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***CLASS “A”  
BINGO/CHARITABLE GAMING  
EVENT TERMS AND  
CONDITIONS***

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Saskatchewan  
Liquor and Gaming  
Authority

*January 2011*

## **SASKATCHEWAN LIQUOR AND GAMING AUTHORITY**

### **Class "A" Bingo/Charitable Gaming Event - Terms and Conditions**

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## **1. DEFINITIONS**

In these Terms and Conditions:

- (a) "ADDENDUM" means an amendment to a Licence, allowing for changes in dates, times or the addition or deletion of Bingo/Charitable Gaming Events. It is issued by SLGA and forms a part of the original Licence.
- (b) "ASSOCIATION" means an incorporated, not for profit entity that represents or acts as the agent for its members, which are licensed charities. An Association is a Class "A" Licensee and coordinates activities related to Bingo/Charitable Gaming Events (if applicable, including Breakopen and Raffle Ticket sales) on behalf of or as agent for all of the licensed charities conducting Bingo/Charitable Gaming Events in its licensed facility.
- (c) "ASSOCIATION BINGO HALL" means any premises where Bingo/Charitable Gaming Events are conducted in excess of three events per week and it is apparent the premises exist primarily for the purpose of conducting these events.
- (d) "BASIC TICKET" means a Raffle Ticket without the purchaser's name, address and telephone number.
- (e) "BINGO" means a lottery scheme where consideration is given for a chance to win a prize or prizes by completing a specified arrangement of numbers and/or letters on bingo paper using the numbers and/or letters selected at random.
- (f) "BINGO EVENT" means an event, including Charitable Gaming Events, lasting a minimum of two hours and a maximum of six hours in which Bingo occurs under the authority of a Licence and requiring an Event Close-Out Summary.
- (g) "BINGO/CHARITABLE GAMING EVENT LOG" means the financial report which is to be submitted to SLGA within the required time following the conclusion of Bingo Event. The report form is used to record all Bingo Event data from the Event Close-Out Summaries, to record actual Expenses and calculate Net Proceeds.
- (h) "BINGO EVENT TICKET" means a Breakopen Ticket which contains a prize in which the winner is determined by matching a bingo ball symbol or symbols on a Breakopen Ticket with a specified number or numbers drawn during the course of a licensed Bingo game. Bingo Event Tickets are considered breakopens and not bingo paper.
- (i) "BINGO EVENT TICKET GAME" means Breakopen Gaming in which a winner is determined by matching a bingo ball symbol or symbols on a Breakopen Ticket with a specified number or numbers drawn during the course of a licensed Bingo game.
- (j) "BREAKOPEN EVENT" means a period of time, at a location indicated on the Licence, in which Breakopen Tickets are offered for sale to the public.
- (k) "BREAKOPEN GAMING" means a lottery scheme wherein Breakopen Ticket Game Units are offered for sale to the public.

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- (l) "BREAKOPEN TICKET" means a gaming piece used in a game of chance that is completely made of paper or paper products which conceal numbers or symbols that must be exposed by the player by tearing off a covering in order to determine wins or losses. Prizes must be defined as per the game structure, and may be Instant Prizes or Secondary Prizes, includes both Bingo Event Tickets and Seal Cards.
- (m) "CHARITABLE GAMING EVENT" means a Bingo Event at an Association Bingo Hall for which a Class "B" Licensee is licensed to conduct and manage one or more lottery schemes, including Bingo, Breakopen Gaming and Raffles, and all revenues are shared within the Association membership in accordance with an SLGA approved distribution formula.
- (n) "CONSOLATION PRIZE" means a Bingo prize awarded in lieu of the Incentive Prize. The Consolation Prize is the minimum prize, or prizes, offered on a Bingo game which is guaranteed to be won during that Bingo/Charitable Gaming Event.
- (o) "DRAW" means the approved selection process by which the winner(s) are determined on a random basis.
- (p) "EVENING EVENT" means a Bingo/Charitable Gaming Event that commences no earlier than 3:00 p.m. or no later than 7:59 p.m.
- (q) "EVENT CLOSE-OUT SUMMARY" means a document which details all financial transactions related to a particular Bingo/Charitable Gaming Event in a format authorized by SLGA.
- (r) "EXPENSES" means all real and accrued Expenses, including both administrative and operating Expenses, related to the operation of the Bingo/Charitable Gaming Events and the Association. All Expenses pertaining to the conduct of Bingo/Charitable Gaming Events must be approved in advance by SLGA.
- (s) "GAME UNIT" describes a complete set of elements of winning and losing Breakopen Tickets packaged as a set, bearing identical serial numbers.
- (t) "GROSS REVENUE" means all monies spent (bet) by patrons to participate in a Bingo/Charitable Gaming Event.
- (u) "INCENTIVE PRIZE" means a prize offered on a Bingo game which is awarded only when bingo is achieved in a pre-determined manner or within a pre-determined amount of numbers.
- (v) "INSTANT PRIZE" means a prize available to be awarded as soon as a specified arrangement of numbers or symbols is revealed by breaking open the cover tab on a Breakopen Ticket.
- (w) "LATE NIGHT EVENT" means a Bingo/Charitable Gaming Event that commences no earlier than 8:00 p.m. or no later than 2:00 a.m.
- (x) "LICENCE" means a Licence issued pursuant to the *Criminal Code*, for the conduct and management of a lottery scheme, and includes:

Class "A" Licence – which is a Licence issued to an Association to manage and coordinate activities related to Bingo/Charitable Gaming Events on behalf of all of the licensed charities operating at an Association Bingo Hall;

Class "B" Licence –which is a Licence issued to a single charitable or religious organization to conduct and manage Bingo/Charitable Gaming Events in conjunction with a Class "A" Licensee at an Association Bingo Hall.

