

Charitable Gaming Events Conducted and Managed In Pooling Bingo Halls Terms and Conditions

In addition to the terms and conditions applicable to all lottery licences, all charitable gaming events in bingo halls where proceeds are pooled must be conducted and managed in accordance with the following terms and conditions prescribed by the Registrar. These terms and conditions shall be known as the *Terms and Conditions for Charitable Gaming Events*. Some words used in these *Terms and Conditions for Charitable Gaming Events* are defined in the terms and conditions.

DEFINITIONS

bingo means a lottery where consideration is given for a chance to win a prize or prizes consisting of cash or merchandise by being the first to complete a specified arrangement of numbers or symbols on bingo paper from numbers or symbols selected at random.

Bingo Event Ticket Game means a break open ticket game in which a winner is determined by matching a bingo ball numbers or symbols on a break open ticket with specified numbers or symbols drawn during the course of a licensed Bingo Event. Bingo Event tickets are not bingo paper.

bingo paper means a printed device of numbers or symbols on disposable paper, cards or books or reusable hardboard, table board, shutterboard or plastic cards.

bingo playing cards means a deck of cards with each card representing a bingo number or symbol. Bingo playing cards are drawn from a shoe or similar device to determine the numbers or symbols called in a bingo game.

box means each separately sealed box of break open tickets within a deal, as shipped by the supplier.

break open ticket means a device which is made of cardboard and which has one or more

perforated cover window tabs behind which are winning and non-winning numbers or symbols that must be revealed by tearing off the cover tab. Seal card and Bingo Event tickets are types of break open ticket.

break open ticket dispenser means an electrical or mechanical device used to dispense break open tickets.

break open ticket lottery means a lottery where consideration is given for a chance to win instant prizes or prizes determined by a subsequent event, by revealing a specified arrangement of numbers or symbols on a break open ticket and includes prizes carried over to a future deal or sub-deal.

break open ticket style means the combination of approved graphics and prize structure used for break open tickets. There may be multiple styles within a break open ticket type.

break open ticket type means a break open ticket characterized by the number of tickets per deal, the price per ticket and the total value of prizes per deal.

charitable gaming event means an event at a bingo hall for which a licensee is licensed to conduct and manage one or more lotteries, including bingo, break open tickets and raffles.

charitable gaming site means a gaming site where a charitable organization conducts and manages a lottery scheme under the authority of a licence issued by a municipality or by the Registrar.

dab means to mark bingo paper or break open tickets so that the underlying numbers or symbols are transparent to runners and can be verified. The ink used to dab bingo paper or break open tickets must be permanent except where reusable

hardboard, laminated paper or plastic bingo cards are used.

deal means each separate game or series of break open tickets with the same serial number.

game schedule means a complete listing of all bingo games to be played during each charitable gaming event including the arrangement of numbers or symbols required to win each game, the prizes to be awarded for each game, the prices of the bingo paper being sold and the name and address of the premises where the Bingo Event is to be held. Game schedules may have any combination of fixed prize payouts and variable prize type games.

Gaming-Related Supplier means a person who manufactures, provides, installs, tests, maintains or repairs gaming equipment or who provides consulting or similar services directly related to the playing of a lottery scheme or the operation of a gaming site.

gaming site means premises or an electronic channel maintained for the purpose of playing or operating a lottery scheme.

Hall Charities Association (HCA) means an association formed by all the licensees conducting bingo and other lotteries within a bingo hall.

House Rules means rules established by the licensee governing the conduct of any lotteries forming part of the charitable gaming event.

Operator means a person who operates a gaming site.

personal bingo verifier (PBV) means a hand-held device that may be used by individual players to keep track of and verify numbers or symbols called by the bingo caller in the normal way. The bingo game must be played at all times through bingo paper with numbers or symbols dabbed by players in the conventional manner.

Progressive Bingo Event Ticket Game means a bingo event ticket game with a progressive element where prizes that are not won during one game are added to the prizes on a future deal or sub-deal.

Progressive Seal Card Game means a seal card game with a progressive element where prizes that are not won during one game are added to the prizes on a future deal or sub-deal.

raffle means a lottery scheme where tickets are sold for a chance to win a prize at a draw.

