



POLICIES AND PROCEDURES

Table of Contents

1. Membership.....	5
1.1. Joining	5
1.2. Dues	5
1.3. Membership Levels	5
1.4. Honorable Withdrawal	5
1.4.1. Issuance	5
1.4.2. Eligibility	5
1.4.3. Restrictions	5
1.4.4. Reinstatement	5
1.5. Resignation	6
2. Classification Requirements	6
2.1. Skills Proficiency Testing (SPT)	6
2.1.1. Requirements	6
2.1.2. Adjudication Fees	6
2.1.3. Responsibilities of the Teacher and Test Sponsor	7
2.1.4. Responsibilities of the Adjudicator	7
2.1.5. SPT Structure	8
2.1.6. SPT Results	9
2.1.7. Actor Combatant Status (AC).....	9
2.1.8. Advanced Actor Combatant Status (AAC).....	10
2.1.9. Recorded Testing	10
2.2. Compulsory Techniques.....	10
2.2.1. Broadsword	10
2.2.2. Knife	11
2.2.3. Quarterstaff	12
2.2.4. Rapier & Dagger.....	13
2.2.5. Single Sword.....	14
2.2.6. Smallsword	15
2.2.7. Sword and Shield.....	16
2.2.8. Unarmed	17
2.3. Skills Proficiency Renewal (SPR)	17
2.3.1. Requirements	17
2.3.2. Adjudication Fees	18
2.3.3. SPR Structure	18
2.3.4. Actor Combatant and Advanced Actor Combatant Status Renewals	19
2.4. Theatrical Firearms Safety (TFS) Course.....	19
2.4.1. Requirements	19
2.4.2. Fees	19
2.4.3. Responsibilities of the Teacher and Test Sponsor	19
2.4.4. Course Structure	20
2.4.5. Instructor Status.....	20
2.4.6. Theatrical Firearms Safety Task Force	22
2.4.7. Master Instructor Status.....	22
2.5. Certified Teacher	22
2.5.1. Requirements	22
2.5.2. Fees	22
2.5.3. Status Renewal	23
2.6. Fight Director.....	24
2.6.1. Requirements	24
2.6.2. Fees	25
2.6.3. Status Renewal	25
2.7. Fight Master.....	26

SAFD POLICIES AND PROCEDURES (12/14/17)

2.7.1.Responsibilities.....	26
2.7.2.Application Process	26
2.7.3.Fees	27
2.7.4.Status Renewal	27
2.8. Honorary	27
2.8.1.Eligibility	27
2.8.2.Benefits	28
2.9. Emeritus	28
2.9.1.Eligibility	28
2.9.2.Restrictions	28
2.9.3.Benefits	28
3. Organizational Structure	29
3.1. Executive Committee.....	29
3.1.1.Nominations, Elections, Appointments, and Term Duration	29
3.1.2.Responsibilities.....	29
3.1.3.Benefits	30
3.2. Membership Representative Committee	30
3.2.1.Nominations, Elections, Appointments, and Term Duration	30
3.2.2.Responsibilities.....	30
3.2.3.Benefits	31
3.3. Regional Representative Committee.....	31
3.3.1.Nominations, Elections, Appointments, and Term Duration	31
3.3.2.Responsibilities.....	31
3.3.3.Benefits	32
3.4. Advisory Board Committee	32
3.4.1.Nominations, Elections, Appointments, and Term Duration	32
3.4.2.Responsibilities.....	32
3.5. Elections Committee.....	32
3.5.1.Nominations, Elections, Appointments, and Term Duration	32
3.5.2.Responsibilities.....	32
3.6. Grievance Committee	34
3.6.1.Nominations, Elections, Appointments, and Term Duration	34
3.7. Scholarship Fund Committee.....	34
3.7.1.Nominations, Elections, Appointments, and Term Duration	34
3.7.2.Responsibilities.....	34
3.8. Special Committees.....	35
3.8.1.Nominations, Elections, Appointments, and Term Duration	35
3.8.2.Responsibilities.....	35
4. National Stage Combat Workshop	35
4.1. Introduction to Stage Combat (ISC).....	35
4.1.1.Admission Requirements.....	35
4.1.2.Fees	36
4.2. Actor Combatant Skills Proficiency (ACSP).....	36
4.2.1.Admission Requirements.....	36
4.2.2.Fees	36
4.3. Advanced Actor Combatant Skills Proficiency (AACSP).....	36
4.3.1.Admission Requirements.....	36
4.3.2.Fees	37
4.4. Teacher Certification Workshop (TCW).....	37
4.4.1.Admission Requirements.....	37
4.4.2.Required Application Materials.....	37
4.4.3.Recommended Additional Application Materials	38
4.4.4.Fees	38

SAFD POLICIES AND PROCEDURES (12/14/17)

4.5. NSCW Coordinator	38
4.5.1.Nominations, Elections, Appointments, and Term Duration.....	38
4.5.2.Responsibilities.....	38
4.5.3.Benefits.....	39
4.6. NSCW Teaching Staff	39
4.6.1.Hiring and Selection Process.....	39
4.6.2.Responsibilities.....	40
4.6.3.Benefits.....	40
4.7. NSCW Teaching Assistants	40
4.7.1.Application and Selection Process.....	40
4.7.2.Responsibilities.....	41
4.7.3.Benefits.....	41
4.8. NSCW Interns	42
4.8.1.Application and Selection Process.....	42
4.8.2.Responsibilities.....	42
4.8.3.Benefits.....	43
5. Regional Workshops	43
5.1. Sanctioning Eligibility	43
5.1.1.Sanctioning Application Materials.....	43
5.1.2.Responsibilities.....	43
5.1.3.Benefits of Sanctioning.....	44
5.1.4.Liability and Limitations.....	44
6. Publications	44
6.1. The Fight Master	44
6.2. The Website (www.safd.org)	44
6.3. Liability and Limitations	44
7. Awards and Scholarships	44
7.1. NSCW Awards	45
7.2. Governing Body Awards	45
7.3. NSCW Scholarships	45
7.3.1.Requirements.....	45
7.3.2.Nomination Materials.....	46
7.4. Scholarship Fund	46
8. Equal Opportunity	46
8.1. Harassment	47
8.1.1.Sexual Harassment.....	47
8.2. Responsibility/Confidentiality	47
9. Grievances	47
9.1. Limitations	47
9.2. Grievance Committee	47
9.3. Pre-requisites	47
9.4. Written Grievance	48
9.5. Defense	48
9.6. Deliberation	48
9.7. Appeals	48
9.8. Conflict of Interest	48

1. Membership

1.1. Joining

Any individual who has an interest in stage combat, supports the statement of purpose (Bylaws Article II) and wishes to join the Society of American Fight Directors (SAFD) may do so by paying the current dues and/or fees as per Bylaws (Article III, section 1).

1.2. Dues

Individuals wishing to join the SAFD for the first time may do so at anytime for \$30. Membership dues cover one (1) calendar year from join date. Annual membership dues of \$45 (\$55 for any SAFD member living outside the United States) shall be paid on the anniversary of the original join date or as stipulated by the highest membership classification. Should a member lapse in payment, their membership is re-activated on the date that dues are received and remains current for one year from that payment date. Membership dues and/or exemptions may be granted at the discretion of the Governing Body. Honorary, Emeritus and/or current members of the Governing Body are exempt from annual dues. Past Presidents are also exempt from both annual dues and renewal fees. It is the responsibility of the member to confirm and maintain their status. Failure to pay dues terminates membership in the SAFD.

1.3. Membership Levels

There are eight levels of membership within the SAFD as delineated in the Bylaws (Article III, section 2); six (6) of which have voting privileges, two (2) of which do not. All members in good standing receive all SAFD publications, including but not limited to *The Fight Master* and other privileges delineated by specific membership classification. Failure to meet all currently published classification requirements and/or pay classification fees terminates association with that classification.

1.4. Honorable Withdrawal

Certified Teachers, Fight Directors or Fight Masters who become inactive and who do not work or actively seek employment within the scope of the SAFD's operations either by virtue of retirement, change of profession or other reason (i.e. pursuit of postgraduate degree, etc.) may apply for Honorable Withdrawal through written request to the Governing Body.

1.4.1. ISSUANCE

The Governing Body in its sole and absolute discretion may grant such status through written notification. Such status, once granted by the Governing Body, begins on the first day of the new dues cycle for the person being granted the status.

1.4.2. ELIGIBILITY

Honorable withdrawal can only be granted to members who are current in all dues and fees owed to the SAFD at the time of the request. Members who are delinquent in their obligations to the SAFD must satisfy those obligations before their request for Honorable Withdrawal status will be considered.

1.4.3. RESTRICTIONS

No member on Honorable Withdrawal can teach or adjudicate a Skills Proficiency Test or teach at the National Stage Combat Workshop until their membership is reinstated to active status by the Status Renewal Board (as defined in sections 2.5.3, 2.6.3, or 2.7.4).

1.4.4. REINSTATEMENT

The following rules will apply to reinstatement from Honorable Withdrawal:

- A. Payment of all renewal fees and dues owed at the rate for the highest returning membership rank.
- B. Returning members may be asked by the Status Renewal Board to provide proof to the Governing Body that they are up to date on the current policies and procedures of the SAFD as they relate to their returning membership level, before reinstatement is granted. (i.e. returning Certified Teachers may be asked to provide proof that they possess the necessary skills to teach any new testing weapons that have been added during their absence).
- C. After reinstatement to full active membership from Honorable Withdrawal, a member will be ineligible to apply again for Honorable Withdrawal for a period of three (3) years from the date of reinstatement.

SAFD POLICIES AND PROCEDURES (12/14/17)

1.5. Resignation

Any member may resign from the SAFD at any time using written notification to the Governing Body.

2. Classification Requirements

2.1. Skills Proficiency Testing (SPT)

Definition: A Skills Proficiency Test is the culmination of extended training with an SAFD Certified Teacher (CT). After at least 30 hours of training with a CT in a particular weapon (or unarmed), students perform a choreographed fight in that discipline, adjudicated by an SAFD Fight Master. If the students' work meets the SAFD's criteria for safety and dramatic effectiveness, the students are recognized with either Basic or Recommended Proficiency (pass).

2.1.1. REQUIREMENTS

- A. The SAFD will only adjudicate SPTs taught by Certified Teachers, Fight Directors or Fight Masters.
- B. The SAFD requires a minimum of thirty (30) contact hours for each weapon tested. However, if a teacher has directed a student for ten (10) or more hours as a combatant in a theatrical, film or television event with the weapon to be tested, then the teacher may elect to waive five (5) hours from the required thirty-hour (30) minimum. These hours may not include those accumulated at SAFD Regional Workshops without the written consent of the Governing Body.
- C. AN SAFD Fight Master in good standing must adjudicate the test.
- D. An adjudication session is defined as a group of tests performed and evaluated in the same location on the same day. The number of teachers or organizations participating in a given session has no bearing on the determination of the adjudication fees. A change of locations means that the adjudicator must be paid an additional adjudication fee.

2.1.2. ADJUDICATION FEES

The test fee is \$50.00 for the first weapon tested and \$5.00 for each additional weapon tested per student. This fee covers all SPTs performed in the same session. This money is to be used to cover adjudication costs. Testing fees are distributed as follows:

- A. SAFD minimum test fee is \$100
- B. Adjudicator minimum is \$250.00 plus the following expenses:
 1. \$30.00 Per Diem for each work/travel day or part thereof.
 2. Adjudicator housing.
 3. Adjudicator travel (with mileage paid at the current federal reimbursement rate), including parking, tolls, and/or other travel related incidentals.
- C. If the total amount of student test fees exceeds the amount necessary to cover the expenses listed above; the balance will be split evenly between the SAFD and the Adjudicator. If the total amount does not cover these expenses, the sponsor, teacher, and/or student(s) are responsible for the balance.
- D. Adjudication does not include membership with the SAFD. Non-members wishing to obtain the rank of Actor/Combatant should join the SAFD (per section 1.2).
- E. Adjudication fees do not include instructor fees, which are set at the discretion of the instructor.

SAFD POLICIES AND PROCEDURES (12/14/17)

2.1.3. RESPONSIBILITIES OF THE TEACHER AND TEST SPONSOR

- A. Implementation of the test rules and compulsory techniques are the responsibility of the teacher.
- B. Teachers must teach the entire minimum compulsory techniques required in any weapon style being tested.
- C. Teachers should not partner with students in a test unless approved by the adjudicating Fight Master.
- D. Teachers should devote an equal and equitable amount of time to the coaching of each fight test scene.
- E. Teachers may NOT adjudicate their own students, except at the National Stage Combat Workshops.
- F. No SPTs shall be offered within four weeks on either side of the National Stage Combat Workshop without express written consent of the Governing Body. SPRs are permissible.
- G. The teacher or sponsor will make arrangements with the adjudicator that will include the date and time of the test, travel arrangements, fees and per diem, a minimum of eight (8) weeks prior to the test date.
- H. The SAFD, its' officers, board members, and members as individuals, disclaims responsibility for injury to students, teachers, or audience members as a result of the Skills Proficiency Test. Individuals or host organizations desiring to have the SAFD adjudicate students in a fight test assume all responsibility and liability for accidents, injury, and weapon failure, during both the training process and the test itself.
- I. Weapons used during the rehearsal and performance of the test must be practical, well maintained, and safe stage weapons.
- J. A fully stocked first-aid kit and ice packs must be on site and easily available at all SPTs.
- K. The teacher or sponsor is responsible for the arrangement and payment of transportation, housing and other adjudication expenses.
- L. The teacher or sponsor is responsible for filing all paperwork concerning the test, including but not limited to test results, student names and contact information, test fees and student dues.
 - 1. All materials (excluding the adjudicator fee, per diem, and travel) must be submitted to the SAFD within one (1) week (7 days) after the test has been completed.
 - 2. As funds clear the bank process, copies of all checks and all pertinent test information are then forwarded to the Business Manager for data entry. Data entry of tests and membership will not take place until after any and all funds have cleared through the banking process.
 - 3. Failure to submit SPT and membership fees in a timely manner affects both the professional appearance and financial standing of the SAFD. Therefore, repeated failure to submit SPT fees, results, and/or membership payments in a timely manner may be viewed as a violation of Certified Teacher's responsibilities and subject to action by the Governing Body.

