

NWTA Operations Manual

March 2022



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**THE OPERATIONS MANUAL OF
THE NORTH WEST TERRITORY ALLIANCE**

Last Amended 6 November 2021

Introduction:

This manual functions as the *Standing Rules* for the North West Territory Alliance (NWTa).

Section 1: ADMINISTRATION REGULATIONS

Regulation #01-01: COMMISSIONED FIELD OFFICERS

- A. **Fielding Officers:** Units may field officers based on one of the following criteria:
1. Reenacting unit strength: If at two NWTa events during a year a unit fields the following number of soldiers (includes privates, musicians and NCOs) it is entitled thereafter to field an officer or officers of the following rank(s):
 - a. Eleven (11) soldiers: One (1) officer of the lowest rank extant in the unit.
 - b. Twenty-two (22) soldiers: Two (2) officers, none to exceed the rank of captain.
 - c. Thirty-three (33) soldiers: Three (3) officers, none to exceed the rank of captain.
 - d. If the unit no longer meets these standards after a person begins to portray an officer, that individual may continue the portrayal. To field another individual as a commissioned officer, the unit must once again meet the standards.
- B. **Rank:** No unit may field an officer of a rank that did not exist in that unit during the time period portrayed.
- C. **Historical Precedent:** If the unit consisted of an officer (or officers) with fewer than eleven (11) soldiers (includes privates, musicians and NCOs), the lowest ranking officer may be portrayed.
- D. **Color Bearing Ensigns:** Any unit may field the lowest ranking officer extant in the unit for the purpose of bearing colors only. He will have no command function.
- E. **Documentation:** Before the officer takes the field, appropriate documentation must be presented to the Inspector General's Department.
- F. **Special Dispensation:** The Board of Directors may grant special dispensation in circumstances not covered by this regulation.
- G. **Commanding Field Rank:** An individual placed in charge of a battalion holds the rank of Brevet Major, regardless of the rank he wears. An individual functioning as a Company Commander holds the rank of Lieutenant, regardless of the rank he wears.

Regulation #01-02: NATIONAL ELECTION PROCEDURES

Counting of the ballots for the Commander election shall be executed by a representative of each announced candidate, the Adjutant and two other members in good standing selected by the Adjutant. In the event of a tie vote, the winner shall be chosen by the toss of a coin.

Regulation #01-03-01: STAFF QUALIFICATIONS AND DESCRIPTION OF DUTIES

- A. **The Commander** - The Commander functions as the President of the NWTa. The Commander shall execute the edicts of the Board of Directors, and shall preside over all General and Board Meetings. He or she shall be an ex-officio member of all Departments and Committees. In emergency situations, the Commander may make required decisions subject to review by the Board of Directors.
- B. **The Adjutant** - shall administer the organization and shall send notification of all notices for regularly scheduled meetings of the Board of Directors to unit commanders, national and staff officers, and other pertinent individuals at least two (2) weeks prior to the date of each such meeting.

Regulation #01-03-02: STANDING ORDERS¹

- A. If the duties for any position are referenced within the NWTAs Constitution and By-Laws, these shall be viewed as the primary duties and responsibilities of the stated position.
- B. Standing Orders may be created to further outline the duties of any National and Staff Officers mentioned in the NWTAs Constitution and Bylaws.
 - 1). The approval of a majority of the Board of Directors is required for Standing Orders for any National or Staff Officer appointed by the Board, or for the Commander.
 - 2). The Commander may create or alter the Standing Orders for all other positions.
 - 3). If the Commander creates positions not referenced in the NWTAs Constitution and Bylaws, the Standing Orders for those positions must be provided to the Board of Directors.

Regulation #01-04: FINANCIAL

The fiscal year of the NWTAs shall end on October 31 of each year. The financial records shall be audited annually by the Audit Committee.² The audit shall be completed by December 31 of each year and a report of the audit shall be presented at the March Board of Directors meeting. Neither the Paymaster nor any member of his or her family shall conduct the audit.

Regulation #01-05: MEMBERSHIP

The status of a Volunteer may be revoked for cause by a two-thirds (2/3) vote of the Board of Directors when a quorum is present.

¹ 3 Mar 2018, revised and moved from Reg 02-09.

² 9 Nov 2019, revised

Section 2: AUTHENTICITY REGULATIONS

Regulation #02-01: CLOTHING AND ACCOUTREMENTS³

- A. **Style:** Style of clothing and accoutrements shall be based on historically justifiable criteria. Clothing of units and individuals shall be based on sources appropriate for units and/or individual impressions, taking into consideration period of portrayal, location, socioeconomic status, and ethnicity. Ideally, primary sources from the period 1760-1783 should be used.
- B. **Material:** Natural fibers shall be used in period-appropriate ways. Up to thirty (30) percent manmade fibers, in woolen material only, may be used.
- C. **Construction:** Outward appearance shall convey the appearance of 18th century clothing. Details of construction (for example, hand sewing vs. machine sewing) are of concern only as to their effect on the appearance of the garment at a ten (10) foot distance.
- D. **Personal Appearance:** Members should avoid anachronisms in their appearance, including but not limited to eyeglasses, shoes, jewelry, rank, insignia, and visible personal effects that are not period correct. Members should endeavor to present a period-correct appearance, but regulations regarding certain personal aspects of members' appearance, including but not limited to facial hair, hairstyle, and tattoos, are reserved to the units of the NWTA. Authenticity regulations will be waived for medical necessities and safety considerations.
- E. **Children:** Parents shall endeavor to dress children authentically. It is understood that latitude shall be allowed in outfitting children.

Regulation #02-02: DOCUMENTATION OF CLOTHING AND ACCOUTREMENTS⁴

- A. **Required Forms:** The following shall be submitted to the Inspector General or his/her designee for the unit's inspection: One (1) General Inspection Reference Form (GIRF) per unit, one (1) Individual Inspection Form (IIF) per unit member (not required for members age 13 and under), and copies of all research materials used for documentation in both forms. The Inspector General shall retain a copy of the unit's GIRF on file, while the unit shall be responsible for maintaining its GIRF as well as the rest of its required paperwork.
 - 1. A unit may portray an alternate impression if an additional GIRF is submitted to the Inspector General, with the new or additional items listed on the IIF, to be inspected when the Inspector General arranges an inspection of the new, alternate impression.⁵
 - 2. Copies of all research materials used for documentation, such as images of artwork or artifacts, and relevant pages from books, ebooks, or web sites, shall be viewable to the inspector.⁶
- B. **Explanation of Forms:** The Inspector General shall ensure that the following forms include the requisite information and criteria specified herein, are available to members, and include instructions. Any substantial changes to these forms shall be approved by the Board of Directors.
 - 1. **The General Inspection Reference Form (GIRF)** shall include a sourced unit history, a sourced, itemized list of all standardized clothing and equipment, and a section for a bibliography of the sources cited therein.
 - a. A military unit is limited to the portrayal of a time period of no more than thirty (30) days in a particular location.

³ 7 Mar 2020, entire regulation revised

⁴ 7 Mar 2020, entire regulation revised

⁵ 5 Mar 2022, inspector general revision. (Appendix C.)

⁶ 5 Mar 2022, part 3 removed. (Appendix C.)

- b. Non-military units are limited to a time period and location of their designation within the time frame of the NWT A, and must submit a GIRF which describes the organization or group which they are portraying.
2. **The Individual Inspection Form (IIF)** shall include an itemized list of all clothing and accouterments worn by the individual (standardized items may use 'GIRF' as the citation), a section for a bibliography of the sources cited therein, and a section for the individual's impression(s)/biography.

C. **Sources:**

1. A primary source is preferable to a secondary source for all documentation. If a secondary source is contradicted by a primary source, the secondary source shall not be considered adequate documentation.
 - a. Definition of a Primary Source: Material generated prior to November, 1783, and writings or paintings produced by participants from the period based on their first-hand observations and/or experiences, i.e., contemporary materials.
 - b. Definition of a Secondary Source: Material generated after October, 1783, pertaining to time previous, using or citing primary source materials (see above definition of primary source).
2. At least one (1) source per item is required. Multiple sources will often be necessary to adequately document an item. Each item requires documentation for the following using one (1) or a combination of sources:
 - a. Construction—the pattern or configuration of the item
 - b. Fabric or material type—the item's fiber content (linen, wool, cotton, etc.) or substance (brass, steel, wood, etc.)
 - c. Decorative elements—the fabric color and design (plain, stripes, prints, etc.), trims, insignia, and/or decorations (lettering, metalwork, molding, etc.)

D. **Disputes:**

1. If a member questions the authenticity of the clothing or accouterments of another individual or unit, said member may raise his/her concerns with the Inspector General. The Inspector General may then consult with the other individual's or unit's commander or the Civilian Director as elected.
2. At any time, the Inspector General reserves the right to discuss issues pertaining to the authenticity of clothing or accouterments worn or used by units or individuals, including children, with unit commanders, the Civilian Director, or the acting unit commander (at an event), but the Inspector General may not approach or question individuals, including children, in this official capacity. The only exception to speaking with individuals is in the case of a dispute with a Civilian-at-Large if no Civilian Director is currently elected.
3. All disputes shall be resolved by the individual or unit providing adequate documentation to the Inspector General, or changing or replacing the item(s) in question with an item(s) they have adequately documented. If either party is not satisfied with the outcome of a resolution, they may bring the case before the Board of Directors.⁷

Regulation #02-03: INSPECTION OF CLOTHING AND ACCOUTREMENTS⁸

- A. **Purpose of Inspection:** The purpose of inspection is to support the mission statement of the NWT A by maintaining participants' accountability to an educational presentation of history.
- B. **Basis of Inspection:**

⁷ 5 Mar 2022, Revised for Civilian Director / Coordinator.

⁸ 7 Mar 2020, entire regulation revised

1. The basis of the inspection is a reconciliation between each unit's and individual's documentation and their physical clothing and accoutrements. Clothing and accoutrements should be reasonable reproductions of items presented in documentation, such that a ten (10) foot distance would not highlight significant discrepancies.
2. Each person shall be inspected on the basis of his or her IIF and 18th century impression(s)/biography and the research he or she provides. Standardized items shall be inspected on the basis of the unit GIRF.

