

BINGO POLICY

Type:	Governance	Policy Number:	22
Authority:	Board of Directors	Date Approved:	15-Aug-10
		Date Revised:	15-Sep-15

22.1 Rationale:

This policy is intended to be used as an outline in determining the dispersal of Bingo allocations. These Bingos are to support water polo participants within Manitoba. Member groups eligible for Bingos:

- Member Clubs
- Provincial Team

*MWPA reserves the right to retain Bingos on an “as-required” basis.

** An eligible group is defined as a MWPA member in good standing, has been registered with MWPA into their 2nd year of operation and has 10 or more registered members with MWPA.

22.2 Guidelines:

- The Executive Director(ED) of MWPA will allocate Bingos
- Participants will need to meet all requirements for working the Bingos as outlined by Manitoba Liquor & Lotteries.(see Appendix A)

22.3 Procedures:

22.3.1 Allocation of Bingos

- 3 weeks prior to the beginning of each funding quarter (April, July, October and December) the MWPA office will announce available Bingos to eligible groups
- Eligible groups will submit a request to host an available Bingo by completing and submitting Appendix B
 - The completion of Appendix B does not guarantee that a Bingo will be awarded
- The MWPA ED will allocate Bingos as evenly as possible
 - In consideration of eligible rural groups, driving distances and winter driving conditions will be considered and given priority over eligible urban groups
- The MWPA ED will communicate Bingo allocation 1 week after submission deadline as outlined on Appendix B
- Eligible groups assigned to a Bingo will need to provide 4 volunteers (1 volunteer designated as Chair) as outlined in Appendix A

22.3.2 Distribution of Bingo Funds

- Before funds can be distributed to eligible members a Bingo Post Event report (Appendix C) must be submitted to the MWPA office
- Upon receipt of Bingo Post Event report, MWPA will distribute \$600 to each eligible group for volunteering at a Bingo. MWPA will keep the remaining funds to help offset MWPA operations as deemed appropriate by the Board of Directors
- If the performance of the group working the Bingo is unsatisfactory (i.e. shortage of cash below the 2% of \$40 margin, shortage of required volunteers, inappropriate behaviour, etc.), sanctions may apply.
- If a group fails to attend a Bingo they have been assigned, they will be required to re-imburse MWPA the total funds lost through said Bingo
- Any shortage of funds occurring during an event will result in an invoice being sent to the group responsible for staffing said event. This amount may also be deducted from the total amount earned by the group.
- Offending groups will be placed on probation for 1 year. During this time, a subsequent failure to fill all of the requirements will result in an immediate one year suspension of Bingo privileges.
- Disbursement of funds, to eligible groups, may take approximately 4 to 8 weeks based on Manitoba Liquor & Lotteries deliverables

22.3.3 Volunteers

- All volunteers must be a minimum of eighteen years of age
- Volunteers are responsible for finding their own replacement
- Volunteers must meet all Manitoba Liquor & Lotteries volunteer requirements (Appendix A)

22.3.4 Expenditure Use Guidelines

- Bingo funds can be used, but are not restricted to, the following programs:
 - travel costs to out-of-province tournaments
 - hosting tournaments
 - purchase or rental of equipment
 - special projects
 - promotion
 - club development

*Bingo funds may not be used to offset club registration fees.

Appendix A

BINGO VOLUNTEER INFORMATION

The following information highlights your organization's responsibilities when your group is scheduled to volunteer at a Bingo Session:

1. The Bingo Chairperson, upon arrival at the Casino, will report directly to the Bingo Supervisor. The Chairperson is responsible for overseeing the group and must be available during the entire session.
2. All volunteers must sign the bingo sign-in sheet. Failure to sign in is considered failure to attend the bingo.
3. Volunteers must be 18 years of age or older. Please ensure volunteers have Photo I.D. available. Volunteers must be able to produce one of the following forms of valid (current, not expired) photo I.D.
 - Valid driver's license issued by a province or state (In Manitoba, either the new one piece drivers' license, or the old 2 piece photo I.D. portion and the driver's license certificate are required.)
 - Manitoba Identification Card
 - Canadian Forces identification
 - Canadian Firearms Possession and Acquisition License.
 - Aboriginal Treaty card.
 - Passport and/or travel visa.
 - Canadian Citizenship cards.
4. Appropriate dress is required.
5. Volunteers under the influence of drugs or alcohol will not be permitted to participate and may be requested to leave the Casino.
6. Volunteers are not permitted to gamble or have anyone gamble on their behalf while they are volunteering at a bingo session.
7. Organizations may be suspended for any transgressions deemed inappropriate by Manitoba Lotteries Corporation, including but not limited to financial irregularities, failure to provide required volunteers, or inappropriate behavior.

