

# Online Self-Study Program

## Heralds Warranting Part 2: Armory Submissions

### Walk Through Syllabus

#### 1. Introduction

Welcome to the Trimarian Heraldic Online Self-Study Program. These online self study classes are a way to learn how to serve your group as a local herald via correspondence in case you are unable to attend warranting classes at Kingdom events or don't want to wait until the next opportunity to attend a class in person. The classes provide the frame work for a self-guided study using the internet.

#### How to get started

Begin with reading the walk through syllabus and follow its instructions. At the end you will be asked to answer a few questions about the topics covered in this class. You will email your answers to the Trimarian Herald in charge of Education the Coracle Herald (coracle@trimaris.org). You can send the file as a txt, doc, or pdf. file or just type it into the body of an email. The Coracle Herald will check your answers and respond to your email. If you answered the questions correctly, they will inform you that you have successfully completed the course. In case of mistakes and/or missing answers, they will send you the correct answers and offer to correspond with you until you are both satisfied that you know the answers.

#### Learning Objectives

- Know where to Find SENA, and what it is.
- Know the submissions process (Kingdom and Society).
- Know where to go to find answers
- Know how to deal with clients (politely, empathically, and kindly)
- Know about commenting
- Be able to help a SCA member with an Armory Submission.

#### 2. Herald's Warranting Part 2: Armory Submissions

In the SCA we recreate the courtly life of the Middle Ages and the Renaissance. From Armorial heraldry over Name heraldry and Voice/Silent Heraldry, heraldry infuses every aspect of courtly life in the Current Middle Ages. For that reason having a herald serve your local group is a valuable asset. The purpose of this class is to introduce you to the duties and responsibilities of a local herald within the SCA. It is a part of the three part warranting series offered in Trimaris.

#### The Trimarian Warranting Process

To be a warranted herald in the Kingdom of Trimaris and to receive the rank of pursuivant with in the Kingdom's College of Herald's you are required to take three warranting classes: "Part 1: How to be a Local Herald," "Part 2: Armory Submissions, and " Part 3: Name Submissions." You do not have to take them in order, and you may take them in person, online, or a mixture of the two. These classes are designed to teach you the administrative side of heraldry, and after completing these classes, you should know where to find the heraldic information necessary to be a successful local herald.

**Note:** If you passed the old "Pursuivant Test" aka "The Baby Herald Test" you are considered grandfathered in as pursuivant herald within the Kingdom of Trimaris.

We still encourage you to audit the warranting classes in order to be up to date on the administrative side of heraldry, including more recent changes and additions.

**NOTE:** This class will overlap with Warranting Class #3. A lot of the information will be similar in format. To the extent of overlap, it should reinforce important concepts. In this class we will focus on devices and badges.

### **Armory Submissions:**

This particular class is about armory. We encourage you to study or revisit "The Trimarian Heraldic Online Self-Study Program: Heraldry 101" before taking this warranting class as some prior knowledge on Armory will be helpful. You can also go and Read Heraldry for Non-Heralds (A Heraldry Primer) at "<http://heraldry.sca.org/armory/newprimer>" to bring you up to speed. Always feel free to send questions to the Trimarian Coracle Herald at [coracle@trimaris.org](mailto:coracle@trimaris.org).

### Heraldry Rules and Standards for Evaluation of Names and Armory (SENA)

This is how you find the Heraldry Rules on the sca website. There are many useful things here. It can be found by going to "<http://www.sca.org>". Then click on <Activities and Events>. Then click on <Activities in the SCA>. Then click on <Heraldry>. Then click on <Rules>.

Or use the following link:

<http://heraldry.sca.org/regs.html>"

Even skimming the "Standards for Evaluation of Names and Armory", short SENA, you will realize that the rules governing both name and armory registrations can quickly lead to discussions about the rules and their interpretation. Right now we just want you to get a general idea of the rules and where to look for them.

First, turn your attention to the Submissions Checklist for Standards for Evaluation of Names and Armory." This link can be found directly below:

[http://heraldry.sca.org/sena\\_checklist.html](http://heraldry.sca.org/sena_checklist.html)

At this point please read only the third section called Armory and the description of the appendixes at the bottom.

Now please read the armory slides available in either .pdf or .ppt for armory in the New Rules section. The link for each is below

- <http://heraldry.sca.org/training/armory-slides.pdf>
- <http://heraldry.sca.org/training/armory.ppt>

Make sure you read the slides and the armory selections from the Submissions check list thoroughly and that you understand them.

### **The Armory Submission Process**

There are two types of armory submission, each with their own submission forms. These are called device submissions and badge submissions. A device represents you personally declaring "I am here!" A badge represents ownership ("This is mine/belongs to me" when using your own badge) or affiliation ("I belong to x" when using somebody else's badge).

