

Atenveldt College of Heralds

Administrative Policies

What follows are a compilation of the Administrative Policies as stipulated by His Lordship Seamus McDaid, by warrant of the Laurel Sovereign-at-Arms and the will of Their Majesties Atenveldt, Aten Principal Herald.

These policies are effective beginning on November 5, AS LM, being 2005 Gregorian.

Seamus McDaid
Aten Principal Herald

I. The Atenveldt College of Heralds.

The Atenveldt College of Heralds consists of the Aten Principal Herald, the various deputies warranted by the Aten, Baronial Pursuivant, local Heralds and all Heralds-at-Large.

A. The Aten Principal Herald - The Aten Principal Herald is the Principal Herald of the Kingdom, and therefore is the head of the Atenveldt College of Heralds. The responsibilities of the Aten Principal Herald are defined in the Corpora for the SCA Inc. (Section VI.C.2.b), the College of Arms Administrative Handbook (Section X), and the Kingdom Law of Atenveldt (Section III.B.4). The Aten Principal Herald may establish as many deputies as s/he feels necessary to accomplish the tasks of the Atenveldt College of Heralds. Further, the Aten Principal Herald may delegate any duties or responsibilities to these deputies as s/he sees fit. This delegation does not relieve the Aten Principal Herald of the responsibility to see that the tasks get done. Additionally the College of Herald's shall meet yearly in February for training and dissemination of information related to the college, deputies and local heralds.

B. Deputies of the College of Heralds. All deputies are required to submit quarterly reports containing the information defined in Section II, 'Deputies Quarterly Reporting'. The reports are due to Aten by the 5th of April, July, October and shall cover the activities of their office over the preceding quarter. The January report will be the Doomsday report. This report will cover the activities of their office over the preceding Year. All Reports may be made by regular post or by electronic mail. (See Section II.D, Policy on E-mail and Official Communications.) Other reports may be required on an as needed basis. The following is a list of all deputy positions and their additional responsibilities.

1. Fireball Herald- The deputy in charge creating and updating all Kingdom Ceremonies. Fireball is also the emergency deputy for the Aten Principal Herald. As the Crown creates new awards and orders, Fireball will create ceremonies for these awards and orders
2. Parhelium Herald – The deputy responsible for processing name, device, and badge submissions within the Atenveldt College of Heralds.
3. Abacus Herald - The deputy responsible for maintaining the Order of Precedence for the Kingdom of Atenveldt. The Abacus shall be the primary recipient of all Court Reports and shall on quarterly basis forward copies of all court reports to the Kingdom Chronicler and the Kingdom Historian. Abacus is responsible for ensuring proper protocol is adhered to, and that the traditions of Atenveldt are properly documented.

4. Corona Herald – The deputy responsible for promoting vocal heraldry within the Kingdom. Corona will recruit and train new vocal heralds with the help of designated deputies. (i.e. baronial and shire heralds) Corona will teach vocal heraldry Throughout the Kingdom in conjunction with the Blackboard Herald. Corona will organize heralds for all Kingdom Tournaments.
5. Blackboard Herald - The education deputy responsible for overseeing the education of heralds throughout the Kingdom. The Blackboard organizes classes and arranges opportunities for the new heralds to get practical experience in the field.

C. The Local Pursuivant. This herald serves as the CoH's representative to the local group, be it a Barony, Shire, Canton, or other established group within the borders of Atenveldt.

D. 1. Qualifications for Office. Each Local Herald must meet the following requirements in order to become permanently warranted in their local office.

- a) All general requirements to hold an office as stipulated in the Corpora for the SCA, Inc. and the Atenveldt Kingdom Law.
- b) Must be acceptable to the Local Seneschal. (Submit a Letter of Introduction to Aten with the Local Seneschal's concurrence.)

2. Responsibilities of the Baronial Herald

- a) Find and train a deputy as a replacement.
- b) Submit Monthly reports to the Aten Principal Herald. Monthly reports are due to the Aten Principal Herald by the 5th of the month. Reports may be submitted via regular post or by electronic mail.
- c) Provide armorial consulting services to the local members to assist in their selection of appropriate names and the design of appropriate devices and badges.
- d) Process name, device, and badge submissions at the local level, submitting all appropriate paperwork, including forms, copies, and fees, to Parhelium.
- e) Provide support for all heraldic activities at both local and non-local events. These activities include, but are not limited to, providing field heraldry, court heraldry, site heraldry support, commentary, etc. (Training in all of these and other areas is available. See the Blackboard Pursuivant.)
- f) Update and maintain the Baronial Order of Precedence.

