



Kingdom of Ealdormere College of Heraldry Administrative Handbook

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Introduction

So, now you're a herald! Congratulations! If you are new to SCA heraldry, maybe as a new local officer, or someone just getting interested in heraldry, then this handbook can serve as your starting point. It will hopefully tell you something about what you need to know as a herald. It may seem like a lot, and very few heralds who have thoroughly studied all aspects of heraldry, but it's an exciting topic in the Society for Creative Anachronism. By stepping forward as a herald, and adding your name to the College of Herald's Warrant, you perform a great service to the Kingdom of Ealdormere and her people.

What This Handbook Is

This handbook describes and illustrates the responsibilities and duties of the may positions in the Ealdormere College of Herald's and Scribes (ECoHS). It will also outline policies and operating procedures for the Ealdormere College of Herald's. This handbook is a supplement to the [Administrative Handbook for the College of Arms](#) of the Society for Creative Anachronism, Inc., in the operation and duties of the College within the Kingdom of Ealdormere.

This handbook includes an introduction to the various things that an individual may perform as a herald. However, keep in mind that in order to be recognized as a herald, you do not have to do all things that heralds may do within our society. Many heralds specialize in one or two areas, while others enjoy a wide range of different activities. This handbook will include the aspects of being an SCA herald that are seldom written about, with specific emphasis on heralds in Ealdormere.

There are a few things this handbook does not cover, including basic armoury (the study of devices, rules for submitting, etc.) and onomastics (name research and documentation). These have been deliberately avoided, as they each fill volumes by themselves. Some good starting sources for such subjects are included in the appendices of this handbook.

As you reach the limits of the information presented here, remember that your best source of information is the College of Herald's itself. Other heralds are the most helpful source you can find, and are usually willing to help. There are a number of online resources available to aid in education, including our own education herald, Bucina Herald. These resources can be found on the <https://ecoheralds.weebly.com/> homepage. Seek the assistance of your peers, and you will not be disappointed.

No SCAdian herald sprung from the ground fully formed. It is only possible to learn what we do with the support of other members of the college.

How to Use This Handbook

Read this entire handbook at least once. No matter how much experience you have, there may be something that you still haven't learned, or were misinformed about, or maybe the rules were changed. Yes, rules do change!

This handbook makes frequent use of heraldic terminology and abbreviations (one of the hazards of SCA heraldry). We have tried to define such terms wherever they are used, but we've probably missed some. If the meaning isn't obvious from the context, consult the Glossary of Terms in the back of this handbook.

If you can't find the answers you seek in this handbook, and can't find any other reference books, don't feel that you're on your own. Check the Ealdormere College of Herald's and Scribes website at <https://ecoheralds.weebly.com/>

What did Heralds do in Period?

In the early Medieval period the proclamation and organization of tournaments was the chief function of heralds. They marshalled, introduced the contestants, and kept a tally of the score. Heralds soon acquired an expert knowledge of these and became responsible for recording arms, and then later for controlling their use. As coats of arms were hereditary heralds soon came to add expertise in genealogy to their skills. The use of arms on the tournament field and in battle became steadily less important but at the same time the civilian, social and antiquarian uses of heraldry grew.

Since rules invariably require someone to enforce them, the development of a set of regulations regarding the design and adoption of arms in the late twelfth and early thirteenth Centuries created a niche to be filled by a herald. Heralds oversaw tournaments, served as master-of-ceremony, acted as messenger and ambassador and cataloged the granting or adoption of arms (and in some places even granted arms himself). We derive our modern heraldic tradition from this history, for both their modern roles of organizing ceremonial and of being expert in armory.

The origin of the word herald itself is unclear. As heralds appear first in medieval documents, they are called "hiraut" or "hiraut d'armes." Etymologically, it appears that it should mean "the controller of the army" from an earlier German word "hariwald". However, more than likely, herald was the name originally given to commanders of armies, by degrees came down in the world until it came to be applied to the individual whose chief duty was to make proclamations.

How does this history relate to the SCA functions of a Herald?

A SCA Herald should be ready to serve in the same roles as a Medieval herald. Many of the conventions from the past are emulated in our Society, and heralds still hold these functions in Ealdormere. When acting as a herald, you are protected from harm. (Of course, this is only a game. Nobody is going to hurt you, even if you are making announcements at 6:30 a.m. at a camping event.) Many mundane books can give you a more thorough feel for this aspect of a herald. What follows is an excerpt from the Middle Kingdom's Pursuivant's Handbook:

"You must be dedicated and industrious. In demeanor; patient, gentle, courteous, and to be wary of quarrels. ...It is your responsibility to be accurate and honest, to forego your own feelings and opinions, and become a useful, neutral force within the Society." *Baron Daemon de Folo, Dragon Herald Emeritus*

As you develop your own style and tastes for being a herald, be aware of these concepts. Especially if you are interested in court heraldry, you may be asked to serve in one of these roles.

The Structure of the Ealdormere College of Heralds

The Ealdormere College of Heralds is comprised of several different sets:

1. Officers of the College of Heralds
2. Land-based Pursuivants

3. Heralds-at-Large
4. Trillium Emerita

Within these groups, there are heralds of different ranks, the ordinary ranks include:

- Macer - a youth herald, or novice herald
- Pursuivant (sometimes called a 'lower case' herald) - a herald with experience in one or more areas of heraldry
- Herald - a journeyman herald, who has been promoted by Trillium Herald. A "capital H" Herald is someone who is considered solidly competent in one or more areas of heraldry, and who has been involved in the College for a significant amount of time in terms of hours of service.

There is one extraordinary rank, Herald Extraordinary. This rank is considered a sort of lifetime achievement, and holders of this rank are considered Master/Mistress Heralds. The Rank of Herald Extraordinary is bestowed upon a senior Herald of the Kingdom to recognize their extreme service to the College. It is exceptional in all the Society, in that it is one of the few awards that are not granted by the Crown. Instead, it is an honour given by the Trillium Principal Herald on behalf of the Kingdom's College of Heralds or the Laurel Sovereign on behalf of the Society College of Arms. The Rank dates back to the Letter of Acceptances and Returns from July 1981 and was created by Master Wilhelm von Schlüssel, then Laurel King of Arms.

The award enables the recipient to register their own personal heraldic Title. After that is registered the Herald Extraordinary is then referred to as any other Herald of the College by their Name and title. For example, Master Percival de la Rocque has the personal title of Purple Mantle Herald Extraordinary. He is referred to in the College as Percival Purple Mantle.

The Heralds Extraordinary of the Kingdom of Ealdormere include:

HE Name	SCA Name	Date of Advancement
Nuntio Herald	HE Liadin Chu	2015/03/07
Rouge Estoile Herald	Magistra Nicolaa de Bracton	2013/03/023
Purple Mantle Herald	HE Percival de la Rocque	2012/07/01
Beornweald Herald	HE Brand Thorwaldsen	2010/04/24
Black Mantle Herald	HE Erick of Longacres	2006/04/22
White Mantle Herald	HE Fiona Averylle O'Connor	between 1990-1993

What is an SCA Herald?

Members of the College are warranted heralds, who are placed on the College warrant by the Trillium Principal Herald. This warrant is presented to Their Royal Majesties at each Coronation for royal assent. Although other members of the populace may perform heraldic functions, certain tasks must be conducted under the guidance of a warranted herald or pursuivant. These tasks are detailed within this document.

The Senior Staff Officers of the College

The Trillium Herald – The Principal Herald of the Kingdom of Ealdormere is the voice of the Crown to the populace and the voice of the populace to the Crown. The Herald is the head of the College of Heralds in Ealdormere.

The Inland Seas Herald – The Trillium Herald’s deputy (successive and/or emergency).

The Green Mantle Herald – The Herald responsible for the Submissions Process.

The Seeblatt Pursuivant – The senior Pursuivant responsible for communication with members regarding their heraldic submissions.

The Caleygreyhound Herald – The Herald responsible for the maintenance of the Ealdormere Order of Precedence.

The Pentland Herald – The Herald responsible for field heraldry, including Crown Tourney proceedings.

The Bucina Herald – The Herald responsible for assistance and fostering heraldic education.

The Afon Fawr Herald – The Herald responsible for assisting with and fostering the education of name research.

The Stave Pursuivant – The Pursuivant responsible for fostering and responding to questions/inquiries regarding heraldic display.

The Bonne Signe Herald - A two-person role providing silent heraldry services to the Crown of Ealdormere.

The Bee Pursuivant – The senior Pursuivant responsible for the Ealdormere College of Heralds website.

The Golden Otter Pursuivant – The Herald responsible for projects in the College.

The Gopher Pursuivant – The administrative assistant to the Trillium Herald and/or Green Mantle.

