

POLICIES OF THE TYGER CLERK OF THE SIGNET

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The Tyger Clerk of the Signet is the head of the East Kingdom College of Scribes. The Tyger Clerk oversees and coordinates the production of Kingdom Award documents (colloquially called scrolls) and any other non-precedence bearing scrolls requested by the Crown of the East.

Scrolls for Kingdom level recognitions, titles, and awards are produced by volunteer artisans (colloquially called scribes), and are assigned by the Tyger Clerk of the Signet, or through the Signet Office.

All gentles who receive scroll assignments from the Office of the Tyger Clerk of the Signet will adhere to the policies and guidelines listed below:

I. RESPONSIBILITIES OF THE SCRIBES

A. Policies and Guidelines:

Each scribe, inclusive of all authors, artisans, wordsmiths, calligraphers, and illuminators (hereinafter called scribes for the sake of simplicity) is required to read and adhere to the full Policies of the Tyger Clerk of the Signet, inclusive of the guidelines provided by the East Kingdom College of Scribes Handbook. A scribe is warranted when given an assignment, and their warrant lasts until that assignment is completed or revoked.

B. Distribution:

Each scribe who accepts an assignment for a Kingdom scroll does so with the understanding that the Crown of the East will decide where, when, if, and in what manner their work will be given for Kingdom scrolls.

C. Confidentiality:

Scroll assignments are considered as confidential information at the time they are given out by the Tyger Clerk. As such, all gentles receiving assignments from the Tyger Clerk of the Signet are considered to have taken an Oath of Confidentiality and further understand that they hold the trust of the Crown of the East and Tyger Clerk.

Information contained within each scroll assignment received will not be shared beyond the Tyger Clerk and any chosen deputies, the Crown of the East, any specifically entrusted royal staff member or specifically named individual selected by the Crown of the East, and all gentles directly involved in the production of the scroll, until such time as the award is presented in court by the Crown or their chosen representative.

Scribes are encouraged to use discretion when publishing or discussing their work either online, in print, or in open public places for any work pertaining to an award that has not yet been given in court. (If in doubt, wait for the court report to come out).

1. In the event that the recipient is known to “not like surprises” or has indicated such on the recipient’s East Kingdom wiki page, this should be mentioned to the Crown, for the Crown to decide on how the award will be presented.
2. Only the primary point of contact listed on the scroll is required to make discreet arrangements for gathering together any gentles personally known to the recipient in advance of the award’s bestowal. A scribe involved in the scroll’s production may opt to notify the Crown of any additional gentles who should be kept in the loop, but this is done as a courtesy only.
3. If an award is canceled, postponed, or changed into another award by the Crown, the Tyger Clerk will notify all scribes involved in the scroll’s production immediately. While the cancellation or change of an award is exceedingly rare, any scribe bearing information about the canceled or changed award is expected to not disclose further information about that award.
4. Please refrain from publishing information about an upcoming award to an Order discussion list or members of the Order that the impending award is for ahead of the award’s bestowal in court. It is at the discretion of the Crown to notify the different Orders through their discussion list principals of any upcoming elevations.

D. Reliability:

Due to the importance of creating award scrolls on time, reliability is an important quality for scribes. The Tyger Clerk seeks reliability both in completing assignments and in communications with the Tyger Clerk.

1. A scribe who receives an assignment from the Signet Office is required to respond in a timely manner to confirm that they will accept or decline the assignment. Acceptance of a scroll assignment is considered as a commitment to both completing the scroll and turning that scroll in to the Royalty. Scrolls are to be turned in either before the scroll's due date or as early as possible at the event listed on the assignment.
2. Each scribe involved in a scroll's production should use the best materials they can afford (please see the EK Scribes' Handbook for a reference on materials guidelines), to ensure that their work will last for many years.
3. Assignments may be declined for any reason, but the Tyger Clerk must be made aware of this as soon as possible so as to allow another scribe sufficient time to complete the assignment.
4. Sometimes not everything will go according to plan. If something should occur to prevent the scribe from delivering the scroll to the event in a timely manner, or cause an accepted scroll assignment to be declined closer to the due date, the Tyger Clerk must be notified immediately.
5. To prevent delays in the assignment process, all scribes are required to keep their contact information on record with the Signet Office as current as possible. Scribes who continually fail to respond to assignments by email and telephone calls will be considered inactive.
6. All gentles involved with the production of a scroll are encouraged to confirm or decline their assignment individually to the Tyger Clerk of the Signet.

