



Lottery Licensing

in the Northwest Territories

February 2016

Government of
Northwest Territories

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CHAPTER 1: INTRODUCTION

Introduction

The Government of the Northwest Territories (GNWT) Department of Municipal and Community Affairs (MACA) is the authority responsible for lottery licensing pursuant to Section 207 of the Criminal Code of Canada and the Northwest Territories Lottery Act and Regulations.

The following *terms and conditions* relate to licensing, conduct, management, operation of and participation in approved forms of gaming in the Northwest Territories (NWT).

This manual directly applies to events licensed by the GNWT. Some communities in the NWT are “delegated” the authority to regulate and control lottery activities within their own municipal boundaries and may adopt slightly different approaches to the regulation of this activity within their municipal boundaries but remain limited to the types of games allowed under territorial legislation.

The only types of games that are licensable include:

- Bingos (within a hall setting or via media such as radio or television);
- Pull Ticket raffles (commonly called Nevada tickets);
- Raffles (local and territorial wide with the GNWT being the only body that can license a “territorial” wide raffle);
- Sport draft raffles, and
- Casino lotteries (limited to 3 day events and can only include the following types of games):
 - Wheel games (Roulette and Wheel of Fortune), and
 - Blackjack (the only permissible card game).

All other forms of gaming, such as Texas Hold’em poker tournaments, are illegal under legislation and not licensable.

Communities wishing to take over lottery licensing must submit a written request to MACA. Complete packages outlining the process are available to community governments from MACA.

For more information please contact this office at (867) 767-9161 Extension 21022. MACA reserves the right to modify or replace this manual at any time or in writing to:

Consumer Services

Public Safety Division
Municipal and Community Affairs
600 5201 50 Avenue
YELLOWKNIFE NT X1A 3S9

Charity/Charitable Organizations

All lottery and gaming activities in the NWT must have a charitable purpose.

Charity is considered as:

Giving freely and willingly of one's self from time to time, without remuneration and through devotion and community spirit, to help those in need;

That which benefits the whole community through:

1. The relief of poverty;
2. The advancement of education;
3. The advancement of religion, or;
4. Other purposes deemed beneficial to the community or individuals by the GNWT.

To be considered charitable under the Criminal Code of Canada and the *NWT Lotteries Act* and Regulations an organization must be run substantially by volunteer efforts for the benefit of others, and not for self-help purposes or direct personal benefit to the member(s). Non-profit charitable organizations must either:

- Be a registered Non-profit Society under the Societies Act for a period of not less than six months and in good standing respecting filing requirements of the Societies Act; or
- Represent a valid religious organization as outlined in the Section 207 of the Criminal Code of Canada; or
- Be deemed a charitable organization by the GNWT which provides a benefit to a significant portion of the community, and must be open for membership to all members of the general public, and have the support, in writing, of the applicable local government. These groups must be active in the community year round and in existence for a minimum of 6 months prior to the first licensed event. For an individual adult sports team to qualify under this provision, they will have to donate 10% of the net proceeds from their event to a religious or charitable cause within their community.

Educational organizations such as School Boards or Local Education Authorities, may obtain a lottery license for travel of an educational and/or cultural purpose. Individual groups within colleges, trade schools, high schools, junior high or elementary schools will be considered if their application is accompanied by the written approval of the Principal of the school attesting to the educational or cultural purpose of the activity.

An organization which is run as a profit making enterprise will not be considered a charitable organization.

Definitions

Bingo Event: Bingo which includes several bingo games over a period of time, most often two hours.

Media Bingo: A lottery scheme played using mass media communication. This includes but is not limited to: radio, newspaper, magazine and television. A prize(s) is given away by selling media bingo product(s) to players, then randomly calling numbers that may appear on the media bingo product. To win, players complete a pre-determined pattern on the media bingo product using the least amount of numbers called. Winner(s) must also meet all criteria stated in the house rules.

Progressive or Accumulating Jackpot: This is a bingo game that is played during a regular bingo event and as part of the game schedule. The prize is a higher amount than the other games in the schedule and is based on a formula. A specific number of balls are designated. If a player has a full card and calls bingo within that specified number of balls being called, he or she wins this jackpot.

The number starts at 50 and is increased by one for each event that the jackpot is not won. A small consolation prize is won by the player who obtains the full card and calls bingo after the designated number for that session.

Bingo Chairperson. This position is responsible for the bingo operation and includes: supervising all staff, assigning duties to volunteer staff; secure handling of cash; and complying with financial/inventory controls, notifies the Registrar of any cheating, or other problems.

Paymaster is the position that supervises the awarding of prizes.

Seller/Checker is a position that sells cards to players. Accounts for cash from sales, exchanges regular hard cards; verifies winning cards, and provides proper inventory and financial controls are in place.

Caller is a position that answers to the bingo chairperson. Conducts approved bingo event.

Unlicensed Lottery Events

The authority to regulate and license lottery activities is derived from the *Criminal Code of Canada* and the *NWT Lotteries Act and Regulations*. All lottery events that take place in the NWT must have a valid license to do so from either the Government of the Northwest Territories, or in the case of a delegated community government, a municipal lottery license.

If an event takes place without a lottery license, this becomes a criminal code matter and will be referred to the Royal Canadian Mounted Police to investigate which could lead to the event organizers being sanctioned under the Criminal Code.

If you are aware of events taking place that may not have a licence, you should notify the appropriate licensing office for further investigation. In those cases, we will require:

1. The date of the event,
2. Its type and location, and
3. Which individual or organization ran the event.

CHAPTER 2: GENERAL RULES

General Rules

The Minister may consult with a Municipal Council, Settlement Council or other recognized community government before issuing a license.

No liquor shall be served, sold or consumed in an area where a lottery is being held with the exception of Nevada lottery sales or Raffles.

No person or organization shall be issued more than 5 licenses in a 6 month period, no more than 3 shall be series.

No more than 2 amendments per license will be permitted with the exception of a raffle in which case only 1 amendment is permitted.

Upon request, security may be required to be posted for all prizes offered.

Liquor shall not be offered as a prize or part of a prize in any lottery.

Where the prize is a firearm in any lottery, the license holder shall not release possession of the firearm until a Firearm Acquisition Certificate is obtained by the winner of the prize in accordance with the Criminal Code.

Where it is felt necessary, an audit by an independent auditor at the expense of the license holder may be requested.

The net proceeds of any licensed event shall not be less than 20% of total gross proceeds. A future license may be denied to a group who fails to meet this requirement unless it can express a new method to conducting their event which will result in a profit of 20% or more.

Any changes to a charitable or religious organization's executive members will have to be submitted to Consumer Affairs, MACA in writing, and until such notice any existing licenses will be deemed suspended.

Age limits for participation for bingos, raffles and sport draft raffles are established when an organization specifies a minimum age on their application for a lottery event. The minimum age for any pull ticket raffle is 16 years or older. The minimum age to participate in a casino lottery event is 19 years or older. No specific age limits are applied for Bingo events unless the group established a minimum age on the lottery license application.

Applications

Applications for lottery licenses must be received by the issuing office no less than 30 days prior to the proposed commencement date of the licensed event. A longer period may be required for first time applicants. This time frame allows the issuing office time to update (or set up if required) the organization's lottery file. It may be necessary to request and obtain any outstanding statements, current signing authorities, other documentation and or additional information missed on the application form. **The time period will be strictly adhered to.**

Applications for lottery licenses must be submitted on the prescribed form.

Applications will not be accepted unless accompanied by the lottery licensing fee as per the fee schedule.

Applications for a subsequent license will not be accepted if a Statement of Account from a previous event was not submitted within the 30 day time limit.

Lottery proceeds must be used specifically as stated on the license application form in the section marked "purpose of lottery." Verification of this requirement will be routinely requested in the form of cancelled cheques, bank statements, etc..

Accountability

Accountability of charitable organizations is left largely in the hands of the individuals running the licensed events. Event record forms have been developed and implemented by individual organizations. Chapter 5 of this manual provides sample forms. A MACA representative is available for consultation to organizations who wish to develop other working forms.

Receipts should be issued for all prizes except Nevada style pull tickets. Prizes in excess of \$500 must include a receipt clearly stating the winners name and mailing address.

Lottery licensees are required to maintain separate books for lottery monies. These monies need to be kept apart from other monies paid to organizations such as individual dues, grants and other working capital. A separate bank account is required. In smaller communities where it may not be feasible to maintain separate bank accounts, exceptions may be provided to this requirement but lottery funds must be clearly identified and easily identifiable from other funds.

