

RULES COVERING AND REGULATING BINGO/RAFFLES

RULE 1 DEFINITION OF BINGO AND RAFFLE TERMS

Bingo Game:

A bingo game starts when the first numbered object or ball is selected at random and called, and continues until all the objects or balls have been returned to the receptacle. Except for concealed face and progressive jackpot games, a game may have two or more parts with different winning patterns for each part, if the total amount of prizes offered or given for all parts of one game does not exceed, in amount or value, the statutorily set maximum prize that may be offered or given in a single game of bingo.

Bingo Occasion Rules:

The rules established by each bingo-raffle licensee for items not covered by the bingo-raffle law or state rules relating to the payment for, and playing of, games of chance at each occasion.

Card:

(1) A disposable, non-reusable, paper bingo card identified by color, serial number, and card number.

or

(2) A reusable, nondisposable bingo card intended for repeated use, such as a hard card or shutter card.

Cash Operating Fund:

The cash used by the licensee to start the bingo and pull tab operations on each occasion.

Change Fund:

The cash given to each bingo worker to use for making change.

Concealed Face Card:

A non-reusable bingo card containing five rows of five squares with a free center space, one number preprinted in each of the remaining 24 spaces, and the letters B, I, N, G, O printed in order over the five columns, the card so constructed that no part of its face is detectable or discernible until the card is purchased and opened by the player.

Deal:

Each separate package or series of packages consisting of pull tabs with the same game name, form number, serial number, and color code.

Flare:

A piece of heavy paper stock or other material accompanying a pull tab deal which shows at least the following descriptive information about the matching deal:

- (1) The name and form number of the game;
- (2) The manufacturer name or logo;
- (3) The number of tickets in the deal and the cost per play; and,
- (4) The prize structure, including the number of winning tickets by denomination and their respective winning symbol combinations.

Pack:

A collation of disposable paper bingo cards or sheets sold during a bingo occasion.

Progressive Jackpot (“Progressive”) Bingo Game:

A progressive jackpot bingo game is one in which a prize amount is carried over to a subsequent game if no bingo is achieved within a specified number of balls drawn and called.

Progressive Pull Tab:

A game consisting of one or more seal pull tab deals with identical form numbers that offers a cumulative or carryover jackpot prize. The prize structure for a progressive pull tab game is predetermined by the game’s manufacturer and built into the game. The structure includes a cumulative jackpot prize, to which each deal of the game in which the jackpot prize is not won contributes a specifically predesignated amount.

Seal Pull Tab:

A pull tab game that offers one or more prizes by means of a flare or a jackpot card that is part of a pull tab deal. The flare or jackpot card includes a section bearing a tab or tabs that must be torn or broken apart to reveal a winning combination or combinations. Each seal pull tab deal shall include:

- (1) A ticket or tickets that entitle the purchaser to a chance to win the prize(s) identified by the winning combination(s) imprinted on the flare or jackpot card; and
- (2) A flare preprinted, or otherwise prepared by the game’s manufacturer, to show:
 - (A) the serial number of the pull tab deal;
 - (B) a section that shall record the names of all holders of tickets that entitle the bearer to a chance on the seal prizes, together with the potential winning combination of each such ticket; and
 - (C) all other information required by this rule 1 to be shown on pull tab flares.

The jackpot card, if separate from the flare, shall be preprinted with the name and form number of the game and the manufacturer’s name.

Sheet:

A leaf of paper upon which are printed one or more disposable paper bingo cards.

**RULE 2
FRAUD OR DECEPTION – PROHIBITED**

(Repealed)

**RULE 3
LICENSEE'S RESPONSIBILITY TO POST CERTAIN MATERIAL**

(1) Each bingo-raffle licensee shall obtain, maintain and keep a current copy of the constitutional provisions and Colorado bingo-raffles law and rules regarding licensed games of chance, which shall be located upon the premises used for the conduct of a licensed activity by a bingo-raffle licensee at all times the activity is conducted there. The law and rules shall be produced by the bingo-raffle licensee and shown to any person on demand. The license shall be posted for all players to see and shall remain posted until after the conclusion of the occasion. Before the start of the first bingo game the players in attendance will also be informed by posting or announcement that they may obtain copies of the state bingo-raffles law and rules from the Secretary of State's office. Each such notice shall include the address and phone number of the Secretary of State's office.

(2) Each bingo-raffle licensee will also post at a conspicuous location a sign (with at least one inch letters) stating:

(a) That a reference copy of the Colorado bingo and raffles laws and rules is available from the games manager; and

(b) All bingo-raffle licensee rules in effect during that occasion.

(3) With or as part of the sign described at section 2) of this Rule 3, a bingo-raffle licensee conducting a progressive jackpot bingo game shall also post, prior to each occasion at which a progressive game is offered, a sign with at least one inch letters stating:

(a) The bingo pattern or arrangement of numbers a player must complete in order to win the progressive jackpot prize, together with a clear diagram of such arrangement of numbers, if any other pattern than a full card (“blackout” or “coverall”) is required to win;

(b) The maximum number of calls in which a player must complete the required pattern in order to win the progressive jackpot prize;

(c) If the progressive is a concealed face game, the predetermined quantity of balls to be called initially, in addition to the maximum number of calls in which a player must complete the required pattern after the resumption of the game in order to win the jackpot prize;

(d) If the progressive is a concealed face game, the point at which card sales, and, if trading is permitted, card trades shall cease prior to the resumption of the game;

(e) If the progressive is a concealed face game that allows card trading, the conditions for such trading;

(f) The amount of the prize carried over from previous games in the progression;

(g) The price and description, including color or design, of the cards to be used for the progressive game, and of the trade-in exchange cards, if the progressive is a concealed face game that allows the trading of cards; and

(h) The time, date, and location of the next occasion at which the next game in the progression will be conducted if the jackpot prize is not awarded.

In addition, if the licensee has elected to continue a game as a regular bingo in the event that the jackpot is not won, the sign shall state the amount of the regular game prize. The sign shall also designate the subsequent game at the same occasion to which the regular game prize amount will be added in the event that the jackpot is won.

(4) No bingo occasion rule shall be in conflict with state law or rules.

RULE 4

INSPECTION OF PREMISES, RECORDS, MACHINES AND DEVICES

(1) At any time an authorized representative of the Secretary of State's office may enter a licensee's premises without advance notice. During bingo occasions walking space should be left behind players and between tables which would allow authorized representatives to walk down each row of tables with the least

amount of interference and inspect bingo cards, packs and sheets in play.

(2) Authorized representatives may perform all or any of the following:

(a) Make a count of all monies received during the operation of the licensed activities on the premises, inspect income received by the licensee, and inspect records of prizes paid out.

(b) Examine any of the other bingo and raffles records of the licensee.

(c) Examine all pieces of equipment or parts thereof, or devices of any nature, which are being used to conduct the licensed activities and require the licensee to dismantle equipment if necessary, except during the operation of a game.

RULE 5

DISCLOSURE OF PRIZES

(1) The bingo-raffle licensee shall disclose full information at the beginning of each occasion specifying the number of prizes to be awarded, whether in cash or merchandise, and the method by which such prizes may be won, including the cost to participants.

(2) This disclosure need not be made separately and personally to each participant but may be made by conspicuously posting or displaying upon the premises where the games are operated, either the available prizes or a list and complete description thereof, together with the cost to participate in the game of chance. If a progressive jackpot bingo game is offered, this disclosure shall include all the information required by section 3) of Rule 3 of these rules regulating bingo and raffles.

(3) Any prize awarded must be dependent upon winning a bingo game or having purchased the rights to participate in a raffle. Door prizes may not be given for purchase of rights to play bingo.

**RULE 6
METHOD OF PAYMENT**

No bingo-raffle licensee or any of its members shall allow any person to play any game of chance on credit. The consideration charged for the privilege of playing each game of chance shall be collected in full, in advance. Short or bad checks are the bingo-raffle licensee's responsibility and none of the losses will be charged to bingo, raffle, or pull-tab activities, except fees paid to a check guarantee service for recoveries on bad checks may be paid from bingo receipts.

**RULE 7
AGREEMENT REQUIRING PAYMENT BY LICENSEE BASED UPON PERCENTAGE OF
RECEIPTS FROM AUTHORIZED LICENSEE – PROHIBITED**

No bingo-raffle licensee shall conduct any activity authorized under the bingo and raffle law, if the lease, rent, contract or any other arrangement under which the rights to use the premises for the conduct of the activity requires an unauthorized rental or other payment. The rental shall not be based on a percentage of receipts or profits derived from such licensed activities.

**RULE 8
SECURITY GUARD OR PERSONNEL**

The bingo-raffle licensee will identify paid or volunteer security personnel by badge or uniform on each bingo occasion. These personnel will not be permitted by the bingo-raffle licensee to play or participate in the operation of bingo occasions.

**RULE 9
BINGO GAMES - DAILY OCCASION RECORDS**

(1) In addition to any other requirement set forth in the bingo and raffles law, each bingo-raffle licensee holding bingo games will maintain records on forms prescribed by the secretary of state or on forms approved by the secretary of state covering each occasion. The records shall disclose the following information and be retained for a period of not less than three years:

- (a) Gross receipts collected for each card, pack and sheet sold for each occasion.
- (b) The gross amount paid out for each bingo game.
- (c) The cash on hand at the beginning of each occasion and the cash on hand at the end of each occasion.
- (d) If a progressive jackpot bingo game is conducted, a separate accounting showing the serial numbers of all cards sold for the game; the serial numbers of all cards traded for the game, if concealed face cards were used and trading was permitted; the gross receipts for all cards; the amount of the jackpot prize at the beginning of the occasion; and the amount of the prize paid out or carried over to the next game in the progression.
- (e) The signature of the games manager for the bingo-raffle licensee at each occasion.