For SCA submissions purposes your device is registered on a device form. All other heraldic armory submissions are registered on a badge form. Badge forms come in two varieties: normal (with background color) and fieldless (no background color; may be placed on any color background).

Submitting a device or badge in the Kingdom of Trimaris is not difficult. Thanks to improvements in the administration and communication between heralds and the SCA College of Heraldry, a submission can now be registered in as little as six to nine months, provided it is conflict-free. Please remember that all heraldry is registered to a name, and so a name must be submitted before or at the same time as a device or badge. The price for a submission in Trimaris is \$10 (May 2018). Fill out the appropriate form completely, and submit a two copies (one black and white outline, one color copy) and payment to either your local herald or the Lymphad Herald, the Kingdom Deputy Herald in charge of submissions. You will receive a receipt for your submission and payment.

You can also mail in your submission and payment.

The entire process of evaluating and registering a heraldic submission is now completed online through OSCAR which you can find here <http://oscar.sca.org>. We encourage every local herald to sign up for an account on OSCAR to be better able to track clients' submissions and particularly to catch issues such as conflicts and rule violations early on in the process.

Once a submission received, Lymphad puts the submission on an Internal (Kingdom) Letter of Intent (KLols). During the time specified in the letter by Lymphad – usually one to two months – it is commented on by heralds across the kingdom and checked for conflict. At the end of the commenting period, Lymphad evaluates the commentary, and, based on that, decides to send it up to the society level or back to the submitter for more work. If the submission moves to the society level, it is put on an External Letter of Intent (Lols). The Lols is commented on by heralds across the entire known world for one to two months. After that, and unless a submission is pulled, it moves up automatically to be evaluated by the College of Heraldry. This process takes up to three months. Another month is dedicated to the creation of a final decision letter as well as another month for the proofreading of said letter. After that, all the submissions are published in an official Letters of Acceptances and Returns (LoAR).

The original submitter receives the news of their heraldic submission through either the Seacat Herald if it has been officially registered or the Trireme Herald if it is a Return requiring changes.

If the submission was approved, this is wonderful and people are happy. If the submission was returned, the herald should empathetically explain the college's decision and offer the submitter revisions so that the submission can be resubmitted. Trireme Herald is an invaluable resource reworking a heraldic submission to prepare it for resubmission. Resubmissions are free of charge.

If the submitter desires to change an accepted submission, it is treated like a new submission charged the normal submission fee.

The submissions process is an involved process. Before we get into the material for this section, I would like to offer you some supplementary reading. This article is called "The Submitters Guide to Submissions," covering both names and devices. It is offered here in case there is still some confusion as to what we are talking about. Below are links to the same article in two different formats.

<http://heraldry.sca.org/guide.doc>

<http://heraldry.sca.org/guide.pdf>

At this time make sure you explored OSCAR, and visited to trimaris.org to familiarize you with the kingdom heralds and their responsibilities. There are short job descriptions with each Herald's title. The Kingdom Heralds are there to help all the other heralds do their jobs. Make sure you understand the submission process described above.

## Resources

This section is a list of online resources. Please visit each one and take note of what is offered at each. There will be several questions based on these sites in the evaluation section.

- Main SCA heraldry website <http://heraldry.sca.org/>  
Office of the Triskele Herald - <http://trimaris.org/Herald> – Kingdom Heralds page. List of Officers with descriptions, Submissions forms
- SCA College of Arms - Rules and Regulations - <http://heraldry.sca.org/regs.html> – The Rules live Here!
- SCA College of Arms - Armory Articles - [http://heraldry.sca.org/armory\\_articles.html](http://heraldry.sca.org/armory_articles.html) – Armory Articles Live Here
- The New Heraldry Primer <http://heraldry.sca.org/armory/newprimer/> - teach yourself basic SCA Heraldry (armory) by reading this classic though revised work
- A Branch Herald's Toolbox - <http://heraldry.sca.org/htoolkit.html> –Start yours today! The tools of Heraldry.
- Modar's Heraldry Page- <http://www.modaruniversity.org/Heraldry.htm> – A good resource for all things heraldry. (esp armory)
- Online System for Commentary and Response - <http://oscar.sca.org/> – Go here to track submission and comment
- Bruce Draconarius & Akagawa Yoshio – A Pictorial Dictionary of Heraldry as Used in the Society for Creative Anachronism. (aka "The PicDic") (<http://mistholme.com/pictorialdictionary-of-heraldry/>) - This is the standard charge reference for SCA heralds.
- [http://www.aeheralds.net/Links/AE\\_Traceable\\_Art/TraceableArt.html](http://www.aeheralds.net/Links/AE_Traceable_Art/TraceableArt.html) Pennsic Traceable Art Project - – A printable collection of charges in different sizes so that you can submit Armory without being an artist
- Golden Stag - <http://www.goldenstag.net/OandA/> - SCA Ordinary and Armorial Software, great for armory conflict checking
- Known World Heraldic & Scribal Symposium -<http://heraldry.sca.org/kwhss/2015/> - Lots of Valuable articles on all heraldry topics can be bought at sca.org

## Customer Service

This is both the easy, and hard, part of working with armory or name submissions. True - you have to learn the heraldry, but then you have to do the hard work of helping people. I strongly suggest that after this class you go to Heralds' Point at a kingdom event and help out. You will learn more by helping other people than you will ever learn by reading. The other advantage to

helping people with heraldry at Heralds' Point, is that more experienced heralds usually hang out there so you can ask questions if you don't know something. Plus you get to meet a whole bunch of really interesting people and maybe even make new friends!

