

# LOCHAC HERALDIC POLICY

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Last revised March 2011

Please feel free to contact the [Crux Australis Herald](#) for clarification or explanation of any of these policies.

The Lochac College of Heralds provides heraldic services to the Crown and people of Lochac; assisting individuals to register suitable and unique Arms as per [Corpora](#), those interested in heraldry to improve their knowledge and skills, and generally continuing to advance study and practice of period style heraldry. It is the local medium through which the goals of the Society College of Arms are pursued.

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## 1. General

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1.1. All heraldic correspondence should be dated with the current modern date. Additional use of an SCA *Anno Societatis* or Reignial date is optional.

1.2. Mailing lists etc.

1.2.1. All persons using College of Heralds mailing lists and other electronic fora are expected to behave in a reasonably polite and decorous fashion. That being said:

- a) Coarse language and adult themes may occur.
- b) Persons under 16 years should seek parental approval before joining College lists.

1.2.2. Reasonable effort to remain on topic is expected. Digressions may develop, but original posts should be on heraldic matters.

1.2.3. Disagreement within commentary is not only expected, but encouraged. Heraldic knowledge is furthered by discursive argument, but personal attack plays no place in this.

- a) Personal attacks, or blatantly offensive remarks are not welcome. Isolated incidents are cause for warning by the administrator. Repeated occurrences may result in revocation of access.
- b) Wherever possible, the author of a dubious post should be given reasonable benefit of doubt as to their intention.
- c) Should this prove impossible, the stages of formal [grievance procedure](#) should be followed.

1.2.4. Administrators may place accounts on moderated (or similarly termed restricted) posting for any just cause. For lists or sites where the administrator is other than Crux, a notice of such action and reason for it should be forwarded.

## 2. Structure

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2.1. The Crux Australis Principal Herald is the administrative head of the College of Heralds, is responsible for overseeing all heraldic activities within the Kingdom, and for reporting to the appropriate corporate superior. Cf. full [Crux duty statement](#).

2.2. The Lochac College of Heralds consists of the Crux Australis Principal Herald, Crux Staff, and all rostered heralds in the Kingdom of Lochac.

2.3. All active members of the College are listed on the Roster.

2.4. Staff heralds are appointed by Crux. They, and their specific duties, may change with a Crux tenure.

2.5. Crux Staff generally consists of the following:

- Baryl Herald, the Crux emergency deputy

- Canon Herald, who maintains the Order of Precedence
- Bombarde Herald, who is responsible for ceremony and protocol
- Rocket Herald, who handles submissions for the kingdom
- Mortar Herald, who is responsible for websites and software
- Such other heralds as Crux may deem necessary for special projects at a particular point.

2.6. Should Crux be temporarily unable to fulfil the duties of the office, Baryl Herald has authority to act on all matters outside policy reform. If Baryl is also indisposed, the other Staff officers, in seniority by appointment, may undertake the office in a caretaker capacity. Should this seem necessary, the Laurel Sovereign of Arms and Kingdom Seneschal should be contacted urgently.

### 3. Heraldic ranking

All heralds are enjoined to remember that heraldic rank is an acknowledgment of knowledge gained not an Award. Pursuivant and Herald are more properly job descriptions rather than titles. Those possessing them should always endeavour to ensure their skills are current -- a 'fossilised' herald does neither themselves, nor their clients any favour.

3.1. There are three personal heraldic ranks within the Lochac College of Heraldry, somewhat comparable to apprentice, journeyman, and Master:

- Macer: This is the rank assigned a herald-in-training. A Macer has a demonstrated interest in SCA heraldry, and some level of activity within the College. These persons might not be listed on the Roster.
- Pursuivant: A herald with general proficiency in at least two fields of endeavour, shown by practical demonstration and successful completion of the Pursuivant extra-ordinary exam.
- Herald: A herald deemed highly capable in multiple fields of endeavour, with expertise in at least one.

3.2. Movement between these ranks is at the discretion of the Crux Australis Herald.

3.3. An additional rank of Herald Extraordinary also exists. This rank is granted jointly by the Crown and Crux for exceptional and/or lengthy heraldic service. It is recognised Society wide, and conveys the right to register a personal heraldic title.

