



# Guidelines to fulfilling the requirements of starting a New Group (Branch), as stated in Corpora.

## Part 1 - Determine whether a Group is viable in your area.

### This will involve:

- Meeting with all people interested in forming the new group.
- Deciding the area you wish the group to encompass. In Australia, we use postcodes to define group areas, in New Zealand, telephone area codes, or geographic areas.
- Checking to see if your area is currently claimed by any neighbouring groups, (if you are unsure who your neighbouring groups are, ask the Lochac Seneschal).
- Meeting with the Seneschals and Baron/ess' of any neighbouring groups to inform them that you wish to form a new group in the proposed area. If the area you want is claimed by another group, you will have to create a written statement signed by both parties as to the distribution of lands. If you wish to form a Canton or College within an existing group, you will need to get permission of the Seneschal and Baron/ess.
- Formally asking one of your neighbouring groups to be your Supporting Group while your new group is forming. As the new group will have no official SCA standing until the petition process is completed, you will need the support of a Supporting Group if you wish to hold events etc. If you are forming a College or Canton, your Supporting Group will be the branch that your group falls within. If you don't have an existing branch nearby, contact the Lochac Seneschal.
- Elect a proposed Seneschal for the group. This person will be the main point of contact between the Lochac Seneschal and the group and will be responsible for co-ordinating the group's paperwork to become an official SCA group.
- Once you have determined the postcodes, (geographic area in NZ) you wish your new group to claim, have consensus from the people in the area that they want the group to form, and have found a supporting branch, you need to complete the following forms:
  - \* Proposed Group application form.
  - \* Proposed Group Petitions (2).
  - \* Agreement between the Supporting Branch and Proposed Group. This form needs to be completed by both parties. Read the duties and responsibilities of supporting and proposed groups thoroughly (see pp52-56 of the Seneschal's Handbook at <http://www.sca.org/docs/seneschals-hb.pdf>). If you have any questions, please contact the Lochac Seneschal.
- Submit all these forms to the Lochac Seneschal. You are now a Proposed Group of Lochac. Your group and seneschal details will be published in Pegasus (Lochac Newsletter).

## Part 2 - Getting the paperwork together.

### Registering an SCA Group (Branch) Name and Device:

- First of all, talk to the Crux Australis Herald. He will be able to give you advice on how to go about registering a Group Name. Getting a Group Name registered can take several months, therefore it is essential that you talk with the Crux Australis Herald so that he can advise you on what name can be registered BEFORE you get too attached to any one name.
- Groups below Baronial level are not required to register a device but it is a good indication of how keen the group is. A Group name must be registered before a device can be registered, though you can submit both at the same time. The name is the most important as no petition for Official SCA status will be accepted without a registered name.

### **Membership:**

- You will need at least 5 subscribing members. In Australia/New Zealand, this means sustaining or contributing members (i.e. those who receive Pegasus). Associate and Family members do NOT count towards official member numbers.
- All officers within the group must be subscribing members.
- It is recommended that you try to exceed the formal requirements for membership.

### **Officers:**

- You need 3 officers. . . . A Seneschal, a Reeve (treasurer), and one of the following; a Herald, a Marshal and/or a Minister for the Arts & Sciences. Groups are encouraged to fill all of these positions.
- From Corpora, section VII: Kingdom, Principality and Local Officers Warranting/Rosters:
  1. Local Branch (Group) Officers may be officers in their own right, or be deputies of officers of a Supporting Branch. Until a branch is proclaimed by the Crown, its officers must be deputies of their counterparts in the Supporting branch.
  2. Before a proposed officer can be placed on a roster or warrant, he/she must have a membership that provides immediate access to the corporate newsletter for their area.
- What that means is that your officers must contact their counterpart in your Supporting branch and become their deputy. It also means that your officers must be members.

### **Part 3 - Application and Petition for Official SCA status.**

- Once you have all your paperwork together, you need to complete the application to become an Official SCA Branch, along with the relevant petitions.
- You will also need a letter of support from your Supporting Branch. As you will be reporting through this group, they will have a good idea of whether your group is ready to become an Official SCA Branch.
- Submit the application form, petitions and support letter to the Lochac Seneschal. Once the Crown has approved the application, the Group becomes an Official SCA Branch.