2.1.4. RESPONSIBILITIES OF THE ADJUDICATOR

- A. Assessment of the compulsory techniques for each weapon performed in a theatrical context is the responsibility of the adjudicating Fight Master.
- B. If the adjudicator has concerns about a student's ability to perform required techniques not included in the SPT choreography he or she may incorporate these techniques in the second part of the test.

SAFD POLICIES AND PROCEDURES (12/14/17)

- C. The adjudicating Fight Master has the right to cancel the test at any time if the responsibilities of the teacher and SPT structure have not been adhered to, or if they feel that the weapons or choreography is unsafe.
- D. Provide certifications of proficiency to all students testing in individual weapons as well as those qualifying for Actor/Combatant and Advanced Actor/Combatant status.
- E. If an adjudicator must withdraw from their commitment, said adjudicator must provide a replacement and reimburse any funds expended by the sponsor or Certified Teacher to secure their services (such as non-refundable plane tickets). Personal or professional emergencies excepted.
- F. The SAFD will cover Fight Master expenses for an SPT if an individual or sponsor should default on payment.

2.1.5.SPT STRUCTURE

2.1.5.1.Performance (Part 1)

- A. Part one (1) of the test is the performance of choreography in the context of a scene that is both safe and dramatically effective. The choreography must include the minimum compulsory techniques as defined in section 2.2.
- B. The SAFD recommends that all scenes come from existing *dramatic* literature. The scene(s) must establish character and a cause for the fight, as well as *demonstrate an appropriate level of emotional commitment to the violence*. The choice of scene(s) and character should not interfere with the combatants' ability to perform the required techniques in a realistic manner, either for comedic or dramatic affect; but *there must be a sense of tension and the illusion of danger in the fight*. Dialogue within the choreography of the fight must be restricted to lines that enhance and relate to the action, and be kept to a minimum, with individual weapon tests allowed a maximum three (3) minutes. Should a teacher wish to extend the individual time period for each weapon beyond three (3) minutes, then the teacher must receive permission from the adjudicator at least one (1) week prior to the test.
- C. The order of testing (i.e. whether a student performs one (1), two (2) or more fights for the adjudicator together with one (1) scene or at different times with different scenes throughout the adjudication process) will be at the discretion of the teacher.
- D. The combatants will perform the test(s) *at performance speed with acting beats carefully worked out* in a proscenium format.
- E. Part one (1) is open to the public.

2.1.5.2.Master Class Evaluation (Part 2)

- A. Part two (2) consists of further evaluation of the candidate's skills using choreography created by the adjudicator and with the students working with different partners.
- B. Part two (2) is strongly recommended and should be done if at all possible, except in cases of time constraints, tests that include large numbers of students, recorded tests, and/or at the National Stage Combat Workshops. Certified teachers should plan for 30-45 minutes for part two (2) *per test weapon*, to account for further student evaluation and the mitigation of differences in aesthetic between teacher and adjudicator.
- C. Part two (2) is closed to the public.

2.1.5.3.Student Assessment (Part 3)

- A. Part three (3) consists of a critique given to the students by the adjudicator based on the students' technique and scene work.

SAFD POLICIES AND PROCEDURES (12/14/17)

- B. Part three (3) is mandatory; if time constraints or other circumstances prevent it being given personally by the adjudicator, it shall be done by way of written notes to be imparted by the instructor of record.
- C. Part three (3) shall be closed to the public.

2.1.5.4. Teacher Assessment (Part 4)

- A. Part four (4) consists of feedback to the instructor of record by the adjudicator based on all aspects of the SPT process.
- B. Part four (4) is mandatory; if time constraints or other circumstances prevent it being given personally by the adjudicator, it shall be done by way of written notes to the instructor of record.
- C. Part four (4) shall be closed to the public.

2.1.6. SPT RESULTS

- A. Candidates who take individual weapons tests may receive a *pass*, a *pass with recommendation*, or not pass.
 - 1. Candidates who pass will receive certificates of proficiency for those individual weapons sanctioned by the SAFD, to be signed by the adjudicating Fight Master. Candidates passing in all the weapon styles required for Actor Combatant and/or Advanced Actor Combatant status will receive documentation acknowledging this achievement.
 - 2. A *pass* is awarded to students who demonstrate a technical proficiency, create a sense of tension and the illusion of danger.
 - 3. A *pass with recommendation* is awarded to students who demonstrate a technical proficiency, create a sense of tension and the illusion of danger, but also perform with a strong sense of character and demonstrate a high level of acting or performance technique.
 - 4. Candidates who do not pass will receive documentation acknowledging completion of the course signed by the course instructor.
 - 5. Test results will not be certified nor considered official until all fees to the adjudicator and the SAFD have been paid.
- B. Proficiency recognition expires three (3) years from issuance.
- C. In presenting one's qualifications on resumes, one must refer to the status currently held and the year of the most recent test, on the same line (in the same sentence) that the reference to the SAFD occurs. Weapon styles may be listed on the same line, or may be listed separately under Special Skills or other such headings. Examples:

Pass in Rapier & Dagger by the SAFD, 2016
Pass with Recommendation in Rapier & Dagger by the SAFD, 2016
Recognized SAFD Actor/Combatant, 2016
Recognized SAFD Advanced Actor/Combatant, 2016
SAFD Certified Teacher, 2016
SAFD Fight Director, 2016

2.1.7. ACTOR COMBATANT STATUS (AC)

An eligible candidate for the status of Actor Combatant with the SAFD must pass in unarmed, rapier and dagger or single sword, and one (1) other discipline from the list provided in section 2.2, and be an SAFD member in good standing (per section 1.1 and 1.2). Candidates who meet the requirements for the status of Actor Combatant must

SAFD POLICIES AND PROCEDURES (12/14/17)

notify the SAFD Secretary or complete an online application to receive their new status. A certificate sanctioned by the SAFD will then be issued and signed by the Secretary and remain valid for a period of three (3) years from date of issue. To maintain or reinstate Actor Combatant status an individual must be reexamined by either Skills Proficiency Renewals or through the Skills Proficiency Test (SPT) process.

2.1.8. ADVANCED ACTOR COMBATANT STATUS (AAC)

To apply for Advanced Actor Combatant status a candidate must first be an SAFD Member in good standing, meeting the requirements and holding the rank of Actor Combatant, and must be current in a minimum of six (6) of the eight (8) weapon styles offered by the SAFD, of which at least three (3) must be passes with recommendation. Those who have met all necessary qualifications may send copies of certificates to the Secretary's office or complete an online application at the organization's website. Once all qualifications have been verified, the Secretary will issue an Advanced Actor Combatant certificate that will remain valid for a period of three (3) years from date of issue. To maintain or reinstate Advanced Actor Combatant status an individual must be reexamined by either Skills Proficiency Renewals or through the Skills Proficiency Test (SPT) process.

2.1.9. RECORDED TESTING

When it proves impossible to provide a Fight Master to adjudicate in person, a recording of the test may be used at the discretion of the adjudicating Fight Master.

A. Recording Procedures

1. The recorded test cannot be edited and the camera must be in a stationary position.
2. The performer's full figure must be in view at all times and should fill the frame as much as possible.
3. Panning and zooming are permissible.
4. The video recording must be in a format acceptable to the adjudicator.

B. Fees

Test fees for video tests shall be the same as those for the Skills Proficiency Test or Skills Proficiency Renewal (see section 2.1.2, or 2.3.2). All payments must accompany the video test. No tests will be adjudicated or processed until the proper individuals have received all funds.

- C. Within one (1) week (7 days) the teacher will present to a Fight Master, either in person or by email/mail, their written evaluation and recommendation of each fighter along with any other pertinent support materials, the recording, and payment.
- D. The Fight Master will adjudicate the students based on the test and the teacher's recommendations, and will send certificates along with written evaluations (when applicable) to the applicants within two (2) weeks of receipt of the recordings and associated materials.

2.2. Compulsory Techniques

SPT choreography for Broadsword (BS), Broadsword and Shield (SS), Knife (KN), Quarterstaff (QS), Rapier and Dagger (R&D), Single Sword (SiS), Smallsword (SmS), and Unarmed (UA) must incorporate at least 85% of the compulsory techniques and SPR choreography must incorporate at least 50% of the compulsory techniques.

2.2.1. BROADSWORD

For the purpose of Skills Proficiency Testing, **broadsword** shall be defined as the theatrical form of swordplay most commonly representing combat with a broad bladed sword roughly thirty to thirty-eight inches in length, with a two-handed grip and simple cross-hilt, generally encompassing the span of European history from the tenth century to the end of the fifteenth. Both combatants should fight with equal length blades.

2.2.1.1. Required Techniques Per Combatant

SAFD POLICIES AND PROCEDURES (12/14/17)

- A. Attacks in all lines (high, low, inside, and outside)
 - 1. Two (2) Cuts
 - 2. Two (2) Thrust
- B. Parries in all lines (high, low, inside, and outside)
 - 1. Opposition Parry
 - 2. Beat Parry
 - 3. Reinforced Parry
 - 4. Hanging Parry
- C. One (1) Moulinet

2.2.1.2.Required Techniques Per Fight

- A. One (1) Bind
- B. One Corps-à-corps
- C. One Kill or non-debilitating wound
- D. One Pommel Attack (or attempted)
- E. Two of Three (2/3) Slashing Attacks
 - 1. Horizontal cut across head (duck)
 - 2. Horizontal cut across the mid-line (stomach, back or side) with avoidance,
 - 3. Diagonal slash (ascending or descending) with avoidance

2.2.1.3.Required Footwork

- A. Linear Techniques: advance, retreat, pass forward, and pass back
- B. One (1) Circular Sequence on the floor or One (1) Volte
- C. One (1) off-line line sequence (traverse, thwart, cross or slip)
- D. One (1) Running Attack

2.2.2.KNIFE

For the purpose of Skills Proficiency Testing, **knife** shall be defined as the theatrical form of combat executed with a weapon consisting of a simple hilt and guard, a single-hand grip, and a blade of roughly seven to twelve inches in length that may be used for cut and thrust, offense and defense. The blade may be fixed in the handle, either rigidly or with a joint (such as a lock-blade or switchblade).

2.2.2.1.Required Techniques Per Combatant

- A. Attacks in all lines (high, low, inside, and outside)
 - 1. Two (2) Cuts
 - 2. Two (2) Thrust
- B. Counter Attacks (cut or thrust) in all lines (high, low, inside, outside)
- C. Blocks/Parries in all lines (mid, low, inside, and outside), which may include:
 - 1. Opposition Parry
 - 2. Circular Parry
 - 3. Parallel Parry
 - 4. Replacement Parry
- D. One of four (1/4) Lock/Hold techniques
 - 1. A lock or trap of the opposing knife hand or arm with the blade
 - 2. A lock or trap of the opposing knife hand or arm with the free hand
 - 3. A lock, trap or hold made with both hands/arms
 - 4. A lock, trap or hold made against the body of the opponent
- E. One of two (1/2) free hand techniques
 - 1. Attack (i.e. punch, slap or backhand),
 - 2. Switch knife to free hand and fight (per combatant)

SAFD POLICIES AND PROCEDURES (12/14/17)

2.2.2.2.Required Techniques Per Fight

- A. One (1) Feint Attack
- B. One (1) Pommel/Butt or attempted Pommel/Butt Attack
- C. One (1) Kill or non-debilitating Wound
- D. Two of Three (2/3) Slashing Attacks
 - 1. Horizontal cut across head (duck)
 - 2. Horizontal cut across the mid-line (stomach, back or side) with avoidance,
 - 3. Diagonal slash (ascending or descending) with avoidance
- E. Two of Three (2/3) Controlling/Checking Techniques:
 - 1. Transport
 - 2. Bind
 - 3. Envelopment
- F. One (1) Knapped attack
- G. One (1) Corps-a-corps
- H. One (1) Disarm
- I. One (1) Grip reversal (overhand to underhand or vice versa)

2.2.2.3.Required Footwork

- A. Linear Techniques: advance, retreat, pass forward, and pass back
- B. One (1) off-line line sequence (traverse, thwart, cross or slip)

2.2.3. QUARTERSTAFF

For the purpose of Skills Proficiency Testing, quarterstaff shall be defined as the style of theatrical combat executed with a straight, stout pole of roughly six to eight feet in length. The stage quarterstaff represents a wide variety of staff and/or pole arms used by people around the world.

2.2.3.1.Required Techniques Per Combatant

- A. Long Form Attacks and Parries in all lines (high, low, inside, and outside)
- B. Short Form Attacks and Parries in all lines (high, low, inside, and outside)

2.2.3.2.Required Techniques Per Fight

- A. One (1) Thrusting Attack (with fore or butt end)
- B. One (1) Bind (with fore or butt end)
- C. One (1) Contact Strike
- D. One (1) Non-Contact Strike to the head or face
- E. One (1) Feint Attack
- F. Two of Three (2/4) Slashing Attacks
 - 1. Horizontal cut across head (duck)
 - 2. Horizontal cut across the mid-line (stomach, back or side) with avoidance,
 - 3. Diagonal slash (ascending or descending) with avoidance
 - 4. Horizontal cut under the feet (jumping up or back to avoid)
- G. One (1) Moulinet (360 degree)
- H. One (1) Disarm (per fight)

2.2.3.3.Required Footwork

- A. Linear Techniques: advance, retreat, pass forward, and pass back
- B. One (1) off-line line sequence (traverse, thwart, cross or slip)
- C. Either One (1) Circular Sequence on the floor or One (1) Volte

SAFD POLICIES AND PROCEDURES (12/14/17)

2.2.4. RAPIER & DAGGER

For the purpose of Skills Proficiency Testing, **rapier and dagger** shall be defined as the theatrical form of double fence that most commonly represents the style of swordplay from the latter half of the sixteenth century and the early portion of the seventeenth. The rapier is a single-handed stage weapon consisting of various hilt configurations and a blade of roughly thirty to thirty-eight inches in length that may be used for both cuts and thrusts (schlager and épée are blade styles most commonly used for stage combat). The parrying dagger (also called a main-gauche or quillon dagger) is a single-handed stage weapon consisting of various hilt configurations with a blade of roughly ten to twelve inches in length that may be used for both cut and thrust. Both combatants should fight with equal length blades.

