

The St. Thomas Skating Club (“STSC”) Board of Directors understands that in order to maintain Charity Donations from Jackpot Gaming, offsetting significant annual ice costs, it is essential to have commitment of volunteers and attendance at designated Bingo Sessions.

## 1. Purpose

This Policy has been developed to guide the STSC Board of Directors in the management of volunteers, administrative oversight, and fulfillment of the Club’s Bingo responsibilities as per the E-gaming rules & regulations with the Ontario Lottery and Gaming (OLG) Committee.

## 2. Protocol

- Gaming permits are applied for and approved by the City of St Thomas
- City Hall Contact: Aman Shaw - Finance Clerk
- Bingo Coordinator: Sean Ross (charityco551@gmail.com)
- Bingo Scheduler: Rosemary Kennedy (mingyrak@gmail.com)
- STSC Bingo Chair must be a financial signing officer for the E-Gaming account for the Club

## 3. Roles and Responsibilities – STSC BINGO CHAIR

- A Bingo report must be completed monthly for the City. This must include a bank statement and cheques written on the account.
- Copies of these reports are kept for Club in black binder.
- The annual bingo permit is applied for in November for the following year. Instructions for said application are supplied by City Hall.
- A list of no more than 20 volunteers that are trained to work bingos must be submitted to the Bingo Coordinator. Names can be adjusted as required.
- On-line training video link supplied by the OLG committee must be sent and completed by all volunteers.
- Ensure that all volunteers have filled out the training on site sheet at the first bingo the volunteer attends.
- The Bingo Chair receives a monthly calendar with designated time slots. Bingo Chair schedules and keeps track of the volunteers working each month.
- Bingo Chair keeps track of the bingo shares coming into the E-Gaming account each month and reports amount to the board.
- Bingo Chair must work with the STSC media person to make sure the Jackpot City is getting recognition for the Club working Bingos and receiving their essential financial support. Posters, news items for the bingo hall and press releases are some of the ways to show support.

#### 4. Roles and Responsibilities – VOLUNTEERS

- Must complete the on-line training video link supplied by the OLG committee prior to attending first bingo session.
- Must fill out the training on site sheet at the first bingo shadow training session (with experienced STSC bingo volunteer).
- Training is a one-time occurrence until regulations are stated otherwise by the OLG Committee.
- Dress code is dark pants, polo/golf style shirt and closed toe shoes. No shorts, sandals, flip flops, jeans or leggings.
- STSC shirt or volunteer tag is provided by club for all volunteers.
- Volunteers must be courteous and respectful to all customers.
- Volunteers must arrive 15 minutes before the shift begins and sign in upon arrival. Sign in binder is on the table of the Charity corner in the Bingo hall.
- IMPERATIVE to contact the Bingo Chair if unable to complete assignment, 48 hours in advance if possible. Ideally, the assigned volunteer will seek another trained bingo volunteer to fill the shift in advance of contacting the Bingo Chair.

#### 5. Risks

- 2 volunteers from STSC must be in attendance for the designated time slot; otherwise, STSC loses the equivalent of that funding share.
- Should STSC lose the ability to commit volunteers to attend bingo sessions and several shares are lost over time, STSC risks losing a share or all shares in subsequent application years. Note: the application process is very competitive and there exists a long waitlist of ready and willing not-for-profits to take over from organizations that are not in compliance with expectations.

**Last Updated / Effective Date:** October 1, 2023