



Liquor and Gaming
Authority of Manitoba

GAMING INTEGRITY APPLICATION AND APPROVAL REQUIREMENTS

TABLE GAMES

The Liquor and Gaming Authority of Manitoba (“LGA”) regulates licensed and provincial gaming in Manitoba to ensure gaming is conducted honestly, with integrity and in the public interest. This authority is established by The Gaming Control Act (*the “Act”*) and requires all lottery schemes to have LGA Gaming Integrity approval.

Lottery Schemes

Gaming Integrity means that a lottery scheme shall perform or is performing in a manner that the lottery scheme is fair, honest, secure, safe and auditable by reason of:

- it’s design and concept;
- the steps taken in the manufacture, supply, delivery, installation and maintenance of the physical components of the lottery scheme;
- compliance with the established standards; and
- the prize structure conforms with minimum requirements as to payouts

There are three (3) elements to a lottery scheme. A participant pays consideration for a chance at winning a prize under criteria of a lottery scheme.

A lottery scheme may not be offered for play, including any of the gaming equipment used with the scheme, until LGA Gaming Integrity approval has been issued.

Promotional Schemes

One of the above-mentioned elements is missing and separates a promotional scheme from a lottery scheme. Promotional schemes do not require Gaming Integrity approval.

The Manitoba Lotteries Corporation (MLLC) is responsible for reviewing all promotional schemes that a gaming operator intends to introduce to ensure the promotion conforms to promotional scheme criteria.

LGA Requirements

These requirements are intended to provide regulatory guidance to;

- the MLLC when applying for Gaming Integrity approval to conduct and manage a table game lottery scheme, secondary lottery scheme, tournament;
- guidelines for the gaming operator while the lottery scheme is operated; and
- the MLLC and gaming operator for closing or discontinuing a game, secondary scheme and/or tournament.

LGA Standards

The LGA Standard Rules of Play are intended to provide regulatory guidance to the MLLC and gaming operator to ensure the rules of play for a game are developed to be consistent with the applicable game’s LGA Standard Rules of Play. Rules of play must provide all actions the patron may or may not do during a round of play and general rule information that the dealer will

perform to operate the game with integrity. Refer to the *Rules of Play Specifications* section within this document for further information.

The LGA Gaming Integrity standards for gaming equipment are intended to provide regulatory guidance to manufacturers, suppliers and purchasers of gaming equipment, their production and distribution. These standards for production and distribution ensure that gaming equipment used in lottery schemes meet the tests for fairness, honesty, security, safety, and auditability. Refer to the *Gaming Equipment Standards* section for further information. When a standard is under development and you require a draft copy to initiate a purchase with a licensed gaming supplier, LGA Gaming Integrity may be contacted to request the document.

The applicable *Gaming Integrity Standard* must be reviewed by the person ordering the equipment. The standard must also be provided to the licensed gaming supplier prior to ordering the equipment to ensure conforms to the standard. LGA licensed gaming suppliers/manufacturers may ship gaming equipment requested by MLLC without regulatory approval, however, the gaming equipment may not be offered for play until approved by the LGA.

LGA Gaming Integrity Terms and Conditions of Approval

Lottery schemes, including the gaming equipment used, is subject to terms and conditions of approval. All applicable Gaming Integrity terms and conditions are to be reviewed by the MLLC and gaming operator prior to submitting an application for approval.

Notice of Intent for Evaluation and Pilot/Field Trial

If intending to evaluate a table game, a side wager, or any gaming equipment for any length of time as a pilot/field trial, refer to the *Pilot/Field Trial Standards*.

Approval Application, LGA Review and Processing

To ensure the lottery scheme can be approved before being offered for play, an *Application for Gaming Integrity Approval - Table Game Lottery Scheme* must be submitted **by the MLLC** and received **at least 60 LGA business days prior** to the intended date of introducing the lottery scheme.

To evaluate and determine whether the lottery scheme has integrity and approve its operation, the LGA Gaming Integrity unit reviews the information provided upon the application and supporting documentation. The scheme is also measured against the requirements, standards and may also require jurisdictional research to ensure the scheme can be approved as requested and in the manner intended.

In order to evaluate and review the integrity of the scheme, the application for approval must provide:

- a summary of the game, including its objectives, the method of play and the wagers that may be made;
- the rules of the game, the chances of winning and the house advantage in relation to each wager; and
- a description of any equipment used in the playing of the game.

The LGA may request additional information to support the application for approval or to evaluate the integrity of the table game, rules of play or any other gaming equipment used in the lottery scheme.

Completion of the Application Form

As the conduct and manager of Provincial gaming in Manitoba, **only MLLC** may apply for approval of lottery schemes on behalf of the gaming operator or gaming centre provider, including the gaming equipment used. The completed application and supporting documentation is to be submitted to MLLC Internal Audit & Corporate Compliance for signature.

The LGA recommends the MLLC contact person complete the application on behalf of the gaming operator, and submit to MLLC Internal Audit & Corporate Compliance to ensure the scheme is applied for as intended and all information required is provided.

The application form is treated as a blanket application covering the lottery scheme and the rules of play. Each applicable section of the form must be completed to ensure that the application for approval can be processed and approved prior to the proposed date of introduction.

When any type of change is made to the lottery scheme, an **amendment** application is to be submitted to amend the approval. Refer to the *Amendment Application* section for additional information.

The application form's sections group the information required for processing and review. **Refer to the following information to assist you in completing the application form:**

Section 1 - Applicant

The applicant is always the Manitoba Liquor and Lotteries Corporation, with the corporate address of 842 Milt Stegall Drive in Winnipeg, Manitoba

Section 2 - Project Details

If MLLC assigns a project name and number to their file when a submission is received from the gaming operator, the LGA will provide the project number as a reference when issuing the approval.

The MLLC contact person will be copied when the approval is granted, if this information is provided upon the application.

Section 3 - Gaming Supplier

This section must include the contact's information

Section 4 - Gaming Operator

The location (room or area of the premises) where the scheme will be offered, the proposed date of introduction and contact information for the gaming operator must be included.

Section 5 – Game Details

Attach a copy of the Rules of Play for a new game or when amending existing rules of play.

When a **new** table game, side wager, bonus or progressive feature is intended to be offered, at least 3 other jurisdictions (specific premises) where this same scheme is currently approved for

use must be provided. If supplying more than 3, a list may be attached as a supporting document.

When an amendment application is to be submitted for changes made to an approved game or the location(s) where operated, select “Amendment” under application type. Complete all sections of the application form to describe what is to be amended.

Section 6 – Procedure Details

The house advantage/hold percentage, wagers and payable(s) offered and table limits or betting limit structure(s) must be provided for the base game and if applicable, each side wager.

If changing the number of decks used with the game, the house advantage and hold percentage must be provided.

Section 7 - Gaming Equipment Description

LGA Gaming Integrity approval must be issued for all gaming equipment used with the lottery scheme. Refer to the *gaming equipment* section in this document.

Section 8 – Additional Information

Include any additional information to support the application in this section.

Section 9 - Supporting Documentation Checklist

This section provides all items required to be attached and included for review with the application. The application must indicate the supporting documentation that has been attached to the application upon submission to the LGA. When an item on checklist is not applicable to the application being submitted, check the “N/A”, not applicable, box. The checklist may also be used to determine which items continue to require submission.

Although information required to be submitted with the application is provided within the supporting documentation section, all applicable sections of the application form must be completed.

Section 10 - Certification

MLLC Internal Audit & Corporate Compliance is the signatory of all applications.

Review of Supporting Documents

All supporting documents must not conflict or contradict with the game’s rules of play or any payable(s) offered. It is the gaming operator’s responsibility to ensure operational procedures do not conflict with the rules of play. The rules of play must be reviewed by the gaming operator to ensure they do not contradict with the procedures or printed materials and forms.

The rules of play should only be submitted once they are reviewed by the gaming operator and the MLLC designate/contact person. It is recommended that the gaming operator develop an internal review process to ensure the rules are reviewed, prior to sending them to the MLLC for furtherance to the LGA for approval.

The MLLC and the gaming operator are responsible for ensuring any changes to rules of play do not impact the integrity of the game. Supporting documents must be reviewed by the MLLC designate once they are received from the gaming operator to ensure there are no contradicting rules or statements prior to submitting them with the application to the LGA.

During the submission process, the gaming operator must provide all document changes to the MLLC designate for their review. The LGA may be included in the email with the changes; but will not issue any form of approval until the MLLC designate notifies the LGA in writing they have reviewed the documents and the documents sufficiently provide the required changes.

