



So...You're going to run Gate?

- exchequer@officer.atlantia.sca.org
- Updated January 2025



In this training we use:



- References:
 - **Atlantian Book of Policy:** <https://atlantia.sca.org/wp-content/uploads/2022/12/Kingdom-of-Atlantia-Policy-2022-12-12.pdf#zoom=100>
 - **Atlantian Book of Law:** <https://atlantia.sca.org/wp-content/uploads/2023/07/Atlantian-Great-Book-of-Laws-6-25-2023.pdf#zoom=100>
 - **Atlantian Financial Policy:** <https://exchequer.atlantia.sca.org/forms/2023/Kingdom%20of%20Atlantia%20Financial%20Policy%20rev%20003-2023.pdf>
 - **Exchequer's Handbook, rev 2021:** <https://www.sca.org/resources/document-library/exchequerhandbook/>
 - **Society Financial Policy:** <https://www.sca.org/resources/document-library/scafp-10-16-22/>
- All laws and policies apply to ALL events
 - Use some judgment for which “good ideas” are overkill on a small event

Gate responsibilities



- Help people attend an event
- Manage the money
- Keep good records
- Comply with laws:
 - Federal/State
 - Corpora
 - Atlantian

The Job

- Get to know the rules
- Prepare
- Run the Gate
- Close the Gate

Get to Know the Rules



- Member Discount
 - All gate fees must be advertised at full cost
 - Show the discounted membership site fee in event documents and advertisements
 - \$10 from every site fee for those who don't have proof of membership goes to Corporate as the NMR fee.
 - If minors pay a discounted fee there is no NMR included in it
 - NMR is only paid to Kingdom (for Corp) for those actually on site
 - See <https://www.sca.org/docs/pdf/NonMemberRegistration.pdf>
- Proof of membership
 - Blue membership card with a CURRENT date
 - Picture of membership card on phone
 - Proof of membership / receipt from on-line membership
 - Available at <https://members.sca.org/apps/#MbrManage>

Get to Know the Rules part deux



- Gating In
 - Members may gate in other members with proof of membership
 - Events with secondary waivers (like Equestrian) require each person to sign for themselves, so group gate-in is not possible
- Refunds
 - Refund policies vary from group to group, don't assume they're all the same
 - If a member gates in their entire group and someone does not actually attend, they may not receive a refund. Gate sheets are what Exchequers use to process refunds and they are all we have to go on.

Prepare



- Get a team of volunteers
 - Set up a schedule so that no one has to spend the entire event sitting Gate and go over this training
 - Atlantian Financial Policy: 9.d. Minors may not serve as Head Gatekeeper/Reservationist/etc. for an event. Minors may assist at the gate collecting funds, making change, etc., under the oversight of an individual permitted by the SCA's Corporate Policies to serve as an officer, who will be ultimately responsible for the accounting of the funds passing through the gate.
 - Corporate policy states that a **member** must be at gate and responsible for funds at all times.
- Get the reservation information
 - Have **one** master list with all pertinent info for checking off pre-registered attendees
 - Sort the list by modern last name

Prepare part two



- Know hosting group's refund policy, so that you can answer accurately when asked.
 - Post it at the event and on the event's web site
- Plan "crowd control"
 - Decide how to break up the Gate line for a large event:
 - reserved / not reserved
 - by modern last name
 - on board / off board
 - proof of membership / no proof of membership
 - Make **visible** signs to guide attendees
- IMPORTANT:
 - Gate sheets & Reservation list
- Have all of this *before* the event!
- Get the cash advance to seed the cash box.

More Preparation: Supplies



- General supplies
 - Blank waivers
 - Money box
 - Pens / Highlighters
 - Extra paper
 - Cell phone with emergency phone numbers! (autocrat, backup staff)
- Table, chairs
- Food / Water / Caffeine
- LIGHTS ! (lanterns, lamps, candles...?)
- Tablecloth
- Trash bags
- Event-specific Supplies
 - Feast seating chart
 - Cabin assignments
 - Field / camping layout
 - Site tokens
 - Event brochure / site map
 - Moisture-proof boxes for outdoor sites
- Blank sign boards and markers
- Tape, scissors, twine, large envelopes, paper clips
- Fans / Heaters
- Blankets / cloaks
- Bug spray

Cash Box: Cash Advance



- Get a cash advance:
 - Check must be made out to a PERSON (not “cash”)
- Exchequer's Handbook:
 - The amount of the advance is reported under *Receivables* on the Comparative Balance Sheet. Do not carry an advance beyond two quarters (if the event crosses quarters)
- Cash box emergencies (ran out of change or didn't get seed money ahead of time)
 - You *can* have someone provide cash (and provide a receipt to the person!) to the cash box.
 - You can ***NOT*** give them their cash back at the end of the event. It must be returned to them by the group's check.
- **How much of an Advance?**
- Determine the number of attendees expected
 - Subtract the number of people pre-registered
 - 75% will pay in Cash
 - 75% of those will need change
 - Figure \$100 for tiny events, \$200 for medium and \$300 for large
- It's better to err high than not be able to make change

Details of the Job: Run the Gate



- Check attendees off the pre-reserved list
- Write down the information for non-reserved attendees
- Check membership cards
- Handle one person at a time (to prevent errors)
- Get waivers signed
- Handle payments / give change
- Maintain wait lists and cancellation lists

Gate sheets



- Be very clear on what is written down on the Gate 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
- NUMBER the Gate sheets.
 - If it doesn't balance later, you can be clear that you have all the info – or if a sheet was misplaced
 - Use the numbering system (1 of ## total number of pages)
- Consider having a receipt book with carbons for each person paying (recording how much they paid, for what, and their name)

Waivers



- Waivers
 - Required from everyone who cannot prove current active membership
 - All attendance records (including waivers) should be delivered to the branch Seneschal, Exchequer or designated representative within 14 days after the event.
- Atlantian Book of Law
 - 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 at: <https://sca.org/docs/library.html>.