a) In the event that the lead scribe on an assignment wishes to include an additional scribe (or scribes) on their assignment, the Tyger Clerk should be notified in advance of their request. The lead scribe should also provide contact information for the additional scribe(s) to the Tyger Clerk if they are not on the roster of active scribes.

b) The lead scribe is defined as the scribe who first receives the assignment from the Tyger Clerk; this scribe will ultimately be responsible for the completion of the scroll and delivery to the Crown by the due date listed on the assignment.

7. Scribes who accept assignments and frequently miss due dates for current courts will be subject to exclusion from active assignments and/or requests at the discretion of each Tyger Clerk of the Signet.

8. For any scroll text requiring a translation, words must be provided to the Tyger Clerk of the Signet and the Eastern Crown Herald no later than 2 weeks prior to the event the scroll is scheduled to be presented at. Pre-translation of the scroll text is greatly appreciated, and the Tyger Clerk maintains a roster of translators if one is needed. This advance notice also allows for the Eastern Crown Herald to ensure that a herald fluent in the non-English language is available for the reading of the scroll at court. Partial translations will be given the same consideration as no translation at all - there may not always be a translator or voice herald present at the event to assist, and we'd like to avoid having the flow of court preparations interrupted by an inconvenience that is easily preventable.

E. Activity Levels

To participate in current assignments, each scribe is required to remain active within the course of a calendar year.

1. Any scribe may go upon a break, either extended or briefly, at any point and for any reason, with notice to the Tyger Clerk of the Signet as early on as possible. The Tyger Clerk encourages scribes to take breaks as needed to prevent burnout.

2. Scribes opting to leave the roster of active scribes may retire or go inactive indefinitely, with notice in advance to the Tyger Clerk of the Signet.

a) The Tyger Clerk may review with scribes who request retirement or an extended break any outstanding assignments they may have (current or backlog) for potential reassignment as needed. Such reviews will occur on a case by case basis.

3. Scribes returning from retirement or inactive status for occasional scroll work may do so without enrolling again, and should contact the Tyger Clerk when they are ready for scroll assignments again.

4. Scribes opting to decline scrolls frequently should note that some level of participation in a scroll assignment within a calendar year is expected in order to remain listed as active.

5. Scribes who continually fail to respond to assignments by email and telephone calls will be considered Inactive.

F. Enrollment:

Each scribe will provide the following information to the Tyger Clerk of the Signet to receive regular assignments:

1. Three types of contact information (Phone number, e-mail address, and postal mailing address).

2. Mundane name and SCA name

3. Completed Scribes Questionnaire

4. For gentles wishing to participate in only one or two scrolls per year, a valid email address, mundane name, and SCA name, and phone number is still required to be on file in case a backlog of their completed work comes up later on.

5. Any scribe who is new to the East Kingdom College of Scribes must either submit a few samples of their work to the Tyger Clerk and New Scribes Deputy.

a) In the event that no samples are immediately available, a vouch from an experienced scribe on behalf of the new scribe may be reviewed by the Tyger Clerk on a case by case basis.

G. Publication Permission / Release Forms:

These forms are not required for enrollment in the East Kingdom College of Scribes or required to allow a scribe to work on a scroll assignment. However, any gentle wishing to have their work published on an official SCA website or in an official SCA publication (this includes the EK College of Scribes website or official Signet Office publications, the Pikestaff, Tournaments Illuminated, and on local and Kingdom webpages) must provide the appropriate release form with their submission, in accordance with Society Chronicler policy, Appendix IV, Publication/Release Forms (<http://www.sca.org/officers/chronicler/ChronPolicy.pdf>). The Signet Office cannot publish your work for you without a copy of this form bearing your signature (handwritten or digital) on it.

Publication of scrolls or class handouts is not required. This is an option only, at the hands of each scribe, with permission settings to be determined by the scribe submitting their own work.

Types of permissions available are described on each form and may be selected by each scribe submitting these forms. For a list of FAQs about the release forms, please visit the Society Chronicler's Policies website above, or visit the East Kingdom Chronicler's website.

