

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

**2025 NO GROUPS WILL BE ON PROBATION  
FOR NUMBERS ISSUES Due to the new occupancy structure  
(existing issues from other encampment violations DO carry over)**

#### DEPARTMENT OFFICES

- **Landcrat** – Gulf Wars Land Department Head. Serves 3 years (2 years as Department Head and then 1 year as Drop Dead under the new Head)
- **Land Deputy** – Deputy to Land Department Head, training to step up as replacement and assist with handling Land issues onsite if Landcrat is immediately not available, especially in an emergency. Serves 2 years then step up as Head.
- **Pavilion Liaison** – Deputy to Land Department, handles requests for field pavilions and placement of same. Serves 2 years, must have a replacement deputy in training for 1 year to take up the office
- **Cartographer** – Deputy to Land Department, this position currently has no term limit, however, a replacement deputy in training to assist onsite and with upkeep and updating as needed is required. Cartography works exclusively with Department heads who need maps created and with the Autocrats. This is to remove all potential for conflicting information by keeping the information exchange between officials of the war.
- **Head Liaison/Deputy Liaison** – Encampment Contacts, Acts as the liaison between camp/group and Land. Unlimited term – chosen by the camps, each camp must have a head liaison and a deputy to ensure there are always contacts for the camps. It is required for one of these individuals to be on site for war OR have an appointed, in camp, contact on record for those years if neither liaison nor deputy can be present. Only the Head Liaison can officially make changes to liaison records and relay information to and from the camps to Land. The deputy may assist on site and in case of an emergency serve to make the communications as necessary.

#### TIMELINE SUMMARY

- January 1 – January 15
  - Assess current site map for name and location accuracy and return to Cartography for correction and submission to web minister and publications
- February 1, February 20, March 1
  - Vardo/SMT (Small Mundane Trailer) Requests (including current pictures) are to be sent by the owner of the Vardo/SMT by email in this order:
    - Encampment Liaison (cc War Landcrat) no later than February 1
    - AFTER Liaison has given approval, then Email KAR (cc War Landcrat) to confirm permission to be on site (Vardo) or pay RV Fee for SMT no later than February 20
    - After KAR confirms approval/provides receipt for payment – War Landcrat will confirm receipt of liaison and KAR permissions and send full details of process for arrival and inspection back to owner with cc to liaison and KAR no later than March 1
    - NO APPROVALS WILL BE GIVEN IF THE PROCESS IS NOT COMPLETE BY MARCH 1
    - Vardos/SMTs brought onsite without prior approvals will be turned away from encampments and must find alternative arrangements through KAR in RV parking or leave site.
- March 1
  - Print Vardo/SMT inspection approved tags from the print file on gdrive (estimate based on previous year number and add 10 for spares)
- March – Close of War
  - Inspection of All Encampments
    - Walk/Drive through war camps and take pics of any issues
      - Confirm final clean-up of all trash, camping evidence

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

- Filled in Fire pits, trenches, buried power cords and water hoses disconnected and filled in
- Everything stored inside a building or taken offsite (exception for firewood left NEATLY stacked and staked to prevent rolling – alongside woods line or building)
- April 1 – May 1
  - Budget and SOP review must be completed and submitted no later than May 1 to Autocrat(s). Any requests for change to either should be made at this time.
- April 1 – June 30 AND August 1
  - New Land Requests (trial land/open area for new encampments) (must be received by email starting April 1 ending no later than June 30 - assignments will be made by August 1)
- April 15
  - Receive end of war encampment numbers after closing the books by exchequer and autocrats around or before April 15.
- April 15 – April 30
  - Send close of war land status within 2 weeks of receiving close of war numbers from exchequer. Include numbers, encampment check out status (with pictures if necessary), maintenance upkeep report for grounds and structures, and taxes status.
- May 1, 15, May 30
  - Reminders to liaisons to review check out and numbers for status of camp and list of things to be done to bring camp up to standards (where applicable).
  - Acknowledgement of status and agreements to bring situation up to standards due June 1
- June 2
  - Land will make decisions for encampment status (probations or revocations) and notify of results.
- August 1 – October 1
  - Review of website wording should be completed and submitted to the GW Webminister no later than October 1.
    - Vardo and SMT Page
    - Registration Page
    - Land Page/Camping Page
- November 1/December 1
  - Review drop-menu list from files.
  - Make corrections and email to Registration no later than Dec 1

#### **DUTIES AND EXPECTATIONS**

##### **Landcrat/Deputy Landcrat**

As the department head, this office will serve a term of 2 years. A deputy will need to be chosen to work with and learn the office for those same 2 years. The Landcrat will stay on 1 year after stepping down as head and function as the drop dead for the department as back up for the new head while they are picking and training a deputy.

The Landcrat has the final say on all issues with camping lands and day pavilions, next to the Autocrat. As such, the Landcrat will need to be someone who has good communication skills, problem solving skills, and is capable of data management and logistics. This person will need to be able to be onsite prior to war through the last day of war as they are responsible for setting up and distributing maps to departments before war as well as verifying encampments are cleaned and cleared at the close of war. The Autocrat (s) reserve the final authority of all matters to confirm nothing goes against policy for the War. A good working relationship with the Autocrat staff is a must for the success of the War. The Landcrat should be available for contact throughout the year – not just during the War event itself. Official communications with the department are ONLY made through email set up by the IT group. All conversations held in person or via social media venues (Facebook, FB Messenger, Text, other chats, etc.) are to be recapped and conveyed to all involved parties in a follow up email for proper documentation. This is

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

the current approved process set by Society for official communications with SCA officials and will be adhered to by this department until such time as Society allows change.

