

October 29, 2021

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Jessica Gale
Mont St. Joseph Foundation Inc.
PO Box 11
Spruce Home SK, S0J 2N0

Dear Jessica Gale:

Re: Lottery Licence # RR21-0357

Code #pral-0753

Please find enclosed your licence to manage and conduct a Regular Raffle lottery scheme as described by the conditions outlined on the licence(s), and pursuant to the enclosed Terms and Conditions. Any changes to the licence(s) must be submitted in writing to the Saskatchewan Liquor and Gaming Authority (SLGA) and, if approved, SLGA will issue an addendum to the licence(s).

Financial reporting is required at the conclusion of your licence. Please visit our website at www.slga.com and register for an on-line account to access financial report forms.

Funds generated, in total, from the above licence(s) shall be disbursed for the approved uses of proceeds as follows:

Facility Expenses	Amt_Each
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The following expenses have been approved for this lottery:

Licence Fees	\$52.50
Echolotto Lottery Management Fees on Total Sales	\$6,000.00
Echolotto Lottery Management Fees on Transaction	\$630.00
GST	\$523.00
E-commerce Fees on Total Sales	\$1,900.00
E-commerce Fees on Transaction Volume	\$630.00
Total approved expenses:	\$9,735.50

Any significant changes to the expense items or amounts approved, or should additional costs be incurred in the conduct of this lottery, a request should be submitted for approval before lottery proceeds are utilized.

.../2

If your organization wishes to use gaming proceeds for a purpose other than, or in addition to, those purposes outlined in this approval letter, or raise funds in excess of your approved use of proceeds, please submit a request in writing to SLGA. If approved, SLGA will issue an addendum to your approved use of proceeds.

All disbursements must be made by cheque directly from the lottery account for the authorized charitable purpose only, as per the banking requirements outlined in the Terms and Conditions. All equipment and supplies purchased with lottery proceeds must be retained by Mont St. Joseph Foundation Inc..

All charitable groups and organizations licensed under section 207(1)(b) of the Criminal Code to conduct charitable gaming (bingo, breakopen, raffles, Texas hold'em poker tournaments and Monte Carlo charity events) are eligible to receive a charitable gaming grant up to a maximum of \$100,000 per organization per year. If charitable, your organization will receive a grant equal to 25% of net proceeds raised on your lottery licences, within the annual limit noted above.

If the total net proceeds of the event(s) covered by the charitable gaming licence equals or exceeds \$100,000, SLGA requires an independent audit opinion on the accuracy of the revenue and expenses being reported to SLGA before we will issue the final grant payment on that licence. The audit needs to be completed in accordance with Canadian Generally Accepted Accounting Principles (GAAP). SLGA's review of your audited financial statement will include a comparison between the audited figures and the figures reported on the financial reports previously submitted to SLGA. If there are any discrepancies between these figures, an explanation for the discrepancy must be included in the notes accompanying the financial statement.

Please note that Charitable Gaming Grants are calculated based on the financial reports submitted for your charitable gaming licences. If your financial reports are not submitted within six (6) months of the expiry of this licence, for net proceeds less than \$100,000, your organization will not be eligible for a grant on this licence. If your net proceeds equal or exceed \$100,000, both your financial reports and audited financial statements must be submitted within 18 months of the expiry of this licence or your organization will not be eligible for a grant on this licence.

Please retain this letter as part of your lottery records. If you have questions or require any assistance, please refer to the Charitable Gaming Policy Manual which is available online at www.slga.com or contact our office quoting your licence number and code.

Yours truly,

Rhonda Sarich, Licensing Specialist
Gaming Integrity and Licensing Branch

Jessica Gale
Mont St. Joseph Foundation Inc.
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October 29, 2021

Saskatchewan Liquor and Gaming Authority

encl

Lottery Licence

Licence Number: RR21-0357
Code: pral-0753

Pursuant to Section 207 of the *Criminal Code* and *The Alcohol and Gaming Regulation Act, 1997*,

Mont St. Joseph Foundation Inc.
777 28th St E
Prince Albert SK, S6V 8C2

is licenced to manage and conduct a Regular Raffle Lottery scheme at:

Mont St. Joseph
777-28th Street East
Prince Albert, SK S6V 8C2

subject to the terms and conditions issued pursuant to this licence and such additional terms and conditions as may be specified heron:

Ticket sales to commence: January 1, 2022
Total retail value of prizes offered: \$50,000.00
Draw type(s): 50/50

Draw date(s) and time(s): January 31, 2022; February 28, 2022; March 31, 2022; April 30, 2022; May 31, 2022; June 30, 2022; July 31, 2022; August 31, 2022; September 30, 2022; October 31, 2022; November 30, 2022; December 31, 2022 @ 11am

Initial fee received: \$ 52.50

Issued at Regina in the Province of Saskatchewan on October 29, 2021

This licence is issued subject to compliance with all other federal, provincial, or municipal laws that may apply to the holding of this licence.



Susan Ross
President & CEO
Saskatchewan Liquor and Gaming Authority

Tickets:

3000 Sets of tickets at 1 ticket for \$10.00
1750 Sets of tickets at 3 tickets for \$20.00
250 Sets of tickets at 10 tickets for \$50.00
225 Sets of tickets at 100 tickets for \$100.00

RAFFLE
TERMS AND CONDITIONS

(Raffles with a Total Retail Prize Value over \$2,500)

**Saskatchewan
Liquor and Gaming
Authority**



January 2018

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1. DEFINITIONS

In these Terms and Conditions:

- (a) "BASIC TICKET" means a ticket without the purchaser's contact information. This type of ticket may also be known as a "bearer ticket". Basic ticket draws will not be allowed for Large Raffles except in special circumstances as approved by SLGA.
- (b) "DRAW" means the approved selection process by which the winner(s) are determined on a random basis.
- (c) "ELECTRONIC RAFFLE SYSTEM" means any website, computer software, and/or related equipment used by a raffle Licensee for any or all of the following: sell tickets; account for sales; facilitate the selection of winners (and associated tasks); pay prizes.
- (d) "EXPENSES" means actual costs incurred in the conduct of the event (ticket printing, advertising, etc.) and approved in advance by SLGA.
- (e) "GROSS REVENUE" means all monies spent by patrons when purchasing tickets to participate in any raffle.
- (f) "LARGE RAFFLE" means a raffle offering prizes with a total retail prize value in excess of \$50,000.00.
- (g) "LICENCE" means a licence issued by SLGA pursuant to the Criminal Code, for the conduct and management of a lottery scheme.
- (h) "LICENSEE" refers to the holder of a valid and subsisting licence issued by SLGA.
- (i) "NET PROCEEDS" means the funds left for the approved charitable purpose after the payment of all prizes and expenses approved by SLGA.
- (j) "RAFFLE" means a lottery scheme where for consideration, tickets are sold on a random chance of winning a prize, excluding breakopen and scratch tickets but including such schemes as 50/50 draws, elimination draws, calendar draws, sports pools and rubber duck races or derbys, without restricting the generality of the foregoing.
- (k) "REGULAR RAFFLE" means a raffle offering prizes with a total retail prize value in excess of \$2,500 but not more than \$50,000.
- (l) "TICKET" means a ticket which the holder has purchased as proof of a chance to win.
- (m) "TOTAL RETAIL PRIZE VALUE" means the total value of all prizes offered (including all applicable taxes) even if the prizes are donated.
- (n) "VENUE" means a physical location where a raffle event is being held.

2. GENERAL

- (a) The Licensee shall conduct the raffle in accordance with the application as approved, these Terms and Conditions, and any other Terms and Conditions as imposed by SLGA either before or after issuance of the licence.
- (b) The Licensee shall not revise any aspect of the raffle without prior SLGA approval. Requests for such changes must be submitted in writing by the Licensee to SLGA. If approved, SLGA will issue an addendum to the licence. If the approved amendments occur after ticket sales have commenced and affect the awarding of prizes, the Licensee is required to advise ticket holders and amend unsold tickets.
- (c) Amendments to extend or delay draw dates will not be approved except in extenuating circumstances. If approval is given to have a draw date amended, any purchaser's request for a ticket refund shall be accepted and a full refund issued.
- (d) A copy of the approved licence, any amendments to the licence and rules of play for the raffle must be posted or available during sales, whenever reasonable to do so, and at the time and location of the draw(s).
- (e) Licences are not transferable or assignable. The licence is rendered void.
- (f) The licensee shall ensure that the raffle is conducted completely within the province of Saskatchewan.
- (g) The Licensee shall comply with all municipal, provincial, and federal laws in connection with the licence issued.
- (h) An individual considered not being of good character or good standing shall not be involved in the operation of the raffle, if in the opinion of SLGA, the integrity of the raffle could be compromised by that person's involvement.
- (i) Licensees shall immediately notify SLGA in writing about any conduct, activity or incident that may be contrary to these Terms and Conditions or the approved Rules of Play for the event or that has, or may, compromise the fair and honest conduct of the raffle. This includes, for example, any suspected cheating or irregularities.

3. JOINT OPERATIONS

- (a) All partners in a joint licensing agreement must be eligible for a licence and are subject to an eligibility review by SLGA as part of the application process. The eligibility review includes the submission of a proposed use of proceeds from each partner. Each partner is named on the licence.
- (b) A copy of a partnership agreement or letter of understanding must be submitted at the time of application, and include the following:

- (i) The names of the charitable or religious organizations involved;
 - (ii) How the proceeds are distributed and the expenses shared;
 - (iii) A joint bank account number;
 - (iv) A contact person/persons for each partner.
- (c) All partners must share equal responsibility for the costs/liabilities of the raffle, or have an agreement specifying the liabilities and the distribution of revenues.
- (d) The partners will share in the responsibility for conduct of the raffle and for compliance with these Terms and Conditions.
- (e) All funds must be deposited directly in the joint bank account, and expenses, including the cost of prizes, must be paid from that account.
- (f) All partners are required to identify a lottery bank account into which their share of the net proceeds will be deposited. Disbursements to the approved use of proceeds shall be made directly from the lottery bank accounts.
- (g) All partners are required to use the proceeds only for approved purposes consistent with the use of proceeds approved as part of the licence approval and are required to provide access to the joint bank account and lottery bank accounts, as participants in the raffle, to SLGA auditors or investigators for financial review or audit.

