

1.0 Purpose

The purpose of this Standard Operating Procedure (SOP) for the Knights and Nobles and Rogues (KANAR) Game Staff Operations (herein known as K1/GSO) is to define the role and function of each K1/GSO staff member to ensure smooth operation of the game and consistency of play from member to member. This SOP will define structure, responsibility, and procedure for all persons in its scope

The scope of this SOP is to encompass all elected and appointed persons that function as an operational staff for the K1/GSO and its members under the KGE BOD. This SOP will take precedence over all rulings, rulebooks, or other such documents used in the administration of the game, and will yield to all "KGE-" documents, the Articles of Incorporation for KGE, Inc. and any law of the State of Michigan or the United States of America to which these rules might conflict. Any conflicts with documents taking precedence over this SOP should be reported to the BOD for correction.

2.2 KGE Board of Directors

The KGE Board of Directors (BOD) has the right, by majority vote, to modify any portion of this SOP. The BOD retains the right to oversee the functions of this SOP, but will not engage in any part of the K1/GSO unless otherwise stated in this SOP.

2.2.1 Evaluation

The BOD will evaluate the following positions at the end of each year. These positions are:

- Game Master First
- Play Master First
- Character Book Marshal First

The BOD retains the right to evaluate any other position defined by this SOP on a case-by-case basis.

2.3 Posting of Information

Information that is required to be posted will be posted in electronic format on the official KGE web site.

The BOD retains the right to alter this requirement on a case-by-case basis

2.4 Event Times

Kanar events spanning more than one day will begin at 5pm on the first scheduled day and end at 5pm on the last scheduled day.

3.1 Structure

The K1/GSO will be broken down into three main departments. These will be Mechanical Operations, Game Play Operations, and Routine Operations. The Mechanical Operations will be responsible for the development, publishing and enforcement of the rulebook and all mechanical functions of Player Characters (PC's). The Game Play Operations will be responsible for the development, administration, and continuity of the game story and its history. The Routine Operations will be responsible for any and all items not covered by rules or game story. K1/GSO members will:

- Not change the BOD decisions.

3.2 Position Binder

All K1/GSO members (Firsts only: see definition in 4.0 - Mechanical Operations, 5.0 - Game Play Operations, and 6.0 - Routine Operations) are required to keep a 3-ring binder or equivalent. The material will include, but not be limited to, a current copy of this SOP, a current copy of the rulebook, an inventory of all items belonging to the position, and any pertinent notes that would help future persons holding that position.

3.3 General Requirements

All Position firsts defined in 4.0 - Mechanical Operations, 5.0 - Game Play Operations, and 6.0 - Routine Operations are required to keep copies of the following information on file with the BOD:

- Current mailing address
- Current phone number

- Valid e-mail address

3.4 Order of Authority

During any scheduled event, the Game Master will retain the highest level of authority. During all other times, the Play Master will retain the highest level of authority. This authority will not undermine the rights and responsibilities of the positions as defined in this SOP, but will serve as a definition of the chain of command when questions arise.

4.1 Mechanical Operations Department

Mechanical Operations Staff will be responsible for the development, publishing, and enforcement of the rulebook and all mechanical functions of the PC's. They will oversee the administration of the rules during events held by KGE, provide all training and education to members on the rules and their application, and will make ruling on any dispute of a rules violation, keep account of all violations, and develop corrective action plans for those found in violation of the rules.

All Mechanical Operations Staff will be appointed by the Play Master 1st (PM 1st). The PM 1st will be allowed to delegate any responsibilities under their purview as they see fit through the means of appointing subordinates. The PM 1st will then notify the BOD of these persons and their rank in the Mechanical Operations Staff.

4.2 Play Master Staff

These responsibilities of the Play Master Staff may be delegated by the PM 1st as he/she sees fit. Any person so delegated to will be considered a member of the Mechanical Operations Staff.

