

# BINGO POLICY

Type:	Governance	Policy Number:	22
Authority:	Board of Directors	Date Approved:	17-May-15
		Date Revised:	6-June-17

---

## 22.1 Rationale:

This policy is intended to be used as an outline in determining the dispersal of Bingo Funds received from Manitoba Liquor & Lotteries. These Bingo Funds are to support water polo participants within Manitoba.

Member groups eligible for Funds:

- Member Clubs
- Provincial Team

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

\*\* An eligible group is defined as an 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:

- For 2017/2018, MWPA will receive 4 funding disbursements – May, August, November, and February from Manitoba Liquor & Lotteries.
- 2/3 of the Bingo funds received from Manitoba Liquor & Lotteries will be used to help offset MWPA Operations, 1/3 of the Bingo funds will be pooled into a volunteer fund to help offset volunteer activities in support of water polo at the Provincial level.
- The Executive Director (ED) will allocate Bingo Funds based on procedures noted under 22.3.

## 22.3 Procedures:

### 22.3.1 Allocation of Bingo Funds

- MWPA will advertise the need for volunteer assistance on a quarterly basis to member Clubs. Volunteer assistance could be in the form of several different formats (but not limited to):
  - Assistance with a PSO sponsored competition
  - Assistance with a PSO sponsored coaching event
  - Assistance with a PSO sponsored referee event
  - Assistance with a PSO sponsored fundraising event
  - Assistance with a PSO sponsored professional development activity
  - Assistance with a PSO sponsored athlete development activity
- 3 weeks prior to the beginning of each funding quarter (May, August, November and February) the MWPA office will announce PSO events requiring volunteer support.
- Eligible groups will submit a request to participate/volunteer with a specific PSO event on their Club letter head noting MWPA Bingo Funding Volunteer support, attention MWPA Executive Director.
  - The submission of a request does not guarantee participation.
  - A formal letter from the MWPA office will be sent as a formal response to each submission (2 weeks after final submission deadline)
- The ED will allocate volunteer funds 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.

### 22.3.2 Distribution of Bingo Funds

- Before funds can be distributed to eligible members, each participating volunteer must sign-off on an event sign-in sheet to determine the amount of hours

volunteered. This information will also need to be reviewed by PSO sponsored event organization and ED.

- Upon receipt, confirmation and approval of event sign in sheet, MWPA will distribute \$20/hr or up to \$600 (maximum) to each eligible group volunteering at a designated PSO event.
- If the performance of the group working the PSO event is unsatisfactory sanctions may apply.
- If a group fails to attend an event they have been assigned, they will not receive any funding and will not be able to participate in this program for 6 months (probationary period).
- Disbursement of funds, to eligible groups, may take approximately 4 weeks based on Manitoba Liquor & Lotteries deliverables.

### **22.3.3 Volunteers**

- All volunteers must be a member in good standing of the PSO
- Minimum of eighteen years of age(exceptions may be considered based on scope of volunteer activity)
- Volunteers are responsible for finding their own replacement

### **22.3.4 Expenditure Use Guidelines**

- Bingo funds can be used, but are not restricted to, the following Member Club programs and activities:
  - 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.