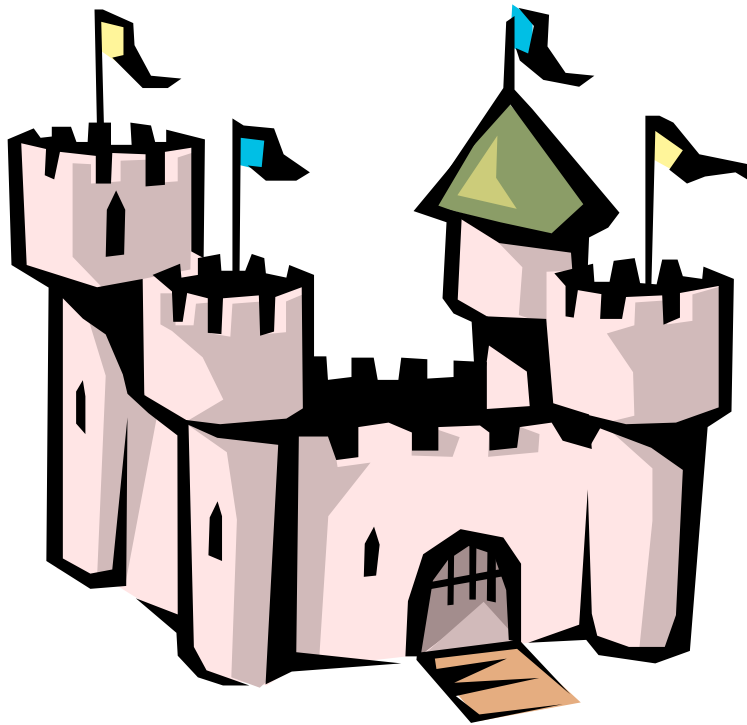


Barony of Raven's Fort Gate Handbook



**Prepared by:
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Barony of Raven's Fort Reeve
Revised February 2004**

Greetings to the Populace of The Barony of Raven's Fort—

Sitting a gate shift is a very important part of helping an event run smoothly. Sometimes the procedures and the reasons for them can be very confusing.

It is my intention that this handbook be user friendly and tries to give the reasons for the policies. Please feel free to contact me if you have questions regarding anything in this document.

In Service I Remain---

Lady Isobail inghean Gilla Chriod
Reeve to the Barony of Raven's Fort
February 2004

General Gate Shift Policies

Gate involves \$\$\$\$ and legal liabilities. The Kingdom is very picky about making sure everything balances out and that waivers are handled correctly.

1. Minimum of one (1) recognized Ravensfort member to sit each shift
2. The Seneschal will make the final decision about specific persons sitting gate shifts

Gate Chain of Command

At sometime a problem is going to occur, below is the “Chain of Command” for **GATE** related issues only.

1. Gate Shift
2. Head Gate
3. Reeve
4. Autocrat
5. Seneschal

For example: The gate shift has a question/problem they will 1st call for the head gate person. If head gate cannot solve the problem he/she will call for the Reeve and so on up the chain.

Event Responsibilities

For events Head Gatekeeper is responsible for:

Volunteers--

1. Training
2. Schedule
3. Locating when don't show

Drops-

Be present (or deputy) at all drops (unless arranged with Reeve)

Setup/Cleanup-

1. Get box from Reeve
 - a. Organize binders
 - i. Make copies (if necessary)
 - ii. Set up or 1-3 lines (event dependent)
 - b. Extra copies on hand to use if necessary

2. Table & Pavilion
 - a. Lighting
 - b. Put up/Take down “Welcome to Ravensfort” sign
 - c. Other supplies
 - d. Trash removal
 - e. Take down Pavilion

3. Return box to Reeve

For Events the Reeve is Responsible for:

1. Coordinate with Head Gatekeeper
 - a. Give box to Gatekeeper
 - b. Create drop labels/envelopes
 - c. Review Kingdom/Baronial policies

2. Be present (or deputy) at all drops

3. Provide secure location for drop money

4. Balance funds to gate sheets

Gate Forms

There are several reasons why it is very important that our gate forms are filled out correctly and completely

1. Makes the jobs of Reeve, Autocrat, and Feastocrat easier
 - a. Information gathered is included on the Event Report
2. Kingdom Requirement that numbers and money balance
 - a. Enables us to keep an account of:
 - b. Numbers on Site
 - c. Feast Fees
 - i. Number Paid
 - ii. Number remaining

Gate Sign In Form
ALL spaces MUST be completed

Our Kingdom has created standardized gate forms that are to be used at ALL events. These will be filled out by both the gate staff and people entering the event.

1. To be filled out by person entering event—**all other sections will be completed by gate staff only!!!**
 - a. SCA Name
 - b. Legal Name
 - c. Branch
 - d. Age
2. To be filled in by **GATE STAFF ONLY**.
 - a. **Valid Blue Card/Waiver**
 - i. **MUST PRESENT A VALID SIGNED BLUE CARD OR MUST SIGN WAIVER**
 - ii. Check appropriate box
 - b. **Member Number/NMS**
 - i. **Must be charged on ALL adults paying any site fee and any minors paying full site fee.**
 - ii. Proof of Membership
 1. Signed Blue Card
 2. Current or Next month's Blackstar
 3. Receipt or postcard from Membership office
 - iii. Check appropriate box (Member Number **must** be included)
 - c. **Site Fee**
 - i. Must be included for **ALL** signing in
 - ii. Fill \$0 if using a 1st event card
 - d. **Feast Fee**
 - i. Fill in amount for each person
 - ii. Fill in \$0 if not purchasing feast at that time
 - e. **Total**
 - i. Add amounts from Site Fee and Feast Fee columns.
 - ii. Check appropriate box—if paying by check **WRITE THE CHECK NUMBER**
 - iii. Using one check to pay for multiple people
 1. Total each person's line individually
 2. Put the check # on each individual's line
 3. In Margin next to **last** person put Check # and amount of check
 - f. **Page Totals**
 - i. Site count—fill in for each page
 - ii. Feast count—fill in for each page

Waivers—Event and Child

Waivers are a requirement of our SCA, Inc. insurance. It is **MANDATORY** that we have this information for **All PERSONS** on site.

1. **EVERYONE MUST SIGN AN EVENT WAIVER IF THEY DO NOT HAVE A SIGNED BLUE CARD—Regardless of membership status, age, rank in the SCA, etc. THERE ARE NO EXCEPTIONS TO THIS RULE**
2. Children (under 18 years of age)
 - d. Parent off-site
 - i. Must have a NOITERIZED form
 - ii. Form is to be left at gate
 - iii. Put form into waivers binder
 - iv. Accompanying adult signs child in on Gate Sheet
 - v. Under 10 – provide ID bracelet for child to wear
 - e. Parent on-site
 - i. Has Blue Membership Card for Child
 1. Parent signs child in on GATE SHEET only
 2. Under 10 – provide ID bracelet for child to wear.
 - ii. No Membership Card or White Membership Card
 1. Parent signs child in on Gate Sheet
 2. Parent fills out Child Waiver form (one per child)
 3. Under 10 – provide ID bracelet for child to wear

Finding Gate Forms

Sign-in: Obtain from Reeve or Kingdom Website www.ansteorra.org

Waivers: Obtain from Reeve or Kingdom Website www.ansteorra.org