



Kingdom of Ealdormere

College of Heralds

Administrative Handbook

2026 Edition by:

Meister Dietrich von Sachsen, Trillium Principal Herald of Ealdormere

Submitted 2026

The Ealdormere Administrative Handbook is an official publication of the Ealdormere College of Heralds, and represents the heraldic rules and customs currently in effect in Ealdormere. The information contained herein may not apply to other kingdoms within the Society for Creative Anachronism, Inc. This handbook is copyright © 2026 by the Ealdormere College of Heralds, of the Society for Creative Anachronism, Inc. and may not be copied or reprinted without permission. Articles and artwork are copyright by the respective authors and artists, and are included in by permission. They may not be copied or reprinted without the express permission of the author or artist.

Document Change History

Year Submitted	Author	Notes
2026	Meister Dietrich von Sachsen	Current Version. Removed gendered language, references to the Boke of Reigns. Updated Herald Extraordinary titles. Added Red Escutcheon Pursuivant. Removed Domesday report and made it so At-Large Heralds must report quarterly.
2023	Magistra Nika Dmitrieva doch' Zvezdina	Revised Version.
2003	Mistress Cainerd ingen hui Chatharnaig	Original.

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 Heralds' 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 many positions in the Ealdormere College of Heralds (ECoH). It also outlines policies and operating procedures for the Ealdormere College of Heralds. 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 Heralds 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://ealdormere.ca/college-of-heralds/> 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 Heralds website at <https://ealdormere.ca/college-of-heralds/>

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 "hariwold". 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.

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 Structure of the Ealdormere College of Heralds

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

1. Officers of the College of Heralds
2. Land-based Pursuivants
3. Heralds-at-Large
4. Former Trillium heralds
5. Heralds Extraordinary

Heralds, Pursuivants and Capitals

The use of titles and the capitalization of said titles can be one of the more confusing elements of heraldry for a novice 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 (ECoH) there are various ranks of heralds. The ranking system and its definitions are as follows:

Pursuivant-in-training – The entry-level title for a person entering the College who has no or minimal experience in heraldry as a whole. Upon serving in an office for one year, or completing other equivalent training, the PiT will be promoted to pursuivant.

Pursuivant – The most common rank within the College. 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 and 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". Please note that "Herald" with a capital "H" is a rank, while "herald" with a small "h" is a generic term. The generic term is the default; if there is the possibility of confusion, clarify the meaning as necessary. Some

Titled Pursuivant – These are members of the Trillium Herald's senior staff. The capital "P" identifies them as members of the College staff.

Macer – Similar to a pursuivant, a Macer is a youth herald.

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 they have successfully completed their 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 by

the Trillium Herald.

Titled Herald – These, too, are members of the Trillium Herald’s senior staff. For the duration of their tenure in the specific position within the College they carry the capital “H” (the “H” follows the job, not necessarily the person – thus one who has served as a Titled Herald would, upon stepping down, once again become a pursuivant). Currently there are seven Titled Heralds in Ealdormere, including the Trillium Principal 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, 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.

Traditionally, the Trillium Herald asks for permission to conduct business in the court of the Crown, and, if so granted, the creation of a Herald extraordinary is announced in court by the Trillium Herald.

Heralds Extraordinary are permitted to register a personal heraldic title to be held by them in perpetuity. 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
Edelherz Herold	Dietrich von Sachsen	2023/08/09
Chat Noir Herald	Rylyn Buchanan	2023/05/18
Castor Herald	Liadan Chu	2015/03/07
Rouge Estoile Herald	Nika Dmitrieva doch' Zvezdina	2013/03/02
Purple Mantle Herald	Percival de la Rocque	2012/07/01
Beornweald Herald	Brand Thorwaldsen	2010/04/24
Black Mantle Herald	Erick of Longacres	2006/04/22
White Mantle Herald	Fiona Averylle O'Connor	between 1990-1993

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 of the populace regarding their heraldic submissions. Deputy to the Green Mantle Herald.

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 heraldry.

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

The Rouring Pursuivant - The senior Pursuivant responsible for voice heraldry education. Deputy to the Bucina Herald.

