

## H.E.R.A

### Historic Education and Recreation of Alabama

#### 9<sup>th</sup> Century to the Pre-industrial Age

#### Guidelines

To be a member of H.E.R.A as an individual / Groups / Guilds / Encampments

1. Must be an active volunteer with ALMFF and must have current volunteer paperwork on file with the Festival site.
2. Must be able to pass a background check and have no past or current felony convictions.

These are mandatory to meet the requirements of National, State, and County Educational Standards, as well as the standard requirements of the Liability Insurance.

3. Each Group / Guild / Encampment must maintain a list of current members, listing persons, their ranks, and contact information. This list must be turned in to the Ministry of Education / or the Director of H.E.R.A yearly and must be updated when there are changes.

#### Attendance Requirements

Person or persons may, of course, volunteer more often, but the below listed are **Mandatory.**

1. Three (3) Crown Called Workdays
  - a. One (1) During the off-season
  - b. Two (2) during the lead-up to the Opening of Festival
2. All Mandatory Workdays called by Heads of Groups / Guilds / Encampments. Absences must be approved by the Heads of Groups / Guilds / Encampments.
3. One (1) called meeting of the full H.E.R.A membership per year. Absences must be approved by the Minister of Education / (and or) the Director of H.E.R.A, and the Heads of the individual's Group / Guild / Encampment.

## Code of Conduct

1. All members must follow the *ALMFF Cast Handbook*. This can be found on the website (ALMFF.com)
2. All members must follow their individual Group / Guild / Encampment's Code of Conduct. The *ALMFF Cast Handbook* does take precedence.
3. All member must read the Kingdom's *Site Action and Safety Plan*, available on the website almff.com

## Code of Conduct Governing Interactions Between Groups / Guilds / Encampments

1. Each person is to remember that we are a part of a larger community, an extended family, and should treat one another with respect, kindness, and a gentle disposition. We are all in this together and together we can accomplish anything.
2. Any issues that might occur between members of different Groups / Guilds / Encampments should be taken to the Heads of the individuals Group / Guild / Encampment to be settled. If the Heads are unable to reach an amicable conclusion, the matter will be taken to the Minister of Education / (and/or) the Director of H.E.R.A and the Owners for adjudication. The Owner's verdict will be final.
3. Keep thine hands to oneself. Please ask before touching or handling another person / Group / Guild / Encampment's static displays or demonstration items (these can be expensive and fragile). Thievery will not be tolerated and will be reported to all levels of the governing body of H.E.R.A, the Owners and possibly the police.
4. The Owner's rule of refraining from discussions of a religious, political or sexual nature will be strictly enforced.
5. Gossip and Drama will not be tolerated and can be hard on the morale of the entire Kingdom. Failure to comply will mean immediate censure. The matter will be taken immediately to the Owners.
6. Individuals will conduct themselves in a professional manner, with kindness and respect when in contact with patrons and all participating members of the Kingdom.
7. Individuals will refrain from unwanted physical contact with fellow members of the Kingdom, the Owners and patrons. Please ask before you hug. Harassment will **NOT** be tolerated.
8. Individuals must comply with and adhere to the Laws of the land, Federal, State, County, and Kingdom.
9. These guidelines are subject to change as required and with the Owners approval. Please do not force new rules on all of us.
10. The Owners have final say in **ALL MATTERS** pertaining to the Kingdom, and reserve the right to exclude or remove any member at any time.

## Historical Demonstration Encampment Guidelines

1. Language - The Owners and the Ministry of Education encourage Ren-Speak but understand that each era in history has its own vernacular, a historically accurate way of speaking specific to the timeframe. If a Historical Demonstration Encampment prefers their own period specific language / vernacular over Ren-Speak, the Owners and the Ministry of Education will support their choice, but will require that it be used properly, is supported, and taught to each member of that encampments complement. If the Historical Demonstration Encampment chooses to maintain its use of Ren-Speak; the Owners and the Ministry of Education requires that the encampment continue to improve in its usage. Example: Colonial demonstrators at Williamsburg, Pa.
2. Clothing- Clothing should be as period accurate as possible. The Owners and the Ministry of Education recognize that modern means can make complete historical accuracy difficult as not all historically accurate materials are readily available to us or within budget for many of us. The goal of complete historical accuracy may seem unattainable, but it is an admirable goal, and one that we aspire too. The Owners and the Ministry of Education accept the 3-foot rule. Clarification: If the public can not tell it is not accurate within 3 feet, the item will pass.  
The Individual's clothing should be in keeping with their station / position and their character. Royal colors, cloth of gold, and cloth of silver are reserved for the Royal Household. Jewel-tones may be used, only with the Owner's approval which must be sought beforehand, by members of the Nobility. Thread of gold and Thread of silver may be used by titled personages / knights and above. The Owners may choose to gift the use of any color to any person or persons as they so choose.  
An individual's clothing must be approved by the Head of their Group / Guild / Encampment and the Owners. The Owners reserves final approval over all clothing choices.  
The individual should remember that even though they are portraying the past, they should not smell like they just time traveled from the past. Having 2 sets of clothing is recommended, but is not required. If a second set is not possible, the individual should spot clean and deodorize their clothing before the next day. You should not "SMELL" the part, unless it has been a 90 degree day and the day is not over. Please and thank you. Being a harsh clothing critic is forbidden. No one person or groups of people shall criticize the clothing choices of someone else. If it is being worn during Open Festival Hours, it has been approved and the matter is closed.

