



# LICENSED CHARITABLE GAMING RULES

Licensed Charitable Gaming  
Gaming Policy and Enforcement Branch

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# 1. PREFACE: CHANGES TO LICENSED CHARITABLE GAMING

The Licensed Charitable Gaming Rules (the Rules) have been updated and reorganized to reflect changes to Gaming Policy and Enforcement Branch policies and to improve overall readability.

**All applicants are strongly encouraged to review the Rules in their entirety to ensure they understand all eligibility and application criteria.** Additional information, news and updates can be found on the Gaming Policy and Enforcement Branch website at:

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms>

**This Rules version released February 27, 2023, includes the following change:**

1. [Updates to Gaming Event Licence Classes and Types section](#)

**This Rules version released September 14, 2021 includes the following key changes:**

1. [Electronic Raffle Systems are now permitted on Class B Ticket Raffle Licences](#)
2. [Ticket raffle descriptions have been updated](#)
3. [New section: Technology Facilitated Gaming Events \(Non-ERS\)](#)
4. [New section: Participation of Organization Members](#)
5. [Class C Limited Casino Events have adopted the Social Occasion Casino Rules](#)
6. [New section: Electronic Raffle System Ticket Requirements for Single-day Events](#)
7. [New section: Electronic Raffle System Ticket Requirements for Multi-day Events](#)
8. [Change to terminology, independent bingos now referred to as bingos](#)
9. [Further clarification regarding seeding and guaranteeing a prize pot within corresponding sections and glossary](#)
10. [New section: Gaming Event Locations](#)
11. [New section: Recipient Organizations, criteria for organizations receiving gaming fund donations](#)
12. [Change to terminology, extraprovincial non-share corporations now national organizations](#)
13. [Updates to Vehicle Prizes subsection](#)
14. [Change to terminology, prize security section now prize list and values, information updated](#)
15. [Change to terminology, registered gaming events now referred to as gaming events requiring registered gaming workers](#)
16. [Update to Eligibility Reviews section](#)
17. [Use of proceeds section and subsections re-formatted](#)
18. [Updates to Ineligible Gaming Events section](#)
19. Updates to direct links to supporting document forms on the website and overall updates to improve document readability.

## 2. INTRODUCTION

Under [Canada's Criminal Code](#) and [British Columbia's Gaming Control Act \(the Act\)](#), a group or organization must be licensed by the General Manager of the Gaming Policy and Enforcement Branch (GPEB) to operate a gaming event in British Columbia (BC). GPEB has been delegated authority to regulate gaming in the province and ensure its integrity and lawful conduct and management. **To conduct a gaming event in BC without a licence is unlawful.**

This document describes requirements for licensed gaming events and how an eligible organization can apply for a licence to conduct and manage a gaming event in BC.

For an activity to be considered gaming, the following three elements must be present:

1. **Consideration** means players must pay or exchange something of value to be eligible to participate;
2. **Prize** includes awarding money or anything of value; and
3. **Chance** means the outcome is not pre-determined or determined solely by skill.

Gaming events conducted in BC must be licensed by GPEB, which licenses eligible individuals and organizations to conduct and manage gaming events in accordance with sections 207(1)(b), (c), and (d) of the [Criminal Code of Canada](#).

For information on gaming events that are not eligible for a licence, please refer to [Ineligible Gaming Events](#).

## 3. LICENSED CHARITABLE GAMING ROLES AND RESPONSIBILITIES

### 3.1. The Gaming Policy and Enforcement Branch

GPEB regulates gambling in BC and ensures the integrity and lawful conduct and management of gambling in the province.

This includes issuing gaming event licences to eligible organizations and ensuring licensees comply with the [Criminal Code of Canada](#), BC's [Gaming Control Act \(the Act\)](#) and [Gaming Control Regulation](#), GPEB's public interest standards where applicable and the conditions of their licence.

The Assistant Deputy Minister, hereafter referred to as the General Manager, is the head of GPEB and responsible, under the direction of the Minister, for the administration and enforcement of the Act.

### 3.2. Licensee Responsibilities

To comply with the [Criminal Code of Canada](#), [the Act](#) places responsibility on the licensee for the proper conduct and management of gaming events for which they are licensed. The licensee is responsible for understanding how the Act, regulations and conditions of their licence impact the operation of their gaming event.

**Licensees must comply with the:**

- [Criminal Code of Canada](#);
- [Gaming Control Act](#);
- [Gaming Control Regulation](#);
- Applicable federal, provincial and municipal laws; and
- Relevant rules, conditions, policies and orders issued by GPEB.

**Under the conditions of a gaming event licence, a licensee's obligations include:**

- Ensuring the gaming event is conducted in accordance with the event's required procedures, marketing and advertising standards, with gaming activities restricted to the type authorized on the licence;
- Being accountable for the gaming proceeds; and
- Disbursing the gaming event net proceeds (funds raised) in accordance with the licence.

While the Board and/or Officers Responsible listed on the licence are responsible for the conduct and management of the gaming event, a licensee that **could generate \$250,000 or more** in gross revenue through the gaming event licence must also ensure 2 members are registered as gaming workers by GPEB. Refer to [Gaming Events Requiring Registered Gaming Workers](#).

Section 86 (2) of [the Act](#) states, "*...a registrant and a licensee must notify the General Manager immediately about any conduct, activity or incident occurring in connection with a lottery scheme or horse racing, if the conduct, activity or incident involves or involved*

*(a) the commission of an offence under a provision of the Criminal Code that is relevant to a lottery scheme or horse racing, or*

*(b) the commission of an offence under this Act."*

Refer to the [Complaints](#) section for instructions regarding how to notify GPEB.

### 3.3. Participation of Organization Members

All board members and those listed as responsible for the conduct and management (officers responsible) of an event are not permitted to participate in any gaming events held by their organization.

**At the discretion of the officers or members responsible for the event,** all other volunteers may be permitted to purchase entry into events where they are not actively volunteering at the time of purchase.

### 3.4. Gaming Services Providers

Organizations responsible for the conduct and management of a licensed gaming event may enter into a service contract to acquire assistance with a gaming event if the contractor is registered with GPEB as Gaming Services Provider.

Refer to [Gaming Services Provider Requirements](#) and [Glossary](#) for more information.

### 3.5. Failure to Comply

Section 36 and 37 of [the Act](#) outlines the reasons that the General Manager may:

- Issue a warning letter, suspend or cancel a gaming event licence;
- Vary existing, or impose new, conditions on a gaming event licence;
- Impose an administrative fine on the licensee; and/or
- Refuse to issue a licensee a gaming event licence.

In instances where a court finds that certain provisions of the Act have been contravened, additional penalties may also be imposed under Section 98 of [the Act](#).

## 4. APPLYING FOR A GAMING EVENT LICENCE

### 4.1. Submitting an Application

All applications must be submitted online using the [Gaming Online Service \(GOS\)](https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms) link on the GPEB website. Step-by-step application guides are available on the GPEB website at: <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms>

Some [Service BC](#) offices may also be able to assist with the application process in person.

When specifying the event start date on an application, the processing time specific to the class of licence selected should be considered.

**If additional information is required to assess an application, the application is considered incomplete until such information is received; this may impact processing time. Please note, all application processing fees are non-refundable and non-transferrable.**

### 4.2. Required Information When Applying

The information that an applicant is required to provide as part of a gaming event licence application includes:

- Any [eligibility documents](#), if applicable;
- The full name and address of the group or organization and its general purpose;
- All gaming event location(s), date(s) and time(s);
- The type of gaming event (i.e. ticket raffle, bingo) and the amount of tickets for sale, pricing and prize details;
- How the net proceeds (funds) will be used to benefit the community, a specified third party, or the group or organization; and
- The names addresses and phone numbers of the correct number of persons listed on the application. It is strongly recommended that a day-time telephone number is provided for the contact person listed on the application.

A licence cannot be processed and approved if this information has not been provided.

### 4.3. Application Status Report

To check the status of an application once submitted, please see the [Application Status Reports](#).

## 5. GAMING LICENCE CLASSES AND EVENT TYPES

A licensee must have a separate licence for **each type** of gaming event it conducts. A licence may be issued for a period of up to 12 months. A licence is not assignable or transferable.

### 5.1. Class A Gaming Event Licences

Class A licences are issued for a gaming event or a series of gaming events for which **\$20,000 or more in gross revenue** is projected.

Complete applications for a Class A gaming event licence requires **10 weeks to process** once received by GPEB.

A Class A gaming event licence permits a licensee to conduct one of four types of gaming events:

- [Ticket Raffles](#)
- [Bingo](#)
- [Wheel of Fortune](#)
- [Social Occasion Casinos](#)

[Electronic Raffle Systems \(ERS\)](#) are only permitted on Class A and Class B [ticket raffle](#) gaming event licences for eligible organizations. Approval of an addendum and service contract is required before any Class A gaming event licensee uses computer or online gaming components.

Under a Class A gaming event licence, [eligible organizations](#) have:

- No limit in gross revenue in a calendar year;
- No limit in gross revenue per licence;
- No limit on individual prize values; and
- No limit on price per ticket.

#### **Class A applicants must submit:**

- A complete application for a Class A gaming event licence. Refer to [Applying for a Gaming Event Licence](#);
- All documentation as required on the application;
- A sample ticket for any event projecting \$100,000 or more in gross sales; and
- A non-refundable \$50 processing fee.

Class A gaming event licences with a projected **gross revenue** of \$250,000 or more require two registered gaming workers. Refer to [gaming events requiring registered gaming workers](#) for more information.



## 5.2. Class B Gaming Event Licences

Class B licences are issued for a gaming event or a series of gaming events for which **\$20,000 or less in gross revenue** is projected.

Complete applications for a Class B gaming event licence requires **10 business days to process** once received by GPEB.

A Class B gaming event licence permits a licensee to conduct one of five types of gaming events:

- [Ticket Raffles](#)
- [Bingo](#)
- [Pokers \(Class B Only\)](#)
- [Social Occasion Casinos](#)
- [Wheel of Fortune](#)

[Electronic Raffle Systems \(ERS\)](#) are only permitted on Class A and Class B [ticket raffle](#) gaming event licences for eligible organizations. Approval of an addendum and service contract is required before any Class B gaming event licensee uses computer or online gaming components.

Under a Class B gaming event licence, [eligible organizations](#) have:

- No limit in gross revenue in a calendar year;
- An allowed maximum of up to \$20,000 in gross revenue per licence;
- No limit on individual prize values; and
- No limit on price per ticket.

Under a Class B gaming event licence, [community fundraising groups](#) are limited to:

- No limit in gross revenue in a calendar year;
- An allowed maximum of up to \$20,000 in gross revenue per licence;
- Individual prize values must not exceed \$500 (at fair market value);
- A maximum \$2 charge per individual ticket.

### **Class B applicants must submit:**

- A complete application for a Class B gaming event licence. Refer to [Applying for a Gaming Event Licence](#);
- All required documentation;
- A non-refundable \$25 processing fee; and
- [Community Fundraising Groups](#) must submit a supporting letter from an eligible [recipient organization](#) with all Class B applications.

### 5.3. Class C Gaming Event Licences

Class C licences are issued for a gaming event or a series of gaming events for **Provincially Registered Fairs and Exhibitions only**. For more information refer to [Fairs and Exhibitions](#).

Complete applications for a Class C gaming event licence requires **10 weeks to process** once received by GPEB.

Class C gaming events must be held within an appropriate area or facility on the grounds of the fair or exhibition. Raffle tickets may be sold before or after the fair or exhibition has opened but must be sold on at least one of the days the fair or exhibition is open to the public.

A Class C gaming event licence permits a licensee to conduct one of four types of gaming events in conjunction with an approved fair or exhibition only. These gaming event types are:

- [Ticket Raffles](#)
- [Bingo](#)
- [Wheels of Fortune](#)
- [Limited Casinos](#)

Under a Class C gaming event licence, fairs and exhibitions have:

- No limit in gross revenue in a calendar year;
- No limit in gross revenue per licence;
- No limit on individual prize values; and
- No limit on price per ticket.

#### **Class C applicants must submit:**

- A completed application for a Class C gaming event licence. Refer to [Applying for a Gaming Event Licence](#);
- All required documentation; and
- A non-refundable \$150 processing fee. Additional fees may apply; \$50 for each additional game and \$25 for each operator listed.

## 5.4. Class D Gaming Event Licences

Class D licences are issued for a gaming event or a series of gaming events for which **\$5,000 or less in gross revenue** is projected.

Complete applications for a Class D licence requires **10 business days to process** once received by GPEB.

Class D gaming event licences are intended for the operation of small-scale ticket raffle and bingo gaming events. These events must raise funds to benefit a community, a third party or an eligible general purpose of a non-profit group or organization within BC. For more information, refer to [Class D Gaming Event Licensees](#).

Applicants are not required to have a formal structure or undergo an [eligibility review](#) for a Class D gaming event licence. However, licensees must ensure that all requirements are met as set out in these Rules regarding the use of funds and the management and conduct of the gaming event. A group or organization must have at least three members who will take responsibility for the licensed gaming event. One member must be the contact person for GPEB.

A Class D gaming event licence permits a licensee to conduct one of two types of gaming events:

- [Ticket Raffles](#)
- [Bingo](#)

Under a Class D gaming event licence, eligible groups and organizations are limited to:

- A maximum gross revenue of **up to \$20,000** in a calendar year;
- A maximum gross revenue of up to \$5,000 per licence;
- Individual prize values must not exceed \$500 (at fair market value);
- Purchased raffle prizes cannot exceed 50% of the projected gross revenue; and
- A maximum \$2 charge per individual ticket.

**Once a licensee has reached the annual \$20,000 limit through Class D gaming event licences, they will not be issued any additional Class D licences until the following calendar year.** If eligible, an organization may apply for a [Class A](#) or [Class B](#) gaming event licence to hold additional gaming events.

### **Class D applicants must submit:**

- A completed application for a Class D gaming event licence. Refer to [Applying for a Gaming Event Licence](#);
- A non-refundable \$10 processing fee.

## 5.5. Gaming Event Locations

**All licensed gaming events must be held in public places of amusement and may not be held at a private residence.** The [Criminal Code of Canada](#) defines a public place as such, *"includes any place to which the public have access as of right or by invitation, express or implied"*.

## 5.6. Gaming Events at Liquor Establishments

Gaming events may be conducted in an establishment licensed by BC's Liquor and Cannabis Regulation Branch. In such instances, there are obligations that must be met by the liquor licensee such as ensuring patrons are 19 years of age or older.

## 5.7. Partnership Licences

Partnerships between organizations may be considered if each partner has been determined by the General Manager to be an eligible organization that will use its net gaming proceeds for eligible purposes.

Only one of the partner organizations will be issued the gaming event licence and that organization retains full responsibility for the conduct and management of the gaming event.

A letter outlining the terms between all participating eligible organizations must be submitted with the corresponding application. Partnerships must cover the entirety of a licence as opposed to specific event dates. This letter must include:

- Organization names;
- Licence period;
- How the organizations plan to divide the gaming funds; and
- Signatures of agreement by all parties.

Letters outlining the partnership terms must be submitted in support of an application, prior to a licence being issued, by emailing [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)

## 6. ORGANIZATION ELIGIBILITY

Organizations intending to use gaming funds to subsidize their own purposes and programs must be deemed eligible by GPEB. Eligibility is determined on a case-by-case basis dependent on organizational structure, purpose and programs. The suggested documentation and instances where a review may be required can be found under [eligibility reviews](#).

**Not-for-profit organizations are not required to be provincially or federally incorporated.** The following details some common organizational types and functions that may also be considered as part of overall eligibility.

An organization may be eligible if it:

- Is operated on a not-for-profit basis and primarily for charitable or religious purposes;
- Directly delivers programs or services providing community benefit and not solely its members' interests;
- Has a voluntary and broadly-based membership involved in the management and control of the organization and its programs;
- Has a voting membership that is more than double the number of board members;
- Delivers programs or services established and maintained by the volunteers;
- Can demonstrate that it has provided programs or services for a minimum of 12 months prior to application;
- Has board members that are democratically chosen by, and from within, the volunteer base;
- Has board members that do not receive remuneration or other financial benefit for their services as executive members; and
- Has a board with at least two-thirds of its members residing in BC (except as described in [National Organizations](#)).

If an organization is unsure about whether it meets the above requirements, please contact us at [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)

### 6.1. Restricted Memberships and Appointed Boards

Generally, an organization must not have a restricted membership or appointed board. Organizations not meeting either or both requirements who can adequately demonstrate that a restricted membership and/or an appointed board is essential for effectively delivering their programs or providing their services, *may* be issued gaming event licences at the discretion of the General Manager.