The Youth Macer – a College of Heralds titled position open to youth under the age of 18. The Youth Macer is responsible for fostering heraldry among the youth of our Kingdom.

The Trillium Signet – While not a titled Herald or Pursuivant, the Trillium Signet, as the head of the Ealdormere Scribal College, is a senior member of the College of Heralds and a member of the Trillium Herald’s Senior Staff.

The Privy Seal – Again, while not a titled Herald or Pursuivant, the Privy Seal is responsible for maintenance of the Scroll of Honour and the Boke of Reigns.

College of Heralds Organizational Structure

There are six divisions within the Ealdormere College of Heralds and Scribes, including: Education, Submissions, Reporting and Administration, Ceremony and Protocol, Land-based Pursuivants, and the Scribal College of Ealdormere. The organizational chart for the Ealdormere College of Heralds and Scribes is in Appendix A, and outlines how each officer falls within the divisions of the College.

College Staffing and Recruitment

These roles are advertised by Trillium Herald, and candidates apply with their interest and an sca resume. Trillium Herald may create new positions to fulfill specific duties, which may be “interim” positions should new titled positions be deemed as necessary. The creation of new titled positions requires the registration of the title with the College of Arms and with the approval of the Privy Council.

These are deputy positions to Trillium Herald, and as such may be appointed at the discretion of the Trillium. However, a succession Inland Seas Herald (as opposed to a Drop-Dead Inland Seas Herald), must be recruited according to a formal procedure, and appointed with the approval of the Privy Council.

Inland Seas Herald

The choice of Inland Seas Herald, who will succeed Trillium Principal Herald, shall be made by the Trillium Herald with the approval of the Privy Council. While this position does not require posting in the Tidings, the Privy Council must approve of the decision of the Trillium Herald.

Roles and Responsibilities Within the College of Herald's

The Trillium Principal Herald

The Trillium Principal Herald is expected to be familiar with ALL aspects of the Kingdom of Ealdormere Law, the Administrative Requirements of the College of Arms, as well as being familiar with the Customs and Traditions of Ealdormere. The main section of Kingdom Law dealing with the Trillium Herald is Section VII-200. This section of law also deals with the responsibilities of the Green Mantle Herald. Note that the inclusion of excerpts of these laws within this handbook is for basic informational purposes and is subject to change. Please see the latest edition of the Kingdom Laws for exact wording and content.

The Trillium Herald is expected to maintain files of all reports, warrants, and other official communication. These files may be kept in either hard copy or electronic versions. These files **MUST** be provided to the incoming Trillium within 2 months of the change of office (although it is recommended that the transfer of files occur at the time of the change of office)

The Trillium Herald can create precedents of rulings on policies and/or procedures pertaining to the administration of the heraldic office which are binding until such time as they are overruled by a further Trillium Herald precedent.

Trillium responsibilities under Kingdom Law (rev. July 2018)

Award Publications

II.602 All awards bestowed by the Crown shall be published in the Tidings and the Ealdormerian Order of Precedence in a timely manner. The responsibility for this shall rest with the Trillium Herald.

In the Instance of Regency

III-1000 Should both the Sovereign and Consort be unable to fulfill the duties of the Crown, the Heirs shall be proclaimed Regents by the Kingdom Seneschal and the Kingdom Herald. The Regents shall fulfill all the duties of the Crown until the customary time of Coronation, at which time They will be crowned Sovereign and Consort by the Premier Royal Peer of the Realm.

III-1300 Should the Sovereign and the Consort be unable to fulfill the duties of the Crown, and there are no Heirs, the last reigning Sovereign and/or Consort to complete a full reign who is available to serve will be **declared Regent by the Kingdom Seneschal and the Kingdom Herald**. The Regent, in conjunction with the Privy Council, shall arrange for a Crown Tournament to be held within thirty (30) days. Only those combatant/consort pairs who had been accepted as participants in the previous Crown Tournament will be allowed to participate in the Regent 's Crown Tournament. The victors of this Tournament shall be proclaimed Sovereign and Consort upon the day of the Tournament. The new Sovereign and Consort shall

immediately set in place the mechanism to allow for the choosing of Their Heirs, who would assume the duties of the Crown at the next scheduled Coronation.

Officers of State

VI-100 The Officers of State shall be the Kingdom Seneschal, the Trillium Principal Herald, the Earl Marshal, the Kingdom Minister of Arts and Sciences, the Kingdom Exchequer, the Kingdom Chronicler, and the Lord Clerk-Register.

Trillium Principal Herald and the College of Heralds

VII-200 The Kingdom Herald is the voice of the Crown to the populace and the voice of the populace to the Crown. The Herald is the head of the College of Heralds in Ealdormere.

VII-201 The Herald shall be responsible for the administration of Royal Courts, the heraldic submission process, the regulation of heraldic display according to operating policy, and the maintenance of the order of precedence.

VII-202 The Herald shall appoint deputies as necessary to fulfill the requirements of the office. Deputies to the Herald may include, but shall not be limited to:

Inland Seas Herald — drop-dead deputy and/or successor to the Trillium Herald

Green Mantle Herald — responsible for heraldic submissions within the Kingdom of Ealdormere, and when jointly warranted by the Kingdom Exchequer, responsible for the administration of finances related to this process

Caleygreyhound Herald — responsible for maintaining the Order of Precedence in Ealdormere
Pentland Herald — responsible for field and tournament heraldry

Bucina Herald — responsible for heraldic education

Afon Fawr Herald — responsible for name resources and heraldic research

Privy Seal — responsible for maintaining the Scroll of

Honour Signet — responsible for overseeing the activities of the scribes of Ealdormere and the provision of such scrolls and documents as required by the Crown

Financial Management

VII-203 All funds for the Ealdormere College of Heralds are administered by the Kingdom Exchequer. The Herald shall adhere to the laws governing financial accounting and contracts (Article XVI), the Kingdom Operating Policies, Section One - Financial.

Reporting

VII-204 The Herald and all subordinate officers will provide to the appropriate branch seneschal a copy of those reports necessary to maintain branch status by a date mutually acceptable to the officer and the branch seneschal.

Managing Fees for Services

VII-205 The Trillium Herald, through their deputy (Green Mantle Herald as defined above) shall ensure that fees for services in the submission process of names or armory are sufficient to cover the cost of such services. Any such fees, collected by the Kingdom, are not refundable to the submitter

Financial Committee

VII-406 The Exchequer will work with the Earl Marshal and Kingdom marshals, the Chronicler, and the Herald in the administration of the financial duties accompanying those offices.

Scroll of Honour

XI-601 The Scroll of Honour

- (i) There shall exist in Ealdormere an award called The Scroll of Honour.
- (ii) The Scroll of Honour shall be a record of the worthy deeds of the people and friends of Ealdormere which do not necessarily fall into the scope and structure of the other Kingdom awards.
- (iii) The names of those accomplishing such worthy deeds shall be entered fittingly on the Scroll by the Kingdom Herald or the Privy Seal. Names shall be entered at the discretion of the Crown.
- (iv) The Kingdom Herald and their deputy, The Privy Seal, shall care for the Scroll and shall ensure that it is displayed in court. The scroll shall frequently be made available to be read by the people.
- (v) There shall also exist in Ealdormere a Book of Reigns which shall record all of the awards, decrees and notable deeds during the reign of each of Ealdormere's Kings and Queens. This, too, shall be the responsibility of the Kingdom Herald and their deputy, The Privy Seal to maintain and have available for display

XI-602 There shall exist an Award that the Crown may bestow as it sees fit. The Award shall be known as the Award of the Wolf's Cub, herein referred to as the Award.

- i) The Award shall be bestowed upon those children of the Kingdom who have served beyond their years and set an example to others.
- ii) Recipients of the Award may be styled and announced in precedence as "Wolf's Cubs"
- iii) Elevation shall be proclaimed in court or in some other public place to the Kingdom at large.
- iv) Recipients of the Award may bear the badge of the Award.

XI- 608 The order of the Trillium consists of those gentles who have completed serving a term as a Principality Consort in the Principality of Ealdormere. Members of this Order are charged with encouraging chivalric and

courteous behaviour among all members of Society. Members may style themselves “Lord or Lady of the Trillium.”

Managing the Ealdormere Order of Precedence

XII-300 There shall exist in the Kingdom of Ealdormere a document known as the Ealdormere Order of Precedence. This document shall be a listing of all persons or groups that receive any honour as detailed in section XI of Kingdom Law and all Ealdormerian Baronial awards. Any subject of the Kingdom of Ealdormere who is a recipient of a Foreign Honour may have these honours recorded upon the Ealdormere Order of Precedence. This document shall be readily accessible to all. The preferred format of this document shall be as a web accessible resource and maintained by the Trillium Herald.

