

Special Games Controller Job Description

Controller Duties:

Set up the Island trays (4) - 5 X \$5 5 X \$10 and a roll of loonies = \$100. Put a name tag (Special Games) in each tray to ensure everyone has one and make sure they all put them on. It is important that the islands are ready to sell when the Cashiers open to prevent a lineup at the tills, once the islands are selling you will have time to concentrate on the rest of the volunteers.

Earlybird then Paymaster

6-4-Baseball then Seller

Bonanza and **Houdini** then Seller

Double Action then Seller

Floor Positions: Verifiers & Special Game Cards

Set up Floor Sellers and Verifiers with cards and a float. Each Seller receives 5 loonies, 7 x \$5's, 1 x \$10 = \$50 and then their Special Game cards. Most days only 1 Floor Seller & your Verifiers will be enough sellers for the floor. On playoffs you will need 2 Floor Sellers and the Verifiers with tickets.

6-4-Baseball - 5 Cards (most people prefer the 9 up card which is at the Island only)

Houdini - 25 Cards

Bonanza - 50 Cards

If there is a play off more cards may be required.

Verifiers (2), Special Game Card Sellers

- Verifiers wear the BLACK aprons
- Floor Sellers wear the BLUE aprons
- All floor workers must have an apron on while on the floor.
- Volunteers should turn their aprons into the Controller, when on a break, in the washroom or if they go outside. No aprons should be taken into these areas.
- All cell phones must be on vibrate or turned off if you need to use it come off the floor and come to the Volunteer area to use it.

Record each seller on the control forms provided, they MUST initial for their float and then initial for their cards each and every time you issue them. When they run out of a card they will first give you the amount of money they sold in cards and then receive more cards and initial for the cash they gave you.

Breaks – Controller will issue breaks to the Floor Sellers during the event. If you are ordering anything from the concession that requires any prep make sure you order it 5 minutes prior to your break so that you do not spend your break waiting for it.

NO SELLERS should be on a break during intermission.

Verifiers, Paymaster, & Money Runner (if you have one) should order their food from the concession just prior to intermission because the concession can be very busy at this time. If there is a shortage of volunteers, they should have their break at the beginning of the event before the first bingo so that they are able to help out during the intermission. Only volunteers who should be permitted to be on a break during intermission would be verifiers, the money runner and paymaster.

Volunteers should be getting breaks and food only while Bingo is being played. Chairperson and Controller will help at Island if needed.

At 11:45 - 5:45 - 10:00 when the games begin:

Send the Ball Sellers over to the Ball window to get ready to sell all tickets. Sometimes you will need 2 sometimes 3 or maybe 4 depending on the crowd, you will need to ask the Ball staff they know best. Usually, you will send the Island people to be Ball Sellers. Double Action, Bonanza, and 6-4-Baseball. The Earlybird Seller becomes the Paymaster.

Paymaster Float

At this time make sure the Paymaster gets their float, the Advisor will tell you how much and what denominations they want you give him/her.

One - Frenzy's are the first Games, the Controller will have given the Paymaster a float for payouts which will be determined by the Hall Advisor.

Two - When Earlybird starts cash out the Island, take out the float of \$100 return to your tray. Count the cards and tell the Advisor what you have then count your cash and record on your control sheet. Once it is balanced you can put the cash in your tray when it is balanced the Seller will then sign off on the control sheet.

Three - Nickels begin, they take about 15 to 20 minutes to play.

Four - Double Action, again take out the float of \$100 return to your tray. Count the cards and tell the Advisor what you have then count your cash and record on your control sheet. Once it is balanced you can put the cash in your tray when it is balanced the Seller will then sign off on the control sheet.

Five - Regular games begin. The Advisor takes the player attendance and establishes what column we will be playing in and advises the Paymaster and Caller and posts the Column #.

The only Special Game Cards left for sale on the island is the 6-4 Baseball, Houdini, and Bonanza.

Updated – February 2022

Once the Regular games begin you can start getting your floats back in order starting with the Bonanza float.

\$1550 Bonanza

\$1100 Cashier

The denominations are on the wall by the Controller. When complete give to the Advisor to verify.

Cashing in Floor Sellers: The Advisor will let you know when to start cashing in your 6-4-Baseball Sellers usually when page 3 begins depending on how many Sellers you have. At beginning of the page at all events all Sellers will cash in 6-4-Baseball cards, once they are all in - Do a count of 6-4-Baseball cards and give the total to the Advisor. All cards should be bundled back to 25's then into 50's, there should only be one odd bundle in any box. The Advisor will post payout.

After Intermission:

Houdini Cards are on sale till the start of page 6 on all programs and then all Sellers cash in. At the beginning of Page 6 at all events all Sellers will cash in Houdini cards, once they are all in - Do a count of Houdini cards and give the total to the Advisor. All cards should be bundled back to into 50's, there should only be one odd bundle in any box. The Advisor will post payout.

After the Houdini is played you can cash in your final Bonanzas, count the cards and let the Advisor know the final card count. Advisor will post the prize.

Verify all cash in your tray and transfer to the Chairperson.

It is up to the Floor Sellers to pick up the programs when the Caller lets you know. They are to be put on the shelf next to the stage.

Make sure the volunteer area is cleaned up, clear off the Island and have everything ready and clean for the next group coming in. Set up all the trays and leave the Volunteer badge in each tray.

Once the area is clean take your cash tray to the Advisor area to be verified.

Controller

At all events the following times are when your Sellers should be cashed in:

AFTERNOONS

Start of page #3 is **LAST CALL** for 6-4-Baseball, only 2 Sellers should be out till the end of this page.

Houdini last call at start of page #5 all in at the end of page #5

LAST CALL for Bonanza on page #6, only 3 Sellers should be out
everyone cashes in at the end of Houdini

EVENING

Start of page #3 is **LAST CALL** for 6-4-Baseball, only 2 Sellers should be out till the end of this page.

Houdini last call at start of page #5 all in at the end of page #5

LAST CALL for Bonanza on page #6, only 3 Sellers should be out
everyone cashes in at the end of Houdini

LATE NIGHT

Start of page #3 is **LAST CALL** for 6-4-Baseball, only 2 Sellers should be out till the end of this page.

Houdini last call at start of page #5 all in at the end of page #5

LAST CALL for Bonanza on page #6, only 3 Sellers should be out
everyone cashes in at the end of Houdini

If you have any questions, please ask the Advisor.