- (y) "LICENSEE" refers to the holder of a valid and subsisting Licence issued by SLGA.
- (z) "MATINEE EVENT" means a Bingo/Charitable Gaming Event that commences no earlier than 9:00 a.m. or no later than 2:59 p.m.
- (aa) "NET PROCEEDS" means the funds left for the approved charitable purposes after the payment of all prizes and Expenses approved by SLGA.
- (bb) "PRE-POSTED NUMBER GAME" means a Bingo game in which a pre-determined number of numbers are called prior to the start of a Bingo/Charitable Gaming Event. Upon closing of the bingo paper sales the game is continued until a winner is determined.
- (cc) "RAFFLE" means a lottery scheme where for consideration, Raffle Tickets are sold on a random chance of winning a prize, excluding breakopen and scratch tickets but including, but not limited to, such schemes as 50/50 draws, elimination draws, calendar draws, sports pools and rubber duck races or derby's.
- (dd) "RAFFLE TICKET" means a Raffle lottery ticket, including Basic Tickets, which the holder has purchased as proof of a chance to win.
- (ee) "SEAL CARD" means a Breakopen Ticket posted at the licensed location that is used to determine the winner of a Secondary Prize by opening a window to reveal a symbol that matches a ticket held by a player.
- (ff) "SEAL CARD GAME" means Breakopen Gaming featuring Breakopen Tickets that grant certain players a chance at a Secondary Prize or prizes to be determined by the removal of a window from a Seal Card to reveal a specified winning symbol matching the winning ticket(s).
- (gg) "SECONDARY PRIZE" means a prize awarded to a winner determined in an event subsequent to the awarding of Instant Prizes. Only players who hold tickets with specified numbers or symbols are eligible to win Secondary Prizes.
- (hh) "TRUST ACCOUNT" means an account which may be maintained by the Association for the payment of accumulating bingo prizes or as a means managing bingo prize payouts over longer periods of time.

## **2. GENERAL**

- (a) The Licensee shall conduct the lottery in accordance with the application as approved,

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- these Terms and Conditions, and any other Terms and Conditions as imposed by SLGA either before or after issuance of the Licence.
- (b) The Licensee shall conduct all Bingo/Charitable Gaming Events at the location which appears on the Licence issued by SLGA.
  - (c) The Licensee shall conduct Bingo/Charitable Gaming Events only on the specific dates and times approved on the Licence, or on those specific dates and times added by way of an Addendum. Any change to the Licence, such as the addition or deletion of events or changes in times, dates or location of events, must be approved in advance by SLGA. All requests for such changes must be submitted in writing by the Licensee to SLGA. If approved, SLGA will issue an Addendum to the Licence.
  - (d) The Licensee shall not revise any aspect of the Bingo/Charitable Gaming Event as approved by SLGA without prior approval of SLGA.
  - (e) A copy of the approved Class "A" Licence, any amendments to the Licence and rules of play for the Bingo/Charitable Gaming Event must be posted or available during the event.
  - (f) The Licensee shall not transfer or assign its Licence. Bingo/Charitable Gaming Events may not be "lent", "donated", "shared" or "co-opted" with any other person or group, even if such group also holds a valid Licence with SLGA.
  - (g) No Class "B" Licensee shall hold more than fifty-two (52) Bingo/Charitable Gaming Events in a Licence year.
  - (h) Each charitable organization is allowed only one Bingo/Charitable Gaming Event Licence per year and may be a member of only one Association.
  - (i) The Licensee shall assign Bingo/Charitable Gaming Events to Class "B" Licensees in accordance with the dates and times for which the Association has been licensed and in accordance with Association scheduling policies.
  - (j) The Licensee shall not cancel or reassign dates or times, nor prevent a Class "B" Licensee from conducting a Bingo/Charitable Gaming Event for which they are licensed without the express written authority of the affected Licensees, and/or SLGA approval.
  - (k) The Licensee shall comply with all municipal, provincial and federal laws.
  - (l) An individual considered not to be of good character, or good standing, shall not be involved in the operation of the Bingo/Charitable Gaming Event, if in the opinion of SLGA; the integrity of the Bingo/Charitable Gaming Event could be compromised by that person's involvement.
  - (m) The Licensee shall notify SLGA immediately in writing about anything that has compromised, or may compromise, the fair and honest conduct of the Bingo/Charitable Gaming Event. This includes, for example, any suspected cheating or irregularities.
  - (n) Any person or entity that provides gaming services for remuneration to a Licensee(s) is required to be registered with SLGA.

- (o) The Licensee shall ensure all premises used for Bingo/Charitable Gaming Events and all gaming equipment or devices, including without restriction, product, and supplies used in gaming operation, are approved by SLGA and are made available on request for inspection at all reasonable times by any inspector or other person duly authorized by SLGA. All equipment or devices shall be of a quality and standard to ensure the integrity and fair play of the gaming and be maintained in good repair at all times during use at a Bingo/Charitable Gaming Event.

### **3. PAID WORKERS**

- (a) The Licensee's executive and/or board of directors shall be volunteer positions. Executive and board members may be reimbursed for actual and reasonable Expenses incurred in the fulfilment of their duties.
- (b) Members of the Licensee's executive and/or board of directors shall not hold a Certificate of Registration for any charitable gaming location operated by the Licensee.
- (c) The Licensee shall ensure that only volunteers, and registered gaming employees registered for that location, are used in the operation of the Bingo/Charitable Gaming Event.
- (d) The Licensee shall ensure that members of the Class B Licensee work at their licensed events only in volunteer capacities.
- (e) The Licensee shall ensure that registered gaming employees, registered for that location, work at Bingo/Charitable Gaming Events only in paid staff positions.
- (f) The Licensee shall ensure that the following three mandatory volunteer positions, filled by representatives of the Class "B" Licensee, shall be present at each Bingo/Charitable Gaming Event:
  - (i) Event Chairperson(s) - The Event Chairperson shall on behalf of the Class "B" Licensee, be responsible for the conduct of the Bingo/Charitable Gaming Events, including the verification of bingo paper received, and if applicable Breakopen Tickets and Raffle Tickets, the sales of gaming products, the payment of prizes, the reconciliation of the event and the completion of the required documentation of the event. The Event Chairperson supervises the event and assigns duties to volunteer staff, supervises paid staff in conjunction with the Class "A" Licensee or their designated event management person, works closely with the gaming product controller and assists in completion of event control forms. The Event Chairperson is also responsible for the secure handling of cash, and for ensuring compliance with all Terms and Conditions pursuant to the Class B Licence.
  - (ii) Paymaster - This volunteer position reports to the Event Chairperson. The Paymaster supervises and documents the calculation and payment of prizes and assists the gaming product controller during the Bingo/Charitable Gaming Event.
  - (iii) Gaming Product Controller - This volunteer position reports to the Event Chairperson. The Floor Sales Controller supervises sales for all charitable gaming product sold on the gaming floor. This position reconciles and documents

the entire gaming product made available for sale with product and cash returned, and may also assist the paymaster in the calculation of prize payouts.