2.2.4.1. Required Techniques Per Combatant

- A. Rapier attacks in all lines (high, low, inside, and outside)
 - 1. Two (2) Cuts
 - 2. Two (2) Thrust
 - 3. One (1) Punto Reverso
- B. Two (2) Dagger Attacks in different lines
 - 1. One (1) Cut
 - 2. One (1) Thrust
- C. Two of Four (2/4) Point Work Techniques
 - 1. Deception of Parry
 - 2. Coupé
 - 3. Doublé
 - 4. Disengage
- D. One (1) Moulinet
- E. Rapier parries in all lines (mid, low, inside, and outside), which may include:
 - 1. Opposition Parry
 - 2. Counter Parry
 - 3. Beat Parry
 - 4. Reinforced Parry
 - 5. Hanging Parry
 - 6. Yield Parry
- F. Dagger parries in two (2) lines (one (1) across the body), which may include:
 - 1. Opposition Parry
 - 2. Beat Parry
- G. Three of Four (3/4) Double Fence Parries
 - 1. Cross Parry
 - 2. Dagger Reinforced Parry
 - 3. Parallel Parry
 - 4. Replacement Parry

2.2.4.2. Required Techniques Per Fight

- A. One (1) Feint Attack
- B. One (1) Kill or non-debilitating Wound
- C. Two of Three (2/3) Slashing Attacks
 - 1. Horizontal cut across head (duck)
 - 2. Horizontal cut across the mid-line (stomach, back or side) with avoidance,
 - 3. Diagonal slash (ascending or descending) with avoidance
- D. Two of Three (2/3) Prise de Fer (with either weapon)
 - 1. Croisé
 - 2. Bind
 - 3. Envelopment
- E. One of Three (1/3) Attacks on the Blade (with either weapon)
 - 1. Beat

SAFD POLICIES AND PROCEDURES (12/14/17)

2. Press
3. Glissade
- F. One (1) Corps-à-corps
- G. One (1) Disarm

2.2.4.3.Required Footwork

- A. Linear Techniques: advance, retreat, pass forward, pass back, and lunge
- B. One (1) off-line line sequence (traverse, thwart, cross or slip)
- C. Either One (1) Circular Sequence on the floor or One Volte

2.2.5.SINGLE SWORD

For the purpose of Skills Proficiency Testing, **single sword** shall be defined as the theatrical form of swordplay that most commonly represents the light, fast, style of combat reminiscent of the old film swashbucklers. A single sword is a cut and thrust weapon with various hilt configurations and a blade of roughly thirty to thirty-eight inches in length that is light enough to be wielded in one hand (including, but not limited to, the transitional rapier, light cross-hilt, saber, etc.) and must be used alone to function both offensively and defensively (heavy épée blade is the style most commonly used in stage combat). Both combatants should fight with equal length blades.

2.2.5.1.Required Techniques Per Combatant

- A. Attacks in all lines (high, low, inside, and outside)
 1. Two (2) Cuts
 2. Two (2) Thrust
 3. One (1) Punto Reverso
- B. Two of Four (2/4) Point Work Techniques
 1. Deception of Parry
 2. Coupé
 3. Doublé
 4. Disengage
- C. One (1) Moulinet
- D. Parries in all lines (mid, low, inside, and outside), which may include:
 1. Opposition Parry
 2. Counter Parry
 3. Beat Parry
 4. Reinforced Parry
 5. Hanging Parry
 6. Yield Parry
- E. Two of Six (2/6) Free Hand Techniques
 1. Grasp of partner's sword arm
 2. Grasp of partner's blade
 3. Two Parries with the hand (one across the body)
 4. Attack (i.e. punch, slap or backhand)
 5. Double hand sword techniques
 6. Switch sword to free hand and fight

2.2.5.2.Required Techniques Per Fight

- A. One (1) Feint Attack
- B. One (1) Kill or non-debilitating Wound
- C. Two of Three (2/3) Slashing Attacks
 1. Horizontal cut across head (duck)
 2. Horizontal cut across the mid-line (stomach, back or side) with avoidance,
 3. Diagonal slash (ascending or descending) with avoidance
- D. Two of Three (2/3) Prise de Fer

SAFD POLICIES AND PROCEDURES (12/14/17)

1. Croisé
2. Bind
3. Envelopment
- E. Two of Three (2/3) Attacks on the Blade
 1. Beat
 2. Press
 3. Glissade
- F. One (1) Corps-à-corps
- G. One (1) Disarm

2.2.5.3.Required Footwork

- A. Linear Techniques: advance, retreat, pass forward, pass back, patinando and lunge
- B. One (1) off-line sequence (traverse, thwart, cross or slip)
- C. Either One (1) Circular Sequence on the floor or One Volte
- D. One (1) Running Attack

2.2.6.SMALLSWORD

For the purpose of Skills Proficiency Testing, **smallsword** shall be defined as the theatrical form of the light, thrusting weapon used in Europe through the later part of the seventeenth century and through much of the eighteenth. A smallsword is primarily a thrusting weapon generally consisting of an épée blade (roughly thirty to thirty-four inches in length) with a simple hilt and smaller guard than that found on the rapier or single sword. Both combatants should fight with equal length blades.

2.2.6.1.Required Techniques Per Combatant

- A. Attacks in all lines (high, low, inside, and outside)
- B. Parries in all lines (high, low, inside, and outside)
- C. One (1) Parry with the hand

2.2.6.2.Required Techniques Per Fight

- A. Four (4) Point Work Techniques
 1. Coupé
 2. Deception of Parry
 3. Doublé
 4. Disengage
- B. One (1) Feint Attack
- C. One (1) Change Beat
- D. One (1) Counter Parry
- E. One (1) Yield Parry
- F. One (1) Kill or non-debilitating Wound
- G. One of Three (1/3) Slashing Attacks
 1. Horizontal cut across head (duck)
 2. Horizontal cut across the mid-line (stomach, back or side) with avoidance,
 3. Diagonal slash (ascending or descending) with avoidance
- H. Three (3) Prise de Fer
 1. Croiséen
 2. Bind
 3. Envelopment
- I. Three (3) Attacks on the Blade
 1. Beat
 2. Press
 3. Glissade
- J. One (1) Corps-à-corps

SAFD POLICIES AND PROCEDURES (12/14/17)

K. One (1) Disarm

2.2.6.3.Required Footwork

- A. Linear Techniques: advance, retreat, pass forward, pass back, balestra and lunge
- B. One (1) Circular Sequence on the floor
- C. One (1) Volte or Grand Volte

2.2.7.SWORD AND SHIELD

For the purpose of Skills Proficiency Testing, **sword and shield** shall be defined as the theatrical form of combat that most commonly represents the Medieval and Renaissance double fence style of fighting that has the combatant armed with cross-hilt, backsword or similar weapon and a shield strapped upon the other arm. The sword is a broad bladed weapon roughly twenty-eight to thirty-four inches in length, with a single-handed grip (sometimes a hand-and-a-half grip) and simple cross-hilt. Both combatants should fight with equal length blades. The shield is roughly eighteen to twenty-eight inches in diameter and can be of a variety of shapes (including but not limited to circular, oblong, and triangular) any of which have a strap for the forearm and handle for the hand.

2.2.7.1.Required Techniques Per Combatant

- A. Sword attacks in all lines (high, low, inside, and outside)
 - 1. Two (2) Cuts
 - 2. Two (2) Thrust
- B. One (1) Moulinet
- C. One (1) attempted (non-contact) attack with shield
- D. One of Three (1/3) Joined Parries:
 - 1. Shield Reinforced Parry
 - 2. Parallel Parry
 - 3. Replacement Parry

2.2.7.2.Required Techniques Per Fight

- A. Sword Parries in all lines (high, low, inside, and outside), which may include
 - 1. Opposition Parry
 - 2. Beat Parry
 - 3. Reinforced Parry
 - 4. Hanging Parry
 - 5. Yield Parry
- B. Shield parries (high and mid lines), which may include:
 - 1. Opposition Parry
 - 2. Beat Parry
 - 3. Flat or Edge Parries (one across the body)
- C. One (1) Bind
- D. One Kill or non-debilitating wound
- E. Two of Three (2/3) Slashing Attacks
 - 1. Horizontal cut across head (duck)
 - 2. Horizontal cut across the mid-line (stomach, back or side) with avoidance,
 - 3. Diagonal slash (ascending or descending) with avoidance

2.2.7.3.Required Footwork

- A. Linear Techniques: pass forward, pass back, lunge
- B. One (1) off-line line sequence (traverse, thwart, cross or slip)
- C. One (1) Running Attack

SAFD POLICIES AND PROCEDURES (12/14/17)

2.2.8.UNARMED

For the purpose of Skills Proficiency Testing, **unarmed** fighting shall be defined as the theatrical form of fighting that uses the “natural weapons” of the human body: fists, feet, elbows, knees, etc. rather than weapons. Various styles and forms of unarmed fighting can be found throughout the world.

2.2.8.1.Required Techniques Per Combatant

- A. Three (3) Punches (one contact, two non-contact), which may include:
 - 1. Cross
 - 2. Hammer
 - 3. Hook
 - 4. Jab
 - 5. Rabbit
 - 6. Roundhouse
 - 7. Straight
 - 8. Uppercut
- B. One (1) Kick (one contact, two non-contact), which may include:
 - 1. Axe Kick
 - 2. Back Kick
 - 3. Crescent Kick
 - 4. Front Kick
 - 5. Heel Hook
 - 6. Roundhouse Kick
 - 7. Side Kick
 - 8. Snap Kick
- C. One (1) Block (either punch or kick), which may include:
 - 1. Forearm Block
 - 2. Open Hand Block
 - 3. Wing Block
 - 4. Cross Block
- D. Two (2) Knap Techniques, which may include:
 - 1. Cage Knap
 - 2. Clap Knap
 - 3. Partnered/Shared Knap
 - 4. Self/Body Knap
 - 5. Slip-Hand Knap
- E. One (1) Fall or Roll

2.2.8.2.Required Techniques Per Fight

- A. One (1) Stomach Punch
- B. One (1) Slap
- C. One (1) Elbow Attack
- D. One (1) Knee Attack
- E. One (1) Strangle/Choke hold
- F. One (1) Hair Pull
- G. One (1) Throw or Flip

2.3. Skills Proficiency Renewal (SPR)

Definition: A Skills Proficiency Renewal is the reexamination of a member's skills in a given weapon style(s) previously adjudicated by a Fight Master with the SAFD in an SPT and judged to meet the SAFD's criteria for safety and dramatic effectiveness. The training process and adjudicated performance are condensed versions of the full SPT process.

2.3.1.REQUIREMENTS

- A. The SAFD will only adjudicate SPRs taught by Certified Teachers, Fight Directors or Fight Masters.

SAFD POLICIES AND PROCEDURES (12/14/17)

- B. The SAFD requires a minimum of three (3) contact hours for each weapon tested.
- C. AN SAFD Fight Master in good standing must adjudicate the test.
- D. An adjudication session is defined as a group of tests performed and evaluated in the same location on the same day. The number of teachers or organizations participating in a given session has no bearing on the determination of the adjudication fees. A change of locations means that the adjudicator must be paid an additional adjudication fee.
- E. Students may test in multiple disciplines in a single adjudication session.
- F. Individuals may be evaluated for a SPR based upon their participation as interns at the National Stage Combat Workshop.
- G. For sponsor, teacher, and/or adjudicator responsibilities, please see section 2.1.3 and 2.1.4.

2.3.2.ADJUDICATION FEES

- A. Students performing any SPTs during an adjudication session pay the fees described in section 2.1.2.
- B. Students performing only SPRs pay \$25.00 for the initial test (per student) and \$5.00 for each additional test. These fees will be evenly split between the SAFD and the Adjudicator.
- C. Additional Adjudicator expenses may include:
 - 1. \$30.00 Per Diem for each work/travel day or part thereof.
 - 2. Adjudicator housing.
 - 3. Adjudicator travel (with mileage paid at the current federal reimbursement rate), including parking, tolls, and/or other travel related incidentals.
- D. A student performing both an SPT and SPR in the same adjudication session is responsible for the SPT Adjudication fee, and additional SPR or SPT skills tests will cost an additional \$5.00 per test.
- E. At a testing event that contains both students performing only an SPT and students performing only an SPR, the SPR fees (section 2.3.2) will be added to the total test fees collected for an SPT.
- F. Adjudication does not include membership with the SAFD or instructor fees, which are set at the discretion of the instructor.

2.3.3.SPR STRUCTURE

The renewal process will consist of a minimum of three (3) hours devoted to EACH discipline, and is divided into two (2) parts. Additional time beyond the allotted three (3) hours per discipline for review, coaching, and/or supplementary training is at the discretion of the instructor.

2.3.3.1.Review and Choreography (Part 1)

- A. Part One (1) will be a minimum of two (2) hours in length, reviewing all the required techniques, and teaching a fight for the discipline being renewed.
- B. The fight will include approximately one half (1/2) of the required moves for the discipline (see section 2.2).

SAFD POLICIES AND PROCEDURES (12/14/17)

- C. The maximum number of weapons to be adjudicated in a single session will be determined by the instructor and/or adjudicator.
- D. In the event that two (2) or more disciplines are being renewed, the two (2) or more fights may either be blended together or performed as separate entities.

2.3.3.2.Rehearsal and Performance (Part 2)

- A. Part Two (2) will be at least one (1) hour and will include: choreography review, coaching, rehearsal, and performance of the renewal test (two options are available).
 - 1. Live performance for an adjudicating Fight Master OR
 - 2. Recorded performance. The recording cannot be edited and must be recorded from a stationary position. The performers' full figures must be in view at all times and should fill the frame as much as possible. Panning and zooming are permissible.
- B. Fights should be performed up to speed, with intention and acting values and may or may not include text. If the fight(s) do not include text, the performers are not eligible for *recommended* status.
- C. Adjudication will result in a pass, pass with recommendation, or not passing (see section 2.1.6).

