



Revised November 1, 2013

MANITOBA PADDLING ASSOCIATION

BINGO POLICY

Preamble

In accordance with requirements by the Manitoba Lotteries Corporation (MLC) and Sport Manitoba, the following is the Manitoba Paddling Association's (MPA's) policy for Bingos assigned by the MLC. Sport Manitoba provides MPA with the opportunity to earn additional revenue by applying for MLC Bingos, which are scheduled throughout the year at MLC Casinos in Winnipeg. MPA has developed the following policy to ensure the provision of required volunteers in accordance with MLC requirements.

1. Assignment and Duties of the Bingo Chairperson: A Bingo Chairperson shall be appointed/reappointed annually by the Board of Directors to recruit volunteers for each bingo, ensure the smooth operation of all bingo events, and submit the volunteer participation records to MPA. The Bingo Chairperson is required to attend all bingos or if unable, to assign the responsibility to another volunteer. The bingo event chairperson is responsible for the sign in sheet, the performance of the group, and to act as a liaison between MLC staff and the MPA. For each Bingo event, the chair must submit the following to the MPA office:
 - Any occurrences of a shortage of the required number of volunteers for a regular bingo.
 - The sign in sheet, indicating volunteer names, arrival times, and for whom (which athlete) the Bingo was being worked.
 - Any occurrences of inappropriate behavior by a volunteer resulting in a reprimand by MB Lotteries Staff or felt to be unacceptable to the Bingo Chair.

In addition, the Chair must maintain records to demonstrate the fair distribution of Bingos to volunteers in accordance with the wishes of the Board of Directors. This record would be reviewed by MPA staff or Board members in the event of complaints from the membership regarding distribution of volunteer opportunities.

2. Financial Year: A Bingo year according to **Sport Manitoba** and the Manitoba Lotteries Corporation starts April 1st and ends March 31st and for the purposes of budgeting, funding and bingo credit allocation the same dates are observed. This differs from MPA's financial year, which begins January 1 and ends December 31. Due to this difference, there may be subtle differences in actual funds received year to year which are expected to average out over time.
3. Allocation of funds received from Manitoba Lotteries: The Bingo funding received from Manitoba Lotteries Corporation will be allocated as follows:
MPA **100%**.
4. Bingo Volunteer Requirements: The Manitoba Lotteries Corporation has recently reduced the numbers required by an organization to provide for a bingo event to 4, and effective October 1, 2013, MPA will also do the same.
5. Assignment of Bingo Volunteer Duties: The opportunity to earn credits by volunteering at a Bingo will be offered to individual Provincial Team Members on a rotating basis by the Bingo Chair. It is MPA's intention that all Provincial Team Athletes will be offered a



minimum of one Bingo per year, and in general, A and A+ carded athletes will be offered the most opportunities to work Bingos, followed by B Cards, then C Cards. The exact number of Bingos to be offered annually to each level of card will be decided following the assignment of cards in October of each year, will be communicated to the Bingo Chair and Provincial Team Athletes, and will take effect January 1. If the Chair is unable to find 7 volunteers amongst Provincial Team Athletes, bingos will be offered to individual club athletes or groups (such as dragon boat teams or clubs).

6. Assignment of Credits to Bingo Volunteers: Athletes will receive one credit per bingo worked. One credit is worth **\$50.00** and can be utilized for travel, registration fees, equipment or any other paddling related activity pre-approved by MPA staff. The credits earned each Bingo quarter will become accessible to the athlete for use only at the completion of the Bingo Quarter. Athletes will receive an update regarding the status of their Bingo credits at the completion of each Bingo quarter. Bingo credits can be carried to a maximum of two financial audited statement years. (This means that if your bingo credits are not all used during the current year 2013-14) you can use them in 2014-15 and 2015-16). As of April 1, 2010 bingo credits will be non-transferable. Bingos are offered to individual athletes based on their carding status. The credits earned may only be used by the athlete for whom the bingo was worked. When signing in at bingos, it must be clearly indicated which athlete or group the bingo credit will be assigned to. If athletes turn down the opportunity to work a Bingo when offered, it will be offered to other athletes on a rotating basis. If after all Provincial Team Athletes have been approached, the Bingo still has unfilled volunteer spots, the positions will be offered to club members or other individuals.
7. Assignment of Bingos to MPA: MPA is allocated 22 regular bingo events in a one year period. We are notified of scheduled bingos prior to each quarter and they may be of different types.

The Manitoba Lotteries Corporation reimburses all contributing organizations an average of the income for the particular bingo sessions as follows:

Early share of the Wealth	\$1500
Late Share of the Wealth	\$1500
Sunday Share of the Wealth	\$1500
Sunday Matinee	\$1800
Regular Evenings	\$3000

8. Bingo details: all Bingo details, including time of arrival, bingo times, and duration etc are described in the Bingo Volunteer Information document that the Casinos of Winnipeg distribute to the MPA periodically. The Bingo Coordinator will have this information, convey all necessary information to Bingo volunteers, and will follow it in conjunction with the MPA Bingo Policy. A copy of this document is available through the MPA office on request.
9. Expectations & Requirements of Bingo Volunteers:
- All Bingo volunteers must be at least 18 years of age, so all Provincial Team Athletes under this age must have an adult work Bingos on their behalf
 - Upon accepting a volunteer position at an MPA Bingo, the volunteer accepts responsibility for arriving on time, signing in, and carrying out their assigned duties responsibly, acting as a representative of the Manitoba Paddling Association



- If unable to attend a Bingo, the volunteer is responsible to make all reasonable attempts to find a replacement and notify the Chair of the change; if unable to find a replacement, the volunteer must notify the Chair with as much notice as possible

Failure to meet the above requirements and expectations may lead to suspension of MPA from further bingo events and as such, will not be tolerated. Disciplinary action for responsible individuals may include suspension from Bingos and/or reduction in Carding status and is at the discretion of the Board of Directors

10. Suspension Policy: In the event that a group or an individual fails to fulfill their role as a Bingo volunteer, the MPA Board of Directors will meet and discuss the infraction(s) and come to a decision as to the length of suspension for the group/individual.

The group/individual will be notified in writing of this decision. Appeals may be made in writing only within ten (10) working days upon receipt of the suspension notification.

In the event that a group is suspended, the proportion of the funding that would have been received by that group/individual will be reallocated to MPA and used at the discretion of the Board of Directors.

The length of the suspension will be as follows:

- 1st time – one quarter
- 2nd time – one year
- 3rd time - permanent

11. Short Notice/Emergency Bingos: Are Bingos MPA may apply for, and for which we receive additional funding. The Bingo Chair may be offered these Bingos with as little as a few hours to 2 days notice. The Chair will attempt to staff these bingos in accordance with items 4 and 5 above, but is given some latitude in selecting volunteers, as the first priority is staffing the Bingo.
12. Club Bingos: Clubs may apply for Regional Sport Association Bingos, XC Ski Bingos and others. These may be managed through the MPA at the club's request, or by the club, and are governed by the rules of the group that is offering the Bingo.
13. Administration: Cheques from MLC will be deposited into the current MPA account. Credits earned by athletes will be entered into individual athlete accounts at the completion of each Bingo quarter and distributed to the athletes for their review. Credits will be applied to trips or other paddling related expenses as directed by the athlete or their parents. The only exceptions to this arise where there are monies owed to the MPA, in which case the MPA has the right to directly apply the credits against the amount owing, or when there are credits that have not been used for two years. After 2 years, such credits are forfeit to MPA.