

REGINA RINGETTE BINGO AND VOUCHER POLICIES

Regina Ringette holds licenses at two Bingo Halls – Centennial Bingo and Fantasyland Bingo. These licenses are maintained to help subsidize the cost of the sport for our members who are interested in working bingos as well as to provide revenue to the league to support our programs and to keep costs down in general. Because bingo revenue is essential to our association we cannot, in any way, jeopardize our ability to retain our bingo licenses.

HOW TO SIGN UP

If you indicated on your registration form that you or your family is interested in working Bingo's, you will be contacted by email by the Bingo Coordinator as new bingos are added to the website. Once posted, an online request form will be available on the website under the *Bingo* link and must be completed to sign up for each bingo. The Bingo Coordinator will try to provide as many families as possible the opportunity to work, so you may not be assigned to all of the bingo's you have applied for. You will be contacted in advance to confirm which bingo dates you are assigned and you will go on a cancellation list for any you were not assigned. If you are interested in working bingos but didn't indicate so on the registration form, email reginaringette.bingos@gmail.com

You will receive a physical Bingo Voucher as payment for working a bingo at the conclusion of your bingo for the following amount:

- Centennial Bingo Coordinator \$80
- Centennial Floor Worker \$65
- Fantasyland Bingo Coordinator \$90
- Fantasyland Floor Worker \$75

THINGS TO KNOW

Bingo Vouchers can only be used for players who are under the age of 21 at the start of the playing season. (This is SLGA's policy per their *Licensing and Charitable Gaming Policy and Procedure Manual*)

Bingo Vouchers are valid for **2 years** from the date of issue.

Expired Vouchers will be used for Regina Ringette Scholarships or other Regina Ringette programming.

Bingo Vouchers are not transferable to other communities in Saskatchewan or to another Province, but may be used for players released to BPPA for high performance teams (note that credit vouchers, goalie promotion vouchers and bring a friend vouchers will not be transferred under any circumstance).

Bingo Vouchers can be gifted to another member of the Regina Ringette Association but cannot be sold.

Bingo Vouchers can be used for the following purposes:

- Player registration (Season Registration, 3-on-3 Camp Registration, Regina Ringette Skills Camp Registration)
- Ringette power skating schools
- Team practice ice
- Team power skating instruction
- Team tournament fees
- Team bus costs.
- Winter Games team costs (the approved costs previously listed)

Bingo Vouchers **cannot** be used for the following purposes:

- For **personal hotel, gas or food expenses or for personal clothing expenses.**
- To buy equipment for individual players or for a team - Any equipment purchased using bingo revenues will be retained by Regina Ringette and will become part of our equipment inventory.

Note: *Credit Vouchers* and *Bring-A-Friend Vouchers* are to be submitted in the same manner as Bingo Vouchers. *Credit Vouchers* expire 1 year after the issue date. *Bring-A-Friend* vouchers expire at the end of the season they were issued. Unless issued as a refund of bingo vouchers, they do not have the same restrictions for use as Bingo Vouchers.

EVOUCHERS

We will be issuing eVouchers whenever possible.

To redeem an eVoucher for Registration fees, please follow the same steps as indicated below for registration redemption.

You will not be required to submit a copy of the voucher when utilizing eVouchers for registration at this time.

If you are redeeming an eVoucher once you have been placed on a team, you will be required to submit a copy (either paper or online copy) of that eVoucher to your treasurer or manager for submission.

HOW TO REDEEM

For Registration:

You may pay in full or in part with Bingo vouchers.

On the online registration form in Step 1, mark that you would like pay with vouchers and enter the voucher numbers in the applicable field.

In Step 4, choose payment method – offline.

If there will be a balance remaining after you deduct the value of your vouchers, you can login to your registration account after completing the online registration process (under the *Registration* link on the website), select the *Transactions/Payments* tab, select *Make a Payment* under the *Status* column and enter the value you would like to pay. You may also pay the balance by cheque or eTransfer.

