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## TEXAS HOLD'EM POKER TOURNAMENT Application Guide

Allow 4-6 weeks for processing

### **NO PAYMENT IS REQUIRED WITH YOUR APPLICATION.**

**Licence fees, if applicable, are due when your reports are submitted to the Manitoba Gaming Control Commission (MGCC).**

**Please allow 4-6 weeks for us to process your application.**

The Manitoba Gaming Control Commission (MGCC) is committed to protecting your privacy . Information you provide is used only to deliver services related to the MGCC's responsibilities in administering your application and licence and in overseeing your licensed event.

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## **PART A: ORGANIZATION INFORMATION**

This section helps us determine if your organization is eligible for a licence and provides your contact information. **Remember, only charitable and religious organizations are eligible for MGCC licences.**

### **1. FULL LEGAL NAME OF ORGANIZATION:**

You must provide the full legal name of your organization . Sub-committees of larger organizations must apply under the main organization 's name .

### **2. MGCC LICENCE NUMBER AND TYPE:**

If your organization has previously been licensed by the MGCC, please include the licence number and check boxes for all applicable previous licence types.

### **3. BACKGROUND INFORMATION:**

If your organization has held an MGCC licence in the past three years and has not changed its mandate or objectives, skip this section and go to Section 4 - Organization's Contact Information .

Otherwise, please complete questions 3A to 3D and include as many of the documents listed below as possible with your application .

- Charter
- Constitution and by-laws
- Articles of Incorporation
- Most recent corporate annual return
- Minutes of most recent annual general meeting
- Membership list
- Most recent financial statement
- Most recent bank statements

We may ask for additional information or documents to process your application.

All these documents must provide information about the specific organization named in the application. Your background documents should demonstrate the charitable or religious nature of your organization. Remember, only charitable or religious groups are eligible for MGCC licences.

#### **4. ORGANIZATION'S CONTACT INFORMATION:**

- A.** Include your organization's street address and, if different, a mailing address. We need a mailing contact name and a mailing address where someone from the organization will open the mail frequently.
- B.** You must retain all records related to your licensed events for a period of three years. Please tell us where your records are actually kept. Remember it cannot be a post office box. It must be an address or description of a location (i.e., rural route, lot or section #). Also include a brief description of the location that explains why the records are kept there (e.g., where event is held, President's home, organization's head office, band office, etc).
- C.** It is very important that you also provide a contact name and a street address where we can hand-deliver any important notices regarding your licence and event. It cannot be a post office box.

#### **5. ORGANIZATION'S CURRENT EXECUTIVE:**

You must provide complete information for each of your elected executive members. If the titles you use are not the same as the titles listed on the application, please provide the correct titles for each person listed, for example, Executive Director, Board Chairperson or Grand Knight rather than President.

For each person listed, we must have a home mailing address and both business and home phone numbers in case we need to contact someone at any time about your event or licence. If available, individuals may include email and/or cell phone information.

#### **6. TOURNAMENT CONTACT INFORMATION:**

Contacts listed here must possess sufficient knowledge and skill for the conduct of the tournament.

##### **A. Tournament Chairperson / Alternate Tournament Chairperson:**

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

##### **B. Pit Boss and/or Manager:**

The Pit Boss and/or Manager is the person who volunteers or is hired to manage the general play at the tables, which includes but is not limited to handling player disputes and relocating players. (This role may also be filled by the Tournament Chairperson.)

If you choose, the Pit Boss and/or Manager can be the person that the MGCC talks to when reviewing your Tournament Rules – instead of the Tournament Chairperson. Contact information for a Pit Boss and/or Manager will ensure that we talk to a person with sufficient knowledge to answer questions about how you plan to conduct your Texas Hold'em poker tournament. (Please refer to the Tournament Rules

Worksheet and/or the Texas Hold'em Poker Tournament Terms and Conditions 7.01 to get an idea of what setting Tournament Rules for your event will involve.)

- B. i. Please check the box indicating whether you want the MGCC to call the Tournament Chair or Pit Boss and/or Manager to discuss your Tournament Rules. If your Pit Boss and/or Manager is not a member of your organization, ensure you complete Section 20C of the application authorizing us to contact this individual directly.
- ii. You must also check the box indicating whether the Pit Boss and/or Manager is from your organization, an employee of a gaming supplier or another individual hired to act as Pit Boss and/or Manager. (Please contact the MGCC Registration Department at (204) 954-9400 or 1-800-782-0363 if your Pit Boss and/or Manager is not from your organization.)

