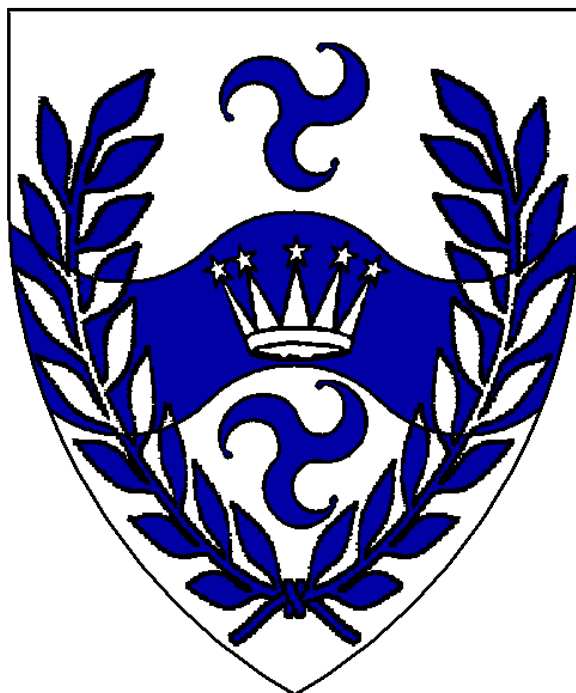


The Trimaris College of Heraldry

Administrative Policies



What follows are the updated Administrative Policies as stipulated by Baroness Mayken van der Alst, OL, by warrant of the Laurel Sovereign-at-Arms and the will of Their Majesties Trimaris, Triskele Principal Herald.

These policies are effective beginning
Martinmas Moot 2018

The Trimarian College of Heraldry

A. Purpose:

The Trimarian College of Heraldry and Scribes exists to provide

- a) heraldic and scribal services to the Crown and the populace of the Kingdom of Trimaris
- b) to allow individuals interested in heraldry and scribal arts to improve their knowledge and skills while serving the Kingdom
- c) to continue to advance the Kingdoms and the Society's knowledge and practice of heraldry and scribal arts.

B. Structure:

The Trimarian College of Heraldry consists of the Triskele Principal Herald, Triskele's Staff, all warranted heralds, and The College of Scribes in the Kingdom of Trimaris. The current structure of the College of Heraldry can be found on the Trimarian College of Heraldry website (<https://www.trimaris.org/officers/office-of-the-triskele-herald/>)

- 1) The Triskele Principal Herald is the administrative head of the Trimarian College of Heraldry, and is warranted jointly by the Crown of Trimaris, the Kingdom Seneschal, and the Society Herald as a Great Officer of State. The responsibilities of the Triskele Herald are defined in the Corpora for the SCA Inc. (Section VI.C.2.b), the CoA Administrative Handbook (Section X), and the Kingdom Law of Trimaris (Section VII.B).
- 2) The Triskele Principal Herald is responsible for overseeing heraldic and scribal activities within the Kingdom of Trimaris, and for reporting to the Crown of Trimaris, the Kingdom Seneschal, and the Society Herald as a Great Officer of State.
- 3) The Triskele Herald may establish as many temporary and permanent deputies as necessary to accomplish the tasks of the Trimarian College of Heraldry.

C. Deputies of the College of Heraldry.

1) Triskele's Staff consists of the Lymphad Herald and deputies, the the Coracle Herald and deputies, the Caravel Herald and deputies, and the Sundial and deputies, as well as any other heralds who may be named to Triskele's Staff as necessary.

a) The Jack Herald is the successor deputy for the Triskele Principal Herald. The holder of this office will perform various tasks as assigned by Triskele Herald in preparation for a smooth transition of office.

b) The Seacat Herald serves as secretary to the Triskele Herald and is responsible for notification of name and device acceptances and returns, maintaining the warrant roster, and notifying local heralds of report deadlines.

c) The Lymphad Herald is in charge of processing submissions of names and armorial bearings for the Kingdom of Trimaris. Administration of Consultation Tables at kingdom events, accepting name and device submissions and accompanying payments also fall under this department. The Lymphad Herald is warranted jointly by the Crown of Trimaris and the Triskele Principal Herald as an Officer of State.