4. TICKET REQUIREMENTS

- (a) The Licensee may be required to submit a draft or hand drawn copy of the proposed ticket with the licence application, for SLGA's approval.
- (b) The Licensee shall print only the number of tickets, and sell tickets only at the price or prices indicated and approved in the application for the licence.
- (c) The Licensee shall ensure that the total value of tickets printed and offered for sale does not exceed, but is not restricted to, twelve (12) times the total retail prize value of all prizes to be awarded (for example, if prize is \$1,000.00, gross sales cannot exceed \$12,000.00).
- (d) Tickets must be sold individually for the price indicated on the ticket. The Licensee may be approved to sell multiple tickets at a discounted price (e.g. 3 tickets for \$5.00); however, discounted tickets must be clearly distinguishable from the individual tickets by having the price printed on the ticket, or by a means acceptable and approved by SLGA at the time of application, to ensure financial accountability and integrity.
- (e) All tickets shall be numbered consecutively.

- (f) Licensees conducting sports lotteries, where tickets are issued related to the outcome of a sporting event (e.g. Grey Cup Pools), must ensure that all tickets are sold on the basis of pure chance and that the specific score/time is unknown until after the sale.

5. BASIC TICKET DRAWS

- (a) Raffles using basic tickets are only allowed where ticket sales and draws will take place during the span of a single day's event. Basic tickets can be used when the event is taking place in one or more venues, as long as all venues are controlled by the event organizer. Applications for raffle schemes proposing to use basic tickets should be made well in advance of the event, in order for SLGA to give appropriate consideration.
- (b) Basic ticket sales shall only occur in the area(s) in which the event takes place and such adjacent or associated areas as are approved by SLGA.
- (c) Tickets are to be numbered consecutively. Roll tickets are not acceptable.
- (d) If there are daily draws occurring on consecutive days, different colored tickets shall be used on each day.
- (e) All tickets used for a draw must be identical with the exception of the numbering (e.g. two different colors must not be used).
- (f) Appropriate ticket inventory control sheets must be used for each draw to ensure that all sold tickets are entered into each draw. Inventory control sheets must track all tickets that are distributed, sold and returned by volunteer ticket sellers.
- (g) Licensees must use a transparent barrel large enough to accommodate all tickets and ensure proper mixing of tickets prior to the draw unless otherwise approved by SLGA.
- (h) Ticket draws are to be announced to the public and are to occur before the end of the entertainment event when purchasers are likely to be in attendance. Where tickets are sold in multiple venues, winners must be announced at all venues. If a draw cannot be made before the end of the event (i.e. due to a technical issue or due to unforeseen natural circumstances), or if tickets are sold in multiple venues, sufficient notification is to be given to customers of when and where the final draw will take place and where winning numbers will be advertised or publicized.
- (i) Ticket purchasers are to have access to winning numbers at the event (subject to (h) above). All winning tickets are to be displayed at the event until all prizes are claimed or until close of the event.
- (j) All rules of play for the raffle, as outlined in Section 10 and approved on the licence application, must be readily available to potential ticket purchasers.
- (k) At a minimum, basic tickets shall include the following information on the portion that is retained by the purchaser:
 - (i) Ticket number;

- (ii) Name of the Licensee;
 - (iii) Licence number
 - (iv) Telephone number or website for Licensee contact person.
- (l) Basic ticket draws will not be allowed for large raffles except in special circumstances as approved by SLGA.

6. STANDARD TICKET DRAWS

- (a) Except as outlined in Section 5 above, raffle tickets and/or sales systems for raffles must be designed to collect standard customer information at the time of sale in order that winners may be contacted. An example of standard customer information is a customer's phone number. Additional customer information can be obtained at the discretion of the charity.
- (b) At a minimum, tickets shall include the following information on the portion that is retained by the purchaser:
 - (i) Name of Licensee;
 - (ii) Number of the ticket;
 - (iii) Licence number;
 - (iv) Description of prizes, their total retail prize value, and any cash alternatives;
 - (v) Time, date and location of draws;
 - (vi) Any restrictions that may be placed on the awarding of prizes;
 - (vii) Instructions on how to claim prizes (for example, website or phone number);
- (c) Licensees must use a transparent barrel large enough to accommodate all tickets and ensure the proper mixing of tickets prior to the draw. Any other draw barrel design must be approved by SLGA in advance.
- (d) All unclaimed prizes must be distributed in accordance with Section 13(d) of these Terms and Conditions unless otherwise approved by SLGA.
- (e) All rules of play for the raffle, as outlined in Section 10 and approved on the licence application, must be readily available to potential ticket purchasers.

7. ADVERTISING

- (a) The Licensee shall ensure all forms of advertising are accurate, and include the name of the Licensee as well as contact information. Advertising descriptions and prize values must accurately match prizes described in the licence application.
- (b) The Licensee shall ensure the following information regarding the raffle is readily available to potential customers (for example, included in advertising, posted online or available by mail/email upon request):
 - (i) Name of Licensee;

- (ii) Licence number;
 - (iii) Price per ticket;
 - (iv) Description of prizes and their total retail prize value;
 - (v) Any cash alternatives to prizes, if applicable;
 - (vi) Date, time and location of all draws;
 - (vii) Total number of tickets offered for sale; and
 - (viii) Rules of play as outlined in Section 10.
- (c) Tickets shall not be sold, advertised or promoted to persons located outside of Saskatchewan.
- (d) The Licensee shall ensure all media advertising is done through outlets having a geographical location in Saskatchewan.
- (e) If applicable, raffle advertisements shall state that some tickets are eligible for more draws than other tickets. For example, those tickets purchased before a specific cut-off date are eligible for early bird draws.
- (f) Advertising a list of prize winners is not required. A list of winners, along with being submitted to SLGA as part of the reporting requirements, must be kept with the raffle records and the winners' names, ticket numbers and prizes won must be provided at no cost to any purchaser upon request.
- (g) The Licensee shall ensure that raffle advertising or publicity is not addressed to minors.
- (h) The Licensee shall not promote the raffle through a form of advertising or publicity that:
- (i) Gives a person an unrealistic perception of a player's chances of winning; or
 - (ii) Does not conform to prevailing community standards.

8. SALES

- (a) The Licensee shall ensure all purchases are made on a voluntary basis. No person shall be obligated to purchase tickets as a condition of registration for the Licensee's programs or services.
- (b) A Licensee may distribute books of tickets to its membership to be sold or purchased by the membership on a voluntary basis, and where this occurs:
- (i) A control sheet documenting the series of tickets shall be prepared;
 - (ii) The Licensee shall ensure that all ticket stubs and unsold tickets are returned to the Licensee prior to any draws taking place; and
 - (iii) The control sheets are to be retained as part of all lottery records.
- (c) The Licensee shall not distribute books of tickets to the general public to sell.

- (d) The Licensee may only sell tickets for cash, cheque, money order, debit, or credit card. If accepting non-certified cheques or credit card payments, the Licensee shall ensure the revenue from the ticket sales is received before tickets are eligible for draw(s).
- (e) Ticket sales must take place within Saskatchewan. Persons visiting from out of province may purchase a ticket if the entire transaction of payment and receipt of ticket occurs while the person is in Saskatchewan.
- (f) If the Licensee maintains a previous purchaser list from previously licensed raffles and there are customers on the list from outside Saskatchewan, these customers shall not be contacted or solicited in any fashion, or sent a ticket application form.
- (g) Websites and/or software used to sell tickets online must restrict sales to ticket purchasers located within Saskatchewan. Ticket requests by telephone shall only be processed if the call originates in Saskatchewan. The Licensee shall ensure that ticket orders are not accepted from, or solicited or processed for, a person located outside of Saskatchewan.
- (h) Licensees who offer an online sales option for customers must maintain other purchase options such as telephone or in-person ticket sales. Online sales may not be the only purchase option for customers. See Section 9 for the Terms and Conditions relating to the use of websites and other electronic systems in raffles.

9. ELECTRONIC RAFFLE SYSTEMS

- (a) Licensees may use an Electronic Raffle System for a raffle under the following conditions:
 - (i) The Electronic Raffle System meets the *SLGA Integrity Certification Requirements for Electronic Raffle Systems* including certification by an independent test lab;
 - (ii) If a third party is providing the technology, the third party is a gaming supplier registered with SLGA;
 - (iii) Use of the Electronic Raffle System is approved by SLGA in advance (typically at the time of application); and
 - (iv) Any use of an electronic random number generator (RNG) is approved by SLGA in advance (typically at the time of application).
- (b) Licensees may be approved to use Electronic Raffle Systems to do any or all of the following:
 - (i) Take payment for and/or deliver tickets;
 - (ii) Account for sales;
 - (iii) Use an RNG to facilitate the selection of winners and other associated tasks; or
 - (iv) Pay prizes.
- (c) Licensees may also use websites, software, and other electronic systems to advertise raffles and to accept orders to purchase tickets that will be paid for and delivered off-

- line. Systems used only for these purposes are not required to be certified under SLGA *Integrity Certification Requirements for Electronic Raffle Systems*.
- (d) At all venue-based events where Electronic Raffle Systems are used, Licensees must comply with the following conditions:
- (i) All electronic tickets must be sold by representatives of the Licensee. Licensees must ensure that all electronic ticket units (handhelds or kiosks) are operated by a charity representative. Unattended electronic ticket kiosks are not permitted.
 - (ii) All charity representatives must receive adequate training in advance of selling electronic tickets. The number of Licensee supervisory and management staff must be sufficient to support all ticket sellers and they must have a level of expertise and requisite training to operate the Electronic Raffle System.
 - (iii) Licensee supervisory and management staff must be present at all times during the course of the raffle to deal with any potential equipment or personnel issues.
 - (iv) Unless the use of an RNG to select winning tickets has been approved:
 - a. Licensees must ensure that ticket printing rooms/servers rooms must be kept secure at all times. The rooms must be staffed while sales are active and while tickets are printing. Unauthorized access to these rooms is not permitted at any time.
 - b. Licensees must ensure that all computers, accessories and printers are properly maintained in order to ensure the proper operation during the course of the raffle. Printer maintenance must ensure that tickets are printing properly at all times during the course of the raffle.
 - c. All electronic ticket stubs used for manual draws must be the same size, shape, and weight, and must have the same chance to win.
 - d. If there is a power failure or technical problem with the system and the system can no longer be used, the raffle draw must be delayed until such time that all tickets sold can be printed. In the case of a delayed draw, customers must be properly informed of where winning ticket number(s) will be advertised. The draw can be made when all tickets sold have been printed and the accumulated cash prize must be paid.

