

Meridian Herald's Handbook v. 0.5

Copyright

This is the Meridian Herald's Handbook, published November 2022, by and for the members of the College of Heralds of the Kingdom of Meridies, Society for Creative Anachronism, Inc. (SCA, Inc.) The Handbook is available by contacting the Meridian College of Heralds or on meridies.org

It is not a corporate publication of the Society for Creative Anachronism, Inc. and does not delineate SCA policies.

Unless otherwise stated, all material published herein is the legal property of its original creator(s). For more information on reprinting photographs, articles, or artwork from this publication, please contact the Lantern Herald, who will assist you in contacting the original creator of the piece.

Please respect the legal rights of our contributors.
All artwork is public domain unless otherwise noted.

Fiscal Policy/other stuff

The Meridies College of Heralds adheres to the most current published Financial Policy that has been approved by the Kingdom of Meridies and the SCA Board of Directors, including any applicable addendums to the policies as appropriate. The most current policies can be found at <https://www.sca.org/resources/document-library/>

Intro from Beacon

Greetings! If you are reading this, then the chances are that you are a new local herald, a new herald-at-large, or just interested in heraldry in Meridies in general. No matter what the case, I hope that you will find this handbook to be an informative guide and an invaluable resource during your heraldic career in Meridies.

This handbook has been written to help you orient yourself within the heraldic community, and to understand what is expected of a herald. Heraldry is a large field, which in the SCA encompasses everything from names and armory to precedence and awards to helping run courts and tournaments.

However, no one is expected to do everything on their own, and no one needs to be an expert in everything. In fact, the breadth of the term “heraldry” means that there are experts in practically every subject area you can imagine, often a brief email or social media message away. I encourage you to participate in and interact with the wider known-world heraldic community – they are a great source of information, support, and advice.

As is often said, heraldry is a team sport, not just within our Kingdom, but across the known world. I encourage you to hook into this wider community, this wider team, and grow and share your knowledge and learning across the known world, as well as within our kingdom.

In Service
Sara, Beacon

What is this Book?

This book will not take you from being a brand-new herald in the SCA to the next Beacon overnight. This handbook will allow you to successfully step up as a local herald and have a solid foundation for your heraldry career. There is no substitute for doing the hard work yourself and finding a heraldry mentor. Still, the importance of everyone starting from the same place and using the same language cannot be overstated. That being said, this is a good resource if you’ve been suddenly selected to run Court, or need to step up as herald for your local group.

What is a Herald? Why is it important?

A herald is more than just the loud person at the front of Court calling out names and reading scrolls. They are also considered fair witnesses, research names and heraldry, and are needed to help an event run smoothly. Ultimately, a herald is a discerning collector and disseminator of information within the Society. In other words, a herald keeps their ears open for the truth, keeps confidence when it is requested and does no harm, and shares the right information with the right people at the right time.

Table of Contents

[Copyright](#)

[Fiscal Policy/other stuff](#)

[Intro from Beacon](#)

[What is this Book?](#)

[Table of Contents](#)

[I. Structure of the Meridian College of Heralds](#)

[A. Administrative Staff](#)

- [1. Beacon Principal Herald](#)
- [2. Lucis \[Light\] Herald](#)
- [3. Lantern Herald](#)
- [4. Local Heralds/Heralds-at-Large](#)

[B. Data and Order of Precedence](#)

- [1. Clerk of Precedence](#)
- [2. Papyrus Pursuivant](#)

[C. Voice and Silent Heraldry](#)

- [1. Torch Herald](#)
- [2. Bagatelle Pursuivant](#)
- [3. Silent Herald](#)

[D. Book Heraldry](#)

- [1. Lambent \[Glowing\] Herald](#)
- [2. Pennon Herald](#)
- [3. Cypher Pursuivant](#)

[E. Branch Heralds](#)

[II. Being a Local Herald](#)

[A. What are some of the duties of a herald?](#)

- [1. Book Heraldry and Submissions](#)
- [2. Court Heraldry](#)
- [3. Courtesy and Precedence](#)
- [4. Recruiting and Training](#)
- [5. Other Responsibilities](#)

[B. Requirements to hold office \(Kingdom Law IV.100, April 2022\)](#)

[D. Recommended Supplies and Equipment](#)

[E. Recommended Books and Sources](#)

[III. Reports and Administrative Duties](#)

[A. Quarterly Reports](#)

B. Court Reports

IV. On-Site Heraldry

A. Event Heraldry (General yelling)

B. Wake Up Heraldry

C. On-Duty Heraldry (Yelling on demand) & Pocket Herald

D. Field Heraldry

E. Sign Heraldry (DOES NOT YELL)

V. Court Heraldry (Yelling at Court)

A. Meet with Crown/Coronet and Chancellor at a pre-arranged time before Court to go over business. Some Crowns might already have the order chosen that they want business done; others may not. Be prepared to create a court order.

