**GATE INSTRUCTIONS**

**2020**

**DUTIES:**

* **First shift workers are responsible for aiding the Athletic host in setting up.**
* Gate set-up: table and chairs for the gate need to be set first. Keep one person at the gate once it is set up so that you can begin taking money **and temperatures** as soon as people arrive. The other person should help in the set-up of the other parts of the gym.
* Athletic host will provide workers with the money box.
* Set out pricing signs and schedules (if applicable)
* Collect money at the gate.
  + **Adults: $3.00 each**
  + **Students – grades K-8: $2.00 each**
  + Kindergarten & Preschool: free
  + Teachers and School Administrators from any school: free
  + Coaches, Players and Cheerleaders who are performing: free
  + People who show a PALS Lifetime Pass or a St. Peter’s Lifetime Pass – it is for their family only – they cannot use it to get in a group of people/children.
  + Workers do not pay during their shift. However, their families do still have to pay.
* If change is needed, **ask the AC host**. All monies for each area must be kept separate at all times. Therefore, if change is needed, like amounts must be traded.
* To close: give all signage/schedules and money box to the Athletic host.
* **Final shift workers are responsible for aiding the Athletic host in the tear down process. Tear down the gate table and chairs and aid the host with any other items needed. Workers are not to leave until athletic host releases them.**

NOTE: Tournament fees may vary. If you are working a tournament, please check with the athletic host to be sure you know the correct entrance fee.