



“Fight and die to fight another day!”

## **Membership packet**

Packet must be read, understood any uncompleted forms filled out, entry fee paid to the Treasurer / Secretary before training can begin.

“I’d rather be sword fighting!”

# Castle Wall Productions

## **Vision**

To work to the point where Castle Wall Productions is a completely self sustained entity, while striving to be the single best live steel theatrical combat show in the world.

## **Mission**

To provide the best medieval theatrical combat show for our audience.

## **Values**

Work hard toward our performances all while having fun and learning something new.



# Castle Wall Production Rules of Conduct

## General Rules and Regulations

- All members will sign and understand all of the required documents for C.W.P. before being trained.
- A C.W.P. member must choose a status and be familiar with the commitment level involved with that chosen status (see below chart).
- All members are required to be on a Castle Wall production team and understand what is required for that team.
- All new members must pay their entrance fee in total before being able to train. (No pay, No play). \$100.00 onetime fee.
- Read, familiarize and learn the C.W.P Manual of Arms (M.o.A.)
- C.W.P. SO. O. and trainers will be given the respect they are deserved they have the knowledge and skill to be in the position they are in.
- Any medical concern, condition or RX will be brought to the Lead Medic and the Senior Officers and eventually the medical team.
- Raising a weapon or fist (a threat of violence) to any member of C.W.P. during any C.W.P. function in not permissible at any time.
- No member, under any circumstances is permitted to discuss the *business* workings, past, present or future of C.W.P. with anyone outside of C.W.P. Only senior officers are permitted to do so, (not to be confused with recruiting).
- You may have loan of C.W.P. costume, armor, weapon, prop or manual and will be responsible for that property and to return it to C.W.P. when appropriate.
- All property of C.W.P. physical or intellectual is owned by CWP Ltd.© in total.
- All members of C.W.P. must use and utilize the C.W.P. phone tree.

## The statuses for CWP are the following;

### The following are the status and commitment requirements for CWP.

Status	Practice/ Month	Run Through	Season Practices	Full Shows	Baron Shows	Lesser Shows
Full Time	All	All	All	All	75%	50%
Swing Shift	3^	All	3	All	50%	25%
	2^	All	2	All	50%	25%
	1^	All	1	All	50%	25%
Auxiliary	1^	All	1	All	25%	5%
Support	1^	2	1	*	*	*
Reserve	0	0	0	0	0%	0%

**Practice/Month** is number of practices per month (4 or 5).

**Run Through** is done prior to and during the C.W.P. show season.

**Season Practices** are practices during the show season. May – October.

**Main Shows** are our one/month for six month show season May – October.

**Other Shows** are any that we do not have forecasted that we may obtain.

^ May attend more practices than the minimum amount.

\*Support team has a varying schedule according to the needs the member and C.W.P. Reserve must maintain contact with S.O once per month, if no contact within three month's dropped from roles.

**Extra members do not count toward or are a part of the CWP roster.**

**C.W.P. Equity Points** – C.W.P. uses equity points to decide the C.W.P. end of year gift based on the individuals attendance and level of commitment to C.W.P. overall for the season.

**Status base**

Full Time	5
Part Time 75%	4
Part Time 50%	3
Part Time 25%	2
Aux Time	1
Extra	0
Reserve	0
Support	2

**Senior Officer (Must be F/T)**

Pres	20
VP	17
VPO	15
S/T	13
HT	10

**Officer / Trainer (must be F/T)**

Weapons Lead	7
Wardrobe Lead	7
Armor Lead	7
<u>Props Lead</u>	<u>7</u>
Public Relations Lead	7
HR	/
Medical Lead	7
Support Lead	7
Merchandise Lead	7
<u>Trainers</u>	<u>5</u>

**Meetings**

Practices attended	1 (46 / season)
Practice set up	.5
Practice break down	.5
WUSC Performed	1
Team meeting attended	2 (min 12 / season)
Team Lead meeting attended	1 (12 /season)
<u>SO Meetings</u>	<u>1 (4 /season)</u>

**Load Ups**

Full Load up	10
Baron Load up	5
<u>Lesser Load up</u>	<u>2</u>

**Set Ups**

Full Set up	10
Baron Set up	5
<u>Lesser Set up</u>	<u>2</u>

**Shows**

Full Show attended	15
Baron Show attended	10
Lesser Show attended	7
Volunteer Show attended	5
<u>Mall Crawl attended</u>	<u>2</u>

**Break Down**

Full Show Break down	7
Baron Show Breakdown	2
<u>Lesser Show Breakdown</u>	<u>1</u>

**Unload**

Full unload	10
Baron unload	5
<u>Lesser unload</u>	<u>2</u>

<b>Situations</b>	Gaining new person that stays the season	6
	Lead on a show that = show	1 - 4
	Driving (car pool) POV to/from OSS	12
	Moving CWP items in POV	3
	Asst. driver to/ from OSS	5
	Car pool members sharing gas costs	2
	Bonus points from SO. or O.	1 – 5
	<u>Raise commitment level</u>	<u>1 - 4</u>
<b>Donations</b>	\$ or items up to \$100.00	1
	\$ or items up to \$500.00	5
	<u>\$ or items up to \$1000.00</u>	<u>10</u>
<b>Retention</b>	Commitment for next year same status	2
	Commitment for next year higher level	2-4
	<u>Commitments for next year lower level</u>	<u>1</u>

Practices and meetings must be attended on time and if late, SO. or O. must be contacted 1hr before practice for credit.

Amounts can be adjusted as per the individuals time spent assisting in the task.

Negative points may be added when there is an incident of insubordination or lack of cooperation for the task at hand.

Equity points can be eliminated when the individual fails to meet commitment agreed to.

The SO in particular Pres. have final say on all points assigned.

**CWP Privacy Promise** – In performing official C.W.P. members of C.W.P. may be privy to certain information that is both sensitive and confidential that is protected and on a need to know basis only SO. and Medical team for example.

**Equal Volunteer Opportunity** – C.W.P. accepts individuals regardless of race, color, religion, sex, age, sexual preference, national origin, mental or physical disability, all decisions are based on commitment, merit, qualifications and willingness to work to a common goal.