As these forms apply to multiple offices and editors within the SCA, scribes submitting these forms are encouraged to send their copies to the Tyger Clerk of the Signet and cc: the appropriate other Officers or editors affected, to ensure that the permissions forms are distributed to all appropriate channels.

1. Photos, scrolls, and articles submitted may be of each scribe's individual creation.

2. In the event that the work submitted is part of a group project/scroll, an SCA Grant of Use or Release form granting permission is required to be on file for each contributing scribe. Permission by other contributing gentles must be in alignment with the permissions of the other parties involved in the group project/scroll.

3. Digital signatures are accepted. Adobe Reader contains a plugin that allows for a unique digital signature if you wish to use the fillable PDF copies of the permissions/release forms on the East Kingdom Chronicler's website at <http://chronicler.eastkingdom.org/publicationpermissions.htm>.

H. Privacy Agreement:

All contact information provided by the scribes to the Signet Office will be shared on an *as-needed basis* between members of the Signet Office staff, other scribes in the East Kingdom College of Scribes, and occasionally the current Royalty, for the explicit purpose of coordinating the production of scrolls or special projects.

1. Scribes participating in group assignments are strongly encouraged to share with each other at least one other form of offline communication in the event of email failure.

2. Requests for scribes' contact information by anyone outside of the East Kingdom College of Scribes, notwithstanding sitting Royalty, will be reviewed by the Tyger Clerk and Signet Office staff on a case by case basis.

a) At minimum, email addresses may be disclosed to scroll recipients who wish to express gratitude to the appropriate scribe(s).

b) Requests for other types of scribes' contact information, or requests for scribes' email addresses for other purposes must be directly cleared with the scribe(s) affected beforehand. This applies to requests by local patrons seeking scribes for Baronial/Shire tournament or prize scrolls, or for work on the creation of invitations and other projects done outside of the East Kingdom College of Scribes.

3. All scribes are required to sign the back of their work, and credit their co-scribes accordingly.

a) Each scribe may leave a form of contact information on the back of their work as well, but this is optional, and is not a guarantee that the recipient will thank the scribe for their work.

4. Scribes who do not wish their contact information shared beyond the Signet Office under any circumstances, inclusive of gratitudes from recipients, must place their request in writing to the Tyger Clerk, for this information to be kept on file.

II. COMMUNICATION & NOTIFICATION:

A. Assignments of Scrolls:

All Official East Kingdom award and title scrolls are assigned on behalf of the Crown by the Tyger Clerk of the Signet.

1. In the event that a scroll is assigned directly by the Crown to a scribe, the scribe and Crown should immediately notify the Tyger Clerk (in accordance with East Kingdom Law, Section IX).

2. Scribes approached for an assignment of a Kingdom award scroll by anyone outside of the Tyger Clerk and Crown are required to contact the Signet as early as possible so as to avoid potential duplication of work.

B. Communication Methods:

The official communication method for scroll assignments is email, with possible backup communications methods of telephone or postal mail as needed.

1. Social Media and text messages are not considered official communications methods, and will not be used for assignment of scrolls by the Tyger Clerk.

2. E-mail addresses used for the express purpose of receiving scroll assignments may not have shared access, except under special circumstances which will be reviewed by the Tyger Clerk on a case by case basis.

C. Lead Times and Notification:

The Crown should provide adequate notice to the Tyger Clerk of all proposed scroll-bearing Kingdom awards and titles scheduled for presentation. Should a scroll require less than 2 weeks' notice to the Tyger Clerk, the Tyger Clerk is to be notified immediately for potential assignment as either a backlog or live scroll.

1. Scribes preferred lead times are a guideline, not a hard rule for assignments. While the Tyger Clerk will generally adhere to the preferred lead times of scribes, on rare occasions a slightly shorter due date may be requested of the scribe.

2. The Signet Office cannot guarantee the quality of work or availability of the scribes under shortened lead times, and thus the below schedule of lead times is strongly recommended to the Crown for all scroll-bearing awards:

4-8 weeks: All armigerous awards (Award of Arms, Silver Brooch, Silver Wheel, Silver Rapier, Silver Tyger, Silver Mantle), Order of the Tygers Cub

6-12 weeks approx: All Orders of High Merit (Maunche, Silver Crescent, Golden Rapier, Tygers Combattant,, Golden Mantle, Golden Lance), Court Barony, Grant of Arms, Court Barony w/ Grant of Arms, all Champions Scrolls

6-12 weeks, approx: Peerages, Royal peerages (Count/Countess, Duke/Duchess), Augmentation of Arms, Tyger of the East.

