



**Polaris Herald Policies**  
**for use within the Northshield College of Heralds**

This document outlines the operational policies for the Northshield College of Heralds.

In the event of questions, contact Polaris Herald at [herald@northshield.org](mailto:herald@northshield.org).

## **Policies of the Polaris Herald**

### **1 Structure**

**1.1** The Polaris Herald is the administrative head of the Northshield College of Heralds, and is warranted jointly by the Crown of Northshield and the Society Herald as a Great Officer of State.

**1.2** The Polaris Herald is responsible for overseeing heraldic and scribal activities within the Kingdom, and for reporting to the Crown of Northshield and the Society Herald.

**1.3** Polaris's Lesser Officers consist of the Keythong Herald, the Minister of Protocol, the Clerk of Precedence, and the Kingdom Signet (Kingdom Law V-3300 and V-3305 and I-270). Lesser Officers are warranted by Polaris with approval of the Stallari Council. Any Kingdom level Herald not named above are Deputy Staff positions and are warranted by Polaris only. Such roles are established by Polaris as needed.

**1.3.1** The Keythong Herald is responsible for submissions of names and armory for the Kingdom of Northshield. This responsibility includes making decisions on submissions based on commentary provided via the OSCAR commentary system in accordance with the SENA rules.

**1.3.2** The Clerk of the Order of Precedence is responsible for the recording of awards given by the Crown of Northshield and maintaining the Kingdom Order of Precedence.

**1.3.3** The Kingdom Signet is responsible for overseeing the production of scrolls in the Kingdom, as well as any other Kingdom documents that may be requested by the Crown.

**1.3.4** The Minister of Protocol is responsible for creating ceremonies at the request of the crown, maintaining them in the Northshield Book of Ceremonies, and helping with processions.

**1.4** The Northshield College of Heralds consists of the Polaris Herald, Polaris' Staff, and all other warranted heralds in the Kingdom of Northshield. The current structure of the College can be found on the Northshield website under Polaris Herald (<http://www.northshield.org/Officers/Display.aspx?ID=5> )

## **2 Purpose**

**2.1** The Northshield College of Heralds exists to provide heraldic services to the Crown and the people of Northshield; to allow individuals interested in heraldry to improve their knowledge and skills while serving the Kingdom; and to continue to advance the Kingdom's and the Society's knowledge and practice of heraldry.

### **3 New Groups**

**3.1** When a new branch is being formed, it is suggested but not required that the group's proposed seneschal or herald contact the Rede Boke Herald (Research Deputy) for assistance at the same time that they contact the Kingdom Seneschal for necessary paperwork. As a new branch requires both a name and a device, Rede Boke will be available to assist the group with the research and development of registerable items and required paperwork.

## **4 Warranting**

**4.1** Each Barony or larger branch in the Kingdom of Northshield must have a warranted herald as an officer. It is suggested that all branches maintain a warranted, local herald.

**4.2** To become a warranted herald in the Kingdom of Northshield, a letter of request should be sent to the Polaris Herald stating an intention to be a warranted 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

A short description of any particular interests, skills, or relevant background would be helpful to include.

**4.2.1** SCA Membership is required for all officers, which includes branch heralds, at-large heralds, and Polaris Staff Heralds, per Kingdom law (I-230).

**4.3** Branch heralds must submit the appropriate Change of Officer written form in addition to completing the Online Officer Change Notification. The Change of Officer process will not be complete and the incoming herald will not be warranted as the group herald until and unless both steps are completed.

**4.4** Polaris may also warrant interested individuals as heralds-at-large. Heralds-at-large are not officers of a particular branch but are heralds intended to serve the populace at-large. Such individuals should strongly consider assisting nearby branches without a warranted heraldic officer as well as with heraldic activities at events that occur in their nearby area.

**4.5** Warrants for all heralds are reviewed by Polaris Herald on a semi-annual basis. Incumbents must meet all requirements of the position including quarterly reporting and valid membership to maintain the warrant.