The Mechanical Operations Staff will:

- Not over-rule the GM Staff in pursuance/execution of their duties under their position definition.
- Not over-rule the CBM Staff in pursuance/execution of their duties under their position definition.
- Have a thorough understanding of the rules of the game.
- Keep a current copy of the Rulebook at every event.
- Keep records of all formal complaints within their purview in their binder.
- Keep a log of all rules violations, and make the list available for inspection by the BOD at their request.
- Keep a list of all suspended or expelled members and give a copy of the list to the BOD.
- Maintain a standardized discipline manual.
- Make rulings/clarifications on the field of play, so long as all rulings/clarifications are recorded for review.
 - Report all PM Staff rulings to the appropriate marshal when they arrive on the field or inform them in writing no later than one week after the event.
- Enact any reasonable punishment for transgressions within their purview.
 - Have the power to prohibit KGE members from engaging in any game mechanical effect, including but not limited to, combat and casting.
- Provide/oversee all game mechanical certification/inspection/training as needed.
- Check and approve all game weapons according to the safety standards of KGE.
- Create and maintain a set of Standard Work Instructions for all Mechanical Department tasks, so that subordinates, volunteers, and future position holders can benefit from institutional memory. Update as needed. Archive with Secretary.

4.1.1 Play Master First

The Play Master (PM 1st) will:

- Hold no other KGE positions.
- Must, prior to each quarterly BOD meeting, submit a detailed quarterly report of all functions performed by the Mechanical Operations staff since the previous quarterly BOD meeting.
- Must have a staff member(s) present and available to the players during scheduled business hours at all scheduled events.
- Be responsible for updating the Game Master Staff's and the Character Book Marshal Staff's copy of the Rulebook at the beginning of every event.
- Post all rules clarifications on the KGE website, as needed.
- Conduct Rules / General Populous surveys at the direction of the Board of Directors and report its findings to the BOD.
- Be responsible for maintenance and archiving of the following documentation:
 - o Rulebook

5.1 Game Play Operations Department

The Game Play Operations Staff will be responsible for the development, administration, and continuity of the game story and its history. All pertinent documentation as to the history of the game will be archived with the KGE Secretary for future reference.

All Game Play Operations Staff will be appointed by the Game Master 1st (GM 1st). The GM 1st will be allowed to delegate any responsibilities under their purview as they see fit through the means of appointing subordinates. The GM 1st will then notify the BOD of these persons and their rank in the Game Play Operations Staff.

5.2 Game Master Staff

These responsibilities of the Game Master Staff may be delegated by the GM 1st as they see fit. The Game Play Operations Staff will:

- Not over-rule the PM or CBM Staffs in pursuance/execution of their duties under their position definition.

- Have a thorough understanding of the rules of the game.
- Keep records of all written and signed complaints within their purview.
 - Report all GM rulings to the appropriate position when they arrive on the field or inform them in writing, no later than one week after the event.
- Enact any reasonable punishment for transgressions within their purview.
- Review all current character histories, as needed
- Be responsible for maintenance and archiving of the history and Worldbook
- Create and maintain a set of Standard Work Instructions for all Game Play Operations Department tasks, so that subordinates, volunteers, and future position holders can benefit from institutional memory. Update as needed. Archive with Secretary.

5.1.1 Game Master First

The Game Master (GM 1st) will:

- Hold no other KGE positions.
- Must, prior to each quarterly BOD meeting, submit a detailed quarterly report of all functions performed by the Game Play Operations staff since the previous quarterly BOD meeting.
- Supervise and provide guidance to all Game Play Operations Staff members.
- Supervise and administrate the execution of the game on the field while maintaining balance and atmosphere. This includes, but is not limited to, all Themes, Plots, Personal Plots, Modules, Encounters and NPCs.
- Review and approve or deny all Themes, Plot, Personal Plot and Module proposals.
- Handle or route character encounters that occur in between events to one or more relevant K1 Staff members or committees.
- Have the final approval/veto of all magic items.
- Develop/maintain submission forms for all Themes, Plots, Personal Plots, Modules, Encounters, NPCs, and other such items, as needed. Archive all “monsters” and their statistics in a Monster Book.
- Coordinate, organize, and archive all personal histories, themes, modules, and Quill articles.
- Maintain an Encounter Book of all approved and ready-to-run personal plots, modules, encounters that may run during an event in accordance with the GM Staff and the Theme Masters.
- Maintain and Update the History Book.