## **PART B: FINANCIAL INFORMATION**

This section tells us about your financial plan for the operation of the Texas Hold'em poker tournament and gives us details about your organization's general financial situation.

### **7. ANTICIPATED REVENUE:**

- A. Please indicate if rebuys will be offered at your event. Also indicate the maximum number of rebuys allowed per player at your event. (Remember you cannot allow more than 3 rebuys per player.)
- B. Please indicate if you will be holding consolation events. If yes,
- i. Indicate the maximum number of tables you will open.
- ii. Indicate the maximum number of players per table.
- C. **Entry Revenue**  
Calculate your maximum possible entry revenue 7C(ii), by multiplying the regular entry fee per person by the maximum number of entries 7C(i). Do not use discounted fees in your calculations – for instance, lower pre-registration fees.
- D. **Rebuy Revenue**  
If you are offering rebuys, calculate your maximum possible rebuy revenue 7D, by multiplying the cost of one rebuy unit by the maximum number of rebuy units for the entire event. (Your maximum number of rebuy units for the entire event is the maximum number of rebuys per person 7A multiplied by the maximum number of entries 7C(i))
- E. **Consolation Event Revenue**  
If you are offering any type of consolation event, calculate your maximum possible consolation revenue 7E, by multiplying the consolation entry fee per person by the maximum number of entries. (Your maximum number of entries is the maximum number of tables 7B(i) multiplied by the maximum number of players per table 7B(ii)).
- F. **Total Anticipated Revenue**  
Calculate your Total Anticipated Revenue **7F**, by adding your Total anticipated Entry Revenue, Rebuy Revenue, and Consolation Event Revenue **7C(ii)+7D+7E**. See example next page.

**Example:**

C) ENTRY REVENUE	Regular Entry Fee Per Person	\$ 50.00		
	Maximum Number of Entries	X 100	7C(i)	
	TOTAL ANTICIPATED ENTRY REVENUE→		= \$5,000.00	7C(ii)
D) REBUY REVENUE	Cost of One Rebuy Unit	\$ 20.00		
	Maximum Number of Total Rebuy Units	X 200		
	Maximum Number of Rebuys Per Person <u>2</u> 7A x Maximum Number of Entries <u>100</u> 7C(i) =			
	TOTAL ANTICIPATED REBUY REVENUE→		= \$4,000.00	7D
E) CONSOLATION EVENT REVENUE	Consolation Entry Fee Per Person	\$ 10.00		
	Maximum Number of Entries	X 32		
	Maximum Number of Tables <u>4</u> 7B(i) x Maximum Number of players per table <u>8</u> 7B(ii) =			
	TOTAL ANTICIPATED CONSOLATION REVENUE→		= \$320.00	7E
F) TOTAL ANTICIPATED REVENUE	7C(ii) + (7D) + (7E)		= \$9,320.00	7F

**8. LOTTERY BANK ACCOUNT:**

A. A separate chequing account must be used to deposit all net revenue from your Texas Hold'em tournaments. All cheques for expenses and profit disbursements related to your tournament, as specified in your application, must also be made from this account. You may not transfer Texas Hold'em tournament revenue into any of your organization's general operating accounts.

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

**9. PRIZES: (complete either chart 9A or 9B – and then complete section 9C if applicable)**

When determining what you should offer for prizes, remember to consider your expenses and remember that you must budget for a minimum of 15% profit to be used for your approved charitable objectives.

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

Please indicate what percentage of the revenue will be offered as prizes (prize pool). Complete chart 9A to identify your prize structure. The total percentage indicated in the prize pool column must be equivalent to the prize pool percentage. Remember to include your prize structure within your tournament rules.

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

**B. Set prizes: (Only complete this section for prizes not based on revenue)**

Prizes cannot be substituted, removed, altered or changed once approved with the licence or any subsequent approved amendment. Copies of contractual agreements with prize suppliers or another appropriate prize confirmation must be provided (even for donated prizes) for all prize with a value over \$500. (Sample contractual agreement is available upon request).

