of creativity and socially-distant merriment.

And finally, at the opening of the Known World Heraldic and Scribal E-Symposium, we had the great pleasure of witnessing the Court of Their Majesties King Theuderic and Queen Engelin. You can watch Their Court here <https://youtu.be/-1LZW-J8lcU> and They sent an update to the Announce email list with a summary of the business conducted.

We hope that this month brings the opportunity to see you face-to-face. Our fingers remain tightly crossed and our hands very clean from regular washing.

3.2 [Seneschal of Aneala](#)

Konrad echoed sentiments of the Baron and Baroness of Aneala in regards to activities resuming. Konrad advised that Aneala has a number of offices changing over in the next couple of months. If anyone would like to be part of Council please put your hand up.

3.3 [Seneschal of Dragons Bay](#)

The release of SCA policy [SCA Ltd COVID-19 Response Plan](#) (included as Attachment 1) provides guidance on the holding of face-to-face events in Australia. Compliance with this and local jurisdictional requirements is required. COVID Response Committee has been working extensively to put together Dragons Bay's COVID response plan.

Populace are reminded to ensure their membership details are up-to-date so that they are covered by SCA Insurance.

Please note the two new Kingdom Laws announced at [Their Majesties' Virtual Court](#) on 11 July.

1. [Financial Reporting](#)
2. [Crown Succession](#)

Please note SCA [Code of Conduct Policy](#) was revised 1 March 2020. The summary is included as Attachment 2. This summary must be displayed at all SCA activities.

Given the increased interaction we have online, please remind yourselves of the SCA's [Social Media Policy](#). This is included as Attachment 3.

Officers are reminded to ensure their attendance to Council meetings and sending their reports in to maintain communication. Quarterly reports were due by 15 July, so please get your reports in ASAP to assist me and your uplines in completing theirs.

4. WESTERN RAIDS

4.1 Western Raids Updates

The Committee for the Western Raids 2020 Event is composed of:

- Seneschal of Aneala
- Seneschal of Dragons Bay
- Baron and Baroness of Aneala
- Steward of Pencampwr/Winterfest 2019

Town Hall Meeting was held at Wandi Pavilion on Saturday 7th December 2019. In accordance with the Terms of Reference, the Baroness is the Chair of the Steering Committee.

Committee has met:

- 25 January 2020
- 5 March 2020
- 2 May 2020

The Western Raids Committee is scheduled to meet this month. No update at this stage.

5. BUSINESS ARISING FROM MINUTES

5.1 COVID Response Committee

Council recognised the formation of Dragons Bay COVID Response Committee at Item 8.4 of its meeting on 21 June 2020.

The Committee Members are:

- Seneschal of Dragons Bay
 - Deputy Seneschal for Fire and Emergency Planning
-

- Chirurgon
- Group Constable
- Communications Officer

The Deputy Seneschal of Inclusivity and Diversity has been added to the CRC to ensure Dragons Bay's response plan is inclusive and caters to people of diverse abilities. This is something we are passionate about and wish to ensure we meet these requirements.

If anyone else wishes to join this Committee then please let us know, as we are happy to include people especially those who may have mundane experience in this area. This may include experience in cleaning and sanitising.

[SCA Ltd COVID-19 Response Plan](#) has been released (included as Attachment 1). I hope everyone has had a preview of this document. The Dragons Bay flowchart is still a working document which we have created to accompany this and assist Stewards who want to put bid proposals forward for events. This is a complicated process now so please reach out for assistance.

Western Australia is currently in Phase 4. Western Australians must continue to keep up physical distancing where possible and maintain good personal hygiene to better protect themselves and the general health of our community.

Event proposals require stewards to fill out the [SCA Ltd COVID-19 resumption of face-to-face events](#) form which registers their acceptance of the changes to practice outlined in the SCA Ltd COVID-19 Response Plan.

Stewards are required to fill out the [COVID-19 Activities/Event approval checklist \(Australia\)](#). This document is to be approved at a business meeting (or extraordinary meeting). It is required before the commencement of one off events (where an event notification form is required), face to face weekly activities (one form per weekly activity – archery, training, meetings, social gatherings, A&S).

When approved and completed, this document is to be uploaded to Dropbox.

Events cannot run until:

- The steward has completed the [SCA Ltd COVID-19 resumption of face-to-face events](#) form
- Council has approved the document
- The approval checklist has been uploaded to Dropbox

Event approvals would remain valid unless in the event of changes via Premier, and/or Health Department, and/or SCA Insurance, and/or Seneschallete, or should the Seneschal determine the event does not comply with requirements.

It should be noted the Chirurgon has not attended Council meetings when held via Discord, so shall be unavailable to answer queries surrounding COVID-19 protocols in regards to the Chirurgon office.

Peter D'Gaunt Noir asked in regards to the documentation requirements for SCA events and if these are applicable to non-SCA sanctioned events. Elizabeth advised that SCA protocol is not required for non-SCA sanctioned events, however if it “quacks like a duck and looks like a duck then it should have the correct protocols followed, if you catch my drift”.

Peter D'Gaunt Noir asked about Cooks Guild, and Elizabeth advised that there is no shared food or feasts as per the [SCA Ltd COVID-19 Response Plan](#). Beatrice advised that “at this stage there is no food to be served until there is clarification from Baron Gib”.

Peter D'Gaunt Noir asked if the Constable could turn people away if they are showing flu or cold-like symptoms. Devine advised yes, however Robert Leffan asked if he would then have to leave after coming in contact with a possibly infected person. Gumuuinus advised that people would still need to maintain their 2m squared and 1.5m distances which should minimise the need for him to leave an event, which Beatrice advised was “very much part of the code of conduct”. Devine advised that events may be shut down if required, which has happened before.

Beatrice advised that “if the state requirements are that only a certificate is required for service then please chat with Baron Gib”. Beatrice advised that it is up to the Seneschal to determine if an event should be closed or their representative (Steward) if someone attends an event showing symptoms.

5.2 Promotion of Populace Page

Peter D'Gaunt Noir reminded the populace at Item 8.6 at Council's meeting on 21 June 2020 to take the opportunity to refresh their photographs and bio's on the populace page. Talwen offered her photo studio and can do professional shoots if people would like. It is great to have updated photos so people can recognise who to contact at an event.

Peter D'Gaunt Noir is happy to donate a prize. Peter D'Gaunt Noir clarifies that prizes will be age appropriate. Kane adds a bottle of his gin to the prize and it should be noted this would be awarded to those who are 18+ only. Devine will donate to the prize pool as well (mystery item TBA). Bethra will donate braid.

Categories could include 'Best Newcomer Photo', 'Best Peer', 'Youth'.

Please let Council know of any further ideas.

6. ACTIONABLE ITEMS FROM PREVIOUS MEETINGS

ACTION	BY	STATUS	ITEM	MEETING
Purchase of scribal items for Seneschal Citations (Kingdom Fund) - Spoken with Branwen re: paper - Wax seal for Devine Winter	Gumuuinus - pending paper from Branwen	Ongoing	8.18	21/07/19

organised				
Organisation of signatories - Devine's addition to cosign: outstanding	Sarah/Devine	Ongoing	6.2	18/08/19
Updating Order of Precedence - Awaiting copy of form	Baroness Elizabeth	Ongoing	8.6	18/08/19
Assets to be marked SCA Ltd - Wood burner and Dremel available	Quartermaster	On hold	5.1	21/7/19
Asset Register to be digitised	Council	On hold	5.1	21/7/19
Chair covers to be finalised - Red Dragon chair covers acquired - Green Dragon chair covers outstanding	Avalon	On hold	9.1	15/9/19
Draft policy of Regalia Committee for Council consideration - Policy drafted.	A&S Officer	Tabled	9.1(2)	15/9/19
Regalia for Dragons Bay Champions - Policy drafted.	A&S Officer	Tabled	9.4	15/9/19
Period Toybox - Proposed to Aneala	A&S Officer	Tabled	9.7	15/9/19
Demo Box creation	Brutus	Ongoing	9.6	20/10/19
Digital Code of Conduct of Behaviour	Bethra	Ongoing	9.3	10/11/19
Officer support via survey - Survey sent 30/11/19 - Responses due 15/12/19 - Seneschal to follow up - Send to Robert Leffan, Little Spoon and Kane Greymane	All Officers	Ongoing	9.4	10/11/19
Poster creation for libraries	Peter D'Gaunt Noir	Ongoing	9.5	10/11/19
Step-ladder	Sorcha	Ongoing	8.5	15/12/19
Largesse	All to Sorcha	Ongoing	8.6	15/12/19

FB Group chat for Parents	Kat Vargahold	of	Ongoing	7.2	15/12/19
Inclusivity Workflow	Bethra		Ongoing	10.6	19/1/20
Post Office Box at Kwinana	Devine		Ongoing	11.11	19/1/20
Letter to Richard via scribal scroll	Devine		Ongoing	6.1	19/4/20

7. OFFICER REPORTS

REPORT	NOTES
Reeve	Report submitted.
Arts & Sciences Officer	Report submitted.
Knight Marshal	Report submitted.
Herald	Report submitted.
Youth Officer	No report.
Group Constable	Report submitted.
Chronicler	Report submitted.
Captain of Archers	Report submitted.
Chatelaine	No report. Verbal report given.
List Keeper	No report.
Chirurgeon	Report submitted.
Web Minister	Report submitted.

7.1 Knight Marshal Report

Peter D'Gaunt Noir advised he would be submitting an application for rattan training to resume under the guidance of the [SCA Ltd COVID-19 Response Plan](#) as a regular activity on Sunday.

Peter D'Gaunt Noir advised that there is a challenge in approaching the Knight Marshal, as he has approached the Knight Marshal several times about Senior Marshal authorisations. Peter D'Gaunt Noir has not found the Knight Marshal to be forthcoming to disclose what he wants in regards to Senior Marshal authorisations. Peter D'Gaunt Noir seeks the

Seneschal's assistance. Devine advised that the Canton could also seek Baronial assistance, as she is aware there may have been some changes to how authorisations of Senior Marshals may be carried out. Devine invited Agostino as the outgoing Baronial Knight Marshal to advise.

Agostino advised that while he was not aware of any recent changes, he did know that it takes two Senior Marshals to create a new Senior Marshal, and we may not have enough Senior Marshals in WA now as Richard was one of these and he has left the state. The authorisation must happen at an official event (which can include a training session).

Devine asked if there was a plan for making new Senior Marshals. Agostino did advise that Richard and he were looking into this before Richard left. Agostino states that he has been asking people to update their paperwork however this isn't always maintained. Devine advised that some people have been Senior Marshals in the past and would like to renew their status. Agostino advised this would be seen as a new authorisation.

Peter D'Gaunt Noir advised that the Kingdom Marshal does have discretion to sign off as the second Senior Marshal after having a conversation with the person seeking to become a Senior Marshal (either via video conference or telephone, to ensure the new Senior Marshal was aware of the rules). Peter D'Gaunt Noir advised there is a tight window timeframe for renewing Senior Marshal authorisations.

Beatrice advised that Deputy Earl Marshal - Andreas - may have other ways to approve Senior Marshals. Brutus advised he would like to renew as a Marshal. Devine advised that she encourages everyone to be Marshals across the different disciplines.

7.2 Captain of Archers Report

Peter D'Gaunt Noir advised that he authorised as a TAM but has concerns that paperwork may not have been sent. There were approximately 3 or 4 authorisations held that day. Andy advised he would like to see such paperwork and he will work with the Seneschal to see where the paperwork went for the TAM's who were authorised that day, as all have not received their cards. Sarah of Dragons Bay advised she would like to become a TAM.

7.3 Chirurgeon's Report

Gumuinus asked if the budget request by Chirurgeon should fall under the existing budget set aside for the CRC. Seneschal advised that budget was proposed to be in addition to the CRC budget, and set aside from the usual Chirurgeon budget. Gumuinus suggested that this item is tabled until the Chirurgeon can advise of the purpose of the additional budget.

Devine advised she has had sanitizers and wipes donated, in addition to the donations that the Chirurgeon had, and CRC is investigating who can be ongoing suppliers.

Peter D'Gaunt Noir asked if people are encouraged to bring their own sanitising items. Devine advised it's encouraged but also that the group has a requirement to provide sanitiser as per the [SCA Ltd COVID-19 Response Plan](#).