d) The Caravel Herald is responsible for ensuring that the Crown of Trimaris has a warranted court herald for each court, attending court preparation meetings, and verifying the eligibility of award recipient for proposed awards according to Corpora and Kingdom Law.

e) The Coracle Herald oversees the continuing education of heralds within the College as well as the education of the populace of the Kingdom in all aspects of heraldry. The Coracle Herald provides opportunity for people to take the herald's warranting classes and provides online support for the online warranting classes.

f) The Sextant Herald is responsible for recording and maintaining the Order of Precedence for the Kingdom of Trimaris. The Sextant shall be the primary recipient of all Court Reports.

g) The Trireme Herald is responsible for providing assistance to all members of the populace of the Kingdom of Trimaris whose name and device registrations were returned. The Trireme Herald is not responsible for documenting a submitter's desired name or device, but should assist the submitter in any way possible.

h) Balinger Herald is responsible for providing external and internal commentary on heraldic submissions to the SCA College of Arms utilizing OSCAR. The Ensign Herald is not responsible for documenting a submitter's desired name and/or heraldry, but should assist the submitter in any way possible.

i) Carrack Herald is a regional deputy of the Coracle Herald supporting local heralds through active mentorship and providing additional education to the local herald as well as the populace of the regional groups.

j) The Dhow Herald is responsible for the creation, distribution, and replacement of award tokens for the Kingdom.

k) The Mast Herald is in charge of arranging silent herald services for courts and events in assistance to members of the populace who require such services.

l) The Chart Signet is in charge of overseeing the production of scrolls in the Kingdom of Trimaris, as well as any other Kingdom documents such as tournament scrolls and other representative writs that may be requested by the Crown, and transporting them or arranging for their transport to events.

m) The Barque Signet is in charge of overseeing the production of replacement scrolls in the Kingdom of Trimaris.

n) The Sundial Herald is responsible for overseeing the ceremonial aspect of heraldry in the Kingdom of Trimaris ensuring proper protocol is followed while complying with Corpora and Kingdom Law, and that the traditions of Trimaris are properly documented.

o) The Heralds Point Coordinator is responsible for setting up Heralds Point at Kingdom events including table and chair arrangements, forms, signage, and library. The Heralds Point Coordinator is further responsible for recruiting heralds to cover consultation shifts at Heralds Point.

2) All deputies are required to submit quarterly reports using the online form on the Trimaris Kingdom Website (<https://www.trimaris.org/officers/office-of-the-triskele-herald/quarterly-herald-officer-report/>).

3) The reports are due to Triskele by the 15th of February, May, August, and November each year, and shall cover the activities of their office over the preceding quarter.

D. New Groups

1) When a new branch is formed, the new group's seneschal or herald must contact the Triskele Principal Herald at the same time that they contact the Kingdom Seneschal for necessary paperwork. As a new branch needs both a name and a device, Triskele can then assist the group to come up with registerable items and avoid unnecessary delays.

E. Local Heralds

1) Each barony in the Kingdom of Trimaris must have a warranted herald as an officer. It is strongly recommended that all branches maintain a warranted, local herald.

2) Qualifications for Office: Each Local Herald must meet the following requirements in order to become warranted in their local office:

a) All general requirements to hold an office as stipulated in Corpora and the Trimarian Kingdom Law

b) Completion of the required three-part warranting classes of the Trimarian College of Heralds

c) Must be acceptable to the Local Seneschal

3) To become a local herald in the Kingdom of Trimaris, a letter of request should be sent to the Triskele Principal Herald stating an intention to be a local herald. An email letter is acceptable. This letter of request must include the following information:

- Modern name
- SCA name
- Full mailing address
- Telephone number
- Email address
- SCA membership number and expiration date.

4) The only activities reserved to warranted heralds is accepting submissions and serving as court herald. Any member of the populace may serve as site herald or herald the list field.