**C. Consolation Events: (Only complete this section if you will be offering Consolation Events)**

You must complete this section if you intend to operate consolation events in conjunction with your main tournament. This would mean any additional event where a separate fee is collected from players to participate once they are eliminated from the main event. (aka Second Chance Tournament)

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

**10. DOES YOUR ORGANIZATION HAVE SUFFICIENT FUNDS TO COVER ALL PRIZES OFFERED?**

If all prizes being offered at your tournament are based on a percentage of tournament entry fees or if all prizes are being donated, evidence of sufficient funds is not required, skip to Section 11.

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

- A current bank statement in the name of the applicant organization showing a balance equal to or greater than the total cost of all prizes being offered, or
- If your organization does not currently have sufficient funds, an irrevocable standby letter of credit (sample available upon request) or bank draft is required.

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

**11. ESTIMATED EXPENSES:**

This section requires you to identify your budgeted expenses for your tournament including any expenses related to a consolation event held in conjunction with your tournament. If you anticipate changes to any of these expense amounts, you must get written approval from the MGCC **before** you incur any further expenses.

Total **estimated expenses must not exceed 15%** of your anticipated revenue from entries. (You already calculated this specific revenue amount in 7C(ii)). The cost of cards and chips, or any anticipated licence fees should not be included in the calculation of this limit.

This application must also provide for a **minimum 15% profit to be realized**. If the cost of prizes and estimated expenses together total more than 85% of anticipated revenue, you will have to rework your prizes or budgeted expenses.

**A. Other Prizes**

Identify the costs of any prizes not related to actually playing Texas Hold'em, e.g., if your organization is offering door prizes or there are prize vouchers stuck under randomly selected player/spectator chairs. These prizes must be offered as part of a **free** draw or some other random method of selecting a winner. A chance to win cannot be limited to only tournament players and you cannot be required to pay to participate. Otherwise, you may also need to apply for a raffle licence.

**B. Promotions**

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

**C. Facility Rental**

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

**D. Advertising**

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

**E. Wages**

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

Do not include costs associated with hiring outside services who provide dealers, pit boss/manager, etc. Fees paid to companies or individuals who are not members of your organization to provide staffing for your event must be listed in the next Section 11G-Services and Equipment.

**Example:**

PAID POSITION	NUMBER of PERSONS PER EVENT		WAGE PER EVENT	=	TOTAL
Dealer	6	X	\$50	=	\$300
Banker	2	X	\$10	=	\$20
Tournament Chairperson	1	X	\$50	=	\$50
Pit Boss and/or Manager	1	X	\$75	=	\$75
Other: <u>Rebuy Seller</u> (L Specify position J)	4	X	\$20	=	\$80
<b>Total Wages per Event</b>					<b>\$525</b>

11E

**F. Other Expenses**

Please specify each item separately and then provide the total amount for other expenses related to holding the Texas Hold'em poker tournament..

Examples of expenses that might be reported here are:

- Ongoing maintenance costs for equipment you own related to Texas Hold'em.
- Costs associated with set up or take down of equipment
- Costs associated with volunteer appreciation gifts or events
- Any other costs related to the operation of your event(s) that were not reported in any of the above Sections (11A to 11E).

**G. Services and Equipment**

You must list and describe **all** services (e.g., dealers, pit boss/manager) and **all** equipment (e.g., chips, cards, poker tables, dealer button) that you will hire, rent or purchase from an outside supplier (company or individual) for your tournament. Do not include equipment that your organization already owns or the wages/honorariums paid to volunteers from your organization that you already listed in Section 11E.

Please indicate the supplier's name, address and the total cost to your organization. Check the box indicating whether or not they are registered by the MGCC. You must also include copies of any supplier contracts with your application.

Service or equipment suppliers may need to be registered by the MGCC and we may contact you for more information. If you have any questions regarding supplier registration, please contact the MGCC Registration Department at (204) 954-9400 or 1-800-782-0363.

**Example:**

Supplier Name and Address	Supplier is MGCC Registered	Description of Services or Equipment	Rent or Purchase	Cost
TH Management, 123 Main, Anytown	Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input checked="" type="checkbox"/>	Dealers	Rent/Hire <input checked="" type="checkbox"/> Purchase <input type="checkbox"/>	\$100.00

Total Cost for Services and Equipment \$100.00 11G

**H. Total Estimated Expenses per Event**

**Remember** your total **estimated expenses must not exceed 15%** of your anticipated revenue from entry fees + Consolation Event Fees (7C(ii)+7E) and this application must provide for a **minimum 15% profit to be realized**. Licence fees, playing cards and poker chips are not to be included in this 15% limit. If the cost of prizes (Section 9) and estimated expenses (11H) together total more than 85% of anticipated revenue you will have to rework your prizes or budgeted expenses.