Licensees are required to complete and submit statements of account on the prescribed form. Statements of account are due 30 days after a single event, or in the case of a series, 30 days after the last day of the month for the events in that particular month. **Licensees who fail to remit the Statement of Account within the allotted time limit will have their lottery file temporarily closed until such time as the Statement of Account is received.**

Licenses are also required to keep all books and records, canceled cheques, receipt copies, etc. for a minimum of two years. These documents must be made available for inspection at the request of the issuing office.

Lottery audits are done on a random basis at the request of the issuing office. This “audit” may consist of a simple review of the documents by the issuing office or an official audit by an independent or government auditor. As a license issuer you may set up your own cyclical system for reviewing documents. i.e.; alphabetical yearly, numerical yearly, type of organization yearly, etc.

Use of Proceeds

Use of lottery money must be broken down into two distinct areas. One area is the actual “expenses” of the lottery scheme itself, the other is “charitable use or charitable contributions.”

Deductible lottery expenses cannot amount to more than **10% of the gross revenue generated by the lottery scheme**. The expenses of the lottery scheme are generally as follows:

Cost of:

- Prizes
- Freight (if any)
- Equipment rental, such as bingo machine, casino tables, etc.
- Advertising, posters, radio or newspaper ads
- Printing raffle tickets, cost of Nevada tickets or bingo
- Paper supplies
- Bingo hall rental
- Raffle booth rental
- Bingo caller (if applicable, to a maximum of \$100 per event)

Use of Proceeds/Licensee Organization

Charitable uses are varied. We have included sample charitable uses approved in the past. New and innovative ideas are brought forward regularly. The licensing authority will evaluate these purposes on a case by case basis. Some common uses of lottery proceeds within the organization include:

- Building funds and renovations to existing buildings
- Internal programs such as lunch programs for school children, emergency assistance to needy individuals, community feasts, carnivals, children's parties and activities or programs for elders.
- Recreation equipment such as pool tables, board & video games etc.
- Offsetting the cost of youth and adult sports programs at both the community and territorial level.

Many organizations exist for the purpose of raising lottery money to donate to other charities or special causes. A charitable organization may raise funds specifically to contribute to an established charity which is having a difficult time raising money in different communities.

All proposed uses of proceeds must appear on the lottery application. Each proposed use is assessed individually and is approved or rejected. Once the use of proceeds has been accepted and the license issued, no change in use is accepted without prior written approval.

Occasionally a specific request may be received from an organization who has received a lottery license for a six month series of bingos, to dedicate the proceeds from a single event, within the series, to victims of physical disaster, rather than the original stated use. This is allowable upon receipt of an amendment from the issuing office.

CHAPTER 3: RULES OF CONDUCT

Bingos

A Bingo shall be conducted and managed in compliance with the terms and conditions on the lottery license.

Bingos must be held in the organization's own community.

The lottery license, including any amendments along with any house rules must be posted in a conspicuous place.

House rules must be submitted for approval to Consumer Affairs, as per Section 9 (1) (f) of the Lotteries Act and Regulations.

The house rules should describe how the games will be called, how the calls will be recorded, how errors in calling will be dealt with, how disputes about calls or winning cards will be resolved, how prizes will be awarded and any additional house rules regarding seating, smoking section(s), card arrangement etc.

Lottery licenses are not transferable.

ADVERTISING

Any advertising must include the Lottery License number.

ADMINISTRATIVE CONTROL

Staff and volunteers shall sign an attendance register prior to commencing their duties.

The number of players attending shall be recorded.

Only one bingo caller shall receive remuneration.

Cards and tickets shall be exchanged for cash only.

Cashing cheques or extending credit is strictly prohibited.

There will be no free cards, free games or discounted cards.

An inventory of Bingo lottery supplies shall be kept, and the amount of supplies used must be recorded for each event.

Any cheating or other irregularity known or suspected shall be reported immediately to the issuing office.

CANCELLATION POLICY

It is a requirement that profit from every bingo shall not be less than 20% of the gross proceeds. Failure to meet this requirement may cause future applications to be denied. If you do not have enough players in attendance to make a profit of 20%, you are obligated to cancel the event prior to calling the first number and the following will occur:

- Nevada ticket sales are to be shut down immediately.
- All players' fees (entrance/master card, extra cards, bonanza etc.) are to be refunded.
- A statement of account is to be submitted within 30 days of the event.

GAME CONDUCT

All bingo cards for each game must be sold prior to the calling of the first number.

Before the first number is called, the caller shall announce the pattern or arrangement of squares to be covered in order to win the game. This information shall also be available on a printed "program".

Only bingo games based on the following structure are eligible for a license.

Caller reads out a letter/number combination from a ball randomly selected from 75 "Ping-Pong" type balls, each printed with a letter and number grouped as follows:

B	1 to 15
I	16 to 30
N	31 to 45
G	46 to 60
O	61 to 75

Bingo balls shall be of equal weight and in good condition.

Players shall use "cards" or sheets printed with one or more "cards". Each card is to be laid out in five rows of five squares, with one letter from the word "BINGO" over each column, all squares containing a number as above, except for the free center square.

Where there is a declared Bingo (possible winner), the following sequence of events shall take place:

1. No further numbers shall be called pending confirmation of a winner.
2. The Bingo machine shall remain operational until the winner has been verified.
3. A checker shall take the declared card and place it in front of a neutral player (or in the case of taped cards, the neutral player shall walk over to the declared card) and the checker together with the neutral player shall then check the numbers against the light board for the purpose of verifying the winner.
4. Upon verification of the bingo winner, the caller shall ask clearly for any other bingo winners of the game to identify themselves and shall indicate it is the last call; and
5. If no further bingo winners are declared or determined, the caller shall return the bingo balls to the bingo machine and state clearly that the game is closed.
6. Receipts shall be issued for prize money paid out over \$500.00.
7. If the original declared bingo is NOT verified, the game shall resume.

FEES

The fee for a single Bingo or each Bingo in a series is:

½ the House (50/50) games, Six games or less	\$10.00
½ the House (50/50) games, Seven games or more (per game)	\$5.00
Any game paying a portion of the proceeds other than 50/50	\$5.00
Regular games with total prizes of \$2,500.00 or less	\$50.00
Regular games with total prizes of \$2,500 but \$10,000.00 or less is	2% of payout
Regular games with total prizes of greater than \$10,000.00	5% of payout
Amendments	\$25.00

Television or Radio Bingos

The rules of conduct for a regular hall based bingo apply to television or radio bingos. A number of additional requirements are applicable though for lottery events of this nature. They include:

1. Pull Tickets can be sold for these events but only during the period which sales of master cards / additional cards are taking place, and only to individuals purchasing those bingo cards. Sales to general members of the public, not participating in that bingo event, are strictly prohibited.
2. House rules must be established, and clearly posted at the place which cards and tickets are sold. A template for house rules is found later in this document and a copy of house rules must be submitted with your bingo license application.

Raffle Lotteries

The Raffle shall be managed and conducted in accordance with the license, including specifications on the application as approved.

The Raffle ticket shall contain the specified information on the license application with the following exception:

If all ticket sales are made in the same room and the draw of winning tickets is held in that room within 7 hours of when ticket sales begin.

An application for a Raffle lottery should be prepared well in advance.

Consideration should be made to time constraints with regard to possible professional printing of Raffle tickets.

A license application for a raffle where the prize value exceeds \$30,000.00 must have special approval of the Minister or designated representative.

A license application for a raffle series extending beyond the limit of six months must have special approval from the Minister or designated representative.

If the value of the prize(s) exceeds \$5,000.00, a raffle license shall not be issued until the issuer is satisfied that the awarding of the prize(s) is guaranteed by cash deposit with someone in trust or guaranteed by a bank.

Where a license is issued for a series of raffles in which the total amount of prizes awarded exceeds \$100,000.00, the licensee shall submit a financial report audited by an independent auditor within 90 days of the expiration of the license.

Requested amendments to any license shall be submitted in writing by and Executive Officer of the licensee organization. This amendment must be accompanied by the applicable fee.

The final draw of a raffle shall be held on or before the expired date endorsed on the license. No amendments shall be issued after the stated draw date.

