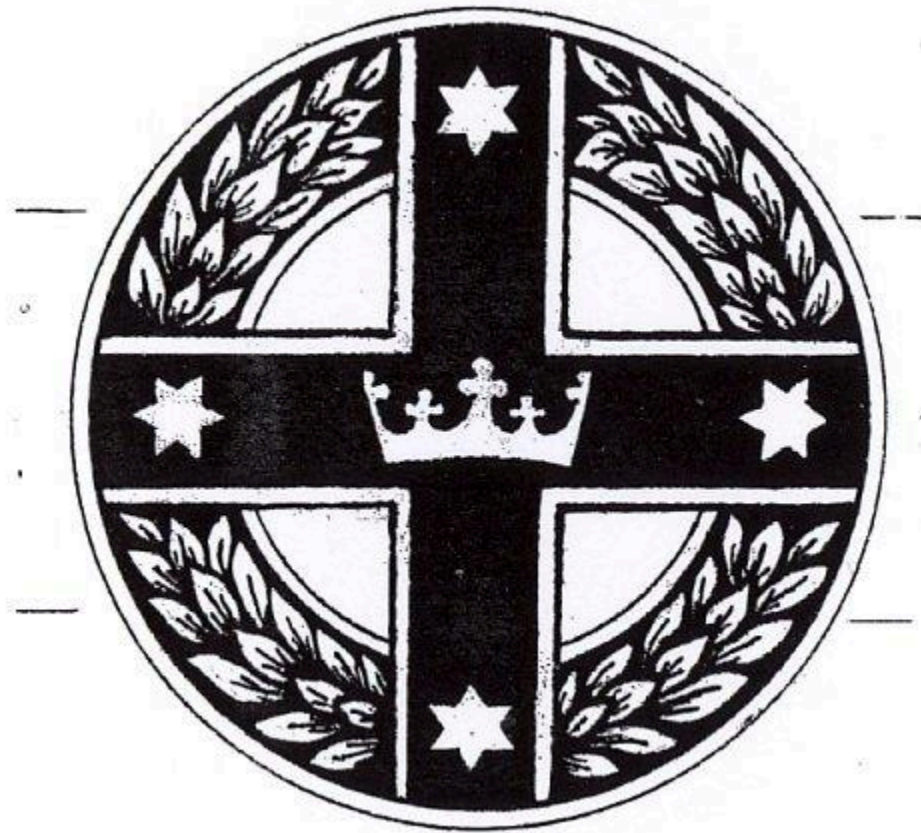


Keeper of Regalia Handbook for the Kingdom of Lochac



Updated February 2025

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1) Welcome to the Keeper of Regalia Office

This handbook provides guidelines as to the duties of the Keeper of Regalia within the Kingdom of Lochac. The Regalia handbook and the most used forms and information are on the Regalia website for easy access. Please remember, no office is static, and the office will change as the Kingdom evolves so these files will need to be updated regularly. This is an office that mainly requires organisational and communication skills as well as interest in Regalia (both mundane and historical) and in education. There are variable amounts of time that may need to be invested in this role, due to its dynamic nature, however it is an overall very engaging and interesting office to hold. .

2) Requirements for office

2.1. Keeper of Regalia

The Keeper of Regalia is one of the Lesser Kingdom offices.

You will require:

- SCA membership for the term of office;
- Over 18 years of age; and
- Not hold another Kingdom office or Seneschal position within the SCA.
- The position is for two years, with a maximum of 4 years (or two terms) at the pleasure of the Crown;

While in Office you will owe allegiance to the Crown in the performance of your office, but it is not a requirement to swear fealty to the Crown;

- It is not a requirement to attend Crown events; however a suitable replacement must be arranged so that the duties of the office can be carried out;
- The Keeper is assisted by a deputy, listed craftspeople and works closely with the Crown, Heirs and the Council of Regalia; and
- Good communication skills, basic organisational skills, access to the internet, word processing and general office skills will be needed.

2.2. Keeper of Regalia Deputy

IV.7.iv. Deputies

It shall be the duty of each Greater and Lesser officer, within six months of assuming office, to obtain a deputy capable of assuming their office in case of emergency. (Lochac Kingdom law 27052007)

To be the Keeper of Regalia deputy you will require:

- Hold SCA membership for the term of office;
- Over 18 years of age; and
- Not hold another Kingdom office or Seneschal position within the SCA.
- The deputy will assist the Keeper of Regalia with all the duties of the office during the term of their office.

