



# CARETAKER'S HANDBOOK

Version 1.0

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# Introduction

One of the many advantages that Kanar has as a Live-Action Role-Play (LARP) is that we own our land. This allows us to provide a space where players can set up camps, structures, and features on a semi-permanent basis without needing to take things down between events. The use of this land is carefully monitored and overseen by our Building and Land Department (BLD), and above them by our Board Of Directors (BOD). This handbook lays out the procedures, guidelines, and expectations that these groups have of those who would like to operate and maintain a site on that land.

## Terms and Definitions

The following terms are used throughout this handbook. They're provided here for ease of reference.

<b>KGE / BOD / BLD</b>	Abbreviations for Kanar Gaming Enterprises (the organization which owns the land this Handbook concerns), the Board Of Directors (the governing body which has oversight on all of these guidelines and final say regarding any issues that may arise), and the Building and Land Department (who are in charge of the use of the land).
<b>Caretaker</b>	The person(s) listed on the site's Site Update Form as Caretaker - this person is the primary party responsible for all communication and interaction from KGE regarding a site.
<b>Site</b>	A designated area issued by the BLD. Sites often have Features and or Structures inside their boundaries.
<b>Permanent</b>	Anything which cannot be removed from the field at all without significant work, most often due to buried concrete footers, sunken posts, foundations, and so forth. No new permanent features or structures are permitted on the property without express permission of the BOD.
<b>Structure</b>	A platform or building which includes a roof, walls, and/or a floor, providing shelter or support to occupants. Examples include a hut, pavilion, or lean-to. A Structure does not include interior decorations, enhancements, or possessions - only the structural beams and supports, siding, roof, and basic flooring.
<b>Feature</b>	Any item which is not easily removed, but not a structure. This includes fences, freestanding walls, heavier statues, gardens, and so forth.
<b>Possession</b>	Any temporary object which can be removed by one or two people, such as benches, tables, light statues, garden decorations, and most tents.
<b>Disciplinary Action</b>	Disciplinary action may take the form of written or verbal warnings, suspensions, or bans issued by the BLD or BOD. The process for this action is defined in official KGE policies (see KGE-SPS-3.18 regarding BLD authority).

# Starting a New Site

## Choosing A Location

### Do I need a site?

Not everyone who plays Kanar needs a dedicated, individual site in order to accomplish their goals. When considering whether to request a site of your own, keep these questions in mind:

- Will my site bring something new or unique to the game?
- Do I need an independent, separate site for this project, or can I talk to the caretaker of a larger existing site about occupying unused space in theirs?
- Do the things I want to do with my site require features and structures, or only possessions like tents and decorations - which could be set up and taken down without BLD oversight?

If, after reviewing these questions, you still wish to proceed with requesting a location, the next step is visiting the field and finding a location you would like to claim.

### Land Aspects To Consider

A good site is stable, accessible, and consistent. However, the land Kanar owns is swampy and often wet even when most outside land has been long dry. When choosing a spot to request for your site, take note of the following considerations:

- Is the land dry, even during wet seasons? The best way to find this out is to visit the location shortly after the spring thaw, when the land is at its wettest.
- Is there a stable approach to the site, such as a clear, dry trail? If not, can one be created easily?
- Are you able to clear the site of any obstacles or terrain issues? Even small stumps require a great amount of work to remove safely.

## Creating A Site Plan

There is no set format for a Site Plan due to the huge diversity of uses a site may provide. In general, however, an acceptable Site Plan will include all of the items in this section. Overall, it should serve as an outline to the rest of KGE as to what construction, maintenance, and other actions you plan to take regarding your site over the upcoming year.

### Site Size

The standard size for a new personal site is 25' by 25'. This is easily large enough for a fire pit and sitting area, as well as a small structure or large tent. Larger new sites may not be approved unless exceptional circumstances exist, such as a large group of players setting up a new house.

When listing the size of your site, you should include the exact dimensions, as well as any particular markings or

landmarks which may help the BLD understand the boundaries of this area.