**Sexual Harassment** - Having zero tolerance for sexual harassment, the C.W.P. is committed to taking swift and appropriate action on all allegations.

**Smoking** – Smoking at practice is only allowed during break times and lunch not on the practice fields. At shows smoking areas are by the Event designation but never on the fight field nor in the C.W.P. tents.

**Inclement weather** – Inclement weather will be addressed as needed by using the phone tree. If an instant of inclement weather is an issue have your phone available to receive instructions.

**Change of Address phone number** – C.W.P. members are responsible to alert the Secretary/Treasurer if their address / phone number changes or they no longer have a phone, or of a temporary loss of service.

**Training** – C.W.P. will train all members with a prime concern of Safety and Control to a level equal to their personal commitment level and their personal desire to learn.

**Safety and injuries** – C.W.P. is a Safety first environment, but injuries do and will happen so all medical procedures will be applied and followed.

**Retention** – If an individual is in C.W.P. for one season and remains in an active status they *do not* have to pay the succeeding years entrance fees as long as they remain in an active status the following season(s).

If an individual drops to reserve he may stay so for three years (seasons) and rejoin Castle Wall at no additional charge.

If he rejoins after three years he must pay the current entrance fee.

If a member leaves Castle Wall I.E. no status for a season he must pay the current entrance fee upon returning to active status.

### **Practice Rules and Regulations**

- Safety FIRST.
- Be on time for practice (the designated time).
- Gloves, closed toe shoes and a water bottle must be brought to practice.
- We will begin practicing our fights and our run through **after** warm up/stretching.
- Any injury or medication you received before or during practice must be reported to the lead medic and then SO.
- It is important to remember to stay hydrated even in cold weather.
- It is important to remember to stay protected from the sun, even in cold weather.
- Swing Shift, Aux and Support practices schedule are 3<sup>rd</sup> practice of the month, then 1<sup>st</sup>, then 4<sup>th</sup> and run throughs.
- Black Out (B/O) dates for practices will be projected yearly, then monthly at minimum unless it is an emergency.
- Emergency B/O will be handled telephonically with the VPO, VP, or Pres. with at least one hour notice prior to practice (with limited exception).
- While at practice, *work*, do not simply socialize, but continually work on your skills attempt to learn things you would not normally try.
- Improvised moves that you are unsure of should only be done during fight choreography and only with the knowledge of your fight partner(s) and or a trainer and then brought to the LT and the Director.
- No C.W.P weapons will be held by non C.W.P. members.
- No non C.W.P. weapons will be allowed at practice unless cleared by C.W.P. R&D and those weapons will be used by the R&D members only.
- Weapons will be used for what they were made for; theatrical combat.
- Any practice for C.W.P. outside of scheduled times must be cleared by all the Senior Officers.
- Please be respectful of others. If there is a disagreement, take it to a Senior Officer. VPO, T/S, LT, VP, Pres
- There will be no violence that is not part of the practice (i.e. staged).
- Professional attitude is a must, C.W.P. is, so should you.
- Cool downs, if decided, will be done after practice.

### **The following will happen if you are late for practice (scheduled or unscheduled).**

- Upon arrival at practice site report to the VPO that you have arrived.
- All scheduled lates; *20 minute warm up / stretch, normal intensity.*
- 1<sup>st</sup> unexcused late; *20 minute warm up / stretch, normal intensity.*
- 2<sup>nd</sup> unexcused late; *25 minute warm up / stretch, hard intensity.*
- 3<sup>rd</sup> unexcused late; *30 minute warm up / stretch, very hard intensity.*
- If you do not do warm up / stretch you will **NOT** practice that day.

**Remember warm ups are a must for your Safety.**

**The following things could cause you to be *suspended* from C.W.P. during practice.**

- Continual laziness, not practicing, or not advancing your skills.
- Disrespecting, the property we are practicing on, or allowing friends or family to do so, causing C.W.P. to be seen a negative light.
- Allowing non C.W.P. members to hold freely or play with weapons.
- Disrespecting any C.W.P. officer, using foul language in anger or simply ignoring their leadership or training or orders.
- Continued infractions of any of the above rules.

**The following things will cause you to be *dismissed* from C.W.P. during practice.**

- A continual (3<sup>rd</sup> offence) of any of the above rules.
- Habitual laziness, not complying with the work ethic of C.W.P.
- Raising a weapon or fist (a threat of violence) to any member of C.W.P. during practice.
- Ignoring safety procedures and putting yourself or your partner(s) in danger.
- On purpose, disrespecting C.W.P. property (weapons, costumes, props etc.) to include fellow member's property located at the practice sight.
- Not telling a senior officer about an injury and or RX drugs received before or during a practice and it has an effects on a C.W.P. member.
- Use of ANY drugs, or any mind-altering substance before or while under practice status and or any evidence of such.
- Habitual tardiness.
- Three situations of “no call no show”.

**Show Rules and Regulations**

- Safety FIRST
- Be on time for the show (the designated time).
- Gloves, closed toe shoes, water bottle and costumes will be brought to the show.
- We will begin each day with warm ups, and stretching.
- Any injury or medication you received before or during practice must be reported to the lead medic and then SO.
- It is important to remember to stay hydrated.
- It is important to remember to stay protected from the sun (sun block).
- No weapons will be held during the show except during and for C.W.P. use.
- Weapons will be used for what they were made for; theatrical combat.
- Please be respectful of others. If there is a disagreement, take it to an executive officer immediately “off line”.
- There will be no violence that is not part of the show (i.e. staged).
- While at an event, work stay proactive, do not simply socialize but continually be in character unless at a non patron site C.W.P. (Members Only or Medical tent).
- Professional attitude is a must, C.W.P. is, so should you.
- Must maintain a professional attitude even when we are not show status we represent C.W.P. at all times while at events.
- Improvised moves or weapons should not be done as a norm but only to keep the flow of a show continued, all participants should be aware of this.
- Cool downs if decided will be done after shows.
- AAR'S will be after every presentation (show) and all members must be present.
- It is the member's responsibility to procure travel food, and lodging (hotel or tent) to from and at the venue that C.W.P. performs at.
- No Full Time, Swing Shift, or Auxiliary personnel are exempt from main shows, unless on an *emergency* basis and notification is given in advance.



