

Kawartha Bingo Sponsor's Association

Policies and Standards

CHARITY ASSIGNMENTS

1. At least two trained bona fide members are required to carry out each charity assignment.
2. Trained bona fide members must arrive **before** their designated assignment time in order to be updated on any new communications or promotions prior to their assignment. They must have already signed the log book and have their poster in place and be ready to begin their roles and responsibilities at the scheduled assignment time.
3. Each charity is required to have in their file folder at the bingo hall a list of emergency contact people with their phone numbers, to be used in the event of a volunteer not showing up for their assignment.

COMMUNICATION

1. Individual Member Charities are required to provide their Kawartha Bingo Sponsor's Association with up-to-date names, addresses, telephone numbers, and e-mail addresses of at least two permanent contact people in their organization.

PERMIT APPLICATIONS AND REPORTING

1. Charities are responsible for completing and submitting their completed Permit Application Forms (Appendix C) to the BCCA, along with an up-to-date list of their bona fide members and contact information, including name, position, phone number and e-mail address for their Board of Directors.
2. Each Member Charity must have their Monthly Gaming Reports up-to-date with the City before permit applications and assignment schedules will be distributed.

COMPLIANCE

1. The financial penalties for non-compliance with the roles and responsibilities are as follows:
 - a. No volunteers attending – 1 share
 - b. One volunteer attending – $\frac{1}{2}$ share
 - c. Untrained volunteer – $\frac{1}{2}$ share
 - d. Failure to perform duties – $\frac{1}{2}$ share
 - e. Late volunteer – $\frac{1}{4}$ share
 - f. Dress code violations – $\frac{1}{4}$ share
 - g. Cell phone usage/texting – $\frac{1}{4}$ share

2. Each financial penalty noted above is considered a “strike”. In the event of two “strikes”, the charity involved will be placed on a 6 month probation period. If there any further incidents of non-compliance during the 6 month probation period, the member charity will automatically lose 50% of their bingo assignments for the following permit period.

If there are no further issues of non-compliance during the probation time, the charity involved will be removed from probation and their record will be cleared.