



**Manitoba Gaming
Control Commission**

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TECHNICAL INTEGRITY STANDARDS

Bingo Paper

Background

The Manitoba Gaming Control Commission (“MGCC”) is an independent crown agency that regulates licensed and provincial gaming in Manitoba to ensure that gaming is conducted honestly, with integrity and in the public interest. This authority is established by *The Gaming Control Act* (the “Act”) and requires all lottery schemes to have MGCC Technical Integrity approval, including approval of any associated gaming product. Suppliers intending to provide gaming product must be registered with the MGCC. Continued registration requires compliance with Supplier Terms and Conditions, including ensuring that, at all times, product supplied complies with any applicable Technical Integrity Standards. The MGCC reserves the right to amend these standards at any time.

Purpose

This document is intended to provide regulatory guidance to manufacturers, suppliers and purchasers of Bingo paper by providing Technical Integrity Standards for bingo paper, its production and distribution. These standards ensure that Bingo paper used in lottery schemes in the Province of Manitoba meet the tests for fairness, honesty, security, safety, and auditability.

Definitions

1. “Applicant/Purchaser” refers to the MGCC Licence holder, licensing authority or Manitoba Lotteries Corporation; when seeking Technical Integrity approval of their bingo paper.
2. “Artwork Proof” means a true rendering of the proposed Bingo paper.
3. “Bingo” means the traditional game of chance played for a prize determined prior to the start of the game, using cards containing five rows of squares, each imprinted with randomly placed numbers, one through seventy-five, except for the center square which may be a free space, and a set of designators, similarly numbered, which are contained in a selection device. The letters “B-I-N-G-O” must also be imprinted on the card, in order above each of the five columns.
4. “Booklet” means a number of sheets padded, collated and glued along the top edge only, consisting of five or more sheets.
5. “Card” or “Face” means a card containing five rows of five squares with preprinted numbers and an optional free center space, and the letters B, I, N, G, and O printed in order over the five columns
6. “Concealed Face Bingo Paper” means a card or cards, typically used for Media bingo events or Bonanza games, which are sealed and contain a security feature limiting the possibility of determining the face of the card(s) contained within.
7. “Face Number” or “Perm Number” means the number generally printed in the centre of a bingo card that identifies the unique pattern of numbers printed on that card.
8. “Licensing Authority” means a municipality or a body or an association of persons, specified in the *Criminal Code* (Canada), to issue licences to charitable or religious organizations.
9. “Licence Holder” means the holder of a licence granted by the MGCC.
10. “Lottery Scheme” means a scheme within the meaning of the *Criminal Code* (Canada).

11. "MLC" means the Manitoba Lotteries Corporation.
12. "Master Control Book" means a book compiled by the manufacturer of bingo cards that lists the unique pattern of numbers on each card by perm. number and is used to verify the authenticity of a winning card.
13. "Play" means the patron wagers his/her own currency to obtain a chance for realizing a reward.
14. "Sequential Audit Numbering" refers to the numbering printed upon the concealed face card's back.
15. "Serial Number" means a unique number printed by the manufacturer on each sheet.
16. "Series Number" means the number of unique card faces contained in a set. A 9000 series, for example, has 9000 unique faces.
17. "Set" means the term that refers to the total number of faces before any repeat or duplication occurs.
18. "Sheet" means a single page of bingo paper printed on one side only consisting of one or more faces.
19. "Special Paper" means any bingo paper that may deviate from the general arrangement of five columns and five rows of preprinted numbers only after receiving Technical Integrity approval.

MGCC Registration

The manufacturer and/or supplier are required to be registered, if their product is intended to be offered for play.

Product Specifications

An artwork proof, actual product samples and successful quality assurance testing are required for Technical Integrity approval of the product.

1. An artwork proof is to be supplied with the application for approval. Once approved by the MLC, MGCC License holder or licensing authority, the artwork is to be supplied to the MGCC for retention.
2. Each artwork proof must be a true rendering of the Bingo paper showing the following characteristics:
 - a) Physical dimensions and specifications
 - b) Type of product
 - c) Cut of paper
 - d) Perm & letter
 - e) Colour of paper used or print colour used for the cards front and/or back
 - f) Placement of the name or logo of the MLC, MGCC licence holder or licensing authority, if applicable
 - g) Placement of the manufacturer's name, logo or identifying mark
 - h) Product Code (number)

The artwork proof should reference the manufacturer's name, logo, and address; indicate the product code (number); brand of paper; and provide section for the purchaser to approve and accept the artwork for production.

3. Once constructed and provided within the shipment to the purchaser; the applicant is required to transfer product samples to the MGCC for retention and, if not already provided, copies of the master control book.