- (g) The Licensee shall ensure the following mandatory paid positions of the Class "A" Licensee, which shall be registered gaming employees, are present at each Bingo/Charitable Gaming Event:
  - (i) Callers;
  - (ii) Designated Event Management person.
- (h) The following positions may, at the discretion of the Class "A" Licensee, be filled by volunteer representatives of the Class "B" Licensee or by registered gaming employees who are employed by the Class "A" Licensee or the management company:
  - (i) Runner – reports to the Gaming Product Controller. Runners sell charitable gaming products to players on the gaming floor, assist in verifying winners, and assist in reconciling the gaming product made available for sale with product and cash returned.
  - (ii) Cashier – reports to the Event Chairperson/Gaming Product Controller. The cashier sells charitable gaming product to players at the sales counter. The cashier also assists in reconciling the gaming product made available for sale with the product and cash remaining at the end of the event.
- (i) Cash shortages attributed to registered gaming employees are not to be deducted from the Class B Licensee's proceeds, but rather as an operating expense of the Class A Licensee.

#### **4. ADVERTISING**

- (a) The Licensee shall ensure that all forms of advertising are accurate. Advertising descriptions and values of prizes must accurately match prizes described in the License application, the event program and available to be won at the Bingo/Charitable Gaming Event.
- (b) The Licensee may be required to supply SLGA with samples of any advertising materials to be used in connection with the Bingo/Charitable Gaming Event.
- (c) The Licensee shall ensure that any advertising or publicity for a Bingo/Charitable Gaming Event or hall is not addressed to minors unless the advertising or publicity is intended to:
  - (i) Promote abstinence or moderation in playing games of chance; or
  - (ii) Advise of the detrimental effects or consequences of excessive gaming.
- (d) The Licensee shall not promote Bingo through any means of advertising or publicity that:
  - (i) Gives a person an unrealistic perception of a player's chances of winning; or
  - (ii) Does not conform to prevailing community standards.

#### **5. EVENT MANAGEMENT - General**

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- (a) The Licensee, or designated event management personnel on their behalf, shall supervise, as well as be responsible and accountable for the management of following aspects of the Bingo/Charitable Gaming Event, including:
  - (i) Ensuring that the appropriate lottery licenses, including that of the Class "B" Licensee, are posted in a prominent location visible to the players;
  - (ii) Ensuring that copies of the game program for the Bingo/Charitable Gaming Event, copies of the rules of play and house rules are available to the players and the Class "B" Licensee at each event;
  - (iii) Prior to the Bingo/Charitable Gaming Event, verifying the receipt and quantity of bingo paper and, if applicable, the Breakopen Tickets and Raffle Tickets, to be used/sold by the Class "B" Licensee at the Bingo/Charitable Gaming Event;
  - (iv) Ensuring that all bingo paper, supplies, equipment and, if applicable, Breakopen Tickets and Raffle Tickets provided for use at the Bingo/Charitable Gaming Event comply with the requirements provided by SLGA;
  - (v) Overseeing the calculation and payout of prizes;
  - (vi) Reconciling with the Class "B" Licensee all cash transactions for the Bingo/Charitable Gaming Event including bingo paper and, if applicable, the Breakopen Ticket and Raffle Ticket sales;
  - (vii) Completing and signing an Event Close-Out Summary in conjunction with the Class "B" Licensee and ensuring completion of the monthly Bingo/Charitable Gaming Event Log on forms as approved by SLGA;
  - (viii) Depositing or ensuring the deposit of the gaming proceeds, less payment of the appropriate cash prizes at the Bingo/Charitable Gaming Event into the Class "A" Licensees' lottery bank account;
  - (ix) Ensuring that all Terms and Conditions of the Licence, and any additional Terms and Conditions, are adhered to; and
  - (x) Ensuring any contracted bingo management services provided to the Class "B" Licensee with respect to the operation of the Bingo/Charitable Gaming Event are in compliance with the contract approved by SLGA and the Terms and Conditions of both the Class "A" and Class "B" licenses.
- (b) The Licensee shall ensure that none of the persons directly involved in or responsible for the conduct of the Bingo/Charitable Gaming Event, including Class "B" Licensee volunteers as well as registered gaming employees at that facility, shall purchase entry for, or play in, any of the gaming activity at the event.
- (c) The Licensee shall ensure that the premises in which the Bingo/Charitable Gaming Event is to be conducted is:
  - (i) Owned or occupied by the Licensee; or

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- (ii) Supplied by a registered gaming supplier who holds a valid certificate of registration as a gaming supplier.
- (d) The Licensee shall employ or permit only persons in possession of a valid certificate of registration as a gaming employee to provide guidance and direction to the Class "B" Licensee conducting the event. Such duty or service must only be in the capacity for which said persons are registered.
- (e) The Licensee shall ensure all registered gaming employees who are employed on the premises, wear the certificate of registration tag which identifies the registrant by name, and position (and can be viewed by the gaming public) at all times during the Bingo/Charitable Gaming Event.
- (f) The Licensee shall provide a secure area or separation between Bingo/Charitable Gaming Events to allow a Class "B" Licensee to complete records, cash handling, etc. before another Class "B" Licensee is allowed to conduct the following event.
- (g) The Licensee shall provide adequate and secure work areas for the Licensees. This shall include a secure area for the counting of money, completion of the Event Close-Out Summary and any other functions requiring security.
- (h) The Licensee shall ensure that a registered gaming employee, registered to provide event management, is present on the premises and available to provide guidance and direction to the Class B Licensee at all times during a Bingo/Charitable Gaming Event.
- (i) Bingo/Charitable Gaming Events may not begin before 9:00 a.m. and must conclude by 4:00 a.m.
- (j) If an admission fee to the Bingo/Charitable Gaming Event is charged, the fee will become part of the Gross Revenue at the Bingo/Charitable Gaming Event and will be reported on the Event Close-Out Summary as part of the event Gross Revenues.
- (k) The Licensee shall ensure all bingo paper, and if applicable Breakopen Tickets and Raffle Tickets, shall be exchanged for cash or direct debit at time of sale. All debit transactions must occur at the counter and cannot occur on the gaming floor. Cheques or other negotiable instruments are prohibited. Automated Teller Machines (ATMs) are allowed on the premises however the location must comply with SLGA policy (see Charitable Gaming Policy Manual).
- (l) The Licensee shall not extend credit for the purchase of bingo paper, and if applicable, Breakopen Tickets and Raffle Tickets.
- (m) The Licensee shall ensure all sales of bingo paper, and if applicable Breakopen Tickets and Raffle Tickets, are final. Refunds are prohibited, unless extenuating circumstances exist of which the Licensee has no control and are such that issuing a refund does not call into question the integrity of the gaming.
- (n) The Licensee shall ensure that an Event Close-Out Summary as approved by SLGA is completed for each and every Bingo/Charitable Gaming Event. The Class "A" and Class

"B" Licensees must each sign, and certify correct, as well as retain a copy of, the Event Close-Out Summary.