3.4. Heraldic rank (excepting 3.3 above) is not necessarily transferable between Kingdoms of the Known World.

3.4.1. Should a herald emigrate to Lochac, Crux shall determine an appropriate rank after considering their Kingdom of origin ranking schema, and consultation with the Principal of the departed Kingdom if necessary.

3.5. Any member of the College is permitted to declare an interested person a Macer, with ceremony if seen desirable. Personal contact with Crux and subscription to Blazons are required before addition to the Roster. Subscription alone is not sufficient.

3.6. Promotion to Pursuivant is usually granted upon satisfactory completion of the appropriate exam, however, candidates must also demonstrate application of heraldic skills, E.g. reported satisfactory activity as a voice herald, or proper preparation of submissions as consulting herald.

- Promotion will not be granted on the basis of exam alone.

- The pass mark is set at 80%. Slight variances may be granted for candidates with outstanding practical skills, provided no section of the exam would be unsatisfactory if considered alone.
- A registered name and device, or active submission toward such, is also expected.

3.7. By courtesy, Crux Staff and Baronial heraldic officers are titled Herald for their tenure, regardless of personal rank. Shire, Canton, and College heralds are similarly titled Pursuivant.

## 4. Rostering

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4.1. All group and Staff heralds, the heralds in-Ordinary, are required to be Rostered. Extra-ordinary heralds should be Rostered while active.

4.2. Requests to be added to the Roster of the Lochac College of Heraldry must be in writing, email is acceptable, and include full SCA and mundane names, and contact details. A summary of heraldic knowledge and experience is desirable.

4.3. Rostering, be it in-Ordinary or otherwise, is generally for a period of two years.

4.3.1. Extra-ordinary heralds not reported as active for two years by their local group herald will be dropped from the roster.

4.3.2. Extensions may be requested of Crux. In the case of;

a) Crux deputies

- For the high workload offices of Canon and Rocket, a single year extension may be granted on request. A second extension may be granted in exceptional circumstances.
- Other Staff offices are notionally held for two years, but may change with a Crux tenure or be extended without specific renewal.

b) In-Ordinary (Group) heralds

Extensions of office may be granted to group heralds where the circumstances of the group and the wishes of the herald to continue coincide. It is recognised that the knowledge required of a herald may mean that new candidates are not always available at two yearly intervals. Nevertheless, it is desirable that a regular turnover occur to revitalise the office. Requests for extensions in excess of a normal double term will require substantial supporting argument.

4.3.3. A herald rostered in an extra-ordinary capacity may be removed at any time by the Crux Australis Herald for any just reason, including but not limited to:

- lack of reported activity within two years
- failure to forward submissions in a timely fashion
- other actions bringing the College into disrepute
- misconduct requiring mundane legal action.

4.4. Should a herald dropped from the active roster resume activity, they will be reinstated at their previous personal rank -- but are on their honour to ensure their heraldic knowledge is updated to reflect current practice.

## 5. Heraldic regalia

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- 5.1. A green tabard with crossed gold trumpets front and back may be worn by anyone on duty as a herald. Sleeved tabards are more authentic than un-sleeved tabards.
- 5.2. Rostered group heralds may wear a sleeved tabard with the Arms of their group on the body, and either those Arms or the herald's badge on the sleeves. Quartering the group Arms with the herald's badge, though previously somewhat common in the SCA, is poor practise and ought be avoided.
- 5.3. A Pursuivant wearing a sleeved tabard should have the sleeves front and back (i.e. rotated 90 degrees).
- 5.4. Tabards should be worn according to the personal rather than office rank of the herald.
- 5.5. The wearing of group Arms, sans wreath and/or crown, is strongly encouraged for any herald acting in a suitable capacity.
- 5.6. Personal 'resume' tabards are also appropriate for extra-ordinary heralds.
- 5.7. Heraldic regalia should be worn when making official announcements. Unofficial or paid announcements must not be made whilst wearing regalia.
- 5.8. Heraldic regalia should not be worn by a herald called into Court unless on official College business. A herald called as an individual must remove their tabard before entering the Presence.
- 5.9. Any herald on official business may carry a small white stave to indicate they ought not be interrupted.
- 5.10. A herald may be accompanied by a trumpeter to draw attention before announcements, but should on no account play a trumpet themselves. A trumpeter ought wear livery where applicable, and may hang an armorial banner from their instrument matching the tabard worn by the herald.
- 5.11. A herald should not bear a weapon whilst on duty, not even one bonded by peace straps. Heralds offered positions such as Guards should be careful to avoid conflict between their roles.

