

Submissions and the Local Herald

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From Concept to Completion

1. Consultation

1.1 Name Selection

Generally a submitter will fall into one of two categories. They either a) want to document/register a name before they start actively using it, or b) want to document/register a name they've been using for some length of time. The former is much easier to work with, because the submitter is open to ideas. Your job here is to get a sense of what culture and time period they are interested in, and direct them to references suitable. The latter is much more challenging, because the submitter is partial to their name, and if it proves to be undocumentable, they can be resistant to change. In this case, working closely with the submitter to get a documentable name is important. Consult the Rules for Submission, Sections 1-6 for name registration rules.

1.2 Name Documentation

Documentation of a name is the main obstacle submitters fear in the submission process. For starters, get a copy of the following:

- Name Sources to be Avoided in Documentation: http://sca.org/heraldry/laurel/admin.html#APPENDIX_F
- Name Books That Do Not Require Photocopies to Laurel: http://sca.org/heraldry/laurel/admin.html#APPENDIX_H
- Name Articles on Laurel's Website: <http://sca.org/heraldry/laurel/names.html>

The first list is name sources to avoid because they have proven unacceptable for proper documentation. The second list is made of sources that are very common to heralds, and do not require photocopies to accompany the submission (which makes for less work for the submitter). The third item can also be used without requiring photocopies. Not also, one element of a submitter's mundane name may be used as a name element of their SCA name, provided proof of name (DL/birth cert) is included in the submission.

SCA Names must contain at least two elements, a given name and a byname. Bynames may be occupational, locative, patronymic, matronymic, etc. depending on cultural/temporal practice. Each name element requires documentation. A documentable reference must cite the name element used (spelled the same), referenced to a period date. The documentation must then include the referenced name element, the date associated with it, and the bibliographic information of the source.

Name construction is very important too. Links are available at <http://sca.org/heraldry> to assist you.

The Academy of Saint Gabriel (<http://www.s-gabriel.org>) is also a useful resource for names, but note that copies of the pertinent information from the report must be included with the submission, and a summary must be written in addition to referencing the URL of the report.

1.3 Summary of Documentation

In addition to copies of the documentation (if copies are required), name submissions require the submitter to summarize the documentation on the form. The following is an example (Edmund Drake) of summarized documentation:

Edmund – Scott, Brian M. (Talan Gwynek), “Yorkshire Given Names from 1379”, <http://sca.org/heraldry/laurel/names/yorkshire.html>, Yorkshire Masculine Names from 1379 lists two counts of the name Edmund.

Drake – Reany, P.H. & Wilson, R.M., *A Dictionary of English Surnames*, Revised Third Edition, Oxford University Press, 1997, pg. 141, under the heading Drake, Drakes, Drakers: gives “Robert, David Drake 1185, 1190 P (Nt, Wa); Wimumd le Drake 1205 ChR (Do);”

1.4 Device Selection

Designing a device can be made fairly simple for a submitter if you explain to basic rules. First, the Rule of Tincture, which states that you can’t put a color on a color, or a metal on a metal. Colors include gules, vert, azure, sable, and purpure (red, green blue, black, and purple). Metals include Or and argent (yellow (gold) and white (silver)) [note Or is always capitalized when used as a tincture]. The reason for this rule is for contrast. Second, the Rule of Complexity. This rule states that the sum of the number of different charge types and the number of tinctures used in the design does not add up to be more than eight. With these two rules, a submitter can generally design a device that will pass. Consult the Rules for Submission, Sections 1 and 7-11 for armory registration rules. Also, <http://sca.org/heraldry/coagloss.html> includes the following things to note:

- Restricted charges – cannot be used by anyone in the SCA;
- Reserved charges – can be used if certain criteria are met;
- Conventional proper colorings – list of charges and their “proper” tincture;
- Conventional SCA default postures – list of charges and their “default” posture

Refrigerator Recommendation: It is a good idea to suggest to your submitter to design a few different armory designs and hang them on his/her refrigerator. Have the submitter note which one he/she is most often drawn to, and then submit that design.

Note on medium: The College of Arms prefers coloring of device submissions to be done in a color-fast medium. Crayola markers are the preferred choice. Colored pencils, crayons, highlighters, color printers, and color photocopies are poor choices because colors have proven to fade or change over time, and wax in crayons can melt and destroy paper.

Note on staples: Laurel requires that metal staples not be used in processing submissions, as the staples will rust over time. If possible, encourage submitters to paperclip their copies together. Before submissions are sent to Laurel, metal staples and paperclips are removed and replaced with vinyl coated paperclips.

1.5 Compliance with Rules for Submission (RfS)

Names and Armory submissions must comply with requirements set forth in the Rules for Submission. You can find the rules at: <http://sca.org/heraldry/laurel/rfs.html>.

