**Class Supplemental**

**for the Atlantian Book of the Horse**

This manual contains the resources for how to teach Ground Crew 101 (GC 101) and Equestrian Marshal 101 (EqM 101).

GC 101 (formerly known as Equestrian 101 or the Equestrian Safety Class) is a required part of the Ground Crew Authorization process. All prospective riders must authorize as Ground Crew before attempting any other Equestrian Authorizations.

EqM 101 is a required part of the Equestrian Marshal warranting process, but it is open for anyone interested in taking the class. Note that the Field Marshal 201 Class is also required for all marshals, including Eq Marshals, but it does not expire, so it only needs to be taken once.

All marshals are allowed to teach GC 101 and to conduct GC authorizations. **Please note** that only Marshals on the KEO’s approved list are allowed to teach EqM 101. If you have a question about who is on that list, please check the Marshal Warrant Database for a “Marshal Instructor – Horse” designation, or contact the current KEO.

These outlines are guidelines for what needs to be covered in each class. Please feel free to add any examples of scenarios or different types of equipment. The order of each outline is not hard set, but everything should be covered by the end of the class. As Marshals, we are in charge of overseeing the safety of all who participate in our games and those who watch, at any official SCA activity. If you feel that anything in either outline that relates to their safety has been missed or something needs to be updated, please feel free to contact the current KEO to update this manual.

