

# SECTION VIII -- NAMES AND ARMORY -- PROCEDURAL

1) How to Submit Devices/Badges/Names  
(August, XXI; Summer AS XXXVII (2002), Fall AS XXXVIII (2003))

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[a] Procedures and Picky Bits

Author: Frederick of Holland

Number of Pages: 1

Policy Level: West Kingdom Policy, College of Arms Policy

Intended Audience: All

Abstract: A miscellany of procedures and details relevant to the submission of names and armory.

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[b] Appeal Process and Protocol

Author: Eilis O'Boirne

Number of Pages: 2

Policy Level: Informational, West Kingdom Policy

Intended Audience: All

Abstract: The procedure and protocol for appealing decisions of the heralds with respect to your submission.

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[c] How to get permission for Conflicts

Author: Eilis O'Boirne

Number of Pages: 1

Policy Level: Informational

Intended Audience: All

Abstract: Outline of a procedure to follow to attempt to get permission for your device or name to conflict with that of someone else.

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## PROCEDURES AND PICKY BITS

Frederick of Holland, Alison von Markheim & Hirsch von Henford  
(April, XXV, January XXIX; Summer AS XXXVII (2002), Fall AS XXXVIII (2003))

- 1) Populace and local heralds in Oertha may send submissions to their Principality Herald (if the current . The Principality of Oertha may hold meetings to screen submissions and train book heralds. If the device or badge is rejected at the Principality level, the submission is sent to the Matins Herald, with questions about whether it is a valid call or not. Resubmissions returned through the Kingdom ought to be sent through the Principality, although they may be returned directly to the Kingdom. However, if they are sent to Kingdom, a copy to the Principality Herald would be a courtesy. The Principality Herald's office must act on all submissions within 30 days of receipt, either returning them for cause, or sending them on to the Kingdom office. A local herald receiving a submission must return it for cause or pass it on within 30 days of receipt. These are both policies of the SCA College of Arms. Failure to observe these policies is cause for dismissal from office and/or the College of Herald's.
- 2) The Kingdom office must receive the full amount (in U.S. dollars) of the submission fee from the Principality of Oertha, or from the submitter (Mists, Cynagua, Marches). The Principality Herald in Oertha may establish additional fees (with the approval of Vesper) to cover costs for postage, copying, etc. Checks should be made out to "College of Herald's". The current fees are \$8 for any item (Name, Device, Badge) submitted to the College. A submission of a name and device at the same time get a discount of \$1, for a total of \$15. Changes of any item cost the same as a submission. Resubmissions after a rejection for cause are free.
- 3) All official branches are required to register at least a name. All branches at the Baronial/Provincial level or higher are required to register a device. Devices for official branches must contain at least one laurel wreath as a significant part of the design, but it may be of any color. Submissions of name and/or device for a branch must be accompanied by a petition signed by a majority of the members of the branch, which petition must authorize the registration of the submission and any allowable changes therein. The first submission of a name and device for a branch is no longer free at the College of Arms level, but is free to Western branches, since the College of Herald's pays the registration fees. Changes of branch name or device and all badge submissions must be paid for at the usual rates. Armory for branches should set a good example for the populace.
- 4) Per ruling of the Board of Directors, only Baronies, Principalities and Kingdoms may register official Orders and Awards and badges thereof. Any group may register general-use badges. Registration forms for badges, awards or orders must be signed by the titular head of the branch (if any) or by the seneschal if there is no titular head, and by one other Great Officer of the branch (usually the marshall or the herald). Badges proposed without the approval of the titular head, the seneschal and the herald will not be looked upon kindly.
- 5) All heralds on the Roster must submit a name and device application within six months of their entry onto the Roster, and must, per Corpora, maintain at least an Associate Membership in the SCA, Inc.
- 6) All heralds submitting forms for their people should keep a copy for safety. They should encourage the submitters to keep a copy as well. This generates a little extra paperwork, but the ability to find out where the submission got lost (and some of them always do) is worth it.
- 7) The College of Herald's of the Kingdom of the West does not restrict household names or the names of alternate personae. People may form and use household names and alternate personae subject only to the limits of good taste and courtesy.
- 8) While anyone may register a name or device, parents should not register names or devices for children until they are old enough to take part in the design and choice process. This is a courtesy to the child.

