

**CROSS COUNTRY SKI ASSOCIATION OF MANITOBA (CCSAM)
BINGO POLICY**

**Originally ratified October 7, 2003
Revised April 7, 2008
by the CCSAM Board of Directors**

The Cross Country Ski Association of Manitoba (CCSAM) is a participant in the bingos allocated by Sport Manitoba and the Manitoba Lotteries Corporation (MLC). CCSAM has agreed to allow its member clubs and CCSAM programs to share in the funds raised from this activity. The spirit and intent of this policy is to ensure that CCSAM remains a MLC Bingo participant and provides a fair base for sharing of revenues from bingos. The purpose of bingo involvement is to enable clubs and CCSAM programs to use this revenue towards cross-country ski related expenses. This policy provides the criteria for eligibility, funding distribution, accountability, allocation and disciplinary action, which shall be at the discretion of the Executive of CCSAM.

Eligibility:

- All clubs must be registered and in good standing with CCSAM. Please refer to the CCSAM Club Policy for details.
- Interested clubs shall be required to complete a Bingo Application form (See Appendix A) and submit it to CCSAM on or before the deadline of March 15th annually.
- Clubs submitting a bingo application must be aware of the contents of this policy.
- CCSAM organizing committees and special projects may apply for bingos.
- All parties applying for participation in the Bingo program must be willing to provide to CCSAM, when requested, a financial report that accounts for all funds received from CCSAM.

Funding Distribution and Accountability:

Bingo revenues are distributed as follows:

- CCSAM requires 8 volunteers at each bingo. All 8 of these spots will be paid.
- Each spot will be paid \$70.00 directly to the club/program as per the information provided on the Bingo Application. Bingos that occur on statutory holidays will be paid \$100.00 per spot.

Bingo funds must be spent according to the Sport Manitoba –Sport Umbrella Expenditure Policy (copies available upon request from the office). Such items include:

- Sport Equipment (purchased or rented)
- Travel (covering cost of registration, transportation, meals and accommodations related to an actual activity or event. Only the expenses of participants may be paid.)
- Special Projects (expenses associated with a race, clinic, or other projects)
- Facilities/Equipment (rental costs, facility upgrading, equipment purchases)
- Training expenses
- Coaches and Officials development
- Promotion

Upon request, clubs and CCSAM programs are responsible for providing receipts or photocopies of receipts for their expenditures and to account for bingo monies allocated to them and their members. Failure to do so may result in suspension, withholding of payments, or ineligibility for future bingos.

The bingo year is a 12-month period from April 1st to March 31st. The quarterly periods as defined by the MLC are: April – June, July – September, October – December, and January –March.

The revenue will be distributed to the participating clubs/programs twice in the fiscal year once CCSAM receives all the funds from the previous quarter(s) and sufficient cash is on hand. Please refer to the *Volunteer Requirements* section below for important information on this procedure.

Bingo assignments are allocated as follows:

The total number of bingo spots assigned to CCSAM in each quarter shall be distributed among the participating clubs/programs based on a number of factors including but not limited to:

- The number of registered CCSAM members,
- The financial need as described in the bingo application,
- The nature of the program(s) requiring financial assistance and how closely the program(s) emulate the mandate of CCSAM to deliver the sport of cross country skiing in Manitoba and develop cross country ski athletes.

Bingo assignments are received at the CCSAM office from the MLC four weeks before each identified quarter. The Executive Director will then forward the bingo assignments to the club or program contacts as per the information provided in the Bingo Application.

Club representatives will be responsible for confirming lists of volunteers to the Executive Director 7 days before the bingo.

Bingo assignments will be reviewed quarterly and reallocation will occur if necessary and at the discretion of the CCSAM Executive.

Discipline:

An infraction shall be considered a written report from CCSAM and/or MLC to the club/program bingo contact person 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 club/program will forfeit their share of the revenue for that spot(s) and be given a written warning.

A second occurrence will result in the loss of revenue and a penalty of \$25.

On the first infraction of a volunteer being absent, the club/program will forfeit their share of the revenue for that spot(s) and be given a written warning.

A second occurrence will result in the loss of revenue and a penalty of \$50.

Clubs should have discipline policies in place to address infractions by their volunteers. Should CCSAM be put on probation as a result of any infraction, the offending club/program will be suspended from working further bingos until reinstated by the Board of Directors of CCSAM.

Volunteer Requirements:

Each club/program will be responsible for naming a Bingo Contact Person whose duty will be to ensure that the required number of volunteers are present at the set times.

Workers must be a minimum of 18 years of age to participate and have photo id on their person at all times while working the bingo. 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 (assigned at each bingo) must forward a copy of the *Volunteer Sign In* sheet to the CCSAM office in order for the club to receive funds earned from that bingo. If a copy of the *Volunteer Sign In* is not retained by the Bingo Chairperson or a club representative then it is the club's responsibility to contact the Casino to obtain a copy or have one directly forwarded to CCSAM. Bingo proceeds will not be forwarded to the club until the *Volunteer Sign In* sheet is received by the CCSAM office.

The integrity of all workers is paramount as any shortages will be reflected on CCSAM and on all clubs' future opportunities in the Bingo program. CCSAM will absorb shortages reported by the Casino of *under \$50 only*. Shortages reported and charged to CCSAM of *\$50 or over* will be invoiced to the club(s) assigned to the bingo with the total amount reported divided equally among all clubs that worked the bingo in question.