**Ground Crew 101 Outline**

**Part A: Classroom**

1. Prerequisites
	1. Prior to taking this class, candidates for Ground Crew authorization should read the SCA and Atlantian Equestrian rules. The primary sources for these rules are the SCA Equestrian Marshal’s Handbook and the Atlantian Earl Marshal’s Policy (Section 3.7). These rules are combined into the Atlantian Book of the Horse, but to use it, you must ensure that it is up-to-date with the latest revisions of the primary source documents. When possible, ask the candidates if they have read the rules well before the scheduled time for the class, so they can take some time to read them. The instructor should have a couple of copies of the documents on hand for this purpose. If necessary, candidates can take the class first, and then read the rules.
		1. **To pass the authorization candidates are *required* to read and understand the rules.**
		2. You need to keep abreast of new revisions/ changes in policies and rules.
		3. Everyone interacting with horses must sign an equestrian waiver beforehand. For some events, all attendees will need to sign an equestrian waiver at the gate, in addition to meeting the general waiver requirements.
	2. Everyone has different levels of experience with horses so this class is designed to help ensure everyone is safe. They are not definitive and do not replace your awareness of your own safety while around the horses and equipment. Common sense around the horses is also needed for safety.
2. Official SCA functions vs Unofficial (Non-SCA) functions
	1. Official SCA Events, practices and demos.
		1. Announcement is in any official SCA publication (i.e., Acorn, an SCA e-mail list, website or FB page)
		2. Added Equestrian Insurance must be purchased and the rules followed.
		3. A warranted Eq Marshal must be present, and oversee all Eq activities.
		4. Activities allowed: Trail rides, general riding, processions, games, jousting, mounted combat, mounted archery, and driving.
		5. Activities not permitted:
			1. Chasing/harassing live animals
			2. The use of steel weapons in mounted combat.
			3. Riding in areas that are not specifically approved for horses.
			4. Cruel, dangerous or abusive behavior (see Section V of the SCA Eq Marshal’s Handbook).
	2. Unofficial (Non-SCA) functions
		1. The SCA has no jurisdiction over these functions, however, they may not be advertised or promoted in any SCA publication or website (including SCA Facebook Groups)
		2. At the function, any written or verbal association between the function and the SCA is not allowed.
		3. Unofficial Equestrian Practices are typically referred to as an “Open Barn”.
3. Authorizations
	1. Overview
		1. We do not authorize horses, however, problem horses can be banned from SCA Events (see EM Policies Para. 3.7.7.2).
		2. Part of each authorization is knowing when a horse is unable and/or unwilling to perform.
		3. Candidates are judged on safety and knowledge of what the person is authorizing for.
		4. All Candidates must understand the Marshallate’s role
		5. All people wanting to become authorized as a rider or higher are encouraged to develop their skills at practices and/or riding lessons prior to attempting the authorization.
		6. Set realistic goals based on your skill level, and if applicable, your horse’s abilities.
		7. See Authorization Guidelines for additional information.
	2. Ground Crew (allows access to arena when horses are present)
		1. Situational Awareness around horses: You must be constantly prepared to react to unexpected actions by horses or people.
		2. Handling horses and equipment: If you are not comfortable with holding someone’s horse, then it is okay to tell the rider.
		3. Assisting riders: Setting up activities, resetting equipment, clearing rubbish from the field, efficiently and safely receiving and handing off equipment.
		4. Scoring the games and relaying score information to the MOL/MiC.
	3. Rider (allows riding at events, but not games)
* Must have GC authorization beforehand
	1. Lancer (Allows participation in mounted games)
* Must have GC and R authorizations
	1. Jouster, Crest Combat, and Mounted Combat (3 separate Authorizations)
* Must have GC, R, and L authorizations
	1. Mounted Archery
* Must have GC, R, and L authorizations
	1. Driver
* Must have GC, R, and L authorizations
	1. Youth
		1. Only GC, R, L, MA, and D authorizations allowed for youth
		2. Youth authorizations are the same as the adult authorization
1. Recommended gear for GC & riders
	1. Close toed shoes (boot with a heel when riding)
	2. Helmet (when riding)
		1. Required for youth
		2. Required for jumping
		3. Should attempt making a cover for modern helmets
	3. Long pants (when riding)
	4. Tack
		1. Saddle and Bridle
			1. Riders are allowed to ride without tack if they can demonstrate under supervision, that they can stay mounted safely.
			2. The condition and fit of your tack is the rider’s responsibility.
				1. Marshals shall watch for failing tack or garb for safety reasons.
				2. You are expected to repair or remove any problems.
		2. Caparisons, trappers and decorations
			1. Everyone is required to make an attempt at a medieval appearance for themselves and their horse.
				1. It is expected that your horse at least has a saddle pad cover of medieval appearance.
				2. Keep safety in mind when choosing the right costume for you and your equine.
				3. Garb/horse trappings should be appropriate for the activity in which you are engaged.
				4. Armor and garb should be tested on your equine prior to arriving at an event for safety reasons.
		3. Horse eye protection (**Required** for J, CC, and MC)
	5. Games equipment (requires inspection prior to use at each Event/Practice)
		* 1. Sword, ring lance, quintain lance, spear, and javelin. Combat swords and/ or jousting lances if applicable.
			2. Weapon construction ideas/guidelines can be found in the BotH Supplemental.
2. Safety
	1. You are responsible for your own safety while engaged in cavalry activities. You are expected to use common sense and to be aware of your surroundings, including other riders and GC at all times. Anyone who appears to have their senses impaired will be asked to leave the field and will dismount if riding.
	2. Emergencies
		1. Anyone noticing an emergency situation, such as a rider losing control or being unseated, should yell, “HOLD.” All people must stop what they are doing and look to a marshal for further direction.
		2. If an equine is loose, allow owner, marshal, or ground crew to capture the equine.
		3. If a rider or equine is hurt, all riding and/ or games must cease to allow emergency crew on the field to assess the rider or equine.
		4. Medical questions should be referred to a vet and not to a marshal.
	3. Equines
		1. Equines or people running, loud noises, bright object, or sudden movements can make other equines uneasy or hard to restrain.
		2. They are herd animals and don’t like to walk away from their friends if they don’t have too.
		3. Equine body language
			1. Ears, head carriage, and body
		4. Equines should always be led with a lead rope or reins
		5. Keep appropriate distance between equines while tied, leading or riding
	4. Equine owner responsibilities
		1. Supervising their equine(s), unless prior arrangements are made.
		2. Caring for their equine(s).
		3. Containing their animal while on site or finding stabling arrangements off site.
		4. Transportation and paperwork required for the state in which the event is located.
		5. Equipment, tack, and the training of their equine.
		6. If an equine damages a site or any property then the owner is financially responsible for repairs.
			1. Marshals, EqMiC, MiC, or autocrat have the right to ask a person and their animals to leave a site.
	5. Equestrian Camp
		1. When horses are present, anyone visiting should be escorted.
		2. The common area will be established as a safe spot for everyone to socialize.
		3. Everyone is advised to camp or practice using their containment system with their equine(s), before attending an overnight SCA event.
		4. Site rules will vary. Make sure to be familiar with them.
		5. Proof of negative Coggins may be required for some sites, or at the EqMIC’s discretion.
		6. Clean up after yourself and your horses.
			1. Be sure to bring appropriate equipment for cleanup.
			2. Ask where waste is to be dumped.
	6. Riding and List Field Etiquette
		1. only those authorized as GC is allowed out on the list field while competitions are being run.
			1. GC should help Marshal be aware and keep a look out for this.
		2. Stay out of the path or arena of the rider taking their turn
			1. GC sometimes have the choice to stay on the other side of the arena rope between resets.
		3. Before a collision with GC or another rider, call out your movement (i.e., “Inside!” or “Heads!”).
		4. Riders pass left shoulder to left shoulder, and stay to the inside if you are just walking.
3. Questions?

