

# MAWA BINGO POLICIES

The Manitoba Amateur Wrestling Association is a participant in the Bingo allocation by Sport Manitoba. The MAWA allows its member clubs to share in the funds raised from this activity. The following guidelines provide a basis for the MAWA to remain a Manitoba Lotteries Foundation Bingo participant and a fair base for equitable sharing of funds raised by Bingos. The Guidelines also provide the criteria for qualification, sharing, disbursement of funds and penalties which shall be at the sole discretion of the Board of Directors for the MAWA in conjunction with the recommendations of the Bingo Committee. The BINGO COMMITTEE shall consist of three members, one being a member of the MAWA Executive.

## QUALIFICATIONS

- 1 All clubs in the Province of Manitoba currently registered with the Manitoba Amateur Wrestling Association qualify.
- 2 All approved clubs must be members in good standing.

## APPLICATION

1. Each interested club shall be required to complete a "Bingo Application Form" and submit it to the MAWA on or before March 31 for allocations in the upcoming Bingo Allocation season (April 1<sup>st</sup> to March 31<sup>st</sup>). A signed agreement will exist between the clubs and MAWA to ensure all responsibilities of both parties are acknowledged in advance. If a bingo representative is replaced by a new representative, a new agreement must be signed by both the administrator and bingo representative.
2. All applications, meeting qualifications and deadlines shall be considered in the next year's allocation, i.e. they have been received prior to the deadline and the club is a registered club. The allocation based on the new applications will begin on the reception by the MAWA of the list of allocated bingos through Sport Manitoba.

## ACCOUNTABILITY

1. Bingo funds must be spent according to the Accountability Guidelines:
  - ??Equipment
  - ??Special Projects
  - ??Facility (rent, mortgage, etc)
  - ??Travel
- 1 Accountability Forms will be sent to each club. These must be filled out and returned to MAWA. All receipts must be legible, clearly showing the date and amount. These receipts must be dated as indicated on the accountability form.
- 2 Payments will be made upon receipt of payment from the MLC. At this time all fines and penalties will be calculated and distributed. Funds must be spent within the fiscal year they are received. If a club wishes to save up funds for a large purchase such as a mat they may apply for special approval by the board to have these funds held by MAWA in a deferred fund for up to a maximum of 3 years.
- 3 Any equipment purchased by a club using funds raised through a MAWA allotted bingo will become the property of the MAWA if and when the club ceases operation. The equipment may be purchased from the MAWA for a fair price, determined by the association, if the equipment was originally purchased through shared cost.

## BINGO ALLOCATION

- 1 The MAWA has no control over the number of Bingos allotted to them by Sport Manitoba.
- 2 Bingos shall be allocated to a wrestling club based upon the receipt of a completed Bingo Application Form before March 31. Each application shall be reviewed by the MAWA to weigh the merits of their financial and developmental needs.
- 3 Participating clubs shall be notified of the acceptance of their application. The number of bingos assigned to a participating club shall vary in accordance with their needs, as determined by the MAWA.
4. Each scheduled Bingo requires a staff of 7 workers (plus 2 spares), and each participating club shall provide worker(s) indicated on the Bingo Assignment Schedule for the current season. Workers supplied must be in accordance with the M.L.F. Policies and Procedures. Participating clubs are to have their workers arrive before the scheduled Group Arrival Time.

Bingo workers must be on time, and penalties will be applied to late arrivals. The Chairperson is responsible to ensure the sign-in process is completed accurately. There will be fines assessed for:

- a. Evening (Monday -Sunday) -departure at 9:45 p.m.
  - must arrive at 6:00 p.m.
  - arrives 6:01 p.m. -6:15 p.m. -\$10.00 fine
  - arrives 6:16 p.m. -6:30 p.m. -\$50.00 fine
  - arrives after 6:30 p.m. \$150.00 fine, must work the bingo but will not be counted as absent.
- b. Early (Monday -Saturday) -departure at 6:45 p.m.
  - must arrive at 4:30 p.m.
  - arrives 4:31 -4:45 -\$10.00 fine
  - arrives 4:46 -5:00 -\$50.00 fine
  - arrives after 5:00 p.m. -\$150.00 fine, must work the bingo but will not be counted as absent.
- c. Late (Monday -Thursday) -departure at 11:45 p.m.
  - must arrive at 9:00 p.m.
  - arrives 9:16 -9:30 -\$10.00 fine
  - arrives 9:31 -9:45 p.m. -\$50.00 fine
  - arrives after 9:45 p.m. -\$150.00 fine, must work the bingo but will not be counted as absent.
- d. Sunday EARLY -departure at 6:45 p.m.
  - must arrive at 3:00 p.m. -arrives 3:16 -3:30 p.m. -\$10.00 fine
  - arrives 3:31 -3:45 p.m. -\$50.00 fine
  - arrives after 3:46 p.m. -\$150.00 fine, must work the bingo but will not be counted as absent.
- e. Sunday Matinee -departure at 3:45 p.m.
  - must arrive at 12:00 noon
  - arrives 12:01 -12:15 -\$10.00 fine
  - arrives 12:16 -12:30 -\$50.00 fine
  - arrives after 12:30 -\$150.00 fine, must work the bingo but will not be counted as absent.
- f. Sunday Late -departure at 11:45 p.m.
  - must arrive at 9:00 p.m.
  - arrives 9:01 -9:15 -\$10.00 fine
  - arrives 9:16 -9:30 p.m. -\$50.00 fine
  - arrives after 9:30 p.m. -\$150.00 fine, must work the bingo but will not be counted as absent.

**All departure times are approximate.**

- g. Late Penalties (\$10 and \$150 fines) are not subject to number of occurrences, i.e. they will not be doubled depending on the number of times they occur / club.
- h. The Bingo Hall Clock will be used in all situations.

- 1 A schedule will be prepared by MAWA and sent to all participating club Bingo

Representatives. Each bingo will be assigned a number. Please ensure you have the proper number of workers in attendance at the correct bingo.

- 2 The MAWA share in the Bingo revenues will be 25%.
- 3 The participating club will be allocated 75% of the revenues.
- 4 Bingo revenues will be allocated based on the following:  
Gross Bingo Revenue less MAWA percentage.

i.e. Predicted Gross Bingo Revenue = 1 500  
Less MAWA 25% = 375  
Club profit = 1 125

### **GENERAL GUIDELINES**

Due to the complicated structure of assigning Bingo dates, and to avoid any miscommunication, there will be NO substitutions for Bingo dates and assignments. Once the Bingo has been assigned, the Clubs are responsible to ensure their representatives are present.

### **PENALTIES**

Clubs shall be fined if they fail to attend an assigned bingo. Appeals may be made for extreme or extraordinary circumstances. Appeals will not be accepted for miscommunication, such as going to the wrong bingo hall, wrong time, wrong date, car problems, etc. unfortunately if they occur, your club will be fined.

Please instruct all volunteers to sign the MAWA Sign-In sheet and **not to leave** the assigned bingo without checking with the MLC supervisor and the chairperson.

If the volunteer has had problems and has run very late but does sign in, the maximum fine \$150.00 will be imposed but it will not count as an absent, but they must reach the bingo before their shift is over.

1. The MAWA Executive shall enforce the penalties as set forth in these guidelines and may adopt new penalties from time to time as recommended by the Bingo Committee.
2. The MAWA shall notify the club and the bingo representative that they are in a penalty position including late fee of \$150.00
  - a) the amount of the fine
  - b) consequences of the next penalty.
3. Participating clubs that fail to provide their required workers for the scheduled Bingo's will:
  - a) On the first occurrence within one season, the defaulting club shall be fined \$150/worker short (up to two workers.)
  - ii) On the second occurrence within one season, the defaulting club shall be fined \$300/worker short (up to two workers).
  - iii) On the third occurrence within one season the club shall be fined \$400.00 per worker plus be suspended. If the club does not have sufficient funds owing them from the Bingo Program, they must repay the MAWA Bingo Fund prior to being reinstated. The suspension period will include the remainder of current year/season plus the following year/season. If the club intends to appeal they can notify the MAWA in writing and continue working the Bingo assignments until the appeal has been determined. . If the appeal is granted they shall be paid for their sessions. If the appeal is denied, there shall be no re-imbusement.
4. The fines accumulated shall be distributed to those clubs who have not been penalized more than once (excluding late penalties, i.e. \$10.00 and \$50.00 fines) annually. These

funds will be distributed to the qualifying clubs with their payment at the end of the season (April).