Specific Duties and Expectations include (but are not limited to):

1. Tracking encampments year to year.
  - a. This tracking affects the eligibility status of encampments to continue to hold their land. It is integral to the department that this is done consistently and in a timely manner (see timelines summary above as well as in appropriate sections where requirements for lands are laid out)
  - b. Is the land being utilized responsibly for the number of people camping there according to the
  - c. Has the encampment kept up with grounds maintenance, bussing of trash properly (see the site Trash Policy), maintenance of any structures/fencing (see Structures Policy)?
  - d. Are there any issues in the encampment with fire safety, properly maintained walkways/trip hazards, emergency services access?
  - e. Is the camp properly maintaining the utility accesses it uses (power cords buried if renting from site, water spigots left open for others by using splitters, proper holding tanks for shower-houses or kitchens)?
  - f. Has the encampment made the appropriate tax payments to the site owners? (Land and Site maintain a shared document showing if it is paid or not as a prerequisite for keeping an encampment)
2. Assigning land as encampments.
  - a. Groups who wish to establish themselves as an encampment can do so through email to the department email address as published on the website. Land requests can be made from April 1 through June 30 and assignments will go out no later than August 1.
  - b. Groups should be 10 or more people and will be assigned a space according to their list of campers as provided to the GW Landcrat.
  - c. The group will need to camp together successfully for 2 back-to-back years. Successful camping is meeting all the encampment policies regarding occupancy numbers, set up and clean up for war, and encampment grounds maintenance throughout the year, no egregious infractions of policies by members of the camp or the full encampment. Once 2 back-to-back years have been camped satisfactorily, the encampment may begin looking at permanent structures - fence, gate, platforms, kitchen, power pole, shower house, cabin, etc. (More info on Permanent Structures can be found in the section dedicated to that process). If 2 back-to-back years are NOT met successfully, the land will be reverted to another group or to open camping as fits the needs of the war for that year.
3. Review of Permanent Structures Eligibility
  - a. Permanent Structures and other improvements to encampment can begin once an encampment has been fully established after its 2-year trial period is successful. The process for that will be:
  - b. Head Liaison sends an email to the Land Department with a request to build.
  - c. Requests are required to include:
    - i. Name of encampment

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

- ii. Type of structure to be considered for approval
  - Fence
  - Gate with Camp Designation
  - Kitchen/Common house (must include proper power plan and water storage)
  - Bath/Shower house (must include proper power plan and water storage)
  - Cabin (please choose prefab OR stick build) (must include proper power plan and water storage)
  - Tent Platform
  - Other Structure – to be described in detail as to fabrication and use
- iii. All structure requests will require:
  - detailed layout (floorplan) for review (including total sq ft of footprint)
    - a. blueprints or equivalent construction plans
    - b. detail of electricity (if used)
    - c. detail of plumbing and water storage (if used)
  - estimate of materials list and budget for building including timeline for funds raising and work
  - list of construction crew (if hired job - business contacts for crew head. If being done by encampment, credentials to verify experience will be required to ensure safe construction and adequate knowledge of architecture and engineering to build exist)
- iv. Review of requests will be performed by Land, Site Liaison/Architectural Consultant, Site Owners
  - Land will review the request to confirm
    - all information is provided in the request, if not follow up to obtain missing parts
    - fence line proposed follows confirmed boundary lines as shown on gps mapping (approval stops with Land and can proceed if approved and encampment is notified that fence permanently dug into the ground and affixed belongs to site but MUST be maintained by encampment at all times and is not taxed)
    - tent pads are using appropriate treated lumber, raised platforming with cinderblock feet and leveling (approval stops with Land and construction can proceed once encampment is notified that pads are taxed structures, and KAR determines the amount and collects the taxes and failure to pay them can result in the encampment being penalized up to and including losing the land)
    - all other structures, once cleared by Land as eligible will be forwarded to the Site Liaison/Architectural Consultant and KAR to obtain review of material and approvals (notice of the

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

handoff should go to the encampment head liaison and explanation of tax policy and process)

- regular timeline/goal marks will be established for construction to be completed in no longer than 6 months from date of groundbreaking.
- Extensions can be requested for much larger projects such as large pole barn style structures or those with more complex architecture. Land, KAR, Current Autocrats, and Site Liaison/Architectural Consultant will be required to review and approve extension requests.
  - Must include reasonable timeline with specific goals/dates
  - Adequate funding already achieved to continue
  - Reasonable explanation for need for extension – running out of funds, lack of building crew, and lack of materials should not be issues as these are to be outlined and provided for in the original plan to be approved. Barring an act of weather or emergency that caused such things to become problematic.
  - Construction for such projects and structures will not be scheduled to take place during the War. Timelines submitted should be during the months April – February so as not to disrupt the traffic flow or access to camps due to deliveries AND to preserve the ambiance and intent of creating the dream of medieval time, unbroken by modern machinery being used for such construction. Hand projects, or those done to showcase period techniques can take place on a case-by-case approval as demos to the populace.

#### 4. Open Camping Designations

- a. A permanent Open Camping area will be maintained around the pond area near the Ranch House for any campers not belonging to a group with land or individuals who do not wish to camp in a group.
- b. Other areas as necessary can be designated as open camping either war by war or by adding an additional permanent Open Camping area

#### 5. Verifying that Tents , RVs, Vardos, and SMTs are NOT to be placed around the Royal Cabins (royals entourage camps are the only exception), Condos, Merchants (EXCEPT those belonging to the merchants), or Artisans Row. ADA Camping is a separate designated area of its own (not to be confused with being part of Merchants, Royals, or Artisans row). Monitoring this during war is necessary!

#### 6. Communications and Data Tracking

- a. A spreadsheet will be maintained in the gdrive of the current encampment liaisons and deputies and their contact information.