1.6 Preliminary Conflict Checking

Once a submitter has a general idea of what he/she wants for a name/device/badge, you should do a preliminary conflict check to make sure someone hasn’t already registered their idea (or something too similar). Part V of the Rules for Submission outlines the requirements for preventing name conflicts, and Part X of Rules for Submission outlines the requirements for preventing armory conflicts. Conflict checking can be very tricky, but it is a good skill to learn if you are going to pursue submissions heraldry beyond the local level. Names and armory are registered by Laurel and recorded in an Ordinary and Armorial. At <http://oanda.sca.org/>, you can look up names and devices. [This procedure is beyond the scope of this class]. If you need help with conflict checking, you can utilize other heralds, via the Ansteorran Herald’s email list: <http://lists.ansteorra.org/listinfo.cgi/heralds-ansteorra.org>.

2. Receipt of Submissions

2.1 Check Submitter's Forms

First, check over the forms and make sure all the required information is filled in on the form.

- On name submissions, be sure to explain the Major and Minor Changes check boxes.
- On devices, make sure a preliminary blazon is included (best effort).
- If a badge is fieldless, make sure the box is checked.
- If submission is replacing something the submitter registered previously, find out if the old submission is to be released, changed to an alternate name (if it is a name), or changed to a badge (if it is a device).

Second, make sure any necessary copies of documentation are included.

Third, make sure the required number of copies of the submissions are included:

- Name submissions require 5 copies (each with copies of documentation if required)
- Armory submissions require 6 color copies and 4 line art copies.

2.2 Processing Submissions Locally

There is some variance on how this process should be handled. Here is my recommendation:

1. Once all the forms are in order, instruct the submitter to pay the local treasurer \$9.00 per submission.
2. Then the submitter should give you the forms **and** the receipt (showing proof of payment) together.
3. Collect all submissions and receipts for a single month and at the next available opportunity (Populace), submit a request for funds form to your local treasurer for an amount of \$8.00 per submission being processed. Be sure to indicate on the request for funds form the submissions being sent. Checks should be made to: SCA, Inc., Kingdom of Ansteorra.
4. Before mailing, be sure to fill in the top line of the bottom portion of each copy of the form. This section shows a record of receipt of payment, action taken (forward to Asterisk), and payment forwarded.
5. Mail submissions and check to Asterisk Herald. Contact information is in the back of the Black Star. You may even email Asterisk and inform him/her that submissions are on their way.

Do NOT sit on a check from your local branch for more than 30 days. Process them ASAP! Checks that are older than 30 days will not be accepted by Asterisk Herald / Kingdom Treasurer.

2.3 Due Dates for Internal Letter of Intent

It is important to note that the due date for submissions to Asterisk is the 15th of each month for the Internal Letter of Intent for the month following. Thus submissions are due by January 15th for the February Internal Letter of Intent.

2.4 Ansteorran Gazette Subscription

Once you have forwarded a submitters forms to Asterisk Herald, you might think your job is done. Not quite. The submission still has a long way to go, and the Local herald should keep updated on where it is in the system. Why? Because the submitter will ask. Submissions can take anywhere from 9-12 months to get registered at the Laurel level, and quite often a submitter will inquire about the status of their submission. Wouldn't you if you paid \$9.00 for each submission? Your primary source of information in following a submission is the Ansteorran Gazette.

Published monthly, the Ansteorran Gazette (AG) presents Internal Letters of Intent (ILoI), Internal Collated Commentary (ICC), Annotated Internal Collated Commentary, Fast Tracks to Laurel, and Laurel's Letters of Acceptance and Return (LoAR). Local heralds should receive the AG and file a copy in their files. The AG is considered to be an official communication and as such should be filed. You can receive the AG one of two ways. You can download it from the heraldic website at <http://heraldry.ansteorra.org/gazette/>, or

subscribe for a mailed copy. Subscriptions cost \$12.00 per year (pro-rated) and your local branch should pay for the subscription as part of your office expenses.

3. Following Submissions in the Gazette

The following headers provide the step by step process the submission follows. You can follow the process in the Ansteorran Gazette using each non-italicized header as a step along the process. Italicized headers are steps in the process but may not be published directly in the Ansteorran Gazette.

3.1 Internal Letter of Intent (ILoI)

The submission you forwarded will first appear in the ILoI. The ILoI is a collection of the submissions sent in within the kingdom. They are listed in alphabetical order, giving the essential registration information (this is where documentation summaries prove to be so important). Asterisk Herald flags the names associated with each submission with the submitter's local branch. This will help you key in on any submissions that were registered by you, or for a person who lives in your branch (possibly at consultation tables). Asterisk may also include notes on submissions that are not quite ready to be forwarded to Laurel, but may be easily remedied by the submitting herald, if the herald acts swiftly (or can work with the submitter to get the submissions corrected). In addition to reading the ILoI in the AG, you can also download them here: <http://heraldry.ansteorra.org/ILoI/>.