Refer to the [Glossary](#) for further descriptions.

## 6.2. Recipient Organizations

Recipient organizations are defined as organizations that intend to receive gaming fund donations or are listed as the beneficiary under the use of proceeds section on an application. Organizations intending to receive gaming funds donations from a Class A or B gaming event licence must also meet the required eligibility criteria.

If a recipient organization has not previously undergone an [eligibility review](#), a review must be conducted to deem the organization eligible before any gaming funds can be donated.

Organizations receiving \$20,000 or more annually in gaming fund donations, please refer to [Financial Accountability](#) regarding gaming account requirements.

## 6.3. Sports

Organizations delivering adult, youth and/or amateur sports programs that provide opportunities for all people to participate in organized, competitive physical activities.

Examples of eligible sport uses *may* include, but are not limited to:

- Youth and adult sports (i.e. soccer, swimming, hockey, skating, basketball, baseball, biking, rowing/paddling, sailing, martial arts, skiing, etc.);
- Special Olympics; or
- Seniors Games.

Sports associations or clubs may be eligible to apply for Class A, B or D gaming event licences, if they meet the eligibility requirements of that class of licence. These groups may disburse gaming funds to sports teams that are part of their ongoing programming.

**Sports teams are eligible to apply for their own purposes on [Class D gaming event licences](#) only.**

A sports association may apply on behalf of their member sports team, however, the responsibility to educate that team, to disburse gaming funds and to submit required reports remains with the association.

## 6.4. Human and Social Services

Organizations delivering programs that improve the quality of life in a community by supporting:

- The wellbeing of children, youth, families and/or seniors;
- Equity/Equality issues (i.e. gender, LGBTQ2S+, anti-racism, multiculturalism, etc.);
- The unmet needs of under-served groups; or
- Public outreach and education regarding important social issues.

Examples of eligible human and social services uses *may* include, but are not limited to:

- Child and youth care and support (i.e. childcare societies, kids' camps, after school programming, Scouts, Cadets, 4-H, etc.);
- Services for people living with a disability or health condition;
- Poverty reduction, food security and short-term housing (i.e. food banks, emergency shelters, transition housing, life skills, etc.);
- Mental health and counselling services (i.e. public education, outreach, substance use treatment, crisis services, etc.);
- Community building (i.e. neighborhood houses, seniors' centres, services for newcomers, etc.); or
- Indigenous wellness and community services (i.e. youth-elder programs, Friendship Centre programming, etc.).

## 6.5. Arts and Culture

Organizations delivering programs that provide public access to and/or preservation of the arts, heritage or culture.

Examples of eligible arts and culture uses *may* include, but are not limited to:

- Performing arts (i.e. theatre, music, dance);
- Visual and media arts (i.e. film, video, sound, painting, drawing, community radio, art councils);
- Literature;
- Children and youth art programming;
- Recurring community and agricultural fairs and festivals;
- Heritage preservation (i.e. community museums, archives, historical displays); or
- Indigenous and other cultural activities/events (i.e. sharing culture with the broader community).

## 6.6. Environment

Organizations delivering programs that revitalize, protect or provide education about BC ecosystems and environment or address animal welfare.

Examples of eligible environment uses *may* include, but are not limited to:

- Ecosystem conservation (i.e. land stewardship, invasive species removal, greenbelt and watershed protection/maintenance, garbage clean-up, etc.);
- Public education;
- Climate action (i.e. awareness, emissions reduction, alternative energy, etc.);
- Promotion of agriculture, food production and local food systems; or
- Wildlife rescue and rehabilitation.

## 6.7. Public Safety

Organizations delivering programs that enhance and support the safety of the community.

Examples of eligible public safety uses *may* include, but are not limited to:

- Volunteer firefighting;
- Land or marine search and rescue;
- Amateur emergency radio;
- Trail and outdoor recreation safety (i.e. hiking, biking or snow trail education and maintenance);
- Disaster relief and emergency preparedness;
- Anti-racism programs (i.e. community-based Resilience BC Anti-Racism Network programs);
- Community crime prevention; or
- Restorative justice initiatives.

## 6.8. Community Fundraising Groups

A Community Fundraising Group (CFG) is an unstructured group of community members that is not eligible itself but fundraises to assist an organization that is eligible. All funds raised by a CFG must be donated to an eligible recipient organization. **CFGs may only apply for Class B Ticket Raffles and Class D Ticket Raffles and Bingos.** Use of [ERS](#) is not permitted for CFGs.

Each [Class B](#) application from a CFG must have an accompanying letter from the eligible [recipient organization](#) that acknowledges the event and agrees to accept the gaming funds and to use them for eligible purposes. This letter must be emailed to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)



## 6.9. Community Service Organizations

Community Service Organizations (CSOs) are defined as structured groups whose main purpose is to raise funds on behalf of other eligible community organizations on an on-going basis. Examples of CSOs include, but are not limited to Legions, Rotaries, Elks, Shriners, etc.

### CSO Disbursements

CSOs may apply for a gaming event licence to generate funds for donation to [recipient organizations](#) that have been deemed eligible by GPEB before disbursement. CSOs may also generate funds for donation to eligible scholarships and bursaries if disbursed as stated under [scholarships and bursaries](#).

One-time donations are permitted to an individual or family within the CSO's community, only when the donation will provide emergency assistance or relieve an exceptional condition or circumstance, such as the recent loss of their home and/or belongings. **One-time donations to and individual or families are to be made at the discretion of the CSO's board and do not require GPEB approval.**

### CSO Responsibilities

- Confirming a [recipient organization's](#) eligibility with GPEB before disbursing gaming proceeds. Recipient organizations not previously reviewed will be required to undergo an [eligibility review](#);
- Requests to confirm eligibility should be submitted to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca) including the organization's name and a GPEB issued Licensing & Grants (L&G) file number, if available;
- Proposals for funding of [major capital projects](#) must be submitted by the eligible organization responsible for the overall project and pre-approved by GPEB before gaming proceeds are disbursed;
- May use gaming proceeds for its own programs only where GPEB has provided written approval; and
- Cannot receive gaming donations from, or donate gaming proceeds to, another CSO or [Community Fundraising Group](#).

### CSO Administration Fees

Administration fees are defined as [operational](#) and maintenance costs for CSOs that are typically not covered by the use of proceeds listed on an application.

*CSO Administration Fees information continued on the next page.*

**A CSO may retain up to 15% of the net proceeds generated from each licensed gaming event to be used towards administration fees.** Examples of eligible administration fees *may* include, but are not limited to:

- General maintenance and upkeep of the building used to run the organization;
- Utilities;
- First aid kits;
- Point of sale machines; and
- Administrative supplies.

Where [partnership licences](#) are in place, only the CSO issued and responsible for the licence may retain administration fees.

Administration fees must be reported on [Gaming Account Summary Reports](#) where required.

## **6.10. Foundations**

An organization such as a hospital/healthcare foundation or auxiliary, university or college foundation or a “friends of” group may be eligible for a gaming event licence if:

- Fundraising for the institutions(s) is one of its primary purposes;
- It is operated on a not-for-profit basis;
- It is a religious or charitable organization;
- It is governed by a board of directors whose members do not receive remuneration for their services on the board, and the majority of the board’s members are not appointed by any other organization or level of government; and
- All gaming proceeds will remain under the control and management of the foundation.

**Net gaming proceeds may be used only to directly benefit the client group of the institution supported by the foundation.**

Examples of disbursements that *may* be eligible include:

- Equipment and patient comforts for a hospital;
- Bursaries or scholarships for students at a post-secondary institution; and
- Specialty items for patrons of a library or museum such as tables, chairs or décor.

**Gaming funds may not be used to acquire items that a publicly funded institution is required to provide under statute.**

## 6.11. National Organizations

National organizations (run within Canada) may be eligible for licensing to support the delivery of their programs and services within BC, for the benefit of British Columbians.

National organizations must have a governing body within BC which has members who reside in BC who do not receive remuneration or other financial benefit for their services as executive members.

All national organizations must meet the organization eligibility requirements set under [Organization Eligibility](#) and [Eligibility Reviews](#), with the following exception:

- If the governing body within BC is appointed, a national organization may meet eligibility requirements if the Board of Directors at the highest level of the national organization is democratically chosen by its voting membership. In this case, [eligibility documents](#) should be provided at the national level.

**Gaming funds must remain under the management and control of the governing body within BC.**

## 6.12. Fairs and Exhibitions (Class C Only)

Before applying for a Class C gaming event licence, the board of directors of the fair or exhibition must submit a *Fair or Exhibition Approval Request Form* to the General Manager. A special approval for the pre-approval of a registered fair or exhibition must be applied for using the [Gaming Online Service](#).

The General Manager will provide either an approval with conditions, without conditions, or reject the approval of a fair or exhibition application.

Upon receipt of the General Manager's written approval, the Board may apply for a Class C gaming event licence for the types of gaming events permitted for that fair or exhibition.

To be considered for approval, a fair or exhibition must:

- Be operated as a non-profit organization;
- Be open to the public;
- Be presented annually;
- Own or control the grounds where the fair or exhibition takes place;
- Be of at least three days duration;
- Include numerous competitions or displays of public interest, such as those related to agricultural, livestock, and horticultural events, or creative living contests; and
- Have a record of successfully operating an approved fair or exhibition in its community.

### 6.13. Class D Gaming Event Licensees

A group or organization that has been issued a Class D gaming event licence may hold a licensed gaming event to raise funds:

- For community purposes, such as events open to the public;
- To help by raising funds on behalf of an individual or family facing an exceptionally unfortunate circumstance, such as the recent loss of their home and/or belongings;
- To support the general functioning of their group or organization, such as the purchase or repair of furniture or equipment needed to run programs; or
- Travel essential to the direct delivery of an organization's programs may be eligible, for out-of-province travel refer to [Special Approval: Out-of-Province Travel](#).

**Ineligible uses of proceeds as listed in the [Ineligible Uses of Proceeds](#) section also applies to [Class D gaming event licensees](#)**

### 6.14. Ineligible Groups and Organizations

Although an organization's structure may align with the criteria listed within [Organization Eligibility](#), its programs, services and overall function will also be considered when determining if the organization is eligible for a gaming event licence.

An organization is **ineligible** for a gaming event licence if it:

- Is for-profit;
- Is a not-for-profit business or a group sustaining a for-profit business or organization;
- Is a political party or political action group;
- Has political, partisan, lobbying or commercial activities as one of its purposes;
- Is an agent of federal, provincial, regional, municipal, or other local government;
- Is a hospital, medical or health care facility;
- Is an educational institution, school or school authority;
- Is a penal institution or correction centre;
- Is a government-operated library, museum, gallery, recreation centre or other facility;
- Has objectives, programs, or expenditures that do not conform with all laws, regulations and the public policies of the Province of BC; or
- Has programs that promote racial or ethnic superiority, religious intolerance, persecution or social change through unlawful action.

**Organizations that provide services exclusively to their own members or shareholders may also be ineligible.**

## 7. ELIGIBILITY REVIEWS

GPEB will consider the history of an applicant when reviewing and making decisions on new applications. This applies whether a licensee operates independently or with a [partner](#).

An eligibility review is required for:

- Each [Class A](#) application;
- Organizations submitting a first-time [Class B](#) application for its own purposes;
- [Recipient organizations](#) not previously deemed eligible to receive gaming fund donations;
- Organizations with reviews having taken place 5+ years prior; or
- Providing additional information at the discretion of GPEB.

**An eligibility review is not required for a [Class D gaming event licence](#).**

Licensees are required to notify GPEB of any changes or updates that have taken effect within their organization since last being reviewed. These documents should be attached to an application or emailed as support to an application. Supporting documents may be emailed to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)

### 7.1. Examples of Eligibility Documents:

Although the documents listed below typically provide the required eligibility information, other formats or types of documents confirming the below requirements may be accepted.

1. **Constitution and Bylaws**, outlining the organization purpose and including any special resolutions;
2. **Financial statements**, reflecting all sources of funding and clearly demonstrating the costs of running programs and/or services for the most recent fiscal year end;
3. **AGM minutes**, recording the most recent election of board members;
4. **Board of Directors list**, for the current board including the name and position each member holds on the board;
5. **A description of the organization's programs and services**, delivered directly to the broader community and in alignment with an organization's purpose as set out in their Constitution; and
6. **Class A applicants must provide a void cheque** for a gaming account with the organization's legal name and the words "Gaming Account" imprinted on a cheque or direct deposit slip.

**Eligibility is determined by GPEB upon review of the eligibility documents provided. Organizations that are provincially or federally incorporated or registered are not exempt from submitting the eligibility documents.**

## 8. USE OF PROCEEDS

Net gaming proceeds must be used for eligible disbursements related to the direct delivery of on-going programs and services within BC, as approved on a licence. Licensees must spend the net proceeds of their gaming event **within 12 months of the end of licence period** with the exception of major capital projects as defined in [Special Approval: Major Capital Projects](#).

**Eligible disbursements include, but are not limited to:**

### 8.1. Operational Costs

Operating costs are essential expenses associated with the maintenance and administration directly related to the delivery of an eligible organization's programs and include:

- wages;
- insurance;
- utilities;
- facility rental;
- equipment; or
- administrative supplies.

### 8.2. Equipment

Rental or purchase of equipment essential to the direct delivery of programs and services of an eligible organization.

### 8.3. Travel

Travel is permitted where essential to the direct delivery of an eligible organization's programs within BC. Essential travel does not include social travel or travel for paid employees.

Refer to [Special Approval: Out-of-Province Travel](#) for additional information regarding travel outside of BC.

### 8.4. Membership Fees

Membership fees paid by any eligible BC organization that represents the licensee's interests or are considered to be required annual fees.

## 8.5. Capital Acquisitions

Purchases to acquire assets essential to the direct delivery of an eligible organization's programs and services, such as:

- computers;
- playground equipment;
- furniture; or
- vehicles.

## 8.6. Scholarships and Bursaries

Scholarships and bursaries are eligible where a scholarship/bursary program is offered by an eligible organization whose board determines the selection criteria and award procedure.

The organization must disburse the scholarship/bursary funds directly to:

- The award recipient;
- An eligible conduit organization that acts according to the donor's criteria; or
- A student account at the educational institution.

If an eligible organization administers a scholarship/bursary program, the program must be open to post-secondary school applicants in the broader community, not just to members of the organization.

**Scholarships and bursaries must not be created with the intent of donating funds to a specific person or with one person in mind.**

## 8.7. Medical Research

Medical research grants provided by the organization may be eligible where a grant agreement is in place and an eligible organization can demonstrate that the gaming proceeds will be used only for medical research conducted within BC.

## 8.8. Building Projects

Capital projects include construction of new facilities, renovation or maintenance of existing facilities, and property development essential to the direct delivery of an eligible organization's programs and services.

For projects with an overall value exceeding \$20,000, refer to [Special Approval: Major Capital Projects](#).

## 8.9. Housing Projects

Housing projects that benefit specific groups, including community housing for seniors, supportive housing for people with a disability, various stages of transition housing and emergency housing for crisis situations.

Some housing project conditions include:

- Gaming funds for use of [major capital projects](#) (projects valued at \$20,000 or more), must be spent within three years;
- The housing complex must be operated by the non-profit organization that is fundraising through licensed gaming events;
- The housing complex must not be turned over to the local health authority or to a local government after it is built;
- There must be a written plan to deliver programming suitable to the residents in the complex;
- The organization must either own the land for the project or have property on a long-term lease;
- In the case of a new housing complex, there must be a plan in place to determine the gross costs, prior to a licence being issued; and
- Net proceeds from a gaming event may not be used to support housing that benefits individuals or members, such as a co-op housing unit.

## 8.10. Parent Advisory Council Disbursements

For Parent Advisory Councils (PACs), gaming proceeds must be used for disbursements within BC and must have a direct benefit to BC students by enhancing their extracurricular opportunities.

For PACs, eligible disbursements include, but are not limited to:

- Student publications: newsletters, yearbooks;
- Student competitions: writing, debating, chess, music;
- Student societies: drama club, student society;
- Student ceremonies: graduation, dry grad;
- Student conferences or educational field trips within BC;
- Uniforms and equipment for extracurricular activities;
- [Capital acquisitions](#) directly benefiting students, such as playground equipment or student computers used for extracurricular groups or activities;
- Capital projects directly benefiting students (excluding school maintenance or construction), as listed in [Special Approval: Major Capital Projects](#);
- Awards and trophies;

*Parent Advisory Council Disbursements continue to the next page.*



- [Scholarships and bursaries](#);
- Student transportation and travel within BC; and
- Student transportation and travel outside of BC, as listed in [Special Approval: Out-of-Province Travel](#).