5) Responsibilities of local heralds include:

a) submitting quarterly reports on all local heraldic activities (submissions, classes, courts, awards, etc.) using the online reporting form located at <https://www.trimaris.org/officers/office-of-the-triskele-herald/quarterly-herald-officer-report/> (Individual exceptions to send in reports using mail or email may be made in specific cases.)

b) providing heraldic consulting services to the local members to assist in their selection of appropriate names and the design of appropriate devices and badges

c) processing name, device, and badge submissions at the local level,

- d) submitting all appropriate paperwork, including forms, copies, and fees, to Lymphad in a timely fashion
- d) supporting heraldic activities at events
- e) organizing heraldic classes and activities for their local group
- e) updating and maintaining local files
- f) filing court reports within ten (10) days using the official court reporting form located at <https://www.trimaris.org/officers/office-of-the-triskele-herald/court-report-form/>.

6) Warrants consist of two-year terms that are renewable upon request assuming previous positive representation of the College of Heralds of Trimaris and heraldic arts in general.

7) A report filed after the 15th of the reporting month is considered late. A report filed after Triskele's own reporting deadline is considered missing. Missing two reports in a row is considered grounds for removal of warrant.

F. Heralds-at-Large.

Heralds-at-Large are warranted members of the College of Heralds who are not serving as local herald of a specific group.

- a) Members of the populace who have passed either the old pursuivant's tests or have completed the warranting classes are automatically considered a Herald-at-Large and may be called upon to provide assistance with any aspect of heraldry within the Kingdom.
- b) Any Herald-at-Large may request that his/her name be removed from the list at any time.
- c) Heralds-at-Large are not required to submit reports unless they have accepted a task assignment from the Triskele Herald. In this event a quarterly report shall be submitted, the contents of which shall be determined on a case-by-case basis.

G. Meetings

1) The College of Heralds shall meet at kingdom events for training and dissemination of information related to the college, deputies and local heralds.

2) The College of Heralds shall meet at a minimum twice per year.

H. Reporting

1) The Triskele Herald shall provide quarterly reports and an annual report to the Laurel Sovereign as per the CoA Administrative Handbook (Section X).

2) Local Herald's Quarterly Reporting. The report shall include the following information:

Date of the report

Name of the local group.

The reporting herald's name

A list of all submissions sent to Lymphad

A list of all currently pending submissions

A list of all awards received by the local members that month

A list of all heraldic activities performed during the month

Special information as requested by the Triskele Herald.

Other information the Local herald wishes to pass on to Triskele

3) Deputies Quarterly Reporting: The information included in the deputies reports varies by the office but all reports shall contain as a minimum the date of the report, the deputies name (SCA and Legal), address (postal and e-mail), and phone number. Below is defined the additional reporting requirements for each deputy:

a) The Jack Herald shall provide a general status update on all assigned tasks. Specifics to be reported shall be worked out on a case-by-case basis.

b) Due to the nature of the Seacat Herald's job, Seacat is not required to submit a quarterly report to Triskele.

c) The Lymphad Herald shall provide a report listing the following items for the previous quarter:

Total number of items, by type, submitted to Lymphad.

Total number of submissions, by type, pending at Lymphad.

Total number of submission, by type, that were returned by Lymphad.

Total number, and dates, of Submission Packages sent to Laurel.

Total number of submissions included in those packages.

Total fees collected. (Submission fees.)

Total fees expended. (Office, copy, postage, and submission expenses.)

d) The Sextant Herald shall provide a general status update.

e) The Chart Signet shall provide a general status update.

f) Barque Signet shall provide a report listing the following items for the previous quarter:

A list of all scrolls currently requested

A list of all scrolls completed and awaiting delivery

A list of all scrolls delivered

g) The Caravel Herald shall provide a report listing the following items for the previous quarter: List all courts held, by event, including the name of the Court Herald. This will include all royal courts as well as baronial courts. Total expenses, if any.

h) The Coracle Herald shall provide a report listing the following items for the previous quarter: List all events where heraldic classes were taught, and provide an updated list of all members of the populace who have taken one or more warranting classes.

i) The Carrack Heralds shall provide a report on classes, workshop and other support rendered to their region to the Coracle Herald to be included in the Coracle Herald Report.

j) The Trireme Herald shall provide a report listing all returned name and device submissions and their status.

k) The Balinge Herald shall provide general update on activities for the quarter.

l) Dhow Herald shall provide a report listing the following items for the previous quarter: A current inventory of tokens by type, total expenses, and concerns.