B. Process the Crown/Coronet into court with a boast

C. Invite other dignitaries in (royalty and baronies) by order of Precedence (pg XX)

D. Open court.

E. Oath of Fealty

F. Children

G. Newcomers

H. Calling people into Court

I. Close Court

J. Submitting the Court Report

VI. Book Heraldry (AKA "Names and Armory")

A. Overview of the Submission Process

B. Society's College of Arms (CoA)

C. Standards for Evaluation of Names and Armory (SENA)

D. OSCAR

E. Consulting with Clients

F. Cost.

G. Documenting Names

H. Conflict Checking Names

I. Filling Out Name Submission Forms

J. Name Submission Checklist

K. Documenting Armory

L. Conflict Checking Armory

M. Filling Out Armory Submission Forms

N. Armory Submission Checklist

O. Commentary

P. How to Use OSCAR

VII. Courtly Courtesy and Etiquette

A. Protocol and Precedence

B. Recognizing Rank by Regalia

[C. Sumptuary Laws](#)

[D. Order of Founding: SCA Kingdoms](#)

[E. Order of Founding: Meridies' Baronies](#)

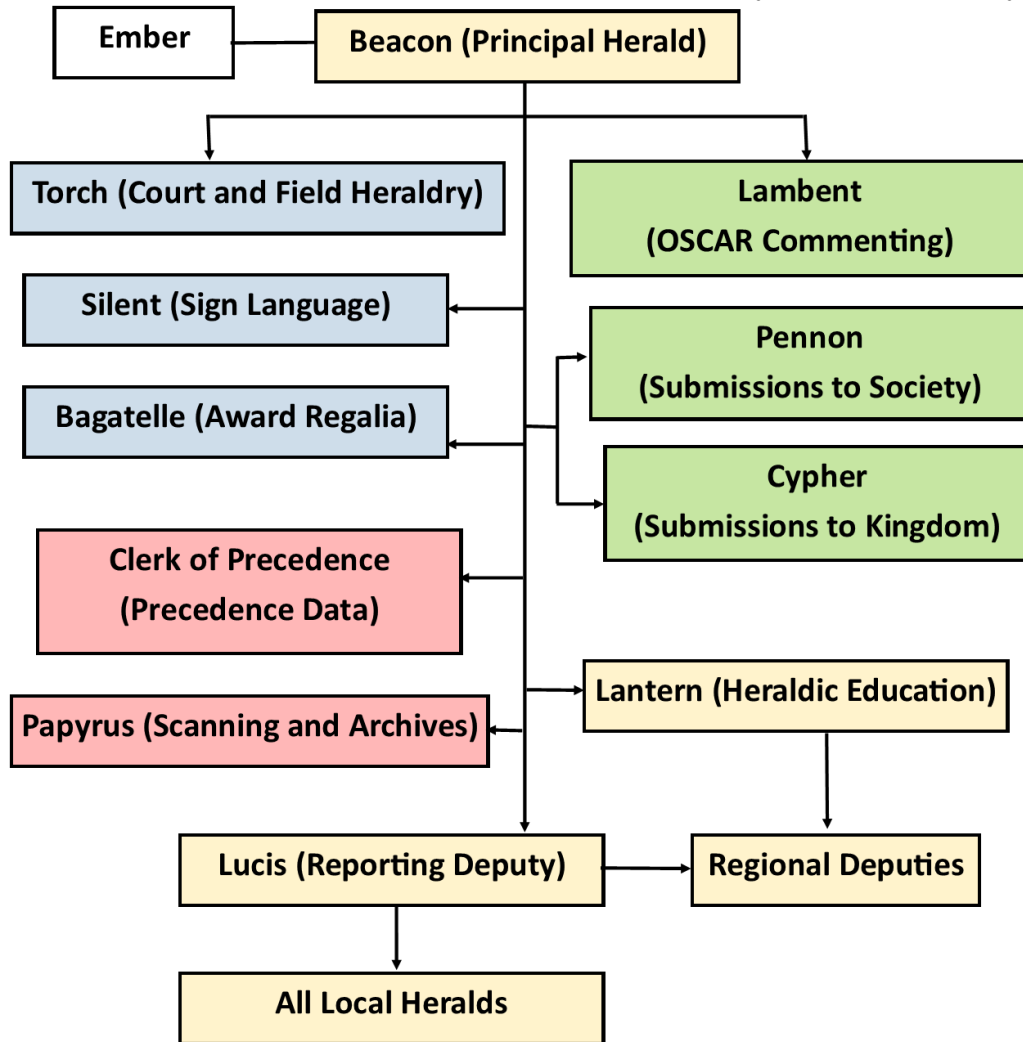
[F. Herald as an Unbiased Observer](#)

[G. Confidentiality](#)

[VIII. Appendices](#)

I. Structure of the Meridian College of Heraldry

The Meridian College of Heraldry, often “the College” or abbreviated CoH, is how the heralds of Meridies are organized. The CoH can roughly be separated into four roles: administration, data and Order of Precedence, voice and silent heraldry, and book heraldry.



A. Administrative Staff

1. Beacon Principal Herald

- a) Head herald in the Kingdom. In charge of organization and administration of the College. They are the ringleader who ensures everyone’s jobs are being done and give assistance where needed.
- b) Spark (Title given to Beacon’s replacement deputy)
- c) Ember (Title given to former Beacon heralds)

2. Lucis [Light] Herald

- a) The reporting deputy. They collect all of the reports from the local heralds.

