

Organizations that would like to become a member of the Cambridge Gaming Association

New organizations that are interested in becoming a member of the Cambridge Gaming Association are to submit a letter on their letterhead to the Charity Coordinator of the Association (Paul Siopiosz – Email tsip@rogers.com) indicating that they would like to become a member of the Cambridge Gaming Association. The letter needs to include the following information:

- a) Name and Address of the Organization
- b) Contact Information – Name, Phone Number and E-mail Address

Receipt of the Letter to become a Member of the Association

Upon receipt of the letter from a prospective new member, the Charity Coordinator will contact the organization indicating that the next step in the process is to determine if the organization is eligible to conduct lotteries in the Province of Ontario (see attachment – Guide to Charitable Gaming in Ontario)

On Page 2 of the Guide – in the section titled “Do I have to include anything with the application form?”, the document indicates the information and documentation that needs to be submitted to the Licensing Office at the City of Cambridge to determine the organization’s eligibility to conduct lotteries.

No Application Form will be included with the supporting documentation. Eligibility needs to be determined first

Eligibility Review by the Municipality

The Municipality will review the documentation provided by the Organization (may ask for additional info) and determine whether or not the organization qualifies. The Municipality will inform the Organization and the Charity Coordinator if the organization qualifies.

If the organization qualifies, the Charity Coordinator will inform the organization that they have been added to the Waiting List.

The Charity Coordinator will add the organization to the Waiting List and provide the Executive with an up-to-date list of all the organizations on the Waiting List (Name of Organization, Contact Persons, Date put on the Waiting List)

The Waiting List are groups that have been approved by the Municipality.

Membership is Open for New Organizations to Join

From time to time, there will be opportunities for new organizations to join the Cambridge Gaming Association. Factors could include but are not limited to the following:

- a) Current Organization in the Association decides that they no longer want to participate
- b) Current Organization in the Association would like to reduce the number of assignments they currently have (Example go from 2 assignments every 4 weeks to 1 assignment every 4 weeks)
- c) The Hall Operator decides to offer more programs

Process when Membership is Open for New Organizations to Join

The following process will be followed when Membership is open for New Organizations to join the Association

- a) The Executive with the assistance of the Municipality will determine how many new organizations to add. This information will be provided to the Charity Coordinator
- b) The Charity Coordinator will contact the organizations (Executive will be cc'd) on the waiting list based on the date they were added to the waiting list. (For example, if 2 organizations are being added, then the first 2 groups on the waiting list will be contacted first). The Charity Coordinator will inform the organization(s) that Assignments are available on the following days and if they are interested they need to apply by a certain date. If the date passes then the next organization on the waiting list will be contacted.
- c) If no organizations are on the waiting list or no organizations on the waiting list are able to do the assignment times that are available then the assignments will become surplus and be offered out to the membership on Month by Month basis as extra assignments until a new organization is able to do the assignments.

Organization on the Waiting List indicates that are interested in the Available Assignments

After an organization notifies the Charity Coordinator that they are able to do the Assignments that are available, the following will happen:

- a) The Charity Coordinator will notify the Executive of the Association
- b) The Secretary of the Association will inform the Organization that they have been admitted as a Participating Member in the Cambridge Gaming Association (per the constitution)
- c) The Charity Coordinator will inform the Organization of the upcoming Training Dates
- d) The Charity Coordinator will schedule the Organization in the Assignment Schedule after the Organization has at least 2 volunteers trained.
- e) A meeting will be arranged with the Organization, Charity Coordinator, Representative from the Municipality and Member(s) of the Executive to review their roles and responsibilities