

Midrealm Martial Audit 2021

The following is an explanation and guide for Midrealm marshalls to conduct the 2021 Domesday Audit.

PURPOSE

In approximately 2016, the Midrealm started to migrate its authorization records to an electronic database. Since then, no comprehensive audit has been performed.

In 2020, the Midrealm migrated all its online technology to a new server system, which included moving the Authorization Database. Unfortunately, in 2021 certain vulnerabilities and non-industry practices were discovered in the structure and storage of the database, leading to notice being sent out of a potential data breach of the database records. At that time, the Earl Marshal decided to take down the old database and scrub the majority of personally identifying information (PII) from it. A new database has been created, and only necessary information has been pulled from the old database.

Additionally, the shutdown of the SCA and, particularly, martial activities in the Midrealm for such a long period due to the Covid-19 Pandemic has resulted in much of the data being not only old, but also now inaccurate as we have both gained and lost participants post-shut down.

With the restart of marshal activities and the launch of a new martial database in 2021, it has been determined that a complete audit of available data should be performed for both participants and marshals to ensure that our kingdom records are correct and current.

AUDIT METRICS

Disciplines with Authorizations: For these martial activities, we need to have a record of every single participant. For each participant, we need to know the following information:

1. SCA name,
2. Modern name,
3. Home region,
4. Home branch,
5. List of authorizations,
6. List of marshal warrants,
7. Waiver on file (yes/no),
8. Active status (yes/no based on whether they have participated in the year prior to the shutdown).

Disciplines with No Authorizations: For these martial activities, we are asking that populace report whether they have participated in these activities in the year prior to the shutdown, and/or after the restart. This is, of course, not going to capture the number of participants who do not report in for this audit, but we are hoping to establish at least a baseline of average participation in these activities.

Thus, for these disciplines, this is the information we are looking for:

1. SCA name,
2. Modern name,
3. Home region,
4. Home branch,
5. Participated since February 1, 2019 (yes/no),
6. Warrant status.

We recognize that some participants may attend local practices but not events, which may have resulted in them not being in the old database. We also recognize that there may be names listed in a group's roster who have not participated recently. These people are often friends, trainers, peers, etc. It is very important that these people be marked correctly in the roster: if they have not participated in the activity since February 1, 2019, then they **must** be recorded as inactive until they complete a reauthorization. You are not doing them a "favor" by marking them as active even if they have not been!

AUDIT PROCEDURES

We have tried to set up the audit to be a simple process for individual group marshals to work with their local participants to get the required information.

Important: the ultimate end of the line in this audit is the Clerk of the Roster: Isabel Taylor. The database itself will not be updated until she has signed off on the data that has been collected by an officer. For purposes of this audit, the Clerk speaks with the authority of the Earl Marshal; if she asks for clarification or additional information, please respond to her as quickly as possible.

The Clerk of the Roster will be sending a .CSV spreadsheet (digital file that can be opened with Excel, Google Sheets, etc.) to each Regional Marshal for each discipline. This email will be sent to that officer's kingdom approved email address, and their corresponding DKEM will be copied. The spreadsheet will have all the participants currently recorded for each Region, organized by Branch.

The Regional Marshal should use that spreadsheet to begin conducting the audit. They may do this by distributing the spreadsheet, or sections of the spreadsheet, to their inferior officers. If a marshal at any level asks for help, please help them! All the Deputies Earl Marshal and Regional Marshals have been asked to make themselves available to answer questions, help collect data, etc. If each Group Knight Marshal, with assistance from their superior group marshals, handles the roster for their own group, this process should be relatively low impact on any one person's workload (apart from our tireless Roster Clerk, who should be receiving chocolate and bourbon).

Regional, Baronial, and Group Knights Marshal should announce the audit and arrange to attend their local meetings, practices, and events during the months of November and December 2021 to allow each participant to review and update their information on the spreadsheet.

Information should also be provided to allow a participant who cannot attend an in-person date to communicate their information to the marshal via telephone, email, or video chat.

Additions, subtractions, and corrections to the spreadsheet should be recorded digitally, if possible, and should be made to the spreadsheet with a different font color so the Clerk can see the new information compared to the old information. If digital edits are not possible, the marshal may print out the spreadsheet, mark their audit by hand, and scan the printout back to the Clerk. Note: because of how the data transferred into the spreadsheet, each person will have multiple “rows” in the spreadsheet: make sure you check all of the rows with that person’s name when auditing their entry!

Marshals should plan to print out and carry with them blank waiver forms. If a participant does NOT already have a waiver on file, the marshal can simply ask the participant to sign the waiver and then the marshal can submit the waiver along with their completed audit paperwork.

The waiver form can be found here:

<https://www.sca.org/wp-content/uploads/2019/12/adltwaiv.pdf>

Due Date for Completed Audit Reports: December 20, 2021. All marshals should return their completed audit to the Clerk by this date. Her email address is: rosterclerk@midrealm.org.

Once the completed audit reports are received by the Clerk, she will review each report to clarity, contact marshals for corrections as necessary, and update the master database records. This process is expected to take six to eight weeks. Our goal is for the database to have a public-facing portal on the kingdom website that is available and up to date for marshals to complete their 1st Quarter 2022 report.

This process is going to require patience, common sense, and hard work. We would like to thank all of you in advance for your time and hard work. If there is a marshal lower in the chain than you who needs help, please do your best to help them or help them find a deputy to help collect this information.

In Service to Crown and Kingdom,

/s/ Marcus Pinarius Draconarius
Kingdom Earl Marshal

Date Issued: November 4, 2021

