

A Look at the Submission Process

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While no one is required to register their name and device, most people feel that it is courteous to do so. By recording the information in the official SCA Armorial and Ordinary listings, it helps to reduce the chances of confusion or offense caused by inappropriate names and armory, and will hopefully prevent others from using the same name and device as you. In some kingdoms, members are restricted from receiving scrolls for awards or fighting in Crown Tourney unless they have registered a name and/or device.

The SCA has organized a registration service through which members may submit their proposed names and armory for registration, and when approved, be officially recorded. This service structure is known as the College of Arms (CoA).

There is a small submission fee for this service. This information is date sensitive, since prices can and do change, it can be difficult to quote costs in an article and keep it timely. Always check with your local or kingdom herald to verify the amount of submission fees. Currently in Calontir the fee is **\$9 per element**. Each of these is a separate element: a name, a device, a badge.

Following is how the submission process currently works in Calontir. This process varies in other kingdoms.

Local Level

A member of the populace, working with their local herald, determines a name and/or heraldic design they would like to register.

Appropriate submission forms are filled out, copied and prepared as needed. The local herald can assist in the preparation of these forms. Currently the Herald's Office in Calontir requests that submitters make the following number of completed copies of the submission forms:

If submitting armory (heraldic device or badge):

Five (5) colored armory forms

Three (3) line-drawing only [non-colored] armory forms

If submitting a name:

Four (4) name forms

Out of these, the submitter should keep one copy of each form (including an uncolored line copy of armory) plus a copy of any documentation for themselves. Thus if anything should happen to the submission, they do not have to start from scratch.

After the forms are completed, the following is turned in to the local herald:

1. **The submission forms.** The local herald will keep one copy of each and the rest of the copies

(three color device forms, one line-only device form and two name forms) will be sent to the Kingdom

Submission Herald for their use.

2. **Three (3) copies of any needed documentation.** The local herald will keep one copy of each and send the rest of the copies to the Kingdom Submission Herald
3. **Submission Fee.** Funds (preferably a check made out to the local group) in the appropriate amount to cover the submission costs of what is being submitted.

NOTE TO SUBMITTERS: Ask the local herald for a receipt of payment. (This way if there is a need for resubmission, or records get lost, etc. then you have proof of what you have paid.)

The local group-herald's office gets to keep \$2 (per element) of the submission fee to cover the cost of photocopies, postage, etc. The rest of the fee will be sent on to the Kingdom Submission Herald's office.

The local herald will then turn your check over to the local exchequer and then have the exchequer fill out a Group Fund Transfer Sheet and write a group check to the Kingdom office in the appropriate amount. This amount will depend on how many submissions are being sent in at the same time, because the group can write one check to cover all the submissions they are sending in at this specific time. It could be one submission or several. The groups cost-rate is \$7 per element. Checks from local groups to the Kingdom office are made out to: **SCA, Inc - Kingdom of Calontir/Heralds**

The local herald will keep the following in the local files, sending the rest on to the Kingdom Office:

1. One set of your submission forms
2. One copy of any documentation
3. A record of payment

Note that the reason a local group should keep an uncolored line-drawing version of device submissions on file is that it is useful if a scribe or other artisan needs to get a copy of a device to make a scroll or other item. Copies made from colored forms can be difficult to work with. It is also nice to have a "back-up" copy, just in case something happens to a submission.

Sidenote:

It is possible to submit directly to the Kingdom Office. The Calontir Herald's Office would prefer that you go through your local office whenever possible. However, with the current ruling by the SCA Board of Directors that groups below the status of Barony are not required to have a local herald, some groups do not have a herald and hence members of those group's populace must submit directly to the Kingdom Office. Additionally, the Kingdom Heraldic Submissions Officer and/or their staff may run a consulting table at an event or war, where they will take submissions directly. **Not all consulting tables will be able to accept submissions.**

If you are submitting directly to the Kingdom Office, make checks to pay for the submission fee out to:

SCA, Inc - Kingdom of Calontir/Heralds

When submitting directly to the Kingdom Office, the Kingdom Office gets to keep the \$2 normally taken by the local office. The fee to the submitter remains **\$9 per element.**

Be sure that you include the correct number of copies needed by the Kingdom Office.

For devices: three color device forms, one line-only device form.

For names: two name forms and two copies of any name documentation.