3. Lantern Herald

- a) The training herald, also the RUM Dean of the College of Heraldry. They ensure that new heralds have proper training resources available and that senior heralds are sharing their knowledge with heralds of the kingdom.

4. Local Herald/Heralds-at-Large

- a) These heralds help people in their local group to research and submit names and armory. They also provide heraldic education and report when members of their local group are given awards.

B. Data and Order of Precedence

1. Clerk of Precedence

- a) Maintains the online Meridian Order of Precedence. They collect court reports from events and keep a database that keeps track of everyone's awards and heraldry.

2. Papyrus Pursuivant

- a) Converts physical documents to a digital format.

C. Voice and Silent Heraldry

1. Torch Herald

- a) In charge of facilitating court and field heraldry. They ensure that the populace at large is able to receive the news being given in these particular venues. This includes announcing which award was bestowed on a particular individual, and which fighters have proven victorious on the field of combat.

2. Bagatelle Pursuivant

- a) Manages the kingdom inventory of award regalia, making sure that all awards being given out will have the proper regalia to go to the recipient.

3. Silent Herald

- a) Works as an American Sign Language interpreter for the Deaf and Hard of Hearing. They are in charge of providing ASL as a resource to the kingdom, as well as training new silent heralds.

D. Book Heraldry

1. Lambent [Glowing] Herald

- a) Ensures every name and heraldry submission receives some form of commentary in OSCAR.

2. Pennon Herald

- a) Works in device and name submissions. They organize the monthly decision meetings and ultimately decide if new heraldry submissions pass the Kingdom level and move on to the Society level.

3. Cypher Pursuivant

- a) Reports to the Pennon Herald and is responsible for accepting and processing heraldic submissions, preparing the submissions for internal commentary, and accepting payment as required by applicable Society and Kingdom-level laws.

E. Branch Heralds

Each Barony (and some smaller groups) within the Kingdom of Meridies has a titled herald that not only serves the populace within the group but will also serve the surrounding geographical region as necessary if there is no Local Herald available.

Branch Herald	Name	Region
South Downs	Red Raven Pursuivant	Shire of Depedale Stronghold of Dragonfly Marsh Shire of Marion Glen Shire of Owl's Nest Stronghold of Ravenwood Shire of Talmere
Thor's Mountain	Hammer Pursuivant	Canton of Hochwald Shire of Nant-Y-Derwyddon Shire of Vulpine Reach
Bryn Madoc	Silver Sail Pursuivant	Shire of Beau Fort Shire of Drakenmere Shire of Forth Castle Shire of Sol Haven Shire of Tir Briste
Iron Mountain	Sanguine Mountain Pursuivant	Shire of An Dun Theine Shire Des Forges Shire of Glynn Rhe Shire of Okebourne Keep College of Phoenix Rising Shire of Thorngill

Osprey		Shire of Flintmarsh Shire of Phoenix Glade Shire of Terra Terminus Shire of Arenal
Glaedenfeld	Golden Hydra Pursuivant	Shire of Crimson River Shire of Easaraigh Shire of Loch Cairn Shire of Loch an Fhraioch Shire of Redewolfden Shire of Rising Stone Canton of South Reach

II. Being a Local Herald

A. What are some of the duties of a herald?

1. Book Heraldry and Submissions
 - a) Assisting clients with researching and documenting SCA appropriate names and devices
 - b) Assisting clients with submitting names and devices
 - c) Assisting clients with tracking the progress of a submission
 - d) Assisting clients whose names or devices have been rejected
2. Court Heraldry
 - a) Conduct Court Prep as necessary before Court, consulting with appropriate people regarding lists and proceedings
 - b) Serve as the voice of Their Majesties for Kingdom Court, or any of the Baronies for Baronial Court, as necessary
 - c) Submit Court Reports to the Kingdom, as appropriate
3. Courtesy and Precedence
 - a) Educate the populace regarding titles, insignia, rank, regalia, etc. and the proper use thereof
 - b) Maintain "Herald as a Fair Witness"
 - c) Maintain confidentiality
4. Recruiting and Training
 - a) Foster enthusiasm for the heraldic arts among the populace
 - b) Teach heraldic arts according to ability and interests
5. Other Responsibilities
 - a) Submitting a quarterly report per COH policy

B. Requirements to hold office (Kingdom Law IV.100, April 2022)

1. All officers, at all levels, must be paid members and have access to the Kingdom newsletter.
2. All deputies must also meet the membership requirement of IV-100.A.
3. All officers at all levels are appointed and removed at the pleasure of the Crown within the directives of Corpora and the advice of the corresponding Society officer or their Kingdom superior.
4. All officers are subject to the governing documents and policies of the Society, Corporate Officer Handbooks, their Society counterpart, Kingdom Law, the Kingdom Officer Handbooks, and the decision of the Crown.

5. All officers must have phone and internet access with an email address to facilitate Kingdom business. The phone number and email address will be published in the Kingdom newsletter.
6. No Kingdom-level officer may hold the corresponding local position at any time during their time in office; holding other major branch offices is discouraged unless minimal branch membership creates a need.
7. All Kingdom officers must reside within the Kingdom of Meridies for the entire tenure of their office unless an exception is approved by the Crown, the Kingdom Seneschal, and their Society counterpart.

