

# Runner 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.

For the purposes of introduction, the games played are: “Regulars” in books or on TEDs (automated Bingo machines); Players Progressive, Accumulator, Super Jackpot, and Jackpot Specials; U-Pick’em and Rapid Fire. If this is meaningless to you--no worries--it will be clear as mud very soon! It is not necessary to know details of all these games.

## Before Session

- Your team must be at the bingo hall at 2:00pm.
- Sign in with Bingo Treasurer.
- Actual session is 3:45 to 6:00pm.
- In the meantime, simply relax while waiting in the lounge.
- Keep the noise level down as patrons are still playing and other groups are working.
- Bingo Treasurer or Member will let you know when your equipment is ready for you.
- We usually have a light session and friendly people, but the patrons do take bingo seriously. So be polite, smile!
- If you are not sure – ask another member of our team.
- Selling can start after the preceding session finishes; do not go out on the floor with our cards until then.

## During Session

- The Bingo Treasurer and Member sell the Double Action game books and the first set of “Regular” books from the Front Counter.
- Throughout the session, the Hall Employee Runner will sell the remaining sets of “Regulars” and the Hall Pocket Slots Employee sells other games of chance (sometimes called “Balls”).
- CMSA Runners sell the “Specials” game cards on the floor (purple, aqua, orange, green coloured strips and orange sheets).
- Strips are \$2.00
- Sheets are \$5.00 (3-strip)
- When you are running low of any of the Specials, check with the other Runners. When all cards are sold, only then can the Treasurer or Member request more from the Shift Manager. This rule is established by the Hall to minimize counting of cards.
- Listen to the Caller – when they announce that sales for a particular Special are closed, one Runner needs to quickly collect all unsold strips of that Special and return them to the Member in the back office. The unsold strips are a necessary part of the calculation that the Treasurer performs to determine the Consolation prize amount for the game.
- Excess cash in your apron should be turned into the Member (\$20s in excess of about \$80; all \$50s and \$100s).
- If for any reason you need to leave the floor, take your apron into the office.
- Keep area tidy and unused chairs pushed in.
- Spread out from the other Runners and cover different areas of the hall.

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- During Intermission, Rapid Fire is offered; minimum of 3 patrons are needed to run it. Generally, the Member and 1 Runner assisting will take care of the Rapid Fire payouts. Other Runners help with Rapid Fire call-backs.
- After Rapid Fire (whether it runs or not), be prepared to hand over all coins under \$1 from your apron to the Member.

## Bingo Call-Back and Prize Payout

- When “Bingo!” is called, run to the patron (that’s why you are called a *Runner*). If they are using a TED, (an automated Bingo machine) they must dab the bingo pattern on the plastic card and the patron must say “Bingo” again (after the pattern is marked on the card). **This is very important due to an Alcohol & Gaming Commission of Ontario rule.** You may have to ask the patron to say “Bingo” again.
- The Runner then calls out
  - The number of the card (4-5 digits at bottom right corner of game card)
  - The colour of the card, and
  - The word “dabbed”, indicating that the card has, in fact, been dabbed. (NOTE: Regardless if the patron has a machine or not, the card HAS TO be dabbed, in order for the runner to call back the win).
  - E.g. “4-9-5-3-1-purple-dabbed”
  - Only during Rapid Fire can you call back by just saying the 5-digit number in the middle of the board (no colour, no “dabbed” necessary)
  - During U-Pickem, the number of the card is 8-9 digits. If played by a TED machine, the game card number must be stroked/“dabbed” on the TED receipt and “Bingo” called by the patron, e.g. 1-2-3-4-5-6-7-8-white-dabbed
- **Speak loudly and clearly.**
- If you are at the back of the hall, there are microphones hanging from the ceiling; face the microphones
- Wait for the Caller to announce final bingo before paying out. The Caller will announce the payout per winner (i.e. 1 winner \$15.00 or 2 winners \$8.00 each, as we do not payout partial dollars except in Rapid Fire)
- If bingo hall staff call out the winning bingo card, they should make the payout by getting money from the back office – do not make the payout for them from your apron unless you clearly communicate with the Hall Employee. This rule is established by the Hall to ensure double payouts do not occur. An exception can be made for the Pocket Slots Hall Employee as they are not to leave the hall.
- On full card games, if bingo is announced within a predetermined number of calls, a Jackpot is paid out. These are the handwritten numbers on your grey session program. “50/5000” means a \$5000 Jackpot prize if Bingo is called within the first 50 numbers. These numbers are posted in the Hall but patrons may ask what the number is for a particular game. If you have a Jackpot winner, obtain photo identification of the winner and the winning bingo card for the Shift Manager.
- If “Balls” is called out, do not proceed to that patron. The Pocket Slots Hall Employee needs to make the call-back.

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## After Session

- Once the final “Jackpot Special” game (green) is started, return your apron to the office. Prize payouts will need to be retrieved from the office after bingo is called.
- Help clean the hall by putting used cards in the garbage, compressing the garbage, putting chairs in neatly and bringing TEDs back to the employee hall counter.
- Return your lanyard to the office.
- Wait in the lounge area to be released by the Member or Treasurer.