

GUIDELINE FOR SUBMISSION OF GAME PROCEDURES

The purpose of this document is to provide practical guidance on how to submit documentation required by RSA 287-D:14, XVIII, and Lot 7200 for the approval of new or modifications to existing games.

Requests for approval of game procedures must be submitted in writing at least 45 days prior to the proposed implementation date. As part of the review process the Commission may require a demonstration of the proposed game by the licensee.

While not required, following these guidelines will speed up the review process and allow quicker turnaround of all such requests. Each submission should include 2 distinct parts as described below.

1. EMAIL FORMAT/CRITERIA

The body of the email should include some introductory information about the request including:

- a) Whether the request is for a new game or a modification to an existing game.
- b) If requesting a modification:
 - i. The current version number;
 - ii. A detailed summary of the proposed changes; and
 - iii. The proposed implementation date (must be at least 45 days from date of submission).

2. GAME PROCEDURE FORMAT/CRITERIA

All game procedures must include the following information:

- a. The name of the game;
- b. The object of the game;
- c. The rules of the game;
- d. A summary of equipment used for the game, including independent testing laboratory reports, when applicable;
- e. The method of play for the game;
- f. The types of wager or wagers for the game, including buy-ins and re-buys, when applicable;
- g. The wager amounts for the game;
- h. The payouts and payout odds for each wager in the game; and
- i. The rules governing any point system established by the licensee;

Provide game procedures in word doc format. When modifying an existing game, also include a version with revision marks to denote the changes.

Submissions from third-parties, such as independent testing laboratory reports, must be attached as separate files.

Email the intro/procedure to the Lottery Commission at enforcement@lottery.nh.gov.