

Manitoba Baseball Association

BINGO POLICY

Preamble

1. This policy is intended to be used as an out line in determining the Manitoba Baseball Association's bingo allocations. The policy will establish guidelines as well as a priority list of criteria that will determine the allocations.
2. The policy of the Manitoba Lotteries Foundation (M.L.F.) and Sport Manitoba is to allocate a limited number of available bingo dates to Provincial Sport Governing bodies (PSGB).
3. A PSGB is allocated bingos by Sport Manitoba based on availability. The PSGB has no control over when and where bingos are assigned and must do events when and where they are assigned. The PSGB is accountable to Sport Manitoba and M.L.F. for the conduct of bingos and expenditures of all funds obtained from bingos.
4. The role of the Manitoba Baseball Association is to provide a process by which bingos are assigned, taking into account the following:
 - a. All member leagues of the Manitoba Baseball Association are eligible to participate in Bingo events allocated to the Manitoba Baseball Association. The Manitoba Baseball Association deals primarily with the league representatives who then decide which members they will send to work the event.
 - b. All members must apply to the Manitoba Baseball Association in writing on the M.B.A.'s Bingo Request form, and the form must be received at the M.B.A. office.
 - c. All bingos assigned to M.B.A. member leagues will be done so on a project-by-project basis, rather than a rotational schedule.
 - d. All applications must detail the type of project the profits will be used for, and outline the total cost of that particular project.
 - e. Bingos are allocated after the Manitoba Lotteries Corporation provides the Manitoba Baseball Association with the assigned dates, and not before.

Bingo Participation

5. The priority listing for determining who receives bingo assignments is based on seven criteria listed in order of importance.

Priority listing for determining Bingo allocations

1. Facility development
2. Travel to regional or national championships
3. Facility operating costs
4. Hosting national championships
5. Uniforms and equipment
6. Hosting regional championships
7. Special projects (as designated by M.B.A.)

6. When a group is assigned a bingo they will be sent in writing a confirmation of their bingo and a post bingo report form, to be filled out after they have designated the proceeds of their bingo.
7. All member groups who receive a bingo must post a \$500.00 performance bond (payable to the Manitoba Baseball Association) within ten days of the confirmation of the bingo. If there is any infraction resulting in any penalty to the MBA, the \$500.00 performance bond will be forfeited to the MBA without recourse. Upon successful completion of their bingo, the performance bond will be refunded.
8. All member groups who receive a bingo must provide three extra volunteers over and above the Manitoba Lotteries requirements of 10. Therefore, all groups must have 13 volunteers.
9. All volunteers must remain present for the entire duration of the bingo unless written permission is given by the Bingo Hall Management dismissing the volunteer.
10. All volunteers must be at least 18 years of age.
11. Groups working the bingos are reminded that they are considered employees. Any behavior the Manitoba Lotteries Corporation deems unacceptable or inappropriate will not be tolerated and will expose the Manitoba Baseball Association to discipline. Examples of this kind of behavior include, but are not limited to: consuming alcohol prior to or during the event, foul language between participants or directed at customers or lottery employees, lewd or suggestive actions or gestures, etc.
12. Groups are reminded that they must arrive at the time set forth in the notification letter and may wait up to one and one half hours before commencing work. This is a normal period of time for the incoming group to be fully assembled and assigned their tasks and for the outgoing group to be processed.
13. If additional wait time is experienced it will be due to reasons beyond the control of the lottery establishment. In any event all group members must remain at the establishment until the conclusion of the bingo or until allowed to leave by the establishment's supervisor for your group.

Distribution of Net Proceeds

14. The Manitoba Baseball Association will payout working groups within 2 weeks of receiving funds from the M.L.F. It may take 4-5 weeks for the funds to arrive from M.L.F., therefore it may take 4-7 weeks before the M.B.A. may disperse the funds.
15. The Manitoba Baseball Association forwards keep 66.7% of the pay-out to the group that conducted the bingo and keeps 33.3% as the legally licensed organization ultimately responsible for assigned dates. The percentage of the payouts works as follows:

<u>Bingo type</u>	<u>Value</u>	<u>Amount to member</u>	<u>Amount to M.B.A.</u>
Evening	\$3,000	\$2,000	\$1,000
Matinee	\$1,800	\$1,200	\$ 600
Evening	\$1,500	\$1,000	\$ 500

16. The Manitoba Baseball Association will require the assigned group to complete a bingo post event form to ensure the proceeds were used in the manner intended and that all is in order.

Suspension

17. Any participating organization may be suspended from Bingo Events for failing to provide the required number of volunteers to a Bingo event. If there is any infraction resulting in any penalty to the MBA, the \$500.00 performance bond will be forfeited to the MBA without recourse.
18. A participant will be deemed to have failed to provide the required number of volunteers as follows:
- a. The required number of volunteers (10) are not in attendance and signed in a the Bingo event;
 - b. Volunteer(s) arrive more than fifteen (15) minutes past the required arrival time;
 - c. Volunteer(s) depart a Bingo event before the end/close of the event without authorization by the M.B.A. or M.L.F. representative.
19. Infractions may result in an indefinite suspension.

APPROVED BY RESOLUTION OF THE MANAGEMENT COMMITTEE OF THE MBA this 26th day of April, 2005

President

Vice-President, Policy

Reviewed by Executive Committee – November, 2007 – no amendments or additions.