

The Compliance Committee consisting of 3 members of the Executive of the Cambridge Gaming Association was formed in 2015 to assist members in meeting their responsibilities. The Compliance Committee works with the Municipality to address delinquent reporting, hall-related infractions and Scheduled Assignments vs Actual Assignments conducted.

Current members of the Compliance Committee are:

Glen Einwechter

Janis Devine

Selwyn Langlois

### Classification of Non-Compliance Issues

Non-Compliance Issues are categorized into 5 groupings. Each grouping will have its own process. As a member of the Cambridge Gaming Association you are accountable to make sure that you are following through on your roles and responsibilities. The 5 groupings of Non-Compliance are as follows:

<b>Monthly Reporting</b>
<b>Year End Reporting</b>
<b>Attendance Related Issues</b> (One Volunteer Present and No Volunteers Present)
<b>Non-Attendance Related Issues</b> (Late Volunteers, Dress Code, Volunteer Roles and Responsibilities)
<b>Scheduled Assignments vs Actual Assignments</b> (Groups need to be participating in a minimum of 80% of their scheduled assignments)

## Monthly Reporting

Monthly Reports are to be submitted on a monthly basis (January Monthly Report is due by the end of February, February Monthly Report is due by the end of March etc.)

### Stage 1 - Organization is 90 days in arrears in Monthly Reporting

- Licensing Officer will contact Compliance Committee
- Compliance Committee will contact Bingo Coordinator and President/Chair of the Organization by e-mail to arrange a meeting (list of 3 dates and times will be provided)
- If the Organization does not meet with or respond to the Compliance Committee within 7 days, the Compliance Committee will inform the Licensing Officer and the Organization will have their permit suspended for 6 Assignments
- The meeting will still occur whether or not the organization has submitted the outstanding reports prior to the meeting. The purpose of the meeting is to assist the organization with becoming compliant. What can the Compliance Committee do to assist? (Example, review on how to fill out the reports)
- During the meeting, the Organization will be informed that they have 7 days to submit their Outstanding Monthly Reports.
- A letter from the Compliance Committee will be sent to the Organization and the Licensing Officer outlining the details of the meeting
- If the Organizations fails to submit their outstanding reports, the Organization will have their permit suspended indefinitely until outstanding reports have been submitted.

### Second Time Offenders

When an organization is 90 days in arrears in Monthly Reporting for a second time, the Municipality will contact the Compliance Committee and the same steps in Stage 1 will be followed

### Third Time Offenders

**If an organization is 90 days in arrears in Monthly Reporting for a third time, the organization will have their Permit revoked by the Municipality – No Meeting**



# Non-Compliance and Repercussions

July 2019

## Year End Reporting

Year End Reports cover the time period of January to December. Year End Reports are due by June 30th.

Example: Year End Report for 2018 – will cover the time period of Jan 2018 to Dec 2018. The Year End Report for 2018 is due by June 30th, 2019

The Year End Report is simply a recap of the 12 Monthly Reports (Jan to Dec). The Year End Report has been simplified and is very easy to complete - No supporting documentation is required and the report does not have to be audited.

We strongly suggest that you submit the Year End Report with your December Monthly Report.

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If an organization does not submit their **Year End Report by June 30th**, the Organization will lose 1 Assignment for each month, the Year End Report has not been submitted starting with the organization’s first scheduled assignment **after August 31st**.

Date	Disciplinary Action starts after August 31st
Report not submitted by June 30th	Organization will lose their next Scheduled Assignment
Report not submitted by July 31st	Organization will lose their next 2 Scheduled Assignments
Report not submitted by August 31st	Organization will lose their next 3 Scheduled Assignments

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If an organization does not submit their **Year End Report by September 30th**, the permit will be revoked and the organization will no longer be a member of the Association. The organization can re-apply to become a member of the Association in March of the following year.

## Attendance Related

Attendance Related issues occur when:

- 1) an Organization has no volunteers present for their assignment or
- 2) an Organization only has One Volunteer Present for their Assignment or
- 3) a Volunteer does not fulfill their Roles and Responsibilities or
- 4) an Organizations fails to provide 5 Business Days Notice that they are unable to provide Volunteers for an Assignment or
- 5) an Organization has only one volunteer present and another volunteer from another organization must fill in to meet hall expectations.

**If an organization fails to provide 5 Business Days Notice for multiple Charity Assignments in a 6 month period, the organization will automatically proceed to Stage 3.**

### Stage 1 – 1st Attendance Related Issue within 6 months

- Compliance Committee member will contact the Bingo Coordinator of the Organization by e-mail to discuss the Compliance Issue dealing with Attendance and attempt to resolve problems. The Compliance Best Practices Document will be attached to the e-mail

### Stage 2 – 2nd Attendance Related Issue within 6 months

- Compliance Committee will contact Bingo Coordinator and President/Chair of the Organization by e-mail to arrange a meeting (list of 3 dates and times will be provided)
- If the Organization does not meet with or respond to the Compliance Committee within 7 days, the Compliance Committee will inform the Licensing Officer and the Organization will proceed to Step 3
- During the meeting, the Organization will be informed that they will be under probation for 6 months. If they have another attendance related issue within 6 months, the Compliance Committee will request to the Licensing Officer, that the organization have their permit suspended or revoked.
- A letter from the Compliance Committee will be sent to the Organization and the Licensing Officer outlining the details of the meeting

### Stage 3 – 3rd Attendance Related Issue within 6 months or failure to respond to Stage 2

A Compliance Committee Member will contact the Municipality and inform them that all other options have failed with the organization and the Compliance Committee requests that the Municipality revoke or suspend the organization's permit.

## Non-Attendance Related

Non-Attendance Related issues occur when an Organization has a Dress Code Infraction or when an Organization has a Volunteer arrive late for their Assignment.

### Stage 1 – After 2nd Non-Attendance Related Issue within 6 months

- Compliance Committee member will contact the Bingo Coordinator of the Organization by e-mail to discuss the Compliance Issue(s) and attempt to resolve problems. (For example, if the organization has a repeating issue with one volunteer arriving on time and one volunteer being late, then suggest the organization send 3 people and hopefully 2 volunteers are on time and then if all 3 people show up then one can leave). The Compliance Best Practices Document will be attached to the e-mail

### Stage 2 – After 3rd Non-Attendance Related Issue within 6 months or failure to respond to Stage 2

- Compliance Committee will contact Bingo Coordinator and President/Chair of the Organization by e-mail to arrange a meeting (list of 3 dates and times will be provided)
- If the Organization does not meet with or respond to the Compliance Committee within 7 days, the Compliance Committee will inform the Licensing Officer and the Organization will proceed to Step 4
- During the meeting, the Organization will be informed that they will be under probation for 6 months. If they have another compliance issue (attendance or non-attendance related) within 6 months, the Compliance Committee will request to the Licensing Officer, that the organization have their permit suspended or revoked.
- A letter from the Compliance Committee will be sent to the Organization and the Licensing Officer outlining the details of the meeting

### Stage 3 – After 4th Non-Attendance Related Issue within 6 months or failure to respond to Stage 3

A Compliance Committee Member will contact the Municipality and inform them that all other options have failed with the organization and the Compliance Committee requests that the Municipality revoke or suspend the organization's permit.

## Scheduled Assignments vs Actual Assignments

Organizations that are a member of the Cambridge Gaming Association must be participating in a minimum of 80% of their scheduled assignments. We have seen an increase over the years where organizations are giving up their assignments (During the time period of Apr 2016 to Mar 2017, 120 Assignments were reassigned to other organizations)

Organizations with 1 Assignment Every 4 Weeks		
Yearly Assignments	13	80% = 10
Semi-Annual Assignments	6	80% = 4

Organizations with 2 Assignments Every 4 Weeks		
Yearly Assignments	26	80% = 20
Semi-Annual Assignments	13	80% = 10

The Compliance Committee will be reviewing the Scheduled Assignments vs Actual Assignments chart on a Semi-Annual Basis: Early October – For April to September Assignments and Early April – For October to March Assignments.

- For organizations that have 1 Assignment every 4 weeks and are not participating in 80% of their Scheduled Assignments at the time of the review, the Compliance Committee will be recommending to the Licensing Officer that the Organization have their Permit revoked and the Organization will no longer be a member of the Cambridge Gaming Association
- For organizations that have 2 Assignments every 4 weeks and are not participating in 80% of their Scheduled Assignments at the time of the review, the Compliance Committee will be recommending to the Licensing Officer that the Organization have their Scheduled Assignments reduced from 2 Assignments every 4 weeks to 1 Assignment every 4 weeks effective immediately
- Please note that when extra assignments become available if an organization is under 80% they will only be considered if no other organization has expressed interest in the extra assignments.