

# Title 230 WAC

## GAMBLING COMMISSION

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### Chapter 230-02 WAC

#### GENERAL PROVISIONS AND DEFINITIONS

#### WAC

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- 230-02-150 Immediate family defined. [Order 5, § 230-02-150, filed 12/19/73.] Repealed by 89-11-048 (Order 192), filed 5/16/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14).

**WAC 230-02-010 Washington state gambling commission—Purpose and organization.** (1) Purpose - The Washington state gambling commission, hereinafter called "the commission," is created pursuant to RCW 9.46.040 as the licensing and regulatory agency charged with the authority and duty to control statutorily authorized nonprofessional gambling. Where appropriate, the term "commission" also refers to the staff and employees of the commission. In order to carry out the assigned duties and responsibilities, the legislature designated the commission as a law enforcement agency with the powers to investigate all gambling and associated activities and enforce the provisions of chapter 9.46 RCW.

(2) Organization - The commission is comprised of five part-time members, four ex officio members, and a full time staff.

(a) Commission members - Five citizens, all appointed by the governor with the consent of the state senate for six-year staggered terms. One member is annually elected as

chairperson. Commissioners serve part-time as necessary and otherwise as directed by the chairperson.

(b) Ex officio members - Two members each from the senate and the house of representatives, one each from the majority and minority political parties. Members are appointed for two year terms by the president of the senate and speaker of the house of representatives, respectively. Ex officio members do not vote on matters before the commission for review.

(c) Staff - The commission staff is organized under a director, a deputy director, and two assistant directors pursuant to RCW 9.46.080. The director, the deputy director, both assistant directors, and all staff required to perform undercover duties are exempt from the provisions of chapter 41.06 RCW. Staff duties and responsibilities are as follows:

(i) Director - The director is appointed by the commission as its administrator for carrying out its powers and duties. The director ensures that staff and other resources are available to carry out the purposes and provisions of chapter 9.46 RCW. The director is directly responsible for matters pertaining to public relations, research, contracts, agreements, and legal problems.

(ii) Deputy director - The deputy director is appointed by the director with responsibilities of making decisions and carrying out duties delegated by the director: *Provided*, That those duties specifically enumerated in WAC 230-12-900 may not be delegated to the deputy director.

(iii) Assistant directors - Assistant directors are appointed by the director with the responsibilities for the day-to-day management of the various operational sections of the commission and advising the director regarding matters necessary to carry out the provisions of chapter 9.46 RCW.

[Statutory Authority: Chapter 34.05 RCW. 90-03-064 (Order 203), § 230-02-010, filed 1/18/90, effective 2/18/90. Statutory Authority: RCW 9.46.070(13). 79-07-019 (Order 90), § 230-02-010, filed 6/14/79; Order 42, § 230-02-010, filed 9/18/75; Order 5, § 230-02-010, filed 12/19/73.]

**WAC 230-02-020 Time and place of meetings.**

Regular public meetings of the commission shall normally be held quarterly at the hour of 10:00 a.m., date and place to be set by the commission with at least two weeks advance notice. Additional public meetings necessary to discharge the business of the commission may be called from time to time.

[Statutory Authority: RCW 9.46.050(3) and 9.46.070 (1), (2) and (11). 86-15-025 (Order 159), § 230-02-020, filed 7/14/86. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-02-020, filed 1/9/85; Order 78, § 230-02-020, filed 11/17/77; Order 62, § 230-02-020, filed 10/15/76; Order 51, § 230-02-020, filed 4/30/76; Order 5, § 230-02-020, filed 12/19/73.]

**WAC 230-02-022 Cost defined.** "Cost" means the

monetary value paid or owed by the purchaser, for any gambling or nongambling product or service, at the time of the transaction and documented on the sales receipt/transfer document. "Cost" excludes all sales taxes paid by the purchaser. "Cost" does not include any markup or value added by the purchaser.

[Statutory Authority: RCW 9.46.070 (1)(16). 90-10-007, § 230-02-022, filed 4/19/90, effective 7/1/90. Statutory Authority: RCW 9.46.070 (4),

(11) and (14). 89-24-002 (Order 201), § 230-02-022, filed 11/27/89, effective 12/28/89.]

**WAC 230-02-030 Normal commission operations—Administrative office address and business hours.** (1)

The administrative office of the commission is located in Lacey, Washington. Services available are administration, information, licensing, investigation, activity report processing, and public records. Unless specifically provided elsewhere in these rules, applications for licenses, submission of materials or requests for notices or information of any kind, may be made by addressing correspondence to:

Washington State Gambling Commission  
4511 Woodview Drive S.E.  
Lacey, Washington 98504-8121.

(2) Normal business hours for the administrative office, unless specifically provided elsewhere in these rules, shall be 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

[Statutory Authority: RCW 9.46.070(18). 90-15-044, § 230-02-030, filed 7/16/90, effective 8/16/90. Statutory Authority: RCW 9.46.070(14). 89-13-059 (Order 193), § 230-02-030, filed 6/20/89. Statutory Authority: RCW 9.46.030 (2), (3) and 9.46.070 (11), (14). 83-19-024 (Order 136), § 230-02-030, filed 9/13/83. Statutory Authority: RCW 9.46.070(13). 80-09-067 (Order 103), § 230-02-030, filed 7/17/80; Order 51, § 230-02-030, filed 4/30/76; Order 23, § 230-02-030, filed 9/23/74; Order 5, § 230-02-030, filed 12/19/73.]

**WAC 230-02-035 Field offices and operations.** The administrative office of the commission and its staff is located at 4511 Woodview Drive S.E., Lacey, 98504-8121. Commission offices located in other cities are as follows:

<u>CITY</u>	<u>PHONE NUMBER</u>
<b>Eastern Region</b>	
Spokane 99207 123 East Indiana	(509) 456-3167
Moses Lake 98837 Ahlers Building, Suite A 310 S. Balsam	(509) 765-0450
Yakima 98902 901 Summitview, #230	(509) 575-2820
Kennewick 99336 500 N. Morain, Suite 1202	(509) 545-2056
<b>Northwest Region</b>	
Seattle 98134 666 S. Dearborn International Bldg.	(206) 464-6466
<b>Southwest Region</b>	
Tacoma 98405 1201 S. Proctor	(206) 593-2227
Vancouver 98663 Suite 5, Angelo Plaza 1801 D Street	(206) 696-6783
Olympia 98502 2625C, Suite B, Parkmont Lane S.W.	(206) 586-4392

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-02-035, filed 11/27/89, effective 12/28/89.]

**WAC 230-02-040 Commission activities exempt from Environmental Protection Act.** The commission has reviewed its authorized activities and has found them to be exempt pursuant to WAC 197-10-040(2), 197-10-150 through 197-10-190 and the State Environmental Policy Act, chapter 43.21C RCW.

[Order 55, § 230-02-040, filed 6/25/76.]

**WAC 230-02-100 Definitions.** Words and terms used in these rules and regulations shall have the same meaning as each has under chapter 9.46 RCW unless otherwise specifically provided in these rules, or the context in which they are used in these rules clearly indicates that they be given some other meaning.

[Order 42, § 230-02-100, filed 9/18/75; Order 5, § 230-02-100, filed 12/19/73.]

**WAC 230-02-110 Gross gambling receipts defined.** "Gross gambling receipts" means the monetary value that would be due to any operator of a gambling activity for any chance taken, for any table fees for card playing, other fees for participation, or rent and lease fees for amusement games received by commercial amusement game operations, as evidenced by required records. The value shall be stated in U.S. currency, before any deductions for prizes or any other expenses. In the absence of records, gross gambling receipts shall be the maximum that would be due to an operator from that particular activity if operated at maximum capacity.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-02-110, filed 10/15/91, effective 11/15/91; 86-19-056 (Order 161), § 230-02-110, filed 9/15/86, effective 1/1/87; Order 5, § 230-02-110, filed 12/19/73.]

**WAC 230-02-120 Net gambling receipts defined.** "Net gambling receipts" means all gross gambling receipts from any gambling activity, less the monetary value or, in the case of merchandise, the actual cost, of any prizes that were awarded.

[Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-120, filed 9/15/86, effective 1/1/87; Order 5, § 230-02-120, filed 12/19/73.]

**WAC 230-02-125 Adjusted net gambling receipts defined.** "Adjusted net gambling receipts" means the combined income from all gambling activities that are compared to gross sales for determination of commercial stimulant compliance. Adjusted net gambling receipts are determined by deducting the following expenses from net gambling receipts, when they are supported by verifiable records and actually paid out during the period:

(1) Federal, state, and local taxes and fees, other than income taxes, directly relating to the gambling activity; *Provided*, That taxes and fees may be deducted using the accrual accounting method if all accounting records are normally maintained on the accrual method and notice is provided to the commission;

(2) The cost of one licensed card room employee to be on duty any time the activity is open for business: *Provided*,

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That the total cost allowed shall not exceed \$12.50 per hour of operation;

(3) The cost of providing a "pan" dealer as allowed by WAC 230-40-225: *Provided*, That the total cost allowed shall not exceed \$7.50 per hour of operation; and

(4) The cost of punchboards, pull tabs, dispensing devices, cards, chips and card room furniture and fixtures actually used in conjunction with the gambling activity. Card room furniture and fixtures that cost in excess of one thousand dollars may be treated as a capital improvement for purposes of this rule.

(5) The actual cost of capital improvements and leasehold improvements to the licensed premises, less interest. Capital improvements shall include remodeling, updating, and other improvements to the licensed premises. Routine maintenance, cleaning, and painting shall not be treated as capital improvements. *Provided*, the cost for such improvements shall be amortized during a period of not less than two years. The licensee shall choose the period and report it on its quarterly report, along with copies of all receipts supporting the expenditure: *Provided*, the capital improvement deduction shall not exceed \$5,000 for any quarter.

[Statutory Authority: RCW 9.46.070. 88-19-038 (Order 183), § 230-02-125, filed 9/13/88. Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-125, filed 9/15/86, effective 1/1/87.]

**WAC 230-02-130 Net gambling income defined.** "Net gambling income" means net gambling receipts, less all other expenses related to the operation of a licensed activity [actually] [and] paid out during the same period of time: *Provided*, That expenses must be reported on the accrual [accrual] basis if the records are normally maintained on that basis.

[Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-130, filed 9/15/86, effective 1/1/87; Order 5, § 230-02-130, filed 12/19/73.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 230-02-135 Gross sales defined.** "Gross sales" means the monetary value actually received for all nongambling goods and services, sold or occurring on the licensed gambling premises. The value shall be stated in U.S. currency and net of any sales taxes or discounts. Income received from sales made on behalf of others or in partnership with third parties, commission income, or income splitting schemes, shall be recorded at the net monetary value actually realized by the licensed business.

[Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-135, filed 9/15/86, effective 1/1/87.]

**WAC 230-02-140 Person defined.** "Person" means and includes any individual, firm or partnership, corporation or other association of individuals either natural or legal. The use of the masculine pronoun in these rules includes the feminine and the neuter.

[Order 5, § 230-02-140, filed 12/19/73.]

**WAC 230-02-155 Bona fide charitable organization defined.** A bona fide charitable organization is an organization that meets all of the requirements of RCW 9.46.0209 and is organized and operated primarily to provide charitable services as defined by WAC 230-02-160. Each charitable organization shall provide evidence of its charitable status by submitting documentation setting forth the progress it has made toward accomplishing its charitable purpose(s) during its previous fiscal year. This statement and other evidence such as articles of incorporation, bylaws, and the fact that donations to such organization qualify as tax deductible contributions for federal income tax purposes, shall be taken into account when determining charitable organization status.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-155, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-160 Charitable defined.** For the purposes of this title, charitable, eleemosynary and benevolent are synonymous and mean: The relief of poverty, indigence and/or personal distress; help for disadvantaged persons; treatment and prevention of physical or mental distress. Services must be provided free of charge or for a fee which does not exceed the cost of providing the service. Any organization that requires a fee must utilize the revenue collected to continue its program services. In accordance with all state and federal law on discrimination, there can be no discrimination in providing services among those recipients chosen by the licensee. Corporations which have been incorporated under Title 36, U.S.C. for the principal purposes of furnishing volunteer aid to members of the armed forces of the United States and to carry on a system of national relief of suffering caused by pestilence, famine, fire, floods, and other national calamities or undertakes measures to prevent such are deemed to be charitable under this section. Charitable encompasses at least the following activities:

- (1) Relief of the aged and disadvantaged in the form of food, clothing, shelter, or health care;
- (2) Services or material assistance that will enable persons to maintain an adequate standard of living and/or improve their quality of life by raising their standard of living above the federal poverty level;
- (3) Programs for youths, 17 years old or younger, that assists them in learning and practicing the cultural and social skills necessary to:
  - (a) Integrate them into society;
  - (b) Improve their physical fitness; or
  - (c) Prevent delinquency;
- (4) Advancement of education and learning which benefit and improve the quality of life of the general public or the community at large;
- (5) Advancement of a religion; and
- (6) Activities which reduce the burdens of government.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-160, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-161 Bona fide nonprofit organization defined.** A bona fide nonprofit organization is a organization that meets all of the requirements of RCW 9.46.0209 and is organized and operated primarily to provide one or more of the following nonprofit services:

- (1) Educational;
- (2) Civic;
- (3) Patriotic;
- (4) Political;
- (5) Social;
- (6) Fraternal;
- (7) Athletic;
- (8) Agricultural;
- (9) Church and religious societies under chapter 24.12 RCW;
- (10) Fraternal societies under chapter 24.20 RCW;
- (11) Granges under chapter 24.28 RCW; and
- (12) Agricultural fairs under chapter 15.76 RCW or chapter 36.37 RCW.