## APPEAL PROCESS AND PROTOCOL

Eilis O'Boirne (January XXI)

As your name and armory (device or badge) travel through the submission review procedure, either one or both may run into a problem and be returned to you. The problems may be ones of conflict, of design, or of documentation. Usually these are clearly explainable, but on occasion you may disagree with the judgement made, or may feel that you have not been dealt with fairly. If you find yourself in this position, the College of Heraldry and the College of Arms have an appeals procedure.

The process of appeal is covered in the College of Arms Administrative Handbook (Part of the Rules of Submission):

*General Procedures for Submission, E. Right of Appeal: A submitter shall have the right to appeal any return to the administrative level immediately above that at which the submission was returned. All appeals must be supported by new documentation or other proof that the original submission was returned in error or by compelling evidence that the submission was not properly considered at the time of return. Appeals must be submitted through the appropriate heraldic officers specified for such actions by the submitter's Kingdom of residence. Such officers must forward the appeal in a timely manner, with or without recommendations, to the appropriate level. Once all avenues of appeal within the heraldic hierarchy have been exhausted, appeal may be made directly to the Board of Directors.*

Note that, in any appeal, at any level, all reasons for the return must be addressed in the appeal. They must be addressed with facts, with precedent, and/or with documentation. Statements of opinion are allowed, but must include more significant argument than "I don't agree." If you wish to appeal a return and do not have the resources to provide the documentation, you can ask the College of Heraldry for assistance.

The following reasons for return are usually not successfully appealed:

- 1) Returns for violation of the Rules of Submission.
- 2) Returns for conflict, except when the conflict call is technical and/or borderline.
- 3) Returns which ask for documentation unless the documentation is provided.

Any decision concerning your submission made at any level of the review can be appealed to the appropriate superior level in the College. The levels are as follows:

- 1) Your local herald;
- 2) Your Principality Herald;
- 3) Matins Herald (Kingdom);
- 4) Laurel Sovereign of Arms.

All submissions must go through levels 3 and 4 sooner or later; submissions from Oertha may also go through level 2 (depending on whether or not Stellanordica is processing submissions). Note that appeals rarely travel through all these levels; they are given for completeness only.

### Your local herald:

Usually your dealings with your local herald are face-to-face and interactive, so the procedures are not too formal. If your local herald feels that your name or armory will not be passed, ask him why not. He should be able to give you an answer, but may not be able to explain it well. (Some of us are beginners, too.) If you do not agree with him, or if you do not understand his reason, send your submission to the next appropriate level along with a note explaining that your local herald told you that there were problems with the submission. Give his reasoning, and state that you are appealing the matter. Give your arguments against his reasoning, and list the reasons you feel your submission should be acceptable. Including this information will allow us to judge whether your local herald is correct, or whether he needs further instruction in some area of heraldic knowledge. If your appeal is denied, you will receive a letter of consultation from someone with more knowledge who may be able to explain the problem better. If your appeal is upheld, your submission will be sent along through channels to eventual registration, unless a different problem is found.

### Principality Herald:

If your Principality Herald finds a problem with your submission, he will do so by sending it to the Matins Herald, with questions about the possible problems and/or conflicts. At that point, the submission will be processed through the normal Kingdom processing (see below).

### Matins Herald:

If your submission is returned from the Kingdom level, you will be sent a letter of consultation. This letter will give the reason for the return. If it is a return of your name, you will either be told that the name is unacceptable, and why it is unacceptable, or you will be asked to provide documentation for the name. If you are asked to provide documentation and you can do so, it is likely that the name will be passed on resubmission. However, if the name is returned for some other reason, and you do not agree with the reason, you can appeal the

decision to Laurel. A return of an armory submission will also give the reasons for the return. If you disagree with the reasons, you can appeal the return to Laurel. In your appeal, you must address all the reasons given in the return. Such an appeal must be passed on, but it can be passed on with or without prejudice. An appeal passed along without prejudice (Matins agreed with your argument) will usually be sent along to Laurel like a regular submission, perhaps with more supporting documentation than usual. In an appeal passed along with prejudice, Matins will give the above, and will also add refutations of your arguments, and will state that the Western College does not support your appeal. This will allow the commenting members of the College of Arms to address the issues of the appeal in their advice to Laurel, whether they support your appeal or Matin's return.