Conduct of Royal Courts

XIII-200 For any of the above to be binding on the people of Ealdormere, the following conditions must be fulfilled:

XIII-201 A warranted Seneschal must witness the court.

XIII-202 A warranted Pursuivant or Herald must assist with the court.

XIII-203 The Royal Court must occur at a published event as defined by Corpora.

Financial

Also included in Kingdom Law is the General Operating Policies of Ealdormere with Section 1.9 dealing with the Financial Policies of the Kingdom Heraldic Office. While the majority of financial matters for the Ealdormere College of Heralds is handled by the Kingdom Exchequer, it is incumbent upon the Trillium Principal Herald to be familiar with all matters financial as ultimately, the finances of the College of Heralds are the responsibility of the Trillium Herald. Section 2 of the General Operating Policies of Ealdormere deals with the selection of Kingdom Officers and outlines the procedure that must be followed in the selection of the Trillium Principal Herald.

1.9 Financial Policies of the Kingdom Heraldic Office

1.9.1 The Green Mantle Herald is responsible for the collection of heraldic submissions and fee payments for those submissions, from the populace of Ealdormere. Records of all fees collected must include separate entries for each submission made. Each entry will include: the full name and address of the submitter, the name of the individual making the payment, a complete description of the submission made, the date the fee was submitted, the amount of the fee submitted to the Society Herald, the method of payment to the Society Herald, any identifying tracking numbers for both the original payment and the Society payment, and the date the payment was submitted to Society Herald.

1.9.2 The Kingdom Exchequer shall maintain a fund for the Ealdormere College of Heralds, including for all heraldic submission fees. The Kingdom Exchequer shall report the balance of this account to the Kingdom Herald on a quarterly basis.

1.9.3 The Heraldic Submissions office is expected to be financially self-sufficient. No funds from the General Kingdom fund shall be allotted to the College of Heralds fund, except through detailed

request of the Herald's office for specific requirements, voted on and approved by the Finance Committee. The College of Herald's fund may, at any time, provide funds to the Kingdom Herald's office as required, provided that all expenses regarding the submission process have been accounted for.

Crown Tournaments, Coronation and Kingdom Events

3.1.3 The Kingdom Seneschal is required to ensure that the day's activities occur in a traditional, fair and legal manner. This officer may not fight or be fought for in Crown tourney. The KMAC Kingdom Marshal for Armoured Combat is required to ensure that the lists are properly marshaled, and the Tourney is conducted in a fair and chivalrous manner.

The Kingdom Herald is required to ensure the Tourney and Investiture of the Heirs is conducted in an appropriate and ceremonial manner.

The Kingdom Deputy of the Lists is required to ensure that the list table for the Tourney is staffed and the lists conducted in the proper manner.

Should either the Herald or Deputy of the Lists be participants in the Tourney, they must have another responsible person perform their official duties on the day of the Tourney, as well as any duties which fall prior to, or after the Tourney and may affect its outcome.

This does not include the preparation of a blank tourney tree. The Tourney format should be determined in advance by Their Majesties and any decisions, which arise on the day of the Tourney, should also be made by Their Majesties. To ensure that the Tourney is conducted in a fair and consistent manner the initial selection of the order of lists is by random draw on the day, traditionally done by Her Majesty, and all crosses should be predetermined. If a list tree is not being used, the pairings for each round should be determined by random draw or some other random technique on the day of the Tourney.

Kingdom Coronation

3.4.2 The Kingdom Seneschal is required to ensure that the day's activities occur in a traditional, fair and legal manner. **The Kingdom Herald is required to ensure Coronation of the Heirs is conducted in an appropriate and ceremonial manner.**

Trillium Responsibilities Under Society College of Arms

A. Reporting Requirements - The Principal Herald of each kingdom is responsible either directly or through deputies for rendering the following reports:

1. Annual Financial Report - An annual financial report must be forwarded to Laurel and the Kingdom Chancellor of the Exchequer as part of the annual tax reporting process. If the Principal Herald is not directly responsible for the finances, the report must also be forwarded to the Principal Herald. This report is due by March 1st.

2. Quarterly Report - A quarterly report must be sent to Laurel on quarterly basis. These reports will be due **March 1, June 1, September 1, December 1**. This report should include a general summary the state of heraldry in the kingdom, any issues and potential solutions, or occurrences of note in the

kingdom. The June and December reports must include a current roster of all warranted heralds within the kingdom.

3. Reports to Crown and Kingdom - As kingdom law and custom require, reports should be circulated to the Crown and officers of the kingdom to keep them informed of the state of the herald's office. If law and custom permits, this requirement may be fulfilled by sending copies of the reports to the Laurel Office to the relevant royalty and officers.

These reports are to be made directly to Laurel Queen of Arms, and to include Kingdom of Ealdormere Seneschal, the Crown, and Heirs (if known).

B. Record-keeping Requirements - The Principal Herald or an appropriate deputy shall maintain any records necessary for the maintenance of heraldry in their kingdom. Such records shall include the following categories of records.

1. Submissions Forms - The Principal Herald or a designated deputy (Green Mantle Herald) shall maintain a repository of submission forms and supporting documentation necessary for the maintenance of the submissions process in their kingdom.

2. Submissions Correspondence - A copy of each piece of correspondence dealing with submissions shall be maintained by the kingdom, sufficient for the maintenance of the submissions process in the kingdom. Correspondence may be maintained in paper form or in electronic form. OSCAR is a sufficient archive of external Letters of Intent. Kingdoms are encouraged to create formal policies regarding the archiving of these electronic materials.

3. Administrative Correspondence - Copies of all administrative correspondence shall be maintained, sufficient to maintain the College of Heraldry of the kingdom. Such correspondence will include rosters for all warranted heralds and reports. These files may be maintained in electronic format; kingdoms are encouraged to create formal policies regarding the archiving of these electronic materials.

4. Financial Records - The Principal Herald or a designated deputy shall keep financial records which will allow prompt filing of the required financial reports as well as accurate tracking of the funds of the kingdom's College of Heraldry, as required by the kingdom's financial policies and the Kingdom Exchequer. Such records will include detailed records of submission fees and other monies transferred from official branches, donations, miscellaneous income, expenditures by the Principal Herald and deputies, etc.

C. Supervisory Duties - The Principal Herald is required to exercise oversight over deputies and territorial heralds to ensure the smooth functioning of heraldry in the kingdom. The responsibilities and restrictions governing such oversight may be governed by kingdom law and custom. However, in all cases, it shall include the responsibility for the warranting and training of appropriate heraldic officers for all necessary positions and sufficient to ensure that the customary range of heraldic services is easily available in all parts of the kingdom. The Principal Herald is authorized to determine what heraldic titles will be submitted for registration and by which officers they will be used in the kingdom and all its subsidiary branches, though may delegate this authority to those subsidiary branches if so desired.

D. The Principal Herald of each kingdom may structure subsidiary heraldic offices in the manner which will best fulfill the duties of the office and seems most appropriate to the other needs of the kingdom, subject only to the requirements of kingdom law and custom. A published statement of the rights and responsibilities of subsidiary heralds is strongly recommended. The outline of the duties of subsidiary heralds given below is based upon the experience of heralds in several kingdoms and is provided only as a model document.

Responsibilities of Local Herald and Heralds-at-Large

- a. Reporting Requirements - Local heralds and heralds at large, where permitted by kingdom and/or principality law and custom and the policies of the Principal Herald, may be responsible either directly or through deputies for rendering the following reports:
 1. Financial Reports - Financial reports must be filed according to the policies established by the Principal Herald and the Kingdom Chancellor of the Exchequer.
 2. Other Reports - Other reports shall be rendered to the Principal Herald, the Crown, the Coronet and other officers as kingdom and/or principality law and custom demand.
- b. Record-keeping Requirements - A local herald or herald at large shall maintain any records required by kingdom and/or principality law and custom. Such records may include the following categories of data.
 1. Submissions Forms - If submissions are processed by the local herald or herald at large, that herald shall maintain a repository of all submission forms and supporting documentation necessary for the recreation of submissions if need arises.
 2. Submissions and Administrative Correspondence - A clean copy of each piece of correspondence shall be maintained in the files.
 3. Financial Records - Financial records shall be maintained in accordance with policies set by the Principal Herald and the Kingdom Chancellor of the Exchequer.
- c. Ceremonial Duties - Local heralds and heralds at large shall be generally responsible for the conduct of ceremonies as decreed by kingdom and/or principality law and custom or the policies of the Principal Herald.
- d. Miscellaneous Duties - Local heralds and heralds at large shall be responsible for performing any miscellaneous duties required for the furtherance of heraldry within the branch.