Sarah of Dragons Bay may have a thermal scanner (non-contact) to donate for SCA use. Brutus questioned why thermal scanning would occur for an SCA event when it is not performed at other non-SCA events. Andy advised that could be in order to adhere to the SCA insurance. Beatrice advised that “it is not in the COVID response plan as it is not seen as a requirement for the SCA. I have asked Baron Gib to investigate.”

It was determined to table questions for the next meeting for the Chirurgeon to respond to.

7.4 Heraldry Report

Peter D'Gaunt Noir asked about the investigation regarding the Awards for Baronial Court. Elizabeth advised that she has looked into it prior to this Council meeting and is awaiting further information.

Brutus asked about ‘the every man use’ for the ‘olive branch’. Devine suggested Brutus liaise with the Circle of Heralds on this matter.

7.5 Webminister’s Report

Peter D'Gaunt Noir asked if the Chatelaine and Communications Officer were happy to go ahead with creation of the posters again. Gumuinus stated this would be fine.

8. GENERAL BUSINESS

8.1 Wandi Progress Association - Change of Conditions of Hire

To satisfy Wandi Progress Association (WPA) prior to resumption of face-to-face activities at the premises, Dragons Bay needs to:

- Complete a Phase 4 Safety Plan
- Sign the amended conditions of hire to cover the COVID-19 requirements

While WPA only needs to sight the safety plan, the State Government ensures that it is complied with. These documents do not need to be presented to the WPA Council for approval in order for Dragons Bay to resume activities. WPA’s obligation is to ensure the club is provided with the COVID-19 information and has a plan.

The Phase 3 Safety Plan follows as an example.

Sport and Recreation



COVID Safety Plan

Please use the following form to document your plan for how your staff and patrons will be kept safe during the COVID-19 pandemic.

Premises name: Wandl Community Centre Resource Room 1

has a maximum capacity of Number: 27 patrons and agrees to the following Phase 3 safety requirements:

1. Physical distancing

- What will be done to implement physical distancing guidelines?

Consider: physical distancing for staff and patrons; occupancy limits based on 2sqm requirements; management of waiting areas etc.

We will limit the number of occupants to the number as advised by the WPA.

We will operate under the government physical distancing guidelines, itemised on page 1 of this document.

2. Hygiene

- How will you ensure required hygiene standards are maintained?

Consider: hygiene protocols and practices; supply of cleaning and sanitiser products etc.

We will supply and insist on the usage of approximately 70% alcohol sanitiser.

During and upon completion of hire we will wipe and sanitise all surfaces we have used during hire.

3. Training and education

- How will you ensure all your workers know how to keep themselves and others safe from exposure to COVID-19?

Consider: staff training; records of training; additional education; signage; guidance material etc.

We will keep a log of participants to assist in the tracing of participants if required.

We will strongly advise members of our group to download the Australian Government Covid 19 app.

4. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.

Yes No

Comments:

By complying with the items in this form we comply with the requirements.

5. Response planning

- How will you respond to an exposure or suspected exposure to COVID-19 within your premises?

Consider: records of patrons; cleaning procedures; referrals to relevant authorities; regular review of procedures etc.

During and upon completion of use, the we will wipe and sanitise all surfaces we have used.

If the we become aware of a Covid 19 infection the hirer will ring the Covid 19 safety line 1800 020 080 and follow instructions.

The amended conditions of hire follow. The changes from the Phase 3 conditions of hire to the Phase 4 conditions of hire is the deletion of the two paragraphs that have been highlighted.

While the conditions of hire do not require attendance records to be maintained, Section 8.2(iv) of the SCA Ltd COVID-19 Response Plan does. Thus sign in sheets must have attendee's contact numbers in the 'notes' section so that contact tracing may be performed by a government agency should the need arise.



COVID-19 CONDITIONS OF USE

On 18 May 2020 the WA Government implemented a staged lifting of COVID-19 restrictions, permitting the conditional re-opening of sport and recreational venues.

Until further notice, the following additional conditions of entry will apply for entry to all Wandu Community Centre facilities:

- All attendees of City sporting and recreational facilities must adhere to the 'COVID Safety Guidelines – Sport and Recreation' issued by the WA Government, available on the WA Government website.
- Where relevant, approval from the relevant State Sporting Association must be in place.

Covid Safety Plan Certificate

- Hirers are required to provide a copy of their COVID Safety Plan Certificate ('Certificate') a minimum of 3 business days prior to their proposed commencement date.
- Hirers must display a copy of their Certificate for the duration of their booking in a location which is prominent and visible to participants.
- The Certificate must be made available for inspection upon request of an Authorised Officer.

Participant Management

- Social distancing of 1 person per 4 square meters (4sqm), up to a maximum of 20 people per venue must be maintained (including spectators, parents and caregivers). For multi-functional facilities, signage will be prominently displayed by the Wandu Progress Association as to the maximum number of people permitted.
- Hirers must keep a register of attendees at their booking, including name and contact details. This must be provided upon request, and made available to the Department of Health for tracing purposes.
- Hirers are encouraged to plan how to manage the entry and exit of participants from the venue. Parents and caregivers should be instructed, where appropriate, to drop off and collect children from the entry of the premises in order to minimise the number of people inside a facility.



- The City encourages the installation of the Australian Government 'COVIDSafe' app.

Hygiene

- Hirers are responsible for ensuring personal hygiene standards are adhered to by participants.
- Participants are to be advised not to attend if they feel unwell.
- At the conclusion of each booking, hirers are to disinfect all equipment and touch points (e.g. tables, chairs, door handles and light fittings). The Wandj Progress Association will supply disinfectant and wipes for this purpose, though hirers are recommend to bring their own cleaning items.

Outdoor bookings / Sport Clubs

- Clubs are responsible for coordinating the dropping off and collection of children.
- For outdoor sports and recreational activities, where appropriate, parents and caregivers should be encouraged not to remain in the immediate area.
- Where possible, use of toilets and change rooms should be limited to participants only.
- Clubs are encouraged to consider introducing a staggered training schedule for larger groups. This may include different start times, different days and/or different locations.

Declaration

I agree that I have read the Wandj Progress Associations additional conditions of hire for the Covid-19 Pandemic.

I agree to abide by the Wandj Progress Associations conditions of hire and be responsible for payment of all fees and charges associated with this hire.

I agree that I have the authority to make this application on behalf of the above named organisation.

Signature:

Date:

Title/position held:

Recommend:

Dragons Bay Council approves:

- **The completed Phase 4 Safety Plan as described**
- **Seneschal to sign the amended conditions of hire to cover the COVID-19 requirements**

to be emailed to Wandí Progress Association for the resumption of face-to-face activities.

Moved: Peter D'Gaunt Noir

Seconded: Andy of Dragons Bay

8.2 Pre-paid Training Card

In accordance to the SCA Ltd COVID-19 Response Plan, Section 7(vi) advises:

Pre-payments for events and activities are now required. Any transactions during the event must be conducted using a cashless payment system

This is further supported by the [Phase 4 COVID Safety Guidelines – Sport and Recreation](#) Section 2 - Hygiene (Payments) which advises to “promote cashless payments”.

While most members can enact cashless payments via instant online bank transfers, some populace members do not have access to such facilities. A ‘prepaid training card’ was discussed as the most effective method to assist these populace members.

The issue of such cards can be authorised by any the following Officers upon proof of payment received in the Dragons Bay account:

- Seneschal
- Reeve
- Constable

The card number will be recorded so that it may be reconciled in Xero against the amount received from the populace member.

Cards will be issued for (generally) 10 sessions each, at the charge of \$3/person/training session to cover their ground fee. Should ground fees be increased then the corresponding balance will be sent by the member to the Dragons Bay account to ensure the correct amount is charged henceforth.

Cards will be stamped on the back by the Constable upon the member signing in to denote the use of the prepaid amount. This will also be noted on the sign in sheet so that the amounts can be balanced on the [Constable's form](#) once an event is reconciled.

Custom cards and self-inking stamps have been created via VistaPrint. The Seneschal's fund and discretion was used to expedite the creation of these items to facilitate participation of the populace.

Stamp (36x12mm):



Cards:



Peter D'Gaunt Noir asked if he could purchase these cards to provide to other members. Devine advised this is possible provided the card number is logged against the member's number.

Redacted invoice:



[Add Vistaprint to your address book](#)

My Account: 8364-1748-

THANK YOU FOR YOUR ORDER

Your Order Number: **GJ816-X5A99-**

Hi

Here are your order details:

Order Number: **GJ816-X5A99-**

Order Date: **13/07/2020**

Delivery Option: **Priority**

You can expect to receive items in your order by:

Standard Business Card 21 July

Self-inking Stamp - 1.20 cm x 3.60 cm - Black 21 July

Order Summary



[Edit Your Design](#)

Standard Business Cards

Qty: 250

Base Price \$9.99

Colour Reverse Side 250 \$8.99

Matte INCLUDED

Item Total **\$18.98**



[Edit Your Design](#)

Self-inking Stamps - 1.20 cm x 3.60 cm - Black

Qty: 1

Base Price \$19.99

Item Total **\$19.99**

Merchandise: \$38.97

Shipping Charges: \$9.98

GST: \$4.45

Total: \$48.95

[Recommend:](#)

Dragons Bay Council approves the reimbursement to Gumuuinus de Eggafriadacapella of the amount of \$48.95 as per the submitted invoice for the creation of the stamp and cards for the purpose of facilitating a cashless payment system for training.

Moved: Andy of Dragons Bay

Seconded: Brutus

8.3 COVID Safety Plan and COVID Safety Plan Certificate

In determining whether a COVID Safety Plan is required, it must be considered if SCA events were required to be closed by directions made under the *Emergency Management*

Act 2005. This '[closure and restriction \(limit the spread\) directions](#)' (also included as Attachment 2) closed certain places and prohibited certain gatherings and activities in order to prevent, control or abate the risks associated with the emergency presented by the pandemic caused by COVID-19, by limiting the spread of COVID-19.

Under Section 10 of these directions "every owner, occupier or person apparently in charge of an affected place must close that place to the public while these directions remain in effect".

Section 14 of these directions advise that an **affected place** means any one of the following, whether operated on a profit or not-for-profit basis:

- (t) a community, recreation or youth centre or facility (including but not limited to community halls, clubs, Returned and Services League facilities and Police and Citizens Youth Clubs), other than to the extent that it remains open for the purpose of hosting essential voluntary or public services such as food banks or homeless services

Regardless, premises that were not required to close by directions made under the *Emergency Management Act 2005* may choose to voluntarily complete a COVID Safety Plan, and display a COVID Safety Plan Certificate.

COVID Safety Plans are an important part of ensuring that re-opening businesses does not increase the risk of spreading COVID-19. Failure to complete a COVID Safety Plan may mean your business is putting the community at risk. Authorised officers under the *Emergency Management Act 2005* have the power to close premises and businesses that put the community at risk in this way.

Please note it may be an offence to fail to comply with the Directions, including the 2 square metre rule in venues. The maximum penalty for this offence is:

- Imprisonment for 12 months or a fine of \$50,000
- A fine of \$5000 for each separate and further offence.

If the offence is committed by a company, the maximum fine is increased to \$250,000.

An on-the-spot fine of \$1000 may be issued (or \$5000 for a company), instead of being prosecuted.

Recommend:

Dragons Bay Council notes that COVID Safety Plans and COVID Safety Plan Certificates are to be displayed at any premises when undertaking an SCA-sanctioned event unless otherwise advised by Seneschal.

Moved: Andy of Dragons Bay
Seconded: Gumuuinus de Eggafriidacapella

8.4 Online Hygiene Training Course

Hospitality is the art of welcoming people. It is a service industry comprising a broad category of fields predominantly divided into Accommodation and Food & Beverage services. The Hospitality industry includes sport and recreation, which incorporates a broad set of activities in sport, fitness, outdoor recreation and community recreation (in accordance with the definition presented by FutureNow.org.au).

The completion of the [online hygiene training course](#) and completion of a COVID Safety Plan are mandatory requirements for all in the hospitality industry. This is maintained despite the fact WA is in Phase 4 (see: [Phase 4 - Easing of restrictions - frequently asked questions](#)).