C. *When Inspection is Required:*⁹

1. As part of the process of becoming a Full Member Unit, an Applicant Unit must obtain a favorable report from the Inspector General. Each unit shall stand inspection as an Applicant Unit or when a unit forms an alternate impression.
2. The Inspector General may call a unit for inspection at their discretion or at the board's request in the case of consistent non-compliance with NWTAA authenticity regulations. The Inspector General must obtain board approval for such an inspection. The inspection requirement must be submitted in writing to the unit commander, or the Civilian Director as elected. The unit shall have one (1) year to resolve inspection requests before being considered non-compliant.
3. In the case of non-compliance with inspection requests, the Inspector General may bring the unit before the Board of Directors for disciplinary action. The Board of Directors has the right to reduce the unit to Probationary Status, and to take additional action if necessary.
4. Civilian-at-Large members are treated as either a single unit or as individuals for purposes of inspection. The inspection is scheduled through the Civilian Director as elected or individuals in the case of a vacant directorship.

D. *Responsibility for Inspection:*¹⁰

1. Units are responsible for scheduling their inspection with the Inspector General.
2. Units are responsible for ensuring that two thirds ($\frac{2}{3}$) of their membership (rounded down) stand inspection at the scheduled time (not required for members age 13 and under). Requests for lowering the two thirds ($\frac{2}{3}$) requirement may be submitted to the Inspector General in writing. Acceptance of this request is at the discretion of the Inspector General.

E. *Process of Inspection:*

1. A mutually acceptable person(s) will be assigned as inspector.
2. The inspection shall take place at a time and place specified by the unit and acceptable to the Inspector General or his/her designee(s). Units may be inspected via electronic means by arranging with the Inspector General to do so and following the digital inspection system set in place by the Inspector General.
3. The Inspector(s) shall reconcile the inspectee's clothing and accoutrements with the inspectee's documentation, recording comments on missing or inadequate documentation or differences between the clothing and accoutrements and the inspectee's documentation noticeable at a ten (10) foot distance. The inspector's personal knowledge or research will not impact this outcome.
4. After the inspection, the Inspector General or his/her designee and the unit commander or his/her designee shall agree upon any necessary changes or replacements in clothing and accoutrements, and the time period in which they should be accomplished.
5. Units receive a favorable report (i.e., pass inspection) by submitting their GIRF, as well as IIFs for each member inspected, and standing inspection with the required number of members. Clothing and accoutrements will be approved if they match the documentation

⁹ 5 Mar 2022, Entire section revised.

¹⁰ 5 Mar 2022, Entire section revised.

provided by the unit's GIRF and/or inspectee's IIF and are suitable to their impression(s)/biography, subject to the terms of Section 2: AUTHENTICITY REGULATIONS.¹¹

- F. **Post-Inspection Disputes:** If a person or unit fails to address changes agreed upon during the inspection process (between the Inspector General and the unit commander, or their respective designees) regarding changes or replacements of their items, the Inspector General may consult with the unit commander or the Civilian Director as elected to address the issue. Until the individual and/or unit provides adequate documentation, the item in question should not be worn or used.¹²

Regulation #02-04: PERIOD CAMP DISCIPLINE

A. **General:**

1. Every article and item existent within the authentic camp area, or on the person or individuals within the camp, will be of 18th Century vintage, or disguised to appear to be of 18th Century vintage. Any article(s) which cannot be disguised will be secreted in such a fashion that it is never seen by the general public. In addition, 18th Century articles used in a given unit will be only materials and equipment historically authentic to that unit, or reasonably accessible to it. Said articles must satisfy the Inspector General's Department. It is the unit's responsibility to seek such approval.¹³
 2. All non-documented camp furniture is either to be documented or not allowed in camp between colors. This includes items that are covered with blankets (or other covering) to disguise them, such as modern tables and chairs. Straw bales which might be used during the event day require a covering or some other such issue other than a blanket thrown over them (i.e. a stamped canvas tied around the bale).¹⁴
- B. **Period of Authenticity:** Between one-half hour prior to the opening of the event and the conclusion of the day's scheduled events everything will be maintained in an 18th Century condition without exception.¹⁵
- C. **Sale of Food or Drink:** Any NWTAs member selling food or drink of any kind to the public at an event must provide to the Insurance Chairman a certificate of insurance naming the NWTAs as an additional insured on a product liability policy in effect during that event, with a minimum of coverage of the same amount as the NWTAs is insured for. If a proper certificate of insurance is not provided, the NWTAs commander or his representative shall inform the member that he must desist from selling food or drink at that event.¹⁶
- D. **Sale of Goods:** Stick-on price tags are allowed if not in plain sight or if string tags are not feasible. Merchants offering credit card services to customers may indicate that alternative methods of payment are available. Plastic packaging and paper bags are permitted once an item has been sold, but not permitted for display purposes except where required by law. Non 18th century business cards or catalogs may not be displayed, but may be dispensed at the public's request. Modern educational materials (books, posters, magazines, lead soldiers, prints) with specific references to the 18th century are allowed. Educational materials relating to earlier centuries are allowed if they are reprints of 18th century editions.

¹¹ 5 Mar 2022, part 5 revised.

¹² 5 Mar 2022, Civilian Director / Coordinator

¹³ 3 Mar 2018, revised

¹⁴ 3 Mar 2018, revised

¹⁵ 3 Mar 2018, revised

¹⁶ 3 Mar 2018, revised

Regulation #02-05: THE LAST POST¹⁷

- A. To be eligible for inclusion in the Last Post, an individual must
 - 1. Have been a paid member of the NWTa at some time during the year before the individual's death, a past Commander, Founding Member, or a Lady or Gentleman Volunteer.
 - 2. Have completed 20 or more years as a paid member of the NWTa.¹⁸
- B. The Board of Directors may add to the Last Post, the names of past members who do not meet the criteria, but who deserve inclusion.
- C. The Last Post may be read at an optional formation at any event. The names added to the Last Post in the last 12 calendar months will be read following the Sunday morning formation at each NWTa event. It will also be read at each Grand Encampment, in its entirety, accompanied by a memorial salute at a formation.¹⁹
- D. The death of any past member of the NWTa may be announced at the Sunday morning formation for the next three events following the death.

Regulation #02-06: THE ORDER OF MERIT

A. General:

- 1. The "Order of Merit" is a unit-level fraternity for members of good service. It was used in all armies during, and previous to, the American Revolution. Though the award has lost much of its meaning, it persists in the American military today as the "Good Conduct" medal. No fraternity is now involved.
- 2. The "Badge" or "Decoration" for this "Order" should not be confused with the federal "Badge of Military Merit" issued for "unusual gallantry" and "extraordinary fidelity."
- 3. Membership in the Order of Merit must be carefully controlled so as to maintain the value of the Order.
- 4. No NWTa member unit shall be required to participate in the Order of Merit program. No eligible individual unit member shall be required to obtain membership in the Order. No eligible individual shall be required to wear the distinction of the Order.

B. Distinction Worn by the Members:²⁰

- 1. A metal badge, measuring a half-crown (Cuthbertson) or two inches in diameter (Neumann and Kravic, p.98); the medal is engraved on the "obverse" side, "Reward of Merit," the year the unit is reenacting, and the major unit commander's name - for example: "1779" and "Col." and "G. R. Clark." The decoration is worn suspended from a proper ribbon. The distinction is worn by passing the ribbon through a button-hole of the coat, by fixing it to the left breast of the hunting-frock or sleeved waistcoat, or in whatever fashion the unit may prescribe.

[References: Cuthbertson, Bennett, esq., "A System for the Complete Interior Management and Oeconomy of a Battalion of Infantry," 2nd ed., 1775, London chap. XVI, article XXXIV and chap. XXVI, article I through V; and Neumann, George C. and Kravic, Frank J., "Collector's Illustrated Encyclopedia of the American Revolution," ill. by Woodbridge, George C., 1975, Secaucus, NJ, p.98, fig. 2, obverse.]

- 2. That a numeral (7, 14, 21, etc.) be included on the medal to denote the number of years of service being recognized.

C. Criteria:

¹⁷ 7 Mar 2020, Regulation #02-05: Advisory Committee to the Office of the Inspector General removed

¹⁸ 3 Mar 2018, revised

¹⁹ 10 Nov 2018, revised

²⁰ 3 Mar 2018, revised

1. The individual must have been an active member-in-good-standing of the NWTa for a minimum of seven consecutive (7) years, to qualify for a Seven Year Medal. Subsequent awards may be issued at seven (7) year intervals for consecutive years of membership.²¹
2. The individual must meet all other requirements which may be prescribed by his or her unit. The Unit Commander or Leader must verify in writing that the individual is eligible for Membership in the Order of Merit.

Regulation #02-07: CONTEST RULES

Contests conducted at NWTa events should either reflect contests or games which were played in the latter part of the 18th Century, or which demonstrate or showcase skills used by people in the latter part of the 18th Century, or which generate fun using 18th Century articles. Games or contests must comply with the safety regulations of the NWTa and may be reviewed by the Provost Marshal to determine compliance. The host unit is responsible for creating and making public the rules of the contests and those rules are final for that event.

Regulation #02-08: EVENT CRITERIA²²

A. *Host:*²³

1. An event request without a confirmed NWTa host shall be rejected.
2. If an event is approved, and the NWTa host withdraws their support, the event shall be canceled.

B. *Sponsor Cancellation:* If a sponsor cancels an approved event, future event requests must be accompanied by the current sponsor fee. That fee will be considered nonrefundable.

C. *Daily Schedule:* The schedule of activities at any event shall be as mutually agreed by the Sponsor and NWTa Host.²⁴

D. *Time Line:* If an event involves a time period other than that of the Revolutionary War, all other time period groups shall be quartered in a separate camp.

E. *Sponsor's Guests:*²⁵ Sponsor's guests who do not meet NWTa safety and authenticity standards must be camped in an area separated from the NWTa camp by at least fifty (50) feet and may not participate in any of the NWTa demonstrations or activities during the event day.

Regulation #02-09: PHOTOGRAPHY AND MEDIA RECORDING²⁶

A. *Consent:* Participation in an NWTa event includes the understanding that participants may be photographed, filmed, and otherwise recorded while in public spaces (excepting any manner inconsistent with the law), and consent for the NWTa and its sponsors to use and disseminate media content including participants' images, including dependent members and guests. The NWTa and its sponsors cannot be held responsible for use or dissemination of content by those outside their organizations. Requests to remove or withhold images from release by the NWTa will be accommodated within reason.