**12. HOW WILL THE PROFITS BE USED?**

This section requires you to give details on how the profits from your Texas Hold'em poker tournament will be spent. Please be specific in identifying the actual end-use of your funds. For instance, ask yourself, "Who will the cheque be made out to?" or indicate specifically "utilities" or "property taxes". Do not indicate "ongoing operating expenses".

For any special project or program, supporting documents such as a budget or financial plan should be provided. If profits are intended for use towards a mortgage or loan payment, a copy of the mortgage or loan agreement must be attached to your application.

**13. EXPECTED DATE OF FULL DISBURSEMENT OF PROFITS:**

This section must be answered if:

- You are applying for a single event or limited series licence, or
- You are applying for an ongoing licence with a long-term special project you are saving for.

Please specify the date that all profits will be disbursed in the areas you have identified in Section 12. Special reporting will be required for funds that will be held for more than 60 days after you cease operating. A detailed plan may be requested for long-term projects (e.g. construction of a new building).

## **PART C: TOURNAMENT RULES AND EVENT INFORMATION**

This section will give us information about how you will operate your tournament, or any consolation event to be held in conjunction with your tournament, and will ask you for your rules, schedule and location.

### **14. PRE-REGISTRATION:**

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

### **15. PRINTED NUMBERED TICKETS:**

Check the box indicating if two-part printed numbered tickets will be used for your event. Required event reports and source documents will be dependant on whether an organization uses two-part numbered printed tickets or the player registration list only. A draft or hand drawn copy of the proposed ticket must be given to the MGCC with your application. The ticket must have two (2) separate parts, each detachable from each other:

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



**Example:**

Part 1 - to be retained by Licensee:

Part 2 - to be retained by Registrant/Player:

<b>TICKET NUMBER:</b> _____			<b>TICKET NUMBER:</b> _____		
(Organization Name) Texas Hold'em Event <b>Location:</b> _____ <b>Date:</b> _____ <b>Time:</b> _____			(Organization Name) Texas Hold'em Event <b>Location:</b> _____ <b>Date:</b> _____ <b>Time:</b> _____		
<b>Registrant Name:</b> _____ <b>Telephone Number:</b> _____			<b>Entry Fee:</b> \$ _____ <b>Rebuy Cost:</b> \$ _____ (Maximum: _____)		
<b>Entry Fee:</b> \$ _____ <b>Rebuy Cost:</b> \$ _____ <b>Licence # MGCC</b> _____ <b>TH</b>			<b>Licence # MGCC</b> _____ <b>TH</b>		
<b>REBUY #1:</b>	<b>REBUY #2:</b>	<b>REBUY #3:</b>			

↑Based on your own rebuy limit to a maximum of 3 (can be stamped, initialed, hole punched, etc. at time of sale)

**16. TOURNAMENT RULES:**

A. A typed copy of your complete Tournament Rules must be submitted with your application. Please refer to the Tournament Rules Worksheet to assist you in designing your Tournament Rules. Your Tournament Rules must include all of the requirements specified in Section 7.01 (a) – 7.01 (m) of the Texas Hold'em Poker Tournament Terms and Conditions.

**You must also provide rules for any consolation or secondary events held in conjunction with the main event.**

B. Please provide the name of any other poker rule book that will be in used during the tournament. Remember, this additional rule book cannot supersede your approved Tournament Rules or the MGCC Standard Rules of Play or the Texas Hold'em Poker Tournament Terms and Conditions.

**17. EVENT SCHEDULE AND LOCATION**

Specify the location where the tournament will be held and identify the type of Texas Hold'em poker tournament you want to operate.

- Select "Single Event" for all events where a single tournament with **one entry fee**, either begins and ends on the same day or runs over multiple days.
- Select "Limited Series" if you **have a start and end date** and you want to operate weekly, bi-weekly or monthly events within that specific period.
- Select "Ongoing" if you **do not have a planned end date** and want to operate weekly, bi-weekly or monthly events.

You may attach a separate sheet to your application to apply for different event types or frequencies, if you are applying for multiple single events or for an irregular schedule of events.

