



To all Keyano Members:

Bingo Roster seem to have confused a few people so we would like to tell you a bit more about how bingo's are rostered.

Our bingo's are split up in four – three months sessions Sept to Nov, Dec to Feb, Mar to May, June to Aug
The reason for our quarterly bingo schedule is to make it fair for all members to complete their bingo's evenly over the 12 month periods, also allowing us to be able to have enough bingo workers to cover our June to Aug bingo schedule.

When we roster bingo's we split your total bingos by 4 and roster you for enough bingos each quarter to give you 25% of your bingo's done. We track what you are rostered for and how many bingos you have completed per quarter so that by the end of the second quarter you are close to your 50% completion, third quarter 75% completion and the final quarter 100% completion.

PREFERENCE SHEETS

Prior to doing the roster we send to you (by mail) a **preference sheet**. You fill in the bingos you are available to work. (Please provide us with a few options so you can be rostered for the % of bingo you need for that quarter in a bingo you are available for)

Remember- your preferences are not your guaranteed bingo-

Once the preference sheet deadline passes we work on the roster. If you need 3 bingos to bring you to that quarter percentage we try to roster you three of your preferences. If you only need 1 bingo we roster you for one. If you have fulfilled your % for that quarter by going to bingos as fill in for the previous quarter you will not get rostered unless we are very short of workers for this quarter. **IF YOU DO NOT SEND IN A PREFERENCE SHEET-** you are rostered for enough bingo's in this quarter to fulfill your bingo commitment %. We try to match the type of bingo and hall you have previously worked at.

BINGO ROSTER

Weeks before the roster becomes effective, we mail to you a copy of the 3 months **bingo roster**. PLEASE CHECK FOR YOUR NAME. If you cannot work a bingo, try to switch with someone on a bingo you can work. Just check the roster for a day you can work, call a few people rostered and see if they can switch dates with you. If all attempts fail at this, call the office and we will try to help you get a replacement for that bingo shift. You get these rosters in a three month batch- you should have ample time to make a switch or notify the office about a bingo you cannot work as soon as the rosters come out. Not the day of or day before a bingo. It is your responsibility to call the chairperson and advise them of the change to the roster.

BINGO Night- 2 to 3 days before the bingo- as a courtesy the chairperson will call you to remind you of the bingo. You must show up to work your shifts. NOS SHOWS- if you are rostered for a bingo and do not show up or have a replacement for that bingo- you run the risk of having a \$200.00 bond cashed. Please remember if we are short workers the bingo have impose a \$150.00 fine to the club and we run the risk of losing a bingo event. That is worth a lot of money to the club.

I hope this will clarify our bingo rostering procedure and why you often get more bingos than you ask for or less than you think you need. We promise you we will not allow any member to fall so far behind that they cannot complete their bingos in time. Nor do we enforce a bingo when you call the office well in advance and let us know you cannot make the bingo. We simply make a switch for you .