²¹ 3 Mar 2018, revised

²² 3 Mar 2018, renumbered and revised

²³ 6 Nov 2021, revised

²⁴ 6 Nov 2021, revised

²⁵ 9 Nov 2019, revised

²⁶ 10 Nov 2018, added

B. ***Drone Use:*** Drone use for photography or any other purposes is prohibited unless the operator is appropriately licensed, meets all applicable federal and local regulations, and the NWTA Commander, host unit, Provost Marshall, and Insurance Officer have all given prior approval.

Section 3: GENERAL AND INFANTRY SAFETY REGULATIONS²⁷

Regulation #03-01: GENERAL INFORMATION

1. These regulations apply to all participants at an NWTAsponsored or co-sponsored event. A participant is defined as a member or registered guest of an NWTAmember unit or a registered guest unit.
2. Many items, tools, and situations involved in bringing the American Revolution to life for modern audiences present possible dangers to both participants and bystanders. It is incumbent upon each participant to understand and follow the safety regulations.
3. Any person, whether NWTAParticipant, or Member of the Public, has the authority to stop any situation they perceive as unsafe, regardless of compliance with NWTASafety Regulations.
4. In the event that a host site has stricter or more conservative Safety Regulations, the host Regulations shall supersede those of the NWTAs for the duration of the event. The NWTAs host unit will make every effort, whenever possible; to communicate these rules to the general membership no later than 3 days prior to the start of the event.
5. When the NWTAs is co-sponsoring an event with another living history organization (Joint Event), safety regulations for that specific event will be determined by a consensus between the NWTAs, co-sponsor, and host site with deference given to the stricter or more conservative regulations whenever possible. These regulations will be made available to the general membership, whenever possible, no later than 3 days before an event.
6. It is the responsibility of any NWTAs Unit that is sponsoring a guest at an NWTAs Event to make the guest aware of the NWTAs safety regulations and ensure their compliance with the regulations for the duration of the event. Any deviation by the guest will result in Host Unit discipline when warranted.
7. The Provost Marshall (Provost), Artillery Safety Officer, and/or Mounted Safety Officer (collectively 'Safety Officer') may appoint a deputy at any time to perform all duties in their stead. This deputy will have all the responsibilities and authority of the appropriate Safety Officer until such time as that Safety Officer is able to resume their responsibilities. The Provost, Artillery Safety Officer, and Mounted Safety Officer, or a deputy for each, shall be present at all NWTAs events. All responsibilities assigned to the Provost, Artillery Safety Officer, and/or the Mounted Safety Officer in these regulations also apply to their deputy.
8. The Provost has the authority to conduct safety inspections or reviews at any time; the ultimate authority to determine whether a situation or demonstration is unsafe; and may stop any activity at any time during an event to evaluate for concerns.
9. Dispute Resolutions and Incident Investigations
 - a. When there is a conflict between participants regarding the safety of a situation or scenario, deference shall be given to the participant with concerns and the situation changed or scenario stopped. Participants are encouraged to discuss their concerns and arrive at a mutual solution. Should arbitration be needed:
 - i. When the conflict occurs between two members of the same unit, the applicable unit's Safety Officer shall be first arbitrator.
 - ii. When the conflict occurs between two participants from different units or unit level arbitration fails, the Provost shall arbitrate.
 - b. The Provost, Artillery Safety Officer, and Mounted Safety Officer may conduct safety incident investigations, regardless of other circumstances or arbitration outcomes, as needed.

²⁷ 3 Mar 2018, entire section completely revised

Regulation #03-02: GENERAL CAMP SAFETY

1. Fire Safety

a. *Fire Pits*

- i. Within the unit encampment each regiment shall maintain either a fire extinguisher approved for Class A fires OR a 100% wool blanket and two buckets of water (each bucket with a minimum capacity of 2 gallons and within 8 feet of the fire).
- ii. Fire pits shall not be constructed closer than 8 feet to any structure (temporary or permanent) or the intended public walkway.
- iii. Fire pits must be dug into the ground unless prohibited by the site; sod should be turned and placed around the edge for easy clean up. If the event sponsor prohibits a dug fire pit, they shall provide each unit with sufficient fire resistant raw material for a safe fire platform.
- iv. If a fire pit is left unattended:²⁸
 1. There shall not be any visible flames rising from the fire.
- v. Extinguishment and Clean Up:
 1. At the conclusion of the event, fires shall be covered with water and stirred until no visible smoke can be seen rising.
 2. All turned sod shall be returned, grass side up, into the dug pit unless directed otherwise by the host site.

b. *Braziers*

- i. Braziers in active use shall not be used under or in canvas structures except as allowed in #03-02.1.b.ii. This includes, but is not limited to; wedge tents, wall tents, and flies.
- ii. During periods of active rain a brazier in active use may be moved under a canvas structure that has no more than two walls attached. When the rain ceases the brazier must be moved out from under the canvas structure.
- iii. When placed on a surface other than the ground a heat shield must be used.
- iv. Ashes and coals from a brazier shall be disposed of in a fire pit and extinguished according to #03-02.1.a.v.

c. *Candles and Lanterns:*

- i. Wooden Lanterns should be equipped with a metal shield between the candle base and the lantern body.
- ii. Candles used inside a wedge tent must be entirely contained within a lantern.
- iii. Lit candles not contained in a lantern shall not be left unattended at any time.

2. Camp Tools

Shall be stored in a tent whenever possible. If not stored in a tent, the following measures shall be observed:

- a. Axes and hatchets will be equipped with a sheath and stored flat.
- b. Shovels will be stored lying down with the blade towards the ground OR securely planted upright in the ground.
- c. Pickaxes will be stored lying down and disassembled whenever possible.
- d. Hammers will be stored lying down.

3. First Aid Kit

- a. A first aid kit sufficient to care for the minor injuries and ailments of at least 3 people should be maintained by each unit.

²⁸ 10 Nov 2018, revised

- b. The first aid kit should be kept in camp and with the location known and accessible to unit members.
4. Rope Lines
- a. Rope lines are not required to surround a camp; however, the event sponsor shall provide sufficient materials to each NWTA camp and the individual units may decide to erect the rope line.
 - b. Rope lines, when erected, shall be a minimum of two feet from the ground to minimize the tripping hazard.
 - c. Members of the public and/or media shall not be permitted behind any rope line without a participant escort.
5. Horses and Draft Animals
- a. Horses or people mounted on horses are permitted within the confines of the NWTA camp, its streets, or public access aisles and in battles or other demonstration areas during NWTA occupation of such areas as allowed in the NWTA Operations Manual Section 04: Horse Regulations and provided all parts of that section are followed.
 - b. A sponsoring organization may provide horse (or other draft animal)-drawn wagon, carriage, buggy, or sleigh rides ONLY around the outer perimeter of the NWTA reenactment and camp area, or where the public access aisle between NWTA camp and/or demonstration areas is at least thirty (30) feet wide.
 - c. Mounted, sworn police officers on official duty are not prohibited from riding horses in the public access areas described above in this paragraph.

Regulation #03-03: GENERAL WEAPONS SAFETY

- 1. All weapons used during NWTA functions are subject to the inspection of the Provost. Any weapon found in an unsafe condition will be prohibited from use until it can be proven safe to the Provost. This requirement applies to all small and long arms, artillery pieces, and edged weapons.
- 2. Definitions:
 - a. *Small arm(s)*: Any 18th century weapon that uses black powder as a propellant, flint and steel as an ignition source, and a barrel length of less than 16 inches. Common examples may be, but are not limited to, dueling pistols.
 - b. *Long arm(s)*: Any 18th century weapon that uses black powder as a propellant, flint and steel as an ignition source, has a barrel length longer than 16 inches and may be fired by 1 or 2 people without the assistance of a stand or carriage. Common examples may be, but are not limited to, muskets, and rifles.
 - c. *Secured*:
 - i. A small or long arm that has had its pan brushed and barrel inverted to ensure no powder or other objects are present. Once secured the small or long arm will be maintained with the pan open, the hammerstall or frizzen cover in place, and the hammer forward.
 - ii. An artillery piece or mortar that has been thoroughly searched and sponged with the sponge left in the barrel and the bucket hung from the barrel.
 - d. *Edged Weapon*: Any tool that by design or improvisation can slash or penetrate human flesh. Examples include, but are not limited to, swords, knives, dirks, bayonets, and tomahawks.
 - e. *Pole arms or Reach Weapons*: Edged and other melee weapons that allow the wielder to strike at non-adjacent targets. Examples include, but are not limited to, halberds, pikes, and spontoons.
 - f. *Artillery piece (or piece)*: Any mounted 18th century weapon that uses black powder as a propellant. Further information is found in Section 5: Artillery Definitions and Safety.

- g. *Officer-in-charge*: the person designated with operational command of a unit.
- 3. Small or long arm discharge outside scheduled Tactical or Other Demonstrations require the permissions of both the Host Unit and the Provost.
- 4. Minimum age requirements to handle weapons:
 - a. Definition of handling: to hold, pick up, carry, use, or be in possession of. Carrying a small or long arm that is properly secured in a case is not considered handling.
 - b. When a person's age excludes them from handling a weapon independently, the weapon's owner may, at their discretion, hold the weapon firmly in two hands to allow the person to touch the weapon in such a place that prevents contact with sharp edges or pinch points.
 - c. Small and Long Arms:
 - i. Persons between the ages of 11 and 13 years may handle small or long arms so long as all of the following criteria are met:
 - 1. The person is under constant adult supervision.
 - 2. The small or long arm is not equipped with a flint (wooden flints excluded).
 - 3. The person is not in possession of any cartridge, simulated or otherwise.
 - 4. The person is not participating in any Tactical or Other Demonstration.
 - ii. Persons between the ages of 14 and 16 years may handle small or long arms so long as all of the following criteria are met:
 - 1. The small or long arm is not equipped with a flint (wooden flints excluded).
 - 2. The person is not in possession of any cartridge, simulated or otherwise.
 - iii. Persons over 16 years of age may handle small and long arms in accordance with Regulations #03-03 and #03-04.
 - d. Edged Weapons:
 - i. No person under 18 years of age shall be permitted to handle a reach weapon.
 - ii. No person under 14 years of age shall be permitted to handle a sword except as required for musician's or Ensign's uniforms. When carried by a person under 14 years of age, all swords will be tied to the scabbard in such a way that prevents it from being removed.
 - iii. No person under 16 years of age shall be permitted to handle a bayonet.
 - iv. No person under the age of 5 shall handle a tomahawk. Persons between the ages of 5 and 14 may only handle tomahawks under direct NWT A adult supervision and only if the child is a NWT A member.
- 5. Small and Long Arm Condition
 - a. *Hammerstalls/Frizzen Covers (FC)*: All small and long arms must be equipped with FCs sconstructed with leather of a minimum 1/8 inch thickness. The FCs will fit snugly and cover the complete face of the frizzen.
 - b. *Flash Guards (FG)*: All long arms, except those meeting conditions in Section 04: Horse Regulations of this manual, must be equipped with FGs constructed of brass, steel, iron, or copper with a minimum 1/32 inch thickness. FGs will be securely fastened, with at least two points of support recommended. When fitted, the FG should reach a minimum of 1/2 inch above the flat of the pan. All sharp edges shall be removed.
 - c. *Sear Condition*: Small and long arms (excluding wall guns or amusets) shall demonstrate a minimum of three pounds of trigger pull as measured by a force gauge OR, in the absence of a force gauge, the trigger shall be sufficiently tight so that when the small or long arm is at halfcock, the entire small or long arm may be inverted and the entirety of the weight supported by the handler's fingers on the trigger without causing the trigger to release the hammer.

