



Barony of Madrone

Gate Keeping Class 2011



1. Welcoming, inviting, Greeting
2. Supplies available or let Autocrat or Head gatekeeper know what is needed
3. Make sure all blanks are filled in on Forms & waivers (ex)
4. Blue card or copy of Crier as proof of membership. (ex)
5. If paid by check put a carrot in margin to indicate which individual(s) is covered by check:
Payable to: *"Barony of Madrone, SCA Inc."*
6. In between people showing up- string the Tokens to have them ready for a rush.
7. When page is completely filled, total each row & column. (ex)
8. Completed sheet needs to be put in an Envelope with completed sheet, cash, and checks.
1 sheet per envelope.
9. Keep hydrated, fed, sunscreen, etc.
10. Thank you!

More if Head Gate Coordinator / Gatekeeper / Exchequer / Seneschal

1. Have a small amount of “gate seed” cash for change.
 - A. When closing gate for short while and another person will open, provide that person the “gate seed” to open within a lockable box or money pouch.
 - B. B. Person closing gate performs a “cash box count” and “drops” all the money.
 - C. Remember, a second person is needed to verify and sign off.

2. Section 3: Checks are made out to “SCA, Inc – Barony of Blatha an Oir” (Including Rath an Oir events.)
 - A. Put name of SCA group by name for convenience of locating should there be a problem.

3. Section 4: Handling of Money
 - A. “Cash Box Counts,” aka “Drops”
 - B. Keep the total amount in the till small; this may require one or more “drops.” Can be done at shift change or during a shift as needed.
 - C. Two people must do the count out for drops, intermediate and final.
 - 1) The two people can be till operators at shift change
 - 2) Till person and autocrat/gate coordinator
 - 3) Till person and exchequer

4. Gate Procedures
 - A. The Autocrat of the Event is responsible for finding people to run the gate and collect any funds.
 - B. The Exchequer / Autocrat is responsible for training and approving all people that will be handling money at an event.
 - C. The Exchequer is responsible for providing an appropriate amount of Seed money to provide for making change at the event.
 - D. A Gate Reconciliation Form must be used to account for funds collected at an event.
 - E. Event expenses are not to be paid out of the cash box at an event.
 - F. As soon as reasonably possible, and in no case later than four days after the conclusion of the event, the Autocrat will deliver the funds from the event and the Gate Reconciliation Forms to the Exchequer. After reconciling the funds (excluding the beginning Seed Money) to the Gate Reconciliation Forms, the Exchequer will issue a receipt to the Autocrat.
 - G. The Exchequer will deposit the funds into the Madrone bank account as soon as reasonably possible, and in no case later than five days after receiving the funds from the Autocrat.

Forms

<http://www.antir.sca.org/Pubs/forms/#autocrating>

Gate Sheets *(Revised May/2008)*

Regular PDF Files –

with fillable fields at the top –

- *for use at Gates where attendees fill sheets by hand*

STYLE 1: EVENTS WITH NMS

[Standard](#)

[1 Blank Column](#)

[2 Blank Columns](#)

[3 Blank Columns](#)

STYLE 2: EVENTS WITH NO NMS

[Standard](#)

[1 Blank Column](#)

[2 Blank Columns](#)

[3 Blank Columns](#)

Fill and *Save* PDF Files –

- *for use with pre-registration and at Gates where computers are used*
- *Adobe Reader 8.1.2 or later required*

STYLE 1: EVENTS WITH NMS

[Standard \(fill & save\)](#)

[1 Blank Column \(fill and save\)](#)

[2 Blank Columns \(fill and save\)](#)

[3 Blank Columns \(fill and save\)](#)

STYLE 2: EVENTS WITH NO NMS

[Standard \(fill and save\)](#)

[1 Blank Column \(fill and save\)](#)

[2 Blank Columns \(fill and save\)](#)

[3 Blank Columns \(fill and save\)](#)

SCA Waivers

Form # Form Title

04	Medical Authorization for Minors - U.S. Events 2004/11/02, (fill-and-print PDF) <ul style="list-style-type: none">• <i>For use by U.S. citizens attending events in the U.S.</i>• <i>ONLY REQUIRED if minor is attending event WITHOUT parent or legal guardian (under the supervision of another adult)</i>		
04	Medical Authorization for Minors - Canadian Events 2004/11/02, fill-and-print pdf <ul style="list-style-type: none">• <i>For use at Canadian events and for Canadians attending U.S. events.</i>• <i>ONLY REQUIRED if minor is attending event WITHOUT parent or legal guardian (under the supervision of another adult)</i>		
05	Event Waiver (Minor),	2001/07	(fill-and-print PDF)
06	Event Waiver, Multiple (Adult)		NOW OBSOLETE
07	Event Waiver, Single (Adult)	2002/01	(PDF)
21	Event Waiver, Roster (Adult)	2002/01	(PDF)
28	Multiple Minors Event Waiver	2004/02	(fill-and-print PDF)

An Tir Equestrian Waivers