In plain English: In order to hold an Officer or Deputy position at any level in Meridies, you must be a paid member or have a family membership, and able to access the Kingdom newsletter online or in print form, have a phone number and an email address you are willing to distribute, and internet access. Being an officer does not exempt you from Corpora or Kingdom Law, and you are additionally bound by Corporate Officer Handbooks, Kingdom Officer Handbooks, the Crown, corresponding Society Officers and Kingdom Superiors. You serve the office at the pleasure of the Crown. No Kingdom-level officer may hold a local office corresponding to their Kingdom Office concurrently, and will preferably not hold any local level offices while also a Kingdom Officer. Finally, all Kingdom officers must live in Meridies unless approved. Most local groups will have a similar residency rule.

C. Letter of Introduction

1. An Introduction Letter has two purposes: to allow you to introduce yourself to the College of Herald and the Royalty of Meridies (since their Majesties are graciously allowing you to serve!) and give the Beacon Herald all the information needed for your Warrant. A “Warrant of Appointment” is your approval from the Crown to fulfill the duties of your office, and is required by Meridies Kingdom Law.
2. Warrants and Roster of Office (Kingdom Law IV.101, April 2022)
 - a) All Kingdom Officers of state must have a Warrant of Appointment signed by the Crown, or their designate, and the corresponding Kingdom/Society officer, to be considered an active officer.
 - b) All other officers at all levels may have either a Warrant of Appointment or exist on a roster signed by the Crown or their designate, and the responsible superior officer to be considered an active officer. The roster must contain a statement that it is the current roster of (office) for the Kingdom of Meridies as of (date).
 - c) All Warrants expire at the end of two years and are renewable at the end of this period at the pleasure of the crown and the corresponding Kingdom/Society Officer.
3. Information to include
 - a) Mundane name

- b) SCA name
 - c) Group
 - d) Phone number
 - e) Membership number and expiration date
4. Your introduction letter should be emailed to both Beacon and Lucis, and you should reach out to your local webminister to request access to the official officer account.

D. Recommended Supplies and Equipment

- 1. Computer with decent internet connection

E. Recommended Books and Sources

- 1. Start with heraldry.sca.org
- 2. Heraldicart.com
- 3. Mistholme.com

III. Reports and Administrative Duties

A. Quarterly Reports

1. Section One (Information that will normally be the same)
 - a) Quarter
 - b) Year
 - c) Reporting Officer (Herald, Deputy Herald, or Seneschal)
 - d) Group
 - e) SCA Name
 - f) Mundane Name
 - g) Facebook Name
 - h) Membership Number
 - i) Membership expiration
 - j) Contact number
 - k) Herald Deputy SCA Name
 - l) Herald Deputy Mundane Name
 - m) Seneschal SCA Name
 - n) Seneschal Mundane Name

Meridies Heralds Quarterly Reporting

This is the heraldic submission form for the local groups of the Kingdom of Meridies, part of the Society of Creative Anachronism.

It will collect your email address and send a confirmation copy to you. If other officers in your group need a copy, you will need to forward that to them. Form submission is limited to those with Kingdom of Meridies emails. If you need to report for someone who is unable and do not have an officer account, please contact lucis@meridies.org. If you do not receive a confirmation email, please submit your information again.

Quarter 1 - November, December, January activity due by February 7

Quarter 2 - February, March, April activity due by May 7

Quarter 3 - May, June, July activity due by August 7

Quarter 4 - August, September, October activity, due by November 7

FOR OFFICE CHANGES:

- The exiting herald should send a letter of resignation to beacon@meridies.org and lucis@meridies.org
- The incoming herald should send a letter of introduction containing the following to beacon@meridies.org and lucis@meridies.org (1) Group (2) SCA Name (3) Mundane Name (4) Phone Number (5) Membership number and expiration.
- The incoming herald should request an email password change for the official officer account from the appropriate regional webministers, and please copy kingdom just in case, at webminister@meridies.org.

DELAYS IN SUBMISSION

If your membership has lapsed or there are other reasons for delay in your submission past the due date, please reach out to lucis@meridies.org and we will try to work with you however we can.

- o) Seneschal email
2. New information from the reporting quarter
 - a) Business meetings - list business meetings held by the group during this period
 - b) Reporting to the Populace - were Herald reports presented at meetings or in an online group forum
 - c) Submissions - client name and type (name/device/badge)
 - d) Consultations - client name and type (name/device/badge)
 - e) In decision - stats of submissions at Society level

- f) Returned - submissions that were returned
 - g) Classes taught - date, name of the class, teacher name (Including heraldic display classes)
 - h) Events - Events hosted or co-hosted during the reporting quarter
 - i) Courts - Courts held at events hosted
 - j) Awards - Kingdom level awards and OP Baronial, date, award, name
 - k) A&S - Items of heraldic nature, object and creator's name
 - l) Future - Future heraldic classes or activist planned
3. Other stuff
- a) Notice given - planning on leaving office
 - b) Additional Info - any info that does fall under the above questions
 - c) Questions - do you have questions for the heraldic team

B. Court Reports

1. If you need to submit a Court report to be published in the Order of Precedence, send an email to awardsclerk@meridies.org, and the Clerk of Precedence will be able to grant you access to submit your report.
2. In addition to reporting to the OP, heralds are also encouraged to post a court report to Kingdom social media such as the local Facebook group page or the Kingdom of Meridies Discussion Group.

