

Policies on Gate Forms version 4.12.11

- I. All minors without a blue card must have a parent or legal guardian fill out the minor's consent to participate and hold harmless agreement. One for each child unless a family waiver applies. Minors can not waiver by roster.
- II. Minor Gate Forms should be printed on different color paper than the Adult Gate Forms. Canary Yellow is commonly available and copies well. Gate Forms may also be printed as double-sided forms to reduce paper usage.
- III. Non-Member Surcharge (NMS) must be charged (\$5) to all adult non-members. If a reduced site fee is available for minors, NMS is waived for that minor. If no reduction is given, the NMS applies to all non-members.
- IV. Everyone MUST sign in. Royalty may be marked as "COMP" for the "gate use only" part.
- V. If a member has a blue card, they may check the Blue Card line in lieu of signing.
- VI. All troll staff must write in the amount charged and the amount collected. Since we charge in full dollars, just write in the numbers without the dollar signs and cents. Check the line for cash or check. The gate use only is upside down so the staff doesn't have to keep turning around the clip boards. This is something new in Calontir. But, Society requires this in the Local Exchequer Handbook (LEH) and we have not been in compliance. (LEH V.A.4.h.)
- VII. A full-page waiver needs to be printed on 8.5x11 paper and available at the gate for anyone who would like to read it.
- VIII. A Mews must also be available at the gate.
- IX. According to the Corporate Policy of the SCA (VI.D.), the local Seneschal, or other officer in charge of any function at which waivers will be required, is responsible for ensuring that a copy of that Kingdom's Law and the current Organizational Handbook are available at that function.
- X. After the gate closes, the money must be counted and the gate forms must be tallied. In theory, these should match.
- XI. Copies of the gate forms should be kept with the local Exchequer files since these forms record the funds collected at the gate. Local Seneschals do not need to keep copies of the waivers; the Kingdom Waiver Secretary keeps them for the Kingdom in accordance with Corporate Policy of the SCA (VI.F.). The Kingdom Waiver Secretary shall maintain the adult waivers for seven years and the minor waivers for 20 years.