



MANITOBA SOCCER ASSOCIATION POLICIES AND ADMINISTRATIVE PROCEDURES



BINGO POLICY

GENERAL POLICY

This policy is intended to be used as an outline in determining the Manitoba Soccer Association's (M.S.A.) bingo funding allocations. The policy will establish guidelines as well as a priority list of user groups that will be eligible for bingo's allocated to the M.S.A.

The policy of the Manitoba Lotteries Foundation (M.L.F.) and Sport Manitoba is to allocate bingo funding allocation available to Provincial Sports Governing bodies (PSGB).

A PSGB is allocated bingo funding by Sport Manitoba. The PSGB has no control over the amount of bingo funding received, but will make reasonable efforts to provide appropriate funding to those that qualify. The PSGB is accountable to Sport Manitoba and M.L.F. for the management of bingo funding allocations.

The Manitoba Soccer Association will consider applications, which will promote and further the development and enjoyment of soccer for all members of the Association. Decisions for bingo funding allocation will be based on the availability of bingo funding and the number of deserving applicants. Each application will be evaluated on the basis of project/program uniqueness and the overall benefits to the soccer community and/or the applicants.

The role of the Manitoba Soccer Association as a PSGB is to provide a process, by which the bingo funding can be allocated, taking into account the following priorities:

- Priority #1 All Provincial Programs and Teams, Western Canada Games Teams and Canada Games Teams will be allocated bingo funding based on annual budget requirement.
- Priority #2 Teams/Clubs travelling to National Championships will be allocated bingo funding to offset travel costs for an amount to be determined in the annual budget process.
- Priority #3 Member organizations that complete the bingo application and are approved by the Association. Such applications will be considered not only on a first come first serve basis on the list, applications will also be





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considered on merit i.e. how will the project, event or activity for which the funds are being used benefit the Manitoba Soccer community.

This does not mean that fundraising for club/team expenses (registration, uniforms, etc.) are not legitimate reasons for applying for bingo funding, but they may be considered a lower priority than other activities.

- That the bingo funding may be allocated to the Provincial Programs.
- That the Manitoba Soccer Association will generally retain 50% of the net revenue of Share the Wealth, Regular and Matinee Bingos and that these funds be allocated to MSA Programs. but may adjust the percentage share as determined by budget requirements. Groups will be informed of the share percentage.
- The bingo policy will be reviewed on an ongoing basis by the MSA and is subject to change with due notice to participant organizations.
- The MSA may for good cause withdraw the privilege of bingo funding from any particular group.
- See also Sport Manitoba and MLF Bingo Policy procedures manual. Policy outlined in this manual is to be observed when the MSA policy is silent on any matter.
- The Finance and Administration Manager, in consultation with the Executive Director will assign bingo funding allocation based on quarterly distribution by Sport Manitoba within the context of the annual budget.

CRITERIA FOR APPLICANTS

Applicants must be:

- Affiliated members: That is Clubs with registered teams/players, District Associations, Leagues or other affiliated Members. The Board of Directors reserves the right to determine eligibility.
- Must be on record for at least one year with the Association.
i.e. an affiliated member for a year.





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- Applicants must provide a list of officers and/or individuals responsible for the application.
- Applicants must have a bank account in the name of the organization with signing officers, as all cheques will be issued to that account.
- Applicants must indicate where funds are to be spent within the categories listed below and when they expect them to be spent:
 1. Purchase of soccer related equipment.
 2. Travel, accommodation and meal costs directly related to soccer activities. Note the following Sport Manitoba directive:

“The use of funds, (may be used) for travel purposes, but must relate directly to the recipient’s goals and objectives, as laid out in their constitution.

Gaming funds may be used for travel within Manitoba and Canada.

Gaming funds may only be used for travel “Out-of-Canada” subject to prior approval by the Sport Manitoba Grants Committee of an application submitted by the recipient.”

1. Support of sport specific programs, such as clinics, athlete development, coaching development and referees’ development.
2. Capital or rental costs of providing facilities for sport development and costs necessary for the operation of the facility.
3. Fees for service only when such an expense is an integral part of providing a service, which cannot be reasonably provided for by voluntary effort.

