



## **BINGO POLICY & PROCEDURES:**

### **1. GENERAL POLICY:**

This policy is intended to establish guidelines as well as a priority list of user groups that will be eligible for bingo's allocated to the MCA. The policy of the Manitoba Lotteries Foundation (M.L.F) and Sport Manitoba is to allocate a limited number of available bingo dates to approved Provincial Sport Organizations (PSO) who meet their policy and objectives.

A PSO is allocated bingo's by Sport Manitoba based on availability. The PSO has no control over when and where bingos are assigned and must work events when and where they are assigned. The PSO is accountable to Sport Manitoba and Manitoba Liquor and Lotteries(M.L.F) for the conduct of bingos and expenditures of all funds obtained from bingos. The MCA will consider **club applications**, which will promote and further the development and enjoyment of cycling for members of the MCA. **Priority** will be given to those clubs who are organizing MCA sanctioned events and developing coaches, commissaires, volunteers, and athletes.

### **2. ALLOCATION OF BINGOS:**

The role of the MCA as a PSO is to provide a process, by which the bingos can be assigned, taking into account the following priorities:

- That bingo events may be allocated to the Provincial Team Program to support the activities of the Provincial Team. Where possible, bingo spots will be allocated to the Provincial Program during the period of January to March, and October to December. Participants in the program (parents and Athletes age 18+) will be required to work the bingo events.
- Bingos will be allocated based on the applications received and priorities as established above. Applications will be ranked in priority based on a scoring system. Please note that there may be a waiting list to receive a bingo.

### 3. ASSIGNMENT OF BINGO DATES:

- Bingo dates for accepted club applications will be assigned by the Executive Director of the MCA.
- Bingo dates for the Provincial Program participants will be assigned by the Provincial Program Committee.

The MCA's sole responsibility shall be to notify the Club's bingo contact person of the number of volunteers required and the date, time, and location of the bingo(s) that have been allocated to their club. Whenever possible, two weeks notification will be given to potential bingo working groups. In the case of an emergency, (group cancels or group fails to provide required number of volunteers) the MCA will assign any group that is available and prepared to provide volunteers.

The MCA will provide the working group with notice of event, rules governing the conduct of the event, and a volunteer Tracking Form.

### 4. CLUB ELIGIBILITY:

- "Club A" Affiliates of the MCA whose annual membership fees are paid in full.
- Club must be on record as an affiliated club for at least one year with the Association.
- Must have a bank account in the name of the Club, as all cheques will be issued to that account (vs an individual member).

### 5. CLUB REQUIREMENTS:

Clubs must be well organized and prepared to meet the requirements of the M.L.F., as their conduct will influence the Association's ability to receive more bingo opportunities. If a group cannot fulfill an assigned date or cannot provide the required number of volunteers, the Bingo Coordinator must contact the MCA by phone (204-925-5676) at least 1 week prior to ensure sufficient time to secure additional or replacement volunteers. The bingo may be re-assigned or the distribution of profits may be pro-rated according to the percentage of volunteers provided by the participating group.

1. Clubs must be prepared to provide **FIVE (5)** adult volunteers for the assigned event. All volunteers must be 18 years of age as of the date of the bingo (please bring picture I.D).
2. Of the five (5) volunteers provided, one (1) person must be designated as the **Bingo Chairperson** for the Bingo Session. The Chairperson will be responsible to:
  - A. Remind all volunteers of location, date, and arrival time of Bingo to ensure each bingo is appropriately staffed. It is recommended that you exchange cell phone numbers with volunteers in advance to the Bingo.
  - B. Report directly to the Bingo Supervisor or shift manager, upon arrival at the Casino (at least 15mins prior to start of Bingo Shift)

- C. Sign the volunteer organization waiver form provided by the Bingo Supervisor or shift manager.
  - D. Oversee the volunteer group and remain available during the entire bingo session.
  - E. Provide a copy of the (yellow) Attendance sheet to the MCA's Executive Director within 7 calendar days of the bingo in question (scan & email, mail, or drop-off at office).
3. The applicant must submit a post event report providing a description of expenditures as indicated in the application within 15 days of the actual expenditure before the bingo funds will be released. Email is sufficient.

The MCA may, for good cause, withdraw the privilege of participating in bingos from any particular group. Failure to meet the M.L.F. requirements results in suspension to the Association, loss of revenue, and possible loss of future bingos. If a group fails to provide adequate volunteers or those volunteers arrive late, or at any time after declaring intent to do a bingo a group cancels, or if any of the conditions of the application are not met to the satisfaction of the MCA and the Manitoba Lotteries Foundation thereby jeopardizing the future allocation of bingos to the MCA, the club will be suspended from further bingo activity and will forfeit to the MCA any revenues from bingo events at which conditions were not met. The length of the suspension shall be determined by the MCA's board of Directors.