**Laurel Sovereign of Arms:**

If your submission is returned by Laurel, you will be informed by a letter of consultation from the West Kingdom College. If you feel that the return was unjustified, we may suggest that you appeal the decision. Even if we feel that a return from Laurel is clearly unjustified, we cannot appeal on your behalf without consulting you. You may appeal a decision with or without this suggestion. These appeals will automatically be sent on to Laurel, but may be sent with or without the support of the Western College, just as is the case of appeals of Matins decisions to Laurel. A submission may be appealed to Laurel more than once if all previous objections are met in each appeal. In cases where Laurel is not responsive to repeated appeals, an appeal can be made to the Board of Directors. This is a grave step, and should only be taken after detailed consultation with the Matins Herald (as Laurel is the Board's expert in heraldic matters, a very strong case will need to be built).

NOTE: This appeals procedure is set up to prevent arbitrary and un-reasoned interference with the registration of acceptable names and armory. It should not be used prematurely or frivolously. If a return confuses you, a good first step is to write back and ask for more explanation. Often the consulting herald will assume that you know more about the subject than you actually do. If the request is for documentation and you have it available, send it along. It will not only expedite the processing of your own submission, but will allow us to learn something which we can then use to assist others.

The submission process need not be, and usually is not, an adversary process. The appeals procedures are set up to ensure a fair hearing in those few cases where such turns out to be the case.

## HOW TO GET PERMISSION FOR CONFLICTS

Eilis O'Boirne (January, XXI)

If you have submitted a device or badge and have had it returned because it is too similar to (in conflict with) something already registered in the SCA, you don't have to give up hope yet. If your submission has at least one Clear Visual Difference (CVD -- or Point) away from what is registered, you may be able to get permission from the owner of the other device to register your submission. (If there is less than one CVD your design will have to be reworked.)

The first step is to find out when the submission was registered and from which Kingdom. The Kingdom Office of the College of Herald's can get the information about when from the SCA Armorial, and the information on which Kingdom from the files of Laurel's Letters of Acceptance. If the person concerned lives in the West, we can also get you the most recent address we have for him. If the submission was registered within the past five years, there is a very good chance that the person can be located. If it was longer ago than that, the odds get poorer, unless the person has remained active in the SCA.

Once you have obtained this information, write a letter to the person in question requesting permission to register your submission. It might be worded as follows:

To: Rodrigo de Grenada

From: Basil FitzRobert

I wish to register as my device: *Argent, a fess gules*. I have been informed by the College of Herald's that is too similar to your registered device of: *Or, a fess gules*. I would like to request your permission for this registration. I enclose postcards for your convenience in response and hope to hear from you soon.

Sincerely,

*Signature*

Note that last line about the postcard? Address a postcard to yourself and another to the College of Herald's office (address in the [Page](#)) and write on them as follows:

Date:

I, Rodrigo de Grenada, give to Basil FitzRobert permission to register the device: *Argent, a fess gules*, which has been found to be in conflict with my registered device of: *Or, a fess gules*.

I, Rodrigo de Grenada, feel that the device submitted by Basil FitzRobert is too similar to my own and should not be registered.

Leave space for a signature and for any comments. Put the postcards and letter in an envelope with the person's SCA name and Kingdom in the lower left corner and a stamp and return address in the usual places. Send it, along with a copy of your letter to be placed in your file, to the Matins Herald with a note asking that your letter be forwarded.

When your letter is received, the envelope will be forwarded to the Principal Herald in the Kingdom from which the device was registered. That Principal Herald will check his files and his knowledge, and attempt to have your letter delivered. He will send it by mail if he has a fairly recent address, or will try to locate the person by other means. If he is unable to deliver the letter, he will usually contact us and we will let you know. (Sometimes a letter requesting permission must chase someone through several Kingdoms, so please allow some time for this process. However, if you haven't heard anything for six months, you can usually assume that the person was unfindable.)

If all goes well, your letter will be delivered, Rodrigo de Grenada will say to himself, "My, what a well-spoken young lord. Well, I can certainly see the difference!", and permission will be granted. As soon as we receive written notice of the permission, we will start processing your submission again. Remember that if there is more than one conflict noted, you will have to obtain more than one permission. Also, a letter of permission is no guarantee that further conflicts may not be discovered.

If permission is denied, or the person cannot be located, you will have to redesign your submission in the usual manner. Do not assume that permission will be granted just because you ask for it. Some people are very protective of their devices. However, we have found that most are perfectly willing to grant permission, especially when the conflict is a technical one.