

**TERMS AND CONDITIONS FOR CHARITABLE GAMING LICENSEES TO
CONDUCT AND MANAGE BINGO LOTTERIES**

PREAMBLE

WHEREAS:

1. Section 207(1)(b) of the *Criminal Code* provides that the Lieutenant Governor in Council of the Province may specify a licensing authority to permit charitable or religious organizations to conduct and manage lottery schemes in the Province, provided that the proceeds of the lottery scheme are used for a charitable or religious object or purpose;
2. Indigenous Gaming Regulators Inc. (IGR) has been specifically designated as a body having the authority to issue licences to charitable or religious organizations to conduct and manage Charitable Gaming on designated Reserves located within the Province of Saskatchewan in accordance with the *Criminal Code*;
3. Charitable lotteries include bingos, breakopens and raffle lotteries;
4. The conducting of a lottery scheme without a valid licence is an offence under the *Criminal Code of Canada*; and
5. The Terms and Conditions as provided for herein have been established by IGR for use in its licensing and regulatory operations and shall have application to all Licensees licensed by IGR which conduct and manage bingo lotteries.

ARTICLE 1- DEFINITIONS

1.01 In these Terms and Conditions:

- (a) “**Addendum**” means an amendment to a Licence allowing for the addition or deletion of events, changes in times, dates or locations. Upon issuance by IGR, the Addendum shall form part of the original Licence;
- (b) “**Bingo Event**” means an event lasting a minimum of two (2) and a maximum of six (6) consecutive hours in which a series of bingo games are played under the authority of a Licence and requiring an Event Close-Out Summary. Bingo Events may not begin before 9:00 a.m. and must conclude by 4:00 a.m.;
- (c) “**Bingo Lottery Scheme**” means a lottery scheme within the meaning of Section 207(1)(b) of the *Criminal Code* at which bingo gaming takes place;

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- (d) **“Certificate of Registration”** means a certificate of registration as a gaming employee or a gaming supplier issued either by the Saskatchewan Liquor and Gaming Authority under the provisions of *The Alcohol and Gaming Regulation Act, 1997* or by IGR (effective upon establishment of IGR authority in that regard);
- (e) **“Charitable Gaming Licence”** means a licence issued by IGR to conduct and manage charitable gaming on Reserve pursuant to Section 207(1)(b) of the *Criminal Code*;
- (f) **“Class A Bingo Hall”** means:
 - (i) any premises wherein four (4) or more Bingo Events are conducted per week; or
 - (ii) any premises where it is apparent the purpose for the existence of the premises is primarily for the conduct of bingo;
- (g) **“Come and Go Bingo”** means a style of bingo in which players may begin participating in a Bingo Event at any point without purchasing a minimum admission book. A Come and Go Bingo program must be made up entirely of Special Games only. Each game in the program must be offered for sale on an individual basis;
- (h) **“Community Bingo Hall”** means any premises wherein three (3) Bingo Events or less are conducted per week;
- (i) **“Consolation Prize”** means a prize awarded in lieu of the Regular/Special Game Incentive Prize. The Consolation Prize is the minimum prize, or prizes, offered on a Regular/Special Game which is guaranteed to be won during that event.
- (j) **“Evening Event”** means a Bingo Event that commences no earlier than 3:00 p.m. or no later than 7:59 p.m.;
- (k) **“Event Close-Out Summary”** means a document which details all financial transactions related to a particular Bingo Event in a format authorized by IGR;
- (l) **“Gross Revenue”** means all monies spent by patrons at a Bingo Event in order to participate in the Bingo Event;
- (m) **“IGR”** means Indigenous Gaming Regulators Inc. or its successor;
- (n) **“Incentive Prize”** means a prize offered on a Regular/Special Game which is awarded only when bingo is achieved in a pre-determined manner or within a pre-determined amount of numbers;