**4.5.1** Expired or lapsed warrants may be renewable upon request by contacting Polaris Herald.

**4.5.2** Polaris will renew warrants as long as the individual performance meets all expectations of that role and all requirements set forth in this document.

**4.6** Warrants may be removed for just and stated cause by Polaris. This may include failure to report, failure to maintain the required membership, or otherwise meet the requirements of the role.

## 5 Quarterly Reports

**5.1** All warranted heralds must file quarterly reports to maintain their warrants. Quarterly reports are filed using the form available on the Northshield website, with courtesy copies going to the appropriate branch seneschals and Baronage, if applicable.

**5.1.1** Where the branch herald is the heraldic officer of a Canton or other subdivision of a Barony, the completed quarterly report must be forwarded to the Baronial Herald and may be forwarded to other officers of the Barony as the Barony determines.

**5.1.2** Where the branch herald is an officer of a forming group, the quarterly report must also be forwarded to the herald (if any) and seneschal of the sponsoring group and other officers as the sponsoring group determines.

**5.2** Branch heralds, heralds-at-large, and kingdom Staff herald reports are due on the following schedule:

<b>Quarter</b>	<b>Quarter Covers:</b>	<b>Report Due By:</b>
1st	Dec-Feb	Feb 25
2nd	Mar-May	May 25
3rd	June-Aug	Aug 25
4th	Sept-Nov	Nov 25

**5.3** Regional Deputies and Polaris Staff Heralds Reports are due on the following schedule:

<b>Quarter</b>	<b>Quarter Covers</b>	<b>Report Due By</b>
1st	Dec-Feb	Mar 1
2nd	Mar-May	May 30
3rd	June-Aug	Aug 30
4th	Sept-Nov	Nov 30

**5.4** The online report form can be found on the Northshield website (<http://www.northshield.org/Officers/Reports/HeraldReport.aspx>). If any herald is unable to use the online form, they should contact Polaris Herald for reporting instructions. After reporting as instructed, they should contact the website team to report the problem.

**5.4** Missing or untimely filing of two reports in a row is considered grounds for removal of warrant.

## **6 The College of Heralds**

**6.1** Branch heralds are the primary point of contact for heraldic matters at the local level.

**6.2** Branch heralds or their deputies should attempt to attend local meetings and/or events to be available to answer heraldic questions and help with local submissions. If the local herald does not know the answer to the question, they should contact appropriate Polaris Staff or Regional Deputies for answers or assistance.

**6.3** When assisting with submissions, branch and at-large heralds should check forms for completeness. This includes the correct number and type of forms, proper documentation and citations. If possible, the herald should also check submissions to make sure they meet all of the Society's requirements such as conflicts with previously registered names or armory and notify the submitter of any potential problems. Responsibility to submit lies with the submitter.

**6.3.1** Only the Keythong Herald may handle submission payments. Failure to adhere to this policy is considered grounds for loss of warrant.

**6.3.2** Consulting heralds may not deny a submission. It is proper to advise a submitter of conditions which may prevent registration but a branch or consulting herald does not have the authority to reject a submission if the client still wishes to submit.

## **7 Submission Procedures**

**7.1** There is no requirement for a submitter to utilize the services of a herald in order to submit any item for consideration.

**7.2** Given the changing nature of submissions requirements as the College of Arms makes better use of current technologies, the most up-to-date Northshield submissions requirements can be found on the Keythong Herald's webpage at <http://www.northshield.org/Officers/Display.aspx?ID=54>

**7.3** Submissions received with insufficient monies, an insufficient number of forms, illegible forms, incorrect forms, or forms that are not properly completed may be returned to the submitter. Incomplete submissions may be held at the discretion of Keythong Herald until the missing information or payment is received.