Ealdormere College of Herald's Deputy Officers

The Inland Seas Herald

The Inland Seas Herald is the Trillium Principal Herald's emergency deputy and as such must be acceptable to the Privy Council of Ealdormere. In the event of a Trillium Principal Herald is unable to complete his/her term of office for whatever reason (including removal from office), and the process of finding a replacement has not been completed or has not yet started, the drop dead Inland Seas Herald shall assume the responsibilities of the Trillium Principal Herald as Interim Officer to oversee the official process of replacing the Trillium Principal Herald in conjunction with the Kingdom Seneschal, and fulfill whatever official duties are required

of the Trillium Principal herald in the interim period, including any reports, Kingdom events or financial requirements.

Should the Inland Seas Herald wish to apply for the position of Trillium Principal Herald, he or she shall have no part in the decision-making process and The Privy Council is encouraged to consult with the Senior Heralds of the Ealdormere College of Heralds when considering applicants. In this situation, the interim Officer (the drop dead Inland Seas Herald) shall be responsible for ensuring that all of the elements of Kingdom Law, Operating Policy and Society Policy are followed for the posting of the position. All applications be made directly to the Kingdom Seneschal and the Crown.

As such, the Inland Seas Herald MUST be familiar with all of the governing documents outlined in the section covering the Trillium Principal Herald (section III, above), and fulfill all of the requirements for office of the Trillium Principal Herald.

One year into his/her term, the Trillium Principal Herald shall advertise for his/her successor. While it is not required by law to advertise in the Kingdom Tidings, this is recommended. Once a successor has been chosen, he/she will take on the position of Inland Seas Herald until he/she steps up as Trillium Herald.

The drop-dead Inland Seas Herald may hold any of the other deputy positions within the College of Heralds. However, Laurel Queen of Arms has determined that successor heralds they may not hold other deputy positions.

The Inland Seas Herald may also act as the Official Heraldic advisor to Their Highnesses, ensuring that the Heirs to the Kingdom are made aware of the heraldic processes and become accustomed to dealing with the College of Heralds.

The Green Mantle Herald

The Green Mantle Herald's roles and responsibilities are outlined in Kingdom Law, the General Operating Policies of Ealdormere and the Administrative Handbook of the College of Arms of the SCA, under any sections dealing with the Submissions Herald. The Green Mantle's primary responsibilities focus on the process of submissions, which includes the intake of funds; as such, the Green Mantle Herald is not only a deputy of the Trillium Principal Herald, but must also be warranted by the Kingdom Exchequer and is bound by all laws and policies regarding the exchequer.

The main section of Kingdom Law dealing with the Green Mantle Herald is outlined in Section VII-202.

Please note that the inclusion of excerpts of these laws within this handbook is for basic informational purposes and is subject to change.

VII-202(i) The head of the submissions team shall be known as the Green Mantle Herald. The Green Mantle Herald is responsible for: collecting Heraldic submissions from the populace of Ealdormere, submitting said designs to the College of Heralds, distributing designs for comment from other Heralds, maintaining accurate financial records of all income and expenses, as detailed in the Kingdom Operating Policies, Section One – Financial, and forwarding all collected funds to the Kingdom Exchequer and filing regular reports with the Trillium Herald.

VII-202(ii) The Green Mantle Herald is a deputy to the Trillium Herald and must also be warranted by the Kingdom Exchequer in order to receive payment for submissions. The Kingdom Exchequer may remove the

Green Mantle Herald for just cause, as relating to financial matters only. The Trillium Herald may remove the Green Mantle Herald for just cause. Just cause may include, but is not limited to: failure to forward submissions in a timely manner, failure to keep accurate records of all submissions and forward all collected funds to the Kingdom Exchequer, failure to report to either the Trillium Herald or the Kingdom Exchequer, a proven inability to work with others.

(Excerpt from the Laws of the Kingdom of Ealdormere, May 2002, Revised November 2010)

Also included in Kingdom law is the General Operating Policies of Ealdormere with Section 1.9 dealing with the Financial Policies of the Kingdom Heraldic Office.

1.9 Financial Policies of the Kingdom Heraldic Office

1.9.1 The Green Mantle Herald is responsible for the collection of heraldic submissions and fee payments for those submissions, from the populace of Ealdormere. Records of all fees collected must include separate entries for each submission made. Each entry will include: the full name and address of the submitter, the name of the individual making the payment, a complete description of the submission made, the date the fee was submitted, the amount of the fee submitted to the Laurel Queen of Arms, the method of payment to the Society Herald, any identifying tracking numbers for both the original payment and the Society payment, and the date the payment was submitted to Laurel Queen of Arms.

1.9.2 The Kingdom Exchequer shall maintain a fund for the Ealdormere College of Heralds, including for all heraldic submission fees. The Kingdom Exchequer shall report the balance of this account to the Kingdom Herald on a quarterly basis.

1.9.3 The Heraldic Submissions office is expected to be financially self-sufficient. No funds from the General Kingdom fund shall be allotted to the College of Heralds fund, except through detailed request of the Herald's office for specific requirements, voted on and approved by the Finance Committee. The College of Heralds fund may, at any time, provide funds to the Kingdom Exchequer.

The Administrative Handbook of the College of Arms of the SCA clearly defines the duties for the Green Mantle Herald within Sections I through VII (submissions), Section XI (subsidiary heraldic offices), Appendix F & H (documentation sources) and the Rules for Submissions.

The Green Mantle Herald is the head of the submissions team and is responsible for collecting submissions, scanning and uploading them to OSCAR (Online System for Commentary and Response), monitoring commentary and forwarding to Laurel all required details to proceed with submission registration as well as handling all funds related to submissions. The Seeblatt Pursuivant (subsequent communication to submitters regarding submissions) reports to Green Mantle.

The Green Mantle herald must maintain complete and accurate files, including copies of all submission forms, provided documentation and ALL financial details regarding monies accepted for submissions as well as deposits made. In addition, it is recommended that copies of all correspondence, including Internal Letters of Acceptance and Returns and communication with clients regarding status of their submissions be included in the files as well.

The Green Mantle should maintain permanent copies of these files; electronic format is the approved standard however hard copy is acceptable. Internal and External Letters of Intent, Letters of Comment, the

Laurel Letters of Acceptance and Returns are available via OSCAR and are backed up remotely by the Laurel team and as such do not need to be kept at Kingdom.

All files for the office MUST be provided to the incoming Green Mantle Herald within one month of the change of office to ensure there are no holes in the submission process.

The Green Mantle Herald MUST oversee any submissions tables organized within the Kingdom with regard to receipt of monies. The Green Mantle Herald, the Kingdom Exchequer or a local exchequer are the only individuals who may receive monies at said tables. If no monies are required for submissions, a senior College herald may supervise the submission table. Any herald is welcome and encouraged to host a consultation table at any event or practice in Ealdormere in order to openly offer consultation on completing submissions forms, assisting with device artwork or other questions the populace may have regarding heraldry in the SCA or the Submissions process however no monies are to be accepted at that table unless they are directly by Green Mantle or a warranted Exchequer.

The Caleygreyhound Herald

The Caleygreyhound Herald is responsible for the maintenance of Ealdormere's electronic Order of Precedence. The Caleygreyhound Herald, with the Trillium Herald, must also publish, via the Kingdom Newsletter, of the Summary of each reign of Ealdormere during their tenure. The Crown responsible for that reign and the Trillium Herald are responsible for ensuring the accuracy of this summary.

The Order of Precedence is a record of all awards presented within the Kingdom, including baronial and kingdom awards of recognition. Both Precedence bearing and non-Precedence awards may be included. It is required that the Order of Precedence be kept up-to-date and that all entries for each reign be recorded within the OP within 2 months of end of that reign.

Extenuating circumstances MUST be reported to the Trillium Herald immediately.

All court reports must be sent by the Court herald to the Trillium Herald with 14 days of the event in question. Caleygreyhound Herald is included in the address group that receives court reports. The Trillium Herald (or a pre-assigned deputy responsible for such matters) will then check the Court Report (cross-referencing the report with the Court List and the Trillium Signet report where possible).

The Caleygreyhound Herald is also responsible for generating the Order of March for each Crown Tournament. This list, based upon the published Crown list, specifies the order in which the participants in the tourney are presented to the Crown. The Order of the March is based upon the highest precedence award of the participant or their consort. The presentation date of the awards will determine Order of March between those of equal ranking. The Caleygreyhound must provide the Order of March on the morning of Crown Tournament (if they are attending) or must provide a copy to the Trillium Herald or the herald responsible for the Tourney in sufficient time to ensure that it is on site at the event prior to the Processional.