- g) Court Reports. Court reports shall be submitted to the Aten Principal Herald and Abacus Herald within ten days of the subject court. Failure to submit reports in a timely manner will be considered cause for recommendation to the Nobles that the court herald no longer be used in court.
 - h) Update and maintain the local files.
 - i) There is no limit to the number of deputies a Baronial Herald may have
 - j) All baronial heralds are encouraged to establish a local College of Heraldry.
3. Responsibilities of the Local, Non-Baronial (i.e. Shire, Canton, etc.) Herald
- a) Find and train a deputy as a replacement.
 - b) Submit quarterly reports, as per Section II.A below, to the Aten Principal Herald. Quarterly reports are due to the Aten by the 5th of the month following the end of the quarter. Reports may be submitted via regular post or by electronic mail. Provide armorial consulting services to the local members to assist in their selection of appropriate names and the design of appropriate devices and badges.
 - c) Process name, device, and badge submissions at the local level, submitting all appropriate paperwork, including forms, copies, and fees, to Parhelium.
 - d) Provide support for all heraldic activities at both local and non-local events. These activities include, but are not limited to, providing field heraldry, court heraldry, site heraldry support, commentary, etc. (Training in all of these and other areas is available. See the Blackboard Pursuivant.)
 - e) Update and maintain their branch's Order of Precedence.
 - f) Update and maintain the local files.

E. Herald-at-Large. Herald-at-Large are currently unwarranted and therefore, are not considered members of the College of Heraldry. Despite this, the Aten Principal Herald shall maintain a list of Herald-at-Large. Herald-at-Large may be called upon to provide assistance with any aspect of heraldry within the Kingdom. Any Herald-at-Large may request that his/her name be removed from the list at any time. All other folk who wish to be listed with the College of Heraldry as a Herald-at-Large should see the Aten Principal Herald.

F. Reports due to the SCA College of Arms.

1. The Aten Principal Herald shall provide quarterly reports and an annual report to the Laurel Sovereign as per the CoA Administrative Handbook (Section X).
2. The Parhelium shall submit name and device submissions to the Laurel Sovereign of Arms as per the CoA Administrative Handbook. (Section V)
3. The Parhelium may provide commentary on all External Letters of Intent as per the CoA Administrative Handbook (Section VII)
4. The Parhelium may provide Letters of Response to commentary received against the Atenveldt LoIs.

5. Warranting. All heralds of the College shall be warranted by joint warrant of their Majesties, Atenveldt and/or local Nobility, and the Aten Principal Herald. The warranting shall be done by standard warrant, signed by the Crown/Nobility and the Aten Principal Herald. Said Warrant will be kept on file in the Aten Principal Herald files. An individual warrant signed and sealed by the Aten Principal Herald will be provided to that officer and their seneschal.

G. Internal Processes. Except for the reporting requirements called out in this document and the procedures defined within Corpora and the CoA Administrative Handbook, all procedures used by members of the Atenveldt College of Heraldry shall be determined by the deputy/officer in charge. Such processes are subject to review and approval by the Aten Principal Herald. Documenting of such processes is encouraged.

II. Reporting

A. Baronial Herald's Monthly Reporting. The report shall include the following information:

- Date of the report.
- Name of the local group. (i.e. Barony of Atenveldt, Shire of Ironwood Loch, etc.)
- The reporting herald's name. (Both SCA and Legal.)
- A list of all submissions sent to Parhelium and what type of submission it was (i.e. Name, Badge, etc.).
- A list of all awards received by the local members that month.
- A list of all heraldic activities performed during the month. (i.e. Herald's Meetings, served as Court Herald at an event, site herald, etc.)
- Special information as requested by the Aten Principal Herald.
- Other information the Local wishes to pass on to the Aten.

B. Local Herald's Quarterly Reporting. The report shall include the following

information:

- Date of the report.
- Name of the local group. (i.e. Barony of Atenveldt, Shire of Ironwood Loch, etc.)
- The reporting herald's name. (Both SCA and Legal.)
- A list of all submissions sent to Parhelium and what type of submission it was (i.e. Name, Badge, etc.).
- A list of all awards received by the local members that month.
- A list of all heraldic activities performed during the month. (i.e. Herald's Meetings, served as Court Herald at an event, site herald, etc.)
- Special information as requested by the Aten Principal Herald.
- Other information the Local wishes to pass on to the Aten

C. 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:

1. The Fireball Herald shall provide a quarterly status on all assigned tasks. Specifics to be reported shall be worked out on a case-by-case basis.
2. The Parhelium Herald shall provide a report listing the following items for the previous quarter:
 - Total number of items, by type, submitted to Parhelium.
 - Total number of submissions, by type, pending at Parhelium.
 - Total number of submission, by type, that were returned by Parhelium.
 - 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.)
3. The Abacus Herald shall provide a report listing the following items for the previous quarter:
 - List all Court Reports submitted.
 - Total expenses. (Copying, office supplies, postage, etc.)
4. Blackboard Herald shall provide a report listing the following items for the previous quarter:
 - List all events where heraldic classes were taught.
 - Total expenses. (Office supplies, copying, postage, etc.)
5. Heralds at Large are not required to submit reports unless they have accepted a task assignment from the Aten Principal Herald. In this event a quarterly report shall be submitted, the contents of which shall be determined on a case-by-case

basis.