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

- i. Mundane Name
  - ii. SCA Name
  - iii. Cell Number (for emergency contact needs while on site)
  - iv. Email
  - v. Facebook Name (there is a GW Land Liaison Group on FB for quick sharing of info and questions. It lets the liaisons reach out easily to one another as well as to other department heads who are also on the group)
  - vi. Encampment being represented
- b. A spreadsheet will be maintained in the gdrive for land and have the records of numbers from past wars and current war.
- c. A file of email templates for updates and website wording will be maintained in the gdrive for land.
- d. The FB group GW Land Liaisons will be updated quarterly (based on the liaison updates email schedule) removing liaisons who are no longer actively representing a group and adding those who are. Department heads and Autocrats for the current war (and future war once they have been announced) will also be kept up to date in the group. This is an important tool to the liaisons as it allows them to interact with each other and pose various questions that can be answered by a War department. This info is usually directly pertinent to the camp and its campers and gets relayed back by the liaison.
- e. The department email address (as published on the staff website) is to be maintained year-round.
- i. Check 1x per week from May 1 through September 1
  - ii. Check 2x per week from Sept 1 through January 1
  - iii. Check 3x per week from January 1 through the end of war
- f. An email requesting updated liaison information will be sent out to the liaison list (reminders to those who have not responded need to be sent weekly until all camps are updated with confirmations or updates).
- i. January 1
  - ii. April 1
  - iii. July 1
  - iv. October 1
- g. An email outlining the responsibilities of a liaison, the rules of site, land, and the event (including the links to the website locations where able), as well as the process and rules for Vardo and SMT approval and use will be sent to all liaisons with a confirmation required back from them that it was received and read and is understood.
- i. February 1
  - ii. August 1
- h. An email to each encampment (individually) will be sent to include the official gps coordinate boundary map, the current numbers needed to meet occupancy requirements, and any issues needing to be addressed by the encampment regarding the maintenance of the land itself and any structures on it (pictures of problem areas should accompany to show what is to be corrected)
- i. Between April 15 and 30 (OR within 2 weeks after all the numbers are official from the exchequer and any refunds are handled)

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

- ii. May 1, 15, and May 30 - A reminder of maintenance issues (pictures showing the corrections if they have been done will be required) with the reminder all camps must acknowledge receipt of the email and if issues are being addressed – agree to take care of them and have an agreed timeline with Land for their completion
  - iii. June 1 – Final email of maintenance issues with a statement that should these not have been addressed (on the agreed timeline – and at the latest prior to the close of preregistration) sanctions can be instituted that will affect the status of the encampment
  - i. Assess the names of all encampments to submit to Registration for the drop-down menu no later than December 15
  - j. Maps must be assessed no later than January 1 for accuracy of the encampment names and locations. All corrections and updates must be finished no later than January 15 and returned to the Cartographer.
7. At War:
- a. Arrival should be with Early On.
  - b. Checkout Golf Cart and Radio from Watch. Leave firm contact info (phone number for calls or texts) for use by Watch and Autocrats in case of emergency (NOT TO BE HANDED OUT TO POPULACE)
  - c. Check out inventory items from inventory trailer
  - d. Provide printed lists of Vardo/SMT arrivals to Gate/Watch/Troll so only those approved for arrival can be let in to park. Names NOT on the list will need to contact KAR to make arrangements to stay in RV camping if available space exists. If not, there will NOT be space allotment for them at war and they will be turned away.
  - e. Do a pre-war walk/drive through to check on status of encampments to verify previous addressed issues have been resolved. Take pictures and be prepared to address the liaisons if the requirements have not been met.
  - f. Verify with Parking the areas being designated are still accurate on the map, and how to address time violations for unloading as well as blocking camp entryways or roadways.
  - g. Staff will rotate shifts on radio in case of issues with Vardo/SMT arrivals, disputes over borders between encampments, and emergency communications with liaisons where the contact list would be needed or additional hands to help run messages during such emergencies
8. The Close of War:
- a. Return all items to Inventory, Check in Carts, Return Radios
  - b. Land will perform a check out status of all encampments
    - i. Take good notes and pictures of all issues
      - Trash
      - Unfilled holes for fire pits or other uses
      - Uncovered/unfilled trenches for water hoses, power cords, drainage, etc.
      - Any items not stored properly inside structures

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

- Firewood left without being properly stacked along a wood line or beside a structure and properly contained between 2 posts to prevent rolling and shifting
  - Structural soundness of any structures left intact on site (structures as defined in the section regarding structures as well as any future additions to the list)
- ii. The status of the physical condition of the encampment will be included in the report sent to the encampment liaisons (see timeline summary and required list from communications section). Status of the encampment directly affects the eligibility of the group to keep land.

#### PAVILION LIAISON

This office will serve a term of 2 years. A replacement deputy will need to be chosen to work with and learn the office for those same 2 years. The Pavilion Liaison will stay on 1 year after stepping down as head and function as the drop dead to provide a backup for the new head while they are picking and training a deputy.

The Pavilion Liaison will need to be someone who has good communication skills, problem solving skills, and is capable of data management and logistics. This person will need to be able to be onsite prior to war through mid-point of war to facilitate the marking of the grounds, coordination of set up when pavilions begin arriving on site (either from the rental company or the pavilion owners), and to handle any disputes over placements of pavilions.

In case of disputes, should the issues become necessary to be escalated, the Landcrat has the final say on all issues with camping lands and pavilions, next to the Autocrat(s). The Autocrat(s) reserve the final authority of all matters to confirm nothing goes against policy for the War.

The Pavilion Liaison should be available for contact by email throughout the months prior to war beginning November 1. During this timeframe, email should be checked on a regular basis that is to be not less than 1x per week. This will allow for groups to begin emailing requests to the email set up by the war IT department as well as communications with the Landcrat and War staff. Official communications are ONLY made through email set up by the IT group. All conversations held in person or via social media venues (Facebook, FB Messenger, Text, other chats, etc.) are to be recapped and conveyed to all involved parties in a follow up email for proper documentation. This is the current approved process set by Society for official communications with SCA officials and will be adhered to by this department until such time as Society allows change.

Requesting pavilion space will be as follows

1. Email sent from group representative to Pavilion Liaison
2. Correct information included
  - a. Contact people who will be onsite
    - i. Mundane and SCA Name
    - ii. Encampment staying in
    - iii. Contact number
  - b. Group the pavilion is for
  - c. Rented or Owned
  - d. Size of pavilion under roof with the understanding that 3 feet on all sides will be allotted additionally for the ropes.
  - e. Date for setting up of pavilion (to coordinate with rental company set up as well). This date MUST fall within the eligible dates for pavilion set up. The field must have had time to be properly marked and the rental company to have access to set up the rented pavilions since they have very large trucks and crews assigned to do so on a limited



# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

schedule.

3. ALL pavilions set up on the field will be required to have a laminated tag affixed to one of the corners that face the field. This tag clearly displays the group name, contact people mundane and SCA names, and the encampment the contact person is camping in. The tags will be provided by the Pavilion Deputy and given to the people available at the setup of the pavilion fieldside.

