



Liquor and Gaming  
Authority of Manitoba

## GAMING INTEGRITY LICENSING REQUIREMENTS

### GAMING TABLES

Under the terms and conditions of approval for table game lottery schemes, the gaming table upon which the game is operated must be licensed with the Liquor and Gaming Authority of Manitoba (LGA). This requirement applies to all gaming tables purchased, leased or provided by a licensed gaming supplier to the Manitoba Liquor and Lotteries Corporation (MLLC), if gaming is to be operated upon it.

LGA licensing of gaming tables ensures accountability upon the yearly count of gaming devices in the Province of Manitoba. Although there is no prescribed fee for gaming tables, the yearly count provides a method for the LGA to confirm that all gaming tables have been licensed. This yearly confirmation is performed by the LGA to ensure licensing records are accurate.

The following requirements provide regulatory guidance for gaming table licensing, physical inspection of the gaming table, changes that are to be reported, disposal of gaming table(s) and maintenance of records. The LGA reserves the right to modify these requirements at any time.

#### Licensing

- 1.1 The MLLC must submit an LGA Gaming Device Licence Application. All applicable areas of the application form must be completed to ensure the application can be processed or the application may be returned.
- 1.2 The application is to be submitted within 3 days of receiving the gaming table(s).
- 1.3 The application should include:
  - a listing of the assigned ID plate(s) proposed to be applied to the gaming table
  - the table game designation number
  - the supplier and contact information
  - the MLLC contact person
  - the intended premises and contact person

Upon receipt of the application, the LGA will update their licensing records until notification is received that the ID plate has been applied to the gaming table.

2. A gaming table identifier (ID plate) and game designation number must be assigned to each gaming table. The gaming table identifier and designation numbers are to be assigned, generated and maintained by the MLLC and/or gaming operator.
  - The unique gaming table identifier is used by the LGA as a licence number. It is also used for MLLC audit purposes and LGA inspection/investigation purposes.
  - The designation number assigned to the gaming table indicates the table game that is offered for play.

- 3.1 As soon as reasonably possible, the ID plate must be applied to the gaming table and notification sent to the LGA.
- 3.2 The assigned ID plate (licence number) is non-transferrable to another gaming table.
- 3.3 The ID plate is to be affixed to the gaming table in a position where it does not get inadvertently covered by equipment. The ID plate may not be applied to the leg of the gaming table.
- 3.4 Once applied, the ID plate must remain on the gaming table at all times and until such time that the gaming table is physically disposed of.
4. The designation number is to be affixed along the rail of the gaming table and/or drop box for audit and surveillance purposes.

An LGA licence will be issued to the MLLC, providing the gaming table's status, licence number, designation number and premises, including the date upon which the gaming table is considered licensed.

### **Physical Inspection**

Once licensed, prior to operating the lottery scheme and on a daily basis thereafter; the gaming table is to be inspected by a table games designate, supervisor, or pit manager to ensure all parts (bumpers, rails, etc.) are securely fastened and integrity is not compromised by the use of the gaming table with the lottery scheme.

### **Notification of Changes to LGA**

#### Repositioning/Adjustments

If any adjustments(s) are made to the gaming table(s) or a gaming table is repositioned (moved within the gaming operator's facility), the change must be verified via surveillance coverage to ensure integrity of the table game has not been affected. A Gaming Management Repositioning/Adjustment signoff may be used to document the change or adjustment. Notification is not required to be submitted to the LGA for this type of change.

#### Amendments

- 1.1 An amendment application is to be submitted to the LGA when the following scenarios occur:
  - a. moved to another gaming operator location other than the original gaming operator's facility
  - b. physically out of MLLC's/gaming operator's possession for any length of time
  - c. placed into storage (non-operational table that will be re-used)
- 1.2 The amendment application should provide all applicable information; who the table will be loaned or borrowed to (if applicable), the reason (demo, training, etc.), the location and duration/dates the table(s) will be off-site, and the gaming table identifier/licence number(s).

2. All gaming equipment is to be removed from the table.
3. When the gaming table is physically out of the MLLC's/gaming operator's possession (1.1b), all applicable requirements to ensure continued integrity applies. This means, but is not limited to, the MLLC ensuring that:
  - Responsible Gaming Policies are adhered to, ie, restricting minors, line of sight, offering for play, etc.
  - ensure the gaming table is secure in transit and kept secure for the duration of being out of MLLC's possession
  - LGA is notified of any consequential event or issue occurring while out of the gaming premises
  - the amendment application does not conflict with any other directive, policy, or recommendation
4. Upon return to the gaming operator's premises or when taken out of storage and prior to gaming use, each gaming table must be physically inspected to ensure that:
  - the ID plate is still intact
  - no integrity issues occurred (bumper rails are securely fastened, no damage occurred that would make the table unusable for gaming)
  - confirmation with surveillance that there are no integrity viewing issues once the table is positioned back on the gaming floor

The LGA will update the licensing records only. No formal response will be sent back to MLLC.

### **Disposal**

For the purposes of gaming device disposal, an LGA licensed gaming table, no matter what condition, is considered licensed until physically disposed of. The MLLC and/or the gaming operator are responsible to determine the most appropriate disposal method and expenses incurred. The LGA is to be notified when gaming tables are disposed of.

1. One of the following methods may initiate disposal of a gaming table. The gaming table can either be;
  - a. sold or given to a gaming entity or charitable organization,
  - b. returned/sold back to the supplier,
  - c. physically destroyed, or
  - d. designated for training purposes
2. MLLC must inform the LGA when the status changes (removed from the gaming floor and placed into storage, pending disposal). The date upon which the gaming table is removed from the gaming floor is required.
3. The table game layout must be removed from the gaming table.
4. The ID plate must remain on the gaming table when the gaming table is placed in storage, and until such time that it is physically out of the possession of the MLLC or gaming operator's possession. The ID plate may only be removed (to indicate that it is no longer licensed) when a gaming table is designated for training purposes.

5. The assigned ID number must not be re-used. The gaming table's ID plate should be retained by the MLLC or gaming operator if there is a discrepancy in the audit of the gaming tables being disposed of.
6. Once disposed of, the MLLC/gaming operator must submit a completed application. All applicable areas of the form must be completed to ensure the application can be processed. The following required information may be provided as an attachment:
  - how the gaming table was disposed of (method used)
  - the date that the gaming table left the possession of the MLLC/gaming operator
  - the premises where the gaming table was used
  - registration number(s)
  - table game designation number(s)
  - if being returned back to the supplier the supplier's name is to be provided or
  - if sold or given to a gaming entity or charitable organization, the name is to be provided
  - proof of disposal

The gaming table continues to be licensed until the MLLC and/or gaming operator provides all required information. A disposal notice will be sent to advise the MLLC and gaming operator when the gaming table is considered disposed of by the LGA.

#### **Maintenance of Records**

It is MLLC and the gaming operator's responsibility to maintain sufficient records for all gaming tables that are used in gaming operations. Records must be maintained for the receipt, storage, implementation, and disposal to ensure gaming tables are counted, monitored, tracked and accounted for.