Rules of Play Specifications

The rules of play, including any house rules, are required to be submitted with the application for Gaming Integrity approval. Rules of play must provide all actions the participant may or may not do during a round of play and general rule information that the dealer will perform to operate the game with integrity.

The LGA performs a review of the submitted rules of play to evaluate the integrity of the scheme. The rules will be reviewed for consistency to the applicable game's LGA Standard Rules of Play and may also require a review in relation to other jurisdiction's approved rules.

The rules of play, once approved by the LGA, supersede any rule information provided in the operational procedures, should a dispute or irregularity occur. It is therefore recommended that the gaming operator develop an internal review process to ensure the procedures are reviewed in conjunction with the rules of play, prior to sending them to the MLLC for furtherance to the LGA. Rules of play must also not be imbedded in operational procedures, unless they describe a certain procedure. The rules of play must be in the form of a separate document and provided to a player, upon request.

The rules of play must include:

- a) the objective of the game
- b) a game overview
 - maximum amount of players allowed in any game
 - amount of cards/decks or other gaming equipment used in the game
 - amount of cards dealt per round of play or amount of dice used
 - whether the cards are hand-held by the players or dealt to each player position and not touched by the player
 - If the player's play against each other or the Dealer
- c) rules of the base game
- d) rules of any optional side wager(s) offered
- e) minimum and maximum (if any) amounts of each wager that can be made
- f) house strategy or method of play
- g) player strategy, if any
- h) betting options available to the player
- i) minimum and maximum table betting limits
- j) player options, if any
- k) all qualifications required for determination of a winning hand or wager
- l) conditions when a commission is collected or a rake percentage is taken
- m) aggregate payout or payout cap information, if applicable
Refer to the Aggregate Payout Limit and Payout Cap section within these requirements.
- n) the percentage amount of the commission or rake, if taken
- o) a payout schedule/odds or payable(s) listing each winning wager and the amount that is won.

House Rules

General house rules should be provided in the game's rules of play document as a separate, identified section. The premises may set their own house rules to be consistent with the following:

- a) the minimum age limit to play
- b) the permissible language(s) during play
- c) whether the Dealer will provide the Player with basic game strategy
- d) whether a player is allowed to assist another player once they've set their hand
- e) persons involved in the operation of the game or persons excluded (voluntary or involuntary) cannot enter to play
- f) any other criteria or restrictions attached to winning of any game or prize
- g) any additional criteria or restrictions to placing wagers
- h) any additional criteria to win a game when a showdown element is offered
- i) time frame for notification to players for a betting limit change on the table
- j) time frame to make a play as part of the game, if any
- k) if a player is allowed to place a wager on multiple betting spots; the minimum and maximum betting limits per spot and the allowable minimum and maximum amount of betting spots per player
- l) whether a betting spot(s) or position(s) may be saved for a player and if any conditions apply
- m) all conditions that must be followed when back-play is allowed
- n) if tip wagering is allowed, any additional rules when placing this wager. It is the premise's decision to offer tip wagering on any table game
- o) methods used to handle any discrepancy or disputes of any kind
- p) LGA contact information for complaints

LGA issues approval for rules of play in English format only. The game may be offered in other languages; however, if the premises decide to offer in any other language, the rules of play in English format must be approved prior to translation. When the game is offered in any other language, LGA Gaming Integrity must be notified. The MLLC and gaming operator are responsible for ensuring translation of the English rules of play is accurate and correct.

The rules of play must provide the premises name/logo and an effective date (once approved by the premises table games management). If submitting the rules of play for amendment, a revision date should also be provided.

Proprietary Games - Leased/Licensed Games and Side Wagers

When the base game, side wager or progressive/bonus configuration is leased or licensed, the supplier contact information must be provided upon the application for approval. Any leased or licensed games or side wagers must be provided from an LGA Licensed gaming supplier.

Game manufacturers want their concept (lottery scheme) played, offered the same, or basically the same when offered, for customer familiarity. The manufacturer may also specify conditions in the lease agreement. Approval of the lottery scheme will not be issued if anything circumvents the manufacturer's intended game play, makes changes to payouts or any payable. The manufacturer must officially approve change(s) and provide written notification.

The rules of play must also be reviewed by the MLLC and gaming operator to ensure they do not contradict the manufacturer's intended game play, prior to applying for LGA Gaming Integrity approval.

When a base game and/or side wager is leased or licensed from a LGA licensed gaming supplier, the application for approval is to also provide the following supporting documentation:

1. MLLC purchase order or lease/license agreement (if the agreement contains any restrictions, specific requirements, rules of play or payable information)
2. The manufacturer's rules of play and suggested internal controls (user manual)
3. The manufacturer's math analysis for the game and/or side wager(s)
4. The payable(s) that will be offered for play

Game manufacturers may provide various payable options for their game and/or side wager(s). If the gaming operator intends to offer multiple paytables, each payable must be provided with the application. Once the game is approved and introduced, notification must be provided to the LGA when changing the payable. Refer to the *LGA Notification* section within this document.

5. If the gaming operator's rules of play include any changes or additional information, they must be confirmed with the manufacturer to ensure they do not contradict the manufacturer's intended game play.

Games with a progressive side wager

If the table game has a progressive side wager that functions and increments with the use of an electronic system, also refer to the *LGA Gaming Integrity Requirements for Progressive Systems*.

Progressive Jackpot Closures, Transfers and Discontinuations

A progressive may either be temporarily or permanently closed, or discontinued. The gaming operator may seek approval for a progressive jackpot change not otherwise stated, if exceptional circumstances are shown and received as a Gaming Integrity Approval application.

Permanent Progressive Closures

A progressive jackpot's incremental amounts are considered player contributions of the lottery scheme. A progressive's incremental cumulative values may either be transferred to another progressive or given away through a disbursement event. A progressive jackpot may only be closed and no longer offered for play, providing the following requirements are met.

1. Sufficient notice must be given to inform players who contributed to the progressive jackpot by posting "Progressive Closure" signage. Refer to the applicable sections below for further requirements on the type of closure.

The amount of notification that must be provided and posted prior to closure of a progressive jackpot is based upon the following cumulative progressive values* (i.e. if the progressive has several levels of progressives, it is the sum of all the progressive values of all levels):

<u>Progressive Value</u>	<u>Posted Notification</u>
\$.01 - \$9,999.99	7 days
\$10,000.00 - \$24,999.99	14 days
\$25,000.00+	30 days

*Progressive values are defined as base amount + incremental amount + hidden amount

- 2.1 A Gaming Integrity approval application for the proposed closing of the progressive must be received in the LGA office at least ten (10) LGA working days prior to signage being posted.
- 2.2 The application must include all applicable supporting documentation for the type of progressive closure being requested and all details of the proposed event must be provided upon and with the application to assess whether the scheme is fair to participants who have contributed.
3. The MLLC/gaming operator must maintain and submit all recorded values and settings for the progressive, upon closure, as supporting documentation of the application for approval.

If Transferring the Progressive Incremental & Hidden Amounts to Another Progressive, the following must also be adhered to:

- 4.1 “Progressive Closure” signage must indicate the following:
 - a. date of closure/notification period;
 - b. name of the progressive (required when the notice is posted on signage *near or next to* a bank of machines. If posting signage *directly on the machine*, the name of the progressive is not required on the signage);
 - c. the other progressive (by name) where the incremental and hidden amounts will be transferred to if not won within the notice period; and
 - d. the date of posting
- 4.2 Signage must not be posted until authorization has been received from the LGA.
- 5.1 The amounts must be transferred immediately, or as soon as reasonably practicable, to a progressive at the same premises.
- 5.2 The progressive must not cost any more money to play a single play to win the progressive jackpot than the progressive it was transferred from.
- 5.3 The progressive must have the same, or better, payback percentages as the progressive it was transferred from.
- 5.4 The progressive must have as close to the original odds of winning the progressive as possible, as the progressive it was transferred from.
- 5.5 The progressive must have an incremental percentage that is equal to or higher than the progressive it was transferred from.
6. Once the progressive closes, a Progressive Closing/Change form is to be submitted to the LGA with all pertinent information regarding the progressive that closed, providing the progressive the incremental and hidden amounts was added to when the progressive jackpot was not won within the notice period.
 - a. All information provided upon this form must be verified to correctly reflect the actual closing and opening values of both progressives.

- b. The information provided should not conflict or change from the proposed transfer provided upon the application for approval. In the event of any anomaly or discrepancy, LGA must be notified in writing as soon as reasonably practicable.
4. If the cumulative progressive value is won prior to the posted closure date, the progressive may be discontinued immediately but patrons must not be allowed any further contributions toward the progressive.

