

Fighter Support SOP'S (Updated 2024)
(Standard Operating Procedures)
FOR GULF WARS

To be the Head of Fighter Support for an event the size of Gulf Wars you will need to be highly organized, understand budgeting, have great inter-personal skills and be willing to sacrifice your time for the year before and the entire week of Gulf Wars. This is a highly fulfilling job and when it is done correctly, is not nearly as awful as it sounds! ☺

As a minimum, you will need to have served as a shift leader for Gulf Wars and have at least one year of Fighter Support experience behind you. The optimum experience means you will have served as Deputy to the HFS at Gulf Wars and will have been in charge for smaller events and at least one smaller war for your Kingdom. This handout is just a guideline for the job. As HFS for Gulf Wars you will bring your own unique style as well as your own ideas to the job. As long as it is beneficial to the participants of the war, you can't go wrong.

Remember, Gulf Wars has four primary Kingdoms involved. Utilize the expertise that the other Kingdoms have to offer and don't be afraid to "push" for help from them. This is THEIR war as well as yours!!

12 Months till Gulf Wars (end of MARCH)

- 1.) Contact the autocrat of the Gulf Wars that you will be HFS for. You should have this knowledge at least a week AFTER the latest GW. (Technically, the autocrat should have chosen you for the job!) ☺
- 2.) If this is your first time as HFS for GW, contact the previous HFS and discuss their experience with them. Ask them what went wrong, what went well. Utilize their experiences! They will most likely have handouts, forms, paperwork and suggestions for you.
 - 3.) Contact the Kingdom HFS of the other related Kingdoms. Introduce yourself and let them know you will be the HFS for the upcoming GW. This war consists of Trimaris, Meridies, Ansteorra, and Gleann Abhann. Remind yourself and them that it is never too early to start preparing for GW!
- 4.) Make sure you are on the list group (if one has been established) for Gulf Wars staff. Contact the GW Autocrat if you need to be added.
- 5.) Start saving 2 liter bottles and reach out to other Kingdoms for donations.
- 6.) Begin thinking about Gulf Wars but don't stress it just yet.

8 Months till Gulf Wars (AUGUST)

- 1.) Stay in contact with your Autocrat.
- 2.) Keep saving 2 liter bottles!
- 3.) The Fourth Company of Calontir will have their own set-up. They are considered members of the Calontir army and are absolutely fantastic when it comes to Fighter Support, helping out

and pitching in wherever they can. They will typically bring some of their own supplies, including coolers, bottles, tables, and of course manpower. We will share a water source at the main tent. We have a water splitter for these purposes.

- 4.) Take stock of the supplies you have available in storage for Gulf Wars. If possible, find out from the autocrat what your budget is. Costs have gone up, and we are trying to get long-term equipment, so that one day the only thing needed will be perishables.

6 Months till Gulf Wars (OCTOBER)

- 1.) Stay in touch with your Autocrat.
- 2.) Continue saving 2 liter bottles!!
- 3.) Get a deputy!!! This is very important. Should something happen to you; a back up plan is necessary. Make sure your deputy is included in all your correspondences.
- 4.) Follow all the instructions that the autocrat gives out. This includes deadlines for “flyer” blurbs, and timelines for volunteers. Remind the autocrat that the majority of your volunteers will show up at the last minute.
 - 5.) Start looking for a fighting schedule but don’t stress if it’s not done yet. Start asking the autocrat and the Earl Marshal when you will see this.
 - 6.) Get your contact information to the web minister for the Gulf Wars web page as well as the person in charge of Gulf Wars publications.
 - 7.) **Check with inventory to see supplies, equipment and leftover Gatorade from the previous year.**
 - 8.) **Get in touch with Gulf Wars Supplier to help with ordering your food, supplies, and equipment. The Supplier can order supplies for you ahead of time for you to pick up at the event. Some items cannot be ordered through Sam’s Club and will need to be ordered ahead of time separately. (refer to Equipment and Supplies listed below)**

