

KINGDOM OF ANSTEORRA



ADMINISTRATIVE HANDBOOK FOR THE COLLEGE OF HERALDS

Revision Date: January 2011
Revision Number: 5

This document provides an outline of the policies and operating procedures for the Ansteorran College of Heralds. Included is a description of the structure of the College and the reporting structure. It is to be used as a supplement of the Administrative Handbook for the College of Arms of the Society for Creative Anachronism, Inc. in the operation and duties of the College of Heralds of Ansteorra

Record of Revisions

The Administrative Handbook for the College of Heraldry is updated and maintained by the Star Principal Herald for the Kingdom of Ansteorra.

<u>Date of Revision</u>	<u>Revision Number</u>	<u>By</u>
January 2000	Original Issue	Francois la Flamme
March 2002	1	Borek Vitalivich Volkov
June 2003	2	Rosalia di Bellavita
December 2007	3	Druinne de Salesberie & Alden Drake
January 2009	4	Alden Drake
January 2011	5	Emma de Fetherstan

Revision History:

Revision 2:

- New layout
- Reflect changes in the College structure
- More details added on the roles and responsibilities of officers.
- Added Appendix to include Registered Heraldic Titles.

Revision 3:

- General editing.
- Reflect changes in the College structure.
- More details added on the roles and responsibilities of officers.
- Add information on OSCAR.
- Revised information on Ansteorran Gazette subscriptions.
- Updates to Heraldic Titles.

Revision 4:

- Reformatted Section X.G
- Updated Section X.G.2 to include 2-yr resubmission allowance.

Revision 5:

- Reflect changes in the College structure
- Revised roles and responsibilities of officers
- Revised and relocated reporting and record-keeping requirements
- Revised non-reporting escalation guidelines
- Updated information on commentary, Gazette, submissions processing, etc

Table of Contents

- I. [Structure of the College of Heraldry & Scribes](#)
 - A. [Offices](#)
 - B. [Duties of All Officers](#)
- II. [Kingdom Heraldic Officer](#)
 - A. [Star Principal Herald](#)
- III. [Administrative Arm of the College](#)
 - A. [Regional Herald](#)
 - B. [Local Herald](#)
 - C. [Pursuivant at Large](#)
- IV. [Submissions Arm of the College](#)
 - A. [Asterisk Herald](#)
 - B. [Bordure Herald](#)
- V. [Publications Arm of the College](#)
 - A. [Obelisk Herald](#)
 - B. [Arbalest Pursuivant](#)
 - C. [Sigillarius Pursuivant](#)
- VI. [Precedence Arm of the College](#)
 - A. [Zodiacus Herald](#)
 - B. [Sable Crane Pursuivant](#)
- VII. [Education Arm of the College](#)
 - A. [Tressure Herald](#)
 - B. [Armillary Pursuivant](#)
- VIII. [College of Scribes](#)
 - A. [Star Signet](#)
 - B. [Golden Scroll Pursuivant](#)
 - C. [Regional Scribe](#)
- IX. [Royal Staff](#)
 - A. [Golden Staff Herald](#)
 - B. [Sable Scroll Pursuivant](#)
- X. [General Information](#)
 - A. [Application and Appointment](#)
 - B. [Failure to Report. Escalation](#)
 - C. [Change of Address](#)
 - D. [Ansteorran Gazette](#)
 - E. [Ansteorran Commentary Exchange \(ACE\)](#)
 - F. [Online System for Commentary and Response \(OSCAR\)](#)
 - G. [Roster Publication](#)
 - H. [Policy on Submissions](#)
 - I. [Heraldic Titles Registered to Ansteorra by Title](#)

I. Structure of the College of Heralds & Scribes

The College of Heralds in Ansteorra is made up of the Star Principal Herald, warranted regional and local branch heralds, the College of Scribes, and any gentles who wish to participate in activities of the college. The college is divided into five branches supporting heraldry and the College of Scribes.

A. Offices

The following is a list of primary warranted officers in the College of Heralds and Scribes, with brief explanations:

Star Principal

Emergency Replacement Deputy

ADMINISTRATION

Regional Heralds - Eclipse (Central); Nordsteorra (Northern); Solstice (Coastal); Orbis (Southern)

Local Branch Heralds - report to appropriate regional herald

SUBMISSIONS AND CONSULTING

Asterisk Herald - Internal Submissions Processing (ILOI and decisions if not handled by Bordure)

Bordure Herald - External Submissions Processing (LOI and decisions if not handled by Asterisk)

PUBLICATIONS

Obelisk Herald - Publication of Ansteorran Gazette

Arbalest Pursuivant - Notifications; reports to Obelisk

Sigillarius Pursuivant - Web page updates; reports to Obelisk

EDUCATION AND TRAINING

Tressure Herald – Maintain warranting materials and online resources

Armillary Pursuivant - Librarian; reports to Tressure

PRECEDENCE

Zodiacus Herald - Order of Precedence

Sable Crane Pursuivant - Achievement Registration; reports to Zodiacus

COLLEGE OF SCRIBES

Star Signet - Principal Scribe

Emergency Replacement Deputy

Golden Scroll – replacement of awarded charters

Regional Scribes

ROYAL STAFF

Golden Staff - Crown's Herald (appointed by the Crown, but reports to Star; not warranted)

Sable Scroll - Award Charter Production (appointed by the Crown, but reports to Star Signet; not warranted)

There may be other non-warranted deputies as needed.