5.1.2 Economic Marshal

The Economics Marshal will:

- Catalog, create tags for, distribute, and keep records of all tagged items.
- Handle the use of professions in-game by maintaining a Professions Manual.
- Maintain a price list and supply for the game.
- Decide what items may be bought in town.
- Create and maintain a “Fence” area in order to gather and return items to their proper owners.
- Report Economics issues to the GM
- Run plots to generate money for the Town moneybag as approved by the GM Staff.

5.1.3 Theme Marshal

The primary job of a Theme Marshal is to make Kanar fun for its participants. The GM 1st will appoint these persons for a period of time set by the GM 1st. Theme Marshals will:

- Make sure their theme is progressing at a reasonable rate.
- Report creature restrictions, monsters that should be run, and any new creatures to the GM Staff.
- May appoint assistants to aid in the management of the theme.

5.1.4 Mystic Quill Editor

The Mystic Quill Editor is responsible for the printing of the Mystic Quill and will:

- Receive and read all articles submitted for publication in the Mystic Quill, approve or decline them as necessary under the advice of the GM and TMs, and release approved articles for publication.
- Post approved rule changes in the Quill as submitted by the Corporate Secretary.
- Post out-of-character announcements in the Quill as needed.

6.1 Routine Operations Department

Routine Operations Staff will be responsible for any and all items not covered by rules or game story.

All Routine Operations Staff will be appointed by the Character Book Marshal 1st (CBM 1st). The CBM 1st will be allowed to delegate any responsibilities under their purview as they see fit through the means of appointing subordinates. The CBM 1st will then notify the BOD of these persons and their rank in the Routine Operations Staff.

6.2 Routine Operations Staff

These responsibilities of the Routine Operations Staff may be delegated by the CBM 1st as he/she sees fit. The Routine Operations Staff will:

- Not over-rule the PM Staff in pursuance/execution of their duties under their position definition.
- Not over-rule the GM Staff in pursuance/execution of their duties under their position definition.
- Have a thorough understanding of the rules of the game.
 - Keep a current copy of the Rulebook at every event, as provided for by the Play Master Staff.
- Keep records of all formal complaints within their purview in their binder.
 - Report all CBM rulings to the appropriate position when they arrive on the field or inform them in writing no later than one week after the event.
- Enact any reasonable punishment for transgressions within their purview.
- Create and maintain a set of Standard Work Instructions for all Mechanical Department tasks, so that subordinates, volunteers, and future position holders can benefit from institutional memory. Update as needed. Archive with Secretary.

6.1.1 Character Book Marshal First

The Character Book Marshal (CBM 1st) will:

- Hold no other KGE positions.
- Must, prior to each quarterly BOD meeting, submit a detailed quarterly report of all functions performed by the Routine Operations staff since the previous quarterly BOD meeting.
- Must have a staff member(s) present and available to the players during scheduled business hours at all scheduled events.
- Maintain character records for those filing the current year's Annual Registration Form with the Corporate Secretary as active characters.
- Update character records after each event.
- Maintain an archive of character records for those considered as inactive members. Members become Inactive after five years without attending a K1 event.

7.1 Appointments for K1/GSO Members

7.2 General Qualifications

Any KGE member (candidate) wishing to run for election for any position governed by this SOP will meet these initial general qualifications:

- Refer to K1-SOP section 3.2 General Requirements
- Hold veteran KGE membership status.
- Be responsible for checking their KGE email address on a regular basis.

7.3 Appointment Procedure

7.2.1 Position Availability

The BOD declares a position open for applications by proposal and sets a deadline for receiving the applications and will determine the form of these applications.

7.2.2 Application Review

The Secretary and Treasurer will send out the records of the applicants to the rest of the BOD within two weeks of the application deadline. The BOD will review the applications and check for qualifications.