The Red Escutcheon Pursuivant - The senior Pursuivant responsible for armoury heraldry education. Deputy to the Bucina Herald.

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

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

The Bonne Signe Herald - A herald providing and coordinating silent heraldry services to the Crown of Ealdormere.

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

The Plein Chemin Pursuivant – the senior Pursuivant responsible for heraldic accessibility and DEIB projects.

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 Gopher Pursuivant – Currently not in use. In the past, this was an assistant to Bee Pursuivant.

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 – While not a titled Herald or Pursuivant, the Privy Seal is responsible for maintenance of the Scroll of Honour.

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.

Each position's duties and responsibilities are defined in sections below.

While the majority of these positions are considered simple deputies of the Trillium Herald, and as such may be appointed at the discretion of the Trillium, a formal procedure is in place for the following positions: Green Mantle Herald, Trillium Signet and Inland Seas Herald.

Green Mantle Herald

The Green Mantle Herald position must be posted in the Tidings, with applications being forwarded to the Trillium Herald. The Trillium Herald will make the decision from potential candidates with input from the Privy Council.

Trillium Signet

The Trillium Signet position must be posted in the Tidings with applications being forwarded to the current Trillium Signet and to the Trillium Herald. The Trillium Signet and the Trillium Herald will make the decision from potential candidates with input from the Privy Council.

Inland Seas Herald

The choice of the Inland Seas 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.

These three positions require specific procedures for their appointment as these offices require direct interaction with the Crown and/or the Privy Council.

Roles and Responsibilities Within the College of Heralds

The Trillium Principal Herald

The Trillium Principal Herald's duties are, for the most part, outlined in Kingdom Law and within the Administrative Handbook of the SCA College of Arms.

The main section of Kingdom Law dealing with the Trillium Herald is Section VII-200. This section of law also deals with the Green Mantle Herald (see below). Please note that the inclusion of excerpts of these laws within this handbook is for basic informational purposes and is subject to change. See the latest edition of the Kingdom Laws for exact wording and content.

Trillium responsibilities under Kingdom law (rev. January 2022)

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 Kingdom 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 — successor to the Trillium Herald.

Green Mantle Herald — responsible for heraldic submissions within the Kingdom of Ealdormere.

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.

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.

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, subject to approval by the Laurel Sovereign of Arms.

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

1.9 Financial Policies of the Kingdom Heraldic Office

1.9.1 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.

1.9.2 The Kingdom of Ealdormere pays submission fees for the populace of Ealdormere from the Heraldic Fund. The Kingdom Exchequer shall periodically make a top-up payment to the Society College of Arms to cover submissions. The Trillium Herald is expected to monitor the monthly reports from Ducat Herald and to alert the Kingdom Exchequer when the pre-paid amount dips below \$100USD. The Trillium Herald is expected to solicit donations from individuals and branches during their tenure to help to continue to offset these fees.

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 KMAG 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 the Earl Marshal, Herald, or Minister 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.

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.***

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.

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 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 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 a quarterly basis. These reports will be due March 1, June 1, September 1, December 1. This report should include a general summary of 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 Sovereign 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 internal and 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 Heralds 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 Heralds, 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 Heralds 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.

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 their 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 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, they 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 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, but shall require that 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 their term, the Trillium Principal Herald shall advertise for their successor. Once a successor has been chosen, they will take on the position of Inland Seas Herald until they step up as Trillium Herald. The Inland Seas Herald may hold any of the other deputy positions within the College of Heralds, as a drop-dead deputy. However, they may not hold other deputy positions, if they are to succeed as Trillium Principal Herald in the next term.

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.

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. See the latest edition of the Kingdom Laws for exact wording and content.

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 that includes Seeblatt Pursuivant and is responsible for collecting submissions, uploading them to OSCAR (Online System for Commentary and Response), monitoring commentary, and forwarding to Laurel all required details to proceed with submission registration.. 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 and. In addition it is recommended that copies of all correspondence 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.

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.

