

Texas Hold'em Poker Tournament

APPLICATION GUIDE

- This information is provided to help you complete your application.
- These instructions and/or explanations do not replace the Texas Hold'em Poker Tournament Terms and Conditions.
- Please allow 6 weeks for us to process your completed application.

SECTION A: Organization Information

This section provides us with important contact information. It also helps us determine your organization's eligibility for a licence.

- 1. Previous Licence:** If your organization was licensed in the past, include the licence number.
- 2. Organization's Full Legal Name:** Must be the full legal name of the organization.
- 3. Physical Address:** Provide your organization's street address, where the building is physically located.
- 4. Mailing Address:** Provide a mailing address, if different than the physical address.
- 5. Background Information:** First-time applicants and organizations that have not been licensed in over three years must complete this question and provide as many of the following supporting documents as possible with your application:
 - charter
 - constitution and by-laws
 - articles of incorporation (and most recent corporate annual return)
 - minutes of most recent annual general meeting
 - membership list
 - most recent financial statement
 - bank statements
- 6. Current Executive:** This list must include complete information regarding your elected executive. Each person must know their personal information is being included on the application to be used for our purposes only. They must be prepared to respond to any inquiries regarding this application.
- 7. Contacts:** These are our primary contacts. Their contact information must be included to ensure we communicate with the individuals from your organization who are responsible for this event. Contacts listed here must possess sufficient knowledge and skill for the conduct of the tournament.

Tournament Chair/Alternate

The tournament chair must be a member of your organization who will be responsible for ensuring that all aspects of the Texas hold'em poker tournament are conducted in compliance with your approved application and all terms and conditions. This person must be in attendance throughout the event(s), make final decisions on player disputes and ensure that all reports are completed and submitted.

All documents provided must be in the applicant organization's name. Additional documentation may be requested.



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Pit Boss and/or Manager

The pit boss and/or manager is the person who volunteers or is hired to manage the general play at the tables. This includes, but is not limited to, handling player disputes and relocating players. This role may also be filled by the tournament chair.

If you choose, the pit boss and/or manager can be the person that we speak with when reviewing your tournament rules, instead of the tournament chair. Contact information for a pit boss and/or manager will ensure that we speak to a person with sufficient knowledge to answer questions about how you plan to conduct your Texas hold'em poker tournament. Please refer to the Tournament Rules Worksheet and/or the Texas Hold'em Poker Tournament Terms and Conditions 7.01 to get an idea of what setting tournament rules for your event will involve.

Please check the box indicating whether you want us to call the tournament chair or pit boss and/or manager to discuss your tournament rules. If your pit boss and/or manager is not a member of your organization, ensure you complete Section E of the application authorizing us to contact this individual directly.

Please check the box indicating whether the pit boss and/or manager is from your organization, an employee of a gaming supplier or service provider, or another individual hired to act as pit boss and/or manager. Contact the Gaming Licence Department at 204-954-9400 or toll-free at 1-800-782-0363, if your pit boss and/or manager is not from your organization.

- 8. Address Where Records Are Kept:** You must retain all records pertaining to your licensed events for a period of three years. The address of where the records are physically kept cannot be a P.O. box number.

SECTION B: Financial Information

This section tells us about your financial plan for the operation of the event(s). It also provides us with details about your organization's general financial situation.

9. Anticipated Revenue:

- A.** Please indicate if **rebuis** will be offered at your event. If so, indicate the maximum number of rebuis allowed per player at your event. You cannot allow more than three rebuis per player.

- B.** Please indicate if you will be holding **consolation events**. If yes,
- Indicate the maximum number of tables you will open.
 - Indicate the maximum number of players per table.

C. Entry Revenue

Calculate your maximum possible entry revenue by multiplying the regular entry fee per person by the maximum number of entries. Do not use discounted fees in your calculations.