### Materials List

The BLD will need to know how much new material you will be adding to the property over the course of the next year. This material can manifest into Structures, Features, Possessions, or Fire Pits. Materials do not need to be listed if they are to be located or used to enhance the inside of a structure.

Materials are not to be stored on the property where they can be seen by other club members during K1 or Rental events. This is to preserve the sense of decorum and keep the property safe.

Materials should be listed in such a way that it is easy for the BLD to interpret the quantity, quality, and cost of the materials. The BLD reserves the right to make recommendations or mandate other materials be used if they are deemed unsafe or unfit for the setting. Materials which are not acceptable at our game include but are not limited to:

- Plastic tarps and wooden pallets
- Modern seating or tables
- Large amounts of glass
- Imagery or signs depicting modern references
- Rope may not be used for lashing materials together on structures, but may be used for fastening fences or walls together and fastening portions of tents.

### Site Features

Using Features to create a sense of place is an important step in creating a great site. Features should encourage the feel of a developed setting without being safety hazards. It is encouraged that Features match the style of your site.

The BLD will want to check your site plan to make sure all features are setting appropriate and safe. Site Caretakers should make sure that their site is well lit to display features in the evening. Features such as walls, fences, or heavy statues need to be at least three feet tall to prevent tripping hazards.

Features listed on your Site Plan should show their approximate placement within your site. Features need to be clearly labeled and distinguishable from other surrounding Features, Structures, or Possessions.

### Site Structures

Structures are often the centerpoint of a site and set the tone for how the site will be utilized. Structures can also be a large investment of time and money for the Caretaker and great care should be taken before deciding to construct one. Please keep in mind the following things before deciding to submit for a Structure:

- How much time do you have in between events to maintain your structure?
- Have you allocated extra funds for unexpected construction costs? It is recommended that you budget an extra 10% of your total structure cost for extra funds.
- Do you have the volunteers to construct your Structure in a timely fashion and to completion?

If a Caretaker plans to erect a new Structure, the Site Plan should go into great detail about how it will be constructed, the size and design of the structure, and where the structure will be located on the site. The BLD will work with Caretakers who wish to construct new Structures, but please understand that the approval process could take up to a month depending on complexity.

### **Fire Pits**

Fire pits are widely used at Kanar not only for warmth, but also ambiance and more practical needs like cooking. The goal of these guidelines are to reinforce safety awareness and promote a safe environment. All fire pits must meet the following guidelines:

- All fire pits must be approved by the BLD before use.
- All certified fire pits need to be tended when in use, and the person tending shall have full responsibility for that fire.
- An approved method of dousing must be within 20 feet of the fire and easily accessible. This includes buckets of water, or lids that completely enclose the fire pit.
- Fire extinguishers are located in fireboxes for emergencies only and should only be used as such.
- Fires should be kept within a manageable size. No explosives should be used in any fire pit, and oils and lighting fluids should be used in a proper and safe manner, not for show or other such reasons.
- All Structures and Features must be at least five feet away from a fire pit.
- Trees, brush, and other flammable natural material must be cleared from a five-foot radius of the fire pit prior to use.
- Gravel must be spread in a five foot radius around the edge of the fire pit. BLD recommends adding a circle of bricks at this boundary (sunk into the ground so as not to pose a tripping hazard) to keep most gravel within this radius.
- Violations of these guidelines will incur disciplinary action.

### **Out-Of-Game Areas**

Each site must include an out-of-game area marked with pink tape, which can be accessed by the Game Master 1st and Play Master 1st. Items stored within this area should not be easily visible. This area is intended for storage of out-of-game items during an event, especially if someone needs to quickly play a necessary NPC. See the Rulebook for more information.

## **Requesting A Site**

### **Site Update Form**

The Site Update Form is an organized and verifiable method of communicating information about sites to the BLD. It allows our organization to keep a standardized record of what changes occurred and when, as well as show that the changes were approved by our staff at the time. In order to formally place your request for a new site, please fill out the Site Update Form below. Attach your completed Site Plan as described above, and email the resulting document to the BLD. The current email address for the BLD can be found on the website.