3.2 Kingdom Level Commentary

Commenting heralds will then take the ILoI and do conflict checks and check submissions against the Rules for Submission to make sure they are acceptable to forward to on for registration. The kingdom encourages all heralds to provide commentary on submissions.

3.3 Internal Collated Commentary (ICC)

Commentary to the submissions in the ILoI is sent to Retiarius Pursuivant. Retiarius then collates all the commentary for each submission and publishes the ICC. The ICC is then reviewed at the monthly Decision Meeting. ICCs can be found online at <http://heraldry.ansteorra.org/ICC/>.

3.4 Decision Meeting

At the Decision Meeting, the commentary for each submission is reviewed and a course of action is decided. Submissions will either be forwarded to Laurel, or returned to the submitter for further work.

3.5 Annotated Internal Collated Commentary (AICC)

The AICC is the ICC with the CoH action (from the Decision Meeting) included. The AICC is used primarily by Bordure Herald for creation of the (External) Letter of Intent and by Retiarius Pursuivant for notifying submitters of submissions that were returned in kingdom. The Local herald can assist Retiarius and use the AICC to advise submitters he/she helped of returned submissions, and offer assistance to correct the submissions and get them resubmitted swiftly. In addition to reading the AICC in the AG, you can also download them here: <http://heraldry.ansteorra.org/ICC/>.

3.6 Fast Track Acceptances

Some submissions that are sent to Asterisk Herald qualify to be 'fast tracked'. These are usually simple names and armory that have no easily identified conflicts or require in-depth rules checks. Only Asterisk may decide to fast track a submission. Fast Tracks are identified in the AG, so check them to see if any of them are from your branch so you can update their status in your report.

Some submissions get returned by Asterisk before going into an ILoI. These submissions usually have an obvious deficiency that would prevent them from being accepted by Laurel. Submissions heralds refer to these as 'insta-boings'. Asterisk should contact the submitting herald and/or the submitter of the return.

3.7 Letter of Intent (LoI)

Submissions that are given the action ‘Forward to Laurel’ then get compiled into the LoI, along with any fast track submissions. Bordure Herald is responsible for this Letter, and mails it to Laurel and the commentary heralds on Laurel’s mailing list. LoIs are typically not included in the AG, but you can download them at <http://heraldry.ansteorra.org/LoI/>.

3.8 Laurel Level Process

Heralds across the known world then take a turn at commentary on the submissions and may, or may not, find conflicts or problems that were missed during the kingdom level commentary. As done on the kingdom level, the commentary generated at the Laurel level is collated for decision meetings. Pelican Sovereign of Arms heads the decisions made for names and Wreath Sovereign of Arms heads the decisions made for armory. These decisions are then passed up to Laurel, who issues the Letter of Acceptances and Returns (LoAR).

3.9 Letter of Acceptances and Returns (LoAR)

The LoAR appears in the Gazette and Retiarius is responsible for notifying submitters that their submission was accepted or returned. You can assist Retiarius by contacting those submitters you helped, and in the case of Laurel returns, you can assist the submitter in resubmitting. LoARs are (e)mailed to heralds who subscribe to the Letter, either in hard copy or e-copy, or who are on the Laurel mailing list to receive a copy. You can view the archive of LoARs here: <http://www.sca.org/heraldry/loar/>, but note that the latest letter may not be posted.

4. Resources for Submission Tracking

The following links are provided for use in tracking submissions after they have left the local herald’s office.

- Ansteorran Gazette (AG): <http://heraldry.ansteorra.org/gazette/>
- Index to Ansteorran Heraldic Submissions: <http://heraldry.ansteorra.org/hst/>

4.1 Tracking Submissions on Your Monthly Report Form

The local herald should maintain a constant record of a submissions progress on his/her monthly report, changing the status of the submission along the way. In this fashion, the local herald can keep up to date on all the submissions from the branch from “New Submission” to “Accepted by Laurel”. Suggested status indicators are listed in the table below as examples. When a submission’s status changes, the local herald can replace the previous status with the new status on the same line.

#	SCA Name	Legal Name	Type (Name / Armory)	Cost (Paid by Submitter)	Status (New, Resub-Free, Resub-Cost, Appeal)
1	Alden Drake	Paul Haines	Name	\$9.00	New Name
					ILoI 200601
					AICC 200601 FTL
					Accepted by Laurel
					Returned by Kingdom
					Returned by Laurel