**Example:**

The example provided below shows an organization applying for a limited series of tournaments to be held from April 6, 2009 – October 28, 2009 on a weekly basis every Monday (7:00 pm to 1:00 am) and every Wednesday (7:00 pm to 1:00 am).

Event Type	Frequency	Event Day(s)	Event Time	
			Start	End
<input type="checkbox"/> Single Event:	Date: _____	<input type="checkbox"/> Sunday →		
<input type="checkbox"/> Ongoing (no end date)  OR <input checked="" type="checkbox"/> Limited Series From: <u>April 6, 2009</u> To: <u>October 28, 2009</u>	<input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly Start _____ (Date)  <input type="checkbox"/> Monthly <input type="radio"/> 1 <sup>st</sup> wk <input type="radio"/> 2 <sup>nd</sup> wk <input type="radio"/> 3 <sup>rd</sup> wk <input type="radio"/> 4 <sup>th</sup> wk (choose one from above)	<input checked="" type="checkbox"/> Monday →	7:00 pm	1:00 am
		<input type="checkbox"/> Tuesday →		
		<input checked="" type="checkbox"/> Wednesday →	7:00 pm	1:00 am
		<input type="checkbox"/> Thursday →		
		<input type="checkbox"/> Friday →		
		<input type="checkbox"/> Saturday →		

**18. CLOSED PERIODS:**

If you are applying for ongoing or limited series events, you must identify on your application any specific period(s) of time (e.g., July and August) or specific date(s) (e.g., Good Friday, Easter Monday) where you

do not intend to operate events within your schedule. You must notify the MGCC prior to any closure not already identified on your licence application by submitting a Licence Amendment Request Form.

## 19. PARTNERSHIPS OR ASSOCIATIONS:

If you have formed a partnership or association with any other charitable or religious organization(s) for the operation of Texas Hold'em poker tournaments, submit your partnership agreement(s) with this application. A limit may be set on the number of tournaments a charitable organization may hold or be a participant.

## 20. CERTIFICATION SECTION:

- A. Signatures of the President and one other executive member listed in Section 5 of your application are required. Both executive members must read the Certification Section and the Texas Hold'em Poker Tournament Terms and Conditions before signing the application.
- B. Signatures of both the Tournament Chairperson and Alternate Chairperson as listed in Section 6 of your application are required. Both people must read the Certification Section and the Texas Hold'em Poker Tournament Terms and Conditions before signing the application.
- C. A signature from the President (or your corresponding organization's title) is required to provide authorization for the MGCC to have direct contact with a Pit Boss and/or Manager as indicated in Section 6, Tournament Contact Information (if he/she is not from your organization) regarding your Tournament Rules only.

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### MISSING OR INCOMPLETE INFORMATION MAY CAUSE DELAYS IN PROCESSING YOUR APPLICATION

#### Did you remember to?

- Enclose all background documentation as described in Section 3 of the Application and Guide.
- Ensure all Executive and Tournament Contact Information is complete in Sections 5 and 6.
- Enclose copies of all contract(s) if applicable.
  - Contractual agreements with prize suppliers for all merchandise prizes (including donated prizes) with a value over \$500.
  - Facility rental agreement. Remember an organization can not charge rent for a facility it owns
  - Supplier contract(s).
- If applicable, include your most current bank statement or irrevocable standby letter of credit, see Section 10.
- Enclose supporting documents on special projects or programs identified in Section 12.
- Attach a sample ticket that includes all required information listed in Section 15.
- Attach a copy of your typed Tournament Rules, see Section 16A.
  - Attach a copy of your typed Tournament Rules for consolation events.
- If applicable, include copies of all contracts or partnership agreements, see Section 19.
- Provide appropriate signatures in Section 20 of the application.
- Retain a copy of the application and all supporting documentation for your records.



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Toll Free:1-800-782-0363  
 Toll Free Fax : 1-866-999-6688  
 Web Site: www.mgcc.mb.ca

# TEXAS HOLD'EM POKER TOURNAMENT APPLICATION

Allow 4-6 weeks for processing

**PLEASE USE THE APPLICATION GUIDE TO HELP YOU COMPLETE THIS APPLICATION CORRECTLY.**

**No payment is required with your application.  
 Licence fees, if applicable, will be due when your reports are submitted.**

The Manitoba Gaming Control Commission (MGCC) is committed to protecting your privacy . Information you provide to us is used only to deliver services related to the MGCC 's responsibilities in administering your application and licence and in overseeing your licensed event.