- The deputy will be conversant with all the protocols, duties and current statute to be able to continue the Office should the Keeper of Regalia be unable to continue.

3) The Crown Regalia of the Kingdom of Lochac

- The Keeper of Regalia is in charge of the Regalia which pertains to the Crown of Lochac. i.e. those items which are worn by the Sovereign, Consort, and the Heirs of Lochac as part of their royal duties.
- It does not include the Regalia pertaining to the other offices (Greater or Lesser) of the Kingdom, Peerage orders or Lesser nobility e.g. Baronies, Shires, or Colleges.

3.1. Crown of Lochac Regalia includes the following:

- a) Sovereign's crown and travel box;
- b) Consort's crown and box;
- c) Heir Sovereign's coronet and box;
- d) Heir Consort's coronet and box;
- e) Sovereign's mantle/cloak and bag;
- f) Consort's mantle/cloak and bag;
- g) Sovereign's ring and box;
- h) Consort's ring and box;
- i) Sovereign's chain and medallion and box;
- j) Consort's chain and medallion and box;
- k) Sword of State and belt, and travel box;
- l) Great Seal of State held by the Provost of scribes;
- m) Sword of State kept in the Crescent Isles - held for the Crown by the Baronage Southron Gaard

Note: Images of all these items are available on the Kingdom of Lochac Regalia web page.

3.2. Keeper of Regalia's Regalia

- The Kingdom of Lochac Regalia has a badge of Office, (which is in the process of being registered, February 2025). Argent Mace and key crossed, on a purpure background.
- A medallion bearing the badge of office has been gifted to the Office, to be worn by the Keeper of Regalia if they choose.
- This was purely ceremonial only, and passed to each succeeding Keeper as part of the Office Regalia. However, it has been lost and the location is not known at this update.
- There is a collar of fealty for the Keeper of Regalia, should the Keeper of Regalia choose to be in fealty to the Crown.

3.3. Keeper of Regalia's Scope:

- Kingdom of Lochac Regalia's scope ONLY includes those items that directly relate to the upkeep and maintenance of the Crown Regalia.
- They are held either by the Keeper of Regalia OR the appropriate person/company.
- This includes:

- Moulds for the different points of the Royal crowns;
 - Moulds for the points of the Coronets;
 - Designs for all items of Crown regalia;
 - Designs and original masters for the Kingdom award tokens;
 - Extra jewels, appropriate cleaning gear, eg silver polishing cloths, wax;
 - Surplus award tokens (held in the Kingdom token box); and
 - Other items deemed by the Council of Regalia to be important to the upkeep and maintenance of the Crown Regalia. For example, alternative Crown regalia items
- Items displaying the Kingdom device, which are gifted to the Sovereign and/or Consort, are NOT Kingdom Regalia or in the keeper of regalia's responsibility. They are gifts to the Crown and the disposal of the items is the responsibility of the Crown. For example, return of the item to the group or individual donor to hold and use on the return of Royalty, or retained and used by the Crown (e.g. consumables). Items which do not display the Kingdom of Lochac device are considered to be gifts to the Consort and Sovereign as individuals and are not Kingdom or Regalia's paraphernalia.

3.4. Kingdom of Lochac Award tokens

- The Kingdom award tokens currently under the Keepers of Regalia's care include.

Armigerous:

- 1) The Order of the Golden Tear (Service);
- 2) The Order of the Golden Lily (Arts and Sciences);
- 3) The Order of the Rapier (Rapier);
- 4) The Order of the Nock (Combat and Missile Archery);
- 5) The Order of the Golden Sword (Heavy Fighting);
- 6) Miles Regni (Supporting Lochac in War);
- 7) The Order of Prometheus (Teaching);
- 8) The Order of Hector (Equestrian); and
- 9) The Lochac Order of Grace (Courtesy).
- 10) The Order of the Catkin (Service, work for families and children within the Kingdom)

Non-armigerous:

- 1) The Order of the Silver Helm (Field appearance);
- 2) The Order of the Pride of Lochac (Group award);
- 3) Le Prix Jongleur (Entertainment);
- 4) The Mouse Guard (Service by Children);
- 5) The Order of the Rowan (Courtesy);
- 6) The Order of the Cross of Lochac (Non-Kingdom Service) .
- 7) The Order of the Azure Tear (Service, Children's)
- 8) The Order of the Azure Lily (Arts & Sciences, Children's)
- 9) The Order of the Azure Sword (Combat, Children's)
- 10) Camera Obscura (Service, Photography)
- 11) The Order of the Hand and Needle (Service, Embroidery)
- 12) The Order of the Golden Poyntel (Scribal achievement and/or service)
- 13) The Order of the Vox Coronae (Heralds service directly to the Crown)

Grant of Arms:

- a) The Order of the Cockatrice (Arts and Sciences)
- b) The Order of the Red Wyvern (Combat)
- c) The Order of the Silver Pegasus (Service)

Note: Images of all current incarnations of the Award tokens are available on the Kingdom of Lochac Regalia web page.

4) Duties and responsibilities:

Statement of Responsibility:

The Keeper of Regalia is responsible for the ongoing care and maintenance of the Kingdom of Lochac Crown Regalia and for the acquisition and storage of the Kingdom of Lochac Award tokens.

4.1 Duties as a Kingdom Officer

Your first responsibility is to be responsive. That includes to those contacting you for support and advice, those seeking reports and information, and those who have just reported to you, sent in a job application, or offered commentary on an applicant. All deserve a timely and meaningful response. Where email is concerned, aim for 48-72 hours maximum for at least a placeholder response. And then remember to follow up if a better response is required! In Lochac, responsiveness to email is essential and will remain essential for the foreseeable future. This is true even if you do most of your regular communications via other channels*. Therefore, to maintain the target set above, you must be checking your "office" email account at least every couple of working days. (Lochac Procedures Manual, Version 7.7, 2021)

This includes;

- Written reports to the Crown and the Kingdom Seneschal quarterly, as per the reporting schedule in Lochac.
- Remaining current with any Kingdom law changes that are relevant to Regalia, and advising on any changes.
- Liaising with royalty and heirs on a regular basis regards the status of the Crown Regalia and Lochac award tokens.

4.2. Keeper of Regalia Duties as defined by Kingdom Law

The Keeper of Regalia shall serve under the Kingdom Seneschal and shall be responsible for: liaising with the Crown through the Council for Regalia regarding the purchase, maintenance, storage and transport of the Kingdom Regalia as outlined in the Keeper of Regalia Handbook. (Laws of Lochac 2024).

- The Keeper of Regalia will organise a meeting of the Council of Regalia once per reign or as necessary.
- The Keeper of regalia will discharge all duties including purchase, maintenance, storage, transportation and maintenance as required by the Office and as directed by the Council of Regalia.

4.3. Further Duties of the Keeper of Regalia

- Organise, maintain, purchase, transport, and store those items that fall into the scope of the Keeper of Regalia;
- Organise the transfer of Crown Regalia from one reign to the next; including the completion and collation of Regalia condition reports and receipts at every handover from each incoming and outgoing Crown;
- Organise usage and maintenance of all Crown Regalia as worn by the Crown and Heirs ;
- Organise repairs to all Crown Regalia ;
- Update of Maintenance and Repair logs for all Crown regalia, including collection and collation of Incident Reports and Quotes and a professional appraisal of Regalia once every 2 years;
- Organise the retirement of defunct regalia as directed by the Council for Regalia;
- Organise Replacement of Crown regalia items as directed by the Crown and Regalia council;
- Organise addition of Items to Crown Regalia;
- Management of the Regalia budget within the parameters set, and supervision of fund raising as directed by Council of Regalia
- Organise and maintain a list of appropriate craftspeople available across the entire Kingdom;
- Organise supplies of Kingdom of Lochac Award tokens as directed by the Crown and the Council of Regalia; and
- Assist the populace with identification and appreciation of Crown regalia, Kingdom awards and appropriate regalia for different award levels; as for example maintenance and update of the regalia website.

4.4. Token distribution

The Keeper of Regalia is responsible for the distribution of Tokens that have been promised by the Crown to those who have received an award, however has not been able to have a token given at the time of award. This is limited only to those who the Crown can confirm that an award token was promised to.

It is NOT in the scope of the Keeper of Regalia to hand out awards or award tokens of their own volition. If an award token was presented, and then lost by the recipient, then the Keeper of Regalia is NOT permitted to replace this. This is due to the burden of cost that would fall upon the Kingdom. When replying to requests for replacement of lost tokens, explain that this is not within the power of the Keeper of Regalia, and be appropriately polite but firm.

5) Council of Regalia

5.1. Council Attendees and duties:

- The Council of Regalia will include the Consort and Sovereign, Kingdom Seneschal, Keeper of Regalia (and/or Keeper of Regalia deputy) and the Kingdom Exchequer.
- Other attendees including the appropriate Craftsman and Heirs to the Crown may be invited to the Council meeting.
- The Council of Regalia meeting will review:
 - Changes to the governing documents or written policies as they directly pertain to the Crown Regalia items or the execution of this office;
 - State of Crown Regalia: review of maintenance and repair logs;
 - Crown Regalia expenditure;
 - Retirement, Replacement and Addition of Crown Regalia items ;
 - Additions to items that fall into the care of the Keeper of Regalia;
 - Current list of craftspeople;
 - Kingdom award tokens; and
 - Business from the Crown.

5.2. Emergency Council of Regalia's meetings

- An emergency meeting of the regalia council can be called at any time at their Majesties discretion and/or under the advice of the Keeper of Regalia.
- An emergency is defined as the loss or serious damage to any part of the Crown Regalia.
- The Council of Regalia will consist of the Crown, Kingdom Seneschal, Kingdom Exchequer, and Keeper of Regalia,
- Other officers (e.g. Exchequer), individuals and Heirs to the Crown may also be invited to attend the Emergency Council meeting where relevant.
- The meeting will decide:
 - Extent of the damage/loss;
 - Correct course of action, e.g. Loss, Repair and Replacement (temporary and/or permanent) of the item/s;
 - Any interim measures required);
 - Responsibility for the damage;
 - Responsibility for payment; and
 - Time scale for action;

6) Regalia documentation

- Where practicable, all documentation will be of an electronic format using software readily available to the public i.e. logs, reports, copies of correspondence, agendas etc.
- Signed original of Regalia receipts, condition reports, incident reports, and quotes etc, will be scanned and retained as either a pdf or a legible jpeg.

6.1 Maintenance logs

- The keeper will maintain logs on all items of regalia; this will include information as to the history of the piece, its design, its purpose, its materials, the original artisan, cost and latest appraisal/replacement cost, maintenance, and current location and person of responsibility.
- The keeper will present an updated summary of each piece at the Council of Regalia meeting to appraise regards:
 - Initial worth of the item with regards repair and replacement values;
 - Issues with the item regards transportation, wear and tear, maintenance and repair; and
 - Possible solutions.

6.2 Regalia Budget

- The previous budget has been set at up to \$1000AUD previously for the upkeep of the office. Due to the dynamic nature of the office there is not a pre-approved amount, instead spending is done through approval through the Council of Regalia on a base by case basis at this time,

6.2.1. Distribution

- The budget covers the costs of:
 - Kingdom award tokens supply;
 - Ongoing maintenance of approved Regalia and items in the care of the Office of Regalia, including inspections;
 - Professional appraisal of Crown regalia once every two years;
 - Transportation of Regalia; and
 - Sundries e.g. stationary, postal, cleaning items.
- The budget does not cover:
 - Major repairs to Crown Regalia;
 - Replacement of Crown Regalia; and
 - Additions to Crown Regalia.

6.3 Reporting

- The Keeper of Regalia will submit any alterations to the value of the Crown Regalia items to the Council of Regalia and change the appropriate documentation including Receipt proformas (Appendix A).
- A financial summary/report will be sent to the Chancellor of the Exchequers Deputy for Australia by the 31st of June each year, for the previous financial year.

6.4 Fundraising

- The Keeper of Regalia, under the direction of the Crown, will be responsible for the raising of funds for Repairs, Replacement, and/or Additions to Crown Regalia.

- Sources can include:
 - Kingdom coffers;
 - Submissions to the Baronies and Peers of Lochac;
 - Auction of retired Regalia; and
 - Events to specifically raise funding.

7) Transfer of Crown Regalia

7.1. Before Crown tourney

- 3 weeks before the Crown tourney the Keeper of Regalia or deputy must organise inspection of the principality coronets and any cleaning and maintenance if required.
 - Inspections and collection of the receipts can be performed by a nominated person/s such as the then current reigning royalty, a listed craftsperson, a Royal peer, a member of the other peerages or other knowledgeable person.
- Ensure that the principality travel boxes are serviceable and the information regarding the care and maintenance of the coronets is present.
- Organise transportation of the coronets and chains to the event.
- Organise proforma receipts and condition reports to be available at the event and someone to oversee this process.

7.2. Before Crown Investiture

- 4 weeks before the crown investiture, the Keeper of Regalia must ensure that all Crown regalia is clean and in usable condition .
- That the appropriate travel boxes are serviceable and that information regarding the care and maintenance protocol and gear for each piece of regalia is in place.
- Contact the heirs as to their intention regarding the Crown Regalia they will use for their reign.
- Organise required Crown Regalia transportation to the event.
- Organise regalia which will not be used to be transported back to the Keeper of Regalia and stored appropriately.
- Where the Keeper or deputy cannot be present, another person, such as one of the listed craftspersons or responsible individual with some experience in handling the regalia i.e. royal peers, will be organised by the Keeper of Regalia to do the final inspection and obtain the signed receipts and condition reports at the event.
- Organise the Crown regalia proforma receipt and condition report is present at the event.
- Organise that signatures are obtained from each of the outgoing and incoming Royalty and that the condition reports are completed and agreed upon. This may require liaising with both royal Heralds and the Stewards of the event.
- Organise that the signed receipts and condition reports are returned to the Keeper of Regalia.

7.3. Crown Tourney

- If the Keeper of Regalia is not present, the duties are to be carried out in the presence of the Keeper of Regalia Deputy or one of the listed craftspeople, or a nominated royal peer, AND the current royalty.
- On receipt of the coronets, the Keeper of Regalia or nominated individual will organise that the Heirs complete and sign the condition reports for each Coronet with storage box and that all parties agree on the condition of each item.
- The Keeper of Regalia or nominated individual will organise that the Heirs signoff on the receipts of acknowledgement.
- The Keeper of Regalia or nominated individuals will ensure that the Heirs are aware of how to wear, transport and maintain the coronets.
- The signed receipts and condition reports are to be returned to the Keeper of Regalia.

7.4. Crown Investiture

- If the Keeper of Regalia is not present, these duties are to be carried out in the presence of either the Deputy, one of the listed craftspeople or a nominated royal peer and BOTH sets of royalty.
- On receipt of the Crown Regalia, the Keeper of Regalia or nominated person will organise that the incoming Crown complete and sign the condition reports and that all parties agree on the condition of each item, and that this be achieved within a reasonable period of time after the Investiture.
- The Keeper of Regalia or nominated person will organise that the Consort and Sovereign sign off on the Receipts of Acknowledgement.
- The Keeper of Regalia will ensure that the Sovereign and Consort are aware of how to fit, wear, transport, and maintain all items of Crown Regalia.
- The signed receipts and condition reports are to be returned to the Keeper of Regalia.
- The Keeper of Regalia will ensure that when required, any items of Crown Regalia not being utilised by the Crown for the length of their reign is stored correctly, documented as to its location, and its transportation to the next coronation event is organised.

8) Care of Crown Regalia

- Basic everyday maintenance of Crown regalia will be the responsibility of the receipt holder.
 - Any issues that arise that fall outside of the routine care must be escalated to the Keeper of Regalia.
- The Keeper of Regalia will ensure appropriate cleaning materials and a protocol are provided with each item of regalia at the beginning of each reign.
- The Keeper of Regalia will also ensure a copy of the protocol will be available at all times on the website.

8.1. Maintenance of the Crown Regalia

- Maintenance is defined as work carried out which is either preventative (such as the checking and tightening of rivets, restringing pearls etc) or cosmetic, e.g. cleaning.
- Minor repairs such as stitches on the cloaks of state will also be considered maintenance.
- All Crown regalia will be returned to either Keeper of Regalia or one of the listed craftsmen (whichever is closer to the then crown) for maintenance once per year.
- Annual maintenance of all Crown Regalia will occur between the last Royal visit for the calendar year and the first Royal visit of the year. In the event that this is not possible due to Crown commitments, then another time shall be scheduled within 6 months.
- Photographic and written reports of each piece of Crown Regalia before AND after maintenance will be completed and logged by either the Keeper of Regalia and/or the listed craftsman.
- Any maintenance required will be itemized including:
 - quote for time;
 - quote for labour; and
 - quote for materials used.
- All quotes will be submitted to the keeper of Regalia BEFORE it is undertaken. The keeper of Regalia will be responsible for the decision as to where and what maintenance can be carried out.
- Annual maintenance WILL be carried out by a listed craftsperson during the period allocated OR when required.
- Where time and funds are not immediately available for the work required on a particular piece, arrangements must be made with the outgoing and incoming Royalty to ensure that either:
 - The Item of Crown Regalia is available for use where essential and then returned for completion; and
 - An alternative piece is made available for the period if required.
- The Keeper of Regalia will organise payment of maintenance costs to the appropriate craftsperson.
- The Keeper of Regalia will organize the return of the required Regalia to the appropriate venue.
- The Keeper of regalia will provide an emergency protocol with relevant information, proformas and contact details to be followed should something occur to the Crown Regalia as for example. lost in transit, damaged beyond wearing, missing pieces etc.

8.2 Repair of the Crown Regalia

- A repair is defined as a major work to the item. eg replacement of lost stones and pearls, removal and repair of structural damage.
- Photographic and written reports for every repair before AND after the repair will be completed and logged by either the Keeper of Regalia and/or the listed craftsman.
- Any repairs required will be itemized including:
 - Quote for time;

- Quote for labour; and
- Quote for materials used.
- Where Repairs are within acceptable limits, the repairs WILL be carried out by a listed craftsperson.
- The Keeper of Regalia will be responsible for the decision as to where and what repairs can be carried out and whether an Emergency meeting of the Council of Regalia is required.
- If the quotes or repairs are considered to be beyond the worth of the Items replacement value, by knowledgeable Craftsman and the Keeper of Regalia, an Emergency Council Regalia will be called and the Regalia Item treated as Retired and replaced.
- Where time and funds are not immediately available for a particular piece, arrangements must be made with the current royalty to ensure:
 - Regalia item is stabilized and made available for use where essential, and returned for completion; or
 - A temporary replacement is found and used.
- The Keeper of Regalia will organize the substitute Regalia piece, including payment, transportation, suitable storage facilities and Retirement when the original Regalia item is restored.
- The Keeper of Regalia, or other suitable representative (deputy Keeper of Regalia, pre-determined Royal or other peer, etc), will inspect the repairs. If the repairs are satisfactory the Keeper of Regalia will organise for the payment of repairs costs to the appropriate craftsperson.
- The Keeper of Regalia will organize the return of the required Regalia to the Crown.
- The Keeper of Regalia will submit a full report of the repairs, including any relevant reports from the craftsman, to the Council of Regalia.
- The Keeper of Regalia will organise the raising of funds for the repair/replacement of the regalia item as directed by the council of Regalia i.e. payment is not to be funded from the Keeper of Regalia budget.

8.3. Loss of Crown Regalia

- Where Crown Regalia items are lost or stolen, the Crown will notify both the appropriate mundane authority and the Keeper of Regalia.
- The Keeper of Regalia will call an Emergency meeting of the Council of Regalia to determine interim course of action.
- The Emergency meeting will decide:
 - a suitable substitute to be used until the item/s are recovered;
 - An acceptable plan for replacement and estimated timeline for the project;
 - Who is responsible for the loss and thereby who is responsible for the payment of a replacement.
- The Keeper of Regalia, under direction from the Council of Regalia, will organize the temporary substitute Regalia piece, raising of funds and payments required, transportation, suitable storage facilities and Retirement of the substitute on return of the original/replacement of the Regalia item.

- The Keeper of Regalia will be responsible for liaising with the Crown and reporting the outcome of the incident to the next Council of Regalia.
- If the original item of Regalia is not returned within the period of time determined by the Council of Regalia, the Item will be considered 'Lost'.
- The Keeper of Regalia will, under direction from the Council of Regalia, then organize the Replacement Regalia item, including raising of funds, quotes, payment, transportation and suitable storage facilities.
- All reports and relevant information to the 'Loss' of the regalia item and the resolution will be logged in the Regalia Log Book and retained by the Office of Keeper of Regalia.

8.4. Retirement of Crown Regalia

- The Council of Regalia will retire items of Crown regalia when:
 - The item can not be repaired; and
 - No longer meet the requirements of the Kingdom Crown Regalia.
- The Council of Regalia will decide whether the retired piece:
 - To be recycled, parts or whole, into the successor piece;
 - Private auction to raise funds for the successor pieces; and
 - Stored with the Historian.
- Council of Regalia will also determine the fate of retired substitute/temporary Regalia items. This may include:
 - Storage for use at a later date as a temporary Regalia item;
 - Recycling into a successor piece; and
 - Private auction to raise funds for the successor pieces.
 - The Keeper of Regalia will report all the information pertaining to the retirement of the item, the final location of the retired Kingdom regalia items, update Regalia Logs, website and regalia history.

9) Replacement of Crown Regalia

- The Keeper of Regalia will request a meeting of the Council of Regalia when a replacement item of Crown Regalia is required or at the request of the Crown.

9.1 Parameters

- The Council of Regalia will determine:
 - Design parameters of the item based on the original regalia design motifs;
 - Potential Maintenance and transportation issues;
 - Amount of material from the former item to be incorporated into the new item;
 - Materials;
 - Time; and
 - Budget.

9.2. Process of replacement

- The Keeper of Regalia, under the direction of the Council of Regalia, will put to tender the design and manufacture of the Replacement Crown Regalia item which has been Retired or Lost.
- The Keeper of Regalia will be responsible for raising the funds for the replacement Crown Regalia item including:
 - Donations from the Kingdom and Kingdom groups including Baronies, Shires, cantons, and colleges;
 - Private donations from individuals within the Kingdom; and
 - Auction of the Retired Crown Regalia item.
- The Keeper of Regalia will be responsible for collecting all tenders (including quotes, reference materials etc) and presenting these to the Council of Regalia.
- The Council of Regalia will consider and choose the most appropriate tender.

9.3. Creation procedure

- The Keeper of Regalia will, under direction from the Council of Regalia organize acquisition and installation of the replacement including:
 - Liaising with the craftsman and updating the council where required;
 - Payment of the craftsman;
 - purchase of suitable storage/transportation carriers;
 - transportation to the Crown;
 - maintenance protocols and cleaning equipment;and
 - update of the Handbook and web site.
- The Keeper of Regalia will retain and report all the information pertaining to the replacement of the Regalia item including:
 - Design process;
 - Budget. cost, labour, materials, time;
 - update Regalia Logs/Log Books;
 - update website including images, and the purpose and use of the piece; and
 - Update Regalia history as to the original piece and the new.

10) Addition of Items to Crown Regalia

- The crown may at any time request a new (additional) piece of regalia be added to the Crown Regalia.

10.1. New Crown Regalia

- It is the responsibility of the Council of Regalia to decide whether the Kingdom needs the item, what its purpose will be, and how it will be incorporated with the other regalia items including when and where it is used and what ceremony.
- The Council will also decide whether it can afford the purchase and maintenance of an additional Crown Regalia item.

- The creation of a New Regalia piece will be treated as a Replacement Regalia item.
- The Keeper of Regalia will be responsible for updating the handbook and procedures to reflect the addition of the new piece of Regalia.
- The Keeper of Regalia will collect and retain all information pertaining to the creation and implementation of Additional Regalia item, update Regalia Logs , website and Regalia history.

10.2. Donations to Crown Regalia

- Items displaying the Kingdom device, which are gifted to the Sovereign and/or Consort, are NOT Kingdom Regalia .
- Where items with the Kingdom of Lochac Device are donated to the Kingdom with intent to becoming Crown Regalia:
 - The keeper of Regalia will be responsible for collecting and presenting the information regards the valuation of the item, the ongoing costs of maintenance and providing the protocols for maintenance; and
 - The Council of Regalia will be responsible for determining:
 - whether the item is appropriate to the Kingdom of Lochac Crown Regalia, what its purpose will be and how it will be used;
 - whether the Kingdom can afford to maintain the item; and
 - whether the Kingdom has the skills base for the maintenance of the item.
- If the Council of Regalia agrees, the donated item will be included in the Kingdom of Lochac Crown Regalia and treated as a 'Replaced' item where applicable.

11) Listed craftsperson guidelines

- The list of crafts people are not warranted or rostered officers as defined by Kingdom law.
- A listed craftsperson is an:
 - Individual with the appropriate skills, knowledge and access to the necessary tools for maintenance and repairs of Kingdom regalia items, who is willing to aid the Kingdom in this manner.
- The craftsperson will be willing to take responsibility for the Crown regalia item while in their care, including the return of the Item within the agreed period.
- The craftsperson will provide a detailed quote for the maintenance (including labour, parts and consumables) of the item.
- The craftsperson will liaise and appraise the Keeper if any changes from the quote are required.
- The craftsperson will provide a full report of all work carried out.
- Note. One individual will not be able to care for all types of Kingdom regalia. Therefore Regalia Items will need to be sent to different people for annual maintenance and The Keeper of Regalia will be responsible for selecting the appropriate craftsperson to carry out the work.