- (f) The full name of each member working at each occasion.
 - (g) Receipts collected and prizes awarded for any raffle held at each occasion
- (2) The bingo-raffle licensee shall have available on its premises all required daily records for the current quarter and the quarter immediately preceding on forms prescribed by the secretary of state or forms approved by the secretary of state.

RULE 10
WORKERS SHALL NOT PLAY – MEMBERSHIP LISTS

- (1) No bingo-raffle licensee shall allow any person who works or assists at an occasion in any capacity to play bingo or to purchase or play any pull tabs at that particular occasion, whether for that person or on behalf of another.
- (2) At the time of filing an application for a bingo-raffle license pursuant to section 12-9-104, C.R.S., the applicant shall provide a list of active members who are authorized to assist with the applicant's bingo-raffle activities, if the license is granted. Such list shall include members of the licensee's auxiliary, if the licensee has an auxiliary, or, if the licensee is an auxiliary, members of the organization to which licensee is auxiliary, to the extent such members are authorized to assist with the applicant's bingo-raffle activities in accordance with section 12-9-107(1)(a). At any time after filing such list, a bingo-raffle licensee may file with the Secretary of State a supplemental list that designates additional active members who are authorized to assist with the licensee's bingo -raffle activities. No bingo-raffle licensee shall allow any person to work or assist at an occasion in any capacity unless the name of such person is on a list of designated active members on file with the Secretary of State. The Secretary of State may grant a partial or complete waiver from the requirements of filing the list required by this rule where such requirement would be unduly burdensome because of the large number of members authorized to assist and because of frequent changes in the members so authorized.
- (3) Any person who is working or assisting at any occasion in any capacity shall present personal photo identification upon request of any employee or authorized agent of the Secretary of State.

RULE 11
ALLOWABLE EXPENSE AMOUNTS AND RENTAL AGREEMENTS

- (1) A bingo-raffle licensee conducting bingo occasions may not pay more than \$40 per occasion for bookkeeper or accountant services in preparing the financial reports for such occasions.
- (2) A bingo-raffle licensee conducting bingo occasions on premises owned by it, or in its sole control, or which it uses rent free may pay a total of not more than \$40 for janitorial services for each occasion it conducts, unless the licensee has requested and received the written permission of the licensing authority to pay a greater amount. Requests shall be by letter, accompanied by documentation of the licensee's anticipated costs for janitorial services and of the prevailing rates of payment for such services in the community in which the licensee's bingo premises are located. Permission shall be granted only for payments that are reasonable in light of such prevailing rates.
- (3) A bingo-raffle licensee may not rent premises for an occasion except from a landlord licensee. A rental fee shall cover the expenses reasonably necessary for the use of the premises for the occasion, plus any promotion expenses authorized by C.R.S. 12-9-102.5(4)(b).
- (4) Upon renting a space in a commercial bingo facility to a bingo-raffle licensee, and before the bingo-raffle licensee conducts any occasion therein, a landlord licensee shall file with the Secretary of State an executed rental agreement. If the bingo-raffle licensee agrees to use games of chance equipment owned by the landlord or another bingo-raffle licensee, the landlord licensee shall also file an equipment agreement. All such agreements shall be on forms prescribed by the Secretary of State or forms approved by the Secretary of State; such approval shall be in writing.
- (5) A rental agreement may be terminated by either party upon at least two week's notice to the other, or upon the voluntary or involuntary suspension of the license of either. The agreement may contain such other terms and conditions upon which the parties shall agree, except:
- (a) It shall not specify the fee that the bingo-raffle licensee shall charge for a player's right to participate in any games of chance conducted during a bingo occasion.

- (b) It shall not obligate a bingo-raffle licensee to pay for any canceled occasion.
- (6) The rental agreement shall disclose clearly and conspicuously all of the material terms of the agreement, including, but not limited to:
- (a) The amount of rent to be charged for each occasion and the method used to calculate the amount of rent;
 - (b) The location of the rented premises, the term of the rental agreement, the day or days of the week upon which bingo-raffle occasion will be conducted, the number of hours per occasion, and the beginning and ending times of each occasion;
 - (c) A description of any promotion or advertising to be conducted in the commercial bingo facility by the landlord licensee during the bingo-raffle licensee's occasions, the amounts, if any, to be paid by the bingo-raffle licensee to participate in any promotion or advertising conducted by the landlord licensee, the frequency of such promotions, and the terms and conditions upon which such payments are to be made;
 - (d) The amount, if any, to be charged for security services, but no bingo-raffle licensee may be required to use a landlord licensee's security services in order to rent the premises;
 - (e) The conditions under which the parties may cancel any occasion under the rental agreement.
- (7) No payment from a bingo-raffle licensee to a landlord licensee may be made or accepted unless made by check. Such payments may be made and accepted only for the amounts agreed upon and identified in the rental agreement and any amendments filed with the Secretary of State pursuant to section 12-9-104.5(8), C.R.S..
- (8) A bingo-raffle licensee conducting bingo occasions may pay not more than \$16 per hour for security services for such occasions unless the licensee has requested and received the written permission of the licensing authority to pay a greater amount. Requests shall be by letter, accompanied by documentation of the licensee's anticipated costs for security services and of the prevailing rates of payment for such services in the community in which the licensee's bingo occasions are held. Permission shall be granted only for payments that are reasonable in light of such prevailing rates. Security shall be paid for no longer than the length of the occasion plus one additional hour for money transport, if needed.
- (9) The maximum allowable amounts set in this rule 11 for bingo expenses for bookkeeping, janitorial, and security services shall be adjusted annually on the first day of February, beginning on February 1, 2002. The adjustment to each allowable maximum amount shall be in the percentage as the total overall percent change in the Bureau of Labor Statistics Consumer Price Index. All urban U.S. city average (CPIU) for the preceding calendar year.

RULE 11.5 PROMOTIONS

(Rule 11.5 repealed, August 7, 2002.)

RULE 12 SALE AND USE OF BINGO CARDS, PACKS, AND SHEETS

- (1) All sales of cards, packs, and sheets shall take place upon the premises at the time of that bingo occasion.
- (2) All cards, packs, and sheets shall be sold at a set price. Any charge for the purchase, lease, or use of an electronic player aid device shall be at a set price. The price of each type of card, pack, or sheet and the charge, if any, for the purchase, lease, or use of each type of electronic player aid device that will be offered for use at a bingo occasion shall be posted on the premises at the time of the occasion, in advance of any player purchasing any card, pack, or sheet or paying any such charges for an electronic bingo player aid device.
- (3) Each pack sold for use at a bingo occasion shall be collated from a series or set of consecutively numbered sheets, and each sheet shall contain its individual consecutive series number and the identification number assigned by the manufacturer to that series or set of sheets.

(4) The purchaser of any cards or packs at the door shall be provided with a tally card or cash receipt which shows, at a minimum, the date of purchase, and the total number of cards or packs purchased. No prize shall be paid without the tally card or cash receipt.

(5) Prior to starting any game using disposable sheets or packs, the bingo caller shall be furnished the manufacturer's identification number and/or card number and the series number of the set of cards sheets or packs offered for sale for that particular occasion. When a player completes a bingo, the caller shall require the worker on the floor checking the bingo to read other manufacturer's identification number and/or card number and the series number of each winning sheet. Payment shall not be made unless both numbers were among those offered for sale for that game.

(6) At all bingo occasions where individual disposable cards or sheets are sold, the following procedures shall apply:

- (a) The individual disposable cards or sheets and a change fund shall be issued to the workers. The exact number of disposable cards or sheets issued to each worker shall be recorded. The disposable cards or sheets shall be controlled by manufacturer's identification number and/or card number and series number.
- (b) After the cards or sheets for a particular game have been sold, the games manager or other designated person shall count the amount on hand, subtract the change fund, and compare cards or sheets sold against the money turned in.
- (c) The exact number of cards or sheets of each manufacturer's identification number and/or card number removed from inventory, sold, and returned to inventory, shall be recorded and retained by the bingo-raffle licensee in accordance with Rule 9.
- (d) The proceeds the sellers have in their possession from the sales of individual disposable cards or sheets may not be used to pay prizes until they have been turned in and counted.

(7) At all bingo occasions where concealed face cards are sold or used, the following procedures, in addition to those applicable to the sale and use of bingo cards generally, shall apply:

- (a) All concealed face cards sold or used at any occasion shall be conspicuously stamped in indelible ink with the date of the occasion prior to the sale or transfer of any such card to any player.
- (b) All concealed face cards shall be sold for a uniform price, except that a licensee may permit players to trade one previously purchased card for one new one with the purchase of an additional card. For example, if a licensee elects to allow trades, a player wishing to trade in two cards shall be required to return the two cards and purchase two more, and shall then be entitled to receive four new cards.
- (c) A licensee that allows concealed face card trade-ins shall maintain two sets of cards for each concealed face game. One set shall be designated the "original set" and shall be a different color from the second set, which shall be designated the "trade-in set." Players may purchase cards only from the original set, and may trade cards in only for cards from the trade-in set.
- (d) A licensee that allows concealed face card trade-ins shall mark or deface all returned cards, so that they cannot be further played, and retain such traded-in cards as a required bingo occasion record.

(8) The secretary of state shall be notified within seventy-two (72) hours if at the end of the occasion the cash counted is short by \$30.00 or more.