If players continue to play and contribute to the progressive, once the highest level has been won and within the posted notice period, the progressive closing requirements will need to be met.

A table game can continue to operate the base game once the progressive jackpot is won. Until the appropriate table game layout is placed upon the table, players must be advised to not place a wager on the progressive side wager (slot or spot).

5. Once the progressive closes, a Progressive Closing/Change form is to be submitted to the LGA with all pertinent information regarding the progressive that closed, and if applicable, provide the progressive or disbursement event (the incremental and hidden amounts was added to when the progressive jackpot was not won within the notice period).
 - a. All information provided upon this form must be verified to correctly reflect the actual closing and opening values of both progressives.
 - b. The information provided should not conflict or change from the proposed disbursement provided upon the application for approval.
 - c. In the event of any anomaly or discrepancy, LGA must be notified in writing as soon as reasonably possible.
6. The MLLC and gaming operator must maintain accurate historical records related to the affected progressive(s) for a period of no less than one year after the date of closure.

If Giving Away the Progressive Incremental & Hidden Amounts through a Disbursement Event, the following must also be adhered to:

A disbursement event is defined as a secondary contest, tournament, showdown, ballot draw, etc. where player contributions from all progressives closed within a period are given away to those players who contributed to build the progressive. A disbursement event may only be approved when the following conditions are met.

- 7.1 "Progressive Closure" signage must indicate the following:
 - a. date of closure;
 - b. name of the progressive (required when the notice is posted on signage *near or next to* a bank of machines. If posting signage *directly on the machine*, the name of the progressive is not required on the signage);

- c. the name of the progressive that the incremental and hidden amounts will be transferred to if not won within the notice period; or
 - d. the disbursement event the progressive incremental amount will be transferred to if not won within the notice period; and
 - e. the date of posting
- 7.2 Signage must not be posted until notification is received by the LGA.
8. Rules & regulations detailing the disbursement event, the prize distribution and any restrictions must be provided with the application. If the rules & regulations are submitted and approved as a fillable template for ongoing disbursement events, no further application for approval is required.
- 9.1 The amounts must be disbursed within or up to 90 days of the progressive closing date
- 9.2 The disbursement event must be a similar lottery scheme, and
- 9.3 The disbursement event must not be limited to players who are active club card holders.

Temporary Progressive Closures

A table game with a progressive jackpot may be temporarily closed and removed from play **for a period of up to 30 days** to allow for the remodeling of the premises or for a longer period with sufficient cause, providing the following requirements are met.

- 1. Sufficient notice must be given to inform participants who contributed to the progressive jackpot by posting “Temporary Progressive Closure” signage 30 days prior to the temporary closure of the progressive.
 - 2.1 “Temporary Progressive Closure” signage must indicate the following:
 - a. the date when the progressive will be temporary closed;
 - b. the name of the progressive (required when the notice is posted on signage *near or next to* a bank of machines or gaming tables. If posting signage *directly on the machine or gaming table*, the name of the progressive is not required on the signage);
 - c. the duration (dates) that the progressive will temporarily unavailable, and
 - d. the date of posting
 - 2.2 Signage must not be posted until authorization is received by the LGA.
 - 3.1 The MLLC must notify the LGA of the proposed temporary closure of the progressive at least ten (10) LGA working days prior to signage being posted.
 - 3.2 The notification must include all applicable supporting documents for a temporary progressive closure.
- 4. The MLLC must maintain and submit all recorded values and settings for the progressive as supporting documentation.

5. Once the progressive is returned to the gaming floor the progressive must be verified to be configured as originally approved. This must be performed to ensure that no changes occurred while the progressive configuration was physically removed.
 - a. All applicable firmware must be verified, and all configuration settings and meters verified.
 - b. The last cumulative progressive value recorded prior to the temporary closure must be verified and correctly set prior to displaying the progressive jackpot and offering the progressive for play.
6. A Progressive Closing/Change form must be completed and submitted to LGA indicating all pertinent information regarding the progressive.
 - a. All information provided upon this form must be verified to correctly reflect the actual closing and opening values.
 - b. The information provided should not conflict or change from the information recorded when the progressive was temporarily closed and provided upon the application for approval.
 - c. In the event of any anomaly or discrepancy, LGA must be notified in writing as soon as reasonably practicable.

Progressive Discontinuations

Should a gaming operator decide to discontinue offering a progressive jackpot, at the time it is won (ie, disable the electronic system once the progressive is won);

1. A notification is to be sent to the LGA for the proposed discontinuation of the progressive.
2. Discontinuation signage must be posted until the progressive is won.
 - 2.1 "Progressive Discontinuation" signage must indicate the following:
 - a. Notice of the discontinuation;
 - b. Name of the progressive (required when the notice is posted on signage *near or next to* a bank of machines or gaming tables. If posting signage *directly on the gaming table*, the name of the progressive is not required on the signage), and
 - c. The date of posting
3. The progressive component must be discontinued immediately, once it is won, and patrons should not be allowed any further play.
 - 3.1 Should patrons be allowed to continue play and contribute to the progressive component, the progressive closing requirements must again be met.
4. If the progressive's incremental amount is won, any hidden amounts must be disbursed and follow the Progressive Closure requirements.
5. A Progressive Closing/Change form must be completed and submitted to LGA indicating all pertinent information regarding the progressive once it is won and discontinued.

Aggregate Payout Limit and Payout Cap Requirements

The following guidelines apply to and thereby regulate the use of aggregate payout limits on winning wagers of lottery schemes, as well as on separate bonus features requiring separate wagers made in conjunction with, or in association with the lottery scheme.

The gaming operator may seek LGA approval to establish an aggregate payout limit and/or a payout cap on a lottery scheme, side wager or bonus feature requiring a separate wager to be made in conjunction with or in association with the game.

1. An aggregate payout limit and/or payout cap must not be imposed on a previously established progressive. Should the gaming operator wish to close the progressive or bonus feature (as per the LGA Progressive Closing Requirements) and seek LGA approval for a variation of the same Progressive or Bonus, an aggregate or payout cap may be imposed on either at that time, once approved by LGA. However, LGA requires that once the aggregate or cap is reached, that all further contribution amounts rollover into a reserve to be added to the base amount once the progressive or cap has been won.
2. An aggregate payout limit and/or payout cap may not be imposed on leased games or side wagers with an established payable, unless express written authorization from the supplier/manufacture is provided to the LGA.

An aggregate payout limit applies only when two or more patrons achieve the winning hand at the same time.

A table maximum payout limit or payout cap would apply even if only one patron were playing the game.

If either one or both are to be established on any table game, such limits need to be prominently displayed on the table layout or on a sign clearly visible from all player positions. The “aggregate payout limit” and the “maximum payout limit” may be on the same game or side wager, but each must be clearly stated.

Aggregate Payout Limit

“Aggregate payout limit” means a maximum table payoff amount that will be paid to **two or more patrons** as the result of winning wagers on any single call of the lottery scheme or hand of play. A gaming operator, with adequate disclosure, may pay smaller winning amounts in full, with the remaining winners sharing the aggregate payout.

If an aggregate payout limit is established:

1. The rules of play must provide the actual payout schedule and separately state the aggregate payoff amount in odds, but also include the actual dollar amount that will be paid to each player when they achieve the winning wager.
2. The rules of play must indicate the actual payout distribution, ie, if 3 players win, the player on betting spot 2 wins 50%, player on betting spot 3 wins 30% and player on betting spot 7 wins 20% if the payout is distributed equally among each player who achieves a winning hand.

3. Aggregate payout limit(s) and accompanying rules must be provided either on the table layout or prominently displayed on a sign placed at the table, which is unobstructed and clearly visible from all player positions, using such language approved by the LGA.
4. An aggregate payout limit may not be combined for different types of wagers. What this means is that an Aggregate may be placed on the initial bet and one may be placed on the side wager but the two may not be combined as one aggregate.
5. Each separate aggregate payout limit may not be an amount less than the highest award, when the minimum wager required to play the lottery scheme or side wager is made.
6. An aggregate table payout limit may only be established when two or more players achieve the winning hand at the same time.
7. An aggregate table payout limit may not be imposed when a single patron places wagers on a single or multiple betting spot(s) during a hand/game/a round of play, wins on more than one hand and the payoff amount exceeds the aggregate payout limit.
8. This requirement does not apply to and may not be imposed upon payouts from slot machines, bingo or keno games.

Payout Cap/Table Maximum Payout Limit

“Payout cap” means a maximum amount that will be paid for one hand of play without regard to the number of patrons at the table or the number of bets/wager made, including side bets.