10. RULES OF PLAY

- (a) The Licensee shall establish rules of play governing the conduct of the Raffle, including the Draw and awarding of prizes. The rules of play shall be approved by SLGA, must be consistent with these Terms and Conditions, and shall be made readily available to all Ticket purchasers if requested.
- (b) Rules of play must include any of the following that are applicable:
- (i) Whether members of the organization, immediate family, or people involved in the conduct and management of the raffle are allowed to purchase tickets;
 - (ii) Any other restrictions on eligibility to purchase tickets, such as any minimum age requirement.
 - (iii) The purchase price of the ticket;
 - (iv) The number of tickets being made available for sale;

- (v) The date(s), time(s), and location(s) of the draw(s);
- (vi) The location of the draw;
- (vii) The method by which the draws will be conducted, including but not limited to the order in which prizes will be awarded;
- (viii) A description of each prize and its retail value (can be shown as dollar amount or percentage of sales, as appropriate), along with the value of any cash alternatives. If merchandise prizes are used, this must be identified;
- (ix) Any conditions affecting ability to win or claim prizes (all require SLGA approval at time of application). Such conditions may include, but are not necessarily limited to:
 - a. If ticket purchasers must be present to win;
 - b. Prizes that are available only to a subset of ticket purchasers (for example, early bird or returning purchasers);
 - c. Any delivery costs the winner may be required to pay to take possession of a merchandise prize;
 - d. Any prize expiry dates (for example, trip vouchers);
 - e. If tickets will be discarded after being drawn rather than returned to the draw barrel to be eligible to win remaining prizes;
 - f. The method of distributing unclaimed prizes (see Section 13(d) for requirements);
 - g. For sports lotteries, how prizes will be awarded if the winning ticket is not sold.
- (x) A method for ticket purchasers to contact the Licensee in the event of a question, complaint, or dispute.

11. CONDUCT AND MANAGEMENT

- (a) The Licensee shall supervise, as well as be responsible and accountable for the conduct and management of every aspect of the raffle, including:
 - (i) The collection of all ticket sale revenue;
 - (ii) The payment of prizes;
 - (iii) The payment of all operating expenses;
 - (iv) Completing and filing the required financial report on the raffle;
 - (v) Ensuring that all Terms and Conditions of the licence, and any additional Terms and Conditions, are adhered to;
 - (vi) Supervising all ticket sellers;
 - (vii) Keeping all required records and depositing all monies into the raffle bank account; and
 - (viii) The reconciliation of all tickets and cash.

12. DRAW PROCEDURES

- (a) The Licensee must be able to account for all tickets at the draw. Prior to the draw, the Licensee shall reconcile the number of sold tickets and unsold tickets, with the number of tickets in the draw container to ensure that all eligible tickets are available for the draw.

- (b) All draws must be open to the public. The name, address and ticket number of the winner for each prize shall be recorded and verified by a party other than the person drawing the ticket.
 - (i) For Regular Raffles, the draws shall be witnessed by at least three members of the Licensee or other non-participating party (see Section 21 – Conflict of Interest).
 - (ii) For Large Raffles, the draws shall be made by an impartial party such as an accounting firm, or other non-participating party (see Section 21 – Conflict of Interest).
- (c) All winning tickets that are drawn shall be returned to the draw drum after each draw to allow for equal opportunity to participate in all draws, unless otherwise approved by SLGA.
- (d) The Licensee shall select the winning tickets by a method of random selection as described at the time of application and approved by SLGA.
- (e) The Licensee shall not require a ticket purchaser to be present at the draw to win the prize, unless warranted by the raffle scheme and approved in advance by SLGA.
- (f) The Licensee shall afford access to all areas of prize draw premises during the conduct of prize draws to ticket purchasers, inspectors or other persons designated by SLGA.
- (g) If a draw occurs and the Licensee later determines that not all eligible ticket stubs were in the draw, SLGA shall be immediately notified. The Licensee shall complete a report specifying the total number and serial numbers of the affected tickets and an explanation for how this occurred.

13. PRIZES

- (a) SLGA reserves the right to restrict the total retail prize value of any raffle prior to issuing a Licence.
- (b) The Licensee shall award all prizes as described on the Licence application and approved by SLGA.
- (c) The Licensee is responsible for contacting the prize winner(s) and shall make every reasonable effort to notify the prize winner(s).
- (d) The Licensee shall hold prizes that are unclaimed in a secure location for a period of one (1) year from the date of the draw. If the prizes go unclaimed beyond their hold date, the prize/cash equivalent shall be donated to a charitable beneficiary approved by SLGA. Additionally, the following conditions apply to unclaimed prizes:

- (i) An exception is made for cash draws with basic tickets (e.g. 50-50), as these draws may have a timeframe of ninety (90) days for which unclaimed prizes must be held.
 - (ii) Licensees that have cash draws with basic tickets can either reuse the prize money within the current or future licensed raffle or donate the unclaimed prize money after the ninety (90) day hold has expired.
 - (iii) Any other unclaimed prize process, including those used in a basic ticket raffle, shall be approved in advance by SLGA and shall be outlined in the Rules of Play.
- (e) For prizes such as live animals, travel packages, food or other perishable items, the Licensee may set a specified time, subject to SLGA approval, in which the prize winner may claim the prize. The specified time shall be listed in the Licensee's Rules of Play.
- (f) The Licensee shall submit a list of unclaimed prizes to SLGA with the raffle financial report.
- (g) The Licensee shall not offer 'tickets for a proposed future lottery' as a prize.
- (h) For Large Raffles, applicants may be required by SLGA to guarantee that sufficient funds are available to cover the cost of all prizes offered. The guarantee may be either an irrevocable letter of credit or written documentation confirming a trust account has been established by a qualified Trustee, and that all Gross Revenues from the raffle will be deposited into that account.
- (i) Cash alternatives must be fully disclosed at the time of application, and if less than stated retail value of the prize including taxes, must be included on tickets and in all advertising.
- (j) Prizes must be immediately transferable to the winner without encumbrances on the title. No costs, including taxes, may be charged to the winner(s) to transfer ownership of the prize to the winner's name, with the possible exception of delivery costs to other locations as specified in the raffle Rules of Play at the time of application.
- (k) Where prizes are paid by cash, the Licensee must obtain a receipt from the winner showing the cash received, to be retained as part of the raffle records.
- (l) A raffle Licensee may award monetary prizes to winners by cash, cheque or electronic fund transfers or other electronic methods.

14. EXPENSES

- (a) The Licensee shall not pay any person or organization any remuneration, per diem, honoraria, or any other form of direct or indirect compensation or consideration for assistance in the conduct and management of a raffle, without prior SLGA approval. The Licensee may, with SLGA approval, pay a commission to other charitable or religious organizations for selling tickets. The

other organizations must use the funds for approved purposes consistent with the use of proceeds guidelines outlined in the SLGA Policy and Procedures Manual.

- (b) The Licensee shall pay by cheque, or electronic transfer, directly from the lottery bank account those operating expenses approved by SLGA. Approved expenses include (for more detail see the Gaming Event Expenses section of the Policy Manual):
 - (i) Ticket printing;
 - (ii) Advertising;
 - (iii) Licence fee;
 - (iv) Appraisal fees for prizes, if required;
 - (v) Registered raffle management/marketing company fee, if applicable; and
 - (vi) Other expenses receiving prior approval from SLGA relating to the conduct and management of the raffle (e.g. mall space rental, credit card charges, banking charges, etc.).
- (c) Only actual and reasonable expenses related to the conduct of the raffle are allowed. Total cost of expenses (excluding prize costs) shall not exceed 30% of Gross Revenues. Exceptions to this limit may be considered by SLGA, at point of licensing or during the course of the license, if circumstances of the raffle scheme warrant such approval.
- (d) The Licensee shall pay directly from the lottery bank account all expenses as approved by SLGA. Until the raffle prizes are secured, approved raffle expenses may be paid from non-gaming funds. Once the prizes are secured, revenue from the lottery bank account shall be used to reimburse the expenses paid from non-gaming funds, with the appropriate corresponding receipts.

15. RAFFLE MANAGEMENT/MARKETING COMPANIES

- (a) The Licensee shall only use management or marketing services that are provided by a registered gaming supplier approved by SLGA.
- (b) Raffle management/marketing company employees and members of their immediate family are not eligible to win prizes in raffles for which they provide services.
- (c) Licensees contracting raffle management/marketing companies shall retain responsibility for conduct and management of the raffle. The Licensee must ensure the raffle management company complies with these Terms and Conditions, with *The Alcohol and Gaming Regulation Act, 1997*, with SLGA policy, and also maintains the integrity of the gaming. Licensees are required to report, in writing, to SLGA any non-compliance or issues which may impact upon the integrity of the gaming.
- (d) A draft copy of the raffle management/marketing contract must be provided with the raffle application for review by SLGA prior to being signed. A final copy must also be

submitted once the contract is signed by both parties.

- (e) The raffle management/marketing contract shall specify all services provided, including the fees paid.
- (f) The raffle management/marketing company shall provide the Licensee with a business plan for the raffle and the business plan must be submitted to SLGA with the raffle application.
- (g) The raffle management/marketing company shall provide to the Licensee, if requested, a monthly summary of all income and expenses relating to the raffle.
- (h) The raffle management/marketing company shall comply with the Terms and Conditions of their registration as well as *The Alcohol and Gaming Regulation Act, 1997*, and the Terms and Conditions of the applicable raffle for which they are contracted to provide services.
- (i) The raffle management/marketing company shall maintain the integrity of the raffle.

