

*Charitable Gaming*

*Policy & Procedure Manual*

Saskatchewan  
Liquor and Gaming  
Authority 

October 2017

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## 1. Introduction

This manual provides information on Saskatchewan Liquor and Gaming Authority (SLGA) policy and procedure respecting charitable gaming licensing. It contains information on SLGA's authority to issue Licences, the guiding principles in licensing policy decisions, eligibility guidelines, guidelines pertaining to the use of Gaming Proceeds, Terms and Conditions, and the Liquor and Gaming Licensing Commission review process.

This manual is intended to provide guidance respecting charitable gaming licensing, recognizing that each application is unique and eligibility will be determined based on the specific organization and its proposed use of proceeds. This manual has been developed for information and reference purposes and is not intended to be relied upon as legal advice.

This manual is not intended to replace *The Alcohol and Gaming Regulation Act, 1997*, *The Gaming Regulations, 2007* or the Terms and Conditions upon which SLGA issues charitable gaming Licences.

Should you have any questions or require clarification, please contact:

Licensing Branch  
Saskatchewan Liquor and Gaming Authority  
12<sup>th</sup> Floor, 2500 Victoria Avenue  
P.O. Box 5054  
REGINA SK S4P 3M3  
Toll Free 1-800-667-7565  
(306) 787-5563 (telephone)  
(306) 787-8981 (fax)

**Note:**

Access to all charitable gaming applications, financial reports, Terms and Conditions and other relevant documents is available online at [www.slga.com](http://www.slga.com). Applications and financial reports can also be submitted online at this site.

## 2. Definitions

The following definitions explain terms that are used in this manual.

- a) “Association” means an incorporated, not-for profit that represents or acts as the agent for its members, which are licensed charities. An Association is a Class “A” Licensee and coordinates activities related to Bingo/Charitable Gaming Events (if applicable, including Breakopen and Raffle Ticket sales) on behalf of or as agent for all of the licensed charities conducting Bingo/Charitable Gaming Events in its licensed facility.
- b) “Association Bingo Hall” means any premises where Bingo/Charitable Gaming Events are conducted in excess of three events per week and it is apparent the premises exist primarily for the purpose of conducting these events.
- c) “Bingo Event” means an event lasting a minimum of two (2) and a maximum of six (6) consecutive hours in which a series of bingo games are played under the authority of a Licence and requiring an event close-out summary. Bingo Events may not begin before 9:00 a.m. and must conclude by 4:00 a.m.
- d) “Bingo Event Ticket” means a Breakopen Ticket which contains a prize in which the winner is determined by matching a bingo ball symbol or symbols on a Breakopen Ticket with a specified number or numbers drawn during the course of a licensed bingo game. Bingo Event Tickets are considered breakopens and not bingo paper.
- e) “Breakopen” or “Breakopen Tickets” means a gaming piece used in a game of chance that is completely made of paper or paper products which conceal numbers or symbols that must be exposed by the player by tearing off a covering in order to determine wins or losses. Prizes must be defined as per the game structure, and may be instant prizes or secondary prizes. Includes both Bingo Event Tickets and Seal Cards.
- f) “Charitable Gaming Event” means a Bingo Event at an Association Bingo Hall for which a Class “B” Licensee is licensed to conduct and manage one or more lottery schemes, including Bingo, Breakopen Gaming and Raffles, and all revenues are shared within the Association membership in accordance with an SLGA approved distribution formula.
- g) “Event Expenses” are the costs incurred by the licensed organization to operate an event.
- h) “Gaming Proceeds” are funds remaining from total event Gross Revenue after the payment of approved prizes and approved Event Expenses. Gaming Proceeds shall also include all interest, dividends or other income earned on gaming funds deposited in interest accounts or held, with SLGA approval, in deposit certificates or investments made by a trustee.
- i) “Gross Revenue” is defined as "all monies spent (bet) by patrons in order to participate in a lottery scheme".
- j) “Licence” means a Licence issued by pursuant to the *Criminal Code*, for the conduct and management of a lottery scheme.
- k) “Seal Card” means a Breakopen Ticket posted at the licensed location that is used to determine the winner of a secondary prize by opening a window to reveal a symbol that matches a ticket held by a player.

### 3. SLGA's Authority to Issue Licences

Gaming, outside of some specific exceptions in the *Criminal Code*, is a criminal offence. One of the exceptions in the *Criminal Code* is gaming carried on under a Licence issued by a province to a charitable or religious organization to conduct and manage a gaming activity where the proceeds from the gaming activity are used for charitable or religious object or purpose.

Clause 207(1) of the *Criminal Code* states, in part:

207(1) Notwithstanding any of the provisions of the Part relating to gaming and betting, it is lawful:

(b) For a charitable or religious organization, pursuant to a Licence 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 in that province if the proceeds from the lottery scheme are used for a charitable or religious purpose.

SLGA is authorized by the government of Saskatchewan to issue Licences to charitable and religious organizations to conduct and manage lottery schemes where the proceeds are to be used for a charitable or religious purpose. SLGA is also authorized, pursuant to subsection 207(2) of the *Criminal Code*, to establish the Terms and Conditions upon which a Licence is issued.

As the term "charitable" is not defined by legislation, SLGA relies on common law to define the term. SLGA has developed policy guidelines based upon common law, as well as Liquor and Gaming Licensing Commission decisions, to assist with decision making and to provide the overall policy framework for charitable gaming licensing.

Applicants may apply to the Liquor and Gaming Licensing Commission for a review of SLGA decisions respecting Licence denials, suspensions, cancellations and Terms and Conditions. See Section 13 for more information on the review process.

SLGA also issues Licences under Clause 207(1)(d) of the *Criminal Code*, known as Public Amusement Lottery Licences. See Section 11 of this manual for information on this type of Licence.

The Lieutenant Governor in Council has specified the Indigenous Gaming Regulators (IGR), pursuant to paragraph 207(1)(b) of the *Criminal Code*, as the authority to issue charitable gaming Licences to charitable or religious organizations to conduct and manage charitable gaming on designated reserves. Designation is provided by way of Band Council Resolution. For more information on licensing on designated reserves, contact IGR at (306) 477-5700 or toll free at (877) 477-4114. Information is also available at [www.igr.ca](http://www.igr.ca).

Any organization conducting and managing a lottery scheme without the proper Licence could be charged with breach of the *Criminal Code*. If an organization is not sure whether their event requires a Licence, the organization should contact SLGA at the number provided in Chapter 1 of this manual.



## 4. Roles and Responsibilities

### 4.1. SLGA

SLGA is responsible for licensing and regulating gaming activities in Saskatchewan, including charitable gaming, and ensuring the integrity and lawful conduct and management of gaming in the province.

This includes issuing Licences to eligible organizations and ensuring the Licensees' comply with the *Criminal Code*, *The Alcohol and Gaming Regulation Act, 1997*, *The Gaming Regulations 2002*, and the Terms and Conditions upon which the Licence is issued.

### 4.2. Licensee

The Licensee is responsible for complying with the provisions of the *Criminal Code* with respect to the conduct and management of lottery schemes. The Licensee is responsible for understanding how the *Criminal Code*, *The Alcohol and Gaming Regulation Act, 1997*, *The Gaming Regulations 2002* and Terms and Conditions affect the operation of the Licensee's charitable gaming event.

Failure to comply with the *Criminal Code*, *The Alcohol and Gaming Regulation Act, 1997*, and Terms and Conditions may result in suspension or revocation of a Licence or refusal of future Licences. Failure to comply with the *Criminal Code* could also result in criminal prosecution.

Copies of *The Alcohol and Gaming Regulation Act, 1997*, *The Gaming Regulations 2007* and the Terms and Conditions may be obtained online at [www.slga.com](http://www.slga.com) or [www.qp.gov.sk.ca/](http://www.qp.gov.sk.ca/) or by contacting:

Saskatchewan Liquor and Gaming Authority  
2500 Victoria Avenue  
P.O. Box 5054  
REGINA SK S4P 3M3  
Toll Free 1-800-667-7565  
(306) 787-5563 (telephone)  
(306) 787-8981 (fax)

## 5. Guiding Principles for Charitable Gaming Licensing

SLGA strives to ensure equitable licensing practices through a consistent approach to the development and application of its licensing policies and decisions. An organization's eligibility for a Licence, and its use of Gaming Proceeds, are of fundamental importance to SLGA. Guidelines for eligibility and for the use of Gaming Proceeds are available in subsequent chapters of this manual.

SLGA, in the development of eligibility guidelines and guidelines for the use of Gaming Proceeds, must first and foremost ensure compliance with the *Criminal Code* requirements. The *Criminal Code* requires that only charitable or religious organizations are eligible for Licences and that the proceeds must be used only for charitable or religious objects or purposes.

SLGA also considers other important factors and priorities in the development of charitable gaming policy and in its licensing decisions, such as social responsibility, market economics, maximizing the number of individuals receiving benefits, maximizing access for charitable organizations, and maintaining the integrity of gaming. The charitable gaming market in Saskatchewan is limited, especially in bingo and breakopen sectors; therefore, licensing decisions and policy reflect this limited availability. Consideration of these factors, however, will not result in policy that contravenes the *Criminal Code*.

In order to ensure equitable licensing practices and opportunities for Saskatchewan charities, the charitable gaming decision-making process is guided by the following principles:

### 5.1. General Principles

- Licensing decisions must comply with the *Criminal Code*, *The Alcohol and Gaming Regulation Act, 1997*, the Terms and Conditions, and SLGA policies and procedures.
- Licensing decisions must be reasonable and justifiable.
- Gaming licensing decisions should be made in the best interests of the Saskatchewan public by supporting the integrity of gaming and overall charitable objects.
- Guidelines pertaining to the authorized use of Gaming Proceeds are developed to ensure Gaming Proceeds are directed to purposes consistent with the charitable object of the licensed organization.

### 5.2. Equitable Treatment of All Licensees

- SLGA will ensure that licensing is administered fairly and equitably.
- SLGA will ensure that gaming applicants and Licensees satisfy the processing, operating and/or regulatory requirements.
- SLGA will ensure charitable organizations receive consistent and equitable treatment with respect to sanctions. Licensees that fail to comply with the terms of their Licence will be penalized according to the severity of the violation. Possible sanctions include: warnings, additional terms and conditions, suspensions, cancellations, refusal to issue licence and criminal charges. Consideration will be given to intent, impact upon

beneficiaries, and corrective action taken prior to imposing any sanction. Licensees are encouraged to review Section 13 of this manual for more information.

### **5.3. Viability of the Gaming Lottery Scheme**

- SLGA may, in its discretion, decline to licence an event that does not appear to have a reasonable prospect for success. However, licensing by SLGA does not imply any guarantee of the success of the lottery scheme.
- The following factors will be considered when assessing the viability of the gaming lottery scheme: the organization's previous experience, the organization's resources, market conditions, and financial risks.

### **5.4. Access to Gaming Opportunities**

- Consideration shall be given to the distinction between organizations providing broad services to a large segment of the community/province and to those serving only a small self-interest membership. The needs of the applicant and the benefits from the use of proceeds to the community and province as a whole will be considered.
- Gaming Proceeds are limited, especially in the bingo and breakopen sectors, so licensing decisions and policy reflect the limited availability of gaming funds.
- Given the limited gaming proceeds available, policy/guidelines give consideration to the availability of funding through sources other than gaming.

## 6. Eligibility

The “Eligibility” section contains examples of organizations that are both eligible, and not eligible, for a Licence. This section is not intended to capture all types of organizations, but does provide a guideline for many potential applicants. Each application is evaluated on its own merits.

### 6.1. Basic Eligibility

In order to be eligible for a Licence, an organization must be a charitable or religious group and is required to use its proceeds for a charitable or religious purpose. Both of these requirements must be met in order to be eligible for licensing.

- 6.1.1. An organization that is not charitable or religious is not eligible for licensing regardless of its intended use of proceeds. Likewise, a charitable or religious organization with an intended purpose that is not charitable or religious will not be eligible for a Licence for the proposed purpose.
- 6.1.2. The charitable or religious organization is eligible for licensing if the organization is structured in a manner acceptable to SLGA, if the organization can prove a record of active delivery of a charitable or religious program to the community and if the organization is able to demonstrate a community need for the program or service it delivers. SLGA determines the existence of community need by the following:
  - (a) Whether the organization’s programs or services are reasonably available to members of the general public who qualify and wish to participate so as to provide a broad community benefit; and
  - (b) Whether the organization’s programs or services are unique to the community or fill a need that would otherwise not be met in the community.
- 6.1.3. Charitable or religious organizations/purposes are generally divided into four classifications:
  - (a) **Relief of poverty. Examples of relief of poverty include:**
    - Programs which provide relief of the disadvantaged;
    - Social services and educational programs for the emotionally or physically distressed.
  - (b) **Advancement of education. Examples of advancement of education include:**
    - Student scholarships;
    - Aid to schools;
    - Aid to libraries;
    - Aid to museums;
    - Aid to the arts; or
    - Aid to the preservation of cultural heritage.

(c) **Advancement of religion:**

- Organizations such as churches, parishes, congregations, and lay groups, involved in furthering religious principles or objectives.

(d) **General benefit to the broad community. Examples of purposes deemed to be of general benefit to the broad community include:**

- Improvements to the quality of health;
- Support of medical research;
- Aid to medical treatment programs;
- Supply a facility for the community's use; or
- Support of eligible competitive amateur athletics.

6.1.4. To be eligible for gaming licensing, the structure of the applicant organization must include:

- (a) A broad based volunteer membership which are representatives of the community at large;
- (b) An executive democratically chosen from its volunteer base;
- (c) Volunteer directors or officers;
- (d) Programs that benefit a large segment of the community, not members' self-interest;
- (e) Saskatchewan resident volunteers who establish, maintain control of and deliver the organization's programs; (Border communities may be an exception to this policy – see Eligibility, Border Communities - Section 6.23.);
- (f) A not-for-profit objective that meets the charitable or religious requirement;
- (g) Applicants who are incorporated under any statute must have bylaws that, upon dissolution of the applicant organization, require any assets remaining after paying debts and liabilities to be disbursed to eligible charitable or religious organizations or purposes.

6.1.5. The applicant organization must be able to prove a record of active delivery of its charitable or religious objectives or programs to the community for the previous six months.

6.1.6. The organization's proposed use of Gaming Proceeds must be in accordance with SLGA's Use of Gaming Proceeds guidelines.

6.1.7. Organizations engaged in any commercial activity that generates income for the personal gain of the organization's membership or others, are ineligible for licensing.

6.1.8. Organizations that charge fees for programs or services for the purpose of generating a profit rather than on a cost-recovery basis are ineligible for licensing.

- 6.1.9. An organization is not considered as charitable unless its object and purposes are exclusively charitable. Activities of the organization should be consistent in meeting its object and purposes.
- 6.1.10. Organizations whose application for licensing is under review by SLGA, or organizations already licensed by SLGA, shall immediately advise SLGA in writing of any changes to:
- (a) The organization's structure as required in Section 6.1.4, (for example, changes in the organization's executive, changes to the banking signing authority, etc.);
  - (b) The organization's objectives or purpose;
  - (c) The type or nature of programs or services that are delivered by the organization including changes to:
    - The date and/or time of program and/or service delivery;
    - The premises from which the program and/or service delivery is made;
    - The community or communities from which and to which program or service delivery is provided;
    - The intended recipients, participants or beneficiaries of programs or services; and
    - The facility access policy or procedures, for organizations that operate a public facility.
  - (d) Any other information provided to SLGA as part of the application process.
- 6.1.11. Provincial organizations may be eligible to conduct gaming events in more than one community in the province. To establish "provincial organization status" for Licences, subject to compliance with Section 6.16.3 "Related Organizations", organizations must establish with SLGA that:
- (a) The registered charitable objectives of the organization have a provincial focus;
  - (b) The bylaws of the organization provide for the establishment of offices in other Saskatchewan communities;
  - (c) The executive and membership lists of the organization indicate that membership is drawn from communities throughout Saskatchewan; and
  - (d) The organization has a record of service delivery and plans to continue to deliver its programs and/or services to communities throughout Saskatchewan.

## 6.2. Agricultural Society or Exhibition

Organizations, such as agricultural societies or exhibition boards, that conduct annual fairs, or exhibitions, may be eligible for licensing under section 207(1)(c) of the *Criminal Code*.

### Eligibility Policies

6.2.1. The following fairs, agricultural societies or exhibitions are designated by SLGA, pursuant to the authority provided in Order in Council 336/94 as fairs, agricultural societies and exhibitions where a lottery scheme may be conducted and managed, subject to obtaining a Licence from SLGA:

- Battlefords Agricultural Society Inc.
- Estevan Exhibition Association Incorporated
- Melville and District Agri-Park Association, Inc.
- Nipawin Exhibition Association Inc.
- Prince Albert Exhibition Association
- Regina Exhibition Association Limited
- Saskatoon Prairieland Park Corporation
- Swift Current Agricultural and Exhibition Association
- The Lloydminster Agricultural Exhibition Association Ltd.
- The Moose Jaw Exhibition Company, Limited
- The Yorkton Agricultural and Industrial Exhibition Association
- Weyburn Agricultural Society

6.2.2. Designation as a fair, agricultural society or exhibition as being eligible to conduct and manage a lottery scheme will not automatically result in a Licence being issued. As with any other applicant, an eligibility review will be conducted. Similarly, should an application be received from a fair, agricultural society or exhibition that is not designated as eligible, a review will be conducted to determine if the applicant should be added to the designation list.

6.2.3. In a municipality where an agricultural society or exhibition board does not exist or is inactive, and there is a record of an annual fair in the municipality that is operated by an established charitable organization, the charitable organization that operates the annual fair may be eligible for licensing.

6.2.4. Agricultural societies or exhibition boards are licensed in accordance with section 207(1)(c) of the *Criminal Code*.

### **6.3. Aid of the Distressed**

Organizations that have identified specific issues of social concern and actively work to address these issues by providing a variety of social services and educational programs may be eligible for licensing.

#### Eligibility Policies

6.3.1. Organizations that provide educational, counselling and/or information programs to the community may be eligible for licensing.

#### Ineligible

6.3.2. Organizations that are primarily commercial enterprises providing, through their facilities or programs, a public service or community benefit are not charitable. The “programs” of these organizations are generating income for the personal gain of the organization’s members or the organization is charging a fee for its services for the purpose of generating a profit.

6.3.3. Organizations formed for the primary purpose of lobbying to change government policy are not eligible.



## 6.4. Arts Organizations

Organizations that promote visual arts, the literary arts and the performing arts for youth, such as sculpture, writing, dance, theatre, opera, choral singing, symphonic music, bands, etc., may be eligible for licensing.

### Eligibility Policies

- 6.4.1. Organizations that develop and/or operate public facilities in which visual, literary, or performing arts activities are undertaken may be eligible for licensing.
- 6.4.2. Organizations that operate non-commercial or non-profit events may be eligible for licensing; for example, non-commercial galleries for public exhibition of the arts or non-profit festivals or competitions at which non-commercial artists participate.
- 6.4.3. Organizations that provide a public service at reasonable rates (cost recovery) to members of the public who normally would not have access to that service may be eligible for licensing.
- 6.4.4. Gaming Proceeds can be used to buy approved equipment, supplies or services for use in charitable works for which an admission fee is charged, such as an arts performance, as long as the admission fee is reasonable, the fee is set on the basis of cost recovery and the performance would not otherwise be available in the community.
- 6.4.5. Organizations that operate performing arts programs which are considered, by SLGA, as high profile and of broad community benefit may be eligible for gaming licensing regardless of the existence of a substantial youth component.
- 6.4.6. Organizations that are primarily adult may qualify for licensing if their programs are specifically developed to introduce visual, literary or performing arts to youth.

### Ineligible

- 6.4.7. When an art form is produced which is a marketable product, and/or members develop skills which become marketable services, the organization is not considered charitable as it serves the self-interest of its membership and others associated with it and therefore is not eligible for gaming licensing.

## **6.5. Associations of Employees, Occupations, or Professions**

Organizations formed by a group of employees, or those founded upon a common occupation or profession, with membership open to the general public, for the primary purpose of providing a charitable program or service that benefits the community, may be eligible for licensing.

### Ineligible

- 6.5.1. Organizations formed by a group of employees or those founded upon a common occupation or profession that are structured principally for self-help, personal benefit or the welfare of its membership, are not eligible for licensing.

## **6.6. Children’s Organizations**

Organizations that deal with children, that are not a commercial enterprise, and have identified specific issues of charitable concern and actively address these issues by providing a variety of social services and education programs for them, may be eligible for licensing.

### Eligibility Policies

6.6.1. Organizations that provide programs to children with mental or behavioural disabilities and also include children without disabilities as “role models” are eligible for licensing if the group can demonstrate that the “role models” are an essential part of the treatment program.

### Ineligible

6.6.2. Organizations whose membership consists primarily of professionals providing children’s services are not eligible for licensing.

## **6.7. Community Associations**

Organizations that are incorporated as Community Associations, or Organizations which provide the same types of functions as Community Associations (e.g. community recreation boards), may be eligible for licensing.

### Ineligible

- 6.7.1. Organizations that act as an extension of any level of government (municipal, provincial or federal) are not eligible.
- 6.7.2. Organizations formed primarily to provide social activities for community members are not eligible.

## 6.8. Educational Organizations

Schools and volunteer educational organizations within, or affiliated with, schools or educational institutions (such as school clubs/societies, student unions, parent teacher or alumni groups) that enhance the educational opportunities of students may be eligible for licensing.

### Eligibility Policies

- 6.8.1. Public schools or educational institutions established by statute are considered charities for the purpose of gaming licensing. Charitable fundraising, however, is not approved to replace government funding.
- 6.8.2. Private schools that are open to the public, upon payment of the required tuition, may be eligible for licensing.
- 6.8.3. The school or institution affiliated with the group must be recognized by the Saskatchewan Ministry of Learning.
- 6.8.4. The program(s) offered by the group must be reasonably available to all students who qualify and wish to participate.
- 6.8.5. The proposed use of proceeds (see Use of Proceeds, Education, Section 8.9 and Travel – Education, Section 8.17) must include at least one of the following:
  - (a) Shall provide a specific educational experience for elementary or high school students (such as field trips, athletic tournaments, cultural exchanges) that is not principally recreational or social in nature and which otherwise would not be available;
  - (b) Shall be used to purchase educational equipment and supplies (such as audio-visual equipment, athletic equipment, musical instruments, library books) which otherwise would be unavailable; or
  - (c) Shall be used, as approved by SLGA, for a charitable or religious object or purpose.
- 6.8.6. The ownership of any educational assets purchased with gaming profits shall be vested in the school or educational institution. (see Use of Proceeds, Education, Section 8.9)
- 6.8.7. Alumni organizations are not considered eligible if their objects are only to further the interest of its members; however, if their objects are of a broader purpose of furthering education and research at the University or educational institution, they may be considered eligible for licensing.

### Ineligible

- 6.8.8. Gaming Proceeds must not supplement any aspect of the operational or capital budgets, such as employee salaries, wages and benefits, building additions, renovations and utilities, of any school or educational institution that is created by statute and has a statutory duty to provide services to the public.
- 6.8.9. Parent or student committees created to raise funds to offset costs associated with graduation ceremonies or after graduation parties are not eligible for licensing.

## **6.9. Cultural Organizations**

Organizations identifying themselves with a specific ethnic or national origin that preserve or enhance their heritage, traditions and cultures by offering educational programs or cultural activities to the community may be eligible for licensing.

