



Society for Creative Anachronism (New Zealand) Inc



Event Sign-in sheets and notes

About event memberships - background

The reasons for having event memberships are mostly to do with liability insurance. Our insurance does not cover individuals, it covers the society. Having membership extended to everyone attending an event helps ensure that the society is covered for (or possibly against) the actions of everyone present.

As required by current law, all members of our society must sign to say that they agree to follow the directions of officers and follow the rules of the society. This reduces the liability of the society if anything does go wrong. Event membership also means those attendees are not paid members help share the costs of the society's insurance and operating costs.

When event memberships shall be sold.

At every event held, event memberships must be sold to all persons aged 18 and over who are not current members of SCA NZ Inc or its affiliates. The word "event" means any in-garb event meeting the requirements of Corpora II.A, and excludes regular activities such as monthly or weekly fighter practices, group business meetings, informal classes, etc, as per Corpora II.B. Events at which no fee is normally collected are exempt from this fee.

If there is doubt as to whether an activity is an "event" according to this definition, then the decision shall be made by the SCA NZ Inc committee.

Event membership cost.

The Event membership shall be \$5 per person per event. For those under 18 years, it is free.

Procedure for selling event memberships.

At the gate for an event, the person in charge will ensure that all event members have provided the required information (see Event Members sign-in sheet below), along with the membership fee. The fee may be prepaid when booking for the event, but the sign-in sheet must still be filled in at the event. The event members should be informed about any site rules, and a copy of the incorporation rules should be available to read.

Attendance records – all events

At all events, whether a fee is collected or not, groups should collect attendance records. This enables us to keep a record of who was at each event in the case of an accident or other incident. Use the attached forms for members and event-members, and pass the filled in forms to your Reeve to retain after the event.

Reporting event memberships to SCA NZ Inc.

Each group's Reeve must report and forward any collected fees to the SCA NZ Treasurer in a timely manner after the event, as determined by SCA NZ Financial Policy.

Record keeping.

Event membership lists will be kept on file as required by NZ law and per the provisions of SCA NZ Financial Policy. The information may be shared with the insurance company, the IRD, the Companies Office, emergency services or law enforcement agencies as required. These lists will not be passed on to any other agency or commercial entity, except as required by NZ law, and the information on them will be treated according to the requirements of the Privacy Act.

