



## WSWM Bingo Policy

Approved: March 2016

### Purpose:

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

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

### 1. Expectations of bingo participants:

- 1.1. 4 volunteers aged 18 and older must be supplied for each bingo as per MBLL policy. If a Bingo volunteer does not arrive they will be assessed an automatic penalty (see 4.1)
- 1.2. Athletes must ensure volunteers (or designate) show up at the proper place at the proper time and report to the Bingo chair.
- 1.3. In the case of unforeseen circumstances an assigned "spare" volunteer will also be assigned to each Bingo. They are required to be in attendance at the start of each Bingo. This "spare" worker will be allowed to leave after all assigned Bingo volunteers are signed in.
- 1.4. Forward to WSWM office by November 15<sup>th</sup> of each year, the expenses that occurred over the course of the competitive season. These expense forms must be received in order to receive the individual athletes assigned amount of eligible funding. If this requirement is not met or if the athlete has not yet completed their assigned bingo spots, WSWM will hold back a portion of funding. Holdback is \$100 per assigned but unworked bingo. In the case where an athlete's Bingo holdback amounts to more than their remaining funding there will be no December payout and the final distribution of funds will occur in March after the completion of all bingo responsibilities.
- 1.5. Exceptions to the above for special circumstances must be approved by the Executive Board.
- 1.6. Where funding becomes available and it is determined that additional volunteers are required to fulfill WSWM's bingo requirements, there may be opportunity for WSWM active members to fill vacant Bingo spots at a rate of \$65 per Bingo spot to offset expenses incurred by Water Ski/ Wakeboard related purchases.

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. Review team allocation and funding available yearly. (See appendix A)
- 2.4. WSWM will name an individual to be "spare" for each bingo date in case of unforeseen circumstances or emergencies.
- 2.5. WSWM will provide names and cell numbers to all those working each bingo in case of unforeseen circumstances or emergencies.

3. Enforcement:

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

- 3.1. Failure to attend an assigned bingo
- 3.2. Being late for a assigned bingo
- 3.3. Behavior that WSWM & MBLL deems to be unacceptable or inappropriate
- 3.4. Theft of funds

4. Automatic Penalties for the above irregularities are:

- 4.1. Non attendance will result in a loss of funds equivalent to the value of the bingo spot (to be calculated annually by the Executive based on the number of athletes and total bingo funds available).
- 4.2. Extenuating circumstances will be considered by the Executive on a case by case basis.

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 16, 2016 and will be reviewed by the Executive Board on an annual basis.

**Appendix A – bingo spot distribution**

**Team:**

Funding		Spots
\$0-\$499		1
500-999		2
1000-1499		3
1500-1999		4
2000-2499		5
2500	+	6