The Pavilion Liaison will be responsible for creating a map of the field layout for each war and keeping a digital copy of that map on file in the gdrive for the office. There should be a folder labeled Field Maps that is access shared with Land. Each map should be a separate file labeled per war (i.e. Field Map GW 2022, Field Map GW 2023, etc.) and should have a working copy being used for editing as well as a final copy saved as a pdf file. This assists with access to the map in case of emergencies or disputes as well as a historical record of the files for future use.

The Pavilion Liaison will need to arrive as Early On no later than the day before War opens to layout the field.

#### **CARTOGRAPHER**

This position currently has no term limit, however, a replacement deputy in training to assist onsite and with upkeep and updating as needed is required. Cartography works exclusively with Department heads who need maps created and with the Autocrats. This is to remove all potential for conflicting information by keeping the exchange between officials of the war.

The Cartographer will be responsible for creating the maps for each war and keeping a digital copy of that map on file in the gdrive for the office. There should be a folder labeled for each department that is access shared with that department head. Each map inside the folders should be a separate file labeled per war (i.e. Land Map GW 2022, Transportation Map GW 2023, etc.) and should have a working copy being used for editing as well as a final copy saved as a pdf file. This assists with access to the map in case of emergencies or disputes as well as a historical record of the files for future use.

#### **Current Maps Used**

1. WAR
  - a. Site Book
  - b. Website
2. Departments
  - a. Land
  - b. Transportation
  - c. Sanitation
  - d. Public Works/Utilities
  - e. Merchants
3. Prints
  - a. Parking (4 laminated 11x17, for use by Parking staff)
  - b. Watch (1 laminated 24x36 – for the inside wall in Watch Shack, 1 laminated 11x17 – for the area beside the door outside the Watch Shack, some 8.5x14 – for AOD shifts)
  - c. Troll (1 laminated 24x36 - to post inside)
  - d. Information Point (mount 1 plain 36x48 on the sign board from inventory, 4 laminated 8.5x14 – to keep at the manned stations in the tent)
  - e. Autocrat staff (4 laminated 11x17)
  - f. Land (3 laminated 11x17 to keep on the cart, 25 plain 8.5x14 for handing out as needed)
  - g. Sanitation (some 8.5x14)

#### **GOLF CARTS**

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

Land has two carts for most of the War. Landcrat issued a cart as soon as carts were available pre-war and returned it at the close of war allowing for the final survey of encampments. Pavilions issued a cart when available and returned it Wednesday mid war for reallocation. All rules and regulations for the use of carts must be followed. Daily check-in with motor pool is required (and there will be a time established by the cart master for this) to ensure the status of the cart and fuel levels. Any issues with carts are to be addressed immediately with the motor pool to prevent bigger issues developing.

#### RADIOS

The Landcrat, Deputy, and Pavilions should be issued radios by the Watch before the War opens. A channel will be assigned to be the Land channel before the War opens. Pavilions turns in their radio on Wednesday mid war for reallocation. A member of Land staff should be monitoring the Land channel throughout the war. Radios are to be taken to Watch when Carts go in for service and get fresh batteries.

#### ENCAMPMENT LIAISONS

This position has an unlimited term. Each liaison is chosen by the camps. Each camp must have a head liaison and a deputy to ensure there are always contacts for the camps. Liaisons serve as the point of contact between the camp/group and the Land Department. It is important for the person representing the camp to be able to fully understand the camping situation, people interactions, and ebb and flow of the camp as a whole. The choice for a Liaison is to be someone who camps in the group lands.

Land will work to provide good contacts and information to the Liaisons for all questions and concerns regarding safety regs, structures, parking, early-on, grounds maintenance, etc. To help avoid confusion and crossed up information, the Head Liaison will be the main contact who keeps the records updated with Land (contacts, change of head and deputy, boundary changes, etc.).

Liaisons have the following responsibilities as the Heads of the Encampments:

1. Knowing the site rules, war rules, and safety regs and making sure all campers are aware of them. It is important that everyone is aware of these rules and regs and procedures – and are aware of where to find them. When someone in an encampment fails to follow the rules, there is potential for it to affect the entire group if it is bad enough – or if the camp is in some way found to be complicit in the activity or covering it up.
2. Condition of the encampment is everyone's responsibility, but it is up to the liaisons to keep an eye on that condition and coordinate with the campers to make sure it is maintained.
3. Checklist of conditions to monitor:
  - a. On leaving at the end of war, all items being left on site go inside an enclosed building... this means tools, hoses, stakes, ropes, furniture, etc. if it is not a structure itself permanently fixed into the ground it is to be stored inside or taken offsite.
  - b. Firewood can remain onsite from war to war only if neatly stacked near the edge of your camp clearing or next to an existing structure and is in a rack or between two poles to keep it from rolling. You may cover it by making a box, storing in a shed, or making an overhang beside a structure but not with tarps since they deteriorate thru the year.
  - c. The site owners of Kings Arrow (Kim and Brian) have made it a requirement that if an encampment has structures, then all cutting of underbrush and weeds and grass is the responsibility of the campsite.
  - d. No clearing of trees or major dirt moving or building of structures will be done without first consulting with the War Landcrat and having it approved thru Land (who will consult with permanent structures and the site owners where necessary)
  - e. All structures permanent in the ground are the property of the site owner. Anything built on the site must be maintained year-round for cleanliness and structural integrity and no structures permanently affixed can then be removed or amended without going through the same steps as building - contact the Land Department with the intent and plan (see requesting structures section)