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



- 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 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.

More About the Cash Box



- Cash in the cash box is used to GIVE CHANGE for event registration only
- Exchequer's Handbook: "Under no circumstances should expenses be made in cash or reimbursed from the cash box at an event. All reimbursements must be made by check, so we have the audit trail a check provides."
- Count and record the money when the Gate staff changes (shift change)
- Have large amounts of cash occasionally taken, counted, and locked in a safe place
 - Figure out ahead of time what a "safe place" will be.
 - Annotate your Cash Box Log of what was taken out, signed by two people
- Make sure your staff is fed, watered, and rested

Gate Challenges



- Keep a log and write down all issues
 - Who, what, where, when
 - Then write down if, when, and how they got resolved
 - Write down who helped on each shift
- Watch the feast seating chart
 - Friends signing up for friends; children eat free...
- Manage site tokens - Strings tangle!
- Be prepared to be an event Point of Contact
 - Gate is the one place that attendees KNOW they will find an event-staffer
 - Work out a communication plan with the autocrat
 - Be prepared to be Lost & Found
 - Know how parking is to be handled
 - Know who and where to find a POC for camping or field set up

Details of the Job: Close the Gate



- Count the cash
 - Have two people (not of the same family) count the cash and sign a slip that says how much is there
 - Seal all cash and checks into an envelope and have both counters sign it
 - Make sure someone locks up the cash box in a safe place
- Verify the Gate sheets
 - Clearly state how many people attended in each price category (see event report form)
 - Identify who reserved and did NOT show
 - Reconcile the Gate sheets to the money box
- Turn over waivers to the Seneschal

Thank your staff!!



So...the gate closes, and your
job is done, right?

Not quite

Reconciling the Gate



Gate PROVIDES THESE

INCOME	Reservation Income				Gate Income		
	(A) Fees at Reservation	(B) # Reserved	(C) Reserved that actually attended	(A x B) Total Reservation Income	(D) Fee-at Door	(E) # At Door	(C x D) Total Gate Income
1. Site-Adult	\$5.00	90	88	\$450.00	\$5.00	30	\$150.00
2. Site-Child	\$0.00	4	4	\$0.00	\$0.00	4	\$0.00
3. Feast-Adult	\$5.00	78	80	\$390.00	\$5.00	13	\$65.00
4. Feast-Child	\$5.00	2	2	\$10.00	\$5.00	2	\$10.00
5. Non-Members	\$3.00			\$0.00	\$3.00		\$0.00
6. Camping Fee-Adult	\$0.00			\$0.00	\$0.00		\$0.00
7. Camping Fee-Child	\$0.00			\$0.00	\$0.00		\$0.00
8. Other fee type	\$0.00			\$0.00	\$0.00		\$0.00
9. Other fee type	\$0.00			\$0.00	\$0.00		\$0.00
TOTAL				\$850.00			\$225.00
<i>Note: fund raisers are not "event" income.</i>				GROSS INCOME: (reserved + gate)			\$1,075.00

	\$325	TOTAL FUNDS IN BOX
	\$100	"seed" money
	\$225	Income (funds minus seed)

Your gate data will be used to create the event report. You will know how many pre registrations actually attended as well as how many walk ins there were. The number of walk ins should equal your box income (plus any 'keep the change' or other donations).

It is always best to reconcile those numbers when doing the final count as Gate closes. That way

- Unusual situations are still clearly remembered
- It is done by the people who have been managing the gate
- There is time to quickly resolve an over-payment or under-payment

Handling Money



- All monies collected in the name of the SCA, Inc must be deposited into an SCA, Inc account. This includes heraldic income, MOL money, waiver fees, fundraising and Event Income. If money has to be transferred to another account, it must be done through a group check book. Money orders may not be used to transfer cash collected from an event to another SCA, Inc account.
 - What this means to you: You DON'T Deposit the cash in your own account and write a check to the SCA!!!
- Atlantian Financial Policy: 9.b. All money must be deposited within 14 days of receipt.
- Why do we have all these cash handling double-checks?
 - To protect YOU!
 - How else could you prove that what you received was what was deposited?
 - Okay, and to protect the group's money too.

Tell me again why we do this?



- Get to meet a lot of people who are all happy to finally get to their destination
- It's a very valuable service to your friends!

THANK YOU FOR WORKING GATES!!!

Forms



- Official forms:
 - Waivers: <https://www.sca.org/resources/document-library/>
 - Waiver by Roster
 - Adult Waiver
 - Child Waiver
 - Family Minor Waiver
 - Equestrian Waiver
 - Medical authorization form: <https://www.sca.org/resources/document-library/treatminor-notary/>
 - NMR form:
<https://exchequer.atlantia.sca.org/forms/2024/NMR%202024%20Form.xlsx>
 - Event Report Form -
<https://exchequer.atlantia.sca.org/forms/2024/Atlantian%20Event%20Budget%20%20Report%20v24-02.xlsx>
 - Cash Advance Form –
<https://exchequer.atlantia.sca.org/forms/2024/Cash%20Advance%20Form.xlsx>
 - Cash Chain of Custody - <https://www.sca.org/resources/document-library/cashchainofcustodyform/>