5 Months till Gulf Wars (NOVEMBER)

- 1.) Keep in contact with the Autocrat.
- 2.) Save even more 2-liter bottles!!!
- 3.) Start advertising for help in your Kingdom newsletter as well as your local e lists, local newsletters, anywhere your voice or printed word can be seen!
- 4.) Start advertising for bottle donations. Reach out to other Kingdoms for people attending Gulf Wars to bring 2 liters bottles with them as well.
- 5.) Send in your pre-reservation form! As HFS, you MUST arrive early on site to get all your areas set up.
 - 6.) Create your “early-on” list and make sure they pre-register.
 - 7.) Keep your early-on list to a minimum of the early-on list. (The early-on is for getting the site set up prior to site opening for Gulf Wars on Monday. It is not an excuse to get on site early and slack off. Some people will ask you to get them on early for this reason. They MUST work if they are to be let on.

Early-on is not a privilege, but a responsibility!)

4 Months till Gulf Wars (DECEMBER)

- 1.) Keep in touch with the Autocrat.
- 2.) Continue saving even more 2 liter bottles!!
- 3.) Keep advertising in Kingdom newsletters, email etc...for volunteers and 2 liter bottles!
- 4.) Start pressing for a fighting schedule! You will need this to lay out how many shift leaders you need as well as when and where all the fighting is going to be scheduled.
- 5.) Start outlining your areas of responsibility:
 - Check with each department about their needs. These are the top departments to check with, but please **check with all departments to see if they require coolers:**
 - a. Heavy Weapons – Fort
 - b. Rapier – Rapier Field
 - c. Youth Combat – YC field Youth Combat - Fort
 - d. Archery/ Live Weapons
 - e. Volunteer Tent
 - f. Artisan’s Row
 - g. Performing Arts
 - h. European Dance

3 Months till Gulf Wars (JANUARY)

- 1.) Keep in touch with your Autocrat. Make sure they know you will need the “utility” golf cart and ensure they have made arrangements for that.
- 2.) Gotta keep saving those 2 liter bottles!!!!
- 3.) Continue to advertise in your newsletters, email, etc...for help AND 2 liter bottles!
- 4.) You MUST have a final fighting schedule by now!! mean??? Create your schedule. Start assigning shift leader positions to those volunteers that you have already gotten. (NOTE: check out volunteers first if you don’t know them. They might exaggerate their experience and then you have a “newbie” in charge of the Fort Battle on Saturday. That would be a big NO-NO) When scheduling your shift leaders, get their SCA name, their Kingdom, and where they are staying on site (i.e. camping with what household, group, etc...) This will help you at the war to try and track them down!! Shift leaders need to be aware that they MUST show up for their shift at least one hour early. This will help with a smooth transition.
- 5.) Start thinking about how you are going to get all those 2 liter bottles to the war!
- 6.) Make sure you will be able to get to Sam’s Club in Hattiesburg on Saturday or Sunday before the war. (i.e. do you have a Sam’s card or someone you know that is going to be on site early have one?)
- 7.) If you do not have a truck or large vehicle to transport FS inventory, check with Public Works to see if they are able to help you unload.

2 Months till Gulf Wars (February)

- 1.) Check with your autocrat AND Earl Marshal. IS THE FIGHTING SCHEDULE YOU HAVE THE ABSOLUTE FINAL PUBLICATION? (I found out at the last minute that mine wasn't and it required some last minute hair pulling. Don't let this happen to you!
- 2.) Keep saving those 2 liter bottles and the little bottles!
- 3.) Advertise, advertise, advertise! Plead, beg, cajole, wheedle, do what needs to be done to get those volunteers and those 2 liters!!!
- 4.) Start arranging with your drop dead to be HFS for at least ONE day of the war. You will need that day off, trust me!
- 5.) Start thinking about your food needs! After working all day it can be difficult to muster the energy to fix dinner. (or even get lunch!!) so start thinking about meal plans for the war. There is a diner on site that serves breakfast, lunch and dinner for reasonable prices – this is always an option. **Make sure you take care of yourself!!!!**

1 WEEK BEFORE THE WAR (MARCH)

- 1.) Make sure all your paperwork is in order and make 2-3 copies (preferably laminated) of the following:
 - a) Fighting Schedule
 - b) Current Site Map (Used to mark cooler locations)

D-DAY (MARCH)

- 1.) Make sure the autocrat knows where you want the Main Point at the Fort. It needs to be set up to the left of the Heavy Combat Marshall Tent.