6. Edged Weapons Condition

a. *Sheaths and scabbards:*

- i. Definition: a case or covering for an edged weapon.
- ii. Swords, knives, bayonets, tomahawks and other non-reach edged weapons shall have a fitted, leather sheath or scabbard that covers all portions of the edge of the weapon. When the weapon is not in use it shall be maintained in its sheath or scabbard.

b. Bayonets tips shall be kept rounded so no point is present.

c. Halberds, Pikes, Spontoons, and other reach weapons shall be hobbled, upright, to a stationary device, hung parallel to a ridgepole of greater length than the weapon, or integrated into a stack of arms when not in use.

7. Small and Long Arm Misfire Procedure

a. Definition: When a properly loaded small or long arm fails to properly discharge as expected.

- i. *Level I Misfire:* any misfire that can be safely cleared in the demonstration area and which will allow the demonstration to continue without disruption.
- ii. *Level II Misfire:* any misfire that cannot safely be cleared in the demonstration area without disruption to the demonstration or which requires specialized equipment to render the small or long arm safe.

b. Level I Misfire Procedures:

i. Failure to Spark:

1. Remain at the position of aim for a 3 second count.
2. Return the small or long arm to the priming position and bring it to half-cock.
3. Check condition of priming and flint. If flint needs to be reworked, replace the FC and dump any remaining priming.
4. Reprime if needed. Shut pan, remove FC, and resume demonstration. If misfire occurs during a tactical or other group-firing demonstration, the participant shall bring the small or long arm to shoulder (or appropriate ready position) until the next command to fire.
5. If the small or long arm fails to fire after five attempts, the small or long arm will need to be made safe by securing and then using Level II misfire procedures.

ii. Flash in the pan:

1. Remain at the position of aim for a 3 second count.
2. Return the small or long arm to priming position and bring it to halfcock.
3. Pick touch-hole and reprime.
4. Shut the pan and resume demonstration. If misfire occurs during a tactical or other group-firing demonstration, the participant shall bring the small or long arm to shoulder (or appropriate ready position) until the next command to fire.
5. If the small or long arm fails to fire after five attempts, the small or long arm will need to be made safe by securing and then using Level II misfire procedures.

c. Level II Misfire Procedures:

- i. Keep the small or long arm pointed in a safe direction.
- ii. Open the pan, dump out the priming, and apply the FC.
- iii. Soak any remaining powder with water poured down the muzzle.
- iv. When the powder is sufficiently wet, remove the obstruction with a worm.
- v. Clean and inspect the small or long arm before attempting to discharge again.

8. Maximum Loads and Cartridge Construction
- a. *Only Black Powder type FFg or FFFg shall be used.*
 - b. *Maximum Loads*

The below table lists the maximum black powder loads for small and long arms. Less powder may be used according to personal preference.

Small/long arm	Black Powder (Grains)	Type of Black Powder
Pistol	70	FFg or FFFg
Rifle	75	FFg or FFFg
Carbine	120	FFg or FFFg
Musket	120	FFg or FFFg
Wall Gun* <small>*Defined as any long arm with a caliber 100 or over</small>	300	FFg or FFFg

- c. *Cartridges*
 - i. Definition: a cylindrical paper case for holding a complete charge of black powder.
 - ii. Cartridges used for small and long arms:
 1. Shall be constructed ONLY of paper
 2. Shall NOT be closed or sealed with anything, including but not limited to: staples, tape, glue, string, or wax.
 3. Wadding or patching in a cartridge is considered a projectile and is FORBIDDEN. A participant found to be in possession of a wadded cartridge is considered to be in possession of a live round.
 - iii. Cartridges should be formed and filled prior to an event. If cartridges need to be filled during an event they may be filled only at a site designated by the Provost.

9. Live Rounds and Live Fire

- a. LIVE ROUNDS AND LIVE FIRE ARE PROHIBITED AT ALL NWTA EVENTS OR FUNCTIONS. ANY PERSON FOUND IN POSSESSION OF A LIVE ROUND AT AN NWTA EVENT WILL BE REMOVED FROM PARTICIPATION FOR THE REMAINDER OF THE EVENT.
- b. Definitions:
 - i. *Live rounds* are cartridges packaged with a projectile (usually a ball), wadding, and a propellant (usually black powder).
 - ii. *Live fire* is the use of a live round in the course of a small or long arms discharge.
 - iii. A projectile is *any* object, other than loose, pre-measured black powder, introduced into the barrel of small arm or long arm. PLUG BAYONETS are considered projectiles and may not be fixed during Nwta events except as allowed in 03-03.9.c of these regulations.
 - iv. *Ramrods*, except when being used in the course of inspections, described in Regulation #03-03.10, or cleaning are considered projectiles and shall not be introduced to the barrel of the small or long arm at any other time. The ramming of blank cartridges is prohibited.
- c. Projectiles, when stored and handled separately from propellants, may be displayed and handled for educational purposes only. Projectiles packaged in a period correct cartridge with an inert material simulating black powder (“Blank or Dummy cartridge”) are acceptable under this part.
- d. BLANK OR DUMMY CARTRIDGES WILL NOT BE GIVEN AWAY TO THE PUBLIC AT ANY TIME.

10. Small and Long Arms Inspection

- a. Small and long arms shall, at a minimum, be inspected at the beginning of each day during organized inspection.
- b. No small or long arm may be discharged anywhere at the event until it has undergone inspection.
- c. If a person is absent from organized inspection or present in a capacity that does not allow for small or long arms inspection, it is their responsibility to seek an alternate inspection from the Provost if they wish to discharge a small or long arm in the course of a Tactical or Other Demonstration.
- d. Inspection shall be by unit and performed by the officer-in-charge under the supervision of the Provost. The following shall be inspected:
 - i. Frizzen Cover/Hammerstall: Must be present and fitted tightly over the frizzen.
 - ii. Flash guard: Must be present and secured to long arms.
 - iii. Cleanliness: Each person shall demonstrate the cleanliness of the small arm or long arm by inserting the flared end of the ramrod into the end of the barrel and allowing it to drop. A clear 'ping', indicating metal on metal contact, should be audible. Any other sound or lack of sound indicates the weapon is not clean.
 - iv. Sear Condition: After the small or long arm is confirmed uncharged during cleanliness check, the weapon is put to halfcock and trigger depressed to ensure the hammer will not release. Any small or long arm exhibiting questionable sear condition shall be further evaluated after inspection using force gauge or inversion technique.
 - v. Cartridges, if present, will be checked for signs of projectiles, wadding, or improper closure.
 - vi. Powder horns, if present, will be confirmed empty. Excluding those with a capacity of less than 240 grains and used for priming. FFFFg may be used.
- e. After completing inspection, the officer-in-charge shall ensure the inspection of their small or long arm by another participant.
- f. Any part of #03-03.10.d that is not found to be compliant will exclude the individual from participating in a Tactical or Other Demonstration involving small and/or long arms until the matter is resolved and the small or long arm passes a subsequent inspection.

11. Small and Long Arms Discharge

- a. Small and long arms may only be discharged during Tactical or Other Demonstrations as instructed by the Field, Battalion, and Unit Commanders.
- b. Unscheduled small and long arms discharge requires approval by the Provost and the Host Unit.
- c. Only small and long arms which have undergone inspection according to #03-03.10 may be discharged.

Regulation #03-04: TACTICAL AND OTHER DEMONSTRATIONS

1. Definitions:

- a. *Tactical Demonstration:* Any exhibition in which the majority of event participants portraying a military impression act in a coordinated display of military maneuvers and tactics appropriate to the 18th century that require small and long arms discharge. Artillery pieces and mounted troops may or may not be present.
- b. *Other Demonstration:* Any non-tactical display arranged specifically for an event, they may or may not involve small and long arms, artillery discharge, or mounted troops. Opening and Closing formations, or Colors, are considered Other Demonstrations for the purposes of this part.

- c. *Close Combat*: Any engagement between opposing forces in proximities less than 20 feet but which does not involve direct or simulated direct contact.
- d. *Closing*: Any engagement between opposing parties that involves direct or simulated direct contact.
- e. *Medic*: a safe word. When the word ‘Medic’ is yelled by any person in the demonstration area, all demonstration activities shall immediately cease. ‘Medic’ is to be used for situations which pose immediate danger to life, limb, and property or in the event of a real casualty.