IV. On-Site Heraldry

A. Event Heraldry (General yelling)

1. The populace will need to know what is happening and when. Work with the autocrat to know when certain announcements need to be made (e.g. classes, armor inspection, children's activities, etc)

B. Wake Up Heraldry

1. Many events have a herald walking around the site in the early hours of the morning to help people start the day. The job of this herald is to make sure people are aware when the first activities of the morning are occurring (armor inspection, breakfast, court, classes, and site closing).
2. Wakeup heraldry should not be loud, but rather a personalized message for every cabin or camp that they announce to. A simple knock on the cabin door followed by a soft "Good gentles, the time is now [time]. Armor inspection is at [time], and breakfast will be served soon, and coffee is ready." (side note: It is recommended you wait until the coffee is already brewed and ready to be served before you make these announcements).

C. On-Duty Heraldry (Yelling on demand) & Pocket Herald

1. Sometimes things don't go to plan. Special things then need to be announced loudly. In this instance, someone might ask for your skills as a herald to make an announcement to the populace. Things like "Fundraiser lunch is now being served" or "The embroidery class has been moved to the blue pavilion."
2. Be ready to make these announcements at an appropriate time when asked of you.
3. Be LOUD. Be CLEAR. Don't try to be cute or clever.
4. Pocket Herald is a phone-based supplement to on-duty and event heraldry for people who are hard of hearing, somewhere they can't hear you, or a myriad of other things. This sends updates to their phone. As an on-duty herald, you should be subscribed to Pocket Herald updates if available for an event, and announce those when received, regardless of specifically being told to do so.

D. Field Heraldry

1. Work with the Minister of the Lyst and the Marshal of the Field to call combatants to fight.
2. Combatants are called to the field in the following order: "To the Field," "Making Ready," and "Arming Up"
3. The fighter with higher precedent should be directed to your dexter.
 - a) If they don't listen, it is your responsibility to reposition yourself so that fighter is on your right side.
 - b) Please note that you cannot have your back to the Crown.

- c) They are then announced by “To my dexter (right)...[insert fighter’s name and title]. And to my sinister (left)...[insert other fighter’s name and title]”
4. During the first round and the finals, fighters are instructed to salute the following: “The Crown of Meridies”; “The Heirs of Meridies” (if there are heirs at this time); “Their Excellencies of [hosting Barony]” (only done at events hosted by a Barony); “The one who inspires you”; “The populace gathered to bear witness”; “And your honorable and worthy opponent.” This is finished by giving the field to the marshal with a call such as “Now pay heed to the marshal.”
5. Once the fight appears to be over, wait for the marshal to indicate who won the bout, and then announce to the populace who won. “Victor in the first”; “victor in the second”; “Victor in the third and victor of this bout.” Normally you will have cards to run back to the minister of the lyst so that they can keep track of how the tournament is progressing. Put the card of the victorious fighter on top.

E. Sign Heraldry (DOES NOT YELL)

1. A Sign Herald is a herald who, at varying levels of competency from beginner to certified interpreter, helps events be more accessible to members by communicating in American Sign Language.
2. Sign heralds should be comfortable in both Court and Lyst settings, as well as providing other types of heraldry service as requested

V. Court Heraldry (Yelling at Court)

A. Meet with Crown/Coronet and Chancellor at a pre-arranged time before Court to go over business. Some Crowns might already have the order chosen that they want business done; others may not. Be prepared to create a court order.

1. First pieces of business, at the Crowns' discretion, are usually Swearing Fealty, Children's gifts, and Newcomers' gifts. Confirm with the Crown that They do indeed want to do these first.
2. Typically, AoA-level awards (Meridian Cross, Argent Comet, Argent Rapier, etc.) are stacked near the beginning of court, and higher-level awards (Writs to elevation, Polling orders, etc) are normally done near the end of Court. It is best not to put multiple identical awards right next to each other in the docket (e.g. 3 Argent shields) so that the populace and recipients are kept guessing.
3. If the Crown is pressed for time during court, They might call up multiple people for the same award, especially if it's a polling order.
4. If two recipients are known to be close friends, or in a romantic relationship, sometimes they will be honored in Court together so that they can share their moment with each other.

B. Process the Crown/Coronet into court with a boast

1. "All rise and pay heed to [name] and [name], [title] and [title] of the Laurel Kingdom of Meridies."
2. The herald's job here is to tell the assembled populace how awesome and amazing the Royals being boasted in are. Before the procession, talk to the Royals and run any ideas by Them to see if there are any specific monikers They want to be used (e.g. "Hammer of the North" or "Coolest Current Crown of Meridies"). Using imagery of Their territory (stars, stallions, etc) also offers good source material to pull from.
3. Under NO circumstances are you to put down any other Kingdoms, Baronies, or other territories. We build each other up. Always.

