

Raffle

APPENDIX A

The information that you provide in this Appendix will help the LGA understand what you are proposing for your electronic raffle.

If you answered yes to A, B, or C in Question #20 of the ***Raffle Application*** or Question #12 of the ***Community Raffle Application*** please submit the procedures you will be following for each of the electronic methods you plan to use. Sections A, B, and C below will help you outline your proposed electronic raffle procedures.

SECTION A: Online Tickets

Only fill out this section if using online sales, issuing, and/or receipt of tickets. Procedures include electronic and manual methods designed to support your electronic raffle.

Note: The LGA may require applicants to submit additional procedure details not listed below for their proposed electronic raffles.

Your Procedures should include:

1. What measures are in place to ensure that purchasers are either residents of Manitoba or located within Manitoba?

2. What measures are in place to ensure that raffle advertisements and sales solicitations do not target persons outside of Manitoba?

3. How will purchasers be ordering and paying for tickets?

A. Which entity will be processing online payment?

Your Organization A Third Party

B. Which entity will retain online payment information of the purchaser?

Your Organization A Third Party



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C. If you answered third party to either question above, please identify the name of the third party providing that service:

D. Please provide a copy of the online order form and confirmation e-mail that purchasers will receive.

4. How will you be sending your e-tickets to purchasers?

5. How will the organization manage and secure the integrity of all outgoing e-tickets?

(i.e. ensuring that the e-ticket is received by the intended recipient, retaining records of outgoing e-tickets)

SECTION B: Using An Electronic Method To Distribute A Prize

Only fill out this section if using an electronic method to distribute a prize.

Note: The LGA may require applicants to submit additional procedure details not listed below for their proposed electronic raffles.

6. Please provide a list of prizes you intend to distribute electronically. This list should include the following information on your electronically distributed prizes:

Description of prize, prize value, description of how prize will be sent electronically to winner.

7. How will prizes be distributed electronically?

Reminder: Question #15 of the Raffle Application requires applicants to include the latest copy of their gaming supplier/service provider service contact. If you are using a gaming supplier or service provider to distribute the prize electronically please provide the service contract.

8. What security measures are in place to ensure the integrity of electronic prize distribution?

(i.e. measures in place to ensure prize is not duplicated and the prize reaches the intended draw winner.)

SECTION C: Random Number Generator

Only fill out the following section if using a Random Number Generator (RNG) for the electronic selection of a winner.

9. What kind of RNG are you proposing to use?

(Please provide the following information: Make, Model, Version, Service Provider. The LGA may require additional information not listed here.)

SECTION D: Electronic Raffle Equipment

If you answered yes to Question #21 of the **Raffle Application** or to Question #13 of the **Community Raffle Application** please answer the questions under Section D.

If the answers to questions #10-12 below are specified in your service contract, please attach your service contract.

If answers are not provided within the service contract please supply the following:

10. Please list all electronic raffle equipment that you will be using:

Raffle Hardware			
	Raffle Hardware Component #1	Raffle Hardware Component #2	Raffle Hardware Component #3
Make/Name			
Model			
Serial			
Type of Hardware Component			

Please attach a list of all additional electronic raffle hardware that does not fit in this table.

11. Please list all Associated Raffle Software and Firmware that you will be using:

Associated Raffle Software/Firmware			
	Software/Firmware Program #1	Software/Firmware Program #2	Software/Firmware Program #3
Make/Name			
Model			

Please attach a list of all additional electronic raffle software that does not fit in this table.

12. Where will your electronic raffle equipment be located:

# AND STREET	CITY/TOWN	PROVINCE	POSTAL CODE



13. Has the version of the electronic system you intend on using for your raffle been certified by an accredited testing facility? If yes, please enclose supporting documentation. If no, the LGA will determine what level of testing is required.

YES NO

Reminder: The configuration of a system, both hardware and firmware, must remain in the state as approved by the LGA. The approved state will be referred to as a particular version which must not be altered or substituted without prior approval from the LGA. Alteration of a system may require re-certification by an accredited testing facility (ATF).

