



BINGO POLICY & PROCEDURES HANDBOOK

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BACKGROUND

Manitoba Liquor & Lotteries (MBLL) operates bingo halls at both McPhillips Station Casino and Club Regent Casino. While MBLL staff supervises the bingo operations, the corporation utilizes volunteers from Manitoba amateur sport organizations to sell bingo cards and break-open tickets. The MBLL pays the amateur sport organizations for this effort. In this way, the MBLL provides a valued source of funding to amateur sport organizations in Manitoba.

This document provides The Manitoba Amateur Wrestling Association (MAWA) member clubs and their volunteers with information on the policy and procedures applicable to fundraising bingo participation in Manitoba. 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 be a subcommittee of the board of directors and shall consist of 3 members of the board who have no conflict of interest. If there are not 3 directors who do not have a conflict of interest the Board may appoint members from outside of MAWA to sit on the committee. If an outside individual cannot be located, 2 directors shall suffice.

HOW DOES THIS WORK?

MAWA is awarded a certain number of bingos each year by Sport Manitoba based on the Provincial Sport Organization Funding Model. The bingo year is a 12-month period from April 1st to March 31st. The quarterly periods as defined by the MBLL are:

- ❖ April – June
- ❖ July – September
- ❖ October – December
- ❖ January – March.

MBLL provides MAWA with the location, date and time for each bingo in the quarter. Upon completion of the bingo quarter, MBLL pays MAWA. MAWA then pays 75% of the revenue from each bingo to the clubs whose volunteers participated in the bingo.

MANITOBA AMATEUR WRESTLING BINGO POLICY

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 Bingo Committee. There will be two intake deadlines for applications, **Feb 28 and Nov. 30** of each calendar year. 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 that meet the qualifications and deadlines shall be considered in the next Bingo Allocation Period, 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.

VOLUNTEER REQUIREMENT

The MAWA requires six (6) volunteers to attend each Bingo.

LATE ATTENDANCE

Late attendance at a bingo is considered to be NON-ATTENDANCE. Volunteers arriving late are NOT permitted to work the bingo. It is the responsibility of the volunteer to notify their club in the event he/she is unable to work a bingo. It is the club's responsibility to ensure the spot is filled.

The Bingo Hall Clock shall determine the arrival time.

PENALTIES FOR FAILURE TO FILL VOLUNTEER POSITIONS

It is the responsibility of each club to ensure all of the club's volunteer positions are filled at every bingo. MBL has the right to cancel all volunteer positions at the time of a bingo if there are insufficient volunteers in attendance. The minimum volunteer attendance from MBL standpoint is four (4).

MAWA will be penalized by MBL if less than four (4) volunteers attend the bingo. Penalties to MAWA include forfeiture of the bingo revenue and the loss of some or all bingo privileges for a period of time. As a result, MAWA requires six (6) volunteers as a safety measure to ensure no penalties are incurred by MAWA.

Clubs shall be fined if they fail to attend an assigned bingo. Participating clubs that fail to provide their required workers for the scheduled bingo may be denied the right to apply for a bingo the following season. Additionally, failure to fill some or all of a club's volunteer positions may result in the following penalties from MAWA:

A. If MBLL cancels a bingo due to too few volunteers in attendance:

1. The offending club will be required to pay MAWA an amount equal to the total bingo revenue that MAWA would have received from MBLL had the bingo taken place (i.e. 35% of the total amount the MBLL would have paid out to MAWA if the bingo had been worked).
2. If more than one club fails to fill their volunteer positions, each club will be required to pay MAWA an amount equal to the total bingo revenue (35 % as per comment above) divided by the number of offending clubs.
3. Offending clubs will be put on probation for one year. During this time a subsequent failure to fill all of the club's volunteer positions at each bingo will result in an immediate one year suspension of bingo privileges.
4. Clubs whose full complement of volunteers attend a bingo that is subsequently cancelled by MBLL due to too few volunteers in attendance, may or may not, at the MAWA's sole discretion, receive some funding for that bingo.

B. If a bingo proceeds at MBLL's discretion, with less than a full complement (4) of MAWA volunteer positions filled:

1. For every volunteer position that is not filled, MAWA shall deduct \$125.00 per each absent volunteer from the bingo earnings of the offending club(s). This is in addition to the \$250 penalty (2X \$125) levied for failing to provide the fifth and sixth volunteers.

DISTANT or RURAL CLUBS will follow the same guideline/penalties, with the exception of the following:

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

APPEAL OF PENALTIES

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, or car problems, etc.

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 as well as
 - a) the amount of the fine
 - b) consequences of the next penalty.

3. 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.
4. 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.

ACCOUNTABILITY

Bingo funds must be spent according to the Accountability Guidelines:

- Equipment
- Special Projects
- Facility (rent, mortgage, etc.)
- Travel

The funds received as a result of participation in a bingo **cannot** be:

- Paid directly to a volunteer as wages nor can any payment be made by way of cash or cheque to a volunteer.
 - Used to purchase alcohol or drugs.
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 MBLL. 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 either of the two intake deadlines, February 28th and November 30th. Each application shall be reviewed by the MAWA Bingo Committee 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 Bingo Committee.

4. A schedule will be prepared by the MAWA Bingo Committee 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.
5. The MAWA share in the Bingo revenues will be 35%.
6. The participating club will be allocated 65% of the revenues.
7. 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 35% @ 525 Club profit = 975
8. Bingos assignments may be split between clubs and profits split proportionately to the number of workers provided by each club.

BINGO VOLUNTEER INFORMATION

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.