B. Duties of All Officers

All officers are responsible for the following duties. Some offices may have further details listed under their specific office duties and requirements, but these are the base-line responsibilities.

1. Reporting Requirements – All officers are responsible either directly or through deputies for rendering the following reports:

- a. Financial Reports** – This report will detail expenditures incurred while executing the office, and provide an accounting of any submissions fees processed. The information may be submitted as part of the regular monthly or quarterly report. Requests for reimbursement for office expenses must be accompanied by fully documented receipts for budgeted expenditures. Reimbursement requests may be filed with the Kingdom Exchequer within 90 days of occurrence as per the policies set forth by the Kingdom Exchequer. A copy of the reimbursement request must be sent to Star or the relevant superior officer.
- b. Court Reports** – Both the herald that heralds a court and the local branch herald, if any, must submit a report of awards and honors so given during that court.
- c. Regular Reports** - Reports should include a summary of heraldic activity for the office, any financial activity, and any issues, concerns, or questions. Local branch heralds report monthly, with reports due by the 10th of the month for the activities of the month previous. All other offices report quarterly with reports due by the 1st of January, April, July, and October. Reports are submitted to the up-line officer.

2. Record-keeping Requirements – All officers are responsible either directly or through deputies for maintaining the following records:

- a. Submissions-related** – If authorized to handle heraldic submissions, a repository of original submission paperwork shall be maintained for all items submitted through the office. Such paperwork should include any forms and supporting documentation provided. Any submissions-related correspondence should also be retained as described next.
- b. Office-related** – All correspondence and other documents pertaining to the office shall be maintained in the office files. Such records may include financial reports, activity reports, rosters, heraldic submissions-related items, and so forth. These files may be maintained in paper or electronic form; backups are strongly encouraged for all electronic files.

3. Official email accounts – All kingdom officers have access to an official email account hosted by Google Apps at the [herald.ansteora.org](mailto:herald@ansteora.org) domain. It is strongly recommended that officers make use of these accounts, in order to provide continuity and to help ensure ease of transferring correspondence at an office changeover. Local branch officers may wish to pursue the same benefits through the use of a generic officer account on the local level.

II. Kingdom Heraldic Officer

A. Star Principal Herald

The following requirements are a combination of those outlined for the Principal Herald in the Administrative Handbook of the College of Arms of the Society for Creative Anachronism, Inc. and the rights and duties as outlined in the Kingdom Laws of Ansteorra.

Please consult with [Ansteorran Kingdom Law](#), [Corpora](#), and the [College of Arms Administrative Handbook for the Society](#) for any changes that may have been made after the publication of this handbook for the most current Rights and Duties.

1. Duties — The Star Principal Herald is responsible for the following duties:

- a. Supervisory Duties** — The Star Principal Herald is required to exercise oversight over

deputies and territorial heralds to ensure the smooth functioning of heraldry in the kingdom. Star has 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. Furthermore, the Star Principal Herald supervises the Star Signet Herald, whose duties are to establish and oversee the College of Scribes and Illuminators.

- b. Ceremonial Duties** — The Star 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.
- c. Miscellaneous Duties** — The Star 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 diplomatic service, service on Courts of Chivalry and other courts, etc.
- d. Insignia Duties** — The Star Principal Herald shall be responsible for the establishment of guidelines for and approval of all insignia of rank applying to all armigerous and non-armigerous titles, ennoblements, grants, awards, and so forth within the Kingdom.
- e. Continuance Duties** — The Star Principal Herald shall have a warranted deputy who shall be responsible for the maintenance of the office in the event that the Officer shall be unexpectedly unable to perform the duties of the office. The Crown shall warrant said deputy and the Corporate Superior shall be notified of the appointment where appropriate. The choice of deputy is up to the Principal Herald.
- f. College Leadership** — The Star Principal Herald is expected to provide leadership as the head of the College of Heralds. Star should consult the College of Heralds concerning matters of importance or before making broad changes in the structure of the College.

2. Reporting Requirements — The Star Principal Herald is responsible either directly or through deputies for rendering the following reports:

- a. 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.
- b. 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 Exchequer's Office.
- c. Annual Budget Report** — An annual financial budget of expected expenditures will be forwarded to the Kingdom Exchequer by end of August for the next fiscal year.
- d. 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 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, regular written monthly reports may be substituted for the quarterly report.
- e. Reports to Crown** — The Star Principal Herald shall present to the Crown, the Heirs, and the Kingdom Seneschal a complete written report of the state of their respective office twice per reign, once at each Round Table and a second time as designated by Their Majesties, preferably mid-way between Round Table events. Star shall provide copies of the regular Corporate reports to the Crown and Heirs. The Crown may require additional reports from the Great Officers at any time.
- f. Order of Precedence** — The Order of Precedence of Ansteorra shall be published at least

every six months in a format the Star Principal Herald and Crown deem suitable. The constitutions of all Ansteorran awards, honors, and orders should be published as part of the OP, and made available to the Crown and the principal heralds of the other kingdoms of the Known World.