D. Rebuy Revenue

If you are offering rebuis, calculate your maximum possible rebuy revenue by multiplying the cost of one rebuy unit by the maximum number of rebuy units for the entire event. Your maximum number of rebuy units for the entire event is the maximum number of rebuis per person multiplied by the maximum number of entries.

E. Consolation Event Revenue

If you are offering any type of consolation event, calculate your maximum possible consolation revenue by multiplying the consolation entry fee per person by the maximum number of entries. Your maximum number of entries is the maximum number of tables multiplied by the maximum number of players per table.

F. Total Anticipated Revenue

Calculate your total anticipated revenue by adding your total consolation event revenue, anticipated entry revenue and rebuy revenue.

- 10. Texas Hold'em Bank Account:** A separate bank account must be used to deposit all tournament revenue. All expense and profit disbursements related to your tournament, as specified in your application, must also be made from this account. You may not transfer tournament revenue into any of your organization's general operating accounts.

If you hold other LGA charitable gaming licences, you may use just one bank account for all LGA-licensed events, but separate deposits must be made for the proceeds from each type of event.

11. Prizes: When determining what you should offer for prizes, remember to consider your expenses.

A. Percentage Prizes: Only complete this section if prizes are based on a percentage of revenue.

Please indicate what percentage of the revenue will be offered as prizes (prize pool). Complete chart A to identify your prize structure. The total percentage indicated in the prize pool column must be equivalent to the prize pool percentage. Include your prize structure within your tournament rules.

If you will be offering rebuys at your event, you must check the box indicating if rebuy revenue will be included as part of the percentage prizes.

B. Set Prizes: Only complete this section for prizes not based on revenue.

Prizes cannot be changed once approved. Copies of contractual agreements with prize suppliers or another appropriate prize confirmation must be provided for all prizes with a value over \$5,000, including all donated prizes. A sample contractual agreement is available upon request.

C. Consolation Events: Only complete this section if you will be offering consolation events.

Please include information regarding your consolation events. This would mean any additional event where a separate fee is collected from players to participate once they are eliminated from the main event (a.k.a. second chance tournament).

You must check the box indicating if prizes offered for your consolation event(s) will be based on a percentage of revenue or set prize(s). Identify your prize structure.

12. Current Funds: Does your organization have current funds to cover the cost of prizes? If all prizes being offered at your tournament are based on a percentage of tournament entry fees or if all prizes are being donated, evidence of sufficient funds is not required.

If set prizes are being offered and have not been donated, please include the following with your application:

- a current bank statement showing a balance equal to or greater than the total cost of all prizes; or,

- if your organization does not have sufficient funds, an irrevocable standby letter of credit (sample available upon request); or,
- bank draft.

Additional information or documents regarding prize confirmation or guarantees may be requested.

13. Estimated Expenses: Identify your budgeted expenses for your tournament including any expenses related to a consolation event held in conjunction with your tournament. If you anticipate changes to any of these expense amounts, you must get written approval from us before you incur any further expenses.

Total estimated expenses must not exceed 15% of your total anticipated revenue. You already calculated this specific revenue amount in #9. The cost of cards, chips or any anticipated licence fees should not be included in the calculation of this limit.

A. Other Prizes

Identify the costs of any prizes not related to actually playing Texas hold'em (e.g. door prizes). These prizes must be offered as part of a free draw or another random method of selecting a winner. A chance to win cannot be limited to only tournament players and you cannot be required to pay to participate. Otherwise, you may also need to apply for a raffle licence.

B. Wages

If you will be paying wages or honorariums to volunteers or members from your organization for working at the tournament, you must identify each paid position and the number of people in that position for each event. Provide the total for each position. Add the totals for each position to determine your total wages per event.

C. Promotions

Identify costs for any promotional items or giveaways. These are items such as incentive gifts available to everyone (e.g. ball caps or souvenir poker chips).

D. Facility Rental

Provide the rent you will pay for the facility where you will hold your tournament. You must also include a copy of your rental agreement with this application. If your organization owns the facility in which you operate events, you cannot include rent as an expense.



