



3777 Grey Eagle Drive SW, Calgary, AB T3E 3X8

BINGO CHAIRPERSON

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

2. Duties
 - a. Should be in attendance 45 minutes prior to cashier's commencement of sales.
 - b. Check bingo equipment with the Caller and a player to ensure its proper operation. Verify the 46 numbers pre-called for the Bonanza.
 - c. Ensure License, bingo program and house rules are posted prior to event.
 - d. Verify cash floats. Verify and sign for cards issued.
 - e. Ensure all volunteers and hired staff sign attendance record prior to commencing their duties.
 - f. Verify transfers from Cashiers, Controllers, and transfer money as required to Paymaster.
 - g. 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.
 - h. Arbitrate complaints from the public. Settle any discrepancies in payouts after consulting with the advisor.
 - i. Ensure the necessary financial/inventory control forms are completed.



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- j. Retain duplicate control forms for the organization, unless a copy is sent via email by the advisor, and give the originals to Association Representative.
- k. Advise Alberta Gaming and Liquor Commission of any cheating or other irregularities.
- l. Complete discrepancy reports as required.
- m. 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.

Pull Tickets Duties

- a. Witness the issue of the float and new pull ticket units to the paid pull ticket sellers.
- b. Count and sign off the revenue received from pull ticket sales from paid sellers.
- c. When the unit's sales have been completed ensure, the deposits are made in accordance with the process stated for bingo deposits. (Subsection 12.1.5 and 12.1.6)



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CONTROLLER

1. Volunteer position responsible for the distribution of various bingo cards to sellers and collection of monies from sales.

2. Duties
 - a. Must be in attendance 30 minutes prior to cashier's commencement of sales.
 - b. Verify the number of cards received with the Advisor and Bingo Chairperson. Issue floats to sellers and receive returned floats. Make sure sellers initial control sheets for float in and out.
 - c. Allocate aprons, indicator cards, and various bingo game cards. Make corresponding entries on control forms. Make sure sellers initial for cards received.
 - d. Ensure that all sellers' names are recorded accurately on bingo game card sheets provided.
 - e. Receive and verify cash / cards from Sellers and make corresponding entries on control forms. Ensure that sellers write explanation for differences over \$10.00 on the back of the control form.
 - f. Record cash on transfer sheet and transfer to Chairperson as necessary.
 - g. Complete control forms for reconciliation of cards.
 - h. Verify the number of cards returned to Association
 - i. Clean-up bonanza area. Make sure aprons are hung up and indicator cards are put away.
 - j. Ensure all control forms are signed.
 - k. Complete discrepancy reports as required.



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



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PAYMASTER

1. Volunteer position that reports to the Bingo Chairperson and is responsible to supervise awarding of prizes to players.

2. Duties
 - a. Should be in attendance 15 min. prior to cashier's commencement of sales.
 - b. Be available to help special games sellers until bingo starts.
 - c. Verify and sign for cash transferred from Bingo Chairperson.
 - d. Transfer prize(s) for each game to Prize Runner to be awarded to player(s). Ensure that the Prize Runner initials the Paymaster's sheet for the money received.
 - e. Record all cash prize payouts on the payout sheet.
 - f. Obtain winning cards for all special games as well as extra prizes. Winning cards must have the winners name, address and phone number. Give all winning cards to the Advisor to be kept with original paper work.
 - g. Complete and sign necessary control forms.
 - h. Transfer all cash at conclusion of event to the Bingo Chairperson
 - i. Complete discrepancy reports as required.



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LEAD SELLER

1. Volunteer position assigned to be the liaison between volunteers on the floor and Chairperson.

2. Duties
 - a. Must be in attendance 30 minutes prior to cashier's commencement of sales.
 - b. Sell various bingo cards
 - c. Instruct sellers as to their duties. Ensure break times adhered to.
 - d. Introduce yourself to the Caller.
 - e. Ensure that the volunteers are circulating at all times. Make sure that the sellers are not running on the floor.
 - f. Ensure that no one is loitering in front of the washrooms and that volunteers not congregating in groups.
 - g. Instruct all volunteers to be friendly and courteous
 - h. Inform Chairperson or Advisor if there are problems.
 - i. Organize and help with clean-up.
 - j. Ensure that all volunteers are aware that minors (anyone under the age of 18) are prohibited from playing bingo or being in the hall during bingo events. Bring it to the attention of the Chairperson or Advisor if they suspect someone may be under-age.



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SELLERS

1. Volunteer position responsible for the sale of extra game to players
2. Are accountable for all cash and cards signed for.
3. Duties
 - a. Must be in attendance 30 minutes prior to cashier's commencement of sales.
 - b. Obtain and sign for float from/to Controller.
 - c. Obtain and sign for cards from/to Controller for sale to players.
 - d. DO NOT LOITER IN FRONT OF THE GLASS ENCLOSURE OR IN FRONT OF WASHROOM ENTRANCE.
 - e. Circulate throughout the hall. You will sell more game cards if you are circulating. When selling game cards do not run from one customer to another.
 - f. When taking a break (meal or washroom) leave your apron with the Controller.
 - g. Be courteous and friendly.
 - h. Help with clean-up on instruction from the Lead Seller/staff member.
 - i. If there is a late night bingo event, some people may leave their cigarettes, dauber, etc. on the table when they are at the concession or buying cards prior to the second bingo. DO NOT REMOVE THOSE ARTICLES; only remove used bingo sheets and food wrappers.
 - j. Minors (anyone under the age of 18) are prohibited from playing bingo or being in the hall during bingo events. Report to the Chairperson or Advisor if you suspect someone may be under-age.



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PRIZE RUNNER

1. Volunteer position responsible for paying prize money to bingo winners.

2. Duties

- a. Must be in attendance 30 minutes prior to cashier's commencement of sales.
- b. Be alert to the number of winners when bingo is called and be sure to verify with the paymaster the correct amounts for payout. Ensure that you have initialed the Paymaster's sheet on receipt of the cash to be paid out.
- c. Record the total number of winners on the Prize Runner's Sheet.
- d. When paying prizes make sure to count the prize money to the winner(s). **DO NOT PLACE THE MONEY ON TOP OF THE CARD THEY ARE PLAYING.** Place the money beside the cards.

Smile and congratulate the winner.

- e. For all special games as well as extra prizes, the cards must be signed on the back with name, address, and phone # of winner. Return the winning card to the paymaster.
- f. Always return to the payout window after prize(s) have been paid.
- g. Be available to help special games sellers until bingo starts.
- h. Help with clean-up after Bingo.
- i. Minors (anyone under the age of 18) are prohibited from playing bingo or being in the hall during bingo events. Report to the Chairperson or Advisor if you suspect someone may be under-age.



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VERIFIER(s)

1. Volunteer position responsible to verify the card number on the winning card.

2. Duties
 - a. Will be instructed by the Caller on the use of the radio.
 - b. Hold up the Orange Bingo Waiver and go to the closest winner immediately after bingo has been called.
 - c. Go to the next bingo if required. After checking all bingos return to the cash office to assist in payouts.
 - d. When bonanza is finished make sure that all winners have filled out the winning cards are returned to the Paymaster and all winners are paid out.
 - e. Sell game cards if required.
 - f. Help with clean-up.
 - g. Minors (anyone under the age of 18) are prohibited from playing bingo or being in the hall during bingo events. Report to the Chairperson or Advisor if you suspect someone may be under-age.