

INDIGENOUS GAMING REGULATORS INC. POLICIES & PROCEDURES		
Title: Large Raffle		Number: 70-401
Authorization: [] Board of Directors [X] President and CEO [] Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Vice President Licensing & Communications Date Reaffirmed: Date Revised: Date Effective:

1 POLICY

- 1.1 All Large Raffles shall be conducted in compliance with the 'Terms and Conditions for Charitable Gaming Licences to Conduct and manage Raffle Lotteries'.
- 1.2 All large raffles must be conducted in accordance with the description and rules of play for the raffle submitted by the Charity in the Lottery licence application, and approved by IGR

2 PURPOSE

- 2.1 To ensure integrity, fairness, and consistency in the conduct and management of Large Raffles.

3 APPLICATION PROCESS

3.1 The licence application process is as follows:

- 3.1.1 Due to the complexity of these lotteries, the applicant must submit notification of intent to conduct a lottery 60 days prior to the proposed start date. Notification of intent must include: application, contract with management firm (if applicable), rules of the lottery, and available prize and advertising information;
- 3.1.2 First time applicants may be required to meet with IGR to review their business plan;
- 3.1.3 The applicant must indicate if they are using the services of a lottery management firm and provide a copy of the contract. The lottery management firm must maintain a certificate of registration as a gaming supplier;
- 3.1.4 The organization must state an actual guaranteed prize structure on all raffle advertising and tickets, and award that amount regardless of the final number and value of tickets sold;
- 3.1.5 IGR may also require proof of financial ability to ensure the completion of the lottery (e.g. letter of credit, or proof of funds on deposit);
- 3.1.6 Where property is offered as a prize, proof of ownership or offer to sell to applicant will be required, along with documentation concerning appraised value;
- 3.1.7 Where "instant prizes" are being offered, they shall be cash or merchandise with a retail value equal to or greater than the ticket cost;
- 3.1.8 A draft copy of any ticket order/entry forms and advertising must be submitted for approval prior to public distribution;
- 3.1.9 Ticket sales on the Internet will not be approved or allowed, but you may use the Internet to advertise (See Lottery Schemes - Use of Internet Policy No. 70-004).

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: 06.01.06	Initial: <i>TC</i> Date: Jan 4, 2006
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4 CONDUCT OF LARGE RAFFLE

4.1 Large Raffle Draw(s) are conducted in the following manner:

- 4.1.1 a two-part serial-numbered ticket must be used, with one part retained by the purchaser and one part retained by the licensee for the draw (unless an order form system is used);
- 4.1.2 ticket sales shall cease a minimum of 24 hours prior to the conduct of any draws; and
- 4.1.3 stubs are placed in a draw drum and the winner is determined by random selection of stubs from the drum. These stubs are returned after each draw to allow equal opportunity to participate in all draws.

5 DEFINITION

5.1 "Large Raffle" is a raffle lottery containing prizes with total retail prize value exceeding \$50,000.

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: SM Date: 06.01.06	Initial: * Date: Jan 4, 2006
Main Table Recommendation	Initial: Date:	Initial: Date:

**INDIGENOUS GAMING REGULATORS INC.
POLICIES & PROCEDURES**

Title: Raffle - Regular Draw		Number: 70 - 402
Authorization: [] Board of Directors [X] President and CEO [] Vice President	Approvals: Board Resolution # _____	Source: Vice President Licensing and Communications
	_____	Date Reaffirmed: _____
	_____	Date Revised: _____
		Date Effective: _____

1 POLICY

1.1 All Regular Draws shall be conducted in compliance with the 'Terms and Conditions for Charitable Gaming Licensees to Conduct and manage Raffle Lotteries'.

2 PURPOSE

2.1 To ensure integrity, fairness, and consistency in the conduct and management of Regular Draw raffles.

3 PROCEDURE

3.1 The organization must state an actual guaranteed prize structure on the raffle ticket and award that amount regardless of the final number and value of tickets sold. It is also a requirement of the Terms and Conditions of the raffle lottery licence that the total value of the prizes to be awarded must be stated on both the ticket and any advertisements.

3.2 Licensees must use a two-part serial-numbered ticket, with one part retained by the purchaser and one part retained by the licensee for the draw.

3.3 Stubs are placed in a draw drum and the winner is determined by random selection of stubs from the drum.

3.4 Stubs are returned to the drum after each draw to allow equal opportunity to participate in all draws.

3.5 Ticket sales on the Internet will not be approved or allowed, but Licensees may use the Internet to advertise (See Lottery Schemes -- Internet Policy No. 70-004).