E. Advertising

List each type of advertising you will use (e.g. renting a mobile sign, poster printing, advertisements in newspaper or on radio) and provide us with the total cost for all advertising.

Do not include costs associated with hiring outside services that provide dealers, a pit boss/manager, etc. Fees paid to companies or individuals who are not members of your organization to provide staffing for your event must be listed under Professional Services and Equipment.

F. Professional Services and Equipment

You must list and describe all services (e.g. dealers and pit boss/manager) and all equipment (e.g. chips, cards, poker tables, and dealer button) that you will hire, rent or purchase from an outside supplier or service provider (company or individual) for your tournament. Do not include equipment that your organization already owns or the wages/honorariums paid to volunteers from your organization that you already listed.

Please indicate the supplier or service provider's name, address and the total cost to your organization. Include copies of your supplier and service provider contracts with your application.

Service or equipment suppliers may need to be licensed by us and we may contact you for more information. For questions regarding supplier and service provider licensing, please contact the Gaming Licence Department at 204-954-9400 or toll-free at 1-800-782-0363.

G. Other Expenses

Please specify each expense item separately and then provide the total amount for other expenses related to holding the Texas hold'em poker tournament. Examples of expenses that might be reported:

- Ongoing maintenance costs for equipment you own related to Texas hold'em.
- Costs associated with set up or take down of equipment

- Costs associated with volunteer appreciation gifts or events
- Any other costs related to the operation of your event(s) that were not reported in any of the above sections.

Total Estimated Expenses per Event

Your total estimated expenses must not exceed 15% of your total anticipated revenue. Licence fees, playing cards and poker chips are not to be included in this 15% limit.

14. Use of Profits: How will the profits be used?

List specific details on how the profits from the tournament will be spent. Please be specific. For example, write "utilities" or "property taxes" rather than "ongoing operating expenses".

Provide supporting documentation, such as a budget or financial plan, for any special projects or programs. If profits are intended for use towards a mortgage or loan payment, a copy of the mortgage or loan agreement must be attached to your application.

15. Profit Disbursement Date: Provide the specific date on which all profits will be spent. This question must be answered if:

- you are an ongoing licensee with a long-term special project you are saving for; or,
- you are applying for a single event or a limited series of events.

Special reporting will be required for funds held outside of your bank account or if funds will be held for more than 60 days after you cease operating. A detailed plan may be requested for long-term projects (e.g. construction of a new building).



SECTION C: Texas Hold'em Poker Tournament Information

This section provides us with information about your poker tournament schedule, location, any consolation event held in conjunction with the tournament, rules, pre-registration and ticket options.

16. Event Schedule and Location:

Select **Ongoing** if you do not have a planned end date and want to operate weekly, bi-weekly or monthly events.

Select **Limited Series** if you have a start and end date and you want to operate weekly, bi-weekly or monthly events within that specific period.

Select **Single Event** for all events where a single tournament with one entry fee either begins and ends on the same day or runs over multiple days.

The example below shows an organization applying for a limited series of tournaments to be held from July 5th to December 15th on a weekly basis every Monday (7:00 p.m. to 1:00 a.m.) and every Wednesday (7:00 p.m. to 1:00 a.m.) at the same location.

EVENT TYPE AND FREQUENCY		EVENT DAY(S)	EVENT TIME		EVENT LOCATION
			START	END	
<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Weekly	<input type="checkbox"/> Sunday			Building Name ABC Community Hall
	<input type="checkbox"/> Bi-weekly Start (MM/DD/YYYY)	<input checked="" type="checkbox"/> Monday	7 pm	1 am	
<input checked="" type="checkbox"/> Limited Series From: (MM/DD/YYYY) 07/05/2014 To: (MM/DD/YYYY) 12/15/2014	<input type="checkbox"/> Monthly	<input type="checkbox"/> Tuesday			Building Address 123 Main Street Anytown, Manitoba
	<input type="checkbox"/> 1st wk <input type="checkbox"/> 2nd wk	<input checked="" type="checkbox"/> Wednesday	7 pm	1 am	
	<input type="checkbox"/> 3rd wk <input type="checkbox"/> 4th wk	<input type="checkbox"/> Thursday			
		<input type="checkbox"/> Friday			
<input type="checkbox"/> Single Event Date: (MM/DD/YYYY)		<input type="checkbox"/> Saturday			

You may attach a separate sheet to apply for multiple events. Please attach a schedule if you have an irregular schedule of events or if you are not able to complete this section.