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- (o) "Late Night Event" means a Bingo Event that commences no earlier than 8:00 p.m. or no later than 2:00 a.m.;
- (p) "Licence" means a Charitable Gaming Licence as issued by IGR for the conduct and management of a Bingo Lottery Scheme and includes:
 - (i) Class "A" Management Licence - is a licence issued to a charitable or religious organization to conduct and manage Bingo Events at a Class "A" Bingo Hall where not less than 15% of the Gross Revenue is distributed to a Class "B" licensee at the end of each event;
 - (ii) Class "A" Pooled Licence - is a licence issued to a charitable or religious organization to conduct and manage Bingo Events at a Class "A" Bingo Hall where not less than 15% of the Gross Revenue is accrued and distributed on a monthly basis to Class "B" licensees, to be pro-rated based on the number of events conducted by each Class "B" licensee during the month;
 - (iii) Class "B" Licence - is a licence issued to a charitable or religious organization to participate at a Bingo Event in conjunction with a Class "A" licensee at a Class "A" Bingo Hall;
 - (iv) Class "C" Regular Licence - is a licence issued to a charitable or religious organization to conduct and manage three Bingo Events, or less, per week, at any premises specified in the licence (including licences issued for Media Bingo);
 - (v) Class "C" Umbrella Licence - is a licence issued to a charitable or religious organization to conduct and manage three Bingo Events, or less, per week, at any premises specified in the licence (including licences issued for Media Bingo) where the Class "C" Umbrella licensee conducts and manages bingo for the benefit of itself and its member groups.
- (q) "Licensee" refers to the holder of a valid and subsisting Licence as issued by IGR;
- (r) "Matinee Event" means a Bingo Event that commences no earlier than 9:00 a.m. or no later than 2:59 p.m.;
- (s) "Media Bingo" means a bingo which is transacted via media of mass communication, including but not limited to, radio, television, closed circuit, satellite and cable transmission, newspapers, magazines or periodicals regardless of the duration;

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- (t) "Net Proceeds" means the funds left for charitable use after the payment of prizes to players and all expenses as authorized by IGR;
- (u) "Program Bingo" means a style of bingo in which players are not permitted to purchase any game cards without having purchased the minimum admission book sold for that Bingo Event. Program Bingo shall offer both Regular and Special Games. Entry into the program is not available at any point as permitted with "Come and Go Bingo";
- (v) "Regular Bingo Game" means a bingo game conducted during a Bingo Event which is considered a mandatory part of the minimum admission book required to participate in that Event. Regular Bingo Games are not sold individually or separate from the admission book;
- (w) "Special Game" means a game in addition to the Regular Bingo Games, which may or may not offer an Incentive Prize for obtaining bingo in a pre-determined manner (e.g. - in the required numbers). A Special Game must be offered for sale individually and is not required to be part of the minimum admission requirements to an Event;
- (x) "Trust Account" means an account from which only the Regular/Special Game Incentive Prizes may be paid. Prize payments may be made through a combination of cash and/or cheque; and
- (y) "Trust Account Prize" means the prize offered to the winner of a Trust Account game.

ARTICLE 2 - INTERPRETATION

2.01 All references contained in these Terms and Conditions to any legislative enactments shall include any such Statutes as may be amended, re-enacted or replaced from time to time and, in respect of any defined term derived from such Statutes, includes any subsequent definition contained in any Statutes enacted in substitution therefore, or in modification thereof.

ARTICLE 3 - SUSPENSION OR CANCELLATION OF LICENCE

3.01 A Licensee who operates in breach of any term or condition herein may be subject to an immediate suspension or cancellation of the Licence to which the breach relates, or any other Licence issued or pending from IGR.

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ARTICLE 4 - ACCESS TO RECORDS

4.01 Every Licensee shall allow an inspector or any person authorized by IGR access to their premises at all reasonable times for the purposes of examining and inspecting any books, records or other documents of the licensee. Where any book, record or other document has been examined, IGR or any person authorized by IGR may make copies of the book, record or other document.

ARTICLE 5 - DISTRIBUTION OF GROSS REVENUE

Class "A" Licensees:

5.01 Provisions applicable to Class "A" Licensees:

- (a) In the case of a Class "A" Management Licensee, not less than 15% of the Gross Revenue of a Bingo Event shall be paid to the Class "B" Licensees to be used for the authorized charitable or religious object or purpose. The Class "B" licensee must leave the Bingo Event with the required 15% of the Gross Revenue, in cash or cheque.
- (b) In the case of a Class "A" Pooled Licensee, not less than 15% of the Gross Revenue from each Bingo Event will be accrued and distributed by cheque on a monthly basis to the Class "B" charities. The amount to be received is pro-rated based on the number of events conducted by each charity during the month. The amounts shall be paid to the Class "B" Licensee within 5 days of month end. The Class "B" Licensees are entitled to view the records of the Class "A" Pooled Licensee to ensure the appropriate amount has been allocated.
- (c) The Licensee shall make every effort to ensure that the total retail cash value of bingo game prizes awarded per Bingo Event, including any funds used to fund the Trust Account, does not exceed 70% of Gross Revenue. In the event that this is not possible due to circumstances beyond the control of the Licensee (e.g. poor attendance with a guaranteed prize), the total retail cash value of bingo game prizes awarded per calendar month, including any funds used to fund the Trust Account shall not exceed 70% of Gross Revenue.
- (d) Expenses to conduct any Bingo Event shall not exceed 22% of the Gross Revenue averaged on an annual basis. Payment to a person acting as a gaming employee or supplying gaming services to a Licensee may be made only if that person holds a valid and subsisting Certificate of Registration. A landlord who is merely providing the facility for a preset lease amount, without any interest in the game, does not need to be a registered gaming supplier. If the landlord is paid an amount that depends on the gaming proceeds, number of attendees, or similar reference, the landlord is deemed to have an

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interest in the game and therefore must have a Certificate of Registration as a Gaming Supplier.