PURCHASING EQUIPMENT AND SUPPLIES

Before ordering, please check inventory. Check on Saturday/shop for supplies Sunday

Use your budget to get the following supplies (correlate with the GW Supplier)

- a. Pickles (Sam's Club): 8-10 jars- save the pickle juice to put in bottles
- a. Oranges (Sam's Club): 3-4 bags
- a. Goldfish or Cheez Itz (Sam's Club): 2-3 boxes
- a. Animal Crackers (Sam's Club): 2-3 boxes
- a. Pretzels (Sam's Club): 3-4 bags
- a. Gatorade (NEVER order red gatorade. Order at least 2-3 flavors to allow options for allergies or preferences: Orange, blue, yellow, green. etc.): 20-30 containers. LABEL each lid with the year date purchased with permanent marker. They can only be stored for up to 2 years before they must be thrown away. ALWAYS use the gatorade stored in inventory first.
- a. 28mm Push-Pull Bottle Caps (150 minimum)
- a. Steramine tablets (will need to be ordered ahead of time): 150 tablets
- a. 2-3 different colors duct tape (used to label gatorade coolers and pickle bottles)
- a. Sponges (7 minimum, 1 per day; throw away used sponges at end of war)
- a. 55 gallon black trash bags
- a. Black and blue permanent markers, small and large tips

a. Snack size ziplocks (250-500), Quart ziplocks (100- 150), & Gallon ziplocks (50):
Determine how you are serving food before purchasing. Serving directions will be described in “Prepare Snack Section” below.

- a. Disposable gloves: Large and medium size
- a. 10-15 small bales of hay (this will help prevent the ground from becoming muddy)
- a. Ice: 4-5 small bags (you may need to replenish during the week)
- a. Request 6 chairs so you and your team may have a place to sit/ prep
- a. Hand Wipes/ handsanitizer
 - a. Paper Towels

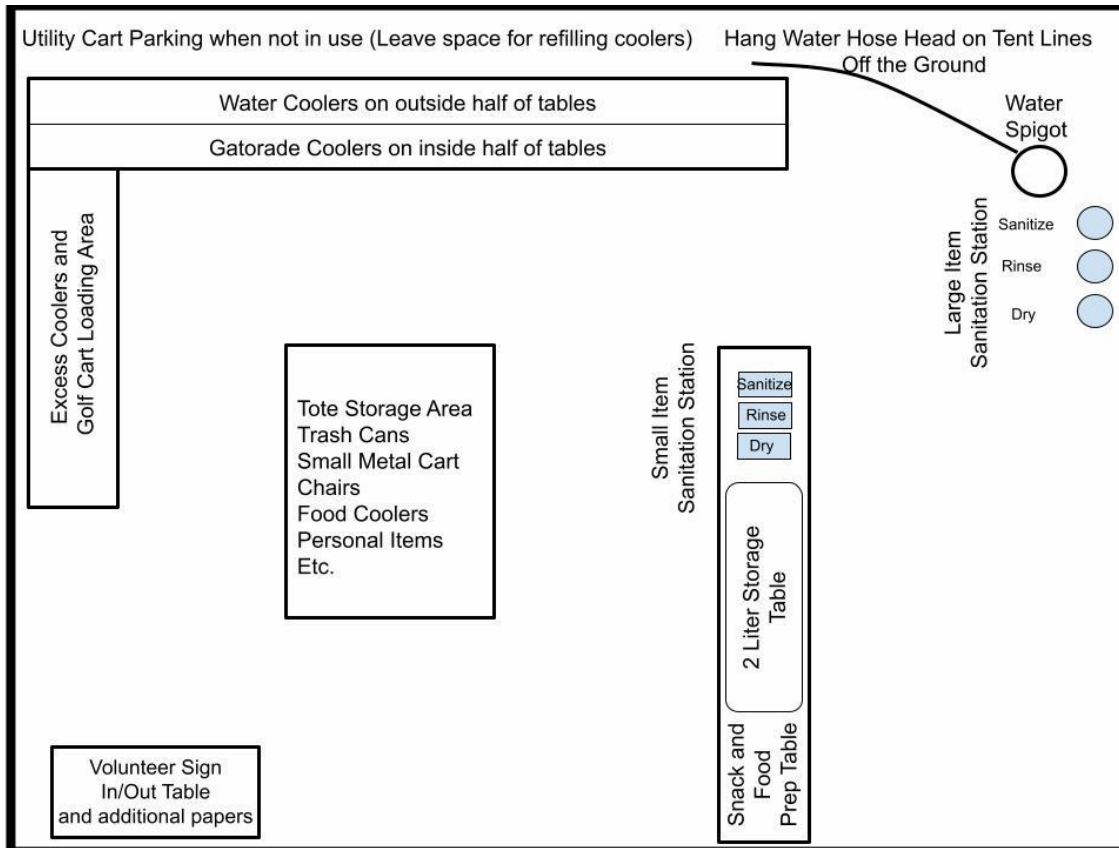
*Note: Depending on how supplies last, you may need to make a run mid week to resupply.
Varies based on temperature, numbers, and fighter preferences