The BLD will review your request for a new site, and evaluate it based on the concerns and merits described above. Once the evaluation has been completed, you will be notified by email whether it has been approved or declined. This process most often takes about a month, please be patient while waiting for a response.

The Site Update Form should be resubmitted on a regular basis, especially if site development plans or contact information have changed. Whether requesting a new site or resubmitting the form for any reason, the Site Update Form can only be submitted by a member in good standing.

### **Update Form Sections**

*Site Name:* The name that your site will be referred to both in and out of game.

*Site Location:* A brief but clear description of where your site is located on our land, using common trails, landmarks, or other sites as reference points.

*Existing Site Value:* This is the estimated value of structures and features on your site at the time that the Site Update Form is submitted.

*Proposed Site Value:* This is the estimated value of your site if all construction, repairs, and maintenance described in the attached Site Plan for the upcoming year are completed. Please note that while you are welcome to propose structures or improvements of \$2500 or more in value, these requests may take additional time for approval, as they must be approved by the BOD and not just the BLD.

*Caretaker:* This is the primary point of contact for all communication regarding the site. This person speaks as the representative of the site in all discussions required by the BLD or BOD.

*Alternate Contacts:* Parties listed in these blanks will be considered "backup caretakers" and the BLD will attempt to contact them with information in the event that the Caretaker cannot be reached. The listed parties are approved to receive communication regarding any and all issues related to the site.

*Update Notes:* Any notes not included in the Site Plan about notable changes or information for this site.

*Site Plan:* A full copy of the most recent Site Plan for your site, as described above.

# Aesthetic Guide

This guide is designed to help Caretakers and those thinking about creating a new site, craft a style for their site and structures that aids in developing the overall aesthetic of the KGE property.

**Please Note:** While an aesthetic may favor certain materials (or the appearance of them), the underlying construction of any structure or feature must be made from solid, durable materials.

## What Is Cultural Appropriation?

*Cultural Appropriation: The adoption or co-opting, usually without acknowledgment, of cultural identity markers associated with or originating in minority communities by people or communities with a relatively privileged status.*  
- Dictionary.com

Simply put, if a player is using something from a historically oppressed culture for enjoyment at our game and the player is not part of that culture, they are participating in

the continued oppression of that culture. This is not an acceptable practice, and our BLD feels very strongly about preventing its perpetuation when it comes to site construction. When considering your site's style, the best way to go about it is to consider what your character's culture's primary concerns would be while establishing a place to be. Does it need to be laid out a certain way? How do they deal with heat and cold? What materials do they use?

## Acceptable Aesthetic Categories

Below are some examples of site aesthetics and characteristics which are acceptable and approved for use at our game, which to the best of our knowledge are not tied to a single out-of-game culture. To maintain a consistent feel throughout our site, we request that any new construction or alterations conform to one of these listed categories.

**Please note that our staff is open to the possible addition of more acceptable aesthetic categories.** If you feel that these categories prevent you from accomplishing your goals for your site, please contact the BLD.



### Town Settlement

This is the "default" aesthetic at Kanar. Wooden walls and exposed braces are painted to prevent decay. This is common construction in areas with a surplus of wood and a modicum of technology to mill it with. To encourage a common aesthetic at Kanar, we request using white paint with brown accents.





### **Nomadic Encampment**

Groups which move around frequently often use a lot of fabric in their construction. Light, loose fabrics in white, light, or bright colors provide structure and privacy while keeping occupants cool in warm climates. Heavier canvases and furs block wind and insulate against winter in colder areas. Fabrics are lighter and more portable than wood or stone construction when tents need to be packed up and moved to a new area.

After centuries of travel, however, fabrics and those same colors (or lack thereof) still feature predominantly in more permanent construction.