3. Other Reports:

a) Letter of Intent. Name and Device submission packages shall be processed as per the CoA Administrative Handbook.

b) Order of Precedence. The Order of Precedence is maintained online and shall be updated at least prior to each major kingdom event. Print copies shall be made available to the Crown, the Triskele Herald, all other Greater Kingdom Officers, the Triskele's deputies, and all local heralds on demand.

c) Court Reports. Court reports shall be submitted to within ten (10) days of the subject court. Failure to submit reports in a timely manner will be considered cause for removal of warrant.

4. Failure to submit reports on time will be considered cause for removal of warrant.

I. Court Herald Duties

The duties of the court herald are to assist the Crown, Their Heirs, or Coronets with accurate information gathering and dissemination, proper court set up, court docket management, providing the voice for court or other heraldic activities they may be called upon to perform, and post-court reporting for the maintenance of the order of precedence.

a) The Court Herald is responsible for verifying that all court business complies with current SCA Corpora and Kingdom Law.

b) Court reports must be submitted for all Royal, Principality, and Baronial courts, within ten (10) days of the event.

c) The court herald is responsible for providing a timely record of the court using the online court reporting form located at <https://www.trimaris.org/officers/office-of-the-triskele-herald/court-report-form/>. Court reports shall be filed within 10 days of court.

J. Silent Heraldry

The Silent Heralds provide a volunteer service to those of our members who are deaf or hearing impaired.

1) The Mast Herald shall be in charge of overseeing all silent herald activities within the Kingdom of Trimaris.

2) Silent Heralds are fully warranted heralds in the Trimarian College of Heralds, and are authorized to participate in all heraldic activities subject to the policies of the Mast Herald.

3) Silent Heralds must meet the requirements as outlined in the Silent Heralds Handbook, and must undergo a period of training/evaluation of demeanor/confirmation of possession the basic skills required and be approved by the Silent Herald Deputy or a designated deputy.

4) The Mast Herald is the final authority on the granting or suspension of a Silent Herald's warrant.

K. OSCAR Privileges

Letters of Intent submitted to Laurel appear on OSCAR (Online System for Commentary and Response), located at <http://oscar.sca.org>. These letters may be read by anyone.

- 1) The Triskele Principal Herald and the Lymphad Herald, current and past, shall be ex-officio members of both the College of Arms and OSCAR. They are expected to participate by following Trimarian submissions and providing support and defense for them and to support other kingdoms, Wreath and Pelican Sovereigns of Arms with commentary equal to the heralds' skills.
- 2) All branch heralds are expected to have an account on OSCAR and to follow Trimarian submissions, and provide kingdom commentary equal to the herald's skills.
- 3) Individuals with satisfactory commentary for three months or more in OSCAR may request Laurel commenting privileges which will be granted at the discretion of Triskele.
- 4) Herald from other kingdoms may request Trimarian Garden commenting permissions which will be granted on a case-by-case basis at Triskele's discretion.
- 5) OSCAR commentary represents both the Kingdom and the College. Commentary shall always be professional, polite, helpful, and relevant to the submissions. Violation of these ideas will be grounds for revocation of OSCAR privileges.
- 6) Failure to log into OSCAR for 12 months or more will result in removal of the account.

L. Extraordinary Herald

- 1) Extraordinary heralds are heralds who have served with distinction, and encourage and promote both the learning and use of Heraldry in the Kingdom of Trimaris.
- 2) Per Kingdom tradition, the Triskele Herald bestows the status of 'Extraordinary Herald' on their predecessor in recognition of their service as Principal Herald.

M. The College of Scribes

The College of Scribes is responsible for the production of scrolls for subjects of the Kingdom of Trimaris and for other Kingdom documents that the Crown may request under the direction of Chart Signet. Chart Signet is solely responsible for the assignment of scrolls to the College of Scribes. Refer to the Handbook for Trimarian Scribes and the Administrative Policies of the College of Scribes for further information.