**All gaming proceeds must remain under the control and management of the PAC, whose membership must be comprised of parents or guardians of students attending the school.**

Gaming proceeds cannot be:

- Used for curriculum-based purposes or programs;
- Transferred directly to the school; or
- Transferred directly to a school district.

### **8.11. Disaster or Emergency Relief Outside of British Columbia**

In some instances, the General Manager may approve an organization's use of net gaming proceeds to assist with relief efforts for victims of disasters and emergencies that have occurred outside of BC.

To be eligible to use net gaming proceeds for this purpose, an organization must:

- Meet eligibility requirements and be determined to be eligible by GPEB; and
- Maintain a clearly identifiable fund to which monies are contributed to assist with a specific disaster or emergency.

For each disaster or emergency that an organization wishes to use net proceeds towards, the organization must:

- Ensure the disaster or emergency has been authorized by the General Manager as a disaster or emergency in respect of which the organization may receive proceeds from licensed gaming, and;
- Maintain a separate, dedicated gaming account into which net gaming proceeds or donations of net gaming proceeds are deposited. A gaming account cheque may then be written to an eligible organization for eventual disbursement towards the disaster or emergency relief effort.

## 8.12. Special Approval: Out-of-Province Travel

Where travel will be out-of-province, a special approval for out-of-province travel must be applied for using the [Gaming Online Service](#).

This will be approved only in exceptional circumstances, such as:

- Representing the province as a result of merit achieved through organized competition;
- Regional amateur competition in a recognized league that involves cross border travel;
- Medical treatment that is unavailable in the province; or
- Student transportation and travel outside of BC, where the student group:
  - Is representing the school as a result of merit;
  - Is participating in an extra-curricular sport or activity that involves cross border travel;
  - Has been selected because of a level of creative achievement or success; or
  - Is entered in a recognized competition in which there is a formal evaluation or adjudication process.

## 8.13. Special Approval: Major Capital Projects

Major capital projects include construction of new facilities, renovation or maintenance of existing facilities, and property development. If an organization wishes to use gaming proceeds towards a major capital project valued at \$20,000 or more, a *Request for Capital Project Approval* form must also be submitted using the [Gaming Online Service](#).

The organization submitting the special request form must be the organization responsible for the operation and maintenance of the facility/grounds and meet the eligibility criteria as listed within [Organization Eligibility](#).

Applicants must provide the following information and documentation within the relevant sections of the Request for Capital Project Approval form:

- The organization must either own the land for the project or lease the land long-term;
- The property must not be turned over to a level of government after it is built;
- Why the major capital project is required;
- How the major capital project is essential to the delivery of the organization's eligible program(s); and
- Quotes or estimates for all costs associated with the major capital project.

*Special Approval: Major Capital Projects information continued to the next page.*

**Any funds raised through licensed gaming events must be spent on the major capital project within three years. Approval to retain these types of gaming funds beyond three years must be requested by the licensee and provided in writing by GPEB.**

A request to extend the disbursement timeline, inclusive of reasoning, must be submitted to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca) for approval.

#### **8.14. Disbursing Gaming Funds**

Gaming proceeds must be disbursed within 12 months of the end of the licence period, unless otherwise approved. If an organization cannot disburse its funds within the required timeline, a request to extend the timeline, inclusive of reasoning, must be submitted to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)

The request must be sent from an individual listed on the application or a board member of the organization. Requests may take up to 10 business days to process. Licensees unable to disburse their gaming proceeds within the required timelines may also request approval to make a one-time donation to an organization deemed eligible by GPEB.

#### **8.15. Ineligible Uses of Proceeds**

**Gaming proceeds may not be used for:**

- Personal gain;
- Costs not related to the direct delivery of an eligible organization's program and services;
- Travel that is social, recreational or invitational in nature or travel for annual general meetings, board meetings, retreats, or conferences;
- Out-of-province or out-of-country aid, except as permitted in [Disaster or Emergency Relief Outside of British Columbia](#);
- National or international organizations, except as permitted in [National Organizations](#);
- Debt, loan or interest payments;
- Sustainment or endowment funds;
- Professional development of staff;
- Subsidizing a contract or services delivered by a third party;
- Social committees for employees;
- Programs or services receiving funding from a level of government; or
- Subsidized housing programs.

## 9. PRIZES

No costs, including taxes, may be charged to the winner(s). Expenses for the transfer of property or title into the winner's name and all costs related to the prize are to be paid by the licensee.

A list of prizes, including values, must be provided with each application for a gaming event licence. Applicants are not permitted to list prizes which are not in their possession when submitting an application.

**All prizes must be submitted and approved as part of the gaming event licence application before prizes can be advertised and awarded.**

For event or class specific prize limitations, please refer to the corresponding gaming event section.

Cash prize alternatives may be provided to a winner for an equal or higher value of the original prize. When offering a cash prize alternative, relevant information must be provided and advertised as approved on the corresponding gaming event licence.

**Gaming funds are not permitted to be used to secure or award a prize.**

**Licensees should not rely solely on the recommendations set out herein and should obtain legal advice regarding terms, conditions and other considerations associated with the event when awarding a high market value prize.**

### 9.1. Ineligible Prizes

The following outlines the types of prizes that are not permitted for a licensed gaming event:

- Liquor or alcohol of any kind (wine, beer, spirits, etc.)
- Live animals;
- Cannabis products or paraphernalia; and
- Prohibited or restricted firearms as defined in the [Firearms Act \(Canada\)](#).

Refer to [Firearm, Liquor and Cannabis Exceptions](#) for additional information on prizes that may be allowed.

## 9.2. Firearm, Liquor and Cannabis Exceptions

**Prizes awarded under the following exceptions may only be awarded to purchasers who are 19 years of age or older regardless of the class of licence.**

For more information regarding minors refer to [Restrictions for Minors](#) and [Restrictions for Minors – Class B Exceptions](#).

**Non-restricted Firearms:** Organizations proposing to award non-restricted firearms as prizes are required to submit a completed [Non-Restricted Firearms Form](#) with an application. This form must be submitted to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca) and approved as part of the gaming event licence before prizes can be advertised and awarded.

**Liquor and Cannabis Gift Cards:** Gifts cards for alcohol and cannabis products from a provincially licensed establishment may be eligible.

## 9.3. Prize Home Requirements

Documents that must be provided in order to support the awarding of a prize home vary depending on the status of the home when the application is being processed (i.e. built vs. unbuilt).

**Built Homes:** An occupancy permit must be provided in support of the application.

**Unbuilt Homes:** Where a prize home will not be completed before the licence is issued, a letter must be provided outlining terms between the developer and the licence applicant which includes:

- Description of the licensed gaming event;
- Description of home including enough detail for the winner to make an informed decision;
- Completion date;
- Value of the home as agreed upon by developer and licensee; and
- Details of the home that are consistent with the advertising of the prize.

These documents may be attached to the application or submitted via email to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)

## 9.4. Travel Prizes

**Travel prizes or vouchers must be awarded with all additional taxes and fees covered by the travel provider or licensee.** This can be done by including, along with the voucher awarded to the winner, a cheque from the licensee's gaming account to cover an estimated cost based on the highest potential for fees and/or taxes to the prize recipient.

It is recommended that the winner sign an acknowledgement letter provided by the licensee acknowledging the purpose and amount of this cheque.

## 9.5. Vehicle Prizes

Applicants must provide GPEB with a letter outlining the terms of a prize vehicle. These letters must include:

- A description of the charitable event;
- Information regarding whether the vehicle is purchased or donated; and
- A description of the vehicle including the: year, make, model, colour, fair market value and VIN #.

The licensee must confirm that the details of the vehicle are consistent with advertising and provide a mitigation plan in the event of unforeseen circumstances (i.e. the exact vehicle is not able to be awarded). Such documents should be submitted in support of an application to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)

## 9.6. Prize Lists and Values

A list of prizes, including values, must be provided with each application for a gaming event licence.

An applicant may be asked to provide additional information to prove the value of a prize or the prizes that are proposed to be awarded. All prizes must be ready and available to award at the time of the licence approval with the exception of [unbuilt homes](#).

An independent third-party appraisal may be requested by GPEB for any prize purchased by or donated to the applicant.

For percentage-based gaming events, such as, percentage raffles and bingos, prizes are paid from the gross revenue generated at the event and must be awarded as advertised and approved on the license issued.

## 9.7. Guaranteeing a Prize Pot

Licensees are permitted to guarantee a minimum pot for a [percentage ticket raffle](#) but are not permitted to “seed” it. Licensees wishing to guarantee must specify this as part of their licence to be able to do so.

### **Gaming funds may not be used for this purpose.**

For example, an organization or a third-party can guarantee a minimum prize amount of \$25,000. If ticket sales reach \$50,000 on a percentage raffle, the prize would be \$25,000 and the organization or sponsor(s) would not contribute any funds. If ticket sales reach \$40,000 the prize would only be \$20,000 creating the need for the organization or sponsor(s) to contribute \$5,000 to meet the guaranteed prize pot.

Refer to the [Glossary](#) for further definitions regarding seeding versus guaranteeing.

## 9.8. Disbursing and Distributing Prizes

### **All prize disbursements or distribution must take place in BC.**

The licensee must award all prizes and/or pay all winnings to the winner of licensed gaming events. Prizes and winnings must be distributed to winners as soon as possible once the event and/or game has concluded.

Where purchasers are not required to be present, all attempts must be made to contact and award prizes. If after all attempts have been made and the prize remains unclaimed, refer to [Unclaimed Prizes](#) for next steps.

Prizes may not be distributed outside of the province. As well, BC residents may not purchase entry into gaming events on behalf of non-BC residents with the intent to distribute prizes outside of BC.

## 9.9. Unclaimed Prizes

**Multi-day events** - a list of unclaimed prizes must be retained with the gaming records for the raffle. The list of unclaimed prizes must be submitted along with the [Gaming Event Revenue Report](#) for that licence.

Unclaimed prizes must be secured or placed in safekeeping for a period of one year from the date of the draw.

*Unclaimed Prizes information continued on the next page.*

If at that time the prize has not been claimed, the prize or cash equivalent to the fair market value of the prize may be donated to an eligible organization or used towards a similar, future draw when approved by GPEB. For more information refer to [Notifying Prize Winners](#).

**Single-day events** should not result in unclaimed prizes as prizes are required to be awarded by continuing to draw until a winner comes forward. However, licensees should notify GPEB using the below email address if a single-day event results in an unclaimed prize.

Requests for proposed uses of unclaimed prizes should include the licence number, reason for the unclaimed prize, prize description(s), prize value(s) and a proposal based on the above information if possible. These requests may be submitted for approval via email to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)

## 9.10. Prize Costs

Prize costs are deducted from the gross revenue generated at a gaming event but are **not considered an expense** of that event with regard to reporting.

Prize costs consist of:

- Funds used to purchase the prize, including taxes;
- Costs incurred to deliver the prize to the licensee; and
- Costs related to the distribution of prizes to winners.

Funds used to purchase prizes may be reimbursed whether out-of-pocket, from a general account or to pay back a loan incurred only for the purpose of purchasing a prize (i.e. a [prize home](#)). Recoveries of applicable taxes actually paid in respect of prizes may be deducted from prize costs.



## 10. TECHNOLOGY FACILITATED GAMING EVENTS (Non-ERS)

The following technology facilitated licensed gaming components **are not** considered to be [Electronic Raffle Systems](#). These components do not require Registration or Certification and are permitted on all classes of licences, however, may be limited by event type.

If an applicant plans to utilize any technology facilitated components in conjunction with a licensed gaming event, this must be approved prior to the licence being issued. Licensees must specify this as part of an application or by submitting an email to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)

### 10.1. Live Streaming

Live streaming is a live viewing of a licensed gaming event that is made available to the public via an electronic platform or social media website.

All classes of ticket raffle and bingo events may be streamed online using a virtual platform; however, it is the licensee's responsibility to ensure the platform being utilized permits live streaming of gaming events within their terms and conditions of use.

When using television or a virtual platform, access must be unrestricted and made available for any member of the public to view live. When live streaming a gaming event, licensees must ensure:

- The event is live streamed in real time and not prerecorded;
- A recording of the live stream is retained as part of their gaming records; and
- Bingo events of any class purchase and use [BCLC bingo paper](#) only.

**Use of radio is permitted only where radio is being utilized in conjunction with a live stream.**

### 10.2. Electronic Fund Transfers

An electronic fund transfer (EFT) is a banking service that allows users to transfer funds between accounts using email, text message or an online banking service. Licensees must ensure transaction reports are retained as part of their gaming records.

Use of an online banking EFT is permitted in the following scenarios:

- To purchase raffle tickets or bingo cards; and
- For payment of a cash prize for a ticket raffle or bingo events.

Where EFT is utilized to purchase entry, payments must be confirmed before a ticket raffle or bingo event commences.

### 10.3. Sales via the Internet

Sales via the internet is the use of a payment portal for sale of an entry into a ticket raffle or bingo event. Transactions are processed in real time and the purchaser is provided with a receipt only.

Internet web sites may be used to purchase tickets or bingo cards if:

- The web site is used only to accept payments but does not generate a ticket, bingo card or assigned number;
- The location of the purchaser at the time of the transaction must be confirmed to be within BC; and
- A ticket is generated manually by the licensee and mailed, emailed or picked up by the purchaser; or
- [BCLC Bingo Paper](#) is used and mailed or picked up by the purchaser. Players may only participate from within BC.

Use of a payment portal should only be used as an online point of sale system. Automated components outside of accepting payment and providing a transaction receipt are not permitted.

If the licensee accepts electronic payments, the payment system processing online sales must be [Payment Card Industry \(PCI\) Security Standards Council](#) compliant.

### 10.4. Online Ordering

Online ordering is the ordering of an entry into a ticket raffle or bingo without payment integration.

Online ordering may be used to order tickets or bingo cards if:

- Payment information is collected online but purchase transactions are processed manually by the licensee using an in-house point of sale system;
- The location of the purchaser at the time of the transaction must be confirmed to be within BC;
- A ticket is generated manually by the licensee and mailed, emailed or picked up by the purchaser; or
- [BCLC Bingo Paper](#) is used and mailed or picked up by the purchaser. Players may only participate from within BC.

Automated components outside of accepting order information and providing confirmation of order are not permitted.

### **10.5. Scanning and Emailing of Entries**

Eligible Class A and Class B ticket raffle licensees may be permitted to scan and email a copy of a raffle ticket to a purchaser where the ticket has been manually generated and sent by the licensee.

The scanning and emailing of bingo cards is not permitted.

## 11. TICKET RAFFLES

Tickets for an individual draw must be sold and drawn within a 12-month period commencing on the event start date and no single raffle may exceed 12 months.

At a minimum, the board of the licensee must perform the following duties:

- Be accountable for the proper conduct and management of all draws, tickets and prizes.
- May provide written authorization for a volunteer from the organization to provide oversight for prize draws valued at \$1,000 or less.
- A board member must oversee all draws for prizes valued at \$1,000 or more; and
- Ensure that ticket purchasers meet all requirements for location and age restrictions.

A gaming event licence may be issued for the following types of ticket raffles. Other types of raffles may be licensed if the General Manager is confident the gaming event complies with requirements, and the integrity and accountability of the gaming event will be maintained.

### 11.1. Regular Ticket Raffles

The most common type of ticket raffle is a regular ticket raffle. The licensee distributes a form of two-part tickets to purchasers; one part is retained by the purchaser and the ticket stub is retained by the licensee. Refer to [Single-day Ticket Requirements](#) and [Multi-day Ticket Requirements](#).

Typically, prize winners are determined through the drawing of ticket stubs placed in a draw container. This may vary if the draw is being held electronically.

Ticket stubs must be identical in size, weight and shape. For draws utilizing ERS, please refer to the [ERS requirements](#).

Regular ticket raffles include reverse or elimination draws, in which prize winners are the last tickets to be drawn, rather than the first. If sales exceed one day, there must be a sales cut-off date and time prior to the start of the ticket draws.

Prizes offered may be a set cash prize or a physical prize, refer to [prize criteria](#).

[Early bird draws](#) are permitted for regular ticket raffles only.

For a licence that covers multiple, separate regular ticket raffles within a 12-month period, refer to [Regular Series Ticket Raffles](#).