2.3.4.ACTOR COMBATANT AND ADVANCED ACTOR COMBATANT STATUS RENEWALS

- A. Actor Combatants must remain current in unarmed, rapier and dagger or single sword, as well as one (1) other weapon, and be a member in good standing with the SAFD to maintain Actor Combatant status. Once all qualifications have been verified, the Secretary will issue an Actor Combatant certificate that will remain valid for a period of three (3) years from date of issue.
- B. Advanced Actor Combatants must remain current in a minimum of six (6) of the eight (8) weapon styles offered by the SAFD, of which at least three (3) must be *passes with recommendation*, and be an SAFD member in good standing. The instructor of the Advanced Actor Combatant skills proficiency renewal has the right to determine the skills level of each student applying for renewal and, in conjunction with the student, can determine a truncated course structure, which will culminate in the performance of renewal test(s). Once all qualifications have been verified, the Secretary will issue an Advanced Actor Combatant certificate that will remain valid for a period of three (3) years from date of issue.

2.4. Theatrical Firearms Safety (TFS) Course

Course Goals: The SAFD Theatrical Firearms Safety Course will take participants through extensive training in nomenclature, legal regulations governing theatrical firearms, practical experience in maintenance, safe handling practices and procedures for theatre and film, coordination of theatrically effective and safe performance techniques, and the opportunity to perform basic firearms combat sequences with fellow participants.

2.4.1.REQUIREMENTS

The TFS Course may only be taught by approved SAFD members in good standing who hold the SAFD's TFS Instructor credential.

2.4.2.FEES

The SAFD will charge a test fee of \$35 per student. TFS Course fees do not include membership in the SAFD.

2.4.3.RESPONSIBILITIES OF THE TEACHER AND TEST SPONSOR

- A. The instructor or sponsor of the TFS Course is responsible for filing all paperwork concerning the test, including but not limited to, test results, student names and contact information and test fees.

SAFD POLICIES AND PROCEDURES (12/14/17)

- B. All such materials must be sent directly to the SAFD within one (1) week (7 days) after the test has been completed.
- C. To protect the SAFD, its instructors, and students from untraceable theft or loss in shipping, instructors are responsible for converting any and all student dues and fees involving tests and/or new memberships into a single check or money order before shipping.
- D. It is the responsibility of the instructor and the host organization to ensure the compliance with all applicable laws and regulations regarding the use of firearms (including, but not limited to, blank guns, non-guns, cap guns, rubber replicas, etc.) in the city and state in which the training will take place.
 - 1. Weapons and ammunition used during the course must be well maintained, safe for the stage, and in full legal compliance.
 - 2. A fully stocked first-aid kit and ice packs must be on site and easily available at all courses.

2.4.4. COURSE STRUCTURE

The course will consist of fourteen (14) contact hours, and the SAFD suggests that these hours be spread over two (2) days.

2.4.4.1. Classroom Participation and Demonstration (Part 1)

The student will demonstrate, after receiving instruction, safe handling of firearms in a theatrical setting. The TFS Task Force, under the supervision of the SAFD President and the Governing Body, will create curriculum, handouts, and test materials to be disseminated to SAFD TFS Instructors. This includes, but is not limited to, a student handout, written tests and a key to that test with an accompanying glossary of terms.

2.4.4.2. Written Exam (Part 2)

Part two (2) is a written exam, prepared by the SAFD and provided to the instructor. The student must answer 90% of the questions correctly to pass this portion of the test. Students who take the TFS Course may either pass or not pass.

2.4.4.3. Certification

Successful completion of the course provides the student with a certificate of completion. The course covers the safe use of firearms in theatrical productions ONLY, and should not be taken as proof of the ability to safely use practical firearms. Passing this course does not provide any change in membership status within the SAFD. The TFS Course Certificate is neither a rank in the SAFD, nor a delineation of skill. It is a statement of the completion of a safety course and a demonstration of the safe use of firearms in a theatrical setting. In presenting one's qualifications on resumes, the following format must be used, with the year of the last test passed listed as follows: SAFD Theatrical Firearms Safety Course – 2002. The awarded certificate expires five (5) years from issuance.

2.4.5. INSTRUCTOR STATUS

2.4.5.1. Theatrical Firearms Safety Instructor Course

The course will consist of seven (7) contact hours over the course of one (1) day and can only be taught by an SAFD TFS Master Instructor. The course shall consist of two parts.

- A. Part one (1) will cover discussion on course pedagogy, classroom organization and terminology. It will also cover the *required curriculum* for the class, the written test in detail, the SAFD firearms specific glossary of terms and outline the *minimum equipment* required to teach the course.
- B. Part two (2) will consist of the candidate demonstrating knowledge of theatrical firearms by teaching a portion of the course, selected by the TFS Master Instructor, to other candidates or volunteer students provided by the candidate.

SAFD POLICIES AND PROCEDURES (12/14/17)

- C. The cost for this one (1) day course is \$350 per candidate.
- D. Upon conclusion of this course, the TFS Master Instructor will award the candidate with a pass or no pass and provide the candidate and the TFS Task Force with a written assessment of the candidate's teaching ability with Theatrical Firearms. In the event a no pass is awarded, the TFS Master Instructor will outline the specific areas in which the candidate needs to show improvement to retest.

2.4.5.2. Requirements

- A. SAFD TFS Instructors must be an SAFD member in good standing, holding the rank of CT, FD or FM. A member of the SAFD who is not a CT, FD or FM may petition for the right to apply to become a TFS Instructor and should contact the TFS Task Force for guidelines to do so.
- B. Within three (3) years of application, any candidate must have participated, as a student or Teaching Assistant, in a complete TFS Course, including taking the SAFD written test and paying the \$35 test fee.
- C. Complete the one (1) day (7 hour) TFS Instructor course. This course can be completed at the conclusion of the TFS Course or at a later date.
- D. A potential SAFD TFS instructor will not be considered for candidacy if he or she has been convicted of, or is under indictment for a felony, adjudicated as mentally defective or has been committed to any mental institution, is addicted to or is an unlawful user of marijuana or any stimulant, depressant, or narcotic drug, is a fugitive, or is an alien illegally or unlawfully residing in the United States.

2.4.5.3. Application Process

Applicants that meet the above requirements should send materials electronically to the TFS Task Force (firearms@safd.org).

- A. Documentation of *significant* skills in the safe use of theatrical firearms. This will be represented by a firearms specific professional resume, critical reviews of work with firearms for film and stage, etc.
- B. In addition to experience staging gunplay for theatre and film, the applicant must also document training with practical firearms by a nationally recognized institution. This experience can include military gun experience, police weapons training, National Rifle Association basic pistol certification, etc.
- C. Once an application is submitted, a response should be expected within 45 days.
- D. The TFS Task Force will review materials and provide results to the SAFD Governing Body and the applicant. Results are a pass or no pass. If a no pass is awarded, the applicant will receive a written evaluation from the task force outlining areas that need to be improved.
- E. TFS Instructor status is good for three (3) years.
- F. It is the responsibility of the Instructor to be aware of the existing policies and procedures and to confirm that their file and materials are current. Failure to maintain status and/or membership in good standing will result in suspension or termination of TFS Instructor status.

2.4.5.4. Fees

The application fee to become a TFS Instructor is \$50 and can be paid to the SAFD when the applicant receives approval from the TFS task Force. This fee is in addition to the course fee of \$350.

2.4.5.5. Renewal Process

An SAFD FD/CT with this qualification renews their certification in conjunction with renewing their SAFD FD/CT status. In addition to the renewal requirements for SAFD CT/FD, a TFS Instructor should include:

SAFD POLICIES AND PROCEDURES (12/14/17)

1. A letter of intent to renew SAFD Firearms Safety Instructor Certification.
2. An updated resume showing that the instructor has continued to teach and hone his/her skills showing evidence of continued growth and training in the use of theatrical firearms.
3. Information on (including dates and results) any and all SAFD TFS Courses held during their current certification.
4. A fee of \$50 to be paid to the SAFD in conjunction with renewal fees for CT and FD status (where applicable) every three (3) years.

2.4.6. THEATRICAL FIREARMS SAFETY TASK FORCE

The TFS Task Force shall consist of (1) SAFD Fight Master, (1) SAFD Fight Director and (1) SAFD Certified Teacher. Members are appointed by the SAFD President and must be TFS Instructors.

2.4.7. MASTER INSTRUCTOR STATUS

2.4.7.1. Requirements and Applications

The TFS Task Force will consider applications and the title of TFS Master Instructor will be awarded on a case-by-case basis. To apply to be a Master TFS Instructor an applicant:

1. Must currently be an SAFD CT, FD or FM in good standing.
2. Must currently be a TFS Instructor.
3. Must provide to the SAFD TFS Task Force a professional resume that demonstrates extensive knowledge in practical and theatrical firearms.
4. TFS Master Instructor fees remain the same as the TFS instructor fees.

2.5. Certified Teacher

A Certified Teacher is any individual who has successfully completed the SAFD Teacher Certification Workshop (TCW), known prior to 2009 as the Teacher Training Workshop (TTW). These individuals are endorsed by the SAFD to teach staged combat and may teach the SAFD Skills Proficiency Test and Skills Proficiency Renewals.

2.5.1. REQUIREMENTS

- A. All candidates passing the TCW shall receive a certificate that sanctions them to teach stage combat and the SAFD Skills Proficiency Test/Renewal classes for a three (3) year period.
- B. In order to apply to the Teacher Certification Workshop, a candidate must be an SAFD member in good standing, and hold the rank of Advanced Actor/Combatant at the time of application, meeting and/or maintaining proficiency in all recognized movement disciplines offered by the SAFD as dictated by the Skills Proficiency Test (section 2.1) and having recommended status in a minimum of four (4) of the eight (8) currently recognized disciplines at the time of application.
- C. All candidates shall be exempt from paying the \$100 CT Registration fee during the first CT renewal cycle directly following their completion and passing if the SAFD Teacher Training Workshop. Payment for annual membership dues will still be required.

2.5.2. FEES

- A. The CT Registration fee of \$125.00, paid to the SAFD, \$25 of which covers enrollment in diversity.edu program provided to members of rank of Certified Teacher or above.

SAFD POLICIES AND PROCEDURES (12/14/17)

- B. Three (3) years of annual dues (\$45.00 x 3 years) totaling \$135.00 to the SAFD.

2.5.3.STATUS RENEWAL

- A. To maintain status, Certified Teachers must submit the following items through the online renewal form to the Vice President who shall seek the approval on behalf of the petitioning CT of the Renewal Status Review Board, which shall consist of the Vice President, the Fight Master Representative, the Fight Director Representative, the Certified Teacher Representative and the Secretary (who serves as a non-voting member):
 1. A letter of intent.
 2. A renewal fee of \$125.00. This fee will be refunded if status renewal is not granted.
 3. Three (3) years of annual dues (\$45.00 x 3 years) totaling \$135.00. This fee will be refunded if status renewal is not granted.
 4. An updated résumé showing that the teacher has continued to teach and hone his/her skills showing evidence of continued growth and training in the stage combative arts and/or related movement disciplines over the last three (3) years.
 5. Evidence of service to the SAFD over the last three (3) years, including, but not limited to Officer or other elected representative, Regional Representative, Committee Member, Assistant at the NSCW, organizing a regional workshop, contributing materials to the journal or newsletter, and/or research in the field
 6. Information on (and results of) any and all SAFD SPTs/SPRs held during the last three (3) years, including adjudicator and date. Evidence of repeated failure to submit SPT/SPR results and fees in a timely manner will affect renewal status.
 7. Current First Aid and CPR certificates are strongly recommended, although not required, for those renewing Certified Teacher status.
- B. All renewal applications are due by September 30 in the candidate's year of expiration.
- C. To allow for a case-by-case assessment of the renewal application, the candidate should address any missing requirements for renewal in the application packet.
- D. The Vice President will notify the applicant of the Executive Committee's decision. If renewal is approved, the Vice President will provide a certificate of renewal.
- E. It is the responsibility of the Certified Teacher to be aware of the existing policies and procedures, including those regarding the timely processing of SPT results, fees, and memberships, and to confirm that their file and materials are current. Failure to maintain status and/or membership in good standing will result in termination of Certified Teacher status.
- F. If a candidate cannot submit a complete renewal packet by the original deadline, a formal request for extension (specifically noting the reason for the extension request) must be submitted to the Vice President. If granted, the candidate will receive one (1) three month extension, which will expire on December 30 in the candidate's year of expiration.
- G. If, due to extenuating circumstances, a candidate cannot submit a complete renewal packet by the extension deadline, a second formal request for extension (specifically noting the reason for the additional extension request) must be submitted to the Vice President. If granted, the candidate will receive one (1) one month extension, which will expire on January 30 following the candidate's year of expiration. At this time, the candidate

SAFD POLICIES AND PROCEDURES (12/14/17)

will not be sanctioned by the SAFD to teach Skills Proficiency Test/Renewal classes until the renewal process has been completed. A notification will be sent out to all Fight Masters notifying them of the candidate's suspension and instructing them not to adjudicate or entertain any requests for adjudication. If the candidate's application for renewal is approved, said candidate will be reinstated to instruct Skills Proficiency Test/Renewal classes.

2.6. Fight Director

A Fight Director is any individual who is endorsed by the SAFD to direct and/or choreograph incidents of physical violence.

2.6.1. REQUIREMENTS

- A. Qualifications to be a Fight Director with the SAFD:
 - 1. Be a Certified Teacher of the SAFD in good standing for a minimum of three (3) years.
 - 2. Demonstrate a high level of expertise as a teacher and choreographer of staged combat.
- B. Application materials to be a Fight Director with the SAFD are to be submitted to the Vice President.
 - 1. A letter of intent.
 - 2. A detailed resume and any pertinent supporting materials to establish the following: That the candidate has been properly trained in all recognized weapon styles with at least thirty (30) hours of class time per weapon as well as having five (5) years' experience as an SAFD Actor Combatant, fight captain, Fight Director or a combination of these and a minimum of three (3) years as a Certified Teacher within the SAFD. The materials must show that the Fight Director candidate has been employed for a minimum of ten Fight Director credits at professional entertainment venues that operate in conjunction with the established entertainment unions (AEA, AGMA, AGVA, SAG/AFTRA) as a Fight Director/Fight Choreographer within the past five (5) years.
 - 3. Three (3) letters of recommendation from producers and/or directors for whom the candidate has worked professionally as a choreographer.
 - 4. Two (2) letters of support (one each) from a Fight Master and a Fight Director familiar with the candidate's body of work as a choreographer.
 - 5. Video recording of representative fight choreography.
 - 6. List of contributions to the SAFD.
 - 7. A written philosophical statement of the role of the Fight Director.
 - 8. Provide a photocopy of current First Aid and CPR Certificates from the American Red Cross, American Heart Association and/or other such qualified certifying bodies recognized by the SAFD Governing Body.
- C. A review board consisting of the President, the elected Representative of the College of Fight Masters, and the elected Representative for the Fight Directors will adjudge each applicant. All three members of this review board must approve each candidate and the Vice President will notify all individuals of the review board's determination.
- D. Certified Teachers who have held that rank for less than three (3) years may petition for Fight Director status. Applicants must submit their petition indicating their rationale for early application along with Fight Director application materials to the Vice President, who will submit said materials to the review board. The Vice President will inform the applicant of the review boards' decision.