3. Because the College of Scribes prefers to have the scroll(s) due to a recipient ready to be given on the scheduled due date, the bestowal of promissory documents or promissory tokens to reflect the creation of a backlog assignment should be limited to special circumstances only.

a) For the sake of conserving materials and conserving full labor for the scroll yet to be done, promissory documents are defined as having a short text on an undecorated page. In addition to the standard signatures of the bestowing

Crown, this document may optionally be signed by the Tyger Clerk or a chosen deputy of the Signet Office in witness of the promised scroll.

In the rare event that a scroll is assigned by the Crown outside of the Signet Office, the Tyger Clerk will be notified by the Crown as early as possible to prevent duplication of efforts, in accordance with Kingdom Law.

III. BACKLOGS

Occasionally when a recipient cannot attend a Royal Court to receive an award or the scroll does not arrive at the designated event (and is not rescheduled to go out in a court during the same reign) the assignment will become a Backlog. Other types of Backlogs occur when the scroll is damaged beyond repair, or is completely lost. It is the policy of the East Kingdom Signet Office to ensure that all recipients receive the scrolls they are due whenever possible, with one replacement permitted at no cost to the recipient (since we are a volunteer organization and do not charge for our services as scribes within the EK College of Scribes).

The recipient of a backlog award may opt to privately commission a backlog scroll at cost outside of the East Kingdom College of Scribes; however, in such cases the recipient must notify the Tyger Clerk of the Signet or the Backlog Deputy for the Signet Office of such a commission to prevent the duplication of efforts.

Refer to the "Policies and Responsibilities of the Backlog Deputy" document for detailed information pertaining to backlog scrolls.

IV. REQUESTS FOR ASSIGNMENTS

A. Procedure:

Requests to create specific Kingdom scrolls (either for specific gentles, for an award type, or for a local area), must be brought directly to the Tyger Clerk of the Signet. Please note that

this "Wish List" is not a guarantee of a scribe's or recipient's request being granted. In accordance with Kingdom Law, the Tyger Clerk (or Emergency Deputy, as appropriate, or Backlog Deputy in the case of backlog scrolls) will determine which scribe receives which assignment

1. Requests will be considered, based on the following conditions. Additional conditions may apply at the discretion of the Tyger Clerk of the Signet:

a) The scribe (or recipient) has contacted the Tyger Clerk of the Signet directly via official communication methods with a request, in advance of the availability of the assignment. Requests from scribes to create specific scrolls on polling lists, social media, and electronic forums are considered indirect and unofficial; only requests received in writing (paper or email) will be considered, for the sake of keeping the Signet Office records organized.

b) The scribe is in good standing with the East Kingdom College of Scribes as a reliable scribe.

c) The scribe has no outstanding backlog assignments approaching or has no backlogs or current assignments exceeding a deadline.

2. The Wish List is a perk of being a scribe enrolled in the East Kingdom College of Scribes, and is not to be abused.

3. Assignments from the Wish List are done on a first-come, first-served basis, unless a recipient or their peer has requested a specific scribe. In most cases, the Office of the Tyger Clerk of the Signet will give preference to the recipient's wishes, followed by the scribe's wishes, however it should be noted that each Tyger Clerk (or their appointed deputy) may make decisions on requests differently per term in office and retains the ability to change these policies at-will.

V. RESPONSIBILITIES OF THE TYGER CLERK OF THE SIGNET

A. Greater Officer Duties:

As the Tyger Clerk of the Signet is a Greater Officer of State, the Tyger Clerk will adhere to the following Law and Policies:

- SCA Governing Documents
- East Kingdom Law
- The following policies:

1. The Tyger Clerk of the Signet should also be aware of any policies from the Laurel Sovereign of Arms that directly affect Armigerous Awards and Augmentations.

2. In accordance with East Kingdom Law, the Tyger Clerk of the Signet will also attend Curia if at all possible, and will provide an Officer report either at Curia or ahead of time if the Tyger Clerk is unable to attend. An appointed deputy may be selected by the Tyger Clerk to attend on their behalf if the Tyger Clerk is unable to attend.

