



Calgary Royals Athletic Association

C.R.A.A. BINGO CHAIRPERSON

Volunteer position responsible for conduct and management of bingo event, including over-all supervision of staff, scheduling and assigning duties to volunteers; secure handling of cash, and completion of financial records.

Duties

Should be in attendance at least 15 minutes prior to team volunteer's arrivals (Grey Eagle: Aft-10:15 am, Evening -4:15pm. Arrival times at Bingo Barn: M-8:20am, Afternoon-10:20am, Evening-4:20pm

Ensure License, bingo program and house rules are posted prior to event.

Verify cash floats. Verify and sign for bingo cards issued for event.

Ensure all volunteers and hired staff sign attendance record prior to commencing their duties.

Make sure all volunteers have identification badges, floor sellers, verifiers wear aprons as their identification (at BB the island volunteers wear badges).

Confirm the identity of all volunteers and assign them to positions for which they are qualified. Volunteers under 25 must have photo ID. Explain positions as needed and remind volunteers of expectations.

Check bingo equipment with the Caller and a player to ensure its proper operation. Verify the 46 numbers pre-called for the Bonanza

Ensure the 15 minute breaks are assigned to Sellers. Verifiers, Paymaster, Prize Runner take breaks during bingo breaks or prior to bingo starting – advisor can help decide. (BB Ball Coordinator sends

ball sellers on breaks) Tell Volunteers to order food 5 minutes before break time (or more if lined up).

Verify transfers from Cashiers, Bonanza Controller, and Satellite Game Controller. Transfer money as required to Paymaster.

Make up required floats and pass to Advisor for verification. Prepare cash for bank deposit and ensure placement in the safe for delivery to the bank.

Arbitrate complaints from the public. Settle any discrepancies in payouts after consulting with the Advisor.

Ensure the necessary financial/inventory control forms are completed.

Advise Alberta Gaming and Liquor Commission of any cheating or other irregularities. Complete discrepancy reports as required.

Ensure that all volunteers are aware that minors are prohibited from playing bingo or being in the hall during bingo events, if someone suspects that a player may be under-age it should be reported to Chairperson or Advisor.

Count and sign off the revenue received from pull ticket (balls) sales from paid sellers.

When the pull ticket(balls) sales have been completed ensure the deposits are made in accordance with the process stated for bingo deposits.