AT THE WAR: FRIDAY-SUNDAY

- 1.) Arrive as early as possible and get your personal gear set up. After all, you need a place to sleep don't you?
- 2.) Begin by going to inventory and checking out all of your gear with the clerk. -You will need a vehicle for this, preferably a truck or a vehicle with a lot of space to transfer coolers and tables! If you do not have a vehicle for this, see if someone from Public Works can help you.
- 3.) Take all inventory equipment to the main waterbearing station near the Fort. Contact the public works crew to bring inventory down, if needed. Inventory will be at the very back of the storage containers. FS Tables will be marked with a blue water drop marked on the top of them.
- 4.) Pick up a utility cart and walkie talkie from Watch. You cannot use a regular cart because filled coolers cannot be transported on them. If anyone says anything different, use a walkie talkie and contact the Autocrat.

SETTING UP FIGHTER SUPPORT MAIN STATION

Use this template to set up and organize your station for optimum use.



SANITIZING EQUIPMENT

1. Sanitize all coolers, lids, tables, and equipment with Steramine. Scrub with sponges as they will be nasty from being in storage for 1 year.
 - a. There may be coolers with duct tape on them, these are gatorade coolers. Remove the duct tape before putting them through the sanitation process. We don't want nasty year old duct tape on the coolers.
 - a. Each cooler gets a steramine tablet. Tablets must be fully dissolved and stirred throughout the cooler. Run water through the nozzle and sterilize the outside by wiping them down with steramine sponges.
 - a. Use 3 buckets and 3 small storage containers for sanitation of small equipment. How to use: 1 bucket/container with steramine, 1 bucket/container with water to rinse, 1 bucket/container empty to hold clean items. Leave items in sanitizer for a minimum of 1 minute.
2. Bottle Caps: Anytime when a bottle cap has contact with the mouth, it MUST return back to be sanitized. FS is a no contact service and users must squirt water/gatorade into their mouths without touching or use a container to pour into. Use the 3 small containers to sanitize, rinse, and dry store.
3. Dropped items: if any coolers, lids, or other equipment fall on the ground, they must go through the entire sanitizing process.
4. Anytime a cooler is traded out from another point, wipe it down and sanitize the nozzle. This is to ensure all coolers are clean and limit germs spreading.