The success of your Bingo Session depends on the arrival time of your volunteers. Please review the arrival and approximate departure times for your Bingo Session. Failure to arrive at the specified time may result in the loss of your Bingo Session. All bingos require a chairperson and 3 volunteers (total of 4).

<u>Day of Week</u>	<u>BINGO Session</u>	<u>Arrival Time</u>	<u>Departure Time*</u>
Sunday	Matinee	12:00 pm	3:45 pm
	Early Session	3:00 pm	6:45 pm
	New Evening Session	6:00 pm	9:45 pm
	Late Session	9:00 pm	11:45 pm
Monday to Thursday	Early Session	4:30 pm	6:45 pm
	New Evening Session	6:00 pm	9:45 pm
	Late Session	9:00 pm	11:45 pm
Friday	Early Session	4:30 pm	6:45 pm
	New Evening Session	6:00 pm	9:45 pm
Saturday	Early Session	4:30 pm	6:45 pm
	New Evening Session	6:00 pm	9:45 pm

* All departure times are approximate.

Casino Locations:

CLUB REGENT CASINO
1425 Regent Avenue West
Winnipeg, MB R2C 3B2

McPHILLIPS STATION CASINO
484 McPhillips Street
Winnipeg, Manitoba R2X 2H2

APPENDIX B

MWPA BINGO APPLICATION

Please indicate (with an X) what quarter you are applying for:

Quarter 1(April to June) ____ Quarter 2(July to Sept) ____ Quarter 3(Oct to Dec) ____ Quarter 4(Jan to March) ____

Submission deadlines are as follows: Quarter 1 – March 31, Quarter 2 – June 31, Quarter 3 – September 31, Quarter 4 – December 31

1) Group Name: _____

2) Sport Manitoba requires that we report where revenue will be used. Please list planned program(s) and approximate amount of each program for the expenditure of the bingo revenue for the year ending March 31, 20____.

Program Name	Projected Revenues	Projected Expenditures
a. _____	_____	_____
b. _____	_____	_____

Please include the following documents with this application:

- Annual Budget
- Financial Statements (previous year)
- A one page summary of how bingo revenue was spent in the previous year.

3) Bingo contact: All information will be sent to the bingo contact listed below:

Name: _____

Address: _____ City: _____

Phone: _____ (home/cell) _____ (business) _____ E-Mail: _____

Name of Alternate Contact: _____

Address: _____ City: _____

Phone: _____ (home/cell) _____ (business) _____ E-Mail: _____

Please Note: We must be able to contact your Club Bingo Coordinator during the regular business hours. Please ensure that an alternate contact is also listed.

_____ (the group) agrees to comply with all terms, conditions and policies established by MWPA regarding bingo events and will ensure that all financial documents and receipts are kept on file.

Date: _____ Signature: _____ Position: _____

Signing this application implies that the above named group agrees to abide by all policies and procedures. Furthermore the group is acknowledging that any breach of these policies may result in disciplinary action from MWPA.

Return completed application to MWPA, attention MWPA Executive Director by electronic file to mwpa@shaw.ca or by fax to 1.204.925.5703.

APPENDIX C

BINGO POST EVENT REPORT

Project name: _____

Projected Revenues: _____ Projected Expenditures: _____

MWPA Bingo Date: _____

1. Confirmation of Bingo Funds received:

Amount: \$ _____

2. Finances:

Final Revenues (please list):

_____	_____
_____	_____
_____	_____
_____	_____
	Total _____

Final Expenditures (please list):

_____	_____
_____	_____
_____	_____
_____	_____
	Total _____

3. Program Summary:

Please describe how the funds were spent and benefits to your group and the water polo community.

Return completed report to MWPA, attention MWPA Executive Director by electronic file to mwpa@shaw.ca or by fax to 1.204.925.5703. Bingo funds will be dispersed as per section 22.3.2 of MWPA Operations Manual.