SECTION E: Electronic Raffle Ticket Requirements

If you were redirected here by Question #22 of the **Raffle Application** or Question #14 of the **Community Raffle Application**, and are proposing to issue electronic tickets to purchasers, please review Sections E and F. These sections will provide you all the information required on an electronic raffle ticket and entry whether generated through an Electronic Raffle System (ERS), or through other electronic means.

The Ticket

This part will be retained by the purchaser. This will provide purchasers all the information necessary to make an informed decision about participation in a raffle. Please see Section E for all details which must appear on a raffle ticket.

The Entry

This part that will go into the draw. This will provide the organization the information necessary to contact winners of a draw. Please see Section F for all details which must appear on a raffle entry.

A purchaser shall receive a ticket as a transaction record for one or more chances to win in a raffle draw. A ticket must be issued with the following information at a minimum:

14. General Raffles

Sample Ticket	Ticket Item Description
<p>Charitable Co. - Raffle Licence No. 9876RF</p> <p>YOUR LUCKY NUMBERS:</p> <p>Z-999001 Z-999002 Z-999003 Z-999004 Z-999005</p> <p>5 tickets for \$15 Issued: 15/12/2015 13:05 Ticket Validation Code: 9MK4FT56</p> <p>-----</p> <p>Charitable Co.'s Raffle will take place at 15:30 on January 2, 2016 at 555 Main St., Capital City, MB</p> <p>Raffle Prizes: 1st Prize: 4 Hockey Tickets (\$570) 2nd Prize: 10 Bottles of Wine (\$250)</p> <p>The draw order will be: 1st Prize then 2nd Prize</p> <p>-----</p> <p>Tickets may not be purchased by Charitable Co. employees or immediate family members.</p> <p>Every ticket holder has the right to witness the draws.</p> <p>There are 500 tickets for sale.</p>	<p>* Name and address of the licensee. The LGA licence number.</p> <p>* One or more unique draw numbers generated by the electronic raffle equipment (ERS)</p> <p>* Price of the ticket.</p> <p>* Issued date and time in 24 hour format showing hours and minutes. * Unique validation number or barcode.</p> <p>* Location, date and time of the respective draw(s).</p> <p>* Description and value of the prize(s).</p> <p>* The order in which the prizes will be awarded. Applicable for draws with multiple prizes.</p> <p>* Any restrictions that may be placed on awarding prize(s).</p> <p>* An indication that every ticket holder has the right to witness the draw(s).</p> <p>* Number of tickets available for sale.</p>



15. 50/50 Raffles

Sample Ticket	Ticket Item Description
<p>Local Hockey Team - 50/50 Draw 321 Arena Road, Capital City, MB Draw #85 Licence No. 8976RF</p> <p>YOUR LUCKY NUMBERS:</p> <p>F-999101 F-999102 F-999103 F-999104 F-999105</p> <p>5 tickets for \$10 Issued: 15/12/2015 14:41 Ticket Validation Code: 7GE4FT49</p> <p>-----</p> <p>50/50 Draw - December 15, 2015 Draw will be made around the 8 minute mark of the 3rd Period</p> <p>Winner will have 30 days from the draw date to claim their prize.</p> <p>Keep ticket until winner is confirmed.</p>	<p>* Name and address of the licensee.</p> <p>* Event Identifier. * The LGA licence number.</p> <p>* One or more unique draw numbers generated by the ERS.</p> <p>* Price of the ticket.</p> <p>* Issued date and time in 24 hour format showing hours and minutes. * Unique validation number or barcode.</p> <p>* Statement of where and when the draw will be held.</p> <p>* Statement that the winner must have their ticket to claim prize and the number of days in which to claim (for tickets where purchaser's information is not required); and any other restrictions that may be placed on awarding prize(s). * This statement must be on all tickets</p>

Note: Where a series of raffles are conducted under a single licence, tickets for each raffle must be differentiated from the other tickets used in the series (i.e. unique ticket numbers). Where separate draws are conducted on a single day, the tickets sold for each draw must be uniquely identifiable from tickets sold for other draws conducted on the same day (i.e. different event identifier).

