Member Duties-Saturday-CMSA Bingo

These instructions are for *Pay as you Play* Bingo only. See the grey "Thursday to Sunday 3:45pm Twilight/Holiday Monday" session program at the bingo hall for assistance. It details the order of games, colour and prices of cards. Please refer patrons to the above-mentioned session program.

The games played are: "Regulars" in books or on TEDs (automated Bingo machines); Players Progressive, Accumulator, Super Jackpot, and Jackpot Specials; Double Action, U-Pick'em and Rapid Fire.

Front Room:

- Sign in
- Put on lanyard
- Obtain Prize Payouts worksheet (see Appendix B at end of this document for sample) from Treasurer. You will be completing this document later.
- Begin counting all cards. The Treasurer will assist when they are able.
- **Note:** If you receive cards sealed in plastic from the Shift Manager, there are 100 cards in the bundle and they are not opened until needed. Leave cards bundled in elastics as received, e.g. 50s, 100s to make recounts easier, if necessary. Confirm/write number on back of bundles in pencil and tell the Treasurer what the amount is for each game.
- If the Treasurer requires a recount then you may be asked to assist and you may or may not be asked to recount the bundles of 50s/100s.
- Organize front counter:
    - Ensure at least two pens and the small white tray are available for "Toonie Pot" signatures,
    - Place stack of above-mentioned Saturday 3:45pm session programs on counter for patrons.
- Assemble Runner equipment in three piles on top level of shelf under clipboard:
    - Lanyards
    - Aprons,
    - Distribute cards in thirds. Stacks of cards are organized by the order of play as shown on the schedule, except for the 3-strip sheets which are to be placed on the bottom.
    - Transcribe prize board numbers and cash prize values onto one schedule for each runner and one extra schedule for the Treasurer.
    - Recommended float for each Runner is:
        - 2 x $10
        - 4 x $5
        - 1 roll of $2
        - 1 roll of $1

Extra Info:
$0.25 roll = $10.00
$1 roll = $25.00
$2 roll = $50.00

- Assemble Hall Employee's Float and a set of Regulars on second level of shelf under clipboard: Float is $25 as the following: 2 x $5; 5 x $2 and 5 x $1; record amount on worksheet

    - Count out a quantity of Regular Books roughly equal to or greater than the attendance. 30 is common.
    - Obtain copy of the *Regular Books Worksheet (Appendix A)* from the green binder in the CMSA Bingo bag. Record Float Out $ and number of Regular books under 2nd Set of Regular Books "Out".
- Ensure there are two (2) chairs in the back room or three (3) if someone is being trained,
- Return the card cart to the shift manager to give you space in the front room.

Front Counter Sales

- Open the front counter gate when the Caller thanks the crowd and starts the last game (usually about 3:00pm)
- Sell Regular Books ($2), Double Action Books ($3), Toonie Pot and Toonie Pot Plus ($2 each)
    - Try to keep a sample of the Double Action and Regular books on the counter so customers know what you are selling,
    - Check the validity date of all coupons. The colour of the coupon will always be the same for a given validity period,
    - Leave their money on the counter while giving change,
    - Many customers are unclear about what they want. Always confirm when in doubt. For instance, "I'll have both" could mean one Double Action and one Regular book or it could mean both Toonie Pots,
    - **There must be only one (1) Toonie Pot and/or Toonie Pot Plus per printed receipt from the Point-of-Sale terminal.** Receipt must be signed and yellow copy left in the white tray.
    - Customers may buy a second Pot/Pot Plus for another customer and put the other customer's name on the receipt
- Tell Runners that their equipment is ready once the initial line of customers at the front counter has been serviced ensuring that someone is covering customers at the front counter. Remind the Runners that they cannot go out on the floor with cards until the preceding session ends.
- When the Runners come to get their equipment, ask the most experienced Runner to note any multiple wins on their schedule to provide a backup confirmation of prizes if the calls aren't heard.
- Stop selling and close the gate when the Caller announces the start of the first game.
    - Leave a small stack of programs outside the gate for late-arriving patrons.
- Move to back room
    - <u>Never leave cash unattended,</u>
    - Move personal purses and bags too,
    - Leave the front room cleaner than you found it.

