

## **SAIL MANITOBA**

### **CLUB BINGO POLICY & PROCEDURES**

#### **Purpose**

1. Sail Manitoba receives bingo funding through Manitoba Lotteries Corporation. Of this funding Sail Manitoba allocates 20% to member Clubs.

#### **Application**

1. The available bingo spots are shared equally between all Member Clubs. Member Clubs must be in good standing by May of the current year in order to be entitled to work bingos and receive funding.
2. Club Commodores (or designate) will be notified quarterly by the office of available Bingo dates, times and locations.
3. Bingos must be worked by Club members who are 18 years of age or older.
4. The Association participates in Bingo Funding under the policies set out by the Manitoba Lotteries Corporation and may be suspended for the following irregularities:
  - Paying wages, salaries or fees for services of volunteers
  - Failure to provide an adequate number of volunteers (minimum 7) at the required arrival times
  - Failure to provide adequate notice of inability to fulfill commitment for an assigned Bingo event
  - Failure to attend an assigned bingo event
  - Financial irregulars
  - Using cash other than obtained from the sale during an event to reduce cash shortage
  - Theft of funds
  - Any behavior that Manitoba Lotteries Corporation deems to be unacceptable or inappropriate
5. The Lotteries Corporation bingo manager may cancel participation at a bingo
  - If the volunteers arrive later than the required time
  - If the Association fails to supply an adequate number of volunteers
  - If the behavior of volunteers is deemed unacceptable or inappropriate during the bingo
6. Should a Club book bingo spots and fail to provide an adequate number of volunteers, the club will be penalized and will not be entitled to work any bingos for up to the next two years.

#### **Funding**

7. Every Club is entitled to work two bingos (each 7 spots) per year. For each bingo the Club will receive \$750. Clubs may be offered additional spots by Sail Manitoba, as they become available. Usually, additional spots are due to non-popular dates or last minute cancellations. The Club must inform the Association's Executive Director at the beginning of the year, if they wish to be on the standby list. Funding earned during the year, will be paid by Sail Manitoba to the Clubs prior to December 31.

### **Accountability**

8. Clubs are accountable for bingo funding and are required to submit an informal bingo funding application via email or mail prior to December 31<sup>st</sup>. The application will be reviewed and approved by the Executive Director.
9. Bingo revenue can be used for club improvements, learn to sail programs, boats purchases and equipment. Boats and equipment must remain for a period then not less than 5 years the property of the Club.
10. Funding cannot be used for salary remuneration, travel and relates expenses, trophies, award banquets, socials, uniforms and advertising.
11. Within 90 days of a club's annual meeting, financial statements clearly showing the receipt of bingo revenue and the disbursement of the bingo grants are to be submitted to the Association.

### **Review and Approval**

12. This policy was first approved by the Board of Directors of Sail Manitoba on April 5, 2004. It was reviewed, amended and re-approved by the Board of Directors on September 12, 2011. The next re-approval date is September 2013. The administration and review of this policy is the responsibility of the VP Recreation.