7.2.3 Interviews

The President will schedule interviews with the applicants at a time and date convenient for the BOD and the applicant.

7.2.4 Appointments

The Board will agree upon the best applicant, or may delegate appointment authority to a smaller committee of Directors, or may delegate appointment powers to one Director, as needed.

7.3 Removal

Expiration of Term of Office, Resignation, Delinquency, Disciplinary Action, or Impeachment may open any position for election.

7.3.1 Resignation

Resignations are accepted by order of hierarchy. Marshal, and Master Director Firsts will receive resignations from their seconds, thirds, etc, and report them to the BOD within two weeks of such resignation. All persons appointed by the BOD will deliver their resignations to any BOD member. Resignations will not be accepted less than one week from the first day of any event. Once a resignation is filed with a BOD member it is considered permanently on file until the next BOD meeting. At that time the BOD can either accept it or vote to withdraw it if such a request is made by the submitter.

7.3.2 Delinquency

Any person appointed by the BOD with absenteeism of two or more events throughout any four-event period will lose their position as the first for a period no shorter than 6 months. The vacant position will be filled by the second (An event is defined as a scheduled 3-day or longer event. Missing a one-day event is not punishable under this section.) Attendance at a 3-day consists of a minimum of 15 hours spent on the field. An absence will be excused if it is pre-arranged that the second will take responsibility and does so.

7.3.3 Disciplinary Action

The BOD may remove any appointee as a result of disciplinary action, as provided for in the KGE-DSP.

7.3.4 Impeachment

A petition may be submitted to the BOD Secretary, ratified by a majority of the K1 membership active within the past 12 months, to remove a person from their position.

7.4 Vacancy Contingency

If a position is left open by any process of removal, the Second will temporarily become the First until the next BOD meeting. If there is no one left to fill the position, the KGE President may appoint a temporary First until a formal appoint can be made.

8.0 K1 Event Fees

8.1 First Event

To provide perspective members the ability to familiarize themselves with the activities of K1, the first event a person attends in that person's lifetime is free.

8.2 Regular Fees

Per event fees are paid by the full event only with the understanding that weeklong is considered 2 events. There are no single day passes.

8.2.1 K1 Event Fees – Regular Event

The fee for each regular event will be equal to \$20 per event.

8.2.2 K1 Event Fees - Weeklong

The fee for the Weeklong event will be \$40.

8.2.3 K1 Seasonal Event Pass

A KGE member may purchase a one (1) year, three (3) year, or five (5) year K1 Seasonal Event Pass. This pass will:

- Cover the per event fees for every scheduled K1 event of the applicable seasons
- Provide a free ticket to the KGE Winter Feast events associated with those seasons

8.2.3.1 Will afford the bearer the benefits associated with attendance for any event covered by the pass should they be unable to attend (all benefits are received in time with the associated events, this does not provide benefits prior to the event).

8.2.3.2 Seasonal Event Passes are applied to the season in which they are purchased and the appropriate number of consecutive seasons in the case of the three year and five year passes.

8.2.3.3 K1 Seasonal Event Pass Fee

The fee for the K1 Seasonal Event Pass will be equal to \$180 for the one-year pass, \$510 for the three-year pass, and \$800 for the five-year pass.

8.2.4 Reduced K1 Event Fees

Performing certain services for KGE/K1 provides a member with reduction in event fees.

8.4.4.1 K1 Event Fee Reduction for Staff – Full Reduction

While a KGE member holds any of the KGE positions listed below, their event fees will be reduced 100% per event they attend. These individuals can not benefit from any other KGE or KGE/K1 fees reductions that might also be in effect while they are claiming the benefits from this proposal, nor can they transfer this benefit onto anyone else.

- Game Master First
- Play Master First
- Character Book Marshal First

8.4.4.2 K1 Event Fee Reduction for Staff– Half Reduction

While a KGE member holds any of the KGE positions listed below, their event fees will be reduced 50% per event they attend. These individuals can not benefit from any other KGE or KGE/K1 fees reductions that might also be in effect while they are claiming the benefits from this proposal, nor can they transfer this benefit onto anyone else.