The Caleygreyhound Herald is also to be an available resource to the Crown, the Trillium Herald or the Trillium Signet for any questions or concerns regarding the Order of Precedence, including, but not limited to checking whether or not an individual has received a particular award, an intended recipient's highest current award, or questions concerning the validity of an award listing.

The Bucina Herald

The Bucina Herald is responsible for heraldic education. This may be interpreted as both internal (within the College of Heralds) and external (the general population of Ealdormere) education. The Bucina Herald and the Trillium Herald will meet every six months to determine the action plan for the office and focus of education. The Bucina Herald may be asked to be responsible for the provision of heraldic consultation tables at Kingdom events, the organization of heraldic symposiums and/or to act as a liaison with event organizers.

The Pentland Herald

The Pentland Herald is responsible for field heraldry within the Kingdom of Ealdormere. The primary responsibility of the Pentland Herald is to organize the field heralds for Crown Tournament. As such, the Pentland Herald should be in regular communication with the Heirs/Crown and the Earl Marshal leading up to the Crown Tournament to ensure that he/she is familiar with the style of tourney being run, and the requirements of the field heralds. It is recommended that the Pentland Herald or a single designated individual be assigned the responsibility during the Tournament of communicating with the list table (to avoid having multiple heralds interfering with the operations of the list master/mistress.)

Any issues concerning the conduct of the heralds during Crown Tournament should be brought to the attention of the Pentland Herald and the Trillium Herald immediately. During other times of the year, the Pentland Herald may be called upon to assist in the organization of field heralds for particular events. This is especially prevalent during the summer months.

The Pentland Herald should be very familiar with tournaments and the rules of the list. While being an authorized marshal or fighter is not a requirement of the position, it would be considered a definite advantage.

The Afon Fawr Herald

The Afon Fawr Herald is the Senior Staff herald responsible for name resources and heraldic research. This individual should be available as a resource for name, device and other medieval heraldic documentation to the general population of Ealdormere and the members of the College of Heralds in particular. The Afon Fawr Herald should be available for consultation tables at Kingdom events and other events, such as heraldic symposiums and any events where submissions are being accepted.

The Afon Fawr Herald is responsible for maintaining the College library of source documentation and researching and maintaining any such research in any heraldic based documentation.

The Stave Pursuivant

The Stave Pursuivant is responsible for the promotion of heraldic display within the Kingdom. The primary duty of the Stave Pursuivant is to be available to event organizers to act as a resource for making event environments more period-looking through the use of heraldic display. The Stave Pursuivant should also be available to advise Kingdom members regarding ideas for displaying their own registered heraldry in a way that promotes and advances display with regard to our Kingdom customs and rules. The Stave Pursuivant should be familiar with the customs and rules regarding heraldic display including their limitations and promotions within the Kingdom of Ealdormere.

The Seebblatt Pursuivant

The Seebblatt Pursuivant is responsible for communication regarding status of submissions with submitters. It is the Seebblatt Pursuivant's duty to communicate successful registrations, as well as returns at both the Kingdom and Society level, in a timely fashion to all submitters. It is the responsibility of Green Mantle to ensure that the Seebblatt Pursuivant has timely and adequate access to all necessary information to successfully complete their job. The Seebblatt Pursuivant should have adequate access to electronic communication and should be familiar with the process of submissions and OSCAR.

The Bee Pursuivant

The Bee Pursuivant is responsible for maintaining the College of Heralds website and to assist if needed with any associated mailing lists and online communities. Future electronic developments, not widely available at the time of this writing, will also fall under this office.

The Bee Pursuivant is responsible for ensuring that all electronic communication within the College follows the guidelines set out by the SCA Inc. with regards to electronic publication and should maintain communication with the Kingdom Chronicler and Kingdom Web minister to keep abreast of changes or requirements pertaining to electronic media.

Golden Otter Pursuivant

The Golden Otter Pursuivant is responsible for the production of the newsletter of the College of Heralds. Like, the Bee Pursuivant, Golden Otter should also ensure that they are familiar with the guidelines set out by the SCA Inc. with regards to electronic publication and should maintain communication with the Kingdom Chronicler and Kingdom Web minister to keep abreast of changes or requirements pertaining to electronic media.

The Gopher Pursuivant

The Gopher Pursuivant is a special projects/Administrative deputy for the College of Heralds. The Gopher Pursuivant may maintain the archives for the College of Heralds and may also assist the Trillium Herald and/or Green Mantle Herald with administrative duties required as assigned.

The Bonne Signe Pursuivant

The Bonne Signe Pursuivant is responsible for developing silent heraldry to support court and field activities. Silent or sign heralds are closest in nature to vocal heralds, although their duties sometimes can take them into venues other than court or field. Silent heralds express auditory information into visual and/or tactile information. They use sign language, lip movements, facial expression, gestures, and body language to convey what they hear. As well, there are some members of the populace who require the sign herald to make signs into the person's hands, this is the tactile part.

The Youth Macer

The Youth Macer is a titled College of Heralds position open to any youth under 18 years of age. The Youth Macer is responsible for promoting heraldry to the young people of the Kingdom and may assist in courts, etc. especially those that pertain to youth.

The Trillium Signet

While not a Titled Herald or Pursuivant, the Trillium Signet, as the head of the Ealdormere Scribal College, is a senior member of the College of Heralds and a member of the Trillium Herald's Senior Staff. The Trillium

Signet is the person in Ealdormere who is responsible for the assignment, administration, and production of all scrolls produced for the Kingdom and the promotion of the scribal arts in the Kingdom. The Trillium Signet is required to provide Quarterly Reports and a Domesday report to the Trillium Herald outlining the activities and relative health of the College of Scribes as well as a current roster the period in question's active scribes. The Trillium Signet is also responsible for the Ealdormere Scribal Handbook and any changes to the handbook must be approved by the Trillium Herald and the Privy Council.

The Privy Seal

The Privy Seal is a deputy of the Trillium Signet. The Privy Seal is responsible for the maintenance of the Scroll of Honour and the Boke of Reigns. Their duties may require contact with various scribes in order to commission pages of specific requirements to maintain these Kingdom books in updated form. These documents should be updated and presented publicly at Coronation and/or Crown events for the current royal family and members of the Kingdom to review.

Baronial Pursuivants

Each Barony is required by Kingdom Law to have a Baronial Pursuivant who acts as the Senior Member of the College of Heralds representing their region. This person is also responsible for maintaining the Baronial Order of Precedence. The Baronial Pursuivant must provide an up-to-date copy of their Baronial Order of Precedence to the Trillium Herald and the Caleygreyhound Herald as part of their Domesday Report, via email, once they have completed the online quarterly reporting form.

A Baronial Pursuivant is responsible for the reporting of heraldic activities within the Barony and within the Cantons of the Barony. As Full Status Cantons are not required to maintain the pursuivant's officer position the Baronial Pursuivant is responsible for reporting on the activities, through their report, for any Canton that does not have a local pursuivant.

A Baronial Pursuivant is responsible for ensuring that all new awards or orders within the Barony are passed through the College of Arm's submission process.

Canton Pursuivants

While full status cantons are not required to maintain a pursuivant's officer position, it is strongly encouraged that all groups have a heraldic representative. Canton Pursuivants must report directly to their Baronial Herald. Canton pursuivants are responsible for the maintenance of a group Order of Precedence which must be forwarded to their Baronial Herald as part of their Domesday Report. Canton Pursuivants are also responsible for acting as the local representative of the College of Heralds, offering assistance or advice in all matters heraldic for the members of their local group.

Each incipient canton or shire is required to have a pursuivant before the group can attain full status according to Kingdom Law. This person acts as the main contact between the College of Heralds and the individuals of the incipient shire. This person is primarily needed to ensure that the group's name is registered. An incipient canton or shire pursuivant is responsible for following the rules for submissions, reporting and any other requirements that the Trillium Herald and/or the Baronial Pursuivant see fit. The Trillium Herald warrants an incipient canton or shire pursuivant with input from the Baronial Pursuivant if applicable.

Shire Pursuivants

While Shires are not required to maintain a pursuivant's officer position, it is strongly encouraged that all groups have a heraldic representative. Shire pursuivants report directly to the Trillium Herald. Shire pursuivants are responsible for the maintenance of a group Order of Precedence which must be forwarded to the Trillium Herald as part of their Domesday Report. Shire pursuivants are also responsible for acting as the local representative of the College of Heralds, offering assistance or advice in all matters heraldic for the members of their local group.

Heralds and pursuivants-at-large

Other members of the College of Heralds (those not tied to a group) are classified as "at-large". Heralds and pursuivants at-large are warranted by the Trillium Herald and are required to report only at Domesday reporting time unless they have performed any heraldic court duties. Should a herald-at-large have performed court duties they are required to provide a report within 14 days of the court (the official court report), and at the next reporting period for group heralds. Warranted Heralds, including heralds- and pursuivants at-large are able to conduct Kingdom court and perform any other official duties required of a herald.