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

- f. Taxes on all structures must be paid yearly to site owners and verified records as paid must come to land to maintain good standing and keep land (see section on Taxes for details)
  - g. Each encampment will be required to have some type of identifying sign clearly identifying the camp's name.
    - i. In place near the main entry way to camp
    - ii. 3 ft off the ground
    - iii. No smaller than 8x10
    - iv. Clear readable text (fancier signage is ALWAYS welcome over gateway entries and such, but one readable identifier must be present)
    - v. Weatherproof
    - vi. Posted from Noon on the first Sunday of war through Noon of the last Saturday
4. Requesting Structures
- a. Permanent Structures and other improvements to encampment can begin once an encampment has been fully established after its 2-year trial period is successful. The process for that will be:
    - i. Head Liaison sends an email to the Land Department with a request to build.
      - o Requests are required to include:
        - Name of encampment
        - Type of structure to be considered for approval
          - Fence
          - Gate with Camp Designation
          - Kitchen/Common house (must include proper power plan and water storage)
          - Bath/Shower house (must include proper power plan and water storage)
          - Cabin (please choose prefab OR stick build) (must include proper power plan and water storage)
          - Tent Platform
          - Other Structure – to be described in detail as to fabrication and use
    - ii. All structure requests will require:
      - o detailed layout (floorplan) for review (including total sq ft of footprint)
        - blueprints or equivalent construction plans
        - detail of electricity (if used)
        - detail of plumbing and water storage (if used)
      - o estimate of materials list and budget for building including timeline for funds raising and work
      - o list of construction crew (if hired job - business contacts for crew head. If being done by encampment, credentials to verify experience will be required to ensure safe construction and adequate knowledge of architecture and engineering to build exist)
    - iii. Review of requests will be performed by Land, Site Liaison/Architectural Consultant, Site Owners
      - o Land will review the request to confirm

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

- all information is provided in the request, if not follow up to obtain missing parts
- fence line proposed follows confirmed boundary lines as shown on gps mapping (approval stops with Land and can proceed if approved and encampment is notified that fence permanently dug into the ground and affixed belongs to site but MUST be maintained by encampment at all times and is not taxed)
- tent pads are using appropriate treated lumber, raised platforming with cinderblock feet and leveling (approval stops with Land and construction can proceed once encampment is notified that pads are taxed structures, and KAR determines the amount and collects the taxes and failure to pay them can result in the encampment being penalized up to and including losing the land)
- all other structures, once cleared by Land as eligible will be forwarded to the Site Liaison/Architectural Consultant and KAR to obtain review of material and approvals (notice of the handoff should go to the encampment head liaison and explanation of tax policy and process)
- regular timeline/goal marks will be established for construction to be completed in no longer than 6 months from date of groundbreaking.
- Extensions can be requested for much larger projects such as large pole barn style structures or those with more complex architecture. Land, KAR, Current Autocrats, and Site Liaison/Architectural Consultant will be required to review and approve extension requests.
  - Must include reasonable timeline with specific goals/dates
  - Adequate funding already achieved to continue
  - Reasonable explanation for need for extension – running out of funds, lack of building crew, and lack of materials should not be issues as these are to be outlined and provided for in the original plan to be approved. Barring an act of weather or emergency that caused such things to become problematic.
  - Construction for such projects and structures will not be scheduled to take place during the War. Timelines submitted should be during the months April – February so as not to disrupt the traffic flow or access to camps due to deliveries AND to preserve the ambiance and intent of creating the dream of medieval time, unbroken by modern machinery

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

being used for such construction. Hand projects, or those done to showcase period techniques can take place on a case-by-case approval as demos to the populace.

5. Points of contact:
  - a. Any issues regarding the actual land itself and the rules, layout, structures or otherwise go to the GW Landcrat using email [landcrat@gulfwars.org](mailto:landcrat@gulfwars.org)
  - b. Any issues with registration can only be resolved by registration with the person who the registration was made. Contact is [registration@gulfwars.org](mailto:registration@gulfwars.org)
  - c. Issues regarding people at war go to the watch reachable at the watch shack or in an emergency flag down anyone with a radio.
6. Given there is new ownership of Kings Arrow Ranch, it is necessary to try to let all encampments know that **none** of the previous agreements with Larry (either verbally or in writing) are grandfathered in regarding use or improvement of encampments.
  - a. Any and all use of (including improvements to) the site is subject to the current ownership's rules and regulations.
  - b. All construction on site that was performed by digging and setting portions into the ground (with the exception of t-posts that are set and removed at war each year) is considered permanent to the site and is not to be removed even if the land is vacated by the group or the SCA ceases to use the site.
    - i. Any building on the site that is not dug into the ground to anchor or create a foundation for it - can be moved at such time as the group no longer uses the camp or the SCA no longer uses the site
    - ii. Construction cannot be left indefinitely as incomplete. While a project is in progress, supplies and materials will need to be either stored offsite, stored in an existing building, or neatly stacked and covered in an area not at the front area of the camp.
  - c. We lease this land for 2 weeks of the year and must make sure our use of it does not interfere with or deter the rental and use of it by other groups the rest of the year for Kings Arrow Ranch.
    - i. Grounds and Building Maintenance is required by the encampment throughout the year. If a camp is improved with structures, the grounds and structures on it are to be maintained by the camp located there.
      - This is as much to protect the structures in the encampment as it is to prevent damages to mowing or bush hogging equipment.
      - Part of the agreement to permit structures to be built on site is that from that point forward the area around them will have to be kept up by the encampment.
      - This means having periodic mowing to keep the weeds and grass from getting out of control and making sure any fencing or structures are safe and sound so as not to be a hazard or eyesore to the site itself and any who use it (whether the SCA or others).

#### SITE POLICIES

These are the policies set by KAR for the SCA to adhere to for use of the site. ALL persons who come on to site are required to follow these. Failure to do so can potentially cost the SCA access to KAR. As such, failure to follow site policies can lead to individuals and/or the encampment in question to be subjected to repercussions up to and including removal from site, permanent banishment, or loss of lands.

