



Bingo Caller Training Session

Training Objectives




- To obtain a **basic** understanding of the charitable gaming statutes, as of **July 1, 2010**.
- To obtain a **basic** understanding of the charitable gaming regulations.
- To obtain a **basic** understanding of best business practices for bingo callers.
- To obtain **basic administrative** and **other relevant information** pertaining to the certificate of registration for bingo caller.

Charitable Gaming Statutes*



* Effective as of July 1, 2010

Definitions: §18.2-340.16



- **“Conduct”** is defined as:
 - Calling bingo sessions, selling, distributing prizes, etc.
- **“Management”** is defined as:
 - Handling permits, financial reports, etc.
- **“Operation”** is defined as:
 - Direct on-site supervision of bingo session, coordinating volunteers, etc.

Permit Eligibility: §18.2-340.24

- Charitable gaming permits are only **valid** for the **locations**, **dates** and **times** designated on them.



Prohibition Practices: §18.2-340.33

- No person shall participate in the **management** or **operation** of charitable gaming:
 - Convicted of any **felony** within the person's **lifetime**, or
 - Convicted of any **misdemeanor** involving **fraud**, **theft** or **financial crimes** within the preceding **five years**.
- No person shall participate in the **conduct** of charitable gaming:
 - Convicted of any **felony** within the preceding **ten years**, or
 - Convicted of any **misdemeanor** involving **fraud**, **theft** or **financial crimes** within the preceding **five years**.

Prohibition Practices: §18.2-340.33

- Remuneration may be paid to bingo caller/bingo managers who have a **valid** certificate of registration with the Division.
 - **Bingo Caller:** Up to \$100 per session
 - **Bingo Manager:** Up to \$100 per session

Prohibition Practices: §18.2-340.33



- Each game, its prize, and the number of balls to be called shall be clearly announced before the game is played.
- If a game is not won within the prescribed number of balls called, the number of balls called will be increased by **one ball** each subsequent session the game is played.

Prohibition Practices: §18.2-340.33

- If the predetermined pattern is not covered with the prescribed number of balls called for that game, then the game will continue until the pattern is covered, in which case only a regular bingo prize (**up to \$100**) is awarded.

Bingo Caller: §18.2-340.34.1

- A bingo caller cannot receive remuneration unless person has applied and been issued a certification of registration by the Department.
- An **application** and a **\$75 fee** is required for each year of registration.
- Certificate of registration remains valid for period of **one year** from the date of issuance.

Bingo Caller: §18.2-340.34.1



- **Bingo callers, as a condition of their registration, are required each year to complete a reasonable training course developed & conducted by the Department.**

Bingo Caller: §18.2-340.34.1

- Exception – a certificate of registration is **not required** for a bingo caller for a volunteer fire department or rescue squad or auxiliary unit that has been recognized in accordance with §15.2-955 by local ordinance or resolution.

Bingo Caller: §18.2-340.34.1

- The Department may either **refuse** to register or may **suspend, revoke** or **refuse** to renew a certificate based on the following:
 - Having been convicted of or pleaded nolo contendere to a felony in any state or federal court or has been convicted of any offense committed in the Commonwealth that is a felony;

Bingo Caller: §18.2-340.34.1

- Been **convicted** of or pleaded **nolo contendere** to a crime involving gambling;
- Had any **license, permit, certificate** or other authority relating to charitable gaming in the Commonwealth or any other jurisdiction **suspended** or **revoked**;
- Failed to file or has been delinquent in excess of one year in the filing of any **tax returns** or **payment of any taxes** due the Commonwealth.

Criminal Penalties: §18.2-340.37

- Any person who converts funds derived from any charitable gaming to his own or another's use:
 - If the amount of funds is **less than \$200**, the person shall be guilty of **petit larceny**;
 - If the amount of funds is **\$200 or more**, the person shall be guilty of **grand larceny**; and
 - The provisions of this section shall **not** preclude the applicability of any other provision of the criminal law of the Commonwealth that may apply to any course of conduct that violates this section.

Charitable Gaming Regulations



Definitions: 11 VAC 15-22-10

- “**Game program**” is defined as:
 - A written list of all games to be played, including:
 - Sales price of all bingo paper and electronic bingo devices;
 - Pack configuration;
 - Prize amounts to be paid during a session for each game; and
 - Indication whether prize amounts are fixed or are based on attendance.

Permit Denial: 11 VAC 15-22-30:1

- The Division **may** revoke, suspend or deny a permit:
 - Organization found in violation of the statutes or regulations governing charitable gaming;
 - Organization is no longer in good standing with the national/state organization;
 - Internal Revenue Service revokes or suspends the organization's tax exempt status; or
 - Organization willfully and knowingly provided false information on its application for a permit.

Permit Denial: 11 VAC 15-22-30:1

- Organization is found to have a member involved with charitable gaming who had been convicted of a crime as follows:
 - Any person participating in the **management** or **operation** of charitable gaming:
 - a) Convicted of a felony person's **lifetime**, or
 - b) Convicted of any misdemeanor involving fraud, theft or financial crimes within the preceding five years.
 - Any person participating in the **conduct** of charitable gaming:
 - a) Convicted of any felony within the preceding ten years, or
 - b) Convicted of any misdemeanor involving fraud, theft or financial crimes within the preceding five years.