16. USE OF PROCEEDS

- (a) The Net Proceeds from the raffle must be used for charitable or religious purposes, as required by the *Criminal Code*, and as approved by SLGA at the time of application. (For further details on approved use of proceeds, see SLGA's Charitable Gaming Policy Manual.)
- (b) The Licensee shall ensure any and all interest paid into the lottery bank account becomes part of the gaming proceeds and subject to the licensed charitable spending restrictions as though such interest was earned as part of lottery proceeds.
- (c) The Licensee shall not use Net Proceeds for any purpose not approved at the time of application without advance approval from SLGA.
- (d) The Licensee shall not use any lottery proceeds for the approved charitable purposes until all prize commitments have been met.
- (e) Gaming proceeds may not be used to cover gaming losses or expenses from other gaming licences unless approved by SLGA.
- (f) Disbursements of proceeds shall normally be payable directly to the vendor or supplier. Disbursements to individuals are not permitted unless prior approval is obtained from SLGA and/or proper documentation is maintained to ensure the disbursement was for an approved use.

17. BANKING REQUIREMENTS

- (a) The Licensee shall open and maintain a designated lottery bank account to administer all funds related to the conduct of the raffle. The Licensee shall have the option of:
 - (i) Opening and maintaining one designated lottery bank account to administer all lotteries conducted by the Licensee; or
 - (ii) Opening and maintaining separate designated lottery bank accounts for each type of lottery conducted by the Licensee.
- (b) The Licensee shall prepare and maintain a ledger to accurately reflect and describe all transactions occurring in the lottery bank account including outlining financial details of the raffle event conducted including proceeds derived from the lottery, expenses paid in the conduct of the raffle event, and a detailed list of how proceeds have been disbursed.
- (c) Where the Licensee opts to have only one designated lottery bank account, the Licensee shall maintain separate ledgers outlining financial details of each lottery event conducted including proceeds derived from each, expenses paid in the conduct of each lottery event, and a list of how proceeds have been disbursed.
- (d) The lottery bank account shall be in the name of the Licensee and shall have cheque privileges and monthly return of cancelled cheques or digital image of cheques.
- (e) The Licensee shall deposit all funds from ticket sales, prior to the final draw date, into the raffle bank account. Funds shall be deposited as soon as it is practical to do so.
- (f) The Licensee shall not transfer funds to a general account or any other account unless otherwise approved by SLGA.
- (g) All disbursements from the lottery bank account shall be made by cheque or electronic transfer directly to the expense or authorized charitable purpose.
- (h) The lottery bank account shall be administered by a minimum of two signing officers and each cheque shall be signed by a minimum of two members of the Licensee's executive.
- (i) The Licensee shall not deposit funds received from any source other than lottery events, conducted by the Licensee and licensed by SLGA, into the lottery bank account.
- (j) The Licensee shall not close the lottery bank account until all funds have been disbursed for the approved charitable objects and purposes.

18. RECORDKEEPING

- (a) The Licensee shall retain all records pertaining to the lottery for a period of three (3) years from the final draw, including:
 - (i) Bank statements;
 - (ii) Cancelled cheques;
 - (iii) Ledgers;

- (iv) Invoices/receipts for expenses;
 - (v) Ticket inventory control sheets;
 - (vi) List of prize winners;
 - (vii) All unsold tickets;
 - (viii) All ticket stubs of sold tickets. When tickets are sold through an Electronic Raffle System, an SLGA approved record of sales must be kept and non-winning tickets may be destroyed. Winning tickets must be kept;
 - (ix) Agreement with commercial outlets, if applicable;
 - (x) Contract with registered raffle management/marketing company, if applicable;
 - (xi) Agreement or letter of understanding with any other charities involved in the raffle, if applicable;
 - (xii) Any other information relevant to the conduct and management of the raffle.
- (b) The Licensee shall keep a record of the distribution of ticket stubs and cash or unsold tickets in order to account for all tickets and cash for reconciliation of the raffle results.
- (c) The Licensee shall ensure that, at all reasonable times, SLGA representatives have access to all records. SLGA representatives may copy or temporarily remove records at their discretion.
- (d) The Licensee shall maintain a detailed record of how all raffle Gross Revenues have been spent/dispersed.

19. REPORTING REQUIREMENTS

- (a) All lost or stolen tickets shall be immediately reported to SLGA. The report shall specify the total number and serial numbers of the lost or stolen tickets and an explanation for how the tickets were lost or stolen.
- (b) The Licensee is required to complete a financial report including the Gross Revenue, prizes, expenses and proceeds generated as a result of the raffle. The Licensee shall complete the raffle financial report on forms prescribed by SLGA and submit these forms, along with a list of all winners, to SLGA within 60 days of the final draw, or within the time period approved by SLGA.
- (c) Financial reports must be signed, and certified correct, by a member of the Licensee who is indicated on the application.
- (d) SLGA may request additional documents deemed necessary to confirm the particulars of the event.
- (e) The Licensee shall indicate on the financial report any prizes which have been donated.

20. AUDIT REQUIREMENTS

- (a) The books and records of the Licensee are subject to review and/or audit by SLGA and must be maintained in a manner acceptable to SLGA.

- (b) Licensees which realize Net Proceeds in excess of \$100,000 from the conduct of lottery events shall provide to SLGA an independent audit opinion to confirm the accuracy of the raffle financial reports submitted to SLGA. The independent audit opinion must be signed by an accountant with a recognized professional accounting designation (CPA). The audited opinion shall be provided to SLGA within 120 days or such other time as may be approved by SLGA.

21. CONFLICT OF INTEREST

- (a) The Licensee shall ensure there is no conflict of interest, real or perceived, with regard to the operation of gaming activity.
- (b) A conflict of interest means any situation in which a Licensee or any officer, director or member of the organization, or any person who supplies gaming services to the Licensee, either for himself or some other person(s), promotes or attempts to promote a private or personal interest which results or appears to result in the following:
 - (i) A conflict or interference with the exercise of his duties; or
 - (ii) A gain or an advantage by virtue of his position.

INTEGRITY CERTIFICATION REQUIREMENTS

Electronic Raffle Systems



January 2018

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Revision History

REVISION APPROVAL SIGNATURE	REVISION APPROVAL DATE	REVISION DESCRIPTION	REVISION TRACKING NOTES
		Merged and reorganized two previously approved standards regarding raffle systems: <ol style="list-style-type: none"> 1. Online Raffle Sales Standards, 2014 2. Integrity Certification Requirements - Electronic Raffle Systems, 2016 	All sections from both documents have been incorporated into a single standard.

Introduction

The Saskatchewan Liquor and Gaming Authority (SLGA) is responsible for the regulation of gaming in Saskatchewan as mandated under *The Alcohol and Gaming Regulation Act, 1997*. This document outlines the integrity certification requirements for Electronic Raffle Systems (ERS). All systems used for Venue-Based sales, online sales, the management and auditing of raffle tickets, and for the use of Random Number Generators (RNGs) must meet the requirements contained within this document and any relevant charitable gaming Terms and Conditions set forth by SLGA.

Background

These standards were developed from consultations with Gaming Laboratories International, LLC, Burnaby, British Columbia, referencing GLI standards: GLI-26 Wireless Systems v2.0, February 24, 2015; GLI-27 Network Security Best Practices v1.1, January 21, 2013; and GLI-31 ERS , v.1.1, July 24, 2015, Trusted Geolocation in the Cloud: Proof of Concept Implementation (NISTIR 7904), National Institute of Standards and Technology, U.S. Department of Commerce, International Organization for Standardization, Information Systems (ISO), ISO 27001 and 31000 Series and Control Objectives for Information and Related Technologies (COBIT), COBIT 5.

Purpose

These standards are intended to provide regulatory guidance to manufacturers, suppliers and gaming operators and licensees regarding technical gaming integrity requirements in Saskatchewan. Where variations from these standards are proposed, SLGA will review to determine acceptable practices.

These standards provide the basis for consistent public policy. They are founded on objectives that meet the test for fairness, accountability, security, honesty, reliability, and safety.

IN.1.00 General

IN.1.01 Ownership and Control of Technical Gaming Integrity Document

The ownership and control of this document and all subsequent amendments rests with SLGA.

IN.1.02 Document Revision

Technological change in the industry may require SLGA to issue corresponding amendments and changes to previously approved standards. Reasonable notice will be given to all manufacturers, suppliers, testing laboratories, and operators, for implementation.

IN.1.03 Parameters of Document

This document outlines those requirements that apply to ERS to create a standard which will ensure that ERS are fair, secure and have the capability to be audited and operated in accordance with SLGA as the regulator.

IN.1.04 Technology

SLGA recognizes that technology changes. New technology will be evaluated, as required, and

the standards amended accordingly.

IN.2.00 Regulatory Requirements

IN.2.01 General

SLGA reserves the right to decide what constitutes an ERS and determine what type of product requires laboratory testing.

All ERS must be tested by an independent test laboratory approved by SLGA to meet the applicable requirements set forth in this document. For circumstances where there is uncertainty regarding specific testing requirements, SLGA will review each situation and engage in discussions with the testing laboratory and manufacturer to make a determination.

IN.2.02 Asset Management

All assets housing, processing or communicating controlled information, including those comprising the operating environment of the ERS and/or its components shall be:

- a) Accounted for and have a designated “owner” responsible for ensuring that information and assets are appropriately classified, and defining and periodically reviewing access restrictions and classifications;
- b) Housed in a secure, controlled location such that access to the ERS is limited to authorized personnel; and,
- c) Physically located within the boundaries of the Province of Saskatchewan.

IN.2.03 Software Updates

Changes to the systems that would affect the critical files are not permitted without first consulting SLGA. If a manufacturer proposes to make changes to the system that substantially affects system software, the manufacturer will be required to submit the change to an approved laboratory for testing prior to implementation in the field. SLGA reserves the right to determine what constitutes a substantial change. SLGA shall be notified of any system updates or changes and may request additional information regarding the specific system components that may be affected. As well, SLGA may request a report from the manufacturer identifying:

- a) The nature of the software change(s);
- b) The modules affected by the change(s); and
- c) Proposed date of change.

IN.2.04 Network Security Management

To ensure security of ticket purchaser privacy, security requirements shall apply to the following critical components of the ERS:

- a) ERS components which record, store, process, share, transmit or retrieve sensitive purchaser or payment information, e.g. credit card/debit card details, authentication information, purchaser account balances, online payments;
- b) ERS components which store results of the current state of a purchaser’s order or payment;
- c) Points of entry to and exit from other systems which are able to communicate directly with the core critical systems; and
- d) Communication networks which transmit sensitive purchaser information, e.g. payment gateways.