### Eligibility Policies

6.9.1. Where an organization maintains permanent facilities for its membership, yet provides means of reasonable access to these facilities by the general community and is also involved in projects which are usually considered charitable, 50% of the profits from gaming events may be used in respect of facilities and equipment. If the group provides facilities for community use, which are not available elsewhere in the community, SLGA may adjust the foregoing percentage.

### Ineligible

6.9.2. Cultural organizations organized solely to provide social or recreational activities for its members are not eligible for licensing.

## 6.10. Fundraising Organizations

Fundraising organizations such as foundations and “friends of” organizations, created for the purpose of aiding and supporting the charitable work of institutions and organizations, such as hospitals and schools, may be eligible for licensing.

### Eligibility Policies

6.10.1. Support organizations to schools, hospitals etc., must comply with the following standards in their proposed use of Gaming Proceeds:

- (a) Funds shall be spent on equipment, research or treatment which otherwise would be unavailable, or on any other approved bona-fide charitable or religious object or purpose;
- (b) Funds must not supplement in any aspect the operational or capital budgets of any institution/school that is created by statute and has a statutory duty to provide services to the public; and
- (c) The ownership of any equipment purchased with gaming profits shall be vested in the institution/school the organization was formed to support.

6.10.2. The governing body of the institution/school that is to benefit from the Gaming Proceeds of the fundraising organization must consent in writing to the group’s use of its name.

### Ineligible

6.10.3. Organizations formed solely for the primary purpose of fundraising for the principal group, outside of those described above, are not considered charitable for the purposes of obtaining a Licence.



## 6.11. Non-Government Organizations

Organizations that deliver programs for community service or public benefit and demonstrate a clear separation in funding and governance from publicly funded programs may be eligible for licensing.

### Eligibility Policies

6.11.1. In smaller communities/municipalities where traditional charities, such as service clubs, do not exist, SLGA may allow a recreation board or committee to obtain a Licence if the following applies:

- (a) The board or committee is autonomous of the municipal council;
- (b) Unelected volunteers form the majority of the board or committee;
- (c) The board or committee must not be obliged to follow the will of the municipal council;
- (d) The funds must be used for a charitable purpose and any funds remaining must not be paid back to the municipality, but rather used for other charitable purposes;
- (e) Upon dissolution all funds must be donated or used for charitable purpose approved by SLGA.

### Ineligible

6.11.2. Organizations created by public statute or other legislative instrument (e.g. a motion passed at a municipal council meeting) are normally considered a publicly governed body, and are not normally eligible for licensing.

6.11.3. Organizations funded from tax revenue are considered to be a publicly funded body if the funds are granted on terms or conditions that specify the funds be used to provide programs or services that government has a statutory duty to provide, unless the organization provides other charitable programs or services that provide a significant community benefit.

6.11.4. If any level of government exerts internal control or influence over an organization by appointing a majority of the organization's members and/or board of directors, the organization will not normally be eligible for licensing.

6.11.5. Notwithstanding the above, an organization is not eligible for licensing if, in the opinion of SLGA, the organization:

- (a) Receives or has received substantive public funds directly or indirectly; or
- (b) Is not sufficiently separated from an organization not eligible for licensing that receives or has received public funds; or
- (c) Is too closely connected with any level of government; or

(d) For any other reason is an inappropriate organization.

## **6.12. Historical Resource, Museums and Library Organizations**

Organizations engaged in activities that provide the general public with access to historical and educational resources, such as museums, libraries and historical book committees, may be eligible for licensing.

### Eligibility Policies

6.12.1. Organizations that develop and operate public facilities for the purpose of providing access to historical and educational resources may be eligible.

6.12.2. Public libraries are considered charitable for the purpose of gaming licensing, however, charitable Gaming Proceeds are not intended to replace government funding.

### Ineligible

6.12.3. Organizations whose activities primarily involve the social, recreational, hobby, commercial or professional interests of its members are not considered charitable and are not eligible for licensing.

### **6.13. Public Education Organizations**

Groups that provide public education or counselling programs, while presenting a balance of the range of views on particular issues of public concern, may be eligible for licensing.

#### Ineligible

6.13.1. Organizations formed with a primary purpose to lobby government or to affect changes in public policy are not eligible for licensing. In regards to this policy, lobby means conducting activities aimed at influencing or attempting to influence government in favour of a specific cause or position.

## **6.14. Medical Health Aid Organizations**

Organizations whose primary purpose is to assist those afflicted with a specific physical or mental disorder may be eligible for licensing.

### Eligibility Policies

6.14.1. Organizations structured as a “foundation” under The Regional Health Authorities Act may be eligible for licensing (See Eligibility, Fundraising Organizations - Section 6.10)

6.14.2. Organizations that support medical research, health care facilities or are support groups for the handicapped may be eligible for licensing.

### Ineligible

6.14.3. Hospitals, health centres and for-profit medical facilities are not considered charities for the purpose of licensing.

6.14.4. Organizations created to further the professional skills of a specific type of medical procedure or occupation, serve the self-interest of their members and others associated with them are not considered charitable groups eligible for licensing.

6.14.5. Organizations affiliated with commercial interests, such as for-profit medical procedures, are not considered charitable for licensing purposes.

## **6.15. Nature Conservation Organizations**

Organizations at the community or regional level that promote nature conservation through educational programs or the operation of public facilities may be eligible for licensing.

### Eligibility Policies

6.15.1. Conservation groups that preserve, restore and improve wildlife and its habitat may be eligible for licensing.

6.15.2. The treatment of injured or damaged, domesticated or wild animals, birds, insects or plants by volunteers provides a community service or public benefit and is eligible for licensing.

### Ineligible

6.15.3. The treatment, support, breeding or promotion of animals, birds, insects or plants for commercial profit is not eligible for licensing.

6.15.4. The support of a particular breed or species of animal for hobby, recreational or social purposes is considered self-interest and is not eligible for licensing.

6.15.5. Conservation groups that conduct lobbying activities or advocate change to public policy are not considered charitable for licensing purposes. Lobbying means conducting activities aimed at influencing government in favour of a specific cause or position.

6.15.6. Conservation groups affiliated with commercial activity such as the trapping or camping industry are not considered charitable for licensing purposes.

## 6.16. Related Organizations

For the purposes of bingo licensing, branches, subsidiaries, auxiliaries or organizations similarly affiliated with a charity are considered related to a charity. The Terms and Conditions governing bingo licensees may limit the principal or affiliated organizations from obtaining licensing at the same time. A review of the related organizations will occur as part of the licensing process.

6.16.1. Organizations are considered “related” if one of the following factors apply:

- (a) Membership in the affiliate organization(s) is limited to members of the principal organization;
- (b) The principal organization appoints directors to the affiliate organization(s) or the affiliate organization(s) appoints directors to the principal organization;
- (c) Decisions of the affiliate organization(s) are subject to review by the principal organization;
- (d) The principal organization and affiliate organization(s) have identical or similar services, programs and objectives, and the intent of forming the affiliated organization(s) was to obtain more gaming Licences than the principal organization might otherwise be permitted to obtain;
- (e) The majority of funds of either the principal or affiliate organization(s) is given to the other organization; or
- (f) The principal and affiliated organization(s) donate to or use a majority of their funds in support of a common charity.

6.16.2. Organizations that are not related in a manner identified in Section 6.16.1, but share all of the following characteristics, may be considered related for the purposes of bingo licensing if:

- (a) The principal organization and affiliate organization(s) share a common or overlapping executive;
- (b) The affiliated organization(s) was created pursuant to the bylaws of the principal organization;
- (c) The participants or beneficiaries of the principal and affiliated organization(s) programs consist largely of the same persons; or
- (d) The principal organization and affiliated organization(s) share the same bank accounts.

6.16.3. Organizations that have structures with provincial, regional, district and/or zone components are not considered related under this policy if all of the following circumstances prevail (see Provincial Organization status - Section 6.1.11):

- (a) Each organization is structured in accordance with Section 6.1 Basic Eligibility;

- (b) Each organization actively delivers a charitable or religious program in the community and uses its proceeds to support these programs;
- (c) Each organization maintains separate organization bank accounts; and
- (d) Written approval from the provincial governing body is included with each application for a Licence from the regional, district and/or zone organizations.

6.16.4. Charitable or religious organizations, such as amateur youth sports programs, operated under the auspices of a community league/Association (where membership in the community league/Association is a requirement to use the community league/Association facilities), are not considered related under this policy.

6.16.5. Related organizations that provide a common benefit to a large segment of the public, such as Boy Scouts, 4H, post-secondary institutions, etc., may be allocated a number of bingo Licences to be shared among the affiliated organizations.



## **6.17. Religious Organizations**

Religious organizations such as churches, parishes, congregations, and lay groups, involved in furthering religious principals or objectives, may be eligible for licensing.

### Eligibility Policies

6.17.1. This policy does not include lay groups with a religious affiliation involved in broad based charitable work in the community, although such groups may be eligible as a charitable organization (e.g. Knights of Columbus).

6.17.2. Organizations that make their programs available to the public and not just their members may be eligible for licensing.

6.17.3. Organizations that operate and develop places of religious worship, offering regular religious services and instruction, may be eligible for licensing.

### Ineligible

6.17.4. Organizations that make their programs only available to members and not to the general public would normally not be eligible for licensing.

## **6.18. Senior Citizens Organizations**

A seniors' organization that operates a facility in which all seniors in the community have reasonable access may be eligible for licensing.

### Eligibility Policies

6.18.1. Organizations that provide programs and services to assist seniors in the community may be eligible for licensing provided they provide a broad community benefit.

6.18.2. Seniors housing organizations conducting bingo within a senior's complex for the purposes of social activity for the tenants, and within the following guidelines, may be eligible for a Licence by way of letter:

- (a) Bingo Events must be restricted to tenants within the seniors complex only;
- (b) Outside advertising is not permitted;
- (c) The cost to participate is limited to a maximum of twenty five cents (\$0.25) per game;
- (d) The event revenues are to be used entirely to cover the cost of prizes or to assist in off-setting of other tenant activities for seniors; and
- (e) The primary intent of the bingo activity is to be for the entertainment of the senior tenants.

## 6.19. Sports Organizations

Sports organizations at the community or regional level that promote a charitable objective through the delivery of a structured, developmental and competitive amateur athletic program or outdoor sports program for youth or the disabled, either on an individual or team basis, may be eligible for gaming licensing.

### Eligibility Policies

- 6.19.1. Consistently the courts have held that sports by themselves are not charitable. The courts have found some sports activity to be charitable due to the object sought to be advanced and the character of the intended beneficiary. For example, sport has been recognized as part of the education of the young, and as therapy and relief of suffering for the disabled, which are themselves recognized as charitable activities as they are of broad community benefit. The provision of sports facilities for public use has also been recognized as charitable.
- 6.19.2. A structured, developmental and competitive amateur sports program is a program which contains the following characteristics:
- (a) The program is delivered by a group which operates with the approval and support of a governing body;
  - (b) There is a published set of rules and regulations established by the sport's governing body;
  - (c) There is an official schedule which shows the dates of sanctioned games or events for a specific season or year;
  - (d) The program utilizes accredited coaches recognized by the sport's governing body;
  - (e) The games or competitions are refereed or judged by officials approved by the sport's governing body;
  - (f) There are different age classifications or classifications of skill level for the players or competitors;
  - (g) The players or competitors have the opportunity to be promoted to a higher classifications category according to their age or skill level; and
  - (h) The players or competitors are not paid, directly or indirectly, for their participation.
- 6.19.3. A sports organization or team is considered Adult when any of its membership or players are over 21 years of age. An Adult sports organizations or team is not normally eligible for gaming licensing if the only programs it provides are for Adults. An Adult sports organization may be eligible for licensing only if it meets any one of the following:
- (a) The organization provides a structured, developmental and competitive amateur sports program for youth or the disabled. The organization shall only spend its

Gaming Proceeds on the youth, and/or disabled component. Gaming Proceeds cannot be used to directly support Adult sport programs. (Individual teams with Adult participants, or groups with nominal youth participants, would not qualify for this exemption).

- (b) The organization is affiliated with a post-secondary educational institution, and the athletes are registered students at the institution. The organization's athletic program must be administered under the auspices of the institution's athletic department, and the athletic department must have the approval of the institution's Board of Governors or President. The Board of Governors or President must approve of the proposed Licence and the purpose for which the Gaming Proceeds will be used.
- (c) The organization operates an athletic or recreational facility in which the general public (specifically youth) has the right to make use of the facility at least 50% of the time the facility is in operation and the hours of public use are reasonable. Membership cannot be a requirement for public use. Gaming Proceeds shall only be used for the provision, operation and maintenance of the facility.
- (d) SLGA determines that the public benefit to the province derived from the Adult sports program is of such importance that it warrants an exception to the policy that Adult sports organizations or teams are not eligible for gaming licensing.
- (e) If SLGA determines that the public benefit to the community derived from the Adult sports program is of such importance that it warrants an exception to the policy that Adult sports organizations or teams are not eligible for gaming licensing, and if the membership, participants or roster consists of 75% or more youth (21 years of age or younger). These would typically be those teams of very high profile in the community, who operate at a senior level of competitive activity for the particular sport, and the team supports the development of athletes in lower levels of sport in the community (i.e., coaching clinics and/or youth development camps).

6.19.4. An organization that operates an athletic or recreational facility may be eligible for licensing if the general public (specifically youth) has the right to make use of the facility at least 50% of the time the facility is in operation and the hours of public use are reasonable. Membership cannot be a requirement for public use. Gaming Proceeds shall only be used for the provision, operation and maintenance of the facility.

6.19.5. A governing body for a particular sport may be eligible for a Licence if:

- (a) It meets the criteria for recognition as a governing body outlined in Section – 6.19.6 (mandatory and non-mandatory characteristics);
- (b) It is responsible for the delivery of, and some of the costs associated with, a structured, developmental and competitive amateur sports program for youth, and/or the disabled; and
- (c) Gaming Proceeds are only spent on the youth, and/or disabled component.

6.19.6. A sport organization may be recognized as a governing body if it has the following mandatory characteristics and a majority of the following non-mandatory characteristics:

Mandatory Characteristics:

- (a) It facilitates the establishment and participation of clubs for its particular sport in the province;
- (b) It establishes and maintains rules of play and operational regulations, such as disciplinary, arbitration and appeal process guidelines for disputes, for the sport in the province; and
- (c) It provides programs and services, such as group insurance, safety programs and equipment and uniform purchases, for the sport's participants in the province.

Non-Mandatory Characteristics:

- (a) It provides training of coaches and officials for the sport in the province;
- (b) It provides a unified representative voice for the particular sport in the province; and
- (c) It is recognized as a governing body by Sport Canada and/or SaskSport.

Ineligible

6.19.7. Organizations that are formed to promote the individual leisure-time, recreational or social interests of its members, with activities focussed around participation in sporting events, are not eligible for a Licence.

6.19.8. A sport governing body that is not responsible for the delivery of, and some of the costs associated with, a structured, developmental and competitive amateur sports program is not eligible for licensing.

## 6.20. Umbrella Organizations

An umbrella organization that provides support to other charitable organizations and that also has responsibility for direct active delivery of charitable or religious programs or services to the community may be eligible for licensing. Umbrella organizations that have joint responsibility with charitable organizations for the direct delivery of programs or services to the general public, and actively contribute resources necessary to the delivery of these programs and services may also be eligible for licensing, e.g., governing bodies of eligible amateur sports leagues. (Note: “necessary” means the program or service cannot be delivered to the community in the absence of these resources.)

### Ineligible

- 6.20.1. An umbrella organization formed only to provide support or administrative services to a number of charitable organizations that share a common objective in delivering their programs and services in the community is not eligible for licensing.
- 6.20.2. An organization formed to provide resources, training or consultation services to assist charitable and religious organizations in the delivery of their programs or services to the community is not eligible for licensing.

## **6.21. Service Clubs, Veterans and Fraternal Organizations**

Organizations established on the basis of a national charter and whose general objectives relate to activities that provide community benefit, and “auxiliaries” of such organizations, may be eligible for licensing.

### Eligibility Policies

- 6.21.1. Community Service Organizations, such as nationally chartered service clubs, fraternal groups, veteran’s groups, and the United Way, that operate for the purpose of supporting community projects, organizations and assisting needy individuals may be eligible for licensing.
- 6.21.2. Auxiliary organizations that support community projects, organizations and needy individuals which are not the same as those supported by the principal organization may be eligible for licensing.
- 6.21.3. Auxiliary veteran, service and fraternal groups, such as Royal Canadian Legion Ladies Auxiliary organizations and Fraternal Order of Eagles Ladies Auxiliary organizations, are organizations formed in connection with the principal organization and whose purposes and objects conform to those of the principal organization. (See Eligibility, Related Organizations - Section 6.16)
- 6.21.4. Where an organization maintains permanent facilities for its membership yet provides a means of reasonable access to these facilities by the general community and is also involved in projects which are usually considered charitable, 50% of the profits from gaming events may be used in respect of facilities and equipment. If the organization provides facilities for community use, which are not available elsewhere in the community, SLGA may adjust the foregoing percentage.

### Ineligible

- 6.21.5. Auxiliary organizations whose primary purpose is to fundraise for the principal organization are not considered charitable, therefore are not eligible for licensing.
- 6.21.6. Organizations whose activities primarily provide recreational or social activities for its members are not eligible for licensing.

## **6.22. Youth Organizations**

Organizations that provide youth development programs and services in the community, such as the teaching of leadership, citizenship and community development skills, may be eligible for licensing.

### Eligibility Policies

6.22.1. The programs or services offered by the organization must be reasonably available to all youth in the community who qualify and wish to participate.

6.22.2. Sponsoring committees or support groups may be licensed on behalf of youth organizations involving minors, as long as the sponsoring group is adequately constituted and has the written approval of the governing body of the youth organization.

### Ineligible

6.22.3. The organization must have at least two members 18 years or older who are prepared to sign the application and financial report documents and to assume responsibility for the proper conduct of the gaming event. In the absence of at least two such members, the organization will not be eligible for licensing.



### **6.23. Border Communities – Lloydminster and Creighton/Flin Flon**

The following is the SLGA licensing policy for border communities. The policy does distinguish the differences that exist between the Lloydminster situation and the Creighton/Flin Flon situation:

- 6.23.1. Lottery chairperson must be a Saskatchewan resident.
- 6.23.2. All lottery records must be retained at a Saskatchewan address.
- 6.23.3. Lottery bank accounts may be opened in a financial institution located in either Lloydminster, Alberta/Saskatchewan or Creighton, Saskatchewan/Flin Flon, Manitoba.
- 6.23.4. The proceeds from lotteries must primarily benefit the residents of these border communities. In some circumstances a special community project, which may be in the immediate vicinity of the border community, may be outside of Saskatchewan.
- 6.23.5. Licences may be approved even though the official physical address of the organization is located in Alberta or Manitoba. Membership must include residents from Saskatchewan to be eligible for licensing.
- 6.23.6. Licence application from charities residing in Flin Flon will be considered for Bingo/Breakopen, Monte Carlo, or Texas Hold'em, (Breakopen Licences only for sale at the bingo hall), only if the facility hosting the event is located in Saskatchewan. Raffle applicants from Flin Flon will be required to obtain licensing from the Manitoba licensing body.
- 6.23.7. Approval will be given to Flin Flon organizations that have obtained a Raffle Licence from the Manitoba authorities, to sell their raffle tickets in Creighton, Saskatchewan.
- 6.23.8. Advertising may not be conducted through media outlets located outside Saskatchewan except for those media outlets located within the city of Lloydminster or within Creighton/Flin Flon. Furthermore, any charitable organization licensed to conduct charitable gaming in the province of Saskatchewan may advertise in a media outlet located within the city of Lloydminster or within Creighton/Flin Flon.

## 6.24. Co-operatives

Co-operatives that are structured to provide community services primarily for the benefit of the public and general welfare of the community, and have a low membership fee requirement, may be eligible for licensing.

### Eligibility Policies

- 6.24.1. Co-operatives are organizations that are owned by their members and are designed to provide services to its members. There are many types of co-operatives such as credit union co-operatives, consumer co-operatives, insurance and trust co-operatives and service co-operatives to list a few. Co-operatives vary in their structure and membership. Some are structured for profit and some are structured not for profit. Service co-operatives are the typical type of not for profit co-operatives that may be licensed by SLGA.
- 6.24.2. Co-operatives that are structured to provide community services primarily for the benefit of the public and general welfare of the community, and have a low membership fee, may be eligible for licensing.
- 6.24.3. The organization must have a constitution and by-laws that support the Statement of Dissolution in *The Co-operatives Act Part XIV*.

*“Where a co-operative has a statutory reserve, it must be paid:*

- (A) To a non-profit corporation, association or co-operative established for the charitable or benevolent purposes;*
- (B) A co-operative established for a similar object;*
- (C) Any other person that the registrar may designate.*

SLGA would ensure the dissolution requires funds to be disbursed to a charitable organization as per (A) and (B) above.

### Ineligible

- 6.24.4. Co-operatives that are primarily structured to benefit its members or a business.
- 6.24.5. Co-operatives in which that profits generated by the co-operative go directly to the members or a business (i.e. producers and marketing co-ops, employment co-operatives, financial co-operatives, etc.).

## 6.25. Ineligible Organizations

The following are examples of organizations that are not eligible for a charitable gaming Licence. This section is not intended to capture all types of organizations but does provide a guideline for potential applicants. Each application, however, will be evaluated on its own merits.

### 6.25.1. Industry Promotion Organizations

- Organizations formed for the promotion and/or development of a particular industry intended for commercial profit are not eligible for licensing.
- The treatment, support, breeding or promotion of animals, birds, insects or plants for commercial profit does not provide a community benefit and is not eligible for licensing.
- The support of a particular breed or species of animal for hobby, recreational or social purposes is considered self-interest and is not eligible for licensing.

### 6.25.2. Nature Conservation Organizations

- Conservation groups that conduct lobbying activities or advocate change to public policy are not considered charitable for licensing purposes.
- Conservation groups affiliated with commercial activity such as the trapping or camping industry are not considered charitable for licensing purposes.

### 6.25.3. Chamber of Commerce/Board of Trade

- Chamber of Commerce/Board of Trade groups formed for the improvement and advancement of trade, commerce and the economic, civic and social welfare of an area are not eligible for licensing.

### 6.25.4. Political Parties or Campaigns

- Political parties are not eligible for licensing, nor will any use of proceeds be approved in support of a constituency or campaign.

### 6.25.5. Lobby Organizations

- Organizations formed with a primary purpose to lobby government or to affect changes in public policy are not eligible for licensing. In regards to this policy, lobby means conducting activities aimed at influencing or attempting to influence government in favour of a specific cause.

### 6.25.6. Hobby/Social Organizations

- Organizations that are primarily established to serve or further the self-interest of its members through the pursuit of leisure time activities based upon hobby, recreational or social activities are not eligible for licensing.

#### 6.25.7. Commercial, Professional and/or For-Profit Organizations

- Organizations that are primarily commercial or professional enterprises providing, through their facilities or programs, a public service or community benefit are not charitable. The “programs” of these organizations are generating income for the personal gain of the organization’s members or the organization is charging a fee for its services for the purpose of generating a profit.
- Organizations whose activities primarily involve the commercial or professional interests of its members are not considered charitable and not eligible for licensing.

#### 6.25.8. Arts Organizations

- When an art form is produced which is a marketable product, and/or members develop skills which become marketable services, the organization is not considered charitable as it serves the self-interest of its membership and others associated with it and therefore is not eligible for gaming licensing.