Each nonprofit organization shall provide evidence of its nonprofit status by submitting documentation setting forth the progress it has toward accomplishing its nonprofit purposes during its previous fiscal year. The fact that an organization is not exempt from payment of federal income taxes on income from its primary activities shall be prima facie evidence that the organization is not a nonprofit organization for purposes of conducting gambling activities.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-161, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-163 Educational defined.** Educational means providing instruction or training to individuals for the purpose of improving or developing their capabilities, or providing instruction to the public on subjects useful to individuals and beneficial to the community.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-163, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-166 Civic defined.** Civic means promoting social welfare for the common good of the community by bringing about civic betterment and social improvements.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-166, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-169 Patriotic defined.** Patriotic means promoting patriotism, Americanism, loyalty, support, and love of country. Normal activities conducted by veteran groups would be included in this definition.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-169, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-173 Political defined.** Political means the process of electing candidates to public or party offices. Activities conducted with the goal of influencing executive action, legislation or WAC rules are considered lobbying activities and not included under this definition.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-173, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-176 Religious defined.** Religious means advancement of a sincerely held theological philosophy. Included are the practices and rituals associated with the beliefs or creed of those groups of people which form a church, religious society, congregation, or religious denomi-



nation, when such practices or rituals are not illegal or against public policy. Corporations sole, as set out in chapter 24.12 RCW; are encompassed in this definition.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-176, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-179 Social defined.** Social means providing recreation, recreational facilities, and/or other activities when solely for the pleasure of a membership.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-179, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-182 Fraternal defined.** Fraternal means promoting and carrying on activities for the common interests of a membership and is organized under the lodge system which is comprised of local self-governing branches, chartered by a parent organization. Incorporated fraternal societies, as set out in chapter 24.20 RCW, are also encompassed under this definition.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-182, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-185 Athletic defined.** Athletic means activities which provide entertainment/pleasure or which promote physical fitness, sportsmanship, and development of amateur athletes through the conducting of athletic contests and training programs. For purposes of this title, athletic is further defined in the following categories:

- (1) Educational - The training of youth 17 years old and younger to enhance normal physical and social development and to prevent juvenile delinquency;
- (2) Patriotic - Fostering and promoting national and international amateur competition; and
- (3) Recreational - Providing recreational activities for adults.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-185, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-188 Agricultural defined.** Agricultural means promoting the art or science of cultivating land, harvesting crops or aquatic resources, or raising livestock. Incorporated granges as set out in chapter 24.28 RCW are encompassed within this definition.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-188, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-191 Agricultural fair defined.** Agricultural fair means those activities authorized by chapter 15.76 RCW and chapter 36.37 RCW and includes the exhibition of livestock, agricultural produce of all kinds, products of the farm home and educational contests, and displays and demonstrations designed to train youth and promote the welfare of farm and rural living.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-02-191, filed 4/18/89, effective 7/1/89.]

**WAC 230-02-200 Operator defined.** An "operator" is any person who purchases or otherwise receives equipment for use in authorized gambling activities, including but not limited to punchboards or pull tabs, with or without any

merchandise to be awarded as prizes in connection with the operation of said equipment, from a manufacturer or distributor, and who operates or displays said equipment for use upon payment of a consideration.

[Order 5, § 230-02-200, filed 12/19/73.]

**WAC 230-02-210 Distributor defined.** A "distributor" is any person who purchases or otherwise obtains equipment for use in authorized gambling activities, including but not limited to punchboards or pull tabs, from any person and sells or otherwise furnishes such equipment, with or without merchandise to be awarded as prizes in connection therewith, to another person for the resale of or the display or operation of that equipment.

As used in these rules, the term "distributor" shall include a person who services and repairs pull tab dispensing devices, which shall be authorized so long as the person performing such servicing or repairs is licensed as a distributor or distributor's representative, and makes no addition to, or modification or alteration of, the device.

A manufacturer who sells or otherwise furnishes such equipment not manufactured by him to any other person for resale or for display or operation of that equipment is also a "distributor."

[Statutory Authority: RCW 9.46.070(4). 81-09-055 (Order 106), § 230-02-210, filed 4/17/81; Order 80, § 230-02-210, filed 12/28/77; Order 5, § 230-02-210, filed 12/19/73.]

**WAC 230-02-220 Distributor's representative defined.** A "distributor's representative" is any natural person who represents a distributor in any of his activities in connection with the sale or furnishing of equipment for use in authorized gambling activities, including but not limited to punchboards and pull tabs.

[Order 5, § 230-02-220, filed 12/19/73.]

**WAC 230-02-225 Manufacturer's representative defined.** A "manufacturer's representative" is any natural person who represents a manufacturer in any one of the manufacturer's activities in connection with the sale or furnishing of equipment for use in authorized gambling activities, including but not limited to, punchboards and pull tabs.

[Order 9, § 230-02-225, filed 12/19/73.]

**WAC 230-02-230 Manufacturer defined.** A "manufacturer" is any person who assembles from raw materials or subparts a completed piece of equipment or pieces of equipment for use in authorized gambling activities, including but not limited to punchboards and pull tabs, and who sells or otherwise furnishes the same to any distributor or retail outlet.

The term shall include, but not be limited to, any person who converts, modifies, adds to or removes parts or a portion from any item, device or assembly to further its promotion, sale or use as a gambling device or gambling record in this state: *Provided*, That a person adding only promotional flares to advise the public of the prizes available, the rules of play and the consideration required shall not be deemed a manufacturer.

The term "manufacturer" shall not include a licensed distributor or distributor's representative who services or repairs pull tab dispensing devices, so long as no addition to, or modification or alteration of, the device is made.

[Order 80, § 230-02-230, filed 12/28/77; Order 14, § 230-02-230, filed 3/27/74; Order 5, § 230-02-230, filed 12/19/73.]

**WAC 230-02-240 Gambling manager defined.** A "gambling manager" is a person, whether compensated or not, who is responsible for operating and controlling authorized gambling activities other than bingo games, and has the authority to make decisions regarding the operation of such gambling activities. The gambling manager supervises and directs all other persons directly or indirectly involved in the conduct of such activities. A gambling manager may be: An owner; partner; officer of a corporation; or a person designated by any of the above. A gambling manager's duties include, but are not limited to the following: Hiring, firing, and evaluating gambling personnel; supervising and controlling the conduct of gambling activities; preparing or supervising the preparation of gambling records; controlling cash generated by gambling activities and making bank deposits; and purchasing gambling supplies.

[Statutory Authority: RCW 9.46.070 (7)(14). 91-07-021, § 230-02-240, filed 3/13/91, effective 4/13/91.]

**WAC 230-02-250 Bingo equipment.** Bingo equipment includes all equipment which is actually used, or made or sold for the purpose of use, in bingo games for which consideration is charged persons to play and in connection with which prizes are awarded. Unless otherwise specified, the term shall include, but not be limited to, machines or other devices from which balls are withdrawn to determine the letters and numbers to be called, the balls themselves, bingo cards and any other device commonly used in the direct operation of the game.

Bingo game sets commonly manufactured and sold as children's games for a retail price of twenty dollars or less shall be presumed not to be bingo equipment for the purposes of this rule unless the set, or portion thereof, is actually used in such a bingo game.

[Statutory Authority: RCW 9.46.070 (8), (11), and (14). 83-13-050 (Order 134), § 230-02-250, filed 6/14/83; Order 29, § 230-02-250, filed 1/23/75.]

**WAC 230-02-260 Pull tab defined.** A "pull tab" is a single folded or banded ticket or is a card, the face of which is initially covered or otherwise hidden from view to conceal a number, symbol or set of symbols, a few of which numbers or symbols out of every set of pull tabs have been designated in advance and at random as prize winners, when, for the opportunity to obtain each such folded or banded ticket or card, view the numbers or symbols thereon and possibly obtain a prize winning pull tab, a person pays some consideration to an operator.

[Order 5, § 230-02-260, filed 12/19/73.]

**WAC 230-02-270 Punchboard defined.** (1) "Punchboard" means a board or device containing a number of receptacles of uniform size in which are placed, at

random, punches (slips of paper or other substance, imprinted with numbers or symbols) and which:

(a) A specific serial number is assigned to the punchboard and printed on each punch;

(b) A flare or face sheet covers the receptacles and sets out the winning numbers or symbols and prizes which may be won;

(c) Upon the payment of consideration, a player may select and remove a punch from a receptacle [receptacle]; and

(d) A prize is awarded if the number or symbol, set out on the selected punch, matches a symbol on the flare or face sheet.

(2) In the alternative, electronic devices may be used to replace the receptacles and punches with representative electronic positions and randomly assigned numbers or symbols: *Provided*, That the following conditions must be met:

(a) A physical flare or face sheet must cover the electronic positions and no video representation of a punchboard is used;

(b) To select a chance a player must physically punch a hole in the flare or face sheet;

(c) Numbers or symbols must be assigned to each electronic position prior to the first punch by a player and remain fixed to the assigned positions during the entire play of the game;

(d) A receipt, setting out the numbers, symbols, or punch number selected, is furnished to the player after each punch is selected;

(e) Must provide a commission approved audit trail; and

(f) The electronic device and the flare must be submitted to, and approved by, the commission prior to being offered for sale in the state.

[Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-270, filed 9/15/86; Order 5, § 230-02-270, filed 12/19/73.]

**WAC 230-02-280 Identification and inspection services stamps.** Identification and inspection services stamps are printed under the control of the commission for purposes of identifying and controlling gambling devices within the state of Washington. Each stamp is preglued and imprinted with the seal of the commission and an unique number or combination of alpha characters and numbers.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-02-280, filed 6/14/88.]

**WAC 230-02-290 Records entry labels.** Record entry labels are a set of removable, preglued labels, attached to identification and inspection services stamps and imprinted with the same unique number or combination of alpha characters and numbers as the stamp, plus an electronically identifiable bar code equivalent of the identification number. These labels are attached to a punchboard or pull tab series flare by the manufacturer of the punchboard or pull tab at the same time the identification and inspection services stamp is attached. These labels may only be removed and used as record entries as prescribed by other rules of this section.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-02-290, filed 6/14/88.]

**WAC 230-02-300 Substantial interest defined.** The following shall constitute possession of a substantial interest in an organization, association or business:

(1) When, with respect to a sole proprietorship, an individual, or his marital community, owns, operates, manages or conducts, directly or indirectly, the organization, association or business, or any part thereof; or

(2) When, with respect to a partnership, the individual or his marital community, shares in any of the profits, or potential profits, of the partnership activities; or

(3) When, with respect to a corporation, an individual or his spouse, is an officer, or director, or the individual or his marital community is a holder, directly or beneficially, of ten percent or more of any class of stock of the corporation; or

(4) When, with respect to an organization not covered in (1), (2) or (3) above, an individual or his spouse, is an officer or manages the business affairs, or the individual or his marital community is owner of or otherwise controls ten percent or more of the assets of the organization; or

(5) When, an individual, or his marital community, furnishes ten percent or more of the capital, whether in cash, goods or services, for the operation of any business, association or organization during any calendar year.

[Order 23, § 230-02-300, filed 9/23/74; Order 12, § 230-02-300, filed 2/14/74; Order 5, § 230-02-300, filed 12/19/73.]

**WAC 230-02-310 Bona fide newspaper or magazine defined.** A newspaper or magazine shall be "bona fide" only if:

(1) To conduct, or participate in conducting, the contest or drawing of which the coupon or entry blank is a part is not a primary purpose underlying the publication; and

(2) The price of the publication is consistent with the price of similar publications sold in the state which contain no such coupons or entry blanks; and

(3) The publication has been published regularly and continuously for a period of at least three months prior to any such coupon or entry blank appearing therein; and

(4) At least three regularly scheduled issues have been published prior to any such coupon or entry blank appearing therein.

[Order 42, § 230-02-310, filed 9/18/75; Order 14, § 230-02-310, filed 3/27/74.]

**WAC 230-02-350 Commercial stimulant defined.** "Commercial stimulant" means all licensed gambling activities, when operated by an established food and/or drink business with the primary purpose of increasing the volume of food and/or drink sales for "on premise" consumption. For purposes of chapter 9.46 RCW and these rules, gambling activities shall qualify as a commercial stimulant only when the combined "adjusted net gambling receipts" from punchboards, pull tabs, and public card rooms are less than the total "gross" sales from the food and/or drink business.

[Statutory Authority: Chapter 9.46 RCW. 87-07-038 (Order 165), § 230-02-350, filed 3/16/87; 86-24-025 (Order 163), § 230-02-350, filed 11/24/86; 86-17-057 (Order 160), § 230-02-350, filed 8/18/86. Statutory Authority: RCW 9.46.020(5). 82-23-050 (Order 125), § 230-02-350, filed 11/15/82. Statutory Authority: RCW 9.46.020(5) and section 1(5), chapter 326, Laws of 1977 ex. sess. and RCW 9.46.070(4). 78-03-061 (Order 81), § 230-02-

350, filed 2/22/78; Order 78, § 230-02-350, filed 11/17/77; Order 29, § 230-02-350, filed 1/23/75; Order 23, § 230-02-350, filed 9/23/74.]

**WAC 230-02-360 Licensed premises defined.** "Licensed premises" means the physical building and property, upon which the licensed gambling activity occurs, as set out and approved on the license application: *Provided*, That where only a portion of a building is leased, only that portion set out in the lease document on file with the commission, shall be considered the licensed premises: *Provided further*, That when owners or holders of a substantial interest, of a food and/or drink business, licensed to conduct gambling activities, also operate additional and separate businesses in the same building or on the same property, only the gross sales from the licensed food and/or drink business, as set out and approved on the license application, shall be included for commercial stimulant purposes.

[Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-360, filed 9/15/86, effective 1/1/87.]

**WAC 230-02-370 Food and/or drink business defined.** "Food and/or drink business" means any business which is primarily engaged in the sale of food and/or drink items, to persons other than owners, employees, or substantial interest holders, for consumption on the licensed premises: *Provided*, That for purposes of chapter 9.46 RCW and these rules, a business is determined to be primarily a "food and/or drink business" when the total gross sales of food and/or drink, for on premises consumption, is equal to or greater than all other combined nongambling gross sales, rentals, or other income producing activities which occur on the licensed premises: *Provided further*, That food and drink items furnished to employees, without their actually paying for it, shall be treated as sales only if:

(1) Detailed records are maintained;

(2) The sale is recorded at estimated cost or menu price, but not more than five dollars per meal; and

(3) No more than one meal per employee is recorded during any four hour work shift.

[Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-370, filed 9/15/86, effective 1/1/87.]

**WAC 230-02-380 Established business defined.** "Established business" means any business who has applied for and received all licenses or permits required by any state or local jurisdictions and has been open to the public for a period of not less than ninety days: *Provided*, That the commission may grant "established" status to a business that:

(1) Has completed all construction and is ready to conduct business;

(2) Has obtained all required licenses and permits;

(3) Provides the commission a planned operating schedule which includes estimated gross sales; and

(4) Passes an inspection by the commission.

[Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-02-380, filed 9/15/86, effective 1/1/87.]

**WAC 230-02-400 Card game.** A card game for the purposes of these rules, is a social card game as defined by RCW 9.46.020(20) and authorized under RCW 9.46.030,

played by consenting adults wherein wagers are made and collected by the participants based upon the outcome of the game.

[Order 78, § 230-02-400, filed 11/17/77; Order 23, § 230-02-400, filed 9/23/74.]

**WAC 230-02-405 Specific authorized card games.**

These games include, and are limited to, each card game authorized by the commission under WAC 230-40-010 when played as permitted by that rule.

[Statutory Authority: RCW 9.46.070(10), 81-09-055 (Order 106), § 230-02-405, filed 4/17/81; Order 29, § 230-02-405, filed 1/23/75.]

**WAC 230-02-410 Public card room.**

A public card room is that area of the premises of a profit seeking retail business which has been specifically set aside or designated by the licensee and approved by the commission for the playing of cards by members of the public as a commercial stimulant to that business in accordance with state law and the rules of the commission.

[Order 23, § 230-02-410, filed 9/23/74.]