IN.2.05 Information Systems Security (ISS) Industry Standards

SLGA specifies the requirements for establishing, implementing, maintaining and continually improving information security management processes within the context of any products submitted for testing. Furthermore, aspects of products that fall outside the realm of testing by the laboratory are subject to assessment and treatment of information security risks tailored to the design and functionality of the product. These subsequent requirements set out by SLGA are generic and are intended to be guiding principles to all gaming system related products, regardless of type, size or nature.

IN.2.06 Normative references

The following documents, in whole or in part, are normatively referenced by SLGA and are indispensable for implementation or deployment of gaming system products:

- a) International Organization for Standardization, Information Systems (ISO), ISO 27001 Series;
- b) International Organization for Standardization, Risk Management, ISO 31000 Series;
- c) Control Objectives for Information and Related Technologies (COBIT), COBIT 5;
- d) Payment Card Industry (PCI), PCI Data Security Standard v3.2.

This list is not exhaustive and should not be interpreted as the only source of guidance. Other normative references will be considered on by SLGA a case-by-case basis.

IN.2.07 Manuals

Technical and operational information must be directly relevant to system being submitted for testing and must be provided at the request of SLGA. Required information may include:

- a) Operational manuals associated with the applicable system;
- b) Technical Service manuals which:
 - i. Accurately depict the system for which the manual is intended to cover;
 - ii. Provide adequate detail and are clear in their wording and diagrams to support interpretation by SLGA personnel;
 - iii. Include a maintenance schedule outlining the elements of the system that require maintenance and the frequency at which that maintenance should be carried out;
 - iv. Include a maintenance checklist that enables appropriate staff to make a record of the work performed and the results of the inspection; and
 - v. Include a complete list and samples of available reports that can be generated by the system.
- a) Technical documentation that provides adequate detail and is sufficiently clear in wording and diagrams to enable a review/evaluation of the system used;
- b) Complete documentation for programming patches, fixes and any upgrades made to the system.

Part I

1.0.00 Common Requirements

1.1.01 General

The criteria set forth within this section provide the foundation for any type of ERS and are common to all test submissions. Depending on the type of ERS submitted for testing, specific criteria applicable to a particular product can be located in subsequent sections of this document. The testing laboratory or SLGA will clarify instances of ambiguity regarding the application of requirements.

1.1.02 Access Control

The ERS must be logically secured and protected against intrusion and unauthorized access. These protective methods may include:

- a) Passwords;
- b) PINs (Personal Identification Numbers);
- c) Security Access Levels dependent on different classes of administrative responsibilities;
- d) System administrator notification and user lockout or audit trail entry, after a set number of failed login attempts; and,
- e) Any other methods deemed acceptable by SLGA.

1.1.03 Remote Access

The manufacturer/supplier may be required to remotely access the system and its associated components for the purpose of product and user support. Remote access is defined as any access from outside the system or system network including any access from other networks within the same establishment. Remote access shall remain disabled and be allowed only if authorized by SLGA. The manufacturer shall have no access:

- a) To administration functionality (i.e. adding users, changing permissions, etc.);
- b) To any database other than information retrieval using existing functions;
- c) To the operating system; and
- d) During the operation of a “live” raffle.
- e) Any exceptions will be determined by SLGA on a case-by-case basis.
- f) The ERS must maintain an activity log which updates automatically depicting all remote access information to include:
 - i Log-on name;
 - ii Time and date the connection was made;
 - iii Duration of connection; and
 - iv Activity while logged in, including the specific areas accessed and the changes that were made.

1.1.04 Security from Tampering or Unauthorized Access

Securing raffle data against alteration, tampering or unauthorized access is paramount and the ERS must provide a logical means for securing raffle data:

- a) No equipment will have a mechanism whereby an error will cause the raffle data to

- automatically clear;
- b) Data shall be maintained at all times whether or not server is supplied with power; and
- c) Data shall be stored in such a way as to prevent the loss of the data when replacing parts or modules during normal maintenance.

1.1.05 Data Alteration

The ERS must not permit the alteration of any accounting, reporting or significant event data without access level permission. In the event that any data is changed, the following information must be documented or logged:

- a) Data element altered;
- b) Data element value prior to alteration;
- c) Data element value after alteration;
- d) Time and date of alteration; and
- e) User that performed alteration (user login).

1.1.06 Backups, and Recovery

The ERS must properly back up critical information with the capability for timely recovery. The ERS shall have redundancy and modularity so that if any single component or part of a component fails, the raffle can continue. Redundant copies of critical data shall be kept with open support for backups and restoration. Storage must meet the following criteria:

- a) The online system must properly back up critical information with a proven methodology for real-time recovery striving for zero downtime or loss of fidelity. The online system shall have redundancy so that if a failure occurs, transactions can continue.
- b) All storage shall be through an error checking, non-volatile physical medium or an equivalent architectural implementation, so that should the primary storage medium fail, the functions of the ERS and the process of auditing those functions can continue with no critical data loss;
- c) The database shall be stored on redundant media so that no single failure of any portion of the system would cause the loss or corruption of data.
- d) If a system failure should occur, all processes and transactions shall be seamless and unnoticeable to the end-user.

1.1.07 Shutdown

The ERS must have the following capabilities:

- a) The ERS must be able to perform a graceful shutdown with no loss of data and only allowing automatic restart after the following minimum requirements have been met on power up:
 - i. Program resumption routine(s), including self-tests that complete successfully;
 - ii. All critical control program components of the ERS have been authenticated; and
 - iii. Communication with all ERS components have been established and authenticated;
- a) The ERS must be able to identify any master resets that have occurred on system components;

- b) The ERS must have the ability to recover all critical information from the last backup; and
- c) If a system failure should occur, all critical information from the time of the last backup to the point in time that the system failure occurred must be recoverable.

1.1.08 Error Recovery

Messages received in error must be fully recoverable by the ERS. This would include inaccurately inputting personal/banking information which would result in the Purchaser being notified that the information is invalid and must require review and corrective measures. In the event of a catastrophic failure when the system cannot be restarted in any other way, it shall be possible to reload the system information from the last viable backup point and fully recover the contents of that backup, including, but not limited to:

- a) Significant events;
- b) Accounting information;
- c) Reporting information; and
- d) Specific site information such as employee file, raffle set-up, etc.

1.1.09 Recovery Requirements

In the event of a catastrophic failure when the ERS cannot be restarted in any other way, it must be possible to reload the ERS from the last viable backup point and fully recover the contents of that backup, including but not limited to:

- a) Significant events;
- b) Accounting information;
- c) Reporting information; and
- d) Specific site information such as employee file, raffle set-up, etc.

1.1.10 Firewalls

All connections to ERS hosts, including remote access, must pass through at least one application-level firewall and must not have a facility that allows for an alternate network path. This includes connections to and from any non-related hosts used by the operator. Any path existing for backup purposes must also pass through at least one application-level firewall.

1.1.11 Firewall Audit Logs

The firewall application must maintain an audit log and must disable all communications and generate a significant event if the audit log becomes full. Logs shall be kept for a minimum of 90 days. The audit log shall contain:

- a) All changes to configuration of the firewall;
- b) All successful and unsuccessful connection attempts through the firewall; and
- c) The source and destination IP addresses, and port numbers.

Note: A configurable parameter 'unsuccessful connection attempts' may be utilized to deny further connection requests should the predefined threshold be exceeded. The system administrator must also be notified.

1.1.12 System Clock Requirements

A system must maintain an internal clock that reflects the current date and time in twenty-four (24)

hour format showing hours and minutes that shall be used to provide for the following:

- a) Time stamping of significant events;
- b) Reference clock for reporting; and
- c) Time stamping of all sales and draw events.

1.2.00 Authentication

1.2.01 General

Systems and RSU's shall have the ability to allow for an independent integrity check of the components and modules from an outside source and is required for all software that may affect the integrity of the system

1.2.02 Authentication of Software and Devices

System software components, modules and RSU's shall be authenticated by a secure means at the system level denoting program ID and version. This must be accomplished by being authenticated by a third-party device or by allowing for removal of media such that it can be authenticated externally. Other methods may be evaluated on a case-by-case basis. This integrity check will provide a means for field authentication of the system components and modules to identify and validate programs and files. The independent test lab shall approve the integrity check method prior to system approval.

Part II

2.0.00 Online Raffle Tickets

2.1.00 Geolocation

2.1.01 Physical Location

The Online Raffle Ticket Sales system must be able to reasonably detect the physical location of an authorized Purchaser attempting to access the service. Third parties may be used to verify the location of Purchasers as allowed by the SLGA.

2.2.00 Tickets

2.2.01 Inventory

When issued a charitable gaming license to conduct a raffle, the charitable organization will specify the number of raffle tickets to be made available for sale through the Internet. The Online Raffle Ticket Sales system software is required to have the ability to set limits for the number of raffle tickets which may be purchased and the time over which tickets may be purchased. Online Raffle Ticket Sales must cease when the number of tickets allocated for online sales has been reached or when the time limit for online sales has been reached, whichever comes first.

2.3.00 Sales

2.3.01 General

Any system used for the sale of raffle ticket(s) through the Internet must have a device or facility that provides for the collection and accounting tools needed to determine all sales initiated through the Internet. The accounting information is subject to an operational and financial audit by SLGA.

2.3.02 Purchase Session

A purchase session consists of all activities and communications performed by a Purchaser during the time the Purchaser accesses the ERS/Online Purchasing Platform. Tickets can only be purchased during a purchase session.

2.3.03 Purchasing Tickets

A participant may purchase a raffle ticket from the website by following the instructions appearing on the screen and providing payment for the ticket(s). Each raffle ticket must be sold for the price indicated. Multiple discounted prices will only be allowed if a way of ensuring financial accountability is possible by the ERS:

- a) A ticket purchase via a credit card transaction or other methods which can produce a sufficient audit trail must not be processed until such time as the funds are received from the issuer or the issuer provides an authorization number indicating that the purchase has been authorized;
- b) There must be a clear notification that the purchase has been accepted by the system and the details of the actual purchase accepted must be provided to the Purchaser once the purchase is accepted; and
- c) Purchase confirmation should include the amount of the purchase accepted by the Online ERS.

2.3.04 Disputes

There must be an easy and obvious mechanism available to advise the Purchaser of the right to make a complaint against the operator, and to enable the Purchaser to notify the SLGA of such a complaint.

