



## BINGO SHIFT COMMITMENT POLICY

### *1.0 Statement of Background*

Bingos are an important fundraiser for the Edmonton Keyano Swim Club. Revenue from bingos has ranged from \$300,000-\$375,000 over the last three seasons and remains the greatest return of any possible fundraiser towards membership fees. Keyano, as a non-profit organization, is very fortunate to carry a large share of bingo event opportunities within the Edmonton area. *Every dollar raised through Bingos goes towards paying for pool rentals.*

The Edmonton Keyano Swim Club believes in honesty, integrity and respect regarding the operation of all of its fundraising activities. We strive to be fair in our approach to both allocating bingo shifts and holding members accountable for their commitment. The number of forecasted shifts in a season plus our membership forecast is used to determine the upcoming season's bingo commitment.

Failure to staff a bingo event once it is awarded to EKSC can result in the following:

1. EKSC being fined by a bingo association; and,
2. The EKSC Bingo Licence for that bingo association being suspended.

Either situation is to be avoided as it would lead to a significant loss of revenue for EKSC operation. This would necessitate a considerable increase in training fees for all members.

### EKSC Associated Bingo Halls

- Castledowns Bingo: 12227-137 Avenue NW
- Parkway Bingo: 8775 - 51 Avenue NW
- Caesar's Palace: West Edmonton Mall 1450, 8882-170 Street NW

# Edmonton Keyano Swim Club

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## 2.0 Member Commitment

Members are responsible for completing the Bingo Shift Commitment for the group(s) of their registered swimmer(s) as outlined annually on the Program Fees and Commitments page.

## 2.1 Trimesters

Beginning with the 2018-19 season, Keyano will be employing bingo “trimesters” to aid our members in scheduling their bingo shifts. This is a way of having both bingo shifts and bingo workers available throughout the season.

Bingo Shift Requirements will be calculated based on the number of bingo shifts available in a given season and divided to allow all members a chance to sign-up throughout the year; divided into three trimesters:

- I. September - December;
- II. January-April; and,
- III. May-August.

Trimester shift requirements are a maximum of what can be signed up for in a given trimester, however once an event is within 13 days of its date any open shifts may be signed up by any member. If you do not complete your trimester requirements, any unmet requirements will be carried forward to the next trimester. All shifts must be completed by August 31.

## 2.2 Other Bingo Terminology

Account Credit Bingo:	When a member so chooses, they may allocate any Non-Commitment Bingo to an account credit of \$60.
Account Credit:	Account credit is a credit on a member’s account that is used for direct swimming expenses only (training fees, swim meet expenses, equipment, etc) and may not be transferred, traded or redeemed for cash.
Bingo Sign-up Deadline	Bingo sign-up will close 14 days before each bingo event. After this point, members must call the bingo chairperson to be added to any available shifts.



- Commitment Bingo:** This is a bingo associated with your membership commitment, under the Bingos per Trimester section of the fees and structures chart. These bingos are given priority for sign-up, on a first-come-first-serve basis. Only Commitment Bingos may be signed up for until four weeks before an event date.
- Extra Credit Bingo:** This is a bingo shift under special circumstances where extra credit is used to fill a critical bingo shift. Extra Credit Bingos can be issued to fill last-minute positions (to save a missed shift or other unforeseen event that might cost Keyano a penalty or its gaming license). Extra Credit Bingos carry a maximum of \$75 Account Credit per 1.0 shift bingo or \$150 per 1.5 shift bingo.
- Future Commitment Bingo:** When a member so chooses, they may allocate any Non-Commitment Bingo to a future Commitment Bingo. This will count towards the member's next trimester Bingo Shift Commitment.
- Non-Commitment Bingo:** A bingo that is worked after a member's commitment is met in any trimester. These may only be signed up for within 13 days of a bingo event in order to give all commitment bingos a priority on sign up. Members may choose to allocate this to their reconciliation as either an Account Credit Bingo or a Future Commitment Bingo.
- Short Notice Bingo:** This is no longer a functioning term in our bingo policy.



**'No Show' Bingo:**

When a bingo worker is late or misses a bingo shift, the member is not signed in to the event and it is designated a 'No Show'. From the bingo hall's perspective, this violates the terms of our association agreement and the club can be heavily penalized. Members are discouraged from having 'No Show' bingos and are penalized for each infraction (refer to the 'Penalty' section for details).

**2.3 Bingo Shift Value**

A regular afternoon or evening bingo is worth 1.0 Bingo Shifts, while an evening plus late night shift is worth 1.5 Bingo Shifts. Bingo Shifts are non-transferable and have no cash value.

**2.4 Tracking and Reconciliation**

When a bingo shift is worked a Bingo Shift is recorded against the Bingo Shift Commitment for the member. Keyano strives to maintain accurate records for the members, but it is recommended members keep track of their completed bingos, in the case of a discrepancy. To facilitate tracking, bingo reconciliation will be posted online each month. If there is an error, please contact the bingo committee with any documents to support your claim.