The important thing to remember is that you are there to help the client/submitter through the submission process. Your job is to help them pass what –they- want within the frame work of the rules. You don't have to like or agree with their submission. Just make the submitter happy. As heralds we work with the whole range of people we find in the world. Some are wonderfully easy-going folks. Some are more challenging and difficult to please. It is important to treat everyone with understanding and kindness and to offer guidance and support but no judgment. If you do this, you will be doing great. In the spirit of offering extra help with dealing with people here is a short video offering some good ideas <<https://youtu.be/J8nnj0Rebng>>.

### **What you shouldn't say**

"You can't have lions. Everybody has lions."

"You can't put color on color."

"That's so ugly."

### **What you should say instead**

"Lions are a very common charge. We may have to make adjustments to make sure it passes."

"We need to change those colors somehow so it conforms to the rules." Explain contrast rules.

"That's Non Period Style."

### **Commenting**

Submissions on KLols (Kingdom Letters of Intent) and Lols (Letters of Intent) are commented on by heralds from both within and without our Kingdom. Commenting is an important job that is unfortunately neglected by many heralds. The commenting sessions, online and in real meetings, are important tools during the submission process. Two eyes see more than one, and with the help of many heralds we can identify problems and conflicts of device and or name submissions much more quickly. Not only will you be providing a great service to the many heraldic clients but you will also learn more about the rules, their application, and much more heraldic knowledge. Commenting heralds are better heralds!

In this section you need to get your feet wet in commenting. This may involve lots of questions so be sure to email questions to the Trimarian Coracle Herald@trimaris.org.

Remember to sign up for an account FIRST: "<http://oscar.sca.org/newuser.html>

Once you have done this, Triskele Herald will receive a notification and approve your new account.

Once approved log in and go to the KLols (Kingdom) section. See if Trimaris has a letter up. If not, see if it will let you read another letter. Click on the letter. You will see different submissions, read through them. If you have commenting ability from Triskele Herald (you may be limited to within your own kingdom), you will see the comments as well. If you see them, read, and try to understand them.

Typical comments include: links work/don't work, documentation actually matches/does not match the submission; does the submissions break any rules?

When commenting always be polite and kind. If you have problems with someone while commenting on OSCAR, feel free to talk with your kingdoms principle herald. There is a lot in

this section make sure you understand it and have looked at some letters in OSCAR. Take advantage of the Coracle Herald so you can get an idea of what commenting is.

### **3. The Evaluation**

Answer the following questions to the best of your knowledge without copying directly from the sources.

Create an answer file in .txt, .doc, or .pdf format OR type the answers into the body of an email. Email your answers to Coracle@trimaris.org

#### **Make sure to include the following information:**

Subject line: Trimarian Heraldic Online Self-Study Program "Warranting Class 2"

Your SCA Name

Your Mundane Name

Your local group

(If you are delivering your answer sheet for evaluation in person, please make sure to include contact information such as name, email address and/or phone number)

- 1. What is SENA?**
- 2. Who is the current Lymphad, and what are their responsibilities?**
- 3. What are the four types of rules an armory submission must meet? Please briefly describe each type.**
- 4. What does it SENA mean when it says charges must be arranged on the field in a period manner?**
- 5. What are some ways a device or badge can be clear of conflict?**
- 6. Briefly describe the difference between a badge and device.**
- 7. How much does Heraldic submission cost in Trimaris?**
- 8. How much does a resubmission cost?**
- 9. How do you turn in a submission and to whom?**
- 10. What is the relationship between an armory and name submission?**
- 11. How long does the society College of heralds take to proofread their decisions and where do they publish those decisions?**
- 12. What is the PicDic?**
- 13. Name an armory resource from "A Branch Herald's Toolbox".**
- 14. Describe the manner in which you help SCA heraldic submitters/clients.**
- 15. Summarize and describe your experience with the commenting section. Perhaps tell about different comment you read or made. You may ask questions to clarify the commenting process.**

Please describe your experience. Feel free to ask questions or supply comments. Tell us what you learned. This is place for correspondence with the Coracle Herald. This is an avenue for you to get what you could not get from reading the text.