SAFD POLICIES AND PROCEDURES (12/14/17)

- E. All candidates passing the review process will receive a certificate that sanctions them to teach stage combat and to choreograph scenes of action and violence.

2.6.2.FEES

- A. The Fight Director registration fee of \$225.00, paid to the SAFD, \$25 of which covers enrollment in diversity.edu program provided to members of rank of Certified Teacher or above. This fee will be refunded if Fight Director status is not granted.
- B. Three years of annual dues (\$45.00 x 3 years) totaling \$135.00 to the SAFD.

2.6.3.STATUS RENEWAL

- A. To maintain status, Fight Directors must submit the following to the Vice President who shall seek the approval on behalf of the petitioner of the Status Renewal Review Board, which shall consist of the Vice-President, the Certified Teacher Representative, the Fight Director Representative, the Fight Master Representative and the Secretary (who serves as a non-voting member):
 - 1. A letter of intent.
 - 2. A renewal fee totaling \$225.00. This fee will be refunded if status renewal is not granted.
 - 3. Three (3) years of annual dues (\$45.00 x 3 years) totaling \$135.00.
 - 4. An updated resume showing that the Fight Director has continued to hone his/her skills and work in the professional community.
 - 5. Published reviews from productions that featured their choreography (if available).
 - 6. Evidence of service to the SAFD, such as an Officer or other elected representative, a Regional Representative, Committee member, Assistant at the NSCW, Organizer of a regional workshop, Contributor materials to the journal or newsletter, or research in the field.
 - 7. Current First Aid and CPR certificates are strongly recommended, although not required, for those renewing Fight Director status. If available, photocopies of current First Aid and CPR from the American Red Cross, American Heart Association and/or other such qualified certifying bodies recognized by the Governing Body should also be included.
 - 8. Upon request the candidate may be asked to provide a letter of support from a Fight Master familiar with the candidate's work.
- B. All renewal applications are due by September 30 in the candidate's year of expiration.
- C. The Vice President will notify the applicant of the review board's decision and upon approval will provide a certificate of renewal.
- D. Any Fight Director that wishes to remain and hold current Certified Teacher status may do so by fulfilling the requirements of a Certified Teacher while renewing their Fight Director Status.
- E. A Fight Director who wishes to renew their status as a Certified Teacher does not have to pay the renewal fee and dues for both ranks, and needs only pay those dues and fees specific to the rank of Fight Director.
- F. It is the responsibility of the Fight Director to be aware of the existing policies and procedures and to confirm that their file and materials meet and/or exceed the current requirements for Fight Director. Present, published

SAFD POLICIES AND PROCEDURES (12/14/17)

requirements supersede all past requirements. Failure to maintain status and/or membership in good standing will result in termination of Fight Director status.

- G. The candidate, to allow for a case-by-case assessment of the renewal application, should address any missing requirements for renewal in the application packet.
- H. If a candidate cannot submit a complete renewal packet by the original deadline, a formal request for extension (specifically noting the reason for the extension request) must be submitted to the Vice President. If granted, the candidate will receive one (1) three month extension, which will expire on December 30 in the candidate's year of expiration.
- I. If, due to extenuating circumstances, a candidate cannot submit a complete renewal packet by the extension deadline, a second formal request for extension (specifically noting the reason for the additional extension request) must be submitted to the Vice President. If granted, the candidate will receive one (1) one month extension, which will expire on January 30 following the candidate's year of expiration. At this time, the candidate will not be sanctioned by the SAFD to direct and/or choreograph incidents of physical violence until the renewal process has been completed. If the candidate's application for renewal is approved, said candidate will be reinstated to direct and/or choreograph incidents of physical violence.

2.7. Fight Master

A Fight Master is an individual who has, through dedication to the art of stage combat, demonstrated and maintained the highest standard of professional excellence and garnered a national reputation as a leader in the field. They shall be dedicated to the SAFD by active support and promotion, serve as leaders and officers, mentor those who are advancing within the organization, and offer guidance regarding the direction of the organization and its place in the professional entertainment community. A Fight Master must uphold the tenets of the title with a high degree of ethics, integrity, honor and a strong sense of comradeship and fraternity, serving as a representative and ambassador of the SAFD to the stage combat community, the entertainment industry and the world at large. These qualities, while difficult to define and codify, must be present in abundance and shared most freely.

2.7.1. RESPONSIBILITIES

- A. Serve in an advisory capacity on the Board of Directors.
- B. Serve as Master Teachers at the National Stage Combat Workshops.
- C. Serve as adjudicators for SPTs.
- D. Serve as a voting member on any SAFD review boards.
- E. Attend College of Fight Masters (CFM) meetings.
- F. Develop and maintain NSCW and TCW curricula.
- G. Jury applications for the CFM (offering to interview and attend their work).
- H. It is the responsibility of the Fight Master to be aware of the existing policies and procedures and to confirm that their file and materials are current. Failure to maintain status and/or membership in good standing will result in removal from that year's NSCW teaching lottery.

2.7.2. APPLICATION PROCESS

- A. Any current Fight Master can nominate an individual, whom they feel meets the above definition, for the rank of Fight Master. The FM submitting the nomination becomes the candidate's sponsor and is responsible for justifying the nomination.
- B. The nominee will submit an application packet to the SAFD Fight Master Representative which will include:

SAFD POLICIES AND PROCEDURES (12/14/17)

1. Personal Statement of Philosophy (1 page).
 2. Vitae (10 pages max.) including: FD credits; a minimum of 25 at professional entertainment venues that operate in conjunction with the established entertainment unions (AEA, AGMA, AGVA, SAG/AFTRA).
 3. Teaching credits including SAFD SPT classes in all current styles.
 4. Service and contributions to the SAFD, and professional service in the field.
 5. Record of SAFD membership in good standing and five (5) years as a Certified Fight Director.
 6. References - emails and phone numbers.
- C. This application packet is intended to provide the objective standards, which allow a person to be considered for subjective review.
- D. After the College of Fight Masters reviews the application packet a vote will be taken to accept or deny the nomination. A simple majority vote is needed.
- E. In the event the candidate does not have all the requirements their nomination may only go forward with a unanimous vote.
- F. If the nomination is accepted the SAFD Fight Master Representative, after consultation with the candidate's sponsor, will appoint three (3) current Fight Masters to adjudicate the nominees, teaching and fight direction as well as interview the candidate.
1. The nominee is responsible for all documented expenses directly related to the adjudication process incurred by the adjudicators.
- G. The adjudicators will then each submit a report to the College of Fight Masters.
- H. After sufficient time for discussion and examination of the candidate, the Fight Master Representative, will call for a confidential vote of all current Fight Masters. Votes will be sent to and tallied by the FM Representative. A nominee must receive a consenting vote of 80% of current Fight Masters to become an SAFD Fight Master.
- I. Once a nominee is voted into the ranks of Fight Masters the Sponsor will act as a mentor to the new Fight Master and is responsible for integrating the new Fight Master into her/his new responsibilities.

2.7.3.FEES

The Fight Master status does not have any fees associated with it.

2.7.4.STATUS RENEWAL

The Fight Master status does not renew.

2.8. Honorary

Fight Director Ex Officio: To formulate a conduit for the flow of information between all nationally recognized organizations and to foster better relations and a mutual respect and understanding between those foreign associations that are similar to the SAFD in philosophy, practice and policy, the Governing Body may bestow the special honorary rank of Fight Director Ex Officio upon select members of said organizations.

2.8.1.ELIGIBILITY

- A. A candidate for the honorary title of Fight Director Ex Officio must be voted in by the Governing Body.

SAFD POLICIES AND PROCEDURES (12/14/17)

- B. These individuals may be nominated to the Governing Body by any member in good standing and are chosen for their contribution to the SAFD and/or the stage combative arts.
- C. These individuals must carry a similar rank or status in their home organization and must also hold the leading office, title or position, such as President, Chairman or Chief Executive Officer.
- D. The rank and classification of Fight Director Ex Officio is only valid through the individual's term in office. To renew said status, the candidate must be reelected or reappointed to the position of President, Chairman or Chief Executive Officer of his/her home organization.
- E. The organization that a candidate for Fight Director Ex Officio represents must be recognized by the Governing Body as a foreign association similar to the SAFD in philosophy and practice. Said organization must be a democratic, not-for-profit (or equivalent, e.g. organized for the public good) association intended to promote safe and effective stage combative arts and must parallel the spirit of the SAFD's Articles of Incorporation, Bylaws, and Policies and Procedures.

2.8.2.BENEFITS

- A. Fight Director Ex Officio will have access to *The Fight Master*.
- B. Fight Director Ex Officio will receive a ten percent (10%) discount on the tuition of any SAFD sponsored workshop.
- C. Fight Director Ex Officio are exempt from both annual dues and renewal fees.

2.9. Emeritus

Any Certified Teacher, Fight Director or Fight Master who no longer holds active status within the SAFD, and who has been awarded this title by the Governing Body and the College of Fight Masters for their lifetime contribution to the art of stage combat and the SAFD.

2.9.1.ELIGIBILITY

- A. A candidate for Emeritus must be nominated by a member of the College of Fight Masters or Governing Body, and must receive a majority vote of the combined Governing Body and the College of Fight Masters. Fight Masters also serving on the Governing Body shall only receive one vote.
- B. Once receiving Emeritus status, said individual may only return to active status with the approval of the Governing Body.
- C. Reinstated members seeking emeritus status in the future must be re-nominated.

2.9.2.RESTRICTIONS

- A. Individuals holding Emeritus status may not teach SPTs.
- B. An Emeritus member is a non-voting classification, and individuals holding this status may not hold office.

2.9.3.BENEFITS

- A. Fight Masters may adjudicate SPTs/SPRs and teach Master Classes at any level, including regional workshops and the NSCW.
- B. Certified Teachers may teach SPRs.
- C. An Emeritus member is exempt from all dues and fees.

3. Organizational Structure

The SAFD shall have Standing Committees that are named and authorized through the Bylaws, additional Standing Committees, and Special Committees that are appointed by the President. All committees will be responsible for filing progress reports at least once a year. Any and all reports are to be made to the President and to the elected representative to the College of Fight Masters. Annual reports must be made at least one month prior to the annual meeting of the Governing Body so that both the Advisory Board (College of Fight Masters) and the Governing Body can properly address any pertinent issues at said meeting.

3.1. Executive Committee

- A. Shall consist of President, Vice President, Secretary and Treasurer.
- B. Shall serve the organization as per By Laws Article IX.

3.1.1. NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERM DURATION

- A. Any member in good standing shall make nominations for President, Vice President, Secretary and Treasurer to the nominations committee by August 1.
 - 1. Only a Fight Master or Fight Director may be nominated for President.
 - 2. Any member in good standing may be nominated for Vice President, Secretary or Treasurer.
- B. President, Vice President, Secretary and Treasurer shall be elected by November, by ballot, and by majority vote of the membership to serve for three (3) years.
 - 1. Term of office begins January 1st.
 - 2. Individuals may hold the offices of President and Vice President for a total of three (3) terms, with no more than two (2) terms served consecutively.
- C. SAFD election ballots are tabulated electronically through the website and delivered to the Elections Committee Chair.

3.1.2. RESPONSIBILITIES

- A. Any and all vacancies, with the exception of President, shall be filled by the President.
- B. In the event that the office of President becomes vacant, the Vice President shall fill this post and, in turn, appoint an interim Vice President.
- C. Any SAFD member holding two positions on the Governing Body shall have only one vote.
- D. Officers shall attend the annual officers meeting or have a surrogate present a written annual report.
- E. Officers may vote by proxy, providing the President is notified of this intention in writing prior to the meeting.
- F. The Executive Committee must approve any expenditure of SAFD money over and above normal operating expenses.
- G. The officers of the SAFD shall, to the best of their ability, fulfill the duties of their office as prescribed in the SAFD Bylaws Article IX. This includes maintaining and updating an operating manual for their office.

SAFD POLICIES AND PROCEDURES (12/14/17)

- H. An officer found to be in violation of the spirit of the Articles of Incorporation, Bylaws, or Policies and Procedures may be removed from office by a majority vote of the Governing Body.

3.1.3.BENEFITS

- A. Reimbursement for all travel and housing for Governing Body Events will be dependent upon what the budget allows, not to exceed an amount set by the Treasurer.
- B. The officers, as members of the Governing Body, are exempt from annual dues (as per 1.2).

3.2. Membership Representative Committee

Shall consist of a Representative of each of the following levels of status within the SAFD:

Fight Master
Fight Director
Certified Teacher
Actor/Combatant, Advanced Actor/Combatant, and Friend

3.2.1.NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERM DURATION

- A. Representatives from membership classifications of Actor/Combatant, Certified Teacher, Fight Director and Fight Master shall be made to the nominations committee by August 1.
 - 1. Only members from each specific membership classification may be nominated as representatives for their division of membership.
 - 2. The Actor/Combatant membership representative shall represent the categories of Actor/Combatant, Advanced Actor/Combatant and Friend.
- B. Membership Representatives shall be elected by November, by ballot, and by majority vote of the membership to serve for three (3) years.
 - 1. Only members from each specific membership classification (per Article V, section 2 of the Bylaws) may elect representatives for their division of membership.
 - 2. Members may vote in any classification in which they hold current status.
 - 3. Term of office begins January 1st.
- D. SAFD election ballots are tabulated electronically through the website and delivered to the Elections Committee Chair.