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Back Room

- Adjust the volume knob on the wall next to the clipboard (usually to 7) so you can hear the Caller. You need to record all of the Bingo information based on what you hear over the speaker and it can get hectic in the back room.
- **Your first priority is to hear and record Bingo wins on the Prize Payout sheet, so always be listening.**
- The Hall Employee Runner will pick up their Regular Books and Float prepared earlier
- As games are played:
    - You will record the running totals for regular books on the *Regular Books Worksheet (Appendix A).*
    - Prepare the 3rd & 4th set of Regulars in anticipation of pick up by the Employee Runner
    - Write the prize amount for each game to the left of the prize payout table (location "A" on *Appendix B: Sample Prize Payout Sheet*).
    - Write the amount paid in the appropriate location.
    - If there is more than one winner in a game, write out the math (winners * payout) to the left of the amount paid out (location "B" on *Appendix B: Sample Prize Payout Sheet*).
    - Total the prizes in a set of games and write it at location "C" as shown on *Appendix B: Sample Prize Payout Sheet*).

- Managing the Hall Employees:
    - **<u>Do not let the Hall Employees set your agenda.</u>** Help them as quickly and efficiently as possible, but if something else requires your attention, politely tell them you will be with them in a moment.
    - The Hall Employees (Runner and Pocket Slots Runner) will come to the back with receipts and cash from TED sales and Pocket Slots. Direct them to the Treasurer. If the Treasurer is unavailable:
        - FIRST RECEIPT: Confirm the cash amount is equal to the receipt.
        - SUBSEQUENT RECEIPTS: Add to the previous receipt amount, and the Hall Employee will give the difference in cash. Write the amount being paid on the slip and initial it.
        - Ensure the Hall Employee has initialed the receipt.
        - Put the cash with the rest of the $1000 float.
        - Pass the receipt to the Treasurer.
    - The Hall Employee Runner also will come to the back to return unsold Regular Books at the end of selling for the 2nd, 3rd and 4th set and give you the cash for the number of books sold. Use the *Regular Books Worksheet (Appendix A)* to record and calculate all of the values.
        - Add the cash to the float
        - Supply the next set of books from the pre-counted pile

        - Count all remaining Regular Books including the newly returned ones
        - Complete the calculations in the right hand column of the Regular Books Worksheet. The amount of unsold Regular books at the time the Front Counter closes goes under **"1st set of regular books (a.k.a returns)" .** The number of actual books plus the number of books just given to the Hall Employee must exactly match the calculations.
        - Inform the Treasurer of the new return value.
    - The Hall Employee Runner may come to the back if they run out of Regular Books. Write the additional amount in the appropriate location on the *Regular Books Worksheet.* Do not erase the old number and write the new total in. Instead write it as <amount 1> + <amount 2> (e.g. 25 + 10). This may prompt you to adjust the number for the next set of Regular books.
    - At the end of the Bingo session, the Hall Employee will cash out. The process is the same except you do not give the Hall Employee new books and they will return the float to you. The number of actual books remaining must equal the calculations.
- Rapid Fire round:
    - During the Accumulator game obtain the key for Rapid Fire from the Shift Manager
    - At the beginning of the 3rd Set of Regulars, take the Rapid Fire float, key, clipboard with Rapid Fire worksheet and a pencil and load the cart behind the Bingo caller with 10 rapid fire games. Circulate among the patrons, offering Rapid Fire.
        - Rapid Fire costs $10 per machine,
        - Key the machine only once so the red LED glows,
        - Once you have wheeled the cart past all patrons, return to a position at the front beside the Bingo caller,
        - If rapid fire runs (there must be 3 patrons to start), the Bingo caller will inform you of the payout amounts:
            - Enter the values corresponding to 1, 2, 3 and 4 winners in the appropriate spaces on the worksheet.
            - You are responsible for marking down each win amount and overage amount[1] and to maintain payouts so there are at least 3 single payouts, 4 double payouts and 3 triple payouts available at all times.
            - One runner is solely responsible for taking the payouts from the cart to the winner(s),
            - The other two runners are solely responsible for calling back the winner's machine numbers,
    - Record number of splits and prize pay-outs,
    - At the end of game, collect RF Games and return them to the shelf.
    - Obtain the computer printout from the Caller
    - Collect loose change from CMSA Runners to save time at the final counting.
    - Return the key and show the computer printout and Rapid Fire worksheet (with splits) to the Shift Manager to verify sales and prizes and be initialed,