3. Characters - The individual shall have a well thought out and well-rounded character / persona that has been approved by the Head of that individual's Group / Guild / Encampment and the Owners. Vulgar character choices will not be approved, and individuals are severely discouraged from making these choices.

New individuals will be given time to develop their characters with the guidance of their Group / Guild / Encampment Heads. Individuals are strongly encouraged to seek help from the Owners and the Ministry/(and/or) Director of HERA, which does offer classes and workshops designed for character development. New individuals must have Basic clothing from their historical timeline by no later than two weekends before the Opening of the Festival. The Owners reserve the right of final approval for all clothing choices.

Individuals with established characters are encouraged to continue improving their own characters and skills within their Group / Guild / Encampments and are encouraged to seek help or guidance from the Owners and the Ministry/ or Director of HERA.

Each individual should have a defined job or position within their Group / Guild / Encampment or be in a training program with the goal of becoming a demonstrator in some form or fashion. Example: royal guards, wood worker, cooks, etc.

The Owners reserve the right to exclude or remove any individual at any time. The Owners reserve the right to withhold final approval for any character choices, for any individual, at any time.

4. Historical Demonstrators -

- A) Historical Demonstrators should be well versed in their craft and must be able to demonstrate their craft in a clear and understandable way to the public in groups of varying size.
- B) Historical Demonstrators should have what they require to perform their demonstrations.
- C) Historical Demonstrators should be in proper attire for their time period, status, and job.
- D) Historical Demonstrators should be able to present their demonstrations in either Ren-Speak or their historical lexicon. The Owners and the Ministry understand that this skill might require time to develop properly. This is acceptable as long as the Demonstrator shows improvement each year.
- E) Historical Demonstrators should understand that they might be asked to help with school demonstrations, if possible, and / or lead classes or workshops. They should be prepared to record videos or be recorded on video for the Kingdom's website and the YouTube channel.
- F) Historical Demonstrators are allowed to sell their wares.

5. Encampments - Each encampment area made available by the Owners must, each year, make improvements in these areas or more if possible.

A) Infrastructure improvements

Examples- permanent structures such as buildings, fencing or outdoor cooking areas

B) Beautification improvements

Examples- gardens for cooking, medicine or just to make things pretty

C) Expanding open areas within the encampment boundaries with Crown approval

Examples- removal of small trees or brush

D) Maintain encampment areas and / or repair structures already in place

Examples- keeping the grass cut, removal of weeds and vines, keeping established structure in good repair

6. Modern Conveniences -

A) The modern world infiltrates every aspect of our daily lives, but our shared goal is creating an immersive experience for our patrons and to some extent one another. To create this experience, we must be clever and diligent. To that end, all modern devices must either be kept out of sight and hearing of the public or disguised to look historical. Personal items of the modern era must always remain out of sight of the public during Open Festival Hours. Exceptions can be requested, of the Owners, by individuals for personal medical devices.

Examples- Historical covers such as faux prayer books to hide cell phones, wrapping non-period accurate in materials that are period accurate.

B) Smoking / vaping is only permitted within outdoor designated areas, never in sight of the public. Historically accurate smoking equipment may be used in permitted outdoor areas within sight of the public, or within the encampments. Associated trash will be disposed of in designated receptacles.

## 7. Safety-

Historical Demonstration Encampments can contain many dangers. The Kingdom has a Site Action and Safety Plan that must be adhered to in case of emergency, available on the website (ALMFF.com)

The following items are mandatory as part of the Safety plan.