**WAC 230-02-415 Public card room employee defined.**

A "public card room employee" is any person who is employed by a public card room operator, for compensation or otherwise, to work in, or in direct connection with, a public card room whose duties or responsibilities include any of the following:

- (1) Floor person,
- (2) Time collector,
- (3) Chip seller,
- (4) Dealer or mucker,
- (5) Cashier,
- (6) Pit boss,
- (7) Card room manager,
- (8) Supervision of any person working in, or in connection with, the card room,
- (9) The prevention or discovery of cheating by persons playing in the card room or of improper activities by employees working in the card room,
- (10) To encourage the organization and/or beginning of a card game.

This definition does not include bartenders, waitresses and persons with similar duties who are limited to the serving of food or drink in the card room.

[Statutory Authority: RCW 9.46.070(16), 78-06-066 (Order 85), § 230-02-415, filed 5/25/78.]

**WAC 230-02-418 Bingo manager defined.**

A "bingo manager" is any person assigned the responsibility to conduct and/or oversee the conduct of bingo games by the governing board or elected officers of a charitable/nonprofit organization. This definition includes all persons directly or indirectly compensated to advise the board and/or officers regarding specific aspects of operating a bingo game, whether as a consultant or any other short-term contract basis: *Provided*, That organizations currently licensed to operate bingo games, or their members or employees, may provide nonspecific advice to any other charitable/nonprofit organization, without being deemed a bingo manager, if they

are not directly or indirectly compensated for such advice. This section is not intended to restrict actions regarding the operation of a bingo game that are initiated by the board and/or officers, if such actions are implemented through a bingo manager appointed by the board and/or officers.

(1) The duties and responsibilities of a bingo manager include but are not limited to the following:

(a) Personnel actions regarding workers in the activity including hiring, firing, training, evaluating, scheduling work periods, and/or setting salaries;

(b) Scheduling the gambling activity including determining the time and days of operation;

(c) Setting the scope of the gambling activity by determining:

(i) The number of games to be played;

(ii) The type of games to be played;

(iii) The cost for each player to participate; and

(iv) The type and amount of prizes to be awarded;

(d) Setting the scope of marketing activities related to the gambling activity by determining:

(i) Type and scope of promotional activities; and

(ii) The media, content, timing, and target market area of advertising;

(e) Supervising the operation of the bingo game including all auxiliary activities by ensuring that:

(i) The public is protected from fraud;

(ii) Persons participating in the activity are reasonably protected from physical harm and civil disorder;

(iii) All provisions of Title 230 WAC and chapter 9.46 RCW are followed;

(iv) All records are completed and correct; and

(v) All monies derived from the gambling and auxiliary activities are safeguarded until transferred to a guardian designated by the board and/or officers or directly deposited in the organization's bank account.

(2) An organization may appoint more than one person whose responsibilities include those of a bingo manager as defined above. When an organization has more than one bingo manager, the manager assigned the highest level of authority shall be designated as the "primary bingo manager" and all others as "assistant bingo managers." The primary bingo manager must be designated on the application for a bingo license.

(3) All bingo managers shall be knowledgeable of all provisions of Title 230 WAC and chapter 9.46 RCW that relate to the operation of bingo games and auxiliary activities.

[Statutory Authority: RCW 9.46.070 (7), (17), (8) and (9), 91-13-070 (Order 223), § 230-02-418, filed 6/17/91, effective 7/18/91. Statutory Authority: RCW 9.46.070(17), 81-21-032 (Order 113), § 230-02-418, filed 10/15/81.]

**WAC 230-02-420 Social card room.**

A social card room is that area of the premises of a bona fide charitable or nonprofit organization which has been specifically set aside or designated by the licensee and approved by the commission for the playing of cards by bona fide members of that organization and their guests only, in accordance with state law and the rules of the commission.

[Order 23, § 230-02-420, filed 9/23/74.]

**WAC 230-02-430 Guest.** The term guest shall include only those persons not a member of a bona fide charitable or nonprofit organization, who are allowed to use the facilities of the organization to play card games, only when accompanied by the regular member of the organization sponsoring the guest and for a fee not to exceed the maximum fee for the playing of cards as set by the commission: *Provided*, That persons holding a valid "guest" card in accordance with Washington state liquor control board regulation 106 (WAC 314-04-040), need not be accompanied by a member.

If a person is charged, directly or indirectly, more than the maximum fee set by the commission to enter the facility and play cards, he is not a guest for the purpose of these rules.

[Order 23, § 230-02-430, filed 9/23/74.]

**WAC 230-02-440 Calendar day defined.** "Calendar day" means a twenty-four hour period commencing at 12:01 a.m. and ending at 12 o'clock midnight.

[Order 78, § 230-02-440, filed 11/17/77.]

**WAC 230-02-450 Three consecutive days defined.** "Three consecutive days" shall include any period of up to seventy-two consecutive hours.

[Order 78, § 230-02-450, filed 11/17/77.]

**WAC 230-02-500 Drawing defined.** A drawing is defined as an approved random selection process for determining winners in a raffle. To be random, each ticket in the drawing must have an equal chance of selection.

[Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281], 89-05-024 (Order 186), § 230-02-500, filed 2/13/89.]

**WAC 230-02-505 Recreational gaming activity—Defined.** A recreational gaming activity is a nongambling activity utilizing gambling devices authorized for use in fund raising events, conducted no more than two times per year, by or on behalf of an organization that has been in existence for at least six months. Only members and guests of the sponsoring organization may participate and such activity shall be subject to the requirements of WAC 230-25-330.

[Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-02-505, filed 7/17/91, effective 8/17/91.]

**WAC 230-02-510 Amusement device defined.** An amusement device is any mechanical, electro-mechanical, or electronic device through which the operation results in a game or contest which:

- (1) Is played only for entertainment;
- (2) Allows the player to actively participate;
- (3) The outcome of the game or contest depends in a material degree upon the skill of the player; and
- (4) The outcome is not in control of any person other than the player or players.

[Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-02-510, filed 9/18/91, effective 10/19/91.]

**WAC 230-02-512 Commercial amusement game operator defined.** A commercial amusement game operator is any person or organization, other than a charitable or nonprofit organization, that receives revenue from the operation, rental, or lease, or otherwise shares in the proceeds of approved amusement games.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-02-512, filed 10/15/91, effective 11/15/91.]

**WAC 230-02-515 School hours defined.** School hours are defined as 8:00 a.m. through 3:00 p.m., Monday through Friday, using the operating schedule of the public school district in which the activity is located. *Provided*, That upon written permission of the commission director, school hours may be adjusted to allow participants in school sponsored activities to utilize amusement games at licensed locations.

[Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-02-515, filed 9/18/91, effective 10/19/91.]

**WAC 230-02-520 School-aged minors defined.** School-aged minors are defined as persons who have not reached an age of 18 years.

[Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-02-520, filed 9/18/91, effective 10/19/91.]

**Chapter 230-04 WAC  
LICENSING**

<b>WAC</b>	
230-04-005	Gambling license certification program.
230-04-010	Certification procedure—Application forms.
230-04-020	Certification procedure—General requirements—Mandatory training required.
230-04-022	Certification procedure—Information required from all applicants.
230-04-024	Certification procedure—Charitable and nonprofit organizations—Qualifications.
230-04-030	Commission may post public notice of license application on premises.
230-04-035	Certification procedure—Charitable and nonprofit organizations—Classification of purpose.
230-04-040	Certification procedure—Charitable and nonprofit organizations—Additional information required.
230-04-064	Certification procedure—All licenses—Formal commission approval.
230-04-065	Certification procedure—Bona fide charitable and nonprofit organizations—Lower volume—Simplified application.
230-04-070	Activities not to be conducted without a license or permit.
230-04-075	No license required for certain bingo, raffles, and amusement games.
230-04-080	Certain activities to be operated as a commercial stimulant only.
230-04-110	Licensing of manufacturers.
230-04-120	Licensing of distributors.
230-04-124	Licensing of manufacturers and distributors representatives.
230-04-125	Distributor's representative license may be reissued when changing distributors.
230-04-135	Commercial amusement games—License required.
230-04-138	Commercial amusement games—Authorized locations.
230-04-140	Licensing of public card room employees.
230-04-142	Notification to the commission upon beginning, terminating, or changing employment—Public card room employees.

230-04-145	Licensing of managers of bingo games.		
230-04-147	Notification to the commission upon beginning, terminating or changing responsibilities as bingo game managers.	230-04-061	Required information, bona fide charitable and nonprofit organizations. [Statutory Authority: RCW 9.46.070 (5), (6), (8), (10), and (11). 84-01-026 (Order 139), § 230-04-061, filed 12/12/83.] Repealed by 89-09-047 (Order 190), filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20).
230-04-151	Supplemental information.		
230-04-170	Applicants—Qualifications.		
230-04-175	License does not grant vested right.		
230-04-180	Fingerprinting and background checks.		
230-04-187	Recreational gaming activity—Permit required.		
230-04-190	Issuance of license.	230-04-100	Registration of certain foreign manufacturers of punchboards and pull tabs. [Order 5, § 230-04-100, filed 12/19/73.] Repealed by Order 12, filed 2/14/74.
230-04-191	Permits required for persons conducting bingo at agricultural fairs.		
230-04-192	Person to hold one bingo license and one amusement game license at a time.	230-04-121	Distributor's representatives to represent only one distributor at a time. [Order 80, § 230-04-121, filed 12/28/77.] Repealed by 85-01-065 (Order 145), filed 12/18/84. Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310.
230-04-193	Persons may obtain an annual permit to conduct bingo at agricultural fairs only.		
230-04-194	Denial or revocation of annual operator permit for special locations—Grounds and effect.	230-04-122	Distributor's representative shall not represent manufacturers—Exception. [Order 80, § 230-04-122, filed 12/28/77.] Repealed by 85-01-065 (Order 145), filed 12/18/84. Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310.
230-04-196	The commission may issue Class A or B bingo operator's licenses authorizing the conduct of the games at up to three separate locations.		
230-04-199	Class R recreational card games conducted by a bona fide charitable or bona fide nonprofit organization.	230-04-123	Licensing of distributor's representatives. [Statutory Authority: Chapter 9.46 RCW. 87-09-043 (Order 167), § 230-04-123, filed 4/14/87. Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310. 85-01-065 (Order 145), § 230-04-123, filed 12/18/84.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-04-201	Fees.		
230-04-210	Withdrawal of application.		
230-04-220	Prorating and refunding of fees.		
230-04-230	Intentionally understating anticipated revenue—Prohibited.	230-04-130	Licensing of manufacturer's representatives. [Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310. 85-01-065 (Order 145), § 230-04-130, filed 12/18/84; Order 80, § 230-04-130, filed 12/28/77; Order 12, § 230-04-130, filed 2/14/74.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-04-240	Special investigation fee.		
230-04-255	Director may issue temporary licenses not to exceed sixty days.	230-04-141	Public card room employee licenses may be reissued when changing employment. [Statutory Authority: RCW 9.46.070(16). 78-06-066 (Order 85), § 230-04-141, filed 5/25/78.] Repealed by 79-09-029 (Order 91), filed 8/14/79. Statutory Authority: RCW 9.46.070(16).
230-04-260	Effect of exceeding license class income limit.		
230-04-270	Bad checks submitted as payment of fees.	230-04-150	Supplemental information. [Order 5, § 230-04-150, filed 12/19/73 at 1:25 p.m.] Repealed by Order 9, filed 12/19/73 at 12:26 p.m. See WAC 230-04-151, Emergency Order 11 for readoption.
230-04-280	Notification to law enforcement.		
230-04-290	Loss or destruction of licenses or permits.		
230-04-300	One annual change of premises allowed for bingo.	230-04-195	Agricultural fairs to obtain permits for each person to conduct each authorized activity under a fair's license. [Order 5, § 230-04-195, filed 12/19/73.] Repealed by Order 23, filed 9/23/74.
230-04-310	Change of name.		
230-04-315	Change of schedule.	230-04-197	Permits for raffles on separate premises. [Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-197, filed 6/15/84; Order 9, § 230-04-197, filed 12/19/73.] Repealed by 88-07-059 (Order 175), filed 3/15/88. Statutory Authority: RCW 9.46.070 (8), (11) and (14).
230-04-320	Change of location.		
230-04-325	Cancellation, change of time, date, or location of fund raising event.	230-04-200	License fees. [Statutory Authority: RCW 9.46.070(5), 82-15-009 (Order 124), § 230-04-200, filed 7/9/82; 81-21-032 (Order 113), § 230-04-200, filed 10/15/81; 81-19-073 (Order 112), § 230-04-200, filed 9/15/81; 81-13-032 (Order 109), § 230-04-200, filed 6/15/81; 81-03-045 (Order 105), § 230-04-200, filed 1/16/81; 80-03-059 (Order 98), § 230-04-200, filed 2/25/80; 79-12-057 (Order 94), § 230-04-200, filed 11/28/79; 79-05-026 (Order 89), § 230-04-200, filed 4/18/79; 79-01-026 (Order 88), § 230-04-200, filed 12/18/78. Statutory Authority: RCW 9.46.070(11). 78-06-066 (Order 85), § 230-04-200, filed 5/25/78; Order 78, § 230-04-200, filed 11/17/77; Order 51, § 230-04-200, filed 4/30/76; Order 45, § 230-04-200, filed 12/30/75; Order 42, § 230-04-200, filed 9/18/75; Order 40, § 230-04-200, filed 6/26/75; Order 23, § 230-04-200, filed 9/23/74; Order 12, § 230-04-200, filed 2/14/74; Order 9, § 230-04-200, filed 12/19/73 at 1:26 p.m.; Order 5, § 230-04-200, filed 12/19/73 at 1:25 p.m.] Repealed by 84-01-026 (Order 139), filed 12/12/83. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10), and (11).
230-04-330	Change of management.		
230-04-340	Transfer of licenses—Conditions.		
230-04-350	Death or incapacity of licensee.		
230-04-400	Denial, suspension or revocation of licenses.		
230-04-410	Return of license suspended or revoked.		
230-04-450	Display of licenses.		
230-04-455	Employees to wear identification tags.		
230-04-500	Local gambling prohibitions.		