## 6. Group Heralds

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### 6.1. General

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The policies below concerning the appointment, removal, and membership of group heralds are not applicable to College Pursuivants, who as college officers are governed by the rules of their host institution.

- 6.1.1. Below Kingdom and Principality, only [Baronies and Provinces](#) are required to fill the office of herald. All other groups are encouraged to do so.
- 6.1.2. A group herald, like any group officer, must be a financial member.
- 6.1.3. All group heralds must be subscribed to the Lochac heralds discussion email list [Blazons](#). It is strongly recommended they also subscribe to Laurel's [LoAR](#) and the Lochac internal commentary forum [Basilisk](#).

- 6.1.4. Appointment of group heralds must follow Kingdom procedure. In summary: the vacancy must be appropriately advertised, with applications sent to Crux and Cc. to other relevant officers. Appointees must not be opposed by a substantial proportion of the relevant group. Cf. [Kingdom Procedure Manual](#) for full details.
- 6.1.5. Sanctions against a rostered group herald must likewise follow the Lochac Procedures Manual. In summary: The Crown may suspend an officer for the duration of Their reign. Otherwise, barring circumstances that warrant Banishment or mundane legal action, only the Crux Australis Herald or Laurel Sovereign may suspend or remove an heraldic officer. The officer so removed or suspended must be warned in writing, including an explanation of the reason(s) for suspension or removal, and given sufficient opportunity to respond. Reasons for the imposition of sanctions include, but are not limited to:
- failure to report for two consecutive periods without cause
  - consistently inadequate reports
  - failure to forward submissions in a timely fashion
  - substantial opposition to continuation of office from the group membership.
- 6.1.6. Only groups with landed nobles or Royalty are able to register and use heraldic titles. These titles must be registered within a reasonable time of group elevation or creation.
- a) Heralds of groups without landed nobles/Royalty, such as Shires or Colleges, may title themselves using the group name.

## 6.2. Duties of group heralds

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The group herald is not responsible for doing everything themselves, they are responsible for making sure all of the following is done by somebody; E.g. a herald with strengths in voice heraldry might enlist the assistance of a book deputy, and vice versa.

- 6.2.1. Be the personal herald of Landed nobles, where applicable.
- 6.2.2. Assist with local submissions.
- a) Maintain local heraldic files and library
  - b) Consult with the group populace, and refer clients to subject or language experts as required
  - c) Forward submissions to Kingdom in a timely fashion
  - d) Track in-Kingdom progress of submissions and keep submitters appropriately informed
- 6.2.3. Ensure all local events have the necessary heraldic support, by contacting local Seneschals, event autocrats, and Royal Chamberlains, as variously applicable, and making suitable arrangements.

Heralds required may include:

- a) A herald-in-charge for the event
- b) A duty herald to co-ordinate site calls
- c) Heralds to call the site or make general announcements
- d) Heralds for any tournaments to be held
- e) Suitable Court heralds for Royalty and/or Landed nobles

Crux is by default herald-in-charge of any event s/he attends, but will usually delegate everything bar Royal Court to a local. Don't assume, check.

6.2.4. Maintain local Order of Precedence.

- a) Regularly check Canon Lore and report discrepancies regarding awards held by locals, or changes in their use names to Canon.
- b) Maintain a register of Baronial or other awards according to local custom.

6.2.5. Draft ceremonies for local awards in consultation with landed nobles and Bombarde.

6.2.6. Supervise and collect reports from subsidiary group heralds.  
Baronial Heralds may appoint Canton Pursuivants, providing these persons meet the usual requirements for rostering, and have contacted Crux requesting such.

