



# So...You're Sitting Troll?

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# The Job



- Know the rules
- Manage the Crowd
- Understand the Forms
- More than just Troll

# Know the Rules



- Non-Member Registration (NMR)
  - \$5 from everyone who doesn't have proof of membership
  - "The NMR will not be collected for minors for whom there is a discounted event fee."
  - See <https://www.sca.org/docs/pdf/NonMemberRegistration.pdf>
- Proof of membership
  - Blue membership card with a CURRENT date
  - Kingdom newsletter with name, membership #, and CURRENT date
  - Picture of membership card on phone
  - Proof of membership / receipt from on-line membership
    - Available at <https://members.sca.org/apps/#MbrManage>

# Waivers



- Waivers
  - Required from everyone who cannot prove current active membership
  - ABP =
    - **1.3.2** Waivers : It is the duty of the responsible seneschal to file signed waivers with the Kingdom Waiver Secretary to ensure their proper long-term storage in accordance with corporate policies.
    - **1.3.2.1** Event Waivers: Any waiver signed during the course of an official Society event will be collected by the seneschal of the hosting group at the completion of the event.
    - **1.3.2.1.1** All signed event waivers and a completed event waiver report will be submitted to the Kingdom Waiver Secretary within fourteen calendar days of the completion of the event.

# Minors



- **ABL =**

- **11.4 Minor Waivers** Minors attending an event with their parent or legal guardian must present at check in a signed minor waiver or a signed blue card.
- **11.5 Minor Waivers for Non-Guardians** Minors attending an event with a non-guardian must present at check in a signed guardian waiver (“designated adult in charge waiver”) and a notarized medical authorization form signed by the minor’s parent or legal guardian. These waivers/forms are available through the Chancellor of Youth Activities office via the Kingdom web site.

<http://atlantia.sca.org/offices/seneschal/seneschal-forms-procedures>

# “Minor Medical Authorization (MMA) FAQs for Seneschals, Autocrats, and Trolls”



- *When does a minor need a signed and notarized MMA to enter an event?*
  - A minor ... attending an event without their parent or legal guardian must bring two additional things with them:
    - 1) an adult responsible for the minor; and
    - 2) an MMA form, signed and notarized by the minor’s parent or legal guardian, ...
- *If a minor’s parents or legal guardians are present, does the minor need an MMA?*
  - No.
- *Do I need to see picture ID proof of an adult’s or minor’s identity? Do I need to see proof of parenthood or guardianship?*
  - No. For all minors checking in to an event with their parent or legal guardian, ask the adult if they are the parent or legal guardian of the minor. ....
- *How can I tell if an MMA is expired?*
  - There is a place on the MMA form for expiration date. ....
- *Can I accept a photocopy of an MMA?*
  - No. Photocopies of notarized signatures are no longer considered notarized, ...
- *Do I collect the MMA at the event?*
  - No. It is recommended that either the responsible adult keep the form with them, ...
- *What do I do if a minor comes to an event without their parent or legal guardian, and without a signed and notarized MMA?*
  - The minor cannot be admitted to the event. ... Under no circumstances should the minor remain outside of the event alone while the responsible adult enters the event.

So...You’re Sitting Troll?

# Manage the Crowd



- How are the lines separated?
  - reserved / Not reserved
  - by modern last name
  - On board / off board
- What line is your responsibility?
- Where should the waiting line flow?
- Where are the waiver forms?
- What tokens are handed out?

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# Manage the Cash



- Where is the Cash Box?
- Only Adult SCA Members can handle cash.
- Cash in the cash box is used to GIVE CHANGE only!
  - No Cash Refunds!
  - No Expenses can come out of the cash box.
- Who can remove cash?



# Understand the Forms



- Pre-registered attendees:
  - Check membership cards.
  - Add any information missing from the form.
  - Additional People are NOT pre-reg
  - Any additional charges MUST be noted on the form
- For At-the-Door attendees
  - Check membership cards
  - Fill out ALL information
  - Calculate the final charge per line

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# Working with the Forms



- Be very clear on what is written down on the troll sheets!
  - Take your time to record all columns for each person
  - Don't be stingy with space to write: ONE LINE PER PERSON, not per family
  - Write neatly so someone ELSE can read it

# Potential Issues



- Keep a log and write down all issues
  - Who, what, where, when
  - Then write down if, when, and how they got resolved
- Keep an eye on the cash box.
- Try to know where the Head Troll, Autocrat, Seneschal and Exchequer are hiding.
- Take care of yourself!

# More than just Troll



- Be prepared to be an event Point of Contact
  - Troll is the one place that attendees KNOW they will find an event-staffer
  - Be prepared to be Lost & Found
  - Know how parking is to be handled
  - Know the Site locations
  - Know who and where to find POCs
  - Know the location of Loaner garb
- Be an Ambassador for your Group and the SCA
  - You will probably be the first Staff person with whom a newcomer interacts.

# Tell me again why we do this?



- It's an easy way to be of Service.
- You get to meet a lot of people who are all happy to finally get to their destination
- You get to put faces to names.
- It's a very valuable service to your friends!

**THANK YOU FOR BEING TROLLS !!!**

# Official Forms (Where to Find them)



- Official forms:
  - Waivers: <http://atlantia.sca.org/offices/seneschal/atlantia-waiver-secretary>
    - Waiver by Roster
    - Adult Waiver
    - Child Waiver
    - Family Minor Waiver
    - Equestrian Waiver
  - Medical authorization form: <https://www.sca.org/docs/pdf/treatminor-notary.pdf>
  - NMR form: <https://exchequer.atlantia.sca.org/forms.php>
  - Event Report Form - <https://www.sca.org/officers/exchequer/>
  - Cash Advance Form – exchequer’s handbook