

WSWM Bingo Policy

Approved: March 2008

Purpose:

The purpose of this bingo policy is to outline the obligations associated with participation in Manitoba Lotteries Commission bingos.

Scope: This policy applies to all member clubs and identified provincial team members.

1. Expectations of bingo participants:

- 1.1. 7 volunteers aged 18 and older must be supplied for each bingo as per MLC policy.
- 1.2. Clubs/athletes must ensure volunteers (or designate) show up at the proper place at the proper time and report to the Bingo chair.
- 1.3. Assigned volunteers **are required** to find replacement workers should the need arise.
- 1.4. Forward to WSWM office, prior to March 15th (or sooner) of each year, the expenses that occurred in the previous year. The expenses must total the amount eligible to receive. If this requirement is not met, monies will be forfeited.
- 1.5. Team Members not attending the assigned WSWM Bingo's will jeopardize team funding benefits.
- 1.6. Exceptions to the above for special circumstances must be approved by the Executive Board.
- 1.7. Clubs may apply prior to February 15 of each year to participate in bingo's. Distribution will be based on membership numbers as of July 31st each year.

2. Expectations of WSWM:

- 2.1. WSWM will receive 10% of the total funds of the Bingo Allotment.
- 2.2. WSWM will determine bingo assignments quarterly and notify all involved clubs and team members in a timely fashion.
- 2.3. Allocate two (2) spares for each bingo.
- 2.4. Review team and club spots allocation and funding available yearly.
(See appendix A)

3. Enforcement:

WSWM will withdraw partial or complete funding to a club/team member, for any one of the following irregularities:

- 3.1. Failure to arrive at the required time.
- 3.2. Failure to attend an assigned bingo
- 3.3. Behavior that WSWM & MLC deems to be unacceptable or inappropriate
- 3.4. Theft of funds
- 3.5. Pay volunteers to attend.

4. Automatic Penalties for the above irregularities are:
 - 4.1. **late arrival - (1st offense) - \$75.00**
 - 4.2. **non attendance - (1st Offense) - \$125.00**
 - 4.3. **In the event that spares are required to work, reimbursement will be at a value determined annually by the executive.**

5. Notification:
 - 5.1. Within 10 working days from the date of the irregularity WSWM will, in writing, inform the team member or club president of the infraction and the resulting penalty. The Management Board of WSWM will deal with these penalties.

6. Suspensions:
 - 6.1. All other irregularities not mentioned above will be dealt with by suspension and a meeting with the offender and the WSWM Executive Board. The Executive Board will determine the appropriate penalty.

7. Appeal Process:
 - 7.1. Any appeal must be sent in writing to WSWM President at the WSWM office within 10 working days of receiving the WSWM letter informing the person/club of the infraction.
 - 7.2. The Executive Board will be the appeal body for any automatic penalty reviews. The Board of WSWM will be the appeal body for any Executive Board decisions.
 - 7.3. Any exceptions to the Bingo Policy must be applied for in writing to the Executive Board.
 - 7.4. WSWM is responsible for keeping a record of all bingo irregularities.

Review and approval

This policy was approved by the Board of Directors on March 26th, 2008 and will be reviewed by the Executive Board on an annual basis.

Appendix A – bingo spot distribution

Team:

Funding	Spots
\$0-\$499	2
500-999	3
1000-1499	4
1500-1999	5
2000-2499	6
2500-2999	7
3000 +	8

OPTION A

Clubs

Distribution will be based on membership numbers as of July 31st each year. Each participating club will receive a base grant for the first 10 spots or less. Additional bingo spot values are calculated by dividing the remaining bingo funds by remaining spots. Dollar allocations associated with this policy will be reviewed annually.

OPTION B

Clubs

Distribution will occur with an equal division of bingo spots to all clubs. The Club Grant will be determined by the subtraction of the Provincial Team Funding and the WSWM 10% from the Total Bingo Grant. This total will then be divided equally amongst all clubs creating the Individual Club Grant.