**DISPOSITION OF SECTIONS FORMERLY  
CODIFIED IN THIS CHAPTER**

230-04-050	Qualified bona fide charitable and nonprofit organization qualifications. [Statutory Authority: RCW 9.46.070 (1), (7), (11), (14), and (17). 83-21-073 (Order 137), § 230-04-050, filed 10/18/83. Statutory Authority: RCW 9.46.070(1). 82-04-009 (Order 117), § 230-04-050, filed 1/22/82; Order 42, § 230-04-050, filed 9/18/75; Order 23, § 230-04-050, filed 9/23/74; Order 5, § 230-04-050, filed 12/19/73.] Repealed by 89-09-047 (Order 190), filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20).	230-04-060	Required information. [Statutory Authority: Chapter 9.46 RCW. 86-17-057 (Order 160), § 230-04-060, filed 8/18/86. Statutory Authority: RCW 9.46.070 (1), (7), (11), (14), and (17). 83-21-073 (Order 137), § 230-04-060, filed 10/18/83. Statutory Authority: RCW 9.46.070(7). 82-15-009 (Order 124), § 230-04-060, filed 7/9/82. Statutory Authority: RCW 9.46.070(6). 78-06-066 (Order 85), § 230-04-060, filed 5/25/78; Order 67, § 230-04-060, filed 3/11/77; Order 60, § 230-04-060, filed 9/10/76; Order 51, § 230-04-060, filed 4/30/76; Order 48, § 230-04-060, filed 3/23/76; Order 42, § 230-04-060, filed 9/18/75; Order 23, § 230-04-060, filed 9/23/74; Order 12, § 230-04-060, filed 2/14/74; Order 5, § 230-04-060, filed
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- 230-04-205 Person holding, or having held, Class A raffle licenses may convert to new class of raffle license in same year. [Order 21, § 230-04-205, filed 8/20/74.] Repealed by Order 51, filed 4/30/76.
- 230-04-250 Effect of temporary license—Fees. [Order 5, § 230-04-250, filed 12/19/73.] Repealed by Order 14, filed 3/27/74.
- 230-04-305 Change of class. [Statutory Authority: RCW 9.46.070 (5) and (9). 80-03-060 (Order 99), § 230-04-305, filed 2/25/80.] Repealed by 84-01-026 (Order 139), filed 12/12/83. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10), and (11).
- 230-04-332 Change of employee or agent in the operation of a card room, punchboards or pull tabs. [Order 48, § 230-04-332, filed 3/23/76.] Repealed by 78-08-055 (Order 86), filed 7/20/78. Statutory Authority: RCW 9.46.070(13).
- 230-04-452 Pictures to be posted with employee licenses. [Statutory Authority: RCW 9.46.070 (10) and (13). 78-08-055 (Order 86), § 230-04-452, filed 7/20/78.] Repealed by 83-06-077 (Order 127), filed 3/2/83. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11).
- 230-04-900 Test for optional payment plan for annual licenses. [Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (11), (14) and (17). 86-13-055 (Order 158), § 230-04-900, filed 6/13/86.] Repealed by 87-21-015 (Order 172), filed 10/9/87. Statutory Authority: RCW 9.46.070 (1), (2), (3), (4) and (14).

**WAC 230-04-005 Gambling license certification program.** The gambling license certification program is an investigative licensing process in which all applicants are assessed and evaluated against the standards and requirements contained in chapter 9.46 RCW. All applicants that meet the qualifications for licensing will be certified by the commission for an initial license and are subject to recertification by the commission on an annual basis.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-005, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-010 Certification procedure—Application forms.** Each application for a license from the commission shall be submitted on the license application form approved by the commission. These application forms may be obtained from any office of the commission.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-010, filed 4/18/89, effective 7/1/89; Order 5, § 230-04-010, filed 12/19/73.]

**WAC 230-04-020 Certification procedure—General requirements—Mandatory training required.** Applicants for license from the commission shall submit all applications, including the proper fee, as established by WAC 230-04-201, to the administrative office of the commission in Lacey. The application process is as follows:

- (1) The application shall be made using a form provided by the commission. The application form must be completed in every respect, containing all the information and attachments requested;
- (2) The application shall be signed under oath by an individual attesting that the information set forth in the application and any accompanying materials is true, accurate and complete and that they assume full responsibility for the fair and lawful operation of all licensed activities that the applicant conducts. The following person(s) shall sign the application:
  - (a) The highest ranking officer/official of a charitable, nonprofit or profit seeking corporation;

- (b) The principal owner of a sole proprietorship;
- (c) All partners of a partnership or general partner of a limited partnership; and
- (d) The mayor or the mayor's designated representative if the application is being submitted by or on behalf of an incorporated city or town.
- (e) The director may also require the following persons to sign the application:
  - (i) The chairman of the board of directors or trustees;
  - (ii) The person in charge of financial records; and/or
  - (iii) Persons with a substantial interest in the applicant business or charitable/nonprofit organization.
- (3) The commission will consider only those applications that have been fully completed. Failure to respond to written notification of an incomplete application, within twenty days of such notice, shall be cause for administrative closure of the application. The following reasons will cause an application to be incomplete:
  - (a) Failure to provide all information requested on the application form and/or attachments;
  - (b) Failure to provide supplemental information requested during the licensing investigation;
  - (c) Failure to attend mandatory precertification training;
  - (d) Failure to provide fingerprints or samples of handwriting; and
  - (e) Failure to submit proper fees.
- (4) The commission may disclose to the public or discuss at a public meeting all information set forth in the application and all supplemental information submitted, except statements regarding arrests or convictions of any person.

(5) The commission shall not issue a license until it is satisfied that the applicant is completely qualified to operate the activity for which a license is requested. Prior to issuing a license, the commission will:

- (a) Conduct a review and investigation of all information available, whether submitted as a part of the application or otherwise obtained, to the degree deemed necessary to attest to the qualification of the applicant and the gambling premises;
  - (b) Require all persons who sign the application, as set out in subsection (2) of this section, plus the manager or other designated person(s) responsible for conducting the gambling activity or completing records, to complete a training course as established and provided by the commission: *Provided*, That mandatory training shall not be required for manufacturers; manufacturers representatives; or applicants or licensees with special circumstances as approved by the director. Mandatory training shall be completed within the following time lines:
    - (i) New applicants - Within sixty days of application and prior to being granted a license: *Provided*, That cardroom employees and bingo managers must attend training no later than thirty days after the first day of work.
    - (ii) Annual recertification - No later than sixty days after the effective date of the license: *Provided*, That only those person(s), as set out in subsection (2) of this section, which are newly designated to sign the application since the last license application shall be required to attend training if they have not attended within the previous three years; and



(iii) Changes to managers or other designated persons responsible for conducting gambling activities or completing records - No later than sixty days after the first day of work.

[Statutory Authority: RCW 9.46.070. 92-22-058, § 230-04-020, filed 10/29/92 effective 11/29/92. Statutory Authority: Chapter 34.05 RCW. 90-03-064 (Order 203), § 230-04-020, filed 1/18/90, effective 2/18/90. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-020, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (1), (2), (3), (4) and (14). 87-21-015 (Order 172), § 230-04-020, filed 10/9/87. Statutory Authority: Chapter 9.46 RCW. 87-09-043 and 87-10-017 (Orders 167 and 167A), § 230-04-020, filed 4/14/87 and 4/30/87. Statutory Authority: RCW 9.46.070 (1), (7), (11), (14), and (17). 83-21-073 (Order 137), § 230-04-020, filed 10/18/83; Order 60, § 230-04-020, filed 9/10/76; Order 42, § 230-04-020, filed 9/18/75; Order 12, § 230-04-020, filed 2/14/74; Order 5, § 230-04-020, filed 12/19/73.]

**WAC 230-04-022 Certification procedure— Information required from all applicants.** In addition to other information required by the commission, each applicant shall provide the following information on or attached to the application:

(1) Copy of corporate applicants' articles of incorporation and bylaws; or, if not a corporation, a copy of any bylaws and other documents which set out the organizational structure and purposes of the organization;

(2) A copy of a nonprofit or charitable applicant's Internal Revenue Service tax exemption letter if one has been obtained;

(3) Details and copies of all lease or rental arrangements, whether oral or written, between the applicant and the owner of premises upon which the gambling activity will be conducted, if such premises are leased or rented;

(4) Details and copies of any and all franchise agreements or other agreements, whether written or oral, if any, between the applicant and distributors or manufacturers of equipment or between the applicant and any other person where those agreements relate to gambling activities or gambling equipment;

(5) The name, address, date of birth, and Social Security number of each paid employee or agent who will work in the activity for which the license is sought and a schedule of the proposed number of employees, job descriptions, and a proposed pay schedule;

(6) For each person listed below, a completed copy of the commission's form entitled "Personal information form":

(a) Each person who has a substantial interest in the applicant;

(b) Each person who is the chief executive officer, the chairman of a board, and the financial records officer of a corporation and/or bona fide nonprofit charitable organization;

(c) Each person who will serve in a supervisory capacity over those persons in the direct management or direct operation of the activity for which the license is sought;

(7) If any information required on the application, changes or becomes inaccurate in any way, the commission shall be notified prior to issuance of a license. Failure to notify the commission of any changes affecting an application may constitute grounds for suspension or revocation of all licenses.

(8) Sections (1), (2), and (6) shall not apply to applications by or on behalf of an incorporated city or town in the state of Washington.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-022, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-024 Certification procedure— Charitable and nonprofit organizations—Qualifications.**

To qualify for a gambling license, an organization must be a bona fide charitable or nonprofit organization as that term is defined in RCW 9.46.0209. A bona fide charitable or nonprofit organization must demonstrate in its initial application and in future annual certification reports, that progress has been made toward meeting its organizational purpose(s) as required by RCW 9.46.0209.

(1) The following bona fide charitable or nonprofit organizations are authorized to conduct gambling activities:

(a) Any organization duly existing under the provisions of chapters 24.12, 24.20, or 24.28 RCW.

(b) Organizations whether incorporated or not, which are organized and operating for one or more of the following purposes:

- (i) Charitable;
- (ii) Benevolent;
- (iii) Eleemosynary;
- (iv) Educational;
- (v) Civic;
- (vi) Patriotic;
- (vii) Political;
- (viii) Social;
- (ix) Fraternal;
- (x) Athletic; or
- (xi) Agricultural.

(c) Any agricultural fair authorized under the provisions of chapter 15.76 or 36.37 RCW.

(d) Any corporation which has been incorporated under Title 36 U.S.C. and whose principal purposes are to furnish volunteer aid to members of the Armed Forces of the United States and also to carry on a system of national and international relief and to apply the same in mitigating the suffering caused by pestilence, famine, fire, floods, and other national calamities and to devise and carry on measures for preventing the same.

(e) An incorporated city or town in the state of Washington.

(2) A branch or chapter of a parent organization, which parent organization is itself eligible for licensure, must demonstrate to the satisfaction of the commission that the branch or chapter was not established and is not and will not be organized and operated with the evasion of the limitations of state law or commission rule on the operation of gambling activities as one of its purposes. The branch or chapter must be organized and operating for one of the purposes set out in subparagraph (1) above and be otherwise qualified to obtain the license sought. The director may require an affidavit signed by the chief executive officers of the parent organization certifying that the branch or chapter is a bona fide subdivision of the parent organization.

(3) Each applicant shall be required to provide in its bylaws or, if incorporated, in its articles of incorporation, a statement of dissolution which requires that all assets of the

organization remaining upon dissolution after satisfying its debts be distributed to another bona fide nonprofit or charitable organization which has been granted IRS exemption, unless otherwise exempted from this requirement by the commission.

(4) An organization demonstrating an excessive accumulation of cash or other assets, not primarily related to its organizational purpose(s), may be deemed as being organized primarily for purposes of gambling and therefore ineligible for licensing pursuant to RCW 9.46.0209. For the purposes of this subsection, the following definitions apply:

(a) Organizational purpose(s) - one or more of the lawful purposes contained in RCW 9.46.0209 for which an organization is formed and operated;

(b) Excessive accumulation - amounts over and above the licensee's liabilities due within one year, plus all expenses of the organization for a six month period. This computation shall be based on the most current financial data on file;

(c) Cash - actual cash, demand deposits, certificates of deposit, money market funds, securities, or other liquid assets;

(d) Other assets not primarily related to the purpose of the organization - any assets which would not be normally associated with providing charitable or nonprofit services or for providing revenues necessary to conduct such activities.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-024, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-030 Commission may post public notice of license application on premises.** The commission may, at its discretion, place, or require to be conspicuously placed, a notice upon each premises upon which a gambling activity is to be conducted under a license for which application has been made. The notice shall advise the public that such license has been requested and that any comments persons wish to make concerning the license application, or the propriety of granting such a license to the applicant(s), or for those premises, may be made to the commission prior to a date certain.

The applicant(s) shall take all reasonable measures to insure that the notice remains posted thereafter until the last day set forth thereon for making comment and shall report to the commission forthwith if said notice has been removed prior to that date.

[Order 9, § 230-04-030, filed 12/19/73.]

**WAC 230-04-035 Certification procedure—Charitable and nonprofit organizations—Classification of purpose.** (1) Each organization requesting a license to conduct gambling shall be classified as either a "charitable organization" or a "nonprofit organization." The classification will be based upon an organization's primary purpose as set forth below:

(a) If an organization is classified as a "charitable organization," its primary purpose shall be charitable as defined in WAC 230-02-160.

(b) If an organization is classified as a "nonprofit organization," it will be assigned one or more of the purposes set forth in WAC 230-02-161 as its primary purpose(s).

For the purposes of this classification, the term primary purpose shall mean the lawful purpose to which a majority

of an organization's fiscal year income was spent or dedicated. If an organization did not use a majority of its income for any single purpose, the purpose to which the greatest percentage of its income was devoted shall be an organization's primary purpose.

(2) In determining an organization's primary purpose, the commission staff shall review the organization's declaration of purpose, reported achievements, and expenditures during the preceding twelve months.

(3) An organization may challenge its assigned purpose, by submitting to the director additional evidence supporting its choice. The director shall then issue a written decision as to the organization's primary purpose. The director's decision may be reviewed by the commission upon written request.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-035, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-040 Certification procedure—Charitable and nonprofit organizations—Additional information required.** (1) Any organization requesting a license to conduct bingo in Group I or any organization requesting a license to conduct nonbingo activities with annual gross gambling receipts of less than \$500,000 shall submit the information required in the annual certification report pursuant to WAC 230-08-122(1) as a condition of certification.

(2) Any organization requesting a license or license upgrade to conduct bingo in Group II or III, or to conduct any other gambling activity in excess of \$500,000 gross gambling receipts, shall submit the information required in the annual certification report pursuant to WAC 230-08-122 (1), (2), and, if applicable, (3) as a condition of certification.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-040, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-064 Certification procedure—All licenses—Formal commission approval.** (1) Charitable and nonprofit organizations - To ensure that only bona fide charitable or nonprofit organizations are granted the privilege of raising funds from authorized gambling activities, the commission shall annually certify the qualifications of each organization requesting a license to conduct such activities. As a part of this process, each organization shall affirmatively demonstrate that progress has been made in meeting its purpose(s) by submitting required information and answering such inquiries as deemed necessary by the commission. The certification process shall be completed as follows:

(a) All organizations requesting certification for a license to conduct bingo in Group I, or to conduct any other gambling activity, shall be reviewed by the commission staff and forwarded to the commission for review and certification.