Rules of Play means a description of the arrangement of numbers or symbols required in order to obtain a valid bingo and a description of how prizes will be calculated, the rules that will be used in playing specific break open ticket games or the rules for raffles.

seal card means a break open ticket posted at the place of sale named in the licence that is used to determine the winner of a secondary prize by opening a window to reveal a number or symbol that matches a ticket held by the winning player.

Seal Card Game means a break open ticket game featuring tickets that grant certain players a chance at a prize or prizes to be determined by the removal of a window from a seal card to reveal specified winning numbers or symbols.

sub-deal means a portion of a deal of seal card game tickets or bingo event tickets as approved by the Registrar. Each sub-deal in a deal shall have the same serial number but be distinguished by a letter of the alphabet or additional numbers at the beginning or end of the serial number or form number.

Win means gross proceeds less the value of prizes but does not include any amount prescribed by the Registrar for a provincial fee.

(1) GENERAL

- 1.1 Licensees who conduct and manage bingo at a bingo hall operated by registered Operator where the proceeds are pooled must be member organizations of a Hall Charities Association.
- 1.2 The licensee must ensure that all equipment and supplies used in the conduct of a lottery in the bingo hall comply with any Standards prescribed by the Registrar.
- 1.3 Alcoholic beverages must only be served, sold or consumed during a charitable gaming event at a bingo hall licensed under the *Liquor Licence Act*.
- 1.4 The licensee must designate a sufficient number of bona fide members, and in any event, no fewer than three (3) bona fide members, to carry out the activities required for the conduct and management

of the lottery or lotteries for which a licence has been issued. Their responsibilities will include being in charge of and responsible for the conduct and management of the bingo and break open ticket events and raffles held in a bingo hall. The designated members in charge must be present continuously during the charitable gaming event and, on behalf of the licensee, are responsible for:

a) ensuring that the lottery licence issued and the game schedule reviewed by the licensing authority is followed;

b) ensuring that the lottery licence is posted in a prominent location visible to the players;

c) ensuring that copies of the game schedule for the charitable gaming event are distributed to players and that copies of the Rules of Play and House Rules are available to the players;

d) prior to the event, verifying receipt and quantity of bingo paper, break open tickets, raffle tickets and other media used at a charitable gaming event;

e) ensuring that the bingo caller is registered as a Gaming Assistant under the *Gaming Control Act, 1992*;

f) ensuring that all bingo paper and break open tickets, raffle tickets, supplies and equipment provided by the Operator of the bingo hall comply with the requirements, approvals and Standards prescribed by the Registrar;

g) ensuring that the set of bingo balls used to play the game is complete, in operating condition and in their receptacle prior to the commencement of the charitable gaming event and making the set of bingo balls available for inspection upon request by a player;

h) ensuring that the set of bingo playing cards used to play the bingo game is complete and complies with the Standards prescribed by the Registrar;

i) distribution of bingo paper and break open tickets to gaming assistants and

overseeing the sale of bingo paper, break open tickets and raffle tickets;

j) paying out all prizes or overseeing the payout of prizes;

k) reconciling all cash transactions for the charitable gaming event, including bingo paper, break open ticket sales and sale of raffle tickets, including accounting for all unsold bingo paper, raffle tickets and break open tickets returned after each charitable gaming event;

l) completing the charitable gaming event report and ensuring completion of monthly reports in accordance with the Standards for Financial Management and Administration prescribed by the Registrar;

m) depositing or ensuring the deposit of the Win from the charitable gaming event into the HCA's consolidated designated lottery trust account; and

1.5 The licensee must pay the Operator a portion of the proceeds from the lotteries conducted in the bingo hall in accordance with the Standards prescribed by the Registrar.

1.6 The Licensee must ensure that the Operator provides all equipment, facilities and services required to conduct the licensed charitable gaming events held in the bingo hall, at the Operator's expense.

(2) CONDUCT AND MANAGEMENT – BINGO

2.1 The licensee may choose to offer use of personal bingo verifiers (PBVs) so long as:

a) the maximum number of cards that may be played with a PBV is 36;

b) a maximum of one (1) PBV may be used per player, per session;

c) the licensee ensures that players use PBVs only to assist them with playing bingo on paper.

d) no prize is paid to a player unless that person has dabbed the winning

combination of numbers or symbols required to win on bingo paper prior to calling "bingo".