(9) The following procedures and requirements, in addition to those in effect for bingo operations generally, shall apply to the sale and use of progressive jackpot bingo cards and sheets:

- (a) Only disposable paper cards, distinguishable by a color or design that the licensee does not use for any other game, shall be sold or used for any progressive jackpot bingo game.
- (b) Each card sold for a progressive game shall contain five rows of five squares with 24 preprinted numbers, a free center space, and the letters B, I, N, G, O printed in order over the five columns.
- (c) Each and every card for a progressive game shall be sold for a set price. The price shall be not less than one dollar per card, shall be determined by the licensee before the first

game in a progression, and shall remain the same for all games in such progression. No discounts, free cards, price changes, or variant pricing shall be permitted.

- (d) All cards for a progressive bingo game shall be sold prior to the drawing of the first number for such game, except that, if the progressive is a concealed face game, cards may be sold after the first drawing of numbers and before the game is resumed, in accord with section (9) of this Rule 13.
- (e) Progressive cards shall be sold and accounted for separately from any other cards, sheets, or packs sold or used at a bingo occasion, but a licensee may, by house rule, make purchase of a pack or door card a prerequisite for purchase of a progressive card.

RULE 13 CONDUCT DURING BINGO GAMES

(1) Authorized equipment and cards, including all bingo related items used in the conduct of bingo, shall be maintained in good repair and sound working condition. Authorized representatives of the secretary of state may order any equipment, cards or related items immediately repaired or replaced, if after examination, they are found to be defective. Authorized representatives of the secretary of state shall do such order in writing.

(2) All balls used during bingo games shall be present in the receptacle before each occasion, and shall be checked by at least one bingo player immediately prior to the first game of the occasion.

(3) Once a ball is removed from the machine it may not be returned to the receptacle until the conclusion of that game.

(4) The master board which is the rack in which the balls are placed is the only official scorer. A lighted display board may be used but is not official.

(5) Immediately following the drawing of each ball in a bingo game, the caller shall display, or cause to be displayed, the letter and number on the ball to the participants by means of a monitor or physically showing the number and letter to the participants in the game so the participants may know that the proper number has been called. The letter and the number on the ball shall be called out clearly and announced twice prior to the drawing of any other ball. After the letter and number are called, the corresponding letter and number on the flash board, if any, shall be lit for participant viewing. The ball is not official until it has been properly called. If monitors are used, a sign shall be placed by each monitor that shall read: "Ball on TV is not official until called."

(6) If the bingo caller discovers that the wrong number has been called, the caller will then announce, "I am reading the correct number, please correct your card or sheet." The caller will then correct the board and continue with the game.

(7) Each bingo game will be closed with the following procedure:

- (a) The game must be stopped after the winning combination has been signaled from a player or worker.
- (b) The ball the caller has removed from the machine or which is otherwise selected by the machine, or which the caller has started to call, will not be called. This ball will be held by the caller or otherwise retained until the bingo has been verified and then returned to the machine, unless the verified bingo is part of a multi-part or continuing game.
- (c) If a game is stopped for a bingo which proves not to be a good one, or is a verified bingo as part of a multi-part or continuing game, the caller will then call the ball he was holding or the ball that was otherwise selected by the machine at the time the game was stopped.
- (d) Only one ball may be selected at a time.
- (e) The last number called is not a requirement for a good bingo, unless there is a conspicuously posted bingo occasion rule to the contrary.
- (f) The worker on the floor must place the bingo to be checked as a winner in front of at least one other player at a different table who can confirm that the bingo is in fact a good bingo. The worker on the floor shall call the numbers of the winning combination to the bingo caller or, in the case of a coverall or blackout bingo, the caller may call the numbers that have not been called, unless an electronic bingo number verification device is used to verify the bingo. If a signaled bingo is determined to not be a good bingo by

the electronic verification device, the caller shall require the worker on the floor to call the numbers of the winning combination so that the numbers can be checked against the numbers actually called.

- (g) The bingo caller must then ask the players "Are there any other bingos?" If no one answers after at least two such inquiries, the caller must announce "This game is completed."
 - (h) No balls with creases, holes or other damage will be used during any bingo game.
- (8) When multiple or duplicate winning arrangements of numbers appear on a card or cards or sheet in play for a single game or part of a game, the prize for that game or game part shall be equally divided so that each winning arrangement receives the same amount, regardless of the number or identity of players involved. If a prize is divided, the amount given may only be rounded up to the nearest twenty-five cents.
- (9) The following requirements and procedures, in addition to those applicable to bingo games generally, shall apply to concealed face ("predraw" or "breakopen") bingo:
- (a) No more than one concealed face game shall be offered at any bingo occasion.
 - (b) The bingo balls, receptacle, and master board used for other games at an occasion shall not be used for the concealed face game, which shall be conducted using separate equipment.
 - (c) Only concealed face cards shall be offered, sold, or used for any concealed face game.
 - (d) A concealed face game may be offered as a progressive jackpot bingo game, provided that it is conducted in compliance with this Rule 13 and all additional applicable requirements of the bingo-raffle law and rules. This subsection (d) is repealed effective December 31, 2003.
 - (e) A concealed face game shall begin when, after the conclusion of the first bingo game offered at an occasion and before the second game is started, in the presence of the players attending the occasion, the caller draws, announces, and displays a predetermined quantity of the separate concealed face game bingo balls and places them in the separate concealed face game master board.
 - (f) The numbers drawn for a concealed face game must be in plain view of the players at all times during the conduct of the game.
 - (g) After the predetermined quantity of balls has been called and posted, and before the end of the occasion, the concealed face game shall be resumed and concluded with the following procedures:
 - (i) Immediately prior to selection of the next bingo ball from the separate concealed face game receptacle, the caller shall ask, at least twice, if any player has completed the required bingo pattern for the game.
 - (ii) All players who have completed the pattern within the predetermined quantity of balls drawn initially are deemed to be equal winners, regardless of the order in which the initial numbers were drawn and posted.
 - (iii) If no bingo has been declared and verified after the caller's second request for winners, the caller shall resume drawing and calling from the remaining concealed face bingo balls.
 - (iv) If the concealed face game is not the licensee's progressive game, the caller shall continue to draw and call from the remaining balls until a bingo is declared and verified, at which time the game shall be closed in accord with the procedures set forth in this Rule 13.
 - (v) If the concealed face game is the progressive game, the caller shall continue to draw and call from the remaining balls until the predetermined quantity of balls to be called after resumption of the game has been reached, unless a bingo is sooner declared and verified. The game shall conclude when the last ball of the predetermined quantity is called or when a progressive jackpot winner is verified, whichever occurs first.
 - (h) Concealed face cards may be sold or traded during the game, after the initial drawing and posting of the predetermined quantity of numbers, but no such card shall be sold or

traded after the game is resumed. Unless concealed face cards are used for the progressive game, all sales and trades shall cease at the time of the caller's first request for winners, and before the selection of the next ball after the initial drawing and posting. If concealed face cards are used for the progressive game, all sales and trades shall cease at least 15 minutes prior to the resumption of the game, or, alternatively, shall cease for the duration of the bingo game next preceding resumption of the progressive game, in order to allow sufficient time for the licensee to calculate and announce the progressive jackpot prize amount before the progressive game is resumed.

(10) The following requirements and procedures, in addition to those applicable to bingo games generally, shall apply specifically to the conduct of progressive jackpot bingo:

- (a) Only one progressive jackpot game shall be conducted at any bingo occasion.
- (b) Once a progressive jackpot bingo has begun, it shall be continued at each successive bingo occasion of the sponsoring licensee until the jackpot prize is won.
- (c) The bingo pattern or arrangement of numbers required to win a progressive jackpot prize shall be the same throughout all games in a progression.
- (d) The card type used for a progressive game, whether concealed face or open face, shall be the same throughout all games in a progression.
- (e) For each successive game in a progression, the number of calls in which a player must complete the pattern or arrangement of numbers required to win the prize may remain the same or be increased.
- (f) No progressive jackpot game shall be the last game offered or played at any bingo occasion.
- (g) Immediately prior to the drawing of the first number for any progressive game, the caller shall clearly announce the maximum number of calls in which a player must complete the pattern or arrangement of numbers required to win the progressive jackpot prize, the amount of the jackpot prize, the description of the card for the progressive game, and the time and date of the occasion at which the next game in the progression will be conducted if the jackpot prize is not awarded. If the progressive is a concealed face game, this announcement shall also be made immediately prior to the resumption of the game.
- (h) When no progressive jackpot winner is determined in the designated number of calls for a progressive game, the entire jackpot prize amount, without deductions for consolation prizes, shall be carried over to the next game in the progression. After the designated number of calls, the licensee shall either proceed to its next regular bingo game, or continue the game that was begun with the designated calls as its next regular game. If the licensee elects to continue the game as a regular bingo, the prize amount for the game shall be subject to the limitations set forth at CRS 12-9-107(13), and shall not, when aggregated with all other bingo prizes offered or given at the occasion, cause the total prize amount for the occasion to exceed fifteen hundred dollars.
- (i) No progression shall continue for more than 30 successive occasions. If the jackpot prize has not been won before the thirtieth game in a progression, a winner must be determined and the jackpot prize must be awarded at the thirtieth occasion, regardless of the number of calls necessary.
- (j) If, before a progressive jackpot bingo prize has been awarded, the sponsoring licensee's license will expire and is not renewed, or is suspended, revoked, or surrendered, or the licensee terminates its bingo activities for any other reason, the jackpot prize winner shall be determined and the prize shall be awarded on the licensee's last authorized bingo occasion, regardless of the number of calls needed to produce a winner.
- (k) If a licensee regularly conducts bingo occasions at least weekly at each of two licensed commercial bingo facilities, the licensee may offer and continue one jackpot bingo progression at each facility, provided that each progression is conducted in accord with this Rule 13 and all other applicable provisions of the law and rules governing bingo activities, and further provided that all games in a progression are conducted at the facility where the game was begun.

