

The Canton of  
**Dragon's Bay**



POLICY MANUAL



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## REVISIONS

<b>Policy</b>	<b>Meeting</b>	<b>Item</b>
Monthly Report Submission Policy	21 July 2019	8.2
Validation of Minutes Policy	21 July 2019	8.3
Social Media Policy	21 July 2019	8.4
Policy Manual	20 October 2019	9.14
Policy Creation	20 October 2019	9.14
Policy Development	20 October 2019	9.14
Bookings Policy	20 October 2019	9.12
Delegations Policy	20 October 2019	9.13
Social Media Policy	10 November 2019	9.3
Event Proposals and Bids Policy	15 December 2019	
Officer Attendance to Council Meetings	15 December 2019	
Bookings Policy	19 January 2020	10.4
Delegations Policy	19 January 2020	10.5
Bookings Policy	16 February 2020	6.8
Officer Attendance to Council Meetings	17 May 2020	9.1
Event Proposals and Bids Policy	19 July 2020	8.5
Event Proposal Flowchart	19 July 2020	8.5
Officer Attendance Policy	16 August 2020	8.7
Officer Attendance to Council Meetings	16 January 2021	17



## POLICY CREATION

Policies are 'a course or principle of action' and guides the discretionary powers of Council's decision making. Policies are developed to assist Council in achieving its strategic goals. Policies may be modified or deleted to ensure practices and processes remain relevant, effective and pragmatic.

The policies are designed to provide:

- Consistency and equity in decision making
- Operational efficiency
- A series of actions conducted in a certain order or manner to give effect

Policies arise in response to the requirements and functioning of Dragons Bay, providing rationale and guiding principles. These policies are not legislatively binding and when good reasons prevail and are documented, can be set aside.

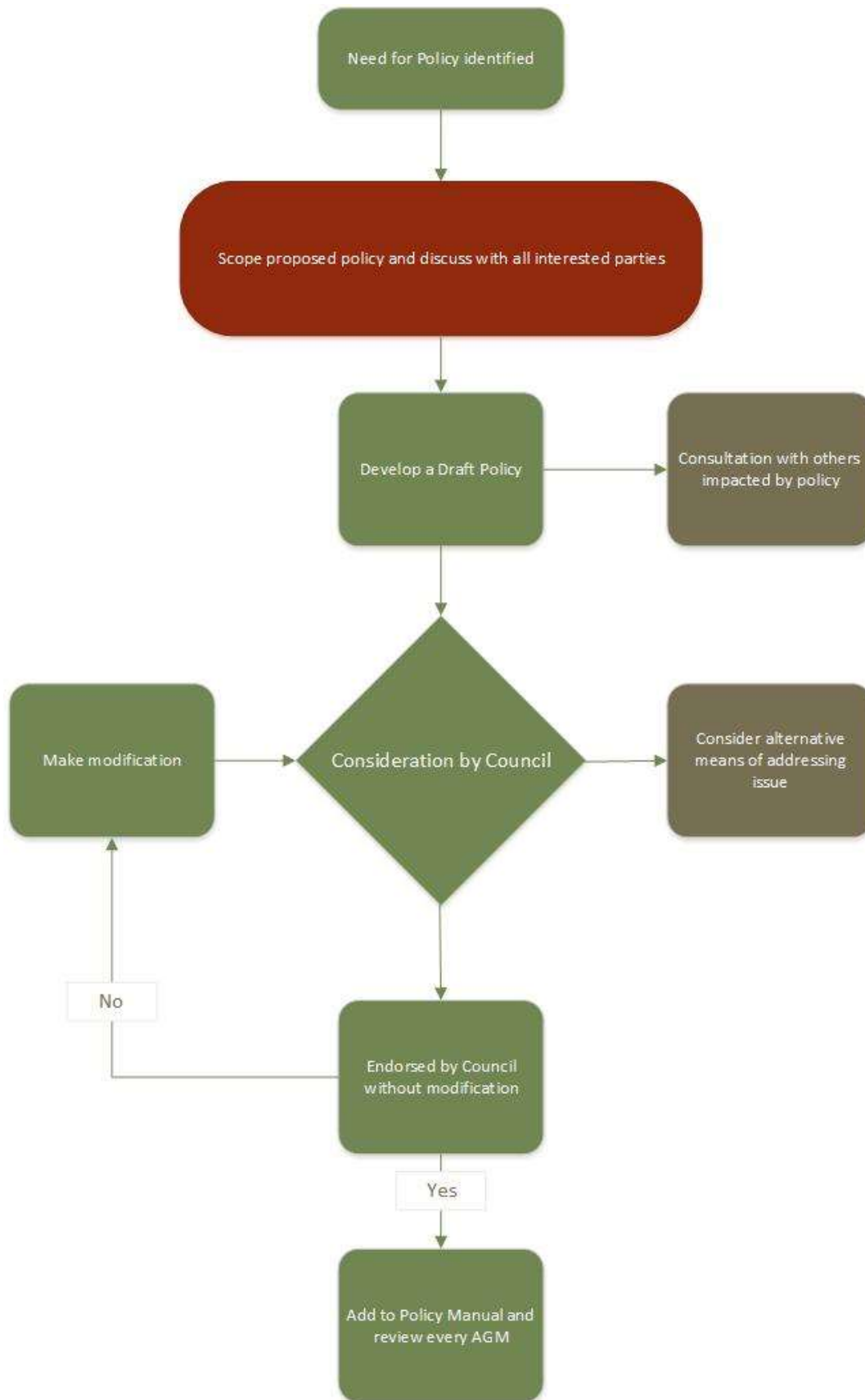
The policies will have regard to the following principles:

- Be reasonable, equitable and sustainable at law
- Meet the definition of a policy i.e. "a course or principle of action"
- Be simple
- Be a statement mandating decision making

Policies should be reviewed prior to every AGM and any changes presented at this meeting. Such changes shall be presented to the Seneschal for information/review prior to presentation to Council at its AGM. Such reviews and amendments may be presented for Council's consideration more frequently if a need is identified.



## FLOWCHART OF POLICY DEVELOPMENT



## MONTHLY REPORT SUBMISSION (DBP1)

### INTRODUCTION

Reports delivered verbally by Officers leave scope for interpretation. The submission of written reports prior to Council meetings minimises the risk of misunderstanding and misinterpretation. Not submitting reports in writing places a burden upon the minute-taker to transcribe musings.

### APPLICATION OF POLICY

This policy applies to monthly reports by Officers.

### POLICY STATEMENTS

Written reports should use:

- A standardised Word document template, or
- The password-protected [Officer Report Form](#).

Amendment of reports may occur at or following the meeting if updates are required.



## VALIDATION OF MINUTES (DBP2)

### INTRODUCTION

The timely validation of Council Minutes is vital to ensure processes are streamlined and recommendations may be actioned promptly. A larger group as Dragons Bay is becoming requires a faster response time to ensure a coordinated and expedient approach to opportunities.

### APPLICATION OF POLICY

This policy applies to unconfirmed Minutes.

### POLICY STATEMENTS

Draft Minutes are published as 'Unconfirmed Minutes' by the Wednesday following Council meetings for Officer consideration.

These Minutes are unofficially confirmed in the Dragons Bay Officer Chat in Facebook Messenger, after appropriate consideration of 7 days by:

- a) 50%+1 of Officers
- b) Relevant stakeholders whom have vested interest via presentation of bids and agenda items

The publication of Unconfirmed Minutes on the Dragons Bay will be on the Dragons Bay website and notification sent via Facebook and the populace email list to advise of its availability.

Dragons Bay Council will officially confirm Minutes at the following Council Meeting, subject to corrections.



## SOCIAL MEDIA POLICY (DBP3)

### INTRODUCTION

Deletion of posts and/or comments on the [Dragons Bay Facebook Group](#) reduces the digital documented trail of correspondence, discussion and events, and transparency of processes. This can result in incomplete documentation for subsequent procedures, particularly for dispute resolution.

### APPLICATION OF POLICY

This policy applies to the [Dragons Bay Facebook Group](#). This policy does not replace [SCA Ltd \(Australia\) Social Media Policy](#) and where there is conflict, adhere to the SCA Social Media Policy.

### POLICY STATEMENTS

Officers and moderators are advised that, when possible, they are to amend posts (denoted by EDIT or some other such notation) instead of deleting posts. Should sensitive information be posted then this may be deleted from the post but the post should remain intact as much as possible, with edits noted in the post.

Officers are to take screenshots of contentious issues to document discussions and for future investigation.

It is noted that Facebook may allow or disallow some settings, and moderators are to use their judgement with what faculties are available within this medium.