- 3. 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.
- a. 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 his/her representatives.
 - b. Submissions Correspondence** — A copy of each piece of correspondence dealing with submissions shall be retained in the kingdom files. Correspondence may be maintained in paper form or in electronic form. OSCAR is a sufficient archive of letters of intent. Backups are strongly encouraged for any electronic files.
 - c. Administrative Correspondence** — Copies of all administrative correspondence shall be maintained in the kingdom files. Such correspondence will include rosters for all warranted heralds, reports, and any letters or other correspondence without direct reference to submissions. These files may be maintained in electronic format; backups are strongly encouraged for any electronic files.
 - d. Financial Records** — The Star Principal Herald shall keep financial records which will allow prompt filing of the required financial reports as well as accurate tracking of the funds of the College of Heraldry. 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.
 - e. Order of Precedence** — The Star Principal Herald shall have the right and duty to keep a record of all awards given by permission of the Crown at official events, and a list of those awards so given should be published in the Black Star on a monthly basis.
 - f. Constitutions of Awards** — The Star Principal Herald shall have the right and responsibility to approve, keep, and maintain a record of the constitutions and award texts for all Ansteorran awards, honors, and orders.

III. Administrative Arm of the College

A. Regional Herald

1. Duties — The Regional Herald is responsible for the following duties in addition to those specified for all officers:

- a. Supervisory Duties** — A Regional Herald exercises such oversight over deputies and territorial heralds to the extent required to ensure the smooth functioning of heraldry in the region.
 - The Regional Herald is given the authority to appoint and remove local heralds for branches within the region. The Regional Herald will make an effort to get opinions from the branch seneschal and landed Baron/ness before any action.
 - The Regional Herald, or a suitable appointed deputy(s), shall be responsible for the heraldic well being of those groups in their region who have chosen the ‘No Herald Option’. This is to include any reasonable request made by said groups, as well as heraldic submissions acceptance and processing.
 - Pursuivants at Large will be considered deputies of the Regional Herald for the region in which they reside.
- b. Educational Duties** — The Regional Herald, or an appropriate deputy, shall ensure that heraldic education happens in the region. The activities must include education and training of the local heralds and the populace at large. The Regional Herald may administer the warranting class after authorization from Star Principal Herald or

Tressure Herald.

- c. **Miscellaneous Duties** — A Regional Herald shall be responsible, either directly or through designated deputies, for performing any miscellaneous duties required for the furtherance of heraldry within the region. Such duties include, but are not limited to:
 - Coordinating a heraldic consultation table (full-service or not) at least once a year within their region.
- d. **Submissions Follow-up** – A Regional Herald should take note of the submissions from branches in their region, and ensure any necessary follow-up on returns at kingdom or Laurel has been taken by working with either the local branch herald or directly with the submitter.

B. Local Herald

1. Duties — The Local Herald is known as <Branchname> Pursuivant for non-baronial branches; baronial heralds are known as the registered title of <Name> Pursuivant, where <Name> is typically styled after the baronial service award. The local herald or a designated deputy is responsible for the following duties in addition to those specified for all officers:

- a. **Ceremonial Duties** — Local heralds shall be generally responsible for the conduct of ceremonies as decreed by kingdom law and custom. These activities may include acting as the herald for Royalty or Nobility at court or calling the pairings at a tournament.
- b. **Educational Duties** — The Local Herald shall ensure that heraldic education happens in the branch. The activities should include a range of general heraldic education.
- c. **Miscellaneous Duties** — Local heralds shall be responsible for performing any miscellaneous duties required for the furtherance of heraldry within the branch.
- d. **Warranting** — The local herald must have taken and successfully completed the warranting class to be warranted. Until the class has been completed he/she will be listed as acting. The office will be declared vacant if the herald has not attended the warranting class after 3 months from taking office.
- e. **Submissions** – The local herald is responsible for taking and processing heraldic submissions paperwork in a timely manner.

C. Pursuivant at Large

1. Duties — The Pursuivant at Large is any herald that has taken the warranting class, has held a kingdom heraldic office within the last three years, or is otherwise so designated by the Star Principal Herald. The Pursuivant at Large is a non-warranted position, but is responsible for the following duties:

- a. **Ceremonial Duties** — Shall generally be a resource for the conduct of ceremonies as decreed by kingdom law and custom.
- b. **Educational Duties** — Shall aid heraldic education in the area. The activities should include a range of general heraldic education.
- c. **Organization** — Will be considered deputies of the Regional Herald for the region in which they reside.

IV. Submissions Arm of the College

A. Asterisk Herald

1. Duties — Asterisk Herald is responsible for the following duties in addition to those specified for all officers:

- a. **Submissions Process Duties** — Asterisk oversees the College of Heraldry (In-Kingdom) processing of submissions for registration. Asterisk will verify that each item meets the submissions criteria and is processed according to the policies published in this document and the [Administrative Handbook of the College of Arms](#). This includes forwarding the Laurel copies of the submission forms to Bordure for inclusion with the

LoI, ensuring the kingdom copies are correctly marked and filed.