2. Participation:

- a. Any participant may participate in a tactical demonstration so long as they meet age requirements as defined in #03-03 of this section AND:
 - i. The member unit or registered guest unit has a representative present at that day’s Officers’ Call planning and informational meeting.
 - ii. If requested, the member unit or registered guest unit has a representative present at that day’s Tactical meeting.
 - iii. All participants intending to participate in the tactical demonstration AND utilize a small or long arm must be present and their small or long arm inspected at that day’s organized inspection unless special dispensation and inspection is provided by the Provost.
 - iv. Participation in Other Demonstrations is at the invitation of the Event Sponsor or Host Unit. Any person discharging small or long arms as part of these demonstrations must meet the requirements of #03-03.3.c.i - iii.
 - v. All military participants shall be in units comprised of at least 3 total military participants. Units with fewer than 3 total military participants shall participate in partnership with a second military unit.
- b. No member of a non-NWTA registered guest unit shall serve as a field commander during a Tactical Demonstration.
- c. Participants between 10 and 14 years of age may only participate in a Tactical Demonstration if under the direct adult supervision. Participants between the ages of 10 and 14 years are limited to non-military roles, musicians, or Ensigns/flag bearers.
- d. Non-Military roles in Tactical Demonstrations:
 - i. *Camp followers*:
 - 1. Shall only be on the tactical demonstration field as part of a military unit.
 - 2. Shall make all efforts to remain behind their unit while following the unit movements.
 - 3. Shall check on all simulated casualties in their immediate area, regardless of unit, so long as doing so does not place the camp follower in the direct line of weapons discharge.
 - 4. Shall make all efforts to collect empty cartridges from the field.
 - 5. Are encouraged to carry water for use by other participants as needed.
 - ii. *Runners*:
 - 1. Shall only be on the tactical demonstration field with a field commander.
 - 2. Shall only move about the tactical demonstration field on the direction of the field commander.
 - 3. When moving on the tactical demonstration field, shall take care to remain behind the military line and approach participants from the back or side.
 - iii. Other period demonstrators (surgeons, scavengers, etc.)
 - 1. If not already attached to a military unit, must make the field commander of the appropriate side aware prior to the start of the demonstration that they will be in the demonstration area.
 - 2. Must never advance forward of any Infantry, Artillery, or Mounted troops.

3. General Demonstration Safety

- a. Crowd Control: No demonstration will begin without having in place sufficient means to keep members of the public at a safe distance and maintain clear avenues of fire.
- b. Participants shall not advance forward of artillery pieces when said pieces are firing or ready to fire.
- c. Participants shall not advance forward of mounted troops while the mounted troops are advancing.

4. Small and Long Arms:

- a. All small and long arms used in a Tactical or Other Demonstration must have undergone proper inspection as defined in #03-03.10.
- b. Any person participating in their FIRST EVER Revolutionary War Tactical Demonstration, regardless of status as registered guest or member, shall not be allowed to use black powder. This prohibition does not extend to the entirety of the event.
- c. The paper from cartridges used during the course of a demonstration shall be kept on the participant's person and not allowed to fall to the ground. At the conclusion of a demonstration, participants will inspect their immediate surroundings and collect any empty cartridges found.
- d. Small and long arms are NEVER to be aimed at another participant. All small and long arms to be elevated to a minimum 10 degrees above the head of the opposing forces.
- e. Small and long arms must be secured prior to a Closing and may not be recharged/reloaded until after the completion of the Closing.
- f. Small and long arms may be discharged during Close Combat with other members of the Infantry without prior approval from the Provost so long as the following criteria are met:
 - i. All persons within 30 feet of the discharge are notified of the planned discharge prior to the occurrence. No person shall be required to participate in Close Combat.
 - ii. All persons involved are 18 years of age or older.
 - iii. No small or long arm shall be discharged at a distance shorter than 10 feet from the opponent.
 - iv. All small or long arms shall be elevated to at least 20 degrees above the opponent's head OR elevated 5 degrees and angled away 30 degrees from the person ensuring that this does not expose a non-participant to the Close Combat.
- g. Close Combat involving Infantry versus Artillery requires prior approval of the Provost and Artillery Safety Officer.
- h. Close Combat involving the Infantry versus mounted troops requires prior approval of the Provost and Mounted Safety Officer.
- i. At the conclusion of the Tactical or Other Demonstration, the unit's officer-in-charge will ensure all small and long arms are properly secured prior to exiting the demonstration area.

5. Edged Weapons:

- a. Bayonets:
 - i. May be fixed at will by unit and on the order of the unit's officer-in-charge during a Tactical or Other Demonstrations.
 - ii. Before fixing bayonets, all long arms must be unloaded by discharge or securing.
 - iii. Bayonets must be unfixed prior to any subsequent loading of the long arm.
 - iv. Charges, by unit, may be executed at will and must abide by all of the following:

1. At will charges may only be conducted between infantry units. Charges with Artillery and Mounted forces require prior approval from the Provost and Artillery or Mounted Safety Officers.
 2. No charge may be initiated when the opposing force is within 30 feet.
 - a. Units receiving a charge may either flee or fire. Any weapons discharge must happen before forces are within 30 feet.
 - b. All charges must be stopped when the charge encroaches on 20 feet from the opposing force if neither force has given ground for safety purposes.
 - c. The charging unit shall not move further down the field than the original position of the receiving unit.
 3. Obstacles:
 - a. When approaching a simulated casualty or other hazard, at 10 feet distant the bayonet shall be elevated from the charge position to a minimum of 60 degrees from the ground. The bayonet may be returned to the charge position as soon as the participant has successfully cleared the hazard.
 - b. When possible, the charging force shall maneuver around obstacles and simulated casualties.
 4. No close or simulated combat shall occur unless in compliance with Regulation #03-04.6 and 7.
- b. Swords:
- i. Swords must be kept sheathed at all times unless being used for ceremonial, salute, or command functions.
 - ii. Swords may only be used in Close Combat without prior approval so long as the extended end of the sword does not come closer than 5 feet to an opponent.
 - iii. Swords may only be used in Closings with prior approval from the Provost.
 - iv. When using swords as part of a charge Regulation #03-04.5.a.iv.1 thru 4 applies.
- c. Pole arms or Reach Weapons:
- i. Pole arms or Reach weapons must be kept upright at all times unless being used for ceremonial, salute, or command functions.
 - ii. Pole arms or Reach weapons may be used in Close Combat without prior approval so long as the far end of the weapon does not come closer than 10 feet of an opposing force.
 - iii. Pole arms or Reach weapons may only be used in Closings with prior approval from the Provost.
 - iv. When using pole arms or reach weapons as part of a charge, Regulation #03-04.5.a.iv.1 thru 4 applies.
- d. Hatchets and Knives
- i. Hatchets and knives must be kept in proper sheathes for the duration of Tactical and Other Demonstrations not specifically designed to test a participant's expertise in utilizing the weapon.
 - ii. If used in a Closing, Hatchets and Knives must be non-metal facsimiles of the weapon incapable of piercing the skin.
 - iii. All Closings using hatchets or knives must have prior approval from the Provost.
6. Rules for Closings:
- a. All Closings involving weapons require pre-authorization from the Provost. Closings involving Artillery require additional pre-authorization from the Artillery Safety Officer. Closings involving mounted troops require the additional pre-authorization of the Mounted Safety Officer.

- b. Closings not involving weapons of any type, artillery, or mounted troops may be entered into at any time upon agreement between the participants involved. The hands of all participants will be free of all adornments except gloves, if worn.
 - c. All participants in a Closing must be at least 18 years of age.
7. Rules for Close Combat:
- a. Any Close Combat situation not defined or permitted by other parts of this section require prior authorization from the Provost.
8. Special Events:
- a. Special Events are events that are not part of the official NWTAs schedule in which an NWTAs member unit participates. Special events include, but are not limited to, parades, trade shows, and festivals.
 - b. NWTAs member units who obtain insurance coverage through the NWTAs for Special Events are required to follow all aspects of the Operations Manual Sections 03, 04, and 05 at all times for the insurance coverage to remain valid.
 - c. If small or long arms are discharged during the special event, there shall be a minimum of 50 feet between the participants and the public in the direction of fire. There shall be a minimum of 15 feet between participants and the public outside direction of fire.
 - d. If an artillery piece is discharged, there shall be a minimum distance of 100 feet between the participant's direction of fire and the public. There shall be a minimum be of 30 feet between participants and public outside direction of fire.

Section 4: HORSE REGULATIONS²⁹

Definition: Mounted Troops include, but are not limited to: Dragoons, Mounted Officers, Mounted Scouts and Mounted Civilians.

Regulation #04-01: GENERAL CONDITIONS

- A. **Participation:** Member Units of the NWT A and those Applicant and Guest Units which have satisfactorily shown their competence and safety in handling their horses in all aspects of the re-enactor environment and passed the inspection process set forth in these regulations shall be permitted to participate in matches, demonstrations and skirmishes.
- B. **Unit Commanders:** It will be the decision of the individual Units and or Unit Commanders (U.C.) as to whether mounted troops will be allowed in any capacity in their particular Unit. For Units choosing to field horses, Unit Commanders are ultimately responsible for inspecting horses and mounted troopers.
1. Responsible for making sure an up-to-date third party liability insurance policy is in place and that the NWT A Adjutant has a copy prior to the event.
 2. Responsible for knowing the skill level of their men and their horses.
 3. Must evaluate the level of each rider within the unit based on the “three stage” levels outlined in the “Riders of Levels” section.
 - a. A list of all riders and their current riding level must be kept.
 - b. A copy of this list shall be giving to the MSO and Adjutant whenever it is updated.
 - c. May ask for the MSO to be present for the unit’s rider’s evaluations.
 4. Shall only permit those members that possess the proper skill set onto the field with a horse.
 5. Will check the condition of their members tack at the beginning of every day during a pre-combat inspection before unit members mount their horses. Any members arriving late will be inspected at the convenience of the chain of command.
 6. All new riders or riders with a new horse must be placed at a level 1.
 - a. New riders should be assigned to another experienced horseman.
 7. Must ensure the unit’s riders police themselves when the ride together.
 8. Must make MSO aware of any issues the unit may have.
- C. **Individual Riders:** All riders must be members of the NWT A and be up-to-date with their dues. No guests or non-NWT A members will be allowed to ride or bring horses to any event. Members of other rev-war organizations wishing to participate at an exclusive NWT A sponsored event must also be NWT A members in good standing, carry the required insurance, and pass inspection of their U.C. and the MSO.
1. Each Rider should email or text a copy of Coggins Test and Health Certificate during registration of event. If the travel papers are expiring soon after, Owner should have an updated copy upon arrival to the event to show current documentation.
 2. Provide a hard copy of the Coggins test along with Travel papers upon arrival to the event be kept with Event Staff and MSO or their assistant.
 3. It is preferred that riders own their own horses. However, continued leasing or training with an un-owned horse is acceptable if the rider and horse can prove their abilities to the MSO.
 4. If leaving camp without their mounts will make arrangements with another unit member or qualified competent person to watch their horses.
 5. Unless the rider is very familiar with a horse, that animal should not be allowed to participate. A strong rapport between horse and rider is the most important factor to ensure safety on the field with a horse.