C. Invite other dignitaries in (royalty and baronies) by order of Precedence (pg XX)

1. Crown
2. Heirs
3. Visiting Royalty by Precedence
4. Host Barony
5. Visiting Baronies by Precedence

D. Open court.

1. Remember to tell the populace they can sit, once the processing is complete or the Crown tells you to announce “the populace may take its ease.”
2. “This hereby opens the court of [name] and [name], [title] and [title] of the Laurel Kingdom of Meridies.”

E. Oath of Fealty

1. Populace

“I [state your name]
Do swear fealty and service
Unto the Crown of Meridies
To speak and to be silent
To do and to let be
To come and to go
In need and in plenty
In peace and in war
In living and in dying
From this hour henceforth
Until my lord release me
Death take me
Or the world end.”

2. Crown Response

“And I [name] [title] of Meridies
And I [name] [title] of Meridies
Hear and shall not forget
Nor fail to reward that which is freely given
Fealty with love
Valor with honor
And oath-breaking with justice.
Now rise and go in Our esteem.”

F. Children

1. “Their Majesties summon forth the children gathered today.”
2. Their Majesties will typically talk to the children, ask them how their day was, etc.
3. In Meridies tradition, an adult will be at the back of Court with small gifts for the children, and it is a game for the children to chase and “catch” this person.

G. Newcomers

1. “Their Majesties summon forth any for whom this is their first event or first Royal Court.”

H. Calling people into Court

1. Confirm with the Crown/Coronet before each recipient is called up so that They have a heads up as to what They are about to say.
2. “Their Majesties summon forth...”; “Summoned now into the presence...”; “Their Majesties invite...” etc.
3. Some crowns may have Their own preference on how people are summoned into court. Be flexible.

I. Close Court

1. Usually, the Crown will want to address the populace before closing Court.
2. Herald will close court by saying ‘This hereby closes the court of [Name] and [Name], [Title] and [Title] of the Laurel Kingdom of Meridies’
3. Sometimes after the closing statement above, the herald may announce key information such as “please be reminded that the site closes in an hour” or “feast shall begin in ten minutes.”
4. After court, TAKE THE COURT BUSINESS SHEET WITH YOU!!! You will need it in order to send the court report to the Clerk of Precedence.

J. Submitting the Court Report

1. Submit the Court report following the steps given in section III.B.

VI. Book Heraldry (AKA “Names and Armory”)

A. Overview of the Submission Process

B. Society’s College of Arms (CoA)

C. Standards for Evaluation of Names and Armory (SENA)

D. OSCAR

E. Consulting with Submitters

F. Submitting Forms

Please work with submitters to get the forms sent to the correct person. We do not require physical copies to be mailed. An email copy of the form can be sent to cypher@meridies.org. For armory submissions, you can send the armory image as a separate file. **We do not require line art for armory submissions.**

Upon submitting forms, Cypher will fill out a spreadsheet that goes to the Kingdom Paypal Deputy (KPD). The Kingdom Paypal Deputy creates an invoice that is sent to the submitter (please make sure that the submitter’s email address is clear). Once the submitter has paid, the KPD will update the spreadsheet, and the submission will be on the next internal Lol

G. Cost.

Refer to Kingdom financial policy, payments are handled electronically. Unless you are specifically warranted by the Kingdom Exchequer to handle cash and checks, you do not accept money for submissions.

H. Documenting Names

1. As part of the job, a herald is to assist individuals with properly documenting a plausible name that falls within the time and geographic requirements of the CoA. Within the SCA CoA, we have simplified things to work across many cultures and time periods. We have given names and we have bynames. Within the Standards for Evaluation of Names and Armory (SENA), we refer to each part of a name as a name element, and we refer to given names or bynames with their associated prepositions as a name phrase.
2. The CoA has an extensive (though not all-inclusive) list of sources for names on its website. These sources are usually articles written by heralds for use by heralds and the general populace. Typically the articles give a brief statement about the time period and culture, a typical name construction within that time period and culture, and a list of names. The

list of names can either be by frequency or in alphabetical order (per our English-speaking ways), and will be designated as what type of name it is (e.g. given name or byname). These articles are compiled from either the author looking at period documents, or the author looking at academic research that looks at period documents. However, these are by no means the only two way articles are compiled.

3. Some articles are a hybrid of the two compilations and show the original text as well as the author's transcription of it. The CoA allows primary source documentation, secondary source documentation, and tertiary source documentation.
4. In addition to the above-mentioned articles, there are numerous books that also meet the criteria as source documentation. With the preferred books getting older and harder to acquire, newer research expanding onomastic sources, and the advent of the Internet, a number of books have been either digitized or summarized into articles.
5. Some name articles and books are specific for an area within a given time period, thus a few of the items to include in the summary are part of another item that is included and does not need to be repeated. The CoA has developed shorthand for a number of sources in order to cite them easier, and those can be seen in Appendix H of the Administrative Handbook of the College of Arms of the SCA, Inc.

