

## Poker Event Checklist

Licensees must ensure:

- Compliance with Gaming Control Act and Regulation.
- Compliance with the Licensed Charitable Gaming Rules for the licensed event.
- Financial controls are in place and reporting requirements are met.
- The tournament procedures are conducted in such a way as to ensure the fair and honest operation of the poker game.
- Responsible gambling practices are exercised.

### **Note:**

The following check list is designed to assist licensees in conducting the licensed poker event properly. Licensees must read and fully understand the Licensed Charitable Gaming Rules – Section 13 to ensure all the requirements are met.

| <b>Key Requirements</b> <span style="float: right;">✓</span>                     |   |
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| <b>(Refer to the Licensed Charitable Gaming Rules for complete requirements)</b> |   |
| Pre-Event Requirements   |   |
| 1.   | Make sure you read and understand the conditions and rules prior to the event.  |
| 2.   | Ensure the Tournament Director (one per event) and dealers (one per table) have sufficient knowledge and skills to fulfill their roles and responsibilities (Licensed Charitable Gaming Rules, Section 13.2) and fully understand the standard procedures and rules of play. Advance training is highly recommended.  |
| 3.   | If you hire an individual or company to operate the poker event on your behalf, ensure the individual or company is appropriately registered and other associated requirements are met (Licensed Charitable Gaming Rules, Section 21.2).  |
| 4.   | Determine the blind structure and starting chip allotment. (A sample blind structure is provided in the How to Play document available on our Documents & Forms page of our website <a href="https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms">https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms</a> ).  |
| 5.   | Do not advertise or sell admission tickets until the organization has received its poker event licence (Licensed Charitable Gaming Rules, Section 17).  |
| 6.   | Ensure all advertising conforms to the Advertising and Marketing Standards for the B.C. Gambling Industry and includes the required responsible gambling messages (Licensed Charitable Gaming Rules, Section 17; More information about the <i>Advertising and Marketing Standards for the BC Gambling Industry</i> is available on the GPEB website at <a href="http://www.gaming.gov.bc.ca/legislation-policies/docs/stds-advertising-marketing.pdf">www.gaming.gov.bc.ca/legislation-policies/docs/stds-advertising-marketing.pdf</a> ). |

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| 7.   | Consider ordering responsible/problem gambling materials from the Gaming Policy and Enforcement Branch to make available at the event. (Materials available at no charge.)  |  |
| 8.   | If you plan to sell liquor at the gaming event, apply to the Liquor Control and Licensing Branch for a licence (Licensed Charitable Gaming Rules, Section 13.5).  |  |
| <b>Ticket Requirements (Licensed Charitable Gaming Rules, Section 13.3)</b>              |   |  |
| 9.   | Tickets can only be sold for the amount specified on the licence (\$100 per ticket maximum).  |  |
| 10.  | The number of tickets available for sale cannot exceed the number specified on the licence (maximum of 100 tickets permitted).  |  |
| 11.  | Tickets must consist of two parts, one of which is retained by the licensee and includes the names and contact information of the player.   |  |
| 12.  | Tickets must contain specified information, including: <ul style="list-style-type: none"> <li>• Name of licensee;</li> <li>• Licence number;</li> <li>• Cost of admission into the poker event;</li> <li>• Value of starting chips;</li> <li>• Prizes available;</li> <li>• Date, time and location of event; and</li> <li>• Total number of admission tickets available.</li> </ul>                                    |  |
| 13.  | To reduce security risks at the event: <ul style="list-style-type: none"> <li>• Licensees are encouraged to sell the majority of their admission tickets in advance;</li> <li>• Cash payments for admission tickets at the event should be discouraged;</li> <li>• Any payments accepted at the event should be paid by credit card, debit card or cheque; and</li> <li>• All prizes must be paid by cheque.</li> </ul> |  |
| 14.  | Complimentary tickets are not allowed.  |  |
| 15.  | All ticket sales must cease upon commencement of the event.   |  |
| <b>Gaming Equipment (Licensed Charitable Gaming Rules, Section 13.4, 13.6, and 13.7)</b> |   |  |
| 16.  | At a minimum, two card decks must be provided for each table. The decks must be: <ul style="list-style-type: none"> <li>• New;</li> <li>• Identical and of high quality; and</li> <li>• Remain in their original sealed packaging until the poker game starts.</li> </ul>   |  |
| 17.  | In exchange for the admission ticket, all players receive the same number and value of chips, from identical sets, and only those chips can be used at the poker event.   |  |