### **Primitive Outpost**

In areas where technology is not as advanced, or in cultures which eschew technology, more rough-hewn materials may be used. Raw timbers, deadfall, and brush may take the place of more processed materials. Rope and even mud may come into play as ways to adhere one thing to another, or seal holes and cracks.

Lean-tos, long-houses, and bent-wood huts are all types of structures common to this aesthetic, while a more upgraded vision might include a wood cabin or frontier-style archery tower.

## **Site Use and Maintenance**

### **Minimum Safety Requirements**

Being the Caretaker of a site on KGE property means that you are taking on the responsibility of keeping your site safe and maintained. The last thing anyone wants is for a club member or guest to get injured because of neglect. While the BLD hopes that Caretakers go above and beyond the minimum safety requirements, the following are the bare minimum a site must display to be considered safe for use.

Please note that the following is not an exhaustive list of safety issues that could interfere with the use of your site. It would be impossible to anticipate every issue that may arise, so we recommend communicating any concerns with the BLD on a regular basis.

- Five feet of ground must be cleared and raked around any structure or wall feature. Trees can be within this five feet but should try and be highlighted by torchlight in the evening. Saplings and any ground debris should be removed.
- During K1 events, sites must be lit with at least two torches when being used at night. It is the

Caretaker's responsibility to provide the torches and the fuel. The BLD recommends marking your torches in such a way that they are distinguishable.

- If your structure and/or site can be locked, the BLD must be provided a key, combination, or entry code in case of emergencies. If the BLD needs to enter a structure or site for a nonemergency situation, they will notify the Caretaker at least 48 hours prior to entry. The notification will be sent to the email address(es) listed on the Site Update Forum.
- The Caretaker is responsible for securing any bottles of flammable liquid in between festivals when they are not in use. This does not include the liquid that is already in torches.
- The Caretaker is responsible for making sure all tools are properly stored in between events and during events when not in use. Tools are not to be left out where they could be an injury risk.
- Possessions should not be left on the field of play that could pose a tripping hazard.
- Fences and walls must be at least three feet tall.

- Newly constructed fences may not have pointed tops, and existing fences may not be modified to have them either.
- Structures must be maintained to a reasonable level of structural safety and stability. It is expected that caretakers and membership should be able to use a structure without worry of bodily harm.
- Any additional floors beyond the first (or any floors raised greater than 18 inches above ground level) must include railings wherever a wall does not exist to prevent occupants from falling.
- Floors must be load bearing and structure walls should be able to be leaned upon without movement.

## Reimbursement Requests

Each year during KGE's budgeting process, some funding is set aside to assist caretakers with maintaining existing sites. Funding requests specifically cover repairs and upkeep for existing structures and features - not addition of new features or structures, nor improvements, nor purchase of possessions for use in or on those structures. This also does not include amounts paid for labor to complete such maintenance.

Because the amount of this fund is limited each year and our organization would like to allow for as many caretakers to benefit from it as possible, reimbursement for repairs occurs at a ratio of \$1 for every \$2 spent by the Caretaker. For instance, if a Caretaker spends \$100 on eligible repairs for their site, they may receive a reimbursement of \$50.

These reimbursements occur on a first-come, first-serve basis in the order that they are received by the BLD. The BLD does not have the authority to reimburse money beyond what is available in the fund - if a reimbursement request would exceed the amount remaining in the maintenance fund, it will be denied unless a matching fund extension proposal is approved by the Board of Directors.

To request reimbursement for a repair you have made, an email must be sent to the BLD - including before and after photos of the repairs, as well as copies of any receipts for materials purchased.

## On-Site Behavior

The Building and Land Department encourages Caretakers to visit their sites when the land is not actively being used to perform maintenance, as well as to simply enjoy their site. Caretakers may even use their site during on-site games not being held by KGE (as long as they have met any attendance requirements for the group running that game). Regardless of the game, however, it is required that Caretakers and their guests maintain a sense of decorum appropriate to the game being played. For instance, this means that power tools, electronic equipment, and modern clothing should not be visible or audible at a game set in a strictly medieval setting.