- Black Out (B/O) dates for shows are only in an emergency case ONLY.
- Emergency B/O will be handled telephonically with the President, *as soon* as the emergency is known.

**The following things could cause you to be *suspended* from C.W.P. during a show.**

- Disrespecting the property we are practicing on, or allowing friends or family to do so, causing C.W.P. to be seen a negative light.
- Allowing non-C.W.P. members to hold freely or play with weapons.
- Disrespecting any C.W.P. officer, using foul language in anger or simply ignoring their leadership.
- Not telling a senior officer about an injury and or RX drugs received before or during a show.
- No call, no show or being late to a show.
- Avoiding set up and tear down.

**The following things will cause you to be *dismissed* from C.W.P. during a show.**

- Raising a weapon or fist (a threat of violence) to any member of C.W.P. during show / performance status.
- Ignoring safety procedures and putting yourself or your partner(s) in danger.
- Becoming hurt and hiding it from an executive member to include medications.
- On purpose, disrespecting C.W.P. property (weapons, costumes, props etc.) to include fellow member's property located at the event.
- Not telling a senior officer about an injury and or RX drugs received before or during a show and it has an effect on C.W.P. member.
- Use of ANY drugs, or any mind-altering substance (i.e. alcohol) before or while under performance status and or any evidence of such.
- A situation of "no call no show"
- Perpetually avoiding set up and tear down.
- The continued infraction of the above rules.

**Definitions**

**C.W.P.** - Castle Wall Productions

**Show Status** - Begins when C.W.P. is represented in part or in whole by its members. This status includes travel to and from an event location no matter the mode of transportation whether public or private. ANY TIME YOUR BEHAVIOR CAN BE LINKED WITH CASTLE WALL is considered show status.

**Event Area** - The location where we are in show status i.e. if we are at a Medieval Faire the entire grounds are included not just the fighting arena. After hours of faire at campsite is considered an event area.

**Officers** – Team leads

**Senior Officers** – President, Vice-president, Vice President of Operations, Lead trainer, Treasurer/secretary

**Suspension** - Means you will be released for the day and may return the following week (if practice) or next day (if show).

**Dismissal** - Means you will be released permanently from C.W.P. and arrangements made to retrieve C.W.P. property if needed.



# Castle Wall Productions Duties

## Presidential Duties

The President of Castle Wall Productions (CWP) is overall responsible for every aspect of the performance troupe, from training, safety, behavior, attendance, scheduling, appearance, and for the professional aspect and quality of CWP. The president is responsible for all after action reviews after each run through and show. The president will be the general mouthpiece for the company and will be the final point of contact (POC) for potential new members and any public relations for CWP. The president is the First POC for face to face for CWP. The President, as CEO/Owner will be the final deciding vote in all matters dealing with CWP, and will be advised and kept abreast of all activities of CWP members when dealing with CWP issues, events or activities. The president is overall responsible for the newsletter, any publications and website and their contents. The Pres is responsible for final decisions on disciplinary action with the input of the senior officers (VP, VPO, T/S and HT) and team leads if applicable. President is overall responsible to initiate and monitor phone tree results. The President must meet the absolute *highest* level of attendance, professionalism and commitment.

## Vice Presidential Duties

The Vice President of CWP will support and assist the president in ALL duties and be able to step in to replace the president, if needed, as the temporary CEO of CWP. The VP will, on a regular basis, handle personal (personnel) situations between members, and will be the primary HR liaison, and if needed bring the issues to the Pres. to be handled. The VP will keep the pres informed of all situations dealing with personnel. The VP will monitor practices and all responsibilities of the CWP Team Leads and thus the teams and their members while on CWP tasks. The VP is responsible for the running of CWP shows at events. The VP will be the secondary face to face POC for CWP in all cases when the President is not available. The VP is secondarily responsible for the newsletter, any publications and website and their contents. The VP will have major input on all decisions made for and about CWP. The VP will be instrumental and will enact any disciplinary actions taken on CWP members. VP monitors their half of phone tree. The Vice President must meet the very *highest* level of attendance, professionalism and commitment.

## Vice President of Operations Duties

The VP of Ops of CWP is responsible for all aspect of practice and practice etiquette. Safety is the prime concern, control the second, as well as work ethic during practice and health issues such as stretches, warm ups and cool downs. The VP of Ops will ensure that all members use their time at practice *to practice*. It is the responsibility of the VP of Ops to report members that are not using that time correctly to the VP and the Pres. The VPO is the primary scheduler for CWP practices. The VPO is responsible for CWP set up at venues and shows and will oversee the CWP Load/Set Up/Unload Teams at such events. The VP of Ops is the tertiary face to face POC for CWP if the President and VP are not available. The VPO is responsible for his portion of the newsletter and web content. The VP of Ops will have a major input on all decisions involved with CWP. The VP of Ops will be instrumental on any disciplinary actions taken on CWP members. VPO monitors their half of the phone tree. The Vice President of Operations must meet the *highest* level of attendance, professionalism and commitment.

## Castle Wall Productions Duties (pt2)

### Treasurer/Secretary Duties

The treasurer/secretary (T/S) is responsible for all money coming in and going out of CWP. It is the treasurer's responsibility to handle all receipts, bills, bookkeeping for CWP and the actual cash for CWP. The treasurer is responsible for a yearly report of CWP's financial status in November. The T/S will handle all initial paperwork for new entrants. The T/S answers directly to the Pres. of CWP. The secretary is responsible for all minutes, ID cards and copies of the CWP paperwork, maintaining CWP rolls, lists, and CWP wide agendas. The T/S is the fourth face to face POC for CWP. The T/S is responsible for their portion of the newsletter and general web content. The T/S will have a major input on all decisions involved with CWP. The T/S will be instrumental on any disciplinary actions taken on CWP members. The T/S must meet the *highest* level of attendance, professionalism and commitment.