The moderators need to action things very quickly, and as such they may not have the opportunity to bring this up in the 'DB Officer Chat' for discussion prior. Moderators can be held legally liable for any situations that may arise as per [SCA Ltd Social Media Policy](#).

Moderators may make a judgement call with only consultation occurring among moderators, or without, without needing to refer the matter to 'DB Officer Chat' due to the legal liability of the moderators and to ensure timely action is taken. Screenshots are to be taken prior to deletion or modification of posts.





## BOOKINGS POLICY (DBP4)

### INTRODUCTION

Bookings are required for some events, including feasts, catered events and where minimum numbers are required, to assist with calculating numbers to be catered for and associated costs or establishing numbers venue booking.

This policy establishes when bookings must be made and under what circumstances payments are accepted.

### APPLICATION OF POLICY

This policy applies to where bookings are required and guides Stewards and bookings officers on its use. This policy does not replace [SCA Ltd \(Australia\) Financial Policy](#) and where there is conflict, adhere to the SCA Financial Policy.

### POLICY STATEMENTS

#### *Youth Fee Structure*

Youth in Dragons Bay are encouraged to attend events. The price structure for youth is as follows:

1. Half price for double digit ages
2. Free for single digit ages

These prices are subsidised by Dragons Bay.

#### *Steward Attendance Fees*

Stewards must be present at the event in order for it to run, however generally do not participate in the event. Much like the Crown and the Baron and Baroness, they are expected to attend and work. In acknowledgement of this, Dragons Bay supports:

3. The Steward of an event has two free tickets (or the equivalent)

It is anticipated that the Steward will distribute the share of this to others within their Stewarding team as deemed fit by them.

#### *Payments*

4. Payment for all bookings must be made in advance of the event by the date advised in the booking confirmation email or event details.
5. If payment is not received by the due date the booking shall be deemed cancelled.
6. Payment may be made via direct debit to the Dragons Bay Account: BSB 034054 Account 283187

Confirmation of this payment via receipt sent to the Bookings Officer is appreciated.

7. Payment is not accepted at the door except under prior arrangement or otherwise noted.
8. Day trips do not require advance payment unless otherwise noted.

## *Refunds*

9. Refunds may be given in the case of medical issues, family emergencies, or other such matters. Such refunds are considered on their merits on a case-by-case basis, with support required from Council at its next meeting. Council should remain sensitive to confidential matters, in which case Seneschal and Reeve may approve the refund without requiring the matter to be presented to Council for consideration.
10. In accordance to [SCA Ltd COVID-19 Response Plan](#) (Section 8.3.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.”



## OUT OF COUNCIL APPROVAL (DBP5)

### INTRODUCTION

Whilst agenda items are discussed at Council Meetings, at times the continuation and finalisation of such items must be discussed outside of Council Meetings.

### APPLICATION OF POLICY

This policy applies to where items have been taken to Council and supported by consensus. This policy allows for Council to delegate to Officers. These powers or duties cannot, however, be further sub-delegated.

This policy establishes criteria to assist with further determination of items supported by Council.

### POLICY OBJECTIVES

These powers or duties are delegated to Officers only, to assist with improving the time taken to make decisions and are made within the constraints allowed by relevant legislation and the scope of Council resolutions.

### POLICY STATEMENTS

1. This policy only applies to items which have a Council resolution where support by consensus was given from Officers present at the Council Meeting.
2. Where discussions take place on an item that did not have support by consensus, the item should be presented at the next Meeting as an agenda item for further consideration by Council.
3. Determination and finalisation of items may be made on such items meeting the criteria outlined in 1 above.
4. Support is considered as given where an item has been discussed in the "DB Officer Chat", or any other variation thereof which holds 100% of the Officers, where 50% +1 of the Officers have viewed the discussion on the item and have had seven (7) days to advise of any objections/support or comments.
5. Where an objection has been raised then the item shall be recommitted to Council for its consideration.
6. The seven (7) days may be varied under exceptional circumstances by the Seneschal.
7. Co-signing of the Dragons Bay bank account may be discussed under this authority to expedite the signatory process and does not need to have the seven (7) day consideration to action.



## QUORUM POLICY (DBP6)

### INTRODUCTION

A Quorum of an assembly is such a number as must be present in order that business can be legally transacted. The quorum refers to the number present, not to the number voting. The quorum of a mass meeting is the number present at the time, as they constitute the membership at that time

### APPLICATION OF POLICY

This policy applies to situations where Council requires a minimum number of members present to call the meeting in order to conduct business in the name of the group. The chairperson (typically Seneschal) has the responsibility to determine if a quorum is present. Any members at the Council meeting may raise a point of order should there be an absence of a quorum.

