

**Gulf Wars Rapier
Marshal-in-Charge Standard
Operating Procedure (SOP)**

Purpose

Roles and Responsibilities

Rapier Marshal in Charge

Deputy Rapier Marshal

- Conduct Count of combatants prior to point
- Conduct Count of Spears Prior to Point
- Inspect Spears Prior to Point

Rapier Marshal of the Day (RMoD)

- Staff the Inspection Point (Rapier Field)
- Sign out all equipment
 - White Boards
 - Stickers
 - Bull Horn
 - Radio
- Provide Marshals for all War Points that day
- Ensure the Battles Happen on time
- Escalate Incidents to the RMiC
- Update schedule at rapier field
- Update the Scenario Information Board
- Collect Incidents from Non-War Point Tournaments and Events
- TRACK VOLUNTEER POINTS

Kingdom Rapier Marshals (Treaty Kingdoms)

Incidents Marshal

- Track all incidents that occur during Gulf Wars Rapier

- Expedite field marshals and the RMoD in recording incident details and returning combatants to combat

Inspecting Marshals

- Conduct inspections at the rapier field or in camp if authorized by the RMiC
- Conduct all inspections in accordance with the Society Fencing Manual and the Gulf Wars Rapier Conventions
- Use only Gulf Wars approved inspections stickers
- Arrange inspectors from the fighter's kingdom if possible
- All stickers must include:
 - Year
 - Marshal's Medallion Number
 - Participant Medallion Number

Field Marshals

Pre-War Preparation

1. **Select Deputy:** Choose a deputy and involve them in all phases of preparation. Ensure they are copied on all important correspondence and decisions.
2. **Coordination:** Work with the Kingdom Rapier Marshals of Gleann Abhann, Meridies, Ansteorra, and Trimaris on rules, conventions, and war point issues.
 - Start determining who the Generals for each treaty kingdom and begin coordinating with them as well.
3. **Scenario Finalization:** Treaty kingdoms are responsible for determining the scenarios. Make sure to nudge them regularly.
4. **Pre-War Booklet:** Submit content for the pre-war booklet by the specified deadline.
5. **Scheduling:**
 - Coordinate with the Scheduling Department to start adding rapier activities to the Gulf Wars Calendar
 - START to Collect Activities using a google form or other method NLT the AUGUST prior to war.
 - Prioritize war point and royal sponsored activities.
 - Next, prioritize traditionally hosted Gulf activities (refer to appendix).
 - Offer any remaining time slots to other kingdoms' marshals.
 - Creatively fill any remaining time slots.

- Ask that non-war-point Rapier/C&T events are CC'd to rapier@gulfwars.org or fill out the form online.
- 6. **Activity Leadership:** Ensure each activity has a designated Marshal-in-Charge with sufficient staff. For War Point Battles, the Marshal-in-Charge should preferably be from Gleann Abhann or Meridies.
- 7. **Web Information:** Either publish the necessary information on a personal webpage or provide it to the Gulf Wars web-minister for publication on the Gulf Wars website.
- 8. **Staffing:**
 - Ensure early-on staff meet the following criteria:
 - Willingness to assist with set-up beyond rapier activities.
 - Ability to arrive early enough (Friday for a good night's rest before Saturday).
 - Pre-registration using the early-on staff form.
 - Prioritization of war set-up over personal camp needs.
 - Commitment to participate in Sunday breakdown until completion.
 - Pre-register yourself and all early-on staff for the war.
- 9. **Schedule Finalization:** Finalize and post the schedule.
- 10. **Water Bearing Coordination:** Coordinate with the Water Bearing Guild and ensure they are aware of the rapier schedule.
- 11. **RMoDs:** Line up one RMoD per day plus alternates and submit the list to the Autocrat.
- 12. Schedule **Setup crews** with recruitment (recruitment@gulfwars.org):
 - The Saturday before war starts
 - 1 hour prior to each war point (if setup is required)
- 13. **Inspection Point:** Schedule Rapier Inspectors for each morning
- 14. **On-Site Booklet:** Submit the final blurb for the on-site booklet.
- 15. **Forms and Procedures:** Update and post forms and procedures as necessary.
- 16. **RMoD Book:** Create a book including:
 - Job description for RMoDs.
 - RMoD roster/schedule.
 - Rapier activities schedule.
 - Blank activity forms.
 - Volunteer voucher forms (to be obtained on-site).
 - Land forms (to be obtained on-site).

Set-Up Weekend

1. **Friday:**
 - Check in with the Autocrat.
 - Obtain a radio.
 - Confirm temporary bunking for early-on staff.
 - Check out all flags, marshaling staffs and equipment

2. **Saturday:**

- Ensure early-on staff are fed, hydrated, and available to work, maintaining their well-being.
- Coordinate with Land Staff for Rapier Field Pavilion placement and ensure compliance with policies and procedures.
- Consult with the Volunteercrat for this year's policies and procedures, and pass this information to RMoDs.
- Attend all staff meetings or send a deputy.
- Maintain staff morale with a traditional visit to O'Flaherty's.