- b. Submission Fees Reporting** — Communication via the Red Tape e-mail list shall include, by detail, the check: date, number, group from and amount that is sent to the Kingdom Exchequer to improve communication flow of monies throughout the Kingdom.
- c. Internal Letter of Intent** — Asterisk will ensure that submissions to be considered are published regularly and comments solicited from the College of Heralds.
- d. Kingdom Decision on ILoI** — Asterisk, or Bordure, will ensure that a public meeting is held to consider each submission. The results of the meeting will be forward to Arbalest and Asterisk or Bordure in a timely manner. The results will also be published as further detailed in the section on submissions processing in this document.

B. Bordure Herald

1. Duties — Bordure Herald is responsible for the following duties in addition to those specified for all officers:

- a. Submission Process Duties** — Bordure oversees the processing of submissions forwarded to the College of Arms (Out-of-Kingdom) for registration. Bordure will ensure that each item is processed according to the policies published in this document and the [Administrative Handbook of the College of Arms](#). This includes forwarding scans of the submission forms to Arbalest for notifications.
- b. External Letter of Intent** - Bordure will produce the Letter of Intent that is published to the College of Arms via OSCAR, and will correct or comment on any kingdom items on OSCAR as needed.
- b. Kingdom Decision on ILoI** —Bordure, or Asterisk, will ensure that a public meeting is held to consider each submission. The results of the meeting will be forward to Arbalest and Asterisk or Bordure in a timely manner. The results will also be published as further detailed in the section on submissions processing in this document.

V. Publications Arm of the College

A. Obelisk Herald

1. Duties — Obelisk Herald is responsible for the following duties in addition to those specified for all officers:

- a. Publication of the Ansteorran Gazette** — Obelisk oversees the compilation and publication of the Ansteorran Gazette. The Gazette should normally be published on a monthly basis. As the Gazette is a communications tool used within the College it should include information on the current Internal Letter of Intent, Annotated Internal Collated Commentary, any fast-track decisions, and may include letters or announcements of interest to the College.

B. Arbalest Pursuivant

1. Duties — Arbalest Pursuivant is responsible for the following duties in addition to those specified for all officers:

- a. Submission Process Duties** — Arbalest Pursuivant oversees the notification for both Acceptances and Returns of heraldic submissions at Laurel, and for Returns of heraldic submissions at kingdom. Arbalest will act as a central point of contact and dispatch agent for consulting if the client requests additional help. Arbalest can call upon the Regional Heralds for the performance of this office. Notifications are to be carried out as per the policies in the [Administrative Handbook of the College of Arms](#). Submission forms should only be kept until six months after the submitter has been notified of a final return or acceptance.

C. Sigillarius Pursuivant

1. Duties — Sigillarius Pursuivant is responsible for the following duties in addition to those specified for all officers:

- a. Webminister Duties** — Sigillarius acts as the central point and resource for maintaining the web pages for the College of Heraldry, and for the College of Scribes if needed. The web pages are intended to be a source of information for both the College and the submitters.
- b. Web Published Materials** — Sigillarius shall maintain a repository of any necessary publication permission forms. Backup copies of all web pages and associated source code should be archived off-site.

VI. Precedence Arm of the College

A. Zodiacus Herald

1. Duties — Zodiacus Herald is responsible for the following duties in addition to those specified for all officers:

- a. Precedence Recording Duties** — Zodiacus oversees the compilation and maintenance of the Ansteorran Order of Precedence. Zodiacus will keep the database updated based on the reports submitted.
- a. Precedence Publication Duties** — Zodiacus shall ensure the Order of Precedence is updated and published at least every six months in a format the Star Principal Herald and Crown deem suitable. The constitutions of all Ansteorran awards, honors, and orders should be published as part of the OP, and made available to the Crown and the principal heralds of the other kingdoms of the Known World.

B. Sable Crane Pursuivant

1. Duties — Sable Crane Pursuivant is responsible for the following duties in addition to those specified for all officers:

- a. Achievement Registry Duties** — Sable Crane is responsible for the recording and publication of achievement registrations. Sable Crane will ensure that before any item is registered that the requestor is entitled to the achievement components according to the customs and conventions of Ansteorra.
- b. Achievement Publication Duties** — Sable Crane will ensure the Achievement registration rolls are regularly updated and published.

VII. Education Arm of the College

A. Tressure Herald

1. Duties — Tressure Herald is responsible for the following duties in addition to those specified for all officers:

- a. Educational Duties** — Tressure is primarily responsible for the education of heralds and online educational resources.
- b. Warranting Materials** — Tressure is primarily responsible for creating and maintaining the warranting class materials.

B. Armillary Pursuivant

1. Duties — The Armillary Pursuivant is responsible for the following duties in addition to those specified for all officers.

- a. Consulting Table Support Duties** — Armillary will aid in the outfitting of consulting tables

and accumulation of resources for tables held by the Regional or Local heralds.

- b. Library Maintenance** — Armillary maintains the heraldic library and arranges for delivery of the library to regional consulting tables.
- c. Procedural Information** — Armillary will maintain checklists or procedures detailing what is required to run a consulting or consulting/submissions table. The information should be an ongoing compilation of the learning from each table operated.