- A) Modern Fire Extinguisher appropriate for use in kitchens. All members of the Encampment must be aware of its location and its correct use. 2 Extinguishers are recommended.
- B) A large bucket or barrel of sand, with a scoop, must be present in the Fire Hazard area.
- C) Clearly defined boundaries for areas containing potential hazards, such as the cooking area and live weapon areas. Hazardous areas should either be roped off or a person/persons should be posted as guards.
- D) A sign clearly defining that entering roped off areas is At Your Own Risk.
- E) A Fire Watch must be instituted if a fire is being used within the area. Person / or persons must be diligent to keep the Fire contained and the public from interfering with or playing with the fire. Remember, while most people are relatively intelligent, the mob is not. The public might assume the Fire is not REAL and act accordingly. Yes, this has actually happened.
- F) Trip hazards, such as guide ropes and non moveable parts of static displays, must be clearly marked or closely watched. We are in the woods so not every trip hazard can be mitigated but diligence will make all our areas safer for patrons and fellow cast / crew members. Large holes should be filled or blocked off. Small holes should be filled and leveled out.
- G) Camp animals must be approved by the Owners and must be restrained with a leash, as per Kingdom rules, crated or in a fenced off area with a person posted close by.
- H) Simple food safety must be observed. Each encampment must have a way to keep perishable food, such as non-dried meats and dairy, cold. If Modern equipment is used, that equipment must be kept out of sight of the public or be disguised to look period appropriate.
- I) Encampments with weapons demonstrations must follow their individual encampment's weapons safety rules and regulations, as well as, the Owner's weapons safety rules and regulations. NO unsheathed weapons are allowed in the lanes.
- J) All Individuals should maintain proper hydration and food consumption. What we do, and the environment in which we work, is difficult and can be damaging to our bodies. Maintaining proper hydration and food consumption, will help keep us aware and healthy.

## 8. Busking

It takes money to do most fun things. Just about every Group / Guild / Encampment is self funded or runs on donations. Busking is highly encouraged to help raise money for the Group / Guild / Encampment maintenance fund. Every little bit helps. Here are some helpful suggestions from the Owners.

- A) Be polite and do not block the patron's path in the lanes in an attempt to gain tips or donations. Do not try to guilt patrons into giving tips or donations.
- B) Tip buckets should be eye-catching or have amusing signs directing patron's eyes to the tip bucket. Tip buckets can be anything from an actual bucket to a hat. Some use treasure chests, which are easy to secure. Bright colors and shiny surfaces help catch patron's eyes. Items with movement, like small waving flags, might prove helpful.
- C) Use funny bits, if appropriate, to interact with the crowd. Crowd interaction, often, equals more donations.
- D) Having a plant, someone you know, in the crowd to interact with can be helpful and fosters good crowd interaction.
- E) Hawking, drawing attention to whatever you are about to do, helps draw crowds and can help bring in more money. Be polite to fellow entertainers and Demonstrators, while hawking, if they are also actively working in the area. Try not to drown them out or pull their crowds from them. Doing so will not engender positive feelings and will cause disputes.
- F) Offer multiple ways for people to support what you do. Not everyone will have money for tips or donations. Social media sites are a good way to keep in touch with patrons. Let patrons know which sites you post on and ask them to follow you. You will be able to let them know when and where your next demonstration / show will be. Having a sign, with your social media sites and handles next to your tip bucket, would be advantageous.
- G) Help one another. If you are passing a fellow Demonstrator or Performer, help draw attention to them in a positive fashion. The larger their crowd is the better it is for them, and there is a higher chance of receiving tips or donations. They may return the favor.

We hope that these guidelines will help Individuals / Groups / Guilds / Encampments transition smoothly into working with our Kingdom for **THE GOOD OF ALL THE REALM**. Please keep in mind that the Ministry and the Owners are always available to aid you.

**SIGNATURE PAGE**

Your signature below signifies that you have read the HERA Guidelines, understand them, and agree to act in accordance with them.

Once signed, please email the signature page(s) to [hera@heraalmff.org](mailto:hera@heraalmff.org) or mail it to: ALMFF, 7165 Old Pascagoula Rd. Theodore, AL 36582

Please sign below if you are NOT a member of an encampment

_____	_____
<i>Signature</i>	<i>Date Signed</i>
_____	
<i>Printed Name</i>	

Please sign below if you are the head/leader of an encampment

_____	_____
<i>Signature</i>	<i>Date Signed</i>
_____	_____
<i>Printed Name</i>	<i>Encampment Name</i>

If you are an encampment member, please sign on the next page