Only one amendment to any raffle license will be considered. If an amendment is accepted a fee is payable. If the amendment effects the awarding of the prizes the organization shall;

Notify ticket holders by way of advertising and amending any unsold tickets.

A raffle prize of liquor is prohibited.

In the case of a 50/50 draw, the tickets shall only be sold at a social or sporting event, and the draw shall be held at or before the conclusion of said event.

Any organization who has received a lottery license for a raffle event shall:

- Complete the lottery once ticket sales have commenced, and award the prizes advertised whether or not all the tickets have been sold;
- Where the prize(s) value is in excess of \$5,000.00, hold clear title to any property or merchandise offered or, with respect cash prizes, confirm in writing that sufficient funds are available to pay out the value of the prizes;
- Evidence may be required that the applicant has sufficient cash funds to cover any prizes;
- Where prize(s) of lottery are unclaimed, the licensee will keep said prizes “in trust” for one year.

If after one year the above mentioned prizes are still unclaimed, the total amount of the trust shall be donated to the charity named in the application.

ADVERTISING

Any advertising of the Raffle shall include the raffle license number.

As the GNWT can only license lottery schemes within the NWT tickets cannot be sold outside the NWT but may be sold to non-residents visiting the NWT.

Rules for raffles may include: The organization shall establish any rules or conditions concerning the conduct of the draw prior to the start of ticket sales. These rules shall be available to any ticket buyer and shall be read immediately prior to the draw.

- Age limit of ticket purchasers;
- Procedures for draw;
- Restrictions regarding ticket purchase by member of sponsoring organization and immediate families (if applicable);
- Minimum number of tickets must be sold before either:
 - a. A draw date extension is requested
 - b. Raffle will be cancelled
- Order in which prizes will be drawn.

ADMINISTRATIVE CONTROL

The name of the sellers and the number of tickets he/she is responsible for must be kept.

Ticket sellers shall not be compensated in any way.

Ticket sellers are not permitted to participate in the raffle event.

Only the number of ticket(s) prices specified on the license shall be printed.

All raffle tickets will contain the following information:

- Name and location of organization
- Location and date of draw(s)
- Description of market value of prizes
- Ticket number (if any)
- Total number of tickets printed
- Ticket price
- License number

GAME CONDUCT

All raffle tickets will be exchanged for cash or personal cheque made payable to the licensee.

Prizes must be awarded exactly as described on the license application.

It is the responsibility of the licensee to contact prize winner(s). Prize winners must be notified within 24 hour period after a draw, prizes awarded no later than 3 days following the draw.

Proceeds shall be spent only as specified on the license application.

All records of a raffle event shall be retained for two years after the last draw.

FEES

For total prize value of \$1,250.00 or less	\$25.00
For total prize value of \$1,250.00 or more	2%
Amendments	\$25.00

Casinos

Casinos shall be managed and conducted in accordance with the license including any special conditions on the application as approved.

The Casino must be held within the organization's own city or community.

Organizations are limited to conducting only one casino in any six month period.

Only one casino may be held in one community on any given day, unless the special approval is given by the Minister.

A license for a casino will not be issued for more than three consecutive days.

No person under the age of nineteen years is permitted into the casino area.

If liquor is sold in the same building as the casino is being held, licensee volunteers will be posted to ensure liquor is not served, carried into or consumed in the casino area.

ADVERTISING

Any advertising for a casino will contain the lottery license number.

ADMINISTRATIVE CONTROL

The licensee of a casino event shall designate one individual volunteer as the "Casino Manager" for the event. Casino dealers, bankers, cashiers and other volunteers' workers names shall be recorded prior to the commencement of the casino.

No volunteer shall participate as a player.

A complete "chip" inventory shall be taken prior to and after closing of each event.

Each dealer will have in his/her possession a copy of the rules of casino dealers provided by the licensee.

GAME CONDUCT

Licensees will post any house rules in a conspicuous place.

Casino licenses provide for only three types of games:

- Blackjack
- Wheel of fortune
- Roulette

A bank must be maintained in the building where the games are being played, but in a separate room that only the casino manager and cashiers are allowed to enter.

The licensee must provide a booth for the purchase of chips and redemption of same.

All bets must be placed with chips.

Dealers (or other game operators) must sign for chips received from the cashier/banker.

Records must be kept of the number of chips.

- Supplied to dealers or other game operators
- Returned by the dealers or other game operators to the bank
- Cashed in at the bank by players

At the end of each blackjack game the dealer or other game operator must account for all the chips at the table or game and must return them to the bank.

Minimum and maximum bets shall be posted. Tables must accommodate players wishing to bet the minimum.

Rules of play relating to each game or table shall be posted and clearly visible to all players. Blackjack games must be played according to the following:

All cards are dealt face up.

The object of the game – draw to 21 or closest to 21 without exceeding 21. If total is higher than dealer, bettor wins; if total is the same as dealer this is a stand-off (no winner); if the total is lower than the dealer, bettor loses.

Face cards count 10, aces count 1 or 11; others count face value.

Blackjack is any ace with face card or a ten. This is an automatic winner, except when the dealer also has blackjack in which case it is a stand-off.

Dealer will play against all players at the same time, not individually.

All pay-offs except blackjack are even money.

All bets down before first card is dealt.

Split bets – if player's first two cards are a pair, the player has the choice of splitting them into two hands and betting the same bet on each hand.

Dealer must draw on 16 or under, stand on a hard 17 and over and hit on a soft 17. A soft 17 is any combination of cards totaling 17 when the ace is counted 11.

If a chip falls to the floor another volunteer must be called to retrieve it. It cannot be retrieved by the dealer or any player.

The dealer may not deal cards to any person under the influence.

Closing time of event shall be posted clearly and announced 30 minutes prior to closure.

FEES

For each table or wheel (per day)	\$50.00
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Pull Tickets

The sale of pull tickets shall be managed and conducted in accordance with the license including specifications on the application as approved.

Requested amendments to any license shall be submitted in writing by an executive officer of the licensee organization. If an amendment is accepted, a fee is payable.

Individuals under the age of sixteen years are prohibited from purchasing or selling pull tickets either for themselves or on behalf of another person.

Pull tickets shall be exchanged only for cash. No cheques will be accepted, nor credit extended.

Pull tickets shall be sold only at/during another licensed event such as a Bingo or Casino; or in a special "clubroom".

Pull tickets may not be sold to individuals who have not paid the "entrance" or "master card" fee with the exception of licenses pertaining to "clubroom" sales.

A notice regarding the redemption of winning tickets shall be posted as per Section 47 of the Lotteries Act and Regulations.

ADVERTISING

Any advertising of pull tickets sales must include the license number and indicate the event at which the pull tickets are being sold.

ADMINISTRATIVE CONTROL

Sellers' names shall be recorded prior to the commencement of sales.

Sellers may not purchase pull tickets at any event at which they work.

Pull tickets shall be sold only from a designated area (booth) by a maximum of two sellers.

The licensee shall maintain strict control and accounting of the sale of pull tickets.

Each unit (box) of pull tickets, complete or partial, when not for sale, will be kept in a locked secure container under the control of the licensee.

Any cheating or other irregularity known or suspected shall be reported to Consumer Affairs immediately.

GAME CONDUCT

Any house rules must be posted in a highly visible location where the pull tickets are being sold.

Individuals must redeem winning tickets by presenting them to the ticket seller for prize money at the time (day) of purchase.

FEES

Single event or series (per day)	\$50.00
Six month clubroom	\$2,500.00
Amendments	\$25.00

Sports Drafts

“Sports Drafts” refer to a lottery scheme where pools of players are selected by individuals for an entry fee. Once selected, these individuals form the players “team”. The players’ statistics (goals, assists, etc.) are then tracked over a period of time. The winners usually have the entries with the highest accumulated point totals. These “sports drafts” only apply to complete sporting seasons or playoff series.

Only drafts based on individual players will be licensed. All sales shall cease:

1. The third Friday after the regular season starts or;
2. For a playoff draft, before the playoffs start.

Groups can hold both regular season and/or playoff draft.

A procedure shall be established so that each entry form is reviewed to ensure compliance with rules before it is processed.

Only the approved number of entry forms, approved price(s) shall be sold.

Corporate endorsements may be used, provided promotional material indicates profits raised are used for charity, and they do not overshadow that the raffle is operated by a charity.

Entry forms shall be:

1. A two part self-copying form, buyers keep one copy; or
2. A form published in a newspaper or other publication, buyers receive a written confirmation.