(b) Any organization requesting certification or an upgrade for a license to conduct bingo in Group II shall be reviewed by the commission staff and a qualification summary shall be prepared and provided to the commission for review and certification. The commission may require additional information, or if warranted, call for a special review pursuant to WAC 230-12-060. In the event additional information or a special review is required, a temporary

or conditional license shall be issued pending completion of the review process;

(c) Any organization requesting certification or an upgrade for a license to conduct bingo in Group III shall complete a formal review as a condition of initial certification and annually thereafter: *Provided*, That an organization shall be exempted from this requirement if a formal review has been completed within the last two years. If exempted, the procedures in subparagraph (b) above shall apply. The formal review shall be at a scheduled open meeting of the commission and, when possible, held in the general area which encompasses the organization's service area. The review will cover the organization's most recent annual certification and financial report as required by WAC 230-08-122: *Provided*, if an organization desires to submit additional information, it must submit that information at least twenty days prior to the date of its scheduled review. The organization must be represented by at least a majority of its board of directors, its chief executive officer, and the primary bingo manager. *Provided*, the majority requirement may be waived for good cause shown. Good cause includes economic hardship due to geographic proximity, or other factors outside a board member's control that would limit the ability to attend. The organization may solicit testimony from clients, local social and welfare providing agencies, other public agencies, and other charitable or nonprofit organizations. The commission may solicit information from the public or any other interested parties and shall notify local law enforcement agencies of the time and location of the review. The formal review will include a thirty minute session for the organization to brief the commission on the progress made during its previous fiscal year in achieving its purposes, including the extent to which bingo income was used for charitable as opposed to nonprofit services and planned uses for any bingo income remaining from the previous fiscal year.

At the conclusion of the formal review, the commission will either formally certify the organization as qualified to be licensed, or require additional information for further review. If warranted, the commission may call for a special review. If the commission requires additional information, or calls for a special review, a temporary or conditional license will be issued pending completion of the review process.

(2) Commercial, individual and all other licensees - After the staff has completed its review of a new application or a request for a recertification, the commission shall certify at a public meeting that each applicant is qualified to be licensed.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-064, filed 4/18/89, effective 7/1/89.]

**WAC 230-04-065 Certification procedure—Bona fide charitable and nonprofit organizations—Lower volume—Simplified application.** (1) The director may prepare a simplified license application form for at least the following activities:

- (a) Fund raising events (All classes);
- (b) Bingo (Classes A, B, and C);
- (c) Raffles (Classes A, B, C, and D); and
- (d) Amusement games (Classes A, B, C, and D); and
- (e) Card games (Classes C and D).

(2) The simplified application form shall follow the same procedure as required by WAC 230-04-020.

(3) At the minimum, the following information and documents shall be submitted with the application:

(a) Copy of a corporate applicant's articles of incorporation and bylaws or, if not incorporated, a copy of any bylaws and other documents which set out the organizational structure and purposes for which a noncorporate organization applicant was formed and operates. If the above documents are not available, an affidavit of the chief officer or responsible person with the organization setting out the purpose for which the organization exists and operates;

(b) A copy of the tax exemption letter from the United States Internal Revenue Service or information as to whether such exemption has been applied for and denied;

(c) The name, address and date of birth of each employee who will participate in the operation of, and of each person who will participate in the management of, the activity for which the license is sought;

(d) The name, address and date of birth of each person who has any interest in the gambling activity for which the license is sought, the building within or premises upon which the activity will occur or the equipment to be used for such gambling activity;

(4) Refer to WAC 230-20-400 for certain other exemptions subsequent to issuance of license(s). These exemptions and those referred to in WAC 230-08-015, do not apply to fund raising events.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-065, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-04-065, filed 6/14/88. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-065, filed 6/15/84. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-04-065, filed 3/2/83. Statutory Authority: RCW 9.46.070(7). 82-15-009 (Order 124), § 230-04-065, filed 7/9/82; Order 53, § 230-04-065, filed 5/25/76; Order 42, § 230-04-065, filed 9/18/75; Order 29, § 230-04-065, filed 1/23/75; Order 23, § 230-04-065, filed 9/23/74; Order 14, § 230-04-065, filed 3/27/74.]

**WAC 230-04-070 Activities not to be conducted without a license or permit.** No activity for which a license or permit from the commission is required under chapter 9.46 RCW or commission rule shall be conducted or performed, or allowed to be conducted, played or performed, on any premises unless the operator of, or person conducting or performing, the activity first obtains the appropriate license or permit from the commission.

[Statutory Authority: RCW 9.46.070(13). 79-05-026 (Order 89), § 230-04-070, filed 4/18/79; Statutory Authority: RCW 9.46.070(13). 78-06-066 (Order 85), § 230-04-070, filed 5/25/78; Order 51, § 230-04-070, filed 4/30/76; Order 23, § 230-04-070, filed 9/23/74.]

**WAC 230-04-075 No license required for certain bingo, raffles, and amusement games.** Bona fide charitable or bona fide nonprofit organizations organized primarily for purposes other than the conduct of gambling activities, are hereby authorized to conduct the following gambling activities without obtaining a license to do so from the commission:

- (1) Raffles when:

(a) Held in accordance with all other requirements of chapter 9.46 RCW, other applicable laws, and rules of the commission; and

(b) Gross revenues from all such raffles held by the organization during the calendar year do not exceed \$5000; and

(c) Tickets to such raffles are sold only to, and winners are determined only from among, the regular members of the organization conducting the raffle: *Provided*, That the term members for this purpose shall mean only those persons who have become members prior to the commencement of the raffle and whose qualification for membership was not dependent upon, or in any way related to, the purchase of a ticket, or tickets, for such raffles; and

(2) Bingo, raffles, and amusement games when:

(a) Such activities are held in accordance with all other requirements of chapter 9.46 RCW as now or hereafter amended, other applicable laws, and rules of the commission; and

(b) Said activities are, alone or in any combination, conducted no more than twice each calendar year and over a period of no more than twelve consecutive days each time, notwithstanding the limitations of RCW 9.46.020(2) as now or hereafter amended: *Provided*, That a raffle conducted under this subsection may be conducted for a period longer than twelve days; and

(c) Only bona fide members of that organization, who are not paid for such services, participate in the management or operation of the activities; and

(d) Gross revenue to the organization from all the activities together does not exceed five thousand dollars during any calendar year; and

(e) All revenue therefrom, after deducting the cost of prizes and other expenses of the activity, is devoted solely to the purposes for which the organization qualifies as a bona fide charitable or nonprofit organization; and

(f) The organization gives notice at least five days in advance of the conduct of any of the activities to the local policy agency of the jurisdiction within which the activities are to be conducted of the organization's intent to conduct the activities, the location of the activities, and the date or dates they will be conducted; and

(g) The organization conducting the activities maintains records for a period of one year from the date of the event which accurately show at a minimum the gross revenue from each activity, details of the expenses of conducting the activities, and details of the uses to which the gross revenue therefrom is put.

(3) An organization may exceed the separate limits set forth in (1) and (2) above only if it first obtains a license to conduct the appropriate gambling activity from the commission, with the classification and fee to be computed, including but not limited to, all income from the activity or activities already conducted during that calendar year. The duration of the license issued shall be one year from the date of the first gross receipts received for the particular activity during the calendar year.

[Statutory Authority: RCW 9.46.030 (2), (3) and 9.46.070 (11), (14). 83-19-024 (Order 136), § 230-04-075, filed 9/13/83; Order 23, § 230-04-075, filed 9/23/74.]

**WAC 230-04-080 Certain activities to be operated as a commercial stimulant only.** Punchboards and pull tabs, or public card rooms, licensed for use as a commercial stimulant shall not be operated other than as a commercial stimulant.

[Order 23, § 230-04-080, filed 9/23/74.]

**WAC 230-04-110 Licensing of manufacturers.** (1) A manufacturer shall obtain a license from the commission prior to manufacturing, selling or supplying to any person(s) within this state, or for use within this state, one or more of the following devices:

(a) Punchboards;

(b) Pull tabs; and

(c) Devices for the dispensing of pull tabs.

(2) The applicant shall include upon the application form supplied by the commission, the following information, as well as all other information and materials which are elsewhere required under these rules:

(a) The name and address of the applicant;

(b) The name and address of each of its separate locations manufacturing such devices;

(c) The name and home address of all owners of the manufacturing business if the business is not a corporation. If the business is a corporation, the name and address of each of the officers and each of the directors of the corporation and of each stockholder owning ten percent or more of any class of stock in the corporation;

(d) A full description of each separate type of punchboard, pull tab, or device for the dispensing of pull tabs which the applicant seeks to manufacture or to market in this state; and

(e) The brand name under which each device is sold;

(3) If the applicant is a foreign manufacturer, then the full name, business and home address of the agent who is a resident of this state designated pursuant to WAC 230-12-300;

(4) A list of all distributors of such devices, punchboards or pull tabs, and of all businesses or organizations located within the state of Washington in which the licensee has some financial interest and the details of that financial interest. For the purpose of this subsection, the term financial interest shall include, among all other interests, indebtedness from the licensee to the other person, or vice versa, in excess of five hundred dollars.

(5) The applicant shall notify the commission within thirty days of any change in the information submitted on or with the application form. The applicant shall comply with all applicable laws of the United States and the state of Washington and all applicable rules of this commission.

[Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-04-110, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-04-110, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (4) and (6). 79-07-019 (Order 90), § 230-04-110, filed 6/14/79; Order 12, § 230-04-110, filed 2/14/74; Order 9, § 230-04-110, filed 12/19/73 at 1:26 p.m.; Order 5, § 230-04-110, filed 12/19/73 at 1:25 p.m.]

**WAC 230-04-120 Licensing of distributors.** (1) Prior to selling or supplying to any person within the state of Washington or for use within the state of Washington, a

distributor shall first obtain a license from the commission for one or more of the following separate licensed activities:

- (a) Punchboards;
- (b) Pull tabs;
- (c) Devices for the dispensing of pull tabs; and
- (d) Any gambling equipment or paraphernalia for use in connection with licensed fund raising events, or recreational gaming activity.

(2) The applicant shall include upon the application form supplied by the commission, the following information, as well as all other information and materials required elsewhere in these rules:

- (a) The full name and address of the applicant;
- (b) The business name and address of each of the separate locations operated by the distributor;
- (c) The name and home address of all owners if the business is not a corporation. If the business is a corporation, the name and address of each of the officers, each director, and each stockholder having ten percent or more of the shares of any class of stock in the corporation;
- (d) A full description of each type of punchboard, pull tab, or device for the dispensing of pull tabs that the distributor intends to market in this state or for use in this state;

(3) For each such device, the brand name under which it will be sold;

(4) If the applicant is a distributor located out of state, then the name, business and home address of the agent who is a resident of this state designated by the applicant pursuant to WAC 230-12-300;

(5) A list of all manufacturers of such devices and all businesses or organizations located in the state of Washington in which the applicant has some financial interest. For the purposes of this subsection, the term financial interest shall include, among all other interests, an indebtedness from the other person to the applicant, or vice versa, in excess of five hundred dollars.

[Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-04-120, filed 9/18/91, effective 10/19/91. Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-04-120, filed 7/17/91, effective 8/17/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-04-120, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310. 85-01-065 (Order 145), § 230-04-120, filed 12/18/84; Order 80, § 230-04-120, filed 12/28/77; Order 23, § 230-04-120, filed 9/23/74; Order 14, § 230-04-120, filed 3/27/74; Order 5, § 230-04-120, filed 12/19/73.]

**WAC 230-04-124 Licensing of manufacturers and distributors representatives.** (1) Prior to selling or supplying to any person gambling equipment or gambling paraphernalia for use in connection with licensed gambling activities, a representative or agent of a licensed manufacturer or distributor shall first obtain a license from the commission.

(2) A sole owner, partner, major officer and/or owner of a substantial interest in a corporation licensed as a manufacturer or distributor shall not be required to be additionally licensed as a representative to engage in the selling or supplying of the manufacturer's or distributor's products or services. Office, clerical or warehouse personnel employed by the manufacturer or distributor who have contact with the public and potential customers occasionally and only by telephone or at the manufacturer's or distributor's own

premises when working under the immediate and direct supervision of the owner, a partner, or major officer of a corporation, shall also be exempt from this licensing requirement. A manager or supervisor who is not a sole owner, partner or a major officer or owner of a substantial interest in a licensed manufacturer or distributor and whose duties and responsibilities include the supervision of selling, supplying and/or the promotion of the manufacturer's or distributor's products shall be licensed as required by this rule prior to performing such functions. A manufacturer or distributor shall not allow an unlicensed person to represent them in such transactions and shall take all measures necessary to prevent an unlicensed person from doing so.

(3) On or before the first day he or she actually performs work as a representative, a person shall submit a complete application for a license to the commission. The application shall not be deemed complete until all questions on the application form and attachments are fully and truthfully answered and the form, with all attachments and the required fee, has been delivered to the commission office during regular business hours (or actually deposited in the United States mail properly addressed to the commission).

(4) The manufacturer or distributor for which the representative will work shall sign the application of each such representative acknowledging that the applicant will be representing them with their full knowledge and consent.

(5) In addition to the above requirements, an applicant applying for a license as a distributor's representative shall:

- (a) Complete a training course provided by the commission within 30 days after the first day worked; and
- (b) Represent only one licensed distributor at a time and shall not represent a manufacturer: Provided, that this rule shall not bar the distributor's representative from representing his own distributor who is also licensed as a manufacturer.

[Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-04-124, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-04-124, filed 11/27/89, effective 12/28/89.]

**WAC 230-04-125 Distributor's representative license may be reissued when changing distributors.** In the event that a licensed distributor's representative ceases to represent the distributor under whom his license was granted, the license shall be automatically suspended and he shall return it to the commission forthwith: *Provided*, That if such person is employed to represent a different distributor within the term otherwise remaining under the license, he may apply to the commission to have his license reissued as a representative of that distributor for such remaining term. The fee for this transfer shall be as required by WAC 230-04-201. The distributor which the distributor's representative seeks to represent shall sign the application for transfer acknowledging that the applicant for transfer will be representing the distributor with the distributor's knowledge and consent.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-125, filed 6/15/84; Order 14, § 230-04-125, filed 3/27/74; Order 9, § 230-04-125, filed 12/19/73.]

**WAC 230-04-135 Commercial amusement games—License required.** (1) Prior to operating, renting, leasing,

or otherwise sharing in the proceeds of amusement games at any location, commercial amusement game operators shall first obtain a license from the commission.

(a) Class A commercial amusement game licensees may operate amusement games at a single permanent location or allow a class B and above licensee to operate amusement games at their business premises.

(b) Class B and above commercial amusement game licensees may locate and operate amusement game at any location authorized by WAC 230-04-138 or rent, lease, or sell amusement devices or amusement game equipment on a time basis to any licensed amusement game operator.

(2) In addition to the requirements for certification as set out in WAC 230-04-020 and all other sections of this title, applicants must provide the following additional information for each operating locations:

(a) All locations:

(i) A list of all locations and time and dates at which the activity will be operated;

(ii) When operated at a location not owned, rented, or leased by the applicant, written permission from the person, organization, county, city or town, or an authorized agent thereof, to locate and operate amusement games at that location;

(iii) A personal information form for all "adult supervisors," as required by WAC 230-20-680(2); and

(iv) A copy of any rental/lease agreement which allows operation of commercial amusement games at any location not owned or otherwise controlled by a licensee. The document must disclose full details of the rental/lease agreement, including any revenue sharing provisions, all costs to be shared, and any restrictions regarding the number of amusement games to be operated.