- 2.2** a) Under no circumstances may the PBV replace the use of bingo paper and dabbers and the licensee must refuse to award any prize to a player who played the game on the PBV unless the player has dabbed, at minimum, the winning combination of numbers or symbols required to win on bingo paper prior to calling "bingo".
- b) PBVs may not be used for bingo played on a shutterboard or table board or on plastic cards or hardboard cards.
- 2.3** Changes to the game schedule, including bingo paper prices, must be reviewed by a licensing authority before being implemented.
- 2.4** The licensee must sell bingo paper to a player by a cash transaction only.
- 2.5** The licensee must ensure that bingo paper is used only for the event for which it is sold.
- 2.6** a) Where the number of persons who may attend at the commencement of a charitable gaming event is or would be insufficient to provide enough revenue to cover the cost of prizes and other expenses incurred in connection with the operation of the charitable gaming event because of an Act of God or such other extreme condition which is beyond the control of the licensee, the licensee has the option of proceeding or canceling the charitable gaming event. If the charitable gaming event has commenced and is canceled due to an Act of God, the licensee must issue pro-rated refunds to all persons who have purchased bingo paper based on the number of games that have been played.
- b) Insufficient attendance of players alone does not constitute sufficient reason to cancel a charitable gaming event.
- 2.7** a) Once the charitable gaming event has commenced, the licensee must conduct and manage the event in accordance with the licence and game schedule reviewed by the licensing authority. All prizes must be awarded.

b) The charitable gaming event has commenced when the first game on the game schedule is announced and the first number or symbol is called, including for any early bird or bonanza games.

PLAYING BINGO

- 2.8** The arrangement of numbers or symbols required to be covered on bingo paper in order to win the game and the amount of the prize for each game must be announced to the players immediately before each game begins.
- 2.9** a) A player must be declared the winner of a game if he or she has covered all of the numbers or symbols in the required arrangement.
- b) A player does not need to have the last number or symbol called in order to be declared a winner, except where required by the licensee's Rules of Play or House Rules.
- 2.10** The licensee must verify, at the time a player claims to have won and before a prize is paid out, that the numbers or symbols covered on the bingo paper are a winning arrangement,
- a) by audible call-back of the numbers or symbols covered on the bingo paper in the immediate presence of one (1) or more neutral players; or
- b) through the use of the bingo caller's electronic verification system and by confirming visually the numbers or symbols covered on the bingo paper.
- 2.11** a) After a winner has been declared, the licensee must ensure that the caller inquires clearly and audibly three (3) times whether there are any other players claiming to be a winner of that game. If there are no other winners, the Licensee shall ensure the caller declares the game to be closed.
- b) No claim of a player to have won a game will be valid if made after the game has been declared closed.
- 2.12** a) The total prize, as announced prior to the commencement of the bingo game, must be paid to a winner or winners. The

caller must announce the number of winners for each game and the amount paid to each winner.

b) Where there is more than one winner of a bingo game, the prize offered must be divided equally amongst all players having obtained a valid bingo. The licensee may set a minimum prize payout.

2.13 In the event that the number or symbol on a ball or card is miscalled, the actual number or symbol and not the called number or symbol will be the official number or symbol for the game. Any claim by a player to have won a Bingo using a miscalled number or symbol must be disallowed.

2.14 a) The designated member in charge of the charitable gaming event, acting on behalf of the licensee, must provide a handwritten, electronic or videotaped record for each bingo game played, outlining the order in which the numbers or symbols were called for each game held during the charitable gaming event. This will be the official record of the games.

b) The licensee must retain the record of the games and the winning bingo paper for 30 days following the charitable gaming event.

2.15 a) In the event of an error in verification, resulting in a game being declared closed, the bingo game must be reconstructed using the official record to identify the numbers or symbols previously called and the game must continue in accordance with the Rules of Play.

b) If a bingo game has been closed as the result of a miscalled number or symbol and there is not a valid winner, the bingo game must be reconstructed using the official record to identify the numbers or symbols previously called and the game must continue in accordance with the Rules of Play.

2.16 The Licensee may establish Rules of Play or House Rules governing the conduct of the bingo. Copies of the Rules of Play and House Rules must be made available to players at the premises where the bingo is being conducted. Any rule of play or house

rule that conflicts with or is inconsistent with the Terms and Conditions, these Terms and Conditions for Charitable Gaming Events or the Standards and Directives prescribed by the Registrar is void to the extent of any conflict or inconsistency.