#### 6.25.9. Associations of Employees, Occupations, or Professions

- Organizations formed by a group of employees or those founded upon a common occupation or profession that are structured principally for self-help, personal benefit or the welfare of its membership, are not eligible for licensing.

#### 6.25.10. Government Related Organizations

- Organizations that act as an extension of any level of government (municipal, provincial or federal) are not eligible for licensing.
- Organizations created by public statute or other legislative instrument (e.g. a motion passed at a municipal council meeting) are normally considered a publicly governed body and are not normally eligible for licensing.
- Organizations funded from tax revenue are considered to be a publicly funded body and ineligible for licensing, if the funds are granted on terms or conditions that specify the funds be used to provide programs or services that government has a statutory duty to provide, unless the organization provides other charitable programs or services that provide a significant community benefit.
- If any level of government exerts internal control or influence over an organization by appointing a majority of the organization’s members and/or board of directors, the organization will not normally be eligible for licensing.
- Notwithstanding the above, an organization is not eligible for licensing if, in the opinion of SLGA, the organization:

- (a) Receives or has received public funds directly or indirectly;
- (b) Is not sufficiently separated from an organization not eligible for licensing that receives or has received public funds;
- (c) Is too closely connected with any level of government; or
- (d) For any other reason is an inappropriate organization.

6.25.11. Educational Organizations

- Gaming Proceeds must not supplement any aspect of the operational or capital budgets, such as employee salaries, wages and benefits, building additions, renovations and utilities, of any school or educational institution that is created by statute and has a statutory duty to provide services to the public.
- Parent or student committees created to raise funds to offset costs associated with graduation ceremonies or after graduation parties are not eligible for licensing.

6.25.12. Social Organizations

- Organizations created solely to provide hobby, social or recreational activities for its members are not eligible for licensing.

6.25.13. Fundraising Organizations

- Organizations formed solely for the primary purpose of fundraising for the principal group, outside of those described in Section 6.10, are not considered charitable for the purposes of obtaining a charitable gaming Licence.

6.25.14. Medical Health Aid Organizations

- Hospitals, health centres and for-profit medical facilities are not considered charities for the purpose of gaming licensing.
- Organizations created to further the professional skills of a specific type of medical procedure or occupation and serve the self-interest of their members and others associated with them are not considered charitable groups eligible for licensing.
- Organizations affiliated with commercial interests, such as for-profit medical procedures, are not considered charitable for licensing purposes.

6.25.15. Sports Organizations

- Organizations that are formed to promote the individual leisure-time, recreational or social interests of its members, with activities focused around participation in sporting events are not eligible for gaming licensing.

- A sports organization or team is considered Adult when any of its membership or players is over 21 years of age. An Adult sports organization or team is not normally eligible for gaming licensing if the only programs it provides are for Adults.
- A sport governing body that is not responsible for the delivery of and some of the costs associated with a structured, developmental and competitive amateur sports program is not eligible for licensing.

#### 6.25.16. Umbrella Organizations

- An umbrella organization formed only to provide support or administrative services to a number of charitable organizations that share a common objective in delivering their programs and services in the community is not eligible for licensing.
- An organization formed to provide resources, training or consultation services to assist charitable and religious organizations in the delivery of their programs or services to the community is not eligible for licensing.

#### 6.25.17. Service Clubs, Veterans and Fraternal Organizations

- Auxiliary organizations whose primary purpose is to fundraise for the principal organization are not considered charitable, therefore are not eligible for licensing.
- Organizations whose activities primarily provide recreational or social activities for its members are not eligible for licensing.

#### 6.25.18. Youth Organizations

- The organization must have at least two members 18 years or older who are prepared to sign the application and financial report documents and to assume responsibility for the proper conduct of the gaming event. In the absence of at least two such members, the organization will not be eligible for licensing.

#### 6.25.19. Co-operatives

- Co-operatives that are primarily structured to benefit its members or a business.
- Co-operatives in which the profits generated by the co-operative go directly to the members or a business (i.e. producers and marketing co-ops, employment co-operatives, financial co-operatives, etc.).

## 7. Use of Gaming Gross Revenues

### 7.1. General

The *Criminal Code* requires that all funds generated from charitable gaming be used for charitable or religious purposes. The stated intended use of net gaming revenue is a fundamental consideration in the licensing process. "Gross Revenue" shall only be spent on approved prizes, approved expenses and on charitable or religious purposes approved by SLGA.

#### Policies

- 7.1.1. "Gross Revenue" is defined as "all monies spent (bet) by patrons in order to participate in a lottery scheme".
- 7.1.2. The Licensee shall comply with SLGA policy and the Terms and Conditions pertaining to prizes, expenses and use of proceeds. The Terms and Conditions include the Class A Bingo/Charitable Gaming Event Terms and Conditions, the Class B Bingo/Charitable Gaming Event Terms and Conditions, the Class C Bingo Terms and Conditions, the Class C Restricted Bingo Terms and Conditions, the Small Bingo Terms and Conditions, the Media Bingo Terms and Conditions, the Breakopen Terms and Conditions, the Regular Raffle Terms and Conditions, the Large Raffle Terms and Conditions, and the Small Raffle Terms and Conditions, the Public Amusement Raffle Terms and Conditions, the Texas Hold'em Poker Tournament Terms and Conditions, and the Monte Carlo Charity Event Terms and Conditions, as well as any other Terms and Conditions issued by SLGA pursuant to a Licence.
- 7.1.3. "Gross Revenue" less approved cash prizes awarded at the licensed event, shall be deposited into the Licensee's designated lottery bank account (chequing account required).
- 7.1.4. All payments from the lottery bank account for approved prizes (excluding cash prizes awarded at the licensed event), approved expenses and approved charitable or religious purposes shall be made by cheque, payable directly to the vendor or supplier.
- 7.1.5. The books and records of a gaming Licensee are subject to review and/or audit by SLGA. The areas normally subject to a review and/or audit will include, but not be limited to:
  - (a) Books of original entry (including computerized records);
  - (b) Bank statements and cancelled cheques;
  - (c) Invoices;
  - (d) Event control sheets and event close-out summaries sheets;
  - (e) Contracts, agreements or similar documents;
  - (f) Payroll records;

- (g) Income tax and goods and services tax returns;
- (h) Minutes of Annual General Meeting (AGM) and executive meetings;
- (i) Bylaws;
- (j) External accountant/auditor's working paper files;
- (k) Annual (audited) financial statements; and
- (l) May include as well the business and financial records (as outlined above) of any entity (including but not limited to Societies, non-profits, Associations, Community Leagues, Corporations, Partnerships, Limited Partnerships, Joint Ventures, Proprietorships, etc.) that is associated with the Licensee and/or an executive or board member of the Licensee in receipt of any of the Licensee's gaming funds either directly, indirectly or through a series of transactions.

#### Ineligible

- 7.1.6. Proposed prizes, expenses and use of proceeds that do not comply with Terms and Conditions and SLGA policy shall not be approved.



## 7.2. Prizes

"Gross Revenue" shall only be used to pay for prizes that have been approved by SLGA.

### Use of Gaming Gross Revenues Policies

7.2.1. Prizes are anything of value, such as money, property, merchandise or services that a player of a game of chance, or mixed skill and chance, played during a licensed gaming event, has a chance to win.

7.2.2. Bingo, Breakopen, Texas Hold'em Poker Tournament, Monte Carlo Charity Event and Raffle prizes must be paid in compliance with the Terms and Conditions and in the manner authorized by the Terms and Conditions for each Licence type.

### Breakopen Prizes

7.2.3. Breakopen prizes as a percentage of Gross Revenue varies by unit type and is determined by the payout schedule for each approved unit. The payout schedule is printed on the unit flare and on the front of each individual ticket.

7.2.4. The maximum individual prize value for any one ticket is \$1,000.00.

7.2.5. Breakopen prizes in each game unit must be paid out in their entirety to the players.

### Raffle Prizes

7.2.6. Raffle prizes shall meet the following requirements:

- (a) The total ticket value shall be no more than 12 times the total retail value of all raffle prizes;
- (b) When the retail value of a merchandise prize exceeds \$2,500.00, independent confirmation of the prize value may be required; and
- (c) If a prize is used merchandise, one independent evaluation prepared by a recognized or licensed appraiser must accompany the application.

7.2.7. Applicant organizations may have to guarantee their raffle prizes. Such a guarantee may take the form of an irrevocable letter of credit in an amount equal to the value of the total prize package, a lawyer's trust account, or any other form of guarantee directed by SLGA. This evaluation will depend, although not exclusively, upon factors such as previous Licence activities, the organization's financial position, and the value of the prizes offered.

### Bingo Prizes

7.2.8. Advertising descriptions and values of prizes must accurately match prizes described in the licence application, the event program and available to be won at the Bingo/Charitable Gaming Event.

### Texas Hold'em Poker Tournament Prizes

- 7.2.9. Total prizes, including cash and the retail value of merchandise prizes, shall not exceed \$5,000 per tournament. Individual prizes per player may not exceed \$2,000, in cash or retail prize value.
- 7.2.10. Entry into an online poker tournament or other online gaming may not be offered as a prize.
- 7.2.11. Play at a tournament continues until either:
- All but one player is eliminated; or
  - The finishing time is reached, whichever comes first.

The order of finish for the tournament shall be determined as follows:

- If play continues until all but one player is eliminated, the order of finish shall be the order of elimination from last to first. The last remaining player shall be declared the winner.
- If more than one player remains at the finishing time, the order of finish shall be determined by ranking the value of chips held by each player at the end of play from highest to lowest. The player or players having the highest value of chips shall be declared the winner. Prize money will be distributed according to chip count, and payouts will be made according to a pre-determined payout structure.

### Monte Carlo Charity Event Prizes

- 7.2.12. Cash prizes are not allowed at a Monte Carlo Charity Event.
- 7.2.13. The total retail prize value of merchandise prizes shall not exceed \$5,000 per Monte Carlo Charity Event. Individual prizes per player may not exceed \$2,000 in retail value.
- 7.2.14. An entry into an online poker, Monte Carlo Charity Event or other online gaming may not be offered as a prize.
- 7.2.15. Prize distribution may be determined by either:
- An auction may be held and the accumulated winnings used to bid on merchandise prizes; or
  - Tickets may be purchased using the play money or chips, which tickets are then entered into a draw for merchandise prizes.

### Ineligible

- 7.2.16. SLGA does not permit the use of lottery proceeds in the payment of cash prizes, or other significant merchandise prizes, which are not a direct result of the winning a

lottery scheme. Lottery proceeds may be approved to purchase trophies or medals. Examples of this would be in the case of dance competition prizes, rodeo prizes, sporting events, etc.

### 7.3. Event Expenses

"Gross Revenue" may be used to pay Event Expenses that have been approved by SLGA.

#### Gaming Gross Revenues Policies

- 7.3.1. Event Expenses are the costs incurred by the licensed organization to operate an event.
- 7.3.2. Payment of any expense to a person supplying gaming supplies or services to a Licensee, other than a landlord who has no interest in the gaming event, shall only be made if the person is a registered gaming supplier, registered by SLGA.
- 7.3.3. If a Licensee (including a Class "A" Bingo Association Licensee) is unsure as to whether an expense is eligible, they should contact SLGA to obtain approval.

#### Bingo Expenses

- 7.3.4. Class "A" Licensees operate using a revenue sharing formula in which the Association retains all funds remaining after payment of prizes, and uses those retained funds to pay all other authorized administrative and operating expenses before disbursing the proceeds to the Class "B" Licensees.
- 7.3.5. Bingo expenses shall be approved in advance by SLGA. The following are eligible expenses; however, SLGA has the discretion to approve expenses in addition to those listed:
  - (a) Payment of approved registered staff and the cost of registering staff as gaming employees;
  - (b) Cost of bingo cards/paper;
  - (c) Advertising;
  - (d) Armoured car service;
  - (e) Office supplies and equipment;
  - (f) Travel expenses to relevant conferences, seminars, training sessions, etc. (written approval of SLGA and Association membership shall be obtained beforehand);
  - (g) Facility costs;
  - (h) Licence fees;
  - (i) GST;
  - (j) Banking fees;
  - (k) Audit fees;
  - (l) Capital projects (written approval of SLGA and Association membership shall be obtained beforehand);
  - (m) For Media Bingo only, commissions to card sellers as approved by SLGA;

- (n) Reasonable travel expenses when required to purchase Bingo/Charitable Gaming Event supplies or perform bingo deposit/banking duties as required by the Terms and Conditions (must be approved in advance by SLGA).

### Breakopen Expenses

7.3.6. Eligible Breakopen expenses include the following; however, SLGA has the discretion to approve expenses in addition to those listed:

- (a) Cost of tickets;
- (b) Licence fees.

### Raffle Expenses

7.3.7. Eligible raffle expenses must be approved by SLGA. Eligible raffle expenses include the following; however, SLGA has the discretion to approve expenses in addition to those listed:

- (a) Cost of prizes;
- (b) Cost of printing tickets;
- (c) Cost of advertising, including:
  - Posters, pamphlets;
  - Courier, postage, delivery;
  - Television and/or radio costs.
- (d) 1-800 #/telephone, bank charges, credit card fees;
- (e) Liability insurance;
- (f) Contracting a raffle management company (must be registered gaming supplier). Contract details must be submitted for prior approval as part of the licensing process;
- (g) Cost of fees and/or commissions paid to registered gaming suppliers of electronic raffle sales systems (i.e. electronic raffle systems for the operation of 50-50 or cash draws) for the use of this equipment;
- (h) Cost of leasing or purchasing electronic raffle sales hardware and/or equipment. A copy of all lease or purchase agreements must be provided to SLGA in advance of licensing to verify and approve all expenses;

Note: Charitable organizations who choose to outright purchase hardware and/or equipment to operate electronic raffles are not permitted to sub-lease any component(s) of these systems to other charitable organizations. To do so will require the charity to become a registered gaming supplier in the Province of Saskatchewan and would furthermore relinquish any future charitable gaming licensing from SLGA or IGR.

- (i) An SLGA approved commission to other SLGA approved charities or religious groups to sell tickets. (Note: These other charities must use the funds only for

SLGA approved purposes, see Use of Proceeds, Donations Within Saskatchewan - Section – 8.7);

(j) Licence fees.

7.3.8. The Licensee shall pay directly from the lottery bank account all expenses as approved by SLGA. Until the raffle prizes are secured, approved raffle expenses may be paid from non-gaming funds. Once the prizes are secured, revenue from the lottery bank account shall be used to reimburse the expenses paid from non-gaming funds, with the appropriate corresponding receipts.

#### Texas Hold'em Poker Tournaments Expenses

7.3.9. Liquor permitted establishments cannot charge Licensees a rental fee, directly or indirectly, for hosting a poker tournament held in the permitted area. A reasonable rental fee will be allowed for use of a licensed banquet room or unlicensed room.

7.3.10. Any rental fee charged for an unlicensed room or licensed banquet room must be a reasonable flat rate fee that is not connected to the gross or net proceeds of the gaming event, or the number of attendees at the event.

7.3.11. The operator of a permitted establishment may supply gaming equipment (cards, chips, etc.) for the event. However, only registered gaming suppliers can charge a rental fee for use of gaming equipment.

7.3.12. Texas Hold'em Poker Tournaments may be held in a bingo facility, either in a separate room or at a time when bingo is not being held. A reasonable flat rental fee for the room or hall may be charged, however, such fee cannot be connected to the gross or net proceeds of the gaming event, or the number of attendees at the event.

7.3.13. Table managers and dealers may be paid as long as they are registered gaming employees and the expense is approved by SLGA in advance. The cost of registering table managers and dealers is also an eligible expense.

#### Monte Carlo Charity Event Expenses

7.3.14. Liquor permitted establishments may charge Licensees a reasonable rental fee for the Monte Carlo Charity Events.

7.3.15. Any rental fee charged for an unlicensed room or licensed banquet room must be a reasonable flat rate fee that is not connected to the gross or net proceeds of the gaming event, or the number of attendees at the event.

7.3.16. The operator of a permitted establishment may supply gaming equipment (cards, chips, etc.) for the event. However, only registered gaming suppliers can charge a rental fee for use of gaming equipment.

7.3.17. Monte Carlo Charity Events may be held in a bingo facility, either in a separate room or at a time when bingo is not being held. A reasonable flat rental fee for the room or hall may be charged; however, such fees cannot be connected to the gross or net proceeds of the gaming event, or the number of attendees at the event.

#### Ineligible Bingo Expenses

7.3.18. Organizations applying to operate Class “C” or Class “C” Restricted Bingo in their own premises or the premises of related groups (see Eligibility - Section 6.16 – Related Organizations) are not allowed to charge rent and must specify on the application what costs are necessary to run the event.

#### Breakopen Expenses

7.3.19. The use of Breakopen revenues to pay operating costs of a Class “A” Bingo facility is not an eligible use of Breakopen proceeds, unless the Class A licensee is operating with the “all-in” revenue distribution formula and will then include breakopen revenue into the bingo association revenue sharing formula. The use of Breakopen proceeds to pay operating costs of a Class “C” facility will be evaluated based upon the charitable nature of the facility.

#### Raffle Expenses

7.3.20. The Licensee shall not pay any person or organization any remuneration, per diem, honoraria, or any other form of direct or indirect compensation or consideration for assistance in the conduct of a Raffle, without prior approval of SLGA.

#### Texas Hold'em Poker Tournaments Expenses

7.3.21. Paid workers, dealers and organizers such as management companies are not allowed as per the Texas Hold'em Poker Tournament Terms and Conditions.

7.3.22. Liquor permitted establishments cannot charge Licensees a rental fee, directly or indirectly, for hosting a poker tournament held in the permitted area. A reasonable rental fee will be allowed for use of a licensed banquet room or unlicensed room.

#### Monte Carlo Charity Event Expenses

7.3.23. Paid workers, dealers and organizers such as management companies are not allowed as per the Monte Carlo Charity Event Terms and Conditions.

7.3.24. Any rental fee charged for an unlicensed room or licensed banquet room must be a reasonable flat rate fee that is not connected to the gross or net proceeds of the gaming event, or the number of attendees at the event.

## 8. Use of Proceeds

### 8.1. General

The “Use of Proceeds” section contains examples of uses of proceeds that are both eligible and not eligible for charitable gaming revenues. This section is not intended to capture all types of uses but does provide a guideline for many potential applicants. Each application and proposed use of proceeds is evaluated on its own merits.

Gaming Proceeds shall only be spent on eligible charitable and religious purposes approved by SLGA.

#### Use of Proceeds Policies

- 8.1.1. "Gaming Proceeds" are funds remaining from total event Gross Revenue after the payment of approved prizes and approved Event Expenses. Gaming Proceeds shall also include all interest, dividends or other income earned on gaming funds deposited in interest accounts or held, with SLGA approval, in deposit certificates or investments made by a trustee.
- 8.1.2. Gaming Proceeds, in accordance with Section 207(1)(b) of the Criminal Code, are to be used only for charitable or religious objects or purposes.
- 8.1.3. For information of what is considered a charitable or religious purpose, see Section 6.1, Charitable and Religious Organizations - Basic Eligibility.
- 8.1.4. Gaming Proceeds shall only be used for SLGA approved purposes that are essential to and consistent with the delivery of the organization’s charitable or religious programs.
- 8.1.5. Gaming Proceeds shall be used to support the organization’s overall objectives, programs and services as approved, and not to provide benefits to specific or select members of the organization.
- 8.1.6. All payments for approved charitable uses shall be made by cheque or electronic transfer from the lottery bank account. The cheques or electronic transfer of funds shall be payable directly to the vendor. Cheques to individuals are not permitted unless prior approval has been granted by SLGA, and proper documentation is maintained to ensure the disbursement is for an approved use.
- 8.1.7. Charitable organizations are permitted to make electronic transfers to pay for approved charitable uses. Electronic payment methods may include the use of a credit or debit card in the charities name (online or in-person transactions) or the online transfer of funds to pay for goods and services (i.e. e-money transfers).
- 8.1.8. Reimbursements directly to individuals (by cheque or electronic transfer) is only permitted if the use of proceeds have been approved by SLGA in advance. If an individual associated with the charity has used a personal credit or debit card in the



purchase of approved goods and services, reimbursement is permitted by cheque or electronic transfer of lottery funds. Proper records/invoices must be kept for all reimbursements to individuals and proper documentation must conform part of the lottery records.

8.1.9. Gaming Proceeds shall normally remain in the respective lottery bank account until spent on the approved uses. If not required immediately (e.g. approved capital project) Gaming Proceeds may, with SLGA prior approval:

- (a) Be put into separate interest accounts; or
- (b) Be used to purchase deposit certificate(s); and
- (c) If Gaming Proceeds are re-directed as stated in (a) and (b), the following conditions apply:
  - i) investments made as stated in (a) and (b) shall be fully insured as defined in the *Canada Deposit Insurance Act*;
  - ii) the financial institution, account or deposit number, or details of other permitted investments and the total value of the funds transferred or invested shall be identified on financial reports;
  - iii) all interest, dividends or other income earned becomes part of gaming funds (Gaming Proceeds) and shall be retained in the separate interest bearing account or shall be retained as part of the investment if the income is in the form of shares or units; and
  - iv) when needed for approved uses, proceeds shall be transferred back to the lottery bank account to be disbursed.

8.1.10. Disbursements of Gaming Proceeds shall be made within 1 year of the expiry of the lottery Licence. Any extension of this period must have prior written approval of SLGA, and will normally only be given for capital projects.

8.1.11. If an organization does not disburse Gaming Proceeds within 1 year following the expiry of their Licence, SLGA will require the disbursement of these funds to approved charitable organizations or purposes.

### Ineligible

8.1.12. Cheques to individuals are not permitted unless prior approval has been granted by SLGA and proper documentation is maintained to ensure the disbursement is for an approved use.

## 8.2. Accounting Fees/Gaming Financial Reports

Licensed organizations, with SLGA approval, may use Gaming Proceeds to hire a professional accountant to prepare annual financial statements.

### Use of Proceeds Policies

- 8.2.1. All bingo, breakopen, raffle, texas hold'em poker tournament, monte carlo charity event, consolidated, supplementary, assistance fund and building account financial statements may be prepared by a professional accountant.
- 8.2.2. To be an allowable use of proceeds, the financial statements must be prepared by a member in good standing of Chartered Professional Accountants Saskatchewan.
- 8.2.3. On an individual basis, SLGA may consider the use of Gaming Proceeds to pay a small honorarium for the maintenance of the accounting and financial reporting requirements outlined by SLGA in the Terms and Conditions. Approval will only be given when the Licensee can demonstrate justifiable need.
- 8.2.4. The Licensee shall ensure that the payment of the above honorarium complies with Conflict of Interest requirements outlined in the Terms and Conditions. The Conflict of Interest requirements are as follows:

“The Licensee shall ensure there is no conflict of interest, real or perceived, with regards to the operation of gaming activity. A conflict of interest is any situation in which a Licensee or any officer, director, member or gaming employee of the Licensee or any person who supplies gaming services to the Licensee, either for himself/herself or some other person(s), promotes or attempts to promote a private or personal interest which results or appears to result in the following:

- (a) A conflict or interference with the exercise of his/her duties; or
- (b) A gain or an advantage by virtue of his/her position.

### **8.3. Administrative Costs**

Administrative costs are not typically considered charitable; however, administrative costs that are necessary to the delivery of a charitable or religious program or service are eligible uses of Gaming Proceeds.