### Training Team Lead Duties

The Lead Trainer of CWP is responsible for all aspect of training and training etiquette; safety is the prime concern. The Lead Trainer will ensure that all members of the training team are trained to the utmost in safety and CWP fight and acting choreography. The Lead Trainer will maintain the training status of all CWP members. The Head Trainer is the fifth face to face POC for CWP if the President, VP, VPO, and T/S. are not available. The LT is responsible for their portion of the newsletter and web forum. The Lead Trainer will have a major input on all decisions involved with CWP. The Lead Trainer will be instrumental on any disciplinary actions taken on CWP members. The Lead Trainer must meet the *highest* level of attendance, professionalism and commitment.

### Team Lead Duties

Each team lead is responsible for maintaining their area of responsibility (team responsibility), and to update the VP on a regular basis (once per month). The team leads are also answerable to the Pres. at all time and the VP, VPO when needed. Each team will have its own standards for what is needed (see individual team requirements). Each team lead will maintain their team's membership status and schedule regular meetings through out the year for their teams as needed (the minimum is one meeting every month) and maintain contact with their team members. Team leads are responsible for their portion of the newsletter and web forums. The team leads will have input on some major CWP decisions as needed. Support team lead is responsible for their area of the phone tree. The team lead must have a *very high* level of attendance, professionalism and commitment.

### Full Time CWP Member's Duties

Full Time members of CWP will come to practice at the designated time, and use that practice as practice (not social time). Members are responsible to call the VPO, HT, S/T, VP, or Pres if they are unable to show for practice. All members are responsible to be at every practice one month prior to the first show of the season, as these are show run throughs' and are mandatory. Members must realize main shows (standard three) are not an option (special circumstances accepted) and that they are responsible to attend 75% of other shows that CWP obtains. They must attend the venue as CWP members and they must be there at the prescribed time, it is the member's duties to ensure they obtain the proper time off from work or other commitments. All full time members must be on a team. Individuals on a team will follow the directions of their team lead, attend meetings, and follow through on their commitment for the duration of that season. CWP team members must maintain contact with their team leads on a regular basis to work out schedules. Members must utilize the phone tree. CWP full time members must have a *high* level of attendance, professionalism and commitment.

## Castle Wall Productions Duties (pt3)

### Swing Shift CWP Member's Duties

Swing Shift members of CWP will come to practice at the designated time, and use that practice as practice (not social time). Members are responsible to call the VP, if they are unable to show for practice. All members are responsible to be at every practice one month prior to the first show as these are show run throughs' and are mandatory. Members must realize main shows (standard three) are not an option (special circumstances accepted) and that they are responsible to attend 50% of other shows that CWP obtains. They must attend the venue as CWP members and they must be there at the prescribed time, it is the member's duties to ensure they obtain the proper time off from work or other commitments. All swing shift members must be on a team. Individuals on a team will follow the directions of their team lead, attend meetings, and follow through on their commitment for the duration of that season. CWP Team members must maintain contact with their team leads on a regular basis to work out schedules. Members must utilize the phone tree. Swing shift CWP members must have a *very good* level of attendance, professionalism and commitment.

### Aux CWP Member's duties

Auxiliary members of CWP are required to attend one practice prior to run throughs' for administration and costuming purposes. All members are responsible to be at one practice once per month and at two run through practices prior to the first show, as these are show run throughs' and are mandatory. Members are responsible to call the VP, if they are unable to show for practice. Members must realize main shows (standard three) are not an option (special circumstances accepted) and that they are responsible to attend 25% of other shows that CWP obtains. They must attend the venue as CWP members and they must be there at the prescribed time, it is the member's duties to ensure they obtain the proper time off from work or other commitments. All aux. Members must be on a team. Individuals on a team will follow the directions of their team lead, attend meetings, and follow through on their commitment for the duration of that season. CWP Team members must maintain contact with their team leads on a regular basis to work out schedules. Members must utilize the phone tree. Auxiliary CWP members must have a *good* level of attendance, professionalism and commitment.

### Support CWP duties

Support members of CWP will come to practices at the designated time. All members are responsible to be present at least one practice per month and at least one practice one month prior to the first show as these are show run throughs' and are mandatory. Members are responsible to call the Support Team Lead if they are unable to show for practice. Members must realize main shows they commit to are not an option (special circumstances accepted). They must attend the venue as CWP members and they must be there at the prescribed time, it is the member's duties to ensure they obtain the proper time off from work or other commitments. Members must utilize the phone tree. Support CWP members must have a *very good* level of attendance, professionalism and commitment.

### Reserve CWP Member's duties

Reserve members only have to keep in contact one time per month telephonically with a senior CWP officer and let them know their current status, (they wish to remain on the rolls and plan to return to CWP in an active role). If no contact is made after three months the individual will be dropped from the roles.

### Extra CWP

Extra members are those that are attached associated or linked with CWP in some way for an extremely limited time. They must be approved by the SO. They are assigned as tasked.

# Castle Wall Productions Team Duties

## Training Team Duties

Those individual that volunteer for the training team will be screened by the senior officers, have at least one year of combat activity within C.W.P. and will answer directly to the lead trainer. The training team is vital to the safe, controlled and constant operations of C.W.P.; this team is responsible for the selling of the illusion to the audience in a believable way and is also responsible for the acting quality of its members to include characterization and projection. This team is responsible for all new members while on probationary status (90 days). Team members must attend meetings, and follow through on their commitment that they volunteered for, for the duration of that season, and maintain contact with their team lead on a regular basis to work out schedules. This team must have a *high* level of attendance, professionalism and commitment.

Responsibilities of the training team are:

- Maintain working knowledge of CWP manual
- Introductions to CWP policies
- Basic training
- Advanced training
- Safety and control points taught and ingrained
- Maintain proper WUSC throughout the season
- Maintaining training standard throughout season
- Constantly maintain physical and acting measures on self and others
- Report training weakness or concerns
- Costume, armor and helmet training indoctrination.
- Coordinating acting auditions
- Responsible for newsletter article

## Weapons Team Duties (ht)

Those individuals on the weapons team will be responsible for all aspects of C.W.P. weapons used to include prop weapons. The safety of the group and audience is dependent on the weapons team. Team members must attend meetings, and follow through on their commitment that they volunteered for, for the duration of that season, and maintain contact with their team lead on a regular basis to work out schedules. This team must have a *very good* level of attendance, professionalism and commitment.