(v) Copies of any contract related to rental, lease, or purchase agreement of amusement game equipment.

(b) Permanent locations. In addition to the information required by subsection (2)(a) above, all applicants requesting to operate amusement games at locations authorized by WAC 230-04-138 (1)(f), (g), (h), (i), or (j) must provide details necessary to determine qualification of the location for operation of the activity and include the following minimum details:

(i) Amusement parks, as authorized by WAC 230-04-138 (1)(f): The number of mechanical or aquatic rides, theatrical productions, motion pictures, and slide show presentations available for the public;

(ii) Regional shopping center, as authorized by WAC 230-04-138 (1)(g): The size of the shopping center, in gross square feet not including parking areas.

(iii) Taverns and restaurant with cocktail lounges, as authorized by WAC 230-04-138 (1)(h): Washington state liquor control board license number and expiration date, and a statement of whether minors are prohibited from all portions of the premises;

(iv) Movie theaters, bowling alleys, miniature golf course facilities, skating facilities, and amusement centers, as authorized by WAC 230-04-138 (1)(i): A complete description of the business activities conducted; and if an amusement center, the number of amusement devices and income derived from such devices and all other business activities conducted by the licensee during the last 12 months; and

(v) Family entertainment restaurants, as authorized by WAC 230-04-138 (1)(j): The number of amusement devices, theatrical productions, mechanical rides, motion pictures, and slide show presentation available for customers on a daily basis; and the amount of gross income generated from the entire business and that portion of gross income generated from food service for on-premises consumption.

(c) Limited duration locations. In addition to the information required by subsection (2)(a) above, all applicants requesting to operate commercial amusement games must receive written permission from the sponsor of any activity authorized by WAC 230-04-138 sub-section (1)(a), (d), or (e) and submit an itinerary that includes planned operating dates for all locations at which the applicant plans operations during the year. This itinerary must be updated any time the dates of operation change.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-04-135, filed 10/15/91, effective 11/15/91.]

**WAC 230-04-138 Commercial amusement games—Authorized locations.** (1) Amusement games may only be conducted by commercial amusement game licensees when operated as a part of, and/or upon the site of:

(a) Any agricultural fair as authorized under chapter 15.76 or 36.37 RCW; or

(b) A civic center of a county, city or town; or

(c) A world's fair or similar exposition which is approved by the Bureau of International Expositions at Paris, France; or

(d) A community-wide civic festival held not more than once annually and sponsored or approved by the city, town, or county in which it is held; or

(e) A commercial exposition organized and sponsored by an organization or association representing the retail sales and service operators conducting business in a shopping center or other commercial area developed and operating for retail sales and service, but only upon a parking lot or similar area located in said shopping center or commercial area for a period of no more than 17 consecutive days by any licensee during any calendar year; or

(f) An amusement park. An amusement park is a group of activities, at a permanent location, to which people go to be entertained through a combination of various mechanical or aquatic rides, theatrical productions, motion picture and/or slide show presentation with food and drink service. The amusement park must include at least five different mechanical or aquatic rides, three additional activities and the gross receipts must be primarily from these amusement activities; or

(g) Within a regional shopping center. A regional shopping center is a shopping center developed and operated for retail sales and service by retail sales and service operators and consisting of more than six hundred thousand gross square feet not including parking areas. Amusement games conducted as a part of, and upon the site of, a regional shopping center shall not be subject to the prohibition on leases of premises based on a percentage of gambling receipts set forth in RCW 9.46.120; or

(h) Any location that possesses a valid license from the Washington state liquor control board and prohibits minors on their premises; or



(i) Movie theaters, bowling alleys, miniature golf course facilities, skating facilities, and amusement centers. For the purposes of this section an amusement center shall be defined as a permanent location whose primary source of income is from the operation of 10 or more amusement devices; or

(j) Any business whose primary activity is to provide food service for on premises consumption and who offers family entertainment which includes at least three of the following activities: amusement devices; theatrical productions; mechanical rides; motion pictures; and slide show presentations; or

(k) Within a grocery store. A grocery store is any retail store selling a line of dry grocery, canned goods, or nonfood items plus some perishable items consisting of more than twelve thousand gross square feet not including the parking areas.

(2) No amusement games may be conducted in any location except in conformance with local zoning, fire, health, and similar regulations.

(3) No amusement games may be conducted in any location(s) without first having obtained written permission to do so from the person or organization owning the premises or property where the activity will be operated. If the games are conducted as a part of or in conjunction with any of the activities set out in subsections (1)(a), (b), (c), (d), or (e), written permission must be obtained from the person or organization sponsoring the activity.

(4) All rental agreements relating to use of a premises or site to conduct amusement games must be submitted to the commission as a part of the application.

(5) Any operator licensed to conduct Class B or above amusement games may enter into a contract with the business owner of any of the locations set out in subsections (1)(f), (g), (h), (i), or (j) above to locate and operate amusement games upon their premises if the business is licensed to conduct amusement games. All such contracts must be written and specific in terms, setting out the time of the contract, amount of rent or consideration, rent due dates, and all expenses to be borne by each party. All contracts regarding the operation of amusement games must be on file with the commission prior to location and operation of the activity. Violations of terms of the contract by an amusement game operator may be grounds for suspension or revocation of their license.

[Statutory Authority: RCW 9.46.070, 93-01-013 § 230-04-138, filed 12/4/92, effective 1/4/93. Statutory Authority: RCW 9.46.070 and 9.46.0331, 91-19-093 (Order 227), § 230-04-138, filed 9/18/91, effective 10/19/91.]

**WAC 230-04-140 Licensing of public card room employees.** (1) No person shall act as a public card room employee unless he or she has either received a license to do so from the commission or, if:

(a) The commission has not previously revoked a license or denied an application by that person for such a license; and

(b) He or she has properly applied for such license. If there has been such a previous denial or revocation, or if the applicant has been convicted of, or forfeited bond upon a charge of, or pleaded guilty to certain offenses set forth in RCW 9.46.158, that person shall not act as a public card

room employee unless he or she has been issued a license by the commission.

(2) On or before the first day he or she actually performs work as a public card room employee, a person shall submit an application for a license to the commission. Such application shall not be deemed complete and properly submitted for the purposes of this rule unless and until all questions on the commission's application form and attachments are fully and truthfully answered and the form, with all attachments, together with the required fee, has been delivered to the commission office during regular business hours (or actually deposited in the United States mail properly addressed to the commission): Provided, That the requirements of this section shall not apply to persons employed in a public card room operating under a Class B or Class D license only. In addition, the applicant must complete a training course as provided by the commission within 30 days after the first day worked.

(3) A sole owner, partner, major officer and/or owner of a substantial interest in a corporation licensed to operate a public card room shall not be required to be additionally licensed as a public card room employee to perform duties in connection with the card room. Except as provided in this section, an operator of a public card room shall not employ any unlicensed person to perform duties for which a license is required in or in connection with a public card room, and shall take all measures necessary to prevent an unlicensed person from doing so.

(4) The operator of a public card room or partner or officer of the entity operating the card room for which the applicant will work shall sign the application of each such public card room employee acknowledging that the applicant will be working for that operator with the operator's knowledge and consent.

[Statutory Authority: Chapter 9.46 RCW, 87-09-043 (Order 167), § 230-04-140, filed 4/14/87. Statutory Authority: RCW 9.46.070 (1), (7), (11), (14), and (17), 83-21-073 (Order 137), § 230-04-140, filed 10/18/83. Statutory Authority: RCW 9.46.070(16), 80-03-059 (Order 98), § 230-04-140, filed 2/25/80; 79-09-029 (Order 91), § 230-04-140, filed 8/14/79; 78-08-055 (Order 86), § 230-04-140, filed 7/20/78, effective 9/1/78; 78-06-066 (Order 85), § 230-04-140, filed 5/25/78, effective 9/1/78.]

**WAC 230-04-142 Notification to the commission upon beginning, terminating, or changing employment—Public card room employees.** A licensed public card room operator shall notify the commission in writing when a card room employee has begun work in the card room or has terminated employment for any reason.

The notification shall include the full name, sex and birthdate of the employee, and among other things, the date the employee began to work for the card room operator, with an acknowledgement that he or she has done so with the operator's knowledge and consent, or the date employment terminated. The report shall be made immediately and must reach the commission's Olympia office not later than 5 p.m. on the tenth day following the employee's first day of work or last day of work, as applicable. If the tenth day falls on a Saturday, Sunday or state holiday, it shall be due upon the next following business day.

This rule shall not apply to persons operating a public card room under a Class B or Class D license only.



[Statutory Authority: RCW 9.46.070(7), 79-09-029 (Order 91), § 230-04-142, filed 8/14/79.]

**WAC 230-04-145 Licensing of managers of bingo games.** (1) No person shall perform the duties of a bingo game manager as defined by WAC 230-02-418 for a Class D and above bingo licensee unless they have:

(a) Received a license to do so from the commission; or  
 (b) Submitted a completed application to the commission on or before the first day the applicant begins working: Provided, That section (1)(b) above shall not apply if one or more of the following reasons exist:

(i) The applicant's present or past license has been previously denied, suspended, or revoked by the commission; or

(ii) The applicant is presently involved with pending commission charges or criminal prosecution; or

(iii) The applicant has been convicted of, or forfeited bond upon a charge of, or pleaded guilty to certain offenses set forth in RCW 9.46.158; or

(iv) The applicant has violated, failed, or refused to comply with provisions, requirements, conditions, limitations or duties imposed by chapter 9.46 RCW or any rules of the commission.

(c) Completed a training course as provided by the commission within 30 days after the first day worked.

(2) Each application shall be submitted as specified in WAC 230-04-020, and signed by both the applicant and the highest ranking executive officer of the employing bingo licensee. The duration of the license shall be:

(a) One year from the date of application, if the applicant began working the same day or prior to licensure as authorized by section (1)(b) above; or

(b) One year from the date of issuance, if the applicant waited for licensure as required by section (1)(b)(i-iv) above; or

(c) Upon termination of employment with the organization listed on the license application, for any reason, the license shall expire and the licensee must reapply for licensure.

(3) The fee for this license shall be as required by WAC 230-04-201: Provided, That if an applicant is changing employment from one bingo licensee to another prior to the expiration date as specified in (2)(a) and (b) above, the fee shall be as required for license renewal.

[Statutory Authority: Chapter 9.46 RCW. 87-15-052 (Order 169), § 230-04-145, filed 7/14/87; 87-09-043 (Order 167), § 230-04-145, filed 4/14/87; 87-07-038 (Order 165), § 230-04-145, filed 3/16/87. Statutory Authority: RCW 9.46.070 (1), (7), (11), (14), and (17). 83-21-073 (Order 137), § 230-04-145, filed 10/18/83. Statutory Authority: RCW 9.46.070(17). 81-21-032 (Order 113), § 230-04-145, filed 10/15/81.]

**WAC 230-04-147 Notification to the commission upon beginning, terminating or changing responsibilities as bingo game managers.** A licensed bingo game operator shall notify the commission in writing when a bingo game manager has begun work in the bingo game operation or has terminated employment and/or responsibilities for any reason.

The notification shall include the full name, sex, and birthdate of the bingo game manager, and among other things, the date the bingo game manager began to work for

the bingo game operator, with an acknowledgment that he or she has done so with the operator's knowledge and consent, or the date employment and/or responsibilities terminated. The report shall be made immediately and must reach the commission's Olympia office not later than 5 p.m. on the tenth day following the person's first day of work or last day of work, as applicable. If the tenth day falls on a Saturday, Sunday, or state holiday, it shall be due upon the next following business day.

[Statutory Authority: RCW 9.46.070(14), 81-21-032 (Order 113), § 230-04-147, filed 10/15/81.]

**WAC 230-04-151 Supplemental information.** In addition to the application form the applicant or licensee shall submit any supplemental information requested by the commission to the commission within thirty days following the date of issuance of the request or within such other time as the commission may direct. Failure to timely submit any of the requested supplemental information to the commission shall be grounds for denial of the license sought, and for revocation of any licenses held.

[Order 12, § 230-04-151, filed 2/14/74.]

**WAC 230-04-170 Applicants—Qualifications.** Where a married person is an applicant for, or holder of a license, the spouse of such applicant, if the parties are maintaining a marital community, shall be required to have the same qualifications as the applicant.

This rule shall not apply with respect to licenses required for employees of an operator licensed to conduct activities authorized by RCW 9.46.030.

[Statutory Authority: RCW 9.46.070(13), 78-06-066 (Order 85), § 230-04-170, filed 5/25/78; Order 5, § 230-04-170, filed 12/19/73.]

**WAC 230-04-175 License does not grant vested right.** The issuance of any license by the commission shall not be construed as granting a vested right in any of the privileges so conferred.

[Order 25, § 230-04-175, filed 10/23/74; Order 12, § 230-04-175, filed 2/14/74; Order 5, § 230-04-175, filed 12/19/73.]

**WAC 230-04-180 Fingerprinting and background checks.** The commission may require as a condition precedent to the issuance of any license or any permit, fingerprinting and background checks on any person seeking a license or for whom a permit is sought, or employees thereof, of any person holding an interest in any gambling activity, building or equipment to be used therefor, or of any person participating as an employee in the operation of any gambling activity. Such fingerprints as are required by the commission may be submitted to the identification division of the federal bureau of investigation and to the Washington state bureau of criminal identification in order that these agencies may search their records for prior arrests and convictions of the individuals fingerprinted.

The applicant, or the person for whom a permit is requested, shall give full cooperation to the commission and shall assist the commission in all aspects of its investigation.

[Order 5, § 230-04-180, filed 12/19/73.]

**WAC 230-04-187 Recreational gaming activity—Permit required.** Any organization wanting to conduct a recreational gaming activity must complete the appropriate form and secure a recreational gaming permit from the commission at least fourteen days prior to commencement. The fee for such activity shall be fifty dollars per activity.

[Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-04-187, filed 7/17/91, effective 8/17/91.]

**WAC 230-04-190 Issuance of license. (1) Charitable and nonprofit organizations and agricultural fairs.** The commission may issue a license to qualified bona fide charitable or nonprofit organizations or to qualified agricultural fairs to operate each of the following activities upon a specified location:

- (a) Bingo;
- (b) Raffles;
- (c) Amusement games;
- (d) Punchboards and pull tabs; and
- (e) Social cards.

**(2) Fund raising event as defined in RCW 9.46.0233.**

The commission may issue a license to a bona fide charitable or bona fide nonprofit organization defined in RCW 9.46.0209, other than any agricultural fair defined therein, to conduct fund raising events.