VIII. College of Scribes

A. Star Signet

1. Duties — Star Signet is responsible for the following duties in addition to those specified for all officers:

- a. Supervisory Duties** — Star Signet exercises such oversight over deputies and territorial scribes to the extent required to ensure the smooth functioning of the College of Scribes and Illuminators. The Star Signet has the authority to place and remove regional scribes and other deputies as he/she sees fit.
- b. Award Charters** — Star Signet or an appropriate deputy is responsible for the production and distribution of Award Charters as required by the Crown. This will include the creation of masters for new awards, generation of blanks for painting, completion of recipient information, and distribution to the Court where it will be presented.
- c. Achievement Scrolls** — Star Signet or an appropriate deputy will endeavor to enlist a scribe to produce the appropriate achievement scroll, if requested by the award recipient., and shall do this in conjunction with Sable Crane Pursuivant.
- d. Award Texts** — Star Signet or an appropriate deputy is responsible for the maintenance of official award texts. This includes the modification of existing and the creation of new award texts as the need arises, with the approval of Star Principal Herald.
- e. Insignia** — Star Signet or an appropriate deputy shall ensure that education of proper heraldry on insignia and possibly construction techniques of different types of insignia is continued in the kingdom. The activities must include education and training of those in the College and the populace.
- f. Educational Duties** — Star Signet or an appropriate deputy, shall ensure that education of the arts of the scribes and illuminators is continued in the kingdom. The activities must include education and training of those in the college and the populace.
- g. Website Maintenance** — Star Signet or an appropriate deputy shall be responsible for the upkeep of the College of Scribes website, and shall work with Sigillarius Pursuivant to ensure information is consistent with the College of Herald's website.
- h. Miscellaneous Duties** — Star Signet shall be responsible, either directly or through designated deputies, for performing any miscellaneous duties required for the furtherance of the arts of the college in the Kingdom.
- i. Charter Masters** — A repository of original or masters for the various charter forms shall be kept and used to distribute blank charters for painting and later use. Such paperwork should include supporting documentation or examples provided by the original creator of the charter form.

B. Golden Scroll Pursuivant

1. Duties — Golden Scroll Pursuivant is responsible for the following duties in addition to those specified for all officers:

- a. Charter Replacement** — Golden Scroll is the deputy responsible for providing replacement charters of Grant level or below to those award recipients who request them. The intent of the office is to help award recipients who did not receive a scroll at the time they received their award or whose scroll was lost or damaged in extraordinary circumstances, such as a fire or flood.

- b. Royal Cipher Repository** — Golden Scroll is authorized to sign replacement scrolls with the appropriate Crown's signatures or obtaining those signatures directly from the granting Crown. To enable this, Golden Scroll is to maintain a catalogue of all Royal ciphers, signatures, and sigils, as well as preferences of each Crown as to who they will allow to reproduce said cipher.

C. Regional Scribe

1. Duties — The Regional Scribe is responsible for the following duties in addition to those specified for all officers:

- a. Supervisory Duties** — A Regional Scribe exercises such oversight over deputies and territorial scribes to the extent required to ensure the smooth functioning of scribal activities in the region.
- Encouraging scribal activity in their region and helping new scribes get started.
 - Copying blank charters onto the approved paper and distributing them for painting.
 - Collecting painted scrolls from scribes in their region.
 - Reporting regularly to Star Signet about the scribal activity in their region.
 - Making award recommendations about scribes in their region to the Crown.
 - Being in contact with the scribal guilds and guild leaders in their region.
- b. Educational Duties** — The Regional Scribe, or an appropriate deputy, shall ensure that scribal education happens in the region.
- c. Miscellaneous Duties** — A Regional Herald shall be responsible, either directly or through designated deputies, for performing any miscellaneous duties required for the furtherance of scribal arts within the region. Such duties include, but are not limited to:
- Coordinating charter painting tables or scribal related classes within their region as often as possible.

IX. Royal Staff

A. Golden Staff Herald

1. Duties — Golden Staff Herald is responsible for the following duties:

- a. Voice Heraldry Duties** — Golden Staff is responsible for ensuring the court and vocal heraldry needs of the Crown of Ansteorra are met. Golden Staff works by the appointment and direction of the Crown.
- b. Other Ceremonial Duties** — Golden Staff shall be generally responsible for the conduct of other ceremonies as needed by the Crown of Ansteorra.

B. Sable Scroll Pursuivant

1. Duties — Sable Scroll Pursuivant is responsible for the following duties:

- a. Charter Duties** — Sable Scroll is primarily responsible for the completion of award charters. Sable Scroll works by the appointment and direction of the Crown.
- b. Charter Creation Report** — A report with the list of award charters produced for who, for when and for which event will be produced. The report will be distributed to the Crown, Star Principal Herald, Star Signet and Zodiacus Herald. This report will be used to help ensure that proper recording of awards is made in the Order of Precedence.

X. General Information

A. Application and Appointment

The following are the guidelines to be used for filling an vacant office in the College of Heralds.