- (e) Any revenue remaining after the payments referred to in subsections 5.01 (a) or 5.01 (b), 5.01 (c), and 5.01 (d) shall belong to the Class "A" Licensee and shall be used for charitable or religious object or purpose as approved by IGR.

Class "B" Licensees:

5.02 Provisions applicable to Class "B" Licensees:

- (a) In the case of a Class "A" Management Licence, Class "B" Licensees shall receive not less than 15% of the Gross Revenue of a Bingo Event. The Class "B" Licensee must leave the Bingo Event with the required 15% of the Gross Revenue, in cash or cheque.
- (b) In the case of a Class "A" Pooled Licence, Class "B" Licensees shall receive 15% of the Gross Revenue from each Bingo Event, to be accrued and distributed by cheque on a monthly basis to the Class "B" charities. The amount to be received is pro-rated based on the number of events conducted by each charity during the calendar month. The amounts shall be paid to the Class "B" Licensee within 5 days of month end. The Class "B" Licensees are entitled to view the records of the Class "A" Pooled Licensee to ensure the appropriate amount has been allocated.
- (c) Revenues received by Class "B" Licensees shall only be used for the authorized charitable or religious objects or purposes as approved by IGR.

Class "C" Licensees:

5.03 Provisions applicable to Class "C" Licensees:

- (a) In the case of a Class "C" Regular Licence, not less than 15% of the Gross Revenue of a Bingo Event shall be used for the authorized charitable or religious objects or purposes as approved by IGR.
- (b) In the case of a Class "C" Umbrella Licence, not less than 15% of the Gross Revenue from each Bingo Event will be accrued in the lottery bank account. A cheque will be issued when such amounts are required for the authorized charitable or religious objects or purposes as approved by IGR. In the event that the funds are issued directly to eligible member groups as approved by IGR, the Umbrella "C" Licensee shall ensure that the member groups use the gaming proceeds for the authorized charitable or religious objects or purposes as approved by IGR.
- (c) The Licensee shall make every effort to ensure that the total retail cash value of bingo game prizes awarded per Bingo Event, including any amounts used to fund the Trust Account, does not exceed 70% of Gross Revenue. In the event that this is not possible

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due to circumstances beyond the control of the Licensee (e.g. poor attendance with a guaranteed prize), the total retail cash value of bingo game prizes awarded per calendar month, including any amounts used to fund the Trust Account, shall not exceed 70% of Gross Revenue.

- (d) Notwithstanding the provision of 5.03 (c), the total retail cash value of bingo game prizes awarded per Bingo Event shall not exceed 85% of the Gross Revenue generated from that Bingo Event, which sum includes amounts used to fund the Trust Account.
- (e) Expenses to conduct any Bingo Event shall not exceed 22% of the Gross Revenue averaged on an annual basis. Payment to a person acting as a gaming employee or supplying gaming services to a Licensee may be made only if that person holds a valid and subsisting Certificate of Registration. A landlord who is merely providing the facility for a preset lease amount, without any interest in the game, does not need to be a registered gaming supplier. If the landlord is paid an amount that depends on the gaming proceeds, number of attendees, or similar reference, the landlord is deemed to have an interest in the game and therefore must have a Certificate of Registration as a Gaming Supplier.
- (f) Any revenue remaining after the payments referred to in subsections 5.03 (a), 5.03 (b), 5.03 (c), 5.03 (d) and 5.03 (e) shall belong to the Class "C" Licensees and shall be used for charitable or religious objects or purposes as approved by IGR.