#### Use of Proceeds Policies

- 8.3.1. Approved administrative expenditures shall normally be limited to a maximum cumulative total of 10% of Gaming Proceeds earned in the organization's previous fiscal year. Written approval of SLGA shall be obtained prior to an organization using more than 10% of Gaming Proceeds on administrative costs. A written request shall be forwarded to SLGA, providing a breakdown of the costs involved.
- 8.3.2. Administrative costs that are eligible for approval include:
- (a) Telephone, stationery, postage, bulletins, newsletters, and websites (costs for websites that communicate information to the public about the organization's community service programs);
  - (b) Space rental for regular membership meetings and storage, excluding payment to an organization member for space within a residence or on business premises belonging to an organization member or space rental for their facility or a related organization's (see Eligibility – Section 6.16 - Related Organizations) facility; and
  - (c) Office equipment and necessary office furnishings.

#### Ineligible

- 8.3.3. Administrative costs related to the internal administrative activities of the organization are not eligible uses of Gaming Proceeds. Those costs that are not eligible for approval include:
- (a) Food and beverages, unless they are part of the charitable program such as a "food bank";
  - (b) Salaries, wages or honorariums to persons for the performance of administrative duties;
  - (c) Legal fees.

## 8.4. Sports

Gaming Proceeds may be used to support eligible sports organizations (see Eligibility, Section – 6.19 - Sports Organizations).

### Use of Proceeds Policies

- 8.4.1. Gaming Proceeds may be approved to pay for the rental fees of a facility or a venue for the organization's sporting events.
- 8.4.2. Gaming Proceeds may be approved to pay for qualified officials and judges' fees. These fees are considered an integral part of regular or tournament competitions.
- 8.4.3. Gaming Proceeds may be approved to pay for coaching/instructor fees, providing the duties performed by the coach/instructor are essential to the organization's program delivery, the duties of the coach/instructor are performed by a person with specialized qualifications and the duties of the coach/instructor cannot be reasonably performed by a volunteer. If coaches/instructors fees are approved, this individual, or a related family member, shall not have lottery bank account signing authority or act as a contact person for the Licence.
- 8.4.4. Gaming Proceeds may be approved to purchase uniforms and equipment as long as they are required for the participation in the sport. The uniforms and equipment may not be for personal use, and ownership shall remain with the organization.
- 8.4.5. Gaming Proceeds may be approved to pay for membership, registration, affiliation or insurance fees to tournaments or to local, provincial, national or international governing bodies when the membership, registration, affiliation or insurance is related to an organization's specific objectives and provided that individual members of the organization do not also pay the fee.
- 8.4.6. Individual registration fees for members must include details of what these fees cover in order that duplication does not occur in SLGA approval process. For example, registration fees are typically directed towards certain expenses that may also be requested as part of the organization's budget.
- 8.4.7. Gaming Proceeds may be approved to pay for the following costs, for participants and coaches, associated with attending a competition. (Note: The athlete or team must meet the criteria for approved travel specified in Section 8.15 – Travel – Sports Organizations):
  - (a) Transportation costs to and from the competition;
  - (b) Local transportation costs while at the competition; and
  - (c) Accommodation and meal costs during the period of competition.
- 8.4.8. Gaming Proceeds may be approved to pay for awards such as trophies, plaques and ribbons. Such awards must be earned by achievement in the sport and not granted

for volunteer appreciation. The use of Gaming Proceeds for cash or merchandise prizes or any other prize of value is prohibited.

- 8.4.9. Volunteer coaches clinics and officials clinics are an acceptable use of Gaming Proceeds.
- 8.4.10. Expenses for either hosting a provincial or a national championship may be an approved use of proceeds.
- 8.4.11. In the case of membership sports clubs, such as boxing, wrestling or martial arts clubs, careful consideration will be given to ensure Gaming Proceeds are not used to offset a personal business. An elected volunteer executive from the membership is required. Coaches/instructors, as well as private facility owners (e.g. bowling), receiving a salary or benefits, directly or indirectly, from Gaming Proceeds, shall not have lottery bank account signing authority nor act as a contact person for the Licensee. These Licensees shall ensure that the Conflict of Interest guidelines outlined in the Terms and Conditions are adhered to.
- 8.4.12. Gaming Proceeds shall only be used for SLGA approved purposes that are essential to, and consistent with, the delivery of the sports organization's charitable or religious programs.

#### Ineligible

- 8.4.13. Uniforms and equipment may not be for personal use and ownership shall remain with the organization.
- 8.4.14. The use of Gaming Proceeds for cash or merchandise prizes or any other prize of value is prohibited.
- 8.4.15. A sports organization or team is considered Adult when any of its membership or players are over 21 years of age. Gaming Proceeds cannot be used to directly support Adult sports organizations or teams. Allowable exceptions are outlined in Eligibility – Section 6.19.3 - Sports Organizations.
- 8.4.16. Gaming Proceeds shall not be approved to pay for sports schools and/or clinics (e.g. hockey schools or skating schools) designed to improve individual skills and not of benefit to the broad membership.
- 8.4.17. Sport governing bodies shall not be approved to use Gaming Proceeds to pay expenses directly associated with a select club/team's operations. Use of Proceeds will be approved for sport governing bodies to use Gaming Proceeds for purposes which benefit all member clubs/teams, elite programs, and/or grass root development of the sport.
- 8.4.18. Consistent with 8.1.4 and 8.4.12, Gaming Proceeds shall not be approved for sports organizations to offer scholarships. A team considered to be high profile in the province which is mandated by their governing body/league to offer an educational

fund to its players (e.g. Western Hockey League) will be considered an exception to this policy.

## 8.5. Bursaries and Scholarships

Gaming Proceeds may be donated to a legally established charitable trust fund, whose purpose is to support educational bursaries or scholarships.

### Use of Proceeds Policies

- 8.5.1. Prior to SLGA approval of a donation to a trust fund, the organization shall provide to SLGA documentary evidence as to the legal status of the trust and the manner in which it is administered.
- 8.5.2. The trust funds may be administered by an approved SLGA body, such as a post-secondary educational institution which is governed by:
  - (a) Board of a university under the *Universities Act*;
  - (b) Board of a public college under the *Colleges Act*; or
  - (c) Board of a technical institute under the *Technical Institutes Act*.
- 8.5.3. Trust funds may also be administered by the licensed organization, subject to SLGA approval of the application selection process. The application selection process, which shall be included in the organization's application for licensing, shall include the following information:
  - (a) The eligibility criteria;
  - (b) The composition of the decision-making body responsible for reviewing the applications; and
  - (c) The number and value of the bursaries or scholarships awarded.
- 8.5.4. Organizations may only make cheque payments directly to individuals as a means of providing bursaries and scholarships if the recipient meets the organization's eligibility/criteria as specified in Section 8.5.3(a) above, and the organization has proof that the recipient is attending a recognized educational institution (e.g. tuition receipt).
- 8.5.5. Gaming Proceeds donated to legally established trust funds may be invested, with SLGA approval, in short term deposit certificates, with the interest earned then also becoming part of the Gaming Proceeds. The organization must provide to SLGA the serial number, value, interest rate, interest paid and the term of all approved short-term deposit certificates.
- 8.5.6. The bursaries or scholarships must be made available to all qualified residents of Saskatchewan, not just family members of the licensed organization and/or the family of the members of the board of selection. To this end, an acceptable method of ensuring the availability of the bursaries or scholarships to the broad community must be identified with the organization's application for a Licence.





## **8.6. Debt Retirement**

Gaming Proceeds may be used by a licensed group to pay debt incurred in the delivery of its approved charitable or religious programs or services.

### Use of Proceeds Policies

8.6.1. The debt must be incurred as the result of unplanned or inadvertent expenditures (e.g. emergency repairs to a public facility) to be considered as an eligible use of Gaming Proceeds.

### Ineligible

8.6.2. Gaming Proceeds shall not be approved to pay debt incurred from the operation of non-charitable or non-religious activity.

8.6.3. Gaming Proceeds from one Licence cannot be used to cover gaming losses from another Licence, unless specific approval is given by SLGA.

## **8.7. Donations Within Saskatchewan**

Gaming Proceeds may be donated to or used in support of charitable or religious organizations within Saskatchewan that actively deliver a program or service which provides a broad community benefit.

### Use of Proceeds Policies

- 8.7.1. Raising Gaming Proceeds for the purpose of making donations to other charitable or religious organizations/purposes should be consistent with the nature or purpose of the fundraising organization.
- 8.7.2. Donated Gaming Proceeds must only be used for charitable or religious purposes. Organizations receiving donations must be considered eligible for a charitable gaming Licence.
- 8.7.3. The donor organization must record all donations and the purpose of each donation as part of its gaming records. The donor organization must retain a signed written request from the recipient organization stating the purpose for which the donation is to be used.
- 8.7.4. Donor organizations must provide SLGA with details of its proposed donation. If such details are not available at the time of licensing, the donor organization may be asked to provide criteria used in assessing potential recipients and/or details of donations made in previous years.
- 8.7.5. Annual donations of Gaming Proceeds to an individual charitable or religious purpose/organization within Saskatchewan require the prior approval of SLGA with respect to the specific details of the donation. The donor organization may be required to submit a written request from the recipient organization detailing the following:
  - (a) Name and address of intended recipient;
  - (b) The amount of the donation;
  - (c) The purpose or purposes for which each donation will be used. If the recipient organization is not licensed by SLGA, is not a recognized charitable organization such as the Red Cross, or is not involved in obvious charitable activities such as a food bank, then an eligibility review of the organization may have to be completed prior to any donations to the organization being approved; and
  - (d) Authorization to allow SLGA access to financial records, if required, to ensure donation was used solely for charitable or religious purposes.
- 8.7.6. Community Service Organizations (Community Service Organizations are defined as nationally chartered service clubs, fraternal groups and veterans groups, that operate for the purpose of supporting community projects or organizations and

assisting individuals in physical distress or who are victims of a physical disaster) may make annual donations of Gaming Proceeds to an individual charitable or religious purpose/organization within Saskatchewan, totalling less than \$5,000, without providing specific details to SLGA. The Licensee making the donation is responsible to ensure that the donations are made to organizations in accordance with the basic eligibility guidelines attached to the Licensees' approved spending budget and that the donated funds are to be utilized exclusively for charitable or religious purposes. Should an organization be unsure of whether the proposed recipient, or their purpose, is eligible, then these requests should be forwarded to SLGA for an eligibility review.

- 8.7.7. The Community Service Organization (the Licensee) may be periodically required to provide to SLGA details of donations made in previous years to ensure and monitor compliance with the eligibility guidelines.
- 8.7.8. Community Service Organizations making annual donations of Gaming Proceeds to a charitable or religious purpose/organization within Saskatchewan, totalling \$5,000 or greater, require the prior approval of SLGA with respect to the specific details of the donation. The donor organization may be required to submit a written request from the recipient organization detailing the following:
- (a) Name and address of intended recipient;
  - (b) The amount of the donation;
  - (c) The purpose or purposes for which each donation will be used. If the recipient organization is not licensed by SLGA, is not a recognized charitable organization such as the Red Cross, or is not involved in obvious charitable activities such as a food bank, then an eligibility review of the organization may have to be completed prior to any donations to the organization being approved; and
  - (d) Authorization to allow SLGA access to financial records, if required, to ensure donation was used solely for charitable or religious purposes.

### Ineligible

- 8.7.9. SLGA will not approve donations to organizations that would not be eligible for a charitable gaming Licence.
- 8.7.10. No donor organization, an individual member of the donor organization, or a corporation, society, non-profit group, partnership, limited partnership or proprietorship that the donor organization or an individual member of the donor organization is related to, shall directly or indirectly receive funds, goods, services or any other item of value from the recipient organization or from any individual member of the recipient organization or intermediary in return for a donation of Gaming Proceeds.

## **8.8. Donations Outside of Saskatchewan**

Gaming Proceeds may be donated to, or used in support of, charitable or religious organizations outside of Saskatchewan that actively deliver a program or service which provides a broad community benefit.

### Use of Proceeds Policies

- 8.8.1. Raising Gaming Proceeds for the purpose of making donations to other charitable or religious organizations/purposes should be consistent with the nature or purpose of the fundraising organization.
- 8.8.2. Donated Gaming Proceeds must only be used for charitable or religious purposes. To be an eligible use of proceeds outside of Saskatchewan, the nature of the project would have to be an eligible use of proceeds within Saskatchewan.
- 8.8.3. All donations of Gaming Proceeds outside of Saskatchewan require SLGA approval.
- 8.8.4. The donor organization must record all donations and the purpose of each donation in its gaming records.
- 8.8.5. An organization licensed to promote its unique culture and heritage within Saskatchewan may be given consideration for donations outside Saskatchewan and outside Canada, in accordance with approved uses for donating Gaming Proceeds.
- 8.8.6. Organizations that are required by their bylaws or other authority to transfer its Gaming Proceeds to a head office or to a governing body located outside of Saskatchewan must obtain prior approval from SLGA. In reviewing such requests SLGA may consider:
  - (a) Local needs in Saskatchewan for the particular charitable programs or services for which the organization is incorporated to deliver;
  - (b) The head office policy for setting priorities in program and service funding; and
  - (c) The head office record of returning to the province for program and service delivery a reasonable percentage of the funds raised in Saskatchewan.

### Donations Outside of Saskatchewan but Within Canada

- 8.8.7. Donations outside of Saskatchewan but within Canada will only be approved for the purpose of:
  - (a) Disaster/emergency relief;
  - (b) Supporting nationally recognized charitable programs that benefit Saskatchewan citizens such as the "Lions Eye Bank" and the Royal Canadian Legion's "Youth Polio Fund"; and

- (c) Supporting medical and educational research programs that may benefit all Canadians.
- 8.8.8. Organizations requesting to donate Gaming Proceeds outside of Saskatchewan but within Canada require prior approval from SLGA and must provide the following information with the request:
- (a) Name and address of intended recipient;
  - (b) Description of the project or purpose to which donated funds will be applied;
  - (c) The amount of the donation;
  - (d) Identify one responsible officer for the designated recipient of the donation;
  - (e) SLGA may in some cases request more details if the donation is substantial or if SLGA is unsure that the purpose is indeed charitable; and
  - (f) If the recipient organization is not licensed by SLGA, is not a recognized charitable organization such as the Red Cross, or is not involved in obvious charitable activities such as a food bank, then an eligibility review of the organization may have to be completed prior to any donations to the organization being approved.

#### Donations Outside of Canada

- 8.8.9. For donation outside of Canada, a request must be submitted and approved by SLGA before any Gaming Proceeds are spent. In addition, the donor organization must:
- (a) Be a Community Service Organization such as a service club, fraternal group, or veterans' group, which operates for the purpose of supporting community projects and organizations and assisting needy individuals; and
  - (b) Be actively engaged in projects and programs of international development assistance or international emergency relief.
- 8.8.10. Donations of Gaming Proceeds outside of Canada will only be approved for the purpose of:
- (a) International disaster/emergency relief;
  - (b) Projects in countries that SLGA considers as developing or underdeveloped; and
  - (c) Countries that appear on the Canadian International Development Agency (CIDA) list of countries and territories eligible for Canadian official development assistance, which support:
    - i) the development of local self-sufficiency in the provision of basic human needs for water, food, sanitation or shelter; or

- ii) the provision of primary health care (acute care and public health) and basic education (reading, writing and basic math).

8.8.11. Donations outside of Canada may be made directly to a specific eligible project or may be made directly to an organization which complies with the following standards:

- (a) Registered or incorporated in Canada for the purpose of carrying out projects and programs of international development assistance or international emergency relief (e.g. World Vision Canada, CARE Canada, Canadian Red Cross);
- (b) Actively engaged in projects and programs of international development assistance or international emergency relief;
- (c) Maintains a clearly identifiable fund to which Canadians voluntarily contribute funds for purposes of international development assistance or international emergency relief; and
- (d) Accepts donations of Gaming Proceeds and uses donated Gaming Proceeds for purposes approved by SLGA.

8.8.12. Organizations requesting to donate Gaming Proceeds outside of Canada require prior approval from SLGA and must provide the following information with the request:

- (a) Name and address of intended recipient;
- (b) Description of the project or purpose to which donated funds will be applied;
- (c) The amount of the donation;
- (d) Identify one responsible officer for the designated recipient of the donation;
- (e) SLGA may in some cases request more details if the donation is substantial; or if SLGA is unsure that the purpose is indeed charitable; and
- (f) If the recipient organization is not licensed by SLGA, is not a recognized charitable organization such as the Red Cross, or is not involved in obvious charitable activities such as a food bank, then an eligibility review of the organization may have to be completed prior to any donations to the organization being approved.

8.8.13. For donations outside of Saskatchewan or outside of Canada SLGA may, in certain circumstances, require any or all of the following:

- (a) Project title and location including project start/completion dates;
- (b) Detailed objectives of the project, total budget for the project and a budget specifying use of funds;
- (c) Other sources of funding for the project;

- (d) Personnel responsible for project administration and disposal of funds at project's location;
- (e) Identify one responsible officer for each stage of the movement of funds, including designated recipient at the final destination;
- (f) A written agreement signed by the recipient organization stating the recipient organization will:
  - i) maintain a record of donations showing the date, amount and source of donated funds received, as well as the date, amount and purpose of all disbursements of donated funds; and
  - ii) allow SLGA access to all records, including those at any financial institution, to make copies of such records and/or remove them for further examination.
- (g) A Statutory Declaration sworn by an executive member of the donor organization affirming that none of the donor organization, nor an individual member of the donor organization, nor a corporation, society, non-profit group, partnership, limited partnership or proprietorship that the donor organization or an individual member of the donor organization is related to, will directly or indirectly receive funds, goods, services or any other item of value from the recipient organization or from any individual member of the recipient organization or intermediary in return for a donation of Gaming Proceeds;
- (h) If the request is approved, the following Terms and Conditions may form part of the Licence:
  - i) the financial reports shall be accompanied by documents of expenditure which specifically relate to detailed items in proposed budget submitted with original request;
  - ii) the financial documents must be verified as correct by an official at final destination;
  - iii) the relevant Canadian Foreign Service official may be notified of the request and be asked to verify the project; and
  - iv) SLGA may request an audited statement of use of funds.

### Ineligible

8.8.14. No donor organization or individual member of the donor organization, nor a corporation, society, non-profit group, partnership, limited partnership or proprietorship that the donor organization or an individual member of the donor organization is related to, shall directly or indirectly receive funds, goods, services or any other item of value from the recipient organization or from any individual member of the recipient organization or intermediary in return for a donation of Gaming Proceeds.

## **8.9. Education**

Gaming Proceeds may be used for the costs of specific educational program(s) or support.

### Use of Proceeds Policies

- 8.9.1. Gaming Proceeds may be used to provide a specific educational experience for students that is not principally recreational or social in nature and which otherwise would not be available. All travel disbursements must comply with policy outlined in Section 8.17 - Travel: Education.
- 8.9.2. Gaming Proceeds may be used to purchase educational equipment and supplies such as audio-visual equipment, athletic equipment and musical instruments which otherwise would not be available.
- 8.9.3. The ownership of any educational assets purchased with Gaming Proceeds shall be vested in the school or educational institution.

### Ineligible

- 8.9.4. Gaming Proceeds shall not supplement in any way the operational or capital budgets of the educational institution or school, such as employee salaries, wages, and benefits, building additions, renovations, and utilities of any school or educational institution that is created by statute and has a statutory duty to provide services to the public.
- 8.9.5. Costs associated with funding graduations or after graduation functions are not an eligible use of proceeds as these events are of a social nature and are not considered to have a charitable or religious purpose.



## **8.10. Emergency Funds**

Gaming Proceeds may be used to provide relief for individuals or families in personal distress or who are victims of a physical disaster.

### Use of Proceeds Policies

8.10.1. Gaming Proceeds may be used to provide equipment and supplies or train volunteers during emergency situations.

8.10.2. The use of Gaming Proceeds to assist individuals or families in personal distress or who are victims of a physical disaster must be approved by SLGA prior to the disbursement of funds. Two executive members of the organization must submit the request in writing. The organization will receive confirmation from SLGA whether the request is approved or not approved.

### Ineligible

8.10.3. Emergency funds are not intended to be utilized for purposes that are not considered by SLGA as personal distress or the result of a physical disaster and that are typically funded by income security programs (e.g. Saskatchewan Assistance Plan or Saskatchewan Employment Supplement).

## **8.11. Equipment/Uniforms/Costumes/Vehicles**

Gaming Proceeds may be used to purchase or rent equipment, furnishings, uniforms, costumes and/or a vehicle if they are essential to the delivery of the organization's charitable programs or services.

### Use of Proceeds Policies

- 8.11.1. Ownership of the items purchased shall remain with the licensed organization. (Exceptions may exist, for example volunteer organizations affiliated with educational institutions).
- 8.11.2. Gaming Proceeds can be used to buy approved equipment, supplies or services for use in charitable works for which an admission fee is charged, such as an arts performance, as long as the admission fee is reasonable, the fee is set on the basis of cost recovery and the performance would not otherwise be available in the community.
- 8.11.3. Gaming Proceeds may be used to purchase uniforms and costumes under the following circumstances:
  - (a) The uniform or costume is required for competitive play, practice or artistic performance;
  - (b) The item is provided to the player or participant during the season and at the end of the season is returned to the licensed organization;
  - (c) Uniforms must have a distinctive logo or markings; and
  - (d) Players or participants do not use the item for activities not related to games, practices or performances.
- 8.11.4. Gaming Proceeds may be used to purchase a vehicle for community service programs under the following circumstances:
  - (a) The vehicle must be registered and insured in the name of the licensed organization;
  - (b) The vehicle must be used for, and essential to the delivery of, community service programs;
  - (c) The vehicle cannot be used for the personal use of any members nor for the administrative activities of the organization;
  - (d) When not in use for community programs, the keys must be controlled to prevent unauthorized use; and
  - (e) Gaming Proceeds may be spent on vehicle repairs, operation and insurance.

8.11.5. If equipment/uniforms/costumes/vehicles purchased from Gaming Proceeds are rented or sold by the organization, proceeds from the rental or sale must be returned to the gaming account.

Ineligible

8.11.6. Items of a personal, social or promotional nature may not be purchased with Gaming Proceeds.

8.11.7. Equipment or supplies that are used in any activity or operation that is intended to produce income cannot be purchased with Gaming Proceeds.

## 8.12. Facility

Organizations that provide a public facility may use Gaming Proceeds for the capital, rental and operating costs of the facility.

### Use of Proceeds Policies

- 8.12.1. In regards to this policy, facility includes both a physical structure and/or land. SLGA requires the address or location of the facility prior to the approving the use of Gaming Proceeds for this purpose.
- 8.12.2. Gaming Proceeds may be used for facility disbursements if:
- (a) The facility is owned by the licensed charitable or religious organization; or
  - (b) The charitable or religious organization has the legal right to occupy and control the facility through a contractual agreement such as a mortgage or lease; and
  - (c) The facility is accessible to the general public at least 50% of the time (at reasonable times); and
  - (d) The facility is located in Saskatchewan.
- 8.12.3. Eligible facility disbursements include:
- (a) Purchase of fixtures and furnishings;
  - (b) Facility mortgage, lease, or rental payments;
  - (c) Utilities;
  - (d) Insurance - fire and liability;
  - (e) Property taxes;
  - (f) Janitorial costs and supplies;
  - (g) Repairs and maintenance; and
  - (h) Renovations and leasehold improvements.
- 8.12.4. Gaming Proceeds may be used to purchase facilities. Prior to disbursing any gaming funds towards the purchase of a facility, the organization must submit a detailed business plan to SLGA which will include the following:
- (a) Description (including the location and square footage, and zoning of the proposed facility) and proof of project undertaking;
  - (b) Information as to final ownership and operating responsibility of the project;
  - (c) Total cost and details of financing, including a purchase agreement or agreement of sale;
  - (d) Projected timetable for construction, commencement and completion of project;

- (e) Proposed financial commitment from lottery proceeds for the project;
  - (f) An alternate disbursement of accumulated lottery funds, in the event the project does not proceed;
  - (g) Copy of minutes from the general membership meeting where members voted to accept the project undertaking;
  - (h) The proposed facility's public admission procedures; and
  - (i) If the facility is to be under the ownership of a local municipality, a statement of municipal support for the proposed project.
- 8.12.5. Organizations that provide a public facility, such as a community centre, which does not have areas for the exclusive use of members may use up to 100% of their gaming proceeds for approved facility disbursements as listed in 8.12.3.
- 8.12.6. Organizations that operate athletic or recreational facilities in which the general public has the right to use the facility at least 50% of the time the facility is in operation and the hours of public use are reasonable may use Gaming Proceeds for approved building disbursements as listed in 8.12.3.
- 8.12.7. Adult sports organizations that operate athletic or recreational facilities in which the general public (specifically youth) has the right to use the facility at least 50% of the time the facility is in operation and the hours of public use are reasonable may use Gaming Proceeds for approved facility disbursements as listed in 8.12.3.
- 8.12.8. An organization that provides a facility with public access areas and areas for the exclusive use of members and their guests may use up to 50% of its Gaming Proceeds for the costs of its facility. The remaining 50% of Gaming Proceeds must be applied to other approved uses. Examples include Legions and service clubs that provide clubrooms for members' social activities as well as public access areas.
- 8.12.9. Eligible facility disbursements may be spent from the organization's lottery account or from a separate account designated as a "building fund". If a separate account is created, SLGA must be provided access to these financial and banking records, as they would to the lottery bank account.
- 8.12.10. An organization that is limited to the use of 50% of its Gaming Proceeds for facility expenses and wants to use more than 50% must submit its request for review and approval to SLGA. Consideration for increasing the 50% maximum will only be given when the organization can demonstrate either financial need to the satisfaction of SLGA or can demonstrate it provides a facility for community use that is not available elsewhere in the community.

### Ineligible

- 8.12.11. Gaming Proceeds cannot be used for the purchase, maintenance or repair of equipment, furniture or a facility for income-producing operations or any other activity that appears to be of a commercial nature.

### **8.13. Public Education**

The provision of information through public education programs and/or submissions to government, which reflects a balance of views on a particular issue of public concern, may be eligible for use of Gaming Proceeds.

#### Ineligible

- 8.13.1. Gaming Proceeds cannot be used for disbursements related to supporting activities directed toward achieving changes in public policy or lobbying government in support of changes.
- 8.13.2. In regards to this policy, lobby means conducting activities aimed at influencing or attempting to influence any level of government in favour of a specific cause.
- 8.13.3. Gaming Proceeds shall not be used on political activities such as candidacy costs for public office, conventions of political parties and research costs for a particular political party.

## **8.14. Promotional Activities**

Gaming Proceeds may be used for promotional activities designed to increase public awareness and participation in charitable or religious programs.

### Use of Proceeds Policies

8.14.1. Promotional activities include advertising in newspapers, radio, television, posters, signs, pamphlets, letters and Internet web pages.

### Ineligible

8.14.2. Gaming Proceeds cannot be used to pay for promotional activities that benefit a commercial activity or enterprise.



## 8.15. Travel: Sports Organizations

Clubs and teams involved in structured, developmental and competitive amateur athletics may be approved to use Gaming Proceeds to travel to organized, structured and sanctioned competitive events.

### Use of Proceeds Policies

- 8.15.1. In order for the organization to be eligible to use Gaming Proceeds for travel expenditures, the competitive event must:
- (a) Form a regular part of the organization's programs, such as participation in scheduled league games, or in recognized or sanctioned league tournaments or competitions; or
  - (b) Be a recognized or sanctioned playoff or championship game or competition to which the individual or team qualifies due to successful play in Saskatchewan competition; and
  - (c) Be approved in writing by the proper governing body of the sport. The local governing body will normally approve competitions within Saskatchewan, competitions outside of Saskatchewan will normally be approved by the Provincial governing body and competitions outside of Canada will normally be approved by the Canadian or national governing body.
- 8.15.2. Gaming Proceeds shall only be used for the costs of direct-route transportation, meals and accommodation during the period of the actual activity or event. All payments shall be paid by cheque, payable directly to the vendor or supplier from the organization's gaming account.
- 8.15.3. Gaming Proceeds shall only be used to pay for the allowable expenditures of participants and a limited number of support personnel (coaches and team staff only). The number of support personnel is determined by the number of participants. For every 5 participants, an organization may use Gaming Proceeds to pay for the allowable travel expenditures of one support person.
- 8.15.4. Travel to represent the province at a western, national, or world championship may be an eligible use of proceeds. Qualification must include a requirement that the teams/participant qualify based upon competitive success, at a recognized national competition, not based upon an open invitation to attend. Qualification criteria must be submitted to SLGA from the sport governing body.
- 8.15.5. Eligible travel within Saskatchewan does not require specific prior approval of SLGA by way of a submitted itinerary if approval is requested and granted at the time of application.
- 8.15.6. For travel outside of Saskatchewan, a travel itinerary must be submitted and approved by SLGA before any proceeds are spent.

Ineligible

- 8.15.7. Activities and meals of a social nature, such as a banquet, are not an eligible use of Gaming Proceeds.
- 8.15.8. Travel outside of Canada is not eligible unless the individual or team has qualified to attend a sanctioned world championship recognized by the governing body of the sport in Canada.
- 8.15.9. Qualification to attend a world championship must include a requirement that the teams/participant qualify based upon competitive success, at a recognized national competition, not based upon an open invitation to attend. Qualification criteria must be submitted to SLGA from the sport governing body.
- 8.15.10. Gaming Proceeds cannot be used for travel expenditures that are recreational, social or administrative in nature.
- 8.15.11. Gaming Proceeds cannot be used for the travel expenditures of Adult participants or Adult sports teams. See Eligibility – Section 6.19.3 - Sport Organizations for allowable exceptions.

## **8.16. Travel: Conferences, Seminars, Workshops, Clinics, Meetings, Conventions**

Gaming Proceeds may be used to pay travel and related expenses to conferences, seminars, workshops, clinics, meetings and conventions that are directly related to the organization's charitable programs or services.

### Use of Proceeds Policies

- 8.16.1. The conference, seminar, workshop, etc. must be primarily organized for educational purposes related to a specific charitable program or service the organization supports or delivers to the community. Delegates attending must be in a position to train other members of their organization upon return.
- 8.16.2. Sports organizations and performing arts organizations may use Gaming Proceeds to pay expenses of coaches and instructors to attend conferences, seminars, etc. if the conference, seminar, etc. is directly related to the delivery of the charitable objectives approved for the organization when it was licensed.
- 8.16.3. Gaming Proceeds shall only be used for registration fees and the costs of direct-route transportation, meals, and accommodation during the period of the actual conference, seminar, etc.
- 8.16.4. In the case of service clubs, only registration fees will be approved for delegates attending annual conferences/convention, and only for those delegates required to attend.
- 8.16.5. A travel itinerary form must be submitted and approved by SLGA before any proceeds are spent.
- 8.16.6. Eligible travel within Saskatchewan does not require specific prior approval of SLGA by way of a submitted itinerary if approval is requested and granted at the time of application.

### Ineligible

- 8.16.7. Gaming Proceeds cannot be used for conferences, seminars, etc. that are primarily organized for administrative purposes. Service clubs may be approved if the conference, seminar, etc. relates directly to the operation of a program or service it sponsors.
- 8.16.8. No wages shall be paid, including any reimbursement of lost wages from an individual's regular employment, as a result of attending the conference, seminar, etc.

## **8.17. Travel: Education**

Gaming Proceeds may be used for travel that augments or enriches an educational institution or school's curriculum.

### Use of Proceeds Policies

8.17.1. The educational institution or school must be recognized by the Saskatchewan Department of Learning.

8.17.2. The trip must provide an educational experience which otherwise would not be available.

8.17.3. The governing body of the educational institution or school must endorse and sanction the trip in writing and confirm it is an enrichment of the approved educational curriculum. The proper authorities are:

- (a) Board of Governors of a University, College, Community College, etc.;
- (b) President of a post-secondary trade or vocational school;
- (c) School Board for high schools and elementary schools.

Note: A draft approval letter is available from SLGA.

8.17.4. In order for sports organizations affiliated with an education institution or school to use Gaming Proceeds for travel, they must comply with Use of Proceeds, Section 8.15 - Travel: Sports Organizations.

8.17.5. The trip must be reasonably available to all students who qualify and wish to participate.

8.17.6. Gaming Proceeds may only be used to pay for the allowable expenditures of students.

8.17.7. Proceeds shall only be used for the costs of direct-route transportation, meals and accommodation during the period of the actual activity or event.

8.17.8. A travel itinerary for out-of-province travel must be submitted and approved by SLGA before any Gaming Proceeds are spent.

8.17.9. SLGA must be provided with a list of the students travelling and a detailed breakdown of the costs per student.

8.17.10. In the case of student or youth exchange programs, Gaming Proceeds shall only be approved to cover costs of the participating Saskatchewan youths.

### Ineligible

- 8.17.11. Activities and meals of a social nature, such as a banquet, are not an eligible use of Gaming Proceeds.
- 8.17.12. Costs related to “hosting” exchange students or youth are not considered an eligible use of Gaming Proceeds.

## **8.18. Travel: Performing Arts Group**

Organizations involved in activities such as music, dance and drama may use Gaming Proceeds for travel if the organization is participating in a recognized and organized event, such as a competition or festival.

### Use of Proceeds Policies

8.18.1. To be eligible to use Gaming Proceeds for travel outside of Saskatchewan, the organization must:

- (a) Be selected because of its level of creative achievement or success;
- (b) Be entered in a recognized and organized competition or festival in which there is a formal evaluation or adjudication process, with qualified judges or adjudicators who evaluate the participants' efforts and publish their opinions; and
- (c) Have a bona fide invitation from the organizing or sponsoring body.

8.18.2. Gaming Proceeds shall only be used for the costs of direct-route transportation, meals and accommodation during the period of the actual activity or event.

8.18.3. Gaming Proceeds shall only be used to pay for the allowable expenditures of participants and a limited number of support personnel. The number of support personnel is determined by the number of participants. For every 5 participants, an organization may use Gaming Proceeds to pay for the allowable travel expenditures of one support person.

8.18.4. In regard to this policy, support personnel are defined as teachers, instructors, and coaches.

8.18.5. Eligible travel within Saskatchewan may require specific prior approval of SLGA. The travel must be a requirement to deliver the organization's charitable program within Saskatchewan.

8.18.6. For travel outside of Saskatchewan, a travel itinerary must be submitted and approved by SLGA before any proceeds are spent.

### Ineligible

8.18.7. Activities and meals of a social nature, such as a banquet, are not an eligible use of proceeds.

8.18.8. Gaming Proceeds cannot be used for the travel expenditures of Adult participants.

8.18.9. Travel outside of Canada is not eligible unless the organization has qualified to attend based upon success at a recognized national competition or festival where a

formal evaluation or adjudication process has occurred. The organization must also demonstrate that a similar activity does not exist in Canada.

## **8.19. Travel: Other**

Organizations that are involved in activities not specific to sports, educational institutions, or performing arts (for example: cadets, boy scouts, etc.) may use Gaming Proceeds for travel if the organization is participating in a recognized and organized event, such as a competition or festival.

### Use of Proceeds Policies

8.19.1. To be eligible to use Gaming Proceeds for travel outside of Saskatchewan, the organization must:

- (a) Be selected because of its level of achievement or success;
- (b) Be entered in a recognized and organized competition or festival in which there is a formal evaluation or adjudication process, with qualified judges or adjudicators who evaluate the participants' efforts and publish their opinions; and
- (c) Have a bona fide invitation from the organizing or sponsoring body.

8.19.2. Gaming Proceeds shall only be used for the costs of direct-route transportation, meals and accommodation during the period of the actual activity or event.

8.19.3. Gaming Proceeds shall only be used to pay for the allowable expenditures of participants and a limited number of support personnel. The number of support personnel is determined by the number of participants. For every 5 participants, an organization may use Gaming Proceeds to pay for the allowable travel expenditures of one support person.

8.19.4. In regard to this policy, support personnel are defined as teachers, instructors, and/or coaches.

8.19.5. Eligible travel within Saskatchewan may require specific prior approval of SLGA. The travel must be a requirement to deliver the organization's charitable program within Saskatchewan.

8.19.6. For travel outside of Saskatchewan, a travel itinerary must be submitted and approved by SLGA before any proceeds are spent.

### Ineligible

8.19.7. Activities and meals of a social nature, such as a banquet, are not an eligible use of proceeds.

8.19.8. Gaming Proceeds cannot be used for the travel expenditures of Adult participants.

8.19.9. Travel outside of Canada is not eligible unless the organization has qualified to attend based upon success at a recognized national competition or festival where a



formal evaluation or adjudication process has occurred. The organization must also demonstrate that a similar activity does not exist in Canada.

## **8.20. Volunteer Expenses**

Gaming Proceeds may be used to reimburse volunteers for approved expenses incurred while providing charitable service.

### Use of Proceeds Policies

8.20.1. Eligible volunteer expenses are those incurred while providing the charitable service and are not those incurred in the fundraising process.

8.20.2. All claims for volunteer expenses must be supported by a voucher or receipt.

8.20.3. Volunteers working a licensed event may receive credits/points to help offset the cost of registration fees, competition fees and/or travel expenses for an approved charitable activity conducted by the Licensee. Credit/point system details must be submitted for prior approval from SLGA. The credits/points shall:

- (a) Not be redeemable for cash, nor shall they result in any refund payment to individuals;
- (b) Be non-transferable to other individuals or groups; and
- (c) Not be used for social/recreational purposes.

The organization shall also maintain records of the credits/points. The records are subject to review by SLGA. The records shall include the following information:

- (d) Names of volunteers earning the credits;
- (e) Dates the volunteers earned the credits;
- (f) Values of the credits earned;
- (g) Dates the credits were redeemed; and
- (h) Purpose(s) for which the credits were redeemed.

### Ineligible

8.20.4. The purchase of liquor is not an eligible volunteer expense.

8.20.5. Gaming Proceeds cannot be used to purchase meals or refreshments for volunteer's during/before/following the gaming event.

8.20.6. Volunteers working a licensed event shall not be paid, from Gaming Proceeds or from any other source of revenue, for their services. This includes, but is not limited to:

- (a) Cash payments;

- (b) Association or bingo Licensee "vouchers" which can be exchanged for cash;  
and
- (c) Receiving money, goods or services for personal use, from individuals that provide premises, services, equipment or supplies to events sponsored by the volunteer's group.

## 8.21. Wages, Salaries, Fees for Service, and Honorariums

Gaming Proceeds may be used to pay salaries, wages, and fees for service or honorariums only if the duties performed are essential to the organization's program delivery, the duties are performed by a person with specialized qualifications, and the duties cannot be reasonably performed by a volunteer.

### Use of Proceeds Policies

- 8.21.1. The services provided must be essential to an organization's charitable work in the community.
- 8.21.2. Duties must require technical skills. They cannot be reasonably done by volunteers.
- 8.21.3. Any individual being paid must have specialized qualifications.
- 8.21.4. Organizations proposing to pay wages, salaries, and fees for service and honorariums must complete and submit to SLGA a request to use Gaming Proceeds for wages or salaries. This request must include:
  - (a) The name and address of the individual proposed to receive the Gaming Proceeds; and
  - (b) The duties of the position, including a rationale relating to Section 8.21.1 – 8.21.3 above.

**NOTE: This information may not have to be completed for the fees of amateur athletic officials, such as referees and umpires.**

- 8.21.5. The Licensee shall ensure that the payment of the above wages, salaries, fees for service or honorarium complies with Conflict of Interest requirements outlined in the Terms and Conditions. The Conflict of Interest requirements are as follows:

“The Licensee shall ensure there is no conflict of interest, real or perceived, with regards to the operation of gaming activity. A conflict of interest is any situation in which a Licensee or any officer, director, member or gaming employee of the Licensee or any person who supplies gaming services to the Licensee, either for himself/herself or some other person(s), promotes or attempts to promote a private or personal interest which results or appears to result in the following:

- (a) A conflict or interference with the exercise of his/her duties; or
- (b) A gain or an advantage by virtue of his/her position.”

### Ineligible

- 8.21.6. Administrative duties are not eligible except for organizations representing the disabled, staffed by disabled individuals who cannot themselves perform administrative duties due to the nature of their disability.
- 8.21.7. Approval to pay a salary or wage is not transferable from one individual to another.
- 8.21.8. Payments of any kind to individuals with lottery bank account signing authority are prohibited.

## **8.22. Relief of Poverty**

Gaming Proceeds may be used to support programs that are designed for the purpose of relieving poverty within a community.

### Use of Proceeds Policies

8.22.1. SLGA requires the following information from Licensees that wish to develop programs for the purpose of relieving poverty:

- (a) Name of the program;
- (b) Purpose of the program and explanation of how it will assist in the relief of poverty within a community;
- (c) A list of people that will be involved in the program delivery;
- (d) A schedule of the days and hours of operation of the program, as well as the intended length of the program operation; and
- (e) A budget that includes all costs associated with the operation of the program and a list of all other revenue sources that will assist with program costs.

8.22.2. Gaming Proceeds may be used for the relief of poverty through programs designed to benefit the broad community. The programs may include, but are not limited to:

- The provision of a facility as a shelter for the homeless;
- The operation of a food bank in the community;
- The delivery of programs for the relief of malnutrition;
- The establishment and maintenance of a not for profit employment training centre for the unemployed and low-skilled;
- The provision of educational and instructional programs to the community to promote health care and disease prevention; or
- The provision of counselling and support services to persons of low income and their families.

### Ineligible

8.22.3. Gaming Proceeds are not intended to provide direct relief to individuals who are eligible to receive this funding from any income security program (e.g. Social Assistance Plan or Saskatchewan Employment Supplement).

## **8.23. Capital Expenditures**

Gaming Proceeds may be used for the purpose of a capital expenditure project (e.g. community facilities, sports facilities, etc.).

### Use of Proceeds Policies

8.23.1. The following information is required if lottery proceeds are to be used for a capital expenditure:

- (a) Description (including the location and square footage, and zoning of the proposed facility) and proof of project undertaking;
- (b) Information as to final ownership and operating responsibility of the project;
- (c) Total cost and details of financing including a purchase agreement or agreement of sale;
- (d) Projected timetable for construction, commencement and completion of project;
- (e) Proposed financial commitment from lottery proceeds for the project;
- (f) An alternate disbursement of accumulated lottery funds, in the event the project does not proceed;
- (g) Copy of minutes from the general membership meeting where members voted to accept the project undertaking;
- (h) The proposed facility's public admission procedures; and
- (i) If the facility is to be under the ownership of a local municipality, a statement of municipal support for the proposed project.

## 8.24. Cultural Organizations

Gaming Proceeds may be used by organizations with a specific ethnic or national origin that preserve or enhance their heritage, traditions and cultures by offering educational programs or cultural activities to the community.

### Use of Proceeds Policies

- 8.24.1. Gaming Proceeds may be used for the rental fees of a facility or a venue for the program or activity. Other necessary costs associated with hosting the program or event may also be approved by SLGA.
- 8.24.2. Where an organization maintains permanent facilities for its membership yet provides means of reasonable access to these facilities by the general community and is also involved in projects which are usually considered charitable, 50% of the profits from gaming events may be used in respect of facilities and equipment. If the group provides facilities for community use, which are not available elsewhere in the community, SLGA may adjust the foregoing percentage. (See Use of Proceeds, Facility – Section 8.12).
- 8.24.3. Gaming Proceeds may be approved to purchase uniforms, costumes and/or equipment as long as they are required for participation. The uniforms, costumes and equipment may not be used for personal use and ownership shall remain with the organization.  
(See Use of Proceeds, Equipment/Uniforms/Costumes/Vehicles – Section 8.11).
- 8.24.4. Gaming Proceeds may be approved to pay for coaching/instructor fees, providing the duties performed by the coach/instructor are essential to the organization's program delivery, the duties of the coach/instructor are performed by a person with specialized qualifications, and the duties of the coach/instructor cannot be reasonably performed by a volunteer. If coaches/instructors fees are approved, this individual or a related family member shall not have lottery bank account signing authority or act as a contact person for the Licence. (See Eligibility, Sports Organizations - Section 6.19 and Use of Proceeds, Wages, Salaries, Fees For Service & Honorariums - Section 8.21).
- 8.24.5. Gaming Proceeds may be approved to pay for awards such as trophies, plaques or ribbons.

### Ineligible

- 8.24.6. The uniforms, costumes and equipment may not be used for personal use and ownership shall remain with the organization. (See Use of Proceeds, Equipment/Uniforms/Costumes/Vehicles Section 8.11).
- 8.24.7. The use of Gaming Proceeds for cash or merchandise prizes or any other prize is prohibited.



- 8.24.8. Gaming Proceeds cannot be used to directly support Adult cultural activities (e.g. – dance groups) and funds should, whenever possible, be focused on the cultural education of youth.
- 8.24.9. Gaming Proceeds may not be used for cultural activities organized solely to provide social or recreational activities for its members.

## 8.25. Ineligible Use of Gaming Proceeds

The following are examples of uses of proceeds that are not eligible uses for charitable gaming funds. This section is not intended to capture all types of ineligible uses but does provide a guideline for potential applicants. Each application and proposed use of proceeds, however, will be evaluated on its own merits.

### 8.25.1. General:

- Cheques to individuals are not permitted unless prior approval has been granted by SLGA, and proper documentation is maintained to ensure the disbursement is for an approved use.

### 8.25.2. Administrative Costs:

- Administrative costs are not typically considered charitable; however, administrative costs that are necessary to the delivery of a charitable or religious program or service are eligible uses of Gaming Proceeds.
- Administrative costs related to the internal administrative activities of the organization are not eligible uses of Gaming Proceeds. Those costs that are not eligible for approval include:
  - a) Food and beverages, unless they are part of the charitable program such as a "food bank";
  - b) Salaries, wages or honorariums to persons for the performance of administrative duties;
  - c) Legal fees.

### 8.25.3. Debt Retirement:

- Gaming Proceeds shall not be approved to pay debt incurred from the operation of non-charitable or non-religious activity.
- Gaming Proceeds from one Licence cannot be used to cover gaming losses from another Licence unless specific approval is given by SLGA.

### 8.25.4. Sports:

- Uniforms and equipment may not be for personal use, and ownership shall remain with the organization.
- The use of Gaming Proceeds for cash or merchandise prizes or any other prize of value is prohibited.
- A sports organization or team is considered Adult when any of its membership or players is over 21 years of age. Gaming Proceeds cannot be used to directly support Adult sports organizations or teams. Gaming Proceeds cannot be used for the travel expenditures of Adult participants or Adult sports teams.

