



Appointment to office policy

Introduction

When to use

Apply this policy when:

- Appointing an individual to a role with our organisation (both corporate or within the recreational structure)

Definition of office

The SCA has a variety of roles that are collectively referred to as “offices” with “officers” filling those positions. These may or may not be roles that are officers under the definition in the Incorporated Societies Act 2022.

For the purposes of this policy, “office” and “officer” refer to roles that an individual is appointed to, or otherwise needs to be qualified to hold within SCANZ or the recreational structure that is the Kingdom of Lochac.

When reading the requirements of Corpora and other SCA Inc officer policies that use the term “warranted” in relation to an office, this shall be taken to mean an individual appointed under this policy.

About this policy

Purpose

The aim of this policy is to:

- Set the process for appointing individuals to roles, often referred to as offices, but also including those roles that are not officers of SCANZ.
- Replace the process of appointing officers using warrants as defined in Corpora VII.

Who it applies to

This policy applies to:

- SCANZ Committee members (Chair, Vice Chair, and Secretary)
- SCANZ corporate officers
- The Crown
- Kingdom Officers (including those based in Australia) and their deputies
- Territorial baronages of New Zealand groups
- Group (branch) officers of New Zealand groups
- The marshallate in New Zealand

Corpora requirements

Corpora (within the [Organizational Handbook](#)) is one of the governing documents of the SCA internationally. Section VII of Corpora sets out the requirements and process for appointing officers within in the SCA, however this is to support the SCA Inc structure outside of their corporate functions, and this does not align with the needs of the SCA in New Zealand.

Corpora requires all officers (for the kingdom and its groups, including marshals) to be warranted by the Crown each reign, i.e. the Crown either signs a form appointing each new officer and marshal to those roles during the Crown's term, or signs a roster list of current office-holders to reconfirm the appointments.

Given the large scale of Lochac (covering all of New Zealand and Australia), and the likelihood of those holding the office of Crown not having sufficient engagement with an individual to have a meaningful part in decision-making for appointments, SCANZ does not consider it appropriate to require the Crown's approval for all officer and marshal appointments. The roles that they do appoint are noted where relevant.

Committee members and corporate officers

Committee members

The SCANZ Committee members are:

- Chair
- Vice Chair
- Secretary

The eligibility requirements and election process for SCANZ Committee members is laid out in the [SCANZ constitution in section 6 - Officers](#)

Corporate officers

The SCANZ corporate officers are:

- Treasurer
- Registrar
- Website Administrator
- Diversity, Equity and Inclusion (DEI) Officer
- Health and Safety Officer

The eligibility requirements and appointment process for SCANZ corporate officers is laid out in the [SCANZ constitution in section 6 - Officers](#)

Note: if the roles of Website Administrator or DEI Officer are not filled, the Committee members must fulfil the responsibilities of the roles themselves.

Term of office

The term of Committee members is 3 years, with some exceptions noted in the SCANZ constitution.

Corporate officers are appointed for a term of 2 years. The current officer is allowed to reapply and be reappointed for a subsequent term at the Committee's discretion.

Removal from office or ceasing to hold office

The process for removing a Committee member or corporate officer is documented in the [SCANZ constitution in section 6.5 Removal of officers](#)

The process for ceasing to hold office is in section [6.6 Ceasing to hold office](#)

The Crown

Officers of SCANZ

Due to the level of influence and ability to make decisions that relate to expenditure of SCANZ funds through the Council of the Purse, the Crown are officers of SCANZ as defined by the Incorporated Societies Act 2022.

Note: Officers of SCANZ do not have to be members of SCANZ.

The eligibility requirements for the Crown are laid out in the [SCANZ constitution in section 6 - Officers](#)

Applicants	The Committee and Board will review the applicants and confirm whether the applicants may enter the selection process. Applicants must also receive confirmation from the current office holders. Applicants must provide proof that they are members of either SCANZ or SCA Ltd.
Selection process	The currently approved selection process for the office of the Crown is through winning a Crown Tournament. The victor and their consort will be appointed as the Crown at the following Coronation event, presuming there are no issues that mean that the Committee and Board can no longer accept the candidates as officers. The currently approved Crown Tournament (matching that required by Corpora) is single combat to determine a victor. There is no fixed tournament format, so the tournament may be single elimination, double elimination or round robin, or some combination thereof. The current approved discipline for Crown Tournament (matching that required by Corpora) is armoured combat, conducted according to the rules in the Lochac Fighters Handbook.
Term of office	The term of office is approximately 6 months (from their coronation until the coronation of their successors). Extending the term of office under exceptional circumstances is at the discretion of the Committee and Board. The Crown may not be appointed for consecutive terms.
Removal from office or ceasing to hold office	The process for removing the Crown is documented in the SCANZ constitution in section 6.5 Removal of officers The process for the Crown ceasing to hold office is in section 6.6 Ceasing to hold office
Emergency replacement deputy	If the current Crown becomes unable or unwilling to complete their term, other eligible candidates from the selection process will be appointed to the role for the remainder of the term, with limited authorities. The runner-up in Crown Tournament and their consort will be appointed by the Committee and Board, presuming there are no issues that mean these candidates are no longer acceptable as officers.