4 DEFINITION

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

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: 06.01.06	Initial: <i>JE</i> Date: Jan 4, 2006
Main Table Recommendation	Initial: Date:	Initial: Date:

**INDIGENOUS GAMING REGULATORS INC.
POLICIES & PROCEDURES**

Title: Raffle - Calendar Draw		Number: 70-403
Authorization: [] Board of Directors [X] President and CEO [] Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Vice President Licensing and Communications
		Date Reaffirmed: Date Revised: Date Effective:

1 POLICY

1.1 Calendar Draws must be conducted in accordance with the description and rules of play for the raffle submitted by the Charitable Organization in the Lottery licence application, as approved by IGR

2 PURPOSE

2.1 To ensure integrity, fairness, and consistency in the conduct and management of Calendar Draw Raffles.

3 PROCEDURE

- 3.1 Calendars are for a month, a year, a season (e.g. sports), etc.
- 3.2 The tear-off stub from the calendar contains purchaser's name, address and phone number along with the ticket number matching that on the calendar. These stubs are entered into the draw drum.
- 3.3 Draws shall be conducted in accordance with the allotted and approved prizes as stated on the calendar.
- 3.4 Winning ticket stubs must be returned to the draw drum for subsequent draws.
- 3.5 The rules for winning must be clearly stated on the application and must be declared on the calendar itself.
- 3.6 Calendar sales on the Internet will not be approved or allowed, but Licensees may use the Internet to advertise (See Lottery Schemes – Internet Policy No. 70-004).

4 DEFINITION

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

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: <i>08.01.06</i>	Initial: <i>JK</i> Date: <i>Jan 4, 2006</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

**INDIGENOUS GAMING REGULATORS INC.
POLICIES & PROCEDURES**

Title: Raffle – Elimination Draw		Number: 70-404
Authorization: [] Board of Directors [X] President and CEO [] Vice President	Approvals: Board Resolution # _____	Source: Vice President Licensing and Communications
	_____	Date Reaffirmed:
	_____	Date Revised:
		Date Effective:

1 POLICY

1.1 Elimination draws must be conducted in accordance with the description and rules of play for the raffle submitted by the Charitable Organization in the Lottery licence application, and approved by IGR.

2 PURPOSE

2.1 To ensure integrity, fairness, and consistency in the conduct and management of Elimination Draws.
2.2 To ensure licences issued for Elimination Draws follow a standardized procedure.

3 PROCEDURE

3.1 Licensees shall adhere to the following:

- 3.1.1 must use a two-part serial-numbered ticket, with one part retained by purchaser and one part (stub) retained by the licensee for the draw;
- 3.1.2 lesser prizes are awarded at specific intervals (eg. every 25th ticket wins a prize) and the last remaining ticket in the drum wins the grand prize;
- 3.1.3 only purchased tickets are entered into the draw;
- 3.1.4 if all tickets are not sold, adjustments to the interval of winning tickets must be made to ensure that all prizes are awarded;
- 3.1.5 IGR must be informed in advance of any changes to the distribution order of prizes;
- 3.1.6 ticket sales on the Internet will not be approved or allowed, but Licensees may use the Internet to advertise (See Lottery Schemes - Use of Internet Policy No. 70-004).

4 DEFINITION

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

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: IGR Date: 06.01.06	Initial: SLGA Date: Jan 4, 2006
Main Table Recommendation	Initial: Date:	Initial: Date:

**INDIGENOUS GAMING REGULATORS INC.
POLICIES & PROCEDURES**

Title: Raffle - 50/50		Number: 70-405
Authorization: [] Board of Directors [X] President and CEO [] Vice President	Approvals: Board Resolution # _____ _____	Source: Vice President Licensing and Communications
		Date Reaffirmed: Date Revised: Date Effective:

1 POLICY

1.1 50/50 draws must be conducted in accordance with the description and rules of play for the raffle submitted by the Charitable Organization in the Lottery licence application, and as approved by IGR.

2 PURPOSE

2.1 To ensure integrity, fairness, and consistency in the conduct and management of 50/50 Raffles.
2.2 To ensure licences issued for 50/50 Raffles follow a standardized procedure.