²⁹ 7 Nov 2015, Horse Regulations Adopted

6. All riders must be able to walk, trot, canter, stop and turn their mounts while maintaining complete control.
7. All riders participating in field maneuvers and tactical weapons demonstrations must be able to ride without stirrups and be able to control their horses with one hand using neck-reining and/or leg aids.
8. The individual rider is ultimately responsible. If they ever feel they are not ready or are incapable of participating in a particular action, they are absolutely within their rights to pull themselves out of the line and rejoin the formation after the action has been completed.

Regulation #04-02: RESPONSIBILITIES AND RESTRICTIONS OF RIDERS

The following applies to all riders:

- A. Are to have their Unit Commander check the condition of their tack at the beginning of every day during a pre-combat inspection before unit members mount their horses. Troopers arriving late will be inspected at the convenience of the chain of command.
- B. A rider's tack shall be well conditioned and cared for. Anyone with cracked, torn or moldy tack will not be permitted to participate.
- C. All saddles must possess well fitted stirrups and irons.
- D. At all times a rider must be in control of their horse and alert to the situation and people around them.
- E. At no time will they surrender control of their horse except to another rider or designated horse handler. A designated horse handler can be anyone assigned to or associated with a horse such as a wrangler or bat man.
- F. No inexperienced riders shall field as determined by their Unit Commander and/or the MSO.
- G. Riders are responsible for the safety and care of their horse. This responsibility is totally theirs and/or the designated horse handlers.
- H. When possible keep a 30ft buffer zone from the public.
- I. If a rider falls from his horse, the mount should be recovered by walking slowly toward it and speaking softly at it. Do not carry anything in your hands other than a halter or lead line.
- J. Riders must not charge between enemy troops that are formed close together.
- K. Riders must remove themselves from the field if they or their horse at any time gets uneasy and retire to a safe area.
- L. Riders must travel at a walk when passing through crowds.

Regulation #04-03: HORSEMANSHIP SAFETY AND TRAINING

- A. All riders are to be evaluated by their Unit Commander or Unit Horse Master utilizing the "three level" standards outlined below. The Unit Commander or Unit Horse Master must be approved by the MSO as a person qualified to evaluate riders prior to doing so, if no person in the rider's unit has been approved the MSO or one of the MSO's assistants must do the evaluation. Riders assessment levels will be tied to each specific horse, thus a rider may have different levels with different mounts. The rider will be allowed verbal input on their placement as well as being able to show his/her abilities at the time of assessment. All new members to the NWTa, as well as new riders will start at Level 1. A new rider or member wishing to be placed above a Level 1 must have the MSO or a MSO's assistant evaluate them for a higher level. However, a member showing an unacceptable level of control at an event will be asked to remove the horse from the field or encampment area until it is proven they can maintain an acceptable level of control, and may result in having the assessment level reduced. Rider level records will be kept by their U.C., the MSO and copied to the Adjutant.

1. ***Ability to exhibit proper horse maintenance and safety:***
 - a. Demonstrated full knowledge of care and maintenance of the horse (i.e. watering procedures, hay and grain if used, and hoof maintenance).
 - b. Demonstrated proficiency in leading the horse forwards and backwards.
 - c. Camping with horse, knowledge of tying on picket line, cleaning of area around line and cleaning of manure from horse area
 - d. Knowledge of all equestrian safety procedures in camp.
 - e. Knowledge and understanding of the NWTA Mounted Safety Standards
2. ***Ability exhibit proper tacking and untacking a mount including:***
 - a. Saddle pad.
 - b. Blanket in correct position
 - c. Ability to saddle and properly secure saddle and surcingle
 - d. Ability to put the bit, halter, headset and curb chain on correctly.
3. ***Ability to demonstrate drill, proper care and handling of weapons:***
 - a. Dismounted drill (attention, stand at ease, right dress, and count off).
 - b. Carbine (carry arms, present arms, sling arms, prime and load, misfire actions, field cleaning).
 - c. Pistol (draw pistol, priming and loading, misfire actions, and field cleaning).
 - d. Saber (draw, present, carry, return).
 - e. Inspection arms procedures.

B. *The levels of assessment are:*

1. ***Level 1:*** All riders start at a Level 1 and must be proficient with Sections A-C of “Horsemanship Safety and Training” and the ability to exhibit control of horse including:
 - a. Mounting (with or without a mounting block).
 - b. Dismounting both in normal and emergency situations.
 - c. Demonstrated proficiency in starting, stopping, and turning the horse in both directions at a walk, trot and canter.
 - d. Demonstrated proficiency in backing and pivoting the horse in both directions.
 - e. Rider will be restricted to perimeter activities during tactical.
 - f. May perform courier duties away from engaging troops and public.
 - g. Must always be in an area where he can easily isolate themselves from others.
2. ***Level 2:*** Must have shown knowledge of level 1 and Demonstrated proficiency in the control and safety aspects of horseback riding in a Revolutionary War reenactment:
 - a. Mounted fighting with pistols.
 - b. Mounted and dismounted fighting with carbines including linking horses.
 - c. Mounted and dismounted fighting with and against infantry and artillery, especially safety aspects and restricted zones.
 - d. Mounted fighting in the vicinity of flags, spectators, PA systems, and other distractions present at reenactments.
 - e. Will be allowed to participate in some aspects of battlefield engagements. Limited to those things their Unit Commander and the MSO feel they are ready for.
3. ***Level 3:*** Must Have Shown Knowledge of levels 1 and 2 and demonstrated proficiency in the control and safety aspects of horseback riding in Revolutionary War reenactment:
 - a. Mounted fighting with sabers
 - b. Horse and riders must show control, comfort and situational awareness when engaging in close combat maneuvers with other horses, riders and dismounted troops.
 - c. Can perform close order maneuvers using his sword in prearranged engagements.

- d. Can perform all aspects of battlefield engagements.

C. *Horses:*

1. The breed of horses allowed will not be limited to those existing during the era of the American Revolution. Participation will be narrowed to those horses of a color that was either pertinent to the time period or does not stand out as obvious inaccuracy. It is suggested members stray away from using draft breeds as cavalry mounts as it was not a common practice during the American Revolution.
2. Any Horse being brought to an event must possess a hard copy of a negative Coggins test and current on required vaccinations. If a horse is not current or have a Coggins test available they will not be allowed off the trailer near other Horses to help prevent the spread of the virus.
3. It is expected that personally owned horses have been working with their riders outside of events to create a good rapport as well as an event sound animal.
4. Horses that are leased or not personally owned must upon arrival to an event provided written documentation to the MSO or appointee from the actual owner that they are acclimated to the event atmosphere.
5. Horses brought to events must be trained to withstand loud noises, shiny objects eg. (sabers, bayonets, firearms, etc.), military music and flags.
6. All horses are expected to be calm and tractable animals.
7. Any horse perceived to be consistently uncontrollable may be asked to leave the field by the Unit Commander, the MSO, or their appointee(s) in order to ensure the safety of both the rider and other participants.
8. All horses are to be accustomed to being on a picket line for extended periods of time.
9. Only horses fit for service will be allowed to field at events.
10. Horses that are lame, sore, sick, undernourished or exhausted will be determined unfit for service.
 - a. This decision will be made by the MSO, or their appointee(s), in conjunction with the owner of the animal in question.
 - b. The horse should move naturally at the walk, trot and canter without signs of lameness, excessive nervousness or irritability.
11. The MSO or his appointee will examine all animals at the beginning of each event/day to be sure of observable soundness and general fitness for service.

D. *Demonstrating the use of Carbines (or Long Arms):*

1. The use of carbines while on horseback will be demonstrated only by those who have the experience to control their horse while firing from it. e.g. (Level 2 and 3)
 - a. A maximum load of 70 grains will be used.
 - b. Minimum carbine range is 40 ft from any opposing force.
 - c. No carbine will be fired in the direction of the public at a distance less than 40 ft.
 - d. Must never be fired over the horse's head.
 - e. Must be elevated to 15 degrees.
 - f. Must possess a flash guard.
 - g. Frizzen covers can only be removed while on horseback, as the cover causes a safety hazard in the event it gets tangled.
 - h. Must have a proper bucket and or strap to be secured.
 - i. Extra caution must be taken while using carbines on horse due to the fact that the carbine may hang or swing and injure the rider, the horse or someone else.

E. *Demonstrating the use of Pistols:*

1. The use of pistols while on horseback will be demonstrated only by those who have the experience to control their horse while firing from it. e.g. (Level 2 and 3)
 - a. All pistols are to have accompanying holsters and may never be carried in a belt, haversack, etc.
 - b. A maximum load of 50 grains will be used.
 - c. Must never be fired over the horse's head.
 - d. Minimum pistol range is 30 ft from any opposing force.
 - e. No pistol will be fired in the direction of the public at a distance less than 30 ft.
 - f. Must be elevated to 15 degrees
 - g. Pistols will not be fitted with a flash guard since the flash guard can get hung up on the pistol buckets.

F. *Demonstrating hand to hand combat (Saber to Saber):*

1. Only well skilled riders shall participate in saber to saber combat, between opposing bodies of horse. e.g. (Level 3) This is to be determined by the Unit Commander and/or the MSO.
 - a. There is to be a meeting in the morning of the first day of each event and before any engagement to practice and rehearse any scenarios.
 - b. The MSO shall ensure this meeting and drill happen. If someone for any reason misses this meeting and drill, they will not be able to participate in the specifically rehearsed demonstration.
 - c. When possible it is preferred to punch with one's sword arm, while keeping the point up instead of a swing.
 - d. Riders are limited to 3 strikes per opponent.
 - e. Participants must make eye contact with their opponent prior to and during their strike(s).
 - f. Any contact with sabers will be done 'flat of blade, to flat of blade'.
 - g. At no time is the horse to be purposely targeted in any way.
 - h. Use of points is prohibited, and sabers shall never be lunged or trusted towards an opponent.
 - i. If anyone is unhorsed the melee will end until the loose horse is secured and the rider is safe.
 - j. No firearms will be used during a saber melee unless pre-scripted and cleared with the MSO.
 - k. Sabers may be pointed on the charge but must be brought upright at least 30 yards before contact.

G. *Mounted troops engaging Infantry:*

1. Cavalry may engage infantry on the battlefield, as it is an extremely accurate portrayal of their role during the war.
 - a. To maintain accuracy, no force of cavalry should charge a force over six times its size and expect a successful outcome.
 - b. Cavalry must move or at least shield themselves behind ground troops, natural obstacles etc. when in range and engaged by enemy troops.
 - c. If a body of cavalry wishes to charge a consenting infantry unit, the charge must be discussed between the two units and the MSO prior to the tactical. If the two units have not worked together on prior occasions, the charge must be rehearsed.

