Bingo Caller Training Session
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.
Charitable gaming permits are only valid for the locations, dates and times designated on them.
• 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**.
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
• 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.
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.
• 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.
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.
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.
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.
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.
“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.
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.
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.
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.
• 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.
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.
• 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.
“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 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.
“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 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.
• 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
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.
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;
Ensure the light bulbs on the flashboard 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
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
Best Bingo Caller Characteristics

- Authoritative Personality (Maintain Control)
- Acknowledge Mistakes
- Consistent
- Flexible
- Knowledgeable
- Listener
- Respectful
- Verbal Clarity
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.
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](http://www.irs.gov)

- Virginia Department of Taxation
  Website: [www.tax.virginia.gov](http://www.tax.virginia.gov)
Bingo Caller Training Session

Thank You!