**7.4** No submission is complete without payment of the appropriate fees. Fees may be paid by a check or money order from the submitter made out to "SCA Inc., Northshield College of Heralds." Cash may be accepted directly by Keythong on a case by case basis at their discretion. Only Keythong is authorized to receive or handle submission payments.

**7.5** Heralds may not use their own cash, checks, or money orders to pay for submissions for anyone other than their own immediate family.

## **8 Keythong Herald**

**8.1** Keythong shall be ultimately responsible for processing submissions received from residents of the Kingdom of Northshield, including submissions received at authorized consultation tables held outside the boundaries of the Kingdom (e.g., at Pennsic). This responsibility may not be delegated except as set forth herein or with the explicit approval of Polaris.

**8.2** Keythong may maintain whatever staff deemed necessary but will include at minimum the Isendun Herald to manage notifications to submitters in a timely fashion.

**8.3** Keythong will be responsible for coordinating with the Kingdom Chancellor of the Exchequer to ensure adequate funds are available with the Society College of Arms to cover required processing fees and that received fees are deposited and reported in the manner directed by the Kingdom Chancellor of the Exchequer.

## **9 Processing of Submissions**

**9.1** All submissions received by Keythong shall be included on an Internal Letter of Intent (ILOI), which shall be posted on OSCAR (the Online System for Commentary and Response). The ILOI will be posted on a monthly basis unless there are no submissions to consider. In no case will more than 60 days elapse between Internal Letters of Intent. Submissions without payment may be held from the ILOI until full payment has been made.

**9.2** After an appropriate period for commentary, Keythong will accept, return or pend each submission from the ILOI based on the commentary received and/or any independent research by Keythong or their staff.

**9.3** Accepted items will be forwarded for consideration to the Laurel Sovereign of Arms (Laurel SoA) following the current requirements for submissions under the published policies of the Laurel SoA's Office. Keythong has discretion to determine if a submission requires commentary at the Kingdom level and has authority to post a submission directly to an External Letter of Intent (LoI).

**9.4** Items will be returned only for specific and unquestionable violations of the Standards for Evaluation of Names and Armory (commonly called SENA), including problems of style, conflict with previously registered items or other issues that Keythong reasonably believes would prevent registration of the submission by the College of Arms.

**9.5** Items may be pended for incomplete paperwork at the discretion of Keythong, for clarification of the submitter's intent or for issues that may not be a specific violation of SENA but which Keythong feels might negatively affect the submission when considered by the College of Arms.

**9.6** Official notification of actions taken both in kingdom and by Laurel will be sent by Isendun Herald to each submitter electronically.

**9.6.1** Isendun will use email, the kingdom e-list, Facebook pages and/or any other reasonable method of communication including US Postal Letters to contact submitters.

**9.6.2** Isendun will send US Postal Letters of Notification for any instances when there is no identified electronic transmission option available.

**9.7** Notifications will outline the result of the consideration of their submission at Kingdom and/or Laurel. Such Letters of Notification will specify the details of the submission in question and in the case of a return or pend indicate the reason for the action, offer advice and help to address the reasons for the action and specify the period within which the submitter may make a resubmission without payment of further fees.

**9.10** Submitters will have a maximum of 18 months from the date of notification to resubmit a returned submission without fee. Resubmissions that exceed this time frame may be required to pay a submission fee as if the item were an original submission. Keythong shall have discretion to waive the fee on a resubmission in reasonable circumstances.

**9.11** If a submitter disagrees with the determination of Keythong or the Laurel SoA, they may appeal that decision by following the guidelines in IV.E. Right of Appeal of the Administrative Handbook of the College of Arms (<http://heraldry.sca.org/admin.html#IV.E>). Appeals must be submitted to Keythong.

**9.11.1** All appeals shall be placed into an Lol for consideration by the Laurel SoA. The results of the appeal will be communicated by Isendun Herald in the normal manner.

## **10 OSCAR Commenting**

**10.1** The Polaris Herald and the Keythong Herald shall be given access to OSCAR. They are expected to participate by following Northshield submissions and providing support and defense for them.