Charges should follow the following format. If the cavalry unit receives a formed volley between 200ft and 60 ft, the charge has been dispersed. If the cavalry does not receive a formed volley between 200ft and 60 ft, the infantry was broken. Infantry must

- retreat a short distance.
- d. Infantry units engaging cavalry are preferred not to take casualties in advance of a cavalry charge and shall not leave bodies in their wake.
- e. Cavalry is not to come closer than 20 feet of opposing or untrained same side infantry unless they are taking part in a pre-scripted scenario.
- f. Cavalry may be closer than 20 feet when passing through trained troops such as dismounted dragoons.
- g. Cavalry is prohibited from charging or closely-approaching artillery that is in operation. Only secured and consenting artillery may be charged. Mounted troops must adhere to all safety and distance regulations in regards to artillery.

H. *Camps:*

1. As with the infantry and artillery, mounted Cavalrymen will have two options for camping: 18th C. & Modern. The 18th C. Camps will be living history exhibits and based on period methods of castrametation for horse troops.
 - a. Horsemen electing to camp & keep their horses in the 18th century camp must be sure that all their horse keeping equipment (brushes, picks, buckets, feed bags etc.) are authentic to the period. Modern horse keeping equipment must be kept out of site at all times.
 - b. Picket lines are to be set up away from well-travelled roads or areas that will see a large amount of spectator traffic.
 - c. Space must be available to pull trailers into the encampment to off-load and on-load horses.
 - d. The camp shall have shade that provides a cool, restive, and relatively insect free area for the horses.
 - e. "Potable Water" must be available at a rate of 15 gallons per day per horse. During very hot weather water requirements may reach 30 gallons a day per horse.
 - f. Watering troughs are not suitable as they may transmit disease.
 - g. Rope lines will be maintained at a minimum distance of eight feet from any point that a horse may be able to occupy while tethered.
 - h. Riders are responsible for their own feed and hay. Do not rely on the event sponsor for items unless previously arranged.
 - i. Hay bales are to be broken up.
 - j. The Modern Camp area will be set up to allow for vehicles with trailers and for the use of modern horse care equipment. It should have room for erecting pens.
 - k. At no time will horses be left unattended in any camp.
 - l. At the end of an event, the camp will be cleaned, policed and inspected to assure the site is left in a condition agreeable with the site management.

Regulation #04-04: NWTa, SITE SPONSOR OR COORDINATOR RESPONSIBILITIES

- A. The NWTa Board shall be the governing body in determining which event sites are conducive to the use of horse. They shall also be responsible for determining to what extent horses may participate at each approved event. Sponsors and host units of events approved for the use of horses shall be responsible for providing the following:
 1. Provide ample room for horse camps based on troop returns.
 2. Horse camps must have shaded areas.
 3. Horse camps must have a few trees with the underbrush cut back so that tether lines can be strung from tree to tree. In general, 1 or 2 horses per tether line between trees.
 4. Ample amounts of potable water must be available at a rate of about 15 gallons per horse per day.

- B. Any site rules that are more stringent than NWTAs rules must be forwarded to the NWTAs Board and MSO for review before the NWTAs approves the event.

Regulation #04-05: LEVELS OF HORSE PARTICIPATION

- A. The NWTAs Board along with the MSO will be responsible for setting the maximum level horses can be utilized at any NWTAs event. Each sponsor and host unit has the ability to set a level equal or lower than the maximum allowed by the Board for their event. If any sponsor and host unit sets horse participation to a level lower than the Board they must make sure the MSO is made aware of this prior to the event. Sponsors and host units may not allow the use of horses at a higher level than the maximum allowed by the NWTAs Board without special permission from the Board. The levels of participation are as follows:
1. **Level 0:** No Horses are allowed at the event
 2. **Level 1:** Horses are allowed to be at the event and may be ridden around camp. They must be tethered during any demonstration that involves gun or cannon fire.
 3. **Level 2:** Horses are allowed to be at the event and may be ridden around camp. They do not need to be tethered during demonstrations that involve gun or cannon fire. Units utilizing horses would be allowed to use them for colors ceremonies and for designated horse demonstrations. Horses are not allowed on the field during the full- scale tactical demonstration or battle scenario.
 4. **Level 3:** Horses are allowed to be at the event and may be ridden around camp. They do not need to be tethered during demonstrations that involve gun or cannon fire. Units utilizing horses would be allowed to use them for colors ceremonies, for designated horse demonstrations and during the full-scale tactical demonstration or battle scenario.

Regulation #04-06: GENERAL SAFETY

- A. NCO's will verify that troopers are taking the field with full canteens and that they are hydrating both themselves and their mounts before and after riding.
- B. Troopers will have access to and know the location of a first aid kit for both horses and humans.
- C. All personnel will know the procedures for obtaining emergency medical and Veterinary care. Event coordinators should obtain this information from event sponsors and pass it to the chain of command and MSO, who will post it somewhere central such as the blackboard or mess area.

Regulation #04-07: INSURANCE

- A. Any Unit or individual wishing to participate with horses at an NWTAs event shall be required to carry separate (from NWTAs) insurance on all horses and riders that will be at the event. The said insurance must be written by a company acceptable to the NWTAs and be approved prior to event participation. Minimum coverage shall be Commercial General Liability, including Blanket Contractual Liability in the amounts of:

- \$1,000,000 Per Person Bodily Injury Liability
- \$1,000,000 Per Occurrence Bodily Injury and Death
- \$1,000,000 Each Occurrence Property Damage Liability
- \$500,000 Aggregate Property Damage Liability

They will also list the NWTAs, its officers and membership as additional insured at no cost to the NWTAs. Specific event sponsors may also require to be listed as additional insured and it will be the responsibility of the policyholder to obtain it. No horses will be allowed on events sites without proof of NWTAs and sponsor approved insurance documents.

Section 5: ARTILLERY DEFINITIONS AND SAFETY³⁰

Regulation #05-01: PARTICIPATION

Member units of the NWTa and those Applicant Units which have satisfactorily shown their competence and safety in the handling of their pieces shall be permitted to participate in matches, demonstrations, and skirmishes.

- A. Competence and safe conduct shall be determined by the Artillery Safety Officer.
- B. New artillery units will be permitted to field independently only after completing a probationary period as set and monitored by the Artillery Safety Officer.³¹

Regulation #05-02: ELIGIBILITY

Replicas of Revolutionary War Period Artillery pieces may be fired. Such replicas must be full scale, of correct documented shape, size, color, and must not be antedated past the year of 1783. Small scale or model cannons are not to be fired at any time during a scheduled event. The piece and its crew must pass the inspection specified in Paragraph 3. No person will be permitted to serve as a member of a gun crew unless he is a member of that crew, or a certified member of another registered crew.

Regulation #05-03: INSPECTION

- A. All artillery pieces must be registered with the NWTa and approved in order to participate in any match or demonstration. Registration of an artillery piece shall consist of a complete inspection as herein provided of the gun, necessary tools, projectiles, powder charges, and the gun crew and its drill. All equipment, ammunition, crews, and guns must be re-inspected yearly, or if alterations, modifications, update, or rebuilds are carried out before the one year limit is reached. Re-inspection will occur upon the changing of ownership of a piece. The NWTa shall maintain records of inspection dates, status of registered pieces, status of crew certifications, and shall present such information to the Board of Directors each year.
- B. All tubes/barrels must show witnessed proof that a Test Fire of the tube was performed prior to its use. Such a Test Fire shall consist of loading the barrel with double the maximum charge fired. A signed statement of the test will be included with the paperwork for each gun in the NWTa files, and must include the signature of an adult witness, other than the gun's owner.
- C. Carriages that show excessive wear, rotting, weak or broken wheels, excessive rust or corrosion of tube or ironwork, neglect of bore, totally incorrect configuration of construction or historical accuracy, will not be certified.
- D. Inspections will be carried out by the NWTa Artillery Safety Department in the presence of the gun owner and its crew. Documentation of the gun shall be needed to settle any disputes in authenticity, such documentation appearing either in the "General Impression Form" or under a separate heading.

Regulation #05-04: TOOLS AND APPENDAGES

Each artillery piece will be furnished with the following required tools and appendages:

- A. *Sponge Bucket*: This bucket may be of either leather or wooden construction. It must be large enough to contain a sufficient supply of water to allow for double sponging during the shots of the demonstrations, and have enough left to flood the bore. Leaks must not be so great as to inhibit this volume of water. Tin, Brass, or Copper may be used only if constructed in a historically correct fashion.

³⁰ 3 Mar 2018, Arty Regs removed from Sec 3 and renumbered

³¹ 3 Mar 2018, revised

- B. *Sponge (Bore Mop)*: This sponge must be built around a wooden head that is firmly attached to the shaft. It may have a rammer or worm on its opposite end. Tacks holding on the cover must be of non-ferrous material. The cover may be of carpet, lambs wool, or other absorbent material that will cause a tight fit, match the shape of the chamber, and be absorbent enough to carry water to the full extent of the bore. A white canvas cover must be tied over the sponge when not in use. It must be clean (as clean as possible) before each demonstration.
- C. *Rammer*: The rammer may be on its own shaft, or be part of a sponge-rammer appendage. It may also be included on the wad hook appendage. Its head must be at least 75% of the bore diameter and be firmly affixed to the shaft. No non-ferrous nails or metal parts may protrude from the surface of the wood. Cracks in the wood may not be open more than 1/32 inch.
- D. *Vent Pick (Priming Wire)*: The vent prick must be of non-ferrous metal and must pass the full length of the vent without resistance. It must be able to reach the bottom of the bore. Spare vent pricks must be on hand.
- E. *Swab Hook (Worm)*: The worm will measure at least 75% of the bore diameter. The tangs must be of sufficient strength that it may be bounced off the bottom of the bore without compressing the twist. (This test may be conducted by bouncing off a stone or concrete surface outside the bore to prevent wear to the chamber). The ends of the tang are to be sharpened to snag cartridge fragments. The hooks (tangs) must be secured to a metal ferrule which will firmly affix the head to the shaft. The wad hook may share a shaft with the rammer or the sponge.
- F. *Linstock*: The linstock must be of sufficient length to allow the gunner to stand outside the wheels while firing.
- G. *Thumbstall*: The thumbstall must be pliable to seal off all rushing air during ramming and be thick enough to protect the vent tender from heat.
- H. *Leather Gauntlets*: These must be worn by the man who charges the piece (on the hand that holds the charge) and the man who rams the charge (both hands). These must be heavy-duty welders-type gauntlets with a cuff to extend past the wrist.
- I. *Gunner's Haversack or Pass Box*: This haversack must be of leather and be large enough to enclose the entire cartridge inside it without exposing it in any way. It may be a musket cartridge box without the block, providing the flap secures the cartridge.
- J. *Matross Box (Ammunition box)*: This box may be separate, or part of the set built for the gun. It must be of sturdy construction. It must have a lid that closes down tightly with a hasp, and must have a canvas cover to protrude past the crack between the lid and the sides by at least two (2) inches. In the case of a box with a metallic cover, the seal must be very good between the lid and sides; no gaps of more than 1/32 inch. The lid must have a chain that allows the lid to open less than 90 degrees such that the lid will fall closed when the matross releases it. There must be no holes or cracks in the box that light can pass through. Any such gaps must be caulked. The box must have a padlock to secure the lid after battle or demonstration.
- K. *Other Tools*: Any tools or appendages must be of documented 18th Century design. Other desirable tools and appendages not listed above may be used. These might include ladles, portfires, spikes, quadrants, forked levers, searchers, handspikes, bricoles and drag ropes, gimlets, sighting devices, fuse cutters, fuse hammers, etc.

