

# Becoming a VLT site contractor

## What is a Video Lottery Terminal?

A Video Lottery Terminal (VLT) is a coin-operated terminal that offers various games of chance such as keno and reel games. Players place wagers on the games and try to accumulate winnings. Players may choose to "cash-out" their winnings at any time by pressing the collect button. A payout slip will print indicating the cash value at the time of cash-out. These pay out slips are then redeemed for cash.

## What businesses are eligible to participate in the VLT program?

The business must hold one of the following liquor permits in order to be eligible to become a VLT site contractor:

- Tavern Permit-Beverage Room Category
- Tavern Permit-Brew Pub Category
- Tavern Permit-Night Club Category
- Restaurant Permit with Lounge Endorsement

As well, the minimum number of seats in the age-restricted area of the permitted establishment (where no minors under the age of 19 are allowed) can be no less than 30 seats.



## What do I have to do to be considered as a VLT site contractor?

To be considered as a VLT site contractor you will need to:

- Complete an application form.
- Undergo a criminal record check.
- Sign an agreement outlining the rules and responsibilities of being a VLT site contractor.
- Establish an auto pay trust account through your bank to be used for the weekly electronic drawdown.
- Submit a floor plan to identify where the VLTs will be situated at the site.

## What criteria does the Saskatchewan Liquor and Gaming Authority (SLGA) use to evaluate my application?

SLGA will ensure that the place of business holds a valid liquor permit and that the principal owners and operators of the business complete a criminal record check and are of good character.

## If I'm approved to become a site contractor what do I have to do to prepare my site before the VLTs can be installed?

- It is the site contractor's responsibility to install 110 volt, 15 amp electrical circuits. Each circuit is to have a dual outlet receptacle. One of these circuits will be used to power the site controller, and one circuit is required to power every three VLTs (three VLTs = one circuit, five VLTs = two circuits). It is important that no other equipment obtains power from, or is grounded to, these circuits. A Western Canada Lottery Corporation (WCLC) representative will assist you in identifying where these outlets will be located.
- It is the responsibility of the site contractor to provide a telephone line in proximity to the placement of the VLTs. An individual who is operating or repairing the VLTs must be able to carry on a telephone conversation for the purposes of receiving instructions related to the operation or maintenance of the VLTs.

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- It is the responsibility of the site contractor to obtain the communications cable for installation. The cable is used to connect the VLTs to the site controller. This specialized cable can be ordered from WCLC's Retail Services (1-800-667-4522), and installed by an electrician.
- The electrician will have to determine a path for the cable from the site controller to the VLTs. When identifying the cable path it is important to take the following points into consideration:
  - The cable must not pass over, or come in contact with, fluorescent light ballasts, electrical motors, compressors, audio or lighting power cables.
  - Once the cable path has been determined, you must calculate the length of the cable required. The cable length should allow for 10 feet of excess cable on each end of the cable path.
  - The site contractor is responsible for the cost of any renovations that may be required prior to the installation of the VLTs.

### **What happens once it's time to install the VLTs?**

Once the site contractor has fulfilled their responsibilities for preparing the site for installation, a WCLC technician will arrange a date for installation. As well, the WCLC technician will provide coin-handling equipment for the site contractor to better manage the coin influx.

### **How many VLTs does a new site receive?**

New sites receive three VLTs.

### **What assistance is provided to a site contractor who is receiving VLTs?**

SLGA ensures that site contractors receive training in all necessary operational areas. As well, SLGA provides accounting forms for the site contractor to record daily activity for each terminal and all of the paper stock and supplies required for the VLTs. SLGA also provides site contractors with a toll-free Retail Services telephone number that will put you in touch with a VLT customer support representative 18 hours a day. These highly trained individuals will assist you by telephone with any problems that may arise. If a problem can't be resolved by telephone, a repair technician will be dispatched to your location.

### **What are the site contractor's responsibilities once the VLTs have been installed?**

The site contractor agreement specifies a number of responsibilities for the site contractor. These include:

- Following the daily accounting procedures that have been specified.
- Paying out funds to players according to pay out slips.
- Changing paper stock and printer ribbons.
- Cleaning of coin mechanisms and VLTs.
- Reporting any problems with the VLTs to Retail Services.
- Ensuring the VLTs remain powered at all times.
- Maintaining an appropriate float to allow for cash payouts.

### **How can I receive more information or an application form?**

For further information please contact SLGA's Electronic Gaming Branch at (306)787-9493.



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