3 PROCEDURE

3.1 Prize structures based on a percentage of sales or 50/50 type are permitted provided that all other Terms and Conditions for a raffle are met.
3.2 The rules for the draw and the collection of prizes must be included in the application form and in any advertising whether on the ticket or in the media.
3.3 In the case of 50/50 tickets sold during scheduled time periods, such as hockey games, it may not be possible to identify in advance the exact number of tickets and the prize amount to be awarded. Since the actual prize for each draw cannot be determined before the draw, the organization must indicate on the application the maximum total prizes that may be given out during the licensed time period.
3.4 50/50 draws may only be licensed where the applicant can demonstrate an ability to establish an audit trail and to comply with the Terms and Conditions for raffle lotteries.
3.5 Ticket sales on the Internet will not be approved or allowed, but Licensees may use the Internet to advertise (See Lottery Schemes – Internet Policy No. 70-004).

4 DEFINITION

4.1 "50/50 Raffle" is a raffle lottery in which the prize is one half the value of all tickets sold during the event or defined period of the licence. A ticket stub with a serial number corresponding to a sold ticket is placed in a drum or container for the purpose of the draw. When time restraints do not permit the completion of stub identifying a purchaser, the purchaser may be required to be in attendance at the time of draw or advised of the deadline for collecting the prize.

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: <i>06.07.06</i>	Initial: <i>[Signature]</i> Date: <i>Jan 4, 2006</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

**INDIGENOUS GAMING REGULATORS INC.
POLICIES & PROCEDURES**

Title: Raffle – Honey Pots		Number: 70-406
Authorization: [] Board of Directors [X] President and CEO [] Vice President	Approvals: Board Resolution # _____	Source: Vice President Licensing and Communications
	_____	Date Reaffirmed:
	_____	Date Revised:
	_____	Date Effective:

1 POLICY

1.1 Honey Pots that are held in private or membership clubs shall be conducted in accordance with the description and rules of play for the raffle submitted by the Charitable Organization in the Lottery licence application, and approved by IGR.

2 PURPOSE

2.1 To ensure integrity, fairness, and consistency in the conduct and management of Honey Pot Raffles.
2.2 To ensure licences issued for Honey Pot Raffles follow a standardized procedure.

3 PROCEDURE

3.1 Licensees shall adhere to the following:
 3.1.1 Licensees must retain 20-30 per cent of gross revenue for the licensed charitable object or purpose;
 3.1.2 the purchaser must be in attendance at the time of the draw to collect his or her prize. Unclaimed prizes are to be added to the following draw and may be accumulated until the final day of the licence;
 3.1.3 the date of the final draw must be posted in-house and advertised to members;
 3.1.4 Ticket sales on the Internet will not be approved or allowed, but Licensees may use the Internet to advertise (See Lottery Schemes – Use of Internet Policy No. 70-004).

4 DEFINITION

4.1 "Honey Pot Raffle" is a raffle lottery that is held in private or membership clubs. When a member attends, he or she places his or her name or token in a jar, and pays the required fee to enter the draw. A draw is then made during that day or evening.

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: 06.01.06	Initial: <i>[Signature]</i> Date: Jan 4, 2006
Main Table Recommendation	Initial: Date:	Initial: Date:

INDIGENOUS GAMING REGULATORS INC. POLICIES & PROCEDURES		
Title: Raffle -- Derbies		Number: 70-407
Authorization: [] Board of Directors [X] President and CEO [] Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Vice President Licensing and Communications Date Reaffirmed: Date Revised: Date Effective:

1 POLICY

- 1.1 All raffles shall comply with the 'Terms and Conditions for Charitable Gaming Licensees to Conduct and Manage Raffle Lotteries'.
- 1.2 All Derby (duck derby, gopher drop, Penguin Drop, etc.) raffles must be conducted in accordance with the description and rules of play for the raffle submitted by the Charitable Organization in the Lottery licence application, and approved by IGR

2 PURPOSE

- 2.1 To ensure integrity, fairness, and consistency in the conduct and management of Derby Raffles.