3. The Tyger Clerk of the Signet will endeavor to attend Coronations for the swearing of fealty with other Greater Officers of State.

4. The Tyger Clerk will maintain accurate record of their term renewal date, inclusive of keeping the East Kingdom Chronicler apprised of this information. In accordance with Kingdom Law, the first term is 2 years, with two optional extensions of 1 year each with the request to and approval of the Crown, with a cc: to the East Kingdom Seneschal.

a) For each Greater Officer, mention of intent to renew or end one's term must be placed in the Pikestaff at least 4 months prior to the renewal date. The Crown will review all applications for the position during this time.

5. If the Tyger Clerk requires the Emergency Deputy to take over as Acting Tyger Clerk for an extended period of time (more than a week), or on a more permanent basis, the Tyger Clerk will notify the Crown and East Kingdom Seneschal ahead of time if at all possible.

6. In accordance with Kingdom Law, policies for the Signet Office should be reviewed every two years, with publication in the Pikestaff and online whenever such changes occur. Publication in the Pikestaff may include a simple announcement and a link to the revised or changed policies.

B. Coordination:

The Tyger Clerk of the Signet coordinates the production of scrolls requested by the Crown. The Tyger Clerk is not responsible for any scrolls assigned outside of the Signet Office; nevertheless, the Tyger Clerk of the Signet will endeavor to maintain accurate records of all East Kingdom award and title scrolls.

1. The Tyger Clerk of the Signet maintains the records of scrolls assigned, produced, and delivered through the Signet Office. Information tracked for each scroll may include:

- Signet Office Scroll Number (SOSN)
- Name of the Crown requesting the scroll
- Name of the scroll recipient
- Background information on the scroll recipient
- Date and name of the event where the scroll is due
- Location of the event where the scroll is due
- Award name or title to be bestowed, with reason for award included wherever possible
- Names of all scribes who created the scroll (inclusive of authors and artisans)
- Delivery status of the scroll
- Other information as needed

2. The Tyger Clerk of the Signet may opt to include a deputy of the Signet Office to assist with the assignment of scrolls, for any reason.

C. Additional Responsibilities:

In addition to the above responsibilities, the Tyger Clerk should adhere to the following additional policies.

The Tyger Clerk will:

1. Maintain accurate financial records related to the Signet Office budget.

2. Keep on file all copies of creative and photography releases related to the publication of scribal art by the scribes, inclusive of blanket releases. These files must be transferred directly from Signet to successor-Signet. Digital copies are preferred.

3. Keep on file an editable copy of the East Kingdom Scribes Handbook, to be updated periodically with any changes as needed and transferred directly from Signet to successor-Signet.

4. Maintain folios containing ready-to-use illuminated blanks, gift scrolls for Royal largesse, and previously awarded backlog scrolls.

5. Keep accurate records of any awards that may be pending rescheduling in addition to upcoming awards as noted above.

6. Appoint or remove deputies as needed.

a.) All East Kingdom Signet Office deputies as well as the Tyger Clerk of the Signet must maintain valid memberships in the Society, in accordance with the Governing Documents of the SCA, Section I. General, D. Membership Requirements, 2. Officers.

D. Disciplinary Actions:

While severe violations of the Tyger Clerk of the Signet's policies, East Kingdom Law, or the SCA, Inc's governing documents or corporate policies are exceedingly rare, in the event that a scribe, author, or artisan does so, the Tyger Clerk of the Signet may remove that gentle from the Roster of Active Scribes, with notification to occur in writing. Any gentle removed from the Roster of Active Scribes in such a manner may appeal their removal to the current reigning Majesties of the East Kingdom.

E. Education:

The Tyger Clerk of the Signet promotes and provides education in the development of calligraphy, illumination, and related scribal arts. While the Tyger Clerk does not oversee the production of scrolls on the local level, such as for Baronial awards, the resources of the Office of the Tyger Clerk of the Signet are available to all scribes who wish to learn more about the scribal arts as we practice them in the East Kingdom of the SCA.

- 1) The Tyger Clerk may support and assist in the organization of a Kingdom-wide scriptorium once a year, and other scriptoriums, workshops, and special projects as needed.