



Calgary Royals Athletic Association

Bingo Volunteer Job Descriptions for Grey Eagle Bingo

➤ **Bingo Times;** ○ Volunteers are to **arrive** at the following times for the Grey Eagle (Bingo Chairperson, Team Bingo Coordinators and Controllers need to arrive 15 minutes earlier):

Afternoon: **10:30am**

Evening: **4:30pm**

Late Night: **9:00pm**

Shifts end times are approximate – your shift officially ends after the bingo event ends and clean-up is completed: Afternoons end around 3:30pm, Evenings end around 9:30pm and Late Night ends around 12:30am

Volunteers have the following food allowances provided by CRAA: Afternoon: \$ 11.00 pp Evening: \$11.00 pp Late Night: \$ 3.00 pp Order food wearing Apron or Name Tag and sign sheet at concession with selections.. Late night concession allowance is for beverages only.

- ALL Volunteers for Evening & Late Night shifts are expected to perform clean-up duties between the end of the evening program and the start of the late night program (9-9:30pm)
- ALL Volunteers for Matinee & Afternoon shifts are expected to perform clean-up duties at the end of their shift before leaving
- At the end of the Late Night program, ALL volunteers will assist with collection & put away of programs & paper recycling
- To work a specific Volunteer position, please indicate your preferred position(s) on the online sign up application
- **Bonanza Controller** – Arrive by 4:15!! Must wear name tag
 - Can eat or drink in back, best time to order food is around 7pm
 - Count & verify tickets to be sold with Chair or bingo hall employee

- Count & verify float money: make up floats as noted on wall
- Distribute and track selling of tickets and return of money from Sellers
- At the appropriate times, cash out the Sellers and count the remaining tickets and balance on tracking sheet
- Provide money transfers to Chair throughout night to keep money moving and not building up in drawer
- If need to leave back area, must advise Chairperson who will take over position

➤ **Special Games Controller - Arrive by 4:15!! Must wear name tag**

- Can eat or drink in back, best time to order food is around 7pm
- Count & verify tickets to be sold (6-49 Baseball, Pay Me 10x, Double Action) with Chair or bingo hall employee
- Count & verify float money: make up 3 special games floats
- Distribute and track selling of tickets and return of money from Sellers
- At the appropriate times, cash out the Sellers and count the remaining tickets and balance on tracking sheet
- Provide money transfers to Chair throughout night to keep money moving and not building up in drawer
- If need to leave back area, must advise Chairperson who will take over position

➤ **Special Games Sellers: Blue Apron**

- Get set up first to start selling at table.
- Wear a Blue apron and see the Special Games Controller employee in back for float, tickets and instruction & break times. Listen to the Caller who will announce instructions.
- Must have laminated colored bingo cards in pouch as well in case they are needed to identify a bingo winner
- Sit at table by entrance to sell special game tickets at start of each bingo session.
- When bingo starts, circulate floor to sell to patrons holding up Special Games card.
- During intermission, they again return to table to sell tickets
- When go to washroom or on break, must give Blue apron to Bonanza controller/bingo hall staff.

- **Verifiers: Red Apron** - need to carry laminated bingo cards in pouch
- The Caller and bingo hall floor supervisor will assist the Verifiers
- At the beginning of the event, they may be set up to sell Rapid Doubles tickets
- Breaks are taken before bingo starts or when caller tells them
- Caller will explain radio duties and card reading for bingos

Prize Runner: Green Apron

- At beginning of event, sits with Special Games sellers and gets them change, tickets as needed or may be set up to sell Rapid Double Tickets at the table
- Takes break at intermission (can have snacks inside back room)
- Marks down cash prizes won during bingo on tracking sheet and verifies that Paymaster has paid correct amount and only to Paper winners (DIGI do not get paid cash)
- For Special Prize winners: Paper- must get name, address & phone number on back of winning paper card. For DIGI winner must get same information on bingo card print-out received from Pay Master. If more than 1 winner, take several pens so patrons can write down information and have Seller retrieve completed card and return to you and you bring them all back to Advisor. This way you can expedite process and get back for next round of winners as the bingo caller keeps going once bingos verified.

➤ **Bonanza Sellers: Black Apron**

- Sellers wear the black aprons and sell \$1 tickets to patrons holding up money
- Sellers get a float from the Bonanza Controller and tickets to sell. Once ALL tickets of one kind are sold they can come back in for more. The seller will provide the controller with money for the tickets they just sold. If they get 50 tickets to sell, they give \$50 to the BC and then get more tickets to sell.
- Sellers must have all of the colored laminated cards to hold up when a bingo is called
- The seller closest to the bingo must go directly there and hold up the colored card to represent the bingo card won on (Gold, Emerald, Ruby, Royal) and if it is a DIGI win, hold up the orange card.
- The seller **MUST** stay with the winner holding up card until the Prize Runner comes and delivers the winnings, then and only then can they leave.
- When there are many winners, the Special Games sellers must also go the winners and hold up appropriate cards.
- Sellers need to sign up for a break with BC
- Aprons must be taken off any time the seller leaves the floor and given to the

BC.

- Sellers need to listen to the Caller who will tell them when it is time to cash in.

➤ **Paymaster** - Must wear name tag

- At beginning of event, sits with Special Games sellers and gets them change, tickets as needed or may sell Rapid Doubles tickets at the table.
- Receive and verify cash transfer for payout of bingo prizes from Chair
- Can eat or drink in back, best time to order food is around 7pm
- On tracking sheet, **only RECORD CASH payouts** (i.e. From paper card winners)
- If winner is a DIGI, do not record, mark with a dash and hand slip to Prize Runner
- Give Prize Runner winner receipt and cash if it is Paper bingo card winner and have them sign for the cash being given to winner on tracking sheet
- Get Name, address, phone number for Special Games winners –(give to Advisor) as noted on tracking sheet – on back of paper card or on paper card print out for DIGI.

There are 3 games where winners come into back to get paid:

1. Pay Me 10X (as do not know payout until bingo on number, then it is paid 10x- can be either paper card or DIGI) - if more than one winner, receipt will indicate amount to be paid.

2. Bonanza Main prize (if paper)

3. Bonanza Consolation (if paper)

- In the Late Night game, the first SINGLE winner in the Regular Games (after Nickels) gets the Grey Eagle Totem sign for table (can be paper or DIGI winner) and a prize receipt will print out for this purpose. Each time that person's number is called in subsequent bingos, they receive a cash payment as per the prize receipt.
- Return cash to Chair on transfer sheet at end of each event.
- If need to leave back area, must advise Chairperson who will take over position.