The RRA Treasurer will validate and manually apply the vouchers to the outstanding registration fees. A confirmation receipt will be sent to the primary email entered on the player's registration indicating fees are paid or advising the outstanding balance. Please allow two weeks for this application throughout the summer months.

If your total vouchers are for more than your total registration fees, a refund of the overpayment will be issued by eVoucher to the primary email on the player's registration.

A copy of your vouchers must be submitted by the registration deadline to avoid late fees (excluding eVouchers).

These can be mailed to the Regina Ringette PO Box or a copy (picture or scan) can be emailed to Treasurer@reginaringette.sk.ca. Please ensure the players name is provided in the email and that the text on the copy is clear and readable.

Account Home	Registration Info	Transactions/Payments	Tax Receipt	Personal Information					
Each transaction on record is listed below.									
Registration	Total Cost	Discounts	Paid	Due	Files	Status	Standing		
2017/18 Registration Form - Archive > U16 (Junior) - After Sept 1 > Born 2002 or 2003	\$490.00	\$0.00	\$0.00	\$490.00		Not Paid	Make A Payment		Policies Data
2016/17 Registration Form - Archive > U14 (Tween) - Early Bird Discount Rate (Expires July 15th) > Born 2003 or 2004	\$390.00	\$0.00	\$390.00	\$0.00		Receipt	Paid		Policies Data

If you have been released to BPRA and want to use vouchers for BPRA registration fees, submit vouchers to the BPRA mailing address per their registration policy and the funds will be settled between the two associations.

During the Ringette Season:

Team treasurers or managers will collect vouchers and submit along with a *Voucher Submission Form* (found on the website).

This completed form can be emailed to the RRA Treasurer along with copies (clear and readable pictures or scans) of all vouchers being submitted. The *Voucher Submission Form* and the physical vouchers can also be mailed to the Regina Ringette PO Box.

If someone is redeeming eVouchers, please include the number on the submission form; if you are emailing the submission, please include a copy of the PDF eVoucher issued to the player - if you are submitting by mail, a copy of the eVoucher must be printed and included.

The RRA Treasurer will verify the vouchers and issue a cheque back to your team treasurer or manager and the funds will be put in your teams account as revenues for the applicable player(s).

Please expect as least 14 days from the time vouchers are mailed before you will receive your cheque.

Bingo Vouchers **cannot** be refunded as cash if a player has more income from working bingos then team expenses – see the *Voucher Refund Policy* below for how to handle this situation.

Voucher forms will only be accepted three times a season per team and only by a team's treasurer or manager.

No Vouchers or Voucher Forms will be accepted after March 15th of each playing season.

If you have been released to BPRA and want to use outstanding vouchers towards that team, complete the voucher submission form and follow the same process outlined above.

In the off-season:

Individuals may use vouchers for other qualifying expenses such as a ringette skills and conditioning camp.

To do so, complete the *Voucher Submission Form* and email it, along with a copy of your voucher and receipt of payment for the camp, to the RRA Treasurer.

BINGO VOUCHER REFUND POLICY

Bingo vouchers cannot be refunded at the end of the Season.

For example, if a player's team fees are \$450 and they have paid using \$500 in Bingo Vouchers, they will not receive a cheque for the balance of \$50. Instead, the \$50 must be paid to the RRA who will then issue a Credit Voucher to that player.

The Regina Ringette Treasurer will review all team financial spreadsheets at the end of each season and determine if there is an excess of bingo funds that needs to be refunded by voucher.

Regina Ringette wishes to stress the importance that our rules in regards to bingo funds and how they are applied to team expenses are followed. If you have any questions about our Bingo Policies, please contact the Regina Ringette Treasurer. The contact names/phone numbers of the Regina Ringette Bingo Coordinator and the Treasurer can be found on the Contacts section of the Regina Ringette website.