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. Volunteer groups may designate a representative to participate in the session balancing process (viewing actual opening and closing cash balance and product inventory count).
4. **Note:** Participation in balancing is not a requirement for a group. Because organizations may be held responsible for any financial irregularities, some groups have expressed a desire to be more involved in the actual opening and closing cash balance and product inventory.
 - a. The Bingo Chairperson or designate must advise the Bingo Supervisor a minimum of one-half hour before the start of the session/event if they will participate.
 - b. The same group representative must start and finish the balancing which includes staying approximately one-half hour after the event.

4. If the group does not participate in session balancing, the Bingo Chairperson must sign the Volunteer Organization Waiver form provided by the Bingo Supervisor.
5. **MAWA assigns six (6) volunteer positions for each bingo. When six volunteers sign in, the Chair may choose to send 2 volunteers home. The club(s) will be paid for these volunteers. Clubs will be penalized for volunteers who do not sign in for their assigned bingo.**
6. **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
 - Manitoba Liquor Control Commission/MBLL photo identification card
 - Canadian Forces identification card
 - Canadian Firearms Possession and Acquisition License
 - Aboriginal Treaty Card
 - Passport and/or travel visa
 - Canadian Citizenship cards
 - Manitoba Identification Card
7. Appropriate dress is required.
8. Volunteers under the influence of drugs or alcohol will not be permitted to participate and may be requested to leave the Casino.
9. Volunteers are not permitted to gamble or have anyone gamble on their behalf while they are.
10. 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.

Roles and Responsibilities of the Chairperson SUPERVISION

1. Each Bingo requires a Chairperson who will be responsible for the overall Bingo on any given night.
2. The Chairperson is responsible for overseeing the group and must be available during the entire session.
3. The Chairperson will be part of the 4 allotted working volunteers quota.
4. The Chairperson must be well informed to all policies, penalties and procedures.
5. 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.**

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.

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/MBLL 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 MAWA at the Bingo. Please present a positive attitude. Association matters will not be discussed with Lotteries Staff.
- Appropriate dress is required.
- In 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.



Bingo Application

Urgent: must be completed and returned to secure your Bingo Allotment

To be completed by the club administrator

Please give a brief description of what bingo funds are to be used for if your application is successful. Also please attach a budget for your project. Please read bingo policy posted on MAWA website www.mawawrestling.ca for acceptable uses of bingo funds.

The club shall notify the MAWA in writing of any replacement Bingo Representative and that person should contact the MAWA for a copy of the Bingo Policies.

For the Club Administrator: I have fully read the MAWA Bingo Policies "and our club is in agreement with all points."

Club: _____ Dated: _____

Signed: _____

Position: _____

| Above to be completed by President or Club Administrator. | |
|---|---|
| <input checked="" type="checkbox"/> | THE CLUB ADMINISTRATOR MUST BE RESPONSIBLE AND AWARE OF THE BINGO POLICIES AND RULES. |
| <input checked="" type="checkbox"/> | THE MAWA MUST BE NOTIFIED IMMEDIATELY OF ANY CHANGE OF THE BINGO REPRESENTATIVE AND MUST RECEIVE A SIGNED REGISTRATION THAT THEY HAVE READ AND ARE AWARE OF THE BINGO POLICIES. |
| <input checked="" type="checkbox"/> | THEY MUST CALL AND SPEAK WITH THE MAWA |

For the Bingo Representative:

I have fully read the MAWA Bingo Policies and am in agreement with all points.

Please send all information regarding bingo dates, times and host sheets to:

Bingo Representative (please print): _____

Bingo Representative Signature: _____

Address: _____ City: _____ Postal Code: _____

Daytime Phone (required): (____) _____ Cell: (____) _____

Email (required): _____

Cheques and Accountability Forms will be sent to the Club Administrator.



Bingo Acceptance Form

The _____ Wrestling Club hereby agrees to provide
(insert club name)
workers for bingo # _____ as assigned by MAWA, on
_____ at the _____. This is an _____
(date) (location) (early, evening, late, matinee)
session bingo. Workers should arrive according to the schedule
contained in the **MAWA Bingo Policy**. They hereby agree to provide
____ workers and ____ spares.

Bingo revenue is approved for the following purpose(s).

Equipment _____
Rent/Facilities Costs _____
Travel _____
Special Project _____

The undersigned verifies that they have read the **MAWA Bingo Policy** and agree to all terms and conditions contained therein.

They also agree to fill out and return a **MAWA Bingo Accountability Report** within 30 days of spending funds received from a MAWA assigned bingo.

Signed by _____

Position with club _____

Date _____



Bingo Accountability Report

Bingo # _____ Revenue Received \$ _____

Name of Club _____

Category (fill out all that apply). Attach photocopy of receipts for all expenditures.

| Equipment Item | Cost |
|-------------------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Amount used from bingo revenue _____

Rent / Facility Costs

Actual Amount _____
Amount used from bingo revenue _____

Travel

Number of people traveling _____
Actual Cost of travel _____
Subsidy Paid from Bingo revenues _____

Special Events

Event Name _____

| Revenues | | Expenses | |
|----------|--------|----------|--------|
| Item | Amount | Item | Amount |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Amount used from bingo revenue _____

Signed by _____

Date _____

Position with club _____

APPROVAL

This policy was reviewed and approved September 7th, 2014 by the Board of Directors of MAWA. It will be reviewed on an annual basis by the Board and may be amended, deleted, or replaced by a resolution of the Board at its discretion.

Amended Jan. 19, 2015