3.2.2.RESPONSIBILITIES

- A. Membership Representatives shall serve the organization as per Bylaws Article X.
- B. The President shall fill any and all vacancies.
- C. In the event that the office of President becomes vacant, the Vice President shall fill this post and, in turn, appoint an interim Vice President.
- D. Membership Representatives shall, to the best of their ability, fulfill the duties of their office as prescribed in the SAFD Bylaws Article X.

SAFD POLICIES AND PROCEDURES (12/14/17)

- E. Membership Representatives shall attend the annual officers meeting or have a surrogate present a written annual report. Membership Representatives may vote by proxy, providing the President is notified of this intention in writing prior to the meeting.
- F. Membership Representatives shall serve as members of the Grievance Committee.
- G. A Member Representative found to be in violation of the spirit of the Articles of Incorporation, Bylaws, or Policies and Procedures may be removed from office by a majority vote of the Governing Body.
- H. Certified Teacher Representative and Fight Director Representative shall act as mediators for the Official Facebook Group for SAFD CTs and FDs (and all such official social media groups to be formed in the future).

3.2.3.BENEFITS

- A. Reimbursement for all travel and housing for Governing Body Events will be dependent upon what the budget allows, not to exceed an amount set by the Treasurer.
- B. Membership Representatives, as members of the Governing Body, are exempt from annual dues (as per 1.2).

3.3. Regional Representative Committee

3.3.1.NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERM DURATION

3.3.1.1.Regional Representative Coordinator

- A. The Regional Representative Committee will have a Coordinator appointed by the President, to serve for three (3) years.
- B. Individuals may hold the Regional Representative Committee Coordinator for a total of two (2) consecutive terms, with extensions granted only by the President.

3.3.1.2.Representative

- A. Regional Representatives will serve a two (2) year term.
- B. Individuals may serve as Regional Representative for a total of two (2) consecutive terms, or as determined by the Coordinator and President.

3.3.2.RESPONSIBILITIES

3.3.2.1.Regional Representative Coordinator

- A. The Coordinator, with the approval of the President, shall appoint select members of the SAFD to the position of Regional Representative.
- B. Are responsible for reporting back regularly to the Governing Body.

3.3.2.2.Representative

The primary function of the Regional Representative is to serve as an ambassador for the SAFD within his/her region. They should provide current and accurate information to their assigned body of members, as well as answer any and all questions about the SAFD generated from within their assigned region. This information shall include but not be limited to: Membership, Bylaws, Policies and Procedures, all qualified personnel in their region, workshops and/or events happening in their region, and national SAFD events and activities. Working with the

SAFD POLICIES AND PROCEDURES (12/14/17)

Regional Representative Chair in cooperation with the SAFD Executive Committee, the Regional Representative is expected to administer the following duties:

1. Maintain a working knowledge of the current Policies & Procedures of the SAFD.
2. Make initial contact with each regional member, and be available for answering questions concerning the art form and the SAFD.
3. Keep local membership up to date with the SAFD, including nominations and elections, proposed policy changes, workshops, seminars, etc. with monthly communication. To expedite this process, all regional representatives are required to have an accessible and active email account.
4. Submit a bi-annual report due to the Regional Representative Coordinator.
5. To provide the Treasurer with all receipts for reimbursement.

A Representative found to be in violation of the spirit of the Articles of Incorporation, Bylaws, or Policies and Procedures may be removed from their position by the Chair upon the approval of the Executive Committee.

3.3.3.BENEFITS

- A. In return for the services, the SAFD will waive dues for each representative while they hold office.
- B. Each Regional Representative's name and contact information will be in *The Fight Master* and on the official SAFD web page.
- C. Receive a second copy of all SAFD publications, including but not limited to, *The Fight Master*, SAFD workshop posters, and brochures.

3.4. Advisory Board Committee

3.4.1.NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERM DURATION

- A. Shall consist of the College of Fight Masters, immediate Past President, and individuals appointed by the Governing Body.
- B. A Chairperson shall be appointed by the Governing Body.

3.4.2.RESPONSIBILITIES

Shall serve the organization as per Bylaws Article VII, section 3.

3.5. Elections Committee

The Elections Committee exists in order to effectively and fairly manage and regulate elections in the SAFD in accordance with the most current Policies and Procedures and Bylaws.

3.5.1.NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERM DURATION

- A. Shall consist of the immediate Past President (who shall be the Chairperson), the Web Master (or Liaison), the Business Operations Manager, and the SAFD Secretary.
- B. Individuals nominated and running for office may not serve on this Committee.

3.5.2.RESPONSIBILITIES

SAFD POLICIES AND PROCEDURES (12/14/17)

- A. The Elections Committee will handle all steps in the election process including nominations, preliminary candidate statements, and post-election reports to the general membership.
- B. The Elections Committee shall solicit nominations and determine the ballot for a particular election and inform the Executive Committee of its decision. It is the responsibility of the Secretary to disseminate this information to the membership at large for a vote.
- C. Officer elections will be held every three years.
- D. Membership representative elections (beginning with the 2004 term) will be held every three years.
- E. It is the responsibility of the Elections Committee to keep an operations manual and inform the membership of nomination and election procedures.
- F. The Chairperson shall appoint replacements for individuals not eligible to serve.

3.5.2.1.Nominations

- A. The Elections Committee shall solicit nominations and determine the ballot for a particular election and inform the Executive Committee of its decision.
- B. The request for nominations must go out to the membership in writing no later than June 15 of the given election year.
- C. Nominations for all officers shall be made to the Elections Committee by any member in good standing by August
 - 1. Only a Fight Master or Fight Director may be nominated for President.
 - 2. Any member in good standing may be nominated for Vice President, Secretary, or Treasurer
- D. Nominations for Representatives from membership classifications of Actor/Combatant, Certified Teacher, Fight Director, and Fight Master shall be made to the Elections Committee by August 1. (eligibility as per 3.2.1)
- E. All candidates will be contacted no later than August 5 to either accept or reject their nominations. All responses must be received no later than August 15.
- F. Once all nominations have been received, the Elections Committee chair, in conjunction with the Secretary, will verify that all nominees are currently in good standing. Any nominees that are not in good standing will be removed from the election.

3.5.2.2.Candidate Statements

- A. All candidates will be requested to provide a (maximum) one hundred word "candidate statement" to inform the membership of their election platform.
- B. All candidate statements must be received by September 1.
- C. All candidate statements will be collected by the Elections Committee Chair, who will forward them to the webmaster to be published on the Members Only section of the SAFD website.
- D. All candidate statements must be available to the public no later than October 1 of the election year.
- E. All candidate statements will be published in the Cutting Edge and/or the website.

SAFD POLICIES AND PROCEDURES (12/14/17)

3.5.2.3. Ballots

- A. Electronic/internet ballots will be available to all members in good standing.
- B. All officers will be made available for voting where appropriate.
- C. In membership representative elections, only the member's appropriate representative will appear on the ballot.
- D. Online (electronic) Ballots will be available on the SAFD members' only site.
 - 1. The SAFD webmaster shall maintain the online voting process, and contact the Elections Committee directly in case of any problems.
 - 2. Electronic ballots will be forwarded directly to the party responsible for vote tabulation, and the webmaster will keep a backup copy in case of any problems.

3.5.2.4. Voting Protocol and Deadlines

- A. Electronic ballots will be accepted from 12:01 AM November 1 through 11:59 PM on November 30.
- B. Paper ballots will be accepted from November 1 through November 30. Mail ballots received up to 5 days after the deadline will be counted if they are postmarked on or before November 30.
- C. SAFD officer election ballots will be sent to, and tabulated by, the chairperson of the Advisory Board or his/her representative. Said individual may not be a candidate for office.

3.6. Grievance Committee

3.6.1. NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERM DURATION

- A. Shall consist of the Vice President (who shall be the Chairperson) and the Membership Representative Committee
- B. Individuals accused of a grievance by an SAFD member may not serve on this Committee.
- C. The President will fill any vacancy on the committee created by a grievance filed against a member of the Grievance Committee.

3.7. Scholarship Fund Committee

3.7.1. NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERM DURATION

- A. Shall have a chair appointed by the president and will serve for three (3) years.
- B. The SAFD Treasurer will sit on the committee.
- C. The chair shall appoint members of the committee unless overridden by the president.

3.7.2. RESPONSIBILITIES

- A. The committee will create a policy manual governing the management of the fund.
- B. The committee will report on the status of the fund to the Governing Body on a quarterly basis.

SAFD POLICIES AND PROCEDURES (12/14/17)

- C. The committee will make recommendations to the Governing Body on the investment and disbursement of scholarship funds.

3.8. Special Committees

3.8.1. NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERM DURATION

- A. Special Committees are appointed by the President and charged to perform specific duties.
- B. Special Committees remain active until said duties have been completed or until relieved of charge by the President.

3.8.2. RESPONSIBILITIES

- A. Special Committees must maintain an Operations Manual and present periodic and/or final reports as requested.
- B. Additional responsibilities may be assigned based on the individual scope/needs of each special committee.

4. National Stage Combat Workshop

The National Stage Combat Workshop (NSCW) is currently sponsored and produced in conjunction with the University of North Carolina School of the Arts Summer Stage Combat Program (SSC) and the Society of American Fight Directors (SAFD). It is one of the foremost stage combat training programs in the United States and is taught by select members of the SAFD. All NSCW classes place emphasis on a non-violent, dramatically effective approach to stage violence as well as the actor's rights and responsibilities when required to perform fight scenes. Students participate in class at least six (6) hours a day, six (6) days a week. Typically, each day will begin with a physical warm-up, followed by classes in two disciplines in the morning, two further disciplines each afternoon, and some evening classes. Related films and additional master classes by guest artists are a unique feature of this program.

4.1. Introduction to Stage Combat (ISC)

Introduction to Stage Combat Students will study fundamental techniques in the eight (8) basic "fight" disciplines recognized by the SAFD. Although basic skills are covered, these introductory classes do not offer SAFD skill proficiency testing. The emphasis is on the development of technique and the process of the work rather than performance, with a focus on accuracy, safety, and the fundamental techniques needed to protect the actor and their instrument when engaged in dramatic physical encounters. Each class will emphasize development of the student's personal command and understanding of their body in relation to theatrical physical conflict while encouraging each student's personal development and artistic exploration. Styles of stage combat to be covered will include Unarmed/Hand to Hand, Rapier and Dagger, Knife, Single Sword/Swashbuckling, Broadsword, Sword and Shield, Smallsword, and Quarterstaff.

4.1.1. ADMISSION REQUIREMENTS

- A. Minimum age is 15 (must have completed 9th grade).
- B. Previous drama, acting and/or stage combat experience is not essential.
- C. High School Student: Two (2) letters of recommendation; one from a dramatic arts teacher and one from an academic teacher or guidance counselor indicating the student's maturity level.
- D. College Student /Professional: One (1) letter of recommendation from either a dramatic arts teacher or theatre professional that supports the student's desire and ability to pursue training in stage combat.
- E. A one-page statement of why you wish to attend the Introduction to Stage Combat.

SAFD POLICIES AND PROCEDURES (12/14/17)

4.1.2.FEES

- A. The NSCW Coordinator and SAFD Governing Body determine cost annually.

4.2. Actor Combatant Skills Proficiency (ACSP)

Actor Combatant Skills Proficiency is an intensive course focusing on training students in the compulsory techniques required for an SAFD Actor Combatant Skills Proficiency Test (SPT) in unarmed, rapier & dagger and broadsword. Students will spend over thirty (30) hours learning to safely perform fight choreography in each of the three (3) "fight" disciplines, as well as additional classes in other weapon styles. Although the primary focus of this course is the learning of techniques and choreography containing the compulsory techniques required for the SPT, the class also focuses on developing partnering skills and expanding the artist's imagination and ability to use these skills to make their stage combat work more truthful and dramatically effective. Working in a studio format, students will explore character objectives and beat work within the fight, and are coached/rehearsed through their fight scenes. The course concludes in a presentation of the fight scenes for adjudication by SAFD Fight Masters. Students who have previously passed an Actor Combatant Skills Proficiency Test may use the ACSP as a Retesting workshop to renew their Actor Combatant status.

4.2.1.ADMISSION REQUIREMENTS

- A. Minimum age is 18 (must have completed high school).
- B. Previous drama, acting and/or stage combat experience is not essential.
- C. One (1) letter of recommendation from either a dramatic arts teacher or theatre professional that supports the student's desire and ability to pursue training in stage combat.

4.2.2.FEES

- A. The NSCW Coordinator and SAFD Governing Body determine cost annually.

4.3. Advanced Actor Combatant Skills Proficiency (AACSP)

Advanced Actor Combatant Skills Proficiency is open to Actor Combatants who are well versed in a wide variety of weapons styles used in film, television and live theatre, and offers experienced stage combatants the opportunity to challenge and hone their skills at a highly sophisticated level. The AACSP is first and foremost an Actor Training Program using the various methods and disciplines of theatrical violence. Students will have the opportunity to renew their SAFD recognition in specific disciplines and test in additional weapon styles. Students who have previously passed an Actor Combatant Skills Proficiency Test may use the ACSP or the AACSP as a Retesting workshop to renew their Actor Combatant or Advanced Actor Combatant status.

4.3.1.ADMISSION REQUIREMENTS

- A. Minimum age is 18 (must have completed high school).
- B. Previous acting and stage combat experience is essential.
- C. One (1) letter of recommendation from an SAFD CT or similarly qualified stage combat professional.
- D. Proof of current SAFD Actor Combatant status or equivalent.
- E. Photocopies of SPT certificates showing current proficiency in at least three (3) of the eight (8) weapon styles recognized by the SAFD.
- F. Picture and acting resume including a list of training (schools, degrees, other teachers).
- G. Complete stage combat resume including instructors, training, performance, fight captain duties, etc.
- H. Optional supporting documents: letters of recommendation, DVD of your stage combat skills, etc.

SAFD POLICIES AND PROCEDURES (12/14/17)

- I. NSCW candidates not possessing SAFD certifications but having earned foreign credentials, certifications in the BADC, BASSC, FDC, SAFDi, etc. may apply to the SAFD's more advanced workshops, i.e., vetted on an individual basis and a letter of recommendation of a Fight Master in good standing from the candidate's home fight association.

4.3.2.FEES

- A. The NSCW Coordinator and SAFD Governing Body determine cost annually.