ARTICLE 6 - GENERAL CONDITIONS APPLICABLE TO ALL LICENSEES

- 6.01 Requested amendments to any Licence issued shall be submitted in writing by an authorized representative of the Licensee to IGR for approval. The submission of requested amendments shall not imply approval by IGR.
- 6.02 Any request for an Addendum to a Licence shall be submitted in writing for approval on forms authorized by IGR.
- 6.03 Licences, Bingo Events or dates shall not be transferable or assignable. Bingo Events may not be "lent", "shared" or "co-opted" with any other person or group, even if such group also holds a valid Licence, without written approval by IGR. "Donations" to any such group who work(ed) all or any portion of a Bingo Event shall not be permitted.
- 6.04 No Class "B" Licensee shall conduct or manage more than fifty-two (52) events in a licence year without the prior written approval of IGR.

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- 6.05 A charitable or religious organization cannot hold both a Class "B" and a Class "C" Licence during a licensing year.
- 6.06 Each charitable organization is allowed only one Class "B" Bingo Licence per year and may be licensed for only one Class "A" Bingo Hall, unless otherwise approved by IGR.
- 6.07 Every Licence shall be subject to the term and condition that IGR may, when the Licence is in effect, prescribe amendments to the Terms and Conditions of the Licence, effective no less than ten (10) working days after IGR sends a copy of the amendments by ordinary mail addressed to the Licensee at its last known address.

ARTICLE 7 - CONFLICT OF INTEREST

- 7.01 Every Licensee shall ensure there is no conflict of interest, real or perceived, with regard to their operations. A conflict of interest is any situation in which a Licensee or any officer, director, member or gaming employee of the Licensee or any person who supplies gaming services to the Licensee, either for himself/herself or some other person(s), promotes or attempts to promote a private or personal interest which results or appears to result in the following:
 - (a) a conflict or interference with the exercise of his/her duties; or
 - (b) a gain or an advantage by virtue of his/her position.

ARTICLE 8 - CONDUCT OF BINGO GAMING PROVISIONS APPLICABLE TO ALL LICENSEES

- 8.01 Every Licensee shall:
 - (a) supervise and be responsible for the conduct and management of all aspects of the Bingo Events for which they are licensed, including the collection of money and the payment of prizes and expenses;
 - (b) ensure that the premises in which the Bingo Event is to be conducted is owned or occupied by the Licensee;
 - (c) conduct all Bingo Events at the location which appears on the Licence issued by IGR;

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- (d) conduct bingo gaming only on the specific dates and times approved on the Licence, or on those specific dates and times added by way of an Addendum as approved by IGR;
- (e) pay all prizes as advertised;
- (f) produce at the Bingo Event the Licence which authorizes the conducting of the Bingo Event and post it in a prominent position in the premises for the duration of the Event;
- (g) only employ persons who are in possession of a valid Certificate of Registration as gaming employees to manage or participate in the operation of the Bingo Event. Duties performed or services provided must only be in the capacity for which said persons are registered. The cost of paying persons must be included as part of the expenses of the Class "A" or "C" licensee conducting the Bingo Event;
- (h) permit only bingo paper purchased from a gaming supplier holding a valid Certificate of Registration to be used in the conduct of bingo gaming;
- (i) ensure all bingo paper sold shall be exchanged for cash or direct debit at the time of sale. All debit transactions must occur at the counter and cannot occur on the gaming floor. Cheques or other negotiable instruments shall be prohibited;
- (j) not extend credit for the purchase of bingo paper;
- (k) ensure all sales of bingo paper are final. Refunds shall be prohibited;
- (l) ensure that bingo paper is not mutilated, cut or altered in any way which would result in player fraud or the misrepresentation of the true Gross Revenue;
- (m) ensure that volunteers or gaming employees do not play bingo during any Bingo Event in which they work;
- (n) make their best effort not to allow individuals who appear to be intoxicated or under the influence of any drug to take part in any bingo activity;
- (o) ensure that an Event Close-Out Summary is completed for each and every session;

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- (p) record on the Event Close-Out Summary all bingo games conducted, and record in detail all information required on the Event Close-Out Summary for each Bingo Event conducted;
- (q) not charge an admission fee to any patron attending a Bingo Event;
- (r) ensure the Class "A" Licensee or gaming supplier does not purchase bingo paper from the charity for the purpose of inflating Gross Revenue;
- (s) observe and comply with all applicable laws;
- (t) report immediately, in writing, to IGR any cheating or other gaming irregularity known or suspected;
- (u) ensure that pre-posted number games follow the Rules of Play as set out in Schedule 1;
- (v) ensure that the minimum amount charged for an admission book is fifty cents (\$.50) per face and that the minimum amount charged for bingo paper outside the admission book is fifty cents (\$.50) per sheet;
- (w) be permitted to offer free paper and/or coupons. Free paper cannot be offered to players without the purchase of a minimum admission book. In the case of Come and Go Bingos, free paper cannot be offered to players who have not made a purchase at the minimum price guidelines;
- (x) not intentionally duplicate bingo paper offered for sale;
- (y) maintain a bingo paper inventory control system wherein all transactions relating to bingo paper are recorded to clearly indicate all bingo paper purchased, sold and remaining in inventory;
- (z) ensure that any advertising or publicity for a Bingo Event or hall:
 - (i) does not depict any person as a minor; and
 - (ii) is not addressed to minors unless the advertising or publicity is intended to:
 - (a) promote abstinence or moderation in playing games of chance; or
 - (b) advise of detrimental effects and consequences of excessive gaming;