Kingdom Officers

Officers of SCANZ	Due to the level of influence and ability to make decisions that relate to expenditure of SCANZ funds through the Council of the Purse, the following Kingdom Officers are officers of SCANZ as defined by the Incorporated Societies Act 2022: • Kingdom Seneschal (and their emergency replacement deputy) • Chancellor of the Exchequer (and their emergency replacement deputy) • Deputy Chancellor of the Exchequer for New Zealand or Australia The appointment process for these roles is documented in the SCANZ constitution in section 6 - Officers
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They are appointed by the Committee of SCANZ and Board of SCA Ltd.

Great Kingdom Officers

The other Great Kingdom Officers are:

- Crux Australis Herald
- Earl Marshal
- Minister of Arts and Sciences
- Kingdom Chronicler
- Kingdom Chatelaine

These Great Officers are appointed by the Crown, in consultation with the outgoing officer, and the Kingdom Seneschal

The Society-level equivalent officer shall be informed of the appointment.

Lesser Kingdom Officers

The Lesser Kingdom Officers are:

- Provost of the College of Scribes
- Keeper of Regalia
- Kingdom Historian
- Kingdom Web Minister.

They are appointed by the Kingdom Seneschal, in consultation with the outgoing officer.

Deputies of the Earl Marshal

Deputies of the Earl Marshal are appointed by the Earl Marshal in consultation with the outgoing deputy, and the Kingdom Seneschal.

They are:

- Deputy Earl Marshal for Archery (Kingdom Archery Marshal)
- Deputy Earl Marshal for Armoured Combat (Kingdom Armoured Combat Marshal)
- Deputy Earl Marshal for Equestrian (Kingdom Equestrian Officer)
- Deputy Earl Marshal for Rapier (Kingdom Rapier Marshal)
- Deputy Earl Marshal for Siege (Kingdom Siege Marshal)
- Deputy Earl Marshal for Youth Armoured Combat (Kingdom Youth Armoured Combat Marshal)
- Keeper of the Lists (Authorisations)
- And other such deputies as the Earl Marshal deems necessary.

The Earl Marshal must appoint deputies for any martial discipline they are not an authorising marshal for.

They may also have deputies for disciplines they are an authorising marshal for, e.g., a Kingdom Earl Marshal who is both a senior marshal for armoured combat and an authorising fencing marshal may still choose to have deputies for one, or both, of those areas.

Deputies for martial disciplines must be an authorising marshal for their discipline to be eligible for appointment.

For the purposes of this policy, deputies of the Earl Marshal shall be treated as Kingdom Officers.

Term of office	The normal term of office for a Kingdom Officer is two years. This should only be extended in exceptional circumstances. The current office holder may apply for a second term as part of the call for new applicants. No Kingdom Officer may serve for more than two terms consecutively. Emergency replacement deputies may serve terms consecutively.
Removal from office or ceasing to hold office	With sufficient evidence that an officer is not fulfilling the duties of that office, the relevant appointing authority may remove and replace that officer. The officer may resign or step down early by notifying the relevant appointing officer and the Kingdom Seneschal. Officers of SCANZ cease to hold office if they are no longer eligible to be an officer of an incorporated society. The emergency replacement deputy will fulfil the role in an acting capacity until a new appointment can be made.

Territorial baronages

Officers of SCANZ	Due to the level of influence through duration of term and pastoral care of their baronies, territorial baronages for New Zealand-based baronies are officers of SCANZ as defined by the Incorporated Societies Act 2022
Appointment process	The appointment of these officers of SCANZ for branches has been delegated by the Committee. Territorial baronages are appointed by the Crown, in consultation with the outgoing baronage and local members
Term of office	Territorial baronages may hold the office for as long as they see fit, with the agreement of the Crown.
Removal from office or ceasing to hold office	With sufficient evidence that the baronage is not fulfilling the duties of that office, the Crown may remove and replace the baronage. Territorial baronages may resign or step down early by notifying the Crown and the Kingdom Seneschal. As officers of SCANZ, territorial baronages cease to hold office if they are no longer eligible to be an officer of an incorporated society. A vicar will be appointed until a new appointment can be made.

Group officers

This section applies to the officers of New Zealand-based groups.