All two part entry forms, or written confirmation copies, shall be consecutively numbered, and include:

1. Licensee’s name and a contact phone number;
2. License number;
3. Purchasers signature, address, and phone number;
4. Prize list;
5. If applicable, room for a buyer to print first and last name of each player and their team;
6. Rules concerning:
 - Choice of players and player trades;
 - Point of accumulation and ties;
 - Bonus prize awards (if applicable);
 - Final date entries can be received to be eligible;
 - Cancellation of the draft.

7. If more than one series is sold:
 - a. All entry forms in a series must be sold before sales of another series starts;
 - b. Each series shall be a different colour, with the series number clearly marked;
 - c. Ticket numbers shall run consecutively from one series to the next;
 - d. All prizes for each series must be awarded once sales for that series have started.

Entry forms can be sold for cash, certified cheque, money order, or credit card voucher. These shall be made payable to the licensed group. If accepting non certified cheques, the entry cannot include any draws until the cheque clears the bank.

Retail value of all prize(s) shall be at least 20% of the approved total entry form value.

Standing shall be based upon official statistics provided by the appropriate league office.

A bonus prize may be offered under the following conditions:

1. Its retail value cannot exceed the value of the other prizes awarded;
2. The specific criteria needed to win the bonus prize shall be included in all advertising and be printed on all entry forms; and
3. The mathematical probability of winning the bonus prize shall be included in all advertising, and be printed on all entry forms.

The operation of the draft shall not be delegated to another group, or to a person who is not a member of the licensed group.

Other approved charities may be paid a commission to sell entry forms. They must use the funds only for approved purposes. No other person or group may be paid to sell entry forms.

1. An outside firm may be used to post and verify standings. It may have no other involvement.
2. Any complaint regarding individual standings shall be investigated by and independent accounting firm, at the licensee's expense. A copy of the report must be submitted to the Community Operations Division of MACA.
3. In the case of a regular season draft, the top 30 standings shall be published in a local newspaper at mid-season. Final prize winners' names and point standings shall be published at the end of the draft. To allow for any challenges to the standings, prizes cannot be awarded for two weeks after publication.
4. The licensee shall establish rules to govern the conduct of the draft and awarding prizes. The rules must:

- a. Comply with License Terms and Conditions, and any other policies established by MACA
 - b. Be made available to all buyers if requested; and
 - c. Be printed with entry forms in newspapers or other types of print media, or on entry form applications.
5. Rules should include:
- a. Age limit of ticket buyers;
 - b. Any restrictions on the licensee’s members, or their families, buying entry forms. No individual responsible for the drafts conduct and sales shall be eligible to purchase an entry form;
 - c. Minimum number of entry forms that must be sold before the draft is cancelled;
 - d. Order in which prizes are awarded;
 - e. Cash in lieu option (if applicable);
 - f. How ties are resolved; and
 - g. Procedure if a winner cannot be located.
6. When applying for a license, the group:
- a. Shall identify the members responsible for the drafts conduct and sales. They may not purchase entry forms.
 - b. May propose additional rules, procedures, or requirements for review and approval. These must be consistent with License Terms and Conditions with policies of MACA.

ADVERTISING

Any advertising of pull tickets sales must include the license number and indicate the event at which the pull tickets are being sold.


FEES

A fee for a Sports Draft where the prizes total less than \$10,000.00	\$400.00
A fee for a Sports Draft where the prizes are greater than \$10,000.00	4% of the total prize




CHAPTER 4: Applying for a Lottery License

How to Complete the Lottery License Application Form



APPLICATION FOR LOTTERY LICENCE
(ATTACH LIST IF SPACE IS INSUFFICIENT)

PLEASE PRINT



This application must be received by Consumer Services at least **ONE MONTH** prior to the proposed start date of the lottery scheme.

<p>NAME OF ORGANIZATION</p> <p>ADDRESS</p> <p>IS ORGANIZATION INCORPORATED <input type="checkbox"/> NO <input type="checkbox"/> IF YES, BY WHOM: <input type="checkbox"/> SOCIETIES ACT <input type="checkbox"/> REVENUE CANADA <input type="checkbox"/> IF OTHER, SPECIFY:</p> <p>DATE INCORPORATED: DD MM YY PLACE</p> <p>HOW LONG HAS ORGANIZATION EXISTED</p> <p>DESCRIBE ACTIVITIES AND BACKGROUND OF ORGANIZATION (INCLUDE CONSTITUTION AND BY LAWS, IF ANY)</p> <p>PURPOSE OF LOTTERY</p> <p>HOW ARE PRIZES GUARANTEED (IN CASE OF LOSS)</p> <p>Has your organization previously held a Lottery Licence? <input type="checkbox"/> NO <input type="checkbox"/> IF YES, state Licence No.: (i)</p> <p>TYPE OF LOTTERY LICENCE APPLIED FOR <input type="checkbox"/> BINGO <input type="checkbox"/> CASINO <input type="checkbox"/> RAFFLE <input type="checkbox"/> NEVADA/PULL-TICKET <input type="checkbox"/> NO <input type="checkbox"/> IF YES, specify:</p> <p>FREQUENCY <input type="checkbox"/> SINGLE EVENT <input type="checkbox"/> IF SERIES OF EVENTS, INDICATE: <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> IF OTHER, SPECIFY:</p> <p>DATE OF SINGLE EVENT: DD MM YY DATE OF SERIES, FROM DD MM YY TO DD MM YY DAYS OF THE WEEK</p> <p>TIMES HELD/DRAWN: FROM TO 2ND DAY/EVENING (CASINO ONLY) FROM TO 3RD DAY/EVENING (CASINO ONLY)</p> <p>ADDRESS OF PREMISES/BOOTH</p> <p>PREMISES/BOOTH <input type="checkbox"/> OWNED <input type="checkbox"/> RENTED (n) AGE RESTRICTION REQUESTED (IF ANY)</p>	<p>FILE No. FOR</p> <p>LICENCE No. OFFICE USE ONLY</p> <p>APPROVAL: <input type="checkbox"/> YES <input type="checkbox"/> DENIED <input type="checkbox"/> PENDING</p> <p>DATE: DD MM YY</p> <p>AUTHORIZING SIGNATURE</p> <p>REGISTRATION No. No. OF MEMBERS</p>
--	--

TICKET INFORMATION
(NEVADA/PULL-TICKET & RAFFLE LOTTERIES ONLY)

DATE TICKET SALES START: DD MM YY	HOURS OF SALE FROM (p) TO (q)	ESTIMATED SALES (AMOUNT) \$ (r)
COST PER TICKET \$	MIN. \$ (t) MAX. \$ (u)	CASH PRIZE \$

CASINO LOTTERY ONLY
GAME INFORMATION

TYPE	No. OF	MINIMUM	BETS	MAXIMUM	MINIMUM	PAYOUT	MAXIMUM
BLACKJACK							
ROULETTE							
WHEELS OF FORTUNE							

BINGO LOTTERY ONLY

COST OF ADMISSION/MASTER CARD \$	COST OF EXTRA CARDS \$	COST OF BONANZA CARDS \$	DOOR PRIZES <input type="checkbox"/> NONE <input type="checkbox"/> IF YES, VALUE: \$
----------------------------------	------------------------	--------------------------	--

GAME AND PRIZE INFORMATION

TYPE	No. OF	PRIZE DESCRIPTION	VALUE	COST TO ORGANIZATION	DONATED (YES) (NO)

JACKPOT INFORMATION

AMOUNT	OPENING	INCREASED BY	JACKPOT INFORMATION MAXIMUM	CONSOLATION PRIZE
No. OF CALLS				

RAFFLE LOTTERY ONLY

TICKETS SOLD BY <input type="checkbox"/> MEMBERS <input type="checkbox"/> IF OTHER, SPECIFY:	COST PER TICKET \$ (aa)	DISCOUNT TICKETS
--	-------------------------	------------------

PRIZE INFORMATION

PRIZE No.	PRIZE DESCRIPTION	PRIZE INFORMATION	VALUE	COST TO ORGANIZATION	DONATED (YES) (NO)
1 ST					
2 ND					
3 RD					
4 TH					
5 TH					

NWT 1693/1091 (SEE REVERSE)

