

# Wars of the Roses Federation

www.wotrf.org

## Terms & Conditions for attendance at events

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### 1. Introduction

For greater detail please refer to the documentation held on the Federation website.

**1.1** The Wars of the Roses Federation officers organise events that we hope will prove to be enjoyable

and fulfilling for groups, but we require certain standards. These encompass achieving (and, preferably, exceeding) the following;

- Health & Safety and insurance requirements
- Minimum standards of presentation and authenticity.
- Standards of behaviour on site.

**1.2** These conditions of participation are mostly simple common sense, but especially with safety requirements, it's vital to set these down in advance and ensure that every re-enactor is aware of his/her responsibilities.

**1.3** Group co-ordinators/captains are required to:

a) Read *WotR Federation's* event pre-event re-enactors' information aka "Warning orders" (usually issued at least two weeks before an event), any other requirements noted, and this *Standard Terms and Conditions of Participation*.

b) Ensure their members comply with these.

c) Agree to be responsible for their members' actions on site throughout the set up, event and predeparture tidy up.

### 2. Health & Safety and Insurance requirements

#### 2.1 General points

Safety *is* crucial for all the right reasons, and on top of this the current distasteful "ambulance chasing"

culture means that we *do* need to spell it out, for our peace of mind as well as yours. So when it comes down to it, simply always "play safe" and don't take any unnecessary risks.

*WotR Federation* regards the health, safety and welfare of all at its events as having equal or greater

status than staging the event. We strive to ensure that our events are as safe as possible for reenactors

and visitors alike. We compile and operate a health & safety strategy for every event, to include a risk assessment and where appropriate, a Major Incident/evacuation plan, in consultation with our clients and appropriate official bodies. *WotRF* expects all participating groups to take the issue of safety just as seriously.

Health & Safety *must* take top priority at events. We don't emphasise this to irritate you or put reenactors

off from coming, but because we *have* to, especially bearing in mind the very real threat of litigation if something went wrong and we *hadn't* required participating groups and other re-enactors to

read this! So relevant co-ordinators are required to read all this carefully and act on it – and ensure

their group members read it too, as this can only increase their and others' safety. Events need to be

enjoyable and safe for *everyone* and everyone needs to play their part. The following requirements are

mainly common sense, but as they cannot cover every possible eventuality, re-enactors must **think**

**safety and act safely at all times.**

All re-enactors taking part in our events *must* be confirmed members of groups within the *WotR*

Federation (or of contracted groups specifically booked for a set event). Proof of membership may be required and if there is a doubt the decision of the WotR Federation is final. ***Please let us emphasise that no-one is permitted to invite other groups or individuals without the Committee's express prior agreement.***

### **2.2 Member groups/re-enactors' safety policy**

Each group should have a safety co-coordinator and a copy of Federation safety policy, both of which need to be known to the membership. The group should be encouraged by the safety co-coordinator to take H&S extremely seriously and action our policy. Re-enactors must not do anything they consider unsafe, *even if ordered to do so by society officers*. Groups should ensure that their members' actions are reasonable and do not endanger others, and that members are competent for any activity the conduct prior to performing (in advance and/or at each event).

### **2.3 Stewarding and security**

All groups must take care to protect their members, and visitors from any potentially hazardous displays or activities they conduct on site, including around living history and arena areas. Re-enactors should always take sensible precautions in the vicinity of camp fires, moving vehicles, slopes, lakes, rivers, ditches (and other topographical features), particularly at night. Likewise they should take reasonable care not to trip or fall over any guy lines, pegs, and the like. Within the times specified in the warning orders, *WotR Federation* officers, and appointed deputies will be linked by walkie-talkies and/or mobile phones (if possible) so that any emergency messages can be passed instantly around the site. All groups should assume responsibility for their own security, although *WotR Federation* clients may also arrange security patrols when appropriate.