**10.2** Members of Polaris Staff, Keythong staff and all branch heralds are strongly encouraged to have an account on OSCAR, to follow Northshield submissions, and provide kingdom commentary equal to the Herald's skills.

**10.3** Since OSCAR participation is such an effective education tool for SCA heraldry, any warranted Northshield herald who requests an account on OSCAR will be granted kingdom commenting privileges.

**10.3.1** Individuals that possess Kingdom ILOI read and commentary privileges and do not log into their account for a period of twelve months will have such access terminated

**10.4** Individuals with regular and satisfactory commentary for six months or more in OSCAR may request LOI read and commenting privileges which will be granted at the discretion of Polaris.

**10.4.1** Individuals who possess LOI read and commentary privileges but do not exercise them for a six-month period will have such access terminated.

**10.4.2** Polaris Herald may terminate access in the event that provided commentary does not contribute to the evaluation process, is based on opinions rather than facts, or is otherwise reported to be inappropriate.

**10.5** Northshield maintains an "Open Garden" philosophy regarding commentary for items posted for consideration on the Northshield ILOI. Heralds from other kingdoms with OSCAR accounts are welcome to comment on such items at any time without further approval from Polaris.

**10.6** OSCAR commentary represents both the Kingdom and the College of Heralds. It is to be kept professional, polite, and relevant to the submissions. Commentary is to be held confidential. Specifics are to be discussed only with others with OSCAR privileges as comments out of context can be confusing and, occasionally, hurtful. Violation of these ideals will be grounds for revocation of commenting privileges.

## **11 Reporting for Official Courts**

**11.1** Official Courts are those courts convened by the Crown or Their Heirs or a designated regent at official SCA events appearing on the kingdom calendar. Official Courts require the presence of a warranted Northshield herald to be valid (Kingdom Law II-600).

**11.1.1** If a Northshield Barony has submitted data for inclusion in the Kingdom Order of Precedence, courts held by territorial Baronage to issue Baronial awards are also considered Official Courts for reporting of the awards given only and should follow the same reporting guidelines for purposes of maintaining the accuracy of the Kingdom Order of Precedence. Such courts are not subject to Kingdom Law II-600 for any requirements listed therein. Additional local reporting may be required and is recommended. If a Barony has not included their Order of Precedence data with the Kingdom, reporting of awards given by the Barony to the Kingdom Clerk of Precedence is not required.

**11.1.2** Branch heralds and at-large heralds are strongly encouraged to assist with any official court that takes place in their local area. Assistance may be offered by approaching the assigned event Herald-in-Charge or by volunteering to Polaris when a court is announced to be anticipated for an event.

**11.2** The duties of the court herald are to assist the Crown, Their Heirs, their regents, or local Baronage with accurate information gathering and dissemination, proper court set up, docket management, providing the voice for court or other heraldic activities they may be called upon to perform.

**11.3** It is the responsibility of the court herald to file a report listing all awards/orders bestowed during that court within 72 hours of the event. All reports detailing the awards/orders bestowed must be submitted by email to [courtreports@northshield.org](mailto:courtreports@northshield.org). This email will automatically forward to appropriate parties including but not limited to The Crown, Their Heirs, Polaris, and the Clerk of Precedence. Modern names must not be included in the court report.

**11.3.1** Baronial courts should also be reported as above with additional copies of the report filed with the branch Baron/Baroness and Seneschal and elsewhere as directed. These additional reports must be sent manually by the reporting herald as directed by the Baronial Seneschal and separately from the above 11.3 filing. This reporting is only required when the Barony has submitted its Order of Precedence data to the Kingdom for inclusion in the Kingdom Order of Precedence.

**11.3.2** The failure to timely file two consecutive court reports according to the instructions under 11.3 is grounds for loss of warrant.

