

Biathlon Association of Manitoba Inc.

Bingo Policy (April 21st, 2008)

Biathlon Association of Manitoba (BAM) is a participant in the bingos allocated by Sport Manitoba and the Manitoba Lotteries Commission (MLC). BAM has agreed to allow its members to share in the funds raised from this activity. The spirit and intent of this policy is to ensure that BAM remain a MLC bingo participant and that sharing of bingo credits is managed in a fair fashion in keeping with BAM purposes.

Bingo credits must be spent according to the Sport Manitoba Expenditure Policy limited to further the sport of biathlon.

Items included are:

- Sport equipment (purchased or rented)
- Travel costs for participants involved in biathlon events and activities.
- Special project costs associated with a race, clinic, etc.
- Facilities/equipment
- Training expenses
- Coaches or officials development
- Promotion

Bingo Coordinator

One member from BAM reporting to the BAM Board of Directors will act as the bingo coordinator.

Eligibility:

Bingo credits will only be granted to BAM members who are active / current members. Non members who may be called on or volunteer to work bingos can donate credits earned to an active member.

If a non member works a bingo and chooses not to assign the credits, these credits will go to BAM.

Limitation on Credits:

A member, who has accumulated credits in the bingo account and ceases to be a member of BAM for a period greater than one year, will have all credits revert back to BAM.

Bingo Credits:

Volunteers who work bingos will be granted a bingo credit of 50 credits for each bingo worked. The maximum number of volunteers for a bingo will be 7. However on special consideration an additional volunteer maybe given credits.

Members who make a commitment to work a bingo and fail to attend will be penalized 50 credits from current or future balances.

Allocation of Bingos:

The bingo coordinator will offer all members equal opportunities to work bingos by using a rotational roster to secure volunteers to work.

Allocation Procedures:

The number of spots allocated to each participating member shall be based on the total number of registered members or program participants.

A rotation schedule will be provided for the bingo contacts.

Bingo dates are received at the BAM office from the MLC approximately four weeks before each identified quarter; the Bingo Chairperson will then be in touch with the membership to co-ordinate bingo sign-up.

Bingo Sub-Committee Chairperson will provide the BAM office a list of volunteers at least three working days before the bingo.

Discipline:

An infraction shall be considered a written report from BAM and/or MLC to the Bingo Sub-Committee Chairperson in regards to the behavior or absence of a volunteer while working a bingo or other non-compliance in regards to the bingo policy.

On the first infraction of a volunteer being **late** (which is defined as arriving after the start of the volunteers beginning working on the floor), the member will forfeit their share of the credits for that spot(s) and be given a written warning. A second occurrence will result in the loss of credits and an additional penalty of 25 credits.

On the first infraction of a volunteer being **absent**, the club/program will forfeit their share of the credits for that spot(s) and be given a written warning. A second occurrence will result in the loss of credits and a penalty 50 credits.

Should BAM be put on probation because of any infraction, the offending member(s) will be suspended from working further bingos until reinstated by the BAM Board of Directors.

Volunteer Requirements:

The Bingo Sub-Committee Chairperson will be responsible for ensuring that the required number of volunteers are present at the set times and locations.

Workers must be a minimum of 18 years of age to participate and have photo id on them.

All workers are required to sign in on the Bingo attendance sheet upon arrival. Failure to do so will result in disciplinary action.

On arrival and after signing in, volunteers are required to go to the area designated by MLC staff until their assigned jobs begin. This is to ensure that the Bingo patrons are not disturbed.

The Bingo Chairperson must turn in the attendance sheet to the BAM office and submit a brief report if problems arose to the sub-committee chair within 5 days following the bingo date.

All workers require total integrity, as any shortages will be reflected on BAM and on all members' further opportunities of participating.