I. Conflict Checking Names

J. Filling Out Name Submission Forms

K. Name Submission Checklist

1. When writing in the name documentation on the name submission form, it is most important to remember to summarize. Simply putting the name element and the source where it was found does not help the heralds that assist in further research or in quickly seeing that what is presented is correct. Things to include in the summary are
 - a) The name as found
 - b) The geographic location the name was found (city, region, and country if available)
 - c) The dates the name was in use
 - d) The gender of the name
 - e) The language/culture of the name
 - f) The name of the article or book the name element was found in
 - g) The URL (if it's an online source)
 - h) The author's name
 - i) The name formation pattern (the source for this is SENA Appendix)

L. Documenting Armory

M. Conflict Checking Armory

1. Each submitted piece of armory needs to have at least 2 clear differences from any other piece of armory. Clear differences can include the following:
 - a) Changes to the Field
 - b) Adding or removing a Charge Group
 - c) Change of tincture within a Charge Group
 - d) Change of type within a Charge Group
 - e) Change of number within a Charge Group
 - f) Change of arrangement within a Charge Group
 - g) Change of posture or orientation within a Charge Group
2. A submitted device should not have more than 8 points of complexity.
 - a) A point of complexity is given for each different tincture and each different charge on the device.

N. Filling Out Armory Submission Forms

1.

O. Armory Submission Checklist

1. 2 drawings must be submitted (1 line art, and 1 colored-in).
 - a) Colors on the submission forms should be close to the following HEX codes:
 - (1) Argent: FFFFFFFF
 - (2) Ore: FFFF00
 - (3) Gules: D60000
 - (4) Azure: 0000D6
 - (5) Sable: 000000
 - (6) Vert: 00A400
 - (7) Purpure: 8811DD
 - (8) Brown: AA6600
 - (9) Orange: EE8800
2. The blazon of the submitted armory (it doesn't need to be perfect).

P. Commentary

Q. How to Use OSCAR

VII. Courtly Courtesy and Etiquette

A. Protocol and Precedence

1. (Kingdom Law, Article VIII.400) The Order of Precedence will follow this order. In case of a tie, the earliest date of bestowal has precedence.
 - a) Sovereign and Consort
 - b) Crown Prince and Crown Princess
 - c) Territorial Prince and Princess
 - d) Duchies
 - e) Counties
 - f) Viscounties
 - g) Territorial Barons and Baronesses (by date of creation of the Barony)
 - h) Patent Peers (Chivalry, Laurels, Pelicans, Defense)
 - i) Grants of Arms
 - j) Orders of High Merit
 - k) Members of the Argent Comet, and Members of Baronial Service Orders
 - l) Award of Arms, Persons with Court Baronies
 - m) Populace members without an award of arms

B. Recognizing Rank by Regalia

1. Lord/Lady/Noble: Recognized with an Award of Arms, indicated by a ¼” metal circlet.
2. The Honorable Lord/Lady/Noble: Recognized with a Grant of Arms, indicated by a ½” metal circlet.
3. Baron/Baroness: Indicated by a coronet with 6 points. Referred to as “Your Excellency”
4. Count/Countess: Indicated by a coronet with embattlements. Referred to as “Your Excellency”
5. Duke/Duchess: Indicated by a coronet decorated with strawberry leaves. Referred to as “Your Grace”
6. Prince/Princess: Indicated by crowns specific to the kingdom. Referred to as “Your Highness”
7. King/Queen: Indicated by crowns specific to the kingdom that they rule: Referred to as “Your Majesty”

C. Sumptuary Laws

1. The Sumptuary Laws serve to further enhance the dignity and appearance of the people of Meridies. All such items are subject to the approval of the Crown and the restrictions of the College of Heralds.
2. Due to the expense involved in the use of real gold and silver, the use of precious metal substitutes is allowed as long as the same basic colors

are maintained. Crowns or Coronets may also be fashioned of other materials such as leather or cloth. Fleur-des-Lis under 1 inch in height are not considered points on a Crown or a Coronet.

3. CROWNS/CORONETS

- a) The Sovereign and Consort may wear crowns of precious metal with points, ornamented as They see fit.
- b) The Crown Prince and Crown Princess may wear crowns of precious metal with points, ornamented as They see fit.
- c) The Territorial Prince and Princess may wear coronets of silver appropriate to Their Principality, not to exceed five points.
- d) The Territorial Heir and Heiress may wear coronets of silver appropriate to Their Principality, not to exceed 4 points.
- e) Dukes and Duchesses may wear coronets of precious metal, embellished with strawberry leaves, ornamented as they see fit, the overall height not to exceed 4 inches.
- f) Counts and Countesses (and those with alternate titles of the same rank) may wear coronets of precious metal embattled, ornamented as they see fit, the overall height not to exceed 3 inches.
- g) Viscounts and Viscountesses may wear coronets of silver embattled, ornamented as they see fit, the overall height not to exceed 3 inches.
- h) Territorial Barons and Baronesses may wear coronets of precious metal with 6 spheroids or precious stones, with simple ornamentation, the overall height not to exceed 3 inches.
- i) Patent Peers may wear a circlet of precious metal with no protrusions above or below the band, with simple ornamentation, the overall height not to exceed 1 inch.
 - (1) Laurels may wear a Laurel Wreath meeting these standards.
 - (2) Pelican may wear Caps of maintenance of sable, lined with ermine, either singly or bearing the badge of the Order.
- j) Court Barons and Baronesses may wear coronets of precious metal with 6 spheroids or precious stones, with simple ornamentation, the overall height not to exceed 2 inches.
- k) Members of the Populace with Grants of Arms may wear a plain circlet of any metal with no protrusions above or below the band, the overall height of which shall not exceed 1/2 inch.
- l) Members of the Populace with Awards of Arms may wear a plain circlet of any metal with no protrusions above or below the band, the overall height of which shall not exceed 1/4 inch.

