

BOXING MANITOBA

Manitoba Amateur Boxing Association (MABA)

BINGO POLICY

Revised February 2009

Purpose:

- To identify who will supply volunteers for bingos, how bingo funding will be allocated and what reporting measures will be put into place to ensure Boxing Manitoba is meeting both Sport Manitoba's and the Lotteries Commission's terms and conditions.
- To identify suspension measures in cases where volunteer commitments or reporting requirements are not met.

Boxing Manitoba will be assigned a specific number of bingo dates to commit to annually as part of the Sport Manitoba Funding Agreement with the following conditions:

- Seven (7) volunteers will be at the casino ready to work a minimum of 15 minutes prior to the session start time. A shortage of volunteers will put the Association at risk of suspension or removal from participation in Bingos entirely, which is unacceptable.
- All volunteers must be, eighteen years of age or older and be able to produce photo ID if requested by Casino staff
- Funds may only be used to support the ongoing development of amateur boxing and may include travel, equipment purchase, event hosting.
- A detailed summary for all funds is to be submitted to the Boxing Manitoba office by March 15th annually, photocopies of receipts will be required.

Boxing Manitoba will appoint a Bingo Coordinator to manage the rotation of clubs and groups eligible to supply volunteers for bingos under the following formula:

- The Affiliated Clubs in good standing
- The officials group
- Specialty Groups as identified by the Executive Committee (HP athletes, Canada Games athletes, etc)

The Bingo Coordinator will be responsible for the following:

- To manage the rotation of groups supplying volunteers for bingo and draft a sub list
- To advise the designated contact for each group and Executive Assistant of the location, date, time of the Bingo sessions for the quarter. Posted on the website.
- To give a reminder to each designated contact 2 weeks prior to the session by e-mail
- To attend each session or appoint a suitable alternate if they are unable to attend.
- To ensure each volunteer signs the sign-in sheet indicating their group
- To collect the yellow copy and return it to the Boxing Manitoba office immediately
- Assign replacement volunteers for anyone not signed in and ready to work 15 minutes prior to the beginning of a session
- To contact Manitoba Lotteries regarding cash shortages and who was responsible
- Notify the Executive Assistant immediately if a shortage of volunteers or cash occurs for any session.
- To keep a log of Suspension and Reinstatements

Groups (Clubs) will be responsible for the following:

- To be aware what session the group has been assigned to – it will be posted on the website and the Bingo Coordinator will e-mail the info to the contact person
- To ensure the correct number of volunteers is present, signed in and ready to work a minimum of 15 minutes prior to the bingo session or the Bingo Coordinator will allocate replacement volunteers.
- Ensure each volunteer is informed that cash shortages will not be tolerated, to pay attention while handling the bingo cash.
- To provide a financial summary to the Boxing Manitoba by March 15st annually with photocopied receipts.

Funds Distribution for all Groups

- The Boxing Manitoba Executive Committee will set a per person \$ payout annually.
- Each Group will receive remuneration for each volunteers they supply
- Cheques will be issued to the group - minus any cash shortages incurred by the group's volunteers
- Groups will be notified in writing if cash shortages occurred with any of their volunteers.

Boxing Manitoba depends on the funding received through bingos and cash / volunteer shortages will not be tolerated

Suspensions will be issued as follows:

- Individuals incurring cash shortages at more than bingo session will be suspended from participation
- Any group who does not supply the correct number of volunteers at one (1) bingo will be immediately removed from the sub list and suspended from their next scheduled session
- Any Group who does not supply the correct number of volunteers at a second bingo in the fiscal year will be suspended for one full calendar year from the date of the second bingo.
- Any group not submitting their annual financial summary by March 15th will be suspended from their next scheduled date