### **2.4 Risk assessments**

Participating groups are reminded that it is their interest to carry out their own specific event risk assessment for any non Federation displays/activities that they plan to conduct at events. *WotR Federation* will in addition produce overall risk assessments in conjunction with emergency services and/or our clients, as appropriate. Risk assessments are essential if staging any "arena style" or otherwise potentially hazardous display (e.g. cooking). Participation at each individual's own risk and on the strict understanding that:

- a) All appropriate care will be taken
- b) That venue/ *WotR Federation* health and safety requirements will be adhered to.

And

- c) *WotR Federation* will investigate fully, if you are involved in an accident/incident requiring medical care.

### **2.5 Insurance and indemnity**

*WotR Federation* cannot be held responsible for any re-enactors' items, objects, vehicles, machinery or weaponry on or off site, these remaining the responsibility of the owners/suppliers. Re-enactors may wish to insure any possessions/items brought against theft or damage.

### **2.6 Fire safety**

Fire points will usually be located in both historic and modern camp sites. Fire buckets/ extinguishers etc must not be used for any purpose other than fire safety and we emphasise that we shall consider the removal or inappropriate use of fire appliances/buckets a serious breach of safety regulations. Participating groups are thus reminded to ensure that their members do not borrow or "liberate" these items. Keep visitors - especially small children - at a safe distance from fires and never leave the latter

unattended. Re-enactors should endeavour to provide their own personal fire-fighting equipment (as a minimum, a bucket of water) to augment site fire safety arrangements. In addition, the committee urges every group sleeping or cooking on site to bring and keep your own personal fire fighting equipment handy within your camp, and that all members are made aware of the location. Following an ultimately fatal accident at a (non-*WotR Federation*) re-enactment during autumn 2001, we strongly recommend that Calor-gas style appliances should not be used inside *closed* tents. Only use them outside or within *open* exterior awnings (although for authenticity reasons, not during visitor hours).

### **2.7 Alcohol, smoking and drugs**

Alcohol must not be consumed by any re-enactors on event days, normally until after 6pm daily, anyone suspected of being "under the influence" will be removed from the arena/display. If you have to smoke please do so within the confines of a tent or in a designated "out area" such as the plastic camp. Recreational drugs are illegal and banned at all times.

### **2.8 Animals**

Horses used by re-enactors should be carefully walked to and from display arenas, with an appropriate number of safety grooms or stewards (front and back) supplied by the re-enactors moving any visitors out of harm's way. Where possible, *WotR Federation* will arrange a non-public route to and from arenas, although the topography/layout of some venues does not permit this. Horses within a living history area must be roped off from visitors. Where dogs are allowed on site (if you wish to bring one, please check with us prior to each event), they must be kept on a lead at all times during visitor hours and always under the owners control throughout the event. All wildlife must be left alone.

### **2.10 Arenas and tape barriers**

Displays should only take place in the correctly designated area(s). Apart from a commentator, only official stewards are permitted between double tape barriers. Re-enactors should not attempt to sit between barriers for a better view, as they will be removed for their own safety.

### **2.11 Vehicles**

Only official vehicles may move on site during set event times, which will be published. Vehicles can be moved onto then site once when the event closes, and off again before it resumes next morning, but repeated vehicle movement is prohibited (except during set up and departure), and in particular there must be no "joyriding" or lifts to and from any beer/refreshment tents if provided.

### **2.12 Black Powder**

All groups/individuals using black powder and artillery (of any form) must be verified as competent by their parent group in its/their safe use and be appropriately licensed. All must adhere to all normal legal requirements including local police/other official directives including on storage of black powder.

Appropriate shotgun/firearm certificates/black powder licences must be carried at all times in case the authorities require an inspection.

Powder must be stored/signed into the official store overnight and will be subject to any local Police requirements, which are confirmed prior to the event.

Do not allow visitors to touch or pick up any weaponry, unless under strict supervision. Weapons will

be securely stored or supervised by the Re-enactors when not in use/on display.

As per police requirements, participating groups/re-enactors using cartridges (paper or metal) will sweep their display field(s) immediately after their display (unless otherwise instructed) to ensure none

are left on the ground, whether fired or not.