2.17 The Licensee must ensure that there is no duplicate bingo paper issued for the same game.

2.18 In halls where bingo may be played in American currency, all bingo paper sold in the lower-valued currency must be distinguished with a hole punch or by a different pattern on the paper. The licensee must receive the bingo paper pre-punched from the Operator.

2.19 All players purchasing bingo paper in Canadian currency must be paid prizes in Canadian currency.

2.20 All players purchasing bingo paper in American currency must be paid prizes in American currency.

(3) CONDUCT AND MANAGEMENT – BREAK OPEN TICKETS

GENERAL

3.1 The licensee may sell only break open tickets that are approved by the Registrar.

3.2 A single break open ticket may feature a winning combination of numbers or symbols entitling the holder to an instant cash prize, a merchandise prize, a coupon that may be redeemed for a prize, a coupon entitling the holder to a merchandise discount or a chance to win a prize determined by a subsequent event or any combination of these prizes.

3.3 a) Licensees may sell break open tickets that may be used by customers to obtain a discount on merchandise or redeemed by customers to obtain a coupon offering a discount on merchandise, in accordance with the Registrar's policies.

b) Licensees may sell break open tickets that may be redeemed by customers to obtain products at no additional charge, in accordance with the Registrar's policies.

3.4 Break open tickets may include a logo or other brand identifier promoting a sponsor, provided that the break open tickets continue to be clearly identifiable as a charitable gaming product, in accordance with the Registrar's policies.

3.5 The licensee must ensure that all break open tickets are kept secure.

3.6 The licensee must establish procedures, approved by the Licensing Authority, to track the sale of Break Open Tickets if more than one container or Break Open Ticket Dispenser is used for the sale of Break Open Tickets.

3.7 Bingo Event Ticket Games, Progressive Bingo Event Ticket Games, Seal Card Games and Progressive Seal Card Games may only be played in conjunction with licensed Charitable Gaming Events.

3.8 a) The licensee must sell tickets only from a transparent container or break open ticket dispenser which is large enough to hold at least one full box of break open tickets. This provision does not apply to Seal Card Game tickets, Progressive Seal Card Game tickets, Bingo Event Tickets and Progressive Bingo Event Tickets.

b) The transparent container or break open ticket dispenser must be kept in view of the players at all times.

c) The Licensee must ensure that different ticket types and styles are not mixed within a single compartment of a transparent container or break open ticket dispenser.

d) The Licensee must ensure that tickets from one deal or sub-deal of Bingo Event Tickets, Progressive Bingo Event Tickets, Seal Card Game tickets and Progressive Seal Card Game Tickets are not mixed with any other deal or sub-deal of tickets in a single compartment of a transparent container or break open ticket dispenser.

e) Only one deal or sub-deal of Bingo Event Tickets, Progressive Bingo Event Tickets, Seal Card Game tickets or Progressive Seal Card Game tickets may be in play at one time unless additional deals are sold separately and can be identified

either by a different colour or different ticket graphics.

f) The licensee must ensure that players do not remove tickets from a transparent container and players do not operate a break open ticket dispenser.

g) The licensee must ensure that the transparent container or break open ticket dispenser is at least half-full of tickets at all times. However, if the Licensee chooses to collapse the deal, the transparent container or break open ticket dispenser may be less than half-full in accordance with the Registrar's policies. This provision does not apply to Seal Card Game tickets, Progressive Seal Card Game tickets, Bingo Event Tickets and Progressive Bingo Event Tickets.

h) Notwithstanding 3.8(g), the Licensee may carry over partially sold deals of break open tickets from one licence period to the next, in accordance with the Registrar's policies.

i) Licensees may not carry over any unopened deals of break open tickets from one licence period to another.

3.9 The licensee must ensure that a player opens break open tickets at the time of purchase or during a charitable gaming event, in the Bingo hall named on the licence and exchanges all instant-winning break open tickets for the prize won at the time of sale or during a charitable gaming event. The licensee must ensure that a sign is prominently displayed stating these requirements at the location where the tickets are being sold.

3.10 The licensee must reconcile cash and any unsold break open tickets at the completion of the charitable gaming event. The licensee must keep or cause to be kept reconciled break open tickets and the tabs from the Seal Card Game when the prize is printed thereon for 90 calendar days and then destroy them or cause them to be destroyed. The break open tickets must be kept and destroyed in a manner that prevents anyone from obtaining and reusing the unsold tickets or any portion thereof.