4. COLLARS OF ESTATE

- a) Dukes and Duchesses may wear a Collar of Estate composed of strawberry leaves and the badges of Meridies, all in precious

metal, and bearing the Badges of their respective Orders and Awards, the leaves and badges not to exceed 2 inches square.

- b) Counts and Countesses may wear a Collar of Estate composed of embattlements and the badges of Meridies, all in precious metal, and bearing the Badges of their respective Orders and Awards, the embattlements and badges not to exceed 2 inches square.
- c) Viscounts and Viscountesses may wear a Collar of Estate composed of embattlements of silver, and the badges of Meridies, and bearing the Badges of their respective Orders and Awards, the embattlements and badges not to exceed 2 inches square.
- d) Patent Peers may wear a Collar of Estate composed of the badges of Meridies and the Badges of their respective Orders and Awards, the Badges not to exceed 2 inches square.
- e) Members of the Populace with Grants of Arms may wear a Collar of Estate composed of uncial letter M's all in silver and the badges of Meridies, the letter and Badges not to exceed 1 square inch.

5. BADGES AND REGALIA

- a) Citizens of Meridies may bear upon their person Badges of the various Orders and Awards they have received. These badges may be worn as pendants upon ribbons as a pin, or in such a fashion as they desire as long as it conforms to these directives. These badges may be of a size to please the Companion.
- b) Companions of the Laurel and the Pelican may bear Badges of their orders upon a chain of gold only if they have sworn their fealty and done homage to the Crown; otherwise, they should wear the badges of their orders upon a ribbon of appropriate color.
- c) White livery collars are reserved for Companions of the Order of Defense.
- d) Red or blue livery collars are traditionally worn by students of MoD, but this is not protected by sumptuary law.
- e) Chains and Spurs - The Chivalry may wear unadorned chains of gold, only if they have sworn their fealty and done homage unto the Crown. Spurs of gold are also reserved for use by the Chivalry.
- f) Simple white belts are reserved for use by Knights of the Society. White baldrics are reserved for use by Masters of Arms.
- g) Belts of other colors have traditional meanings not protected by sumptuary law. Red - squire, green - apprentice, yellow - protege

6. BATONS

- a) Heralds may carry white batons or heraldic maces of 1 yard in length, while they wear a tabard in the fulfillment of their prescribed duties, as was historically done.

7. SUPPORTERS

- a) The use of supporters in displays of heraldry is regulated in the following manner.
 - (1) Patent Peers, Branches, and those individuals having a Grant-of-Arms may use a single supporter in the display of their Achievements of Arms.
 - (2) Royal Peers and those groups and individuals holding an Augmentation of Arms may use paired Supporters in the display of their Achievements of Arms.

D. Order of Founding: SCA Kingdoms

1. West (1966)
2. East (1968)
3. Midrealm (1969)
4. Atenveldt (1971)
5. Meridies (1978)
6. Caid (1978)
7. Ansteorra (1979)
8. Atlantia (1981)
9. An Tir (1982)
10. Calontir (1984)
11. Trimaris (1985)
12. Outlands (1986)
13. Drachenwald (1993)
14. Artemisia (1997)
15. Æthelmearc (1997)
16. Ealdormere (1998)
17. Lochac (2002)
18. Northshield (2004)
19. Gleann Abhann (2005)
20. Avacal (2015)

E. Order of Founding: Meridies' Baronies

1. South Downs (1974)
2. Thor's Mountain (1977)
3. Iron Mountain (1978)
4. Bryn Madoc (1980)
5. Osprey (1993)
6. Glaedenfeld (2016)

F. Herald as an Unbiased Observer

1. Favoritism - When acting as a herald, it is important to not show a preference for one combatant over another. You are there as a neutral party and must give both fighters the honor and dignity they deserve.
2. Truthfulness
3. Neutrality

G. Confidentiality

1. Awards
2. Report

VIII. Appendices

- A. Orders and Awards of Meridies (<https://meridies.org/home/recognition/>)
- B. Common/Basic Court Stuff
 - 1. Herald wears a tabard
 - 2. Keep track of the order of court business
 - 3. Bring a list of the court business with you afterward to submit to the CoP.
- C. Build-A-Boast
 - 1. Now comes [name] and [name], the [adjective] Sovereign and [adjective] Consort of Meridies, Ruler of [Meridies imagery]...
 - 2. Bow before [name] and [name], rulers of the [Meridies imagery] kingdom! Long may we bask in Their [adjective] presence.
 - 3. Adjectives: Mighty, Benevolent, Steadfast, Just, Rightful, Faithful, All-Seeing, Noble
 - 4. Meridies imagery: Southlands, Black and White, Horses/Stallions, Stars/Stellar/Celestial