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- (aa) not promote bingo through any means of advertising or publicity that:
 - (i) gives a person an unrealistic perception of a player's chance of winning;
 - or
 - (ii) does not conform to prevailing community standards; and
- (bb) ensure that if merchandise prizes are being offered, documentation from the supplier of the prize is available showing the actual retail prize or fair market value of the merchandise and that this information is included with the Event Close-Out Summary.

**ARTICLE 9 - ADDITIONAL CONDUCT OF BINGO GAMING PROVISIONS
APPLICABLE TO CLASS "A" LICENSEES**

9.01 In addition to the obligations imposed under Article 8, Class "A" Licensees managing or conducting Bingo Events shall:

- a) supervise and be responsible for the conduct and management of all aspects of bingo gaming conducted at a Class "A" Bingo Hall;
- b) ensure that all Class "B" Licensees provide at least two volunteers for the conduct of the Bingo Event they sponsor in order to receive the required 15% of the Gross Revenues. Paperwork related to the event should be verified and signed by a volunteer representative of the Class "B" Licensee conducting the event. Larger events may require more volunteers in order to ensure that the critical tasks are covered. Volunteers, working with Class "A" hall management, shall perform the following duties:
 - i. Confirmation of beginning and ending inventory of paper, including paper added during the event;
 - ii. Reconciliation of cash to paper sales for both floor and counter sales;
 - iii. Complying with event reporting requirements, including but not limited to the Event Close-Out Summary, paper issuance sheets, etc.;
 - iv. Monitoring of cash handling procedures to ensure policies and procedures are followed;
 - v. Supervision of floor runners;

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vi. Authority to direct activities of the employees in the operation at the Bingo Event.

- (c) If the Class "B" Licensee does not provide any volunteers for the event they are sponsoring, the Class "A" Licensee may assign the event and the net proceeds from it to another Class "B" Licensee through an addendum process. The alternate Class "B" Licensee shall be required to provide two volunteers.
- (d) employ or permit only persons in possession of a valid Certificate of Registration as gaming employees to provide guidance and direction to the Class "B" Licensees conducting the licensed gaming event. Such duty or service must only be in the capacity for which said persons are registered;
- (e) ensure all registered gaming employees who are employed on the premises wear the Certificate of Registration tag which identifies the registrant by name and position and can be viewed by the gaming public at all times during the Bingo Event;
- (f) ensure all premises used for Bingo Events and all gaming equipment or devices, including without restriction, products and supplies used in gaming operations are purchased from or provided by a gaming supplier holding a valid Certificate of Registration and are made available on request for inspection at all reasonable times by any inspector or other person duly authorized by IGR. All equipment or devices shall be of a quality and standard to ensure the integrity and fair play of the gaming and be maintained in good repair at all times during use at a Bingo Event;
- (g) assign Bingo Events to Class "B" Licensees in accordance with the dates and times for which the Class "A" Licensee has been licensed and provide fair and equitable scheduling of Bingo Events for all Class "B" Licensees;
- (h) not cancel or reassign dates or times nor prevent a Licensee holding a valid Licence from conducting a Bingo Event without the express written consent of IGR. Requests for cancellations or reassignments shall be mutually agreed to by the Class "A" Licensee and the Class "B" Licensee affected;
- (i) provide a secure area or separation between Bingo Events to allow a Class "B" Licensee to complete records, cash handling, etc. before another Class "B" Licensee is allowed to conduct the following event;
- (j) provide adequate and secure work areas for the Class "B" Licensee. This shall include a secure area for the counting of money, completion of the Event Close-Out Summary and any other functions requiring security;