If a payout cap is established:

1. The rules of play must provide the actual payout schedule and separately state the payout cap amount in the actual dollar amount that will be paid to each player when they achieve the winning wager(s).
2. The payout cap and accompanying rules must be provided either on the table layout or prominently displayed on a sign placed at the table, which is unobstructed and clearly visible from all player positions, using such language approved by the LGA.
3. Each separate payout cap may not be an amount less than the highest award, when the minimum wager that is required to play the lottery scheme, side wager or bonus feature is made.

MLLC Game Evaluation and Math Analysis

MLLC’s game evaluation report, including a math analysis, is to be submitted with the application for approval when a new game, any variant or an additional side wager is proposed on an existing game. Since the MLLC/gaming operator may propose to offer a different variant of an approved lottery scheme in another jurisdiction, the LGA requires any research conducted and/or evaluations reports to ensure the scheme may be approved as requested and as intended.

Demonstrations/Presentations

As part of the evaluation, LGA Gaming Integrity and Compliance personnel may attend a demonstration or presentation session provided by the MLLC or gaming operator, upon request. The MLLC or gaming operator must provide advance notice of the date, time and location to the LGA Gaming Integrity unit once established.

Operational Procedure Manuals

Operational procedures ensure the lottery scheme is operated in a consistent manner and provides a source of reference should any patron dispute occur. Game irregularities are required as part of the approval, however, gaming operators may wish to include these as part of the operational procedures. If provided in the operational procedures, this portion of the procedure is required as part of the approval.

The operational procedures and any tracking forms used for the game are required for informational purposes. When reviewing the application, LGA Gaming Integrity will reference the procedures only when the rules of play have not provided enough clarification on intended game play. The LGA Compliance unit also references the gaming operator's operational procedures when conducting an inspection of the conduct of the lottery scheme.

The gaming operator is responsible to ensure procedure changes do not impact the integrity of the game. If, at any time, a change is made to a procedure manual's format or numbering structure, the LGA Gaming Integrity unit requires an update. The updated manual is to be submitted on compact disc (CD) in Adobe format. The gaming operator's operational procedure manual(s) may be requested at any time.

Personnel Training and Testing

Personnel training must be conducted using the rules of play approved by the LGA. All Dealers, Inspectors/Pit Boss, Table Games management, Surveillance and Security personnel who will operate and oversee the lottery scheme are to be adequately trained and tested. Once a sufficient amount of personnel (dealers, inspectors, and surveillance) are trained and tested, written notification is to be submitted as supporting documentation.

LGA staff from the Gaming Integrity and Compliance units may also attend an overview demo session provided by the gaming operator. Advance notice of the training dates, times and locations must be provide to the LGA Gaming Integrity unit once the game's training schedule is established.

Equipment used to conduct training/demonstrations

LGA Gaming Integrity recommends the use of training-designated equipment when conducting personnel training and any demonstrations. The gaming operator must, however, utilize equipment that does not resemble or is not capable of resembling gaming equipment (dice, playing cards and gaming chips) when conducting training or demonstrations for game protection purposes.

Equipment designated for training or demonstration purposes is not required to be purchased from a LGA licensed gaming supplier. The gaming operator must also establish internal controls to account for and track all training-designated equipment. An exception to this requirement is table game layouts that were used in the operation of a table game and were

removed from the gaming table due to wear and tear. This layout can be designated for training or demonstration use.

Gaming Equipment Approval Application, LGA Review and Processing

The application for approval of the table game must describe all gaming equipment to be used with the game. Refer to the Gaming Equipment Classification List for all supplies requiring approval.

Gaming Tables

Gaming Tables are classified by the LGA as non-gaming equipment and therefore do not require Gaming Integrity approval. Gaming tables, however, are required to be licensed by the LGA prior to use. Game designation changes are also required to be submitted when a game is either removed or discontinued and a different game or variant of the game is offered for play upon the gaming table.

Refer to the Gaming Table Licensing Requirements for application information and guidelines.

Completion of the Application Form

Each different type of gaming equipment requires a separate application for approval. The gaming equipment must be approved for use before it can be used by the gaming operator. An application for LGA Gaming Integrity approval must be submitted **by the MLLC** to the LGA Gaming Integrity department. Once the purchase has been initiated with the gaming supplier and an MLLC purchase order has been issued, an application for gaming integrity approval may be completed and sent for signature to MLLC Internal Audit & Corporate Compliance.

An Application for Gaming Integrity Approval - Table Game – Gaming Equipment must be received in the LGA office **at least 21 LGA business days prior** to the proposed date of offering the equipment. Each applicable section of the form must be completed to ensure that the application for approval is processed prior to the proposed date of introduction.

Application for Approval

The LGA reviews the information provided upon the approval application and supporting documentation to determine whether the gaming equipment has integrity and can be approved for use. The gaming equipment is also measured against the requirements, standards and may also require jurisdictional research into the gaming equipment to ensure it can be approved as requested, and in the manner intended.

When gaming equipment with the same specifications is purchased with a different supplier or any type of change is made to the gaming equipment or gaming operator, an **amendment** application is to be submitted to amend the approval. Refer to the *Amendment Application* section within these requirements.

The application form's sections group the information required for processing and review. **Refer to the following information to assist you in completing the application form:**

Section 1 - Applicant Information

The applicant is the Manitoba Lotteries Corporation, with the corporate address of 842 Milt Stegall Drive in Winnipeg, Manitoba.

Section 2 – Project Details

If MLLC assigns a project name and number to their file when ordering the equipment, the LGA will provide the project number as a reference on the approval letter.

If the MLLC contact person is provided, the contact will be included in the distribution email when the approval is granted.

Section 3 - Gaming Supplier

The gaming supplier must always be provided and include the contact person.

Section 4 - Gaming Operator

Approvals are issued to the MLLC for the gaming operator listed upon the application to use the gaming equipment with the scheme. The location (room or area of the premises) where the scheme will be offered, the proposed date of introduction and the gaming operator contact information must be provided.

Section 5 - Application Details

Include all specifications of the gaming equipment in this section.

Specify if the gaming equipment you are seeking approval for is new or if the application is an amendment for approved equipment.

When gaming equipment is purchased from a licensed gaming supplier and is intended to be offered for play, complete all applicable areas on the application form.

An amendment application is to be submitted for changes made to LGA approved gaming equipment, the gaming supplier or the premises where offered. Briefly describe what is to be amended and complete all applicable areas on the application form.

This section provides some general information on the use of the gaming equipment and assists in processing the application to make a determination of any other gaming equipment the gaming operator wants to replace once the new equipment is offered with a lottery scheme. This information also enables the LGA to update their records accordingly.

Section 6 – Additional Information

Include any additional information to support the application in this section.

Section 7 - Supporting Documentation Checklist

This section provides all items required to be attached and included for review with the application. The application must indicate the supporting documentation that has been attached to the application upon submission to the LGA. When an item on checklist is not applicable to the application being submitted, check the “N/A”, not applicable, box. The checklist may also be used to determine which items continue to require submission.

Although the information required to be submitted with the application is provided within the supporting documentation section, all applicable sections of the application form must be completed.

Section 8 – Certification

MLLC Internal Audit & Corporate Compliance is the signatory for all applications.

APPLICATION EXCEPTION: Card Shufflers are considered electronic gaming devices. An Application for Approval – Hardware is to be submitted for the model and an Application for Approval – Firmware, for approval of the associated firmware of this type of gaming equipment.

Quality Assurance Testing

A successful quality assurance (QA) test is required as supporting documentation of the application for approval of the gaming equipment. The sample *LGA Quality Assurance Testing Checklist* is to be used to document the inspection of the gaming equipment. The LGA QA testing form covers all equipment received with the same unique manufacturer identifier or part number within the shipment.

Each individual part is to be inspected and the QA form completed for the entire shipment. Exceptions to this requirement are playing cards and dice. This type of gaming equipment may be randomly selected from the shipment and tested to limit the exposure of integrity on the equipment when the entire shipment is opened.

A comparison of the approved artwork proof (signed off for approval by the Table Games Manager or designate) with the physical equipment received is required. The gaming operator is responsible for ensuring that the gaming equipment matches the intended design (artwork or schematic), model or part number. If the gaming equipment does not match the artwork or design schematic, etc., the gaming operator is responsible to have the order corrected with the supplier and the LGA must be notified immediately. Any change, no matter how small, may impact the approval of the gaming equipment or the lottery scheme.

An LGA Inspector from the Gaming Integrity unit may assist with the conduct of a quality assurance test on the first shipment of the gaming equipment, if requested. The MLLC or gaming operator designate must contact the LGA to advise and arrange a suitable date, time and location when the gaming equipment is available for testing.