## 11.2. Percentage Raffles

Percentage ticket raffles are often referred to as 50/50's, however, percentage raffles may also be split in alternate ways (i.e. 60/40, 70/30) with approval.

The licensee distributes a form of two-part tickets to purchasers; one part is retained by the purchaser and the ticket stub is retained by the licensee. Refer to [Single-day ticket requirements](#) and [Multi-day Ticket Requirements](#). A number of tickets are sold, and a predetermined percentage of cash sales is identified as the prize.

Typically, prize winners are determined by drawing ticket stubs placed in a draw container. This may vary if the draw is being held electronically.

Ticket stubs must be identical in size, weight and shape. For draws utilizing an ERS please refer to the [ERS requirements](#).

Only cash prizes may be offered as approved on the percentage raffle gaming event licence. The overall prize percentage may be split between multiple winners (i.e. a 50% split could be 25%, 15% and 10% between 3 winners) where advertised as a split.

[Early bird draws](#) are not permitted due to impacting the end result and to ensure the final percentage is awarded as approved and advertised.

For information regarding guaranteeing a percentage raffle prize pot, refer to [Guaranteeing a Prize Pot](#).

**For a series of percentage ticket raffles**, a single licence *may* be approved for a period not exceeding 12 months if:

- Each raffle is a percentage raffle and individual event periods do not exceed 12 months;
- All prizes are secured and available for awarding at time of application if guaranteeing a prize pot; and
- The time and location of all draws can be provided at the time of application.

### 11.3. Token Raffles

A token raffle is where the unique number on each sold ticket corresponds to a number on an object or token used to determine the winners. **Examples of token raffles often include, but are not limited to, rubber duck races, heads or tails, poker rides, cake walks and more.**

Generally, a token raffle ticket is comprised of three parts:

- The ticket retained by the participant,
- The counterfoil or ticket stub retained by the ticket seller, and
- A corresponding token used to determine the winner. Tokens must be identical in size, weight, shape and be uniquely identified by a number corresponding to the sold ticket.

Before a licence will be issued for this type of raffle, organizations must:

- Provide a detailed description of the tokens; and
- Provide detailed description of the method of determining winners and how fairness will be ensured, including the process to be used to deal with ties or other disputed results.

**There may be token raffle event types that do not require a traditional token to determine the outcome of the event (i.e. Heads or Tails).** However, all tickets used must meet the required ticket raffle criteria. Refer to [single day ticket requirements](#) and [multi-day ticket requirements](#) for more information.

### 11.4. Payroll Deduction Raffles

For a payroll deduction raffle, employees of the licensee consent to have an approved value of each pay cheque deducted; one participant wins a percentage of the total money deducted. Permission from the employer is required to be able to hold a payroll deduction raffle.

For this type of raffle, accountability requirements include documentation demonstrating the employee's consent to the wage deduction for a specified period.

The licensee's employees entered in the raffle must be advised of the raffle's licence number and of the start and end dates. Employees must have the option to withdraw or participate in the gaming event at any time during the licence period.

A sample employee consent form must be submitted to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca) at the time of application. The following link can be used to find a [Sample Employee Consent Form](#)

## 11.5. Calendar Raffles

For a calendar raffle, all sales are held within a specified sales period and cut-off date. The licensee distributes a form of two-part tickets to purchasers, one part is retained by the purchaser (the calendar) and a ticket stub is retained by the licensee. Refer to [Single-day Ticket Requirements](#) and [Multi-day Ticket Requirements](#).

All winning tickets are drawn at once, following the specified cut-off date and time. Prize winners are announced on the prize dates specified within the calendar, for each prize. No additional entries may be purchased following the cut-off date.

The calendar acts as the ticket purchased by those participating. Calendar raffles may be held for a single month or up to 12 months.

A calendar raffle requires:

- Sequentially numbered tickets or calendars numbered as tickets;
- Calendars are sold with various dates designated as prize days during the calendar year;
- All winning numbers are drawn on a specified date on or before the first prize day; and
- Prize winners are announced and notified on designated prize days.

**A draw schedule must be attached to the application, this must also stipulate which days specific prizes will be awarded.**

## 11.6. Event Pools, Sports Pools & Player Drafts

An event pool is where each ticket includes a pre-selected result of an upcoming event, or in the case of sports pools, a series of sporting events. The winner is determined by having the ticket with the selection closest to the actual event results.

Before a licence will be issued for this type of raffle, organizations must submit the house rules for the event meeting the criteria below.

**House rules for event pools, sports pools and player drafts must include, at a minimum:**

- The period or series of sport events covered by the pool. Sports pools cannot be based on the outcome of a single sporting event;
- The ticket sales period and deadline entries cut-off date must be clearly stated and received prior to the start of the event pool/draft.
- The source of information or judge of the official result;

- How winners will be determined and the prizes that will be awarded. For sports pools, this would include how points accumulate;
- The process to be used to deal with ties (i.e. no ticket matching the winning result or other disputed results). Tie breakers must be based on the entry and not a random event; and
- A sample entry form demonstrating the predicted result is clearly stated.

Sample house rule forms have been provided for the following types of sports pools:

- [Box Pool Player Draft](#)
- [Square Board](#)
- [Weekly](#)

### 11.7. Regular Series Ticket Raffles

A single licence may be issued authorizing a series of [regular ticket raffles](#) over a period not exceeding 12 months.

If two or more draws are intended to take place in separate locations at the same time, separate licences are required. Also see [Multi-Series Tickets](#).

**For a series of regular ticket raffles, each of which has a selling period exceeding one day**, a single licence *may* be approved when submitting an *Annual – Regular Series* application if:

- Each raffle is a regular raffle and has selling periods that do not exceed six months;
- All prizes are secured and available for awarding at time of application; and
- The time and location of all draws can be provided at the time of application.

**For a series of regular ticket raffles where all ticket sales and draws occur on the same day**, a single licence *may* be approved when submitting a *One Day – Regular Series* application if:

- All ticket sales and draws take place on the one date listed;
- The raffles are regular raffles; and
- All prizes are secured and available for awarding at the time of application.



## 11.8. Raffle Ticket Requirements for Single-Day Events

For single day events using [ERS](#), refer to [ERS Ticket Requirements for Single-Day Events](#).

Bearer tickets or commercially printed tickets are usually rolls of double-printed tickets in varying colours.

### **Bearer tickets are permitted under the following circumstances only:**

- Tickets are sold and a draw is conducted on the same day at a single location; and
- Ticket buyers must be present to claim their prize.

**If a ticket holder is not present to claim the prize during the draw, additional ticket stubs or counterfoils must be drawn until the prize is awarded.**

If a series of draws are conducted on a single day, the tickets sold for each draw must be uniquely identifiable by colour or number sequence to distinguish them from tickets sold for other draws conducted on the same day.

## 11.9. Raffle Ticket Requirements for Multi-Day Events

For multi-day events using [ERS](#), refer to [ERS Ticket Requirements for Multi-Day Events](#).

**Custom printed tickets are required where any ticket sales period exceeds one day.**

Each printed ticket must have two separate parts, each detachable from the other. **Part 1 is retained by the ticket purchaser and Part 2 is retained by the ticket seller.**

[Token raffles](#) typically require a third part for each ticket (or the token) used to determine the raffle winner.

### **Part 1 of the printed ticket** must include:

- Name and email/mailling address of the licensee and year-round contact phone number;
- Gaming event licence number, to be shown as BC Gaming Event Licence #\_\_\_\_";
- Location, date and time of all draws, including early bird draws;
- Sequential number of the ticket;
- Number of tickets printed in each price category;
- Price of the ticket;

*Raffle Ticket Requirements for Multi-Day Events information continued on the next page.*

- Statement of required presence at the draw as a condition of winning, if applicable;
- Statement of participants' responsibility for the cost of prize delivery, if applicable;
- The words "*Winners consent to the release of their names by the licensee.*"; and
- **In case of Class A, C and D gaming event licences, the tickets must include the statement, "*Ticket purchasers must be 19 years of age or older. If a winning ticket bears a minor's name, the prize will be lawfully delivered to the minor's parent, legal guardian or trustee.*"**

**Part 2 of the printed ticket** (counterfoil) must include:

- Place for the name, email/mailling address and telephone number of the ticket purchaser;
- Gaming event licence number, to be shown as "BC Gaming Event Licence #\_\_\_\_\_"; and
- Sequential number of the ticket.

Tickets may be printed in any language, if approved by GPEB before the gaming event licence is issued. For pre-approval, an English translation by a certified member of the Society of Translators and Interpreters of BC must be submitted.

The following link can be used to find a [Sample Ticket for Multi-Day Events](#).

### **11.10. Multi-Series Tickets**

Where a series of raffles is conducted under a single licence, these tickets must be:

- A different ticket colour for each price category; or
- A separate series of sequential numbers for each price category.

Also refer to [Raffle Ticket Requirements for Single-Day Events](#) or [Raffle Ticket Requirements for Multi-Day Events](#) depending on the length of each event.

### 11.11. Discounted Tickets

Discounted tickets are tickets that are sold in groups or price categories (i.e. 1 for \$2, 3 for \$5, 10 for \$10) within the same raffle.

To ensure financial accountability is maintained, these tickets must be:

- A different ticket colour for each price category; or
- A separate series of sequential numbers for each price category.

Applicants may submit a request for approval prior to a licence being issued to sell any tickets (interchangeably) at either the discounted price or the single ticket price as long as the amount of tickets for sale will not change and licensees cannot exceed the approved projected ticket sales.

When approved by GPEB, this must be reflected on all advertising and tickets. This may include a statement to the effect that *"the number of tickets available for sale in each price range may change, but the overall number of tickets for sale and odds of winning will not change"*.

Licensees also must maintain a written reconciliation by number of tickets sold in each price category.

Requests for this approval must be submitted in support of an application to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca) **Requests submitted after a licence has been issued will not be approved.**

### 11.12. In-Person and Online Ticket Sales

In relation to [ERS](#), in-person and online tickets are permitted to be sold simultaneously for the same raffle.

When offering in-person **and** online tickets sales, the ticket information must align with the required ticket information as listed under [single-day](#), [multi-day](#) and [ERS](#) ticket requirements and appropriate purchaser information must be collected.

### **11.13. House Rules for Ticket Raffles**

A copy of the approved licence, amendments and the house rules for the gaming event must be posted or available at all locations where entry into a gaming event may be purchased or where a gaming event takes place.

#### **Information Required:**

- The cost of tickets, and where and when to present a winning ticket;
- The procedure that will be followed if there is a tie or prize split (i.e. a drawn ticket contains two numbers);
- A procedure to deal with any situation that causes a delay or prevents a draw from occurring. This procedure must indicate when the substitute draw will take place, how ticket buyers will be notified, how refunds can be obtained etc.;
- A procedure for dealing with complaints;
- An indication that ticket buyers must be 19 years or older to participate, if applicable;
- If presence at the draw is a condition of claiming a prize; and
- If it is a participants' responsibility for the cost of prize delivery.

**If an organization's house rules conflict with GPEB's rules as set out in this document, it is the GPEB rule that must be followed.**

### **11.14. Selling Raffle Tickets**

Raffle tickets may not be sold until a licensee has been issued a gaming event licence for that raffle and all other requirements are met, including requirements for [ERS](#).

#### **Raffle tickets may only be distributed to persons who:**

- **Consent to purchase an entry into a ticket raffle; or**
- **Consent to sell raffle tickets on behalf of the licensee.**

#### **The following requirements must be followed:**

- Raffle tickets must be sold for the price indicated on the ticket and approved on the gaming event licence;
- Selling tickets by measurements of length, such as the length of an arm (arm's length) is not permitted;
- A copy of the gaming event licence including amendments and the house rules for the raffle must be posted or available during all ticket sales and at each selling venue;

*Selling Raffle Tickets information continued on the next page.*

- Tickets may be paid for using point of sale, [EFT](#), cash, certified cheque, or money order. Ticket stubs or counterfoils cannot be included in any draw until the payment clears; and
- Each ticket purchased by a draw cut-off date must have the same chance to win in the final draw.

### **11.15. Early Bird Draws**

Early bird draws, if approved on a [regular ticket raffle licence](#), may take place. Tickets drawn as part of an early bird must be placed back into the draw for an equal chance to win in future draws within the same licence.

**All early bird draw dates, times and locations must be included and approved on the licence.**

### **11.16. Maintaining Ticket Inventory**

Organizations must be able to account for all tickets, whether sold or unsold. As part of the gaming records, which must be retained for **five years**, organizations must retain:

- A purchase invoice for all tickets. If tickets are obtained from a printing company, the invoice must specify the first and last of the sequential numbers of the tickets for each series of tickets;
- A record by ticket number and series of all sold and unsold tickets; and
- A record of tickets distributed for sale and returned.

Tickets must be retained as follows:

- All [multi-day raffle](#) stubs or counterfoils, and unsold tickets must be retained.
- [Single-day raffle](#) tickets and stubs need not be retained, except for winning tickets.

### **11.17. Drawing Winners and Awarding Prizes**

Draws may only be held at the locations, and on the dates and times specified on the gaming event licence.

All prizes offered in the ticket raffle must be awarded as advertised and approved on the gaming event licence. The total number of prizes advertised and awarded must be the same as the total number of winning tickets drawn.

*Drawing Winners and Awarding Prizes information continued on the next page.*

**Before conducting the draw, the organization must:**

- Ensure each sold ticket forms part of the draw;
- Reconcile the number of sold, voided and unsold tickets with the number in the draw container, to ensure that only eligible tickets form part of the draw; and
- Announce the sequence of drawing to award prizes before the draw starts.

Where the method of selecting the winner is by drawing a ticket from some form of container, the following requirements must be met by the person responsible for selecting winning tickets:

- Must be 19 years of age or older;
- Cannot own a ticket or own a share of a ticket in the draw;
- Must not wear jewelry or clothing on the arm reaching into the container (arm must be bare from the elbow to the hand);
- Must not be able to see the printed information on tickets in the container; and
- Must select the tickets in a manner in which the witnesses are satisfied that the person is not influencing the outcome of the draw.

**Immediately before the draw commences, the counterfoils must be mixed thoroughly in a random manner.**

The container must meet the following requirements:

- Must be well maintained and in good working order;
- Must be of adequate size to accommodate the volume of tickets and to allow thorough mixing of the tickets; and
- **For ticket raffles where projected gross sales are \$100,000 or more**, the draw container must be transparent so that tickets can be seen from the outside.

Counterfoils must be drawn one at a time. If a previously drawn counterfoil is returned for a chance at other prizes, it must be replaced in the container and mixed thoroughly. Otherwise, the counterfoils must be mixed – at a minimum – after 10 counterfoils have been drawn.

**All draws must be open to all ticket holders who wish to be present at the draw without additional charge.**

Winning counterfoils or tokens must be exhibited to the witnesses and be held open for inspection until the end of the draw or until verified and returned to the draw container to be eligible for additional prizes.

*Drawing Winners and Awarding Prizes information continued on the next page.*

Winners cannot be determined on or through a computer or by other electronic means, such as random number generators, unless the licensee has met the requirements established for [ERS](#).

### 11.18. Recording Prize Winners

At the time of the draw(s), a list of winners must be completed, signed and witnessed by at least two volunteers; one of whom is a board member of the organization or a person authorized by the board.

**The list must contain the:**

- Date and time of the draw;
- Record of each ticket stub or counterfoil drawn;
- Ticket serial number; and
- Name, email/mailling address and telephone number of the prize winner.

**This list must be retained as part of the organization's gaming records for the required 5 years.**

Winners must provide a signature before claiming prizes for:

- [Gaming events projecting \\$250,000 or more](#) when the fair market value of a prize is greater than \$1,000;
- **All other raffles** when the fair market value of a prize is greater than \$100.

### 11.19. Notifying Prize Winners

Organizations are responsible for contacting, and must make every effort to notify, prize winners. **Within 10 days** of the selection of prize winners, *excluding [calendar](#) and single day raffles*, the organization must:

- Notify prize winners of the results, this notice must explain how the prize can be claimed; and
- Make public the winners' names, ticket number(s) and prizes won.

**When making winner information public**, this documentation must include the specified draw date, the organization's name and the BC Gaming Event Licence number. This information must also be made available to any member of the public upon request.

*Notifying Prize Winner information continued on the next page.*

## **Calendar Raffles Only**

Winners are drawn on single, specified dates and prize winners are subsequently announced on prize days designated within the calendar over the course of the year and must be notified accordingly.

- Within 10 days of each specified prize day, the organization must:
  - Notify the prize winner in person, by telephone or by email/mail. This notice must explain how the prize can be claimed; and
  - Make public the winner's name, calendar number(s) and prizes won.