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- (k) ensure that a registered gaming employee in the position of manager or assistant manager is present on the premises and available to provide guidance and direction to the Class "B" Licensee at all times during a Bingo Event;
- (l) ensure prior to allowing the commencement of the Bingo Event that the event is duly authorized under a Licence issued by IGR and that the Licence is posted in a prominent position in a public area of the premises;
- (m) ensure that Event Close-Out Summaries are completed for all Bingo Events conducted. The Event Close-Out Summary must include all game sales at the Event and all prizes paid out at the Event (both to players directly or into the Trust Account), as well as any other information required as per the Event Close-Out Summary;
- (n) permit any Licensee in possession of a valid Breakopen Licence for the premises to sell breakopen tickets during a Bingo Event. The first preference shall be given to the Class "B" Licensee conducting the Bingo Event. Suitable booths, tables, or enclosures from which such sales are made shall be provided by the Class "A" Licensee;
- (o) ensure that all charges and services rendered do not place the Class "B" Licensee in a position that would cause the Class "B" Licensee to violate the Terms and Conditions of their Licence. Any adjustments to fees and charges shall require prior written approval of IGR;
- (p) ensure that funds are available at all times in the lottery bank account and/or Trust Account to ensure that all prize commitments can be paid; and
- (q) indicate in writing all terms or rules of the Regular/Special Games to the bingo players prior to the games being offered. Terms or rules (where applicable) shall include:
 - (i) the starting point for the Incentive Prize value;
 - (ii) the starting point for the required numbers to win the Incentive Prize;
 - (iii) the maximum or freeze point of the Incentive Prize value;
 - (iv) the amount the Incentive Prize shall accumulate by and how often it will accumulate;
 - (v) the amount and how often the required numbers will increase; and

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- (vi) any additional information necessary to ensure that all participants fully understand the rules of play.
- (r) be responsible for all cash shortages except in cases where IGR determines that the responsibility for the shortage lies with the Class "B" Licensee. Cash shortages shall be charged against the 22% of the Gross Revenue allocated for the expenses of the Class "A" Licensee. In the cases where IGR determines the responsibility lies with the Class "B" Licensee the shortage will be deducted from the 15% of Gross Revenue payable to the Class "B" Licensee.

ARTICLE 10 - TRUST ACCOUNT GAMES

10.01 Licensees may offer incentive prizes for Regular/Special games. In such cases, a Trust Account shall be established. Where a Trust Account is established, the Licensee shall:

- (a) ensure that funding of the Trust Account shall be included as a portion of the amount representing the value of the Bingo Event's prizes recorded on the Event Close-Out Summary. Any other deposit of funds into the Trust Account shall be prohibited. Deposits to the Trust Account are to be made on the next banking day following the Bingo Event, unless otherwise approved in writing by IGR;
- (b) ensure all disbursements of funds from the Trust Account are made exclusively by cheque and shall only be used to pay the Regular/Special Game Incentive Prizes; and
- (c) ensure upon payment of a Trust Account prize or any Incentive Prize from a source other than the event's gross sales, that a signed receipt is obtained from the winner. The receipt shall include the following:
 - (i) date;
 - (ii) amount of prize;
 - (iii) name, address and signature of winner; and
 - (iv) name of Regular/Special Game.

ARTICLE 11 - GENERAL PROVISIONS APPLICABLE TO CLASS "C" LICENSEES

11.01 All Class "C" Licensees shall provide at least two volunteers for the conduct of the Bingo Event. Class "C" Umbrella Licensees may fill these volunteer positions fully or partially with volunteers from the Member Group for whom the event is being conducted.

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11.02 Paperwork related to the event should be verified and signed by a volunteer representative of the Class "C" Licensee. Larger events may require more volunteers in order to ensure that the critical tasks are covered. Volunteers, working with the paid employees of the Class "C" Licensee (if any) shall perform the following duties:

- i. Confirmation of beginning and ending inventory of paper, including paper added during the event;
- ii. Reconciliation of cash to paper sales for both floor and counter sales;
- iii. Complying with event reporting requirements, including but not limited to the Event Close-Out Summary, paper issuance sheets, etc.;
- iv. Monitoring of cash handling procedures to ensure policies and procedures are followed;
- v. Supervision of floor runners;
- vi. Authority to direct activities of the employees in the operation at the Bingo Event.