**Part B: In the arena with equine and equipment**

*Please make sure that for the authorization to pass that there is a second marshal present and paying attention.*

For this part to proceed they must have read and understand the rules. Each potential authorizer needs to be asked the question (rule **3.7.6.2** in the Atlantian Book of the Horse): “Have you read and do you understand all the rules?” If the answer is no, their authorization will be terminated at that time.

Each person attempting to authorize needs to show safety and competency at:

1. How to approach and move around the equines
2. Handing off/ receiving a minimum of the ring lance and sword.
	1. Lance tip should be up and away.
	2. Swords should be handed hilt-first.
3. Quickly moving out of the way
4. How to set/ reset the games or who to ask if they are unsure.
5. How to score the games or who to ask if they are unsure.

**Equestrian Marshal 101**

**Outline**

1. Equestrian Marshal (EqM) Responsibilities
	1. Safety
		1. List Field
			1. Minimum amount of space (depends on activities to be held)
			2. Condition of field.
			3. Equipment for Games/other Competitions
		2. Inspections
			1. Weapons/ armor (We do not inspect Tack, unless requested)
		3. Approved vs not approved SCA activities
			1. Approved: Mounted Games, Jousting, Trail rides, Simulated hunts, Demos
			2. Unapproved: Using live animals for targets and live steel for combat.
			3. Special approval is required for using any non-equine animals.
		4. Unacceptable or unsafe horse/ person behavior
			1. Conflict Resolution (See SCA Eq Handbook, Appendix 3)
			2. Procedures for going up the chain
	2. Authorizations
		1. Need appropriate Eq Marshal to **Run** different Authorizations
			1. EqM: (aka Cavalry M) Ground Crew, General Riding and Lancer
			2. EqC: Jousting, Crest Combat and Mounted Combat
			3. EqMA: Mounted Archery
			4. EqD: Driving (not currently used in Atlantia)
			5. Note: Any EqM can act as the 2nd marshal for all authorizations.
		2. First question is always: “Have you read and do you understand all the rules?”
		3. What to look for (Safe conduct)
	3. Running the field
		1. Running tournaments/competitions
			1. Equipment needed
			2. Scoring
			3. Ground crew needed
			4. Making it fun
			5. Time between competitors
		2. MoL
			1. All participants (GC, marshals & riders) must sign in
			2. No unauthorized people on the field
			3. MoLs Process all Authorization paperwork
		3. Emergencies
			1. Hold/Halt/Rider Down
			2. EMS response on the eq list field (have contact info handy)
	4. Teaching GC 101
	5. Event Planning (EqMiC)
		1. Working with MoLs, Event MiCs, and Autocrats
		2. Obtain/Post required Eq signage
		3. Site Rules (check with Autocrat)
		4. Boundaries of horse areas
		5. Overnight care of horses
			1. Eq Marshal presence on site
			2. Requirements for monitoring horses
		6. Rental Horses (See SCA Eq Handbook, Para. V.B)
		7. Need appropriate Eq Marshals to **Run** different activities (Same as for Authorizations, see 1.b.i. above)

Note: All EqM can assist during all activities.

* + 1. Running practices (Note differences between Official SCA Practices and Non-sanctioned practices (Open Barns))
	1. Paperwork
		1. Extra Equestrian Insurance
		2. Waivers
		3. Event/ practice Reports
	2. Keeping up with rule changes (Discuss any recent changes)
	3. ***Eq marshals must attend the Unevent Eq Marshal meeting or Eq Marshal 101 class every 2 years to maintain their warrant***