## 6. BINGO APPLICATION

Eligible clubs must make written application to the MCA office requesting the allocation of a bingo event. Priority will be given to clubs who are developing officials and coaches and/or organizing events on behalf of the MCA.

The application should include:

- The aims or purpose of the club
- Number of members
- Number and qualification levels of:
  - Active Commissaires – in the current year
  - Active Coaches – in the current year
- Bingo Contact Person
- Events run in the past year
- Events proposed to be run in the current year
- Proposed use of bingo funds to be received

"Fillable Application Form" provided.

## 7. REQUIRED CLUB REPORTING:

All funds distributed in the MCA's fiscal year of April 1 to March 31 to clubs must be accounted for in a written report addressed to the Executive Director of the MCA.

Bingo dates in the current fiscal year will not be allocated to any club(s) who have previously received bingo funds under this policy and for which they have not provided an adequate written reporting of the use of said funds.

Receipts may be required to be provided as per request of the MCA.

- Applicants must indicate where funds are to be spent and when they expect them to be spent:

Examples of Acceptable Expenditures:

1. Purchase of cycling related equipment.
2. Travel, accommodation and meal costs directly related to cycling activities. Note the following Sport Manitoba directive: “The use of funds, (may be used) for travel purposes, but must relate directly to the recipient’s goals and objectives, as laid out in their constitution”. Gaming funds may be used for travel within Manitoba and Canada. Gaming funds may only be used for travel “Out-of-Canada” subject to prior approval by the Sport Manitoba Grants Committee which requires an application submitted by the recipient.”
3. Support of sport specific programs, such as clinics/workshops, athlete development, coaching development, commissaire development, volunteer development and MCA sanctioned events.
4. Capital or rental costs of facilities or venues for sport development and/or costs necessary for the operation of the facility or venue.

## **8. DISBURSEMENT AND AUDIT OF FUNDS:**

- “Club A” affiliates of the MCA will receive \$800.00 for each bingo worked.
- Provincial Program bingos will have all funds allocated to the Provincial program budget to help the MCA reduce the cost of Provincial Program projects for athletes.
- Cash shortages will be deducted (or invoiced) from the working group’s share of the proceeds.

### **SHORT NOTICE & SPECIAL INITIATIVE BINGOS:**

On occasion, additional bingo dates and/or spots are made available to the MCA, often on very short notice. In such cases the Executive Director will first attempt to staff the bingo with Provincial Program participants. Any remaining spots will be offered to clubs. Finally, the Executive Director will attempt to swap bingo dates with another PSO and then staff the alternate date. In some cases, Clubs will be required to meet specific eligibility requirements as determined by the assignee.

*Policy approved by the MCA Board of Directors on February 29<sup>th</sup>, 2016*



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### **PROVINCIAL PROGRAM REQUIREMENTS:**

To help offset the costs associated with the Provincial Team Program, the MCA has access to fundraising bingos through our relationship with Sport Manitoba and Manitoba Liquor & Lotteries.

Working at a bingo includes selling and clearing bingo cards to people on the bingo floor. Workers must be 18 years of age or older to gain access to the building. Please bring picture ID with you to ensure there are no problems gaining access to the facility.

#### **Provincial Program Participants:**

- All athletes that are members of the Provincial Program will be required to participate in provincial team allocated bingos such that all bingos are volunteered equally amongst all members of the provincial program.
- Failure of provincial program participants to volunteer or provide a volunteer replacement to an assigned bingo will result in a penalty of \$150 being assessed, per late or absent volunteers.
- A second failure to provide volunteers at an assigned bingo will result in suspension of the athlete from the provincial program, in addition to the assessment of the above noted financial penalty. The length of such suspension shall be determined by the MCA's Provincial Program Committee.
- Athletes that do not wish to participate in volunteering for Provincial Program Bingos may opt out at rate of \$100 per bingo position requirement.
- Athletes may apply to the Provincial Program Committee for exemptions from assigned Provincial Program bingos. Athletes must state which bingos they require an exemption, and state the reason.
- The Provincial Program Committee may waive bingo requirements for athletes who are not present in Manitoba for certain periods of time due to training or racing requirements. Athletes must apply to the Provincial Program Committee for exemption with a written request stating reasons and dates outside of Manitoba.

*Approved by the MCA Board of Directors on March 25, 2013*