Standards

At any time Bingo paper product does not meet the following standards, the product may be returned to the supplier.

Construction

1. The paper used to construct bingo paper cards must be of sufficient weight and quality to allow for clearly readable numbers and to prevent ink from spreading or bleeding through a packet thereby obscuring other numbers or cards.
 - 2.1 Bingo paper must contain the logo or name of the following:
 - Manitoba Lotteries Corporation (“MLC”),
 - MGCC Licence holder, or
 - Licensing authority
 - 2.2 Bingo paper may also require other logos or names as specified by the MLC, an MGCC licence holder or licensing authority.
 - 3.1 The letters of the word “BINGO” must be arranged and be evenly spaced across the top of each card with a column of five squares under each letter with various combinations of one number per square using the following sequence:
 - Under the **B** numbers **1 to 15**
 - Under the **I** numbers **16 to 30**
 - Under the **N** numbers **31 to 45**
 - Under the **G** numbers **46 to 60**
 - Under the **O** numbers **61 to 75**
 - 3.2 Special paper may be designed and deviate from the above arrangement.
4. The numbers displayed on the card shall be randomly assigned.
5. The perm/face number must be displayed in the center square of each face and/or the bottom right corner of each face, where applicable.
6. Permutations must remain constant and never deviate from the master control book.
 - 7.1 Three (3) copies of the master control book are to be sent, at no charge, to the MGCC. The master control book may also be provided in electronic format, upon request.
 - 7.2 If at any time a change in the permutation(s) or the master control book occurs or additional permutation ranges are introduced, the master control book is to be supplied to the MGCC at no charge. The master control book may also be provided in electronic format, upon request.
8. Production plans must guarantee that there is no duplication of any faces within a set/perm.
9. Each set of cards shall be comprised of cards bearing the same serial number. A serial number shall not be repeated by the same manufacturer within a minimum of one (1) year.
10. Cards assembled in books or packets must be glued. Staples shall not be used.

11. The glue must be manufactured and applied so that the face of any bingo card is not defaced upon removing a sheet and the sheets can be separated.
12. All type and artwork reproductions shall be clear and sharp, with no broken characters, identifying marks or hairlines, and with uniformity of ink colouring and coverage. There must be a high degree of colour consistency on all bingo paper from sheet to sheet.
13. The colour must be clearly printed on each bingo sheet or booklet and on each sheet in multiple sheet booklets.
14. Bingo paper which has been printed, glued and/or sealed must maintain the original condition and must not deteriorate when properly stored and normally handled and protected from environmental elements.
15. All sheets must contain some form of problem gambling information. For example:

If gambling is a problem for you or someone you know...Call the Helpline
In the Winnipeg area 944-6382
Outside Winnipeg Toll Free 1-800-463-1554
16. The manufacturer's name, logo or identifying mark must be printed upon each sheet.
17. Where possible, bingo paper should be printed with recycled and/or recyclable paper and inks.

Concealed Face Bingo Paper

Concealed Face Bingo paper must also adhere to the following standards:

18. To ensure randomness, concealed face Bingo paper must be shuffled prior to printing the sequential audit numbering upon the outside of the card.
19. Concealed face Bingo paper must be constructed with a security feature that prevents the concealed numbers from being viewed or determined from the outside of the card.
20. The sealing or gluing of the concealed face Bingo paper must not cause the face of any bingo card to be defaced upon opening.
21. The glue must be manufactured and applied so that once it has been removed; it cannot be reapplied to reseal the paper.
22. Concealed face Bingo paper must be constructed to allow for sufficient space for a licence holder to stamp pertinent information on the outside of the card.

Distribution/Packaging

1. Each package, box, or other container must be sealed at the factory with a tamper resistant seal or tape, including a warning to the purchaser that it may have been tampered with if the package, box or other container was received by the purchaser with the seal broken. The seal or tape must be visible from outside the package, box, or container and must be of such construction as to guarantee that should the container be opened or otherwise tampered with, evidence of the opening or tampering would be easily detected.
2. A label must be placed on, or be visible from, the exterior of each carton of bingo paper product listing the following information:

- a) Type of product;
 - b) Number of booklets or loose sheets (i.e., Number of 3-to-view or single cards);
 - c) Series numbers;
 - d) Serial number of the top sheet;
 - e) Number of cases;
 - f) Cut of paper;
 - g) Perm & letter;
 - h) Colour of paper;
 - i) Dividers at 100 (if applicable); and
 - j) Product Code
3. A packing slip must also be provided inside the carton listing the same information required in point 2.
4. The supplier's name, logo or identifying mark must be placed on each packaged shipment or alternatively placed on each box or package.