The Caleygreyhound Herald

The Caleygreyhound Herald is responsible for the maintenance of Ealdormere's electronic Order of Precedence (OP). The Caleygreyhound Herald may 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. 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 two (2) months of the 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 Ealdormere Court Report email address within fourteen (14) days of the event in question. The Caleygreyhound 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 necessary) and then forward the report on to the Trillium Herald and Bee Pursuivant.

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 the 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 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 (soon to be Sovereigns) and the Earl Marshal leading up to the Crown Tournament to ensure that they are 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 minister.

Any issues concerning the conduct of the heralds during Crown Tournament should be brought to the attention of the Pentland Herald and/or 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 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 Seeblatt Pursuivant

The Seeblatt Pursuivant is responsible for communication regarding status of submissions with submitters. It is the Seeblatt 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 Seeblatt Pursuivant has timely and adequate access to all necessary information to successfully complete their job.

The Seeblatt 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. 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.

The Rouring Pursuivant

The Rouring Pursuivant is the senior Pursuivant in charge of education of voice heraldics, including (but not limited to) court heraldry and field heraldry. They are a deputy to the Bucina Herald.

The Red Escutcheon Pursuivant

The Red Escutcheon Pursuivant is the senior Pursuivant in charge of education of armourial heraldry, such as devices and badges. They are a deputy to the Bucina Herald.

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. They are a deputy to the Bucina Herald.

The Bonne Signe Pursuivant

The Bonne Signe Pursuivant is the senior Pursuivant in charge of silent heraldry for the Kingdom of Ealdormere.

The Plein Chemin Pursuivant

The Plein Chemin Pursuivant is the senior Pursuivant in charge of accessibility and DEIB as it relates to the College of Heralds in the Kingdom of Ealdormere, including (but not limited to) encouraging implementation of measures to make courts more accessible to those with various disabilities.

The Gopher Pursuivant

The Gopher Pursuivant is a special projects or 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 Wolf's Tooth Macer

The Wolf's Tooth 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 required duties and responsibilities of the Trillium Signet are outlined in the Ealdormere Scribal Handbook.

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 of the period in question's active scribes. The Trillium Signet is also responsible for providing a Court Report (based upon their scroll assignment list) for each 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, reason for the award, whether or not the scroll was presented and which awards were read into court (basically this a cross-check for the herald's Court Report, but with a focus on the scribal aspects)

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 Caleygreyhound Herald. The Privy Seal is responsible for the maintenance of the Scroll of Honour. 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 and Provincial Pursuivants

Each Barony and province is required by Kingdom Law to have a Baronial or Provincial Pursuivant who acts as the Senior Member of the College of Heralds within 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 report.

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 superior.

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 new members of the group. This person is primarily needed to ensure that the group's name is registered. Also in a new group, members need assistance for acquiring a name, device and learning court and protocol.

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 must report directly to the Trillium Herald.

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. They are required to report quarterly like group heralds, and must file court reports if they have performed court duties. Warranted Heralds, heralds and pursuivants at-large are able to run 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 they are serving, and are considered a Senior Staff Herald during that reign. As a warranted herald, the Reign Herald is considered a Senior Staff herald for the duration of their term, and must report to the Trillium Herald.

Reporting Schedule and Contents

All Canton pursuivants must report to their Baronial pursuivant on or before January 1, 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, April 1, July 1 and October 1.

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

Failure to report in four consecutive quarters 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.

All reporting is done through the online Herald Report form, located at
<https://ealdormere.ca/herald-report-form-the-kingdom-of-ealdormere/>

Baronial pursuivants should have their Reports to Trillium on or before the 15th (if a Canton has not reported, simply state that in your Report - do not jeopardize the whole Barony for the sake of one Canton!) All Baronial pursuivants must be paid members and must report in order to be warranted by Trillium Herald.

If you miss reports, or are chronically late, you might have your warrant revoked by Trillium Herald. This looks bad on yourself and your group. If you find you can't report, tell the Trillium Herald (and your Baronial pursuivant if applicable) why. Warranting only happens once per 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 (e.g., being called on to perform any court duties).

Remember, this only takes a few minutes to do 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 to be in compliance with Society and Kingdom requirements.