## **Single-Day Raffles**

A draw must occur when ticket buyers are likely to be present to claim the prize. The licensee must make public the winner's name, ticket number(s) and prizes won. Refer to [Raffle Ticket Requirements for Single Day Events](#) for more information.

If a winning ticket holder is not present or identified during the allotted time for the draw, additional tickets must be drawn in one of two ways:

- Additional tickets are drawn at the event until a winner is identified, or
- When pre-approved by GPEB, additional tickets are drawn at the original draw location during another licensed draw within a 12-month period. This could be a "bonus" draw at which the unclaimed prize(s) are added to the prize of another, similar draw.

## **11.20. Lost or Stolen Tickets**

Where lost or stolen tickets occur, the ticket numbers for those lost or stolen must be voided as part of the ticket reconciliation. To allow maximum sales, the sequence of numbers may be extended by issuing new tickets to account for those lost or stolen within the approved licence limits.

If the stub (portion retained by licensee) of a purchased ticket is lost by the organization, the organization must contact the purchaser to notify them and issue a new ticket number to be included in the draw. The lost ticket number(s) should then be voided.

GPEB must be notified if tickets are lost or stolen; further action may be required from the licensee upon review. Notifications should be emailed to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)



## 12. ELECTRONIC RAFFLE SYSTEMS (ERS)

Eligible organizations are permitted to use ERS on a Class A or Class B licence to conduct their [ticket raffles](#).

If an application to use ERS is approved by the General Manager, a ticket raffle licence may be issued that authorizes the organization to use the following certified electronic services when offered by a registered service provider:

1. **Online Ticket Sales:** To sell tickets through the Internet by way of a real time processing and payment system where the purchaser's ticket is paid for and delivered immediately online.
2. **Online Ticket Distribution:** To send a purchaser a ticket by email or through the internet and where the purchaser downloads a copy of the ticket.
3. **Electronic Ticket Draw:** To determine a prize winner by conducting an electronic draw using computer software or a computer application that utilizes a GPEB-certified software random number generator (RNG).
4. **Online Prize Distribution:** To send a winner a prize voucher by email or online and where the prize winner downloads a voucher or gift certificate for redemption in cases where the prizes are suitable for online distribution and each prize is worth \$2,500 or less.
5. **Raffle Sales Unit (RSU):** A GPEB approved unit for ticket sales which is comprised of a combination of hardware and/or software provided by a registered gaming services provider and which is configured to operate as a point of sale that generates and prints or delivers raffle tickets.

Licensees may apply to use an ERS by selecting the Electronic Raffle System option within a Class A or Class B online application. [An addendum](#) and gaming services provider contract must be attached to the application or submitted via email to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)

Eligible licensees are permitted to use an ERS if they are appropriately licensed and follow the rules outlined in this document. Where an ERS is used during the course of a raffle, the gaming services provider must remain registered under [the Act](#) and the ERS must remain certified by GPEB's Certification and Game Integrity Unit.

### **12.1. ERS Ticket Requirements for Single-Day Ticket Raffles**

All electronically generated tickets for single-day events must include the following information:

- The name of the licensee;
- An event identifier or location;
- The gaming event licence number, must be shown as "BC Gaming Event Licence #\_\_\_\_\_";
- One or more unique draw numbers generated by the ERS;
- The date and time of the ticket purchase;
- A RSU identifier from which the ticket was generated;
- The price of the ticket;
- A unique validation number or barcode; and
- Class A Licences: The statement, "Ticket purchasers must be 19 years of age or older. If a winning ticket bears a minor's name, the prize will be lawfully delivered to the minor's parent, legal guardian or trustee."

### **12.2. ERS Ticket Requirements for Multi-Day Ticket Raffles**

All electronically generated tickets for multi-day events must include the following information:

- The name and email/mailling address of the licensee and year-round phone number;
- The gaming event licence number, must be shown as "BC Gaming Event Licence #\_\_\_\_\_";
- The location, date and time of all draws, including early bird draws;
- The sequential number of the ticket;
- The number of tickets for sale in each price category;
- The price of the ticket;
- A statement of participants' responsibility for the cost of prize delivery, if applicable;
- The words "Winners consent to the release of their names by the licensee.";
- Class A Licences: The statement, "Ticket purchasers must be 19 years of age or older. If a winning ticket bears a minor's name, the prize will be lawfully delivered to the minor's parent, legal guardian or trustee.";
- The date and time of the ticket purchase; and
- A unique validation number or barcode.

### 12.3. ERS Licensee Responsibilities

Although registered gaming service providers may provide access to and training on how to use an ERS, licensees remain responsible for the conduct and management of licensed events a system administrator must be appointed by the licensee to have overall responsibility for the operation of the ERS. The administrator must have sufficient expertise and training to operate the ERS hardware and software (for example, event setup, routine operation, ticket reconciliation, winner selection, report generation, troubleshooting, etc.).

### 12.4. Operational Requirements

Licensees must ensure that the ERS is configured in a way that meets the licence conditions, including setting limits on the number of tickets that can be sold and the period of time during which tickets may be sold. Licensees must ensure that staff or volunteers who operate an ERS have the necessary level of training and expertise, and timely access to technical support.

**Class A online purchasing platforms must have a mechanism to ensure that purchasers of raffle tickets are 19 years of age or older and are located in BC.**

When tickets are sold through an ERS and through other channels (such as by phone or in person), the licensee is responsible for ensuring that ticket inventory and reconciliation is managed fairly and with integrity.

While an ERS may be used to distribute a prize via the internet, winners must be given the option of picking up their prizes in person or having them mailed as applicable and specified in the [House Rules](#).

For each raffle, the standard event and accounting reports required by [TGS6: Technical Gaming Standards for Electronic Raffle Systems](#) must be backed-up and stored externally from the server on durable electronic media, and be available for five years following the end of the licence period.

## **12.5. Technical Requirements**

All ERS must meet the requirements outlined in [TGS6: Technical Gaming Standards for Electronic Raffle Systems](#) and be certified by the Certification and Game Integrity Unit at GPEB before they will be approved for use in BC.

GPEB's Certification and Game Integrity Unit must approve each ERS installation and may perform on-site and/or remote testing following each new installation of an ERS to confirm that the system has been properly configured and that it can be operated effectively by the licensee.

If an ERS relies on computer networks and/or wireless service provided by the facility at which the raffle is conducted, a designated representative of the facility who is able to address technical problems must be available before and during the draw to provide technical support for the networks. The network equipment must be housed in a secure location and the network must be stable.

If the Licensee accepts electronic payments, the payment processing system/provider that is processing online ticket sales must be [Payment Card Industry \(PCI\) Security Standards Council](#) compliant.

If an ERS malfunctions, it must be taken out of service until the malfunction has been corrected. If the electronic equipment fails to function properly for any reason during the raffle selling period, and the integrity of the ticket reconciliation cannot be verified immediately, the draw must not take place until a proper reconciliation is completed and it is verified that all tickets sold have been included in the draw.

## **12.6. Reporting Problems**

Any technical malfunctions, service interruptions, system changes or other technological problems must be immediately reported to GPEB's Certification and Game Integrity Unit by email to [GPEB75Reporting@gov.bc.ca](mailto:GPEB75Reporting@gov.bc.ca)

## 13. BINGOS

A licensee is permitted to conduct a maximum of 104 bingo events in a calendar year. A bingo game must not exceed one day. Bingo games should be played until a winner presents themselves unless the pot is progressive and will be carried over to a new game. Bingo cards used previously must not be reused or carried over to a new game.

**Licensees are required to keep certain records for their bingo event. The forms provided under [bingo forms](#) are to assist in organizing this information; however, the use of the provided forms is optional.**

### 13.1. Regular Bingo Games

Each regular game will have a designated pattern that must be covered off on players' cards. The first player to finish the pattern based on the numbers called is the winner.

Common patterns include postage stamps, all 4 corners, "L" shape, blackout and many others.

### 13.2. Combination Games

Combination games are regular bingo games where more than one game is played on the same bingo card.

For example, the first game could require the 4 corners to be covered. After that prize is awarded, the next game could require the entire outside square to be covered and the last game could require the entire card to be blacked out.

### 13.3. Pre-Called and Odd-Even Games

Pre-called games are bingo games where many calls will be required to determine a winner, so some numbers are called at the beginning of the event to allow the game to be played more quickly. Pre-called games are usually games that will offer the largest prizes and are often referred to as "specials". Sealed cards must be used for pre-called games.

Another type of pre-called game is Odd-Even. In an Odd-Even game either all the odd or all the even numbers on a card are 'wild' and may be filled in at the beginning of the game rather than having to be called by the caller. Various methods may be used to determine if it will be the odd numbers or the even numbers that will be wild on a game but in all cases the method used must be clearly stated in the house rules. Sealed cards must be used for Odd-Even games.

### **13.4. Progressive Prize Games**

Progressive games, often called carryover games, are where the winning combination must be achieved in a specified number of calls.

If a winner is not declared by the final call, the prize is carried over to the next bingo event, causing the prize to grow until it is finally won. If the progressive prize is not won, the caller continues to call numbers until a winner is declared, but the winner is awarded a smaller consolation prize rather than the progressive jackpot.

Progressive prizes must become easier to win over time until the prize is won. This is usually accomplished by increasing the number of calls in which the prize may be won at each successive event.

### **13.5. Bonus Games**

Bonus games are not bingo games. Rather they are an add-on game attached to regular or combination games. Players who are playing a bingo game on which the bonus is offered have the option to pay an extra fee to be eligible for the bonus prize. Choosing not to play the bonus game does not affect the player's chance of winning the regular bingo prize nor the amount the player may win.

The bonus prize is won when a bingo game is won in a very specific manner by a player who has paid the extra money to play the bonus game. Since the bonus prize is designed to be rarely won, the bonus prize pot can grow quite large before being won.

There is no limit to the size to which a bonus prize may grow. However, when the prize reaches \$30,000, the game must be modified to allow the prize to be won more easily.

### **13.6. Hybrid Games**

Hybrid games, often called "G" balls are where the winning combination must be achieved in a specific number of calls determined by a specific "ball" being called. This specified ball is often the first "G" ball of the night drawn (i.e. G 56). The specified ball is usually different each event.

If a winner is not declared by the "specified ball" called (i.e. G 56), the prize is carried over to the next bingo event. If the hybrid prize is not won, the caller continues to call numbers until a winner is declared but the winner is awarded a smaller consolation prize rather than the hybrid prize jackpot. There is no limit to the size to which a hybrid game may grow. However, when the prize reaches \$30,000 the game must be modified to allow the prize to be won more easily.

### **13.7. House Rules for Bingos**

A copy of the approved licence, amendments and the house rules for the gaming event must be posted or available at all locations where entry into a gaming event may be purchased or where a gaming event takes place.

**House rules, a bingo program and a price list must be posted in clear view at the bingo event.** Refer to [Glossary](#) for bingo program definition.

Before the bingo event commences, your group or organization must post a set of house rules that describe:

- That players' odds of winning are affected by factors such as the number of bingo paper faces sold, the number of calls a game must be won in, and the type of pattern that must be achieved in a limited number of calls;
- How prizes will be split in the case of multiple winners (rounded up or rounded down);
- How complaints will be handled;
- Whether favourite tables can be reserved or 'saved' by players; and
- How your organization will deal with issues not covered in these Rules.

Any progressive, hybrid or bonus games that are offered, including detailed rules regarding:

- The price of each game;
- How each game is played and how players win the game;
- How the prize pots are seeded;
- The rate at which the game becomes easier to win (i.e. how often the number of calls increases);
- The rate at which prizes grow if not won and/or the portion of bonus game sales added to bonus prizes;
- The consolation prize for progressive games and hybrid games; and
- The current prize amount of each game and number of calls to win the prize in the case of progressive or hybrid games (odds of winning).

**If an organization's house rules conflict with GPEB's rules as set out in this document, it is the GPEB rule that must be followed.**

### **13.8. Seeding of Start Up Funds**

For all progressive, bonus and hybrid bingo games, seeding is allowed. The seeding amount must not exceed twice the amount of each individual game's start up prize amount.

Seeding amounts must be included on both the prize schedule and clearly identified in the house rules. Seeding funds must be deposited into the gaming prize trust account. Seeding the pot is not considered part of the sales revenue and the pot may not be seeded using gaming funds. Refer to [Glossary](#) for seeding definition.

### **13.9. The Bingo Facility**

Before applying for a gaming licence, organizations must locate a facility appropriate for the conduct and management of bingo events. This facility may be owned by the organization or leased from a landlord.

Bingo facilities require several secure areas with limited access, bingo equipment, and enough tables and chairs for the players.

#### **Secure Areas with Limited Access**

Areas that must be secure are:

- Cashier and bingo paper control area. The sales area must be restricted to essential staff during bingo events;
- Bingo paper storage. All bingo paper products not in use must be kept in a locked room with access limited to key staff, usually the manager and cashiers; and
- A secure place for the safekeeping of monies. A locking safe is recommended, with access limited to as few people as possible.

It is also recommended that organizations have a secure area in which its bingo equipment can be stored when not in use.

### **13.10. Presence of Minors at a Bingo Facility**

**Minors are not permitted to play bingo at any bingo event.**

The presence of a minor at the bingo facility is permitted only if the minor:

- Is under the supervision of the minor's parent or guardian; or
- Is an employee carrying out the duties of their employment at the bingo facility, other than as a gaming worker, and is under the supervision of the minor's employer.



### 13.11. Equipment Required for All Bingo Licensees

Some bingo equipment is necessary for all bingo licensees while other equipment is only mandatory for bingo licensees projecting \$250,000 or more in gross revenue. Bingo equipment must be purchased from a registered gaming service provider.

Players must be able to see the number on each of the bingo balls as they are drawn from the chute during the bingo game and verify that a full set of 75 bingo balls is used to conduct the event.

1. **Bingo Ball Blower or Ball Selection Device:** A bingo ball blower unit (blower) helps ensure all bingo games are played fairly and consistently. A second blower may be used for progressive and pre-called games.

Blowers must have:

- Air current sufficient to blow the balls through an exit chute;
- Chute to transport balls from blower chamber to the caller; and
- Rack to display drawn balls to account for all 75 balls.

While an electric ball blower is recommended, **Class B and D gaming event licensees may use a manual ball selection device instead.** Manual ball selection devices must have:

- Hand crank or other method to mix the balls before each call; or
- Chute to transport balls from the ball chamber to the caller.

2. **Cash Register or Adding Machine:** A cash register helps ensure cash security, records sales and controls inventory. Class A & C gaming event licensees must use a cash register.

The cash register must have the following features:

- Customer receipts indicating the name of licensee, time and date, product purchased, price, quantity, total sales and receipt number;
- Sufficient keys and capability to record each sales category and product and the number of transactions in each category;
- An internal tape (audit/journal tape) that records all transactions;
- A minimum four-digit receipt numbering system that cannot be reset;
- A minimum four-digit journal numbering system that sequentially numbers final readings ("Z" tapes); and
- Power interruption capability to safeguard the integrity of the calendar, clock and numbering system for both receipts and journals.

*Equipment Required for All Bingo Licensees information continued on the next page.*

While a cash register is recommended, **Class B gaming event licensees** may use an adding machine instead. Adding machines must have a printed tape that records all transactions during the event.

For Class B gaming event licensees that use an adding machine, a receipt must be provided (and duplicate kept by the organization) that indicates the type and number of bingo papers purchased and the total sale value.

**The use of an adding machine or cash register is optional on a Class D gaming event licence.**

- 3. Flashboard:** Flashboards are used to display the bingo numbers called in a game and must be placed so all players can verify called bingo numbers. Flashboards may be electronic or slider boards (where numbers are covered and uncovered manually) or other manual systems that fulfill this function.
- 4. Bingo Balls and Callers (Ball) Rack:** A ball rack is required to display the bingo ball set before the games are conducted, and upon which to individually place the balls as they are announced by the bingo caller.

Before the start of a bingo event, all bingo balls must be placed in the caller's rack and verified by a player. All 75 balls must be present, and the balls must be of equal weight and size, and in good condition.

### **13.12. Equipment Required for Bingos Requiring Registered Gaming Workers (Projecting \$250,000 or More)**

Television monitors and electronic bingo paper verifiers are required for bingo licences with a gross projected revenue of \$250,000 or more.