Reign Heralds

A reign herald is a herald or pursuivant appointed by the Crown to conduct their courts during their reign. Ideally, a reign herald will be an experienced court herald who is familiar with all aspects of protocol, including ceremony, how to receive incoming business, and how to submit court reports. If not, it is advisable that the reign herald receive such training from the Trillium Herald or another experienced member of the College. A reign herald must be warranted for the reign he/she is serving, and is considered a Senior Staff Herald during that reign. The Book of the Court will be maintained as a resource for Reign Heralds.

The Reign Herald, or warranted herald conducting court, is also responsible for providing a Court Report, based upon the court business of Their Majesties Court. This report must be sent to the Trillium Herald within 14 days of the event in question and should include whether or not a scroll was done for each award, names of scroll artists, reason for the award, and which awards were read into court.

Ranking with the College: Heralds, Pursuivants and Capitals

The use of titles and the capitalization of heraldic titles can be one of the more confusing elements of heraldry for a new herald. While it is fairly easy to differentiate between the various ranks within the written word – in conversation it becomes another matter – at that point "anyone who is involved in heraldry can be a herald".

Within the Ealdormere College of Heralds and Scribes (ECoHS) there are various ranks of heralds. The ranking within the College is as follows:

pursuivant/herald – The most common rank within the College. Upon entering the College, this is the title that you receive – regardless of whether you enter as a group pursuivant or as a pursuivant-at-large. This title follows you so long as you remain on the warrant list. Please note that pursuivant and herald (with a lower case h) are often used interchangeably. Group heralds/pursuivants may style themselves as "name of group/rank", such as "Ben Dunfirth pursuivant". Deputies and non-group heralds may use the appendage "At Large".

Titled Pursuivant –These are members of the Trillium Herald’s senior staff. The capital “P” identifies them as members of the College staff. There currently are six Titled Pursuivants in Ealdormere, those being, the Stave Pursuivant, the Seeblatt Pursuivant, the Bee Pursuivant, Golden Otter Pursuivant, Bonne Signe Pursuivant, and the Gopher Pursuivant.

Herald – Members of the College who have shown an outstanding knowledge of one or more of the various aspects of heraldry and have contributed to the College for an extended period of time are, on occasion granted the title of Herald (capital “H”). This contribution may be in the form of service in an office or multiple offices, deep knowledge in a single area, or broader knowledge in a number of areas, over several years. The decision to designate someone as a Herald is made by the Trillium Herald, with consultation from others in the College. It is traditional, but not automatic, to recognize a former Trillium Herald who does not already have this designation with promotion to Herald after he or she as successfully completed his or her term. These individuals retain the title “Herald” regardless of their current position within the College (Herald-At-Large, if not currently holding a staff position), and the elevation is normally conducted in court, or a College meeting by the Trillium Herald.

Herald Extraordinary – The Trillium Herald may recognize one of the College of Herald’s members for long-term service and impact within the Kingdom and Society with the title of Herald Extraordinary. This is a rare and highly respected recognition throughout the society as a whole. This title is normally conferred in Court by the Trillium Herald in conjunction with the blessing of the current reigning royals. Heralds Extraordinary are permitted to register a personal heraldic title to be held by them in perpetuity. Once the title is granted, Trillium Herald must report the recognition to Laurel Queen of Arms.

Reporting Schedule and Contents

All Canton pursuivants must report to Their Baronial pursuivant on or before January 1 (Domesday), April 1, July 1 and October 1.

All Shire pursuivants, Senior Staff Heralds and Heralds & pursuivants-at-large must report to the Trillium Herald on or before January 1 (Domesday), April 1, July 1 and October 1.

All Baronial pursuivants must report to the Trillium Herald on or before January 15 (Domesday), April 15, July 15 and October 15.

Failure to report in two consecutive quarters or to submit a Domesday Report can be grounds for removal from the Warrant List.

Courtesy copies of local group reports should be given to your Seneschal (this is an absolute requirement for pre-incipient/incipient groups). If you are going to be late with a report, you need to contact the person you report to (before the deadline!) and ask for an extension.

What Must A Domesday Report Include?

After completing the quarterly reporting form, Baronial and Shire heralds must send an email to Trillium Herald containing additional information. Canton heralds should send their information to their Baronial herald. Here is an outline of what additional information should be included in your Domesday Reports:

- What group or office you are reporting for

- The date (with the real year, not Anno Societatis)
- A group Order of Precedence;
- Membership number w/expiry date.

Baronial pursuivants should include the following additional information in their Domesday Report:

- What group or office you are reporting for
- The date (with the real year, not Anno Societatis)
- A Baronial Order of Precedence (checked against the submitted Canton OPs);
- All contact information for the Canton pursuivants and any of their deputies;
- A summary of the "state of heraldry" within your Barony;
- A list of all Baronial awards (complete with badges if passed);
- Membership number w/expiry date.

Baronial pursuivants should have their Domesday Reports to Trillium on or before January 15th (if a Canton has not reported, simply state that in your Report - Do Not delay your report for the sake of one Canton). All Baronial pursuivants MUST be paid members and MUST report in order to be warranted by Trillium Herald.

Pursuivants and heralds-at-large should forward their Domesday Reports to Trillium on or before January 1st. Note - pursuivants and heralds-at-large do not need to be paid members.

For **Senior Staff Heralds**, their Domesday Report should include:

- What office you are reporting for.
- The current date and the date you took office.
- Your name (both SCA and mundane)
- Your address
- Your phone number
- Your email address
- Membership number w/expiry date.
- A summary of your office's duties as you see them.
- An action plan for the remaining term of your office including plans to recruit a replacement if applicable.
- Any questions, comments or concerns you may have concerning heraldry, your office or the College of Heralds

Staff members should forward their Domesday Reports to Trillium on or before January 1st.

If you miss reports, or are chronically late, Trillium Herald may consult with the local seneschal to determine whether the warrant should be revoked. This should be avoided, as it looks bad on yourself and your group. If you find you can't report, tell the Trillium Herald (and/or your Baronial pursuivant if applicable).

Warranting only happens once/reign so for the sake of being prepared, you want to make sure you are warranted if there is ANY chance you may be called upon to perform any official heraldic duties (i.e. being called on to perform any court duties). Remember, the reporting requirements only take a few minutes every three months; if you cannot keep the lines of communication open between yourself, your group and the Kingdom, you may not be fulfilling your other duties, and you should consider seeking someone else to take on your office.

Document Control of Heraldic Manuals, Procedures and Policies

The College of Heralds uses many sources of information to conduct their activities in order to ensure the college activities are in compliance with Society and Kingdom requirements. The Ealdormere Administrative Handbook will be the only document to delineate Policy and Procedure in Ealdormere. Kingdom Law dictates that all Policy and Procedure changes must be approved through Privy Council. All notification of changes to policy and procedure will only be communicated through the Kingdom newsletter. This manual will be reviewed and republished according to the Kingdom Law and Policy and Procedures.

The Trillium Herald is responsible for ensuring this handbook is updated and published at the required intervals.

Conducting Courts

It is essential that members of the College of Heralds and the Scribes involved in conducting court maintain confidentiality for any award that may be given at an event. The Crown has the ability to give or not give any award at their pleasure. Failing to maintain confidentiality may cause an award to be postponed or not given. Failure to comply with confidentiality etiquette may result in removal from the warrant list.

Royal Courts conducted for their Majesties (or their Regents if applicable) must follow the requirements as dictated by Kingdom Law.

At a minimum, a warranted seneschal and a warranted Member of the College must witness the court. They do not have to participate in the court but must be present as a witness.

If not participating in the court, a supervising Member of the College must ensure that the court report is submitted with 14 days of the event. The supervising Member of the College must also ensure that the court is conducted according to protocol and acceptable taste. At any point if needed, the supervising Member of the College should intervene if there is a problem.

The warranted seneschal and a warranted exchequer are responsible for quantifying the value of regalia received. Any regalia received must be included in the court report with the following information: Description of item; Donated by; Made by (if different); Value.

If any money is to be received, a warranted exchequer should receive the money.

Royal courts may consist of:

- a) Any reading of revised or new laws,
- b) Incoming Business, including receipt of any money or regalia. Any receipt must follow the financial policies as written below,
- c) Results of tournaments/contest held at the event,
- d) Announcements regarding future events
- e) Outgoing Business which is the giving of awards, tokens, regalia to others.