After gaming integrity approval is issued, quality assurance testing must be conducted by the gaming operator on all subsequent orders/shipments to confirm the gaming equipment conforms to the approval issued (ensuring that no changes were made). The completed and successful QA results are to be retained on the premises' file, should LGA Gaming Integrity ask to see them. It is imperative that quality assurance testing is conducted with the results retained by the premises and MLLC for verification by LGA, if required. The LGA may also review QA tests performed upon subsequent shipments as part of an inspection. The QA test also establishes whether or not the gaming operator is in compliance with the terms & conditions of approval.

An internal method must also be established that provides which equipment has passed integrity testing. For example, table game layouts are physically signed on the back of the layout. The physical signoff appearing on the layout provides a method to ensure the layout was QA tested, as originally approved, and can be used for play when removed from storage.

Roulette Wheels

Quality assurance testing must be conducted upon **each** individual Roulette wheel and the results must be submitted with the application for approval. The LGA approval for use is issued for each individual wheel, based upon the serial number.

Card Shufflers

Quality assurance testing is only required to be conducted upon **one** individual card shuffler within the same model and the results must be submitted with the application for approval. The LGA approval for use is issued for all card shufflers. All serial numbers must be, however, provided to the LGA. Refer to the *Gaming Equipment Terms & Conditions*.

LGA Transfer of Gaming Equipment

In addition to the MLLC/gaming operator's QA testing, a physical transfer of gaming equipment is also required for LGA to conduct independent QA inspection and testing. Transfer of the following gaming equipment is also required for LGA retention for future comparison and inspection or investigation purposes:

Gaming Equipment Type	Amount Required
Dice	1 set of each type
Gaming Chips (Value, Roulette and Tournament)	1 of each denomination or different colour
Pai Gow Tiles	1 set
Playing Cards	2 decks of each different card back or 1 setup
Roulette Balls	1 of each size

An *LGA Transfer* form must be completed to include a description of the gaming equipment being transferred. Playing cards, dice and Pai Gow tiles must be provided in its unopened tamper-resistant packaging. The gaming equipment must be transferred to the LGA in a secure manner.

Once received by the LGA, the gaming equipment is recorded as received and securely retained in the LGA Gaming Integrity safe. When the transfer is signed by the LGA, a copy of the completed form is sent back to the originator by email as receipt of the transfer. When gaming equipment has security features which require testing with the aid of specific equipment (laser lock, etc), the testing equipment and its operating instructions must also be provided to the LGA. These items will be returned to the premises upon LGA testing.

Internal Controls

Internal control procedures are required to ensure gaming equipment is monitored, tracked and accounted for. The gaming operator must establish methods for securing all gaming equipment, in conjunction with the LGA requirements and terms & conditions of approval. Records must also be maintained for the receipt, storage, implementation, and disposal.

The gaming operator must develop and implement some form of identifying coding on all gaming equipment. This identifier should be used when the equipment has passed QA testing and when no other form of manufacturer identification is provided.

Inventory must be reconciled on a regular basis and a gaming equipment audit performed at regular intervals to ensure sufficient internal controls are in place.

Surveillance Coverage

The gaming operator is responsible for ensuring there are no integrity issues with surveillance coverage of the lottery scheme, including the gaming equipment or any other associated equipment used. The gaming equipment should be viewed via surveillance coverage to determine if coverage is acceptable and sufficient to ensure the integrity of the scheme, prior to offering it for play. It is recommended that the gaming operator establish an internal review process to ensure surveillance is made aware of changes and confirms, from a surveillance perspective, there are no integrity issues.

Sufficient surveillance coverage of the lottery scheme is to be maintained at all times. When any equipment (whether classified as gaming or non-gaming) is added, modified or changed, integrity of the game must be maintained. In addition, any repositioning and adjustments made to the gaming table must be confirmed with surveillance to ensure integrity is maintained.

Displays/Other Signage

When a display or other signage contains either game instructions, payable/prize information or affects the integrity of the game; a copy of the proposed text to appear upon the display or other signage is to be submitted with the application.

If no game instructions or payable/prize information is contained, written confirmation that the display or other signage does not contain this information is required to be submitted with the application.

Once approved, the premises must display:

- a) The minimum and maximum betting limits for the game being played; either on a sign or upon the layout
- b) House rules specific to the game and/or side wager(s)
- c) For games where a commission is taken; that the commission on winning banker bets goes to the house, not the player winning the banker hand
- d) Aggregate Payout Limits or Payout caps and any restrictions, if approved.

Advertising

The lottery scheme must not be advertised until some form of approval is issued. Any advertising made to promote the lottery scheme must not be misleading to patrons.

Waiver Requests

The MLLC may request a waiver of the information required upon the application form or any supporting documentation. All waiver requests must be provided upon a waiver request form. The LGA will assess requests on a per application basis and may approve a waiver when sufficient reason for not providing the information is made.

The LGA may, at any time, waive the requirement for information to be provided upon or with an application for approval.

Gaming Integrity Approval

The LGA Gaming Integrity approval is issued to the MLLC Internal Audit & Corporate Compliance (the applicant) in electronic format and copied to the MLLC contact person and the gaming operator contact person(s) provided upon the application.

The approval of the rules of play and gaming equipment are issued separately. Then, once the application for approval of the table game is assessed with the rules and equipment, the approval can be issued for the table game lottery scheme. The table game approval lists the rules of play and all gaming equipment that has been approved to be used when operating the scheme. When supporting documentation is not provided at the time of issuing a form of approval, the outstanding item(s) will be listed on the approval as requiring submission. The approval may also list further conditions.

Forms of Approval Issued

The LGA may issue the following forms of approval:

Interim Approval – may be granted for the scheme to be offered for play in the manner with which it was approved, but with a set timeline for supporting documentation and/or items to be submitted for review (to determine if further conditions must be met or if full Gaming Integrity approval can be issued).

Interim/Conditional Approval – may be granted for the duration of the scheme with specified conditions for operating the scheme or using the gaming equipment. When approved as conditional, the gaming equipment, product or method used is provided and outlined upon issuance of the approval letter as a condition.

Gaming Integrity Approval - The lottery scheme, rules of play, gaming equipment or product meets the requirements, standards and terms & conditions of approval.

Gaming Related Consequential Events/Incidents/LGA Reporting Requirements

Under the Gaming Integrity Terms & Conditions of approval, once approval is granted, the LGA must immediately be notified of any information or event which may affect the integrity of the lottery scheme. This term also covers possible consequential events.

Gaming related consequential events/incidents must be formally reported to the LGA Compliance and Gaming Integrity units, based upon the established lines of reporting.

The following list provides high level examples of the various types of incidents that are to be reported immediately.

- General issues such as discovery of unlicensed gaming tables or unapproved gaming equipment, recurring procedure infractions affecting gaming integrity, etc.
- Cheat at play including but not limited to, card marking, paying-off losing hands, etc.
- Gaming related patron issues such as unresolved disputes over payouts or the conduct of a lottery scheme.
- Issues related to value and tournament chips, such as the discovery of counterfeit chips.
- Incidents related to Table Games and gaming equipment such as suspected fraud, missing/damaged playing cards, security concerns with card shuffler, roulette wheel malfunctioning, etc.
- Gaming system failures including surveillance systems malfunctions.

It is recommended that an incidents log is maintained and forwarded to the LGA on a weekly basis.

LGA Notification of Changes to a Game

In order for LGA to update their records for inspection purposes, written notification must be provided when the following occurs. An email is considered acceptable notification for these four (4) occurrences:

1. A table game will be discontinued and no longer offered for play. The premises name, table game name, gaming table designation(s) and the date removed from play are to be provided with the notification. In addition, if the table game has a progressive side wager and the gaming operator intends to discontinue offering it, the Progressive Closing Requirements must be met.
2. The MLLC has submitted a Notice of Intent for Evaluation and the gaming operator decides not to evaluate the game and no longer wishes to obtain approval. The premises name and table game name is to be provided.
3. The MLLC has submitted an Application for Approval and decides to withdraw their application prior to approval. The premises name and table game name is to be provided.
4. The payable offered with the table game is changed. The premises name, table game name, gaming table designation(s) and the effective date of the payable change are to be provided.

Disposal of Gaming Equipment

The integrity of the gaming equipment used in the operation of all lottery schemes must continue to be maintained and quality assurance checks must be performed prior to introducing the equipment on a daily basis or any time equipment is stored for any period of time. Any gaming equipment that becomes unusable (worn, damaged, etc.) must be removed from play and disposed of in a secure method.