Responsibilities of the weapon team are:

- Weapon maintenance
  - Metal
    - No rust
    - No burs
    - Shine
    - Coated
    - Handle maintenance (to insure all weapons have solid attached handles)
      - Oiled (if wood, leather)
      - No spurs (if wire)
      - No fray (if cloth or leather)
  - Wood
    - Linseed oiled
    - No splinters
    - Handles (leather wraps)
- Weapons counts at all times
- Pass out and collect weapons & sheathes
  - At practice
  - At shows
- Research and prospects for new weapons
- Responsible for newsletter article
- Set up and put away of all weapons at shows

# Castle Wall Productions Team Duties (pg2)

## Wardrobe Team Duties (ht)

Those individuals on the weapons team will be responsible for all aspects of C.W.P. garb members must attend meetings, and follow through on their commitment that they volunteered for, for the duration of that season, and maintain contact with their team lead on a regular basis to work out schedules. This team must have a *very good* level of attendance, professionalism and commitment.

Responsibilities of the wardrobe team are:

- Maintain current size sheets for CWP members
- Police styles under Director's guidance
- Create new garb for CWP
- Repair CWP garb when needed
- To maintain what is an CWP garb and what is a POG
- Research and prospects for new garb
- Garb counts at all times
  - Clothing, hats, hoods & crowns, bracers, belts, frogs, pouches, bloomers
- Responsible for newsletter article
- Pass out and collect all garb at shows
- Pass out & collect practice gloves at practice

## Armor Team Duties (ht)

Those individuals on the armor team will be responsible for all aspects of C.W.P. armor, helmets and shields. Team members must attend meetings, and follow through on their commitment that they volunteered for, for the duration of that season, and maintain contact with their team lead on a regular basis to work out schedules. This team must have a *very good* level of attendance, professionalism and commitment.

Responsibilities of the armor team are:

- Chain
  - Tight butting
  - No rust
  - No hanging links
  - No holes
  - Leather tie
- Helmet / metal plates
  - No Rust
  - Shine
  - Fit & padding
  - Attachment points secure
- Armor / helmet / shield count
  - At practice
  - At shows
- Leather
  - Create non armor leather goods
  - Oiled
  - Maintained
  - Attachment points secure
- Responsible for newsletter article
- Research and prospects for new armor
- Props counts at all times
- Set up and put away of all props at shows

# Castle Wall Productions Team Duties (pg3)

## Props Team Duties (ht)

Those individuals on the props team will be responsible for all aspects of C.W.P. props. Team members must attend meetings, and follow through on their commitment that they volunteered for, for the duration of that season, and maintain contact with their team lead on a regular basis to work out schedules. This team must have a *very good* level of attendance, professionalism and commitment.

Responsibilities of the props team are:

- Tents (all)
  - Poles (oiled / painted)
  - Roof & Sides (no holes / paint)
  - Ropes (no fray, knots)
  - Spikes (size and count)
- Wood (all)
  - All connections tight
  - Hinges connected and work
  - Stained, oiled or sealed
- Cloth
  - Cleaned and repaired
- Tables and chairs
  - All connections tight
  - Cleaned and repaired
- All set dressing maintained (cleaned, shined, oiled, batteries, repaired)
- Responsible for newsletter article
- Research and prospects for new props
- Set up and put away of all armor at shows

## Public Relations Team Duties (st)

Those individuals on the public relations team will be responsible for all aspects of C.W.P. public relations. Team members must attend meetings, and follow through on their commitment that they volunteered for, for the duration of that season, and maintain contact with their team lead on a regular basis to work out schedules. This team must have a *high* level of attendance, professionalism and commitment.

Responsibilities of the PR team are:

- Obtaining venues for CWP
- Maintain CWP web site
- CWP promotion
  - Flyers and advertisement placement
  - Web placement
  - Mall Crawls
- Responsible for newsletter article
- Recruitment of new members
- Retention of current members

## Human Relations Team Duties (st)

Those individuals on the human resources team will be responsible for all aspects of C.W.P. human resources. Team members must attend meetings, and follow through on their commitment that they volunteered for, for the duration of that season, and maintain contact with their team lead on a regular basis to work out schedules. This team must have a *high* level of attendance, professionalism and commitment.

Responsibilities of the HR team are:

- Maintain all CWP paperwork
- Update CWP website and maintain public forum web site
- Ensure that all group movement and times are disseminated to CWP members
- Responsible for newsletter article
- Maintain all CWP birthday celebrations

- Initiate and coordinate all C.W.P. award ceremonies and BBQ

## Castle Wall Productions Team Duties (pg4)

### Medical Team Duties (st)

Those individuals on the medical team will be responsible for all aspects of C.W.P. medical issues. Team members will be at minimum First aid and CPR qualified. All CWP members that are First aid and CPR qualified will be on this team. Team members must attend meetings, and follow through on their commitment that they volunteered for, for the duration of that season, and maintain contact with their team lead on a regular basis to work out schedules. This team must have a *high* level of attendance, professionalism and commitment.

Responsibilities of the medical team are:

- Administer the proper first aid to the members of CWP as needed
- Maintain the health of CWP members while at CMF events
- Maintain a record of all CWP members medical issues and medications
- Maintain stock on CWP medical kits
- Maintain water at practice and at shows.
- Responsible for newsletter article
- Instruct classes on situations particular to CWP
- Set up and put away med kits, stretchers, cots and water at shows

### Support Team Duties (cs)

Those individuals on the support team will be responsible for all aspects of supporting C.W.P. Team members must attend meetings, and follow through on their commitment that they volunteered for, for the duration of that season, and maintain contact with their team lead on a regular basis to work out schedules. This team must have a *good* level of attendance, professionalism and commitment.