- 1. Television Monitor:** A video camera hooked up to a television monitor must be used to ensure all players can identify the ball coming from the blower chute.
- 2. Electronic Bingo Paper Verification Equipment:** Electronic bingo paper verifiers (electronic verifiers) are systems in which all the bingo paper patterns are programmed, and bingo paper numbers are referenced. Winning papers are quickly verified by entering the paper number and the results are displayed on the television monitors, if monitors are used.

### 13.13. Recording Sales

Licensees are responsible to ensure that they have duly accounted for and recorded all sales of bingo paper during the event. If a licensee uses reusable (hard) cards, it must note the number sold for each event. This will assist the preparation of the organization's required financial reconciliation of bingo paper or cards sold.

### 13.14. Equipment Maintenance

When preparing for your bingo event, you are required to ensure that all bingo equipment is operating properly, that you have a full set of bingo balls (numbered 1 through 75), that no duplicate numbered balls exist, and all balls will be used in play. This is an important step in guaranteeing that your bingo event is conducted properly, and with integrity.

**If a piece of equipment has not been repaired or replaced by the start of the bingo event, the caller must announce any equipment defects to the players, and the equipment must be repaired or replaced as soon as possible.**

### 13.15. Selling and Pricing Bingo Paper and Hard Cards

A group or organization may sell bingo paper or hard cards using point of sale, [EFT](#) or cash. Bingo cards must be paid for prior to participation.

Licensees must ensure [bingo paper](#) or hard cards (when applicable) are:

- Purchased through the licensee;
- Single use only and are not resold;
- Not refunded or exchanged after the game has started; and
- Played as supplied by the BC Lottery Corporation (BCLC) which cannot be cut, and booklets may not be separated.

### 13.16. Discounted Pricing for Bingo Products

Discounted prices may be offered at bingo events, but no single bingo paper or card can exceed the \$2 limit on a Class D licence. Discounting, which is selling multiple bingo papers or cards at discounted rates, is permitted.

For example, a bingo paper or card may be offered for \$2 and discounted prices such as three bingo papers or cards for \$5.

### **13.17. Bingo Paper**

**BCLC bingo paper is required for all Class A, B and C Bingo licences.** Bingo paper must be purchased from the BCLC's Bingo Paper Distribution Centre:

- Toll free telephone: [1-800-663-1195](tel:1-800-663-1195); or
- Fax: [604-270-9427](tel:604-270-9427)

Class D bingo event licensees may issue bingo hard cards to event players.

**Please note, a group or organization is required to have an approved gaming event licence before purchasing bingo paper.**

A running inventory of all bingo paper purchased, and all bingo paper sold or voided must be maintained by the licensee. Licensees must retain a sales receipt as part of their gaming event records.

### **13.18. Bingo Paper for the Visually Impaired**

Bingo paper for the visually impaired that have Braille or large type may be used. The cost to the player for these papers must be equivalent to other bingo paper being sold.

### **13.19. Bingo Staff**

The following positions are required for the operation of a bingo event. Ideally, these positions will be held by separate members of your group or organization:

- One cashier to sell bingo paper and operate the adding machine/cash register;
- One bingo caller; and
- Enough people to assist players and assist with cash payouts.

All workers, which may all be volunteers or a mixture of volunteers and paid staff, must sign a sign-in sheet for each event specifying position and time in and time out. No worker, whether volunteer or paid, engaged in the operation of a bingo event shall participate as a player at that event.

### 13.20. Required Duties at a Bingo Event

In addition to the duties listed under [Licensee Responsibilities](#), an organization must also carry out the following duties at each bingo event:

- Verify bingo sales through a record of the amount/number of bingo paper or cards sold for the event;
- The cashier and one other person pay out prizes; and
- Verify the closing reconciliation of bingo paper/cards and cash.

Volunteers of an organization are responsible for conducting and managing the bingo event, including performing all of the duties. Bingo events cannot begin or continue unless the required positions are filled and at least one volunteer worker must be present for the entire bingo event.

### 13.21. Conducting the Bingo Event

Although there are several types of bingo games and different criteria for winning games, the method of playing bingo games is the same. Except as noted, the following rules apply to all bingo games:

**Calling the Game** – Before the event starts all bingo balls must be:

- Present (there are 75 bingo balls in a set);
- Placed in the caller's rack and verified by a player; and
- Equal in weight and size, and in good condition.

Before the game starts, the bingo caller must announce the:

- Type of game to be played (regular, combination, or pre-called) and the winning pattern (e.g., four corners, outside square, etc.); and
- Value of the prize as soon as it is known, and before the game is completed.

To begin each game the bingo caller must:

- Draw the first ball from the chute;
- Display and announce the letter/number combination to the bingo players, without obstructing the letter/number combination on that ball; and
- Place the ball into the proper spot on the caller's rack.

Once a game has started it must be played until a winner is determined.

- The bingo caller continues to draw and announce balls until a player calls "bingo."
- The winning player is responsible to make their "bingo" claim heard before the next number is called.

*Conducting the Bingo Event information continued on the next page.*

Upon confirmation that a "BINGO!" has been called the bingo caller:

- Must ask players to not clear cards or throw away bingo paper until a winner is verified;
- Must ask three times, "are there any other bingos?"; and
- May, before making the third query, announce the number of recognized bingos; or call back the numbers to verify the winning cards and then do the third request and announce the number of recognized bingos.
- The blower must not be turned off until the winner is verified.
- **Note:** Any "BINGO!" declared by a player after the third request by the caller, must be denied.

If you are running combination games, the same rules apply when confirming a bingo winner. Once the winner of the first game has been confirmed and awarded a prize, the bingo caller continues calling numbers until winners have been verified for each game in the series. The blower must remain on until the winner is verified in the last game of the series.

### 13.22. Verifying a Winning Card

A winning card must be verified in the presence of a neutral player (non-winner), as follows:

- A volunteer or staff member must call out either the card number or each of the numbers in the winning pattern, depending on the verification system used.
- The bingo caller then verifies the card as a winner.
- Balls in the rack are the official record of numbers called. Players must be permitted to check the rack to confirm the numbers called, if requested.

### 13.23. Bingo Forms

The following are sample forms that may be used to complete the organization's bingo event paperwork requirements. Organizations may also create their own forms if they contain all the information required.

#### Forms required for all licensees:

- [Bingo Prize Payout Record](#);
- [Bingo Caller's Report](#);
- [Combined Bingo Event Summary Sheet and Inventory/Revenue Reconciliation](#);
- [Master Bingo Paper Inventory Record](#);
- [Sign-in Sheet](#); and
- [Schedule for Progressive/Bonus/Hybrid Games](#).

#### Forms required for [bingo events requiring registered gaming workers](#), and recommended for all licensees:

- [Floor Sales Report](#)
- Cashier's Report

## 14. POKER (TEXAS HOLD'EM)

Poker events are available only under a Class B gaming event licence. There is a limit of 52 events within a calendar year. A venue cannot host more than one licensed poker event per week. Gross revenue is limited to \$10,000 in total for each poker event, and **\$50,000** in total for each calendar year. The poker event must be conducted within the following limits:

<b>Entry Fee</b>	\$100 maximum per player
<b>Players</b>	100 players maximum per event
<b>Prizes</b>	Total value of prizes awarded at the event cannot exceed \$2,000. Individual prizes cannot exceed \$1,000 per player.

The gaming event licensee must determine the blind structure (levels, blinds, etc.) and starting chip allotment (value and number of chips) prior to the commencement of the event. The blind structure cannot be altered during play, unless otherwise determined by the Tournament Director.

The blind, general rules of play, house policies and tournament rules, must be posted at the gaming event in a prominent location visible to all players.

For reference, poker definitions and hand rankings are provided in [Poker Forms and Resources](#). This information must be made available to players upon request.

### 14.1. Poker Prize Limits

Prizes, including cash and the retail value of merchandise prizes, whether purchased or donated, must not exceed \$2,000.00 in total for the event, and must not exceed \$1,000.00 per player.

Percentage-based cash prizes that are paid from the gross revenue generated at the poker event are permitted provided the prizes do not exceed these limits.

### 14.2. Staffing the Poker Event

The licensee must provide a Tournament Director for the event, and one dealer per table. Basic requirements for these positions are set out below.

*Staffing the Poker Event information continued on the next page.*

**The Tournament Director must:**

- Be a volunteer member of the licensee or a registered gaming services provider hired by the licensee;
- Possess sufficient knowledge and skill to fulfill the position;
- Be present throughout the poker event; and
- Not participate in the poker event as a player.

**Dealers must:**

- Be a volunteer member of the licensee or a registered gaming service provider hired by the licensee; and
- Not participate in the poker event as a player.

The list of basic job duties for each of these positions is set out in [Conducting the No Limits Hold'em Poker Tournament Event Job Duties and Requirements](#).

No person involved in conducting and managing the gaming event shall receive remuneration unless the person is employed by a registered gaming services provider contracted by the licensee to assist in the operation of the poker event.

### **14.3. Poker Ticket Requirements**

Players are required to purchase one, and only one, admission ticket to participate in the poker event. Admission tickets must be numbered in sequence and shall consist of two parts, one of which is to be retained by the licensee and which shall include the name and contact information of the player.

**Complementary admission is prohibited.**

All poker tickets must include the following:

- Name of licensee and licence number;
- Cost for admission/entry ticket to the poker event;
- Starting chip allotment (value);
- Prizes available;
- Time and location of event; and
- Total number of admission/entry tickets available for sale.

**Ticket sales shall cease upon the commencement of the poker event.**

*Poker Ticket Requirements information continued on the next page.*



To minimize cash at the event:

- Licensees are encouraged to sell the majority of their admission tickets in advance.
- Cash payments for admission tickets at the event should be discouraged. Any payments accepted at the event should be paid by credit card, debit card or cheque.

#### **14.4. Playing Cards and Chips**

The poker games must be played with a standard 52-card deck without jokers. The licensee must ensure there are, at minimum, two decks for each table, including the primary deck and an additional replacement deck. The decks must be of high quality, and all decks must be identical. All decks must be new and remain in their original sealed packaging until the start of the poker game.

Any deck suspected of, or containing, marked, damaged or suspect cards must be replaced, and any suspected marked decks must be sent to GPEB, along with a completed Poker Event Incident Report; see [Poker Forms and Resources](#).

- Deck changes will be determined by the Tournament Director.
- Licensees must determine in advance the number and value of chips players will receive.
- In exchange for the admission ticket, each player must receive the same number and value of chips from identical sets, and only those chips can be used at the poker event.
- **“Re-buys,” the purchase of additional chips by a player who has run out of chips, are not permitted.**
- During the game, chips can be exchanged for higher denominations (colour-up) at the discretion of the Tournament Director.
- The poker event shall not be conducted in any manner that assigns a cash redemption value to the chips.

#### **14.5. Facility Requirements**

**The licensee must ensure:**

- The poker event is held in a facility and/or room that enables the licensee to control access to the gaming area;
- The gaming area is restricted to participants, employees and/or volunteers involved with the management and operation of the licensed poker gaming event;

*Facility Requirements information continued on the next page.*

- If the gaming area is located within a larger facility or room that is open to the public or spectators, a physical barrier (i.e. rope, half wall) must be erected to control access to the gaming area and ensure the public and spectators are kept at least ten (10) feet away from the gaming tables;
- The name of the licensee is prominently displayed in the gaming area and/or at the gaming tables;
- It is appropriately licensed by the Liquor and Cannabis Regulation Branch (LCRB) for liquor served in the gaming area;
- Minors do not gamble; and
- Minors do not enter the gaming area, or the room in which the gaming area is located.

Although not required, a secure room for counting money and chips is strongly recommended. Access to this count room should be restricted to only those staff or volunteers directly involved in counting cash or chips and those volunteers responsible for verifying the counts.

## **14.6. Tables**

The poker games must be played at tables large enough to accommodate players (maximum 10 players per table) in such a manner as to ensure that the players may examine their cards without disclosing their value to other players.

Tables must be in a clearly defined gaming area that is not accessible to anyone, other than players or event workers.

## **14.7. Cashier Station**

One or more cashier stations is required where the entry fee is paid, chips provided, and prizes awarded and redeemed.

The cashier station requires dual custody. That is, two unrelated individuals must be responsible for the funds, one of whom must be a member of the licensed organization. All cash receipts and disbursements must be documented.

For security reasons:

- Licensees should minimize the amount of cash at the event;
- The cash float used at the cashier station must be kept in a lockable cash box, register or safe. The cash box must be locked when not in use;

*Cashier Station information continued on the next page.*

- Licensees are encouraged to sell the majority of their admission tickets in advance;
- Cash payments for admission tickets at the event should be discouraged. Any payments accepted at the event should be paid by credit card, debit card or cheque; and
- All prize winnings must be paid by cheque.

**Gaming funds are not permitted to be used for the cash float used at the cashier station.**

The float is not considered an expense or revenue of the event and is not reported on the Gaming Event Revenue Report.

## **14.8. Poker House Rules**

A copy of the approved licence, amendments and the house rules for the gaming event must be posted or available at all locations where entry into a gaming event may be purchased or where a gaming event takes place.

**If an organization's house rules conflict with GPEB's rules as set out in this document, it is the GPEB rule that must be followed.**

## **14.9. Poker Forms and Resources**

- [Conducting the No Limits Texas Hold'em Poker Tournament Event Job Duties and Responsibilities](#)
- [General Poker Rules of Play](#) – **must be posted at all poker events**
- [Poker Definitions](#) – **must be made available upon request**
- [Poker Event Incident Report](#) (Section 86 *Gaming Control Act* Report)
- [Poker Event Checklist](#)

## 15. WHEEL OF FORTUNE, SOCIAL OCCASION CASINO & LIMITED CASINO EVENTS

Three types of games may be offered at a social occasion casino or limited casino event:

- Blackjack;
- Red Dog; and/or
- Wheel of Fortune (Money Wheel, Crown and Anchor, 7 Under/Over and Colour Wheel).

Refer to the [glossary](#) for game definitions.

**Poker** may not be offered on a [Social Occasion Casino](#) or [Limited Casino](#) licence. A separate Class B poker event licence is required to host a poker event. For all casino games, the maximum bet permitted is \$20.

### 15.1. Facility Requirements

The licensee must ensure:

- There is no liquor in the gaming area;
- Minors do not gamble; and
- Minors do not enter the gaming area

### 15.2. Social Occasion Casino Events

Social occasion casino events may be held on a [Class A](#) or [Class B](#) licence. There is a limit of 12 social occasion casino events within a calendar year. The maximum number of games at any social occasion casino cannot exceed 15.

A Social Occasion Casino must be held in a facility that enables the licensee to control access to both the social event and the gaming area specifically.

### 15.3. Limited Casino Events

For Limited Casino events, a [Class C](#) gaming event licence for a limited casino must be issued only to the organization responsible for the eligible fair or exhibition. Limited casino events must be conducted at the locations, on the days and during the times, specified on the licence.

## 15.4. Wheel of Fortune Events

Wheel of fortune events may be held on a [Class A](#), [Class B](#) or [Class C](#) gaming event licence. There is a limit of 52 wheel of fortune gaming events within a calendar year. Wheel of Fortune events must be held on the grounds of the fair or exhibition or at a community event, as approved on the gaming event licence.

## 15.5. Equipping Your Gaming Event

Certain gaming equipment is necessary depending on the type of games being offered.

- **Equipment Required for All Games:**
  - One table with betting layout per game. A betting layout is a table surface that has written information about odds and payouts and has designated spaces where wagers are placed;
  - A sign on each table listing minimum and maximum bet; and
  - If chips are being used, one value chip tray per table is also required. All rules regarding chips apply to play money or other tokens used in substitution. Refer to [Funny Money](#).

Although not required, a secure room for counting money and chips is strongly recommended for casino events. Access to this count room should be restricted to only those staff or volunteers directly involved in counting cash or chips and those volunteers responsible for verifying the counts.

- **Blackjack and Red Dog Requirements:**
  - Six decks of new standard playing cards per table; and
  - One dealing shoe per table.
- **Wheel of Fortune Requirements:**
  - No wheel may have a house advantage greater than 25%.

**Cashier Station:** Social occasion casino events and limited casino events may require one or more cashier stations where chips may be purchased and redeemed.

**Cash Float:** Licensees must have a cash float, which cannot come from its gaming account.

Before the event, the cashier and chip/cash runner will supply chips and/or cash floats to each table. Throughout the event, the games supervisor passes requests from the dealers to the cashier to have the chip/cash runner remove or replenish cash or chips at the tables.

If players can use cash at each of the tables, then each table will require a cash float to make change for players purchasing chips and to pay out players when they redeem their chips, or to pay out players at wheel of fortune games.