If you are operating in a privately-owned facility, additional information may be required.

17. Closed Periods: You must identify any specific period(s) of time where you do not intend to operate events within your schedule (e.g. summer closures, Christmas Day, etc.). You must notify us prior to any subsequent closures by submitting a Licence Amendment Request Form.

18. Partnerships or Associations: If you have formed a partnership or association with any other organization(s), please identify them in this section.

19. Tournament Rules:

- A.** A typed copy of your complete tournament rules must be submitted with your application. Please refer to the Tournament Rules Worksheet to assist you in designing your tournament rules. Your tournament rules must include all of the requirements specified in Section 7.01(a) – 7.01(o) of the Texas Hold'em Poker Tournament Terms and Conditions. You must also provide rules for any consolation or secondary events held in conjunction with the main event.
- B.** Please provide the name of any other poker rule book that will be used during the tournament. This additional rule book cannot supersede your approved tournament rules, the LGA Standard Rules of Play or the Texas Hold'em Poker Tournament Terms and Conditions.

20. Pre-Registration: Check the box indicating if pre-registration for your event will be offered. Organizations offering pre-registration must ensure procedures and rules for allowing prepaid entry fees are included in the tournament rules. You may also refer to the Tournament Rules Worksheet for assistance.

21. Ticket Options: Check the box indicating if two-part printed numbered tickets will be used for your event. Required event reports and source documents will be dependent on whether an organization uses two-part numbered printed tickets or the player registration list only. A draft of the proposed ticket must be given to us with your application. The ticket must have two separate parts, each detachable from each other:

- Part 1, to be retained by the licensee, must include: the organization name, registrant/player name and phone number, tournament location, tournament date and time, ticket number, entry fee, rebuy fee, amount of rebuys offered, tracking system for rebuys purchased and the licence number issued by us.
- Part 2, to be retained by the registrant/player purchasing the entry, must include: the organization name, tournament location, tournament date and time, ticket number, entry fee, rebuy fee, amount of rebuys offered and the licence number issued by us. Pre-registration rules, or any other rules regarding transfers or refunds, if applicable, must be included on the back of Part 2 or provided as a separate document to each pre-registrant.

Ticket Example:

PART 1	PART 2
Organization name	Organization name
Registrant/Player name and phone #	Tournament location
Tournament location	Tournament date and time
Tournament date and time	Ticket number
Ticket number	Entry fee
Entry fee	Rebuy fee
Rebuy fee	# of rebuys offered
# of rebuys offered	LGA licence number
Tracking system of # of rebuys purchased	
LGA licence number	

SECTION E: Reporting

22. If you will be required to report, please indicate the financial reporting method you would prefer and the person responsible for preparing and submitting the report.

SECTION F: Certification

23. The president, tournament chair and alternate chair must sign and date the application. Make sure all individuals have read, understood and agree to abide by the Texas Hold’Em Poker Tournament Terms and Conditions and the information included in your completed application before signing it. This section also provides authorization for us to have direct contact with a pit boss and/or manager, as indicated in #7, regarding your tournament rules only.

Did you remember to:

This section of the application will provide a checklist to assist you with submitting a completed application for efficient and timely processing. Missing or incomplete information may result in your application being delayed or returned to you. When fully completed, please send your application form to our Gaming Licence Department at 800-215 Garry Street, Winnipeg, Manitoba R3C 3P3, by email to gaminglicence@LGAmanitoba.ca or by fax to 204-954-9450.