- All calls for applications should be published in the appropriate newsletter. If the vacancy is at the local branch the call should be published in that branch's newsletter, or via a designated official mailing list if a branch newsletter does not exist. Announcements for Kingdom level position applications will be published in the Ansteorran Gazette and the Black Star.
- Applications will be taken for a period of at least a month from the publication.
- Applications for office must be in writing and must include a copy of the current membership card. Email of the application form and a scan of the membership card is acceptable. A copy of the application must be sent to the Appointing Authority, and the current office holder (if any). If for a local office, a copy should be sent to the branch seneschal and the landed nobility (if applicable). For example, applications for the local herald office in a barony will be sent to the Regional Herald, the local seneschal and the Baron/ess.
- All applicants will be notified as to who will be appointed before publication of the appointment.

B. Failure to Report, Escalation

The following is a guideline to be used for handling a failure to report from a local herald. The hope is to solve the problem with the least formal action, as close to the source of the problem, as possible. For this process to work it is imperative that the Regional Herald verifies report receipt each month. A note of formal or informal communications are outlined below will be made by the Regional Herald in the Quarterly report to Star.

Status	Action
No report filed by due date	None
Second report not filed by due date	Informal communication with local herald and local branch seneschal and any landed nobility
No Report by end of Second Month	Informal meeting with local herald and local branch seneschal and any landed nobility; Notify Star Principal Herald
Third Report not filed by due date	Formal letter to local herald; Copy to branch seneschal and any landed nobility; Notify Star Principal Herald.
No Report by end of Third Month	Letter removing local herald from office; Copy to branch seneschal and landed nobility; Notify Star Principal Herald; Star will inform the Crown and other Great Officers.

C. Change of Address

It is the duty of warranted members of the college of heralds to notify the officer they report to as soon as possible after a change in address, phone number and/or email address. A copy of this information should also be sent to Star Principal Herald to ensure the warrant roster information is corrected.

D. Ansteorran Gazette

The Ansteorran Gazette will be published on a regular monthly basis. As of this revision of the CoH Administrative Handbook, the Gazette is no longer issuing subscriptions for paper copies. Issues of the Gazette are distributed via the heralds electronic discussion list at heralds@lists.ansteorra.org, and are available for free download via the Ansteorran Heralds' website.

As the Gazette may contain pertinent information (official communication) from Star Principal Herald, all heraldic officers are responsible for having readily available access to the Gazette. This primarily means being

subscribed to the heralds discussion list, but include other methods of receiving the Gazette.

E. Ansteorran Commentary Exchange (ACE)

Commentary on heraldic submissions in-kingdom is done via ACE, at <http://ace.heraldry.ansteorra.org>. Anyone may read commentary there, and all commenters are reminded that commentary is entirely public. Anyone who wishes to comment may make an account for that purpose. Commenters are reminded that being able to comment is a privilege, and as such should utilize tact and diplomacy. Star Principal Herald has the final authority on who may or may not comment on ACE.

F. Online System for Commentary and Response (OSCAR)

Star Principal Herald is responsible for authorizing access for heralds in Ansteorra who want to comment on OSCAR. Currently, those who hold the office of Bordure will have automatic access. If any herald wants to gain access to OSCAR, they must contact Star for authorization. In general, the herald wanting commenting access to OSCAR needs to present a consistent history (minimum of 6 months) of commenting at the kingdom level with a fairly good record of accurate information or needs to demonstrate a considerable knowledge in a specific area of commentary.

Laurel Sovereign at Arms has final authority on who does and who does not have access to OSCAR, and will make all final decisions on that, or related issues. Any appeals to Star's decision shall be escalated to Laurel.

G. Roster Publication

The roster of the College of Heraldry is published on the heralds website. The contact information for the Regional Herald, College Department Heads and their direct deputies will be published; the contact information for all other officers will not be published beyond names unless permission has been given for more. Star Principal Herald, the Regional Herald, and College Department heads will get copies of the roster with complete contact information.

H. Policy on Submissions

This policy is a guideline for handling submissions of names and armory. In practice, it is subject to modification due to circumstances.

1. Sources - Submissions will be accepted from any of the following:

- Local heralds
- Regional heralds
- Other duly-authorized heralds
- Approved full-service submission tables

2. Payments - Submissions from branch heralds must be paid by branch check made out to "SCA Inc. – Kingdom of Ansteorra."

Submissions from all others may be paid by branch check, personal check, or money order made out to "SCA Inc. – Kingdom of Ansteorra." Asterisk does not accept cash by mail. If a regional herald wishes, s/he may accept cash with issuance of receipt and forward his/her personal check and a copy of the receipt. They are in no way required or even expected to offer this service, but they may. The check or money order number must be entered on the Local line of each submission.

Payment from submission tables is covered under that topic.

Payment for resubmissions of names/armory returned at the Kingdom or Society level is waived for a time period not to exceed two years from the date of publication of the return (via AICC/AG/LoAR) unless jointly approved by Asterisk Herald and Star Principal Herald.

There is no charge for a branch's primary name and device, although all other armory or names registered by that branch require payment as usual.

3. Requirements for each submission to Asterisk - All submissions from any source must be complete.

Requirements include:

- Complete information on forms, including method of payment, submitter's contact info, documentation of each name element, etc.
- The proper number of forms, copied documentation, line drawings, and colored armory for Asterisk and Bordure (2 name, 3 colored, 1 line drawing). Please note that line drawings are exactly that, not merely black&white.
- Armory forms must not be so blurred, skewed, or resized as to be unscannable by the Ansteorran scanner or unacceptable to Laurel. Colors must be clear and true to heraldic standards. Use of color printers or copiers is strongly discouraged and may result in a submission being returned. Use of crayons or colored pencils is forbidden and will result in a return. For best results, use Crayola brand classic magic markers.
- Payment.