### POLICY OBJECTIVES

This policy sets out the criteria required in order for Council to reach a quorum so that business may be legally transacted.

### POLICY STATEMENTS

1. Quorum is deemed as consisting of:
  - a. Three Officers (including one Warranted Officer)
  - b. 2 populace members
2. The Warranted Officers are defined as those which the group requires in order to function, ie:
  - a. Seneschal
  - b. Reeve
  - c. Arts and Sciences Officer
  - d. Herald
  - e. Group Constable
3. Should a member at a Council meeting raise a point of order that there is an absence of a quorum, and should such a statement be true, then points of order relating to the absence of a quorum are generally not permitted to effect prior action, but upon clear and convincing proof, such a point of order can be given effect retrospectively by a ruling of the presiding officer, subject to appeal.
4. When a quorum is not met, the Council may only take limited procedural actions. These limited actions are to fix the time to which to adjourn, adjourn, recess, or take measures to obtain a quorum, such as a motion that absent members be contacted during recess.
5. Members such as Warranted Officers may be deemed present at the Council meeting if they attend via virtual means such as Facetime, Skype, Discord etc.



## EVENT PROPOSALS AND BIDS (DBP7)

### INTRODUCTION

Event proposals will require written submissions.

### APPLICATION OF POLICY

This policy applies to where stewards wish to propose an event (whether to be held face-to-face or virtual).

### POLICY OBJECTIVES

This policy establishes criteria and requirements to assist stewards with their submissions.

### POLICY STATEMENTS

1. Stewards will need to submit their proposal for an event in writing to the Seneschal prior to a Council meeting.
2. The proposal is to include budgets and break-even amounts. Attachments of these spreadsheets are welcome.
3. The proposal is added as an attachment for the next Council agenda for Council consideration.
4. Stewards are required to attend a minimum of two Council meetings (plus one for the event submission) prior to the event so they are available to discuss the event and answer any questions Council may have.
5. Stewards are required to attend one Council meeting after their event to hand in their event reports and debrief, with stewards being open to receiving commentary and feedback on their event.
6. Where required, such events shall adhere to the [SCA Ltd COVID-19 Response Plan](#).



## EVENT PROPOSAL FLOWCHART (DBP9)

### INTRODUCTION

The response plan – SCA Ltd COVID-19 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 The Society for Creative Anachronism Ltd Australia (SCA Ltd) as part of the Society for Creative Anachronism (SCA).

### APPLICATION OF POLICY

This policy is applied in accordance to [SCA Ltd COVID-19 Response Plan](#). Events must accord to the local jurisdictional regulations. This policy does not supersede the requirements of Occupational Health and Safety. Where there is conflict, adhere to [SCA Ltd COVID-19 Response Plan](#).

### POLICY OBJECTIVES

This policy guides Stewards in satisfying the criteria of Event Proposals for Dragons Bay Council to consider in accordance to the [SCA Ltd COVID-19 Response Plan](#).