APPLICATION PROCESS

Applicants must complete an application form, which will provide outline of criteria, process, , distribution of funds, responsibilities of applicants.

Responsibilities of Applicant:





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1. Must submit post event reports including receipts, description of expenditure as indicated in application within 15 days of actual expenditure. i.e. as funds are expended groups must report this expenditure to the MSA.
2. If any of the conditions of the application are not met to the satisfaction of the MSA and the Manitoba Lotteries Foundation thereby jeopardizing the future allocation of bingo funding to the Manitoba Soccer Association, they will be suspended from receiving further bingo funding.
3. It is understood that there is no guarantee on the amount of bingo funding.

DISBURSEMENT AND AUDIT OF FUNDS

The Manitoba Soccer Association will pay out bingo funding within 2 weeks of receiving funds from the Manitoba Lotteries Foundation.

A Post Event Report will be required indicating where funds have been spent. Please keep receipts, invoices and other records to indicate where funds were spent. The MSA will monitor use of funds to ensure that funds are spent on the project/program applied for (see application).





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SELECTION CRITERIA

| Total Points | Projects Financial Need | Contribution to Manitoba Soccer Community |
|---------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HIGH 100% | (40) Significant financial need and no other sources of funding available | (60) A project which promote and further the development of soccer in Manitoba and ongoing benefits to the Manitoba soccer community as demonstrated by: <ul style="list-style-type: none"> • Benefits to many members of the soccer community • Satisfaction of a demonstrated need |
| MODERATE 60% | Demonstrated financial needs, limited other sources of funding available | Project will provide moderate benefits to the community due to more limited involvement of members of the soccer community. |
| LIMITED 20% | Demonstrated need but other potential sources of funding. | Project will provide limited benefits to the Soccer community. |





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MANITOBA SOCCER ASSOCIATION

BINGO APPLICATION

1. Name of Organization: _____

2. Address of Organization: _____

3. Background information:

Date of organization established _____

Description of organization and activities _____

How many members in your organization _____

4. Please state purpose for which bingo revenue will be used. (See criteria).

Program/Project

Expenditure

Duration of project; From: _____ To: _____

Please identify the current and ongoing benefits to the Manitoba Soccer community, evidence of the need for the project and its significance to the Manitoba soccer community and/or your organization.





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_____ Postal Code _____
 _____ Telephone _____
 Business Home Business Home

6. ORGANIZATION BANK ACCOUNT:

Bank Account maintained at:

Name and address of Financial Institution

Account recorded under the name: _____
 Organization to which cheques are payable.

7. NAME OF CONTACT: _____

Address: _____ Postal Code _____

Telephone: Business _____ Home _____

Fax _____

Alternate Contact: _____

Address: _____ Postal Code _____

Telephone: Business _____ Home _____

Fax _____

Please note:

We must be able to contact the contacts during business hours. Please ensure an alternate is also listed.

8. Please include the following documents.

- List of Officers/Executive
- Annual Budget
- Financial Statement for most recent fiscal year.





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9. Mail application to:

Manitoba Soccer Association
211 Chancellor Matheson Road
Winnipeg, MB R3T 1Z2

Office use only

Application received

Receipt number





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PROJECT FINANCIAL BUDGET (sample)

Projected Revenue:

| | |
|----------------------------|----------|
| Registration Fees | \$ _____ |
| Organizations Contribution | \$ _____ |
| Donations | \$ _____ |
| Others | \$ _____ |
| MSA Bingo Grant | \$ _____ |
| TOTAL | \$ _____ |

Projected Expenses:

| | |
|-----------------------------------------|----------|
| Speakers/Course Conductor Honorarium | \$ _____ |
| Facility/Audio Visual Equipment | \$ _____ |
| Printing/Resource Material | \$ _____ |
| Equipment | \$ _____ |
| Others | \$ _____ |
| | \$ _____ |
| TOTAL | \$ _____ |





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BINGO FUNDING POST EVENT REPORT

1. Finances

1.1 Funds received \$ _____

1.2 Project Expenditures (Please list)

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

TOTAL _____

2. Project Summary

Please describe how the funds were spent and benefits to your group and the soccer community.