- (l) Winning progressive bingo cards shall be verified by the caller, a floor worker, and at least one other player, all of whom shall verify the card by manufacturer's identification number, series number, and numbers called, in accord with section 7) of Rule 13 and section 5) of Rule 12 of these rules.
- (m) All progressive bingo prize amounts in excess of \$500 shall be paid by check.
- (n) A progressive jackpot bingo prize need not be paid immediately upon the determination of a winner of the game, provided that:
 - (i) The prize amount exceeds \$500;
 - (ii) The prize is paid in full within 48 hours after the card is presented for payment;
 - (iii) The prize is paid at a location and in a manner acceptable to the winner;
 - (iv) The winner is presented with the licensee's voucher or promissory note for the full amount of the jackpot prize, signed by the licensee's games manager and one other member of the licensee, which voucher or note states the name and bingo-raffle license number of the licensee; the date, time, and location of verification of the winning card; the manufacturer's serial and identification numbers of the winning card; the identification of the winner of the prize; and the time, date, and manner in which the check for the prize payment will be delivered to the winner.
- (o) All receipts from the sale of progressive bingo cards shall be kept segregated from other games of chance receipts of a licensee. All such receipts shall be deposited in the games of chance bank account required by CRS 12-9-108 by means of a separate deposit slip, which shall show the serial numbers of the cards sold. Receipts from the sale of progressive bingo cards shall be deposited no later than the close of the business day next following the day of the occasion at which the cards were sold.
- (p) An amount equal to at least seventy percent of the proceeds from the sale of progressive bingo cards shall be held in the licensee's bank account continuously for the entire duration of the progression. No part of this amount shall be expended, transferred, or otherwise removed from the account before the progressive jackpot prize is won.

RULE 14

CONSECUTIVE BINGO OCCASIONS - OPERATIONS AND LIMITATIONS

Bingo-raffle licensees may conduct two bingo occasions consecutively, or back-to-back, provided all of the following procedures are met:

- (1) All games of chance from the first occasion shall be concluded and all player related activities completed, including, but not limited to, prizes paid, pull tabs dispensed, opened and redeemed prior to the end of the first occasion.
- (2) The second occasion shall not begin until at least fifteen (15) minutes after the conclusion of the first occasion, or until the final accounting for games of bingo played and pull tabs is completed and the books are closed for all of the first occasion activities, whichever is longer.
- (3) Pull tabs and other raffle tickets shall not be sold after the conclusion of the first occasion and before the commencement of the second occasion.
- (4) No activities from the first occasion may be continued during the second occasion, nor shall any cards, sheets, tickets, admissions, or chances for the second occasion be sold, offered, distributed, reserved or otherwise referenced in or during the first occasion, or during the accounting period referenced in Section 2 of this Rule 14.

RULE 15

RAFFLE TICKETS - LIMITATIONS, SALE AND DRAWING REQUIREMENTS

- (1) Bingo-raffle licensees conducting raffles shall comply with the following requirements:
 - (a) Tickets for entry in a raffle drawing shall be sold at a stated price, and each ticket constitutes a separate and equal chance to win with all other tickets sold.

- (b) All tickets for use in any raffle shall be consecutively numbered and shall have a stub or detachable section bearing the same number as the ticket.
 - (c) Any merchandise offered as a raffle prize shall be fully owned by the bingo-raffle licensee, free of any debt(s), lien(s), and encumbrance(s), prior to the sale of any raffle ticket.
 - (d) After the sale of the first raffle ticket, no raffle shall be canceled, altered, or postponed for any reason.
 - (e) All proceeds from raffle ticket sales are income under the bingo and raffles law, and shall be reported as such regardless of whether such terms as "donation", "gift", or "contribution" are used on such tickets or in connection with raffle activities.
 - (f) No drawing shall be held in connection with any raffle unless each and every stub from all tickets sold, and only such tickets stubs, shall first have been placed in the receptacle out of which the winning ticket stub(s) are to be drawn. The receptacle shall be designed so that each ticket stub placed therein has an equal opportunity with every other ticket stub to be the one withdrawn.
 - (g) Sales of raffle tickets at the bingo occasions shall be made at a location separate from the sale of bingo cards, packs, or sheets, and must be separately recorded. The sale of a raffle ticket shall not be conditioned upon the purchase of the right to play bingo, or payment of an admission fee to a bingo occasion. No more than one raffle shall be held during any single bingo occasion, with the exception of pull tabs.
- (2) In addition to complying with the provisions of Rule 15(1) above, bingo-raffle licensees conducting raffles in which the total retail value of the prize or prizes exceeds Two Hundred and Fifty Dollars (\$250) shall also:
- (a) Print a ticket stating the bingo-raffle license number and the name of the licensee, exactly as it appears on the license, together with the time, date, and place of the drawing, the cost of the ticket, an adequate description of the major prize or prizes offered, and the word "Raffle".
 - (b) Print on the ticket a statement informing the holder whether holder's presence is required at the drawing in order to win a prize.
 - (c) Print a ticket stub providing for the entry of the name and address of the ticket purchaser.
 - (d) File a voided ticket for such raffle with the secretary of state prior to the sale of any tickets.
 - (e) File proof of ownership (such as a bill of sale or title) if the prize is a motor vehicle (including an automobile, truck, van, or motorcycle), a residence or other real estate or if the prize has a retail value of Five Thousand Dollars (\$5,000) or more.
 - (f) Retain all winning raffle ticket stubs, non-winning ticket stubs, and unsold tickets for six months following the quarter in which the drawing was held.
 - (g) Notify all winners by U.S. postal service certified mail, return receipt requested, who have not claimed their prize within thirty (30) days of the drawing. The notification shall state the prize won, a telephone number of a contact person, and the time and location where the prize can be claimed. If the prize has not been claimed within thirty (30) days of receipt of the notification, the bingo-raffle licensee may retain the prize or offer it in another raffle.

RULE 16

PULL TAB OPERATION

- (1) The flare accompanying the deal containing all required game information shall be posted in close proximity to the deal and must be in view of the players while the deal is in play.
- (2) No bingo-raffle licensee shall permit the display or operation of any pull tabs which may have been marked, defaced, tampered with or otherwise placed in a condition or operated in a manner which may deceive the public. No commingled pull tab deals may be displayed or sold. A commingled series or deal of pull tabs is one containing two or more serial numbers of the same form number.

- (3) No bingo-raffle licensee shall knowingly obtain or allow upon the licensee's premises a deal of pull tabs or portion thereof with the same serial number, form number and color code combination as any other deal of pull tabs or portion thereof in the possession or on the premises of the licensee.
- (4) Prior to the end of the bingo occasion, the bingo-raffle licensee shall ensure that the winning combination of every winning pull tab ticket is defaced in such a manner that the winning ticket combination can still be identified but cannot be used or altered for use again. In the case of a bingo-raffle licensee conducting pull tabs only on premises owned by it or in its sole control, all winning pull tab tickets shall be so defaced prior to the daily close of such premises. The licensee shall keep all redeemed winning tickets of twenty dollars (\$20) or more and all opened flares and sign-up sheets for seal pull tabs for six months following the end of the quarter in which the tickets were redeemed. No ticket from a seal or other pull tab shall be redeemed except for the prize shown on the flare for the symbol combination on the ticket presented for redemption, nor shall any prize be awarded except upon presentation, verification and redemption of a ticket showing such a winning combination.
- (5) Bingo-raffle licensees conducting bingo occasions at two or more locations may conduct pull tab operations using different deals of pull tabs at each location provided that:
- (a) Pull tabs with the same name, form number and serial number may not be used at each location.
 - (b) In the event that games of chance activities are terminated at one location, all opened pull tab deals from the terminated location shall be displayed and sold with the pull tabs at the remaining location.
 - (c) Required records for all such deals regardless of sales location shall be available for inspection at each location.
- (6) No deal or series of pull tab tickets or any unsold portion thereof and no seal flare shall be removed from display and sale after any ticket from such deal or series has been sold except upon order of the Secretary of State or any law enforcement authority or on account of demonstrated unsalability. Additionally, a deal or series of pull tabs shall be removed from display and sale because of defects as described in Section 9 of this Rule 16. A ticket or portion of a pull tab deal or series is unsalable when it has been displayed and openly offered throughout the duration of two consecutive bingo occasions at the particular location or for two weeks continuously at bar, clubrooms, or other pull tab location of the licensee without the sale of any ticket from the deal or series. Except for tickets removed from sale because of defects, as described in section 9 of this rule 16, the licensee shall keep any unsold or unsalable pull tab tickets unopened for four (4) months following the end of the quarter in which such tickets were removed from sale. After the required retention period, such tickets shall be destroyed in such a manner as to deface and destroy any winning combination of numbers or symbols.
- (7) No pull tab ticket may be sold for a price different than the price stated on the deal's flare.
- (8) The bingo-raffle licensee shall ensure that if all pull tabs from a deal are not displayed in the same receptacle at the same time, tickets added to the display shall be mixed with the tickets remaining in the receptacle.
- (9) No defective series or deal of pull tabs shall be displayed or sold by any licensee. A series or deal of pull tabs is considered defective when more than one serial number, color code, or ticket name is included in a series or deal. Additionally, printer's or manufacturer's mistakes or misstatements on tickets which adversely affect the gross receipts and/or profit of the pull tab series or deal shall be considered a defect. Upon discovery of a defective pull tab series or deal, the bingo-raffle licensee shall immediately remove the same from display and sale and refund the purchase price of all presented winning tickets and all unopened tickets in players' possession. The Secretary of State shall be notified in writing within seventy-two (72) hours of the discovery of a defective series or deal of pull tabs. After 30 days have elapsed from the date of discovery of a defective pull tab series or deal, or after inspection of such series or deal by a representative of the licensing authority, whichever occurs first, the bingo-raffle licensee shall return to the pull tab's manufacturer all tickets from the defective series or deal that are in the licensee's possession, including all returned, redeemed, and unopened tickets.
- (10) Each licensee selling any pull tab tickets shall record sales and prize payout information on forms prescribed by the secretary of state or forms approved by the secretary of state, including a current summary of such sales. The records shall be kept current at all times and retained by the licensee for a

period of three years. The records for the current quarter and the quarter immediately preceding shall be available for inspection by the Secretary of State at the pull tab games address.