Permit Denial: 11 VAC 15-22-30:1



- Before **revoking** or **suspending** a permit, the Division may work with the organization to correct the problem(s).
 - The Division can negotiate a consent order with the organization.
- The Division has the authority to set the terms of suspension.

Conduct of Games: 11 VAC 15-22-40

- Individuals under 18 years of age **may** play bingo provided such persons are **accompanied** by a **parent** or **legal guardian**. It shall be the responsibility of the organization to ensure that such individuals are eligible to play.
 - “House Rules” **may** be more restrictive.

Conduct of Games: 11 VAC 15-22-40

- No organization shall **sell** any instant bingo, pull-tab, or seal card to any individual under 18 years of age. No individual under 18 years of age shall **play** or **redeem** any instant bingo, pull-tab, or seal cards.

Conduct of Games: 11 VAC 15-22-40

- Involvement of minors during a bingo session:
 - No individual under the age of 18 may participate in the **management** or **operation** of the bingo session.
 - Individuals 14 through 17 years of age may only participate in the **conduct** of the bingo session.
 - Written consent from a parent that verifies the date of birth of the minor must remain **on file**.
 - “House Rules” **may** be more restrictive.

Conduct of Games: 11 VAC 15-22-40



- Allows the sales of bingo for a subsequent session to take place during the **30 minute** break as long as the building is **cleared** of patrons from the previous session.

Conduct of Games: 11 VAC 15-22-40

- All instant bingo/seal card sales and prize payout **must** be made in accordance with the corresponding flare.
- Bingo paper **cannot** be altered once it has been received from the permitted supplier.
- Food being provided to **volunteers** onsite is capped at **\$15**.
 - Volunteers are not individuals who have a **valid** certificate of registration with the Division.

Rules of Play: 11 VAC 15-22-50

- “House Rules” are required for the bingo sessions; must be **consistent** with statutes/regulations.
- Limits game workers to playing bingo once the **session** begins.
- Restricts game workers from purchasing **directly** or **indirectly** instant bingo/seal card/pull-tab tickets from the organization for which they had provided assistance to for that particular day.

Rules of Play: 11 VAC 15-22-50



- Seal card prizes must be claimed within **30 days** of the close of the instant bingo/seal card/pull-tab deal. All other prizes must be claimed on the **game date**.

Rules of Play: 11 VAC 15-22-50

- Rules of play for the “**Decision Bingo**” game:
 - The game is to be played on bingo cards in the conventional manner;
 - Players must enter the game by paying a predetermined amount (i.e. **buy-in**) for each card face in play;
 - After calling each set of three numbers, players wishing to continue playing must pay an additional predetermined fee (i.e. **ante**) for each card in play;
 - The prize amount must not exceed \$100; generated by the additional predetermined fee (i.e. **ante**); and
 - The predetermined amounts (i.e. **buy-in** and **ante**) must be listed on the game program and prize amount must be announced to the players before it is paid to the winner.

Definitions: 11 VAC 15-22-10

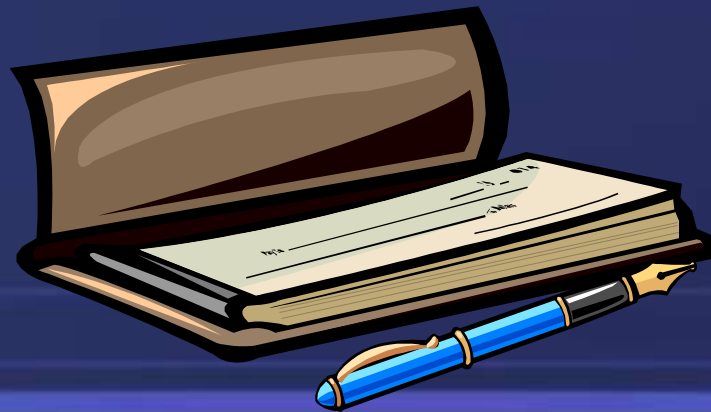
- “**Treasure Chest Raffle**” is defined as:
 - A raffle including a **locked treasure chest** containing a prize that a participant, selected through some other authorized charitable game, is afforded the chance to select from a **series of keys, a predetermined key** that will open the locked treasure chest to win a prize.

Rules of Play: 11 VAC 15-22-50

- Rules of play for the “Treasure Chest Raffle” game:
 - The game needs to be listed on the game program as “Treasure Chest Raffle;”
 - The game needs to have “House Rules;” and
 - If the player cannot unlock the treasure chest, then the organization will proceed to open the chest with the correct key.

Bank Accounts: 11 VAC 15-22-60

- All expenses other than prizes and food for volunteers must be made by **check** from gaming accounts.



Reporting Violations: 11 VAC 15-22-120

- Immediately report to the Division:
 - Information pertaining to the misappropriation or theft of funds;
 - Information pertaining to violation of charitable gaming statutes and regulations;
 - Information on any officer, director or game manager who has been convicted of a felony or crimes involving fraud, theft or financial crimes; and
 - Information on changes to the organization's tax status by the Internal Revenue Service.