2.3.05 Ticket Issuance

After the payment of a fee, the Purchaser shall receive a receipt through the Internet that the purchase of raffle ticket(s) is complete. Upon receiving the receipt acknowledging the raffle ticket(s) purchased through the Internet, the Purchaser can receive the raffle ticket(s) bought via e-mail.

2.3.06 Validation Numbers

The method used by the ERS to generate the ticket validation number must be unpredictable and ensure against duplicate validation numbers for the raffle currently in progress.

2.3.07 Official Draw Results

Results of the draw become official and final after the drawn number is verified as a winning raffle ticket. The winning draw number shall be made available through a website and/or through any other means of communication.

2.3.08 Voiding a Ticket

If a ticket is voided, the appropriate information shall be recorded, which includes the draw numbers and the validation number pertaining to the voided ticket. Voided draw numbers shall not be able to be resold or reissued.

2.4.00 Online Accounting Reports

2.4.01 Reports

Any system used for the sale of raffle ticket(s) through the Internet must have the capability to log sales and to print reports detailing sales and accounting information for specific dates and time periods must be available. This information must include, but is not limited to:

- a) Data required to be maintained for each raffle drawing, including:
 - i. Date and time of event;
 - ii. Organization running the event;
 - iii. Sales information;
 - iv. Value of prize(s) awarded;
 - v. Prize distribution;
 - vi. Refund totals of event;
 - vii. Draw numbers-in-play; and;
 - viii. Winning number(s) drawn (including draw order, call time and claim status).
- b) Exception Report. A report which includes system exception information, including, but not limited to, changes to system parameters, corrections, overrides and voids.

- c) Ticket Reports. A report which includes a list of all tickets sold including all associated draw numbers and selling price.
- d) Sales Report. A report which includes a breakdown of sales of raffle ticket(s) through the Internet, including draw numbers sold and any voided and misprinted tickets.
- e) Event Log. A report which lists all events recorded specific to the sales of raffle ticket(s) through the Internet. This will include the date and time of the transaction and a brief description of the transaction and/or identifying code.
- f) Corruption Log. A report which lists all Internet transactions that were unable to be reconciled to the system.
- g) Sales and Accounting Report Requirements. Any raffle ticket(s) sold must be included in the sales and accounting reports and be detailed in all financial transactions on the system. In addition, a log relating to accounting and raffle ticket sales must be maintained on the system. The charitable organization conducting the raffle shall be given the option of printing this log on demand.

2.5.00 Online ERS Requirements

2.5.01 General

The following requirements are to be examined for Online ERS in addition to the requirements found in Part I.

2.5.02 Network Separation

Networks should be logically separated such that there should be no network traffic on a network link which cannot be serviced by hosts on that link.

- a) The failure of any single item should not result in denial of service;
- b) An Intrusion Detection System/Intrusion Prevention System must be installed on the network which can:
 - i Listen to both internal and external communications;
 - ii Detect or prevent Distributed Denial of Services (DDoS) attacks;
 - iii Detect or prevent shellcode from traversing the network;
 - iv Detect or prevent Address Resolution Protocol (ARP) spoofing; and
 - v Detect other Man-in-the-Middle indicators and server communications immediately if detected.
- c) All changes to network infrastructure (e.g. network device configuration) must be logged;
- d) Virus scanners and/or detection programs should be installed on all pertinent information systems. These programs should be updated regularly to scan for new strains of viruses.

2.5.03 Communication Protocol

Online raffle ticket(s) offered for sale by a licensed charitable organization must support a defined communication protocol(s) that ensures purchaser(s) are not exposed to unnecessary security risks when using the Internet for this purpose. This includes utilizing the best security practices available at the time to the manufacturer. Each component of a ERS must function as indicated by the communication protocol implemented. The system must provide for the following:

- a) All critical data communication shall be protocol based and/or incorporate an error detection and correction scheme to ensure accuracy of messages received;

- b) All critical data communication shall employ encryption. The encryption algorithm shall employ variable keys, or similar methodology to preserve secure communication;
- c) Communication between all system components must provide mutual authentication between the component and the server;
- d) All protocols must use communication techniques that have proper error detection and recovery mechanisms, which are designed to prevent eavesdropping and tampering. Any alternative implementations are to be reviewed on a case-by-case basis, with regulatory approval;
- e) All data communications critical to raffle ticket sales through the Internet shall employ encryption. The encryption algorithm shall employ variable keys, or similar methodology to preserve secure communication.

2.5.04 Bi-Directional Requirements

Significant emphasis shall be placed on the integrity of the communication system for bidirectional data. With the requirement of “two-way communication” where personal/banking information is transferred bi-directionally through a communication link, the security of the system is paramount. Any system used to sell raffle ticket(s) through the Internet shall ensure that:

- a) The physical network is designed to provide exceptional stability and limited communication errors;
- b) The system is stable and capable of overcoming and adjusting for communication errors in a thorough, secure and precise manner; and,
- c) Information is duly protected with the most secure forms of protection via encryption, segregation of information, firewalls, passwords and personal identification numbers.

2.5.05 Cryptographic Controls

Cryptographic controls must be implemented for the protection of information.

- a) Any sensitive or personally identifiable information should be encrypted if it traverses a network with a lower level of trust;
- b) Data that is not required to be hidden but must be authenticated must use some form of message authentication technique;
- c) Authentication must use a security certificate from an approved organization;
- d) The grade of encryption used should be appropriate to the sensitivity of the data;
- e) The use of encryption algorithms must be reviewed periodically by qualified management staff to verify that the current encryption algorithms are secure;
- f) Changes to encryption algorithms to correct weaknesses must be implemented as soon as practical. If no such changes are available, the algorithm must be replaced; and
- g) Encryption keys must not be stored without themselves being encrypted through a different encryption method and/or by using a different encryption key.

2.6.00 Online Purchaser Account Registrations

2.6.01 General

The Online ERS must employ a mechanism to collect (either online or via a manual procedure approved by the SLGA) purchaser information prior to registration of a purchaser account. The

purchaser must be fully registered and their account must be activated prior to permitting ticket purchases.

2.6.02 Establishment of Purchaser Account

Once the identity verification is successfully complete, and the purchaser has acknowledged all of the necessary privacy policies and the terms and conditions, the purchaser account registration is complete and the account can become active.

Part III

3.0.00 Random Number Generators

3.1.00 Requirements

3.1.01 General

An RNG used in Venue-Based ERS and Online Raffle Ticket Sales systems is defined as a computational device designed to generate a random number or sequence of numbers that lack any pattern. The approved RNG will reside on a Program Storage Device (PSD) that is contained in the server(s) used to operate the ERS. The number(s) selected by the RNG for each raffle draw must be stored in the system's memory and be capable of being output to produce a winning number(s). At a minimum, RNG requirements are:

- a) All outcomes shall be available. All valid, sold raffle numbers must be available for random selection at the start of a raffle draw;
- b) Protection of RNG. Appropriate communication protocols must be used by the ERS to protect the RNG and the random selection process from any outside influences (i.e. associated system equipment);
- c) The RNG and random selection process must be impervious to influences from outside the ERS (i.e. electro-magnetic interference, electro-static interference, radio frequency interference, etc.).

3.1.02 Period

The period of the RNG, in conjunction with the methods of implementing the RNG outcomes, must be sufficiently large to ensure that all valid, sold numbers are available for random selection.

3.1.03 Range

The range of raw values produced by the RNG must be sufficiently large to provide adequate precision and flexibility when scaling.

3.1.04 RNG Requirements

The use of an RNG, in an ERS, results in the selection of a raffle outcome in which the selection must:

- a) Be statistically independent;
- b) Conform to the desired random distribution;
- c) Pass various recognized statistical tests; and
- d) Be unpredictable.

3.1.05 Applied RNG Tests

SLGA may employ the use of various recognized tests to determine whether or not the random values produced by the RNG pass the desired confidence level of 99%. The tests may include, but are not limited to:

- a) Chi-square test;
- b) Equi-distribution (frequency) test;
- c) Gap test;
- d) Overlaps test;

- e) Poker test;
- f) Coupon collector's test;
- g) Permutation test;
- h) Kolmogorov-Smirnov test;
- i) Adjacency criterion tests;
- j) Order statistic test;
- k) Runs test (patterns of occurrences should not be recurrent);
- l) Interplay correlation test;
- m) Serial correlation test potency and degree of serial correlation (outcomes should be independent of the previous game);
- n) Tests on subsequences;
- o) Poisson distribution; and
- p) Any other tests deemed a requirement by SLGA.

3.1.06 Background RNG Activity Requirement

In order to ensure that RNG outcomes cannot be predicted, the RNG shall be cycled continuously at a speed that cannot be timed unless specifically designed to work "on demand." If an interruption is necessary and the RNG cannot be cycled, these exceptions shall be kept to a minimum.

3.1.07 RNG Seeding/Re-Seeding

RNG seeding/re-seeding must result in outcomes that are not predictable:

- a) The first seed must be randomly determined by an uncontrolled event. If multiple draws have been approved, after every raffle ticket draw, there shall be a random change in the RNG process (i.e. new seed, random timer, etc.). This will verify that the RNG doesn't start at the same value every time. It is permissible not to use a random seed; however, the manufacturer must ensure that the selection process will not synchronize.
- b) Seeding and re-seeding must be kept to an absolute minimum.

3.1.08 Winning Number Draw

The winning raffle draw number shall be determined from the pool of sold raffle ticket numbers from the current raffle. If more than one (1) raffle draw is to occur during the time indicated on the licensee agreement, the winning number selection shall be produced only from sold raffle ticket numbers corresponding to the applicable raffle draw.

3.1.09 Scaling Algorithms

Scaling methods, converting raw RNG outcomes of a greater range into scaled RNG outcomes of a lesser range, must not introduce any patterns or be predictable.

- a) If a random number with a range shorter than that provided by the RNG is required for some purpose within the ERS, the method of re-scaling, (i.e. converting the number to the lower range), is to be designed in such a way that all numbers within the lower range are equally probable;
- b) If a particular random number selected is outside the range of equal distribution of re-scaling values, it is permissible to discard that random number and select the next in sequence for the purpose of re-scaling.