3.11 The licensee must ensure that all winning break open tickets are defaced at the time of prize payout by punching a hole through the winning window.

3.12 The licensee must ensure that the number of unsold, winning break open tickets remaining in the transparent container or break open ticket dispenser is not posted and the number of winning break open tickets left in play is not promoted in any manner.

SEAL CARD GAME AND PROGRESSIVE SEAL CARD GAME

3.13 The seal card must be prominently displayed at the bingo hall named on the licence.

3.14 The licensee must not put a deal or sub-deal of seal card tickets out for sale unless there is a reasonable expectation that it will sell out during the course of the charitable gaming event.

3.15 The licensee must not put out a deal of Progressive Seal Card Game tickets unless there is a reasonable expectation that it will sell out during the course of the charitable gaming event.

3.16 Where the licensee has an option between more than one seal card window representing different prizes to be awarded, prior to the start of ticket sales the licensee must select one option and ensure that the option selected is prominently displayed in the bingo hall named on the licence and announced in a manner audible to the players present.

3.17 The Licensee must prominently post at the place of sale and announce in a manner audible to the players present, prior to commencing the sale of the Seal Card Game, a requirement that each player who has won a chance at a Seal Card prize must provide contact information to the Licensee if that player will not be present when the Seal Card window is removed.

3.18 The licensee must prominently post at the place of sale and announce in a manner audible to the players present, prior to commencing the sale of the Progressive Seal Card Game, a requirement that

each player who has won a chance at a Progressive Seal Card Game prize must be present when the entire deal of Progressive Seal Card Game tickets has been sold.

3.19 The licensee must record a player's contact information where the player who has won a chance at a seal card prize will not be present when the seal card window is removed. The licensee must not require the player to post personal information at the place of sale.

3.20 An applicant for a Seal Card Game licence must file with the licensing authority procedures to be followed when the winner of a Seal Card Game prize cannot immediately be found. The licensee must also ensure that copies of the approved procedures are made available to players at the bingo hall named on the Licence.

3.21 If the winner of a Seal Card Game prize cannot be located within 30 days of the seal card window being opened, the Licensee must forward a discrepancy report to the Registrar setting out the licensee's attempts to contact the winner and include a recommendation for the disposition of the prize. The Registrar will determine how the prize will be disposed of and may require the licensee to donate the prize to another eligible organization that is not a member of the HCA.

3.22 As soon as the entire deal or sub-deal of Seal Card Game tickets has been sold, the licensee must announce that the seal will be removed.

3.23 As soon as the entire deal of Progressive Seal Card Game tickets has been sold, the licensee must remove the seal card window to reveal the Seal Card Game prize(s).

3.24 The seal card window must be removed in the presence of at least two (2) representatives of the licensee, one of whom must be the designated member in charge. The representatives of the licensee must deface the seal card by signing and dating it.

3.25 If no one wins the Progressive Seal Card Game prize, the licensee must ensure that the prize from that game is carried forward

to the next deal of Progressive Seal Card Game tickets as approved by the licence.

- 3.26** If a deal or sub-deal of Seal Card Game tickets is not completely sold during the course of a charitable gaming event, the licensee must forward a written explanation to the Registrar together with its Charitable Gaming Summary Report showing the number of tickets sold, the prizes awarded and the reason why the deal or sub-deal was not sold out.
- 3.27** If a deal or sub-deal of Progressive Seal Card Game tickets is not completely sold during the course of a charitable gaming event, the licensee must forward a written explanation to the Registrar together with its Charitable Gaming Summary Report showing the number of tickets sold, the prizes awarded, the reason why the deal was not sold out and confirmation that any prizes not awarded were moved to the next deal to be awarded in accordance with the House Rules.

BINGO EVENT TICKETS AND PROGRESSIVE BINGO EVENT TICKETS

- 3.28** The sale of one or more deals or sub-deals of Bingo Event Ticket Games and the sale of one or more deals or sub-deals of Progressive Bingo Event Ticket Games must be completed within one charitable gaming event.
- 3.29** Only cash or merchandise prizes or a combination of the two may be awarded to the winner(s) of the Bingo Event Ticket Game and the Progressive Bingo Event Ticket Game.
- 3.30** The Bingo Event Ticket Game and Progressive Bingo Event Ticket Game poster must be prominently displayed at the bingo hall named on the licence.
- 3.31** Once all Bingo Event Tickets and Progressive Bingo Event Tickets have been sold, the licensee must inform the bingo caller and the bingo caller must announce which licensed bingo game will determine the winner(s) of the Bingo Event Ticket Game and the Progressive Bingo Event Ticket Game prize(s).