A cash float is not considered an expense or revenue of the event and is not reported on the [Gaming Event Revenue Report](#).

## **15.6. Staffing the Gaming Event**

All social occasion casino, limited casino and wheel of fortune events require certain positions to be filled. No person managing, conducting or assisting in the conduct of a casino is permitted to participate as a player in any of the games at any time during the event.

The following positions must be filled only by employees of the licensee:

- Dealers or Wheel Operators
- Games Supervisor
- Cashier
- Chip/Cash Runner

**For wheel of fortune events, licensed as [Class C](#) only,** employees or members of the fair or exhibition may be used in place of volunteers. The following sections outline the basic job duties of each position and who is eligible to fill those positions.

## **15.7. Dealer or Wheel Operator Duties**

At least one dealer or wheel operator is required per game. Additional people may be required to cover for people taking breaks. Each dealer and wheel operator must understand the rules of the games they will be running. Dealers or wheel operators may be volunteers from the Licensee organization or gaming workers employed by registered gaming services providers.

## **15.8. Games Supervisor Duties**

At least one games supervisor is required in addition to the dealers. The games supervisor is responsible for:

- Overseeing the operation of all the games;
- Ensuring that minors are not playing the games;
- Handling any player complaints or disputes; and
- Overseeing chip and cash transfers to and from the tables.

The games supervisor may be a volunteer from the licensee organization, or a gaming worker employed by a registered gaming services provider.

## **15.9. Cashier Duties**

At least one cashier is required and is responsible for overseeing all cash transactions including:

- Counting money;
- Distributing floats; and
- Signing event paperwork.

For Social Occasion Casino events, the cashier might also be responsible for:

- Overseeing the purchase and redemption of chips;
- Authorizing chip transfers; and
- Issuing the initial chip floats for each table.

If there is only one cashier, the person must be a volunteer with the licensee organization. If more than one cashier is used, a volunteer with the Licensee organization must be designated as 'head cashier' and the other cashiers may be volunteers from the licensee organization.

## **15.10. Chip/Cash Runner Duties**

At least one chip/cash runner is required. Under the supervision of the cashier, the chip runners responsibilities include:

- Maintaining the chip bank;
- Suppling tables with more chips; and
- Removing surplus chips or cash from tables at the request of the game's supervisor.

Chip/cash runners may be volunteers from the licensee organization.

## **15.11. Casino Events and/or Wheel of Fortune House Rules**

A copy of the approved licence, amendments and the house rules for the gaming event must be posted or available during at all locations where entry into a gaming event may be purchased or where a gaming event takes place.

Organizations must post a set of house rules and game rules for each type of game it is conducting. These rules must be displayed so all participants are aware of and have easy access to them.

*Casino Events and/or Wheel of Fortune House Rules information continued on the next page.*

**House rules must include at a minimum:**

- How complaints will be handled;
- Minimum and maximum bets;
- A statement explaining that minors may not participate in gaming activities; and
- A description of how the licensee will deal with issues not covered in the Rules.

**If an organization's house rules conflict with GPEB's rules as set out in this document, it is the GPEB rule that must be followed.**

## **15.12. Operating the Games**

Workers at a social occasion casino, limited casino or wheel of fortune event, whether volunteer or paid, must not accept a tip or allow a bet to be placed on their behalf.

The licensee must not:

- Extend credit to any player, or
- Accept any form of cheque or credit card.

**For Blackjack and Red Dog:**

- All bets must be placed before any cards are dealt.
- All cards must be dealt face up and at no time may a player touch the cards.

**For Wheel of Fortune:**

- After all bets have been placed, the dealer announces "no more bets" before spinning the wheel.
- The wheel must complete at least three full revolutions. When it stops, the dealer announces the winning space and pays winning bets per the odds on the table layout.

## **15.13. Funny Money**

Often, it is wrongly believed that as long as money is not directly wagered on games, the element of consideration is not present, and the scheme is not considered gaming. However, purchasing play money or some other token as a substitute to wagering with cash is the same as purchasing chips in a casino.

Generally, if players are paying a fee, or providing another form of valuable consideration, to take a chance at winning a prize, gambling is occurring, and a gaming event licence is required.

*Funny Money information continued on the next page.*



The only way a casino event can be run without consideration is if there is absolutely no cost, directly or indirectly, to the players.

The following are examples of funny money casinos that are considered gaming and require a gaming event licence:

- A set amount of funny money issued free to each person with the ability to purchase additional funny money if they run out;
- Funny money is offered at a discounted price (i.e. \$10 cash buys \$100 of funny money);
- The price of the ticket for the overall event includes a portion dedicated to the funny money casino, and a person who does not wish to participate in the casino receives a discount on the event ticket.

#### **15.14. Wheel of Fortune, Social Occasion Casino and Limited Casino Event Forms**

Certain event information must be recorded on control forms and retained as part of the licensee organization's gaming records.

All forms must list the licensee organization name, the gaming event licence number, the date of the gaming event, and be signed by two people at least one of whom must be a volunteer with the licensee organization.

The following forms must be used for all social occasion casino, limited casino and wheel of fortune events:

- Sign-in Sheet (must list all workers, paid or not, and the position filled by each)
- Float Sheet
- Cash Fill or Credit Slip
- Chip Fill or Credit Slip
- Cash Reconciliation Sheet

[Class C](#) gaming event licensees may have a member or employee of the fair or exhibition sign the forms in place of a volunteer.

## 16. INELIGIBLE GAMING EVENTS

GPEB issues licenses for eligible organizations and persons to conduct eligible gaming events. GPEB is not able to provide legal advice to organizations or individuals; however, broadly speaking, there are three elements that must be in place for a game to be considered gambling: prize, chance and consideration.

As stated in Section 31 (a) of [the Act](#), *"the General Manager must not implement, or permit a gaming event licensee to implement, a new type of lottery scheme that was not in operation on the date this section comes into force, without first receiving the written approval of the minister"*.

If the game an applicant would like to host is purely a game of skill, it would not be considered gaming. GPEB does not regulate these types of events.

**Examples of events that do not meet the definition of gaming include, but are not limited to:**

- Cribbage
- Puck Toss
- Silent & Regular Auctions
- Toonie Toss
- Balloon Pop
- Door Prizes (i.e. an admission ticket into an event is used as one entry and no additional entries may be purchased)
- [Promotional Contests](#)

**Examples of events that meet the definition of gaming, but are not eligible to be licensed, include but are not limited to:**

- [Chase the Ace](#)
- Music Bingo
- Plinko
- Punch Board
- Dice Games
- Three-Card Monte
- Wine Boards
- Radio Bingo, except as allowed in [Live Streaming](#)
- Progressive Ticket Raffles
- Gaming events involving betting or bidding
- Gaming events involving entry by donation
- Gaming events proposing a 100% payout (i.e. no charitable benefit)

## 16.1. Promotional Contests

A licence cannot be issued for a promotional contest where participants do not purchase entry into the draw (for example, contests for persons who have recently become a client or purchased a home). For these types of events, contact with Competition Bureau Canada is recommended at [\(819\) 997-4282](tel:819-997-4282).

## 16.2. Chase the Ace

GPEB continues to develop rules to allow for a variation of Chase the Ace style draws that are appropriate for the charitable gambling sector in BC.

**Currently, Chase the Ace draws are not eligible to be licensed in BC because they do not meet the requirements of BC's Rules for Ticket Raffles.**

To date, GPEB has not issued any licences for charitable, religious or community groups to operate a Chase the Ace style draw. Time is being taken to ensure Chase the Ace can be conducted with integrity and to ensure fairness to everyone who is involved in the draws, including the players and charities.

BC's Licensed Charitable Gaming Rules are in place to ensure raffles are conducted lawfully and with integrity, and to protect the raffle licensee and raffle participants. Large Chase the Ace style draws can potentially create unintended infrastructure and fiscal challenges for local communities, policing and emergency services, and charities that operate them.

## 17. SALES AND ADVERTISING

To ensure gambling is represented in a responsible manner in advertising and marketing, all licensees must comply with the [Advertising and Marketing Standards for the BC Gambling Industry](#) and [BC Responsible Gambling Standards](#). **GPEB reserves the right to review any advertising products in advance of their use to ensure compliance.**

Licensees may request a review of raffle advertising and marketing campaigns; however, it is not mandatory.

Licensees must meet all advertising and marketing standards, which include ensuring promotional materials:

- Do not use minors to promote gambling, except as permitted in [advertising using minors](#);
- Are not directed primarily to minors;
- Factually report the chances or odds of winning; and
- Include the gaming event licence number (e.g. BC Gaming Event Licence #123456).

**An organization cannot advertise a gaming event until it has received an approved gaming licence for that event.**

### 17.1. Sales Outside of British Columbia

**All payment transactions must take place in BC.**

Orders for entry must not be accepted from, or processed for, persons located outside the province at time of purchase.

A non-resident of BC may purchase entry into a gaming event if the entire payment transaction takes place while the person is in BC. A receipt and applicable proof of entry must be provided at the time of purchase.

BC residents may not purchase entry into gaming events on behalf of non-BC residents with the intent to distribute entries outside of BC. As well, prizes may not be distributed outside of the province.

## 17.2. Conditional Licence Numbers

An applicant may request a conditional licence number. This enables the applicant to utilize the licence number (which is required in all advertising, marketing and promotional materials), prior to a licence being issued, for preparation of those materials.

A conditional licence number may be provided at the discretion of GPEB where the licensee has provided a majority of the required information and documentation. A licensee with a conditional licence must not publish advertising or sell tickets to an event until the licence is approved and issued.

## 17.3. Advertising Using Minors

Licensees may use photographs or other graphic design features to depict minors when advertising or marketing a licensed gaming event. Photos and any advertising language used alongside the depiction of a minor must be approved in advance by GPEB.

This exemption applies only to licensees whose charitable proceeds are solely for the benefit of minors or when relevant to the organization's purpose.

The depiction of each minor must be supported with previously obtained full, written, legal permission signed by each minor's parent or guardian. This document must explicitly grant permission for the minor to be depicted in licensed charitable gaming event advertising, marketing and promotion. Each permission document must be retained as part of gaming records by the licensee.

## 17.4. Restrictions for Minors

Generally, purchasers must be 19 years of age or older for gaming events authorized by a Class A, C or D gaming event licences. Also refer to [Restrictions for Minors – Class B Exceptions](#).

A licensee must **not** allow minors to:

- Participate as a player or worker;
- Purchase entry (entry must not be sold to a person under the age of 19); and
- Sell on behalf of the organization.

**Minors are not permitted to be present at any limited casino, social casino, wheel of fortune or poker event.**

*Restrictions for Minors information continued on the next page.*

The presence of a minor at a licensed bingo or ticket raffle event is permitted only if the minor is:

- Under the supervision of their parent or guardian; or
- An employee carrying out the duties of their employment at the event, other than as a gaming worker, and is under the supervision of their employer.

### **17.5. Restrictions for Minors – Class B Ticket Raffle Exceptions**

If an organization has a Class B gaming event licence, minors may buy raffle tickets if:

- The minor is 13 years of age or older; or
- Accompanied by an adult who is the minor's parent or guardian and consents to the sale.

**If a winning ticket bears a minor's name, the prize will be lawfully delivered to the minor's parent, legal guardian or trustee.**

If an organization has a Class B gaming event licence, minors may sell raffle tickets if:

- Raffle tickets are not more than \$5 per ticket, and if the minor does so only as a volunteer.

**Minors must not participate in any events where a licensee plans to award non-restricted firearms, liquor and/or cannabis gift cards as a prize.** Refer to [Firearm, Liquor and Cannabis Exceptions](#) for more information.

## 18. EXPENSES

**Prize costs are not included in the expense calculation on a [Gaming Event Revenue Report](#).** Permitted expense limits for gaming event types are as follows:

- **[Events Requiring Registered Gaming Workers](#):** Where the anticipated gross revenue of a licence is \$250,000 or more, there is no limit on the amount paid for expenses.
- **Raffles, Bingos and Pokers:** Where the anticipated gross revenue of a licence is less than \$250,000, expenses must not exceed 25% of the actual gross revenue.
- **Social Occasion Casinos and Wheel of Fortunes:** Expenses must not exceed 40% of the win.
- **Limited Casinos:** Expenses must not exceed 55% of the win.

Refer to [Glossary](#) for win definition.

### 18.1. Eligible Expenses

Actual and reasonable expenses directly related to the conduct and management of a gaming event must be paid from the organization's gaming account. Receipts documenting each expense must be retained as part of the gaming records for the gaming event for five years.

**Permitted expenses for all licensed gaming events include, but are not limited to:**

- Advertising and promotion costs related to the event;
- Wages and salaries of staff conducting the event;
- Equipment such as bingo paper, cards, chips, table rentals;
- Tickets, bingo paper and other printing costs attributable to the event;
- Postage/mailing costs directly related to the event;
- Rent for venue(s) used for the event. Where a gaming event occurs alongside another event, only a percentage of the total rent relative to the space used for the gaming event may be claimed as an expense;
- Contract fees for gaming services providers or accounting firms attributable to the event;
- Processing fee for gaming event licence;
- Costs related to prizes, such as transporting the prizes to ticket selling venues, repair and maintenance of the prize, or insurance for the prize;
- **For Class A licences**, fees or commissions paid to ticket sellers (i.e. volunteers), which cannot exceed 10% of the price of each ticket sold; and
- Reimbursing volunteers for out-of-pocket expenses related to the gaming event (**note:** volunteers cannot be paid remuneration for their time committed to the gaming event).

## **18.2. Donated Expenses**

Donated expenses are services that may be provided to a licensee from a third party or volunteer at no cost. Donated expenses are not reported on the [Gaming Event Revenue Report](#) and must not be included in the expense calculation.

## **18.3. Exceeding Expenses**

Applicants will be notified if expenses exceed the maximum allowed percentage of gross revenue on a [Gaming Event Revenue Report](#) upon submission.

A licensee that has exceeded the maximum allowed percentage of gross revenue, as per [expense limits](#), must provide an explanation to GPEB describing why the maximum was exceeded. These notifications may be submitted by email to [Gaming.Licensing@gov.bc.ca](mailto:Gaming.Licensing@gov.bc.ca).



## 19. FINANCIAL ACCOUNTABILITY

The following outlines the responsibilities for licensees regarding financial accountability. These requirements vary depending on the overall amount of sales projected on a gaming event licence application. Refer to the [glossary](#) for a gaming account definition.

### **Licensees must:**

- Retain all records for the gaming event, including receipts and disbursement of all gross revenues, for a period of five years.
- Maintain records that clearly show the amount and purpose of each financial transaction.
- Ensure that all electronic fund transfers and cheques issued against the gaming account are signed or approved by at least two of the organization's signing officials; at least one of whom must be a volunteer board member, if applicable. Proof of electronic fund transfer approval must be documented and retained as part of gaming records.
- Submit a [Gaming Event Revenue Report](#) within 90 days of the expiry of each gaming event licence.

**Licensees generating \$20,000 or less in gross revenue annually** through licensed gaming events and that do not have a gaming account must deposit to and distribute all gaming proceeds from a bank account bearing the organization's or a designated individual's (officer responsible) full name.

**Licensees that could generate more than \$20,000 in gross revenue annually** through licensed gaming events, or that have established a gaming account, must comply with more rigorous accountability requirements.

### **Licensees (generating more than \$20,000) must:**

- Maintain a separate gaming account, in the organization's legal name, for the exclusive purpose of receiving and disbursing gaming proceeds, including any funds received through licensed gaming or gaming fund donations received;
- Obtain cheques for the gaming account with the organization's legal name and the words "Gaming Account" imprinted;
- Submit a [Gaming Account Summary Report](#) within 90 days of the end of the organization's fiscal year regardless of whether any events were held or not.

## 20. MANDATORY REPORTING

The below outlined reports must be submitted within the required time frames. At the discretion of GPEB, failure to submit the required reports may impact future licensing.

**If for any reason an organization is unable to submit the required reports, they must email Licensed Charitable Gaming at [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)**

### 20.1. Gaming Event Revenue Reports

A Gaming Event Revenue Report (GERR) summarizes the actuals of each individual gaming event licence. The required fields include gross revenue, prize costs, donated prizes, expenses and net revenue.

**It is mandatory that all licensees complete a GERR within 90 days of the licence end date.**

GERRs must be submitted using the Gaming Online Service at <https://www.gaming.gov.bc.ca/licensing/reportListSearch.do>

A step-by-step GERR Submission Guide is available on the GPEB website at <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/licences/e-gerr-guide.pdf>

**GERRs submitted by mail, fax or email are no longer accepted.**

### 20.2. Gaming Account Summary Reports

A Gaming Account Summary Report (GASR) reflects the activity, revenues and expenses within an licensee's gaming account for each fiscal year.

