

# Edmonton Auroras Bingo Policies and Volunteer Information

Parkway Bingo Hall (8775 - 51 Ave, Edmonton)

## Purpose of this Policy

This document outlines the expectations of members of the Edmonton Auroras Synchronized Swim Club (Edmonton Auroras or the Club) for volunteering at Edmonton Auroras Bingos.

Bingo events provide important financial support to our club. Our club has a long history of using bingo events as a fundraising tool to maintain the affordability of the sport, and we are proud to offer these cost savings to our families. Each year, the Edmonton Auroras are scheduled for approximately 15 bingo dates at the Parkway Bingo Hall. Our club is responsible for providing the required number of volunteers for each scheduled bingo event. Failure to do so may result in fines, or the loss of our bingo license.

By working bingo shifts, members have the added benefit of getting to know other swim families in the club. We encourage everyone to get involved!

## Application of this Policy

This policy applies to any member registered with Edmonton Auroras.

## Definitions

This document inherits any and all definitions from Edmonton Auroras Bylaws.

- **“Bingo Coordinator”** - the Parent volunteer responsible for coordination of bingos for the Edmonton Auroras. The Bingo Coordinator is accountable to the Executive.
- **“Executive”** - the Board of Directors of Edmonton Auroras.
- **“Parent”** - Means parent and/or Guardian
- **“Swimmer(s)”** - an individual who is registered as a member in programming offered by the Edmonton Auroras. Swimmers can include Non-Competitive Members, Competitive Members and members of the general public enrolled in Programming.

## Bingo Fees and Credits

To encourage member participation in volunteering for bingo events, Edmonton Auroras members in the competitive streams pay a monthly bingo fee. This fee varies based on which program your swimmer is registered in, and can be found in the registration details on RAMP.

When you work a bingo shift, a credit per event is applied to your account. The intention of this credit is that you can earn back your bingo fees by working bingos. It is possible to further reduce your fees by working additional bingos, even if you have earned your bingo fees back.

|  |                |               |
|--|----------------|---------------|
| Late Night (Evening Game and Late Night Games) | 4:30pm-11:59pm | 150.00 Credit |
| Evening  | 4:30pm-10:00pm | 110.00 Credit |
| Daytime  | 10:00am-4:00pm | 115.00 Credit |

Please note the following important guidelines for bingo credits:

- Bingo credits may only be applied to reduce training fees for team and extra routines;
- Bingo credits are non-transferable to other club members, and are non-refundable in the case of members who leave the club;
- Bingo credits are applied directly to the swimmer’s account through RAMP;
- Families with swimmers in the pre-competitive and teen recreation programs are not charged a bingo fee, but are welcome to reduce their fees by filling any bingo positions the competitive families have not filled;
- There are approximately 195 bingo positions available throughout the year, so there should be ample opportunity for all families to earn back their bingo credits. In the unlikely event that a family is unable to secure a suitable bingo position through the signup, the bingo coordinator reserves the right to hold bingo positions for members in order to allow them to earn back their bingo fees. Please contact the bingo coordinator directly if you have not had the opportunity to fulfill your bingo volunteering. The bingo coordinator also reserves the right to ask non-competitive families, and competitive families who have already earned back their fees, to relinquish their spots to members who have not yet earned back their fees;
- Bingo credits earned over the summer months (end of May through August) will be carried over to the next season’s fees;
- Bingo fees and credits will be reviewed annually.

We suggest the following quota for bingo shifts if it is your intention to earn back your bingo fees:

| <b>Swim Level</b> | <b>Bingo Fees Charged</b> | <b>Suggested Quota (Approximate)</b> |
|-------------------|---------------------------|--------------------------------------|
| Provincial 2x     | \$240                     | *2 bingo shifts per season           |
| Provincial 3x     | \$360                     | *3 bingo shifts per season           |
| Provincial 4x     | \$480                     | *4 bingo shifts per season           |
| National Stream   | \$720                     | *5 bingo shifts per season           |

**\*Note that these suggestions are approximate, as fewer bingo credits are earned for shorter bingo shifts.**

## Bingo Signup Rules

We aim for transparency and fairness in the bingo signup process. We respectfully ask members to follow this procedure:

- Bingo signup sheets will be emailed to all registered members via [signup.com](https://www.signup.com). Please ensure that you have a current email address registered to your RAMP account;
- We will post bingos for sign up on a quarterly basis in order to give as much notice as possible;
- Sign up for only 1 shift per swimmer for each bingo event;
- If we are unable to fill all volunteer spots within three weeks of the bingo date, we will send a second signup email, at which time you are allowed to sign up for one additional spot per swimmer;
- Sign up will close two weeks prior to the event;
- You are responsible to ensure that your shift is filled. If you realize that you are no longer able to work a shift you have signed up for, you must then provide a replacement worker or contact the bingo coordinator ([bingo@aurorasynchro.org](mailto:bingo@aurorasynchro.org)). If you do not provide a replacement worker, and the coordinator cannot find a replacement, a non-refundable charge of \$200 will be applied to your Edmonton Aurora Artistic Swimming account.  
\*(The bingo coordinator may be able to help in the slight case of an emergency.)