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

#### Trash Policy -

- Trash removal (from individual camps as well as group and kingdom encampments) is the responsibility of each individual/encampment attending war. This can be managed individually or by camp. The owners will be providing large trash dumpsters at marked locations throughout the site. The locations will be decided and marked on the site map. Trash pickups are NO LONGER available.
- Trash cannot be piled up in encampments, outside of encampments, or on the side of the road.
- There will be aluminum recycling containers near the dumpsters.
- Do not use the trash cans around the merchant area to dispose of your camp trash, the merchants are responsible for their trash, and it is not appropriate for them to deal with encampment trash.
- Do not place propane tanks of any size in the dumpsters. Those can be placed neatly on the outside of the dumpsters.
- Sharps are to be disposed of in the sharps containers at watch or sanitation, unless you have your own sharps disposal. Both are located at 5 points.
- When leaving the site, please ensure that your trash is taken to the dumpsters.
  - If you have any open or unopened food, camping gear or miscellaneous items that are intact, please take those to the main hall to be taken to a local shelter.
  - If you have large items, such as a tent/cots/bedframes/furniture that need to be picked up, please reach out to anyone working in the main hall/ranch house to arrange for that pickup.
- Just like when we leave weekend events, please leave your camping area as clean if not cleaner than it was when you arrived.

#### TAXES

- Collection of taxes is done by the Site Owner and amounts owed are available through contacting the KAR.
- ALL structures (not including fences) are taxed. ALL owners of said structures are responsible for paying the tax on the structure or the entire encampment can be held in arrears.
- All taxes must be paid by Wednesday (5pm) of war to be considered paid on time.
- Payments can be made as follows
  - At the Ranch House/Main Hall in person
  - In the White Drop Box on the door of the Ranch House/Main Hall
  - OR before war via USPS mail with a postmark NO LATER THAN MARCH 1<sup>st</sup> (after March 1<sup>st</sup>, YOU MUST PAY IN PERSON ON SITE)
    - Kings Arrow Ranch  
Attention: Kim Cooper  
39 Kings Highway  
Lumberton MS 39455
- ANY discrepancies must be addressed with KAR.
- KAR will have the final authority of reporting any issues as resolved to clear the encampment as being once again in good standing.
- The SCA is not responsible in any way for the assignment or collection of these taxes. However, the SCA (being the entity holding the event) is responsible for keeping in good standing overall with the site being rented from.
- Failures to meet established rules and fees reflects poorly on the group and could cost the SCA future use of the site. Therefore, such records will be part of the tracking used to establish encampment and individual eligibility to continue to function at and attend the event.

#### LAND POLICIES

##### Occupancy Requirements:

1. The Maths:

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

- a. Every individual who camps at war is by default allowed to occupy a maximum camping allotment of 250 sq ft PER body. By example a 10x15 ft tent is 250 sq ft. A couple camping together could together occupy UP TO 500 sq ft for their space depending on the rules established within the camp itself and a family of 4 would be able to combine and have a family area of UP TO 1000 sq ft for personal tents, day shade, kitchen, etc. for themselves. This is the MAXIMUM.
  - b. Every camp CAN elect to utilize a space lower than 250 sq ft per person to allow more people to occupy the land OR to establish a commons area (i.e. camp kitchen/hall/firepit and seating/etc.). No camp may allot the per person space to exceed the maximum per person (250 sq ft)
  - c. To figure the smallest number of people it would take to fill any land, we use the largest allotment of camp space per person of 250. If an encampment is measured to be 25000 sq ft then the least number of people it should house is  $25000/250$  which gives us 100 people who are well spaced out using 250 sq ft per person for their camps.
  - d. To figure how many sq ft per person a camp actually IS using, the total sq ft of the encampment would be divided by the final total of registers campers for that war. So, knowing the land is 25000 sq ft and that 300 folks camped on it we know that comes to an average of  $25000/200 = 125$  sq ft per person is being used.
2. What the Maths Mean
- a. Every encampment is evaluated using the same standard of how much of the land they are claiming is being occupied by campers. To create a baseline that is the smallest reasonable number, the minimum number of people in a camp is used and then it is required that every encampment meet at least a percentage of that minimum to keep camping in that location with that amount of land being allotted. Using the sample land above of 25000 sq ft and an example of 50% occupancy– this means that our sample camp would have to house no fewer than 50 people each year.
  - b. This number is the TOTAL number of folks who come to war and select that camp name as their encampment location at war. EVERYONE from the moment of pre-registration opening until the close of the last person allowed to come through the gates is counted toward the occupancy number of the encampment. The only exception is a refunded registration. That money and person did not count toward the attendance or the funding of the war and would not be counted toward an encampment occupancy. The person can register and pay for the minimum or maximum length of stay. So long as it is a paid/counted registration listing an encampment that person counts towards the occupancy of their listed land.
  - c. When a camp begins to experience occupancy growth, it is understandable that the need to expand will arise. To evaluate when an expansion or relocation is necessary to accommodate that growth, an encampment would need to show it has reached its maximum possible capacity. It is expected for the encampment to be seen to show a consistent, responsible utilization of its current land up to but not exceeding the maximum capacity the land can hold. An encampment would need to let Land know what sq ft per person has been used for its camp plan (choosing from 80-250 per person). Land will then use that number to calculate what occupancy rate the encampment is currently functioning at, also see what rate it has maintained over the past 3 years AND will perform a visit to the encampment mid war (Wednesday or Thursday) and see how that rate looks in person in the encampment. 85% use

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

consistently over 3 consecutive years is the minimum to request a review. Reviews can potentially result in recommendations of 1. Lower the per person sq ft, 2. Expand one or more borders to accommodate additional camping, 3. Prospecting currently vacant encampment areas that are larger to accommodate the growth, or 4. Discussions of potential new (uncleared and never camped) areas to be utilized as a new encampment. None of these is a guaranteed option and each encampment's solution and options offered will be based on that specific camp's evaluation. The Land Department Head and Deputy as well as the current Autocrats would be involved in the evaluative process and options offered. Site owners would have to become involved as well if the most viable option is looking into a previously undeveloped area.