(11) No pull tab ticket shall be offered for sale or sold unless it has a pull tab or seal to be opened by the purchaser.

(12) No pull tabs shall be set aside or reserved for any person.

(13) A bingo-raffle licensee may sell or pay in full any pull tab deal which offers a prize for the "Last Sale" in the deal if the bingo-raffle licensee:

(a) Completes the forms required by the Secretary of State for each such "Last Sale" pull tab prize paid, and retains the same for four months after the end of the quarter in which the prize was paid.

(b) Verifies the identification of the winner of the "Last Sale" pull tab prize, regardless of amount, including such person's name, address, and driver's license number or Colorado identification number. No "Last Sale" prize may be paid without such verified information.

(14) Each bingo-raffle licensee conducting a seal pull tab game shall comply with the following procedures:

(a) No licensee shall operate, offer for sale or put into play more than one seal pull tab deal of the same game name, form number and serial number at one time.

(b) The licensee shall post the flare for the deal in play at the location of the seal game. The flare shall be posted out of reach but fully visible to any player present. Tickets redeemed for a chance at a seal pull tab prize ("hold tickets") shall be defaced and returned to the purchaser. The licensee shall keep, post, and maintain for the duration of the game each seal pull tab deal flare with a correct and accurate record thereon of the names of all holders of redeemed tickets which offer a chance on the seal tab prizes and the potential winning combination of each such ticket redeemed. In addition, the bingo-raffle licensee shall maintain a separate list of the addresses of all holders of redeemed tickets in order to contact them in the event that they are not present when the winning combinations are revealed. The licensee need not maintain a sign-up sheet and address record for a small seal pull tab deal or progressive game. A small deal or game shall be one consisting of 600 or fewer tickets that is reasonably anticipated to sell out in the course of a single bingo occasion or in one day at a licensee's bar or club room.

(c) When all tickets from a seal pull tab deal have been sold or the deal has been demonstrated to be unsalable, the seal tab for the deal shall be broken or torn open, in plain view of all persons present, by a player eligible to win the seal tab prize. The winning combination(s), the specific form number, the name of the game, and the serial number of the deal shall be announced and posted at the location of the game. The name and license number of the licensee and the date the seal tab was opened shall be recorded on the flare.

(d) If a winning ticket for a seal deal is not redeemed upon the opening of the seal, the licensee shall, within 15 days after the seal is opened, notify the holder of the ticket, in writing, at the address shown on the sign-up sheet, stating that said ticket holder is of record as possessing the winning ticket. The notification must give the game name and form number and the serial number of the deal, and must also state that the winner must present the winning ticket for verification before any prize may be awarded.

(e) If a seal pull tab deal is not sold out before the end of a bingo occasion or the closing time for a bar or clubroom where the deal was offered for sale, the bingo raffle licensee shall announce and post that fact, giving the game name, the form number and the serial number of the deal not sold out and the time, date and place of the next scheduled conduct of pull tab operations, and advising patrons to retain potential winning tickets until the flare is opened. The licensee shall also prepare a complete and accurate sign-up sheet and address record, as described in section (14)b of this Rule 16 for any small seal pull tab game that does not sell out as anticipated in a single occasion or day.

(f) Seal flare prize winning tickets shall be redeemed and retained by the licensee in the same manner as other winning pull tab tickets.

(15) The conduct and operation of any progressive pull tab game shall comply with the following specific requirements, in addition to those set forth elsewhere in these rules and the provisions of the bingo-raffle law and rules applicable to pull tabs generally:

- (a) No licensee shall offer or put into play more than one progressive pull tab deal at any one time.
- (b) After a progressive pull tab game has been started, it shall remain in play continuously until such time as a jackpot winner is determined. The game shall be offered either at each succeeding bingo occasion of the sponsoring licensee, if such game is begun at a bingo occasion, or on each succeeding day, if such game is begun on the licensee's premises.
- (c) Prizes in a progressive pull tab game shall be offered and awarded only and wholly in accord with the manufacturer's predesignated prize structure for the game.
- (d) The flare or jackpot card for each deal in a progressive pull tab game shall show, in addition to all other information required for pull tab flares, the amount dedicated to the progressive jackpot prize and the current total of such prize. The total shall be modified each time a contribution is made.
- (e) Every flare for each deal that has been played or is being played in the course of a progressive pull tab game, together with any jackpot card for the game, shall be displayed or kept available for viewing at the location of the game at all times when the game is in play, until such time as the progressive jackpot prize is won.
- (f) No prize in a progressive pull tab game shall exceed \$5,000 in amount or value. If a jackpot prize reaches \$5,000 without a winner, the prize must be awarded in accord with the manufacturer's specifications for the determination of a winner upon accumulation of the maximum amount. If no such specifications are built into the progressive game being conducted, the game shall continue in accord with the manufacturer's specifications, but without further contributions to the jackpot amount, until the jackpot prize is won. Any amounts designated as jackpot contributions that are received after the prize reaches \$5,000 shall be deemed to be part of the licensee's gross proceeds from the progressive game, and shall be so designated and reported on the licensee's games of chance financial statements.
- (g) All progressive pull tab prize amounts in excess of \$500 shall be paid by check.
- (h) Notwithstanding the requirements of rule 17 (3) of these rules, a licensee need not pay a progressive pull tab jackpot prize upon presentation of the winning ticket for redemption, provided that:
 - (i) The prize amount exceeds \$500;
 - (ii) The prize is paid in full within 48 hours after the ticket is presented for payment;
 - (iii) The prize is paid at a location and in a manner acceptable to the winner;
 - (iv) The presenter of the winning ticket is provided with a dated, timed receipt, signed by the licensee's games manager, that contains either a full description of the winning ticket, including its serial number and winning combination and the name and form number of the game from which it came, or a copy of both sides of the ticket itself; and
 - (v) The presenter of the winning ticket is provided with the licensee's voucher or promissory note for the full amount of the jackpot prize, signed by the licensee's games manager and one other member of the licensee, which voucher or note states the name and bingo-raffle license number of the licensee, the date on which the ticket was presented for redemption, the amount of the prize, the identification of the winner, and the time, date, and manner in which the prize payment will be delivered to the winner.
- (i) If a licensee's license is suspended, revoked, or surrendered during the course of its conduct of a progressive pull tab game, the game shall be played out without further contributions to the jackpot prize and in accord with the instructions of the Secretary of State, on or before the licensee's last authorized occasion or day of games of chance operations.

- (j) No prize in any progressive pull tab game shall be paid out unless the serial and form numbers of the winning ticket match the serial and form numbers of a deal contributing to the jackpot amount.
- (k) A progressive pull tab game shall end with the award of the cumulative jackpot prize or, if the jackpot prize is unclaimed, upon expiration of a fifteen day period after determination of the winner. If, however, a jackpot prize is not claimed by the next day or occasion on which the licensee conducts pull tab activities, the licensee may begin a new progressive pull tab game and shall not be deemed to be conducting more than one such game at one time.
- (l) If a jackpot prize is not claimed upon determination of a winner, a licensee shall continue, for fifteen days after such determination, to display all flares and jackpot cards for the game that offered the prize in plain view of all players at its bingo occasions or pull tab operations. Within the fifteen-day period, the licensee shall also provide the winner with the notice described in section 14) d of this Rule 16.
- (m) Unclaimed progressive pull tab prizes shall become the property of the licensee after fifteen days from the determination of a winner, provided that the licensee has fulfilled the requirements of subsection j of this section 15).
- (n) All receipts from sales of tickets for any progressive pull tab game shall be segregated from other games of chance receipts of the licensee. All such receipts shall be deposited in the licensee's bingo-raffle bank account by means of separate deposit slips, and on each such deposit slip shall be shown the serial number(s) of the deal(s) from which the receipts were received.
- (o) At all times during the conduct of any progressive pull tab game, the licensee conducting the game shall maintain a bingo-raffle bank account balance sufficient to pay out any prize(s) offered in the game. Failure to have sufficient funds available in the account to pay prizes, or any attempt by a licensee or any member of a licensee to utilize carry-over jackpots for personal or organizational purposes, shall be prima facie evidence of defrauding of players.

**RULE 17
CONTROL OF PRIZES**

- (1) Pull tab licensees shall award all prizes in cash, by check, or in merchandise, except that winning cash tickets may be exchanged for new tickets of the same deal and serial number.
- (2) The licensee shall display photographs and descriptions of merchandise prizes so that a player can easily determine the types and values of merchandise prizes offered.
- (3) Pull tab prizes shall be awarded immediately upon determination of a winner. Any ticket presented 10 days after such determination shall be considered void and of no value, and shall not be redeemed for a prize by any licensee, except as provided for seal and progressive pull tab winners pursuant to Rule 16 of these Rules.
- (4) No person selling pull tabs and no person managing or working in any capacity at any bingo game or other places where pull tabs are sold shall state, imply, or in any way indicate to the purchaser of pull tabs the number or type of tickets that have been redeemed or that remain in the container.