### 3. Minimum standards of authenticity and presentation

#### 3.1 WotRF requires its members to adhere to the following at our events:

We want everybody to enjoy themselves in a relaxed atmosphere, but we require re-enactors to take authenticity sufficiently seriously enough to meet our standards, which apply in all public areas during visitor hours. The Federation has published a set of minimum standards and all have had to meet to be acceptable at an event. This matter is non-negotiable and the WotRF decision at the event is final.

**Group organisers/Captains** are asked to check *in advance* of each event that minimum standards will be met during event opening hours and that every member likely to come is fully aware of our requirements. Please emphasise that our minimum standards *must* be met. We shall monitor authenticity & presentation at our events, as it would be unfair to the majority to allow those in who don't comply. In the unlikely event of infringements on site, the person(s) concerned will be required to immediately sort out their appearance/kit or stay on the modern campsite. If further infringements occur, individuals, or even groups may be asked to leave that event; however, we trust that with the co-operation of group co-coordinators, such problems will be pretty rare.

The Chairman reserves the right to investigate complaints about the behaviour of any participating group or individual, and expect all groups to cooperate fully with such investigations

#### 3.2 Minimum standards:

a) Re-enactors are to be appropriately dressed/equipped/competent to reflect the role portrayed and should only present appropriate impressions. The committee reserves the right to exclude persons/impressions that we deem inappropriate, and or not in context (or lacking minimum standards of authenticity) from our events.

b) Re-enactors should be correctly costumed and adequately equipped - no troops in halfdress/equipment (doublet, and jeans for example.)

c) All modern anachronisms must be removed and/or hidden during visitor opening hours. These include inappropriate footwear and glasses (especially non-period sunglasses!); obviously modern hairstyles (whether male or female) must be hidden under hats/helmets.

Also cameras, drinking out of modern containers (e.g. coke cans) and eating crisps/ burgers/ modern food. If you have modern stuff inside a period tent, cover it up or close the tent. If you can't cater for yourself "in period", and need for example to purchase a hot drink or food from a modern vendor, do so using a period cup/plate, quickly, and eat/drink it away from the vendor's outlet.

d) If re-enactors need glasses, they should either wear contact lenses or period-style glasses. But for safety reasons, whatever they do, they shouldn't enter a display field without being able to see clearly.

e) Modern shoes should not be worn; re-enactors should buy or borrow a good pair of shoes before the event.

e) The WotRF allows groups to make their own choices over cross dressing or staying in same sex kit.

Where societies allow cross-dressing, female re-enactors should make an attempt to disguise themselves where possible, with no makeup being worn. A clause of English Heritage standards states that cross-dressing is only allowed at battle events/activities and NOT all day in the Living History camp.

f) Partners, children and friends of participating re-enactors should either wear *full* period equipment and avoid anachronisms, (e.g. push chairs) or stay in modern dress throughout the day. No "half & half". Modern hair styles should be covered up if in period dress.

If in modern dress, they should not "make themselves at home" within spouses' living history areas as this seriously detracts from the authenticity of the scene.

**3.3 In short, re-enactors should look and act the part! No modern glasses, shoes, or other obvious anachronisms permitted during event hours, including inappropriate smoking & eating.**

### 4. Standards of behaviour on site

**4.1** Participating groups must agree to amicably co-operate with the organisers and other groups and

conduct themselves in a civilised manner. Rudeness to WotR Federation officers, clients, other reenactors

and/or the public will not be tolerated. Groups must be self-stewarding and for the sake of others present will enforce the agreed noise curfew upon their members (Midnight unless groups are informed otherwise), with rowdy members being requested to desist. If said persons refuse to comply

they may subject to immediate and (possibly) permanent removal by parent groups if they will not keep quiet after the curfew.

**4.2** We reserve the right to cancel the participation of any groups without warning if we deem reenactors' behaviour to be unacceptable or damaging to the event, visitors, our client or *WotR Federation* in any way, including through actions or words, written or spoken. In short, be nice; don't be rude to anyone; and be sensible. If necessary such matters would be raised at an EGM or the AGM

## **5. Event invitations**

### **5.1. Our policy**

*WotR Federation* events are "members only" and always subject to these standard terms and conditions of participation. All member groups can attend but no non-FED groups may participate without an invitation, nor can groups "subcontract" invitations to friends/other groups without the express and prior permission of the Committee.