Kingdom Level

The Kingdom Office (Saker Herald) collects all the submissions received from the local groups. Their job requires them to review all submissions, check for conflicts or other problems and, where possible, add additional documentation to assist in a submission's registration. Because this is a large number of items, the office has a staff of volunteers, knowledgeable in heraldry, who help review the submissions. These staff members are known as Commenters. On a regular basis (ideally once a month - but various factors can cause this to be a once every two months function), the Kingdom Office compiles what is known as an ILoI (Internal Letter of Intent). An ILoI is a list of all the submissions the Kingdom Office has received since its last ILoI and intends to register if possible. It is posted to a website for the staff of commenters within the Kingdom to review. Hence, it's name, Internal Letter of Intent. The commenters have about 1 month to review the submissions, find conflicts, locate additional documentation and send comments on the submissions to the Kingdom Office. At the end of this month, when the Kingdom Office has received all commentary from the commenters, the submissions are reviewed. Submissions with problems are noted and a letter explaining the problem is sent to the local office or individual that originated the submission. The submissions that are accepted as ready to send on, are prepared into a packet of forms to be sent to the Society Office and a listing known as an ELoI (External Letter of Intent) or just LoI (Letter of Intent) that lists the submissions the kingdom is sending to be registered if possible, is created. The packet of forms and a copy of the ELoI are sent to the Society Herald's Office. An electronic copy of the ELoI is posted to the SCA Heralds webpage known as OSCAR (**O**nline **S**ystem for **C**ommentary and **R**esponse). The Herald Offices of the other kingdoms, plus those the Laurel-Sovereign-of-Arms has designated as staff and commenters will review the ELoI.

Of the submissions that were sent in, the Kingdom Office will keep part of the forms it receives in the Kingdom files, sending the rest on to the Society Office. Kept are one set of the submission forms and one copy of any documentation.

The Kingdom Office gets to keep a portion of the submission fee to cover their cost of photocopies, postage, etc., and the rest is sent to the Society Office, when the submission is sent on. If the device is returned at Kingdom level, the money stays at Kingdom level until the resubmission is sent in. It is then sent on with the resubmission. This is why you do not pay for a resubmission, **if the resubmission is made within one year of notices being sent out about the submission return.**

Society Level

The Society Office (also known as the Laurel Office) collects all the submissions received from the Kingdoms. These submissions will be reviewed further, checked for any missed conflicts or other problems and, where possible, additional documentation will be located to allow the submission to be registered. Because there are a tremendously large number of items, the office has a staff of volunteers and a wide number of commenters, very knowledgeable in heraldry, who help review the submissions. These staff members and commenters, with the Laurel Officers, make up the SCA College of Arms. On a monthly basis the Laurel Office compiles the submissions (from the Letters of Intent of the various kingdoms) and lets the Society staff and commenters know which letters will be decided on during a particular Laurel Decision Meeting. The staff and commenters have 2 months to review the submissions, find conflicts, locate additional documentation and send comments on the submissions to the Laurel Office. This much time is needed because of the number of submissions

that are reviewed. At the end of 2 months, when the Laurel Office has received information from the staff, the submissions are reviewed. Submissions with problems are noted and a letter explaining the problem is sent to the Kingdom Office, which in turn sends a letter explaining to the local office or individual that originated the submission. Submissions which are accepted as free of conflicts and problems are registered and recorded in the official SCA Armorial and Ordinary listings. A letter is sent notifying the Kingdom Office which names and armory have been registered. These letters of notification both for accepted and returned submissions are called LoARs (Letters of Acceptance and Return). Kingdom Offices, upon receiving these LoARs, in turn notify the local offices. Because of the size of these letters, plus to need for them to be carefully proof-read...it can take one to three months for them to be completed. The archive of LoARs can be found at:
<http://heraldry.sca.org/loar/>

Synopsis of Submission Timeframe

Once a submission gets to the Kingdom Office, it usually takes 6-8 weeks for the Kingdom process to be completed. This includes processing the submission into an internal letter, the Kingdom Commenters checking it over and sending their comments to the Kingdom Office, then the submission being prepared into an external letter. Why the wide range of time? The process time is shorter if the submission arrives in time to go out with the current internal letter and the process is a little longer if the submission arrives just after the current internal letter has been sent out.

Once a submission gets to the Society Office, it usually takes 4-5 months for it to go through its checks and balances at that stage. Again, the time is shorter or longer depending on when it arrives at the Laurel Office. If it arrives in time to be placed on the current Laurel Decision Meeting listing, it is sooner; if it arrives just after the listing, it will take placed on the next listing.

After the Laurel Decision Meeting on a particular Letter of Intent, it can then take 4-12 weeks for the results to be prepared and sent to the Kingdoms. Why so long? With 19 Kingdoms sending in submissions, this results in several hundred devices being decided on each month. It takes time to prepare the letter of results, have it checked for any errors, then produced.

So how long should it take for your submission to be processed? It depends.
If everything goes exactly right at every stage, it can be done in six and a half months.
If it just misses all the stages in the process, it can take about 10 to 12 months.

How good is this? Well, the English College of Arms takes almost 2 years to process a submission, they process only a few dozen devices during that time span and the fee for each device is around \$2,000.00

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