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| 18. Provide sufficient tables to allow 8 to 10 players per table. Tables must be of a sufficient size to ensure that the players can examine their cards without disclosing their value to the other players or any spectators.  |  |
| 19. At least one cashier station must be set up at the event to collect admission tickets and to distribute chips to players. A cash float must be held in a lockable cash box, cash register or safe.   |  |
| <b>Prizes</b>  |  |
| 20. Prizes must be awarded to the winners at the event according to the prize structure specified on the license. Prizes must not exceed \$2,000.00 in total for the event and must not exceed \$1,000.00 per player. (Licensed Charitable Gaming Rules, Section 13.1)   |  |
| 21. All cash prizes must be paid to the winner by cheque. (Licensed Charitable Gaming Rules, Section 13.7)   |  |
| 22. Liquor, live animals, cannabis products, and prohibited or restricted firearms cannot be offered as prizes. (Licensed Charitable Gaming Rules, Section 8.1)  |  |
| <b>Event Facility (Licensed Charitable Gaming Rules, Section 13.5)</b>   |  |
| 23. Ensure the poker event is conducted only at the location, on the days and during the times specified on the licence.   |  |
| 24. The gaming area must be set up to enable the licensee to control access to the gaming area. Gaming area must be restricted to players and event volunteers/workers only.   |  |
| 25. Ensure the following documents are prominently posted at the event: <ul style="list-style-type: none"> <li>• The blind structure;</li> <li>• General rules of play;</li> <li>• House policies;</li> <li>• Tournament rules;</li> <li>• Poker event license; and</li> <li>• Liquor licence (where applicable).</li> </ul> |  |
| 26. If the gaming area is held in a room open to the public, or a viewing area is provided, ensure a physical barrier (i.e. rope, half-wall) is in place to restrict access to players and gaming workers only. The public and spectators must be kept at least ten (10) feet away from the gaming tables.                   |  |
| <b>Informed Choice (Responsible Gambling Standards for the BC Gambling Industry, Section 2)</b>  |  |
| 27. The licensee must ensure players can make informed choices by prominently displaying in the gaming area: <ul style="list-style-type: none"> <li>a) Information about potential risks associated with gambling and where to get help for a gambling problem; and</li> </ul>   |  |

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| b) Meaningful and accurate information about games, rules of play and general odds of winning.   |  |
| <b>Appropriate Response (Responsible Gambling Standards for the BC Gambling Industry, Section 3)</b>   |  |
| <p>28. The licensee must have policies, procedures and training in place to:</p> <ul style="list-style-type: none"> <li>a) Prohibit minors from participating in any form of gambling, or entering any designated adult-only gaming area;</li> <li>b) Prevent customers who are, or appear to be, visibly intoxicated from participating in gambling; and to</li> <li>c) Ensure that employees who interact with customers as part of their job function in gaming facilities where alcohol is served, have completed "Serving It Right" (a responsible service program).</li> </ul> |  |
| <b>Financial Control and Audit Requirements (Licensed Charitable Gaming Rules, Section 15.8)</b>   |  |
| 29. All handling of cash and chips should be witnessed, verified, recorded and signed for by at least two volunteers.  |  |
| 30. The recipients of all cash and merchandise prizes must sign for their winnings, and a witness must sign to verify prizes are received.   |  |
| 31. If a service provider is used, ensure a statement is on file that fully discloses income, expenses and profit from the contract.   |  |
| 32. Deposit all cash from the event immediately into the appropriate bank account (i.e. the licensee's gaming account). Retain all deposit receipts.   |  |
| 33. Maintain financial records that clearly show the amount and purpose of each transaction involving the receipt or disbursement of gaming funds.   |  |
| 34. Retain all receipts and other gaming records for five years.   |  |
| 35. Total expenses (excluding prizes) cannot exceed 25% of gross revenue.  |  |
| 36. Ensure expenses are reasonable and directly related to the conduct and management of the poker event. Retain all expense receipts.   |  |
| 37. Cash withdrawals from the gaming account are not permitted.  |  |
| 38. Refer to the Licensed Charitable Gaming Rules for complete financial control and reporting requirements.   |  |