FILLING COOLERS AND PREPARING SNACK FOODS

1. Before touching any food or drink products, make sure you and all volunteers sanitize their hands.
2. Make sure all sanitized coolers are separated into 2 categories: Water and Gatorade. Separate them on the tables so all Water coolers are on one side and Gatorade on the other. This helps prevent gatorade from being accidentally put into a water cooler.
3. Label the Gatorade coolers with different duct tape for each flavor. If you have 3 flavors, you use 3 different duct tapes. This is to help prevent allergic reactions and you can see what kind of gatorade is in the cooler at a glance. Try to keep the flavors all together to prevent mixing flavors.
4. If a Water cooler is accidentally filled with gatorade, it cannot be used for water again until completely washed out and sanitized.
5. Pickles: cut into bite sized pieces (approximately 1 inch size pieces)
6. Oranges: cut into 6-8 slices
7. If using snack sized ziplock bags, put ½ cup servings of products inside each. If using quart sized bags to serve, fill each bag ½ full. If you aren't doing individual servings, Oranges and Pickles use the gallon sized bags: fill ½ only.
8. Store all dry food into a tote and store the pickles and oranges into the iced storage cooler until serving.
9. Give empty pickle jars to Artisan's row, for the dyeing classes.

TRANSFERRING COOLERS & ITEMS TO DESIGNATED POINTS

1. Before War, you should have a list of department locations which require water coolers.
2. Mark the designated locations on copies of the GW site map. This helps you keep track of where coolers and food bowls are.
3. The utility cart is used to transfer the coolers, you cannot use a regular golf cart to safely transport coolers. The utility cart can hold up to 6 coolers in the back.
4. Depending on weather, always check the department locations at minimum twice daily, mid morning and mid afternoon. This way there should always be a consistent supply of water for those locations. Bring a copy of a site map to help guide you to locations if needed.
5. If the cooler is less than half full, replace the cooler with a full cooler. Return the used cooler for sanitization.
6. If food is sent to another location, use the large bowls to transport them. The bowls will need to be sanitized when they return to FS main point.

AND NOW THE WAR!!!!

- 1.) You will start your days at least 1 hour PRIOR to any scheduled fighting. I highly suggest at least an 1 ½ . You will spend this time delivering to all the Points that have designated coolers.

- 2.) Ensure that your FIRST shift leaders of the day know that they must open the waterbearing points and need to be there at least 30 minutes PRIOR to the scheduled fighting.
- 3.) Check your schedule each night before. Know when and where you will need to be.
- 4.) Ensure that your end of the day shift leader knows to have everything sterilized and cleaned out at the end of their shift. This is very important because you should start the day with a clean set up!
 - 5.) Keep your Golf Cart maintained. Announcements will be made over the radios about when and where to take your cart for service.
- 6.) HOWEVER, by Thursday, things will be ramping up and your time will start getting hectic. The end of the week can be very hectic, as you must start break down on Friday, so that everything can be clean when it goes back to inventory.
- 7.) After the Friday battles are over on the field – enlist the aid of some volunteers to go around and pick up the trash and empty bottles that were left lying all over the field. This will help out with the set up of Court!! And, we shouldn't leave our mess for others to clean up.

RAVINE BATTLES (HEAVY, RAPIER, & YOUTH)

- 1.) Ravine: there are two sides to the ravine. Check with the Marshalls to find how the battle will be fought. This will determine your remote placements.
 - a.) Heavy combat has 2 water stations
 - a. Rapier combat has 1 water station (Near Marshall's Tent)
 - a. Youth combat has 1 water station if they require aid (ask the youth marshall)
- 2.) 2 Station Set-Up: 1 by the Marshall's Tent and the other near Calontir camp.
 - a. Start setting up 1- 1 ½ hours ahead of these battles.
 - i. You will need to transport:
 1. 2 tables
 2. 10-12 coolers
 3. 6 bowls of snacks
 4. Volunteer Sign-in sheets/ pens (2 sets of these)
 5. 8 pallets of 2 liter water jugs/ 4 pallets of gatorade
 6. 2 ziplock bags with clean bottle push/pull tops
 7. 4 ziplock bags of pre measured gatorade servings for coolers
 8. Hose/ Splitter if needed
 9. Pop-Up Tent (For Remote Area)
 10. Trashbag
 - a. NOTE:Speak with Calontir about using their water for the Ravine battle. Make sure they are aware of your presence. Work with the Marshal- In- Charge to ensure you have access to water.
 - a. For the main Heavy Weapons ravine battle, supply at least 3 coolers of water, 2 coolers of Gatorade, 1 bowl each of food types, 4 pallets of water bottles, and 2 pallets of gatorade at each point of the ravine.
 - a. Have someone you trust to run the remote location at the 2nd point. They will be isolated until the battle is over.