Other requirements may be made as needed.

An incomplete submission will be returned unless Asterisk is feeling merciful. Asterisk reserves the right to accept an incomplete submission and correct it, but is in no way obligated to do so or to be consistent about doing so.

4. Processing of submissions - regular submissions - All complete submissions received by the 15th of the month will be included in the Internal Letter of Intent (ILoI), published on ACE and the heralds website, for the following month (Receipt + 1 = Publication).

Commentary on an ILoI is due by the 10th of the month following publication of the ILoI (Publication + 1). A meeting of the College of Heralds shall be held to evaluate each submission for forwarding to Laurel or return for further work. If at all possible, it shall be:

- held during the month after close of commentary (Publication + 1)
- moderated by a senior herald, currently Bordure or a designated substitute
- held at a time and place announced in the Ansteorran Gazette
- open to all: heralds, submitters, general populace, bystanders, and the admiral's dog

If weather, health, other obligations, or other factors make it impossible to meet all these criteria, modifications shall be kept to an absolute minimum.

The results of the meeting will be written and published as the Annotated Internal Collated Commentary (AICC) as quickly as possible. The AICC is published in the Gazette as a summary and on the heralds website in full.

Bordure will produce the Letter of Intent (LoI) which goes to the SCA-wide College of Arms for evaluation in the same month of the meeting. The LoI is published on OSCAR and on the heralds website.

5. Processing of submissions - "full-service" submissions - The Ansteorran College of Heralds sometimes assumes the responsibility of producing all copies of the submission forms, in return for an extra fee. These submissions shall be completed and given to Asterisk as quickly as possible, with a copy sent to the local branch herald or regional herald for their files. Thereafter, the submissions will be processed exactly as other submissions are.

6. Processing of submissions - "fast-track" submissions

- a. Acceptances** - If a name or device, as submitted, meets certain rigorous standards, then it may be checked for conflict and forward it to Laurel (via Bordure) on the next available LoI, thereby saving time for the submitter and both time and effort for the CoH. This process is optional and its use is up to the discretion of Asterisk Herald.

Standards for names that can be accepted for fast tracking are:

- All elements of the name are from the same language.
- The elements of the name are in a standard pattern for that language.
- All elements of the name are dated to period, in the submitted spelling, by a recognized authority.
- The submission is complete, including any required photocopies.
- The name is free from conflict and complies with all Rules for Submission.

Standards for armory that can be accepted for fast tracking are:

- Resubmitted armory that corrects problems in drawing or presentation of colors, but changes nothing else from the original submission.
- Field-only armory by definition of Rules for Submission.
- Simple armory by definition of Rules for Submission.
- Complete submission, including required copies of forms.
- Armory is free from conflict and complies with all Rules for Submission.

Most typically, fast-track acceptances are for items that have already been through the commentary process previously but were administratively returned or returned for conflict, and which have corrected the reason for return through a letter of permission to conflict or otherwise correcting the problem that caused the return.

b. Returns - If a submission has an insurmountable problem, and there is no way to correct the problem without substantially changing the submission, then the submission shall be returned immediately, with proper notification to Arbalest and the submitter. Asterisk is responsible for identifying a problem that is insurmountable, with or without consulting other heralds. For example, *Azure a cross gules* would have a substantial violation of the Rule of Tinctures. A device that included *a chief azure semy-de-lis Or* would use the restricted charge "France ancient."

Fast-track returns will also include items that used to be called administrative returns or pended items. If a submission is returned for a reason that does not require that the forms be redone (e.g. an incorrect check, device forms with no name forms, etc.), the usable forms will be held by Asterisk for up to 3 months for the problem to be corrected.

c. Publication - Fast track acceptances and returns shall be published in the Gazette. Currently, they are listed in a separate section using a format similar to the Annotated Internal Collated Commentary.

7. Notifications - Arbalest is responsible for notifying submitters of in-kingdom returns and Laurel-level returns and acceptances.

a. Kingdom returns - Arbalest will read the AICC, and then send a notification to each submitter with a returned item in-kingdom, co-ordinating follow-up with the local or regional herald to ensure those submitters receive the help necessary for resubmission.

b. Laurel acceptances and returns - Arbalest will read the LoAR for the results of Ansteorran submissions, and will notify submitters of any returned items in the same manner as in-kingdom returns. Notifications of acceptances will also be sent out to submitters.

8. Full-service Submission Tables -The primary requirements for approving a submission table are:

a. Preliminary notice to Asterisk of:

- Date the table will be held.
- Name of overall coordinator. For out-of-kingdom tables, name of Ansteorran in charge of Ansteorran submissions.
- Name of person in charge of follow-up (copying, coloring, etc.).

b. Preliminary approval by Asterisk of the person in charge of the money.