- (o) The Licensee shall record on the Event Close-Out Summary all revenues from Bingo, breakopen or Raffle games conducted, all prizes paid at the event (both to players directly or into the Trust Account), and record in detail all information required on the Event Close-Out Summary for each Bingo/Charitable Gaming Event conducted. The Licensee shall also indicate on the Event Close-Out Summary, any prizes that have been donated.

## **6. DISTRIBUTION OF GROSS REVENUE**

- (a) All revenue remaining after the payment of prizes at each Bingo/Charitable Gaming Event is to be retained by the Class "A" Licensee for the payment of Expenses and for disbursement to charity. This revenue must be deposited into the Class "A" Licensee's lottery account and retained there until all monthly Expenses are paid. Deposits for Bingo/Charitable Gaming Event revenue shall be made to a separate account from other facility revenues.
- (b) Any fee paid to a management company shall not exceed 10% of funds remaining after all prizes and all other Expenses are paid. Funds remaining after the payment of a management fee shall be the Net Proceeds.
- (c) All revenue remaining after the prizes and Expenses are paid is considered monthly Net Proceeds. The total Net Proceeds to be disbursed to the Class "B" Licensees, calculated annually, must equal no less than 10% of the total Gross Revenue earned from the Bingo/Charitable Gaming Events in the licensing year. The monthly Net Proceeds must be disbursed to the Class "B" Licensees by the last day of the following calendar month according to the disbursement formula submitted to, and approved by, SLGA. Revenue paid to Class "B" Licensees from sources other than Net Proceeds will not be considered as part of the required 10% minimum.
- (d) Any cash shortages or overages for a particular event, except those attributed to a registered gaming employee, are the responsibility of the Class "B" Licensee licensed for that Bingo/Charitable Gaming Event and shall be reconciled at the time of disbursement. The Class "A" Licensee must disburse to the Class "B" Licensees exactly the amount calculated according to the approved formula, and may not round the figures up or down.

## **7. PRIZES**

The Licensee shall ensure:

- (a) That funds are available at all times, in the lottery bank account to ensure that all prize commitments can be paid.
- (b) That all prizes are paid as advertised.
- (c) That if merchandise prizes are being offered, documentation from the supplier of the prize showing the actual retail prize value of the merchandise shall be attached to the Event Close-Out Summary retained by the Licensee.

## **8. TRUST ACCOUNT GAMES**

At the discretion of the Licensee, a Trust Account may be established. Where a Trust Account is established, the Licensee shall:

- (a) Ensure funding of the Trust Account shall be included in the value of the Bingo/Charitable Gaming Event's prizes recorded on the Event Close-Out Summary. Any other deposit of funds into the Trust Account is prohibited. Deposits to the Trust Account are to be made on the next banking day following the Bingo/Charitable Gaming Event.
- (b) Ensure all disbursements of funds from the Trust Account are made exclusively by cheque and shall only be used to pay the Bingo/Charitable Gaming Event prizes.
- (c) Ensure upon payment of Trust Account prize or any Incentive Prize from a source other than that event's Gross Revenues that a signed receipt is obtained from the winner. This receipt requires the following:
  - (i) Date;
  - (ii) Amount of prize;
  - (iii) Name, address and signature of winner;
  - (iv) Name of Bingo/Charitable Gaming Event game.
- (d) Be responsible and fully accountable for maintaining complete, up-to-date records of the Trust Account.

The Trust Account records shall clearly indicate the following deposit information:

- (i) Date and the Bingo/Charitable Gaming Event when the deposit was collected;
- (ii) The dollar amount of each and every deposit.

The Trust Account records shall clearly indicate the following disbursement information:

- (iii) Cheque number;
- (iv) Date of cheque;
- (v) Dollar amount;
- (vi) Payee name;
- (vii) Complete payee address.

## **9. EXPENSES**

- (a) The Licensee shall not pay any person, other than a registered gaming employee or supplier, any remuneration, per diem, honoraria, or any other form of direct or indirect compensation or consideration for assistance in the management of a Bingo/Charitable Gaming Event, without prior approval of SLGA.
- (b) Payment of any Expenses to a person supplying gaming services to a Licensee, other than a mere landlord who is providing the facility without any interest in the game, may be made only if that person holds a valid and subsisting certificate of registration as a gaming supplier.

- (c) The Licensee shall pay by cheque, or electronic transfer, directly from the lottery bank account only those Expenses approved by SLGA (for more detail see the Gaming Event Expenses section of the Policy Manual).
- (d) The Class "A" Licensee shall ensure that all charges and services rendered do not place the Class "B" Licensee in a position that would cause them to violate the Terms and Conditions of their Licence. Any adjustments to fees and charges shall require prior written approval by SLGA.
- (e) The Class "A" Licensee shall not collect a membership fee from the Class "B" Licensee, other than a nominal annual fee. Per event fees, membership or otherwise, are not allowed.

## **10. MANAGEMENT COMPANIES**

- (a) The Licensee shall only use management services which are provided by a registered gaming supplier approved by SLGA.
- (b) Licensees contracting management companies shall retain responsibility for management of the Bingo/Charitable Gaming Event.
- (c) The Licensee shall ensure the management company complies with the Terms and Conditions of their registration as well as *The Alcohol and Gaming Regulation Act, 1997*, SLGA policy and the Terms and Conditions for which they are contracted to provide services.
- (d) The Licensee shall scrutinize reports and calculations of revenues from the management company and the calculation of the management company's portion of the proceeds.
- (e) A management company's fee for service shall not exceed 10% of funds remaining after all prizes and all other Expenses are paid.
- (f) A draft copy of the management contract must be provided with the Class "A" application for review by SLGA. A final copy must also be submitted once the contract is signed by both parties.
- (g) The management contract shall specify all services provided as well as the fees to be paid.
- (h) The management company shall provide to the Licensee, if requested, a monthly summary of all income and Expenses relating to the Bingo/Charitable Gaming Event operation.
- (i) The management company shall maintain the integrity of the Bingo/Charitable Gaming Event. Licensees are required to report, in writing, to SLGA any non-compliance or issues which may impact upon the integrity of the gaming.

## **11. NET PROCEEDS**

- (a) The Net Proceeds from the Bingo/Charitable Gaming Event must be used for disbursement to the Class "B" Licensees in accordance with the revenue disbursement formula approved at the time of application.
- (b) The Class "A" Licensee or its authorized representatives shall disburse to the Class "B" Licensees its total monthly share of Net Proceeds by cheque, or direct deposit no later than the last day of the following calendar month.
- (c) The Licensee shall ensure any and all interest paid into the lottery bank account becomes part of the gaming proceeds and subject to the licensed charitable spending restrictions as though such interest was earned as part of lottery proceeds.
- (d) All payments from the lottery account to the Class "B" Licensees shall be made by cheque signed by a minimum of two members of the Association's executive or by electronic transfer to the approved Class "B" Licensees' lottery account.
- (e) The Class "A" Licensee shall not require the Class "B" Licensee to pay any portion of its share of Net Proceeds to the Association or its authorized representatives, with the exception of a nominal annual Association membership fee as approved in advance by SLGA.