All hospitality workers complete an online hygiene training course before they return to work

The course covers:

- Understanding COVID-19 and venue restrictions
- Reporting personal health issues
- Maintaining personal and work environment hygiene practices
- Reducing cross contamination through procedures
- Effective cleaning and sanitising practices.

All staff (in this case 'staff' refers to Officers present at events and the Stewards of events) are required to successfully complete the Tier 1 course before their event can be held. It is recommended that Dragons Bay populace complete this free course to demonstrate their understanding of hygiene and safety. For populace who do not have access to the internet, a laptop can be brought on site for use during training.

Some of you may have already completed this course. Please send your certificate to the Chirurgeon(chirurgeon@dragonsbay.lochac.sca.org) so they may be kept on record.

For those that need to complete this certificate, please screenshot the completion page at the end of the course. Certificates are issued after manual assessment and processing, so please allow adequate time for this.

Recommend:

Dragons Bay Council notes that Officers and Stewards of events are to successfully complete the Tier 1 AHA Hospitality & Tourism COVID-19 Hygiene Course and encourages populace members to undertake this course.

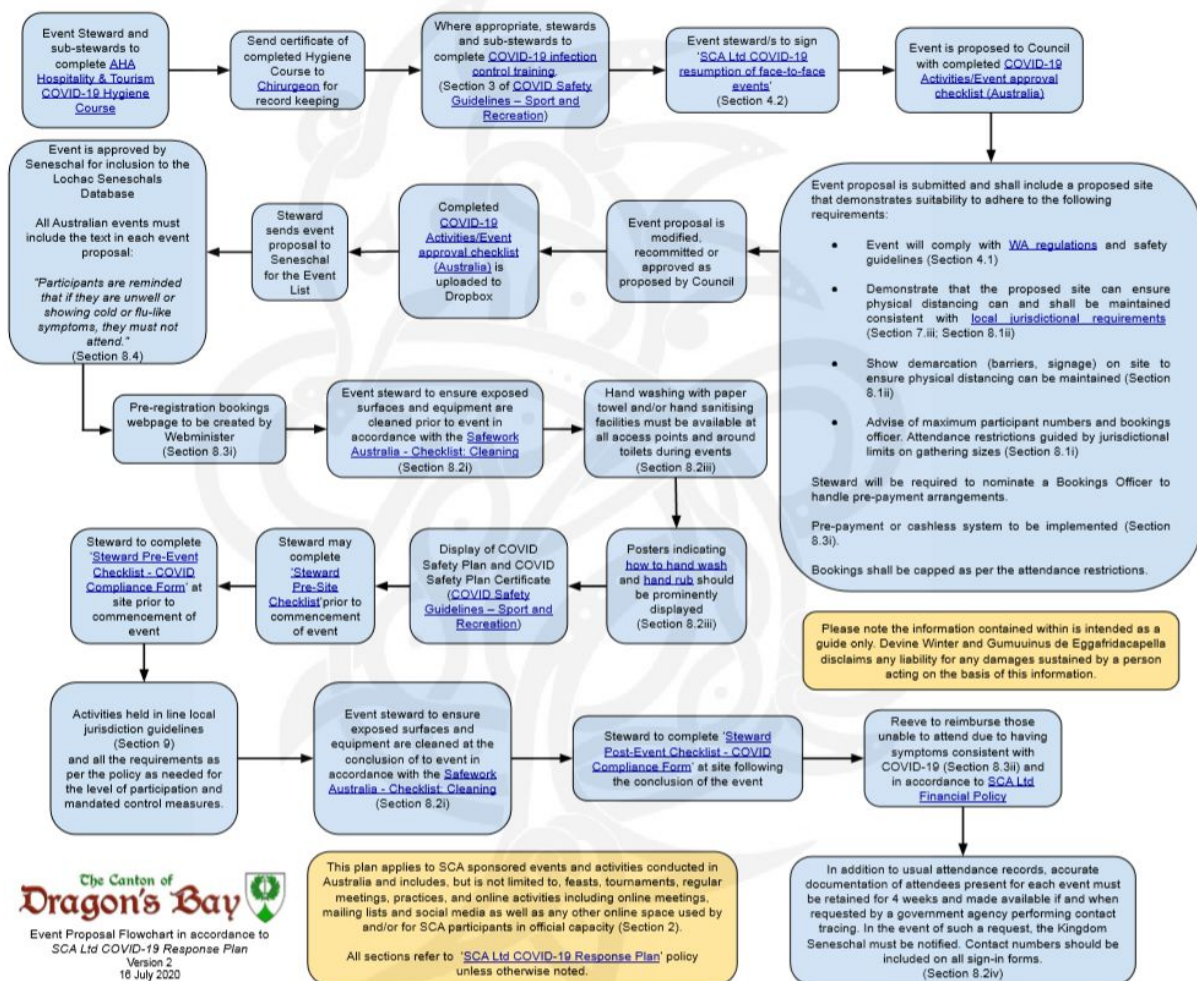
Moved: Gumuuinus de Eggafridacapella
Seconded: Andy of Dragons Bay

8.5 Event Proposal Flowchart

A [flowchart](#) has been created to assist Stewards in preparing their event proposals. This flowchart has been created in accordance to SCA Ltd COVID-19 Response Plan.

Peter D'Gaunt Noir asked if persons showing symptoms in the family would also require persons to not attend events. Devine advised yes this is so, as people can be asymptomatic carriers. Beatrice confirmed this.

“Event steward to ensure exposed surfaces and equipment are cleaned at the conclusion of to event in accordance with the Safework Australia - Checklist: Cleaning (Section 8.2i)” - requires updating to correct typo.



Devine thanked Gumuius de Eggafriadacapella for their efforts, and Beatrice and the Seneschallate as this has been discussed in depth.

Brutus asked if the budget needed to be revisited for the provision of barriers. Devine advised the group has eric ropes and barriers already, as well as the ability to erect additional barriers to demarcate the general population from SCA populace.

Brutus sought confirmation that all loaner arrows would need to be cleaned. Devine advised that this would be required. Andy advised he would be taking care of that prior to loaning, or sharing of bows and arrows. Devine advised that sharing occurred in the past when someone is trying out bows, however perhaps people can try out a different bow for an entire session, instead of swapping through several bows during one session.

Brutus suggested that reimbursement needs to be extended to include entire families. Devine advised anyone who has purchased a ticket would be reimbursed as per financial policy and [SCA Ltd COVID-19 Response Plan](#). Sarah advised it had been a learning process to undertake mass reimbursements for Pages and Pageantry, however the process has been streamlined, and this will not be such a long process henceforth.

Devine asked if there was anything else people could add in the bank account comments to assist. Sarah advised people should put in their name and booking number in the description (as some banks do not show names). E.g. "name" and "training" would suffice in most instances. But most banks include names now. Dragons Bay cannot see people's account details when transfers are made into the account, so the account details must be provided prior to refunding.

Beatrice suggested that refunds must be passed through Council meetings as per financial policy, however Sarah was uncertain if this is the case, and will check.

Recommend:

Dragons Bay Council notes the event proposal flowchart and indemnifies Devine Winter and Gumuuinus de Eggafriadacapella against any liability for any damages sustained by a person acting on the basis of this information.

Moved: Peter D'Gaunt Noir

Seconded: Andy of Dragons Bay

8.6 Resumption of Face to Face Council Meetings

In accordance with the "SCA Ltd COVID-19 Response Plan", Council is presented with the proposal to hold the August Council meeting as a 'face to face' event.

Under the current Phase 4 restrictions, there is no limit on public gatherings, however the 2 square metre rule and physical distancing applies. This means the maximum number of people permitted will be based on the size of the venue. There should be a minimum distance of 1.5m between each table.

If a singular Clubroom is 49m² then the maximum occupancy of the Clubroom under this ruling is 24.

It is noted that the Wandu clubrooms and bbq area will be unavailable on 26 July 2020 and 2 August 2020.

Stewards will need to complete the '[Steward Pre-Event Checklist - COVID Compliance Form](#)' at site prior to commencement of event, and '[Steward Post-Event Checklist - COVID Compliance Form](#)' at site following the conclusion of the event.

SCA Ltd COVID-19 Response Plan Requirement	Status
COVID-19 Hygiene Course	Complete
SCA Ltd COVID-19 resumption of face-to-face events form signed	Complete
Proposed site to comply with WA Regulations	Complete
Demonstrate that the proposed site can ensure physical distancing can and shall be maintained consistent with local jurisdictional requirements	Complete
Show demarcation (barriers, signage) on site to ensure physical distancing can be maintained	Complete
Advise of maximum participant numbers and bookings officer	Complete
COVID-19 Activities/Event approval checklist (Australia)	Complete



Society for Creative Anachronism Ltd
(Australia)

COVID-19 Activities/ Event approval checklist (Australia)

Activity/Event: Monthly Council Meetings for Dragons Bay weekly one off

Name of organiser/steward: Devine Winter

Name of Seneschal (if different): Devine Winter

Group: Dragons Bay Date: 16/07/2020

You must ensure the following checklist is covered before activities can be approved.

The organiser/steward is responsible for:

- providing handwashing facilities (hand soap/paper towel) and/or hand sanitiser
- shared equipment and surfaces¹ intended to be contacted throughout the event or activity must be sanitised before and after use
- advertising the maximum number of participants for each activity (in line with local jurisdiction restrictions)
- ensuring correct list of attendees are collected and maintained for contact tracing for a minimum of four (4) weeks.
- completed the [SCA Ltd COVID-19 resumption of face-to-face events form](#).

For further information, see: <https://seneschal.lochac.sca.org/covid-19response/>

Or contact Baron Gib – [Deputy Lochac Seneschal \(Risk\)](#)

This document is to be approved at a business meeting (or extraordinary meeting). It is required before the commencement of:

- One off events (where an event notification form is required)
- Face to face weekly activities (one form per weekly activity – archery, training, meetings, social gatherings, A&S)

When approved and completed, upload to Dropbox.

¹ Including door handles, light switches, chairs, tables, loaner equipment and any other surfaces that members of the populace may come into contact with during the activity/event.

Recommend:

Dragons Bay Council approves the next Council meeting and subsequent Council meetings as ‘face to face’ events at Wandi Community Centre (302 de Haer Road, Wandi), providing compliance with local jurisdictional regulations and SCA Ltd COVID-19 Response Plan are maintained.

Should such events not be permitted to be ‘face to face’ then the events of Council meetings shall be held as online meetings.

Moved: Gumuinus de Eggafri dacapella

Seconded: Andy of Dragons Bay

8.7 Refunds

The ongoing Webminister’s budget was approved at Council’s resolution at Item 8.1 of its meeting on 16 February 2020. The receipts presented are the invoices and transactions made for the Pro functions of Cognito Forms.

Recommend:

\$14.55 to Gumuinus de Eggafriadacapella to reimburse for payment of Cognito Forms.

Moved: Peter D’Gaunt Noir
Seconded: Elizabeth

Invoice	Transaction from Account																				
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Cognito Forms</p> <p>929 Gervais St, Suite D Columbia SC 29201 United States +1 888-499-0856 billing@cognitofrms.com</p> <p>Paid by Dragons Bay (DragonsBay1) webminister@dragonsbay.iochac.sca.org</p> <p>\$10.00 paid on July 1, 2020</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Description</th> <th>Qty</th> <th>Unit price</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td colspan="4">JUL 1 - AUG 1, 2020</td> </tr> <tr> <td>Pro</td> <td>1</td> <td>\$10.00</td> <td>\$10.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Subtotal</td> <td>\$10.00</td> </tr> <tr> <td colspan="3" style="text-align: right;">Amount paid</td> <td>\$10.00</td> </tr> </tbody> </table> </div> <div style="width: 35%; text-align: right;"> <p>Receipt</p> <p>Receipt number 2909-7750 Invoice number 7E49635A-0011 Date paid July 1, 2020 Payment method VISA - 7937</p> </div> </div>	Description	Qty	Unit price	Amount	JUL 1 - AUG 1, 2020				Pro	1	\$10.00	\$10.00	Subtotal			\$10.00	Amount paid			\$10.00	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Friday, 3 July 2020</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <p>COGNITO-PRO HTTP 30/06</p> </div> <p style="margin-top: 10px;">Amount -\$14.55</p> <p style="margin-top: 10px;">Card ending with 7937</p> <p style="margin-top: 10px;">Reference number 24492150183</p> </div>
Description	Qty	Unit price	Amount																		
JUL 1 - AUG 1, 2020																					
Pro	1	\$10.00	\$10.00																		
Subtotal			\$10.00																		
Amount paid			\$10.00																		
Total	\$14.55																				

8.8 Approval of Online Events

In accordance with the “SCA Ltd COVID-19 Response Plan”, Council is presented with the proposal to ensure online activities are approved. While it is generally accepted this Plan relates to face-to-face events, Section 2 ‘Scope’ advises that:

“This plan applies to SCA sponsored events and activities conducted in Australia and includes, but is not limited to, feasts, tournaments, regular meetings, practices, and online activities including online meetings, mailing lists and social media as well as any other online space used by and/or for SCA participants in official capacity.”

Recommend:

Dragons Bay Council approves online activities, including:

- **Online meetings**
- **Mailing lists**
- **Social media**
- **Any other online space used by and/or for SCA participants in official capacity**

providing compliance with SCA Ltd COVID-19 Response Plan is maintained.

Moved: Andy of Dragons Bay

Seconded: Gumuuinus de Eggafriacapella

8.9 Resumption of Archery Training at Wandí Grounds

In accordance with the "[SCA Ltd COVID-19 Response Plan](#)" and the adoption of resolution of Item 8.1 of this Council meeting, it is appropriate to consider the resumption of Archery Training at Wandí Grounds. This proposal has been submitted by Andy of Dragons Bay as Captain of the Archers.

Pre-COVID, training generally occurred on a Sunday morning from 9am with the following activities:

- The clubroom/s available for Arts & Sciences activities
- Archery on the oval
- Heavy combat training within the trees

Under the current Phase 4 restrictions, there is no limit on public gatherings, however the 2 square metre rule and physical distancing applies. While the clubroom will be restricted to 24 people as a maximum occupancy, there is no limit to those attending archery training outside.

[SCA Ltd COVID-19 Response Plan](#) Section 8.2 details the cleaning requirements. In addition to this cleaning regime, the sharing of loaner equipment is not permitted unless the equipment has been adequately cleaned. In this regard, it is recommended for borrowers to use their designated equipment only during the session and not share it with others unless thoroughly cleaned.

Andy advised the touching of the target is something to be considered at the training sessions. Devine suggested perhaps a bottle of sanitizer could be placed at each target, or the TAM could support the target while people remove arrows. Andy advised that an aerosol could be used to sanitize the target afterward. It was suggested the TAM could spray the target after removal by individuals. Sanitizing the aerosol can be required as well.

The steward of the event shall need to complete the [SCA Ltd COVID-19 resumption of face-to-face events](#) form. This has been completed by the Captain of the Archers, who has also undertaken the Hygiene Course.



**Society for Creative Anachronism Ltd
(Australia)**

COVID-19 Activities/Event approval checklist (Australia)

Activity/Event: Archery weekly one off

Name of organiser/steward: Andrew [redacted] - Captain of Archers

Name of Seneschal (if different): [redacted] Devine

Group: Canton of Dragons Bay Date: 15 07/2020

You must ensure the following checklist is covered before activities can be approved.

The organiser/steward is responsible for:

- providing handwashing facilities (hand soap/paper towel) and/or hand sanitiser
- shared equipment and surfaces¹ intended to be contacted throughout the event or activity must be sanitised before and after use
- advertising the maximum number of participants for each activity (in line with local jurisdiction restrictions)
- ensuring correct list of attendees are collected and maintained for contact tracing for a minimum of four (4) weeks.
- completed the [SCA Ltd COVID-19 resumption of face-to-face events form](#).

For further information, see <https://seneschal.lochac.sca.org/covid-19response/>

Or contact Baron Gib – [Deputy Lochac Seneschal \(Risk\)](#)

This document is to be approved at a business meeting (or extraordinary meeting). It is required before the commencement of:

- One off events (where an event notification form is required)
- Face to face weekly activities (one form per weekly activity – archery, training, meetings, social gatherings, A&S)

When approved and completed, upload to Dropbox.

¹ Including door handles, light switches, chairs, tables, loaner equipment and any other surfaces that members of the populace may come into contact with during the activity/event.

Thanks for filling in [SCA Ltd COVID-19 resumption of face-to-face events](#)

Here's what we've received from you:

SCA Ltd COVID-19 resumption of face-to-face events

This form registers acceptance of the changes to practice outlined in the SCA Ltd COVID-19 Response Plan.

Email address *

[redacted]

What is your SCA name?

Andy Of Dragons Bay

Have you read and understood all sections of the SCA Ltd COVID-19 Response Plan?

Yes

Do you accept responsibility for ensuring that the requirements of the SCA Ltd COVID-19 Response Plan are in place for any official Lochac activities you oversee?

I accept this responsibility

Stewards will need to complete the '[Steward Pre-Event Checklist - COVID Compliance Form](#)' at site prior to commencement of each event, and '[Steward Post-Event Checklist - COVID Compliance Form](#)' at site following the conclusion of each event.

Andy sought confirmation that he could advertise archery as recommencing next weekend 26 July 2020. Devine advised yes this would be the case.

Recommend:

Dragons Bay Council approves the resumption of archery training at Wandii Community Centre (302 de Haer Road, Wandii) every Sunday as 'face to face' events, providing compliance with local jurisdictional regulations and SCA Ltd COVID-19 Response Plan are maintained.

Moved: Gumuinus de Eggafriidacapella

Seconded: Andy of Dragons Bay

8.11 Kingdom Seneschal

Beatrice was available for questions from Council, however no questions were raised apart from confirmation of requirements for COVID-19. Beatrice advised the policy was to "protect people and making sure they are safe". She will raise the question with Baron Gib around the AHA hygiene course requirements.

Beatrice left the meeting at 14:16.

8.12 Event Proposal - Arrow-Making Workshop

Andy of Dragons Bay presents for Council's consideration the proposed event of 'Arrow-Making Workshop.'

The steward of the event shall need to complete the [SCA Ltd COVID-19 resumption of face-to-face events](#) form. This has been completed by the Captain of the Archers, who has also undertaken the Hygiene Course.

The Captain of the Archers proposal follows:

Proposed site to comply with WA Regulations:

Proposed Site: Wandu community centre - Predominantly outside

Demonstrate that the proposed site can ensure physical distancing can and shall be maintained consistently with local jurisdictional requirements:

If people wish to gather in the club rooms we will have to go about providing smaller tables/power supplies. Maybe chalk marks to divvy up surface area (2m between centre of drawn square to allow leaning and channels in front and behind to allow movement to individual zones).

Show demarcation (barriers, Signage) on site to ensure physical distancing can be maintained:

Ample room outside, Provide chairs or ask attendees to bring, setup with physical distance in groups of attendees (households can be grouped together). - Booking would assist

Setup range with a long enough line (and enough targets) so only one target is approached by one person (or cohabiting group between each round) - booking will mean we can arrange group zones ahead of attendance and will allow a rotation of archers to be drawn up ahead of the training (such as we have attendees of 2, 4, 2, 1, 5, 3. break groups in groups of 2 so there are a total of 10 groups with the numbers listed, the 1 is by themselves and the 5 make 3 groups of 2, 2 and 1, then each of the group members is either alpha or beta. Each round is done with one or the other shooting. In short with the above example, 17 people, 10 groups.

Provide the means to disinfect touched surfaces (such as targets) - Would suggest 1 bottle between each group of cohabiting people. As discussed, we would also have the TAM spray the target.

Instruct all attendees to only touch their own arrows/bows and coordinate approaching targets one at a time if more than one person shoots at one target.

Advise of maximum participant numbers and booking officer:

Unsure how many people will ask to attend and if they will only participate in target shooting. will be able to advise numbers for the club rooms once I have been given the fire safety chart. Not sure what I have to advise about outdoor space requirements.

Andy of Dragons Bay will provide directions and will ask the Webmister to add a "I have read and accept instruction about my attendance" which will list the steps to be taken by attendees.

Example:

1. Advise at booking which members which will be attending and that are cohabiting
2. Provide list of equipment required for each individual (Chairs, Bows, Arrows and others)
3. Arrive and park in available parking (each second bay will be blocked to avoid people coming into contact with others vehicles
4. Approach shooting area first and be directed to bookings allowed zone
etc - will write and ask for comment before the bookings form goes live

COVID-19 Activities/event approval checklist (Australia):

As produced for Item 8.9.

Captain of Archers advises he will do up another for the single event of 'Arrow making' once all details are discussed and agreed to so he can check it off.

Is there a fee for attending the workshop?

No higher fee than usual attendance fee.

Do you have instructors to help?

Looking to line up Rachel and Robert's ability to attend, and Little Spoon to assist with teaching.

Proposed date:

To ensure people have enough time to arrange funds for materials, I won't hold an arrow making session right away, maybe the week after the first training.

Devine asked what Council thought in regards to a date to start. Council determined a potential date would be 2 August 2020 and the session to be held after archery training.

Peter D'Gaunt Noir advised that perhaps the workshop comes before the training session to improve hygiene control. Andy advised that funding can be difficult to attain in short notice. Andy advised that a set of 6 arrows could result in \$80 outlay. Peter D'Gaunt Noir said he would be open to doing 'after pay' in this regard to assist.

Brutus asked how this arrow session would ensure maintenance of social distancing. Andy advised several people have offered the loan of their jigs. An instructor would give a demonstration at the front of the class and people would go ahead. Sharpeners would need to be cleaned in between. Andy advised of 4 jigs or those owned by the club. With a jig making 6 arrows, one person can have a set of arrows made up in one round.

Devine advised that people could attend to learn the process and then the equipment could be set up to make use of during training sessions. Brutus asked if one-on-one guidance could still maintain social distancing. Andy advised that there is a mirror mounted in the clubroom which allows for people to see what the instructor is doing. Gumuuinus advised that there is a projector in the clubroom on which demonstration videos could be shown.

Devine suggested that Brutus could look at Youtube tutorials beforehand. Peter D'Gaunt Noir advised that doing so would assist people in becoming familiar with the equipment and process.

This proposal has been assessed against the SCA Ltd COVID-19 Response Plan.

SCA Ltd COVID-19 Response Plan Requirement	Status
COVID-19 Hygiene Course	Complete
SCA Ltd COVID-19 resumption of face-to-face events form signed	Complete
Proposed site to comply with WA Regulations	Complete
Demonstrate that the proposed site can ensure physical distancing can and shall be maintained consistent with local jurisdictional requirements	Complete
Show demarcation (barriers, signage) on site to ensure physical distancing can be maintained	Complete
Advise of maximum participant numbers and bookings officer	Complete
COVID-19 Activities/Event approval checklist (Australia)	Not tendered

Stewards will need to complete the '[Steward Pre-Event Checklist - COVID Compliance Form](#)' at site prior to commencement of event, and '[Steward Post-Event Checklist - COVID Compliance Form](#)' at site following the conclusion of the event.

Recommend:

Dragons Bay Council approves the Arrow Making Workshop as proposed, providing compliance with local jurisdictional regulations and SCA Ltd COVID-19 Response Plan are maintained

Moved: Andy of Dragons Bay
Seconded: Gumuuinus de Eggafriacapella

8.13 Event Proposal - Highland Gathering Demo 2020

Gumuuinus de Eggafridacapella presents for Council's consideration the proposed event 'Highland Gathering Demo 2020'. The proposal is presented as Attachment 4.

This event is coordinated by the City of Armadale and focuses on a theme of celebrating Scottish heritage and traditions. The Highland Gathering includes a Medieval Fair, of which local SCA groups have typically formed part of.

This proposal has been assessed against the SCA Ltd COVID-19 Response Plan.

SCA Ltd COVID-19 Response Plan Requirement	Status
COVID-19 Hygiene Course	Complete
SCA Ltd COVID-19 resumption of face-to-face events form signed	Complete
Proposed site to comply with WA Regulations	Complete
Demonstrate that the proposed site can ensure physical distancing can and shall be maintained consistent with local jurisdictional requirements	Complete
Show demarcation (barriers, signage) on site to ensure physical distancing can be maintained	Complete
Advise of maximum participant numbers and bookings officer	Complete
COVID-19 Activities/Event approval checklist (Australia)	Complete

Recommend:

Dragons Bay Council approves the Highland Gathering Demonstration 2020 as proposed, providing compliance with local jurisdictional regulations and SCA Ltd COVID-19 Response Plan are maintained, with:

- 1) Provision of pavilion and banners for static display from the Dragons Bay assets; and**
- 2) Supporting approaching Aneala to advertise the demo and SCA presence in The Vine and on their website, and to encourage members' attendance**

Moved: Robert Leffan of York
Seconded: Peter D'Gaunt Noir

8.14 [Event Proposal - Advanced Armoured Training School 2021](#)

Galen Wulfric presents for Council's consideration the proposed event 'Advanced Armoured Training School (AATS)'. The proposal is presented below:

Event: Advanced Armoured Training School (AATS)

Purpose: The purpose of the school is to allow fighters to take the next steps in their fighting with instructors outside of the normal training program.

This has been run previously successfully with instructors like Sir Bain, Sir Eva and Sir Felix, Sir Cornelius to name just a few.

The details for the school are as follows:

When: February (TBD with instructor)

Where: Roleystone

Time: Friday start, Sunday Finish

Cost: \$50/fighter (catered)

As part of this request I would like to ask for approval from Council to spend \$500 of group funds to assist in the airfares for bringing the instructor over. Please be aware this event is not intended to make a profit and has been run at an acceptable loss.

Accommodation will be provided by Mistress Slaine and myself and we will also accommodate where possible to alleviate travel for locals.

As a side note to this school Mistress Slaine also provides A&S opportunities during the school for a smaller fee to cover food (cost TBD).

If you are happy for me to proceed please let me know and I will start the discussion with a very suitable instructor.

This proposal has been assessed against the SCA Ltd COVID-19 Response Plan.

SCA Ltd COVID-19 Response Plan Requirement	Status
COVID-19 Hygiene Course	Not tendered
SCA Ltd COVID-19 resumption of face-to-face events form signed	Not tendered
Proposed site to comply with WA Regulations	Not tendered
Demonstrate that the proposed site can ensure physical distancing can and shall be maintained consistent with local jurisdictional requirements	Not tendered
Show demarcation (barriers, signage) on site to ensure physical	Not tendered

distancing can be maintained	
Advise of maximum participant numbers and bookings officer	Not tendered
COVID-19 Activities/Event approval checklist (Australia)	Not tendered

Recommend:

Dragons Bay Council tables this item pending further information demonstrating compliance with SCA Ltd COVID-19 Response Plan and the event proposal to be presented by the Steward in accordance with Event Proposals and Bids (DBP7) Policy.

8.15 Event Proposal - Comet Bay College Demo 2020

Devine Winter presents for Council's consideration the proposed event 'Comet Bay College Demo 2020'. The proposal for 2020 is presented as Attachment 5.

Dragons Bay was approached by Comet Bay College in 2019 to participate in their Medieval Day, which is the culminating event of the medieval history program which forms part of the school's curriculum. Dragons Bay members held a stall and participated alongside students in jousting and maypole dancing. A procession led students down to the oval where three heavy combatants took to the field to demonstrate the SCA fighting style.

Stewards will need to complete the '[Steward Pre-Event Checklist - COVID Compliance Form](#)' at site prior to commencement of event, and '[Steward Post-Event Checklist - COVID Compliance Form](#)' at site following the conclusion of the event.

Some members of Council were able to take the weekday off to attend. Robert, Peter D'Gaunt Noir, Gumuuinus and Brutus advised they should be able to attend. The date is proposed as 23 September, however this will be confirmed closer to the event.

Devine advised that the demonstration does not necessarily need to be a heavy fighting display, although the students thoroughly enjoyed the last demonstration. Peter D'Gaunt Noir asked that given there was a trebuchet at the last demo, could SCA have an archery demonstration? Devine advised that there would be a committee for demo's set up and one of their functions would be to confirm details for such a demonstration in conjunction with the school in terms of their safety requirements.

This proposal has been assessed against the SCA Ltd COVID-19 Response Plan.

SCA Ltd COVID-19 Response Plan Requirement	Status
COVID-19 Hygiene Course	Complete
SCA Ltd COVID-19 resumption of face-to-face events form signed	Complete

Proposed site to comply with WA Regulations	Complete
Demonstrate that the proposed site can ensure physical distancing can and shall be maintained consistent with local jurisdictional requirements	Complete
Show demarcation (barriers, signage) on site to ensure physical distancing can be maintained	Complete
Advise of maximum participant numbers and bookings officer	Complete
COVID-19 Activities/Event approval checklist (Australia)	Complete

Recommend:

Dragons Bay Council approves the Comet Bay College Demonstration 2020 as proposed, providing compliance with local jurisdictional regulations and SCA Ltd COVID-19 Response Plan are maintained

Moved: Brutus

Seconded: Andy of Dragons Bay

8.16 Event Proposal - Resumption of Heavy Training

Peter D'Gaunt Noir advised that he will be collating documentation for the proposal of heavy training to resume at Wandu grounds.

8.17 Inclusivity and Diversity Officer

Peter D'Gaunt Noir asked if the Seneschal Deputy of Inclusivity and Diversity would become an office in its own right. Devine advised not at the moment - it will remain a position deputised to Seneschal.

8.18 Loaner Armour

Peter D'Gaunt Noir asked if he could have access to the loaner armour to ensure it is satisfactory in regards to padding etc.

Devine advised that loaner armour will need to be mentioned in the application for resumption of heavy training and demonstrate the process for loaning and how sanitisation and cleaning of armour will be handled.

Access to it will require liaising with the Quartermaster as the assets will require tracking.

8.19 Resumption of Contact Sports in WA

Robert advised that he posted Phase 4 Sports and Recreation guidelines which allowed contact sports to re-commence from 4 June. Gumuuinus advised that while this was the case for WA Regulations, the delay for resuming heavy training was due to requiring

compliance with SCA Insurance and awaiting the finalisation of the [SCA Ltd COVID-19 Response Plan](#).

8.20 Resumption of Activities at Wandí

Brutus asked if there is a capping of numbers for training and what is that number? Gumuuinus advised that as mentioned previously in the meeting, there is a maximum number for the clubroom and no restrictions for outdoor activities as far as WA regulations and SCA Insurance was concerned. The restriction on numbers would be dependent on the TAM. Andy confirmed there are no restrictions for outdoor activities and numbers therefore would be as per his proposal.

Brutus asked if all separate parts of ‘training’ have been broken down into its separate parts. Gumuuinus confirmed that the breaking down of training into separate constituents was necessary given A&S sessions were run in the clubrooms, which had venue-specific requirements and restrictions, and heavy training occurred under the trees but had its own requirements as per WA Regulations for Sports and Recreation as it is a contact sport.

Gumuuinus advised that Council had not received any documentation for A&S sessions to resume, nor heavy training. If people require equipment for archery then people will need to approach Andy.

Peter D’Gaunt Noir asked if Seneschal would like to delegate authority to someone to coordinate the running of events and to coordinate determining if the paperwork is appropriate. Gumuuinus advised that it was the function of the Stewards as they were seen as delegated to oversee the running of the events on behalf of the Seneschal, so this is already in place. Gumuuinus advised that further delegation is not possible as ultimately the Seneschal is legally liable for the running or cancellation of all events under their purview. Devine confirmed this to be the case and that it would not be possible for further delegation to a coordinator to occur.

9. CALENDAR OF EVENTS

2020

<i>Event Title</i>	<i>Date</i>	<i>Host Group</i>
Baroness’ Fighter Auction	29 August	Aneala
Comet Bay College Demo	23 September	Dragons Bay
Anealan Championship	25-28 September	Aneala
Highland Gathering	4 October	Dragons Bay

2021

Roman Immersive Experience (Dum in Urbe)	6 March	Dragons Bay
Autumn Gathering	24-27 April	Aneala
Western Raids	June	Dragons Bay

2022

Coronation	TBA	Aneala
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10. NEXT MEETING

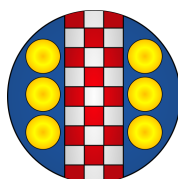
Next Council meeting 16 August 2020 to be held at Wandu Clubrooms at 12pm AWST.

11. MEETING CLOSED

Meeting declared closed by the Chair at 2:49 pm.

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Attachment 5: Event Proposal for Comet Bay College Demonstration 2020	68

Reeve Report



WESTPAC ACCOUNT			
Opening bank balance 1st June 2020			\$9,307.44
	Expenses	Income	
Interest Paid		\$ 0.81	
Closing bank balance 30 th June 2020			\$9,308.25

Xero & Dropbox:

All transactions on Xero have been reconciled and Dropbox has been updated.

Hire of grounds and utilities:

No hire costs as no in person activities/events due to Covid-19

Arts & Sciences Report



Events held since last report

Event	Event Type
Brewing mead	Videos
Brewing apple cider	Videos

The Known World virtual Heraldic and Scribal Symposium (KWHSS) was run online on July Saturday 11 and Sunday 12 2020. Some classes were recorded and others might make their presentations available.

Future plans

Planning with Chatelaine for newcomers shed day to make Viking lanterns. Easy to make and look good. Small cost approx \$5 each.

Arrow making is an interest that needs a session run for everyone to get their own arrows and Dragons Bay loaner arrows renewed. Captain of Archers is organising this.

How is A&S going in the group?

The brewing videos had interest from people who are keen to make their own brews and try different yeasts and spices.

Topics of Interest

Subject	Possible Instructor/s
Arrow making	Me, Ray, Rachel, Blackglove
Viking lanterns	Me
Brewing and taste testing	Me

Deputies

Susannah Scarlet has been posting articles on the DB FB page. If you need any assistance please reach out to Susannah Scarlet for textile creations, and Little Spoon for more hardware type A&S.

YIS

Little Spoon

Knight Marshal Report



Condition of fighting in group

No training has been occurring this quarter however with the easing of restrictions i am hopeful this will be up and running soon

Problems, successes, attitudes of fighters

NIL

Upcoming plans

Submitted proposal for AATS - Advanced Armored Training School, regardless of whether or not this will have an interstate instructor, there will be advanced fighting instruction available from key local fighters

Numbers

Authorised Rattan Combatants

7

Authorised Rapier Combatants

2

Authorised Combat Archers

unknown

Fighter practices held each month

0

Average number of fighters per practice

0

Injuries since last report

NIL

Yis

THL Galen Wulfric

Herald's Report



Events where voice heraldry occurred

None

Additions to Canon Lore and Order of Precedence

None

Status of submissions

I am aware of some submissions going to Kingdom, including my own resubmission. I am not sure where they are in the process at this point in time.

Book heraldry consultations

None

Active Heralds

Gumuinusnus fantastic book herald

Wolfgang

Other heralds' activities

Learning

Recommendations

Gumuinusnus deserves to be recognised for the book heraldry she does.

Additional Notes

I booked for the KWHSS but was unable to attend. The reports I have read indicate I missed a very good event.

I have advertised the office, as I am only acting in the position, hopefully someone will step up to take over. The end date for applications is 15 August.

Deputies

Gumuinus.

Gumuinus as part of the Circle of Heralds advised Council:

Some information has been sent out to new members so they can start thinking about names. New submissions including devices have been entered into the Letter of Intent this month, and other submissions already declared are progressing.

The heralds were addressed by Their Majesties in Their Court held virtually on 11 July 2020:

“Greetings Heralds,

In case you missed Our court over the weekend, we have not yet put the proposed award for voice heraldry into law based on the commentary received from the Populace.

Part of this commentary was that the name of the award is not appropriate, and as such we are asking you, Our College of Heralds, to help us with this.

We are asking you to get together and put forward appropriate names for this award that work within the historical context and registration rules. Multiple options (2 or 3) would be fantastic.

The award is to recognise significant contribution to voice and silent heraldry within Lochac. The original proposed name was "Vox Coronam".

Thank you.

Theuderic & Engelin”

The original proposed name was not suitable in regards to “the translation and language rather than the intent of the name.”

The Circle of Heralds are invited to enter discussions with the College of Heralds on proposing an alternative name for this award.

Youth Officer Report



No report received.

Group Constable Report



*Due to Covid-19
Not a thing
To report*

*Robert Leffan of York
Constable of Dragon's Bay*

Chronicler Report



This office publishes Dragon Taeles every quarter: Spring, Summer, Autumn and Winter.

These newsletters are created in Affinity Publisher and distributed via PDF linked to the website, with notification sent via Populace and the Dragons Bay Facebook group page.

A monthly or bi-monthly newsletter is sent to the populace via Mail Chimp to maintain communications.

This office also publishes flyers for Upcoming Events to assist members with tracking the events coming in the next 2 months. These are uploaded to Facebook as a 'sticky note' Announcement to assist in keeping these events in the forefront of people's minds.

The last newsletter was published:

April 2020

Upcoming Event Flyers:

Nil due to covid 19 not permitting face to face events.

Mail Chimp newsletters:

Nil.

Additional Notes

Newsletter for winter shall be collated and published shortly.

In service, Gumuuinus de Eggafriidicapella

Captain of the Archers Report



Equipment

Nothing to report, No activities held

Proposals

Hoping to return to activities, as Covid response form has been submitted for Council consideration on this coming weekend

Suggestions

Nothing at this point

How many Target Archery Marshals are there in the group?

4

Additional Notes

Nothing to report, No activities held

Funding requests

nothing as of yet

Asset Use

Nothing to report, No activities held

YIS

Andy of Dragons Bay

List Keeper Report



No report received.

Chatelaine Report



Verbal report:

3 duties to perform since the last meeting.

I had the pleasure to walk one of our newer members, Steven of Dragons Bay, he is very keen and we spoke for several days and directed him to the Herald and other officers in regards to garb, etc. If he does contact you please help him out - he is going Viking.

Second activity was to consult with our A&S Officer in regards to planning a newcomers collegia in regards to making some garb and feasting gear. we have soem rough plans drawn out and will be looking into it further

With the A&S Officer we have proposed an A&S shed day at his facility. Given the COVID situation we would have to look at numbers being restricted given it is a small space, however people who attend could make a Viking table lamp, which I have seen a prototype which looks simple to make and very good. I will get a costing together for people to attend the collegia and shed day.

We will try to keep the cost down as much as possible.

Seneschal asked if a shed day is held then all the documentation will need to be submitted. Brutus confirmed this would occur and resources and planning is in process at the moment. If it is at Little Spoon's place then Devine suggested it is Little Spoon being the steward.

Sarah of Dragons Bay suggested that people contact her for second-hand children's garb.

Quartermaster Report



No report received.

Kane Greymane

Chirurgion Report



\$50/quarter budget is allocated to the Chirurgion Office as per Item 8.1 of Council's meeting on 20 October 2019.

What happened in your portfolio this month?

No injuries, hazards to report due to no face to face activities or events. Organising hand washing and rub posters. In process of updating Chirogeons COVID paperwork.

Inventory Update

4 x 500ml alcohol hand sanitisers donated.

Additional Notes

I will be putting together a COVID Response kit to be added to Chirogeons medical equipment. This will be the same as currently used by WA Health Department COVID Screening Staff. A instruction sheet will be placed with this and I can show the populace how to use it.

Funding requests

Due to the COVID situation requesting a separate budgeting expenditure to be set up to allow the Chirogeon to purchase the required COVID items in future e.g. Hand gels, thermoscanner thermometer, batteries, viral and bacterial sanitiser sprays. This would be a separate expenditure from the current \$50 quarterly allowance already. This so better tracking of this particular expenditure can be done. The initial products have been donated so it would be to replace them. I will forward a quote for the thermometer before Sunday.

Asset Use

Nothing used from storage

Deputies

No deputies

YIS

Sorcha inghean Ui Bhradigain

Webminister Report



COVID-19 advice deleted from the following pages:

- [Welcome page](#) (home page)
- [Calendar of Events](#)

The following pages of the Canton of Dragons Bay website have been updated:

- [Policy Manual](#) updated
- [Pre-site checklist for Chirurgeon information](#) - title update
- [Minutes](#) uploaded

New page creations:

- [Fire and Emergency Planning](#)
- [Password-protected content of Fire and Emergency Planning](#)
- [Steward Pre-Event Checklist - COVID Compliance Form](#)
- [Steward Post-Event Checklist - COVID Compliance Form](#)
- [Event Proposal Flowchart in accordance to SCA Ltd COVID-19 Response Plan](#)

Pages in progress:

- [Library](#)
 - Runa and Avalon have sent through photographs of books. Catalogue to be created.
- [Order of Precedence](#) updates from Crown visit and Baronial court
 - Herald advises we are pending a copy of the Court Award form – latest Baronial awards from St Valentine’s Tourney and Feast are outstanding.

In Service,
Gumuinus de Eggafriidicapella

Completed Actionable Items

ACTION	BY	STATUS	ITEM	MEETING
Rapier training - collation of poll outcomes	Gumuinus	Complete - Item 6.1 - October 2019	8.21	21/07/19
Standardised report template sent to Officers	Gumuinus	Complete - October 2019	8.1	15/9/19
Bunnings Sausage Sizzle	Council	Complete - October 2019	9.9	15/9/19
Approach Bunnings for fundraising - Letters	Devine Winter	Complete - October 2019	8.5	18/08/19
Storage facilities payment	Sarah	Complete	6.1	21/07/19
Business cards and flyers - To be added to Demo Box	Gumuinus & Galen	Complete - November 2019	6.7	18/08/19
Storage facilities payment - Invoice for Abertridwr storage facility received from Galen - Devine will email Deb the details regarding Reeve so Deb can send the invoice through to Reeve for payment	Sarah	Complete	6.1	21/07/19
Business cards and flyers - To be added to Demo Box	Galen	Complete	6.7	18/08/19
Dates for A&S added to Calendar	Skjaldadís to Gumuinus	Complete - All Thing 2020	8.1	15/9/19
Ordering of Knowne World Handbooks	Avalon	Complete - Dec 2019	5.2	10/11/19

Submission of Badges - Badge submission	Peter D'Gaunt Noir& Gumuinus	Complete - Dec 2019	A1.4	10/11/19
Addition of explanatory links to Award Recommendation page	Gumuinus	Complete - Dec 2019	6.3	15/12/19
Purchase of Children's Bows	Andy, Gumuinus	Complete - Dec 2019	8.8	15/12/19
Permanent Pell Installation	Peter D'Gaunt Noir	Complete - Feb 2020	8.13	15/12/19
Second set of keys from WPA	Devine	Complete	6.1	15/12/19
FB Group chat for Archery	Andy	N/A	8.7	15/12/19
\$1000 perpetual deposit with Wandi Progress	Sigmund/ Sarah	Complete - April 2020	A1.1	10/11/19
Youth tab> page, guardian forms	Gumuinus	Complete - April 2020	7.2	15/12/19
Delegation Policy Updates	Gumuinus	Complete - April 2020	10.5	19/1/20
Officer report template	Gumuinus	Complete - May 2020	7.1	15/12/19
Newcomer packs for Website - Linked Newcomer Page to menu - Hard copies to be digitised	Gumuinus	Complete - June 2020	8.4	18/08/19

Attachment 1 : *SCA Ltd COVID-19 Response Plan*



Society for Creative Anachronism Ltd (Australia)

SCA Ltd COVID-19 Response Plan

SCA Ltd COVID-19 Response Plan

June 2020

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Date of issue/update	Created: 13th of June 2020	Version 1
	Last reviewed and/or updated: 28th of June 2020	
Document owner	SCA Ltd	
Approved by	SCA Ltd Board of Directors	28 June 2020

1. Purpose

This response plan provides guidance on the application of control measures adopted by the "[SCA Ltd Risk Assessment - COVID-19 risk assessment for Australian Face-to-face events](#)" for events and activities under the auspices of The Society for Creative Anachronism Ltd Australia (SCA Ltd) as part of the Society for Creative Anachronism (SCA).

2. Scope

This plan applies to SCA sponsored events and activities conducted in Australia and includes, but is not limited to, feasts, tournaments, regular meetings, practices, and online activities including online meetings, mailing lists and social media as well as any other online space used by and/or for SCA participants in official capacity.

Due to the greatly reduced risk in New Zealand, no specific restrictions are currently in place for SCA sponsored events and activities conducted and this document does not apply.

3. Risk Management Response

A risk assessment evaluated the level of risk associated with a return to face-to-face events in Australia. In consultation with the Board of Directors and the Insurer a return to face-to-face events was agreed upon if the following control measures are applied at all events.

4. Application of this Response Plan

- 4.1. The requirements of this Plan implement the measures identified through risk assessment to mitigate the impacts of the COVID-19 pandemic on face-to-face SCA sponsored events and activities in Australia. All SCA sponsored events and activities in Australia must adhere to these requirements. Each area seeking to resume face-to-face activities must carefully review any local jurisdictional requirements in conjunction with applying this plan.
- 4.2. All group seneschals and event stewards are required to sign off on these requirements using the "[COVID-19 resumption of face-to-face events](#)" form.

5. Support and Guidance

- 5.1. Group Seneschals are encouraged to contact the Deputy Kingdom Seneschal (Risk) or the Kingdom Seneschal if there are any obstacles identified from planning or preparation and during or after activities are conducted for face-to-face events.
 - 5.2. The Deputy Kingdom Seneschal (Risk) may be contacted for clarification on any of these requirements.
-

6. Review and Approval

- 6.1. This plan will be regularly reviewed and updated in accordance with the changing risk of COVID-19 and as various jurisdictions add or remove restrictions. Changes are communicated via the Seneschallate.
- 6.2. The requirements outlined in this plan will remain in place until such time as there are no limitations placed on SCA sponsored events and activities in Australia as a result of COVID-19.
- 6.3. Any temporary variation to the SCA Ltd Code of Conduct will be communicated via the SCA Ltd Board of Directors.

7. Temporary Variation to the SCA Ltd Code of Conduct

For attendees at Australian SCA events, the following expectations have been temporarily added to the SCA Ltd Code of Conduct to ensure a safe experience for all participants:

- i. You may only attend face-to-face events if you are currently well, and have not had symptoms of infectious illness in the past 48 hours.
- ii. Members must not be vilified for wearing a face covering intended to reduce the spread of, or protect the wearer from, airborne droplets.
- iii. Appropriate physical distances must be maintained in accordance with any requirements applicable of the jurisdiction they are in (typically 1.5 metres).
- iv. Members must not share equipment between participants unless it has been adequately cleaned between each user.
- v. Members must frequently wash and scrub hands with soap and water and/or vigorously rub with hand sanitizer.
- vi. Pre-payments for events and activities are now required. Any transactions during the event must be conducted using a cashless payment system.
- vii. Pre-registration of attendance at events and activities is now required in jurisdictions with maximum gathering sizes.

8. Mandatory Event Protocols

Group seneschals and their appointed event stewards must ensure that the following requirements are adhered to during any SCA sponsored events and activities in Australia.

8.1. Attendance restrictions

- i. Observe all limits on gathering sizes, both indoors and outdoors, as required by the local jurisdiction. This will require setting pre-registration and enforcing maximum participant numbers for events in relevant jurisdiction. Current information on all local jurisdictional requirements are summarised on the Lochac COVID-19 event restrictions register (Section 11).
 - ii. Ensure that all participants are physically distanced at all times, consistent with local
-

jurisdictional requirements. Current information on all local jurisdictional requirements are summarised on the Lochac COVID-19 event restrictions register (Section 11).

Consideration should be given to ensuring that:

- Each area and activity has been assessed to ensure that participants have at least the minimum space allocated to adhere to any jurisdictional physical distancing requirements. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).
- Demarcation such as barriers and signage to allow for adequate physical distance while queuing and moving between areas.

8.2. Cleaning requirements

- i. Event stewards must ensure that exposed surfaces that are to be used during events have been adequately sanitised prior to attendance and at the conclusion of the event in accordance with the [Safework Australia - Checklist:cleaning](#).
- ii. Equipment must not be shared between participants unless adequately cleaned.
- iii. Hand washing with paper towel or hand sanitising facilities must be available at all access points and around toilets during events. Posters indicating how to hand wash and hand rub should be prominently displayed.
- iv. In addition to usual attendance records, accurate documentation of attendees present for each event must be retained for 4 weeks and made available if and when requested by a government agency performing contact tracing. In the event of such a request, the kingdom seneschal must be notified. Contact numbers should be included on all sign-in forms.

8.3. Payments & Cash Handling

- i. Cash must not be handled during events, transactions must be conducted using a cashless payment system.
- ii. Participants who are not able to attend due to symptoms consistent with COVID-19, and any other participant unable to continue to participate as a result of this, are entitled to a refund in full.

8.4. Seneschal's Database Event Proposals

All Australian events must include the following text in each event proposal:

- i. "Participants are reminded that if they are unwell or showing cold or flu-like symptoms, they must not attend."

8.5. First aid

If medical care is anticipated to be provided at events, masks and gloves must be supplied as part of the first aid equipment provisions. This may require a review of the current first aid provisions available.

9. Restrictions on Specific Activities

Group seneschals and the relevant officer/s must ensure that the following restrictions on specific activities are adhered to during any SCA sponsored events and activities in Australia.

9.1. Overnight Stays

Due to uncertainty regarding the level of risk arising from overnight stays and exposure to COVID-19, all overnight events are not permitted until further notice.

9.2. Provision of Food (Catering and Feasts)

Due to the uncertainty regarding risks of transmitting the virus when preparing and subsequently consuming food, food must not be supplied during events. Participants may bring their own food but should avoid sharing.

9.3. Archery

Sponsored archery activities must be inline with local jurisdiction guidelines for 'non-contact sports'. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).

9.4. Equestrian

Sponsored equestrian activities must be inline with local jurisdiction guidelines for 'non-contact sports'. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).

9.5. Fencing & Heavy Combat

Sponsored non-contact training must be inline with local jurisdiction guidelines for 'non-contact sports'. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).

Due to the higher risk associated with close contact and exertion, heavy combat and fencing combat must follow local jurisdiction guidelines for 'contact sports'. Wherever practicable, these activities should be performed outside. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).

9.6. Dancing

Teaching of specific dances and other dancing related activities (e.g. playing of music) that do not require close proximity can be performed inline with local jurisdiction guidelines for 'non-contact sports'.

Due to the higher risk associated with close contact and exertion, dances that include contact or close proximity must follow local jurisdiction guidelines for 'contact sports'. Specific information on current restrictions for each jurisdiction are outlined in the Lochac COVID-19 event restrictions register (Section 11).

9.7. Administering First Aid

Provision of first aid must incorporate the following additional precautions:

- i. Stop outside of 2 metre range of patient, ask about infectious status and travel history;
- ii. First aiders should wear a mask, gloves, eye protection, and as much extra clothing as suitable;
- iii. Provide masks for patients to wear;
- iv. Treat the patient and assume they are positive for an infectious illness, as you normally would;
- v. CPR is compressions only, no breaths. Keep masks on the patient.

9.8. All other activities

All other activities may be conducted face-to-face as long as they do not breach the local jurisdictions physical distancing requirements and that all equipment is not shared between participants unless adequately cleaned.

10. References and related documents

Associated policies	SCA Ltd Risk Management Policy	
References /statutory references	AS/NZS ISO 31000:2018 – Risk management - Principles and guidelines SCA Ltd Code of Conduct SCA Ltd Financial Policy	
Attachments	Posters: <ul style="list-style-type: none"> • Safework Australia - Checklist:cleaning • WHO - Hand washing poster • WHO - Hand rub poster 	
Glossary	Event	Any SCA sponsored events as approved in the Lochac Seneschals Database.
	Activity	Any SCA sponsored activities that are advertised through official SCA channels (e.g. regular training, council meetings).
	Cashless payment	An alternative means of paying that does not involve the handling of physical monetary denominations.
	Refunds	as outlined in SCA Ltd Financial Policy
	Overnight stays	events that are designated as camping events in the same location

[Safework Australia: Checklist: Cleaning](#)

[WHO - Hand Washing Poster](#)

[WHO - Hand Rub Poster](#)

11. Lochac COVID-19 event restrictions register

COVID-19 event restrictions								
Values indicate the maximum number of people permitted								
"Permitted" and "N/A" indicates that there are no additional limits imposed at this time								
Dates indicate the next review point for this restriction								
For the purpose of maximum attendees, SCA activities should be considered public gatherings.								
Activity	ACT	NSW	QLD	SA	Tas	Vic	WA	New Zealand
Physical distance requirement (per participant)	4 square meters	4 square meters	4 square meters	2 square meters	2 square meters	4 square meters	2 square meters	3 square meter
Minimum physical distance (between people)	1.5 meters	1.5 meters	1.5 meters	Aim to keep 1.5m away from others wherever possible	1.5 meters (where possible)	1.5 meters (from anyone you don't live with)	1.5 meters	N/A
Supporting documents:	Summary of key changes - COVID-19	Physical distancing	Going out, travel, recreation and gathering in Queensland	Coronavirus Disease 2019	Roadman to Recovery Coronavirus disease (COVID-19)	Victoria Victoria's restriction levels	COVID-19 coronavirus: Current gathering restrictions	Protecting yourself and others from COVID-19
Indoor gathering limits	100	20	20	75	250	20	100	N/A
Outdoor gathering limit	100	20	20	75	500	20	100	N/A
Supporting documents:	Summary of key changes - COVID-19	COVID-19 What you can and can't do under the rules	Roadman to easing Restrictions	Return to Sport and Recreation	Sport, exercise and recreation Coronavirus disease (COVID-19)	Victoria Social gatherings	COVID-19 coronavirus: Current gathering restrictions	COVID-19 ; Gathering s
Continued over the page...								

In addition to the above rules, certain activities attract specific additional limitations:	ACT	NSW	QLD	SA	Tas	Vic	WA	New Zealand
Non-contact training (e.g. weight and endurance training)	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted
Archery (Combat or Target)	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted
Equestrian	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted	Permitted
Fencing & Heavy Combat	Permitted	Not Permitted	Not Permitted	Permitted	Permitted	Not Permitted	Permitted	Permitted
		1-Jul-20	10-Jul-20			13-Jul-20		
Supporting documents:	Summary of key changes - COVID-19	Answers to your questions about the rules	Restrictions for sport, recreation, and fitness organisations	Activities and gatherings	Sport, exercise and recreation Coronavirus disease (COVID-19)	Sport and exercise	COVID-19 coronavirus: Sport and recreation	COVID-19 : Gatherings

Attachment 2: Code of Conduct Summary

Code of Conduct Summary

(to be displayed at all SCA activities)

All members of SCA Ltd within Australia are required to abide by the Code of Conduct during Events, Activities and Meetings within the Society, or during interactions within the SCA community, whether in person, in print or via other media. These standards include:

- Treating all participants of the SCA equally, fairly and with dignity regardless of race, gender, religion, disability, age, or sexual orientation. This includes valuing personal confidentiality.
- Acting with all care and due diligence, accepting responsibility for your actions and using SCA resources in a proper manner.
- Not engaging in any acts of abuse or misconduct, including but not limited to bullying, harassment, victimisation, assault including physical or sexual assault, grooming, or unlawful discrimination.
- Recognising that the SCA is inclusive of all age groups and taking all reasonable steps to protect the health, safety and wellbeing of all people participating within the SCA.
- Complying with any lawful and reasonable directions given by a person having the authority to give the direction.
- Disclosing, and taking reasonable steps to avoid any potential or actual conflict of interest, or anticipated perception of conflict of interest, especially in connection with holding an office or position of responsibility.
- Behaving in a way that upholds the integrity and good reputation of the SCA. This includes refraining from the use of symbols that may be perceived as offensive to a large segment of the SCA or the general public.
- Not using the Society to promote personal beliefs (including politics), behaviours or practices that are incompatible with the principles outlined in this code of conduct.
- Reporting reasonable concerns regarding significant breaches of this code, and disclosing incidents or circumstances that could damage the SCA or bring into question the integrity and good character of its participants, to the appropriate SCA authority.
- Complying with all other SCA Ltd Policies and Procedures as may be updated from time to time, complying with all applicable Federal and State laws, and participating in any process initiated in accordance with the Complaint Handling Procedure.

Breaches of the Code of Conduct will be addressed by the Sanctions Guide as appropriate, or an updated Complaints Handling Procedure that may replace or supplement it, and may constitute, among other outcomes, grounds for revocation of membership and denial of participation.

Attachment 3: Social Media Policy



Society for Creative Anachronism Ltd (Australia)
PO Box 4160, Weston Creek ACT 2611, Australia ABN 13 117 403 648
Website: <http://www.sca.org.au> Email: chair@sca.org.au or secretary@sca.org.au

Social Media Policy

Purpose

This policy is designed to make clear the expectations on Australian participants in the Society with regards to communicating on social media.

Authorisation

The Society for Creative Anachronism Ltd is the corporate body overseeing the Society in Australia.

Policy Details

The SCA Ltd does not discriminate between online and offline behaviour. The Code of Conduct and any other applicable rules and policies are considered to apply to all members (and other participants) at all times when acting as part of the Society in Australia.

1. SCA Ltd policy does not override Terms and Conditions for social media platforms

The terms and conditions each user agrees to, in order to use a social media platform, must be adhered to.

2. Online behaviour is treated the same as in-person behaviour

This may include direct online communication with another member of the Society or interaction on a SCA-related group or page. Members are encouraged to remember that the processes and consequences that apply to in-person behaviour may also apply to online behaviour, and act accordingly. Be aware that, in the event of a grievance or other formal action taken against a member, social media and other online communications may form part of the case evidence.

3. Administering a social media presence has responsibilities

If you operate or administer a social media presence that seems to represent the SCA in some way, you may be held accountable for moderating what happens through that presence. The reputation of the SCA can be more easily tarnished by bad behaviour online, and so administrators should be aware they may also face consequences if such behaviour is left unchecked. Administrators should also take care when using the name or service mark of a group, guild or office in the SCA (including but not limited to badges, devices or other logos): they may be protected Intellectual Property, and you may be asked to remove any such items if you are not authorised to use them.

For further information regarding policy on administering online presences and sites, refer to the Publications Policy (when available) or contact the SCA Ltd Webmin at scaaweb@sca.org.au.

Attachment 4: Event Proposal for Highland Gathering Demonstration 2020

Name of Event	Highland Gathering
Date	Sunday 4 October 2020
Time	0830 – 1630
Host Group	Dragons Bay
Location	Minnawarra Park, Armadale
Event Type	Demo
Price	Free
Numbers	Minimum 5 people
Website	https://perthkiltrun.com.au/

INTRODUCTION

This event is coordinated by the City of Armadale and focuses on a theme of celebrating Scottish heritage and traditions. The Highland Gathering includes a Medieval Fair, of which local SCA groups have typically formed part of. The Medieval Fair includes:

- Arena
- Arts and crafts
- Stalls

The Medieval Fair generally has the following groups in attendance:

- Sword-Point
- Free Company
- Grey Company
- Pyro Panther
- Bezerkers
- LARP

As this event is within Dragons Bay's administrative boundaries, it is appropriate for Dragons Bay to participate in this demonstration. This is a well-attended event for the City of Armadale, and has proven as a method of recruitment for the SCA in the past. City of Armadale pays a fee to its entertainment – in the past this has been \$400 paid to Dragons Bay.

This year there is an indication from City of Armadale for this event to go ahead. Under the current Phase 4 WA Regulations, all events are permitted except for large scale, multi-stage music festivals. The steward has contacted the Medieval Fair Coordinator (Sam Bowden) who has advised SCA Dragons Bay shall be included in the Fair's set up and arena timetable.

This proposal includes considerations under the Phase 4 level of restrictions and demonstrates compliance with the SCA Ltd COVID-19 Response Plan policy and local jurisdictional requirements.

PROPOSAL

COSTINGS

No attendance cost for SCA members. No pre-payment arrangements are required. A booking page is not necessary.

New brochures or bookmarks may be required for distribution to interested community members.

STEWARDING TEAM:

Steward: Gumuuinus de Eggafriacapella

gumuuinus@dragonsbay.lochac.sca.org

Please advise if you are available to attend to assist with set up and pack down, and contribute to Arts and Sciences or static displays.

Populace from both Dragons Bay and Aneala are invited, welcomed to come talk with people who may be interested in joining our medieval pursuits, and enjoy the offerings of Highland Gathering. This is a garbed event, and Scottish themed garb is highly encouraged. Dogs are welcome provided they are on a leash.

Participants are reminded that if they are unwell or showing cold or flu-like symptoms, they must not attend.

Attending members will need to sign in and give contact details so that the information can be given to a requesting government agency should contact tracing be required. These sign-in forms shall be retained for 4 weeks as per the policy.

COMPLIANCE WITH THE SCA LTD COVID-19 RESPONSE PLAN POLICY

COVID-19 HYGIENE COURSE

Steward's certificate confirming successful completion has been sent to the Chirurgeon.

SCA LTD COVID-19 RESUMPTION OF FACE-TO-FACE EVENTS FORM

This form has been completed by the Steward and is attached.

WA REGULATIONS

Phase 4 started on Saturday, 27 June (11.59pm Friday, 26 June) and has resulted in:

- gathering limits only determined by WA's reduced 2 square metre rule

Western Australians must continue to keep up physical distancing where possible and maintain good personal hygiene to better protect themselves and the general health of our community.

The proposed site of the Medieval Fair is generally the portion to the east of Minnawarra Park (east of Church Avenue and south of Armadale Road) with an approximate area of 1830m². This should provide room for all attendees to maintain the 2 square metre rule.

DEMARCATIION AND BARRIERS

Dragons Bay demonstrations by the end of 2019 had evolved to allow curious members of the public to come into the pavilion. Under current Phase 4 restrictions this is discouraged.

It would be suitable under Phase 4 restrictions for the pavilion to only permit SCA members. A line of tables along the front of the pavilion would house examples of Arts & Sciences, and provide a buffer between SCA members and the public to ensure physical distancing can be maintained.

MAXIMUM NUMBERS

There is no maximum number overall as the event is held at an open venue, and thus no bookings are required.

A pavilion of 6x3m (18m²) is proposed to permit interfacing with the public. This will restrict the number to 9 people within the pavilion at any one time. Additional members are welcome to engage the public beyond the pavilion, and partake in the wider event.

CONTACT SPORT REGULATIONS

Should members wish to demonstrate the unique fighting styles of the SCA, then the local jurisdiction restrictions ([COVID Safety Guidelines – Sport and Recreation](#)) regarding contact sports shall be adhered to. Under Phase 4 this requires maintaining physical distancing.

DISPLAY OF COVID SAFETY PLAN CERTIFICATE

This may not be necessary as the City of Armadale may be required to display this certificate, which may include all exhibitions of the Highland Gathering. Such a certificate shall be displayed if this is required.

EVENT HYGIENE

Hygiene will be maintained with hand sanitizer provided for SCA members to use, and the public encouraged to use it prior to touching display items.

ARENA ENTERTAINMENT

Typically heavy combatants take to the arena, with there generally being 3 or 4 time slots across the day. Fighters are encouraged to showcase their heraldry. Rapier bouts are welcomed, should this be a style of choice among fighters.

If there is a mix of authorised and non-authorised combatants then the demonstration may take place as a training session.

Heralds are welcome to attend the arena to address the crowd and give information on how SCA fighting differs from the others on display.

Other forms of entertainment within the arena is encouraged, should anyone wish to organise, such as:

- Dancing
- Mock Court
- Heraldic displays
- Bardic arts
- Fighter training out of kit
- Drills

Combat and target archery is not possible at this event given safety concerns and limited space at the venue.

It should be noted that the serving of food to the public is not permitted by WA Health regulations and the SCA Ltd COVID-19 Response Plan policy.

SCA LTD COVID-19 RESUMPTION OF FACE-TO-FACE EVENTS FORM

Thanks for filling out [SCA Ltd COVID-19 resumption of face-to-face events](#)

Here's what we got from you:

SCA Ltd COVID-19 resumption of face-to-face events

This form registers acceptance of the changes to practice outlined in the SCA Ltd COVID-19 Response Plan.

Email address *

████████████████████

What is your SCA name?

Gumuunus de Eggafriacapella

Have you read and understood all sections of the SCA Ltd COVID-19 Response Plan?

Yes

Do you accept responsibility for ensuring that the requirements of the SCA Ltd COVID-19 Response Plan are in place for any official Lochac activities you oversee?

I accept this responsibility

COVID-19 ACTIVITIES/ EVENT APPROVAL CHECKLIST (AUSTRALIA)



Society for Creative Anachronism Ltd
(Australia)

COVID-19 Activities/ Event approval checklist (Australia)

Activity/Event: Highland Gathering weekly / one off

Name of organiser/steward: Gummuinus de Eggafriidacapella

Name of Seneschal (if different): Devine Winter

Group: Dragons Bay Date: 16 / 7 / 2020

You must ensure the following checklist is covered before activities can be approved.

The organiser/steward is responsible for:

- providing handwashing facilities (hand soap/paper towel) and/or hand sanitiser
- shared equipment and surfaces¹ intended to be contacted throughout the event or activity must be sanitised before and after use
- advertising the maximum number of participants for each activity (in line with local jurisdiction restrictions)
- ensuring correct list of attendees are collected and maintained for contact tracing for a minimum of four (4) weeks.
- completed the [SCA Ltd COVID-19 resumption of face-to-face events form](#).

For further information, see <https://seneschal.lochac.sca.org/covid-19response/>

Or contact Baron Gib – [Deputy Lochac Seneschal \(Risk\)](#)

This document is to be approved at a business meeting (or extraordinary meeting). It is required before the commencement of:

- One off events (where an event notification form is required)
- Face to face weekly activities (one form per weekly activity – archery, training, meetings, social gatherings, A&S)

When approved and completed, upload to Dropbox.

¹ Including door handles, light switches, chairs, tables, loaner equipment and any other surfaces that members of the populace may come into contact with during the activity/event.

Attachment 5: Event Proposal for Comet Bay College Demonstration 2020

Name of Event	Comet Bay College Medieval Day
Date	Wednesday 23 September 2020
Time	0900-1200
Host Group	Dragons Bay
Location	Comet Bay College, Secret Harbour
Event Type	Demo
Price	Free
Numbers	Minimum 5 people

INTRODUCTION

Dragons Bay was approached by Comet Bay College in 2019 to participate in their Medieval Day, which is the culminating event of the medieval history program which forms part of the school's curriculum. Dragons Bay members held a stall and participated alongside students in jousting and maypole dancing. A procession led students down to the oval where three heavy combatants took to the field to demonstrate the SCA fighting style.

Comet Bay College has approached Dragons Bay for their presence in 2020.

This proposal includes considerations under the Phase 4 level of restrictions and demonstrates compliance with the SCA Ltd COVID-19 Response Plan policy and local jurisdictional requirements.

PROPOSAL

COSTINGS

No attendance cost for SCA members. No pre-payment arrangements are required. A booking page is not necessary.

New brochures or bookmarks may be required for distribution to interested community members.

STEWARDING TEAM:

Steward: Devine Winter

devine@dragonsbay.lochac.sca.org

Please advise if you are available to attend to assist with set up and pack down, and contribute to Arts and Sciences or static displays.

Populace from both Dragons Bay and Aneala are invited to come talk with people who may be interested in joining our medieval pursuits. This is a garbed event.

Participants are reminded that if they are unwell or showing cold or flu-like symptoms, they must not attend.

Attending members will need to sign in and give contact details so that the information can be given to a requesting government agency should contact tracing be required. These sign-in forms shall be retained for 4 weeks as per the policy.

COMPLIANCE WITH THE SCA LTD COVID-19 RESPONSE PLAN POLICY

COVID-19 HYGIENE COURSE

Steward's certificate confirming successful completion shall be sent to the Chirurgeon.

SCA LTD COVID-19 RESUMPTION OF FACE-TO-FACE EVENTS FORM

This form shall be completed by the Steward prior to the event.

WA REGULATIONS

Phase 4 started on Saturday, 27 June (11.59pm Friday, 26 June) and has resulted in:

- gathering limits only determined by WA's reduced 2 square metre rule

Western Australians must continue to keep up physical distancing where possible and maintain good personal hygiene to better protect themselves and the general health of our community.

DEMARCATIION AND BARRIERS

Dragons Bay demonstrations by the end of 2019 had evolved to allow curious members of the public to come into the pavilion. Under current Phase 4 restrictions this is discouraged.

It would be suitable under Phase 4 restrictions for the stall to only permit SCA members. A line of tables along the front of the pavilion would house examples of Arts & Sciences, and provide a buffer between SCA members and the public to ensure physical distancing can be maintained.

MAXIMUM NUMBERS

There is no maximum number overall as the event is held in a hall, and so maximum numbers will be guided by Comet Bay College and their COVID Safety Plan.

In 2019 the heavy combatants fought on the oval, and so additional SCA members are welcome for that portion as there are no restrictions on numbers in open air venues.

CONTACT SPORT REGULATIONS

Should members wish to demonstrate the unique fighting styles of the SCA, then the local jurisdiction restrictions ([COVID Safety Guidelines – Sport and Recreation](#)) regarding contact sports shall be adhered to. Under Phase 4 this requires maintaining physical distancing.

DISPLAY OF COVID SAFETY PLAN CERTIFICATE

This may not be necessary as the Comet Bay College may be required to display this certificate, which may include all exhibitions invited to their Medieval Day. Such a certificate shall be displayed if this is required.

EVENT HYGIENE

Hygiene will be maintained with hand sanitizer provided for SCA members to use, and the public encouraged to use it prior to touching display items.

OVAL ENTERTAINMENT

In 2019 three heavy combatants demonstrated their skills on the oval. If there is a mix of authorised and non-authorised combatants then the demonstration may take place as a training session.

Heralds are welcome to attend the arena to address the crowd and give information on how SCA fighting differs from the others on display.

Other forms of entertainment is encouraged, should anyone wish to organise, such as:

- Dancing
 - Mock Court
 - Heraldic displays
 - Bardic arts
 - Fighter training out of kit
 - Drills
-

SCA LTD COVID-19 RESUMPTION OF FACE-TO-FACE EVENTS FORM

Thanks for filling out [SCA Ltd COVID-19 resumption of face-to-face events](#)

Here's what we got from you:

SCA Ltd COVID-19 resumption of face-to-face events

This form registers acceptance of the changes to practice outlined in the SCA Ltd COVID-19 Response Plan.

Email address *

██████████

What is your SCA name?

Devine Winter

Have you read and understood all sections of the SCA Ltd COVID-19 Response Plan?

Yes

Do you accept responsibility for ensuring that the requirements of the SCA Ltd COVID-19 Response Plan are in place for any official Lochac activities you oversee?

I accept this responsibility

COVID-19 ACTIVITIES/ EVENT APPROVAL CHECKLIST (AUSTRALIA)



Society for Creative Anachronism Ltd
(Australia)

COVID-19 Activities/ Event approval checklist (Australia)

Activity/Event: Comet Bay College Demo 2020 weekly one off

Name of organiser/steward: Devine Winter

Name of Seneschal (if different): Devine Winter

Group: Dragons Bay Date: 16/07/2020

You must ensure the following checklist is covered before activities can be approved.

The organiser/steward is responsible for:

- providing handwashing facilities (hand soap/paper towel) and/or hand sanitiser
- shared equipment and surfaces¹ intended to be contacted throughout the event or activity must be sanitised before and after use
- advertising the maximum number of participants for each activity (in line with local jurisdiction restrictions)
- ensuring correct list of attendees are collected and maintained for contact tracing for a minimum of four (4) weeks.
- completed the [SCA Ltd COVID-19 resumption of face-to-face events form](#).

For further information, see <https://seneschal.lochac.sca.org/covid-19response/>

Or contact Baron Gib – [Deputy Lochac Seneschal \(Risk\)](#)

This document is to be approved at a business meeting (or extraordinary meeting).

It is required before the commencement of:

- One off events (where an event notification form is required)
- Face to face weekly activities (one form per weekly activity – archery, training, meetings, social gatherings, A&S)

When approved and completed, upload to Dropbox.

¹ Including door handles, light switches, chairs, tables, loaner equipment and any other surfaces that members of the populace may come into contact with during the activity/event.