The Ealdormere Administrative Handbook will be the only document to delineate Policy and Procedure in Ealdormere. All Policy and Procedure changes must be approved through Privy Council according to Kingdom Law. 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 is published at the required intervals.

The Ealdormerian College of Heralds may produce handbooks to assist in training their members. These manuals may include but are not limited to the Pursuivant's Handbook and the Herald's Handbook.

Though these handbooks do not delineate policy or procedure but refer to this document, the Privy Council must review the handbooks to confirm that no policies or procedures are included.

These manuals will be reviewed and republished as needed. Normally, heraldic handbooks do not change but official policies and procedures do. The Trillium Herald is responsible for ensuring this is published at the required intervals.

Conducting Courts

Members of the College of Heralds and the Scribes must 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 during it.

If not participating in the court, the supervising Member of the College must ensure that the court report is submitted according to the reporting schedule. The supervising Member of the College ensures 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) 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 should be cross-referenced with the Kingdom Signet's Court List. Once the Trillium Herald has confirmed the accuracy of the Court Report a copy must be forwarded to the Caleygreyhound Herald. If the Court included any Law Changes a copy must be provided to (or returned to) the Kingdom Seneschal. If the Court included any transfer of funds or regalia, a copy must be provided to the Kingdom Exchequer.

Baronial Courts are 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 no requirement for a Member of the College to conduct the court, a court report must be made to the Baronial Herald who will send the report to Trillium.

Insignia of the College of Heralds

Members of the College of Heralds may wear any of the following insignia:

- a) The standard crossed yellow trumpets on a green background
- b) Group pursuivants may wear the arms of their group
- c) Court heralds may wear the arms of the group whose court they are heralding (Baronial or Kingdom) – but only during court or while performing official duties

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

- a) The arms of the Kingdom of Ealdormere, while performing official heraldic duties
- b) The standard crossed yellow trumpets on a green background

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.

Heraldic Accoutrements

Members of the College of Heralds who are wearing heraldic insignia should not carry any weapon larger than an 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” - that is, have a belt tied over the tabard.

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 visible 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 CoH 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 being not compliant with SCA policies.

A submission becomes official when received and recorded by the Green Mantle. All items in consultation with a herald or pursuivant are not officially in process yet.

Submissions are considered valid under these conditions and follow the below procedure. 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 the submissions may result in the Trillium and/or the Green Mantle to be removed from the warrant list.

If the information is adequate and fulfills the requirements of the Standards for Evaluation of Names and Armory, then the submission is accepted. If not, Green Mantle will follow up with the submitter to obtain the complete information.

On a minimum of once every two months (and more often every month), Green Mantle Herald will produce a Kingdom Letter of Intent (KLol) and post it on OSCAR uploading all forms, images and attached documentation as required to create the month's packet. The commentary process is conducted electronically via OSCAR and in the monthly online commentary meeting. Comments may be sent directly to Green Mantle or made publicly on the Ealdormere portion of the OSCAR site. If there are submissions that must be returned at the Kingdom level, Green Mantle will work with the submitter to update the submission so that it may be forwarded on to the Society level.

For those submissions going on to the College of Arms for comment, Green Mantle Herald produces an External Letter of Intent (LoI). The LoI is also processed via the Online System for Commentary and Response (OSCAR) for commentary at the Society level. Anyone can view the names and armory in process and/or registered on the OSCAR site. Heralds must create a log in and password in order to participate in the commentary process for submissions on OSCAR.

Hard copies of submissions forms and documentation are not required to be kept by Green Mantle or any deputy of their office as long as Green Mantle successfully maintains an adequate and safe electronic copy within the Kingdom's files.

Once Laurel has rendered a decision on the submission, then a Letter of Acceptances and Returns is published. Ideally, a listing of all Kingdoms returned submissions should be published in the Kingdom newsletter. Each submitter should be contacted personally either by the provided email.

Appendix A : The SCA Administrative Handbook

The following information is from Sections 10 through 13 of the Administrative Handbook of College of Arms (up-to-date copies of this document can be found at:

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

Comments in italics are the Policies, Procedures or Traditions for Ealdormere.