- a) **Name of Organization**
This name applies to all lottery correspondence. Please indicate if your name has been changed since your last license. For example, an organizations name was Woman's Softball and is now called Ladies' Softball.
- b) **Address**
Please fill in complete mailing address. You may want to indicate to whom attention the license should be mails.
- c) **Incorporation**
Has your organization filed papers to incorporate under either the Societies Act or Revenue Canada Act for tax purposes? Registration is not specifically required; however it can confirm that you are a charitable organization.
- d) **Please fill in your organization's date of incorporation.**
- e) **How old is your Organization?**
How long has your organization existed? (Example: 2 months or 5 years). A rough estimate is good enough.
- f) **Describe your Activities**
Why was your group or organization formed? What does the organization hope to accomplish and what type of activities do you plan to do?
- g) **Purpose of Lottery**
How are you going to spend the money raised from the specific lottery you are applying for? Some examples include travelling to tournaments, educational exchange trips, etc. You must be specific and list everything you plan to do with the money.
- h) **Guarantee**
How will you pay out all the prize money if you lose money with this lottery? Do you have money in the bank?
- i) **Previous Licenses**
Has your organization previously held a license? If you have a previous license number or your lottery file number, please fill it in. Remember, please note if your group has changed their name.

j) Type of Lottery

Check the appropriate box for the type of lottery license you are applying for. You can use one application for all lotteries to be held for the same date. For example: a bingo with Nevadas, or a casino with Nevadas, or a Sports Draft.

k) Length of License

Indicate whether or not your application is for a single event (one night only) or a series of events. For example: weekly, or for several events over a couple of months.

l) Dates

In case of a single event – indicate the date. For a series, please indicate whether it is weekly, monthly or for several specific dates. Please state the day of the week for all events. Use an additional sheet if needed.

m) Location of Lottery

Address of the location of where you will be holding the lottery event. For example where will the raffle draw be made, and where will a bingo be held.

n) Age Restriction

Does your organization want an age restriction with respect to your bingos? If so, please state the age. You will note on the application that the license states that no one under 16 years of age may be in the play area, play bingo or buy Nevadas.

Ticket Information

o) Sale Start

This is for a raffle license only. What date do you want to start selling your tickets? Remember, you have to allow sufficient time for the application to be processed. You cannot sell raffle tickets until you receive your license.

p) Hours of Sale

This information is for clubroom Nevadas only. What hours are you planning to sell the Nevadas.

- q) Number of Tickets/Boxes
This refers to the number of tickets you are having printed for your raffle or sports drafts. This also refers to Nevadas. How many boxes do you plan to sell per night?
- r) Estimated Sales
For a raffle or sports draft it is the total amount of money you would get if you sold all the tickets or entries.

For a Nevada license, it is the total amount you would get before paying out any prizes, per night.
- s) Cost per Ticket
This refers to a raffle or to Sports Drafts. How much are you selling your tickets for?
- t) Cost of Tickets – Nevadas
This refers to Nevadas and Sports Drafts. How much do the Nevada tickets or Draft Entries cost? For example, if you are only selling \$1.00 tickets, you would put a minimum cost \$1.00 and also maximum cost \$1.00. However, if you were selling two different types of Nevadas - \$0.50 and \$1.00, you would then put minimum cost \$0.50 and maximum cost \$1.00.
- u) Cash Prize
The first box is for raffles or sports drafts. Fill in total cash prizes or estimated value of non-cash prizes.

The next box is for Nevadas and Sports Drafts. What are the minimums and maximum prizes paid out. For example, the lowest amount you could win is \$0.50 and the highest prize is \$200.00 – then you would put minimum \$0.50 and maximum \$200.00.

Casino Lottery

- v) Bets and Payouts
Indicate the number of tables you wish to have of each type (blackjack, wheel of fortune etc.). The bet levels also need to be indicated including minimum and maximum bets as well as the payout.

Bingo Lottery

w) Card Costs

Indicate the amount it costs to enter the bingo, what extra cards cost, the cost of bonanza cards, if you are playing this type of game and also indicate if there is a door prize to be paid out.

x) Games and Prizes

List the amount of bingo games and how much the prize is for each (example 5 games paying \$20.00 each – total value \$100.00 and keep going down until you list all the games).

y) Jackpot

This information is only if you are having a progressive jackpot (example \$500.00 in 49 numbers increasing by \$100.00 and 1 number weekly to a maximum of \$1,000.00).

Raffle Lottery or Sport Draft Lottery

z) Tickets Sold By

Who will be selling your tickets? For example, ball team members and their spouses.

aa) Cost Per Ticket/Discount Tickets

Please indicate the cost per ticket (i.e. \$1.00 each) and also if you have discount tickets (i.e. \$5.00 for 6)

bb) Prizes

Give a complete description of prizes, including retail value of the prize and whether it was donated or if you bought it at a discount price.

Financial Estimate

FINANCIAL ESTIMATE				
				Estimated GROSS Revenue 1. \$
EXPENSES	Prizes			
	Freight			
	(cc) Equipment rental			
	Cost of printing/pull-tickets			
	Hall/booth rental			
	Bingo caller			
	Other			
	Total Expenses	\$		
				2. \$
Estimated NET Revenue (subtract #2 from #1)				3.
Multiply #3 by total number of events during licence period				4. \$
CERTIFICATION				DATE
				DD MM YY
(dd) We, as named principal officer(s) of _____, of _____ N.W.T., do jointly and severally hereby certify that:				
<ol style="list-style-type: none"> 1. we have knowledge of the matters herein set out; 2. we have read over this application; 3. all facts stated and information supplied herein are true and correct; 4. we understand that if a licence is granted, the lottery scheme as specified on this application cannot be changed or altered without authorization by the licensing authority; 5. we have read, and have in our possession, and agree to comply with the lottery regulations, and the terms and conditions under which the licence was issued; 6. we understand that the licence for which we are applying shall be valid during its effective period only as long as the conditions to which such licence is subject have been complied with, and that any breach of same may cause the licence to become null and void; 7. we understand that this application will not be accepted unless certified by two principal officers representing the organization. 				
(ee)				
NAME(S) OF PRINCIPAL OFFICER(S)				
SIGNATURE(S)				
TITLE(S) IN ORGANIZATION				
TELEPHONE NUMBER(S)		WORK ()	RES. ()	WORK ()
		RES. ()		
SPECIAL REQUIREMENTS				
Raffle Lotteries - A draft sample ticket to be printed must accompany this application, and must contain the following information: <ol style="list-style-type: none"> 1. the name of the charitable organization; 2. the location; 3. the price to purchase a chance (ticket); 4. the prizes to be awarded; 5. the maximum number of tickets printed; 6. the ticket number, if any; and 7. the lottery licence number. 				
Nevada/Pull-ticket Lotteries - No person under the age of 16 years of age may purchase or sell Nevada/Pull-tickets.				
Casino Lotteries - Monday through Friday, casino must finish by 2:00 a.m., Saturday night till midnight, Sunday casino may not start until after 1:30 p.m..				
All Lotteries - Refer to the Lottery Regulations for information regarding advertising of your lottery scheme.				
GENERAL INFORMATION				
Under the N.W.T. Lotteries Act, organizations which are deemed to be charitable or religious and which have charitable or religious objectives or purposes, are eligible to hold licensed lottery schemes known as Bingo, Nevada/Pull-tickets, Casino and raffle lotteries.				
The lottery must be managed and conducted in the manner described in this application, as approved.				
All prizes must be awarded in accordance with the prizes proposed in this application form.				
The proceeds must be used for the charitable or religious objectives specified in the application, as approved.				
Where the total prizes awarded under a series licence exceed \$100,000., an audited statement must be submitted.				
Where the prize(s) in a single lottery are to exceed \$30,000., specific approval is required.				
The maximum duration of a licence is six months.				

SEND APPLICATIONS TO: **Consumer Services**
Directorate / Corporate Affairs
Department of Municipal & Community Affairs
Government of the Northwest Territories
600, 5201-50th Ave., Northwest Tower
Yellowknife, NT X1A 3S9

cc) Estimate

This section is to help you prove that the lottery your organization plans to hold will be successful. Remember you must fill out a separate financial estimate for each type of lottery license you are applying for. If you require additional estimate forms, please use form NWT 1746, Financial Estimates. Estimated gross revenue is the total of all monies received by your group before prizes and expenses are paid out.

In the expense column, please list the cost to your organization for all expenses. If you use the 'other column', please indicate what it covers. For example, license fees or money order charges.