**(3) Commercial location amusement game license.**

The commission may issue a separate license to commercial business operators of amusement games at one or more of the locations listed in WAC 230-04-138.

**(4) Commercial stimulant card games.** The commission may issue a license to persons operating a business primarily engaged in the selling of items of food or drink for consumption on the premises to allow a specified portion of a specified premises to be used by persons to play authorized card games.

**(5) Public card room employee.** The commission may issue a license to a person to perform duties in a public card room.

**(6) Commercial stimulant punchboards and pull tabs.** The commission may issue a license to a person operating a business primarily engaged in the selling of items of food or drink for consumption on the premises to operate punchboards and pull tabs upon specified premises.

**(7) Manufacturers and distributors of gambling equipment and paraphernalia.** The commission may issue a separate or combination license to the following:

- (a) Manufacturers of punchboards, pull tabs, and devices for the dispensing of pull tabs; and
- (b) Distributors of punchboards, pull tabs, devices for the dispensing of pull tabs, any gambling equipment or paraphernalia for use in connection with licensed fund raising events.

**(8) Representatives of manufacturers or distributors.** The commission may issue a separate license to a representative of a manufacturer or distributor to engage in the sale and distribution of gambling equipment and paraphernalia.

**(9) Recreational gaming activity permit.** The commission may issue a permit to an organization that has been in existence for at least six months to conduct a recreational gaming activity as defined by WAC 230-02-505.

**(10) License expiration.** Each such license shall be valid for one year from the date that it is issued: Provided, That:

(a) All annual licenses for punchboard and pull tab and Class D and above bingo shall be issued with an expiration date adjusted to expire on March 31, June 30, September 30, or December 31. Punchboard and pull tab licenses shall expire on the above date that is closest to the license issuance date and does not exceed one year. Class D and above bingo licenses shall expire on the above date that is closest to licensee's fiscal year end plus at least six months. All other applicants or licensees may request specific license expiration dates to correspond with the above dates. Whenever license expiration dates are adjusted under this provision, the required fee shall be prorated by the commission. The prorated fees shall be computed on a monthly basis (i.e., one-twelfth of the annual payment per month) and subtracted from the regular annual fee. A prorated fee will be based on the number of whole months remaining upon approval of a license. For the purposes of this proration, any part of a month in which the activity is licensed shall be deemed to be a whole month when computing an annual fee. Any difference between the required fee which exceeds twenty dollars, shall be refunded to the applicant.

(b) Licenses issued to conduct any authorized activity in connection with and upon the site of a qualified agricultural fair, qualified community-wide civic festival, qualified world's fair, or qualified civic center shall be valid only for the duration of the fair or festival, or, in the case of an activity at a civic center, for the seasons during which the civic center is operating and open to the public. In no event shall such license exceed one calendar year.

(c) Notwithstanding the provisions of (a) of this subsection, a license issued to conduct a raffle in connection with a qualified agricultural fair, qualified community-wide civic festival or qualified world's fair shall be in effect from the date the license was issued through the conclusion of the fair or festival.

(d) A license issued to conduct a card tournament shall be valid only for the duration of the tournament, but in no event shall exceed ten consecutive days.

(e) A license issued to conduct a fund raising event shall be valid for one year from the date issued but the event (or events) permitted under the license shall be held only at the place and time set forth in the application or otherwise approved by the commission. The number of events permitted under the license in any calendar year is subject to the limitations set out in RCW 9.46.0233 defining a fund raising event.

(f) A license issued to an individual shall be valid for a period of one year from the date of employment or issuance, whichever occurs first: Provided, a bingo game manager license shall expire as set out in WAC 230-04-145.

(g) If any licensee fails to submit a properly completed application and all applicable fees prior to the normal expiration date, the license shall expire and the operation of the applicable activity must immediately cease. When a license expires, a new application must then be submitted and a pre-licensing evaluation/investigation to the extent deemed necessary by the director will be completed prior to granting a license: Provided, that if a properly completed renewal application and fees are received within the fourteen

(14) day period following the expiration date, the commission may reinstate the license using normal renewal procedures. Reinstating a license under this provision does not, in any case, grant authority to operate the activity during the period between the normal expiration date and the date of reinstatement.

(h) Licenses approved under the six month payment plan shall be issued with an expiration date of six months from the license approval date or the original license expiration date, whichever is applicable. Upon receipt and validation of the second half payment, a licensee may be granted a second license for an additional six month period. Second half payments must be received by the commission on or before the due date. If the licensee fails to submit the second half of the fee payment(s) as established by WAC 230-04-201 prior to the expiration date, the license shall expire.

(11) **Conditions of license issuance.** All activities so licensed are licensed subject to compliance with all of the applicable provisions of chapter 9.46 RCW, including any amendments thereto, all applicable rules and regulations passed by the commission, all other applicable laws of the United States, the state of Washington and all political subdivisions of the state of Washington which include but are not limited to the following:

- (a) Business licenses or permits;
- (b) Health certificates;
- (c) Fire inspections;
- (d) Use and occupancy permit; and
- (e) Liquor license or permit.

[Statutory Authority: RCW 9.46.0331. 91-22-029 (Order 229), § 230-04-190, filed 10/29/91, effective 11/29/91. Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-04-190, filed 7/17/91, effective 8/17/91. Statutory Authority: Chapter 34.05 RCW. 90-03-064 (Order 203), § 230-04-190, filed 1/18/90, effective 2/18/90. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-04-190, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-04-190, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-04-190, filed 6/14/88. Statutory Authority: RCW 9.46.070 (1), (2), (3), (4) and (14). 87-21-015 (Order 172), § 230-04-190, filed 10/9/87. Statutory Authority: RCW 9.46.020(23). 81-03-045 (Order 105), § 230-04-190, filed 1/16/81. Statutory Authority: RCW 9.46.070(16). 78-06-066 (Order 85), § 230-04-190, filed 5/25/78. Statutory Authority: RCW 9.46.070(10). 78-05-043 (Order 84), § 230-04-190, filed 4/21/78; Order 78, § 230-04-190, filed 11/17/77; Order 51, § 230-04-190, filed 4/30/76; Order 42, § 230-04-190, filed 9/18/75; Order 23, § 230-04-190, filed 9/23/74; Order 5, § 230-04-190, filed 12/19/73.]

**WAC 230-04-191 Permits required for persons conducting bingo at agricultural fairs.** Before bingo is conducted at an agricultural fair, by a person or persons other than members of the licensee, or employees or volunteers working solely for the licensee, the licensee shall obtain, in addition to its own license, the approval of the commission of, and a permit from the commission for, each such person to operate said games.

Permits shall be applied for by the licensee by fully completing and returning to the commission its application form entitled "application for permit to conduct activity at agricultural fair," together with the fee required for each permit. The licensee is responsible for the operation of each activity conducted under the authority of its license and any

violation by any one of the operators of the licensed activities within the fair or any of the provisions of chapter 9.46 RCW, or any amendments thereto, or of the rules of the commission, shall be grounds for the suspension or revocation of both the license and any permits issued thereunder.

No activity for which a license is required shall be conducted other than by the licensee, its members or employees or volunteers working solely for the licensee without the required permit having been first obtained and being prominently displayed as required elsewhere in these rules.

Permits issued by the commission under this rule shall be for the duration of the fair but in no event shall exceed one calendar year.

[Order 53, § 230-04-191, filed 5/25/76; Order 23, § 230-04-191, filed 9/23/74.]

**WAC 230-04-192 Person to hold one bingo license and one amusement game license at a time.** No licensee shall hold more than one license to conduct bingo, nor more than one license to conduct amusement games. Each such license shall authorize the conduct of the activity only upon the premises shown on the license.

[Order 9, § 230-04-192, filed 12/19/73.]

**WAC 230-04-193 Persons may obtain an annual permit to conduct bingo at agricultural fairs only.** (1) An operator of bingo games may apply to the commission for a permit approving that operator to conduct bingo games at licensed agricultural fairs only. Such a permit shall be valid only when such games are conducted under an agreement with a fair holding a bingo license from the commission.

(2) It shall not be necessary for a licensed fair to obtain a permit on behalf of an operator under WAC 230-04-191 when the operator possesses a permit including the applicable event and location which has been obtained under this rule. However, the management of each agricultural fair licensee shall not be relieved from full and concurrent responsibility for the fair and lawful operation of bingo conducted under the authority of its license and any violation by any one of the permittees of any of the provisions of chapter 9.46 RCW, or any amendments thereto, or of the rules of the commission, shall be grounds for the suspension or revocation of the license.

(3) Applications for these annual permits shall be submitted by the operator upon the application forms provided by the commission, and accompanied by the required fee. All information required by the commission or its staff shall be submitted in accordance with the procedures and subject to the same conditions as an application for a license under these rules. A change in the information furnished to the commission shall be made known to the commission in writing by the owner or chief executive officer of the operator within ten days of the change.

(4) Persons holding these permits who have contracted with a licensee to operate bingo shall notify, in writing, the county sheriff of each county, or the chief of police of each city, in which he will operate these games, of the times and locations at which they will be operated not later than ten days prior to operating any such games in that jurisdiction. The employment records of the permittee shall be made

available to such local law enforcement officers upon demand.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19), 84-13-038 (Order 140), § 230-04-193, filed 6/15/84; Order 53, § 230-04-193, filed 5/25/76; Order 23, § 230-04-193, filed 9/23/74; Order 15, § 230-04-193, filed 4/17/74.]

**WAC 230-04-194 Denial or revocation of annual operator permit for special locations—Grounds and effect.** Permits granting approval obtained under WAC 230-04-191 or 230-04-193 may be denied or revoked by the commission for the same reasons as set forth under WAC 230-04-400. However, denial or revocation of such an annual permit shall not bar an application being submitted to the commission by a licensee on behalf of that operator for the commission's approval of, and permit for, the operator to conduct bingo at a particular event under WAC 230-04-191. The commission will again consider its reasons for denying or revoking the annual permit at the time it considers a subsequent application on behalf of that operator to conduct bingo games at a particular agricultural fair or other location.

[Order 53, § 230-04-194, filed 5/25/76; Order 23, § 230-04-194, filed 9/23/74; Order 21, § 230-04-194, filed 8/20/74; Order 15, § 230-04-194, filed 4/17/74.]

**WAC 230-04-196 The commission may issue Class A or B bingo operator's licenses authorizing the conduct of the games at up to three separate locations.** The commission may issue Class A and B licenses to operate bingo games at up to three specific separate locations to a qualified organization.

[Order 35, § 230-04-196, filed 3/14/75.]

**WAC 230-04-199 Class R recreational card games conducted by a bona fide charitable or bona fide nonprofit organization.** (1) Bona fide charitable or bona fide nonprofit organizations will be issued, and may permit the playing of social card games on their premises under, a Class R recreational card game license only when the following conditions are met:

(a) No person is charged, directly or indirectly, more than \$1.00 in cash, or goods or services, to play in card games permitted on the premises in any calendar day; and

(b) Only bona fide members and guests of the organization are permitted to play in the card games; and

(c) Only bona fide members of the organization who are not compensated for such services are permitted to perform any work or service in support of such card games; and

(d) Only the following card games are permitted by the licensee:

- (i) Hearts,
- (ii) Rummy,
- (iii) Pitch,
- (iv) Pinochle,
- (v) Cribbage,
- (vi) Bridge.

See WAC 230-40-015 to determine rules of these games.

(2) Applications for such Class R recreational card room licenses shall be made on a simplified form prepared by the

director submitted in the manner, and including the information, required by WAC 230-04-065(4):

(3) Class R licensees need not comply with the following rules of the commission:

(a) WAC 230-04-280, requiring notice to local law enforcement of the activity;

(b) WAC 230-08-010 and 230-08-090, respecting recordkeeping; and WAC 230-08-160, respecting quarterly reports, but the licensee must, in the alternative, maintain those records required by WAC 230-08-015, such records to be retained by the licensee for a period of not less than one year from the end of the license year for which the record is kept;

(c) WAC 230-40-020, limiting the part of premises which may be used for card playing;

(d) WAC 230-40-030, limiting the number of tables and players;

(e) WAC 230-40-050, fees for card playing, provided the \$1.00 per day limit set out in (1)(a) above may not be exceeded;

(f) WAC 230-40-070, requiring the licensee to furnish all cards, chips and other services;

(g) WAC 230-40-080, prohibiting people from bringing their own cards and chips; and

(h) WAC 230-40-130, requiring wagers to be made only with chips.

[Statutory Authority: RCW 9.46.070 (11) and (14), 88-17-050 (Order 182), § 230-04-199, filed 8/16/88. Statutory Authority: RCW 9.46.070 (10) and (13), 79-05-026 (Order 89), § 230-04-199, filed 4/18/79.]

**WAC 230-04-201 Fees.** Tables 1 and 2 contain the fees that shall be paid to the commission for gambling licenses, permits, miscellaneous changes, and special investigative and inspection services.

Table 1. (For bona fide nonprofit/charitable organizations)

LICENSE TYPE	DEFINITION	FEE
1. AMUSEMENT GAMES	(Fee based on annual gross receipts)	
Class A	Up to \$ 5,000	\$ 50
Class B	Up to \$ 15,000	150
Class C	Up to \$ 25,000	250
Class D	Up to \$ 50,000	400
Class E	over \$ 50,000	700
2. BINGO GROUP	CLASS (Fee based on annual gross gambling receipts)	
I	Class A Up to \$15,000	\$ 50
	Class B \$ 15,001 to 50,000	150
	Class C \$ 50,001 to 100,000	300
	Class D \$ 100,001 to 300,000	800
	Class E \$ 300,001 to 500,000	1,350
	Class F \$ 500,001 to 1,000,000	2,700
II	Class G \$ 1,000,001 to 1,500,000	3,900
	Class H \$ 1,500,001 to 2,000,000	5,200
	Class I \$ 2,000,001 to 2,500,000	6,500
	Class J \$ 2,500,001 to 3,000,000	7,800
III	Class K \$ 3,000,001 to 3,500,000	8,750
	Class L \$ 3,500,001 to 4,000,000	10,000
	Class M Over \$4,000,000	11,250
3. BINGO GAME MANAGER	Original Renewal	\$ 150 75

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4. CARD GAMES		
Class A	General (fee to play charged)	\$ 500
Class B	Limited card games - to hearts, rummy, mah-jongg, pitch, pinochle, and/or cribbage - (fee to play charged)	150
Class C	Tournament only - no more than ten consec. days per tournament	50
Class D	General (no fee to play charged)	50
Class R	Primarily for recreation (WAC 230-04-199)	25

5. CHANGES		
NAME	(See WAC 230-04-310)	\$ 25
LOCATION	(See WAC 230-04-320)	25
FRE	(Reno Nite date(s)/time(s)) (See WAC 230-04-325)	25
LICENSE CLASS	(See WAC 230-04-260) New class fee, less previous fee paid, plus	25
DUPLICATE LICENSE REPLACEMENT IDENTIFICATION STAMPS	(See WAC 230-04-290) (See WAC 230-30-016)	25

6. FUND RAISING EVENT		
Class A	One event not more than 24 consec. hrs.	\$ 300
Class B	One event not more than 72 consec. hrs.	500
Class C	Additional participant in joint event (not lead organization)	150
Class D	Fund Raising Event Equipment Distributor - Rents or leases, equipment for fund raising event or recreational gaming activity more than 4 times per year.	200
Class E	Fund Raising Event Equipment Distributor - Rents or leases equipment for fund raising event or recreational gaming activity more than 10 times per year.	500

NOTE: Charitable and nonprofit organizations licensed to conduct fund raising events may rent equipment up to four occasions without getting licensed as a distributor.