4.4. Teacher Certification Workshop (TCW)

The Teacher Certification Workshop is an intense certification program for those seeking recognition as a Certified Teacher by the SAFD. In order for the SAFD to publicly endorse and certify someone as a safe and effective teacher of stage combat, there must be a thorough examination of the candidate's skills over a wide variety of techniques and abilities. It is required that participants in the TCW have thorough training in all eight (8) weapons disciplines tested by the SAFD, and that they be able not only to perform the various techniques but demonstrate understanding of the logic of the technique, its use, and how to teach it. Experience in choreography and teaching are essential.

4.4.1.ADMISSION REQUIREMENTS

- A. Hold the rank of Advanced Actor Combatant at the time of application, meeting and/or maintaining proficiency in all recognized movement disciplines offered by the SAFD.
- B. Hold recommended status in at least half (4/8) of the recognized disciplines at the time of application.
- C. Demonstrate an advanced level of skill in the performance of the stage combative arts.
- D. Show evidence of a high level of professional teaching standards.
- E. Hold an undergraduate degree in performance studies or equivalent training.

4.4.2.REQUIRED APPLICATION MATERIALS

- A. A letter of intent.
- B. Statement of Stage Combat Teaching Philosophy as it relates to Actor Training.
- C. Three (3) Letters of Recommendation from the following: Please note that the two letters of recommendation from the CT/FD and the Professional Contact are to be submitted with the application, but the letter from the FM should be emailed directly from the FM to the TCW Faculty.
 1. Fight Master: The FM will not be solicited by the TCW Staff. The applicant must make the request of the FM, who in turn, submits their letter via email to the TCW Faculty.
 2. Fight Director/Certified Teacher.
 3. Past employer or professional contact.
- D. Provide proof of current SAFD Skill Proficiency Certification in all eight (8) weapon disciplines and proof of pass with recommendation status in at least half of the disciplines at the time of application. The TCW Admissions Committee will confirm with the SAFD Secretary and contact the candidate with any questions.
- E. Current vitae, which must include:
 1. Experience as a teacher rather than as an assistant. This doesn't need to be teaching stage combat.

SAFD POLICIES AND PROCEDURES (12/14/17)

2. Experience choreographing fights. The SAFD does not encourage individuals to teach any discipline or choreograph fights that they are not qualified and confident to teach.
- F. Documentation showing a minimum of 40 hours trained in each weapon discipline (copies of certificates, verification letters from teachers, etc.) with a minimum of two (2) teachers in each weapon discipline.
- G. CV Documentation of an undergraduate degree in performance studies or equivalent training.
- H. Proof of current First Aid and CPR Certificates from the American Red Cross, American Heart Association and/or other certifying bodies recognized by the SAFD Governing Body.
- I. Recent footage taken of the candidate performing one phrase of their own choreography in Unarmed and Rapier & Dagger. Each video should have a 30 second limit and include as many moves as the candidate feels necessary but with a minimum of 15 moves.
- J. Any additional application materials as determined by the TCW coordinators. Specific requirements are posted on the SAFD website.

4.4.3. RECOMMENDED ADDITIONAL APPLICATION MATERIALS

- A. Demonstration of a thorough understanding regarding the logic, tactics, and usage of each weapon discipline
- B. Experience in researching the real life application and evolution of the eight (8) weapon disciplines from a historical perspective. This would include civilian and military usage as well as their geographic significance
- C. Experience performing fights
- D. Actor Training
- E. Training in other movement disciplines such as martial arts, mask work, commedia del arte, clown, Suzuki, Pilates, Alexander, Feldenkrais, dance, period movement and manners, etc.
- F. Demonstration of familiarity with principal works of western dramatic literature, specifically those that require the use of stage combat

4.4.4. FEES

- A. \$30 non-refundable application fee. (payable online at www.safd.org)
- B. The NSCW Coordinator and SAFD Governing Body determine cost annually.
- C. These fees shall include the Certified Teacher Registration Fee (\$100), but not membership dues.

4.5. NSCW Coordinator

4.5.1. NOMINATIONS, ELECTIONS, APPOINTMENTS, AND TERM DURATION

- A. The Governing Body will, via a standard application/interview process, select a NSCW Coordinator.

4.5.2. RESPONSIBILITIES

- A. The Coordinator is responsible for the coordination, staffing and day-to-day operations of the ISC, ACSP and the AACSP as well as assisting in the scheduling/facilitation of the TCW.

SAFD POLICIES AND PROCEDURES (12/14/17)

B. The Coordinator will:

1. Recommend the site of the workshop to the Executive Committee.
2. Serve as the primary point of contact for all NSCW business, including student correspondence, NSCW faculty/staff correspondence and communications with staff/faculty of the chosen host site.
3. Submit a preliminary budget to the Executive Committee for approval by February 1 of that year. The Executive Committee must approve all expenditures and a final budget.
4. Be responsible for coordination of the hiring process for NSCW interns and teaching assistant staff (CTs and FDs).
5. Oversee the national/international publicity for the workshop.
6. Schedule of all classes and events in consultation with the NSCW FM faculty.
7. Maintaining and update a detailed Policies and Procedures and operating manual for the NSCW. The Governing Body must ratify any changes made.
8. Keep a detailed inventory book on all SAFD workshop weapons that would include dates weapons were serviced and/or refurbished.
9. Ensure that all SAFD workshop equipment is to be used for and by the SAFD only. There is to be no renting or borrowing of said equipment for private use unless prescribed by the Executive Committee.
10. Approve/deny applications for permission to observe any classes offered at a NSCW workshop.

4.5.3.BENEFITS

- A. The Coordinator will receive a fee, transportation stipend, housing and a per diem that is proposed by the Coordinator and approved by the Executive Committee.
- B. Ground travel will be reimbursed at the IRS standard mileage rate or by the NSCW travel flat rate stipend proposed by the Coordinator with approval by the Executive Committee via the NSCW budget. Reimbursement for all travel will be dependent upon what the budget allows, not to exceed an amount set by the Treasurer.

4.6. NSCW Teaching Staff

4.6.1.HIRING AND SELECTION PROCESS

- A. Members of the College of Fight Masters who wish to be on staff at the NSCW will declare their interest, to the FM Representative, by November 1st of the previous year.
- B. Fight Masters are chosen by the Fight Master selection formula.
- C. If a Fight Master is chosen by the selection process and does not accept, this will not count as one year's assignment.
- D. Instructors for the TCW will be appointed by the College of Fight Masters and should include at least one member from the previous TCW team.
- E. The current President of the SAFD, if they are available, will visit the NSCW and chair an open meeting of SAFD members and also be assigned/offered a guest teaching position. This will not affect their position in either the FM lottery or the NSCW staffing procedure.

SAFD POLICIES AND PROCEDURES (12/14/17)

- F. NSCW Fight Masters will be guaranteed employment and a salary by letter of agreement on or before June 1 of the year for which they are contracted.
- G. If an FM must withdraw from their commitment to teach at the workshop, said teacher must reimburse any funds expended by the SAFD to secure the services of said teacher (such as non-refundable plane tickets). Personal emergencies excepted.
- H. NSCW Fight Masters report directly to the NSCW Coordinator.

4.6.2. RESPONSIBILITIES

- A. Design and coordination of NSCW curriculum as appropriate for the particular weapons and skill levels of the teacher's particular NSCW teaching assignments.
- B. Teaching of additional mini-workshops and master classes as deemed necessary by Coordinator and/or according to availability of the teacher.

4.6.3. BENEFITS

- A. Teachers will receive a salary, per diem, transportation and housing as the NSCW budget allows.
- B. In the event that the workshop does not provide sufficient funds to meet contractual agreements due to low enrollment, funds will be made available from the SAFD treasury to meet said contractual amounts.
- C. All air travel will be arranged by the teachers themselves or through a travel liaison as determined by the Coordinator and selected by the Governing Body. Ground travel will be reimbursed at the IRS standard mileage rate. Reimbursement for all travel will be dependent upon what the budget allows, not to exceed an amount set by the Treasurer.

4.7. NSCW Teaching Assistants

4.7.1. APPLICATION AND SELECTION PROCESS

- A. All those wishing to serve as Teaching Assistants at the NSCW must apply via the SAFD website online application.
- B. Only SAFD CTs and FDs will be considered for Teaching Assistant positions with the NSCW.
- C. General guidelines for the selection process from the NSCW Teaching Assistant applicant pool:
 - 1. The number of CT/FDs selected for each workshop shall be as follows: Three (3) for the ACSP, Two (2) for the AACSP and Two (2) for the TCW.
 - 2. Dependent upon availability from the applicant pool, a minimum of two "Junior CTs" (having been a CT for 3 years or less) shall be selected each year. The remaining selections shall be "Senior CTs" or FDs.
 - 3. The applicant pool shall be "ranked" according to whether or not and/or how recently they have served as a TA at the NSCW. The ranking system is broken down as follows:
 - a. Those who have never served are placed at the top of the list.

SAFD POLICIES AND PROCEDURES (12/14/17)

- b. Any applicant who last served as a TA at the NSCW over five (5) years ago is placed at the top of the list with those who have never served.
 - c. The remainder of the applicant pool is then ranked according to how many years it's been since they last served as a TA at the NSCW. (I.e. An applicant who served as a TA four (4) years ago would receive preference over a candidate who served as a TA two (2) years ago.)
4. From the "ranked" application pool, the two Junior CTs (if any have applied) are first chosen, with preference given to those who've never served. If there are more who meet this qualification than needed, then they are chosen via random lottery draw by the Coordinator.
 5. Senior CTs and/or FDs shall fill the remaining slots, with preference given to those who've never served. If there are more who meet this qualification than needed, then they are chosen via random lottery draw by the Coordinator.
 6. The Coordinator then submits the results of the selection process, plus the next four viable alternates from the application pool, to the Governing Body for review and approval.
 7. Following approval by the Governing Body, the Coordinator shall make official offers to those CTs/FDs selected, advise them not make their offers public until authorized to do so by the Coordinator and wait to receive official acceptance from said CTs/FDs. Should an offer be turned down, the Coordinator extends an offer to the next person on the list of alternates until all positions have been offered and officially accepted.
 8. Following acceptance of all position offers, the Coordinator contacts the remaining applicants and thanks them for their application.
 9. The Coordinator then authorizes all those chosen for the NSCW TA faculty to announce their selection publicly and posts it publicly for marketing purposes on the SAFD website and via social media.

4.7.2. RESPONSIBILITIES

- A. SAFD Certified Teachers and Fight Directors will serve as assistants to the Fight Masters in the ACSP, AACSP, the TCW as well as primary instructors for the ISC in non-TCW years and in any additional areas for ISC and ACSP as deemed necessary by the Coordinator (Master classes, "4th Weapon" for ACSP, etc.).
- B. They will be responsible for supervising evening rehearsals.
- C. They will also fulfill a "secondary assignment" as determined by the Coordinator. (Head Armorer, Morale Officer, First Aid Officer, etc.).

4.7.3. BENEFITS

- A. Teaching Assistants will receive compensation, per diem, transportation and housing as budget allows.
- B. All air travel will be arranged through a travel liaison selected by the Governing Body. Ground travel will be reimbursed at the IRS standard mileage rate. Reimbursement for all travel will be dependent upon what the budget allows, not to exceed an amount set by the Treasurer.
- C. Assistants and interns may have their work in the NSCW classroom evaluated for Actor/Combatant status renewal. No fees will be charged.
- D. All Certified Teachers and Fight Directors are welcome to observe workshop classes with prior consent of the Workshop Coordinator; they may participate in classes only with the permission of the instructor.

SAFD POLICIES AND PROCEDURES (12/14/17)

4.8. NSCW Interns

4.8.1.APPLICATION AND SELECTION PROCESS

- A. The Coordinator will select a Head Intern to serve as their “right hand” for the NSCW. The Coordinator may personally recruit this individual or select them from the pool of regular Intern applicants.
- B. All those wishing to serve as regular Interns at the NSCW must apply via the SAFD website online application.
- C. Only SAFD Advanced Actor Combatants will be considered for Intern positions with the NSCW, with preference given to those individuals who are certified in all eight (8) weapon disciplines.
- D. The Coordinator will select the NSCW Intern staff as follows:
 - 1. Coordinator makes selections from the qualified applicant pool and extends official offers to those applicants, advising them not make their offers public until authorized to do so by the Coordinator and wait to receive official acceptance from said applicants. Should an offer be turned down, the Coordinator extends an offer to the next person of their choice until all positions have been offered and officially accepted.
 - 2. Following acceptance of all position offers, the Coordinator contacts the remaining applicants and thanks them for their application.
 - 3. The Coordinator then authorizes all those chosen for the NSCW Intern staff to announce their selection publicly and posts it publicly for marketing purposes on the SAFD website and via social media.

4.8.2.RESPONSIBILITIES

- A. Interns report directly to and are assigned duties by the NSCW Coordinator and NSCW Head Intern.
- B. Interns shall perform the following duties/responsibilities:
 - 1. Perform appropriate pre-workshop duties as assigned by the Coordinator and/or Head Intern. (I.e. planning and coordinating efforts with CTs/FDs on “secondary assignments”, etc.)
 - 2. Arrive on site for the NSCW on the date determined by the Coordinator for the purposes of setting up of all housing, armories and classroom spaces for the arrival of faculty, staff and students.
 - 3. Daily transportation of weapons/equipment and opening/set up/shut down of assigned classrooms according to the specified needs of each weapons class and/or instructor.
 - 4. Serve as additional assistants in the NSCW classrooms in whatever capacity is deemed as proper and necessary by the instructor. (I.e. observing, partnering, assisting in instruction, timekeeping, etc.)
 - 5. Facilitate non-classroom activities and events as assigned by Coordinator and/or Head Intern. (Opening/ Closing ceremonies, film nights, Opening night soiree’, Vendor Night, etc.)
 - 6. Serve as a first point of contact and facilitator for questions/concerns of faculty, staff and students of the NSCW.
 - 7. Serve as primary teaching assistants in the ISC in non-TCW years.
 - 8. Serve as SPT/SPR testing partners for students in the ACSP and/or AACSP as determined necessary by the Fight Masters.

SAFD POLICIES AND PROCEDURES (12/14/17)

9. Remain in the days following the NSCW (as determined by the Coordinator) for the purposes of cleaning, organizing and shutting down of all housing, armories and classroom spaces following the departure of faculty, staff and students.