3. What This All Means
  - a. Now we will have an established process and formula that is fair across the board to all encampments. The process sets down a method to calculate reasonable numbers based on actual land availability. The process also provides for growth AND a baseline to evaluate if a land is being effectively occupied and used at war.
4. When/How for Occupancy Requirement
  - a. Meet Numbers – For keeping land for an encampment, meet the set percentage of the minimum occupancy number. Remember this is ALL Paid registrations (not just pre-registration) that are not issued back as refunds where a camp is selected.
  - b. Not Meet Numbers – After every war, each encampment will receive a post war status update. This will come after the financial business of war is resolved and the final count of paid and not refunded registrations is validated and available. It will also include other pertinent status information regarding land maintenance, paid and unpaid tax reported from KAR, and structures maintenance and requirements. IF this report has 2 consecutive years showing the number is not met – a review will be called with the Head and Deputy Liaisons and the Head and Deputy of Land. Options to be presented to the liaisons that can be taken to the encampment populace and a decision brought back to land. Should numbers be low AND the encampment be in the situation of having documented issues, the land could be fully lost to the group as an encampment. Every effort will be made to avoid this scenario, but it is important to understand it is a possibility that can happen.
5. Options Available - for lands with low numbers, there are some options available to consider to be taken. These will be discussed and pertinent to the land location, encampment situation based on post war statuses, and the review by the Land and Autocrat staff. Those options will be:
  - a. Reduce the borders of the encampment to a level that is maintainable by the camp at the required occupancy percentage number. The minimum possible encampment would be one making that smallest potential number no less than 10.
  - b. If the land is in a space that is not feasibly reducible to have the excess after a reduction usable by another group (or open camping), and/or the group is unwilling to accept that as an option, then other spaces able to accommodate the camp at the size necessary to meet the minimum occupancy can be investigated by Land.
  - c. If the group is unwilling to consider either of those options, the land can and will be returned to War Land and utilized for the best interests and needs of War.
6. Requests – Any requests made of the Land Department will be required to be documented through the land email ([landcrat@gulfwars.org](mailto:landcrat@gulfwars.org)). Even if you have in person meetings, or reach out through social media outlets, or by phone – ALL communications need to be recapped and



# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

sent in through email to fully document the topic and results/agreements reached. This is to make sure memories do not fail any of us from conversations in passing AND to be sure things agreed on get recorded for when the Department Heads change hands (like they do from time to time!). It protects you as a liaison and your camp to make sure this is followed.

7. Remember that ONLY the Head Liaison of record (or their Deputy of record should the Head not be available and an answer is needed urgently) is the representative of any land and authorized to make decisions for that land. This means requests for building, utilities, requests for expansion or relocation, approvals for Vardos or SMT's, in camp rules establishment, etc.

#### Types of Encampments:

##### ADA Encampment

An ADA Encampment area is established near the Merchant and A&S areas in front of the Cabins. Power and water are available nearby for access to the encampment. The ADA Encampment will have a Camp Liaison and Deputy Liaison who will serve as points of contact for the camp. This area should be clearly marked on the site map and should be on the camp dropdown choices for registration.

##### Kingdom Lands

Per the War Charter - Ansteorra and Trimaris as the Primaries for the War have established kingdom lands and liaisons. The Landcrat of Gulf Wars does not allocate the land within the kingdom camps. This is the responsibility of the Kingdom Land Liaison. Other kingdoms may have encampments but will fall under the same regulations as listed above for groups requesting and receiving land, as well as the regulations for maintaining land year to year. Ansteorra and Trimaris lands will be required to meet all site and land rules and regulations with regards to maintenance of grounds and payments of taxes to site owners for structures kept on site.

##### Group Land

These are the regular camping areas listed on the site map with names that are available to select from the registration drop down. See above for procedures to request group land. Once any group has successfully held its land for 2 or more years, plans can be formed and approved to create structures that can stay on site between wars. See Permanent Structures Request Section.

##### RV/Vardo/SMT

What is an RV? If it has road wheels and you sleep/stay in it, it is an RV. This includes vardos, trailers, rigs, campers, etc. All RVs must be registered with Kings Arrow Ranch (KAR) by emailing [reservations@kingsarrowranch.com](mailto:reservations@kingsarrowranch.com). In addition to the GW registration fees for the occupants, RVs will be charged a fee by Kings Arrow Ranch. Vardo's are exempt from the RV fee. SMT's will be charged according to KAR fee structure.

RV's – ALL STANDARD RV MANAGEMENT IS HANDLED THROUGH KAR.

Here are a few RV FAQs to help direct you for more information:

1. Do all RV's have to be in the RV area?
  - a. Everyone with an RV should plan to park it in the RV area. Merchants and Equestrian RV camping is arranged through those departments.

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

2. Will there be reserved space?
  - a. ALL RV's must reserve space with Kings Arrow Ranch (remember that SMT's are also RV's and will be required to be cleared through KAR and pay the appropriate fees).
  - b. Merchants and equestrians should also coordinate this through their departments in case there are additional procedures to follow.
3. Is there a dump station for their sewage?
  - a. No. Draining sink/shower water, (grey) will be allowed, but no sewage or black water.
  - b. There are dump stations at the MS welcome centers on most major interstates.
4. Are there electrical hook-ups?
  - a. You must reserve space with Kings Arrow Ranch if you need power and water hookups.
  - b. Generators are allowed from 8am to 10pm, but only in RV boondocking spaces.
    - i. Boondocking areas are those designated by KAR that do not have power or water hookups available to them. Please remember to fill up your tanks for your generator before coming on site.
    - ii. SMT's are parked in camps and are NOT permitted generators at any time for any reason.
    - iii. Camps are NOT boondocking areas of site.
5. Will merchants be able to bring their RVs on site on the merchant set-up day?
  - a. Yes, this will only be during the merchant arrival window.
  - b. RV requests will still have to be made to King's Arrow Ranch, so remember to reserve space for your RV when sending in your other reservation info.
  - c. You will need to contact the Merchant Department Head(s) to coordinate the appropriate arrival times for RVs to access the Merchant area.
6. Vardos/SMTs with regular war registration staying in an encampment will only be allowed entry to set up in camps during specific windows. This is a safety measure to ensure safe parking and set up around other camps and is NOT NEGOTIABLE. Please plan to arrive during these hours. If you arrive outside these hours, you will be required to park in the Troll parking lot until the next arrivals window. All campers should use caution when setting up, please park in specified areas only.
  - a. 1 pm – 6 pm on the first day of war
  - b. 8 am – 6 pm all remaining days of war
7. Liaisons will be responsible for ensuring a safe entry drive is available for parking and set up in camp for Vardos/SMTs. This MAY require arrival by a specified date to be able to park in camp. This must be coordinated with the camp liaison IN ADVANCE.