- Building & Land Department Head
- Safety Department Head
- Media Department Head
- Econ Marshal First
- Quartermaster Department Head

8.4.4.3 K1 NPC Troupe

With GM approval, event fees are waived for players that volunteer for the NPC Troupe for that event. Members of the NPC Troupe may only play NPCs during the event for which they volunteer. The GM will give a list of NPC Troupe members for each event to the Treasurer by 11:59 pm on the Sunday before that event.

9.1 Rules of Play

9.2 Rulebook

The Rulebook will contain the mechanics of the game. The rulebook will not contain any KGE policies of any kind. These items will be issued separate from the rulebook

9.2.1 Rulebook Administration

The Mechanical Operations Staff will be the initial body to review any proposed rule changes, and will receive submissions from clarifications, observations, suggestions, and other various sources of input on the rules. The Mechanical Operations Staff will discuss all new or altered game rules pertaining to the Rulebook before submitting them for approval. In regards to the Rulebook, the Mechanical Operations Staff will:

- Conduct a survey of the general KGE populace regarding all new game rules being added to the Rulebook each year before December 31st.
- Accept written submissions dealing with game rule clarifications issued by K1/GSO members, review these clarifications, and take action on such items on a case-by-case basis.
- Retain the right to approve or decline the submission of any rule alteration, addition, deletion, or clarification submitted to the Mechanical Operations Staff for consideration as a proposal to the BOD.

Note: A clarification is defined as a deeper explanation of a current rule, such as clearing up confusion as to possible uses or sorting out a strange wording. At no time can a clarification change the original intent/meaning of a rule.

9.2.2 Changing the Rulebook

The Mechanical Operations Staff will receive submissions, and formulate any changes that will be for the betterment of the game.

9.1.2.1 Endorsement

Once the Mechanical Operations Staff approves its own formulated rule proposals, the PM 1st will give the proposal(s) to the GM Staff and CBM Staff for endorsement. Both will investigate these submissions for any problems that the proposal may cause. Such problems will be written down and added to the proposal as an addendum. The Mechanical Operations Staff will make changes to the proposals based on the addendum(s) as they see fit, and resubmit them for endorsement. The Mechanical Operations Staff may submit proposed rule changes without GM and CBM endorsement, and the Board will give appropriate weight to the written addendums from the GM and CBM Staffs.

9.1.2.2 Submission for Approval

The Mechanical Operations Staff may, at the end of any regularly scheduled BOD meeting, submit the proposal, with or without endorsements, to the BOD for final review.

9.1.2.3 Final Review

The BOD will accept all submitted rule proposals and will approve or deny each submission. The discussion of these proposals will be limited to the members of the BOD and the chairpersons of the Mechanical Operations Staff, Game Play Operations Staff and Routine Operations Staff. Amendments that alter the intention of a rule will not be permitted. Points of clarification are allowed. Approval will be by majority vote of the BOD.

9.1.2.4 Enactment

If the BOD approves of the proposals, they shall be submitted to the Secretary and posted on the website for at least 30 days before becoming rules.

9.2 K1 Game Policies

9.2.1 Game Policy Format

The K1/GSO can make game policies. These game policies will be rules to be adhered to within the game of K1. Game policies will yield to mundane law, the KGE- documents, the K1-SOP.

9.2.2 Game Policy Authors

Game policies may be written by the Game Master 1st, the Play Master 1st, or the Character Book Marshal 1st.

9.2.3 Game Policy Review

Game policies will require the endorsement of all three policy authors for them to be presented to the Board of Directors.

Following endorsement of the Game Policy, the policy must be presented to the Board of Directors for a majority vote before being enacted.

9.2.4 Game Policy Enactment

Endorsed game policies will be controlled by the Play Master 1st and a copy will be provided to the Corporate Secretary for archiving. The Play Master 1st shall submit these game policies to the Media Director and post them on the website for 30 days before they are to be fully enacted.