3 PROCEDURE

- 3.1 To ensure licences issued for a Raffle-Derby follow a standardized procedure in which participants buy a numbered ticket that corresponds to a numbered object (e.g. toy duck, toy gopher, toy penguin). Winners are determined by the order in which the objects achieve the goal. Examples include:
 - 3.1.1 Toy ducks are dumped into a river or other moving body of water. Winners are determined by the order in which the ducks cross the finish line.
 - 3.1.2 Toy gophers or penguins are dropped onto a target from a flying pass (usually a hot air balloon). Winners are determined by the order in which each approaches the centre of the target.
- 3.2 IGR requires assurance that crowd control will be sufficient to ensure that those attending the event cannot interfere with the outcome.
- 3.3 Due to the unusual nature of this type of lottery, IGR requires complete details concerning the control of ticket sales and the method of determining the winner(s) at the end of the race or event.
- 3.4 Ticket sales on the Internet will not be approved or allowed, but you may use the Internet to advertise (see Lottery Schemes - Use of Internet Policy No. 70-004).

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: <i>56.01.06</i>	Initial: <i>[Signature]</i> Date: <i>Jan 4, 2006</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

**INDIGENOUS GAMING REGULATORS INC.
POLICIES & PROCEDURES**

Title: Raffle – Sports Draft		Number: 70-408
Authorization: [] Board of Directors [X] President and CEO [] Vice President	Approvals: Board Resolution # _____	Source: Vice President Licensing and Communications
	_____	Date Reaffirmed:
	_____	Date Revised:
		Date Effective:

1 POLICY

1.1 Sports Draft raffle lotteries must be conducted in accordance with the description and rules of play for the raffles submitted by the Charitable Organization in the lottery licence application, and as approved by IGR.

2 PURPOSE

2.1 To ensure integrity, fairness, and consistency in the conduct and management of Sports Draft raffles.

3 PROCEDURE

Definition

3.1 "Sports Draft" is a raffle lottery where participants exercise a choice of "players or teams" by choosing from a compiled master list. A winner is determined contingent on a combination of their choices and actual player performance during the sports season.

General

- 3.2 A copy of the proposed entry form and draft of the advertising must be sent along with a fully completed application to IGR.
- 3.3 The licence number, entry cost, prizes and recipient of proceeds shall be printed on the entry form.
- 3.4 Advertising or mail order solicitation of the sports draft is restricted to media outlets or residences in Saskatchewan and is intended for Saskatchewan residents only. The names and addresses of the media outlets who will be printing and distributing the draft entries and advertisements shall be included with the application.
- 3.5 The sports draft shall not be sold outside of Saskatchewan.
- 3.6 Interim sports draft point standings and/or names of prize winners, together with their point standings, shall be published in media outlets having origin in Saskatchewan.
- 3.7 Ticket sales on the Internet will not be approved or allowed, but you may use the Internet to advertise, post interim point standings, and/or post names of prize winners, together with their point standings. All Internet advertising must comply with the Lottery Schemes – Use of Internet Policy No. 70-004.

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: <i>08.01.06</i>	Initial: <i>[Signature]</i> Date: <i>Jan 4, 2006</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

INDIGENOUS GAMING REGULATORS INC. POLICIES & PROCEDURES		
Title: Raffle – Sports Pool		Number: 70-410
Authorization: <input type="checkbox"/> Board of Directors <input checked="" type="checkbox"/> President and CEO <input type="checkbox"/> Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Vice President Licensing and Communications Date Reaffirmed: Date Revised: Date Effective:

1 POLICY

1.1 Sports pool raffle lotteries based on the results of sporting events must be conducted in accordance with the description and rules of play for the raffle submitted by the Charitable Organization in the lottery licence application, and as approved by IGR.

2 PURPOSE

2.1 To ensure integrity, fairness, and consistency in the conduct and management of Sports Pool raffles.

3 PROCEDURE

3.1 Sport pool raffle lotteries rules of play:

- 3.1.1 Ticket purchasers may not choose their own scores or results, but must instead purchase a ticket that has pre-set results stated on it.
- 3.1.2 The ticket must be sealed to prevent any external indication of the results stated on it.
- 3.1.3 There is no skill involved in participation.
- 3.1.4 The winner is determined by chance when holding the ticket matching the outcome of the game or series.
- 3.1.5 Ticket sales on the Internet will not be approved or allowed, but you may use the Internet to advertise (See Lottery Schemes – Internet Policy No. 70-004).