Court Reports must be forwarded to the Trillium Herald within 14 days of the Court date. The Trillium Herald is responsible for confirming the accuracy of the Court Report for both content and spelling of names. The court report is sent to: ealdormere.courtreports@emaildodo.com. This will ensure that the information contained in a court report is effectively communicated to all parties who require the information. These

include: Trillium Herald, Calygreyhound Herald, Signet, Their Royal Majesties, and Society Deputy Minister Arts & Science (Scribal).

Once received, the court report should be cross-referenced with the Kingdom Signet's Court List, and any errors communicated to Trillium Herald. If the Court included any Law Changes a copy must be provided to (or returned to) the Kingdom Seneschal and Kingdom Lawspeaker.

If the Court included any transfer of funds or regalia, a copy must be provided to the Kingdom Exchequer.

Baronial Courts may also be conducted for the appropriate Baron or Baroness or both. Although recommended, a warranted Member of the College is not required for these courts. Because there is not requirement for a Member of the College, a court report may be made by the serving court herald, or the Baronial Herald who will submit the court report.

Insignia of the ECoHS

Members of the College of Herald's may wear any of the following insignia:

- a) The standard crossed yellow trumpets on a green background
- b) Four white trilliums between white crossed trumpets on a red background (red version of the Trillium seal)
- c) Group pursuivants may wear the arms of their group
- d) Court heralds may wear the arms of the group whose court they are heralding (Baronial or Kingdom) – but only during court.

These may be displayed upon a tabard, a surcoat, a baldric or heraldic cloak. They may also be displayed upon pendants, badges or other accoutrements.

Members of the Trillium Herald's Senior Staff may wear the following insignia:

- a) Any of the insignia outlined above for Members of the College
- b) Four white trilliums between white crossed trumpets on a red background (red version of the Trillium Seal) quartered with the badge or symbol
- c) Four white trilliums between white crossed trumpets on a red background (red version of the Trillium Seal) quartered with the badge or symbol of their office.

These may be displayed upon a tabard, a surcoat, a baldric or heraldic cloak. They may also be displayed upon pendants, badges or other accoutrements.

The Trillium Herald may wear the Arms of the Kingdom or may quarter a tabard or surcoat with the Kingdom arms and four red trilliums between red crossed trumpets on a white background, in addition to any of the other insignia outlined above.

Heraldic Accoutrements

Members of the ECoHS who are wearing heraldic insignia should not carry any weapon larger than a eating knife. The heralds were emissaries and messengers and as such were never to be considered a threat – thus the restriction on weapons. As well, heraldic tabards should not be "belted". Properly speaking, a herald

conducting a court should never be handed a weapon to hold (e.g. the Sword of State or a spear) while a champion or spear bearer conducts other business.

Many members of the College also follow other traditions for wearing of personal regalia while wearing heraldic insignia, including removing all award medallions, coronets or other signs of rank, and personal favours or tokens while conducting Court, with the exception of Courts conducted in foreign lands, when signs of rank such as coronets are generally retained.

Members of the ECoHS may carry a staff or rod – these are considered proper regalia of the office and not “weapons”.

Controls in the Submission Process

Submissions for registering items with the SCA College of Arms must be controlled to ensure that items are handled properly. Failure to do so may result in the Kingdom failing to comply with SCA policies. A submission becomes official when received and recorded by the Green Mantle. During consultation with a herald, items are not considered officially in the submission process. Submissions are considered valid under these conditions and follow the procedure below.

However, the Trillium Herald may on a case by case basis accept submissions, if they have been determined to be lost or misplaced. Failing to control records regarding monies received and the submissions may result in the Trillium and/or the Green Mantle to be removed from the warrant list.

Green Mantle may receive submissions by mail, in person, or via email. Green Mantle must maintain a record of the amount of money received, the number of elements and the submitter’s mundane name. They will assign each submission a unique tracking number, in sequential order. This sequential order will restart on January 1st of each year.

Any money received is deposited into the Kingdom account. All financial policies are described in the Kingdom’s Exchequer policies and procedures. Any communications regarding donations to cover the costs of submissions should be sent to the Green Mantle Herald and Trillium Herald. Trillium Herald will coordinate transfer of the funds with the Kingdom Exchequer and the group providing the donation.

Once Green Mantle has received a submission payment, in compliance with requirements of the Standards for Evaluation of Names and Armory (SENA), the submission will be classified as accepted in the submission process. If there are any issues regarding the submission, Green Mantle must communicate with the submitter, to determine whether the submission will be returned.

At a minimum of every two months, Green Mantle Herald and/or Seeblatt Pursuivant will produce an Internal Letter of Intent (ILOI) and post it on the Online System for Commentary and Response (OSCAR). This will include uploading all forms, images and attached documentation as required to create the month’s packet.

Anyone wishing to comment on the letter or who wishes a paper copy should contact the Green Mantle Herald, or Trillium Herald to obtain commenting privileges on OSCAR. You must create a log in and password in order to participate in the commentary process for submissions on OSCAR. Comments may be sent directly to Green Mantle or made publicly on the Ealdormere Kingdom page of the OSCAR site.

If there are submissions that must be returned at the Kingdom level, the Seeblatt Pursuivant shall notify submitters of the return and the reason.

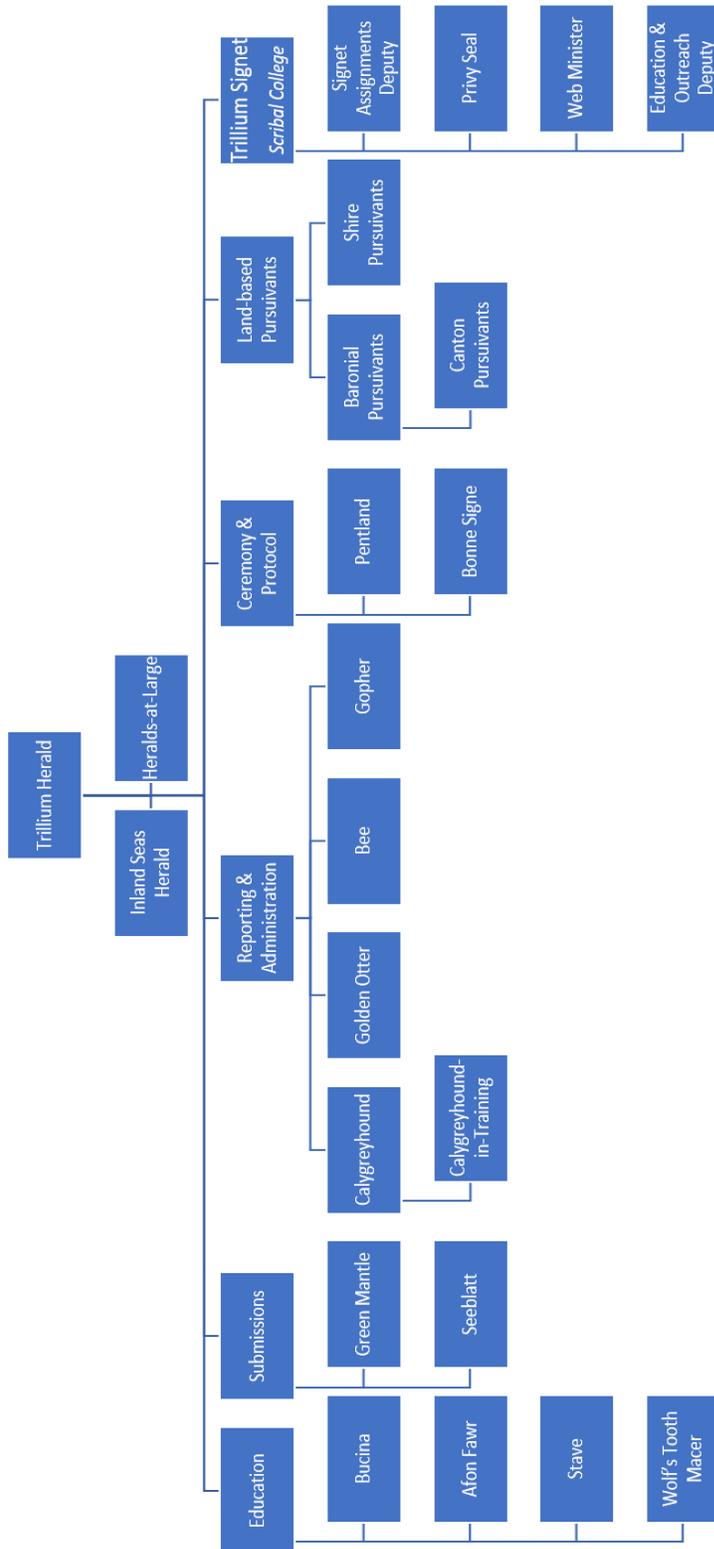
For those submissions advancing for College of Arms commentary, Green Mantle Herald produces an External Letter of Intent (ELOI). The ELOI is also processed via OSCAR for commentary at the Society level. Anyone can view names/armory in process and/or registered on OSCAR.