## **12. BANKING REQUIREMENTS**

- (a) The Licensee shall open and maintain a designated lottery bank account to administer all funds related to the conduct of the Bingo/Charitable Gaming Event.
- (b) The Licensee shall prepare and maintain a ledger to accurately reflect and describe the financial details of all transactions occurring in the lottery bank account pertaining to each of the Bingo/Charitable Gaming Events conducted including the proceeds derived from each, Expenses paid in the conduct of the events, and a detailed list of how Net Proceeds have been disbursed.
- (c) The lottery bank account shall be in the name of the Licensee and shall have cheque privileges and monthly return of cancelled cheques or digital image of cheques.
- (d) The Licensee shall deposit all funds from the Bingo/Charitable Gaming Event by the second banking day following the event.
- (e) The Licensee shall not transfer funds to a general account or any other account or term deposit, unless otherwise approved by SLGA.
- (f) All disbursements from the lottery bank account, for Expenses and/or authorized charitable purposes, shall be made by cheque or electronic transfer.
- (g) The lottery bank account shall be administered by a minimum of two signing officers and each cheque shall be signed by a minimum of two members of the Licensee's executive or authorized representative.

- (h) The Licensee shall not deposit funds received from any source into the lottery bank account other than those gaming funds received from the Bingo/Charitable Gaming Events conducted by the Licensee and licenced by SLGA.

### **13. RECORDKEEPING**

- (a) The Licensee shall retain all records pertaining to the Bingo/Charitable Gaming Events conducted for a period of three years from the date of the expiry of the Class "A" Licence, including:
  - (i) Bank statements;
  - (ii) Cancelled cheques;
  - (iii) Invoices/receipts for Expenses;
  - (iv) Event Close-Out Summaries;
  - (v) Bingo/Charitable Gaming Event Logs;
  - (vi) Prize records;
  - (vii) Event working documents, including issue sheets, prize payout documents, etc;
  - (viii) Deposit books/slips;
  - (ix) All records relating to the Trust Account;
  - (x) Copies of financial reports submitted to SLGA;
  - (xi) Contract with registered bingo management company, if applicable; and;
  - (xii) Any other information relevant to the management of the Bingo/Charitable Gaming Events.
- (b) The Licensee shall ensure that, at all reasonable times, SLGA representatives have access to all records. SLGA representatives may copy or temporarily remove records at their discretion.

### **14. REPORTING REQUIREMENTS**

- (a) The Class "A" Licensee, and the Class "B" Licensee must each retain a copy of the Event Close-Out Summary, and a copy must be submitted to SLGA by the last day of the following calendar month.
- (b) The Licensee is required to complete a Bingo/Charitable Gaming Event Log including the revenues, prizes, Expenses and proceeds generated as a result of their Bingo/Charitable Gaming Events. The Licensee shall complete the Bingo/Charitable Gaming Event Log on forms prescribed, or approved, by SLGA and submit these forms to SLGA by the last day of the following calendar month.
- (c) The Bingo/Charitable Gaming Event Log must be signed, and certified correct, by an authorized representative of the Class "A" Licensee.
- (d) Along with the required Bingo/Charitable Gaming Event Log, the Class "A" Licensee must provide to SLGA, and make available to the Class "B" Licensees, the following additional information on forms prescribed, or approved, by SLGA:
  - (i) A statement comparing actual vs. budgeted Expenses for the month. The statement shall include an explanation of any significant variances between actual and budgeted Expenses;

- (ii) Revenue disbursement information detailing the Net Proceeds paid to each Class "B" Licensee, calculated according to a formula approved by the Association membership and authorized by SLGA in advance.
- (e) SLGA may request additional documents deemed necessary to confirm the particulars of the event.

## **15. AUDIT REQUIREMENTS**

- (a) The books and records of the Licensee are subject to review and/or audit by SLGA and must be maintained in a manner acceptable to SLGA.
- (b) Failure to supply access to records, or comply with a request from SLGA for records, will be considered as non-compliance and will result in immediate sanction upon the Licensee.
- (c) The Licensee shall provide to SLGA a copy of an independent audit opinion to confirm the accuracy of the financial reports submitted to SLGA. The independent audit opinion must be signed by an accountant with a recognized professional accounting designation (CA, CMA, or CGA). The audited opinion shall be provided to SLGA within such time as may be approved by SLGA.

## **16. CONFLICT OF INTEREST**

- (a) The Licensee shall ensure there is no conflict of interest, real or perceived, with regard to the operation of gaming activity. A conflict of interest means any situation in which a Licensee or any officer, director or member of the organization, or any person who supplies gaming services to the Licensee, either for himself or some other person(s), promotes or attempts to promote a private or personal interest which results or appears to result in the following:
  - (i) A conflict or interference with the exercise of his duties; or
  - (ii) A gain or an advantage by virtue of his position.

## **17. BINGO**

Class "A" responsibilities pertaining to the management of Bingo at a Bingo/Charitable Gaming Event:

### **17.1 GENERAL – Bingo Gaming**

- (a) The Licensee, or designated event management personnel, shall supervise and provide support to the Class "B" Licensee at the Bingo/Charitable Gaming Events, including the issuing of bingo paper, outlining the required duties to be performed in the conduct of the event, the reconciliation of the event and the completion of the required documentation of the event.
- (b) The Licensee shall permit only bingo paper supplied by a registered gaming supplier to be used in the conduct of Bingo.
- (c) The Licensee shall ensure that bingo paper is not mutilated, cut or altered in any way which would result in player fraud or the misrepresentation of the true Gross Revenue.

- (d) The Licensee shall ensure that Pre-Posted Number Games are conducted according to the following:
  - (i) Bingo paper used for Pre-Posted Number Games must be pre-sealed in such a manner the bingo numbers are not visible to the seller or the purchaser until the seal is broken.
  - (ii) A member of the Licensee conducting the Bingo/Charitable Gaming Event, one player, along with the registered caller, must be present at the ball dispenser for the calling of the pre-posted numbers. This should be done when a sufficient number of players are present to witness the integrity of the Draw.
  - (iii) Upon calling of each number, the number called must be recorded on the ball verification sheet. Upon completion of the game, the sheet must be signed by the caller and the Licensee member. This sheet shall be attached to the Bingo/Charitable Gaming Event Close-Out Summary sheet and shall become part of the official record of the Bingo/Charitable Gaming Event.
  - (iv) Each winning bingo card must be checked with a master ledger and replacement card book of the bingo permutation to ensure the winning card is valid.
- (e) The Licensee shall not intentionally duplicate bingo paper offered for sale.
- (f) The Licensee shall maintain a bingo paper inventory control system wherein all transactions relating to bingo paper are recorded to clearly indicate all bingo paper purchased, sold and remaining bingo paper inventory.