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>[Signature]</i> Date: <i>06.01.06</i>	Initial: <i>JK</i> Date: <i>Jan 4, 2006</i>
Main Table Recommendation	Initial: Date:	Initial: Date:

INDIGENOUS GAMING REGULATORS INC. POLICIES & PROCEDURES		
Title: Disposal and Destruction of Break-open Tickets		Number: 50-016
Authorization: [] Board of Directors [] President and CEO [] Vice President	Approvals: Board Resolution # _____ _____ _____	Source: Manager, Regulatory Audit & Inspection Services Date Reaffirmed: Date Revised: Date Effective: February 2, 2005

1. POLICY

1.1. The Audit and Inspection Services Department shall conduct retrieval, disposal and/or destruction of break-open tickets.

2. PURPOSE

- 2.1. To ensure consistent control and handling of break-open tickets.
- 2.2. To identify methods of disposal and destruction.
- 2.3. To identify procedure for return of unused tickets.

3. PROCEDURE

- 3.1. The Vice President of Licensing and Communications shall:
 - 3.1.1. request the Manager of Regulatory Audit and Inspection Services to manage retrieval and/or destruction of break-open tickets;
 - 3.1.2. receive report from the Manager of Regulatory Audit and Inspection Services identifying the particulars of the return or disposal of break-open tickets;
 - 3.1.3. review the report and provide the report to a Licensing Officer.
- 3.2. The Licensing Officer will:
 - 3.2.1. receive report from Vice President of Licensing and Communications;
 - 3.2.2. file report in the appropriate Licensee file;
 - 3.2.3. close the Licensee file.
- 3.3. The Manager of Audit and Inspection Services will:
 - 3.3.1. receive request from the Vice President of Licensing and Communications to retrieve and/or dispose of break-open tickets;
 - 3.3.2. assign the task to an Inspections Officer;
 - 3.3.3. receive report from Inspections Officer confirming retrieval and/or destruction of break-open tickets;
 - 3.3.4. provide a report to the Vice President of Licensing and Communications identifying details.
- 3.4. The Inspections Officer will:
 - 3.4.1. contact the Licensee to arrange details of a meeting to retrieve and/or destroy break-open tickets;
 - 3.4.2. arrange the return of tickets to the distributor by:
 - 3.4.2.1. delivering the tickets personally, or
 - 3.4.2.2. shipping the tickets by courier or registered mail.
 - 3.4.3. prepares a report for the Manager of Regulatory Audit and Inspection Services identifying details of retrieval, return and/or disposal of break-open tickets.

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>OH</i> Date: <i>06.01.06</i>	Initial: <i>R</i> Date: <i>Jan 04, 2006</i>
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4. DOCUMENTATION AND CONTROL FOR THE PURPOSE OF DESTRUCTION:

- 4.1. Any winning ticket whose award is less than \$5:
 - 4.1.1. shall be torn in no fewer than two pieces, and then;
 - 4.1.2. discarded in a garbage can.
- 4.2. Any winning ticket whose award is \$5 or greater, but less than \$20:
 - 4.2.1. must have the tabs torn off and the tickets retained until the box that the ticket originated from has been completely sold;
 - 4.2.2. shall be counted and documented; and then;
 - 4.2.3. destroyed by shredding.
- 4.3. With respect to any winning ticket whose award is \$20 or greater, up to and including \$1,000:
 - 4.3.1. the tabs on these tickets shall be torn off and the word "PAID" shall be written on both sides of the ticket with permanent marker;
 - 4.3.2. the tickets must be retained until the box that the tickets originated from has been completely sold;
 - 4.3.3. the winning tickets shall be counted and documented;
 - 4.3.4. the tickets from completely sold boxes must be retained for a minimum of 90 days;
 - 4.3.5. these tickets shall be destroyed by shredding after the 90 days has elapsed.

5. DISPOSAL OF REMAINING UNOPENED AND OPENED BOXES OF BREAK-OPEN TICKETS:

- 5.1. In the event that the Licensee decides to discontinue Breakopen Ticket gaming either through relinquishing a licence or allowing it to expire, the Licensee must dispose of:
 - 5.1.1. remaining unopened boxes of Break-open Tickets by returning those boxes to the supplier; and
 - 5.1.2. remaining Breakopen Tickets in opened boxes by:
 - 5.1.2.1. contacting IGR;
 - 5.1.2.2. advising IGR as to the quantity of tickets required to be picked up; and arranging a mutually agreeable date and time for IGR to pick up the tickets.

	IGR	SLGA
Subcommittee Recommendation to Main Table	Initial: <i>CH</i> Date: <i>12.01.05</i>	Initial: <i>JC</i> Date: <i>Jan 04, 2006</i>
Main Table Recommendation	Initial: Date:	Initial: Date: