

A CONCISE GUIDE (2 pages) FOR RUNNING SCA GATE IN *The Kingdom of The Outlands*

1. Gate (Troll) Defined: The location where everyone in attendance must check in for an Event. The purpose of Gate is to collect Event attendance fees (referred to as both Gate Fee or Site Fee), to obtain proofs of waivers and other forms, to maintain a registry of attendees, and to collect NMR (Non-Member Registration) fee from those who are not members of the SCA.

The gate at SCA events is to be controlled by the Exchequer of the branch hosting the event, in collaboration with the Seneschal and Event Steward. If the site owner wants to have additional oversight this can be negotiated, but final control of all entrance registration (fees) must always rest with the SCA.

The goal of Gate is to get people signed in and paid for as quickly as possible so that they can enjoy the event. It is **highly discouraged** to have more than just sign-in and payment processing at the gate. Jars for donations, raffle or auction sign ups, feast seating charts, merchant coordination, and other activity sign ups that do not require a separate payment will all disrupt the efficient operation of the gate and should not be located there.

At least one warranted Exchequer or Seneschal (or their designated, warranted deputy) must be present at the Event where funds are collected. This person is not required to sit Gate but must always be available for questions or if other gate matters need to be addressed.

- a. It is highly recommended that one person (Gatekeeper) be the Primary for Gate but should not be left to run it alone.
- b. More than one person should be present during on-site event registration whenever funds are being collected.
- c. Having up to 4 people available allows for coverage to take breaks, resolve conflicts, and ensuring appropriate safety and security measures are followed.

2. Gatekeeper's Primary Responsibilities:

- a. The Gatekeeper must discuss roles and responsibilities with baronial exchequer, gate staff, and autocrat prior to opening gate for the event so everyone knows what work and documentation are required. Gatekeeper is responsible for:
 - 1) Gate Setup
 - 2) Gate Operation
 - 3) Gate close-down (validate and turn over funds and paperwork to the exchequer)
- b. Each person working at the gate must:
 - 1) Be a paid member in good standing of the SCA, be acceptable to the group exchequer and the group seneschal. No one under the age of 18 may handle cash at gate or sit gate alone. There must be a responsible adult in attendance.
 - 2) Understand the applicable cash handling procedures. Examples being Financial Chain of Custody, cash and use of event funds balancing forms and procedures.
 - 3) Understand the applicable waiver policy. Examples being blue cards, minor waivers, day waivers.
 - 4) Understand the responsible SCA branch escalation procedures. Sample Escalation Procedure:
 - a) Questions or issues regarding payments, refunds, bad checks, or the cash box are escalated to the Exchequer.
 - b) Questions or issues regarding membership, waivers, conduct, or dress code are escalated to the Seneschal.
 - 5) Understand and commit to expected schedule for performance of their assignments. This is especially important for multi day events which may require extended hours of operation.

3. Gate Setup: Look to the local Exchequer and Event Autocrat to coordinate acquisition of the required supplies:

- a. Cash box stocked with cash to be used as change
- b. Strategically placed tables and chairs
- c. Pre-registration Lists for Site and Feast, and Comp Lists
- d. Blank Gate Sheets (with current fee information) and writing instruments
- e. Sustenance (water, perhaps food and sunblock) for the gate crew
- f. Gatekeeper work schedule (if applicable)

4. Gate Operation - The Gate team provides the following services:

- a. Check memberships (Blue card and/or membership list)
- b. Maintain registry of attendees on the provided gate sheets (including fees collected and/or advance registration status)
- c. Collect appropriate fees

1) Accepting Checks: Checks must be made out to the branch as "SCA, Inc. - Barony of Cool Place". Checks received at the event should have the individual's legal name, address, phone number, and the name of their branch on the check in case of problems. If they don't know the name of their branch, either leave it off or help them find it.

2) Receipts: If requested by the attendee, receipts shall be issued for cash received at the gate including Non-Members. An individual's canceled check shall serve as the receipt for all attendance and/or feast registration fees paid at the gate by that individual.

3) Controlling Funds: The gate cash box should be counted and verified at the beginning of the event, at the beginning and end of each day, and at random intervals while gate is open. The gate cash box shall be counted and verified by **at least 2 paid members of the SCA**, one of which must be the Exchequer or Seneschal (or their designated deputy) of the branch. Cash and checks may be removed by the Exchequer, following deposit procedures, if dollar value and risk warrant intermediate security measures.

d. Record Refunds and Donations if being delivered/accepted at gate. No payments may be issued from the cash box. Checks may be returned or voided at the discretion of the branch Exchequer or Seneschal.

e. For **Multiple Day Events**, every effort should be made to make deposits during the day - See #5 below for instructions. Envelopes/Pouches containing gate funds shall be secured in a locked vehicle, out of public view, when gate is closed for the night.

5. Gate Close Down: The gate cash box shall be counted and verified by **at least 2 paid members of the SCA** one of which must be the Exchequer or Seneschal (or their designated deputy) of the branch.

a. At the close of the event, two or more individuals shall also reconcile the attendance list/gate sheets to the funds collected, and account for gross event income.

b. Once counted and verified, all checks and cash shall be removed for deposit and sealed in a secure envelope and/or locking pouch with the following written on the outside of the envelope and/or attached paperwork:

- 1) Dollar amount of cash and checks
- 2) Date and time of verification
- 3) Names and Signatures of all the counters (usually 2 or 3 individuals) verifying the amount.

c. All Event funds are to be turned over to the branch Exchequer (or designated representative) at the close of the Event. Envelopes/Pouches containing gate funds shall be secured in a locked vehicle, out of public view.

d. For **Multiple Day Events**, every effort should be made to make deposits during the day. If the group's bank does not have a branch local to the event (within 60 miles), cash can be converted to money orders at a local post office or grocery store. After step #b has been completed, **at least 2 paid members of the SCA** will leave site together for safety and accountability. Again, envelopes/pouches containing gate funds shall be secured in a locked vehicle, out of public view, when gate is closed for the night.