#### **VARDO AND SMT (SMALL MUNDANE TRAILER)**

**APPROVAL TO BE ONSITE - PLEASE NOTE THE SMT IS LIMITED TO ONLY 1 PER ENCAMPMENT AND ALL REQUESTS ARE ENTIRELY UP TO THE ENCAMPMENT TO ALLOW EITHER VARDO OR SMT TO BE PERMITTED**

Each year of war, vardos and smts will be approved on a case-by-case basis. Being approved to be onsite last war DOES NOT exempt you from following these steps every year for every war. The approval process must be completed By March 1 and verified by email confirmation sent to and recorded by the Landcrat. Any requests received after March 1 will not be able to be reviewed and registered in time AND WILL NOT BE ALLOWED. PLEASE DO NOT send requests after this date. Any arrivals on site that did not go through the approval process WILL NOT

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

BE ALLOWED ON SITE in encampments and will have to go through KAR to find parking in a regular RV approved area of war. The full process will be followed for each year of war – there are no carry overs.

1. Vardo and SMT camping must be cleared with the approval of:
  - a. Encampment Liaison (if you are not sure what your liaison email is, please contact the War Landcrat)
  - b. Kings Arrow Ranch (reservations@kingsarrowranch.com)
  - c. War Landcrat (landcrat@gulfwars.org)
2. February 1, February 20, March 1
  - a. Information to include in your request:
    - i. Mundane Name
    - ii. SCA Name
    - iii. Encampment
    - iv. Arrival Date
    - v. Current Pictures of all 4 sides of the set up
  - b. Vardo/SMT (Small Mundane Trailer) Requests (including current pictures) are to be sent in an email in this order:
    - i. Encampment Liaison (cc War Landcrat) no later than February 1
    - ii. AFTER Liaison has given approval, then Email KAR (cc War Landcrat) to confirm permission to be on site (Vardo) or pay RV Fee for SMT no later than February 20
    - iii. After KAR confirms approval/provides receipt for payment – War Landcrat will confirm receipt of liaison and KAR permissions and send full details of process for arrival and inspection back to owner with cc to liaison and KAR no later than March 1
    - iv. NO APPROVALS WILL BE GIVEN IF THE PROCESS IS NOT COMPLETE BY MARCH 1
    - v. Vardos/SMTs brought onsite without prior approvals will be turned away from encampments and must find alternative arrangements through KAR in RV parking or leave site.

#### **ARRIVAL OF VARDOS/SMT**

1. For safety reasons, arrivals near dark or after dark will not be permitted to proceed through to park in encampments. If it is not in the approved parking and set up hours, you will be required to park in the lot at Registration until the next set up window opens. Upon arrival at Registration DURING THE APPROVED PARKING HOURS have the staff radio the Landcrat/Watch and advise that you have arrived and are heading to your encampment.
  - a. 1 pm – 6 pm on the first day of war
  - b. 8 am – 6 pm all remaining days of war
2. PLEASE DO NOT SKIP TROLL IF YOU ARRIVE AFTER HOURS AND TRY TO GO PARK. You can be asked to leave and go back up front to wait until the hours posted above. Again, PLEASE understand this is for your safety as well as the safety of those in tents due to the lack of light for safe parking and leveling/set up once the sun has gone down.
3. All Vardos must have
  - a. a period appearance (approved in advance by current pictures submitted in the request for a permit) wheels fully covered/not visible during the entire war
  - b. tongue fully covered and marked to prevent tripping hazards
4. All SMTs must
  - a. be a maximum length of 20 ft from the back to front NOT including the tongue
  - b. have a full enclosure to mask the look of having an rv/trailer in an encampment
    - i. this can be a garage style pavilion or tall walls, but the full vehicle must be fully enclosed

# Gulf Wars Land Department

## Standard Operating Procedures

### Working Revision for GW 2025 Implementation

- ii. current pictures of the enclosure and smt will need to be submitted as part of the approval process
5. Any requests received after March 1 will not be able to be reviewed and registered in time AND WILL NOT BE ALLOWED. PLEASE DO NOT send requests after this date. Any arrivals on site that did not go through the approval process WILL NOT BE ALLOWED ON SITE in encampments and will have to go through KAR to find parking in a regular RV approved area of war.

#### **SET UP AND INSPECTION**

All vardos and smts

1. Must not exert excessive ground pressure.
2. Will not be able to hook up to rv style utilities and will not have access to a dump station.
3. Electrical and water will ONLY be available the same way it would to a tent – you can fill up your tank but may NOT stay hooked up to water permanently and you can rent a power outlet for power needs (just like a tent user).
4. If the power is through a camp owned pole – arrangements are made through the encampment liaison.
5. If the power is from a KAR managed outlet – arrangements will have to be made through KAR.
6. ALL OUTLETS IN CAMP AREAS ARE STANDARD 110.

Once in camp, you will need to be inspected within 48 hours to receive your permit. Permits will not be issued until you have fully set up and met all safety and visual requirements. Permits are a weatherproof tag issued each war that you will need to have displayed in a way that is easily seen from the roadway or walk path.

An inspection will be required to meet and maintain these minimum safety requirements once set up.

These are the points being inspected:

1. 1 leveling jack/stabilizer on each corner (4 total)
2. Have all wheels chocked in both directions (a chock in front of and behind the wheel section on each side of the vardo).
  - a. A chock must be an item of sufficient size and shape to successfully prevent the wheels from being able to roll either forward or backward at any time.
3. Must be placed on relatively level ground.
  - a. Unlevel areas are a hazard for stability.
  - b. If an encampment cannot provide a level area for the vardo/smt – the liaison should not approve it to be in camp.
  - c. Hazardous parking on unlevel ground will result in the vardo/smt being required to be moved – potentially to RV parking if any is open.
4. Must have the hitches hidden from view throughout the entire war and cordoned off so as not to be a tripping hazard in the dark of night.

If you are not sure if something meets requirements, please email [landcrat@gulfwars.org](mailto:landcrat@gulfwars.org) and we will be happy to discuss the item in question.