## **PART A: ORGANIZATION INFORMATION**

**Remember, only charitable and religious organizations are eligible for MGCC licences.**

**1. FULL LEGAL NAME OF ORGANIZATION:** \_\_\_\_\_

**2. MGCC LICENCE NUMBER:** (if previously licensed) \_\_\_\_\_

Indicate all previous licence types:      Texas Hold'em       Raffle       Bingo       Breakopen

Other  (indicate licence type) \_\_\_\_\_

### **3. BACKGROUND INFORMATION:**

If your organization has held an MGCC licence in the past three years and has not changed its mandate or objectives, skip this section and go to Section 4 - Organization's Contact Information.

Please refer to the application guide for a list of supporting documents that should be included when you submit your application .

A. Date organization was established (MM/DDIYY)      \_\_\_\_\_ /      /

B. Date of Incorporation, if applicable (MM/DDIYY)      \_\_\_\_\_ /      /

C. Total number of members      \_\_\_\_\_

D. Organization 's mandate or objectives : \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### 4. ORGANIZATION'S CONTACT INFORMATION

##### A. Organization's Address:

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Contact Name: \_\_\_\_\_

Mailing Address: (if different from street address) \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

##### B. Please indicate the address where your organization's records are physically kept: (cannot be a post office box)

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Provide a brief explanation as to why the records are kept at that address: (e.g., where event is held, President's home, organization's head office, band office, etc.)

\_\_\_\_\_

\_\_\_\_\_

##### C. Occasionally the MGCC may need to hand-deliver important notices relating to your licence and/or event.

Please identify the person and address where this information can be hand-delivered. (cannot be a post office box)

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

#### 5. ORGANIZATION'S CURRENT EXECUTIVE

Title	Name	Home Mailing Address (include postal code)	Business Phone	Home Phone	OTHER Email/Cell
President					
Vice- President					
Secretary					
Treasurer					

## 6. TOURNAMENT CONTACT INFORMATION

Contacts listed here must possess sufficient knowledge and skill for the conduct of the tournament.

**\*Remember, individuals listed in 6A must sign section 20B on the last page on this application.**

**A. Tournament Chairperson:** (must be a member of your organization and must be in attendance throughout the event)

Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Alternate Tournament Chairperson:** (must be a member of your organization and must be in attendance throughout the event if the above named Tournament Chairperson cannot attend)

Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**B. Pit Boss and/or Manager:** (if different from Tournament Chairperson)

Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

i. Who should the MGCC contact when reviewing your Tournament Rules:

Tournament Chairperson  Pit Boss and/or Manager\*

**\*Remember, if your Pit Boss and/or Manager is not from your organization, you must complete Section 20C authorizing us to contact this individual directly.**

ii. Please check one box to indicate whether the Pit Boss and/or Manager is a:

Volunteer of your organization

Employee of a gaming supplier

Individual hired by your organization

If you indicated that the Pit Boss and/or Manager is not a volunteer from your organization, please contact the MGCC Registration Department at (204) 954-9400 or 1-800-782-0363.





### 11. ESTIMATED EXPENSES

**A. Other Prizes:** List any other prizes, not related to play, that you will be offering at your tournament (including merchandise prizes) and the method that they will be awarded: (Refer to Section 11A – Other Prizes of the application guide for further information.)

\_\_\_\_\_ \$ 11A

**B. Promotions:** List all promotional items, gifts or giveaways:

\_\_\_\_\_ \$ 11B

**C. Facility Rental:** (include copy of rental agreement)

Payable to: \_\_\_\_\_

\_\_\_\_\_ \$ 11C

**D. Advertising:** List all types of advertising that will be used:

\_\_\_\_\_ \$ 11D

**E. Wages:** This section should not include costs associated with hiring outside services. Fees paid to companies or individuals to provide staff for your event should be listed in Section 11G – Services and Equipment.