**It is mandatory that all licensees with a gaming account complete a GASR within 90 days of their fiscal year end regardless of whether any events were held or not.**

A GASR PDF can be found on the GPEB website at <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/grants/form-acct-summary-rpt.pdf>

GASRs may be submitted via email to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca)

## 21. REGISTRATION REQUIREMENTS

### 21.1. Gaming Events Requiring Registered Gaming Workers

A licensee that could generate more than \$250,000 in gross revenue through a gaming event licence must ensure at least two persons from the organization are registered with GPEB as gaming workers – specifically, as Class A licence managers (see Section 29(2)(c) of the [Gaming Control Regulation](#)).

Two persons registered as gaming workers must be separate individuals who:

- Are responsible for running the gaming event; and
- Are responsible for gaming event finances.

GPEB may also determine, upon review of an application, that other key individuals involved in the conduct and management of the gaming event need to be registered.

More information is available online at <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/gambling-workers>

### 21.2. Gaming Services Provider Requirements

Licensees may enter a contract to acquire assistance with a licensed gaming event if the contractor is registered with GPEB as a gaming services provider. The conduct and management of a licensed gaming event must remain the responsibility of the licensee.

Contracts with gaming services providers must be inclusive of:

- The overall licence period for which the corresponding licence will be issued;
- The total contract value and specific fees for services;
- A listing of services being provided to the licensee;
- The gaming services providers name, address and contacts; and
- The licensee's name, address and contacts.

When utilizing [ERS](#), as allowed for eligible licensees under a Class A or Class B gaming event licence, a service contract and [addendum](#) must be included as part of an application.

All fees for services performed under contracts associated with a licensed gaming event must be paid out of the licensees gaming account. A statement from the gaming services provider that fully discloses all expenses from that raffle must be retained by the licensee for a five-year period.

## **22. REQUESTING AN AMENDMENT, CANCELLATION OR WITHDRAWAL**

Requests submitted for amendments, cancellations or withdrawals of a licence or application may require up to 10 business days to process.

### **22.1. Amendments**

To amend a licence that has been issued by the General Manager, organizations must submit a written request to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca).

The request must include the licence number, proposed changes and be from an individual listed on the application or a Board member of the organization. Generally, amendments will not be made to a licence where sales have already started or to extend the original licence period.

### **22.2. Cancellations**

To cancel a licence that has been issued by the General Manager, organizations must submit a written request to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca).

The request must include the licence number, reason for cancellation and be from an individual listed on the application or a Board member of the organization. The need to submit any mandatory reports is also cancelled if the request is granted.

### **22.3. Withdrawals**

To withdraw an application that has not yet been processed, organizations must submit a written request to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca).

The request must include the application number, reason for withdrawing and be from an individual listed on the application or a Board member of the organization.

## 23. WRITTEN REPLIES REGARDING AN APPLICATION DECISION

Decisions regarding the outcome of a gaming event licence application may be eligible for a written reply by the General Manager or person acting on behalf of the General Manager. Please refer to Part 5, Division 3 of [the Act](#) for the provisions that apply; this section of the Rules is intended only as a very brief reference.

To request a written reply, an organization must submit a written request to [gaming.licensing@gov.bc.ca](mailto:gaming.licensing@gov.bc.ca), within 30 days of notification of the decision, stating reasons for the request and providing clarifying information that may support the request. New information may be considered at the discretion of the General Manager.

The General Manager, or person acting on behalf of the General Manager, will conduct a thorough review of the decision and will either confirm or vary the original decision.

**The written decision of the General Manager will be sent to the affected organization or individual within 60 days of receiving a written request for written reply.**

For more information about the written reply process, please refer to [www.gaming.gov.bc.ca/legislation-policies/docs/internal-review-procedures.pdf](http://www.gaming.gov.bc.ca/legislation-policies/docs/internal-review-procedures.pdf)

## 24. COMPLAINTS

A complaint form is available to the public for submission of complaints or allegations of criminal or regulatory wrongdoing in gaming and horse racing in the province of BC.

Organizations are encouraged to deal with all complaints internally, in a fair and equitable manner.

Complaints about the conduct and management of gaming events may be submitted, in writing, to the GPEB at <https://www.gaming.gov.bc.ca/gaming/inv/Complaint.do>

Written complaints will be reviewed by the GPEB's Enforcement Division and when a possible breach is identified, it will be brought to the organization's attention for remediation.

## 25. GLOSSARY

### A

**Appointed Board** – Appointment of an individual or individuals on a board is done so by choice as opposed to being elected into a position by vote.

### B

**BCLC** – The Act mandates that the BC Lottery Corporation is responsible for the conduct and management of all commercial gaming in BC on behalf of the government. BCLC is an entity which is separate from GPEB and from the government.

**Bingo** – A game of chance where players are awarded a prize or prizes for being the first to complete a specified arrangement of numbers on bingo paper, based on numbers selected at random.

**Bingo Paper** – Bingo cards/paper regulated by BCLC which is required for all Class A, B or C bingos or any bingo using social media or a virtual platform to live stream.

**Bingo Price List** – A price list must be posted at the cashier's station listing all bingo paper products offered and the price for all items.

**Bingo Program** – The bingo program is a list of all of the bingo games that will be played at a bingo event. The program must list the games in the order they will be played, the winning combination for each game and the type and/or colour of bingo paper to be used for each game.

**Blackjack** – A gambling card game allowed on a social occasion casino or limited casino licence in which players try to acquire cards with a face value as close as possible to 21 without going over. Also see [Wheel of Fortune, Social Occasion Casino & Limited Casino Events](#)

**Board of Directors** – The members of an organization elected by the membership to be responsible for the oversight of that organization's activities.

# C

**Cake Walk** – A type of raffle where participants walk along a path with numbered squares on it. The winner is the one standing on the square corresponding to the winning number drawn. Applied for under a Token Raffle application.

**Calendar Raffle** – A raffle in which a purchaser buys a calendar on which prizes are identified for a series of draws to take place on selected days. A purchaser wins a prize by matching the number on the calendar with the number drawn on the specific date.

**Calendar Year** – Referring to a period time from January 1<sup>st</sup> until December 31<sup>st</sup> in a single year; for example, January 2021 to December 2021.

**Chance** – The outcome is not pre-determined or determined solely by skill.

**Charitable Organization** – A corporation, organization (including a religious organization), association or partnership which is created primarily for a charitable object or purpose in BC and is operated not for profit.

**Class A Licence** – Means a gaming event licence issued under Part 5 of [the Act](#) which licence authorizes the licensee to conduct, manage and operate a lottery scheme referred to in Section 207 (1) (b) of the [Criminal Code](#) for which the projected gross revenue, specified in the licence, exceeds \$20,000.

**Class B Licence** – Means a gaming event licence issued under Part 5 of [the Act](#) which licence authorizes the licensee to conduct, manage and operate:

- A lottery scheme referred to in Section 207 (1) (b) of the [Criminal Code](#) for which the projected gross revenue, specified in the licence, does not exceed \$20,000, or
- A lottery scheme referred to in Section 207 (1) (d) of the [Criminal Code](#).

**Class C Licence** – Means a gaming event licence issued under Part 5 of [the Act](#) which licence authorizes the licensee to conduct, manage and operate a lottery scheme referred to in Section 207 (1) (c) of the [Criminal Code](#).

**Class D Licence** – Means a gaming event licence issued under Part 5 of [the Act](#) which licence authorizes the licensee to conduct, manage and operate a lottery scheme referred to in Section 207 (1) (d) of the [Criminal Code](#).

**Consideration** – Something of value a player must pay or exchange to be eligible to participate (i.e. purchase of entry).

**Counterfoil** – Also known as a ticket stub, the portion of a ticket placed into the draw barrel to be selected to determine a winner.

**Cow Pie Bingo** – A type of token raffle where a cow, or other animal, is placed in an area with the ground divided into a numbered grid. The square where the animal's excrement lands is the winner. A similar scheme applies to chicken poop bingo.

## D

**Door Prize Draws** – Where an admission ticket to an event is used as one entry into a draw where no additional entries may be purchased. Door prize draws do not require a licence.

## E

**Electronic Funds Transfer (EFT)** – A secure transfer of funds by electronic means from the charitable organizations gaming account for purchase of entry into a gaming event or to award a prize.

**Eligible Organization** – an organization that meets the eligibility criteria set out in these Rules.

**Expense** – A direct cost incurred by the organization in order to conduct a gaming event. For example, ticket printing costs, facility rental, advertising, or wages for registered gaming workers. If the gaming event is part of a larger event, expenses must be prorated to account for only those expenses directly related to the gaming event portion.

## F

**Fair or exhibition** – Means an event where agricultural or fishing products are presented or where activities relating to agriculture or fishing take place.

**Float** – Start up cash provided to a cashier station to have money available to make change.

## G

**Gaming** – the action or practice of playing gambling games.



**Gaming Account** – A separate banking account, in the organization’s legal name, for the exclusive purpose of receiving and disbursing gaming proceeds, including any funds received through licensed gaming or gaming fund donations received from other licensees.

**Gaming Account Summary Report (GASR)** – A GASR is a report that reflects the activity and all revenues and expenses within an organization gaming account for each fiscal year. Refer to [Gaming Account Summary Reports \(GASRs\)](#).

**Gaming Event** – Means a lottery scheme referred to in Section 207 (1) (b), (c), (d) or (f) of the [Criminal Code](#); an event meeting the criteria of gaming as outlined and is considered licensable by GPEB.

**Gaming Event Licence** – A formal approval in the form of a permit to hold a gaming event in BC, issued to an eligible charitable or religious organization or group by the Lieutenant Governor in Council or the branch under Part 5 of [the Act](#).

**Gaming Event Revenue Report (GERR)** – A GERR is a report that summarizes the actuals of each individual gaming event licence. The required fields include, gross revenue, prize costs, donated prizes, expenses and net revenue. Refer to [Gaming Event Revenue Reports \(GERRs\)](#).

**Gaming Policy and Enforcement Branch (GPEB)** – The branch responsible for the overall integrity of gaming and horse racing in BC though the responsibilities given to it under [the Act](#).

**Gaming Services Provider** – Means a person and/or company who:

- (a) provides gaming services,
- (b) provides gaming supplies, or services or tests gaming supplies,
- (c) provides or trains gaming workers, or
- (d) provides a facility for gaming,

and includes persons in a class of persons prescribed for the purpose of this definition, but does not include a person in a class of persons excluded from this definition by regulation of the Lieutenant Governor in Council.

All Gaming Services Providers used for a licensed gaming event must be registered with GPEB.

**Gaming Worker** – Means an individual

- (a) who is paid to assist in the conduct, management, operation or presentation of a lottery scheme or of horse racing, or
- (b) who is in any class of individuals connected in any capacity with the gaming industry or its regulation and is prescribed for the purpose of this definition,

but does not include an individual in a class of individuals excluded from this definition by regulation.

**General Manager** – The head of the GPEB and responsible, under the direction of the Minister, for the administration of the Act. Also referred to as Assistant Deputy Minister.

**Gross Revenue** – The total amount of fund raised by an organization before any deductions, prize costs or expenses.

**Guaranteeing a Pot** – Guaranteeing a prize is similar to seeding a pot (definition below), however seeding is not permitted for ticket raffles. When you guarantee the pot, you have the ability to advertise a minimum pot size that purchasers can win. For instance, if you guarantee the pot at \$5000, it provides ticket purchasers with assurance that a decent prize amount is available regardless of sales for a [percentage raffle](#), resulting in better chance of obtaining more purchasers. Also see [Guaranteeing a Prize Pot](#).

## H

**House Rules** – The rules established by the licensee regarding how the gaming event will be operated. Where a licensee's house rule contradicts BC's Rules, it is BC's Rules that must be followed.

## L

**Licence** – See definition of "Gaming Event Licence" above.

**Licensee** – The charitable or religious organization or group licensed under [the Act](#) to conduct and manage a gaming event in BC.

**Lottery Scheme** – A lottery scheme has the same meaning as in Section 207 (4) of the [Criminal Code](#). It is any gaming scheme that has the following three components: a prize; payment of a fee or consideration; a chance to win.

# M

**Meat Draw** – A type of raffle event permitted under a Meat Draw licence where the event is conducted like a regular raffle, but all prizes are meat.

**Minor** – An individual under the age of 19 years.

# N

**Net Proceeds** – The gaming funds amount remaining after a licensee has deducted all prize costs and related expenses from the overall gross income. The licensee must use the net proceeds for the charitable objects and purposes approved by GPEB.

# O

**Officer Responsible** – A member of the organization who is responsible to ensure the organization complies with all conditions, guidelines, rules and policies of the Gaming Policy Enforcement Branch.

**Organization** – As defined in the *Criminal Code* of Canada, must be charitable or religious:

- (a) a public body, body corporate, society, company, firm, partnership, trade union or municipality, or
- (b) an association of persons that
  - (i) is created for a common purpose,
  - (ii) has an operational structure, and
  - (iii) holds itself out to the public as an association of persons

**Out-of-Pocket Expenses** – Actual, reasonable, and necessary expenses incurred by members of the licensee organization or group in order to assist with the conduct and management of a licensed gaming event only.

## P

**Poker Ride** – A type of token raffle where participants collect playing cards as they complete a circuit. The participant with the best poker hand at the end of the event wins the prize.

**Private Residence** – Means a place used by a person as a permanent private dwelling, including any structure or land adjacent to the private dwelling that is used for the convenience or enjoyment of the occupants of the dwelling.

**Prize** – Money or anything of value to be awarded.

**Promotional Contest** – GPEB does not issue licences for promotional contests, however, contact is suggested with the Competition Bureau of Canada, see [Promotional Contests](#).

## R

**Raffle** – A gaming event where tickets are sold for a chance to win a prize at a draw.

**Red Dog** – A gambling card game allowed on a social occasion casino or limited casino licence played by two to ten persons with a pack of 52 cards, in which players bet in turn that their hands contain a card of the same suit as the top card of the stock and of higher rank. Also see [Wheel of Fortune, Social Occasion Casino & Limited Casino Events](#)

**Registered Gaming Worker** – An individual who is paid to assist in the conduct, management, operation or presentation of a lottery scheme and is registered in order to do so by the GPEB.

**Regulations** – the regulations made under the [Gaming Control Act](#), 1992. Also see [Gaming Control Regulations](#).

**Rubber Duck Race** – A type of [token raffle](#) where numbered rubber ducks are placed in a waterway with a current (current required). The prize winner holds a ticket with the number corresponding to the first rubber duck to cross a finish line.

## S

**Seeding a Pot** – Seeding the pot is when a bingo payout has a starting pot of a certain monetary value as opposed to starting at \$0. An organization would seed the pot by committing a certain amount of money to the pot from the start. To seed a pot means an organization is committed to paying out to the winner(s) a minimum of the seeded amount. Seeding the pot is not considered part of the sales revenue and the pot may not be seeded using gaming funds. This is permitted for bingos only. Also see [Seeding of Start Up Funds](#).

**Skill-Based** – The outcome is determined by skill rather than chance.

**Square Board** – A board is used where purchasers may pick a square that determines their entry into a raffle. Square boards can be applied for on a percentage or regular raffle application.

## T

**Terms and Conditions** – Specific sets of requirements attached to each application which require acceptance by the applicant to obtain a gaming event licence. The terms and conditions of the licence set out the conduct and management requirements of the licensee.

**TGS6** – The Technical Gaming Standards for Electronic Raffle Systems. The current version may be found at <https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/registration/tgs6-electronic-raffle-systems.pdf>

**Three-Card Monte** – three-card monte means the game commonly known as three-card monte and includes any other game that is similar to it, whether or not the game is played with cards and notwithstanding the number of cards or other things that are used for the purpose of playing.

## U

**Use of Proceeds** – The charitable purpose or benefit for which a gaming event licence has been issued to raise funds to support.

# W

**Wheel of Fortune** – A gaming device in the form of a revolving wheel. Pegs divide the perimeter of the wheel into sections, each containing a number or symbol. Patrons place wagers corresponding to the numbers or symbols. The wheel is spun, and the number or symbol where the clapper stops determines the winner.

**(the) Win** – In relation to a Social Occasion Casino or Wheel of Fortune event. The win is essentially the “house take” or deposit used as reference for organizations as they cannot calculate sales or prizes when submitting a Gaming Event Revenue Report.