When equipment is disposed of by destruction a secure method of disposal and an auditable process must be in place to indicate continuity. The gaming operator must consider those items which may pose a risk to the integrity of a game or the associated equipment. The best disposal method is the responsibility of the MLLC and gaming operator.

Prior to disposing of gaming equipment, an itemized inventory of the equipment and an outline of the intended process, including the proposed date of disposal, should be provided. It is recommended that the gaming operator retains a 'good' sample from inventory (gaming chips, dice, playing cards, etc.) within each denomination, set or deck or differentiating features prior to full disposal for verification and investigation purposes. MLLC and/or the gaming operator are to determine the manner and form used.

The itemized list should include:

- a. premises name (when the equipment has come from different gaming operators)
- b. supplier of the equipment (when the equipment was purchased from different suppliers)
- c. denomination(s) (if applicable)
- d. any other identifiable and/or differential features (serial numbers, logo type, size, inlay, value or non-value chips (tournament and roulette), etc.)
- e. separate itemization for the reason of disposal; damaged/worn, manufacturer defective, etc. All equipment being disposed and their reason, either old and worn or released from an investigation as a result of counterfeit or defective issues must be provided. The equipment is not required to be bagged separately, just recorded and itemized if ever under investigation, with the incident # or reason to form an audit trail.

Notification of the disposal is to be provided **in advance (at least 5 LGA business days)** for any equipment classified as gaming.

The LGA may attend the destruction to ensure that the gaming equipment is destroyed sufficiently and does not have the ability to come back into play. The LGA may not sign off as witnessing the disposal as the LGA is a regulatory body and must remain neutral in this process should there be an incident or any investigation ensues as a result of the disposal.

A final copy of the completed MLLC Inventory Surplus Item Disposal or other documentation, providing the method and proof of disposal, should be submitted once the disposal occurs.

The LGA must be made aware of all issues and incidents with the disposal.

Other aspects to provide to the LGA are:

- a. confirmation whether affected equipment will continue to be used when replacement equipment is purchased and intended to be introduced.
- b. updated procedures of all affected departments (Table Games, Audit, Site Finance, Count Room, Security and Surveillance), if changes are made to the disposal process.

LGA Inspection

The LGA conducts regularly scheduled inspections of lottery schemes to ensure compliance with the terms and conditions of approval. An LGA Gaming Integrity Inspector will arrange a suitable time to conduct an inspection with contact personnel. A notification is sent by email to inform the contact person when the LGA will be attending the premises to conduct the inspection. A contact person is required each time the LGA completes the inspection; to sign-off on the LGA Inspection Summary Report form and advise the contact personnel when any corrective action, if any, is required. If the contact person is unavailable on the proposed date a designate must be available.

The LGA may also conduct an investigation as a result of an inspection, incident, patron complaint or a ministerial or board inquiry.

Amendment Applications

Once the lottery scheme is approved, the scheme must continue to be operated in the manner in which it was approved. If the gaming operator decides to make a change to the lottery scheme, an application to amend the approval is required to be submitted. A reason for the change is required to be provided upon the application.

An application to amend the approval of the table game is required whenever any of the following changes are proposed:

1. A side wager is added, changed or removed from an approved table game
2. Gaming equipment is added or changed to an existing game affecting the house advantage, hold percentage, or integrity of the game

When a gaming operator purchases gaming equipment that has been approved for use at other premises, an amendment application is required for the LGA to grant approval at the other location. In addition, each gaming operator must conduct quality assurance testing on the equipment upon each subsequent shipment.

3. Any new betting limits are added or removed to the betting limit range

The gaming operator may change a table game's betting limits only when sufficient notification to players is provided. The time frame for notification to players should be provided in the house rules. Gaming Integrity approval is not required when a betting limit is either reduced or increased within an existing LGA approved structure. Notification to players is however, required, and must be stated within the house rules and displayed upon a sign at the gaming table(s).

4. The rules of play and/or procedures are amended

Operational procedures are not approved by the LGA. If a change to the procedures, however, directly affects the integrity of the game (rules of play, betting limits and/or structures, payable, etc.) the gaming operator is required to amend the rules of play to include the change in conjunction with the specific procedure change.

If other changes are proposed by the gaming operator that fall outside of these changes to the lottery scheme, the MLLC designate may request LGA to confirm if approval will be required or not, but the request must be submitted in writing. The LGA will advise whether an application is to be submitted for the change and provide the reason.

The amendment application and supporting documentation must be received in the LGA office at least **30 LGA business days prior** to the proposed introduction date of the lottery scheme or **7 LGA business days** for gaming equipment approvals. When the amendment application is received, the change to the lottery scheme or gaming equipment is also evaluated to ensure the change can be approved. When a lottery scheme or the gaming equipment is amended, the existing approval may be superseded by the approval issued for the amendment.

Other Applications for Approval

When gaming equipment operates with the use of electronic firmware, separate approval of the firmware is also required. The MLLC Technical Compliance department will submit the applicable application for approval. The hardware and firmware must be approved prior to approval of the lottery scheme.

If applying for a table game with an electronically incrementing progressive or community bonus system configuration, approval of all firmware and hardware used in the configuration is required. The progressive and/or community bonusing configuration must be approved prior to approval of the lottery scheme.

If applying for approval of a central monitoring system that monitors and performs audit functions on table games, i.e., GRIPS Table Data Information System, Advantage Table Management module, etc., a separate application for approval is also required.

Secondary Lottery Schemes - Application for Approval

Secondary lottery schemes are defined as a **tournament, showdown or ballot draw** and must be approved before being offered for play. An Application for Gaming Integrity Approval – Secondary Lottery Schemes must be submitted by the MLLC before the intended date of introducing the scheme. Proposed rules & regulations must be submitted with the application for approval for review. The gaming operator's rules & regulations, including any house rules are required for Gaming Integrity approval of the secondary lottery scheme. Rules & regulations must provide all actions the participant may or may not do during a round of play and general rule information to operate the scheme with integrity.

The application and rules & regulations must be received in the LGA office **at least 60 LGA business days prior** to the proposed introduction date. The completed application, rules & regulations and supporting documentation is to be submitted to MLLC Internal Audit & Corporate Compliance for signature.

The application will be reviewed to evaluate the rules and methods used to ensure the scheme has integrity; is fair to those patrons who contributed; that the processes and gaming equipment, when measured, are safe and secure; that the scheme is conducted with honesty; and is capable of being audited. Items not covered in these requirements are subject to LGA review and further information may be requested to evaluate the integrity of the scheme, the rules & regulations or any other ancillary equipment used. The LGA may request additional information to support the application for approval.

The LGA performs a review of the submitted rules & regulations to evaluate the integrity of the scheme. The rules will be reviewed for consistency to the applicable LGA Standard Rules & Regulations.

All rules & regulations are to be provided in English language format. The LGA issues approval for rules & regulations in English format only. The gaming operator may offer the event in other languages; however, if the gaming operator decides to offer the game in another language other than English, the rules & regulations in English format must be approved prior to translation. If the game is offered in any other language, LGA Gaming Integrity must be notified. The MLLC and gaming operator are responsible for ensuring translation of the English rules & regulations are accurate and correct.

The application checklist must indicate the supporting documentation attached to the application for approval.

Although information being requested upon the application is provided in the supporting documentation, all areas of the application form must be completed. Only the following items may be included as a separate document of the application:

- Rules & Regulations
- Operational procedures and tracking forms
- Signage

When any type of change is made to the lottery scheme, an application to amend the approval is to be submitted. See the amendment section at the end of these requirements.

MLLC Review of Supporting Documents

All supporting documents must not conflict or contradict with the game's rules & regulations or any payable(s) offered. The rules & regulations must be reviewed by the originator of the proposed scheme to ensure they do not contradict with the procedures or printed materials and forms. The rules & regulations are approved by the LGA and supersede any rule information provided in the operational procedures, should a dispute or irregularity occur. It is, therefore, the gaming operator's responsibility to ensure operational procedures do not conflict with the rules & regulations.

The rules & regulations and procedures should only be submitted once they are reviewed by the gaming operator and the MLLC designate. It is recommended that the premises develop an internal review process to ensure the rules and procedures are reviewed, prior to sending them to the MLLC for furtherance to the LGA for approval.

The MLLC and the gaming operator are responsible for ensuring any changes to rules & regulations do not impact the integrity of the game. Supporting documents must also be reviewed by the MLLC designate once they are received from the gaming operator to ensure there are no contradicting rules or statements prior to submitting them with the application to the LGA. During the submission process, the gaming operator must provide all document changes to the MLLC designate for their review. The LGA may be included in the email with the changes; however, will not issue any form of approval until the MLLC designate notifies the LGA in writing they have reviewed the documents; and the documents sufficiently provide the required changes.