PAID POSITION	NUMBER of PERSONS PER EVENT		WAGE PER EVENT		TOTAL
Dealer	_____	X	\$ _____	=	\$ _____
Banker	_____	X	\$ _____	=	\$ _____
Tournament Chairperson	_____	X	\$ _____	=	\$ _____
Pit Boss and/or Manager	_____	X	\$ _____	=	\$ _____
Other: _____ (1. Specify position J)	_____	X	\$ _____	=	\$ _____

**Total Wages per Event** \$ 11E

**F. Other Expenses:** Provide details for each item (refer to Section 11F in the application guide for examples).

\_\_\_\_\_ \$ 11F

**G. Services and Equipment:** Do not include equipment that your organization already owns or the wages/honorariums paid to volunteers from your organization that you listed in Section 11E – Wages.

Supplier Name and Address	Supplier is MGCC Registered	Description of Services or Equipment	Rent/Hire or Purchase	Cost
	Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>		Rent/Hire <input type="checkbox"/> Purchase <input type="checkbox"/>	

**Total Cost for Services and Equipment** \$ 11G

**H. Total Estimated Expenses Per Event:**

11A \_\_\_\_\_ + 11B \_\_\_\_\_ + 11C \_\_\_\_\_ + 11D \_\_\_\_\_ + 11E \_\_\_\_\_ + 11F \_\_\_\_\_ + 11G \_\_\_\_\_ → \$  **11H**

**Calculate maximum allowable expense amount** 7C(ii) \_\_\_\_\_ + 7E \_\_\_\_\_ x 15% \_\_\_\_\_ → \$   
11H cannot exceed this total

**12. HOW WILL THE PROFITS BE USED?**

Be specific and attach additional information for any special projects or programs. Please refer to Section 13 of the application guide for further information. (Attach a separate sheet if required.)

1.	
2.	
3.	
4.	

**13. EXPECTED DATE OF FULL PROFIT DISBURSEMENT**

You may not have to fill out this section if you are applying for an ongoing licence. Please refer to Section 14 of the application guide for more information. Expected date for full disbursement of profits: (MM/DD/YY) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**PART C: TOURNAMENT RULES AND EVENT INFORMATION**

**Remember people under 18 years of age are not permitted to play, work or volunteer at Texas Hold'em poker tournaments.**

**14. PRE-REGISTRATION OPTION**

Will you be offering pre-registration? Yes  No

If **Yes**, section 7.01 (b) of the Texas Hold'em Poker Tournament Terms and Conditions requires that procedures and rules for allowing prepaid entry fees be included in your Tournament Rules. Refer to the Tournament Rules Worksheet for assistance.

**15. TICKETS OPTION**

Will you be using two-part printed and numbered tickets? Yes  No

If **Yes**, refer to Section 15 of the application guide for ticket requirements

## 16. TOURNAMENT RULES

A. Typed copy of Tournament Rules is attached: Yes

Tournament Rules must include ALL information as listed in 7.01 (a) – 7.01 (m) of the Texas Hold'em Poker Tournament Terms and Conditions. As well, you must include rules for any consolation event to be held in conjunction with your regular tournament(s). (A worksheet is available to assist you in developing your Tournament Rules.)

B. An additional Texas Hold'em Poker Rule Book will be used at our event(s): Yes  No

If Yes, identify which rule book you will use: \_\_\_\_\_

## 17. EVENT SCHEDULE AND LOCATION

Refer to the application guide for assistance and attach a separate page if you are applying for an irregular schedule of events or for additional events.

### Tournament Event Location:

Facility & Room Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Event Type	Frequency	Event Day(s)	Event Time	
			Start	End
<input type="checkbox"/> Single Event:	Date: _____	<input type="checkbox"/> Sunday →		
<input type="checkbox"/> Ongoing (no end date)  OR <input type="checkbox"/> Limited Series From: _____ To: _____	<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly Start _____ (Date)  <input type="checkbox"/> Monthly ○ 1 <sup>st</sup> wk ○ 2 <sup>nd</sup> wk ○ 3 <sup>rd</sup> wk ○ 4 <sup>th</sup> wk (choose one from above)	<input type="checkbox"/> Monday →		
		<input type="checkbox"/> Tuesday →		
		<input type="checkbox"/> Wednesday →		
		<input type="checkbox"/> Thursday →		
		<input type="checkbox"/> Friday →		
		<input type="checkbox"/> Saturday →		

## 18. CLOSED PERIODS

If you are applying for ongoing or limited series events, please identify any period of time you will not operate your scheduled events.