- The Kingdom Treasurer, The Star Principal Herald, Emergency Replacement for the Star Principal Herald, Asterisk Herald, Bordure Herald, Armillary Herald, and all Regional

Heralds are approved people for accepting money on behalf of the Kingdom of Ansteorra for submissions. Anyone approved by these people can take money, write receipts, and make change, certainly including regional and local treasurers, but someone on the list must be in charge. It is recommended that this list be reviewed at Crown Tournament and Coronation, and adapted as needed. Changes may be needed due to change in office holder, change in level of activity of an individual, etc. With the exception of the Kingdom Treasury offices, authorization should be made on the basis on an individual's skills and devotion to financial detail, not necessarily on the office held.

- Payment may be made by cash or by branch check, personal check, or money order made out to “SCA Inc. – Kingdom of Ansteorra.”
- A receipt must be written for each submitter, even for resubmissions that require no further payment. Receipt number must be entered on the Local line of the submission form. One copy of the receipt goes to the submitter, and one to Asterisk. If a branch herald chooses to deliver a group of submissions to the submission table, one receipt for the whole packet will suffice if they are placed in a manila envelope and forwarded to Asterisk “as is”.
- The person in charge must forward the payments and one copy of the receipts to Asterisk by the 15th of the month following the submission table.

c. Other requirements - may be made as needed.

I. Heraldic Titles Registered to Ansteorra by Title

Title	Type	Detail	In Use	Reg Date	Re-Reg Date
Actuarius Pursuivant	Kingdom	Omnastics	No	7/30	
Arbalest Pursuivant	Kingdom	Submissions Notifications	Yes	11/90	11/92
Argent Panthere Herald	Personal	Donal		6/00	
Armillary Pursuivant	Kingdom	Librarian	Yes	5/91	
Asterisk Pursuivant	Kingdom	Submissions, Internal	Yes	4/81	11/92
Ave Herald	Personal	Aurieliane		7/87	
Barding Herald Ex	Personal	Anebairn MacPharling		2/86	
Bordure Pursuivant	Kingdom	Submissions, External	Yes	6/93	
Callisto Pursuivant	Branch	Bjornborg	Yes	8/87	11/92
Candelaio Pursuivant	Branch	Wiesenfeuer	Yes	10/95	
Cross Flury	Personal	Kathri		2/03	
Dobharchu	Personal	Aodham		9/92	
Eclipse Herald	Regional	Central	Yes	7/90	
Equinox Pursuivant	Regional	Western	No	5/91	
Estencele Pursuivant	Personal	François		6/91	
Forerynel Herald	Kingdom	Special Projects	No	1/92	
Golden Staff Pursuivant	Kingdom	Crown Herald	Yes	4/81	11/92
Gullinkambi Herald	Personal	Keif		6/00	
Gunstone Pursuivant	Branch	Eldern Hills	Yes	9/92	
Halberd Pursuivant Ex	Branch	Bryn Gwlad	Yes	4/81	11/92
Hanaper Herald	Personal	Tadgh Liath		6/91	
Nautilus Pursuivant	Branch	Elfsea	Yes	9/90	11/92
Nimbus Herald	Personal	Clare		6/86	
Nordsteorra Herald	Regional	Northern	Yes	1/92	
Oakenwald Pursuivant	Branch	Steppes	Yes	4/81	11/92
Obelisk Pursuivant Ex	Kingdom	Publications	Yes	4/81	
Orbis Pursuivant	Regional	Southern	Yes	7/96	
Orle Herald	Kingdom	External Commentary	No	6/93	
Raven’s Heart Pursuivant	Branch	Raven’s Fort	Yes	9/92	
Retiarius Pursuivant	Kingdom		No	5/91	

Rowel Pursuivant	Kingdom		No	7/90	
Sabbia Nera Herald	Personal	Giovanni (deceased)		7/90	
Sable Crane Pursuivant	Kingdom	Achievements	Yes	7/90	
Sable Roundel Herald	Kingdom	Star Emeritus (immediate past)	Yes	6/00	
Sable Scroll Pursuivant	Kingdom	Royal Scribe	Yes	7/90	
Sable Storm Pursuivant	Branch	Namron	Yes	4/81	11/92
Sentinel Pursuivant	Branch	Stargate	Yes	5/85	
Serpentine Pursuivant	Branch	Loch Sollier	Yes	3/92	
Sigillarius Herald	Kingdom	Website	Yes	7/96	
Silent Trumpet Pursuivant	Branch	Bordermarch	Yes	4/81 ^{1,2}	
Solstice Pursuivant	Regional	Coastal	Yes	5/91	
Star Principal Herald	Kingdom	Head of CoH/CoS	Yes	6/80	
Star Signet	Kingdom	Head of CoS	Yes	1/89	
Stellar Scroll Pursuivant	Kingdom		No	9/92	Rel 7/87
Tamarisk Herald	Personal	Adelicia Tagliaferro		1/89	
Tressure Herald	Kingdom	Education	Yes	11/90	11/92
Wakeforest Pursuivant	Kingdom	Kingdom	No	7/87	
Western Cross Pursuivant	Branch	Bonwicke	Yes	6/93 ¹	
Zodiacus Herald	Kingdom	Precedence	Yes	7/87	
	Branch	Northkeep		11/99 ³	

¹ Title not specifically registered. Date is that of Baronial Service Award.

² Other baronial service award names still registered.

³ No title or serve award registered. Date is that of elevation to Barony.