



Liquor and Gaming  
Authority of Manitoba

## GAMING INTEGRITY APPLICATION AND APPROVAL REQUIREMENTS

### Secondary Lottery Schemes

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 Liquor and 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.

All lottery schemes, including any secondary schemes, may not be offered for play until LGA Gaming Integrity has issued approval.

#### **Promotional Schemes**

One of the above-mentioned elements is missing and separates a promotional scheme from a lottery scheme. LGA Gaming Integrity does not approve promotional schemes. The MLLC is responsible to review and ensure promotional schemes are not operated as lottery scheme.

#### **Requirements**

The LGA has established the following requirements to evaluate whether a secondary lottery scheme (eg. showdown, ballot draw) has integrity and approve its’ operation. The LGA may request additional information to support the application for approval and to evaluate the integrity of the secondary lottery scheme, rules & regulations or any other gaming equipment used.

Application forms mentioned in these requirements are available through MLLC Internal Audit & Corporate Compliance.

#### **Lottery Scheme Approval Application, LGA Review and Processing**

The lottery scheme must be approved before the premises can offer it for play. An application for LGA Gaming Integrity approval must be submitted **by the MLLC** to the LGA Gaming Integrity unit **at least 60 LGA business days prior** to the proposed introduction date

An Application for Gaming Integrity Approval – Secondary Lottery Schemes is required to evaluate and review the integrity of the scheme and issue approval for the premises to operate the lottery scheme. The application and rules & regulations must be received in the LGA office.

### **Completion of the Application Form**

As the conduct and manager of Provincial gaming in Manitoba, **only MLLC** may apply for approval of lottery schemes operated at the premises, including the gaming equipment used in the scheme. 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 and submit the application to MLLC Internal Audit & Corporate Compliance to ensure the scheme is applied for as intended and all information required is provided.

Each applicable section of the form must be completed to ensure that your application for approval is processed 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. See amendment section within these requirements.

The application form is broken down into the following sections:

- A. Applicant information
  - The applicant is the Manitoba Liquor and Lotteries Corporation, with the corporate address of 842 Milt Stegall Drive in Winnipeg
- B. Application type – new game or amendment to an approved game
  - When a new table game or side wager, bonus or progressive feature is intended to be offered, complete the other jurisdictions section and all applicable areas on the application form.
  - An amendment application is to be submitted for changes made to an approved game or the location where operated. Describe what is to be amended in the area below and complete all applicable areas on the application form.
- C. Gaming Supplier information, including contact person
- D. Gaming operator information
  - Premises' name
  - Location (room or area of the premises) where the scheme will be offered
  - The proposed date of introduction
  - Contact information
- E. Lottery scheme Description & Overview
- F. A description of all gaming equipment used
  - LGA Gaming Integrity approval must be issued for all gaming equipment used with the lottery scheme.
- G. MLLC project & contact information
  - 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 carbon-copied when the approval is granted
- H. Supporting documentation checklist
  - Provides all items required to be attached and included for review of the application. The checklist must indicate the supporting documentation that has been attached to

the application for approval upon submission to the LGA. When an item on checklist is not applicable to the application being submitted, check the not applicable box. The checklist may also be used to determine which items continue to require submission.

Although information required upon the application is provided within the supporting documentation, all applicable sections of the application form must be completed. Refer to the applicable requirements provided in this document

The following supporting documents are to be submitted as part of the application:

- Rules & regulations
  - Operational Procedure Manuals (all affected personnel), including forms
  - Betting Limits Structures (if more than one structure will be used)
  - Payout Schedules (*Poker-specific games only*)
  - Text to appear on betting limit signage at the table (including rule restrictions applicable to the game)
  - Text to appear upon Aggregated Payout Limit signage
  - Basic playing instructions brochure or a written declaration that a brochure is not provided to patrons
  - A copy of any other signage that will be posted at the table, describing why it will be posted
  - Written declaration of Gaming Operator adequately trained and tested
- I. Certification
- The Executive Director of MLLC Internal Audit & Corporate Compliance is the signatory of all applications for LGA approval.

The application must include the following and/or describe:

- a. Type of Secondary lottery scheme
- b. Overview of each of the elimination processes used
- c. A description or diagrams/schematics of the items to be used within the elimination process
- d. What surveillance and security methods will be implemented
- e. Procedures for the registration, selection and elimination processes, prize distribution, inspection of ancillary items/components used, etc.
- f. A sample of the forms and printed materials
- g. Sample signage/notices
- h. Odds of participating in the secondary lottery scheme
- i. Odds of winning a prize
- j. MLLC contact information and designate for approval

### **MLLC Review of Supporting Documents**

All supporting documents must not conflict or contradict with the rules & regulations. 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 should only be submitted once they are reviewed by the gaming operator and the MLLC designate. 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 & regulations do not impact the integrity of the scheme. 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 copied on 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.

### **Rules & Regulations Specifications**

The Gaming Operator's rules & regulations, including any house rules are required for Gaming Integrity approval of the lottery scheme. Rules & regulations 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 tournament with integrity.

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 game's LGA Standard Rules & regulations and may also require a review in relation to other jurisdiction's approved rules.

The rules & regulations must be in the form of a separate document and made available should any patron request to see them. Rules & regulations must not be imbedded in operational procedures, unless they describe a certain procedure.

All rules & regulations are to be provided in English language format. LGA issues approval for rules & regulations in English format only. The premises may offer the game in other languages; however, if the premises decide 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 gaming operator is responsible for ensuring translation of the English rules & regulations are accurate and correct.

The rules & regulations must provide the premises name and an effective date (once approved by management). If submitting the rules & regulations for amendment, a revision date should also be provided.

2.1 The proposed rules & regulations must be submitted with the application for approval for review.

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. The rules & regulations must be provided to participants.

- 2.2 The LGA recommends the gaming operator submit the rules & regulations in a fill-able template format. Understanding the premises 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 secondary scheme 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.
- 2.3 The rules & regulations template may reference and provide the following. Please use the following list of items 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(s) of the secondary lottery scheme \*
- The time the scheme will commence \*
- The location (premises name and room or area within establishment) \*
- The actual lottery scheme the secondary lottery scheme will be used with or a reference of which lottery scheme(s) participants became eligible to participate. \*
- 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 of play.

#### 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 secondary lottery scheme, a reference, providing the amount is required. \*

#### Advancements

If a qualifying event or preliminary round is used, 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, 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, ie., 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.
- 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 cancelled for any purpose, how finalists are informed.
    - ii. If the scheme 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 registration, the rules & regulations must be made available to the participant once they qualify.
  - 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.
- 3.1 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 items/components used; how appropriate surveillance coverage will be met; verification and inspections of items/components used within the scheme and how they will be kept secure throughout the duration of the scheme; audit methods used for ballots and entries; and any other process or procedure used.
- 4.1 All associated forms and materials, i.e., tracking forms, registration forms, qualification letter(s), etc. should be generic to encompass all types of secondary schemes and include a revision date.
- 5.1 If signage or a notice is posted, it must include a posting date.
- 5.2 The secondary lottery scheme may not be advertised or any type of notice or signage posted until LGA Gaming Integrity Approval has been issued.

Once approved, as long as the rules & regulations template remains unchanged, the following items are permitted to be changed, without seeking further LGA Gaming Integrity approval:

- a. Date
- b. Time
- c. Place/location of event(s)
- d. The actual lottery scheme the secondary lottery scheme will be used with or a reference of which lottery scheme(s) participants became eligible as a finalist
- 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)