- To support all aspects of the CWP show
  - Stage hand during shows
  - Manning customer service areas during performance
  - Filming and photography during performance
- Assist in maintaining the merchandise section of the CWP website
- Schedule all support personnel around and during CWP shows
  - Assist in set up / tear down at shows
  - Assist manning merchandise booth
  - Assist in manning the stocks
  - Assist In prepping cleaning meals for camp kitchen
- Assist at team meetings
- Assist at practice
- Responsible for newsletter article

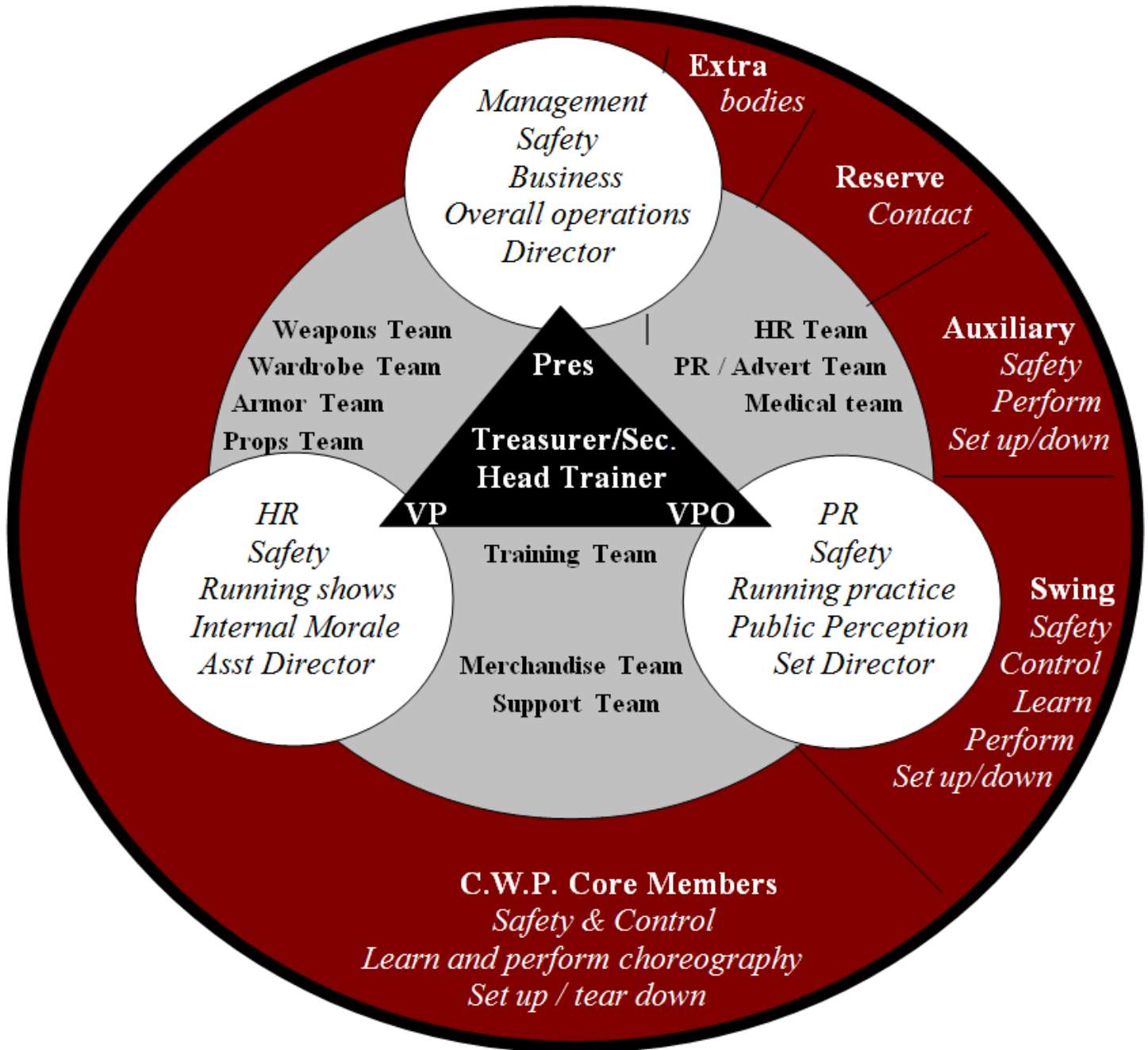
### Merchandise Team Duties (cs)

Those individuals on the merchandise team will be responsible for all aspects of C.W.P. merchandise. Team members must attend meetings, and follow through on their commitment that they volunteered for, for the duration of that season, and maintain contact with their team lead on a regular basis to work out schedules. This team must have a *good* level of attendance, professionalism and commitment.

- Maintain count on all CWP merchandise
- To maintain the merchandise section of the CWP website to include shipping of items
- Schedule personnel for Merchandise booth and stocks.
- To set up and put away merchandise, balloons and tip baskets at shows
- To sell, hawk or gain tips that translate directly to \$ for CWP
- Responsible for newsletter article
- To be professional, and informative to customers that the \$ goes back to the group
- To constantly be on the lookout for new and different sales items
- To work on CWP items to be sold at shows on

# Castle Wall Productions Organizational Model

## C.W.P.



Large circle – C.W.P. member’s status.

Small circle – C.W.P. teams.

Black triangle - Senior officers.

White circles - Primary responsibilities for each senior officer.

**Bold** – title or status

*Italics* - duties of each status.



# Castle Wall Productions Safety Guidelines

These are for *your* health and safety

- SAFETY is of prime importance in all aspects.
- CWP is a contact sport, expect some pain, bruises and possibly a little blood.
- Warm up and stretching will always be done prior to each practice / performance and cool downs at the end if deemed necessary.
- CWP warm up routine has been created by a professional health trainer.
- Be flexible and attempt all things, that IS what training is for. CWP would never ask any one to do anything that would be a danger to the individual.
- If injured during practice, two medics will attend the individual the rest of CWP will continue to train.
- If injured during a fight in a show, first determine if you can go on. If so continue, if not use the code word "blue" and yield to your opponent.
- In the event of an injury in a show, stay in character (this means EVERY ONE!)
- SAFETY is of prime importance in all aspects
- Upon the medics needing to attend the injured party, the individual will be assessed and will be escorted off the field or carried by named designate litter bearers to an area "behind the scenes."
- Any injury of any kind is to be "played off" to the general public by members of C.W.P.
- Designates (two each) will be named for each side and will be the contact individuals for any incident that needs to adjust the show this will be funneled to the director.
- Follow the words of the trainers, they are the most experienced, they know what they are talking about.
- Stay hydrated at all times.
- Water, juice, milk, soup and sports drinks NOT only coffee, tea, and soft drinks, 20 oz. one hour prior, 3-6 oz every 15-30 min. while exercising is an acceptable formula for our altitude and climate.
- Sun block will be used as we need our performers to be able to be touched. A sun burnt performer is no good to C.W.P.
- Always know where your Med Kit is.
- SAFETY is of prime importance in all aspects

Officers: Any individual that is a Team Lead within C.W.P.