**RULE 18
CANCELLATION OF GAMES**

Previously scheduled bingo occasions may be canceled only by posting a notice of cancellation at the location of the scheduled game at least one hour prior to the scheduled beginning of the occasion. For occasions played at commercial bingo facilities, this shall be the rental agreement start time. For occasions played at facilities owned by the licensee or used without charge, this is the time the licensee normally admits players into the facility.

**RULE 18.5
FINANCIAL STATEMENTS OF BINGO-RAFFLE LICENSEES**

(1) A bingo-raffle licensee shall report each and every games of chance expense incurred during any calendar quarter on the financial statement covering that quarter, regardless of whether such expense is paid when incurred or is to be paid at a later date. No expense that has already been reported on the financial statement covering the quarter in which it was incurred shall be reported again when it is paid in a subsequent quarter.

(2) On each quarterly financial statement filed, a bingo-raffle licensee shall show the number of its special segregated games of chance checking or savings account, established in accord with the requirements of C.R.S. 12-9-108(3), and identify the financial institution at which such account is maintained. No licensee shall show the number of any account other than a special games of chance account on any quarterly financial statement.

RULE 19 FEES

Effective July 1, 2000, the fees authorized by the Bingo-Raffle law shall be as follows:

(1) The fee payable to the Secretary of State for each new or renewal manufacturer or supplier license shall be \$600.

(2) The fee payable to the Secretary of State for each new or renewal manufacturer's or supplier's agent license shall be \$160.

(3) The quarterly fee payable to the Secretary of State with each quarterly report filed by a manufacturer or supplier licensee shall be an amount equal to one and two tenths percent (1.20%) of the total gross sales of bingo-raffle equipment by the reporting licensee during the quarter covered by the report.

(4) The fee payable to the Secretary of State for each new or renewal commercial landlord license shall be \$1,000.

(5) The fee payable to the Secretary of State for each new or renewal bingo raffle license shall be \$62.50.

(6) The administrative fee payable to the Secretary of State with each quarterly financial report filed by a bingo-raffle licensee shall be in amount equal to a percentage of the gross receipts from all licensed games of chance held, operated or conducted by the reporting licensee during the quarter covered by the report. The percentage shall be as follows:

(a) Three tenths of one percent (0.3%) when the licensee's gross receipts during the covered quarter total less than \$100,000;

(b) Four tenths of one percent (0.4%) when the licensee's gross receipts during the covered quarter total \$100,000 or more.

(7) The fee payable to the Secretary of State for each new or renewal games manager certificate shall be \$10.

RULE 20 PULL TAB READING DEVICE LICENSING

(1) A manufacturer or supplier seeking licensing for any pull tab reading device(s) shall apply for such licensing on forms prescribed by the Secretary of State. The application shall include, but without limitation, the name, address, telephone number and current Colorado bingo-raffle supplier's or manufacturer's license number of the applicant; the make, model and description of the device(s) for which licensing is sought; the unique serial or identification number of each device for which licensing is sought; and the specific location where each device is to be licensed for use.

(2) After an application is filed in the office of the Secretary of State, the applicant shall contact the independent contractor employed by the Secretary of State to conduct tests and inspections of pull tab reading devices. The applicant and contractor shall arrange for mutually convenient, efficient, and economical contact or access for testing and inspection purposes to each device for which licensing is sought.

(3) In testing and inspecting pull tab reading devices the contractor shall determine if the device complies with the following standards:

(a) The device performs as designed;

- (b) The operation and functional ability of the device is limited to reading or validating a pull tab ticket inserted by the player.
 - (c) The pull tab ticket itself must display its winning or nonwinning status so that use of the device is not required to determine such status.
 - (d) The device operates with one hundred percent (100%) accuracy in reading pull tab tickets and displaying their winning or nonwinning status;
 - (e) The device is not (I) a pull tab game that is stored, electronically or otherwise, within a device and designed to be played on such device or (II) a device that qualifies as a slot machine pursuant to section 9(4)(c) of Article XVIII of the Colorado Constitution;
 - (f) The device is otherwise permitted to be licensed by section 12-9-107.7, C.R.S., as may be amended from time to time;
 - (g) The device complies with any other applicable requirements and standards for licensing as may be specified from time to time in amendments to article 9 of title 12 C.R.S. or the rules adopted by the Secretary of State pursuant thereto.
- (4) If a device does not comply with the testing and inspection standards, the contractor shall inform both the applicant and the Secretary of State of the deficiencies discovered and the requirements necessary to bring the device into compliance.
- (5) If the device does comply, the Contractor shall so certify in writing to the State. The certification shall state with specificity that the device complies with all testing and inspection standards and has been secured in its certified state.
- (6) The first device of any particular make, model and description to be tested, inspected and secured and certified in compliance shall be designated the prototype for additional identical devices submitted by an applicant. Testing and inspection for the additional devices shall be only such as is necessary to ascertain with certainty that each device is identical in all respects with the prototype.
- (7) The cost of device testing and inspection shall be borne by the applicant for licensing of the device. The applicant shall be billed by the contractor at an hourly rate, in quarter hour (15 minute) increments, for each hour of direct service actually provided, and only for such direct service. Neither the hourly rate or the time spent shall exceed reasonable amounts in accord with prevailing device testing and inspection standards and practices nationally in the bingo-raffle industry. The contractor may exercise discretion in determining methods of fee collection for services rendered to any applicant, including, but not limited to, payment in advance, deposit in advance, payment at regular intervals, or payment on completion of services but before certification to the Secretary of State of any device.
- (8) Each license issued for a pull tab reading device shall be securely and permanently affixed by the applicant on or near the licensed device. The license shall be displayed clearly visible and to indicate with certainty the particular device licensed. If a license is damaged, lost, destroyed or in any way rendered illegible or unusable, the applicant shall forthwith notify the Secretary of State in writing of the circumstances of the loss or damage, specifying the unique identification number and location of the device for which the license was issued, and shall request a duplicate, which shall be displayed in the same fashion as the original.
- (9) A device license is valid only for use in the specific licensed location specified in the license application, or in an amendment thereto, and identified by the Secretary of State on the license. Movement of a device from the licensed location shall require license amendment, and shall be reported to the Secretary of State in writing not less than 10 days before the device is moved, in order to allow time for the completion and issuance of such amendment.
- (10) Any alteration of the device shall require a new license.
- (11) Any device in operation on August 31, 1999 may continue in operation without a license until the Secretary of State acts upon the license application for the device if, within ten business days of the effective date of this rule, a license application is submitted to the Secretary of State on the form prescribed by the Secretary of State and the device is submitted for testing and inspection in accordance with this rule.

RULE 21
FINES

(1) The schedule of fines provided in this Rule 21 applies to any violation of the Bingo and Raffles Law or Rules for which the licensing authority elects to impose an administrative fine instead of seeking a license suspension or revocation.

(2) A class 1 violation is one demonstrating an element of willfulness, in that it involves a licensee's performance of any act specifically prohibited by statute or rule, when such violation does, may, or is intended to result directly in the profit or enrichment of the violator or any person(s) associated with the violator. The fine for each citation of a Class 1 violation shall be \$100. Class 1 shall include, but without limitation, the following specific violations:

- (a) Employing a device, scheme, or artifice to defraud or deceive in connection with any charitable gaming activity (section 12-9-102.3, C.R.S.; Rule 2);
- (b) Engaging in an act, practice, or conduct constituting fraud or deceit, including any intentional misstatement of fact, in charitable gaming operations (section 12-9-102.3, C.R.S.; Rule 2; Rule 16-3,-6,-7, -14; Rule 17-4);
- (c) Transferring any license issued pursuant to the Colorado Bingo and Raffle Law (sections 12-9-104 (2); 12-9-105.3 (4); 12-9-105.5 (3); 12-9-105.7 (3); 12-9-105.9 (3), and 12-9-106.5, C.R.S.);
- (d) Authorizing or permitting any person(s) other than active members of a licensee conducting games of chance to assist in the management and/or operation of such games (Article XVIII, section 2 (4), Colorado Constitution; section 12-9-107 (1), C.R.S.);
- (e) Conducting more than 158 bingo occasions in one year under color of a single bingo-raffle license (section 12-9-107 (7), C.R.S.);
- (f) Possessing, using, selling, offering for sale or putting into play any computerized or electro-mechanical facsimile of a pull tab game, any pull tab game not purchased from a licensed supplier and accompanied by a complete supplier's invoice; any pull tab game that is marked, altered, tampered, commingled or known to be defective; any pull tab game at any place other than the licensee's own premises or the licensed facility at which the licensee conducts bingo; or any pull tab game that does not conform to the definitions and requirements of title 12, article 9, Colorado Revised Statutes (section 12-9-107 (22), (23), and (24), C.R.S.; Rule 16);
- (g) Permitting any person under the age of eighteen to purchase the opportunity to participate in a game of chance (section 12-9-107 (25), C.R.S.);
- (h) Allowing any person other than a licensee's owner, officer, director, member, ten percent or more shareholder, or licensed agent to represent a supplier, manufacturer, or landlord licensee with regard to any Colorado transaction (section 12-9-107.5 (1) and (3), C.R.S.);
- (i) Except as provided in section 12-9-107 (1) and (4), C.R.S., buying, selling, receiving, furnishing, or distributing games of chance equipment to any person in Colorado other than bingo-raffle, manufacturer and supplier licensees and licensed agents (section 12-9-107.5 (4), C.R.S.);
- (j) Filing any falsified and/or materially misleading quarterly financial statement (sections 12-9-107.5 (5) and 12-9-108 (1) and (2), C.R.S.);
- (k) Authorizing, permitting, or receiving any remuneration or profit for participating in the management or operation of a licensed game of chance (Article XVIII, section 2 (4), Colorado Constitution; sections 12-9-105 (1) and 12-9-107 (1), C.R.S.); and
- (l) Requiring, inducing, or coercing a bingo-raffle licensee to enter into any agreement contrary to the provisions of title 12, article 9 C.R.S. or to purchase supplies or equipment from a particular supplier as a condition of conducting games of chance at a commercial bingo facility (section 12-9-104.5 (2) and (3), C.R.S.; Rule 7)