1. The gaming operator's general rules should be provided in the game's rules & regulations document as a separate, identified section.
2. The rules & regulations must provide the premises name or logo and an effective date (once approved by table games management). If submitting the rules & regulations for amendment, a revision date should also be provided.
3. A revision date and/or revision number and the gaming operator's name must be provided upon all supporting documentations of the approval.

All associated forms and materials, i.e., tracking forms, registration forms, qualification letter(s), etc. should be generic to encompass all types of tournaments, showdowns or ballot draws and include a revision date.

4. If signage or a notice is posted, it must include a posting date.
5. The secondary lottery scheme may not be advertised or any type of notice or signage posted until LGA Gaming Integrity approval has been issued.

Procedures

Procedures must fully describe all restrictions and methods for arriving at and determining a winner; selection and elimination processes, registration; prize distribution; inspection of ancillary equipment used, if any; how appropriate surveillance coverage will be met; verification and inspection of items/components and forms used within the scheme and how they will be kept secure throughout the duration of the tournament; audit methods used for registration, entries and forms; and any other process or procedure used.

Rules & Regulations

The secondary lottery scheme may only be operated using rules & regulations approved by the LGA, including approval of the methods used for elimination of participants and the associated component(s) used in the scheme. Prior to issuance of approval, all gaming equipment used and the table game lottery scheme must have Gaming Integrity approval.

The rules & regulations must be provided to participants upon registration into the tournament, showdown or ballot draw. Because of this requirement, the rules & regulations and procedures must be in the form of separate documents. Rules & regulations should not be imbedded in the procedures unless they describe a certain procedure, and the procedures must not contradict the Rules & Regulations.

All documents must not conflict or contradict with the game's rules of play or any payable(s) offered. The rules & regulations must be reviewed to ensure they do not contradict with any procedure or printed materials and forms. Supporting documents must be reviewed by the MLLC once they are received from the gaming operator and prior to submitting them with the application for approval.

Refer to the applicable secondary scheme type below for guidelines on the rules & regulations and information to be provided on and with the application for approval.

Table Game Tournaments

The application must describe the scheme and provide the following information, as required on the form:

- a. The type of Tournament, i.e., Texas Hold'em Poker - No Limit, Blackjack, etc.
- b. The intended premises and area/room where the event will take place
- c. Overview of the Tournament
- d. Odds of participating in the final round
- e. Odds of winning a prize
- f. Procedures
- g. Any further surveillance and/or security methods
- h. A sample of forms and printed materials
- i. A sample of any proposed signage/notices
- j. MLLC primary contact person
- k. Gaming operator contact information

Rules & Regulation Template for Ongoing Events

It is recommended the gaming operator submit the rules & regulations in a fill-able template format. Understanding the gaming operator may wish to also utilize multiple formats that vary to a degree, each template is therefore approved separately. Each fill-able template should specify the type of tournament and include some form of numbering system to determine each templates use, i.e., Texas Hold'em No Limit Tournament (within template header) and Format #1 - <revision date> (within template footer).

An asterisk (*) denotes items to be included as a fill-able entry on the template. These items can be changed without seeking further Gaming Integrity Approval.

Rules & Regulations Guidelines

Tournament Rules & Regulations must stipulate all participant restrictions, criteria and conduct within the tournament. The following list of items by section is recommended as a general guideline. Some stipulations and eligibility criteria are dependent upon the methods used and may or may not be required.

Overview

The overview should provide and/or reference:

- a. The date of the Tournament *
- b. The time the Tournament will commence *
- c. The location (premises name and room or area within establishment) *
- d. Entry fees *
 - If monetary prizes are based on the number of entry fees, the dollar value of prizes must be guaranteed if insufficient entry fees are collected
 - The dollar amount required to enter the tournament
 - The number and dollar value amount of chips or points each player will receive with entry
 - The number and dollar value amount of chips or points each player will receive with re-buys and add-ons, if any
- e. Administrative costs *
 - The monetary amount of any administrative costs deducted from entry fees
 - The dollar amount of the administrative costs
- f. If there is a minimum number of participants to be entered in order for the tournament to commence
- g. If there is pre-registration into the tournament, the start date of pre-registration
- h. Registration details: who, what, when, where and how
- i. If there will be a maximum number of participants entering into the tournament including the amount
- j. The type of gaming chips used and their purpose

Participant Eligibility and Selection Criteria

Participant's qualification, eligibility and selection criteria must be provided within the rules & regulations. If qualification or selection criteria are used to limit the eligibility of participants, all restrictions are to be provided.

- a. Entry
 - The amount of entries each participant is allowed.
 - If the participant is allowed more than one entry.
 - If a maximum number of entries is accepted into the tournament, a reference providing the amount. *
- b. Advancements

When a qualifying event or preliminary round is used, all conditions which guarantee a participant as a finalist and/or any stipulations are to be provided.
- c. Time Limit Restrictions
 - If any time limit restrictions are used, consequence(s) must be informed if the participant fails to act or register within a specified time limit.
 - Whether finalists are required to be in attendance at a specified time, in advance of the tournament, to participate *
 - Whether there is a sign-in time stipulation, if applicable. *

- If a finalist is eliminated from the tournament, should they fail to respond or act within a specified time, the time should be referenced within the Rules as a fill-able entry. *
- d. Registration
- The start and end date of pre-registration, if applicable. *
 - If finalists are required to register in advance of the tournament, all pertinent registration details must be provided (who, what, where when, and how) *
- e. Order Assignments
- The manner in which participants are offered order assignment(s) upon registration must be reasonable and randomly assigned, ie, wild card draw
- How order assignments will be determined including the method used
 - A schedule of assignment(s) is recommended to be provided as a dated appendix of the Rules & Regulations and referenced within the Rules as an appendix, if applicable.

Tournament Rules of Play

- a. References to which Table Game Rules of Play apply to the Tournament or whether the tournament's Rules & Regulations supersede the table game rules.
- b. If there will be a preliminary or qualifying round(s) with rounds advancing to a final round or showdown.
- c. Spectators in the tournament area
- d. Betting and time limits of each round are recommended to be referenced within the Tournament Rules as an appendix, if applicable, and provided as a dated appendix of the Rules & Regulations.
- e. If the player has an option of purchasing re-buys, add-ons or insurance
- f. A schedule of chip purchases for re-buys, conditional re-buys, add-ons and/or insurance is recommended to be referenced within the Rules of Play as an appendix, if applicable, and provided as a dated appendix of the Rules & Regulations
 - If there is a time limit to purchase additional chips
 - When and where the participant can purchase re-buys, add-ons, or insurance
- g. The manner in which players are offered table assignment(s) and how reassignments are handled
- h. Whether a participant will be "clocked" for time and consequence(s) when failing to act within a specified time limit, including specified time.
- i. In any game with an ante, if a short pot occurs, how it is dealt with.
- e. Manner in which placement of blinds and missed blinds are handled, if applicable
- f. The manner in which tie(s) will be/are handled, if any. *
- g. The number of tables that will be used for each round of the tournament How balancing of tables will take place, if applicable
- h. How players are eliminated from the final round of the tournament and how the winner or winner(s) will be determined
 - The manner used to determine a winner or winner(s), in which participants are eliminated from the Tournament, i.e., if an elimination schedule is used when a player's chip value is less than a specified amount upon the final round

- An elimination schedule is recommended to be provided as a dated appendix of the Rules & Regulations and should be referenced within the Rules as an appendix, if applicable.

Prizing and Distribution

- Odds of winning a prize
- Awarding of prize(s) and the number of prizes to be awarded
- c. If a percentage of the entry fees are awarded as prizes, the rules must state whether the administrative cost is deducted from the total prize payout, i.e., entry fee - (*minus*) administrative cost + (*plus*) total re-buys +/- (*plus or minus*) total add-ons (*minus*) insurance.
- d. A Payout Prizing Structure Schedule is recommended to be provided as a dated appendix of the Rules & Regulations and to be referenced within the Rules of Play as an appendix, if applicable.
 - If percentages are dependent on the number of participants and used, the percentages must be verified prior to submission of the rules & regulations
- e. An exact description and value of each prize to be awarded, if not based on entry fee(s).
 - Whether the winner is given the option of taking the prize or requesting a cash alternative, if the top winner receives a paid entry including chips in a subsequent tournament. If such an alternative is offered, the approximate monetary value the winner may receive should be listed.