ARTICLE 12 – GENERAL PROVISIONS APPLICABLE TO MEDIA BINGO

12.01 The following provisions shall apply to Media Bingo:

- (a) Unless otherwise provided for herein or in the Licence as issued by IGR, all of the provisions relating to the conduct and management of bingo operations shall apply with equal application to all Media Bingo Events;
- (b) House rules must be submitted to IGR for prior approval at the time of application;
- (c) House rules for Media Bingo must be announced, printed or visually displayed prior to each Media Bingo Event and must state the minimum age limit to play;
- (d) If the value of prizes is advertised, any cash amount guaranteed in lieu of merchandise must also be indicated;
- (e) Person(s) involved in the conduct or management of a Media Bingo Event shall not play in the Media Bingo Event;

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- (f) An organization which is planning to cease the operation of a Media Bingo shall give away any accumulated prizes during the final Media Bingo Event;
- (g) Individual prizes offered or paid at any Media Bingo event shall not exceed five thousand dollars (\$5,000);
- (h) Media Bingo paper shall not be given away;
- (i) Media Bingo paper shall be serialized and sealed in a manner preventing identification of the bingo numbers until purchased and opened by the player, and must have an identifying logo on the paper;
- (j) A Ball Verification Sheet which records the sequence the balls were called shall be completed for each Media Bingo game and signed and verified by at least two authorized representatives on behalf of the Licensee;
- (k) Only Media Bingo paper purchased from a gaming supplier holding a valid Certificate of Registration shall be used for Media Bingo games;
- (l) All winning cards must be verified with the Master book or replacement card book;
- (m) A minimum of seven (7) calendar days must be allowed for mail-in winners prior to awarding of prizes;
- (n) Notwithstanding the definition of a Bingo Event as provided for in subsection 1.01(b), a Bingo Event for Media Bingo may be less than two (2) hours in duration.

ARTICLE 13 - BANKING

13.01 Every Licensee shall:

- (a) open and maintain a separate and distinct bank account for Bingo lottery funds or maintain a single bank account for Bingo and Breakopen lottery proceeds only. Should the Licensee elect to maintain a single lottery bank account, deposits for each lottery's proceeds shall be made on separate deposit slips;

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- (b) deposit all funds from each Bingo Event into the lottery bank account no later than the second banking day following the event, unless otherwise authorized in writing by IGR. For each Bingo Event held there shall be a corresponding deposit;
- (c) hold all funds on deposit in the lottery bank account until such funds are required for the authorized charitable or religious object or purpose;
- (d) make all disbursements from the lottery bank account by cheque directly to the approved authorized charitable or religious object or purpose. Funds may NOT be transferred to any other account prior to disbursement for the authorized charitable or religious object or purpose;
- (e) ensure that all interest paid into a lottery bank account becomes subject to the licensed charitable spending restrictions as though such interest was earned as part of the lottery proceeds; and
- (f) not lend or advance proceeds or any portion of the lottery Gross Revenue to any person or group for any purpose.

ARTICLE 14 - ACCOUNTING AND FINANCIAL REPORTING

14.01 Every Licensee shall:

- (a) prepare and maintain a true copy of all Event Close-Out Summaries and all other working papers, including prize payout records from each Bingo Event conducted;
- (b) prepare and maintain a register/journal to accurately reflect and describe all transactions occurring in the lottery bank account including the following details of all disbursements of proceeds made from the account:
 - (i) cheque number;
 - (ii) date of cheque;
 - (iii) payee;
 - (iv) dollar amount; and
 - (v) purpose; and

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- (c) retain all records relating to every Bingo Event conducted, including Event Close-Out Summaries, prize records, deposit books/slips, lottery bank account statements, cancelled cheques, copies of financial reports, cheque register(s)/journal(s) and any other financial documentation including receipts, relating to the conduct of the Bingo Event or the disposition of the funds for a minimum of three (3) years from the date of expiry of the Bingo Licence.

**ARTICLE 15 – ADDITIONAL ACCOUNTING AND FINANCIAL REPORTING
 PROVISIONS APPLICABLE TO CLASS “A” AND “C” LICENSEES**

15.01 In addition to the obligations imposed under Article 14 above, Class “A” and “C” Licensees shall:

- (a) be responsible and fully accountable for maintaining complete, up-to-date records of the Trust Account and any other records required by IGR. The Trust Account records shall clearly indicate the following deposit information:
 - (i) date and dollar amount of each and every deposit; and
 - (ii) Licensee number from whom the deposit was collected.

Further Trust Account records shall also clearly indicate the following disbursement information:

- (iii) cheque number;
 - (iv) date of cheque;
 - (v) dollar amount;
 - (vi) payee name; and
 - (vii) complete payee address.
- (b) complete in detail a financial report in a form prescribed by IGR (which includes a Monthly Bingo Trust Account and Event Logs) describing all transactions relating to the Trust Account. The Licensee shall submit this report to IGR within five (5) days following the end of each calendar month;
 - (c) retain all records relating to the Trust Account including deposit books/slips, bank account statements, cancelled cheques, true copies of financial reports, cheque register(s)/journal(s) and any other financial documentation relating to the Trust Account;