    - Give the initialed computer printout to the Treasurer.
    - Set up the next Rapid Fire float- $300 in $10s, $5s, Loonie and Toonie rolls or loose quarters,
    - Treasurer will double-count float.
    - Put new Rapid Fire worksheet on clipboard with pencil, and hand float to next charity (or set it aside, if the charity has not yet arrived).
    - Nickels and dimes collected from the CMSA runners can be exchanged for quarters, loonies and toonies by putting them in the drink machine and pressing the coin return.
- As the last game is playing:
    - Runners drop off aprons and return to floor to call bingos and to clean the hall after the session ends.
    - Hall employee will cash out with cards and any money they have including float. Verify the totals and amounts.
    - Set aside last two prizes.
    - Set up $1000 float till with as many small bills ($5s & $10s) and rolled loonies and rolled toonies as possible. Each of the 10 sections of the till must have $100 in it.
    - Bundle $20s in stacks of $500 and roll any change, as you are able.
    - Quarters can usually be sold to the next Bingo charity. Exchange any last nickels and dimes in the drink machine.
- Sign City Hall Report (#4225) when Treasurer has completed it.
- Don’t leave until Treasurer has Bank Bag in vault in office.

Appendix A: Regular Books Worksheet

Float Out $_____

Date: _____

The first set of Regular Books was sold from the counter

2nd Set of Regular Books

Out	#			
In	#			
Out – In = Sold	#	* $2.00 =	$	

3rd Set of Regular Books

Out	#			
In	#			
Out – In = Sold	#	* $2.00 =	$	

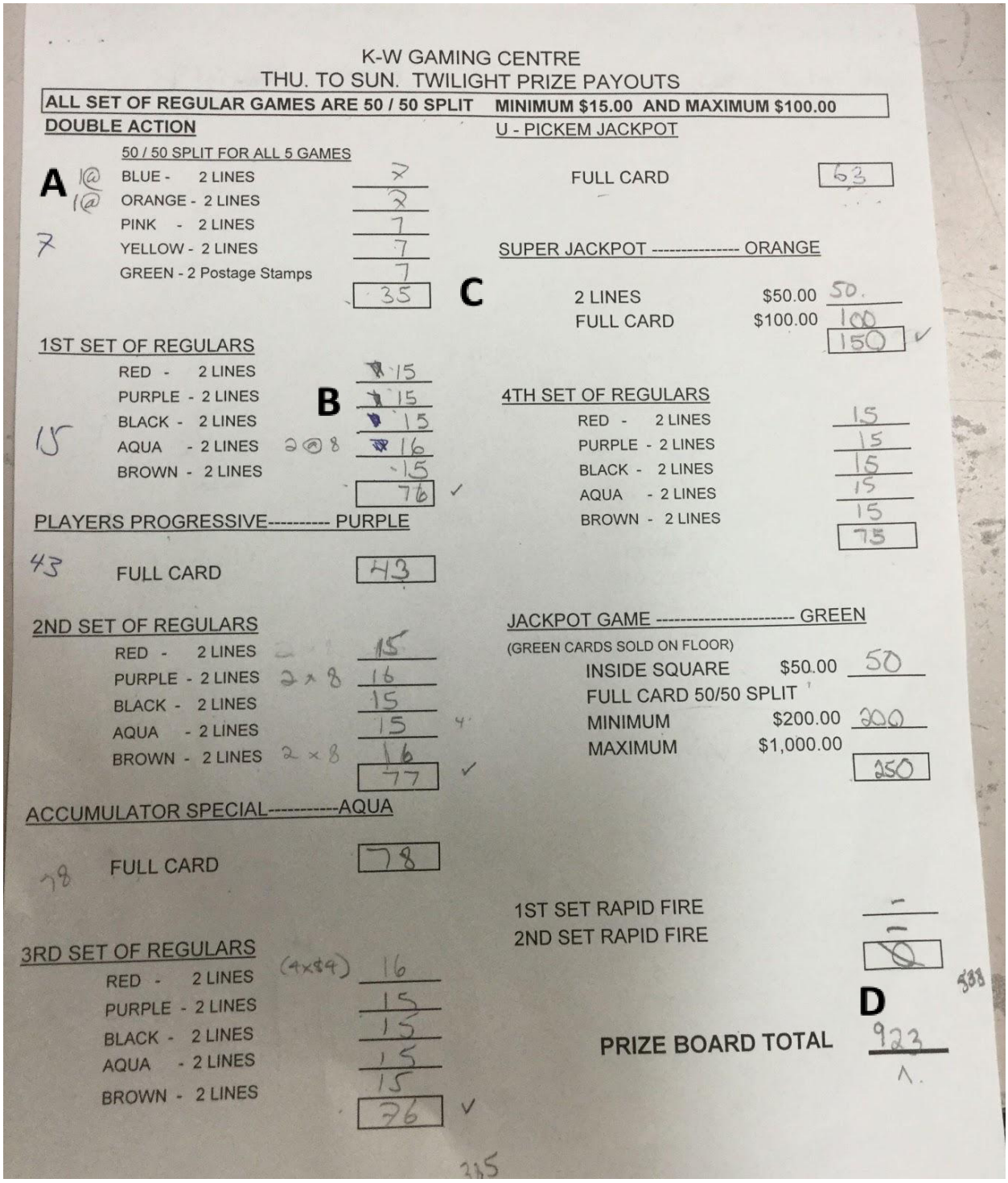
4th Set of Regular Books