(3) A class 2 violation is one demonstrating an element of willfulness, in that it involves a licensee's performance of any act specifically prohibited by statute or rule, when such violation is not intended to and does not directly result in the profit or enrichment of the violator. The fine for each citation of a class 2 violation shall be \$75. Class 2 shall include, but without limitation, the following violations:

- (a) Using bingo-raffle equipment not owned or leased by a landlord licensee or owned by a bingo raffle licensee (section 12-9-107 (1) (b), C.R.S.);

- (b) Paying other than reasonable, bona fide, lawful expenses in connection with the conduct of licensed games of chance, purchasing games of chance prizes or equipment at prices exceeding reasonable and usual amounts, or other use of games of chance proceeds for other than the lawful purposes of the licensee (section 12-9-107 (1) (a), (4), and (9) and section 12-9-108 (5) and (6), C.R.S.; Rule 11);
 - (c) Converting into or redeeming for cash any bingo merchandise prizes (section 12-9-107 (8), C.R.S.);
 - (d) Offering or giving any alcoholic beverage as a prize in a licensed game of chance (section 12-9-107 (10), C.R.S.);
 - (e) Giving, receiving, authorizing, or permitting the assistance in the conduct of games of chance of any person(s) disqualified or prohibited by statute or rule from rendering such assistance (sections 12-9-104.5 (6) and 12-9-107 (20), landlords; sections 12-9-105 (2) and 12-9-107 (19), callers/games managers; section 12-9-107.5 (7), manufacturers/suppliers; section 12-9-107 (26), children under 14; Rule 8, security personnel; Rule 10, bingo workers);
 - (f) Offering or giving any bingo door prizes or prize(s) exceeding the statutory maximum amounts set for such prizes (section 12-9-107 (13), C.R.S.; Rule 5);
 - (g) Reserving or setting aside bingo cards or pull tabs for use by players (section 12-9-107 (27), C.R.S.; Rule 16-12);
 - (h) Drawing a check on a bingo-raffle bank account to "cash" or a fictitious payee (section 12-9-108 (3) C.R.S.);
 - (i) Authorizing or allowing the play of bingo by a person not present on the premises where the game is conducted, or the play of any game of chance on credit, or without collecting the consideration required in full and in advance (section 12-9-107 (18), C.R.S.; Rule 6; Rule 12-1 and -4);
 - (j) Engaging in any act, practice or conduct shown above as a class 1 violation, or that would otherwise be a class 1 violation, when such act or conduct is not intended to and does not directly result in the profit or enrichment of the violator.
- (4) A class 3 violation is one that occurs when a licensee omits, fails or neglects to comply with a requirement set forth in the statutes or rules, but that does not involve the affirmative performance of an act specifically prohibited by statute or rule. Class 3 violations shall be deemed negligent, rather than willful, unless a specific violation is repeated within a two-year period and/or the facts of the violation show that the violator knowingly and deliberately failed or refused to comply with a requirement or standard set by statute or rule. The fine for a class 3 violation shall be \$20 unless the violation is repeated or knowing and deliberate, as described above, in which case the fine shall be \$50. Class 3 shall include, but without limitation, the following violations:
- (a) Neglecting to display a license or other document at a time and place where such display is required (sections 12-9-105.3 (4), 12-9-106 (1) and (2), 12-9-106.5 (1), and 12-9-107 (5), C.R.S.; Rules 3, 5, 12-2, 16-1 and-14, 17-2, 18, 20-8);
 - (b) Failing to file with the licensing authority any quarterly report, administrative fee, or rental or other document at the time required for such filing or omitting required information on such a filing (sections 12-9-104.5 (8), 12-9-107.5 (5), 12-9-107.7 (2), (3), and (4), and 12-9-108 (1) and (7), C.R.S.; Rules 11-4, 12-7, 15-2 (d) and (e), 16-9, 19, 20-9);
 - (c) Failing to keep and/or furnish required records in connection with any licensed activity (sections 12-9- 107.5 (6), 12-9-108 (1), and 12-9-109, C.R.S.; Rules 9 and 16-3,-6, -10, -13a, -14b);
 - (d) Omitting any required procedure in the conduct of bingo-raffle activities (section 12-9-107 (2), (14), (15), (16), (17), C.R.S.; Rules 1, 12-3 through -6, 13, 14, 15, 16-4, -8, -13b, and -14c-f, and 17-1 and-3);
 - (e) Failing to designate an officer responsible for use of games of chance proceeds (section 12-9-107 (3), C.R.S.);
 - (f) Neglecting to have a certified games manager present continuously during the conduct of bingo and for thirty minutes after the last game (section 12-9-107 (2) (a), C.R.S.);

- (g) Failing to have games of chance premises or equipment open or available for inspection by the licensing authority or peace officers (section 12-9-107 (6), C.R.S.; Rule 4);
- (h) Failing to deposit and/or maintain all games of chance receipts in a special segregated checking or savings account of the licensee, or to withdraw any funds expended from such account by means of consecutively numbered checks or withdrawal slips signed by officers of the licensee and showing the item for which such check or withdrawal slip is made (section 12-9-108 (3)(a), C.R.S.);
- (i) Omitting a required administrative fee, or portion thereof, at the time of filing of a financial report (sections 12-9-107.5 (5) and 12-9-108 (7), C.R.S.);
- (j) Neglecting to give required notice of the termination of a rental agreement or the cancellation of a bingo occasion (Rules 11-5 and 18);
- (k) Omitting required information from a raffle ticket, if such ticket has been offered for sale or sold without the approval of the licensing authority (Rule 15);
- (l) Incurring any other violation within the class 3 definition but not specifically listed in

this

Rule 21.

(5) All violations citations shall be in writing, signed and dated, and shall identify the licensee cited; the facts and/or conduct constituting the violation, the specific rule or statutory provision violated, the fine assessed in accord with this Rule 21 and the Bingo Raffles Law, specifically section 12-9-103 (1), C.R.S., and, at least by signature and title or capacity, the individual issuing the citation on behalf of the licensing authority.

(6) Citations may be delivered to the cited licensee, to the attention of its games manager(s) or officer(s) of record with the Secretary of State, either personally or by certified mail.

(7) The licensing authority, for good cause shown, may suspend or reduce any fine imposed pursuant to this Rule 21. Requests for fine suspensions or reductions must be in writing, must be received by the licensing authority within 20 days of the date of the citation imposing the fine, and must state and document with particularity the facts, circumstances, and/or arguments supporting such request.

(8) In accord with section 12-9-103 (1) (a) (II), C.R.S., a licensee may request a hearing to appeal the imposition of a fine to an administrative law judge. Requests for administrative hearing must be in writing and must be received by the licensing authority within 20 days of the date of the citation imposing the fine.

(9) Unless a licensee has submitted a request for a fine suspension or reduction or administrative hearing in accordance with this Rule 21, any fine imposed pursuant to section 12-9-103 (1), C.R.S., and this Rule 21 must be paid within 20 days of the date of the citation imposing such fine. All fines must be paid by check or money order made payable to the Colorado Secretary of State. If the licensing authority denies a request for fine suspension or grants a request or fine reduction, the fine or reduced fine must be paid within 20 days of the date of the notice of denial or reduction. If an administrative law judge finds that an appeal of a fine must be denied, the fine that was appealed must be paid within 20 days of the date of issuance of the findings of such judge.

RULE 22

ASSISTANCE WITH LICENSEE'S GAMES OF CHANCE AS A MEMBERSHIP REQUIREMENT – CONDITIONS

If a bingo-raffle licensee, as a membership condition or qualification, requires all its active members to assist with its charitable gaming fundraising, such members shall be considered bona fide volunteer workers when operating or assisting with the licensee's bingo-raffle activities if both of the following conditions are met:

(1) No member shall receive any remuneration, reward, recompense, enhanced membership benefit, or other thing of value, including, but not limited to, any fee, expense, travel, tuition, or other credit that is based on the amount of service or assistance rendered or time spent by such member in the course of operation of any licensed bingo-raffle activity.

(2) No bingo-raffle licensee shall offer or give to any member an option to pay money or donate any thing of value to the licensee instead of assisting with the licensee's bingo-raffle activities, nor shall a

licensee offer or give a reduction in any member's benefits, privileges, or powers as an alternative to that member's assistance with bingo-raffle activities.

RULE 23 AUXILIARIES

For purposes of identifying those members of auxiliary organizations who may participate in the conduct or operation of games of chance activities pursuant to the provisions of the bingo and raffles law, specifically C.R.S. 12-9-107(1)(a), an association or organization shall be deemed to be an auxiliary only if it is subsidiary to another organization; is subordinate to the organization to which it is subsidiary; has as its primary purpose the support and assistance, particularly by donations and volunteer services, of the organization to which it is subsidiary; and is constituted, chartered, governed, or otherwise formally recognized as an adjunct by the organization to which it is subsidiary.