- a. You will be driving back and forth to the main point to keep the Marshall point supplied. You will need volunteers there to do all the “behind the scenes work” such as slicing pickles and segmenting oranges, as well as running the FS points while you are driving the utility cart.

FORT AND FIELD BATTLES (HEAVY, RAPIER, & YOUTH)

1. Check with Marshalls to see how the battle will be fought. This will determine your remote location.
2. Start setting up 1-½ hours ahead of these battles.
 - i. You will need to transport:
 1. 1 table
 2. 5-6 coolers
 3. 3 bowls of snacks
 4. Volunteer Sign-in sheets/ pens
 5. 4 pallets of 2 liter jugs/ 2 pallets of gatorade
 6. 2 ziplock bags with clean bottle push/pull tops
 7. Pop-Up Tent (For Remote Area if needed)
1. There are no water spouts at the field or fort, you will need to restock the remote points by loading the utility cart and bringing it to them if needed. Have a volunteer come to the main point to let you know if they need a restock.
 1. Fort Remote Station is usually placed at the Siege Weapons tent. Ask before setting up if it is ok, usually they are! This means you won't have to set up the pop-up tent. To restock, drive around the outside of the fort or use the roads to go around the battle.
 1. Field Remote Station: There is a large tree “Tree of Slack” across the field that you can set up the remote location at. To restock, drive around the fort and past siege weapons to come behind the battle. Always check with the Marshalls about the safest location.

FRIDAY- SATURDAY – LAST DAYS OF THE WAR

1. Start breaking down on Friday. Don't refill coolers and start cleaning and sanitizing as much as possible. Leave at least 6 water coolers and 3 different flavored gatorades available for Saturday, Mother of All Battles
2. After Mother of All Battles, start shutting down. All coolers and equipment must be sanitized and dried before going into storage.
 - a. NOTE: Volunteers seem to be in short supply by this time so try to remind them each day that you will still need help on Saturday!
- 3.) Enlist the aid of volunteers to scourge the fields (Hastings & Fort) for trash.

NOTE: - No matter what anyone says – Fighter Support gets to keep their golf cart through Saturday to help tear down and transport everything back to inventory!!!
- 4.) Leave the duct tape on the gatorade coolers so they can be identified next year.
- 5.) Throw away all push tops used and store the remaining. This prevents bacteria and mold build up in the used tops. Also throw away any opened gatorade containers. They will not be good in storage.
- 6.) Write the year date on the tops of all unopened gatorade containers to be used the next year. Please include the number of gatorades left over in the inventory list. They can be stored in the small green metal cart and inside the dry coolers.

SUMMARY

As I said before, this is only a guideline to being the HFS for Gulf Wars. What works for me may not work for everyone. Bring your own style and flair into the job and have fun!

Make sure you say “THANKS” as often as possible to your helpers. This is a volunteer organization and there can never be enough “Thank You’s” said to people. If you have the means, try to have a small little “token” of thanks for your helpers. Beads, buttons or any kind of trinket is well received because it shows you really do appreciate their hard work!

Be sincere, honest and helpful. Try to always keep your cool and handle difficult situations in private, not public. Let your deputies and shift leaders handle things the way they want to and only step in when they ask for help or if the situation is getting out of control. You should be able to trust your Deputies/Shift Leaders – if you don't, you may want to re-evaluate your choices.