## **17.2. RULES OF PLAY – Bingo Gaming**

- (a) The Licensee shall establish rules of play governing the conduct of the Bingo Event. The rules of play must be consistent with these Terms and Conditions and shall be made available to all participants if requested.
- (b) Rules of play governing the Bingo Event must include the following:
  - (i) Any age limit for participants in the Bingo;
  - (ii) If members of the Association executive, or immediate family, will be allowed to participate;
  - (iii) Notice that volunteers are not permitted to purchase bingo cards or play Bingo at the event in which they work;
  - (iv) Notice that gaming employees, or employee of a Licensee, are not permitted to play Bingo in the hall or premises in which they are employed;
- (c) The Licensee shall make available to the Bingo players, and SLGA if requested, all terms or rules of the Bingo games prior to the games being offered. Terms or rules (when applicable) shall include:
  - (i) The starting point for the Incentive Prize value;
  - (ii) The starting point for the required numbers to win the Incentive Prize;

- (iii) The maximum or freeze point of the Incentive Prize value;
- (iv) The amount the Incentive Prize shall accumulate by and how often it will accumulate;
- (v) The amount and how often the required numbers will increase or stop increasing;
- (vi) Cash alternatives for any of the merchandise prizes offered;
- (vii) Any restrictions to the winning of a prize, are explained (e.g. when trips must be taken); and
- (viii) Any information necessary to ensure that all participants fully understand the rules of play.

**The following Terms and Conditions apply only to those Class "A" Licensees licensed to conduct and manage Charitable Gaming Events, in which all gaming revenues are used to pay Expenses and the remaining Net Proceeds then distributed amongst all of the Class "B" Licensees:**

## **18. BREAKOPEN**

Class "A" responsibilities pertaining to the management of Breakopen Gaming at a Charitable Gaming Event:

### **18.1. GENERAL – Breakopen Gaming**

- (a) The Licensee, or designated event management personnel, shall supervise and provide support to the Class "B" Licensee at the Charitable Gaming Events, including the issuing of Breakopen Tickets, outlining the required duties to be performed in the conduct of the Breakopen Gaming, the reconciliation of the event and the completion of the required documentation of the event.
- (b) The Licensee shall not lend or borrow any Game Units, opened or unopened.
- (c) The Licensee shall not directly or indirectly communicate with, or indicate to any person that status of any partially sold Game Unit, particularly as it relates to the quantity of winning game tickets left available for sale.
- (d) The Licensee shall not sell, or offer for sale, Breakopen Tickets directly from the original packaging in which the tickets were purchased and must thoroughly mix tickets prior to selling. Tickets should be sold from a container transparent and open to viewing by the players, and able to hold a minimum of one Game Unit.
- (e) The Licensee shall ensure that Breakopen Ticket patrons have, at all times, full and equal chance to purchase all winning tickets in every Game Unit offered for sale. Ensure that Game Units are not tampered with, such that the entire prize pool within each Game Unit is intact. No portion of the Game Unit shall be held back from sale.
- (f) The Licensee shall prohibit persons under the age of sixteen (16) years of age from purchasing or being involved in the sale of Breakopen Tickets.
- (g) The Licensee shall ensure that no prize, other than provided for in the game structure of the Game Units sold, shall be paid.

- (h) The Licensee shall, in conjunction with the Class "B" Licensee, reconcile cash and unsold breakopens at each Breakopen Event.
- (i) The Licensee shall ensure that all lost, stolen or damaged Breakopen Tickets shall be reported to SLGA immediately. The report shall specify the total number and serial numbers of the lost or stolen tickets and an explanation for how the tickets were lost or stolen.

**18.2. TICKET REQUIREMENTS – Breakopen Gaming**

- (a) The Licensee shall purchase and sell only Breakopen Tickets approved by SLGA and purchased from a distributor authorized by SLGA.
- (b) The Licensee shall provide the authorized distributor with their Licence number when ordering or purchasing Breakopen Tickets.
- (c) The Licensee shall ensure every Game Unit purchased from the authorized supplier is kept sealed, intact and unopened the original seal or packaging and in safe keeping until the unit is offered for retail sale.
- (d) The Licensee shall ensure partially sold Game Units are kept secure to ensure the integrity of the unsold game tickets until the next retailing opportunity.
- (e) The Licensee shall ensure that no unsold Breakopen Tickets are destroyed without prior approval from SLGA (See Destruction of Breakopen Tickets in Charitable Gaming Policy Manual).
- (f) In the case where the Licensee ceases to conduct Breakopen Gaming, the Licensee shall retain, as part of their lottery records, any partial Game Units unsold at the conclusion of a Licence and maintain them in a secure place until permission has been received from SLGA to destroy them.

**18.3. RULES OF PLAY – Breakopen Gaming**

- (a) The Licensee shall establish rules of play governing Breakopen Gaming. The rules must be consistent with these Terms and Conditions. The rules of play shall be posted at the Charitable Gaming Event and shall include:
  - (i) Notice that the Breakopen Tickets will not be sold to persons under the age of 16 years;
  - (ii) Notice that Breakopen Tickets will be sold for cash, or direct debit or the redemption of winning Breakopen Tickets only. Cashing cheques or extending credit is prohibited;
  - (iii) Notice that sellers are not permitted to purchase or play Breakopen Tickets at the Charitable Gaming Event in which they work;
  - (iv) Notice that gaming employees, or employees of a Licensee, are not permitted to purchase Breakopen Tickets in the hall or premises in which they are employed;

- (v) Notice that the number of winners remaining or sold from a Game Unit shall not be disclosed to anyone;
- (vi) Notice that winning Breakopen Tickets will be redeemed only if purchased from a Game Unit sold by the Licensee;
- (vii) Notice that advises players that tickets are to be opened at the time of purchase or at the event in the Bingo hall named on the Licence; and
- (viii) If applicable, notice of the rules of play specific to the conduct of Seal Card Games and Bingo Event Ticket Games.