During War

Sunday Morning

- Confirm the presence of RMoDs.
- Hold a meeting with all on-site RMoDs to review responsibilities and procedures.
- Issue KRMs their inspection stickers
- Meet with Generals to confirm scenarios
 - i. Do the commanders wish to even sides?

Daily Responsibilities

RMoD

- Sign out Radio
- Check in with Rapier One
- Oversee Each War Point and Non-War-Point adult rapier event
- Ensure each war point has appropriate number of marshals
- Submit the Following Reports to Rapier One:
 - i. Injury Reports
 - ii. Incident Reports
 - iii. Volunteer Hours

Rapier One

- Assist the Earl Marshal's crew with moving hay bales as needed.
- Encourage volunteers to assist in various war activities.
- Check on the status of any injuries from the previous day.
- Allow time for personal well-being to maintain sanity and efficiency.
- Turn in reports

- Attend General's meetings to answer any questions

Before Each War Point

- Rapier One, Two and Setup Crew arrive a least **1 hour prior to setup** the scenario.
- Commanders and Marshals Huddle 30 Minutes Prior
 - i. Discuss DFB Rules
 - ii. Discuss Spear Rules
 - iii. Discuss the Scenario
 - iv. Discuss and Marshalate Concerns
 - v. Remind Commanders to echo these discussion points to their units
- Inspect all Spears
 - i. KRM verify each spearman
- Assign Special Marshals to oversee teams that are difficult to distinguish
- Get a count of each army and even sides if the generals have agreed to this.

After Each War Point

- **Generals, KRMs and Rapier One** meet with:
 - Review the Incidents with the **Incidents Marshal**
 - Finalize the next scenario
 - Ensure the Setup Crew is Ready for the next scenario

Last Saturday:

- Remind the breakdown crew to start packing personal gear for efficient Sunday cleanup.
- Compile a brief report for the staff meeting.

Final Day (Sunday)

Breakdown

- Pack personal equipment and tents.
- Organize the breakdown of battlefields, ensuring all equipment is accounted for and damaged items are set aside.

Final Tasks

- Attend the staff meeting with your deputy.
- Conduct a final sweep of the Rapier Field for lost items and submit them to Security.
- Return all radios.

Post-War

1. **Report Compilation:** Compile a comprehensive final war report and submit it to the Autocrat, Earl Marshal, Gleann Abhann KRM, and Society Rapier Marshal within two weeks.
2. **Acknowledgment:** Thank all staff, RMoDs, and Activity Marshals for their hard work.

Appendix

- **War Point Elements:**
 - Champions Tourney
 - Field Battles
 - Woods Battle
- **Traditional Tourneys:**
 - Rose Tourney (Ansteorra)
 - Trimarine Tourney
 - Novice Open (Meridies)
 - Torchlit Tourney (MidRealm)
 - Renown Tourney (Thorny Ivy)
- **Traditional Melees:**
 - Siege Battles
 - Town Battles
 - Tavern Brawls (Thorny Ivy)
 - Verona Brawl (Meridies)
 - The Trench

Appendix A - Incident Definition and Escalation

Incident Definitions:

The Rapier Marshal in Charge (RMiC) will consult with the marshal reporting the incident to determine the exact incident that occurred. The RMiC is the final authority for determining what incident occurred.

- **Stout Not Excessive Strike:** Strike witnessed by or reported to a marshal using force considered to be beyond that being necessary but not meeting the definition of Excessive.
- **Excessive Strike:** A strike, witnessed by or reported to a marshal, causing the head to rock backwards, substantial bruise or an injury that requires the combatant receiving the strike to leave the field.
- **Non Safety Related Rules Violations:** Violation of the scenario rules that do not pertain to safety; moving in an area that is off limits, not calling valid strikes, non-chivalrous behavior etc.
- **Safety Related Rules Violation that Does Not Result in an Injury:** Any safety rules violation witnessed by a marshal or reported to a marshal that did not result in an injury.
- **Safety Violations Resulting in an Injury:** A violation other than strikes (see above), witnessed by or reported to a marshal, that causes an injury on the field; running into another combatant, wrestling blades or other parts of a combatant's gear, purposefully pushing or shoving other combatants, etc.
- **Equipment Failure:** Abnormal Failure of any Equipment; tip blown through, mask failures, broken blades.

Incident Escalation

Type of Incident	Marshal Action by Number of Occurrences		
	First	Second	Third
Stout Not Excessive Strike			

Excessive Strike			
Non Safety Related Rules Violations			
Safety Related Rules Violation that Does Not Result in an Injury			
Safety Violations Resulting in an Injury			
Equipment Failure			