X. Principal Herald (Trillium)

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

1. Annual Report - An annual report on the state of heraldry in the kingdom must be rendered to the Laurel Sovereign of Arms no later than February 15. This report must include a detailed accounting of the condition of the kingdom as well

as a survey of events which have occurred over the previous calendar year, a financial report and a current roster of all warranted heralds. *This is the Trillium Herald's Domesday Report.*

2. Annual Financial Report - An annual financial report must be forwarded to the kingdom exchequer as part of the annual tax reporting process. Deadlines and required information for this report shall be determined by the policies of the Treasurer's Office.

This is the financial Domesday Report provided to the Kingdom Exchequer by the Green Mantle Herald. A copy of this report should be forwarded to the Trillium Herald as well.

1. Quarterly Report - A quarterly report must be rendered to the Laurel Office so a report may be prepared for the Board. To meet with the Board's meeting schedule, these reports will be due at the end of February, the end of May, the end of August and the end of November. This report should include a general summary of any issues or occurrences of note in the kingdom as well as a current roster of all warranted heralds. With the prior consent of the Laurel Sovereign of Arms, regular written monthly reports may be substituted for the quarterly report.

2. Reports to Crown and Curia - 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.

Traditionally a copy of all Quarterly Reports is forwarded to the Kingdom Seneschal.

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 data.

1. Submissions Forms - The Principal Herald or submissions deputy shall maintain a repository of original submission paperwork for all submitted items. Such paperwork must include any forms or supporting documentation provided by the submitter and their representatives. *These are maintained by the Green Mantle Herald.*

2. Submissions Correspondence - A clean copy of each piece of correspondence dealing with submissions shall be retained in the kingdom files. Such correspondence may include internal and external letters of intent, letters of commentary, letters of response, letters of notification and any other correspondence referring to submissions. *These are maintained by the Green Mantle Herald*

3. Administrative Correspondence - Copies of all administrative correspondence shall be maintained in the kingdom files. Such correspondence will include rosters for all warranted heralds as well as any letters or other correspondence without direct reference to submissions. *The Trillium Herald and the Green Mantle Herald are both required to maintain any administrative communication for their files.*

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 Heralds. 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. *These are maintained by the Green Mantle Herald and verified by a report from the Kingdom Exchequer.*

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. *Policy & Procedures dictate that any submissions made on behalf of the Kingdom require the support of the Privy Council – this includes Heraldic titles.*

D. Ceremonial Duties - The Principal Herald shall be generally responsible for the conduct of ceremonies within the kingdom. In particular, the Principal Herald or a responsible deputy shall perform any ceremonial duties required by kingdom law and custom or requested by the Crown.

The Trillium Herald is required to, at a minimum, oversee Crown Tournaments and Coronations.

E. Miscellaneous Duties - The Principal Herald shall be responsible, either directly or through designated deputies, for performing any miscellaneous duties required for the furtherance of heraldry within the kingdom. As kingdom law and custom require or the Crown requests, this may include service on Curia, diplomatic service, service on Courts of Chivalry and other courts, etc.

The Trillium Herald serves as part of the Privy Council and sits on both the Heraldic and Scribal Financial Sub-Committees. The Green Mantle Herald sits on the Heraldic Sub-Committee and the Trillium Signet sits on the Scribal Sub-Committee.

XI. Subsidiary Heraldic Offices (see section I and II of this Handbook)

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 sample document.

XII. Principality/Regional Herald

(While there is, at this time, no Principality or Region within the Kingdom of Ealdormere, should one be created at some future time the Principality/Regional Herald would be positioned between the senior Staff and the Baronial pursuivants in the structure of the College)

A. Reporting Requirements - As required by kingdom and/or principality law and custom, a Principality/Regional 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 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 Principality/Regional Herald or an appropriate deputy shall maintain any records necessary for the maintenance of heraldry in the principality/region. Such records may include the following categories of data.

1. Submissions Forms - If submissions are processed by the Principality/Regional Herald or a submissions deputy, a repository of original submission paperwork shall be maintained for all items submitted through the office. Such

paperwork should include any forms or supporting documentation provided by the submitter and their representatives.

