

Standard Operating Procedures (SOP) Sheet

BINGO-RAFFLE CALLER'S RESPONSIBILITIES

1. **General - Roles and Responsibilities:** Should arrive at least 30-minutes before the scheduled starting time of the Bingo-Raffle event.
 - a. Does not need to be a trained and certified State of Colorado Game Manager.
 - b. A person shall not act as a game event/activity caller or assistant to the caller in the conduct of any game of bingo, unless the person has been a member in good standing of the bingo-raffle licensee conducting the game or one of its licensed auxiliaries for at least three months immediately prior to the date of the game, is of good moral character, and never has been convicted of a misdemeanor involving gambling or any felony.

[Furthermore, the caller at the St. Michael Catholic Church shall be a registered, baptized Catholic, in good standing within the Roman Catholic Church, and not having anything whatsoever canonically impeding them from receiving the sacraments.]
 - c. Where more than one room is used for any one game, the receptacle [main board and console] and the caller must be present in the room where the greatest number of players are present.
 - d. All numbers announced must be plainly audible to the players in the aforesaid room and also audible to the players in the other room/s.
 - e. The receptacle and the caller must be visible to all the players at all times except where more than one room is used for any one game, as noted previously.
 - f. Once the caller becomes aware of the existence of a Bingo called, he/she **MUST STOP** the further withdrawal and calling of new balls and address the called Bingo player to begin the verification procedures.
 - g. If a bingo has been signaled and a worker acknowledges the player, but the caller was unaware and continues to call the next ball, the effect of the preceding ball is suspended pending verification or invalidation of the last [signaled] bingo.
 - h. The caller may not call the next ball removed from the machine or otherwise selected, until the signaled bingo [player's card] is verified or invalidated.

- i. If the signaled bingo is verified, the caller must return the ball to the machine, unless the verified bingo is part of a multi-part or continuing game.
- j. If multiple bingos are announced and each verified, and the prize is a cash prize, the licensee must divide the prize for that game or game part, so that each verified bingo player receives the appropriate amount, regardless of the number or identity of players involved. If a prize is divided, the licensee may round up the prize amount given to any player holding a verified bingo only to the nearest dollar.
- k. If the licensee is offering a merchandise prize, the licensee may designate an alternative cash prize in the case that more than one person achieves a valid bingo. The alternative cash prize must be equal to the current retail value of the merchandise prize and information on the alternative prize must be posted in accordance with Colorado Bingo-Raffle Handbook Rule 2.4.4.3.1.7

1. **The caller must then ask the players two times:**

“Are there any other bingos?”

If no other player answers, the caller must announce:

“This game is completed.”

2. **Call and display of balls.** A caller must draw a ball from the receptacle and immediately display the letter and number on the ball to the players.

- a. The caller must make the announcement **twice** before drawing the next ball.

EXAMPLE: “B-15”. “B-ONE-FIVE”.

- b. ***The ball is not official until it has been properly called.***
- c. [At the St. Michael Parish Church, ***allow approximately 30 seconds between each call*** to give participants enough marking time. People need time to hear the combination, find it on their score sheets, and then mark it.

PLEASE – Do not call out a new combination from the next drawn ball too quickly—wait approximately 30 seconds after you've called out a ball's letter and number to the people—to enable them to prepare for the next call.]