- 3.32** The method used to determine the winner(s) of the Bingo Event Ticket Game prize(s) must be clearly identified on the Bingo Event Ticket Game poster. The Licensee must ensure that the method by which the Bingo Event Ticket prize will be chosen is announced prior to the start of ticket sales.
- 3.33** The method used to determine the winner(s) of the Progressive Bingo Event Ticket Game prize(s) must be clearly identified on the Progressive Bingo Event Ticket Game poster. The licensee must ensure that the method by which the Progressive Bingo Event Ticket prize will be chosen is announced prior to the start of ticket sales.
- 3.34** The licensee must ensure that an announcement is made to players prior to commencing the sale of the Bingo Event Ticket Game, stating the requirement that each player who has won a chance at a Bingo Event Ticket prize that is won by matching one number or symbol must provide contact information to the licensee if that player will not be present when the ticket winning the Bingo Event Ticket prize is determined. Copies of a notice setting out this requirement must be made available to players.
- 3.35** The licensee must record a player's contact information where the player who has won a chance at a Bingo Event Ticket prize that is won by matching one number or symbol will not be present when the prize is awarded. The licensee must not require a player to post personal information at the place of sale.
- 3.36** The licensee must prominently post at the place of sale and announce in a manner audible to the players present, prior to commencing the sale of the Progressive Bingo Event Ticket Game, a requirement that each player who has won a chance at a Progressive Bingo Event Ticket Game prize must be present when the entire deal of Progressive Bingo Event Game tickets has been sold.
- 3.37** An applicant for a Bingo Event Ticket Game or Progressive Bingo Event Ticket Game Licence must file with the licensing authority procedures to be followed when the winner of a bingo event ticket prize cannot

immediately be found. The licensee must also ensure that such procedures are prominently displayed in the bingo hall named on the licence.

3.38 If the winner of the Bingo Event Ticket prize cannot be located within 30 days of the charitable gaming event, the Licensee shall forward a discrepancy report to the Registrar together with its Charitable Gaming Summary Report setting out the Licensee's attempts to contact the winner and include a recommendation for the disposition of the prize. The Registrar shall determine how the prize will be disposed of and may require the licensee to donate the prize to another eligible organization that is not a member of the HCA.

3.39 If a deal or sub-deal of Bingo Event Tickets or Progressive Bingo Event Tickets is not completely sold during the course of a charitable gaming event, the licensee must forward a written explanation to the Registrar together with its Charitable Gaming Summary Report showing the number of tickets sold, the prizes awarded and the reason why the deal or sub-deal was not sold out.

(4) CONDUCT AND MANAGEMENT OF RAFFLES

4.1 The licensee must establish Rules of Play for raffles, consistent with the Terms and Conditions and these Terms and Conditions for Charitable Gaming Events, governing the conduct of the raffle and the awarding of prizes. The Rules of Play must be submitted to the licensing authority and copies must be made available to ticket purchasers.

4.2 Once the first ticket is sold, the licensee must complete the raffle and award the prize(s) in accordance with the Rules of Play, whether or not all tickets have been sold.

4.3 The winner(s) must be determined in the manner set out in the Rules of Play. For stub draws, only the sold ticket stubs may be used for draw purposes.

TICKET REQUIREMENTS

4.4 Tickets must be consecutively numbered.

4.5 The licensee must ensure that tickets are printed in two parts, each containing the following information:

- a) the Bingo hall registration number;
- b) the name of the bingo hall in which the tickets will be sold and the draw will take place;
- c) the date(s) and time(s) of the draw(s);
- d) a description, including the nature, number and value of the prize(s) to be awarded;
- e) the price of each ticket;
- f) the number of the ticket;
- g) and the total number of tickets printed.

4.6 The part of the ticket retained by the licensee (for draw or record purposes) must also contain adequate space for the name, address and telephone number of the purchaser.