Officers of SCANZ

Officers of SCANZ

Due to the level of influence and ability to make decisions that relate to expenditure of SCANZ funds, the following group officers are officers of SCANZ as defined by the Incorporated Societies Act 2022:

- Seneschal (and their emergency replacement deputy)
- Reeve (and their emergency replacement deputy)

Seneschal

A branch seneschal is appointed by the Kingdom Seneschal, in consultation with the outgoing branch seneschal.

Their emergency replacement deputy is appointed by the Kingdom Seneschal, in consultation with the branch seneschal.

Reeve

A branch reeve is appointed by the Chancellor of the Exchequer, in consultation with the branch seneschal and outgoing branch reeve.

Their emergency replacement deputy is appointed by the Chancellor of the Exchequer, in consultation with the branch seneschal and branch reeve.

Other group officers

Group marshal for a martial discipline

A group marshal for a martial discipline must be an authorised marshal for that discipline to be eligible to hold the role.

If a group wishes to have a person who is not an authorised marshal coordinating martial activities and reporting, they must use a role title that does not include the word “marshal”, and this role does not count for the purposes of minimum officer requirements.

Group marshals are appointed by the relevant Deputy Earl Marshal for the discipline, in consultation with the branch seneschal and the outgoing officer.

Their emergency replacement deputy is appointed by the relevant Deputy Earl Marshal for the discipline, in consultation with the branch seneschal and the current officer.

Other officers

They are appointed by the relevant Kingdom Officer, in consultation with the branch seneschal and the outgoing officer.

Their emergency replacement deputy is appointed by the relevant Kingdom Officer, in consultation with the branch seneschal and current office holder.

Incipient group officers

Until a branch is made official, its officers must be deputies of their counterparts in the administering branch.

All group officers

Term of office

The normal term of office for a group officer is two years. This should only be extended in exceptional circumstances.

The current office holder may apply for a second term as part of the call for new applicants.

No group officer may serve for more than two terms consecutively.

Emergency replacement deputies may serve terms consecutively.

Removal from office or ceasing to hold office

With sufficient evidence that an officer is not fulfilling the duties of that office, the relevant appointing authority may remove and replace that officer.

The officer may resign or step down early by notifying the relevant appointing officer and the group seneschal.

Officers of SCANZ cease to hold office if they are no longer eligible to be an officer of an incorporated society.

The emergency replacement deputy will fulfil the role in an acting capacity until a new appointment can be made.

Appointment process for Kingdom and group officers

Advertising

The role must be advertised, even if the current office holder wishes to re-apply. This allows for people to know that the role is something that they could apply for and supports finding an emergency replacement deputy.

Consideration

If the incumbent is an applicant, the conflict of interest must be managed during the appointment process.

The emergency replacement deputy is not automatically appointed to the substantive role, but they can apply.

Consider all of the applications for the role and verify that there are no relevant active administrative sanctions in place.

A single applicant is not necessarily a reason to appoint that individual.

Applicants must be considered on their own merits and found acceptable before being shortlisted for commentary.

Commentary

There must be a commentary period to allow for feedback about the candidates.

There does not need to be a commentary period for the appointment of the emergency replacement deputy.

Event officers

Event officers (i.e. those appointed to fill particular roles at an event) are appointed by the event steward or according to a group's standard procedures for an event.

The group officer is not required to be in charge of that activity at events.

Marshals

Marshal

Marshals are qualified by an authorising marshal and one other individual confirming the successful completion of the authorisation process for the relevant discipline. The authorisation process is contained in the relevant martial discipline's handbook.

Marshals must be subscribing members of SCANZ or an SCA affiliate to fulfil the role.

Authorising marshal

Authorising marshals are qualified by two authorising marshals confirming the successful completion of the authorisation process for the relevant discipline. The authorisation process is contained in the relevant martial discipline's handbook.

Marshals must be subscribing members of SCANZ or an SCA affiliate to fulfil the role.

Ceasing to be a marshal or authorising marshal

If a marshal or authorising marshal's membership lapses while their authorisation is still current, they may not perform the role of marshal until they renew their membership.

With sufficient evidence that the individual is not fulfilling their duties, the relevant Deputy Earl Marshal for that discipline, or Earl Marshal may revoke the qualification of a marshal or authorising marshal.

Related information

SCA Inc policies

[Corpora \(SCA Organizational Handbook\)](#)

Kingdom policies

[Book of Laws of the Kingdom of Lochac \(Kingdom Law\)](#)

[Martial handbooks](#)

Legislation

[Incorporated Societies Act 2022](#)

Document information

Owner	Committee of SCANZ Inc
Last reviewed	August 2026
Review period	Every second year

Record of amendments

If you identify issues with this policy, please email committee@sca.org.nz

Date	Brief description of amendment
2 August 2026	New