5. Appeals of penalties must be made in writing to the MAWA and must only pertain to circumstances beyond the control of the participating club. If the penalized club wishes to appeal the fine, the onus is on the club to indicate they wish to appeal. The penalized club must give notice of their intent to appeal within fifteen days of the date on the letter of notification of penalty. The appeal must be submitted in writing to the MAWA within one month of the notification. An appeal will be held within one month of the infraction, allowing the club two weeks to prepare the appeal. The period of suspension will be the remainder of the current year/season plus the following year/season.

#### **EMERGENCY PENALTIES**

- 1 These penalties only apply to Short Notice Bingos.
- 2 Any club indicating it is able to send worker(s) when called on short notice and then fails to meet its commitment shall be fined \$150.00/worker missing. If their share of the Short Notice Bingo is deficient to fulfill their fine, the deficiency shall be taken from their bingo allotment funds.

#### **SUPERVISION**

- 1 Each Bingo requires a Chairperson who will be responsible for the overall Bingo on any given night.
- 2 The Chairperson will be part of the 7 allotted workers quota. The Chairperson should be well informed to all policies, penalties and procedures.
- 3 The Chairperson shall be responsible for
  - a) arriving 30 minutes prior to the Group Arrival Time.
  - b) assigning of duties to each worker at the Bingo and for the overall Bingo control.
  - c) proper completion of the MAWA sign-in sheet, and Lotteries Attendance forms.
    - i) Each worker must record their own signature and arrival time
    - ii) The Bingo Hall clock shall determine the arrival time.
  - d) signing the Preliminary Bingo Cash Sheets following the Bingo event with the Hall Manager (if they are available).
  - e) **The Chairperson must submit the Sign-In Sheet to the MAWA.**
4. ***"Workers" are responsible for locating the Chairperson and signing in.***

## **WORKERS' GUIDELINES**

### **Please ensure all bingo volunteers have a copy of this sheet**

*"Club Volunteer Workers" are responsible for locating the chairperson and signing in.*

The following information highlights our organization's responsibilities when we are scheduled to volunteer at a Bingo Session:

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.

**VOLUNTEERS REPORT DIRECTLY TO THE CHAIRPERSON AND SIGN IN ON THE MAWA SIGN IN SHEET.**

- ?? Once you have signed in, you may not leave the Bingo Hall.
- ?? Conversation in the reception area should not carry and disturb players outside of the room.
- ?? Conversation out on the floor should be kept to a minimum and a quiet level so players are not disturbed.
- ?? Workers must be a minimum of 18 years of age to participate in a scheduled Bingo session at either McPhillips Street Station or Club Regent. 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 both the photo I.D. portion and the driver's license certificate are required).
  - Manitoba Liquor Control Commission photo identification card.
  - Canadian Forces identification card.
  - Canadian Firearms Possession and Acquisition License.
  - Aboriginal Treaty Card.
  - Passport and/or travel visa.
  - Canadian Citizenship cards.
- ?? Please be aware that you are representing the Association at the Bingo. Please present a positive attitude. Association matters will not be discussed with Lotteries Staff.
- ?? Appropriate dress is required.
- ?? If you are experiencing any difficulties with your assigned job; please obtain additional instructions from our Chairperson. If need be, the Chairperson may assign you to a new job.
- ?? If a volunteer experiences difficulty in dealing with a player, please report the incident to our Chairperson.
- ?? Shortages in excess of 2% will result in a suspension.
- ?? Engaging in any form of gaming while working the Bingo is not allowed.

Please be aware of the following Manitoba Lotteries Foundation Policies that will result in a suspension for our Association.

- ?? Paying wages, salaries or fees for the services of volunteers;
- ?? Failure to attend an assigned Bingo event;
- ?? 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.

**Distant or Rural Clubs will follow the same guideline/penalties, with the exception of the following:**

- 1 If a Distant/Rural Club cannot work a bingo, they are required to inform the MAWA Office 10 working days prior to the Bingo.

## **Approval**

This policy was first approved by the Board of Directors of MAWA on October 7, 2010 [final approval pending]. It will be reviewed on an annual basis by the Board and may be amended, deleted, or replaced by a resolution of the Board.