## **6. Other conditions of participation**

### **6.1 Scripts and performances**

Please make your performances as interesting (and where appropriate, authentic) as possible for visitors. Displays should be treated like "stories", with a start, middle, and an end. If in doubt, check your outline script/display format with *WotR Federation* in advance of the event. Let's keep our visitors and clients happy! We appreciate your co-operation in this.

Once details are confirmed, participating groups/other re-enactors will be expected to the best of their abilities to supply/ carry out the performances as agreed with *WotR Federation*, at the times shown on the confirmed display timetable. In addition they should carry out agreed living history and/or other demonstrations as appropriate.

### **6.2 Archaeological or other site restrictions**

Re-enactors must adhere to any agreed site restrictions, e.g. to protect archaeological remains or in the case of country parks, flora/fauna. Where there are restrictions they are usually to insert tent pegs to a maximum of 6", and to maintain raised fires (without damaging the ground underneath – see below). Generally speaking, *WotRF* adheres to English Heritage guidelines on protecting the ground on sensitive sites.

### **6.3 Camp fires and firewood**

Re-enactors requiring fires should assume that they must be free-standing (to protect the ground) unless otherwise stated in event briefing material. Re-enactors will need to provide their own fire baskets/ bricks & plates and ensure fires are high enough above the ground to avoid any damage. If fire pits are allowed, re-enactors must carefully cut the turf, maintaining and watering it as necessary, then prior to departure reinstate the ground after the fire pit has been cooled and cleared of any ash, wood or other material. Treat ash and any other leftover from the fire as litter - see below.

Please remember that venue staff - our clients - usually highly prize their grass & landscapes so if damaged, this can adversely affect whether they'd be willing to let *WotR Federation* back. Only designated stocks of firewood will be burnt (unless foraging is specifically agreed) as apparently abandoned logs may well contain wildlife habitats. Groups will ensure that their members do not hoard wood supplies as this can leave others without adequate stocks - *WotR Federation* and/or clients will endeavour that there will always be enough to go around so long as re-enactors are sensible.

### **6.4 Litter**

Participating groups are responsible for bagging up *all* their own rubbish (including cooled ash/wood etc from fires) and placing it in one of the skips or at other designated places. No rubbish must be left for others to clear up (unless we specifically state in event information that bags may be left in situ) and doing so will jeopardise future invitations to attend *WotR Federation* shows.

### **6.5 PA system(s)**

PA systems will usually be provided at events for "arena-orientated" displays. We assume that groups will provide their own commentator(s) if needed, unless otherwise requested in advance.

### **6.6 Responsibilities**

The split of responsibilities between *WotR Federation*, and our clients is as standard for events. *WotR*

*Federation* is usually responsible for organising and directing the re-enactments, and displays. Our clients are usually responsible for administering all other non-performance elements of the event, including planning and co-ordination of other event infrastructure e.g. toilet provision, daytime First Aid etc.

### **6.7 Photography**

At no time may re-enactors sit between arena double barriers to film or photograph. Official society or

*WotR Federation* photographers may on occasion film in this area, but only if they:

a) Requested in advance

- b) Adhere to our Health& Safety Regulations
  - c) Operate in specified areas only
  - d) Are willing to cooperate with WotR Federation official representatives reasonable demands
  - e) Do not restrict the view/enjoyment of the public
  - f) Are in modern clothing
  - g) Have been issued with an official pass/jacket (Available on request from the Chair – Steve)
- In return for permission to photograph our events, *WotR Federation* requires a high resolution disk of good images - but preferably a full set of all images taken - with permission for us/our clients to use these for event publicity/advertising purposes. We always offer a credit (and if possible, web link) when reproducing an image on this web site, elsewhere when possible, and we ask clients to do the same where they can. Photographs taken at our events may be used and/or offered for sale by the photographer(s), as is their right under copyright law.

## **7. Queries**

Members of participating groups are asked to contact their group organiser(s) in the first instance. If required the Federation can be contacted directly via its website or WotRF committee officers (see above).