**11.4** Court reports must include the name(s) of the presiding Royalty, regent, or Baronage, event name, event date, court time (if multiple courts held), herald-in-charge's name (or warranted herald present if the filer is not warranted), seneschal-in-charge's name (or warranted seneschal present), signet-in-charge's name (if applicable), and a chronological listing of awards/orders given with the recipient's SCA name. Reports should also include the name of the scribe for each award.

**11.4.1** It is recommended, but not required, that the prepared court report lists and/or describes other activities and events that occurred during the court in addition to awards bestowed, such as presentations or performances, for public dissemination.

**11.4.2** Some business that may occur in a court, such as Sanctions announcements (Corpora X.C), must be reported in specific ways per SCA Corpora. Such business may require a separate report to be prepared and sent to specific individuals and if so will not be included in the report sent to the [courtreports@northshield.org](mailto:courtreports@northshield.org) address. If your court report will include business that is not awards, presentations, or similar general business to that stated above in 11.3 or 11.4.1 contact Polaris or the kingdom Seneschal for additional reporting guidance before submitting your report.

## **12 Silent Heraldry**

**12.1** Silent Heralds provide a volunteer service to those who have difficulty hearing the activities during court through the use of sign language.

**12.1.1** Silent Herald activities are monitored by a warranted herald designated by Polaris Herald. This Herald shall complete quarterly reports pertaining to the activities of the Silent Heralds including reporting of newly approved Silent Heralds for warranting purposes.

**12.2** Silent Heralds must be fully warranted heralds in the Northshield College of Heralds. Silent Heraldry is subject to the policies of the Society Silent Herald Deputy.

**12.3** Silent Heralds must meet the requirements as outlined in the Society Silent Heralds Handbook and must undergo a period of training/evaluation of demeanor, confirmation of possession of the basic skills required, and be approved by the herald designated in 12.1.1 above.

**12.3.1** The minimum base requirement for Silent Heralds is a reasonable facility with the ASL Manual Alphabet and knowledge of common SCA-specific signs.

**12.4** The Polaris Herald is the final authority on the granting or suspension of a Silent Herald's warrant. Maintenance of the warrant is subject to the warrant requirements outlined in Section 4 of this document.

**13 Reserved for future use**

## **14 Miscellaneous Policies**

**14.1** Branch heralds shall be permitted the style of “(Branch Name) Herald” while they hold office. Baronies are entitled to register a heraldic title for use of their branch herald. Such titles belong to the office and not to the individual office holder.

**14.2** Design, use, and display of full heraldic achievements or banners shall not be regulated or limited in any way by the Northshield College of Heralds.

**14.3** Polaris Herald retains the right to name such individuals as the officeholder deems appropriate to the privilege of the status of Herald Extraordinary according to the custom of the SCA College of Arms. Recipients of this privilege receive the right to create and register a personal Heraldic title. Registration is subject to the rules of the SCA College of Arms.

**14.3.1** It was the decision of Yehudah Polaris (2003-2005) that individuals that satisfactorily completed a term as Polaris Herald would automatically earn the status of Herald Extraordinary. This decision remained in force until the term of Margaret Polaris (2013-2015). This tradition is no longer in effect as of 2013 but individuals that earned the status under this decision remain eligible to register a personal Heraldic title.

**14.3.2** It was the decision of Anpliça Polaris (2010-2011) that any individual that had served as Polaris Herald at any time would be included in the tradition of being allowed the status of Herald Extraordinary. This included officeholders from Northshield Principality days and when the office was regional under the Middle Kingdom. This decision remained in force until the term of Margaret Polaris (2013-2015). This tradition is no longer in effect as of 2013 but individuals that earned the status under this decision remain eligible to register a personal Heraldic title.

## **Approved**

- THL Iohannes Glenfidanus, Polaris Herald – 11/18/2018 (A.S. 53)
- Kingdom of Northshield Stallari Council – 1/20/2019 (A.S. 53)