D. Other Reports

1. Letter of Intent. Name and Device submission packages shall be processed as per the CoA Administrative Handbook.
2. Order of Precedence. The latest order of Precedence shall be distributed at each Crown Tournament. Copies shall be given to the Heirs
3. Court Reports. Court reports shall be submitted to the Aten Principal Herald and Abacus Herald within ten days of the subject court. Failure to submit reports in a timely manner will be considered cause for recommendation to the Crown that the court herald no longer be used in court.
4. The Abacus Herald shall submit a copy of all submitted court reports to the Kingdom Historian. On a quarterly basis, a summary of all awards given shall be submitted to the Kingdom Chronicler.
5. Crown Tournament Report. The Corona Herald shall, in coordination with the Kingdom Minister of the Lists, submit a Crown Tournament Report to the Aten Principal Herald and to the Kingdom Chronicler within 30 days of Crown Tournament.

E. Policy on E-Mail and Official Communications. E-mail correspondence will be allowed for official communication. All official communications shall be done by regular post or E-mail. The procedure for using e-mail to submit reports to Aten are as follows:

1. Send electronic copy of the report to Herald@Atenveldt.com.
 - a) Include the identifier '[CoH Report]' in the subject line.
 - b) Reports may be sent as included text or as an attached file in RTF, MS Word, WordPerfect, or other format, but the format must be identified in the body of the e-mail message.
 - c) If translation by the Aten into a native file format becomes a problem, retransmission of the original report may be required.
2. If an acknowledgement is not received within five days, resend the report.
3. If an acknowledgement to the second message is not received within five days, assume that e-mail has failed and send in the report via regular post.
4. Deputies are encouraged, but not required, to allow e-mail reporting.

5. The recipient must acknowledge e-mail reports before the reports are considered delivered. Any report that is not acknowledged should be assumed undelivered.

III. Name and Device Registration

A. Letter of Intent

1. The local herald begins the submission process by consulting with the client and putting together the initial submission package that is then sent to Parhelium.

- a) Each individual submission sent to the Parhelium shall contain the following as applicable:

- (1) Individual and Branch Name Forms.

- (a) 3 copies of each form being submitted.

- (b) 3 copies of all documentation including pages with specific date references and the title page of all documentation sources which show the title, author, publisher, and publishing date of the book.

- (2) Device and Badge Forms

- (a) 3 color copies of each form being submitted. (Note: Parhelium recommends the Crayola™ Classic markers be used.)

- (b) 3 black and white copies with line drawings only.

- (3) Applicable Fees.

- (a) \$7.00 for each new item to be registered.

- (b) Checks shall be made payable Kingdom of Atenveldt, SCA, Inc

- b) The Local herald shall keep one additional copy of each form (Name, color device, black and white device, etc.), one additional copy of all documentation for the local file and \$1.00 to cover postage

- c) The Local herald shall give one additional copy of each form (Name, color device, black and white device, etc.) and one additional copy of all documentation to the submitter.

2. The Parhelium Herald.

- a) Logs all submissions from the local heralds.

- b) Fees are logged and are then immediately forwarded to the Kingdom Exchequer.
- c) The Parhelium may issue an Internal Letter of Intent to process in kingdom submissions.
- d) A complete submission package, as per the CoA Administrative Handbook, is compiled.
- e) Appropriate funds are issued (by check) by the Kingdom Exchequer to cover new submissions.
- f) Parhelium sends the completed submission package to the Laurel Sovereign at Arms as per the CoA Administrative Handbook.

B. Letter of Acceptance and Returns

1. Upon receipt of the Letter of Acceptance and Return, the Parhelium Herald shall send letters informing the submitter.

IV Heraldic Regalia

A. Heraldic Regalia.

1. The Tabard. Two fabric panels sewn together at the shoulders and emblazoned Vert, two straight trumpets in saltire, bells to chief Or. Alternatively, the tabard may be blazoned with the arms of the group represented on both the front and the back. Ladies may choose to wear a side less surcoat, the bodice Vert with the trumpets on the front and back and the skirt being either Vert or Or.
 - a) The Pursuivant-at-Arms bears a simple tabard with sleeves tied to the shoulders.
 - b) Aten Principal Herald may bear a cloak of Office that is emblazoned on the back as: Vert with Trumpets in Saltire, bells to chief Or. Optionally, a branch badge may be worn on the right breast.
2. Badge of Office. Titled Pursuivant and Heraldry may wear their Badge of Office about their neck on a chain.
3. Staff of Office. The heralds staff is approximately the same height as the bearer and is colored Vert and Or spiraled with Vert and Or ribbons attached to the top. Alternatively, you may use the colors used by the group represented.