



Liquor and Gaming
Authority of Manitoba

GAMING INTEGRITY APPLICATION AND APPROVAL REQUIREMENTS

Slot Machine Tournaments

The Liquor and Gaming Authority (LGA) is an independent crown agency that 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 (Act) and requires all lottery schemes to have LGA Gaming Integrity Approval.

Promotional Schemes

Under criteria of a lottery scheme, a participant pays consideration for a chance at winning a prize. One of these elements has to be missing to be considered a promotional scheme. The MLLC is required to review all proposed promotional schemes to ensure the promotion conforms to this promotional criteria. Promotional schemes do not require Gaming Integrity Approval.

Tournaments defined as a lottery scheme require Gaming Integrity Approval. The Liquor and Gaming Authority of Manitoba (LGA) has established the following requirements for slot machine tournaments.

The tournament must 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. Items not covered in these requirements are subject to the LGA review and further information may be requested to evaluate the integrity of the tournament, the rules & regulations or any other ancillary equipment used in the lottery scheme.

Approval Application, the LGA Review and Processing

The lottery scheme or any of the gaming equipment may not be offered for play prior to the LGA Gaming Integrity issuing any form of approval. An application for the LGA Gaming Integrity approval must be submitted.

Completion of the Application Form

The MLLC contact person must complete the application and submit it to the MLLC Internal Audit & Corporate Compliance for signature. As the conduct and manager of Provincial gaming in Manitoba, only the MLLC may apply for approval of lottery schemes operated at a gaming operator's establishment.

Prior to issuance of approval for a tournament, all gaming equipment used in the lottery scheme must have Gaming Integrity approval. The following is required to evaluate and review the integrity of the lottery scheme.

Application for Approval

The Gaming Integrity Approval application and supporting documentation must be submitted by the MLLC Internal Audit and Corporate Compliance to the LGA Gaming Integrity. 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. The LGA may request additional information to support the application for approval, to evaluate the integrity of the slot machine, rules & regulations or any other gaming equipment used in the lottery scheme.

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

Requirements for Gaming Integrity Approval for Slot Tournaments

The Gaming Integrity approval application for the tournament must include a list of the total number of slot machines and their respective model and serial numbers. A description of all firmware configurations approved for use in the tournament must be submitted. The slot machine's hardware and associated firmware must also meet the following requirements.

Hardware Requirements:

- i. All slot machines must be purchased or leased from the same licensed gaming supplier and be of the same model
- ii. Only slot machines which have been licensed by the LGA may be used in tournament play
- iii. Only slot machine models which have received the LGA Gaming Integrity Approval may be used in tournament play
- iv. Confirmation the hopper mechanism will be disabled, if applicable, to prevent the paying out of coins during the tournament

Firmware Requirements:

- i. Details regarding the specific tournament firmware configuration to be used for the tournament must be listed on the approval application
- ii. The firmware intended to be used during the tournament must have tournament mode capability and be approved by the LGA Gaming Integrity
- iii. In the event that the tournament firmware configuration does not have previous LGA Gaming Integrity approval, the MLLC must submit a Gaming Integrity approval application, Independent laboratory certification and successful test results to support the application for approval
- iv. All slot machines must contain the same firmware with the same payout percentage
- v. During tournament play, all slot machines must have the same odds of winning and cost to play.

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

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.

A revision date and/or number and the gaming operator's name must be provided upon all supporting documentation of the approval.

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.

All documents are to be reviewed prior to being submitted by:

1. Premises Games Manager(s) and Training Manager (if applicable) **or** First Nation Gaming Operator's designate
2. The MLLC Senior Policy and Procedure Analyst **or** the MLLC First Nation Compliance and Audit designate

The completed application, rules & regulations and supporting documentation is to be submitted to the MLLC internal Audit & Corporate Compliance for signature.

Rules & Regulation Template for Ongoing Events

It is recommended the premises 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 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 and Format #1 - <revision date> (within template footer).

Items to be included as a fill-able entry on the template are denoted by an asterisk (*) below. These items can be changed on the template 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 as 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 name of the tournament
- b. The date(s) of the tournament *
- c. The time the tournament will commence *
- d. The location (premises name and room or area within establishment) *
- e. 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 dollar value amount of credits each player will receive with entry
 - 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

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 and time 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.

- 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. If there will be a preliminary or qualifying round(s) with rounds advancing to a final round or showdown.
- b. Spectators in the tournament area

- c. 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.
- d. The manner in which players are offered slot machine assignment(s) and how reassignments are handled
- e. Whether a participant will be “clocked” for time and consequence(s) when failing to act within a specified time limit, including specified time.
- f. The manner in which tie(s) will be/are handled, if any. *
- g. The number of slot machines that will be used for each round of the tournament
- 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
 - 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

- a. Odds of winning a prize
- b. 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 premise can participate
 - If family members of employees can participate
 - Any other exclusion
- b. If the player is required to show identification for age and claiming prize(s)
- c. How any disruptive or abusive behaviour will be dealt with and any consequences
- d. 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.
- e. If there is a minimum number of finalists to be entered in order for the tournament to commence. *

- f. 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. The procedure if a machine malfunctions during tournament play
- h. If the participant is required to sign a tracking form to verify and affirm they qualify.
- i. If the participant is required to sign a form verifying their total or amount of credits at the end of each round of play.
- j. 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.
- k. 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.
- l. Whether their entry and/or registration would be considered void if illegible or incomplete and disqualifies them.
- m. Regulations should direct the participant to the LGA for any complaints or concerns.

Procedures

Procedures must fully describe all restrictions and methods for arriving at and determining a tournament 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.

All associated forms and materials provided in the procedure, i.e., tracking forms, registration forms, etc. should be generic to encompass all types of tournaments and include a revision date.

If signage or a notice is posted, it must include a posting date.

The tournament may not be advertised or any type of notice or signage posted until the LGA Gaming Integrity Approval has been issued.

Once approval is granted and issued for ongoing events, an events schedule is to be completed and updates provided at least 90 days prior to the operation of the tournament.

The following items are permitted to be changed, without seeking the LGA Gaming Integrity approval:

- a. Date
- b. Time
- c. Place/location of future tournaments
- d. Entry fee amount
- e. Administrative costs
- f. Schedule of credit purchases
- g. Schedule of time limits for each round

- h. Schedule of order assignments, if applicable
- i. Elimination Schedule, if applicable
- j. Prize Payout Structure Schedule (including odds)

Amendment Application

Any other changes to the structure of an approved tournament or the rules & regulations template require 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.