Senior Officers: President or Vice-president or Vice President of Operations Treasurer/Secretary, lead trainer

## Castle Wall Productions Free Form Rules

v2.1

**Safety - is always enforced.**

**Control - is always maintained.**

**Honor - is always paramount.**

1. The creed of Free Form must be followed Safety, Control and Honor on the field.
2. Participants **must** wear double gloves.
3. Opponents wearing helmets are susceptible to head hits.
4. Marshal for any duel (practice or show) **must** be a free form fighter.
5. Marshal or Lead Marshal will hold the Scepter of Marshaling while on the field.
6. Any CWP **slashing** weapon is a viable free form weapon (much care must be taken on pole arms and spears as they are generally thrusting).
7. Shields are used in *defense* only in free form unless both opponents are fully armored then they can be used to push opponents.
8. Choice of weapons and armor must be decided and agreed to by **all** opponents **and** the Marshal. (See below\*)
9. Opponents must salute (honor is everything).
10. The Marshal will give the command of "*Lay On!*" to start combat.
11. Hits to an unarmored head are illegal, as are uncontrolled hits, one hit is excused, two hits, point go to opponent, three hits, disqualification, and opponent wins.
12. Hits to hand, wrist do not count.
13. Any hit to an unarmored limb causes that limb to be inactive.
  - A. Leg- must kneel with their wounded knee on ground, can drag wounded leg.
  - B. Arm- must tuck arm behind back grasping belt or clothes.
  - C. Any hit to an unarmored torso is instant "death".
  - D. A hit to armor is as follows;
    - I. A hit to heavy leather armor requires two hits.
    - II. A hit to chain, scale or ring armor requires three hits.
    - III. A hit to a helmeted head, shield or plate armor requires four hits.
14. While it is not unfair to pit armored opponents vs. unarmored it is not honorable, unless the armored opponent is outnumbered 2-1, 3-1 or 4-1, depending on armor used (see number 13).
15. There will always be half as many marshals on the field as opponents, one marshal will always be lead marshal.
16. The Marshal(s) will herald the points out loud and gesture to the victor. "*Point to \_\_\_\_\_.*"
17. The Marshal(s) can stop all combat with a call of "*Hold!*".
18. Any combatant can stop a combat with a call of "*I Hold*" or forfeit combat by "*I Yield*".
19. Upon a draw or evenly matched combat the marshal may call a request from the combatants for a draw if both agree it is a draw if not combat continues.
20. The Marshal or lead Marshal will have the final say on **ALL** decisions.

# Castle Wall Productions

## Introduction & history of the age

To understand the history of England circa 1194 one must go back over a hundred years to William the Conqueror a Norman who defeated the Saxons and became king of England. The Saxons are by enlarge, an oppressed peoples and this continued into the time of “Robin Hood.” This hatred between Norman and Saxon runs deep, so deep in fact, that many of them consider the other a separate race. This division sometimes runs even within those peoples of the island such as Dane and Celt some historians dispute this, but records of the time show that marriages were for the most part kept separate. The second aspect of life in this time is religion, which is so important that almost every moment of life is touched by it. The crusades are proof of this and those people that are not ‘Christian’ are often considered less than people, such as the Jews, Muslims and Gypsies. These peoples are often referred to as infidels. The third fact to note is politics, which is rife throughout the church, and the state there is so much political maneuvering going on it would be impossible to name examples of it, every body’s life from the lowliest peasant to the highest king is affected by the maneuverings of politics.

## Dates particular to the story

09/08/1157	Richard is born
1160	Robin is born
12/24/1166	John is born
07/06/1189	King Henry II Dies
07/20/1189	Richard crowned Duke of Normandy
09/03/1189	Richard crowned King of England
12/1189	Richard names his nephew Arthur heir in case he dies
07/1190	King Richard leaves for the Third Crusade
1192	Eleanor returns to England
09/02/1192	Richard / Saladin agree to a truce
1192	Robin returns from the crusade
1192	Tournament in Acre, Ivanhoe’s “death”
12/1192	Richard captured and imprisoned in Austria
02/1193	John learns of Richard’s imprisonment
1193	Gilbert returns from the crusades
02/04/1194	Richard is released from imprisonment
1194	Prince John’s coronation tournament (the time of our show)

## Notes

Our version of the Robin Hood legend or the story of Ivanhoe is by no means supposed to be an accurate historical portrayal of the era in question. Its sole purpose is for entertainment and enjoyment.

In the writings of bios, some of the original English spelling is used to preserve the flavour of the time.

In a similar vein many of the Norman names are in their original French to preserve the ambiance of the era.



# Castle Wall Productions

## Rules/Duties/Safety/Commitment/Guideline Acknowledgement & Agreement Form

If you have read these documents, and accept them, and would still like to join sign below.

I \_\_\_\_\_ have read all rules, duties,  
(PRINT FULL NAME)

team duties, safety guidelines, and any additional forms in the application packet and was not coerced in any way to sign this document against my will and understand that I am liable for all aspects of said rules, duties and guidelines and all connotations that are implied or otherwise inferred. Also I understand that any infractions of these rules may result in the prescribed disciplinary action. I understand that the rules apply for the duration of my tenure with C.W.P. (one season). I agree to these rules and regulations.