Best Business Practices

Best Business Practices



- **Develop internal procedures on how to consistently handle bingo session disruptions, which can include, but are not limited to:**
 - **Bingo balls failed to drop into the blower;**
 - **Power outages; and**
 - **Bingo balls placed in the wrong number slot.****Internal procedures will usually enable the bingo caller to handle the bingo session disruptions consistently and quickly.**

Best Business Practices



- Familiarize oneself with the organization's **house rules** on a regular basis as organizations operate differently.
- Announce the organization's **house rules** prior to the start of the bingo session.
- Allow players and/or a designate player representative to **exam** the bingo balls prior to the start of the bingo session.

Best Business Practices



- **Develop internal procedures on how to consistently conduct the **calling, verifying** and **closing** a bingo game, which can include, but are not limited to:**
- **Announce to the audience specific information before the **calling** of bingo numbers for a specific bingo game;**
- **After the “bingo” declaration by a player and its subsequent **verification**, the bingo caller inquires from the audience on whether there are any other players with “bingo;” and**
- **Announce to the audience that the bingo game is now **closed** with a specific number of winners.**

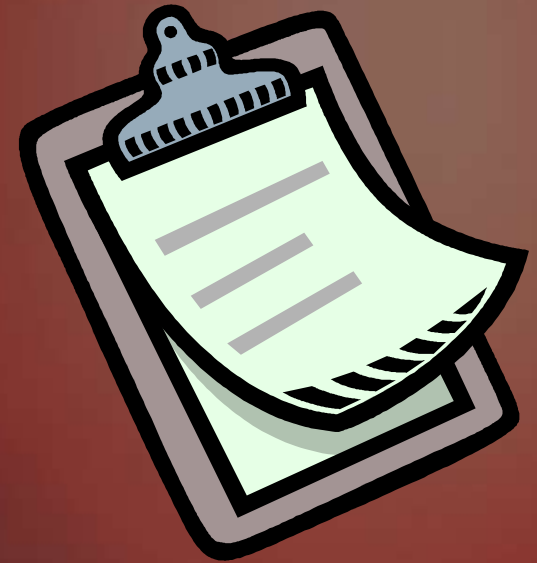
Best Business Practices



- Establish & maintain a **routine maintenance schedule** for the **bingo calling equipment & flashboard**.
- Establish a **routine/checklist** to ensure that the **bingo calling equipment & flashboard** are properly working prior to the start of the bingo session, which can include, but are not limited to:
 - Ensure the flashboard is **interfacing** properly with calling station;

Best Business Practices

- Ensure the **light bulbs** on the dashboard are working properly;
- Ensure the **monitors** within the bingo hall are working properly;
- Ensure that all of the **bingo balls that range 1 through 75** are present; and
- Ensure **electronic verification** is working properly.



Best Business Practices

- Coordinate with the appropriate individual to have them **visibly mark** the window on the **instant bingo/seal card/pull-tab flare** that is not to be opened by the bingo caller.

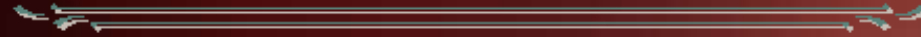


Best Business Practices

- Establish **a common interval for calling bingo numbers** among the organization's bingo callers. For example,
 - Regular games: Twelve (**12**) seconds
 - Jackpots: Fourteen (**14**) seconds
 - Bonanzas & Lucky Seven: Seven (**7**) seconds
 - Quickies: Two (**2**) seconds



Best Business Practices



- When establishing a **common interval for calling bingo numbers** among the organization's bingo callers, one should consider at a minimum the following elements:
 - Type of medium being used to play bingo;
 - Type of bingo game that is being played;
 - Number of bingo games being played;
 - Type of player audience; and
 - Length of the bingo session.



Best Business Practices



- Consider using the **two-hand technique** versus the one-hand technique when calling the **“Quickie”** bingo game.
 - Reduces the common intervals for calling bingo numbers.
 - Use one hand to place the ball into its corresponding slot while using the other hand to remove the next ball from the blower.
 - Practice this technique and others before performing them during a bingo session.



Best Bingo Caller Characteristics

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- **Authoritative Personality (Maintain Control)**
- **Acknowledge Mistakes**
- **Consistent**
- **Flexible**
- **Knowledgeable**
- **Listener**
- **Respectful**
- **Verbal Clarity**



Bingo Caller Certificate of Registration



Information

Basic Administrative Information

- A valid certificate of registration **only** applies to the **individual** and the **time period** that are listed on it.
- Notify the OCG **in writing** of any changes in personal information pertaining to the certificate of registration including, but not limited to:
 - Mailing address;
 - Contact information; and
 - Name change.

Other Relevant Information

- **Individuals are encouraged to research, understand and comply with any potential federal and/or state tax requirements as a result of possessing a valid certificate of registration.**
 - **Internal Revenue Service**
Website: www.irs.gov
 - **Virginia Department of Taxation**
Website: www.tax.virginia.gov

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Thank You!