On August 31 of each season, the bingo reconciliation for the season is complete. All bingo shifts worked must fall into one of the following categories:

1. Worked and counted towards a member's season Bingo Shift Commitment.
2. Worked and counted towards a member's Account Credit.

Bingo shifts may not be credited forward to a future season, though account credit may be carried forward to the next season's swimming expenses.

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### *2.5 Bingo Sign-Up Process*

Members can sign-up for a bingo on the EKSC website by visiting:

1. The bottom of the EKSC home page and accessed by selecting Events\Team Function tab; or,
2. The Events/Meets tab in the webpage header. An email is also sent to members, as a reminder, when the events are posted on the EKSC webpage.

Find a suitable event date and location and click on the 'Job Signup' button. Select a suitable Job that is available, for which you are qualified, by checking the empty box under the 'Time Periods Signup' and then selecting the green 'Signup' button.

### *2.6 Who Can Work at the Bingo Hall?*

All workers must be presentable and respectful and over the age of 18. It is not permitted to be under the influence of any drug or substance while representing Edmonton Keyano.

Members may sign-up for themselves (for their own commitment) or on behalf of another member (for that member's commitment) and may work any position at a bingo event.

Associate members may sign-up on behalf of a member (for that member's commitment) and may work any position at a bingo event.

Non-Members may not sign-up for bingos and are not permitted to work as a Bingo Chairperson, Paymaster or Special Game Controller at a bingo event. Non-members are only permitted to work on behalf of Members or Associate members.



## *2.7 Bingo Sign-Up*

Signing up before the Bingo Sign-up Deadline (14 days prior to each event):

1. Members may sign-up for their own Commitment bingos. Members who have someone else work their shift must state the worker's name on the sign-up page in the person-to-contact section.
2. Associate members may sign-up for shifts on behalf of a full member who has Commitment Bingos remaining in a given trimester. Associate members must state the name of the member whose account is to be credited with the Bingo Shift on the sign-up page in the person-to-contact section.
3. All bingos are held for commitment-only sign-ups until the Bingo Sign-up Deadline for each event.

Signing up after the Bingo sign-up deadline (13 days or less to each event):

1. All sign-ups after the sign-up deadline are made by contacting the bingo chairperson directly.
2. Members who have met their trimester requirement can sign-up for Non-Commitment bingos. Members who have someone else work their shift must state the worker's name.
3. Associate members can sign-up for Non-Commitment shifts on behalf of a full member. Associate members must state the name of the member whose account is to be credited with the Bingo Shift.
4. Members with Non-Commitment sign-ups must declare to the bingo chairperson if they wish to be credited with Account Credit or Future Commitment.

Duties of a member after the Bingo sign-up deadline (13 days or less to each event):

1. Members are no longer able to change their commitment to an event.
2. Members must ensure that their shift is properly staffed.
3. In the case of an emergency, the Bingo Hall Chairperson should be notified as soon as possible so an emergency request can be sent out to the membership asking for help or arrange for another person to work the event. The member who signed up will be responsible for the shift until it is otherwise filled.

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### *2.8 Etiquette at Bingos*

When a bingo is being staffed by a member, directly or indirectly, the person at the bingo hall is required to:

- Remember they are representing EKSC and display a high level of professionalism.
- Arrive on time. Late arrival can, and not attending will result in a 'no-show' designation where the member is not signed in and is charged a penalty.
- Perform the job adequately. Poor job performance can result in a 'no-show' designation where the member is not signed in and is charged a penalty.

### *2.9 Multi-Swimmer Discount*

For a parent/guardian with more than one swimmer registered, the swimmer in the most senior training group will determine the base level of bingo events required. Three additional bingo events will be required per additional swimmer to a maximum determined each year and presented in the seasonal "Program Fees & Commitments."

### *3.0 Non-Fulfillment*

Note that in the final trimester (April-August) all remaining Bingo Shifts for the season must be worked before August 31<sup>st</sup> and signed up before July 31<sup>st</sup> in order to fulfil your commitment.

***3.0.1 Unmet requirements will be charged on August 1<sup>st</sup>.***

***3.0.2 Unmet requirements will be charged \$200 per bingo shift not completed.***

***3.0.3 Members designated as a 'no show' will be charged \$300 per shift infraction.***

***3.0.4 Members designated as a 'no show' more than once will be reviewed, and may have their privilege to work bingos removed. Such a member will be charged \$200 per remaining bingo shift not completed.***

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### *4.0 Our Club Commitment to Members*

Edmonton Keyano commits to providing a sign-up process for bingo events that has greater than 4 weeks of notice prior to normal event dates. Bingo Shift Commitments will be made available prior to the start of each season. EKSC commits to informing its members of added events or any added contributions necessary as soon as such information is known during a season.

Keyano will work with honesty, integrity, and respect in helping members with their Bingo Shift requirements, and in enforcing the policy where members do not fulfil their commitment to the rest of the membership.