Once Laurel has rendered a decision on a submission, a Letter of Acceptances and Returns (LOAR) is published. An announcement of the result of submissions should be made by Green Mantle Herald and/or Seeblatt Pursuivant, with the submitters' consent.

All returned submissions may be resubmitted within one year of the notice of return without additional payment.

Green Mantle is not required to maintain hard copies of submissions forms and documentation as long as they successfully maintain an adequate and safe electronic copy within the office files. Green Mantle must ensure that these records are transferred to their successor in a timely way.

Appendix A: Organizational Structure of the Ealdormere College of Heraldry



Appendix B: Recommended Source Books

(in no particular order)

A Pictorial Dictionary of Heraldry as Used in the Society for Creative Anachronism by Bruce Draconarius & Akagawa Yoshio (aka "The PicDic")
The Oxford Guide to Heraldry, Woodcock, Thomas, Somerset Herald, and John Martin Robinson, Fitzalan Pursuivant Extraordinary
Heraldry: Customs, Rules and Styles, Von Volborth, Carl-Alexander
Heraldry: Source, Symbols, and Meanings, Neubecker, Ottfried
A Complete Guide to Heraldry, Fox-Davies, Arthur C
Boutell's Heraldry, J.P. Brooke-Little
An Heraldic Alphabet, J.P. Brooke-Little
A Glossary of Terms Used in Heraldry, B. Parker
A Dictionary of Heraldry, Joseph Foster
The Art of Heraldry, Fox-Davies, Arthur C
The Surnames of Scotland, Black, George F.
The Concise Oxford Dictionary of English Place-names, Ekwall, Eilert.
The Old Norse Name, Geirr Bassi Haraldsson.
The Surnames of Ireland, MacLysaght, Edward.
Irish Names, O'Corrin, Donnchadh & Maguire, Fidelma.
A Dictionary of English Surnames, Reaney, P.H. and R. M. Wilson
Oxford Dictionary of Christian Names, Withycombe, E.G.
Heraldry: An Introduction to a Noble Tradition, Pastoureau, Michel.
"Heraldry", Compleat Anachronist #22, Arval Benicoeur and Marten Bröker
Deutsches Nameslexikon, Bahlow, Hans. (also the translation by Edda Gentry)
Deutschland Geographische Namenwelt, Bahlow, Hans.
A Dictionary of English and Welsh Surnames, Bardsley, Charles
Early Blazon, Brault, Gerald J.
Etmologisches Wuurterbuch der Deutschen Familiennamen, Brechenmacher, Josef Karlmann
"Compleat Anachronist #51, The Islamic World, Da'ud ibn Auda
Dictionnaire Etymologique des Noms de Famille et des Pr noms de France, Dauzat, Albert.
Dictionnaire Etymologique des Noms de Lieux de la France, Dauzat, Albert and Rostaing. Apellidos Castellano-Leoneses, Diez Melcon, R. P. Gonzalo.
Dizionario dei cognomi italiani, De Felice, Emidio.
Dizionario dei nomi italiani, De Felice, Emidio.
Our Italian Surnames, Fucilla, Joseph G.
Welsh Personal Names, Gruffudd, Heini.
Place-Names of Scotland, Johnston, James R.
A Dictionary of English Place-Names, Mills, A. D.
Ainmean Chloinne: Scottish Gaelic Names for Children, Morgan, Peadar.
Welsh Surnames, Morgan, T.J., & Morgan, Prys.
Dictionnaire Étymologique de Noms de Famille, Morlet, Maire-Therese.
Les Noms de Personne sur le Territoire de L'Ancienne Gaule du VI au XII Si., Morlet, Marie-Therese.
Papworth's Ordinary of British Armorial, Papworth, John W.
A Dictionary of Period Russian Names, Paul Wickenden of Thanet.
A Dictionary of Irish Place-Names, Room, Adrian.
Onomasticon Anglo-Saxonicum, Searle, William George
Mittelhochdeutsches Namenbuch, Socin, Adolf.

Name Construction in Mediaeval Japan, Solveig Thronardottir
Compleat Anachronist #66, A Welsh Miscellany, Tangwystyl verch Morgant Glasvryn
Woodward's Treatise on Heraldry British and Foreign, Woodward, John and Burnett, George.
Sloinnte Gaedheal is Gall: Irish Names and Surnames, Woulfe, Patrick.

Appendix C: Web Resources

SCA

<http://www.sca.org/heraldry/>

Official Heraldry page for the SCA

<http://www.sca.org/heraldry/laurel/education.html>

The Laurel Sovereign of Arms Education Page.

<https://heraldry.sca.org/admin.html>

This is the Admin Handbook for the College of Arms, which contains a complete listing in Appendix H, for sources that do not require photocopies for submissions.

<http://www.sca.org/heraldry/loar/>
Return.

An Archive of the Laurel Letters of Acceptance and

<http://oscar.sca.org/>

Online System for Commentary and Response (OSCAR), Society-level tool for tracking and commenting on name, device, and badge submissions. If you're interested in participating in commentary, contact Trillium.

<http://www.modaruniversity.org/Heraldry.htm>

Modar's Heraldry Pages. One of the largest and most diverse collections of articles and links for SCA Heraldry. When all else fails check here!

<http://www.sca.org/heraldry/primer/>

An SCA Heraldic Primer.

<http://www.panix.com/~mittle/names/>

This collection of articles on medieval and renaissance names is intended to help historical re-creators to choose authentic names. These articles were gathered from various places, and some of them appear elsewhere.

<http://www.sca.org/heraldry/OandA/>

The SCA Armorial.

<https://stockclerk.sca.org/ftpw.html>

Free Trumpet Press West – A source for printed materials specific to SCA Heraldry including proceedings from the Known World Heraldic Symposiums and the Pictorial Dictionary (PicDic).

<https://heraldry.sca.org/kwhss/>

A Concordance of Online KWHSS Proceedings.

Modern

<http://www.s-gabriel.org/>

The Academy of Saint Gabriel is group of about 60 volunteers who research medieval names and armory. Their primary purpose is to assist members

<http://www.heraldica.org/>

of medieval re-enactment groups such as the Society for Creative Anachronism to find historically accurate medieval names and coats of arms. Their site includes a library devoted to period names for a number of cultures; these articles are part of Heraldica means "things heraldic" (literally) or "heraldry" in Latin. Although most of this site is in English, there is information on many different heraldic traditions. The choice of a name in Latin, which was the international language of Western Europe for so long, is intended to convey this international flavor. This site contains a variety of information on heraldry and related topics, in the form of texts, images and links. The collection is constantly being expanded.

<http://labyrinth.georgetown.edu/>

The Labyrinth provides free, organized access to electronic resources in medieval studies through a World Wide Web server at Georgetown University. The Labyrinth's easy-to-use menus and links provide connections to databases, services, texts, and images on other servers around the world.

<http://www.amateurheralds.org/>

The home-site of the Association of Amateur Heraldry. The Association exists only in cyberspace and has people from twenty-three nations amongst its membership. They are there to help you with your heraldic needs and enquiries.

<http://www.digiserve.com/heraldry/pimbley.htm>

Pimbley's Dictionary of Heraldry

<http://www.heraldsnet.org/saitou/parker/>

A Glossary of terms used in Heraldry by James Parker. Includes illustrations!

<http://www.rarebooks.nd.edu/digital/heraldry/>

University of Notre Dame's Heraldic Dictionary - a primer to aid in understanding blazons (descriptions) of heraldry. With illustrations of field divisions, animals, and inanimate charges.

<http://www.college-of-arms.gov.uk/>

The College of Arms of England and Wales is the official repository of the coats of arms and pedigrees of English, Welsh, Northern Irish and Commonwealth families and their descendants. Its records also include official copies of the records of Ulster King of Arms the originals of which remain in Dublin

<http://www.hsc.ca/>

The Royal heraldry Society of Canada

Appendix D: Submission Forms

All submissions may be submitted in paper format and digitally. Digital submissions must be sent via email to green.mantle.herald@gmail.com. Please ensure that the necessary forms are attached. It is recommended that heralds working on behalf of submitters, cc the submitter in the email to ensure that they are aware of any responsibilities that they may have in the submission (i.e. paying fees to Green Mantle Herald). Group submissions must be accompanied by a letter of support signed by the members of the branch.

Device and Badge submissions require forms in colour and in black and white copy. (Please note that black and white, for the purposes of these forms refers to a line drawing of the device or badge – no shading or filled in sections – simply a line art outline).

The official submission forms for the Ealdormere College of Heraldry can be found at <https://ecoheralds.weebly.com/>