4.7 If tickets are to be discounted from the regular price (for example, \$1.00 each or 3 for \$2.00), the prices must be indicated on each ticket.

4.8 At the request of the licensing authority, the licensee must provide a sample of the ticket.

4.9 The licensee must not use any type of "scratch and win" ticket.

4.10 Where prizes are donated, and the donor and the licensee agree, the donor name or company name may be included on the ticket, provided that the name of the bingo hall is more prominent.

TICKET SALES

4.11 The licensee must ensure that tickets for raffles conducted and managed in a bingo hall are sold only in the bingo hall to which the licence applies.

PRIZES

- 4.12** The winner(s) of the prize(s) must be determined and publicized in the manner set out in the application for licence.
- 4.13** The licensee is responsible for awarding all prizes and for making all reasonable efforts to contact the prize winner(s) in the event that the winner(s) are not present at the draw.
- 4.14** Any prizes that are not claimed must be secured or placed in safekeeping for a period of one (1) year from the date of the draw. If at that time the prize has still not been claimed, the prize or monies equivalent to the fair market value of the prize must be donated to a beneficiary approved by the licensing authority.
- 4.15** The licensee must notify ticket purchasers of the nature and value of all prizes at the point of sale.
- 4.16** The value of the prize(s) must include the amount of any duty, tax, sales tax or other cost. Prize(s) must be awarded free and clear of any mortgage, lien or any other encumbrances.

(5) FINANCIAL MANAGEMENT AND ADMINISTRATION – HALL CHARITIES ASSOCIATION (HCA)

- 5.1** On behalf of its member organizations, the HCA is responsible for:
- a)** complying with and ensuring compliance with all applicable Standards and Directives prescribed by the Registrar;
 - b)** representing all its member organizations in discussions with the Operator of the bingo hall;
 - c)** scheduling the dates and times each member organization may conduct charitable gaming events, in accordance with the licences issued by the licensing authority;
 - d)** determining the proposed game schedule and the prices of the bingo paper in consultation with the Operator;

e) managing the bingo prize board to ensure that, on average, calculated in the relevant time period, the prize board does not exceed the percentage prescribed by the Registrar;

f) ensuring that all proceeds from the lottery are deposited into the HCA consolidated designated lottery trust account as soon as practicable after the charitable gaming events;

g) administering the HCA members' share of proceeds derived from the operation of the bingo hall on behalf of all member organizations;

h) ensuring that there is a safe and secure method of making bank deposits by having a drop safe and arranging for armoured car service;

i) coordinating lottery licence renewals on behalf of member organizations of the HCA;

j) maintaining its consolidated designated lottery trust accounts;

k) payment of all expenses related to the licensed charitable gaming events, as permitted by the Registrar;

l) distribution of proceeds to the member organizations of the HCA;

m) preparing financial and other reports required by the licensing authority; and

n) setting up and maintaining a computer at the bingo hall to allow electronic reports to be completed and filed with the HCA Administrator following each charitable gaming event.

- 5.2** In order to assist it in fulfilling its responsibilities, the HCA must appoint an Administrator who is registered under the *Gaming Control Act, 1992*. The Administrator may be an accountant recognized by the Canadian Institute of Chartered Accountants, a Certified Management Accountant, a registered Certified General Accountant or a bookkeeper approved by the municipal or First Nations Licensing Authority. The Administrator must:

a) assist each member organization of the HCA in preparing and submitting all applications for licences and reports. More specifically, the Administrator must:

i. coordinate the completion and filing of all licence applications;

ii. prepare financial statements and reports in accordance with the Standards prescribed by the Registrar; and

iii. administer the HCA's consolidated designated lottery trust accounts in accordance with the Standards prescribed by the Registrar.

b) Ensure that the HCA complies with all applicable Terms and Conditions, the Standards and Directives prescribed by the Registrar.

5.3 The HCA is responsible for and oversees the work of the Administrator.

5.4 The HCA must designate a minimum of four (4) bona fide members to oversee the administration of the pooling of funds raised through charitable gaming events. The bona fide members must represent four (4) different member organizations of the HCA.

5.5 The HCA is responsible for disbursing proceeds to its member organizations, paying the Operator's share of revenues on behalf of its member organizations.

(6) MARKETING FUND

6.1 Licensees must ensure that the HCA follows the requirements of the Standards prescribed by the Registrar for the administration of the Marketing Fund.