2. Submissions Correspondence - A clean copy of any correspondence dealing with submissions shall be retained in the principality/regional files. Such correspondence may include internal and/or external letters of intent, letters of commentary, letters of response, letters of notification and any other correspondence referring to submissions.

3. Administrative Correspondence - Copies of all administrative correspondence shall be maintained in the principality/regional files. Such correspondence may include rosters for warranted heralds in the principality/region as well as any letters or other correspondence without direct reference to submissions.

4. Financial Records - Financial records shall be maintained in accordance with policies set by the Principal Herald and the Kingdom Exchequer.

C. Supervisory Duties - A Principality/Regional Herald may exercise oversight over deputies and territorial heralds as required to ensure the smooth functioning of heraldry in the principality/region. The responsibilities and restrictions governing such oversight shall be determined by kingdom and/or principality law and custom and the policies established by the Principal Herald.

D. Ceremonial Duties - Where kingdom and/or principality law and custom or the policies of the Principal Herald allow, a Principality/ Regional Herald shall be generally responsible for the conduct of ceremonies within the principality/region. In particular, a Principality Herald or a responsible deputy shall perform any ceremonial duties required by principality law and custom or requested by the Coronet.

E. Miscellaneous Duties - A Principality/Regional Herald shall be responsible, either directly or through designated deputies, for performing any miscellaneous duties required for the furtherance of heraldry within the principality/region. As principality law and custom require or a Coronet requests, this may include service on Curia, diplomatic service, etc.

XIII. Local Herald and Herald 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 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, a repository of original submission paperwork shall be maintained for all items submitted through the office. Such paperwork should include any forms or supporting documentation provided by the submitter and their representatives.

2. Submissions and Administrative Correspondence - A clean copy of each piece of correspondence shall be retained in the files.

3. Financial Records - Financial records shall be maintained in accordance with policies set by the Principal Herald and the Kingdom 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.

Appendix B: Recommended Source Books

(in no particular order)

Note that a comprehensive list of “no photocopy” sources for names is included in Appendix H of the Administrative Handbook (<https://heraldry.sca.org/admin.html#APPENDIXH>). As that list is constantly evolving, those interested in name documentation should check there, as well as online at <https://heraldry.sca.org/names.html>

A Pictorial Dictionary of Heraldry as Used in the Society for Creative Anachronism by Bruce Draconarius & Akagawa Yoshio (aka "The PicDic"), available online at <http://mistholme.com/pictorial-dictionary-of-heraldry/>

The Oxford Guide to Heraldry. Thomas Woodcock, Somerset Herald, and John Martin Robinson, Fitzalan Pursuivant Extraordinary

The Book of Traceable Heraldic Art maintained by Mathghamhain Ua Ruadháin, available online at <https://heraldicart.org/>

Heraldry: Customs, Rules and Styles. Carl-Alexander Von Volborth

Heraldry: Source, Symbols, and Meanings. Ottfried Neubecker Neubecker.

A Complete Guide to Heraldry, Arthur C. Fox-Davies

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, Arthur C. Fox-Davies, Arthur C

Appendix C: Web Resources

SCA

<https://heraldry.sca.org/welcome.html> Official Heraldry page for the SCA

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

<https://heraldry.sca.org/loar/> An Archive of the Laurel Letters of Acceptance and Return.

<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.

<https://oanda.sca.org/> The SCA Armorial.

<https://heraldry.sca.org/kwhss/> A Concordance of Online KWHSS Proceedings. *Modern*

<http://www.s-gabriel.org/> The Academy of Saint Gabriel was a group of volunteers who researched medieval names and armory. Their primary purpose was to assist members 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

<http://www.heraldica.org/> 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://www.amateurheralds.org/> The home-site of the Association of Amateur Heraldic. 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.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

<https://www.heraldry.ca/> The Royal heraldry Society of Canada

Appendix D: Submission Forms

All submissions may be submitted digitally, and sent via email to greenmantle.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. 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.

The official submission forms for the Ealdormere College of Heralds can be found at <https://ealdormere.ca/document-library/#herald-docs> .