Closed Periods: (e.g., closed July and August)

AND/OR

Closed Dates: (e.g., Good Friday and Easter Monday)

1. \_\_\_\_\_ to \_\_\_\_\_  
(MM/DD/YY) (MM/DD/YY)

1. \_\_\_\_\_ (MM/DD/YY)

2. \_\_\_\_\_ to \_\_\_\_\_  
(MM/DD/YY) (MM/DD/YY)

2. \_\_\_\_\_ (MM/DD/YY)

You must notify the MGCC prior to any closure not identified here by submitting a Licence Amendment Request Form.

## 19. PARTNERSHIPS OR ASSOCIATIONS

Are you operating your event(s) in partnership or in association with any other charitable organization? Yes  No

If Yes, attach all contract(s) or partnership agreement(s) to this application.

**20. CERTIFICATION SECTION:**

**A.**

<p><b>CERTIFICATION:</b> We, the undersigned, hereby certify on behalf of the organization that the information provided on and with this application is true and correct and that we have read, understand and agree to abide by the Texas Hold'em Poker Tournament Terms and Conditions effective November 1, 2008.</p>		
<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
PRESIDENT		(MM/DD/YY)
An additional Executive Member must sign. Additional Executive's Title:		(MM/DD/YY)

**B.**

<p><b>CERTIFICATION:</b> We, the undersigned, hereby certify on behalf of the organization that we have read, understand and agree to our responsibilities as the Tournament Chairperson or Alternate Chairperson and agree to abide by the Texas Hold'em Poker Tournament Terms and Conditions effective November 1, 2008.</p>		
<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
TOURNAMENT CHAIRPERSON		(MM/DD/YY)
ALTERNATE TOURNAMENT CHAIRPERSON		(MM/DD/YY)

**C.**

<p><b>CERTIFICATION:</b> I, the undersigned, hereby authorize on behalf of the organization, the Manitoba Gaming Control Commission to contact the hired Tournament Pit Boss and/or Manager indicated in Section 6 of this application regarding the Tournament Rules only.</p>		
<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>
PRESIDENT		(MM/DD/YY)

RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS

**MISSING OR INCOMPLETE INFORMATION  
MAY CAUSE DELAYS IN PROCESSING YOUR APPLICATION**

**(CHECKLIST AVAILABLE ON LAST PAGE OF APPLICATION AND GUIDE)**



Your organization is one of the first to use our **revised** Texas Hold'em Poker Tournament application package **effective November 1, 2008**. We want to know what you think. Please take a few minutes to answer the following 6 questions and make any comments that you think might be important for us to know.

1. Was this your first time applying for a Texas Hold'em Poker Tournament licence from the **MGCC**?  
 Yes       No
2. How easy were the questions on the application to understand?  
 Very easy       Fairly easy       Not very easy       Difficult  
Comments: \_\_\_\_\_  
\_\_\_\_\_
3. How often did you refer to the guide to help you complete the application?  
 All the time       Several times       Once or twice       Not at all  
Comments: \_\_\_\_\_  
\_\_\_\_\_
4. How useful was the application guide in helping you to complete the application?  
 Very useful       Fairly useful       Not very useful       Not at all useful  
Comments: \_\_\_\_\_  
\_\_\_\_\_
5. Did you use the Tournament Rule Worksheet we provided in this application package?  
 Yes       No
6. If yes did you find the Tournament Rule Worksheet helpful?       Yes       No  
Comments: \_\_\_\_\_  
\_\_\_\_\_
7. How easy were the Texas Hold'em Poker Tournament Terms and Conditions to understand?  
 Very easy       Fairly easy       Not very easy       Difficult  
Comments: \_\_\_\_\_  
\_\_\_\_\_
8. Have we provided enough information for you to understand what is required as a licensee?  
 Yes       No  
Comments: \_\_\_\_\_  
\_\_\_\_\_

Please make any additional comments that you feel might be important for us to know:

\_\_\_\_\_  
\_\_\_\_\_

**Optional:** Organization: \_\_\_\_\_  
Your Name: \_\_\_\_\_ Your Telephone Number: \_\_\_\_\_

Thank you for taking the time to complete this form. Please return it at your convenience:

**By Fax:** (204) 954-9450 **Toll Free Fax:** 1-866-999-6688 - or -

**By Mail:** MGCC, 800-215 Garry Street, Wpg. MB R3C 3P3