

Annex H – BINGO Handbook

General

A large portion of the BYST revenue is provided by BINGO revenue and is therefore very important to the continued operation of the team.

As a member of the Quinte BINGO Hall Charity Association, BYST has 5-6 BINGOs per month. To ensure this main source of revenue the team has mandatory BINGOs, these are must attend for all families participating in the club – Competitive and Pre-competitive programs – and entails about five BINGOs per year, per family depending on membership numbers. All revenue earned from these goes directly to the team. If after an equitable split of mandatory BINGOs there are still additional ones, these remaining BINGOs will be fundraisers for which families can work to earn a \$40 fundraising credit per BINGO. The team currently only works Late-night BINGOs but periodically may need to work a BINGO at another time such as the Saturday Matinee. To ease programming for the year, the entire season shall be split into three sessions and all families shall be required to volunteer for a set number of BINGOs in each of these sessions.

Government Legislation mandates us to have a minimum of three representatives present for the BINGO. Without three representatives – the BINGO hall staff cannot legally represent the team – we cannot legally commence any part of the BINGO including selling tickets. We have annotated these three positions as captain, assistant captain and runner. The duties of each of these positions are fully explained in the BINGO bag for which the captain is responsible. During the Saturday BINGO there is an additional person required to run the Mini-Program in addition to the regular games.

BINGO Captains

As the captain is responsible for a great number of the administrative details regarding their BINGO there is a training program that is mandatory. To ensure proper training of new captains, the first BINGO will be completed as an extra person to ensure you are able to watch everything without being sidetracked by other duties. The second and subsequent ones will be completed as an assistant until comfortable with the duties. As this training program lasts at least two BINGOs and to offset this disruption the captain will earn an additional 100 participation points for being trained as well as 25 participation points for each BINGO worked afterwards. Anyone who is interested in training for the captain position please let the BINGO Chair know when the call for volunteers happens.

Timings

To ensure adequate time for set-up all volunteers must arrive at the start time for the BINGO: Late Night BINGOs at 8:30pm while for Saturday Budget BINGOs at 11:30am. This will allow flexibility to the captain to ensure we have our three representatives on site at the proper time.

Family Responsibilities

Once a schedule has been posted as final, it is the named family's responsibility to work the BINGO. It is understood that there may be times when a family cannot fulfil a

commitment for any number of reasons but the onus will fall upon the family to ensure their assigned BINGO slot is filled. This can be done at no charge by swapping a date with another family as long as the BINGO Chair is aware of the change.

If a family has attempted to swap their BINGO and is not successful, the next option is to engage the BINGO Chair to find another family to fill the slot. This is known as a Buy-Out. As the family that fills in for another is working above their commitment they will earn \$40 of fundraising. As all BINGOs unless identified by the Team Executive are mandatory, notification of at least two weeks is required or it will automatically revert to a Late Buy-out or No-Show (described below). If a Buy-Out is done with the minimum two weeks before the BINGO, the cost will be \$40; which is used to 'pay' the family that fills in their fundraising but allows the BINGO chair the time to find the fill-in.

If the request comes within two weeks but still more than 48 hours before the BINGO and no swap is available it will be known as a Late Buy-Out and will cost the family a penalty of \$20 as well as the normal \$40 payment for a total of \$60. If the request happens within 48 hours of the BINGO or the family does not attend the BINGO it will be called a No-Show and the penalty increases to \$60 along with the normal \$40 for a total of \$100. If a family has two consecutive No-Shows there will be a further penalty of \$50 in addition to the No-Show penalty.

The captain will invoke the NO SHOW at 8:40pm and 11:40am respectively as he/she must call for another member to fill-in at that time to ensure we have our mandated number of representatives.

Refusal to Comply

If a family decides at the beginning of the year to refuse to meet their commitment as described above, they shall be penalized according to the No-Show rule for the number of BINGOs the Executive determines is the yearly commitment. Therefore, if the yearly commitment were five BINGOs, the penalty would be, \$40 per BINGO plus a \$60 fine per BINGO plus the consecutive fine of \$50 and therefore a total of \$550. This in itself demonstrates the high reliance the team has on this revenue source.

Reminders

To ensure families are aware of their commitments, on the first of the month a recap of the current month's schedule will be sent to all families. In addition the families scheduled to attend a BINGO will be called two days before the BINGO.

Mitigating Factors

To ensure fairness in all occasions, a family may petition the Executive for consideration of the factors behind the Buy-Out, Late Buy-Out or No-Show to alleviate the penalty charges.

THERE IS NO OFF-SEASON FOR BINGO - ATTENDANCE IS MANDATORY FOR A TWELVE MONTH PERIOD - SEPTEMBER TO AUGUST!

Location

All BINGOs take place at the Quinte BINGO Hall, Highway 62, just north of Belleville.



Contact

Bingo Coordinator: Peter Lilienthal, (613) 394-5867.

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