Certification

dd) Organization

Indicate the name of your organization and the name of your community.

ee) Signatures

Print the name of two officers of your organization, their titles and telephone numbers, and where they can be reached if additional information is required, then have both people sign the application. Remember, if there are not two signatures, your application will not be processed and will be returned.

MAIL THE APPLICATION AND FEE

Consumer Affairs

Municipal and Community Affairs
Government of the Northwest Territories
600 5201 50 AVENUE NORTHWEST TOWER
YELLOWKNIFE NT X1A 3S9

If the lottery is cancelled or postponed you must notify the office. Instructions will then be made available to you as what the next steps are for your organization to follow.

Sample Lottery Statement

LOTTERY STATEMENT OF ACCOUNT
PLEASE PRINT

TAX ID

 LICENSE

GENERAL INFORMATION - READ CAREFULLY BEFORE COMPLETING.
 It is a term of every Lottery license that:
 (1) the proceeds from all licenses shall be kept separate from all other funds, with separate records being maintained, and all financial accounts of the lottery shall be conducted in accordance with the Lottery Regulations;
 (2) a complete statement of account, showing the total receipts, disbursements and profits and indicating when and how such profits will be paid for the charitable or religious objects or purposes set out in the application, shall be filed with the issuing office at the address shown below within thirty (30) days of the holding of any lottery or receipts in the case of a raffle ticket.
 (3) Receipts or money received, including the disposition of proceeds paid to religious or charitable objectives may be required.
 (4) Unpaid tickets, receipts, vouchers, game forms and financial documents pertaining to a lottery shall be retained by the licensee for a period of not less than twelve months from the date of the lottery.
 (5) Where no statement is necessary, the licensee may request an audit by an independent auditor in respect of any lottery, and the cost of such an audit shall be paid by the licensee.
 (6) A licensee or former licensee shall make available, upon the request of a senior officer or a person designated by the Director, all books of account or documents relating to the operation of a lottery, and shall, at all reasonable times, allow the officer or person named in the books or documents.
 (7) FURTHER INFORMATION RELATED TO THE FINANCIAL ASPECTS OF YOUR LOTTERY MAY BE FOUND BY READING THE LOTTERY REGULATIONS.

NAME OF ORGANIZATION _____
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____

TYPE OF LICENSE: BROAD RECREATIONAL TICKETS RAFFLE CASINO

REASON FOR REQUEST: INITIAL EVENT SERIES OF EVENTS HOOPS BAILY NEEDLE MONTHLY OTHER BENEFIT

REASON FOR REQUEST: BAILY MONTHLY OTHER BENEFIT

DATE OF EVENT: _____ ON BEHALF FOR THE BENEFIT OF _____

FINANCIAL STATEMENT

Expense	GROSS Revenue
Office	
Traight	
Equipment Rental	
Advertising	
Cost of printing (brochures, signs, cards or other literature)	
Telephone Rental	
Travel	
Other, Specify _____	
Total Expense	Net Revenue (Subtotal of 2 above)
	Net Revenue

USE OF PROCEEDS

CHARITABLE PURPOSES RECREATION OR CULTURAL ORGANIZATIONS

RETURNED TO LOTTERY AGENCY FOR _____

OTHER, SPECIFY _____

CERTIFICATION

I hereby certify that the foregoing is a true and accurate statement for the above lottery. We also understand that this statement will not be accepted unless verified by the principal officers representing the organization.

NAME OF PRINCIPAL OFFICERS: _____ DATE: _____

NAME: _____ TITLE IN ORGANIZATION: _____

TELEPHONE: _____

COMPLETE & RETURN TO **ISSUING OFFICE**

CHAPTER 5: SUCCESSFUL LOTTERIES

Tips for Successful Lotteries

Bingos

Have floats made up in advance in envelopes marked Door, Extra Tickets, Nevadas and Bonanzas.

Sample bingo floats are as follows:

Maximum \$	\$3,500 Bingo \$10.00 Master Card	\$5,000 Bingo \$15 Master Card
Door	\$50.00 in \$10's	\$50.00 in \$5's
Extra Tickets	\$100.00 in \$10's and \$5's	\$150.00 in \$10's and \$5's
Bonanzas	\$100.00 in loonies	\$100.00 in loonies
Nevadas	\$50.00 in loonies	\$100.00 in loonies
Total	\$300.00	\$400.00

Have cash trays available for Bingo workers. You will need 4 cash trays if you have a tray for the Door, Extra Tickets, Bonanzas and Nevadas.

A minimum of six (6) volunteers is recommended to put on a bingo, not including the caller and the concession worker. They are:

- One for the door
- One for extra tickets
- Two for Nevadas
- One for bonanzas
- One for handling the cash and giving out the prizes.

There should be a minimum of two people working on the floor once the bingo has started. The floor workers can be the same people who work the door, the extra tickets, and bonanza because the ticket sales should stop or at least slow down by the time the caller has started. It is sometimes better to spread the workload around a bit – it makes for a less major commitment if different people work the early or late shifts.

- The break-even point for most bingos occurs at about seventy players. If there is less than this by your start time, you have the option to cancel the bingo and give the people their money back. Once the caller has started calling numbers, that option is gone.

- Plan to start right on time. Bingo players expect you to have everything the way they are used to. If they get the feeling you are disorganized, or late, they will be quite vocal about what you have done wrong.
- Even though your notice might say that the bingo starts at six o'clock (6:00 PM), people start coming very early. They like to socialize, have a coffee and get a good place to play. A lot of them like to play some Nevadas while they are waiting so it is a good idea to be ready to start selling these early. Have the Nevadas counted out in a pile of five dollars-worth of tickets (5 one dollar tickets or 10 fifty cent tickets).
- If you have door prize tickets that get distributed with the master card, keep track of the first ticket number. Hand out door prize tickets with the program and master card, and at the end of the evening, record the last door prize ticket number. This will tell you how many people attended the bingo and how many master cards were sold.
- Have a container ready for the person selling door tickets to drop the duplicate door prize tickets in.
- Bonanza prizes are usually 50% of the total bonanza money collected, divided by the number of bonanza games (usually 6) e.g. 50% of \$1,000.00 collected = \$500.00 available for Bonanzas, \$500.00 available/number of bonanzas (6) = \$83.00 prize per bonanza.
- Some groups run 1 regular bingo game before any bonanzas are played to give them enough time to figure out what the bonanza prizes will be. Bonanza tickets can be sold up to the end of intermission. Subtract the number of games already played from the total cost of the card. (i.e. bonanza cards sell for \$1.00 per card/\$3.00 for a sheet of 3 – so if 1 bonanza game is done a sheet of 3 cards would be \$2.00).
- Keep track of the number of winners and the prize amounts for each bingo and bonanza. It is easy to record the information right on the Bingo Program.
- The Bingo record is completed at the end of the bingo. Once the deposit has been made to the groups "Lotteries Account" the Bingo Record along with any unsold tickets, cards and a copy of the deposit receipt are given to the groups secretary to be filed at the office.
- After the Bingo Record is complete, a Bingo Statement must be completed. This statement indicates all revenues and expenditures relating to the organization of the Bingo. This information can then be easily transferred to the "Lottery Statement of Account" which must be completed to meet the conditions of the Lottery License.

Sample Bingo Game Program Card

SAMPLE BINGO GAME PROGRAM
\$5,000 BINGO

\$15.00 MASTERCARD
EXTRA CARDS – 3 FOR \$5.00
BONANZA CARDS \$1.00 EACH – ON SALE UNTIL 7PM

			PRIZES
#1	BONANZA (2 straight lines)	50%	
#2	BONANZA (2 straight lines)	50%	
#3	GO/GO 1 STRAIGHT LINE OR 4 CORNERS 2 STRAIGHT LINES LETTER 'X' PICTURE FRAME BLACKOUT	\$100.00 \$100.00 \$150.00 \$250.00 \$350.00	1 @ \$100.00 2 @ \$50.00 2 @ \$75.00 1 @ \$250.00 2 @ \$175.00
#4	1 STRAIGHT LINE OR 4 CORNERS 2 STRAIGHT LINES CRAZY 'L' PICTURE FRAME BLACKOUT	\$100.00 \$100.00 \$150.00 \$250.00 \$350.00	
	INTERMISSION – DOOR PRIZE DRAW	3 at \$50 or other prizes	
#5	BONANZA (2 straight lines)		
#6	BONANZA (2 straight lines)		
#7	GO/GO 1 STRAIGHT LINE OR 4 CORNERS 2 STRAIGHT LINES SPUTNIK (around free & 4 corners) PICTURE FRAME BLACKOUT	\$100.00 \$100.00 \$150.00 \$250.00 \$350.00	
#8	BONANZA (2 straight lines)	50%	
#9	BONANZA (2 straight lines)	50%	
#10	BLACKOUT	\$2000.00	

Sample Bingo Record

BINGO RECORD

DATE: _____

LOCATION: _____

ORGANIZATION: _____

TYPE OF BINGO: _____

TOTAL PRIZES: _____

OF ENTRANTS: _____ (# _____ to # _____) X \$ _____/ticket = \$ _____

Game Number	Card Numbers	Price/Card	Money Collected	Prizes Awarded	Revenue Generated
	_____ to _____	\$ _____	\$ _____	\$ _____	\$ _____
	_____ to _____	\$ _____	\$ _____	\$ _____	\$ _____
	_____ to _____	\$ _____	\$ _____	\$ _____	\$ _____
	_____ to _____	\$ _____	\$ _____	\$ _____	\$ _____
	_____ to _____	\$ _____	\$ _____	\$ _____	\$ _____
	TOTALS	\$ _____	\$ _____	\$ _____	\$ _____

Series # _____ to # _____ (unsold _____)

Series # _____ to # _____ (unsold _____)

Series # _____ to # _____ (unsold _____)

TOTAL COLLECTED ENTRY CARDS _____

TOTAL PRIZES (-) _____

TOTAL DEPOSIT (=) _____ (Receipt # _____)

SIGNED _____

Sample Bingo Statement

BINGO STATEMENT

DATE: _____
 LOCATION: _____
 CONTACT: _____

REVENUES:

1.	Bingo	= \$ _____
2.	Nevadas	= \$ _____
3.	_____	= \$ _____
TOTAL		= \$ _____

EXPENSES:

1.	Prizes	= \$ _____
2.	Freight	= \$ _____
3.	Equipment Rentals	= \$ _____
4.	Advertising	= \$ _____
5.	Cost of Printing	= \$ _____
6.	Bingo Caller	= \$ _____
7.	Other specify:	= \$ _____
8.	_____	= \$ _____
TOTAL		= \$ _____

	\$ _____
REVENUE	\$ _____
EXPENSES (-)	\$ _____
PROFIT(LOSS)	\$ _____

SIGNATURE: _____
 DATE: _____

Sample Statement of Profit/Loss

STATEMENT OF PROFIT/LOSS		DATE:	
REVENUE:			
Net revenue after payout of prizes for door and extra tickets	\$		
Bonanza	\$		
Nevada	\$		
Concession	\$		
TOTAL REVENUE			\$
EXPENSES:			
Hall rental	\$		
Set-up/Cleanup	\$		
License	\$		
Bingo Supplies	\$		
Other	\$		
TOTAL EXPENSES			\$
NET PROFIT:			\$

Keep separately the entrance fee money, the extra ticket money, and bonanza money so that you can account for each area. In most bingos, there will not be enough money in any one of the areas to make up the prizes, so one method is to count the money in each area, record the totals and then put all of the money from the door, bonanza and extra tickets together to make up the prize money envelopes. The Nevada and concession money can be counted at the end of the night. Remember to subtract the float from each of these areas.

Sample House Rules

This document is a sample of house rules that govern the conduct and management of the bingo game. The house rules must describe how the bingo will be run. For example, they must describe how the games will be called, how the calls will be recorded, how errors in calling will be dealt with, how disputes about calls or winning cards will be resolved and how prizes will be awarded.

The Lotteries Regulations require that house rules must be established by the organization and displayed at the Bingo event. These rules must be submitted with the application form.

Bingo licensees may incorporate this sample of house rules as a part of their licence.

1. Rules of Play

Only games using the following format shall be licensed:

1. Balls are randomly selected from 75 ping pong type balls. Each ball is printed with a letter from the word *BINGO*, and a number from "1" to "75", as follows:

B	I	N	G	O
1	16	31	46	61
to	to	to	to	to
15	30	45	60	75

2. Players shall use cards, or sheets printed with one or more cards. Each having five vertical columns, with five rows in each column. One letter from the word *BINGO* appears over each column. All squares shall have a number as above, except the free centre square. Player shall mark each square as its letter/number is called.
3. All games will be played on paper stock, using ink dabbers. No bingo will be honoured if not ink-stamped.
4. Bingo balls shall be of equal weight and size, and be in good condition. Each letter group shall be a different colour.
5. Before play starts, the Bingo Chairperson, and Caller shall check the bingo equipment to ensure:
 - The bingo equipment is operating properly,
 - All bingo balls are in play, and
 - No light bulbs are burned out in boards.
6. Only cards bought at the event shall be played.

7. Bonanza cards shall be sealed at the time of sale, e.g. stapled, folded or packaged. This ensures sales are conducted in a random manner, and that players and sellers do not know the card layout. In order to play bonanza cards, players must have at least one regular game pack. Bonanza tickets will not be replaced for any reason.
8. For pre-calls of any game not video/audio recorded, a volunteer worker shall:
 - Be present on the stage to verify letter and number of ball as it is drawn and called, and
 - Complete a ball verification sheet which shall be kept as part of the event records.
9. Players win only if they have the correct card pattern for the game. All valid winners must be paid; players are not required to have the last number called to win.
10. Progressive or accumulating jackpots can have a minimum or guaranteed prize. Groups must keep prize payouts for these games in-line to ensure they receive a financial benefit. All progressive or accumulating jackpots shall be awarded at least once during each year of the licence period. This includes fixed number jackpots. If not awarded earlier, the jackpot shall be awarded at the last event of the year. Jackpots that are awarded regularly can be carried over into the next licence period. If a group cancels this bingo licence or the group cancels the bingo, the jackpot must be awarded.
11. When bingo is declared, the Caller shall:
 - Stop play by announcing bingo has been declared, and no more numbers will be called.
 - Where the blower is turned off to verify a bingo, the ball in the “cradle” must remain there and be the next number called.
 - Announce game type being checked.
 - Describe procedure that will be used to verify bingos.
 - Announce number of bingos recognized and their approximate location in the hall. Players are responsible to make themselves heard by the caller on a declared bingo.
 - Ask whether there are any more bingos, and pause to recognize these.
 - Announce the number of bingos which have been recognized, and that only these are eligible for prizes.
 - For full card games, Checker shall take declared card and put it in front of a player at another table.
 - When there is no bingo verification system a manual call back must take place. The procedure to be used shall be identified in the house rules.
 - Where a bingo verification unit is used (for Media Bingo), the call back shall be conducted as follows, Seller/Checker:
 - Identifies declared bingo(s) to Caller; and
 - Verbally gives the Caller the card number(s).

- The Seller/Checker will also give the caller the card colour and serial number(s).
- Caller shall key the card number(s) into the verifier to display the card face on the TV monitor.
- The Seller/Checker will compare player's card to that displayed on the monitor, confirming both card face, and card number.
- All displayed cards shall be left on the monitor screen for at least 5 seconds.
- Once a caller has closed off a game, no further bingos will be accepted on that game.
- Caller shall record all prize payouts.
- Cards may be used for a single game, or for two or more successive games in a series. Called balls shall remain in the ball pocket tray until the final game in the series is done. After all bingos are checked and verified, Caller shall clearly state that game series is closed; and return balls to the blower.

2. **Winning Card(s)**

- Declared cards shall be checked against the master book.
- When there are multiple winners of a game, the total prize payout will be divided among the winners, rounded to the nearest whole dollar. Standard rules of rounding will apply (i.e. values of \$0.50 or more will be rounded up and values less than \$0.50 will be rounded down).
- The Paymaster will record the name, address and telephone number on the back of each winning card and attach it to the proper control sheet.
- No prize shall be issued to a person who is playing the bingo game outside of the Northwest Territories.

3. **Media Bingo** - Potential winners must present their original card, either by mail or in-person.

The licensee shall decide upon all matters relating to the conduct of the event, determine the winners and pay all prizes within the time limit that is stated in the house rules.

Both cash and non-cash prizes are funded by card/sheet sales. They are collected only at the event when the prize is awarded.

4. Give-aways/Promotions/Advertising

Give-aways: Any item given to players in the hall, *other than by means of a bingo game*, is considered a give-away. This could include door prizes, merchandise or food items. Give-aways/promotions shall comply with the following:

- The licensee shall conduct the give-away.
- It is limited to the bingo hall.
- The actual cost of all items is recorded under expenses on financial reports.
- Only players present at the event during which the give-away takes place may receive any item.

This does not include food, beverages or other merchandise (such as bingo cards and dabbers) sold on a regular basis at the concession, and given free or at a reduced cost to players by concession operators. The licensee cannot subsidize concession items.

5. Disputes – How they will be handled

In the event of a dispute, the caller's decision shall be final. He or she may consult with the bingo manager/director before giving a final decision.

If a further dispute results, it will be resolved by the organizations' complaint committee.

The third and final stage of resolution will be completed by the office issuing the lottery licence.

6. Access to cash area

Access to the cash area during the bingo event is limited to:

- Cashiers
- Volunteers during the period that their specific job duties require their presence.

Sample Nevada Record

A Nevada lottery is often held whenever there is a bingo. Many boxes of Nevada tickets can be sold from one bingo to the next, or one event to the next, so it is very important that a Nevada Record be kept to help you keep things straight and to show the Auditor that you have the proper financial controls in place.

SAMPLE NEVADA RECORD

Box Series Number _____	Expected Gross Revenue \$ _____
Date Box Opened _____	Date _____
Money Collected \$ _____	Date _____
Money Collected \$ _____	Date _____
Money Collected \$ _____	Date _____
TOTAL \$ _____	

Five Hundred Dollar Winners (print name clearly)

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

Two Hundred and Fifty Dollar Winners (print name clearly)

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

Two Hundred Dollar Winners (print name clearly)

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

One Hundred Dollar Winners (print name clearly)

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

Fifty Dollar Winners (print name clearly)

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
7. _____	8. _____
9. _____	10. _____

_____ Signature/Title	Total Revenue \$ _____
_____ Signature/Title	Total Prizes \$ _____
	Total Deposit \$ _____
	Deposit Receipt # _____

Tips for Raffles

- Keep track of who is selling tickets and how many tickets are outstanding.
- Make sure ticket sellers bring back books of 'sold' tickets and money from ticket sales on a regular basis (weekly) so that there is not a lot of ticket money outstanding at the end of the raffle.
- Give ticket sales money to the Treasurer on a regular basis so that cash is not lying around. Keep all cash, not deposited, in a safe place.
- Do not spend money from the ticket sales for your personal use. Keep ticket sales money and your personal money separate. It is not uncommon for ticket sellers to 'owe' the raffle large sums of money when it is time to make the prize draw.
- Keep accurate records of ticket sales and revenue throughout the raffle and submit that information with the Lottery Statement of Account after the raffle.

Final Tips

- The profits from lotteries must be kept separate from other funds. This includes keeping separate records of lottery funds.
- Lotteries cannot be held without a license. If you are hosting an event, make sure the license is posted in the building where the lottery is being conducted (i.e. community hall).
- Keep backup documentation because auditors or Lottery Administrators may ask you to provide it (keep for 2 years).
- Try to provide some training for volunteers and staff working the lottery, especially if cash handling or forms are involved.

Appendix A: Section 207 of the Criminal Code of Canada

For the purpose of determining if your organization is able to conduct a lottery scheme under the Criminal Code of Canada, section 207 reads:

- (1) notwithstanding and of the provisions of this Part relating to gaming and betting, it is lawful
 - (a) for the government of a province, either alone or in conjunction with the government of another province, to conduct and manage a lottery scheme in that province, or in that and the other province, in accordance with any law enacted by the legislature of that province;
 - (b) for the charitable or religious organization, pursuant to a license issued by the Lieutenant Governor in Council of a province or by such other person or authority in the province as may be specified by the Lieutenant Governor in Council thereof, to conduct and manage a lottery scheme are used for a charitable or religious object or purpose;
 - (c) for the board of a fair or exhibition or an operator of a concession leased by that board, to conduct and manage a lottery scheme in a province where the Lieutenant Governor in Council of the province or such other person or authority in the province as may be specified by the Lieutenant Governor in Council thereof has
 - (i) designated that fair or exhibition as a fair or exhibition where a lottery scheme may be conducted and managed, and
 - (ii) issued a license for the conduct and management of a lottery scheme to that board or operator;
 - (d) for any purpose, pursuant to a license issued by the Lieutenant Governor in Council of a province or by such other person or authority in the province as may be specified by the Lieutenant Governor in Council thereof, to conduct and manage a lottery scheme at a public place of amusement in that province if
 - (i) the amount of value of each prize awarded does not exceed five hundred dollars, and
 - (ii) the money or other valuable consideration paid to secure a chance to win a prize that does not exceed two dollars;

- (e) for the government of at province to agree with the government of another province that lots, cards or tickets in relation to a lottery scheme that is by any of paragraphs (a) to (d) authorized to be conducted and managed in that other province may be sold in the province;
 - (f) for the person, pursuant to a license issued by the Lieutenant Governor in Council of a province or such other person or authority in the province as may be designated by the Lieutenant Governor in Council thereof, to conduct and manage in the province a lottery scheme that is authorized to be conducted and managed in one or more provinces where the authority by which the lottery scheme was first authorized to be conducted and managed consents thereto;
 - (g) for any person, for the purpose of a lottery scheme that is lawful in a province under any of paragraphs (a) to (f), to anything in the province, in accordance with the applicable law or license, that it required for the conduct, management or operation of the lottery scheme or for the person to participate in the scheme; and
 - (h) for any person to make or print anywhere in Canada or to cause to be made or printed anywhere in Canada anything relating to gaming and betting that is to be used in a place where it is or would, if certain conditions provided by law are met, be lawful to use such a thing, or to send, transmit, mail, ship, deliver or allow to be sent, transmitted, mailed, shipped or delivered or to accept for carriage or transport or convey any such thing where the destination thereof is such a place.
- (2) Subject to this Act, a license issued by or under the authority of the Lieutenant Governor in Council of a province as described in paragraph (1)(b), (c), (d) or (f) may contain such terms and conditions relating to the conduct, management and operation of or participation in the lottery scheme to which the license relates as the Lieutenant Governor in Council of the province, the person or authority in the province designated by the Lieutenant Governor in Council thereof or any law enacted by the legislature of that province may prescribe.
- (3) Everyone who, for the purposes of a lottery scheme, does anything that is not authorized by or pursuant to a provision of this section
- (a) is in the case of the conduct, management or operation of that lottery scheme,
 - (i) is guilty of an indictable offense and liable for imprisonment of two years, or

- (ii) is guilty of an offense punishable on summary conviction; or
 - (b) in the case of participating in that lottery scheme, is guilty of an offence punishable on summary conviction.
- (4) In this section, “lottery scheme” means a game or proposal, scheme, plan, means, device, contrivance or operation described in any of paragraphs (206)(1)(a) to (g), whether or not it involves betting, pool selling or a pool system of betting other than
- (a) a dice game, three-card Monte, punch board or coin table;
 - (b) bookmaking, pool selling or making or recording bets, including bets made through the agency of a pool or pari-mutual system, on any race or fight, or on a single sport event or athletic contest; or
 - (c) for the purposes of paragraphs (1)(b) to (f), a game or proposal, scheme, plan, means, device, contrivance or operation described in any of paragraphs 206(1)(a) to (g) that is operated on or through a computer, video device or slot machine, within the meaning of subsection 198(3).
- (5) For the greater certainty, nothing in this section shall be construed as authorizing the making or recording of bets on horse-races through the agency of a pari-mutual system other than in accordance with section 204. R.S., c. C-34, s. 190; 1974-75-76 c.93, s. 12; R.S.C. 1985, c.27 (1st Supp.), s.31, c.52(1st Supp.),s.3.

Appendix B: Update Schedule

Terms and Conditions Respecting Lottery Licensing in the NWT

With this revision, the Terms and Conditions respecting Lottery Licensing in the NWT are updated to include:

Date	Guide, Section and Instructions
February 2016	Page 1. Introduction. Additions clarifying allowable types of charitable gaming and articulating other forms of gaming are illegal.
	Page 3. Definitions now included for various bingo related functions and types.
	Page 4. Unlicensed lottery events and process to deal with possible investigations of such activity.
	Page 12. Rules of Conduct for Television or Radio Bingos added.
	Page 39-41. Sample House Rules template to reflect house rules that must be submitted with each bingo lottery application.