Tournament Regulations

- a. When qualification or selection criteria are used to limit eligibility, it must be reasonably related to gaming activity. The following stipulations are dependent upon the gaming operator's rules and may be referenced with the tournament regulations
 - If employees of another Manitoba casino can participate
 - If family members of casino employees can participate
 - Any other exclusion
- b. If the player is required to show identification for age and claiming prize(s)
 - How any disruptive or abusive behaviour will be dealt with and any consequences
 - In the event a finalist is unable to attend the tournament, the conditions including time restrictions, if any, for assignment of a proxy or whether finalist positions are non-transferrable.
 - If there is a minimum number of finalists to be entered in order for the tournament to commence. *
 - The manner in which cancellations are advised to finalists and/or pre-registered finalists.
 - If a Tournament is cancelled for any purpose, how finalists are informed
 - If the event will be rescheduled
 - Circumstances where refunds are made to pre-registered and registered participants when a tournament is cancelled
- g. If the participant is required to sign a tracking form to verify and affirm they qualify.
- h. If the participant is required to sign a form verifying their total or amount of chips at the end of each round of play.
- i. The Rules & Regulations must be made available to the participant, prior to tournament registration, if the finalist is required to sign a form indicating they agree to the Rules & Regulations.

- j. Any type of stipulations must be included upon the registration form or entry, when a participant is required to provide and fill in their contact information on an entry or form upon registration.
- k. Whether their entry and/or registration would be considered void if illegible or incomplete and disqualify them.
- l. Regulations must provide a reference to direct the participant to the LGA for any complaints or concerns.

Subsequent Requirements - Ongoing Tournament Events

1. An events schedule is to be provided with updates at **least 90 days prior** to the operation of the tournament.
2. The following items are permitted to be changed, without seeking LGA Gaming Integrity approval:
 - a. Date
 - b. Time
 - c. Place/location of future tournaments
 - d. Entry fee amount
 - e. Administrative costs
 - f. Schedule of chip purchases
 - g. Schedule of betting and time limits for each round
 - h. Schedule of order assignments, if applicable
 - i. Elimination Schedule, if applicable
 - j. Prize Payout Structure Schedule (including odds)

Showdowns and Ballot Draws

The application must include the following and/or describe:

- Type of Showdown, i.e., Grab Bag, Tear-Away, etc., or Ballot Draw
- Overview of each of the elimination processes used
- A description or diagrams/schematics of the items to be used within the elimination process
- What surveillance and security methods will be implemented
- Procedures for the registration, selection and elimination processes, prize distribution, inspection of ancillary items/components used, etc.
- A sample of the forms and printed materials
- Sample signage/notices
- Odds of participating in the showdown or ballot draw
- Odds of winning a prize
- MLLC contact information and designate for approval

Rules & Regulation Template for Ongoing Events

The LGA recommends the gaming operator submit the Rules & Regulations in a fill-able template format. Understanding the gaming operator may wish to also utilize multiple formats that vary to a degree, each template is approved separately. For example, a secondary elimination process may or may not be included as part of a grab bag elimination process. Each fill-able template should specify the type of showdown and include some form of

numbering system to determine each templates use, i.e., Grab Bag Showdown (within template header) and Format #1 - <revision date> (within template footer) with Wild Card Draw.

Rules & Regulations Guidelines

Each rules & regulations template may reference and provide the following. The following list of items should be used as a general guideline. Some stipulations and eligibility criteria may or may not be required upon the template as they are dependent upon the methods used. An asterisk (*) denotes items that may be included as a fill-able entry.

Overview

The overview should provide and/or reference the following, if not provided to the participant within the rules for the affected lottery scheme:

- The date of the showdown *
- The time the showdown will commence *
- The location (premises name and room or area within establishment) *
- The actual lottery scheme the showdown will be used with or a reference of which lottery scheme(s) participants became eligible to participate in the showdown. *
- The qualifying period or duration the lottery scheme will be affected, if applicable
- The dollar amount or wager that was required to enter in order to subsequently qualify. *

Participant Eligibility and Selection Criteria

Participant's eligibility and the selection criteria must be provided within the rules & regulations.

Eligibility

The qualification or selection criteria that will be used to limit the eligibility of participants, if different than the lottery scheme rules.

Entry

- The amount of entries each participant is allowed.
- If the participant is allowed more than one entry into the showdown.
- If a maximum number of entries is accepted into the showdown, a reference providing the amount. *

Advancements

If a qualifying event or preliminary round is used prior to the showdown, the provisions to guarantee a participant as a finalist or any rule stipulations.

Time Limit Restrictions

- If any time limit restrictions are used, consequence(s) must be informed if the participant fails to act or register within a specified time limit.
- Whether finalists are required to be in attendance at a specified time, in advance of the Showdown, to participate *
- Whether there is a sign-in time stipulation, if applicable. *
- If a finalist is eliminated from the showdown, should they fail to respond or act within a specified time, the time should be referenced within the Rules as a fill-able entry. *

Registration

- The start and end date of pre-registration, if applicable. *

- If and how finalists are required to register in advance of the showdown, all pertinent registration details must be provided (who, what, where when, and how) *

Order Assignments

The manner in which participants are offered order assignment(s) upon registration, i.e., wild card draw. The manner used must be reasonable and randomly assigned.

- i. How order assignments will be determined and the method used.
- ii. A schedule of assignment(s) referenced within the Rules as an appendix, if applicable, and provided as a dated appendix of the Rules & Regulations.

Ties

The manner in which tie(s) will be/are handled, if any. *

Elimination

- The manner used to determine a winner or winner(s), in which participants are eliminated from the showdown, i.e., Grab Bag, Tear Away, etc.
- The elimination schedule referenced within the Rules as an appendix, if applicable, and provided as a dated appendix of the Rules & Regulations.

Prizing

- a. Awarding of prize(s) and the number of prizes to be awarded.
- b. Odds of winning a prize
- c. If monetary prizing is awarded a Payout Prizing Structure Schedule referenced within the Rules & Regulations as an appendix, if applicable.
 - i. The schedule provided as a dated appendix of the Rules & Regulations.
 - ii. If percentages are used and are dependent on the number of participants, the schedule must be verified, prior to submission of the application.
- d. An exact description and value of each prize to be awarded.
- e. Whether the winner will have an option of taking the prize or requesting a cash alternative.
 - i. If such an alternative is offered, the approximate monetary value the winner may receive.

Official Regulations

- a. In the event a finalist is unable to attend the Showdown, the conditions including time restrictions, if any, for assignment of a proxy or whether showdown finalist positions are non-transferrable.
- b. If there is a minimum number of finalists to be entered in order for the Showdown to commence. *
- c. The manner in which cancellations will be advised to finalists and/or pre-registered finalists.
 - i. If a Showdown is cancelled for any purpose, how finalists are informed.
 - ii. If the showdown would be rescheduled
- d. If the participant is required to sign a tracking form to verify and affirm they qualify.

- e. If the finalist is required to sign a form indicating they agree to the Rules & Regulations. Prior to showdown registration, the Rules & Regulations should be made available to the participant once they qualify, upon request.
- f. When a participant or finalist is required to fill their contact information on a ballot, entry or form when they qualify, if the entry or ballot would be considered void if illegible or incomplete.
 - i. any type of stipulations must be included upon the form, ballot, or entry
- g. What represents a valid ballot or entry, i.e., no hand drawn, pictures, facsimiles, etc.
- h. Once the draft Rules & Regulation template is granted approval, a final dated copy is to be submitted.

Subsequent Requirements – Ongoing Showdown and/or Ballot Draw Events

1. An events schedule is to be provided with updates at **least 90 days prior** to the operation of the secondary lottery scheme.
2. Once approved, as long as the rules & regulations template remains unchanged, the following items are permitted to be changed, without seeking LGA Gaming Integrity approval:
 - a. Date
 - b. Time
 - c. Place/location of event(s)
 - d. The actual lottery scheme the showdown/ballot draw will be used with or a reference of which lottery scheme(s) participants became eligible as a finalist in the showdown/ballot draw
 - e. The eligibility and selection criteria
 - f. Schedule of order assignments, if applicable
 - g. Elimination Schedule, if applicable
 - h. Payout Prizing Structure Schedule (including odds)

Amendment Applications

Any other changes to the structure of an approved tournament, showdown or ballot draw; including the rules & regulations template requires LGA Gaming Integrity approval. An amendment application, with the revised, rules & regulations and all procedures, forms, etc., are required at least **30 days prior** to proposed event.

Any time a procedure, form, schedule or appendix of the rules & regulations, is updated or amended; it is to be submitted to the LGA.