4.8.3.BENEFITS

- A. Interns will receive a stipend and housing as budget allows.
- B. Interns are allowed to observe or take class with the permission of the instructor. They are also able to receive a Basic Pass SPR in any weapon class at the NSCW from the instructing FM without actually testing, based solely on their work within the classroom and rehearsal sessions. This option must be requested personally by the Intern, but is left solely to the discretion of the FM of that particular class/weapon.

5. Regional Workshops

5.1. Sanctioning Eligibility

- A. Only an SAFD Fight Master, Fight Director, Certified Teacher, or Regional Representative may sponsor an SAFD sanctioned workshop.
- B. SAFD workshops must employ at least one (1) Certified Teacher, Fight Director, or Fight Master.
- C. Anyone wishing to produce an SAFD regional workshop must submit an application to the Vice President, who shall seek approval of the Executive Committee.
- D. The Vice President will notify the applicant of the Executive Committee's decision.

5.1.1.SANCTIONING APPLICATION MATERIALS

- A. Dates and location of workshop.
- B. Teaching staff.
- C. General curriculum.
- D. Estimated number of students.
- E. A preliminary budget (including any fund raising and donations such as voluntary contributions to BCEFA).
- F. Any discrepancies in meeting these requirements must be addressed by the applicant, to allow for a case-by-case assessment of the application.

5.1.2.RESPONSIBILITIES

- a. Anyone wishing to produce an SAFD regional workshop must offer a ten percent (10%) discount on tuition to any SAFD member in good standing for a minimum of three (3) years.
- b. It is required that any sanctioned workshop review the SAFD Code of Ethics with every member of the staff prior to classes commencing.
- c. It is required that at some point during the workshop, the coordinator must give the following information regarding the NSCW to all participants of the workshop: dates of the next NSCW, location of the next NSCW, options for training at the NSCW (ACW, AACW, ISC, TCW), and where they can apply to the NSCW.

SAFD POLICIES AND PROCEDURES (12/14/17)

5.1.3. BENEFITS OF SANCTIONING

The SAFD will provide access to the official SAFD Roster and free advertising on the SAFD website.

5.1.4. LIABILITY AND LIMITATIONS

The SAFD does not assume responsibility for debts or losses incurred by a regional workshop. The SAFD will not sanction a regional workshop offering the Skills Proficiency Test that is scheduled on the same dates, or that takes place within four weeks before or after, any NSCW event. No two workshops will be sanctioned at the same time in or around the same vicinity. The Vice President will handle the securing of dates. Preference will be given to the application received earliest.

6. Publications

6.1. The Fight Master

The Fight Master is a biannual journal published through the SAFD. This publication's primary purpose is to synthesize the knowledge and experience of professional fight choreographers, stage combat educators, academic scholars, historians, martial artists, performers and general theatre practitioners into one resource devoted to exploring the intricacies of staged violence in both film and theatre.

- A. The Executive Committee will select an Editor-in-Chief for the journal, and provide the final approval for hiring an Art Director. All other paid positions created for this publication will be a joint collaboration between the Editor-in-Chief and the Executive Committee. Non-paid positions will be the sole responsibility of the Editor-in-Chief.
- B. The Editor-in-Chief and Art Director will receive a fee set by the Executive Committee.
- C. *The Fight Master* Editor-in-Chief will be included in all fiscal conversations and expenditures related to *The Fight Master* magazine.
- D. SAFD sanctioned workshops shall be provided with advertising opportunities in SAFD publications as per 6.00. Non-SAFD sanctioned advertising is permitted in *The Fight Master* so long as the following disclaimer is present in each issued publication. "Neither *The Fight Master* nor the Society of American Fight Directors (SAFD) is responsible for any product, claim, or consequential damage as a result of errors, timeliness or misunderstanding of information relating to any advertising published through *The Fight Master*. The views and opinions stated by writers in this publication do not necessarily reflect those of the editor, advisory board, or any member of the Society of American Fight Directors. No part of this publication may be reproduced in any way or by any media without the written consent of the editor."
- E. Educational institutions and libraries may subscribe to the journal through EBSCO Subscription Services.

6.2. The Website (www.safd.org)

The SAFD will maintain a site on the World Wide Web for dissemination of information.

6.3. Liability and Limitations

The Fight Master, the website, and all graphic material created for the SAFD, including but not limited to layout, stylistic design, and logos are the sole property of the SAFD. This material may not be reproduced without express, written consent, nor may the creator seek remuneration for subsequent usage after they have left the position.

7. Awards and Scholarships

The SAFD will present awards to individuals or organizations that have shown exemplary work or service to the organization or dedication to the staged combative arts. These awards may be presented at various times in a variety of categories.

SAFD POLICIES AND PROCEDURES (12/14/17)

7.1. NSCW Awards

- A. The NSCW awards will be presented at the NSCW by the on-site faculty.
- B. **Paddy Crean Award:** presented to an individual who has displayed a high degree of skill as an Actor Combatant has emerged as a leader among their peers and displays a commitment to honorable and just actions in all they do.
- C. **The President's Award:** presented by the President to an individual who has given of their time and commitment to the SAFD above and beyond the call of duty.
- D. **Outstanding Performance at the ACSP:** presented to two (2) individuals (NOT gender specific) attending the NSCW whose overall performance in the classroom and during the Skills Proficiency Test stands out above all others.
- E. **Outstanding Performance at the AACW:** presented to two (2) individuals (NOT gender specific) attending the AACW whose overall performance in the classroom and during the Skills Proficiency Test stands out above all others.
- F. **Best Scene ACSP:** presented to the pair of individuals whose scene during the Skills Proficiency Test stands out above all others.
- G. **Best Scene AACW:** presented to the pair of individuals whose scene during the Skills Proficiency Test stands out above all others.
- H. **David Boushey Founder's Award for Excellence in Unarmed Combat:** presented to an individual attending the NSCW who has shown the most prowess in Unarmed combat.
- I. **James Finney Memorial Award:** presented to an individual attending the NSCW who has shown the greatest determination in life and/or the art of stage combat. Given in memory and in honor of Fight Director, James Finney (Finneypot).
- J. Any other awards determined by the NSCW Coordinator or the Governing Body

7.2. Governing Body Awards

- A. These awards will be presented by the Governing Body to individuals deemed worthy by majority vote
- B. **Honorary Member:** presented to worthy individuals (section 2.8)
- C. **Emeritus Member:** presented to worthy individuals (section 2.9)

7.3. NSCW Scholarships

The SAFD provides annual scholarships to attend the NSCW. The SAFD reserves the right to expand or restrict scholarship offerings in any given year, and may withhold outright any or all scholarships in any given year for any reason.

7.3.1. REQUIREMENTS

- A. A candidate for scholarship assistance must be nominated by a member of the SAFD Governing Body, Fight Master, Fight Director or Certified Teacher.
- B. They must be a member of the SAFD in good standing for a minimum of one (1) year.
- C. They must demonstrate an aptitude toward, and a strong desire to learn the skills and performance styles of the stage combative arts.

SAFD POLICIES AND PROCEDURES (12/14/17)

- D. They must demonstrate a need (not necessarily financial) for said scholarship.
- E. They must be pursuant of or have received an undergraduate degree in performance studies (or other such equivalent training).

7.3.2.NOMINATION MATERIALS

- A. Candidate's Letter of Intent.
- B. Candidate's resume. (curriculum vitae if applicable)
- C. Copies of any and all SAFD certificates.
- D. Proof of membership.
- E. Letter of recommendation from their petitioner and from one other party. (teacher, director, etc.)
- F. Nominations must send the above materials to the Secretary who shall submit them for review by the Governing Body. All nomination materials must be received no later than March 1. Incomplete packets will not be accepted.
- G. The Secretary will notify the recipient of the scholarship award no later than the first of April. If no candidate is deemed worthy of the scholarship, the Governing Body has the right to withhold said scholarship for that year.
- H. The recipient must either accept or decline the scholarship no later than the first of May. If the scholarship is accepted, it is the responsibility of the recipient to properly register for the appropriate workshop. All further expenses, including but not limited to transportation and meals, are the recipient's responsibility. All scholarships are good only for the year of issuance, and may not be transferred or extended.
- I. Potential List of Scholarships include:
 - 1. Douglas Fairbanks, Jr. Memorial Scholarship
 - 2. Paddy Crean Scholarship
 - 3. Irene Ryan Scholarship
 - 4. Ian McKay Scholarship

7.4. Scholarship Fund

The SAFD will create and maintain a fund to finance all of its scholarship offerings. The Scholarship Fund Committee will oversee this fund (section 3.7). The Executive Committee will have final authority over the investment or disbursement of scholarship funds.

8. Equal Opportunity

The SAFD is an equal opportunity educator and employer. As such, the SAFD is committed to the policy that all persons shall have equal access to its programs and employment without regard to age, ancestry, citizenship, color, creed, disability, gender, gender identity, genetic information, marital status, military status, national origin, parental status, pregnancy, race, religion, sexual orientation, source of income, unfavorable discharge from military service, veteran status, as a result of being the victim of domestic or sexual violence or other classes protected by law. In the overarching interest of providing a safe environment for all participants in activities sponsored by the SAFD and its members, the SAFD reserves the right to limit the participation of any person or persons whose specific physical limitations, temporary or permanent, prohibit participation in performing the required skills of the sponsored event in a manner safe to himself or herself or to other participants. This policy shall extend to recruitment, hiring, training, compensation, promotion,

SAFD POLICIES AND PROCEDURES (12/14/17)

demotion, transfer, layoff, termination, and other terms and conditions of employment. This policy includes the commitment to maintaining a work environment that is free from unlawful harassment. Inquiries regarding compliance may be directed to the Governing Body of the SAFD.

8.1. Harassment

The SAFD recognizes the need for and strives to provide work and educational environments for all employees and students that are free from harassment. Conduct that interferes with an employee's work performance or a student's ability to study or that creates an intimidating, hostile or otherwise offensive environment is considered harassment. Harassment at any SAFD sponsored event based on a person's race, color, age, religion, gender, sexual orientation, ancestry, national origin, disability, military status, unfavorable military discharge other than dishonorable, marital status, or other non-SAFD related factors will not be tolerated.

8.1.1. SEXUAL HARASSMENT

Sexual Harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct is sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment.
- B. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions, academic or professional advancement.
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work or study environment.

8.2. Responsibility/Confidentiality

Employees or students who feel that they have been harassed or who become aware of such conduct should bring the matter to the attention of any member of the Grievance Committee (see section 9.0) or the Vice President. Failure to do so indicates acceptance of the conduct or incidents as not unreasonable or hostile to the employee or student. After investigation of the complaint has been concluded the complainant will be advised of the results of the investigation. The SAFD will take appropriate disciplinary action against any employee or student found to have harassed another employee or student or any other person at any SAFD event. The complaint will be treated in as confidential a manner as possible, and disclosed only to those who have a need to know, but consistent with a thorough investigation of the complaint. There will be no retaliation against any employee or student who makes a complaint with the reasonable belief that the harassment has occurred.

9. Grievances

Any member of the SAFD who has been determined, through the right of deliberative assembly, to be in violation of the letter or spirit of the Articles of Incorporation, Bylaws, or Policies and Procedures may be reprimanded, censured or expelled. The following is the grievance procedure to be followed by any member of the SAFD:

9.1. Limitations

A grievance subject to action under the provisions of these policies and procedures shall be limited to membership related disputes that directly involve a violation of the letter or spirit of the Articles of Incorporation, Bylaws, or the Policies and Procedures. Membership related disputes include, but are not limited to, disputes over member standing or rank, violations of the prescribed Skills Proficiency Test procedures, or other issues specifically related to one's membership in the SAFD.

9.2. Grievance Committee

The Grievance Committee shall be composed of the Actor/Combatant Representative, Certified Teacher Representative, Fight Director Representative, Fight Master Representative, and chaired by the Vice President.

9.3. Pre-requisites

Prior to the initiation of these procedures, the member must make at least one attempt to resolve the dispute by direct communication.

SAFD POLICIES AND PROCEDURES (12/14/17)

9.4. Written Grievance

In the event the dispute is not resolved by the direct communication, any member may, within one hundred and twenty (120) days of the alleged dispute submit a written grievance to any member of the Grievance Committee. The written grievance shall contain a statement of the alleged offense, proof the complainant has attempted a resolution of the dispute, the resolution or relief now sought by the complainant, and complete contact information for the complainant and the member in question. The statement should also include any evidence, argument, or rationale to substantiate the alleged offense.

9.5. Defense

Upon verification of the written grievance, the Grievance Committee shall contact the member in question and provide that member thirty (30) days to respond to the complaint in person or writing to the Grievance Committee. The Grievance Committee is also empowered to conduct its own investigation into the alleged offense.

9.6. Deliberation

Upon receipt of the member in question's response or the lapse of the thirty (30) days response period, the Grievance Committee shall consider the dispute and upon reasonable cause as a result of the investigation may hold majority vote to:

- A. Dismiss the complaint,
- B. Summon the parties for a grievance hearing,
- C. Reprimand the accused per the requested relief,
 - 1. **Reprimand.** Actions of reprimand may include but are not limited to a written statement of disapproval, probation, remediation, and/or supervision.
- D. Censure the accused per the requested relief,
 - 1. **Censure.** Actions of censure may include but are not limited to a formal letter of rebuke, temporary or permanent loss of rank, temporary or permanent loss of individual rights and privileges appertaining to a given rank.
- E. Recommend an alternative course of action, or
- F. Expulsion
 - 1. **Expulsion.** The removal of the member from the membership of the SAFD and the revocation of all rights and privileges related to that membership.
 - 2. Expulsion may be accomplished only by a two-thirds (2/3) vote of the Governing Body and of the College of Fight Masters.

9.7. Appeals

Any member involved in a grievance procedure may appeal a decision of the Grievance Committee, within thirty (30) days of the decision, directly to the Governing Body (defined as per article VII, section 2 of the Bylaws). In the event of such an appeal, the Grievance Committee shall submit all materials to the Governing Body, and the Governing Body shall take action as described in section 9.6 above.

9.8. Conflict of Interest

In the event the grievance involves a member of the Grievance Committee or a committee member is unable or unwilling to serve on the committee, a substitute member will be appointed to serve on the committee, at the discretion of the Governing Body.