SECTION F: Electronic Entry Requirements

All entries used in a raffle draw must either be printed or entered electronically for each purchased draw number. Printed entries must be the same size, shape, and weight. All entries must have an equal chance of being selected. The system must generate a unique entry for each draw number sold on a ticket. An entry must be printed or entered electronically with the following information, at a minimum:

16. General Raffles

Sample Ticket	Ticket Item Description
<p>Charitable Co. - Raffle Licence No. 9876RF</p> <p>Jane Q. Public, 123 Fake St., Capital City, MB (204) 555-5555</p> <p>Z-999004</p> <p>Issued: 15/12/2015 14:41 Printed: 18/15/2015 09:52 Ticket Validation Code: 7GE4FT49</p> <p>Charitable Co. - Raffle 02/01/2016 @ 15:30</p>	<p>* Name and address of the licensee. * The LGA licence number</p> <p>* Name, address and telephone number of the ticket purchaser.</p> <p>* One draw number which exactly matches a single draw number from the ticket issued to the purchaser.</p> <p>* Issued date and time in 24 hour format showing hours and minutes.</p> <p>* Unique Validation number or barcode.</p> <p>* Event identifier.</p>



17. 50/50 Raffles

Sample Ticket	Ticket Item Description
F-999103 Tablet: 15 Dec 2015 15:22 Drum: 15 Dec 2015 14:41 Draw: 85 PrinterID: 7 Price: \$15 Ticket Validation Code: 7GE4FT49	* One draw number which exactly matches a single draw number from the ticket issued to the purchaser. * RSU identifier from which the entry was processed. * Processed date and time in 24 hour format showing hours and minutes. * Event identifier. * Price of associated ticket. * Unique validation number or barcode.

Note: The name, address and telephone number of the ticket purchaser must be included for multi-days 50/50 raffles.

Where the requirements above become cumbersome for use in a Random Number Generator database or poses printing problems, an alternative will be considered provided that the information for each entry is securely recorded elsewhere and can be easily traced directly to the respective alternative.

18. Additional Printed Information

It is permissible that a ticket may contain additional printed information, (i.e. advertising, logos, coupons, etc.). Some of this information may be contained on the ticket stock itself. Any additional printed information must not impact or obscure the required printed information as noted in **Sections: E and F**.

19. Validation Numbers

The algorithm or method used by the ERS to generate the ticket validation number must be unpredictable and must ensure that there is no duplication of validation numbers for the raffle currently in progress.

Did you remember to:

- Attach Procedures that you will use for the online issuing, processing, and receipt of tickets, the electronic selection of a winner, and the electronic distribution of a prize. (Sections A-C)
- Attach a copy of your online order form and the confirmation e-mail that will be sent to purchasers (#3 D).
- Attach a list of prizes you intend to distribute electronically (#6).
- Attach a copy of your latest supplier or service provider contract (#7).
- Attach a list of all additional raffle hardware components that do not fit in the table provided (#10).
- Attach a list of all additional raffle software and firmware programs that do not fit in the table provided (#11).
- Keep a copy of this application and all supporting documentation for your records.

Please send this form directly to the LGA's Gaming Licensing Department at 800-215 Garry Street, Winnipeg, Manitoba R3C 3P3, by email to gaminglicence@LGManitoba.ca or by fax to 204-954-9450.

PRIVACY NOTICE

The LGA is committed to protecting your privacy. The personal information you are providing on this form is collected under the authority of *The Liquor and Gaming Control Act*, Regulations and section 36(1)(a) of *The Freedom of Information and Protection of Privacy Act*. The information is strictly for the use of the LGA to process your application, assess your eligibility for a licence and for enforcement purposes.

Please be advised that the LGA may make the following information public: your organization's full legal name, address, LGA licence number, event location(s), date(s) and prize information.

Your personal information is protected by *The Freedom of Information and Protection of Privacy Act*. Any other use, and any disclosure, of your personal information by the LGA must be authorized by you or must be authorized under *The Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection of your personal information, please contact the LGA's Freedom of Information and Protection of Privacy Coordinator at 204-954-9400 or FIPPAcoordinator@LGManitoba.ca.