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- (d) ensure that the records referred to in subsections 15.01(a), (b) and (c) are retained on the premises for a minimum of three (3) years from the date of the expiry of the Licence. In the case where a Licence has been cancelled, suspended or otherwise terminated, the Licensee shall notify IGR of the location where the records will be held;
- (e) complete a Monthly Bingo Event Log showing gaming activity at all Bingo Events conducted or managed by the Licensee during each month and signed by the Bingo Hall manager. This report shall be submitted to IGR within five (5) days following the end of each calendar month; and
- (f) if required, complete in detail a financial report in a form prescribed by IGR and submit the report to IGR within twenty (20) days following each quarterly period in the licensing year. In the case where a Bingo Licence has been issued for the conduct of a single Bingo Event, the report, if required, shall be submitted to IGR within twenty (20) days following the Bingo Event.

15.02 Further to the requirements of Paragraph 15.01, the following Provisions apply to Class "C" Umbrella Licensees:

- (a) Licensees shall ensure that they receive expense statements, with receipts, from Member groups, within 5 business days following the use of funds for the charitable object or purpose identified.
- (b) Member groups that do not submit their expense statements or cannot account for funds as specified in 15.02 (a) may be denied opportunities to receive funds from charitable bingos in the future.
- (c) The Class "C" Umbrella Licensee may assign the Member group Bingo Events to generate the funds to be agreed upon between the Umbrella Licensee and the Member group.
- (d) If the estimated number of events generate more than the budgeted amount, the excess funds shall be held in the Licensee's bank account until such funds are required for the authorized charitable or religious object or purpose as approved by IGR. Conversely, if the number of estimated events does not generate the budgeted amount for a particular charity, the Umbrella Licensee could top up the amount from the funds available in their bank account, or request the charity to work additional event(s).

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SCHEDULE 1

PRE-POSTED NUMBER [BONANZA] BINGO GAME RULES OF PLAY

The following rules of play shall apply to pre-posted number (Bonanza) Bingo games:

- (a) a pre-posted [bonanza] game is a bingo game in which a pre-determined volume of numbers is called prior to the start of a Bingo Event. Upon closing of the bingo paper sales the game is continued until a winner is determined;
- (b) bingo paper used for pre-posted number games must be pre-sealed in such a manner the bingo numbers are not visible to the seller or purchaser until the seal is broken;
- (c) the pre-posted numbers must not be called earlier than one full hour prior to the actual starting time of the Bingo Event;
- (d) a member of the Licensee organization conducting the Bingo Event, one player, along with the registered caller, must be present at the ball dispenser for the calling of the pre-posted numbers;
- (e) upon calling of each number, the number called must be recorded on the ball verification sheet [copy attached]. Upon completion of the game, the sheet must be signed by the caller and the Licensee member. This sheet shall be attached to the Event Close-Out Summary sheet and shall become part of the official record of the Bingo Event;
- (f) each winning bingo card must be checked with a master ledger and replacement card book of the bingo permutation to ensure the winning card is valid; and
- (g) the equipment used in the conduct of the game must be of the quality to ensure the integrity of the game.

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BALL VERIFICATION SHEET

ORGANIZATION _____ DATE _____ GAME _____

LICENSEE REPRESENTATIVE _____ CALLER _____
 (Print) (Print)

(This sheet is to be completed as the balls are drawn and called by the Caller. The Caller signs the sheet only after he has verified the letter and number combination noted with the "holed" balls.)


Example: 1st ball called B 3
 2nd ball called O 61
 3rd ball called N 35

1st ball called	_____	26	_____	51	_____
2nd ball called	_____	27	_____	52	_____
3rd ball called	_____	28	_____	53	_____
4th ball called	_____	29	_____	54	_____
5	_____	30	_____	55	_____
6	_____	31	_____	56	_____
7	_____	32	_____	57	_____
	_____	33	_____	58	_____
	_____	34	_____	59	_____
10	_____	35	_____	60	_____
11	_____	36	_____	61	_____
12	_____	37	_____	62	_____
13	_____	38	_____	63	_____
14	_____	39	_____	64	_____
15	_____	40	_____	65	_____
16	_____	41	_____	66	_____
17	_____	42	_____	67	_____
18	_____	43	_____	68	_____
19	_____	44	_____	69	_____
20	_____	45	_____	70	_____
21	_____	46	_____	71	_____
22	_____	47	_____	72	_____
23	_____	48	_____	73	_____
24	_____	49	_____	74	_____
25	_____	50	_____	75	_____

LICENSEE REPRESENTATIVE _____ CALLER _____
 (please sign) (please sign)

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