### Use During K1 (Kantar) Games

One of the benefits of signing a Site Update Form is that it counts as a Deed for your site within the KGE K1 (Kantar) game. This deed guarantees the Caretaker use of the site at all Kantar events. This does not prevent gameplay from occurring on the grounds of a site, it only ensures that your character will not lose possession or use of the site from an in-game perspective.

### Use During Non-K1 Games

Use of a site during a rental weekend is between the Caretaker and Renter. Renters are not allowed the use of Structures that are locked without Caretaker approval. Any damage to Structures or Features that take place during a rental event are expected to be reimbursed by the Renter. It is highly recommended that any possessions be locked/secured in between Kantar events and during non-Kantar events.

### Vehicle Access

The BOD reserves the right to limit vehicle access to sections of the property, or the property as a whole. This is done to protect the work that has been done on the trails and to preserve the integrity of the property. Caretakers who are found to have driven on the property while it is designated free of vehicles may be subject to disciplinary action. It is the responsibility of the BOD to make the beginning and end of the vehicle free designation well known to the club membership.

### Tree Removal

The removal of trees is sometimes necessary to maintain the safety or desired layout of a site. To ensure the safety of those removing the trees, two club members must always be on the property and working as a team while doing so. If a Caretaker feels uncomfortable with the tree removal process, they should reach out to the BLD.

Improper tree removal can lead to the destruction of property, injury, or death. It is a situation that the BLD takes seriously. If any Caretaker (or other club member under the direction of a Caretaker) is found to be removing a tree without a partner, one or both parties will be subject to disciplinary action. Additionally, if this attempted removal has caused the site to become unsafe, it will be marked as unusable due to a safety violation, as if 30 days' notice had already been issued (see "The BLD and You - Safety Violations" below).

## Resubmitting the Site Update Form

Whether the site is new or existing, an updated Site Update Form must be submitted once per year, no later than one calendar year from the submission date of the last form. This is your easiest opportunity to update the BLD on the intended use of your site, including new additions, alterations, and planned maintenance. Even the simplest site will require some routine yearly maintenance, such as raking and brush trimming.



If a new form is not received and accepted within one year of the previous form, a 30-day notice will be issued using the contact information listed on the last form received. If a new form still has not been received and accepted at the end of that period, the site may be reclaimed.

Please make plans to resubmit this form ahead of the due date, as corrections to the form information or Site Plan may be required before it can be accepted.

## Transferring Caretaker Status

Once per calendar year, a site's Caretaker status may be transferred to a new party. To do so, the new Caretaker should submit a Site Update Form (including site plan) listing themselves as the new Caretaker. The BLD will contact the existing Caretaker to confirm the transfer and perform an initial walkthrough. Once the walkthrough has been completed and the new Caretaker has been notified, they have 90 days to perform any necessary maintenance. If repairs are not completed within that time, the site may be reclaimed.

The exception to this process is in the case of a Caretaker's death. In this regrettable circumstance, the caretaker status will immediately pass to the person listed as "Alternate Contact #1" on the most recent Site Update Form.

## Retiring A Site

At some point, you may find yourself unable or unwilling to maintain your site for a variety of reasons, such as poor health or relocation. In this eventuality, you should submit a Site Update Form stating in the Update Notes that you wish to retire the site. Prior to doing so, you should remove all structures, features, and possessions from the site, as well as any trash or site clutter.

If there are structures or features which you are having difficulty removing and would like to request assistance with, or would like to donate to the game, you may contact the BLD to inquire about doing so. You may still be required to remove or dispose of them, and should not construct anything on your site which you are unwilling or unable to remove.

Once your Site Update Form has been received and processed, the BLD will perform a walkthrough of the closed site. If the site's condition is acceptable, the site will be considered closed, and your obligations in regards to the site are ended. If the site is left in unacceptable condition, the Caretaker will be notified. The site will still be considered open and active, and may be subject to the reclamation process as described elsewhere in this Handbook.

# The BLD And You

## Walkthroughs

If a site is to have a locked door and/or storage, the BLD must be given a copy of the combination or key. This is for emergency purposes - a serious, unexpected, and often dangerous situation requiring immediate action. Examples of an emergency include: someone or something (i.e. valuables, animals) being accidentally locked into a structure, a fire, or anything else that could be considered a danger. BLD will perform walkthroughs 5 times a year to make sure sites are maintained properly. They may also perform walkthroughs at any time with 7 days notice, with the exception of emergencies as stated above.

## Safety Violations

If a safety violation is discovered, BLD will take immediate action. The site owner will be contacted about the violation, and will be given 30 days to correct it, unless otherwise noted. Until the violation is corrected, the site will not be available for use.

If the violation is not corrected within the timeframe provided, the BLD will mark the site as unusable until the repairs can be made. A site marked as unusable may only be used (whether during or between events) for the purposes of repairs to correct the safety violation. Caretakers found using an unusable site for any other purpose will be subject to disciplinary action.

If the violation is not corrected within two months of the site being marked as unusable (three months from the initial discovery), the site may be reclaimed (see "The BLD and You - Reclamation" below). This deadline may be extended due to extenuating circumstances, following a discussion between the Caretaker and BLD.

## Site Reduction

While KGE owns 40 acres of property, not all of it is useful for creating sites. Dry land, especially land that has already been cleared, is quite valuable to the organization. We want to allow as many of our players as possible to benefit from the advantages that our organization enjoys. As such, sites which occupy land without using it to add depth of experience to our game actually detract from the purpose of our game. By reducing the size of an unused site to allow for the possible creation of a new one, we all benefit.

If it's found that a site is not using all of the space allotted to it, BLD may elect to reduce the area claimed by the site at the time a new Site Update Form is submitted.

If the BLD determines that a significant portion of a site is unused (with no structures, features, or possessions set up on it, and is not regularly being occupied during K1 events), they will notify the Caretaker that the site's size is being reduced. This notice will include the new boundaries for the site, using landmarks or measurements as needed. Features and possessions (such as fences and statues) placed with the clear purpose of occupying a larger space than necessary will not

prevent such a reduction from occurring. The Caretaker will have 30 days from the time that the notice is issued to remove any possessions from the areas which are no longer part of the site.

If the Caretaker disagrees with the reduction, they are welcome to appeal the decision to the BLD or BOD within that 30-day period.

## Reclamation

In addition to the examples listed above, the BLD may choose to reclaim a site for a number of other reasons. The most obvious example of this is if a member is banned from the organization for more than 12 months - while the Caretaker may decide to visit the property to perform maintenance in between events, they are no longer benefiting the organization or its game through use of the land. This sort of loopholing is not acceptable, and in such cases it is exceptionally reasonable for the BLD to choose to reclaim the site in question.

If the BLD chooses to reclaim a site for any reason, they will issue a Notice to Quit to the BOD and any addresses listed on the most recent Site Update Form via email. This will include the site being reclaimed, and the reason(s) for doing so. If a Caretaker wishes to contest this notice, they should contact the BOD within 14 days to do so. After that time, the BOD will respond with a final approval or disapproval of the notice. This approval does not require a vote at a board meeting, as board meetings are generally held quarterly and a site should not be left unsafe or unsupervised for up to three months.

If the Notice to Quit is approved by the BOD, the Caretaker will have 60 days to remove all structures, features, and possessions from the property. Material may be left on the property only with express approval of the BLD. Structures, features, and possessions left on the property after this time will be considered abandoned by the Caretaker and may result in additional disciplinary action. After this process has been completed, the area will be considered unclaimed and may be applied for in the same manner as a new site

## Handbook Changes

While our staff would love to issue one everlasting handbook which never needs to be changed, this is unrealistic due to the constantly evolving nature of our organization. From time to time, it may become necessary to revise this handbook in order to clarify requirements, make necessary changes to accepted maintenance procedures, or correct oversights in previous handbooks. However, it is not the intention of this organization to make unwelcome changes without notice. As such, our staff will work to follow a standard process for making necessary updates. This allows for conversation with - and feedback from - existing Caretakers before asserting new guidelines.

Necessary clarifications and revisions will be compiled throughout the course of the year, and the BLD will determine if a new Caretaker's Handbook needs to be issued following the last on-field event of the calendar year (this generally occurs in November). This proposed new Handbook (labeled "Discussion Copy") will be issued to the existing Caretakers once compiled, to allow for discussion and feedback.

The BLD will then make any modifications necessary based on that feedback, and a final copy of the new Handbook will be issued no later than 30 days prior to the first on-field event of the next calendar year (this generally occurs in March). Until a new final copy has been issued, all guidelines from the previous Handbook will remain in effect.

**Please Note:** *Site and player safety are paramount to everything else in this Handbook.* If it becomes clear that any portion of this book encourages unforeseen and unsafe practices, the BLD reserves the right to issue an immediate change. This change will be discussed with Safety staff and the Board of Directors, then communicated to the Caretakers using the contact information on their most recent Site Update Form.

## Current Site List

*As of July 2020*

<b>Site Name</b>	<b>Caretaker(s)</b>	<b>Location</b>
Anna's Pavilion	KGE Site	Town Center, east of Safety Shed, near fire pit
Bein Amar	Okonowski, Erich	At the end of Low Trail
Elven Camp	Jones, Steve	Between Mahala Nar and Haven Camp
Field of Honor	KGE Site	West side of High Trail, just past the crossroads sign
Fort Aladine	Smith, Jacob	East of Town Center, past G'nip's Shacks
Fort Morinar	Schafer, Tim	Between the New Silvermaple Tavern and Hawkstone Abbey
G'nip's Shacks	Sher, Fred	Town Center, between The Sleepy Goblin and Fort Aladine
Graveyard	KGE Site	Northwest of Fort Morinar, Southwest of Field of Honor
Grove Camp	Fogle, Allison	East of Bein Amar
Hana's Camp	Ringbloom, Christiana	Off Tribe Trail, on the Southeast side near Town Center
Haven Hold	Adkins, Glen	Between Elven Camp and Fort Aladine
Hawkstone Abbey	Secord, Trisha	South of New Silvermaple Inn and Fort Morinar
House Claddagh	Brescol, Joe	Town Center, between Town Center firepit and High Trail
Mahala Nar	Hubbard, Rob	Off Low Trail, across from Mallard Camp
Mallard Camp	Aquino, Angelo	Off Low Trail, across from Mahala Nar
New Silvermaple Tavern	Pierson, Wilm	Between Field of Honor and Fort Morinar
Norwood Cabin	Manley, J. Scott	Inside Bein Amar
Oakhart Shrine	Ash, Matt	Off Low Trail, South side of trail, just before Bein Amar
Safety Shed	KGE Site	Town Center, west of Anna's Pavilion, near fire pit
The Sleepy Goblin	Eatinger, Holly	Town Center, between G'nip's and Tribe Trail
Tribeland	Fox, Russ	At the end of Tribe Trail
Ypiswing Camp	Morey, Chuck	Off Tribe Trail, on the Northwest side
Dogwood Manor	Schwimmer, Marcus	South of Mallard Camp.

# Site Update Form

Site Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Site Location: \_\_\_\_\_

Existing Site Value: \_\_\_\_\_ Proposed Site Value: \_\_\_\_\_

**Caretaker**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Alternate Contact #1**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Alternate Contact #2**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

By signing this form, you attest that the information provided is correct to the best of your knowledge. You also agree to follow the guidelines and restrictions outlined in this version of the Caretaker's Handbook.

Caretaker Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

BLD Staff Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

BLD Staff Print Name: \_\_\_\_\_

**\*\*\* Be sure to attach a copy of this site's most current site plan to this form. Failure to do so invalidates the form. \*\*\***

Update Notes: (additional notes may be added on the back of this sheet)