Regulation #05-05: CREWS

- A. A full crew for artillery pieces shall include the following functions or positions:
 1. *The Sergeant*: Directs the crew and oversees the drill.
 2. *A Gunner*: Tends the linstock and fires the piece.
 3. *The Bombardier*: Tends the vent and primes the piece.
 4. *A Gunner*: Sponges the piece and rams the piece. He may also search the piece at the Commander's discretion.

5. *A Gunner*: Handles the cartridge or shot, and charges the piece. Also at the discretion of the Commander he may search the piece.
 6. *A Matross (Powder Monkey)*: Carries the haversack to deliver the cartridge
 7. *A Matross (Powder Monkey)*: Tends the ammunition chest.
 8. *Other Matross*: Stand at the drag ropes, point the piece, handle the water bucket, tend the extra linstock, and all the other full range of crew duties not listed.
 9. *Lieutenant*: Stands to the rear of #1 and oversees the drill. He may shout the commands instead of the sergeant, or have the sergeant parrot his commands, or stand silent . . . as the crew wishes. His primary responsibility is as safety authority. f [His primary responsibility is as safety authority. He begins the drill by ordering “LOAD,” and gives the command to fire.]
 10. *Captain*: Commands two or more batteries. His option is to shout the commands, with the individual crew officers parroting his commands, or allow for independent fire, as he chooses. His primary function is to coordinate the fire with the program in a safe manner, allowing therefore the lieutenants the freedom to concentrate on their respective crew’s safety. Honorary and Temporary rank of MAJOR and COLONEL may be issued for the event that needs supervision of large elements of artillery, such as “Wings” of five or more guns and “Battalions” of two or more wings. Such rank will be for the use of the artillerymen only, and only for the specific event that such large numbers of artillery occur. The Artillery Community may elect to recognize their Artillery Safety Officer as Major within their own program, but not as a rank over the infantry or cavalry or navy.
- B. The minimum crew for NWT A Artillery pieces is as follows:
1. Mortars (includes 4.5 inch, 12 pound siege and coehorn): shall be two men: one performs functions #05-5.A.1, #05-5.A.2, and #05-5.A.3, the second man performing functions #05-5.A.4, #05-5.A.5, and #05-5.A.6.
 2. Swivel Gun: shall be three men: one performing functions #05-5.A.1 and #05-5.A.3, the second performing functions #05-5.A.2, #05-5.A.5, and #05-5.A.6 and the third man performing function #05-5.A.4.
 3. Field Piece, Galloper, Grasshopper, Siege Gun, Naval Gun or Garrison Piece: shall be at least five men. In a five-man crew, one man performs function #05-5.A.2, the second man performs function #05-5.A.3, the third man performs function #05-5.A.4 a fourth man performs function #05-5.aA.5 and the fifth man performs function #05-5.A.6 and #05-5.A.7. Function #05-5.A.1 must also be performed and it may be done by any member of the crew, but it is recommend function #1 be done by the second man. In a four-man crew, one man 6as in the five man crew.
 4. Howitzer (3.6 inch, 12 pound): shall be either three or four men. In a four-man crew one man performs functions #05-5.A.1, #05-5.A.2, and #05-5A.3; the second man performs function #05-5.A.4; the third man performs function #05-5.A.5; and the fourth man performs functions #05-5.A.6 and #05-5.A.7. In a three-man crew, functions #05-5.A.5, #05-5.A.6, and #05-5.A.7 may be combined. All other positions are manned as in the four-man crew.
- C. Gun crews may be expanded to divide combined tasks depending on manpower available and the discretion of the gun commander and the artillery safety officer at an event, but they may not be reduced below the minimum requirements.

Regulation #05-06: CONDITIONS

The conditions of artillery fire are as follows:

- A. All crew members will carry out their duties in a slow deliberate pace. Any moving around will be done at a “walk,” especially #05-5.A.6.

- B. The Sergeant or Lieutenant will regulate the rate and correctness of his own individual crew as it serves the piece. Any improper movements or unsafe conditions shall compel him to halt the drill and correct the problem. Should either notice a problem with another crew, they must inform the Captain or Artillery Safety Officer immediately.
- C. The bore will be swabbed twice after each shot with a sponge wetted each time.
- D. The vent will be pricked prior to sponging and tended prior to ramming. The vent will be thumbed tightly during the sponging and ramming operation. Positions #05-5.A.4 and #05-5.A.5 are taking this opportunity to exchange wad hook and sponge.
- E. Positions #05-5.A.4 and #05-5.A.5 must be most careful not to allow their bodies ever to be placed in front of the bore during loading, and especially firing sequences. On small guns where room between the wheel and the carriage cheek is limited, the iv and v man must stand outside the wheel when firing. Even with larger guns, these two must stand in line, if not behind the axeltree, to avoid excess noise damage to ears.
- F. No crew member or other person may pass in front of the bore during loading or firing. The minimum “safe” distance for the enemy to approach the loaded muzzle is 50 feet.
- G. The signal that a gun has been secured shall be that the sponge rammer be left in the barrel, and the sponge bucket be hung by the bail on the barrel.
- H. A “secure” gun has been searched, double sponged, and flooded with the remaining water in the bucket, and the above visual signal displayed.
- I. No crewman shall be permitted to leave the crew position before the gun is secure; except in the circumstance of a misfire. Only if agreed to by the Safety Officers will gun crew members, not essential to the securing process, be permitted to “die” in battle.

Regulation #05-07: AMMUNITION

- A. Only commercially produced BLACK POWDER can be considered for use in artillery pieces. Artillery powder in the FFa granulation may be used in pieces with four (4) inches or smaller bores. Granulation Fa can be used in guns with a four (4) inch or greater bores. Fg may be used in guns of all calibers. FFg or FFFg may be used in priming only.
- B. Cartridges are to be made double wrapped from broiler weight or extra heavy duty weight aluminum foil. Cartridges should have additional protection within the Matross Box. If such protection is not built into the box, then the cartridges must be placed either in paper tubes with lids, or paper cups, or some other enclosure.
- C. Powder loads for cartridges will follow this formula:
 1. *Blanks*: For bores smaller than three (3) inches diameter, two (2) ounces Fg per each inch of bore. For bores larger than three (3) inches diameter, three (3) ounces Fg per each inch of bore.
 2. *Cartridge Diameter*: Cartridge diameter will be taken by measuring the bore diameter and dividing that figure into 15 parts. Shot or cartridge must not exceed 14 of those parts. Shot and cartridge must not be smaller than 12 of those parts.
 3. *Wadding*: Wadding in any form is not permitted. Corn starch may be used in mortars, howitzers or field pieces to increase powder economy. Corn starch proportion must not exceed 50% of the total load.
 4. *Cartridge Supply*: Only the cartridges needed for one battle may be taken onto the field in the ammunition chest intended for that battle. Additional cartridges must be left under guard in the artillery park in a suitable magazine.
 5. *Priming Quills*: Priming quills must be made from paper drinking straws. Plastic straws are not to be used. Priming must be done either from quills, cartridges, or fuse. Under no condition is a powder horn used in priming.

Regulation #04-08: TIME LIMITS

Blank fire must not exceed one shot every minute. The time interval indicates the time that must elapse from the time the gun is fired until the time the next cartridge is inserted.

Regulation #05-09: ADDITIONAL ARTILLERY FIRE REGULATIONS

Artillery pieces will be fired in the following manner:

- A. The interval between guns must be at least 25 feet.
- B. Ammunition chests must be at least 25 feet behind the gun, and must not be opened except for the removal of cartridges. The hasp must be closed down between box openings.
- C. Muskets must not be fired within 30 feet of the gun position, including the position of the ammunition chest.

Regulation #05-10: DISABLED GUNS

- A. Loaded pieces that cannot be unloaded by discharge will have the vent flooded with water or an attempt may be made to blow the cartridge out of the barrel with a Carbon Dioxide fire extinguisher through the vent.
- B. Any misfire that occurs must be announced to the Gun Commander, and an interval of three minutes must pass before an attempt is made to re-prime the piece.
- C. Cartridges must not be pulled from the tube by a wad hook unless the bore is flooded.

Regulation #05-11: ARTILLERY SAFETY COMMISSION

For each event season there will be an Artillery Safety Officer appointed by the NWT A Commander. An Artillery Safety Commission should be formed consisting of the NWT A Safety Officer, the Artillery Safety Officer, Horse Safety officer, and two other persons from units not fielding any type of artillery piece.

- A. Their duties shall be as follows:
 - 1. The Artillery Safety Officer shall head the Commission.
 - 2. To conduct a condition inspection of the guns each year as stated in the Artillery Regulations.
 - 3. To keep and maintain the inspection, documentation and safety record.
 - 4. To periodically check artillery units to see that they are maintaining gun logs and personal training logs through the IG department.
 - 5. The Artillery Safety Commission be required to file a report at each and every board meeting.
 - 6. That the Artillery Safety Commission be empowered to settle all disputes on condition, documentation, and safety.
 - 7. Final decisions of disputes may be appealed to the Board of Directors.
- B. Supervise all aspects of the Artillery program.
- C. Supervise the Artillery park.