Out	#			
In	#			
Out – In = Sold	#	* $2.00 =	$	

1st set of regular books (a.k.a. returns)	#
- 2nd set sold	#
= 2nd set of returns must match the	#
Actual Count	#
- 3nd set sold	#
= 3rd set of returns must match the	#
Actual Count	#
- 4th set sold	#
= 4th set of returns must match the	#
Actual Count	#

Float In $_____

Appendix B: Sample Prize Payout Sheet



K-W GAMING CENTRE
THU. TO SUN. TWILIGHT PRIZE PAYOUTS

ALL SET OF REGULAR GAMES ARE 50 / 50 SPLIT MINIMUM $15.00 AND MAXIMUM $100.00

DOUBLE ACTION

50 / 50 SPLIT FOR ALL 5 GAMES

A

1@	BLUE - 2 LINES	7
1@	ORANGE - 2 LINES	7
	PINK - 2 LINES	7
7	YELLOW - 2 LINES	7
	GREEN - 2 Postage Stamps	7
		35

1ST SET OF REGULARS

B

	RED - 2 LINES	15
	PURPLE - 2 LINES	15
15	BLACK - 2 LINES	15
	AQUA - 2 LINES 2@8	16
	BROWN - 2 LINES	15
		76 ✓

PLAYERS PROGRESSIVE---------- PURPLE

43 FULL CARD 43

2ND SET OF REGULARS

	RED - 2 LINES	15
	PURPLE - 2 LINES 2 x 8	16
	BLACK - 2 LINES	15
	AQUA - 2 LINES	15
	BROWN - 2 LINES 2 x 8	16
		77 ✓

ACCUMULATOR SPECIAL----------AQUA

78 FULL CARD 78

3RD SET OF REGULARS

	RED - 2 LINES (4x$4)	16
	PURPLE - 2 LINES	15
	BLACK - 2 LINES	15
	AQUA - 2 LINES	15
	BROWN - 2 LINES	15
		76 ✓

U - PICKEM JACKPOT

FULL CARD 63

SUPER JACKPOT ---------- ORANGE

C

2 LINES	$50.00	50
FULL CARD	$100.00	100
		150 ✓

4TH SET OF REGULARS

	RED - 2 LINES	15
	PURPLE - 2 LINES	15
	BLACK - 2 LINES	15
	AQUA - 2 LINES	15
	BROWN - 2 LINES	15
		75

JACKPOT GAME ---------- GREEN

(GREEN CARDS SOLD ON FLOOR)

INSIDE SQUARE	$50.00	50
FULL CARD 50/50 SPLIT		
MINIMUM	$200.00	200
MAXIMUM	$1,000.00	
		250

1ST SET RAPID FIRE –

2ND SET RAPID FIRE –

D

PRIZE BOARD TOTAL 923