RULE 24 ELECTRONIC DEVICES USED AS BINGO AIDS AND BINGO AID COMPUTER SYSTEMS

(1) Any Colorado licensed manufacturer of an electronic bingo aid device and computer system may apply for a letter ruling pursuant to C.R.S. 12-9-103(1)(d) by means of a request in writing. The request shall include the manufacturer's name, license number, address, telephone/fax number(s), and e-mail address, if any; the make, model, and description of the bingo aid device and computer system for which approval is sought, and the name and specific contact information for at least one representative of the manufacturer who is available to the licensing authority as an expert on the construction, programming, and operation of the device and system for which approval is sought. Letter ruling requests shall be accompanied by:

- (a) Complete user's manual(s) and prototype(s) of the bingo aid device/system for which approval is sought;
- (b) An affirmation from the manufacturer stating that the manual(s) and prototype(s) submitted do not differ materially from the manual(s), device(s) and system(s) that will be distributed in Colorado after approval of the prototype(s);
- (c) In the case of a bingo aid device, a verified certificate from the manufacturer stating that the device meets all the standards set forth at C.R.S. 12-9-107(29)(a)(II)(A) through (D) and that the device is or can be restricted to allow the play of no more than thirty-six bingo cards per game of bingo, and will be so restricted for Colorado distribution, in accord with C.R.S. 12-9-107(28)(c); and
- (d) In the case of a bingo aid computer system, a verified manufacturer's certificate stating that the system meets all the requirements set forth at C.R.S. 12-9-107(30) (a) through (c), and that the system, if constructed or intended for more than one user, is capable of segregating and securing each user's data in such a manner that each user has unique access to its own data but no user has access on any level to another user's data.

(2) The licensing authority shall issue a letter ruling regarding an electronic bingo aid device or bingo aid computer system within 45 days after submission of the application for such ruling. For the purpose of calculating the time period for a ruling, an application shall not be considered to be submitted unless and until it is filed in the office of the Secretary of State complete with all attachments and accompaniments required by the Bingo and Raffle Law and specified in this Rule 24.

(3) If an application for a letter ruling regarding an electronic bingo aid device or bingo aid computer system has been filed in the office of the Secretary of State on or before October 1, 2001, and such device or system was in use in Colorado prior to that date, the device or system may continue to be used within this State unless and until the Secretary of State issues an adverse ruling regarding it. Applications submitted before October 1, 2001, shall be deemed for the purposes of this section 3) of Rule 24 to have been filed on October 1, 2001, and the Secretary of State shall issue a letter ruling regarding any such application on or before November 14, 2001.

(4) No manufacturer shall distribute in Colorado any electronic bingo aid device or bingo aid computer system that differs materially in construction, hardware, software, or operation from a previously approved device or system until such manufacturer has requested and received a letter from the licensing authority approving the differing device or system. Nonfunctional differences in a device or system, including, but not limited to, changes in screen appearance, case color or size, or power supply, shall not be deemed material for purposes of this section 4).

- (5) The distribution and use of electronic bingo aid devices and computer systems shall be subject to the following requirements and conditions.
- (a) A bingo-raffle licensee shall notify the licensing authority in writing of the manufacturer, make, model, and description of any bingo aid device or bingo aid computer system the licensee intends to offer for use or put into play on or after October 1, 2001. In the notification, the licensee shall identify by name, address, and license number the manufacturer or supplier from whom any such device or system has been or is to be obtained. On and after November 30, 2001, no licensee shall use or permit the use of any bingo aid device or bingo aid computer system in connection with its licensed bingo activities until at least 10 days after such licensee files the notification required by this subsection a.
 - (b) Any contract or agreement between a bingo-raffle licensee and a manufacturer, supplier, or agent concerning the rental, lease, or use of any bingo aid device or bingo aid computer system that is entered into, renewed, or extended on or after October 1, 2001 shall be subject to the following:
 - (i) The initial term and any subsequent term of the contract or agreement shall not exceed one year, and a term may be renewed or extended only by the affirmative consent of the bingo-raffle licensee executed in writing no more than thirty days prior to the expiration of the term; and
 - (ii) The contract or agreement shall be terminated if and when the bingo-raffle licensee ceases to conduct bingo, chooses to conduct bingo without the use of electronic bingo aid devices, or changes the location at which it conducts bingo.
 - (c) No person except the licensed agent or representative of the manufacturer of an electronic bingo aid device or bingo aid computer system shall make or attempt to make any alteration in the construction, programming, or internal operation of such device or system or of the games of chance transaction records stored therein.
 - (d) The licensing authority shall have access upon request to all bingo aid computer systems in use within the State. The nature of the access shall be such as will enable the licensing authority to audit any system and verify that the system is operated in compliance with the law and rules regulating bingo aid computer systems. The mode of access shall be as approved by the licensing authority and as arranged between or among the licensing authority, the manufacturer of the system, and the bingo-raffle licensee using the system, as appropriate. No system shall be used or put in play at any time when the access described in this subsection c has not been furnished to the licensing authority.
 - (e) A bingo-raffle licensee that uses a bingo aid computer system to record, track, or process any bingo transaction during a bingo occasion shall use the system to record, track, and process all bingo transactions occurring during that occasion, without regard to whether such transactions involve an electronic bingo player aid device. A bingo-raffle licensee may use a bingo aid computer system without using, leasing, selling, purchasing, or possessing any electronic bingo player aid device, but may not use, allow the use of, or distribute to players any electronic bingo aid device without using a bingo aid computer system to record, track and process its bingo transactions at the bingo occasion during which the bingo player aid device is used.
 - (f) A bingo-raffle licensee that uses a bingo aid computer system shall back up and preserve its bingo transaction data, together with the data for any other games of chance transactions recorded in the system during the occasion, at the conclusion of each occasion during which the system is used. The data shall be copied and saved to floppy disk, tape, or other removable medium, and kept by the licensee as a required games of chance record for a period of not less than three years from the date of the occasion.
 - (g) A bingo-raffle licensee using a bingo aid computer system that is used or intended for use by more than one person or organization shall be uniquely identified for access to the system by means of a user identification and password, smart card or token, or other method approved by the licensing authority. The method of identification and access shall:
 - (i) Ensure that the bingo-raffle licensee's data is accessible only to the bearer of the licensee's unique identifier, the licensing authority, and the personnel of the system's manufacturer, and
 - (ii) Clearly identify all of and only the licensee's data as belonging to the licensee.

- (h) Each licensee's identification for access to a bingo aid computer system shall at all times be in the custody and control of designated games manager(s) or officer(s) of the licensee and shall not be released, made known, or transferred to any other person except upon order of the licensing authority or a duly constituted law enforcement agency. Each licensee shall, by and through its officers and games managers, make every reasonable effort to protect, secure and safeguard its unique system identification from disclosure to or use by any other person, and shall report to the licensing authority immediately upon discovery any known or suspected breach or compromise of such protection. When the security of a licensee's user identification has or may have been compromised, the bingo-affle licensee shall disable such identification for purposes of system access and issue a new identification.
 - (i) No bingo-affle licensee shall access or attempt to access any bingo aid computer system data that such licensee does not own.
 - (j) No bingo-affle licensee shall allow a player to use more than one electronic bingo player aid device at any bingo occasion, whether for that player or on behalf of another.
 - (k) No bingo-affle licensee shall allow the passive play of any game of bingo by means of an electronic player aid device. Any player using such a player aid device shall be required to enter called numbers manually into the device in order to track the status of any card by means of the device. A player who is physically unable to use his/her hands shall be exempt from this prohibition. A vision impaired player may use a device equipped with Braille or raised key designation markings, as long as such device does not differ in any other way from those used by other players at a bingo occasion.
 - (l) The licensing authority, in addition to or in lieu of any other penalties or corrective actions may restrict or prohibit the use of any electronic bingo player aid device or computer system by a bingo-affle licensee that violates any provision of the law or rules regulating such devices and systems.
- (6) A bingo-affle licensee using a bingo aid computer system shall comply with all of the reporting, accounting, and record keeping requirements imposed by statute or rule on bingo-affle licensees generally and, in addition, shall produce and attach to its daily bingo occasion records the report capable of being generated by the bingo aid computer system used by such licensee and approved by the licensing authority as the required daily occasion electronic report for such bingo aid computer system. The report shall show at least the following information:
- (a) The name of the reporting licensee;
 - (b) The date and time of the bingo occasion reported;
 - (c) A description of each transaction processed, including all voids and refunds, that shows:
 - (i) the time the transaction took place,
 - (ii) the quantity, description and price of all cards and sheets, including specials and extras, that were sold, refunded or voided in the course of the transaction, and
 - (iii) the charges for any electronic bingo player aid device furnished in connection with the transaction;
 - (d) The manufacturer's identification number (serial number) for all cards and sheets sold in conjunction with an electronic bingo aid device; and
 - (e) The total number of electronic bingo aid devices sold, leased, or furnished in connection with the occasion reported and the total charges made for such devices.

**RULE 25
GAMES MANAGER CERTIFICATION**

- (1) Games manager certificates shall be issued by the Secretary of State, in accord with the provisions of C.R.S. 12-9-105(2) and 12-9-105.1, and each such certificate shall be valid for a term of four years from the date of its issuance.
- (2) No licensee shall conduct any bingo, raffle, or other game of chance activity until and unless at least one of its designated games managers holds a current, valid games manager certificate, has agreed to be responsible for the lawful conduct of such licensee's games of chance activities, and has filed a games manager's oath in the Office of the Secretary of State on a form prescribed by the Secretary of State.
- (3) Games manager certificates shall be either unlimited, and valid for the management of all licensed bingo-affle activities, or limited, and valid for the management of licensed raffles only.

(4) No new or renewal games manager certificate shall be issued unless the applicant for the certificate has first successfully completed all such training and testing as the licensing authority requires for new and renewing games managers.

(5) All existing games manager certificates issued on or before December 31, 1998, shall expire on June 30, 2003, and shall not be valid for the management of any bingo, raffle, or other games of chance activity conducted on or after July 1, 2003.

(6) All existing games manager certificates issued on or after January 1, 1999, shall expire four years from the date of issuance of each such certificate, and shall not be valid for the management of any bingo, raffle, or other games of chance activity conducted after the lapse of such four-year period.