### POLICY STATEMENTS

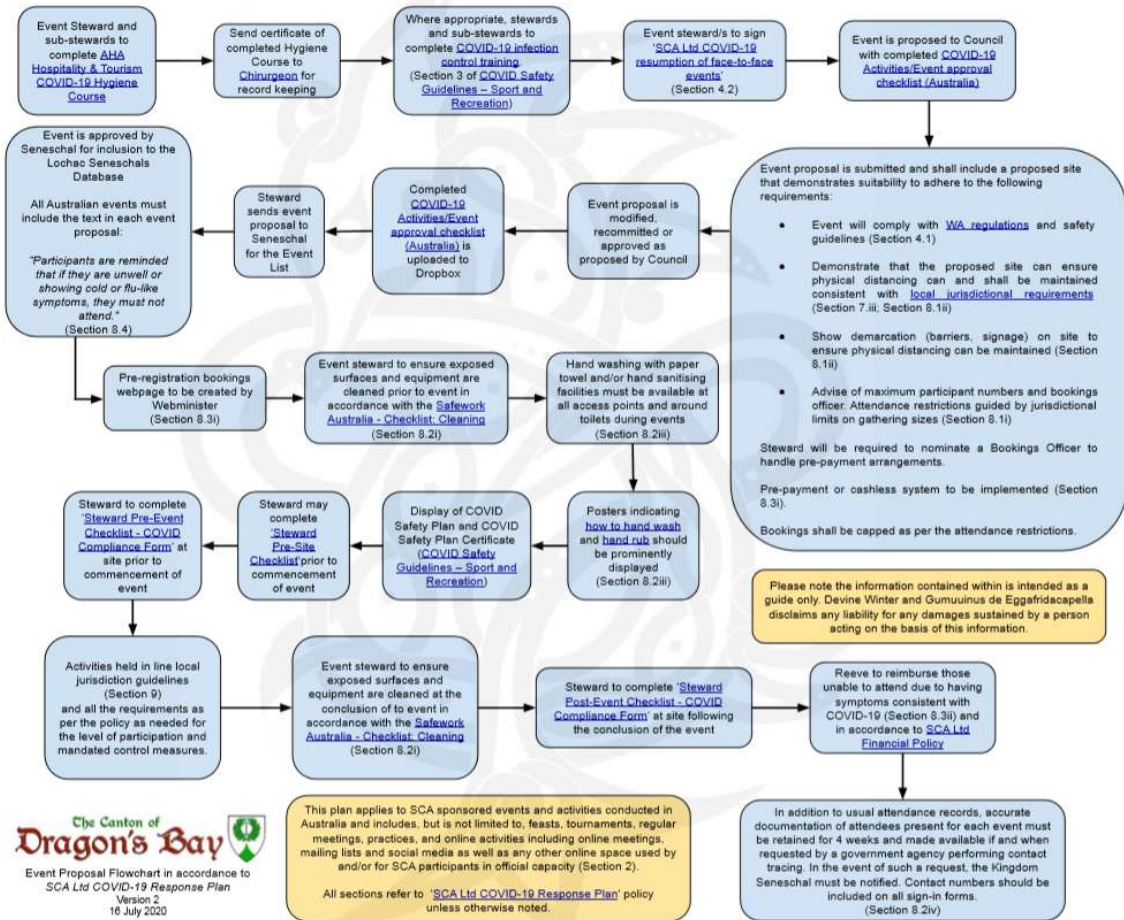
A [flowchart](#) has been created to assist Stewards in preparing their event proposals. This flowchart has been created in accordance to [SCA Ltd COVID-19 Response Plan](#) and does not presume to supersede it. Where State jurisdictional requirements have been noted, it is upon the Stewards to ensure these are still relevant to the proposal prior to its submission to Council for its consideration.

The flowchart is excerpted on the next page. An updated version shall be maintained on the Dragons Bay website as much as practicable, however the onus is on the Steward proposing the event to ensure the event adheres to the relevant local and State jurisdictional requirements, and accords with SCA Ltd policy, including:

1. [SCA Ltd Insurance](#)
2. [SCA Ltd policies](#)
3. [Lochac Laws](#)
4. Safety protocols
5. [SCA Ltd COVID-19 Response Plan](#)
6. [Corpora](#)
7. [Other such operating documents](#)

Submission of proposed events should follow Dragons Bay’s Policy – Event Proposals and Bids (DBP7).





# CANCELLED POLICIES

## OFFICER ATTENDANCE (DBP8)

### INTRODUCTION

Officers are anticipated to attend Council meetings, demonstrating their investment into the running of the group. Monthly report submissions is one of the most important reporting an Officer can do as it shows the populace that their Officers think the group is worth spending time and energy on.

As Dragons Bay grows, both as a group in size and in vision, Officer attendance and reporting assume greater importance. If Officers are not able to attend they lose contact with their fellows and populace.

### APPLICATION OF POLICY

This policy applies to Officers who have undergone commentary periods and are formally installed into their positions. This policy does not apply to deputies of these Officers.

### POLICY OBJECTIVES

This policy guides Officers on minimum attendance requirements to Council meetings.

### POLICY STATEMENTS

Officers need to attend Councils and not to have more than 2 successive Councils where they are not in attendance.

Report submission in the absence of attendance is a minimum requirement.

Officers who continue to exhibit non-attendance and/or non-reporting shall be subject to an Action Plan which includes:

1. Warning from Seneschal in written communication;
2. Warning from Seneschal in written communication advising that further non-compliance will result in further actioning;
3. Advice from Seneschal in written communication: CC to Baronial Upline to advise of non-compliance, and

Baronial Upline to perform further actions to ensure compliance.