6.2.7. Report to Crux on the schedule set out in Kingdom Law.

6.2.8. Foster growth of heraldic knowledge locally.

6.2.9. Wherever possible, inform Crux if a temporary inability to perform usual duties occurs.

### 6.3. Reporting

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6.3.1. Baronial Heralds are required to report quarterly to Crux; February, May, August, and November 15<sup>th</sup>.

6.3.2. Shire Pursuivants are required to report bi-annually to Crux; May and November 15<sup>th</sup>

6.3.3. Canton Pursuivants are required to report bi-annually to their Baronial herald; April and October 15<sup>th</sup>.

6.3.4. College Pursuivants are requested to report bi-annually to Crux; April and October 15<sup>th</sup>.

6.3.5. Reports should include all relevant items listed in the [Basic Report Template](#), but are not required to follow that precise format.

6.3.6. A copy of every report should be sent to the group seneschal, and where applicable, landed nobles.

- a) Colleges are requested to Cc. Baronies or Shires with which they may be associated.

## 7. General Policies on Awards

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7.1. Records of Awards or Orders with unregistered names granted by the Crown will be updated upon registration of an appropriate Award name.

7.2. The names of Royalty granting Awards will be recorded as Their Reignal use names regardless of registration status or subsequent changes.

- 7.3. Award tokens are administered by the Keeper of Regalia, and are independent of heraldic badge registrations.
- 7.4. Precedence is held as set out in Corpora and Kingdom Law.
- 7.5. The Kingdom Order of Precedence is recorded in [Canon Lore](#).
  - 7.5.1. Canon Law lists only permanent rank. Temporal precedence gained by office is not recorded.
- 7.6. The Order of March is defined according to Kingdom Law, and is dependent on temporal precedence.
  - 7.6.1. The Crown may at Whim grant a variance permitting significant others to march with a partner of higher rank.
  - 7.6.2. The Crown may at Whim grant a variance permitting Groups or Households to march *en masse*.
- 7.7. Persons who do not wish to receive Awards may write to Canon Herald requesting this be recorded in the private notes section of the Canon Lore database. Likewise, a written request to Canon may be made to remove such a note. These notes should be forwarded to an incoming Crown by Canon at the start of each reign.
- 7.8. [Detailed policy](#) concerning the Canon Lore database; its software, maintenance, and the requirements for entering of Awards must be maintained jointly by Canon and Mortar.

## 8. Policies on Names and Armory

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### 8.1. General

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- 8.1.1. Encourage people to submit. That's encourage, not brow-beat, pester or persistently annoy them.
- 8.1.2. Unless specifically agreed otherwise by both parties in writing, all heraldic consultation is undertaken *gratis*, and with the understanding that ideas and designs generated are to be considered property of the client once submitted.

### 8.2. Display

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- 8.2.1. It is inappropriate to assume the identity of another person by display of their registered Arms.
- 8.2.2. To avoid such presumption, a fighter obliged to borrow a shield emblazoned with the Arms of another ought temporarily alter the Arms in some obvious fashion, such as with a strip of tape.
- 8.2.3. Lochac has a registered badge that may be used by the populace to show membership of the Kingdom. The blazon is: *Quarterly azure and argent, on a cross gules four mullets of six points argent*.
  - a) Displaying this badge on the hoist of a standard is appropriate for any member of the Kingdom.



- b) Display of this badge on a banner or other medium to mark a populace encampment at a multi-Kingdom event is appropriate. Use of the full Kingdom Arms when Royalty are not physically present is not.
- 8.2.4. Arms incorporating a wreath and/or Crown should only be displayed when the appropriate landed nobles or Royalty are present.
- a) Wearing of group Arms incorporating a wreath and/or Crown is only appropriate for landed nobles, Royalty, or the group heraldic officer whilst on duty.
  - b) For all others, display of group Arms with the wreath and/or Crown removed may be appropriate, even if such is not officially registered as a populace use badge.
  - c) This injunction does not apply to Shires or other groups who do not have persons entitled to personally display group Arms, but usage of with-wreath forms is discouraged outside the group herald's tabard or when the Seneschal is present.
- 8.2.5. Lochac previously registered a variation on the Principality Arms specifically for Princesses: *Quarterly azure and argent, on a cross gules four roses and in canton another all argent*. The Crown Consort may choose to display this rather than the undifferentiated Kingdom Arms. This decision is at Their sole discretion.
- 8.2.6. Lochac does not regulate the dimensions or style of flag members of the populace may display.
- 8.2.7. Lochac does not regulate the usage of mottos, supporters, crests or other portions of a full heraldic achievement.