- Gaming Proceeds shall not be approved to pay for sports schools and/or clinics (e.g. hockey schools, or skating schools) designed to improve individual skills and not of benefit to the broad membership.
- Activities and meals of a social nature, such as a banquet, are not an eligible use of Gaming Proceeds.
- Travel outside of Canada is not eligible unless the individual or team has qualified to attend a sanctioned world championship recognized by the governing body of the sport in Canada. (see Use of Proceeds, Travel – Sports Organizations, 8.15.9)
- Gaming Proceeds cannot be used for travel expenditures that are recreational, social or administrative in nature.
- Sport governing bodies shall not be approved to use Gaming Proceeds to pay expenses directly associated with a select club/team's operations.
- Consistent with 8.1.4 and 8.4.14, Gaming Proceeds shall not be approved for sports organizations to offer scholarships. A team considered to be high profile in the province which is mandated by their governing body/league to offer an educational fund to its players (e.g. Western Hockey League); will be considered an exception to this policy.

#### 8.25.5. Donations:

- SLGA will not approve donations to organizations that would not be eligible for a Licence.
- No donor organization, an individual member of the donor organization, or a corporation, society, non-profit group, partnership, limited partnership or proprietorship that the donor organization or an individual member of the donor organization is related to, shall directly or indirectly receive funds, goods, services or any other item of value from the recipient organization or from any individual member of the recipient organization or intermediary in return for a donation of Gaming Proceeds.

#### 8.25.6. Education:

- Gaming Proceeds shall not supplement in any way the operational or capital budgets of the educational institution or school, such as employee salaries, wages, and benefits, building additions, renovations, and utilities of any school or educational institution that is created by statute and has a statutory duty to provide services to the public.
- Costs associated with funding graduations or after graduation functions are not an eligible use of proceeds as these events are of a social nature and are not considered to have a charitable or religious purpose.

#### 8.25.7. Equipment/Uniforms/Costumes/Vehicles:

- Items of a personal, social or promotional nature may not be purchased with Gaming Proceeds.

- Equipment or supplies that are used in any activity or operation that is intended to produce income cannot be purchased with Gaming Proceeds.

8.25.8. Emergency Funds:

- Emergency funds are not intended to be utilized for purposes that are not considered by SLGA as personal distress or the result of a physical disaster.

8.25.9. Facility:

- Gaming Proceeds cannot be used for the purchase, maintenance or repair of equipment, furniture or a facility for income-producing operations or any other activity that appears to be of a commercial nature.

8.25.10. Fundraising:

- Gaming Proceeds cannot be used to subsidize the cost of fundraising activities.
- Gaming Proceeds cannot be used to purchase any equipment, supplies or services that are to be used in any activity or operation which is intended to produce profit.

8.25.11. Lobbying or Political Activities:

- Gaming Proceeds cannot be used for disbursements related to supporting activities directed toward achieving changes in public policy or lobbying government in support of changes.
- Gaming Proceeds shall not be used on political activities such as candidacy costs for public office, conventions of political parties and research costs for a particular political party, or for campaign or constituency costs.

8.25.12. Promotional Activities:

- Gaming Proceeds cannot be used to pay for promotional activities that benefit a commercial activity or enterprise.

8.25.13. Social Events:

- Gaming Proceeds cannot be used to pay for social events. In regards to this policy, social events are defined as activities primarily designed to serve the hobby, recreation or personal interests of those attending.
- The purchase of liquor is not an eligible use of Gaming Proceeds.

8.25.14. Travel - Conferences:

- Gaming Proceeds cannot be used for conferences, seminars, etc. that are primarily organized for administrative purposes. Service clubs may be

approved if the conference, seminar, etc. relates directly to the operation of a program or service it sponsors.

- No wages shall be paid, including any reimbursement of lost wages from an individual's regular employment, as a result of attending the conference, seminar, etc.

8.25.15. Travel – Education:

- Activities and meals of a social nature, such as a banquet, are not an eligible use of Gaming Proceeds.
- Costs related to “hosting” exchange students or youth are not considered an eligible use of Gaming Proceeds.

8.25.16. Travel – Performing Arts Groups:

- Activities and meals of a social nature, such as a banquet, are not an eligible use of proceeds.
- Gaming Proceeds cannot be used for the travel expenditures of Adult participants.
- Travel outside of Canada is not eligible unless the organization has qualified to attend based upon success at a recognized national competition or festival where a formal evaluation or adjudication process has occurred. The organization must also demonstrate that a similar activity does not exist in Canada.

8.25.17. Wages, Salaries, Fees for Service, and Honorariums:

- Administrative duties are not eligible except for organizations representing the disabled, staffed by disabled individuals who cannot themselves perform administrative duty due to the nature of their disability.
- Approval to pay a salary or wage is not transferable from one individual to another.
- A payment of any sort to individuals with lottery bank account signing authority is prohibited.

8.25.18. Relief of Poverty:

- Gaming Proceeds are not intended to provide direct relief to individuals who are eligible to receive this funding from any income security program (e.g. Social Assistance Plan or Saskatchewan Employment Supplement).
- Gaming Proceeds cannot be used to purchase meals or refreshments for volunteer's during/before/following the gaming event.

8.25.19. Volunteer Expenses:

- The purchase of liquor is not an eligible volunteer expense.

- Volunteers working a licensed event shall not be paid, from Gaming Proceeds or from any other source of revenue, for their services. This includes, but is not limited to:
  - (a) Cash payments;
  - (b) Association or bingo Licensee "vouchers" which can be exchanged for cash; and
  - (c) Receiving money, goods or services for personal use, from individuals that provide premises, services, equipment or supplies to events sponsored by the volunteer's group.

8.25.20. Cultural Organizations:

- The uniforms, costumes and equipment may not be used for personal use and ownership shall remain with the organization. (See Use of Proceeds, Equipment/Uniforms/Costumes/Vehicles– Section 8.11).
- The use of Gaming Proceeds for cash or merchandise prizes or any other prize is prohibited.
- Gaming Proceeds cannot be used to directly support Adult cultural activities (e.g. – dance groups) and funds should, whenever possible, be focused on the cultural education of youth.
- Gaming Proceeds may not be used for cultural activities organized solely to provide social or recreational activities for its members.

## 9. Licensing Procedure

### 9.1. General Information

9.1.1. The licensing application process is intended to provide SLGA with sufficient information to ensure:

- (a) The applicant is a qualified charitable or religious organization; and
- (b) The proceeds will be used for qualified charitable or religious object and purposes.

**Note:** All charitable gaming applications, financial reports, Terms and Conditions and other relevant documents are available online at [www.slga.com](http://www.slga.com). Applications and financial reports can also be submitted online at this site.

9.1.2. The applicant should ensure the application is completed in detail and submitted for review with the appropriate documents and processing fees. A minimum of 15 working days is required for this review (this processing time is 7 working days for Small Raffle, Public Amusement Raffle and Small Class C Restricted Bingo applications).

9.1.3. The applicant should ensure that the following documents are submitted with the initial application:

- Constitution;
- Charter and Bylaws;
- Financial statement;
- Articles of Incorporation (if applicable);
- If applicable, a youth membership list which includes members names and birth dates;
- Travel groups are required to provide a list of those travelling, a trip itinerary, price quotes and other supporting documents regarding the trip. (Sections 8.15, 8.16, 8.17, 8.18 and 8.19 in the Use of Proceeds chapter outline the specific details required with respect to travel);
- Any other relevant documents describing the applicant's charitable or religious purpose or proposed use of proceeds.

9.1.4. Organizations that have been licensed previously may not be required to resubmit certain documents that have not been amended since the previous application (e.g. constitution). However, SLGA may, in its discretion, require some documents to be resubmitted. In addition, SLGA may request any further information deemed relevant.

9.1.5. Each organization must have a separate cheque bank account that is restricted to lottery proceeds only (a separate lottery account is not required for Small Raffle, Public Amusement Raffle and Small Class C Restricted Bingo Licences). A minimum of two bank-signing authorities who are not related by blood, adoption,

marriage or common-law marriage are required on all lottery accounts. All cancelled cheques are to be returned on the lottery account.

- 9.1.6. Specific details and cost breakdowns are required for the budget and use of proceeds portion of the application. If the lottery proceeds are for a capital expenditure project, the documents outlined in Section 8.23 must be submitted for review.
- 9.1.7. The approved application and Terms and Conditions for the operation of a lottery form a part of the Licence. Any change to a licensed lottery must be applied for, in writing. The Licensee must receive written approval of these changes from SLGA prior to the implementation of any change to the lottery scheme.
- 9.1.8. Price quotes are required for any merchandise prizes offered (e.g. vehicles, etc.) Confirmation may also be required to ensure that the group has sufficient funds to cover substantial prize payouts.



## 9.2. Raffles

- 9.2.1. Raffle: means a lottery scheme whereby for consideration, tickets are sold on a random chance of winning a prize, excluding Breakopen and scratch tickets but including such schemes as 50/50 draws, elimination draws, calendar draws, sports pools and rubber duck races or derbies, yet not so as to restrict the generality of the foregoing.
- 9.2.2. When applying for a Raffle Licence with retail prizes over \$2,500.00, some additional supporting documents are required:
- Price quotes of all prizes being offered (which may include appraisals or purchase agreements);
  - Copy of the contract if utilizing a lottery management firm;
  - Draft copy of all tickets and advertising;
  - Complete rules of play which outlines how the lottery will be conducted and the winners determined;
  - A list of other charitable or religious organizations participating in this lottery and sharing in the proceeds. A budget for these organizations may be required.
- 9.2.3. Tickets are not to be advertised, sold and distributed outside the Province of Saskatchewan.
- 9.2.4. All internet advertising must include the following information “tickets may only be purchased or sold within Saskatchewan.”
- 9.2.5. Tickets may be purchased or sold on the internet in accordance with section 10.2.2 of this Policy Manual.
- 9.2.6. The total value of tickets printed and offered for sale cannot exceed 12 times the retail value of all prizes to be awarded.

### 9.3. Bingos

- 9.3.1. Class “A” Licence: means a Licence issued to an Association to manage and coordinate activities related to Bingo/Charitable Gaming Events on behalf of all of the licensed charities operating at an Association Bingo Hall;

In addition to the general information requested with all applications, the following must be submitted with the Class “A” application form:

- Lease Agreement;
- Lease and/or Purchase Agreement including fee/rental schedule relating to electronic bingo minders (if applicable) (see below for additional detail);
- Management Agreement (if applicable);
- Articles of Incorporation (required);
- Proof of corporate renewal documents submitted;
- Most current audited financial statement;
- Association’s proposed and membership approved operating budget;
- Minutes of meeting approving operating budget;
- Detailed accounting of all funds disbursed to charity;
- Current bank statements;
- A list of all gaming employees indicating name, position, registration number, expiry date of the registration, and a current job description of all paid personnel;
- A list of voting members;
- A description of the revenue sharing formula (if applicable);
- Minutes from last annual general meeting.

If the application is for a new Class “A” Licence, SLGA also requires a business plan for the new location. SLGA will consider market conditions and charitable demand when deciding whether to issue the Licence. These applications will be forwarded to the Manager, Charitable Gaming and then to the Director, Licensing and Charitable Gaming, for review.

With the introduction of new Terms and Conditions relating to electronic bingo minder technology, effective January 7, 2014, Class A bingo associations are expected upon licence renewal to submit a copy of their lease and/or purchase agreement with a registered gaming supplier for the supply of the bingo minder machines and associated hardware and software.

The fee for a Class “A” application is \$1,000 per year.

- 9.3.2. Class “B” Licence: means a Licence issued to a single charitable or religious organization to conduct and manage Bingo/Charitable Gaming Events in conjunction with a Class “A” Licensee at an Association Bingo Hall.
- The applicant for a Class “B” Licence must have a minimum of one Bingo/Charitable Gaming Event assigned to it by the Class “A” bingo hall or Association.
- 9.3.3. Class “C” Licence: means a Licence issued to a charity or religious organization to conduct and manage a Bingo Event at a community bingo hall, where the total retail prize value per event is greater than \$1,000 and/or the number of events exceeds one per week;
- Current market conditions are considered before new locations can be approved. Application for new locations in a Class “A” market will be forwarded to the Manager, Charitable Gaming and then to the Director of Licensing for their review.
- 9.3.4. Class “C” Restricted Licence: means a Licence issued to a charity or religious organization to conduct and manage a Bingo Event at a community bingo hall, under which the total retail value of all prizes per event is not to exceed \$1,000, and is limited to one (1) Bingo Event per week;
- 9.3.5. Small Bingo Licence: means a Licence issued to a charity or religious organization to conduct and manage a Bingo Event at a community bingo hall, where the total retail value of prizes does not exceed \$1,000 annually and the number of Bingo events does not exceed one per week.
- 9.3.6. Media Bingo Licence: means a Bingo lottery scheme played using mass media communication. This includes, but is not limited to, radio, newspaper, magazine and television. Media does not include the use of the Internet or computer as a means to offer/communicate the game.

The initial application for a Licence must be accompanied by a complete written explanation of the procedure for operation of the Media Bingo. This submission shall include:

- (a) The duration of each event (commence and conclude times);
- (b) A copy of the rules of play;
- (c) The method of distributing and selling Media Bingo paper;
- (d) A list of outlets selling bingo paper (if any);
- (e) Details of commissions, if any, paid to selling agents or retailers and other selling and administrative expenses;
- (f) The method of disposing of and accounting for unsold Media Bingo paper;
- (g) The price charged per sheet of Media Bingo paper;
- (h) The method of collecting and recording receipts;

- (i) The method of determining Gross Revenue;
- (j) The number of prizes and the value of each to be paid out for each event;
- (k) The method of prize payout and recording of payment;
- (l) The procedure for dealing with unclaimed prizes;
- (m) A sample of the imprinting intended to be used on the Media Bingo paper;
- (n) The method of handling incoming phone calls during Media Bingo Event;
- (o) The name and address of the physical location that the organization proposes to provide for customers to participate in the Media Bingo Event (if any).

#### **9.4. Breakopens**

- 9.4.1. Breakopen Licence: means a Licence to conduct a lottery scheme wherein Breakopen Tickets are offered for sale to the public.
- 9.4.2. The Licensee shall purchase and sell only Breakopen Tickets approved by SLGA and purchased from a distributor authorized by SLGA.
- 9.4.3. Breakopen Tickets cannot be purchased until a Licence is approved.

## **9.5. Texas Hold'em Poker Tournaments**

- 9.5.1. Texas Hold'em Poker Tournaments: means an event, where a Licence is issued to a charitable or religious organization to conduct a Texas Hold'em Poker Tournament.
- 9.5.2. A Licence may be issued for up to one year, with no more than one Tournament per week to be held in the same location and at the same time each week. The tournament rules and betting structure must be identical for all Tournaments held under a single licence.
- 9.5.3. The application should provide SLGA with a clear description of the chips to be received with entry, ensuring all players receive the same denominations. Also, it is important that the application is clear on how the organization will ensure the chips used are unique to the event to prevent foreign chips from entering the event.
- 9.5.4. Each application must include the tournament betting structure, including the amount of the Ante (if required), the blinds and the progression of increase in the blinds. Tournament betting structure options are provided by SLGA and if using one of these options, which one must be noted on the application.

## **9.6. Monte Carlo Charity Events**

- 9.6.1. Monte Carlo Charity Events: means an event at which games approved by SLGA are played without the use of legal tender for the opportunity to acquire merchandise prizes.
- 9.6.2. The application should provide SLGA with a clear description of the amount of play money or chips to be received with entry. All bets must be made using play money or chips. No cash wagering is allowed. Also, it is important that the application is clear on how the organization will ensure the play money and/or chips used are unique to the event to prevent foreign chips from entering the event.
- 9.6.3. Only blackjack and wheels of fortune games are allowed. Roulette is not considered a wheel of fortune and therefore is not allowed at a Monte Carlo Charity Event. The rules of play for both blackjack and wheels of fortune are included with the Terms and Conditions.

## **9.7. Changes to Organization Structure, Purpose or Programs**

9.7.1. Groups whose application for licensing is under review by SLGA or groups already licensed by SLGA shall immediately advise SLGA in writing of any changes to:

- (a) The group's organizational structure (for example, changes in the organizations executive, changes to the banking signing authority, etc.);
- (b) The group's objectives or purpose;
- (c) The type or nature of programs or services that are delivered by the group, including changes to:
  - i) The date and time of program and/or service delivery;
  - ii) The premises from which the program and/or service delivery is made;
  - iii) The community or communities from which, and to which, program or service delivery is provided;
  - iv) The intended recipients, participants or beneficiaries of their programs or services; and
  - v) The facility access policy or procedures, for groups who operate a public facility.
- (d) Any other information provided to SLGA as part of the application process.



## **9.8. Addendums**

Any amendments to the lottery scheme require the Licensee to submit a request to SLGA. The Licensee must receive approval from SLGA prior to the implementation of any changes. These amendments include, but are not limited to:

- Changes in prize structure;
- Date event will occur;
- Cost of participating;
- Rules of play; and
- Additions or amendments to the approved use of proceeds.

## **9.9. Application Forms**

Information and application forms are available by contacting:

Saskatchewan Liquor and Gaming Authority  
(306) 787-5563      Toll free at 1-800-667-7565

or online at [www.slga.com](http://www.slga.com)

## 10. Operational Policies

### 10.1. Bingos

#### 10.1.1. Liquor in Bingo Halls

In certain circumstances, a bingo hall may be eligible for a liquor permit which will authorize the sale of liquor during bingo events. Information and applications are available by contacting:

Saskatchewan Liquor and Gaming Authority  
Licensing Branch  
(306) 787-5563 Toll free at 1-800-667-7565  
or online at [www.slga.com](http://www.slga.com)

#### 10.1.2. ATMs in Bingo

The installation of automated teller machines (ATMs) and the use of direct debit and credit card within bingo premises are permitted with the following conditions:

- The ATM is to be located off the bingo playing floor and in a location that cannot be directly seen by the bingo players;
- The Licensee posts problem gambling material at the ATM location, e.g., posters or stickers advising the player of the number of the Gambling Hotline; and
- Direct debit and credit card is to be utilized only at the paper sales counter, and cannot be used on the bingo playing floor.

#### 10.1.3. Bingo Attached to Casinos

SLGA will not licence a bingo hall to operate within a casino location. The bingo player must exit the casino premises to access entry into the bingo premises. There shall be no direct access from the casino into the bingo hall. This policy is intended to prevent one bingo hall from gaining a market advantage over other operations by providing access to multiple forms of gaming not available to all Licensees in that market.

#### 10.1.4. Conflict of Interest Policy – Class “A” Licensees

The Conflict of Interest section of the Terms and Conditions states:

“The Licensee shall ensure there is no conflict of interest, real or perceived, with regard to the operation of gaming activity. A conflict of interest means any situation in which a Licensee or any officer, director or member of the organization, or any person who supplies gaming services to the Licensee, either for himself or some other person(s), promotes or attempts to promote a private or personal interest which results or appears to result in the following:

- (a) A conflict or interference with the exercise of his/her duties; or
- (b) A gain or an advantage by virtue of his/her position.”

Class “A” Licensees operate, in some cases, multi-million dollar operations impacting several charities and their charitable purposes. As a result, the significance of the conflict of interest term is increased when dealing with Class “A” Licensees, their board members, and their policies and procedures. SLGA monitors the gaming industry for integrity and accountability, and Class “A” Association board members have a significant level of accountability. The allowance of certain conflicts would place the integrity and accountability of bingo gaming at risk. Although not intended to address all of the potential conflicts Class “A” Licensees may encounter, the following are some general guidelines pertaining to unacceptable conflicts encountered by SLGA:

- Members of the board of directors/executive of the Class “A” Licensee shall not hold positions of employment, by contract or otherwise, directly or indirectly, at the bingo hall or for the Association.
- Although it is not recommended, immediate family members of the board of directors/executive of the Class “A” Licensee may be employed, or contracted, by the bingo hall or Association provided that the individual on the Association board related to the individual seeking employment, disqualify themselves from any discussion or voting (including removal from the room where a discussion takes place) related to the employment of the family member and there is no real conflicts which exist pertaining to the role of the board member and the family member’s performance of duties.
- Board of directors/executives of Class “A” Licensees shall disqualify themselves from discussions or voting on any issues viewed as real, or perceived, conflicts of interest.
- Board/executive members should not benefit, directly or indirectly, from their positions with the Association.

#### 10.1.5. Bingo Hall Employees as Volunteers

In cases where registered gaming employees are also volunteers for licensed charities, all Licensees shall ensure that the employees’ volunteer activities are in compliance with the conflict of interest requirements outlined in the Terms and Conditions. The conflict of interest requirements outlined in the Terms and Conditions are as follows:

“The Licensee shall ensure there is no conflict of interest, real or perceived with regards to the operation of gaming activity. A conflict of interest is any situation in which a Licensee or any officer, director, member or gaming employee of the Licensee or any person who supplies gaming services to the Licensee, either for himself/herself or some other person(s), promotes or attempts to promote a private or personal interest which results or appears to result in the following:

- (a) A conflict or interference with the exercise of his/her duties; or
- (b) A gain or an advantage by virtue of his/her “position.”

To avoid the possibility of a conflict of interest, real or perceived, registered gaming employees are restricted from the following activities:

- Volunteering as a bingo worker in the hall in which they are employed; and
- Holding signing authority on lottery Licences or bank accounts for Licences issued for the hall in which they are employed.

This policy is not intended to restrict the volunteer activities of an employee generally. Therefore, registered gaming employees may be members of, and hold executive positions on, Licences that are issued for the hall where they are employed.

#### 10.1.6. Class “A” Membership Structure

To ensure that the bingo hall operation is controlled by and accountable to the charities licensed at that location, the following are required elements of the Class “A” association structure:

- (a) There shall be only one class of membership;
- (b) Upon being assigned bingo events at the hall, a charity shall automatically become a member of the association;
- (c) All members shall have equal voting rights;
- (d) All members shall have equal opportunity to be elected to board and/or executive positions;
- (e) The board shall be democratically elected by the membership;
- (f) The executive, if different from the board, may be chosen by the board or by the membership;
- (g) The association shall have a scheduling committee that is responsible for assigning bingo events to the members;
- (h) Scheduling committee members shall be democratically elected by the membership;
- (i) The term of any board or executive position should not exceed two years.

#### 10.1.7. Class “A” Membership Fees

Class “A” Licensees (bingo Association) may charge members a nominal annual membership fee. Annual membership fees exceeding \$100 and/or per event fees of

any sort may not be charged. Class “B” Licensees may use their lottery for proceeds for the payment of the annual membership fee.

#### 10.1.8. Loonie/Toonie Pots

Loonie and toonie pots are the same game, except that a loonie pot costs the player \$1.00 to participate, while a toonie pot costs the player \$2.00.

The game is played typically as follows:

- With the purchase of an admission book, the player is given the option of purchasing a chance to win the loonie/toonie pot by paying an extra \$1.00/2.00 and having the admission book validated (validation may be a stamp, hole punch, or some form of distinct marking). Typically only the regular games in the admission book are eligible for the loonie/toonie pot.
- At each event where the loonie/toonie pot is played a number is generated (e.g. first number of a designated game) and then posted in the hall. The number must be generated in the same manner at each event.
- If a player who has entered the loonie/toonie pot bingos on the selected number, he/she wins the loonie pot as well as the normal prize paid for achieving bingo on that game.

Loonie/toonie pots are considered to be just another bingo game within the program and are therefore subject to all the Terms and Conditions. The following are important requirements or items to be considered for the proper operation of a loonie/toonie pot:

- 100% of loonie/toonie pot sales are considered revenues wagered/bet and must be included in the Gross Revenue for that event;
- The prize can be paid either by cheque from the trust account (if one is kept) or by cash from the event proceeds or a combination of cash and trust cheque;
- All, or any portion, of the loonie/toonie pot prize from the event proceeds must be included in the total prizes for that event;
- The loonie/toonie pot is considered an incentive prize. The rules of play for the loonie/toonie pot must include those outlined in the Terms and Conditions, including:
  - The starting point for the incentive prize value;
  - the maximum or freeze point of the incentive prize value;
  - the amount the incentive prize will accumulate by and how often it will accumulate;
  - any additional information necessary to ensure that all participants fully understand the rules of play;
  - once the incentive prize has reached the maximum freeze point, if applicable, the incentive prize may remain until such time as it is won.

### 10.1.9. Cancellation Policy

The Saskatchewan Liquor and Gaming Authority have developed the following guidelines specifically relating to the cancellation or amending of Bingo/Charitable Gaming Events. The following process is required when cancelling or amending Bingo/Charitable Gaming Events.

- Bingo/Charitable Gaming Events must be conducted at the dates and times as approved on the Licence as required by the Terms and Conditions.
- Amendments, including cancellations, to a Licence will be considered by Licensing and Charitable Gaming if the event has not commenced. Once an event has commenced an amendment cannot be considered.
- To cancel or amend a Licence, the licensee must submit a written request to our office prior to the event. The request must be signed by two members of the charitable organization or Bingo Association.
- If an unforeseen circumstance occurs (i.e., power outage, unexpected severe weather, etc.) after the commencement of the Bingo/Charitable Gaming Event, notification should be immediately sent to SLGA outlining the circumstances and the results of the event reconciliation.

### 10.1.10. Association retained funds

#### *Contingency Fund*

Class “A” licensees may, with prior approval from SLGA, retain revenue in a contingency fund, up to a maximum of the equivalent of six (6) months’ operating expenses (calculated based on the average monthly operating cost from the previous fiscal year). The revenue retained will be in accordance with Section 6(b) of the Class “A” Bingo/Charitable Gaming Event Terms and Conditions, and shall not exceed 10% of funds remaining monthly after all prizes and all other expenses are paid. Any licensee that has reached or exceeded this maximum is not required to reduce the fund, but must cease collecting revenue immediately until the fund is reduced below the maximum.

The contingency fund may be used, without prior approval from SLGA, for unforeseen expenses (e.g. roof repair), or to supplement operating costs in months when operating losses are incurred. It may not be used to supplement operating expenses if no operating loss is incurred, or to supplement charity revenue.

#### *Sinking Fund*

Class “A” licensees may, with prior approval from SLGA, retain additional revenue in a sinking fund. The value of this fund is limited to the actual projected cost of the approved project(s). To obtain SLGA approval, the licensee must provide a written proposal outlining the following:

- Description of the project;
- Total cost and details of financing including a purchase agreement or agreement of sale, if applicable;
- Projected timetable for commencement and completion of project.

Approval will not be granted for projects that do not have a defined commencement and conclusion date.

If a proposed project is cancelled after fundraising has started, or if the project costs less than the funds that were raised, the Class “A” licensee must request approval from SLGA for an alternate use of any excess funds.

#### *Disbursement to Charities*

A Class “A” licensee that wishes to disburse retained funds to either member or non-member charities must provide SLGA with the rationale for disbursing the funds, and obtain approval to do so prior to submitting the proposal to the membership for approval. Funds disbursed to member charities must be deposited to the charities’ lottery bank accounts, and are subject to the approved use of proceeds. The funds are not to be included on the monthly charity disbursement report and will not be considered eligible for the Charitable Gaming Grant.

#### *Grandfather Clause*

At the time this policy takes effect, Class “A” licensees that wish to designate a portion of their retained funds as sinking funds must provide the information described in the Sinking Fund section in order to obtain approval from SLGA. All other funds will be considered contingency funds. Associations with contingency funds exceeding the six month maximum will not be required to disburse the excess funds; however, no additional funds may be accumulated until the contingency fund is reduced below the maximum.

#### 10.1.11. Internet Policy for Bingo Licensees

The Criminal Code prohibits ticket sales electronically. Internet advertising will be permitted but under the following conditions:

- Written notification of intention to advertise on the Internet is required during the application process;
- All Internet advertising must include the following statement:  
**“Tickets available for sale to Saskatchewan residents only.”**
- The Internet can be used to post information on the Bingo/Charitable Gaming Event, results of the Bingo/Charitable Gaming Event or information pertaining to the charitable organization;



- Tickets may be sold on the Internet. The Internet, websites, software and/or system may be used to:
  - Accept orders to purchase Tickets and to process the payments for Tickets;
  - Websites and/or software used to sell tickets online must restrict sales to ticket purchasers located within Saskatchewan. Orders from outside Saskatchewan shall not be accepted;
  - Receipts for online ticket sales may be emailed to customers if their place of residence has been confirmed as Saskatchewan;
  - Tickets purchased online must be emailed to customers separately from the purchase receipt; and
  - Customers who purchase their tickets online must be provided with the option to have their tickets mailed to them instead of receiving them by email.
- Licensees who choose to offer an online sales option for customers, as per Section 9(c) Raffle Terms and Conditions, must maintain other purchase options such as telephone or ticket books sales. Online sales may not be the only purchase option for customers.
- Licensees who choose to offer an online sales option to customers must ensure that all websites, software and/or system adheres to SLGA's *Integrity standards for Online Raffle Ticket Sales*.

## 10.2. Raffles

### 10.2.1. Raffle Types

#### *50/50 Draw*

A raffle lottery in which the prize is one half the value of all tickets sold during the event or defined period of the Licence. A ticket stub with a serial number corresponding to a sold ticket is placed in a drum or container for the purpose of a draw. When time restraints do not permit the completion of a stub identifying the purchaser, the purchaser may be required to be in attendance at the time of the draw or advised of the deadline for collecting the prize. Due to the structure of a 50/50 draw, the following policies will apply:

- Prize structures based on a percentage of sales or 50/50 type are permitted provided that all other Terms and Conditions for a raffle are met;
- The rules for the draw and the collection of prizes must be included in the application form and in any advertising whether on the ticket or in the media;
- In the case of 50/50 tickets sold during scheduled time periods, such as hockey games, it may not be possible to identify in advance the exact number of tickets and the prize amount to be awarded. Since the actual prize for each draw cannot be determined before the draw, the organization must indicate on the application the maximum total prizes that may be given out during the licensed time period;
- 50/50 draws may only be licensed where the applicant can demonstrate an ability to establish an audit trail and to comply with the Terms and Conditions.

#### *Calendar Draw*

A raffle lottery in which a calendar is sold with a sequentially numbered tear-off stub that is entered into a draw drum to enable drawing for prizes as they are indicated on the calendar:

- Calendars are for a month, a year, a season (e.g. sports), etc.;
- The tear-off stub from the calendar contains purchaser's name, address and phone number along with the ticket number matching that on the calendar. These stubs are entered into the draw drum;
- Draws are conducted in accordance with the allotted and approved prizes as stated on the calendar;
- Winning ticket stubs must be returned to the draw drum for subsequent draws;
- The rules for winning must be clearly stated on the application and must be declared on the calendar itself.

### *Chase the Ace Draw*

Tickets are sold over a 2 to 3 hour period (or as determined in the house rules). A ticket is drawn; the winning ticket holder cuts the deck, which may be a standard deck of cards provided that the deck is marked specific to this event (If a non-standard deck is used, that deck must also be clearly marked). If that reveals the Ace (or the designated winning card) they will win the building pot. If the Ace (or designate card) is not cut, the cut card is removed from the deck and destroyed. The winning ticket holder will receive the approved percentage of the ticket sales or consolation prize. The remaining cards are then secured until the next draw and the game starts over (that is, the process of selling tickets and cutting the deck/selecting a card repeats).

House rules must include:

- Draw location, day and time of ticket sales;
- Cost of tickets, number of tickets offered for sale and type of tickets being used;
- Prize percentages being offered and percentage retained by the licensee (ie: 50% retained by the licensee, 20% awarded for the day of the draw and 30% retained for the growing pot or consolation prizes);
- Type of cards being used and the winning card must be clearly defined (Ace of Spades, Old Maid, etc.);
- If the Ace of Spades (or the designated card) is drawn on the very first event, what is the process (ie: winner receives 50% of ticket sales);
- If players must be in attendance to win;
- Winning ticket will be announced, how many times and for what duration of time before another ticket is drawn. SLGA looks for a minimum of (the winning ticket being called 3 times for a 15 minute time frame in manner that the entrants present will be able to hear/see the announcement);
- The winning number must be announced verbally and displayed visually;
- Staff and the person involved with the set-up, cutting the deck, selling tickets, or drawing of the tickets are not eligible to participate;
- A “play out plan” is required if the license expires in the middle of the game. The license will be approved for one year only.

Additional operation requirements:

The licensee shall “mark” the cards that are specific for this particular licensed event. The deck should be flipped/shown to reveal the “Ace” is in the deck before and after each draw, if not won. The deck must be shuffled prior to each draw. Once a card is drawn from the deck, it will be destroyed. All cards (destroyed and still in the game) and cash must be retained in a secure place at all times, such as a safe, sealed envelope or something similar to ensure safe keeping. Any changes or

amendments to the game require approval by The Saskatchewan Liquor and Gaming Authority.

*Derbies, Duck Derby, Gopher Drop, Penguin Drop, etc.*

A raffle lottery in which participants buy a numbered ticket that corresponds to a numbered object (e.g. toy duck, toy gopher, toy penguin). Winners are determined by the order in which the objects achieve the goal. Some examples:

- Toy ducks are dumped into a river or other moving body of water. Winners are determined by the order in which the ducks cross the finish line;
- Toy gophers or penguins are dropped onto a target from a flying pass or a device designed to achieve sufficient elevation. Winners are determined by the order in which each approaches the centre of the target;

SLGA requires assurance that crowd control will be sufficient to ensure that those attending the event cannot interfere with the outcome.

Due to the unusual nature of this type of lottery, SLGA requires complete details concerning the control of ticket sales and the method of determining the winner(s) at the end of the race or event.

*Elimination Draw*

A raffle lottery in which all ticket stubs are placed in a drum and pulled out one at a time until the final ticket remains for the grand prize winner. Lesser prizes may be awarded at specific intervals such as every 25th or 50th ticket:

- Must use a two-part serial-numbered ticket, with one part retained by purchaser and one part (stub) retained by the Licensee for the draw;
- Prizes are awarded at specific intervals (e.g. every 25th ticket wins a prize) and the last remaining ticket in the drum wins the grand prize;
- Only purchased tickets are entered into the draw;
- If all tickets are not sold, adjustments to the interval of winning tickets must be made to ensure that all prizes are awarded;
- SLGA must be informed in advance of any changes to the distribution order of prizes.

**Note: Tickets sales on the Internet will be approved or allowed; please refer to Section 10.2.2 Internet policy for Raffle Licenses.**

### *Honey Pots*

A raffle lottery where entry is linked to attendance at a private membership club.

A honey pot typically takes one of two forms, as outlined below. SLGA may consider variations that maintain the integrity of the game as long as they are requested at the time of licensing.

#### Entry Option 1:

Only the tokens for paid entries are entered into the draw.

#### Entry Option 2:

The tokens for all members/event ticket holders are entered into the draw. The total number of tokens to be entered must be defined in the rules of play and cannot exceed the number of members/event ticket holders.

The following rules apply to all honey pot raffles:

- To be eligible to win a honey pot draw, the member/event ticket holder must pay the entry fee before the draw takes place;
- Charities must specify in the rules of play whether members/event ticket holders must be present at the draw to be eligible to win the prize. If members/event ticket holders are not required to be present in order to win, the club must have reasonable means of identifying and contacting the winner (for example, using a two-part entry ticket or maintaining a reference list that shows which entry token is assigned to which member/event ticket holder);
- Charities must specify in the rules of play whether drawing will continue each day until an eligible winner is drawn, or whether a single draw will be made for each day's prize. Charities may specify that a portion of the daily sales will be used to fund a consolation prize if the first draw does not meet all winner eligibility requirements.
- Where the first token drawn does not meet all winner eligibility requirements specified in the rules of play, the main prize is considered unclaimed, and is to be added to the prize pool for the following draw.
- Any prizes remaining in the prize pool on the final day of the Licence must be paid out using a method that is consistent with the rules of play established for previous draws. The Licensee must continue to draw tokens until all winner eligibility requirements, such as the requirement to pay the entry fee in advance or to be present at the draw to win, are met;
- The date of the final draw must be posted in the club/event facility and advertised to members/event ticket holders;
- The charity must retain a minimum of 20% of Gross Revenue for the licensed charitable object or purpose.

### *Large Raffle*

A raffle lottery containing prizes with retail value exceeding \$50,000.

**Note: First time applicants may be required to meet with SLGA staff to review their business plan.**

- Due to the complexity of these lotteries, the applicant must submit notification of intent to conduct a lottery 60 days prior to the proposed start date. Notification of intent must include: application, contract with management firm (if applicable), rules of the lottery, and available prize and advertising information;
- The applicant must indicate if they are using the services of a registered gaming supplier and provide a copy of the contract. All suppliers must be registered with SLGA as per the Terms and Conditions;
- The organization must state an actual guaranteed prize structure on all raffle advertising and tickets and award that amount regardless of the final number and value of tickets sold. It is also a requirement of the Terms and Conditions that the total value of the prizes to be awarded must be stated on both the ticket and any advertisements;
- SLGA may also require proof of financial ability to ensure the completion of the lottery (e.g. letter of credit, or proof of funds on deposit);
- Where property is offered as a prize, proof of ownership or offer to sell to applicant will be required, along with documentation concerning appraised value;
- A draft copy of any ticket order/entry forms and advertising must be submitted for approval prior to public distribution;
- A two-part serial-numbered ticket must be used, with one part retained by the purchaser and one part retained by the Licensee for the draw (unless an order form system is used);
- Ticket sales shall cease a minimum of 24 hours prior to the conduct of any draws;
- Stubs are placed in a draw drum and the winner is determined by random selection of stubs from the drum. These stubs are returned after each draw to allow equal opportunity to participate in all draws.

### *Regular Draw*

A raffle lottery in which the Licensee distributes a two-part ticket, with one part retained by the purchaser and the stub retained by the Licensee. The stubs of the sold tickets are placed in a draw drum from which a winner is drawn at random:

- The organization must state an actual guaranteed prize structure on the raffle ticket and award that amount regardless of the final number and value of tickets sold. It is also a requirement of the Terms and Conditions that the total value of

the prizes to be awarded must be stated on both the ticket and any advertisements;

- Must use a two-part serial-numbered ticket, with one part retained by the purchaser and one part retained by the Licensee for the draw;
- Stubs are placed in a draw drum and the winner is determined by random selection of stubs from the drum;
- Stubs are returned to the drum after each draw to allow equal opportunity to participate in all draws.

### *Sports Drafts*

A raffle lottery where participants exercise a choice of “players or teams” by choosing from a compiled master list. A winner is determined contingent on a combination of their choices and actual team/player performance during the sports season:

- Copy of proposed entry form and draft of advertising must be sent along with a fully completed application to SLGA;
- Licence number, entry cost, prizes and recipient of proceeds shall be printed on entry;
- Advertising or mail order solicitation of the draft is restricted to media outlets or residences in Saskatchewan and is intended for Saskatchewan residents only. The names and addresses of the media outlets who will be printing and distributing the draft entries and advertisements shall be included with the application;
- The draft shall not be sold or advertised outside of Saskatchewan;
- Interim draft point standings and/or names of prize winners, together with their point standings, shall be published in media outlets having origin in Saskatchewan.

### *Sports Pools*

A raffle lottery based on the results of an individual game or series of sporting events:

- Ticket purchasers may not choose their own scores or results, but must instead purchase a ticket that has pre-set results stated on it;
- The ticket must be sealed to prevent any external indication of the results stated on it;
- There is no skill involved in participation;
- The winner is determined by chance when holding the ticket matching the outcome of the game or series.

### 10.2.2. Internet Policy for Raffle Licensees

The Terms and Conditions prohibit ticket sales and advertising out of province. Internet advertising and sales are permitted but only under the following conditions:

- Written notification of the intention to advertise and sell tickets on the Internet is required during the application process;
- All Internet advertising must include the following statement:
- **“Tickets may only be sold within Saskatchewan.”**
- The Internet can be used to post information on the raffle, results of the raffle or information pertaining to the charitable organization;
- Information pertinent to a sports drafts can be included as raffle information to update ticket holders;
- Tickets may be sold on the Internet. The Internet, websites, software and/or system may be used to:
  - Accept orders to purchase Tickets and to process the payments for Tickets;
  - Websites and/or software used to sell tickets online must restrict sales to ticket purchasers located within Saskatchewan. Orders from outside Saskatchewan shall not be accepted;
  - Receipts for online ticket sales may be emailed to customers if their place of residence has been confirmed as Saskatchewan;
  - Tickets purchased online must be emailed to customers separately from the purchase receipt; and
  - Customers who purchase their tickets online must be provided with the option to have their tickets mailed to them instead of receiving them by email.
- Licensees who choose to offer an online sales option for customers, as per Section 9(c) Raffle Terms and Conditions, must maintain other purchase options such as telephone or ticket books sales. Online sales may not be the only purchase option for customers.
- Licensees who choose to offer an online sales option to customers must ensure that all websites, software and/or system adheres to SLGA’s *Integrity standards for Online Raffle Ticket Sales*.

### 10.2.3. Use of Playing Cards, Dice and Wheels of Fortune for Raffle Gaming

Playing cards, dice and/or Wheels of Fortune shall not be used as a method to determine the winner or winners of a raffle lottery. For integrity reasons, SLGA only authorizes the use of playing cards and/or Wheels of Fortune in conjunction with Texas Hold’em Poker Tournaments, Monte Carlo Charity Events or casino gaming. The Criminal Code prohibits anyone, except gaming facilities operated by government, from operating dice games for the purpose of gambling.



#### 10.2.4. Horse Racing Nights

Raffle licences are often issued for various schemes deemed to be gaming, although perhaps not a raffle in the conventional sense. Examples of this would be a duck derby or sports draft. Horse racing events may, at first glance, appear to be a type of unconventional raffle.

Section 202 of the *Criminal Code* addresses the prohibition against betting, bookmaking or pool selling based on the outcome of an event, and specifically references horseracing. Section 204 provides an exemption for bets made on horse races if the bets are made through an agency of a pari-mutuel system. This section goes on to describe several conditions under which pari-mutuel wagering is allowed on horse races, including the following:

“(3) No person or Association shall use a pari-mutuel system of betting in respect of a horse-race unless the system has been approved by and its operation is carried on under the supervision of an officer appointed by the Minister of Agriculture and Agri-Food.”

SLGA is authorized by Section 207 of the *Criminal Code* to ensure that only charitable or religious organizations are licensed to conduct and manage a lottery scheme and that all proceeds raised are used solely for charitable or religious objectives or purposes. In this regard, the *Criminal Code* outlines the types of gaming that are excluded as a “lottery scheme” for the purposes of Section 207. Section 207 (4) (b) specifically excludes bookmaking, pool selling and betting on races from the definition of a lottery scheme. Most of the “horse-racing” proposals submitted involve wagering on races already conducted. Concerns also exist with respect to the integrity of wagering on events which have already occurred but these issues are not relevant as these events are not allowed.

#### 10.2.5. Raffle Cancellation Procedures (once ticket sales have commenced)

A Licensee wishing to cancel a raffle shall:

(a) Submit a written request to SLGA stating:

- Reasons for cancellation;
- Confirmation of the number of tickets that have been sold;
- Total cash received from ticket sales; and
- Total expenses incurred up to the date of the request for cancellation.

(b) Once cancellation is approved advertise that the raffle has been cancelled and that ticket purchases will be refunded.

(c) Refund the total ticket purchase price to all ticket buyers by a specified time approved by SLGA.

- (d) Send a letter to SLGA, signed by two executive members, stating that all refunds have been made, and listing all expenses incurred in the operation of the raffle.

**Note: Approval for cancellation will not normally be provided if the raffle has essentially reached the break-even point.**

#### 10.2.6. Raffle Draw Date Amendments (once ticket sales have commenced)

A Licensee wishing to delay or extend their draw dates shall:

- (a) Submit a written request to SLGA stating:
- Reasons for the request to delay or extend draw dates;
  - Confirmation of the number of tickets that have been sold;
  - Total cash received from ticket sales; and
  - Total expenses incurred up to the date of the request for extension.

If approval is given to have the draw date amended, any purchaser's request for a ticket refund shall be accepted and a full refund issued.

**Note: Approval to extend or delay draw dates will not be provided except in extenuating circumstances. Extension of draw dates will not be approved if the raffle has essentially reached the break-even point.**

#### 10.2.7. Basic Ticket Draws

"Basic ticket" means a ticket without the purchaser's name, address and telephone number.

For regular and larger raffles, basic ticket draws will only be allowed in special circumstances as outlined below. Each circumstance will be review and approved by SLGA:

- (a) Sales are limited to a specific entertainment activity and sales only occur over a few hours during the activity.
- (b) Sales occur in the confined area in which the entertainment activity takes place.
- (c) The tickets are numbered consecutively (roll tickets are not acceptable).
- (d) If there are daily draws occurring on consecutive days, the same color ticket shall not be used on two consecutive days.
- (e) All tickets used for each draw are identical with the exception of the numbering (e.g. two different colors must not be used).
- (f) Appropriate ticket inventory control sheets are used for each draw to ensure that all sold tickets are entered into each draw.

- (g) The draw activity is announced to the public and occurs before the end of the entertainment activity when purchasers are likely to be present and can claim their prize.
- (h) There is a procedure in place, as outlined in the rules of play, for the handling of unclaimed prizes.
- (i) Basic tickets have a contact phone number for the licensee on the tickets.

For basic ticket draws, in which circumstances do not allow the ticket seller to obtain the purchasers personal information (name, address, phone number), the following rules of play must also be provided.

- (j) The date(s) and time(s) of the draw(s).
- (k) The purchase price of the ticket and, if applicable, the percentage of ticket sales to be awarded as a prize (although commonly known as 50/50 draws, all references to the raffle must accurately reflect the actual percentage to be paid in prizes).
- (l) The method by which the draw(s) will be announced, and the location of the announcement.
- (m) The method by which the prize will be paid (cash or cheque).
- (n) If applicable, the time limit for the purchaser to claim a prize (the time limit must be reasonable and is subject to SLGA approval).
- (o) Procedure for identifying an alternate prize winner if a winner cannot be located within the time limit for claiming prizes.
- (p) The means by which a winning purchaser will be awarded the prize on the last day of the draw if the event is held over multiple days.
- (q) A contact name and telephone number in the event of a complaint or dispute.

Ticket requirements: Basic tickets shall include the following information on the portion that is retained by the purchaser:

- (r) A ticket number.
- (s) Name of the licensee.
- (t) Licence number.
- (u) Telephone number for contact person.
- (v) Price per ticket.

All other ticket requirements are noted in the Raffle Terms and Conditions.

### 10.2.8. Raffling of Beverage Alcohol

A raffle lottery that offers prizes of beverage alcohol will receive the following additional Terms and Conditions with their licence:

- Raffle tickets sold for a prize which may be beverage alcohol shall only be sold to persons 19 years of age or over;
- If the raffle is taking place in conjunction with a public event, the prize(s) for beverage alcohol are not to be awarded until such time as the winner is leaving the event; and
- Prizes for beverage alcohol are not to be awarded to intoxicated individuals. Should the winner of the beverage alcohol be intoxicated, they will be required to claim their prize at a later date.

### 10.3. Breakopen Tickets

#### 10.3.1. Destruction of Breakopen Tickets

The following is the policies and procedures that pertain to the destruction of Breakopen Tickets in the event a Licensee discontinues Breakopen gaming: (This written approval refers to Breakopens that are unsold tickets or unopened boxes).

The Terms and Conditions requires that no Breakopen Tickets be destroyed without prior approval from the SLGA.

Approval from SLGA for the destruction of Breakopen Tickets shall not be provided if the Breakopen Licence has not expired and sufficient time has not passed since the expiry of the Licence for SLGA to determine that Breakopen gaming has been discontinued by the organization. This is consistent with the Terms and Conditions, which requires that no portion of the gaming unit shall be held back from sale.

Written notification requesting approval to destroy Breakopens must be sent to SLGA using the following methods:

Mail: SLGA  
2500 Victoria Avenue  
P.O. Box 5054  
REGINA SK S4P 3M3

Email: [CharitableGaming@slga.gov.sk.ca](mailto:CharitableGaming@slga.gov.sk.ca)  
Fax: (306) 787-8981

- SLGA will provide approval in writing to the Licensee outlining the required processes to be followed. This written approval must be received, and maintained as part of the Licensees' records, prior to the destruction of any Breakopen Tickets.
- The Licensee shall ensure that the total number of Breakopen Tickets destroyed, the value of the remaining prize winning tickets and the unique ticket serial number are documented. The ticket count must take place with three members of the charity's executive present, including the Breakopen chairperson, and the documentation signed by all three members.
- The document containing the required information and signatures must be forwarded to the Licensing Branch, and a copy held for the Licensees' records.
- The Licensee must ensure that all tickets are destroyed in such a manner as to ensure they are unfit for future use. If possible, shredding is the preferred method of destruction in order to ensure no future redemption liability on the Licensee.
- SLGA's Gaming Integrity Branch shall receive notification from Licensing in regard to a Licensee requesting to destroy Breakopen Tickets. Gaming Integrity shall conduct random reviews to ensure procedures are being followed in accordance with this policy.
- Licensees should inquire with the registered Breakopen Ticket distributor in regard to their policy on returning sealed unopened boxes for a refund.
- Breakopen tickets will not be approved for sale with an instant prize in excess of \$1,000.00.

- The total prizes of a breakopen game unit shall not exceed 80% of the gross revenues from the game unit.

## 10.4. Texas Hold'em Poker Tournaments

- 10.4.1. A Licensee may hold a combined total of 52 Texas Hold'em Poker Tournaments or Monte Carlo Charity Events annually.
- 10.4.2. A facility may only host one Texas Hold'em Poker Tournament or Monte Carlo Charity Event per week (a week is defined as Monday to Sunday).
- 10.4.3. A Texas Hold'em Poker Tournament cannot be held in conjunction with a Monte Carlo Charity Event.
- 10.4.4. Liquor permitted establishments can host a Texas Hold'em Poker Tournament in the permitted area of their establishment, in an unlicensed area or in a licensed banquet room.
- 10.4.5. Liquor permitted establishments cannot be involved in the conduct and management of the Texas Hold'em Poker Tournament.
- 10.4.6. Liquor permitted establishments cannot charge Licensees a rental fee, directly or indirectly, for hosting a poker tournament held in the permitted area. A reasonable rental fee will be allowed for use of a licensed banquet room or unlicensed room.
- 10.4.7. Any rental fee charged for an unlicensed room or licensed banquet room must be a reasonable flat rate fee that is not connected to the gross or net proceeds of the gaming event, or the number of attendees at the event.
- 10.4.8. The operator of a permitted establishment may supply gaming equipment (cards, chips, etc.) for the event. However, only registered gaming suppliers can charge a rental fee for use of gaming equipment. Rental fees for gaming equipment cannot be connected to gross or net proceeds or the number of attendees at an event.
- 10.4.9. Texas Hold'em Poker Tournaments may be held in a bingo facility, either in a separate room or at a time when bingo is not being held. A reasonable flat rental fee for the room or hall may be charged, however, such fees cannot be connected to the gross or net proceeds of the gaming event, or the number of attendees at the event.
- 10.4.10. Paid table managers, dealers and organizers such as management companies may be allowed as per the Texas Hold'em Poker Tournament Terms and Conditions.
- 10.4.11. Texas Hold'em Poker Tournament applicants must have a volunteer Tournament Chairperson with sufficient knowledge and skills to conduct a tournament.

## 10.5. Monte Carlo Charity Events

- 10.5.1. A Licensee may hold a combined total of 52 Monte Carlo Charity Events or Texas Hold'em Poker Tournaments annually.
- 10.5.2. A facility may only host one Monte Carlo Charity Event or Texas Hold'em Poker Tournament per week (a week is defined as Monday to Sunday).
- 10.5.3. A Monte Carlo Charity Event cannot be held in conjunction with a Texas Hold'em Poker Tournament.
- 10.5.4. Liquor permitted establishments can host Monte Carlo Charity Events only in an unlicensed area or in a licensed banquet room. Monte Carlo Charity Events cannot be held in the permitted area of the establishment.
- 10.5.5. Liquor permitted establishments cannot be involved in the conduct and management of the Monte Carlo Charity Events.
- 10.5.6. Paid workers, dealers and organizers such as management companies are not allowed as per the Monte Carlo Charity Event Terms and Conditions.
- 10.5.7. Liquor permitted establishments may charge Licensees a reasonable rental fee for the Monte Carlo Charity Events.
- 10.5.8. Any rental fee charged for an unlicensed room or licensed banquet room must be a reasonable flat rate fee that is not connected to the gross or net proceeds of the gaming event, or the number of attendees at the event.
- 10.5.9. The operator of a permitted establishment may supply gaming equipment (cards, chips, etc.) for the event. However, only registered gaming suppliers can charge a rental fee for use of gaming equipment.
- 10.5.10. Monte Carlo Charity Events may be held in a bingo facility, either in a separate room or at a time when bingo is not being held. A reasonable flat rental fee for the room or hall may be charged, however, such fee cannot be connected to the gross or net proceeds of the gaming event, or the number of attendees at the event.



## 11. Public Amusement Raffle Licences

### 11.1. Operational Policies

- 11.1.1. Non-profit organizations that do not qualify as charities are eligible for a Licence to manage and conduct a raffle under a Public Amusement Lottery Licence (Raffle). These Raffles are intended to provide an opportunity for non-charitable organizations to raise funds for worthwhile charitable causes.
- 11.1.2. The authority for this type of Licence is derived from Section 207(1)(d) of the *Criminal Code*. Organizations licensed under this section are not eligible for any other type of gaming Licence.
- 11.1.3. The applicant organization is not required to be incorporated, but must be not for profit.
- 11.1.4. The Public Amusement Lottery Licence (Raffle) must be structured, as required by the *Criminal Code*, as follows:
  - (a) The total ticket value must be \$6,000.00 or less;
  - (b) The ticket price cannot exceed \$2.00;
  - (c) Retail value of the prizes offered not exceed \$500.00; and
  - (d) Ticket sales and draw must occur at a public place of amusement.
- 11.1.5. Public place of amusement is defined as a building, hall, pavilion, place, premises, room, park, structure, or other place to which the public has or is permitted access for the purposes of amusement.
- 11.1.6. Lottery proceeds raised are to be utilized solely for charitable, religious or worthwhile purposes.
- 11.1.7. Non-profit organizations are restricted to two Public Amusement Lottery Licence (Raffle) Licences per calendar year.
- 11.1.8. An application must be completed in detail and forwarded to SLGA. Application forms are on SLGA's public website at [www.slga.com](http://www.slga.com).
- 11.1.9. The total retail prize value including the retail value of all prizes offered, whether purchased for the raffle or donated, must be included in the application. If prizes are merchandise, they must be described in the application.
- 11.1.10. The application must accurately specify the number of draws to be held, the physical location where the draws are to be made, and the date(s) of the draw(s).

## 12. Local Authority Raffle Licences

### 12.1. Policies

12.1.1. Pursuant to section 141 of The Alcohol and Gaming Regulation Act, 1997, local authorities are eligible to issue Licences to the following terms:

- The licensee shall use the proceeds of the lottery scheme being conducted for charitable or religious purposes;
- The licensee shall ensure that the total amount of all prizes offered in the conduct of the lottery scheme does not exceed \$2,500.00;

12.1.2. Where a licensee who is issued a licence by a local authority breaches a term of that licence, the licence is void.

12.1.3. Local authorities may charge the fees prescribed in The Gaming Regulations, 2002 for the issuance of licences.

12.1.4. Every local authority that issues licences shall file with SLGA, on or before April 1 of each year, a report respecting its licensing activities for the previous year:

- In the form required by SLGA; and
- Containing any information that SLGA may require, including:
  - the name of the licensee;
  - the amount of value of the prizes awarded for each licensed lottery;
  - the revenue generated, expenses incurred and profit realized for each lottery;
  - the purpose for which the proceeds from each lottery were or are to be used.

12.1.5. Organizations licensed through their local authority are not eligible to receive the charitable gaming grants. In order to be eligible for the grant, these organizations must obtain licensing through SLGA.

## 13. Administrative Sanctions

### 13.1. Policy

#### Context

- 13.1.1. The Regulatory Services Divisions (RSD) of the Saskatchewan Liquor and Gaming Authority (SLGA) regulates and is responsible for the overall integrity of charitable gaming in Saskatchewan.
- 13.1.2. All charitable licensees are responsible for reading, understanding, and following the rules that govern charitable gaming in Saskatchewan, as defined in *The Alcohol and Gaming Regulation Act, 1997* (Act), *The Gaming Regulations, 2007* (Regulations), and the specific terms and conditions of their gaming event licence.
- 13.1.3. The Licensing and Gaming Integrity Branches are responsible for monitoring compliance with the Act, Regulations, and Terms and Conditions. Routine operational reviews may occur with or without advance notice and Gaming Integrity Branch investigators may follow up on public complaints or upon the recommendation of branch staff. Regular operational reviews are also scheduled and conducted in accordance with the charitable gaming compliance matrix.
- 13.1.4. Under the Act, the Licensing Branch has the authority to directly impose administrative sanctions or additional terms and conditions on licensees that do not comply with the Act, Regulations, and Terms and Conditions of their gaming event license.

#### Objectives

- 13.1.5. To encourage licensees to voluntarily comply with the Act, Regulations, and Terms and Conditions.
- 13.1.6. To ensure licensed charitable gaming activities are conducted in a fair, open and honest manner, and the proceeds from licensed gaming are used appropriately.
- 13.1.7. To ensure the consistent application of these policies to all charities and religious organizations in Saskatchewan.
- 13.1.8. To ensure the progressive application of these policies and sanctions as required.

#### Authority and Application

- 13.1.9. Sections 38 and 39 of the Act specify that charitable gaming licensees are subject to all terms imposed by the Act, the Regulations, the authority (SLGA) or the Liquor and Gaming Licensing Commission (Commission).

- 13.1.10. Section 44 of the Act authorizes SLGA to conduct investigations on licensees to ensure compliance with the Act, Regulations, Terms and Conditions of their licence.
- 13.1.11. Sections 33 and 34.1 of the Act permit SLGA to suspend or cancel the licence of a charitable or religious organization and also provides the group 15 days in which to appeal the decision to the Commission.
- 13.1.12. Section 26 of the Act sets out the powers and authority of the Commission.
- 13.1.13. Section 143 of the Act outlines the financial reporting requirements that licensed charities are required to adhere.
- 13.1.14. Section 140 of the Act outlines specific requirements that a “licensed lottery” are required to adhere.
- 13.1.15. Section 13(f.4) of the Act authorizes SLGA to make Charitable Gaming Grant (CGG) payments to all licensees who have satisfactorily complied with the terms and conditions of their licence.

#### Administrative Sanctions

- 13.1.16. SLGA has the authority to impose one or more of the following administrative sanctions on a charitable licensee for failure to comply with the Act, Regulations, Terms and Conditions of their licence or any other laws or regulations (i.e. Criminal Code of Canada):
  - (a) Issue a written warning;  
Note: SLGA’s first step in the progressive sanctioning process is to issue a Director’s Warning Letter. These letters are educational in nature and are non-punitive.
  - (b) Require a meeting with SLGA officials to review operations and to discuss options for compliance (conducted from an educational perspective);
  - (c) Impose new or vary existing, conditions on a licence (appealable to the Commission);
  - (d) Refuse to issue or renew a licence; and
  - (e) Suspend or cancel a licence.
- 13.1.17. Examples of non-compliance where SLGA may issue one or more administrative sanctions or which may result in certain regulatory action include, but are not limited to:
  - (a) Failure to adhere to one or more rules of the gaming event or the terms and conditions of the licence;

- (b) Failure to maintain or submit required financial reports or audited financial statements to SLGA; or
- (c) Expenditure of gaming funds for ineligible or inappropriate expenses or use of proceeds.

13.1.18. This range of sanctions may be imposed by SLGA for first and subsequent violations. The type and severity of these sanctions depend on a number of factors, including the circumstances of the contravention and the compliance history of the licensee. SLGA may apply any of the sanctions available, when it is in the public interest to do so. In all cases, SLGA will apply these sanctions consistently and fairly.

#### Disputed Administrative Sanctions

13.1.19. In accordance with Section 33 and 34.1 of the Act and Section 14 of this manual, charitable organizations have the right to appeal certain administrative sanctions to the Commission. Charities are encouraged to review these relevant reference materials for additional information.

#### Regulatory or Criminal Offences

13.1.20. In addition to administrative sanctions, licensees may face additional penalties for regulatory offenses and for offences committed under the Criminal Code. These penalties may be issued by the RCMP, local police forces or other agencies of the Province of Saskatchewan or Government of Canada.

13.1.21. Individuals or charitable organizations that receive a penalty for a regulatory or criminal offence may also face administrative sanctions from SLGA and may be prevented from being involved in a charitable gaming event.

#### Requirement to Notify

13.1.22. Licensees are required to notify SLGA, without delay, regarding any conduct, activity or incident that may be contrary to the Criminal Code, the Act or the Terms and Conditions of a license.

## **14. Liquor and Gaming Licensing Commission**

### **14.1. Reviews of Decisions**

14.1.1. Within 15 days after being notified of the decision, a charitable gaming licensee or applicant may apply for a review by the Commission of a decision of SLGA to:

- (a) Impose terms on a licence;
- (b) Refuse a Licence;
- (c) Suspend or cancel a licence; or
- (d) Impose a fine or other sanction.

14.1.2. When SLGA proposes to suspend or cancel a licence it shall give notice to the licensee of the action it intends to take. If the Licensee does not apply for a review within 15 days after being notified of the proposed suspension or cancellation, SLGA may suspend or cancel the Licence in accordance with the terms of the notice.

14.1.3. When the Commission holds a hearing, it may direct SLGA to:

- (a) Issue a licence on any terms it considers appropriate;
- (b) Refuse to issue a licence;
- (c) Suspend a licence for the period it considers expedient (may be same, greater than or less than the suspension proposed by SLGA);
- (d) Revoke the suspension of a licence on those terms that it considers expedient;
- (e) Cancel a Licence;
- (f) Suspend or renew a licence for any period it considers expedient;
- (g) Amend, vary or repeal and substitute any terms imposed or impose new terms on a licence;

### **14.2. Immediate Suspension**

14.2.1. SLGA, by order, may suspend a licence for a period not exceeding seven days without giving notice to the licensee where SLGA considers the immediate suspension to be necessary to the public interest.

14.2.2. The order for immediate suspension takes effect immediately on being served on the licensee. Along with the order of suspension, a notice will be served indicating the time and place for the hearing by the Commission to determine whether the suspension should be extended or whether the licence should be cancelled. The time for the hearing in the notice will be prior to the expiration of the order for suspension (within seven days).

14.2.3. The Commission may adjourn a hearing and may extend the order for suspension to a date later than the date to which the hearing has been adjourned.

## 15. Charitable Gaming Grant Program

### 15.1. Policies

- 15.1.1. In accordance with Section 13(f.4) of the Act, all charitable or religious organizations licensed by SLGA under section 207(1)(b) of the Criminal Code to conduct gaming (bingo, Breakopen, Raffles, Texas Hold'em Poker Tournaments, and Monte Carlo Charity Events) that satisfactorily comply with the Terms and Conditions of their license(s) are eligible to receive a grant.
- 15.1.2. The charitable gaming grant is equal to 25% of the net proceeds earned by an organization at its charitable gaming events. The charitable gaming grant may not exceed \$100,000.00 per fiscal year, per licence and per charity.
- 15.1.3. Organizations that receive a charitable gaming licence do not have to apply for the grant. Organizations are automatically eligible to receive a grant by qualifying for a charitable gaming licence, satisfactorily conducting the charitable gaming event in accordance with the terms and conditions of their licence(s), and submitting the financial reports as required by the terms and conditions of the charitable gaming licence.
- 15.1.4. If the net proceeds of the event(s) conducted under the charitable gaming licence equals or exceeds \$100,000, SLGA will require the licensee to provide an independent audit opinion on the accuracy of the financial reports (in particular the revenue and expenses) being submitted to SLGA prior to paying out the grant.
- 15.1.5. Class "A" Bingo Licensees are required to submit an annual independent audit opinion to confirm the net proceeds of the Class "B" Licensees as reported through the monthly event logs.
- 15.1.6. The required independent audit opinion must be signed by an accountant with a recognized professional accounting designation (CA, CMA, CGA, or CPA).
- 15.1.7. Grants will be paid on a quarterly basis based upon the financial reports received in that quarter.
- 15.1.8. Grant revenue is not to be deposited into the lottery bank account as this revenue is not considered gaming revenue. It is expected that grant payments will be utilized for the charity's worthwhile purposes.
- 15.1.9. Licensees that may not be in good standing may have their pending grant payments withheld until such time that the concerns or issues have been satisfactorily addressed.
- 15.1.10. All grant payments will be based upon revenues actually earned after any cash shortages are deducted.



- 15.1.11. SLGA has the authority to withhold, cancel, or request recovery of charitable gaming grants in the event of non-compliance with the Act, Regulations, or Terms and Conditions of a gaming licence.
- 15.1.12. Organizations that are no longer operating at the time of cheque issuance are not eligible to receive a grant cheque nor have the cheque directed to another organization.
- 15.1.13. Public Amusement Raffle Licensees, licensed pursuant to section 207(1)(d) of the Criminal Code, are not eligible for the charitable gaming grant. Organizations conducting Public Amusement Raffles are not considered charitable.
- 15.1.14. Transfer of grant to another charity:

The Charitable Gaming Grant Program was developed to supplement the income earned by charities through their charitable gaming efforts in a declining market. As such, charitable gaming grant payments are generally not transferable to other organizations.

However, in the case where an organization eligible for a grant payment (known as the Licensee) will cease to exist by the time the payment is made, SLGA may consider transferring the payment to another organization (known as the transferee) under the following circumstances:

- The transferee has, as its main objective, a charitable purpose similar to that for which the Licensee was fundraising through charitable gaming.
- The licensee has, prior to dissolution, passed a resolution in accordance with its bylaws transferring assets and/or future revenue (grant or otherwise) to the Transferee.
- The licensee makes a written request to SLGA to transfer any future grant payments to the transferee, including the organization's name, mailing address, charitable purpose, and a copy of the resolution authorizing the transfer.

If these conditions are not met, the grant funds will not be transferred but will revert to the Government of Saskatchewan instead. Regardless of whether the funds are to be transferred or not, the licensee must return any grant cheques issued after dissolution to SLGA to be voided.

- 15.1.15. Effective April 1, 2013, charitable gaming licensees with net proceeds of less than \$100,000 per licence that have not submitted the required financial reports within six (6) months following the expiration of their licence will no longer be eligible to receive a grant on that licence's activity.
- 15.1.16. Charitable gaming licensees with net proceeds of more than \$100,000 who are required to submit audited financial reports on that charitable gaming activity will have eighteen (18) months from the expiration of their licence to submit the required audited financial statements in order to be eligible for a grant. If both the

financial report and audited financial statements are not received within eighteen (18) months, the licensee will no longer be eligible to receive the grant.

- 15.1.17. SLGA may, at its discretion, recognize exceptional circumstances and allow an extension of these requirements if requested by the charity. Adequate rationale would need to formally be provided in writing for SLGA's consideration.

## **16. Terms and Conditions**

- 16.1.** [Terms and Conditions for Class A Bingo/Charitable Gaming Events](#)
- 16.2.** [Terms and Conditions for Class B Bingo/Charitable Gaming Events](#)
- 16.3.** [Terms and Conditions for Class C Bingo Lotteries](#)
- 16.4.** [Terms and conditions for Class C Restricted Bingo Lotteries](#)
- 16.5.** [Terms and Conditions for Small Bingo Lotteries](#)
- 16.6.** [Terms and Conditions for Media Bingo Lotteries](#)
- 16.7.** [Terms and Conditions for Raffles Over \\$2,500](#)
- 16.8.** [Terms and Conditions for Small Raffle Lotteries](#)
- 16.9.** [Terms and Conditions for Public Amusement Raffle Lotteries](#)
- 16.10.** [Terms and Conditions for Breakopen Lotteries](#)
- 16.11.** [Terms and Conditions for Texas Hold'em Poker Tournaments](#)
- 16.12.** [Terms and Conditions for Monte Carlo Charity Events](#)

## **16. Terms and Conditions for Licences issued prior to October 1, 2019**

- 16.3.1** [Terms and Conditions for Class "C" Bingo Lotteries](#)
- 16.4.1** [Terms and Conditions for Class "C" Restricted Bingo Lotteries](#)
- 16.5.1** [Terms and Conditions for Small Bingo Lotteries](#)
- 16.6.1** [Terms and Conditions for Media Bingo Lotteries](#)
- 16.10.1** [Terms and Conditions for Breakopen Lotteries](#)

## 17. Contact Information

### 17.1. SLGA

Website: [www.slga.com](http://www.slga.com)

Email: [Inquiry@slga.gov.sk.ca](mailto:Inquiry@slga.gov.sk.ca)

Phone: 1-800-667-7565  
(306) 787-5563

Mail: Box 5054  
Regina SK S4P 3M3

In person: 12<sup>th</sup> floor, North Canadian Oils Building  
2500 Victoria Ave  
Regina SK

### 17.2. Licensing Branch

Email: [CharitableGaming@slga.gov.sk.ca](mailto:CharitableGaming@slga.gov.sk.ca)

Fax: (306) 787-8981

Manager: (306) 787-1744

Director: (306) 787-5225

### 17.3. Gaming Integrity Branch

Email: [REDACTED]

Fax: [REDACTED]

Director: [REDACTED]

### 1.1. **SLGA**

Website: [www.slga.com](http://www.slga.com)

Email: [Inquiry@slga.gov.sk.ca](mailto:Inquiry@slga.gov.sk.ca)

Phone: 1-800-667-7565  
(306) 787-5563

Mail: Box 5054  
Regina SK S4P 3M3

In person: 12<sup>th</sup> floor, North Canadian Oils Building  
2500 Victoria Ave  
Regina SK

### 1.2. **Licensing Branch**

Email: [CharitableGaming@slga.gov.sk.ca](mailto:CharitableGaming@slga.gov.sk.ca)

Fax: (306) 787-8981

Manager: (306) 787-1744

## **18. Revision History**

April 11, 2017

- Section 10.2.1 Honey Pots revised to expand eligibility for other types of closed events and to increase flexibility in how the scheme can be operated