**18.4. BINGO EVENT TICKET and SEAL CARD GAMES – Breakopen Gaming:**

The following are additional Terms and Conditions specific to the management of Bingo Event Ticket Games and Seal Card Games:

- (a) A single Breakopen Ticket may feature a winning combination of numbers or symbols representing either an Instant Prize or a chance to win a Secondary Prize, but not both.
- (b) The Licensee shall ensure that Breakopen Tickets from one Game Unit of Bingo Event Tickets or Seal Card Game Tickets are not mixed with any other Game Unit of tickets in a single compartment of a container or dispenser. Only one Game Unit of Bingo Event Tickets or Seal Card Game Tickets may be in play at one time unless additional Game Units are sold from separate containers or dispensers, or from separate compartments of a single container or dispenser, and can be identified by either or both different colours and different ticket graphics.
- (c) At the end of each licensed Bingo/Charitable Gaming Event, the Licensee, along with the Class "B" Licensee, shall reconcile cash and any unsold tickets or unredeemed Seal Card Game tickets.
- (d) Some games allow the Licensee the option of using bingo balls called during the course of a licensed Bingo/Charitable Gaming Event or else breaking open the cover tab(s) from a Seal Card to reveal matching bingo ball symbols in order to determine the winner of the Secondary Prize(s). Where the option of using bingo balls called during a licensed Bingo game to determine the winner is chosen the game shall be considered a Bingo Event Ticket Game. Where the option of breaking open the cover tab(s) on a Seal Card to determine the winner is chosen, the game shall be considered a Seal Card Game. Prior to commencing the sale of tickets from that Game Unit, the Licensee shall select one option, ensuring that the option selected is prominently displayed in the location named in the Licence and is announced in a manner audible to all players present.
- (e) Other than displaying a Seal Card, Bingo Event Ticket Game poster, or other required information pertaining to such games, the Licensee shall ensure that the number of unsold, winning Breakopen Tickets remaining in the container or dispenser is not posted and the number of winning tickets left in play is not promoted in any manner.

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- (f) Each Game Unit must be played and completed within one Bingo/Charitable Gaming Event. The Class "A" Licensee shall not commence a Seal Card Game or Bingo Event Ticket Game unless there is a reasonable expectation that it will sell out during the course of the Bingo/Charitable Gaming Event.
- (g) The Class "A" Licensee shall ensure that all Secondary Prizes are awarded by the end of the Bingo/Charitable Gaming Event, regardless of whether the entire unit is sold. If the winning ticket(s) is unsold, the Class "A" Licensee shall determine the winner according to a procedure established and made available to the players in advance.
- (h) The Class "A" Licensee shall ensure that all unsold tickets from an opened Game Unit remaining at the end of an event are defaced and destroyed such that they cannot be sold or redeemed for prizes. In such a case, the Licensee shall forward a written explanation to SLGA within thirty (30) days showing the number of tickets destroyed, the method of awarding the prizes, and the reason why the Game Unit was not sold out.
- (i) The Licensee shall require that each player who has won a chance at a Secondary Prize provide contact information to the Licensee if that player will not be present when the Secondary Prize winner is determined. The Licensee shall also require that the player allow the Licensee to examine the qualifying ticket to verify its validity prior to the player leaving the event. These requirements must be prominently posted at the place of sale and announced in a manner audible to all players present prior to commencing the sale of a Seal Card Game or Bingo Event Ticket Game.
- (j) Where a player who has won a chance at a Secondary Prize will not be present when the Secondary Prize winner is determined, the Licensee shall record the player's contact information. The Licensee shall not require a player to post personal information at the place of sale.
- (k) In the event the winner of a Secondary Prize is not present when the Secondary Prize winner is determined, and the winner has not provided contact information or allowed the Licensee to examine the qualifying ticket prior to leaving the event or premises, the Licensee shall not be required to honour the ticket. In this case, the Class "A" Licensee shall determine the winner according to a procedure established and made available to the players in advance.
- (l) Only cash prizes may be awarded to the winner(s) of a Seal Card Game or Bingo Event Ticket Game.

**Seal Card Games**

- (m) Seal Card Games may only be played in premises where a licensed Bingo/Charitable Gaming Event is being held and must be played and completed within one Bingo/Charitable Gaming Event.
- (n) The Seal Card shall be prominently displayed in the location named in the Licence.
- (o) Where the Class "A" Licensee has an option to choose between more than one Seal Card window representing different prizes to be awarded, prior to the start of ticket sales, the Licensee shall select one option and ensure that the option selected is prominently

- displayed in the location named in the Licence and announced in a manner audible to all players present.
- (p) As soon as the entire Game Unit of Seal Card Tickets has been sold, the Licensee must break open the Seal Card cover tab to reveal the Seal Card prize(s).
  - (q) The Seal Card cover tab shall be opened in the presence of at least two representatives of the Class "A" and/or "B" Licensee, who shall then deface the Seal Card by signing and dating it.
  - (r) The Class "A" Licensee shall ensure that Seal Cards are retained and destroyed in accordance with these Terms and Conditions.

### **Bingo Event Ticket Games**

- (s) Bingo Event Ticket Games may only be played in conjunction with licensed Bingo/Charitable Gaming Events and must be played and completed within one event.
- (t) The Licensee must ensure that all Bingo Event Tickets are opened at the time of sale at the location named in the Licence.
- (u) All Bingo Event Ticket s and the Bingo Event Ticket Game poster must set out the dollar value of the prize(s) available.
- (v) The Bingo Event Ticket Game poster must be prominently displayed at the location named in the Licence.
- (w) Once all Bingo Event Ticket s have been sold, the Licensee shall inform the bingo caller, and the bingo caller shall announce that the subsequent licensed Bingo game will determine the winner(s) of the Bingo Event Ticket Game prize(s).
- (x) The method used to determine the winner(s) of the Bingo Event Ticket Game prize(s) shall be clearly identified on the Bingo Event Ticket Game poster, prior to commencing sale of tickets for that Game Unit.

## **19. RAFFLE**

Class "A" responsibilities pertaining to the management of a Raffle lottery scheme at a Charitable Gaming Event:

### **19.1. GENERAL - Raffle**

- (a) The Licensee, or designated event management personnel, shall supervise and provide support to the Class "B" Licensee at the Charitable Gaming Events, including the issuing of Raffle Tickets, outlining the required duties to be performed in the conduct of the Raffle, the reconciliation of the event and the completion of the required documentation of the event.
- (b) The Licensee may sell Raffle Tickets for cash or direct debit only.
- (c) Raffle Tickets may only be sold within the Association Bingo Hall.

- (d) All lost, stolen or damaged Raffle Tickets shall be reported to SLGA immediately. The report shall specify the total number and the ticket numbers of the lost, stolen or damaged tickets and an explanation for how the tickets were lost or stolen.

