


# Standard Operating Procedure for Processing VIP Pass for the SCA, Inc.

## 1. BACKGROUND

The Board of Directors has decided to create a short term VIP pass that waives the Non-Member Surcharge (NMS) for individuals who are new and are not members at three SCA events they attend while exploring the SCA.

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|  <p>The front of the card features the text "vip pass" in a stylized font with a treble clef on the left and the SCA logo (a laurel wreath with "sca" inside) on the right. Below this, there are three lines for information: "Passholder: _____", "Email: _____", and "Date of 1st event: _____ 2nd event: _____ 3rd event: _____". At the bottom, it says "Valid until July 1, 2011".</p> | <p><i>To be valid, this pass must be signed and dated at the first event attended. Though pass holders do not need to pay the Non-Member Surcharge (NMS), other event fees may still apply. The VIP Pass is meant only for use by first-time newcomers, not for those who are current or past members of the SCA. The VIP Pass is NOT valid for the following inter-kingdom events: Pennsic, Gulf Wars, Estrella War, Lilies and Great Western War. For these events, the NMS must still be paid.</i></p> <p><i>As the Society is based on the concepts of honor and chivalry, it will be assumed that the good gentles using the VIP Pass will not seek to abuse the hospitality of the SCA. Any person abusing the system will be subject to sanctions including a permanent ban from attending SCA events.</i></p> |
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Front of card

Back of card

The purpose of this document is to describe how these passes are to be handled at local event gates and the processing responsibilities of each kingdom.

## 2. PROCEDURES

The following sections outline group-level procedures for handling the VIP passes.

### a. LOCAL GROUP GATE

- i. Upon the first presentation of a VIP Pass (color is mint green with black lettering) at an event gate, the gate personnel will verify that the passholder's name is present and that the email address is filled out.

The gate personnel will fill out the date in the 1<sup>st</sup> event location and note on the Gate Report that a VIP Pass has been presented in lieu of the NMS surcharge. Once the information is recorded, the card is returned to the passholder.

Notation of presented VIP passes should be included in the Gate Report and counted in the NMS number that is reported to Kingdom and Society.

- ii. Upon the second presentation of a VIP Pass at an event gate, the gate personnel will fill out the date in the 2<sup>nd</sup> event location and note on the Gate Report that a VIP Pass has been presented in lieu of the NMS surcharge. Once the information is recorded, the card is returned to the passholder.

- iii. On the third presentation of a VIP Pass at an event gate, the gate personnel will fill out the date in the 3<sup>rd</sup> event location and note on the Gate Report that a VIP Pass has been presented in lieu of the NMS surcharge. Once the information is recorded, the gate personnel will collect the VIP pass and promptly turn them into their Kingdom Exchequer or NMS deputy.

b. KINGDOMS

- i. Each Kingdom will report the VIP pass as if it was a NMS payment. In addition to the currently reported information in the Kingdom Quarterly NMS Report, the Kingdom will report the number of Non-Member VIP Passes processed through their event gates during the quarter.
- ii. Upon receipt of the collected VIP Passes from your local groups, the Kingdom will promptly mail them to the Society Non-Member Surcharge (NMS) deputy.

c. REPORTING

- i. It is extremely important to properly report the data for this project. The VIP passes should be treated as if they were a five dollar bill, especially in reporting NMS numbers to your Kingdom and Society.

Each event shall report total number of event participants, the number of non-members in attendance, and the number of VIP passes presented at the event gate to their local exchequer.

Each local group shall then complete the NMS Report, including the total number of event participants, the number of non-members in attendance, the NMS fees collected, and the number of VIP passes used at each local event to their Kingdom Exchequer. In tandem with the event report submission to the Kingdom Exchequer, the local group will also turn in any VIP passes that were collected at the event gate. This report shall be delivered on a minimum quarterly.

On a quarterly basis, each Kingdom shall complete and submit their NMS Quarterly Report, including the total number of participants at all events in the kingdom, the number of non-members in attendance at all events in the kingdom, the total amount of NMS fees collected, and the total number of VIP passes used at events in the kingdom. This report should be compiled and submitted by the Kingdom Deputy Society NMS Exchequer to the Society Exchequer. In tandem with report submission, each Kingdom Deputy Society NMS Exchequer shall turn in all collected VIP passes. This report shall be delivered on a quarterly basis.

### 3. MISCELLANEOUS

- a. The VIP pass is in no way intended to waive the local group's event fee. All event fees charged by the local group are to be paid by the VIP passholder at the event gate. There are five (5) events inter-kingdom events noted on the back of the VIP pass card where the VIP pass is NOT valid. The listed events include Pennsic, Gulf Wars, Estrella War, Lilies and Great Western War. For these events, the NMS must still be paid by all non-members in attendance.