

# Information regarding awards and their recording

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## Canon Lore

Canon Lore <http://lochac.sca.org/canon/> is the online awards database and Order of Precedence for Lochac. It is maintained by Canon Herald, currently Lord Sorle Maknicoll [canon@lochac.sca.org](mailto:canon@lochac.sca.org). Its features include:

- The Order of Precedence (OP) - useful for planning a grand march. N.B. only the permanent OP is tracked, the holders of temporary positions (Royals, baron/esses, kingdom officers, etc.) are not listed.
- A display for each Royal reign, listing all award given during the reign.
- An index of events held in each year - useful to check if awards from all events have been submitted
- The information displayed can also be limited by branch, or by country.

Please contact Canon Herald for assistance if the working of any of the features is unclear.

The Scribes report <http://lochac.sca.org/canon/provost.php> is a version of Canon Lore that can generate a to-date listing of the populace with awards in a printable or downloadable format. The current password (to access mundane names) is: [REDACTED]. The list can be generated for single groups, regions, or the whole of Lochac. This was the source of the awards list in the royal book, as awards were before the crown tournament.

*Private notes:* A notes field, currently only available to Canon, exists in the database. This can be used to record information such as a person's preference to not receive awards, that they have resigned an order, or any other relevant details. These notes will be supplied prior to the commencement of a reign.

## Rules concerning Awards

### Publication of events

*“All bestowal of Awards shall be proclaimed in Court, or in some other public place at an event published in advance in Pegasus, to the Kingdom of Lochac at large.”*

If awards are given at an event that was not properly published these will need to be re-proclaimed at a latter event. If you believe such a situation may have arisen during Your reign, please check with Canon Herald.

### Award reporting

*“It is the responsibility of the Crown giving Arms or other awards, to notify both the Crux Australis Herald and the Chronicler of the award, the date given, and the full name of the recipient within three months.”*

You may fulfil this responsibility either by sending a message to Crux and the Chronicler via the official [royal@lochac.sca.org](mailto:royal@lochac.sca.org) email account, or by signing a Court herald's award form (CHAF) prepared by Your Court Herald. The CHAF may be found at: [http://lochac.sca.org/heritage/docs/award\\_form.pdf](http://lochac.sca.org/heritage/docs/award_form.pdf). Please proactively ask for this form and remind Court heralds that you hold them personally responsible for promptly delivering it.

### Foreign awards

*“The Kingdom of Lochac recognises the Arms and Orders awarded by other Kingdoms of our Society. Armigers moving to Lochac will be placed on the Lochac Order of Precedence as though they had received the equivalent Lochac awards.”*

If you require information on the honours due a new immigrant, or visitor to Lochac, please contact Canon Herald who will do the necessary research and respond as swiftly as possible.

## Procedures

### Royal authority

Canon Herald needs to receive Royal approval before publishing awards. This may be in the form of an email from the official account, or a signature on a physical or scanned report. If Canon receives a report of awards given in a form other than the above, they will contact the Crown for confirmation before acting.

### Court Herald

It is recommended that only rostered heralds, listed at <http://lochac.sca.org/heritage/roster> are used for Court. This is to ensure they are aware of the latest procedures, ceremonies, are contactable, and have received training. The local group herald should have contacted Your chamberlain well in advance of each event with a list of available heralds to select from.

## What information does Canon Herald need to know?

The essential information needed to record an award is: the event and date of the award, the award granted, and the recipient's SCA name. Other information that can be useful is the recipient's home group, and their mundane name. If You choose to report awards yourselves rather than using a CHAF please do not feel the need to chase these extra details Yourself, such tasks are the responsibility of Your heralds.

*Event details* – The name or a brief description, further details are available to Canon from Pegasus.

*Date* – As the OP is dependent upon the presentation date of an award, for a multiple day event it is important to be specific. If multiple courts are held on a day, the order does not matter.

*Award* – full names or unambiguous abbreviations are perfectly acceptable.

*SCA name* – The O&A is the authoritative source for registered SCA name spellings. <http://oanda.sca.org/>

*[Optional] Mundane name* – Canon tracks the mundane name of recipients to link older awards to persons who change their SCA name. This is most useful for AoAs. This information is not available to the public.

*[Optional] Group* – Group or even region, where known, helps locate a local herald to confirm details.

## Who sends the information

The Crown may send the information Themselves, or have Their Court herald do so. Canon requests that royal heirs nominate which method of reporting they intend to use before the commencement of their reign so that the Lochac College of Heralds might be informed.

It is important that both Royals and Court Heralds ensure at the end of each court that both parties understand who will be reporting awards and how to do so, and both have a copy of awards given at the court.

## How does the information get to Canon Herald

1) Notice of awards given may be sent from the [royal@lochac.sca.org](mailto:royal@lochac.sca.org) email to [canon@lochac.sca.org](mailto:canon@lochac.sca.org), [pegasus@lochac.sca.org](mailto:pegasus@lochac.sca.org) and [herald@lochac.sca.org](mailto:herald@lochac.sca.org). Any format of email (html table, spreadsheet, plain text, etc is fine). Royals may wish to copy heirs on this communication.

*Or,*

2) A CHAF may be signed and sent to Canon who will copy the other parties necessary. The CHAF may be scanned and emailed to Canon, or posted to *Jeff Nicholson, 5 Maneroo Court, Wodonga VIC 3690 Australia.*

Canon will send regular reports of awards granted for the Crown to check for omissions. Awards given at a 'roving court' or added to a list at the last minute are the most common cause of omissions. Where Royals attend an event, but give no awards, Canon would appreciate a note to that effect.

## Publishing of awards in Pegasus

Once appropriate notification has been given, all awards will be published in Pegasus. Canon checks published lists of awards, and will notify the Pegasus editor of any error for correction in a future edition.

## Additional information

Occasionally awards are given out in absentia, and are to remain secret until a local representative has passed on the award. Please include a note such as "Do not publish until Sept." when sending notice of these.

Royals and Court heralds may discover information regarding people's names or awards when giving awards or discussing award recommendations. Pieces of information such as a new spelling of a name; a change of name, that this is a person's second AoA, etc. are always appreciated.

Royal books. Some Crowns keep a notebook or ledger of all Awards They grant during a reign, this is an excellent backup if other reports go astray. You may wish to do this.

## Conclusion

This guide has been intentionally kept brief, and only contains the most commonly needed information. If you have any other questions, or an unusual situation arises, please ask Crux or Canon.

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