I have chosen \_\_\_\_\_ status and understand the  
(FT, PT: 75%, 50%, 25%, AUX, RES)  
commitment(s) I have agreed to and will adhere to the percentage of practices per month that I am required to be at based on my level of participation I have chosen. I understand

the team I have chosen \_\_\_\_\_ is my primary and  
(TEAM NAME)

understand that I must participate with that team and meet all duties prescribed therein. I also realize that this means my commitment to the CWP performances must match the level of participation I have chosen.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

Date signed \_\_\_\_\_

Parent /Legal guardian (if under 17 years old)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

Date Signed \_\_\_\_\_

Witne

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

Date Signed \_\_\_\_\_



# Castle Wall Productions

## Adult Waiver / Release Form

### AMATEUR ATHLETIC WAIVER AND RELEASE OF LIABILITY READ BEFORE SIGNING

IN CONSIDERATION OF being allowed to participate in any way in Castle Wall Productions related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. The risk of injury from the activities involved in this program is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and,
3. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
4. I myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, HEREBY RELEASE THE other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("Releasees"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property incident to my child's involvement or participation in these programs, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.
5. I, for myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, HEREBY INDEMNIFY AND HOLD HARMLESS Castle Wall Productions and all the above Releasees from any and all liabilities incident to my involvement or participation in these programs, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent permitted by law.

**I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

#### UNDERSTANDING OF RISK

I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulation, and accept them as a participant.

\_\_\_\_\_  
(PARTICIPANT SIGNATURE)

\_\_\_\_\_  
(PRINT NAME)

Date Signed: \_\_\_\_\_



# Castle Wall Productions

## Minor Waiver / Release Form

### **RELEASE OF LIABILITY FOR MINOR PARTICIPANTS READ BEFORE SIGNING**

IN CONSIDERATION OF \_\_\_\_\_ my minor child/ward ("my child"), being allowed to participate in any way in Castle Wall Productions, related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. The risk of injury to my child from the activities involved in this program is significant, including the potential for permanent disability and death, and while particular rules, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist; and,
2. FOR MYSELF, SPOUSE, AND CHILD, I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my child's participation; and,
3. I willingly agree to comply with the program's stated and customary terms and conditions for participation. If I observe any unusual significant concern in my child's readiness for participation and/or in the program itself, I will remove my child from the participation and bring such attention of the nearest official immediately; and,
4. I myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, HEREBY RELEASE THE other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("Releasees"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property incident to my child's involvement or participation in these programs, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.
5. I, for myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, HEREBY INDEMNIFY AND HOLD HARMLESS Castle Wall Productions and all the above Releasees from any and all liabilities incident to my involvement or participation in these programs, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent permitted by law.

**I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

\_\_\_\_\_  
(PARENT/GUARDIAN SIGNATURE) (PRINT NAME)

Date Signed: \_\_\_\_\_

#### UNDERSTANDING OF RISK

I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulation, and accept them as a participant.

\_\_\_\_\_  
(PARTICIPANT SIGNATURE) (PRINT NAME)

Date Signed: \_\_\_\_\_



# Castle Wall Productions

## Medical Emergency Consent / Contact Form

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ 2<sup>nd</sup> Phone : \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relation to patient: \_\_\_\_\_ Employer \_\_\_\_\_

Emergency Contact Number (if different from above): \_\_\_\_\_

List ANY allergies (medications, food, insects etc.): \_\_\_\_\_

\_\_\_\_\_

List ALL medications: \_\_\_\_\_

\_\_\_\_\_

List ALL medical conditions (diabetes, asthma, hypoglycemia etc.): \_\_\_\_\_

\_\_\_\_\_

List ALL injuries and surgeries: \_\_\_\_\_

\_\_\_\_\_

Primary Care Physician \_\_\_\_\_ Phone \_\_\_\_\_

Physicians Address \_\_\_\_\_

Primary Insurance \_\_\_\_\_ ID # \_\_\_\_\_

Members Name \_\_\_\_\_ Group # \_\_\_\_\_

Dental \_\_\_\_\_ ID # \_\_\_\_\_

Members Name \_\_\_\_\_ Group # \_\_\_\_\_

I/we hereby grant consent to any and all health care providers designated by Castle Wall Productions to myself / my child \_\_\_\_\_ any necessary medical care as a result of any injury illness. This consent includes First Aid and transport to / from health care providers.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or legal guardian if applicable)

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

All Information remains confidential and is used only in case of emergency.



# Castle Wall Productions

## Personal Information Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Nick Name \_\_\_\_\_ DOB \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

E-Mail (to include URL): \_\_\_\_\_

Father's name: \_\_\_\_\_

Fathers Work (if minor): \_\_\_\_\_ phone \_\_\_\_\_

Mother's name \_\_\_\_\_

Mothers Work (if minor): \_\_\_\_\_ phone \_\_\_\_\_

Do you have any gymnastic, acrobatic, stunt, wrestling, martial arts or military experience? Are you currently enrolled in any of the above?

\_\_\_\_\_

Have you ever competed in any sport that involved weapon? Have you ever belonged to a group that utilized any type of archaic weapon?

\_\_\_\_\_

Do you have any unique or special skills such as wood working, masonry, needle craft, sewing automotive, performing, musical, etc?

\_\_\_\_\_

What are your hobbies, or other extracurricular activities?

\_\_\_\_\_

Do you have phobias, such as fear of heights, insects, or large crowds?

\_\_\_\_\_

All information used only for CWP purposes.





# Castle Wall Productions BIO Sheet

*print legibly*

Proper Full Name; \_\_\_\_\_

Informal Name; \_\_\_\_\_ Nick Name \_\_\_\_\_

DOB \_\_\_\_\_ POB \_\_\_\_\_

MilitaryServiceBranch; \_\_\_\_\_ TOD; \_\_\_\_\_

Attended College at; \_\_\_\_\_

Degree(s); \_\_\_\_\_

Moved to Denver Metro area when MM/DD/YY; \_\_\_\_\_

Husband / Wife or Father / Mother if in CWP; \_\_\_\_\_

Children (ages); \_\_\_\_\_

Pets: \_\_\_\_\_

Job(s) / favorite job; \_\_\_\_\_

Unique skills / hobbies; \_\_\_\_\_

Pastimes or enjoyments other than hobbies; \_\_\_\_\_

Acting gigs (characters played) \_\_\_\_\_

Achievements gained (awards, rankings etc i.e. Black Belt in Karate) \_\_\_\_\_

CWP Characters played in the past --- \_\_\_\_\_

CWP Awards (year) \_\_\_\_\_

Unfulfilledwants/goals \_\_\_\_\_

Other info(feel free to add tidbits about yourself) \_\_\_\_\_

***Thank you - HR***

*(if not completely filled out or with enough we reserve the right to make stuff up) - by the directive of the president*