Part IV

4.0.00 Venue-Based Raffle Ticket Sales

4.1.00 Management

4.1.01 Prize Limitations

Software used in the Venue-Based ERS must be capable of being configured to set a limit on the maximum amount that may be won.

4.1.02 Time Limits

The Venue-Based ERS must have the ability to set time limits within which raffle tickets can be purchased for the raffle draw.

4.1.03 System Configuration Changes

Once a raffle has commenced, configuration settings for the raffle cannot be changed or altered until completion of the raffle.

4.2.00 Tickets

4.2.01 Raffle Sales Unit (RSU)-Generated Tickets

All tickets must, at a minimum, contain the following information, which is retained by the system:

- a) Draw number(s) for each purchased ticket;
- b) Value or cost of the ticket;
- c) Date and time the ticket was issued in twenty-four (24) hour format showing hours and minutes;
- d) RSU identifier from which the ticket was generated;
- e) Unique validation number or barcode;
- f) Name of licensee;
- g) Licensee license number; and
- h) Contact information of licensee (phone number or website).

4.2.02 Raffle Ticket Validation Numbers

The algorithm or method used by the Venue-Based ERS to generate ticket validation numbers must be unpredictable and ensure that duplicate validation numbers will not be re-generated for the raffle currently in progress.

4.2.03 Voiding a Raffle Ticket

If a raffle ticket is voided, the Venue-Based ERS must:

- a) Record the draw number and validation number pertaining to the voided ticket for the raffle in progress or the raffle that has concluded;
- b) Recognize the voided raffle ticket information, ensuring that a voided ticket will not affect the outcome of a valid raffle win; and
- c) Record an acknowledgement from authorized licensee personnel that voided tickets have been reconciled before permitting a winning number to be entered into the system.

4.2.04 Sample or “Test” Raffle Tickets

If the RSU has the functionality to test the quality, performance, or reliability of a ticket by producing a sample or “test” ticket, then the ticket must have an obvious marking prominently displayed upon the ticket face so as to be easily discernable from a valid ticket. The ticket shall clearly indicate that there is no value associated with the test ticket.

4.2.05 Counterfoil Requirements

If an electronic RNG is not used to determine the winner(s) of a raffle, a counterfoil ticket must be used. A counterfoil ticket shall be printed or stored electronically for each draw number purchased for the raffle. The counterfoil ticket must identify the draw number that has been issued to the purchaser. In addition to the draw number, the following information must be available either printed on the counterfoil ticket, or stored electronically within the system:

- a) Event identifier or location;
- b) Additional contact information collected at the time of sale;
- c) Date and time the ticket was issued in twenty-four (24) hour format showing hours and minutes;
- d) Cost of the raffle ticket; and
- e) Unique validation or barcode number.

4.2.06 Counterfoil Printer Error Conditions

If printed counterfoil tickets are required, the printer(s) used must be able to indicate the following error conditions:

- a) Out of paper;
- b) Memory error;
- c) Printer jam/failure; and
- d) Printer disconnected.

4.3.00 Raffle Prize Display

4.3.01 General

For Venue-Based ERS that support a monetary prize display intended to be viewed by participants of the raffle, the display shall indicate the raffle prize in Canadian funds using a calculation deemed acceptable by SLGA, and that shows progression of the prize amount, if applicable.

Note: It is accepted that communication delays can exist, dependent on vendor product and configuration, and the displayed prize amount may temporarily be different from the amount recognized in the system.

4.3.02 Winning Raffle Ticket Display

Once the winning draw number for the raffle has been determined, all raffle prize displays shall display the winning number in the location of the raffle for all participants to view.

4.4.00 Raffle Drawing Requirements

4.4.01 Closing the Raffle Purchase Period

The licensee will determine the closing time for the sale of raffle tickets for a given raffle and the Venue-Based ERS used must be capable of ceasing raffle ticket sales at this pre- determined time. A raffle draw shall be conducted only after:

- a) The close of the raffle; and
- b) All sold and voided tickets have been reconciled for the particular raffle purchase period.

4.4.02 Winner Determination

The licensee shall conduct a manual draw or initiate an electronic draw procedure which ensures a randomly selected draw number is chosen from all tickets sold for that raffle. Voided tickets must not impact the outcome of the raffle draw.

4.4.03 Winning Ticket Verification

The Venue-Based ERS must be capable of verifying the winning draw number either manually or through the use of a barcode scanning device capable of reading the code on the raffle ticket.

4.5.00 Venue-Based Accounting Reports

4.5.01 Reports

The Venue-Based ERS must be capable of producing exportable general accounting and exception reports, which will include:

- a) Information required for each raffle conducted:
 - i. Date and time of event;
 - ii. Licensee running the event;
 - iii. Sales information including total sales, refunds, voids, etc.;
 - iv. Prize distribution (total raffle sales vs. prize awarded to participant);
 - v. Number of draw numbers in play; and
 - vi. Winning number(s) drawn.
- b) Exception Report identifying changes to the Venue-Based ERS including:
 - i. System parameters;
 - ii. Corrections;
 - iii. Overrides; and
 - iv. Voids.
- c) The system must be able to generate a report that contains information collected by the RSU attendant at time of sale.
- d) Sales-by-RSU Report that includes the following:
 - i. Breakdown of individual RSU total sales;
 - ii. Record of each RSU operator;
 - iii. Breakdown of draw numbers sold using each RSU; and
 - iv. Any voided and misprinted tickets.
- e) Voided Draw Number Report that includes a list of all draw numbers that have been voided including validation numbers.
- f) RSU Event Log that lists events recorded for each RSU. This includes:
 - i. Date and time; and
 - ii. Brief description of event (codes may be used for event identification).

- g) RSU Corruption Log that lists all RSUs unable to reconcile to the system. This includes RSU identifier, RSU operator and money collected.

4.6.00 RSU Requirements

4.6.01 Attendant-Operated RSU

An RSU relies on hardware and software configurations to provide a purchaser with a raffle ticket when a fee is paid. The two (2) types of RSUs commonly used with a Venue-Based ERS are known as an attendant-operated RSU and a player-operated RSU. **Only Attendant-Operated RSUs are allowed in Saskatchewan.** An attendant-operated RSU requires a purchaser to pay a raffle ticket fee to an attendant. Upon receiving the payment the attendant will, using the RSU, print a ticket for the raffle which will be presented to the purchaser.

4.6.02 Access Controls

Access to raffle sales software shall be controlled by a secure logon procedure. The software must have the ability to lock up or logoff after a configurable amount of inactivity.

4.6.03 Touch Screens

Touch screens associated with the RSUs shall be accurate and if calibration is required, touch screen accuracy shall remain for the manufacturer's recommended maintenance period following the re-calibration.

4.6.04 Communications

RSU configuration will allow for the connection to and interaction with the Venue-Based ERS. An RSU must be designed or programmed such that it will only communicate with authorized Venue-Based ERS components.

4.6.05 Wireless Raffle Sales Units

Communication or data transfer must occur between the RSU and the Venue-Based ERS only through authorized access points.

4.6.06 Attendant Input

For raffles running longer than one day, the RSU shall have the capability to accept attendant input of information. The ability to enable or disable this functionality shall be managed in a controlled and auditable manner. **The RSU shall have, at minimum, the capability to acquire a ten-digit phone number of the purchaser.**

4.6.07 Critical Memory

Critical memory is used to store all data that is considered necessary to the operation of the RSU. Critical memory shall be maintained for the purpose of storing and preserving this data. This includes, but is not limited to:

- a) Recall of all tickets sold including, at a minimum, draw numbers and validation numbers

- when not communicating with the system; and
b) RSU configuration data.

Note: Critical memory may be maintained by any component of the Venue-Based ERS.

4.6.08 Maintenance of Critical Memory

Critical memory storage must be maintained by a logical process that enables errors to be identified. This process may involve signatures, checksums, partial checksums, multiple copies, time stamps and/or use of validity codes.

4.6.09 Comprehensive Checks

Comprehensive checks of critical memory shall be made on start-up and shall detect failures with a high level of accuracy.

4.6.10 Unrecoverable Critical Memory

An unrecoverable corruption of critical memory shall result in an error, which upon detection will cause the RSU to become inoperable.

4.6.11 Backup Requirements

Should a failure occur, the RSU must have a backup or archive feature or device which allows for the recovery of critical data.

4.6.12 RSU Program Requirements

All software programs shall contain sufficient information to be identified including the revision level of the information stored on the RSU. This may be displayed via a display screen. The software programs shall not be adversely affected by simultaneous activations of various inputs or outputs which might, whether intentionally or not, cause malfunctions.

4.6.13 Detection of Corruption

RSU software programs shall be capable of detecting program corruption and cause the RSU to cease operation until corrected.

4.6.14 Verification of Updates

Software updates must be successfully authenticated on the RSU prior to execution of the software update.

4.6.15 RSU Validation

The Venue-Based ERS must have the ability to identify and validate those RSUs that are in use for a raffle. This process confirms those RSUs issued and recognized by the system for the raffle.

4.7.00 Venue-Based ERS Servers

4.7.01 General

The following requirements are to be examined for Venue-Based ERS in addition to the requirements found in Part I

4.7.02 Security

The Venue-Based ERS Server(s) must be located within the facility. If the server(s) are intended to be housed outside the boundaries of the raffle, remote location of the server(s) will require SLGA approval. Access to the server(s) must be limited to authorized personnel.

4.7.03 Server Programming

The Venue-Based ERS must not allow the user to conduct programming on the server that may result in modifications to the database. It is acceptable for Network Administrators to perform authorized network infrastructure maintenance or troubleshooting.

4.7.04 Synchronization Feature

If multiple clocks are supported, the system shall have a facility to synchronize clocks within all system components.

4.7.05 RSU Management

A Venue-Based ERS must have a master list of each authorized RSU in operation with the following information being included at a minimum for each entry:

- a) A unique RSU identification number or corresponding hardware identifier (i.e. MAC address);
- b) Operator identification; and
- c) Tickets issued for sale, if applicable.

4.7.06 RSU Validation

It is recommended that each RSU be validated at pre-defined time intervals with at least one method of authentication. This time interval shall be configurable based on SLGA review and requirements. The system shall have the ability to remotely disable the RSU after the threshold of unsuccessful validation attempts has been reached.

