



BINGO POLICIES AND PROCEDURES

Fliteway Figure Skating Club

By **Clicking Agree**, you have indicated that you have read, understand, and agree with Fliteway Figure Skating Club's Bingo Rules and Regulations.

Bingos are a vital part of the Fliteway Figure Skating Club's fundraising efforts. Without bingos, fees would increase and skater costs would skyrocket. Fliteway is awarded several Bingos each month through the Caesar's Bingo Hall. To avoid being penalized, or risk our good standing with the Caesar's Bingo Hall, the following rules, and pertinent information is outlined below. Please read through carefully.

Bingo Coordinator

Dianne Guglich

Caesar's Bingo Hall Location

West Edmonton Mall (near the Brick and London Drugs)

Phone 780.444.3456 extension: 21

Signing Up For Bingos / Questions

The bingo binder lists all available bingo dates, times, and a sign-up sheet. The bingo binder can be located in the club office during office hours.

Cancellations

48-hour notice is required. Failure to comply will result in a \$100.00 penalty. To cancel out of a scheduled bingo, please contact Dianne Guglich at 780.456.4747 (home) or 780-722-4847 (Cell). For emergency cancellations, please contact Dianne. If you are unable to get a hold of Dianne, leave a message on her **cell phone**.

No Shows

A "no show" will result in a \$150.00 penalty per person/ per bingo. No Exceptions!

Emergency Cancellation

In the event of an emergency cancellation, please contact Dianne at 780.456.4747. If you are unable to reach Dianne, please contact someone from the board. Penalties may or may not apply depending on the emergency. A bingo emergency contact list can be located on our website.

Punctuality

Afternoon Bingos 11:00am to 3:45pm

Evening Bingos 5:00pm to 9:45pm

Failure to comply will result in a penalty . Value to be determined by the executive.

A Bingo Volunteer Must

- Be prepared to accept any position. The Bingo chairperson will assign these positions.
- Be able to actively participate and circulate the floor area by selling and calling back bingos for the entire event (3.5 hours). Do not congregate or pair up
- Participate at the end of shift clean-up (wipe digis, etc.)
- Be fluent in English
- Obey the rules on cell phones and electronics. No texting or talking on cell phones while working. This includes reading books. (Cell phone use and reading is permitted on your breaks only)
- Bring food or purchase prior to the start of the bingo. No one can leave the bingo facility to purchase food once the bingo has started (including breaks in the event extra workers are required). Workers must supply their own meals, snacks, and drinks. Fliteway does not cover any of these costs. Food and drinks are not allowed on the floor.

Breaks

- Sign up for your scheduled break when you arrive
- Check with the Chairperson before taking your break. There are times that breaks may have to be rescheduled or reduced in time if it is very busy.
- Use this time to have your smoke and/or bathroom break
- Pre-order your food approximately 15 minutes prior to your scheduled time
- Break time is 20 minutes
- Remove your apron and return to the numbered bin (this includes bathroom breaks as well)

Personal Items

- Store your purse / keys in the back room below the counter. Food can be left on the worker table

General

- Bring coin to the cashier to exchange for bills (do not wait until the end of the evening))

Non-Compliance

- Workers who fail to follow the rules will be given a warning by the Bingo Chairperson, and may receive a penalty
- A second warning will result in being written up and you may be asked to leave. If this happens you will not be given a bingo voucher.

If you arrange for someone to cover for you on your scheduled shift

- It will be your responsibility to ensure that they are aware of the rules prior to the bingo and that your replacement is suitable.
- **You will assume full responsibility for your substitute's actions and accept any penalties issued to them**

The club may give you a courtesy call, but is ***your responsibility to manage your bingo commitments***. Excuses such as I didn't get a phone call will not be accepted and you will be considered a "no show" and penalized \$150.00 accordingly. If you are not sure of your bingo commitments, please check the bingo binder or contact Dianne.

Bingo Vouchers

Please do not lose your voucher. They will not be reissued.

Thank you