### 8.3. Submission requirements

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#### 8.3.1. Paperwork

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- a) Names: two (2) copies of the form and all documentation used, including title pages of works cited must be submitted to Kingdom.
- b) Devices and Badges: four (4) coloured copies and one (1) outline copy are likewise required at Kingdom.
- c) The submitter and local herald should also each retain an additional backup copy, both colour and outline for armory submissions.
- d) Documentation for names must provide evidence that the name could have been used by a person living in pre-17th century Europe or somewhere known to Europeans of this period. Books or websites that list names without citing dates of usage, such as 'Baby Name' books or Wikipedia, are generally not acceptable as documentation. Cf. the College of Arms Administrative Handbook [App. H](#) and [App. F](#).
- e) Additional documentation such as permission to conflict, or a petition of support for a group submission should be supplied in the same number of copies as the relevant forms. Recommended wordings for these may be found in [App. D](#).

- f) No heraldic submission may stay at one level for more than 30 days without action; it must be forwarded, pended, or returned, as permitted at that level.
- g) The current submission forms are dated '18 Jul 2006'. Use of other forms, except as specifically permitted by Laurel policy, is cause for administrative return. Specified exceptions:
  - Pennsic generic forms
  - Appropriately amended other-Kingdom lozenge forms
- h) Submission forms must not be modified.  
Alterations such as changing the dimensions of the shield are grounds for administrative return. Slight variances due to printer settings are permissible, differences in excess of a centimetre are not.
- i) Colour copies of submission forms must use bold, heraldically correct colours, preferably done with colourfast felt tip pen. The use of crayon, gel pen, metallic pen, faint coloured pencil, colour printer, or colour photocopier is unacceptable.

### *8.3.2. Administrative*

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- a) It is strongly encouraged that all submissions are sent to Rocket via the local group herald. Where this is inconvenient or otherwise undesirable, submissions may be sent direct to Rocket. In such cases, a Courtesy copy should be forwarded to the local herald by the submitter.
- b) Group heralds should, wherever possible, enter submissions into the Basilisk forum for comment at or around the time of forwarding the forms to Rocket.
- c) Submissions may never be sent directly to Laurel Sovereign of Arms, they must always be processed at the Kingdom level first. This includes appeals of decisions made by Crux or Rocket.
- d) Baronial Order names and heraldic titles should be accompanied by a letter expressing the approval of the ruling nobles and populace for the registration.
- e) It is not necessary for a group to register an heraldic title when there is an existing order of the same name already held by the group – E.g. the Barony of Innigard could have a Fretted Goblet Pursuivant as deputy to Frette Rouge Herald, as they already have the 'Order of the Fretted Goblet' registered. However, no such unregistered title may be used without the written permission of the group nobles and the Crux Australis Herald.
- f) All armory submissions must have the artist's release on the form signed.
- g) Formal notice of returns at Kingdom or Laurel level must be sent within 30 days of the publication of the relevant LoAR or Crux/Rocket decision. According to Laurel policy, this may be either by post or email with receipt acknowledgement. A copy of each notice must be placed in the submitter's file.
- h) Acceptances by Laurel should be sent within the same time frame. Notice of acceptance at Kingdom level is reported in [CAMEL](#) rather than sent individually.

## 9. Policies on Voice Heraldry

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### 9.1. General

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- 9.1.1. Rostered heralds are expected to bring pen or pencil, paper, timepiece and regalia to events they attend, and, within reason, be prepared and willing to use them. Carrying local and/or Kingdom ceremonials is also advised.
- 9.1.2. The simultaneous use of more than one form of address, commonly called 'title stacking', is strongly discouraged. However, should a person so entitled express a wish to use multiple terms of rank, their preference should be followed.
- 9.1.3. Whenever possible, a person should be referred to by such titles as due them in a language appropriate to their persona of choice. Where this is unknown or unclear, the Society default titles in English are correct.

### 9.2. Field Heraldry

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- 9.2.1. Accepting items for site calls  
All requests for general announcements should be made via the duty herald where applicable. When there is no such person, a herald making site calls may accept items at their own discretion.
- 9.2.2. It is not appropriate to make announcements of a commercial nature while wearing heraldic regalia.
- 9.2.3. When announcing a multi-field, multi-herald tourney a herald's white stave may be raised when speaking to assist in prevention of overlapping calls.

### 9.3. Court

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- 9.3.1. Accepting items for the Court list
  - a) All items of Court business are listed pending the approval of the Crown or relevant landed nobles.
  - b) Requests to present gifts should include the nature of the item. The Crown may prefer to accept these in a separate presentation Court.
  - c) Announcements may not always be appropriate for Court. Where they are, clarity and speed often make it advisable that the herald make them.
- 9.3.2. Reporting
  - a) After every Court at which a Kingdom Award is given, a Court Herald Award Form ([CHAF](#)) must be completed, signed by the Royalty who gave the award(s), and forwarded within two weeks to Canon Herald, Crux and the editor of Pegasus – Unless the Crown specifically states They prefer to report Themselves.
  - b) Where a Royal Court is held but no Awards are given, a courtesy note to Canon stating such is appreciated.
  - c) Baronial awards need not be sent to Canon Herald, but should be reported or recorded following local custom.

## 10. Gaining access to Commentary

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All heralds with commenting privileges are expected to maintain a reasonable level of activity. Failure to do so may result in downgrading or revocation of access.

### 10.1. Distribution of Commentary

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- 10.1.1. All heraldic commentary, be it at Kingdom or Laurel level, is made in the expectation that it will not be forwarded or otherwise distributed beyond the forum in which it was published without the express permission of its author.
- 10.1.2. Heralds made aware of an unequivocal conflict may inform a client that a return might be prevented by seeking Permission to Conflict, but should not otherwise attempt to pre-empt decisions of the Sovereigns of Arms.
- 10.1.3. All other requests for clarification regarding submissions at Laurel level should be made only by Crux, Rocket, or upon their specific request, with appropriate file emendations made immediately.

### 10.2. Internal Commentary - Basilisk

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- 10.2.1. A client level account in [Basilisk](#) may be set up by anyone. It grants ability to post to the client forum, and nothing else beyond the static pages.
- 10.2.2. A herald level account grants ability to post submissions for commentary, access to Kingdom level submissions commentary, and the herald forum.
- 10.2.3. Upgrade to herald level is granted to any person active in the College of Heralds, the Keeper of Regalia, the Provost of Scribes, and the Crown and Heirs should They desire it.
  - a) Out-of-Kingdom commenters are also very welcome. These are requested to identify themselves to Crux upon registration.
- 10.2.4. Staff level grants access to the Staff forum, and the ability to post and modify content pages or administer submissions, if so authorised by Crux.
- 10.2.5. Staff level is restricted to Crux, Crux Staff, and such persons as Crux or Mortar deem necessary.
- 10.2.6. Other levels of access may be created for staff of deputy offices as deemed necessary by Crux.

### 10.3. External Commentary - OSCAR

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- 10.3.1. Anyone may set up an account for [OSCAR](#).
- 10.3.2. Access to restricted content may be obtained by application to the Crux Australis Herald.
- 10.3.3. Read-only access may be granted to the Provost of Scribes, and heralds with potential to comment at Laurel level.
- 10.3.4. Commenting privileges may be granted to heralds with a strong history of commentary at Kingdom level. Such privileges may be removed if a herald fails to respond to

questions adequately, or, barring exceptional circumstances, does not comment for an extended period.