## Bingo Hall Guidelines

To ensure events run smoothly the bingo hall requests the following of workers:

- Bingo workers must be at least 18 years old, mobile, fluent in English, and able to complete bingo tasks. We recommend that all volunteers wear comfortable shoes;
- Cell phone use is only permitted in the volunteer room during breaks;
- Bingo workers are expected to demonstrate a dedication to respond and serve patrons, and bingo staff members with respect and professionalism;
- Family and friends may work shifts for you as long as they meet the requirements;
- Only one person may fill each bingo shift. Split shifts are not allowed;
- Please be on time! Arrive at the bingo hall and ready to work when your shift starts. Punctuality is important because it takes time to organize all bodies into their correct placements before customer sales begin;
  - Early evening bingo shifts run from 4:30 p.m. until 10:00 p.m.
  - Late evening bingo shifts run from 4:30 p.m. until 11:59 p.m.
  - Daytime/"special" bingo shifts run from 10:30 a.m. until 4:00 p.m.

- Edmonton Auroras may be penalized if bingo workers are late, and the Club will definitely be fined if we are short the required number of workers;
- When you arrive at the bingo hall, sign in on the sheet provided. At that time, you can also sign up for one break;
- The bingo coordinator may change workers jobs based on previous experience and office job requirements;
- Bingo volunteers are allowed one 30-minute break. These are at scheduled times. There is food available for purchase at the hall, however the club does not provide a meal allowance for volunteers. The cafeteria on site accepts only cash. If you wish to bring your own meal, a small fridge and microwave are available for volunteer use. Volunteers are not permitted to leave the premises during their break. Failure to follow this guideline may result in fines to the club.

## Bingo Volunteer Positions

There are several different positions available for members to sign up for during bingo events. Some bingo shifts require more walking than others. Please advise the Bingo Coordinator if you are experiencing reduced mobility, as certain positions may be able to accommodate. Training is provided for all positions. Here is a brief description of each bingo position:

- **Chairperson:** Works behind the counter, sells bingo game cards, assists paymaster and bonanza controller, works with paid bingo employees, ensures volunteers are present and signed in, signs off on final financial numbers. The Chairperson is also the last to leave the bingo hall as all paperwork must be signed. Previous experience is preferred for this position, however training can be provided.
- **Bonanza Controller:** Works behind the counter to coordinate bonanza seller float, and cash for sellers.
- **Nevada Controller:** Works in the back cage to coordinate balls sellers floats and ticket sales. Helps to call back bingos on the floor for part of the shift.
- **Paymaster:** Works behind the counter at the beginning of the shift to sell bingo cards. Sits next to the bingo caller for the rest of the shift to pay out bingo winners and record cash out.
- **Balls Seller:** Sell tickets to bingo patrons on the bingo hall floor. Sometimes calls back winning bingo numbers and pays out winners.
- **Bonanza Seller:** Sell tickets to bingo patrons on the bingo hall floor. Calls back winning bingo numbers and pays out winners.
- **Even Bettor Seller:** Sells tickets to bingo patrons on the bingo hall floor. Calls back winning bingo numbers and pays out winners.
- **Waitlist:** If all bingo positions are filled, but you would like to be contacted in case of cancellations. This does not count toward your bingo hours unless you are called in as a replacement.

### **Pandemic Circumstances**

Masking is currently optional in the bingo hall. The Bingo Coordinator will update families as to current public health protocols as required.

For more information about bingos contact the Edmonton Aurora bingo coordinator, at [bingo@aurorasynchro.org](mailto:bingo@aurorasynchro.org).

### **Policy Change History**

This document is part of the Edmonton Auroras Synchronized Swim Club's policy documents. The change history below is updated to reflect the changes made to the document over time.

| <b>Version</b> | <b>Date</b> | <b>Updated By</b> | <b>Description</b> |
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