4.7.07 Significant Events

Significant events must be communicated and logged on the Venue-Based ERS server(s) and may include:

- a) Connection/disconnection of an RSU or any component of the system;
- b) Critical memory corruption of any component of the system;
- c) Counterfoil printer errors:
 - i. Paper low;
 - ii. No paper;
 - iii. Printer failure;
 - iv. Printer disconnect; and

- v. Memory error(s);
- d) Establishment and failure of communications between sensitive Venue-Based ERS components;
- e) Significant event buffer full;
- f) Program error or authentication mismatch;
- g) Firewall audit log full (if supported); and
- h) Any other significant events or any event specified by SLGA.

4.7.08 Surveillance or Security Functionality

A Venue-Based ERS shall provide a facility that enables online searching of significant events through recorded data based on one or more of the following criteria:

- a) Date and time range;
- b) Unique component identification number; and
- c) Significant event identifier.

4.8.00 Venue-Based Sales Communication Requirements

4.8.01 Communication Types

The Venue-Based ERS may use various methods of communication that may include, but are not limited to:

- a) Ethernet connections;
- b) Wireless communications protocol;
- c) Bluetooth;
- d) Cellular; and
- e) Infrared.

The requirements that follow shall also apply if communications are performed across a public or third-party network as approved by SLGA.

4.8.02 Communication Protocol

Each component of a Venue-Based ERS must function as indicated by the communication protocol implemented and provide for the following:

- a) Mutual authentication between any system component and the server(s);
- b) All protocols used must offer communication techniques that have proper error detection and recovery mechanisms which are designed to prevent eavesdropping and tampering. Any alternative implementations will be reviewed on a case-by-case basis by SLGA;
- c) Encryption methods shall be employed on all data communication critical to the raffle. The encryption algorithm shall employ variable keys or similar methodology to preserve secure communication.

4.8.03 Connectivity

Only authorized devices shall be permitted to establish connection/communication between any Venue-Based ERS components. The Venue-Based ERS shall provide a method to:

- a) Verify that the system component is being operated by an authorized user;
- b) Enroll and un-enroll system components;
- c) Enable and disable specific system components;
- d) Ensure that only enrolled and enabled system components participate in the raffle; and

- e) Ensure that the default condition for components shall be un-enrolled and disabled.

4.8.04 Loss of Communication

If loss of communication occurs between an RSU and the Venue-Based ERS server(s) during the course of a raffle, the following is acceptable:

- a) An RSU may continue to sell tickets when not in communication with the system and must synchronize at the earliest opportunity;
- b) Raffle ticket sales taking place on the RSU during a loss of communication with the system shall be logged on the device;
- c) If the RSU detects a buffer overflow limit during communication loss, the device(s) shall deactivate and remain in this state until the re-establishment of connection/communication to the system has occurred;
- d) When the RSU has re-established connection/communication with the system, the RSU shall re-authenticate with the system server(s); and
- e) Loss of communication shall not affect the integrity of the critical memory.

4.8.05 Wide Area Network (WAN) Communications

Generally, WAN communications are not allowed in Saskatchewan. A supplier may make a specific request for consideration on a case-by-case basis.

4.8.06 Wireless Local Area Network (WLAN) Communications

A WLAN provides connectivity to wireless devices within defined boundaries. Components of the WLAN that allow for communication are the host server and access points that serve as bridges between wired and wireless configurations. At a minimum, the following communication control applications should be used with a WLAN:

- a) SSIDs should be hidden to prevent any attacks on the system;
- b) WPA2 or higher encryption protocols;
- c) MAC address filtering;
- d) Segregation of network traffic; and
- e) Other alternative wireless implementations which will be reviewed on a case-by-case basis by SLGA.

Part V

5.0.00 Online Prize Payments

5.1.00 Management

5.1.01 Prize Limits

SLGA reserves the right to restrict the total prize value of any raffle. The ERS shall have the capability to configure prize payout amounts.

5.1.02 Payments

Ticket purchasers have the option to have winnings paid directly through a payment gateway that is regulated by Canadian banking and credit card industries, e.g. PCI Data Security Standard. Payments will be allowed only if a way of ensuring financial accountability is possible by the ERS as follows:

- a) A transaction can produce a sufficient audit trail and must not be processed until such time as the funds are received from the issuer or the issuer provides an authorization number indicating that the purchase has been authorized;
- b) There must be a clear notification that the payment has been processed by the system and the details of the payment must be provided to the recipient once the payment is accepted;
- c) Payment confirmation must include the amount processed by the ERS.

Definitions

Address Resolution Protocol (ARP) is the protocol used to translate IP addresses into MAC addresses to support communication on a wireless or wired local area network. The Address Resolution Protocol is a request and reply protocol and it is communicated within the boundaries of a single network, never routed across Internetwork nodes (connection points, either a redistribution point or an end point for data transmissions).

Algorithm is a finite set of unambiguous instructions performed in a prescribed sequence to achieve a goal, especially a mathematical rule or procedure used to compute a desired result. Algorithms are the basis for most computer programming.

Authentication is a security measure designed to protect a communications system against acceptance of a fraudulent transmission or simulation by establishing the validity of a transmission, message or originator.

Bi-Directional is the ability to move, transfer or transmit in both directions

Bluetooth is a standard for the short-range wireless interconnection of cellular phones, computers and other electronic devices.

Buffer Overflow is the condition where the data transferred to a buffer (a temporary storage area) exceeds the storage capacity of the buffer and some of the data overflows into another buffer which could result in corruption of data.

Counterfoil is an electronic record or paper ticket stub, also known as a barrel ticket, which will be drawn to determine a winner and contains a player's draw number matching the basic ticket purchased and may, depending on the type of raffle, contain the name, address and/or telephone number of the player.

Crypto-analytic is an attack against the encryption key (refer to definition of encryption key).

Cryptographic is anything written in a secret code, cipher, or the like.

Distributed Denial of Service (DDoS) is a type of DoS attack where multiple compromised systems, usually infected with a destructive software program, are used to target a single system. Victims of a DDoS attack consist of both the end targeted system and all systems maliciously used and controlled by the hacker in the distributed attack.

Domain Used to identify one or more IP addresses. A domain name is used in a URL (Uniform Resource Locator) to identify particular Web pages.

Draw Numbers are defined as a number that is provided to the purchaser which may be selected as the winning number of the raffle.

Electronic Raffle System (ERS) is defined as any website, computer software, and/or related equipment used by raffle licensees for any or all of the following: sell tickets, account for sales, facilitate the selection of winners (and associated tasks); pay prizes.

Encryption is the reversible transformation of data from the original (the plaintext) to a difficult-to-interpret format (the cipher text) as a mechanism for protecting its confidentiality, integrity and sometimes its authenticity.

Encryption Key is a sequence of numbers used to encrypt or decrypt (to decode/decipher) data.

Ethernet is defined as a system of connecting a number of computer systems to form a network, with protocols to control the passing of information and to avoid simultaneous transmission by two or more systems.

Firewall is any number of security schemes that prevent unauthorized users from gaining access to a computer network or that monitor transfers of information to and from the network.

Geolocation refers to identifying the real-world geographic location of an Internet connected computer, mobile device, or website visitor.

Host refers to a computer system that is accessed by a user working at a remote location. Typically, the term is used when there are two computer systems connected by modems and telephone lines. The system that contains the data is called the host, while the computer at which the user sits is called the remote terminal.

Infrared is a wireless mobile technology for device communication over short ranges. Infrared communication requires line-of-sight configurations, has a short transmission range and is unable to penetrate walls.

Internet is an interconnected system of networks that connects computers around the world via Transmission Control Protocol/Internet Protocol, the suite of communications protocols used to connect hosts on the Internet.

Intrusion Detection System (IDS)/Intrusion Prevention System (IPS) inspects all inbound and outbound network activity and identifies suspicious patterns that may indicate a network or system attack from someone attempting to break into or compromise a system. Used in computer security, intrusion detection refers to the process of monitoring computer and network activities and analyzing those events to look for signs of intrusion in your system.

IP Address is short for Internet Protocol address and is an identifier for a computer or device on a TCP/IP network.

Licensee is an entity such as a person, business or organization that holds an approved license to conduct an activity.

Man-in-the-Middle (MITM) is an active Internet attack where the person attacking attempts to intercept, read or alter information moving between two computers.

Message Authentication is a security measure designed to establish the authenticity of a message by means of an authenticator within the transmission derived from certain predetermined elements of the message itself.

Online refers to being connected to the Internet.

Protocol (Communication) is a set of formal rules describing how to transmit or exchange data, especially across a network. TCP/IP is the standard communications protocol of the Internet and most internal networks.

Raffle a form of lottery in which a number of persons buy one or more chances to win a prize.

Raffle Sales Unit (RSU) is defined as a portable or wireless device, a remote hard-wired connected device or a stand-alone cashier station that is used as a point of sale for raffle tickets.

Random Number Generator (RNG) is defined as a computational or physical device designed to generate a sequence of numbers or symbols that lack any pattern.

SHA-2 (Secure Hash Algorithm) is a cryptographic hash function (an algorithm that maps data of variable length to data of a fixed length) designed by the United States National Security Agency and is used for the protection of sensitive unclassified information. The SHA-2 algorithm takes an arbitrary block of data and returns a fixed-size bit string, the (cryptographic) hash value, such that any (accidental or intentional) change to the data will (with very high probability) change the hash value.

Shellcode

In hacking, a shellcode is a small piece of code used as a payload in the exploitation of a software vulnerability.

Security Certificate is information, often stored as a text file that is used by the TSL (Transport Socket Layers) Protocol to establish a secure connection. A Security Certificate contains information about whom it belongs to, who it was issued by, valid dates, a unique serial number or other unique identification that can be used to verify the contents of the certificate. In order for an TSL connection to be created, both sides must have a valid Security Certificate, which is also called a Digital ID.

SSID (Service Set Identifier) is a type of WLAN. All wireless devices on a WLAN must employ the same SSID in order to communicate with each other.

Validation Numbers are defined as a unique number which may represent one or more draw numbers that will be used to validate the winning number for the raffle.

WPA2 (Wireless Protected Access 2) is a security technology commonly used on Wi-Fi wireless

networks. WPA2 is based on the IEEE 802.11i technology standard for data encryption.