

Heralding Policy for the Lochac College of Heralds

Last updated: June 2018

The Lochac **College of Heralds** provides heraldic services to the Crown and people of [Lochac](#) as part of the [Society for Creative Anachronism](#) (SCA, or ‘the Society’). These services include assisting individuals to register suitable and unique Arms as per [Corpora](#), assisting 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.

The College of Heralds reports to Crux Australis Principal Herald, who is also responsible for this policy document. Please feel free to [contact Crux Australis](#) for clarification or explanation of any of these policies.

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A. Context

1. This policy document exists under the rules of the Society as they were at the time the policy was written. If rules change without this policy being updated, those rule changes may supersede this policy. If there is any discrepancy, please contact Crux Australis for clarification.
2. As per [Corpora](#), Section I.A.3, the precedence of law is, in order (as it applies in Lochac):
 - a. Mundane law
 - b. The Corpora of the Society
 - c. Society Officers' Policies approved by the Board
 - d. Kingdom Law (within the kingdom that enacts it)
 - e. Decision of the Crown (within the kingdom and for the duration of the current reign)
3. This policy document is subservient to all the above, and expresses the preferred operation of the College of Heraldry at the time of writing.

B. Structure

1. **Crux Australis Principal Herald**, the administrative head of the College of Heraldry, is responsible for overseeing all heraldic activities within the Kingdom, and for reporting to the appropriate corporate superior.
2. The Lochac College of Heraldry consists of Crux Australis Principal Herald, Crux Australis' Staff, and all rostered heralds in the Kingdom of Lochac.
3. All active members of the College must be listed on the Roster.
4. Staff heralds are appointed by Crux Australis. They, and their specific duties, may change at the discretion of Crux Australis. While not required, it is customary for Crux Deputies (other than Astrolabe and Baryl Heraldry, see below) to be appointed according to standard Officer appointment processes.
5. Crux Australis' staff currently consist of:
 - a. **Coffyn Herald**, 2IC (emergency deputy) and special projects deputy;
 - b. **Astrolabe Herald**, Crux Australis' eastern 'eyes and ears' (see below);
 - c. **Baryl Herald**, Crux Australis' western 'eyes and ears' (see below);
 - d. **Bombarde Herald**, who is responsible for ceremony and protocol;
 - e. **Canon Herald**, who maintains the Order of Precedence via [Canon Lore](#);
 - f. **Chainshot Herald**, who is responsible for education and training;
 - g. **Mortar Herald**, who is responsible for websites and software;
 - h. **Powder Horn Herald**, who works with Canon and Rocket on data and records management;
 - i. **Quarrel Herald**, who maintains the [Lochac Roll of Arms](#);
 - j. **Rocket Herald**, who handles submissions for the kingdom;
 - k. **Silent Herald**, who oversees and encourages the use of sign language in Court and at events; and
 - l. Other heralds such as Crux Australis may deem necessary for special projects at any given time.
6. To assist Crux Australis in being aware of important matters across the Kingdom, Astrolabe and Baryl Heraldry are appointed to be 'eyes and ears' who are closer to groups that are geographically distant from Crux Australis' location.

- a. To facilitate this, Lochac is divided into three zones: New Zealand; East Coast States of Australia (QLD, NSW, VIC, TAS); Central and Western Australia (SA, NT, WA);
 - b. Crux Australis is identified as living in one of these zones;
 - c. Astrolabe Herald is a group (usually Baronial) herald, or former Crux Deputy, living in the Eastern of the two remaining zones;
 - d. Baryl Herald is a group (usually Baronial) herald, or former Crux Deputy, living in the Western of the two remaining zones;
 - e. The role is generally in addition to other duties and entail reporting to Crux Australis about matters of importance going on in the area that Crux Australis might not be aware of.
 - f. Astrolabe and Baryl Heralds are appointed at the personal request of Crux Australis. Group heralds who take on the role will be presumed to step down when their term as group herald expires, or when Crux Australis' term ends.
7. Should Crux Australis be temporarily unable to fulfil the duties of the office, Coffyn Herald has authority to act on all matters excluding policy reform. If Coffyn Herald is also indisposed, the other Staff officers, in seniority by appointment, may undertake the office in a caretaker capacity. Should the unavailability of *both* Crux Australis and Coffyn Herald make this necessary, the Laurel Sovereign of Arms and Kingdom Seneschal for Lochac should be contacted urgently.

C. Rostering

1. All group and staff heralds, the heralds in-Ordinary, are required to be Rostered. Extra-ordinary heralds should be Rostered while active.
2. Requests to be added to the Roster of the Lochac College of Heralds must be in writing by completing the [Roster Details Form](#) and include all requested details. A summary of heraldic knowledge and experience is desirable.
3. A herald rostered in an extra-ordinary capacity may be removed at any time by Crux Australis for any just reason, including but not limited to:
 - a. lack of reported activity within two years;
 - b. failure to forward submissions in a timely fashion;
 - c. other actions bringing the College into disrepute; or
 - d. misconduct requiring mundane legal action.
4. Extra-ordinary heralds who do not respond to the "biennial census" (by completing the [Roster Details Form](#) in full again, see: Section **D: Reporting**) will be dropped from the roster.
5. 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.
6. Rostering, be it in-Ordinary or otherwise, is generally for a period of two years.
7. Extensions may be requested of Crux Australis. In the case of:
 - a. Crux Deputies
 - i. 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.

- ii. Other Staff offices are notionally held for two years, but may be extended without specific renewal at the discretion of Crux Australis.
- b. In-Ordinary (Group) heralds
- i. Extensions of office may be granted to group heralds where the wishes of the herald to continue and the circumstances of the group coincide. It is recognised that the knowledge required of a herald may mean that new candidates are not always available at two yearly intervals.
 - ii. It is desirable that a regular turnover occur to revitalise the office. Requests for extensions more than double a normal term will require substantial supporting argument and will require proof of active searching for a successor.

D. Reporting

1. All heralds are expected to report.
2. Crux Australis reports quarterly to the Lochac Seneschal and Laurel Sovereign of Arms at the end of February, May, August and November.
3. Crux staff report biannually to Crux Australis on the 15th of February and August.
4. Baronial Heralds and Shire Pursuivants report quarterly to Crux Australis on the 15th of February, May, August, and November. These reports should include any Canton and/or College reports received, either in full or as a summary.
5. Canton Pursuivants report quarterly to their Baronial Herald on the 15th of January, April, July and October.
6. College Pursuivants are requested to report quarterly to their Baronial Herald or Shire Pursuivant on the 15th of January, April, July and October.
7. Rostered heralds who do not hold office are requested to report biennially (the “biennial census”) on the 15th of May at the start of every **odd** year (starting with May 2017) by completing the [Roster Details Form](#).
8. Group herald reports should include all relevant items listed on the available [Group Herald Report Form](#), but are not required to follow that precise format.
9. A copy of every group herald report should be sent to the group seneschal, and where applicable, landed nobles.

E. Ranking

1. All heralds are enjoined to remember that heraldic rank is an acknowledgment of knowledge gained, and is 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 favours.
2. There are three personal heraldic ranks within the Lochac College of Heralds, somewhat comparable to Apprentice, Journeyman, and Master:

- a. **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.
 - b. **Pursuivant:** A herald with general proficiency in at least two fields of endeavour, see clause 8 below.
 - c. **Herald:** A herald deemed highly capable in multiple fields of endeavour, with expertise in at least one.
3. Movement between these ranks is at the discretion of Crux Australis Principal Herald.
 4. An additional rank of **Herald Extraordinary** also exists. This rank is granted jointly by the Crown and Crux Australis for exceptional and/or lengthy heraldic service. It is recognised Society wide, and conveys the right to register a personal heraldic title. Use of unregistered personal heraldic titles is strongly discouraged.
 5. Heraldic rank (excepting **Herald Extraordinary**) is not necessarily transferable between Kingdoms of the Known World. Not all Kingdoms use personal heraldic ranks.
 6. Should a herald migrate to Lochac, Crux Australis shall determine (upon request) an appropriate rank after considering their Kingdom of origin ranking schema (if one exists), and consultation with the Principal Herald of the previous Kingdom if necessary.
 7. Members of the College are expected to encourage an interested person to become a Macer. This is officially recognised by subscribing to the Blazons mailing list and completing the [Roster Details Form](#) (see Section C: Rostering). A herald can be a Macer without doing so, but may not be recognised as such by the College of Heraldry.
 8. Promotion to Pursuivant is usually granted upon demonstrating satisfactory application of heraldic skills. This is done via a combination of reported satisfactory activity as a voice herald, proper preparation of submissions as consulting herald, and satisfactory completion of the [Pursuivant Readiness Portfolio](#) (PRP).
 9. Satisfactory completion of the PRP is assessed by Chainshot Herald who makes a recommendation to Crux Australis. Final decision on promotion is made by Crux Australis.
 10. The PRP is assessed based on competence (skills demonstrated or not yet demonstrated) in three case studies, there is no pass/fail mark. Recommendations for promotion are based on the understanding demonstrated over the whole portfolio, however it would be unusual for promotion to be recommended if one or more of the case studies were not adequately answered.
 11. A registered name and device, or active submission toward such, is also expected to be considered for promotion above Macer.
 12. 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.

F. Regalia

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 sleeveless tabards.

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 to be avoided.
3. The wearing of group Arms, rather than the crossed-trumpets tabard, is preferred when acting as court herald.
4. Tabards should be worn according to the personal rather than office rank of the herald.
5. A Pursuivant wearing a sleeved tabard should have the sleeves front and back (i.e. rotated 90 degrees). If the Crown specifically asks you (as Their Court Herald) to ignore this point, follow the wish of the Crown.
6. Personal 'resume' tabards are also appropriate for extra-ordinary heralds.
7. When making announcements, heraldic regalia should be worn for official notices. Unofficial or paid announcements must not be made whilst wearing regalia.
8. Heraldic regalia should not be worn by a herald called into Court unless called on in their official capacity. A herald called as an individual must remove their tabard before entering the Presence.
9. Any herald on official business may carry a small white stave to indicate they ought not be interrupted.
10. A herald may be accompanied by a trumpeter to draw attention before announcements, but should on no account play a trumpet themselves while on duty as herald. A trumpeter ought to wear livery where applicable, and may hang an armorial banner from their instrument matching the tabard worn by the herald.
11. A herald should not bear a weapon whilst on duty, not even one bonded by peace straps. Herald's offered positions such as Guards should be careful to avoid conflict between their roles.

G. Correspondence (Mailing Lists, Lochac Heraldry Chat, Website, etc.)

1. All heraldic correspondence should be dated with the current modern date. Additional use of an SCA Anno Societatis or Reign dating system is optional. This does not apply to scrolls and missives meant for 'in game' display.
2. The College of Herald's maintains several channels for communication:
 - a. [Blazons mailing list](#), for official communication and general conversation in the College of Herald's;
 - b. [Bonacon mailing list](#), for communication among Crux staff; and
 - c. [Lochac Heraldry Chat](#), a Facebook group for unofficial consultation and conversation.
3. As part of the SCA in Australia and New Zealand, the [SCA Ltd Code of Conduct](#) and [SCA NZ Inc Code of Conduct](#) (as appropriate to your location) applies to all correspondence to or from the College of Herald's.
4. All persons using College of Herald's mailing lists or other electronic media are expected to behave in a reasonably polite fashion. However, it should be noted:
 - a. Coarse language and adult themes may occur.
 - b. Persons under 16 years should seek parental approval before joining any mailing lists.

5. Reasonable effort to remain on topic is expected. Digressions may develop, but original posts should be on heraldic matters.
6. 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 the formal dispute resolution procedure outlined in Kingdom Law (Section X.3) should be followed.
7. 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 Australis, a notice of such action and reason for it should be forwarded.

H. Group Heralds

The policies that follow – 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.

General Information

1. Kingdoms, Principalities, Baronies, and Provinces are required by Corpora to fill the office of herald. All other groups are encouraged to do so.
2. A group herald, like any group officer, must be a financial member of the governing body in their country.
3. All group heralds must be subscribed to the Lochac herald's discussion email list [Blazons](#). It is strongly recommended they also subscribe to Laurel's [LoAR](#) and the commentary system [OSCAR](#).
4. Appointment of group heralds must follow Kingdom procedure. In summary: the vacancy must be appropriately advertised, with applications sent to Crux Australis and copied to other relevant officers (such as the local group seneschal). Appointees must not be opposed by a substantial proportion of the relevant group. See [Kingdom Procedure Manual](#) for full details.
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 call for Banishment or mundane legal action, only Crux Australis Principal Herald or Laurel Sovereign of Arms may suspend or remove heraldic officers. 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:
 - a. failure to report for two consecutive periods without cause;
 - b. consistently inadequate reports;
 - c. failure to forward submissions in a timely fashion; or
 - d. substantial opposition to continuation of office from the group membership.

6. Only Royalty, Crux Australis, and groups with landed nobles, can register and designate heraldic titles for roles/offices. These titles must be registered within a reasonable time of group elevation or creation.
7. Heralds of groups without landed nobles/Royalty – such as Shires, Cantons or Colleges – may title themselves using the group name. For example: *Shire Name Pursuivant*.

Duties of a Group Herald

8. The group herald is not responsible for doing everything themselves, they are responsible for making sure 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.
9. Be the personal herald of landed nobles, where applicable.
10. 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
11. 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. Heraldic duties 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
12. Group heralds are presumed herald-in-charge of group events.
 - a. This applies only if no other arrangements are made in advance. (see: **Section J Clause 2**).
 - b. Event stewards are expected to consult with the herald-in-charge regarding provision of heralding at the event.
 - c. Crux Australis is presumed herald-in-charge for any Crown events they attend. In such cases, group heralds (or their delegate) will provide local assistance to Crux Australis and liaise with the stewarding team at the direction of Crux Australis.
13. 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.
14. Draft ceremonies for local awards in consultation with landed nobles and Bombarde Herald.
15. Supervise and collect reports from subsidiary group heralds.
16. Baronial Heralds may appoint Canton Pursuivants, providing these persons meet the usual requirements for rostering, and have contacted Crux Australis requesting such.

17. Report to Crux Australis on the schedule set out in Kingdom Law (see Section **D: Reporting**).
18. Foster growth of heraldic knowledge locally.
19. Wherever possible, inform Crux Australis if a temporary inability to perform usual duties occurs.

I. Kingdom Awards and Precedence

1. Records of Awards or Orders with unregistered names granted by the Crown will be updated upon registration of an appropriate Award name.
2. The names of Royalty granting Awards will be recorded as the names used during Their Reign regardless of registration status or subsequent changes.
3. Award tokens are administered by the Keeper of Regalia, and are independent of heraldic badge registrations.
4. Precedence is held as set out in Corpora and [Kingdom Law](#).
5. The Kingdom Order of Precedence is recorded in [Canon Lore](#).
 - a. Canon Law calculates only permanent rank. Temporal precedence gained by office is not recorded.
 - b. The Order of March is defined according to Kingdom Law, and is dependent on temporal precedence.
 - c. The Crown may at Whim grant a variance permitting significant others to march with a partner of higher rank.
 - d. The Crown may at Whim grant a variance permitting Groups or Households to march *en masse*.
6. 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 are maintained by Canon and are not publicly available. They are shared only with the incoming Crown at the start of each reign.
7. Detailed policy concerning the Canon Lore database; its software, maintenance, and the requirements for entering of Awards must be maintained jointly by Canon Herald, Powder Horn Herald and Mortar Herald as delegated by Crux Australis.

J. Event Herald-in-Charge

General Information

1. The herald-in-charge at an event is like a group officer: they are not responsible for doing everything themselves, they are responsible for making sure the following is done by somebody:
 - a. Determine heralding needs for the event;
 - b. Ensure all heralding needs are met (see below); and
 - c. Report to the steward after the event.

Before the event

2. The herald-in-charge is determined by consultation between the group herald and the event steward. If no arrangements are made, the group herald is generally presumed to be herald-in-charge (see: **Section H Clause 12**).
3. The herald-in-charge should consult with the Event Steward about what is required for the event in terms of heraldry. For example, will there be Court? Will there be tournaments?
4. If tournaments are to be held, the herald-in-charge should ensure there are going to be enough heralds (or people willing to herald) to ensure that the tournament is properly announced. If people new to heralding are going to assist, ensure that copies of the [tournament litany](#) are available.
5. If Court is to be held, the herald-in-charge should ensure that the Crown (and/or Barony) have a Court Herald (each) who communicates with Them about Their needs before the event. The herald-in-charge is encouraged to ensure that any Court Herald has access to the [Kingdom Ceremonies](#) and/or Baronial Ceremonies as required.

During the event

6. The herald-in-charge must attend the event. If the herald-in-charge is unexpectedly unable to attend on the day, an on-site herald-in-charge must be appointed. The on-site herald-in-charge will be required to inform the herald-in-charge of all pertinent details that occurred so that the herald-in-charge can discharge all after-event duties.
7. The herald-in-charge should ensure that all heralds with roles at the event arrive and are ready for their duties. If people expected to herald do not attend, the herald-in-charge needs to make alternative arrangements with as much notice as possible.
8. If the herald-in-charge is not involved in other heralding duties, the role at the event involves being aware of what's happening, ensuring that heralds are supported and prepared, and being a point of contact for the stewards, Crown, barony (if applicable) and heralds.
9. Heralds-in-charge are encouraged to do some heralding at the event, but must ensure they are available when needed to co-ordinate with others. See **Section K: Voice Heraldry** for details on heralding at an event.

After the event

10. The Herald-in-charge should ensure that Royal Court Heralds have reported any awards given by the Crown's preferred method (CHAF or email). If Baronial awards were given out, the Herald-in-Charge should ensure that the group herald is aware of the awards given for recording in the method preferred by the Barony.
11. The Herald-in-charge is required to report to the Steward regarding heralding at the event, in writing unless otherwise notified.
12. The report should include details of what heralding occurred, if there were any issues, and recognition of people who deserve praise for their work during the event.

K. Voice Heraldry

General Information

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 ceremonies is also advised.
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.
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.

Field Heraldry

4. 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.
5. It is not appropriate to make announcements of a commercial nature, such as advertising a specific merchant's wares, while wearing heraldic regalia (see **Section F Clause 7**).
6. 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.

Court Heraldry

7. 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.
8. 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 Australis 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.

L. Names and Armory

General Information

1. Encourage people to submit. That's **encourage**, not brow-beat, pester or persistently annoy them.
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.

Display

3. It is inappropriate to assume the identity of another person by display of their registered Arms.
4. To avoid such presumption, a fighter obliged to borrow a shield emblazoned with the Arms of another ought to temporarily alter the Arms in some obvious fashion, such as with a strip of tape.
5. 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.
6. Group Arms (identifiable for incorporating a wreath and/or Crown) should only be displayed when the appropriate landed nobles or Royalty are present.
 - a. Wearing of group Arms is only appropriate for Royalty and landed nobles (and Their court heralds), or the group heraldic officer whilst on duty.
 - b. For all others, display of a registered group populace badge is appropriate.
 - c. This injunction does not apply to Shires or other groups who do not have persons entitled to personally display group Arms. In such cases, usage of group Arms is discouraged outside the group herald's tabard or when the Seneschal is present.
7. 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. Lochac does not regulate the dimensions or style of flag members of the populace may display.
9. Lochac does not regulate the usage of mottos, supporters, crests or other portions of a full heraldic achievement.

Submission requirements

Paperwork

10. Names: Any documentation not listed in the College of Arms Administrative Handbook [Appendix H](#) must be copied or scanned and attached to the form submitted to Kingdom, including title pages of works cited.
11. Devices and Badges: one (1) coloured copy and one (1) outline copy of the form are required for submission.
12. The submitter and local herald should also each retain an additional backup copy, both colour and outline for armorial submissions.
13. 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. See the College of Arms Administrative Handbook [Appendix F](#).

14. 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 [Appendix D](#).
15. No heraldic submission may stay at one level for more than 30 days without action; it must be forwarded, pending, or returned, as permitted at that level.
16. 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:
 - a. Pennsic generic forms
 - b. Appropriately amended other-Kingdom lozenge forms
17. 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 of more than a centimetre are not.
18. 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, or faint coloured pencil is unacceptable.
19. Electronic submissions are now acceptable. See the College of Heralds website [here](#) for details. The process for electronic submissions generally match the paper requirements (apart from rules related to signatures).

Administrative

20. 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.
21. 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 Australis or Rocket Herald.
22. Baronial Order names and heraldic titles should be accompanied by a letter expressing the approval of the ruling nobles and populace for the registration.
23. It is not necessary for a group to register a 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 Crux Australis Principal Herald.
24. All armorial submissions must have the artist's release on the form signed for paper submissions. For details regarding electronic submissions see **Section L Clause 19**.
25. Formal notice of returns at Kingdom or Laurel level must be sent within 30 days of the publication of the relevant LoAR or Crux Australis/Rocket Herald 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.

26. Acceptances by Laurel should be sent within the same time frame. Notice of acceptance at Kingdom level is reported in [CAMEL](#) but may also be sent individually.

M. Commentary

1. Commentary on proposed name and armory registration is done via [OSCAR](#).

Access

2. To comment on OSCAR an account is required, which must be validated by Crux Australis. This privilege is restricted to rostered heralds ONLY.

3. Read-only access may also be granted to the Provost of Scribes.

4. Access is available at different levels: **Kingdom** and **Laurel**.

5. Commenting privileges at Laurel level 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.

6. 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.

7. Administration functions in OSCAR are restricted to Crux Australis and Rocket Herald.

Distribution of Commentary

8. 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.

a. Herald's 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.

b. All other requests for clarification regarding submissions at Laurel level should be made only by Crux Australis, Rocket Herald, or upon their specific request, with appropriate file recommendations made immediately.