**19.2. TICKET REQUIREMENTS - Raffle**

- (a) The Licensee shall ensure that the total value of Raffle Tickets printed and offered for sale does not exceed 12 times the retail value of all prizes to be awarded (i.e. prize is \$100.00, gross sales cannot exceed \$1,200.00).
- (b) Raffle Tickets shall contain two parts, with each part numbered identically. Tickets shall also be numbered consecutively.
- (c) Raffle Tickets must be sold individually for the price indicated on the ticket. The Licensee may be approved to sell multiple tickets at a discounted price (e.g. 3 tickets for \$5.00); however, discounted tickets must be clearly distinguishable from the individual tickets by having the price printed on the ticket, or by a means acceptable and approved by SLGA, to ensure financial accountability and integrity.
- (d) The Licensee shall, on Raffles which carry over from event to event, ensure the following information is on all Raffle Tickets retained by the purchaser:
  - (i) The name of Licensee;
  - (ii) The Licence number;
  - (iii) The price per ticket;
  - (iv) The description of prizes, their total retail value and any cash alternatives;
  - (v) The time, date and location of Draws;
  - (vi) The total number of tickets offered for sale;
  - (vii) The number of the ticket; and
  - (viii) Any restrictions that may be placed on the awarding of prizes.
- (e) The Licensee shall, on Raffles which carry over from event to event, ensure the following information is on all Raffle Tickets retained by the Licensee:
  - (i) The name, address and telephone number of the purchaser;
  - (ii) The Licence number; and
  - (iii) The number of the ticket.
- (f) Basic Ticket Draws will be allowed only under the following circumstances:
  - (i) Sales are limited to a specific Charitable Gaming Event;
  - (ii) Sales occur in the confined area in which the Charitable Gaming Event takes place;
  - (iii) The tickets are numbered consecutively;
  - (iv) If there are multiple Draws occurring during a day/event, steps must be taken to ensure the integrity and independence of the Draws each day/event;

- (v) All tickets used for each individual Draw are identical with the exception of the numbering (e.g. two different colours must not be used);
- (vi) Appropriate ticket inventory control sheets are used for each Draw to ensure that all sold tickets are entered into each Draw;
- (vii) The Draw activity is announced to the public and occurs before the end of the Charitable Gaming Event when purchasers are likely to be present and can claim their prize; and
- (viii) There is a procedure in place, as outlined in the rules of play, for the handling of unclaimed prizes.

### **19.3. RULES OF PLAY - Raffle**

- (a) The Licensee shall establish rules of play governing the conduct of the Raffle, including the Draw and awarding of prizes. The rules of play must be consistent with these Terms and Conditions, and shall be made available to all Raffle Ticket purchasers if requested.
- (b) Rules of play governing the Raffle must include the following:
  - (i) Any age limit for the purchase of Raffle Tickets or winning of prizes;
  - (ii) Any restrictions to the winning of a prize are explained (e.g. when trips must be taken);
  - (iii) An explanation of the procedures for unclaimed prizes or if unable to locate a winner;
  - (iv) The method in which the Draws will be conducted;
  - (v) Order in which prizes will be awarded.
  - (vi) Cash alternatives for any of the prizes offered;
  - (vii) Notice advising ticket purchasers that if a winning ticket has more than one name on it, the Licensee shall award the prize to only one of the individuals identified on the ticket. The notice shall advise that the Licensee and SLGA are not responsible for any disputes which may arise between different individuals whose names appear on the ticket.
- (c) For Basic Ticket Draws in which circumstances do not allow the ticket seller to obtain the purchasers personal information (name, address, phone number), the following rules of play must also be available for the purchaser:
  - (i) The date(s) and time(s) of the Draw(s);
  - (ii) The purchase price of the ticket and, if applicable, the percentage of ticket sales to be awarded as a prize (although commonly known as 50/50 draws, all

references to the Raffle must accurately reflect the actual percentage to be paid in prizes);

- (iii) The method by which the Draw(s) will be announced;
- (iv) The time limit for the purchaser to claim a prize (the time limit must be reasonable and is subject to SLGA approval); and
- (v) Procedure for identifying an alternate prize winner if a winner cannot be located within the time limit for claiming prizes.

#### **19.4. DRAW PROCEDURES - Raffle**

- (a) The Licensee must be able to account for all Raffle Tickets at the Draw. Prior to the Draw, the Licensee shall reconcile the number of sold tickets and unsold tickets, with the number of tickets in the Draw container to ensure that all eligible tickets are available for the Draw.
- (b) All Draws must be open to the public. The name, address and Raffle Ticket number of the winner for each prize shall be recorded and verified by a party other than the person drawing the ticket.
- (c) The Licensee shall select the winning Raffle Tickets by a method of random selection as approved by SLGA in the rules of play. Winning tickets cannot be randomly drawn by a computer or other random number generating device.
- (d) The Licensee shall not require a Raffle Ticket purchaser to be present at the Draw to win the prize, unless warranted by the Raffle scheme and approved in advance by SLGA.

#### **19.5. PRIZES - Raffle**

- (a) SLGA reserves the right to restrict the total prize value of any Raffle.
- (b) The Licensee shall award all prizes as described in the rules of play.
- (c) The Licensee is responsible for contacting the prize winner(s), and will make every effort to notify the prize winner(s).
- (d) Except for Basic Ticket Draws where the unclaimed prize process is outlined in the rules of play, the Licensee shall hold prizes that are unclaimed in a secure location for a period of one year from the date of the Draw. If at that time the prizes are still unclaimed, the prize or cash equivalent shall be donated to a charitable beneficiary approved by SLGA.
- (e) For prizes such as live animals, travel packages, food or other perishable items, the Licensee may set a specified time, subject to SLGA approval, in which the prize winner may claim the prize. The specified time shall be listed in the Licensee's rules of play.
- (f) For Basic Ticket Draws, if a prize is not claimed during the Charitable Gaming Event or within the approved time limit, the Licensee may carry-over the prize total to the next scheduled Draw as indicated, and approved, in the rules of play. If the prize is not

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- claimed on the last approved Draw date, the Licensee shall wait one year, following which they shall donate the prize to a charitable beneficiary approved by SLGA.
- (g) The Licensee shall not offer as a prize, Raffle Tickets for a "proposed" future lottery.
  - (h) Cash alternatives must be fully disclosed in the rules of play, and if less than stated value of prize, must be included on Raffle Tickets and in all advertising.
  - (i) Prizes must be immediately transferable to the winner without encumbrances on the title. No costs, including taxes, may be charged to the winner(s) for the transfer of title to the winner's name, except perhaps prize delivery costs to other locations if outlined in the Raffle rules of play.