- The Keeper of Regalia will organize prompt payment of the work carried out on the regalia item.
- The Keeper will collate the reports, quotes and receipts and update the Regalia Maintenance/Repair logs to reflect the work done.
- The Keeper of Regalia will maintain a current list of suitable and willing crafts people, updated annually, including information as to the skills, contact details and location.

11.1. Crowns, Coronets, Rings and Chains

These items are best served by a professional jeweler, preferably one who has handled regalia such as ecclesiastical, masonic, bridal or re-enactment jewellery, or is skilled in conservation of precious metals and stones.

11.2. Mantles

The mantles should be returned to the members of WCOB. This will require liaising with the guild master to organize a suitable willing individual in geographical proximity.

11.3. Sword of State

The Sword of State ideally should be serviced by a blacksmith or a metalsmith used to working with large metal items e.g. armourer.

12) Kingdom Award Tokens

Keeper of Regalia is responsible for:

12.1. Maintenance of Kingdom Award tokens

- Stocks of the Kingdom award tokens and tracking logs.
- Supply of Kingdom award tokens to Royalty.
- Supply of Kingdom award token to a member of the populace where appropriate documentation or as directed by the Crown.
- Store an original of each Award token for reference.
- Maintain and update website information with new incarnations of the award tokens.

12.2. Acquisition of award tokens (i.e. restock)

- New stocks are to be ordered when current stocks drop to ~ 10 depending on the rate of use by the crown and lead time for production.
- Where the original master for a token is not available another token design based on the original design guidelines for the token will be tendered to the Council of Regalia (appendix E) by the Keeper of Regalia.
- The Council for Regalia will determine:
 - The final design;
 - Materials e.g. pewter, gilding, silver; and
 - Budget.

- The Keeper of Regalia under the direction of the Council of Regalia will:
 - Secure the intellectual property, unless specified and agreed upon by the Council of Regalia;
 - Pay for the creation of a Token Master, to be held by the Keeper of Regalia as part of the Award supplies;
 - Pay for a supply of the Award token;
 - Transportation of a supply of the award to the Crown; and
 - Update of the Handbook and web site as to the purpose of the new Award and its appearance.

12.3. New Kingdom Award tokens

- The Crown may at any time request addition of a new Kingdom award.
- It is the responsibility of the Council of Regalia to determine whether the Kingdom can afford the purchase and maintenance of the Kingdom award.
- The Council for Regalia will determine:
 - The specific purpose of the award;
 - Design motifs;
 - Materials e.g. pewter, gilding, silver; and
 - Budget.
- The Keeper of Regalia will put to tender the new Kingdom Award token design, collect and present the tenders to the next Council of Regalia meeting.
- The Council for Regalia will determine the winning tender.
- Keeper of Regalia under the direction of the Council of Regalia will:
- Secure the original intellectual property, unless specified and agreed upon by the Council of Regalia;
 - Pay for the creation of a Token master;
- Pay for a supply of the Award token;
- Transportation of a supply of the award to the Crown;
- Update of the Handbook and web site as to the purpose of the new Award and its appearance; and
- Submit the appropriate documentation for the new Kingdom
- Award to the appropriate officers.

13) Regalia Website

- All information to be displayed on the website is to be passed to the Lochac webmaster with appropriate instructions as to location etc with limited input as regards the appearance of the web page.
- The webmaster is responsible for maintaining the stylistic aspects of the Kingdom of Lochac web pages.
- Webmaster also has the right to refuse to include images or information that is inappropriate to the Kingdom of Lochac website

13.1. Maintenance of website

- The Keeper of Regalia and deputy will maintain and update the Regalia website information.

13.2. Maintenance of PDF's and links

- The keeper and deputy will maintain and update any links and information provided in the PDF's e.g. handbook and appendices.
- Parts of Appendix A and Appendix D, and any information which directly indicate the cost of regalia and/or names and addresses will NOT be displayed on the web site.