7. PERMITS	Agricultural fair/special property bingo One location and event only (see WAC 230-04-191)	\$ 25
	Recreational gaming activity permit (RGA) (see WAC 230-25-330 and 230-02-505)	50

8. PUNCHBOARDS/ (Fee based on annual gross			
PULL TABS	gambling receipts)	(One time variance)	
Class A	Up to \$ 50,000	\$ 5,000	\$ 475
Class B	Up to \$ 100,000	\$ 5,000	850
Class C	Up to \$ 200,000	\$ 10,000	1,600
Class D	Up to \$ 300,000	\$ 10,000	2,325
Class E	Up to \$ 400,000	\$ 10,000	3,000
Class F	Up to \$ 500,000	\$ 10,000	3,625
Class G	Up to \$ 600,000	\$ 10,000	4,200
Class H	Up to \$ 700,000	\$ 10,000	4,725
Class I	Up to \$ 800,000	\$ 10,000	5,200
Class J	Up to \$ 1,000,000	\$ 20,000	5,900
Class K	Up to \$ 1,250,000	\$ 25,000	6,550
Class L	Up to \$ 1,500,000	\$ 25,000	7,150
Class M	Up to \$ 1,750,000	\$ 25,000	7,650
Class N	Up to \$ 2,000,000	\$ 25,000	8,100
Class O	Over \$ 2,000,000	Nonapplicable	8,900

A licensee will be allowed a one-time variance for each license class without having to upgrade or pay the penalties set forth in WAC 230-04-260; Provided, a licensee utilizing the variance shall be required to upgrade upon recertification.

9. RAFFLES	(Fee based on annual gross gambling receipts)	
Class A	Up to \$ 5,000	\$ 50
Class B	Up to \$ 10,000	150
Class C	Up to \$ 25,000	300
Class D	Up to \$ 50,000	500
Class E	Up to \$ 75,000	800
Class F	Over \$ 75,000	1,200

10. SEPARATE PREMISES BINGO	Occasion (see WAC 230-04-300)	\$ 25
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11. SPECIAL FEES		
INVESTIGATION	(See WAC 230-04-240)	As required
IDENTIFICATION AND INSPECTION STAMP	(See WAC 230-30-015 and 230-30-030)	As required
EXCEEDING LICENSE CLASS	(See WAC 230-04-260) In addition to all normal license fees, a licensee may be assessed an exceeding class fee for a present or previous license year, not to exceed 50% of the difference between the present class fee and the new license class or \$1,000, whichever is less.	As required

12. SIX-MONTH PAYMENT PLAN	The commission may allow an applicant renewing an annual license or an applicant applying for an additional license with a fee of \$800 or above, to pay a license fee in two payments. SIX-MONTH PAYMENT PLAN PROCEDURE: The administrative processing fee, plus the first half of the annual license fee must be submitted at the time of application/renewal. The second half payment must be submitted and received in the commission's Olympia headquarters office, prior to the expiration date of the first six-month period: Provided, That participants electing the six-month payment plan will be limited to 50% of the authorized class limitation for annual gross receipts during the first six-month period. Licensees exceeding 50% of the authorized level shall be required to upgrade to the appropriate license class as required by WAC 230-04-260 and pay the full upgrade fee, plus \$25.00.	\$ 25
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Table 2. (For commercial stimulant/profit seeking organizations)

LICENSE TYPE	DEFINITION	FEE
1. CARD GAMES		
Class B	(Fee to play charged) limited card games - to hearts, rummy, pitch, pinochle, mah-jongg, and/or cribbage	\$ 150
Class C	Tournament only, no more than ten consec. days per tournament	150
Class D	General (no fee to play charged)	50
Class E	General (fee to play charged)	
E-1	One table only	350
E-2	Up to two tables	600
E-3	Up to three tables	1,000
E-4	Up to four tables	2,000
E-5	Up to five tables	3,000

2.	CHANGES		
	NAME	(See WAC 230-04-310)	\$ 25
	LOCATION	(See WAC 230-04-320)	25
	BUSINESS CLASSIFICATION	(Same owners - see WAC 230-04-340(3))	50
	LICENSE CLASS	(See WAC 230-04-260) New class fee, less previous fee paid, plus	25
	DUPLICATE LICENSE	(See WAC 230-04-290)	25
	OWNERSHIP OF STOCK REPLACEMENT IDENTIFICATION STAMPS	(See WAC 230-04-340(1))	50
	LICENSE TRANSFERS	(See WAC 230-04-125, 230-04-340 and 230-04-350)	50
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3.	DISTRIBUTOR	(Fee based on annual gross sales of gambling related supplies and equipment)	
(a)	Class A	Nonpunchboard/pull tab only	\$ 500
	Class B	Up to \$250,000	\$ 1,000
	Class C	\$250,001 to \$500,000	\$ 1,500
	Class D	\$500,001 to \$1,000,000	\$ 2,000
	Class E	\$1,000,001 to \$2,500,000	\$ 2,600
	Class F	Over \$2,500,000	\$ 3,200
		In addition to the annual fee, the commission will assess all applicants the actual costs incurred in conducting the initial investigation and inspection necessary for certification.	
(b)	Fund Raising Event Equipment Distributor		
	Class A	Rents or leases equipment for fund raising event or recreational gaming activity up to ten times per year.	\$ 200
			\$ 500
	Class B	Rents or leases equipment for fund raising event or recreational gaming activity more than ten times per year.	
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4.	DISTRIBUTOR'S REPRESENTATIVE	Original	\$ 200
		Renewal	125
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5.	MANUFACTURER	(Fee based on annual gross sales of gambling related supplies and equipment)	
	Class A	Machines only	\$ 500
	Class B	Up to \$250,000	\$ 1,000
	Class C	\$250,001 to \$500,000	\$ 1,500
	Class D	\$500,001 to \$1,000,000	\$ 2,000
	Class E	\$1,000,001 to \$2,500,000	\$ 2,600
	Class F	Over \$2,500,000	\$ 3,200
		In addition to the annual fee, the commission will assess all applicants the actual costs incurred in conducting the initial investigation and inspection necessary for certification.	
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6.	MANUFACTURER'S REPRESENTATIVE	Original	\$ 200
		Renewal	125
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7.	PERMITS	Agricultural fair/special property bingo	
	Class A	One location and event only (see WAC 230-04-191)	\$ 25
	Class B	Annual permit for specified different events and locations (see WAC 230-04-193)	150
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8.	PUBLIC CARD ROOM EMPLOYEE	Original	\$ 150
		Renewal	75

9.	PUNCHBOARDS/ (Fee based on annual gross gambling receipts) (One time variance)	
	PULL TABS	
	Class A	Up to \$ 50,000 \$ 5,000 \$ 475
	Class B	Up to \$ 100,000 \$ 5,000 850
	Class C	Up to \$ 200,000 \$ 10,000 1,600
	Class D	Up to \$ 300,000 \$ 10,000 2,325
	Class E	Up to \$ 400,000 \$ 10,000 3,000
	Class F	Up to \$ 500,000 \$ 10,000 3,625
	Class G	Up to \$ 600,000 \$ 10,000 4,200
	Class H	Up to \$ 700,000 \$ 10,000 4,725
	Class I	Up to \$ 800,000 \$ 10,000 5,200
	Class J	Up to \$ 1,000,000 \$ 20,000 5,900
	Class K	Up to \$ 1,250,000 \$ 25,000 6,550
	Class L	Up to \$ 1,500,000 \$ 25,000 7,150
	Class M	Up to \$ 1,750,000 \$ 25,000 7,650
	Class N	Up to \$ 2,000,000 \$ 25,000 8,100
	Class O	Over \$ 2,000,000 Nonapplicable 8,900

A licensee will be allowed a one-time variance for each license class without having to upgrade or pay the penalties set forth in WAC 230-04-260; Provided, a licensee utilizing the variance shall be required to upgrade upon recertification.

10.	SPECIAL FEES		
	INVESTIGATION IDENTIFICATION AND INSPECTION STAMP	(See WAC 230-04-240)	As required
	EXCEEDING LICENSE CLASS	(See WAC 230-30-015 and 230-30-030)	As required
		(See WAC 230-04-260)	As required
		In addition to all normal license fees, a licensee may be assessed an exceeding class fee for a present or previous license year, not to exceed 50% of the difference between the present class fee and the new license class or \$1,000, whichever is less.	
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	REVIEW/EVALUATION/ APPROVAL OF AMUSEMENT GAMES OR DEVICES	(See WAC 230-20-605)	\$100

11.	COMMERCIAL AMUSEMENT GAMES		
	* Class A	Premises only	** \$250/100
	Class B	Up to \$ 50,000	\$ 350
	Class C	Up to \$ 100,000	900
	Class D	Up to \$ 250,000	2,000
	Class E	Up to \$ 500,000	3,500
	Class F	Up to \$ 1,000,000	6,000
	Class G	Over \$ 1,000,000	7,500

\* Allows the owner of any location qualified under WAC 230-04-138 (1)(f), (g), (h), (i), or (j) to enter into a contract with a Class B or above commercial amusement game licensee to locate and operate amusement games on their premises.

\*\* Provides for a fee reduction of \$150 when:

- Renewing an annual license;
- Applying for an additional license(s); and/or
- Applying for multiple licenses.

12.	SIX-MONTH PAYMENT PLAN	The commission may allow an applicant renewing an annual license or an applicant applying for an additional license with a fee of \$800 or above, to pay a license fee in two payments.	\$25
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SIX-MONTH PAYMENT PLAN PROCEDURE: The administrative processing fee, plus the first half of the annual license fee must be submitted at the time of application/renewal. The second half payment must be submitted and received in the commission's Olympia headquarters office, prior to the expiration date of the first six-month period: Provided, That participants electing the six-month payment plan will be limited to 50% of the authorized class limitation for annual gross receipts during the first six-month period. Licensees exceeding 50% of the authorized level shall be required to upgrade to the appropriate license class as required by WAC 230-04-260 and pay the full upgrade fee, plus \$25.00.

[Statutory Authority: RCW 9.46.070. 92-21-056 (Order 233), § 230-04-201, filed 10/19/92, effective 11/19/92. Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-04-201, filed 9/18/91, effective 10/19/91. Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-04-201, filed 7/17/91, effective 8/17/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-04-201, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070(5). 89-21-070 (Order 199), § 230-04-201, filed 10/17/89, effective 1/1/90. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-11-048 (Order 192), § 230-04-201, filed 5/16/89; 88-13-060 (Order 179), § 230-04-201, filed 6/14/88. Statutory Authority: RCW 9.46.070(5). 88-11-071 (Order 177), § 230-04-201, filed 5/18/88. Statutory Authority: RCW 9.46.070 (1), (2), (3), (4) and (14). 87-21-015 (Order 172), § 230-04-201, filed 10/9/87. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (11), (14) and (17). 86-13-055 (Order 158), § 230-04-201, filed 6/13/86. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (9), (11), (14) and (17) and 9.46.020 (19) and (23). 85-17-015 (Order 153), § 230-04-201, filed 8/12/85. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 85-03-024 (Order 142), § 230-04-201, filed 1/9/85. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-201, filed 6/15/84. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10) and (11). 84-01-026 (Order 139), § 230-04-201, filed 12/12/83.]

**WAC 230-04-210 Withdrawal of application.** An application for any license may be withdrawn by the applicant by submitting to the commission a written notice of withdrawal of the application. To be effective, such written notices must be actually received in the office of the commission in Olympia by 5:00 p.m. the day prior to issuance or denial of the license by the commission or its delegate.

The fact that an application for a license has previously been withdrawn shall not prejudice any future application for a license from the commission.

[Order 5, § 230-04-210, filed 12/19/73.]

**WAC 230-04-220 Prorating and refunding of fees.** (1) Unless otherwise provided by law, there will be no prorating or refunding of any license fee subsequent to issuance of a license for the following actions:

- (a) Discontinuation of business;
- (b) Voluntary surrender of a license or permit; and
- (c) When a license or permit has been suspended, revoked, or otherwise cancelled.

(2) Upon denial, voluntary withdrawal or administrative closure of an application for license, adoption or change of trade name, or change of location, the commission shall

retain that portion of the fee tendered therewith as is necessary to offset its costs of processing and investigating the propriety of issuance of the license.

[Statutory Authority: RCW 9.46.070. 92-22-058, § 230-04-220, filed 10/29/92 effective 11/29/92; Order 51, § 230-04-220, filed 4/30/76; Order 46, § 230-04-220, filed 2/13/76; Order 5, § 230-04-220, filed 12/19/73.]

**WAC 230-04-230 Intentionally understating anticipated revenue—Prohibited.** It shall constitute grounds for revocation or suspension of a license if any applicant intentionally understates the anticipated gross or net receipts from a licensed activity for any purpose.

[Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-04-230, filed 1/9/85. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10), and (11). 84-01-026 (Order 139), § 230-04-230, filed 12/12/83; Order 42, § 230-04-230, filed 9/18/75; Order 5, § 230-04-230, filed 12/19/73.]

**WAC 230-04-240 Special investigation fee.** In addition to the basic license or permit fees, the commission may require payment of such additional license fees as are necessary to defray the costs of background investigations of applicants for whom adequate background information sources are not readily available, including, but not limited to, applicants who have not resided in the state of Washington for at least one year. The commission may require payment of the estimated additional license fee in advance as a condition precedent to beginning the investigation.

The commission shall notify the applicant as soon as possible after it makes the determination that such additional fee is necessary and shall further notify the applicant of the commission's best estimate of what such additional license fee will be: *Provided*, That such estimate shall not be binding upon the commission. Any applicant may then withdraw his application if he so chooses, as provided under WAC 230-04-210 and 230-04-220.

[Order 5, § 230-04-240, filed 12/19/73.]

**WAC 230-04-255 Director may issue temporary licenses not to exceed sixty days.** The director may issue a temporary license by the commission upon the administrative approval of the application for a license to conduct such activity for a period not to exceed sixty days. If the application is approved by the commission during the sixty day period, such temporary license will be replaced with the issuance of a license to expire one year from the date of the temporary license issued by the director under this provision.

[Order 12, § 230-04-255, filed 2/14/74.]

**WAC 230-04-260 Effect of exceeding license class income limit.** (1) A licensee shall not exceed the class limit on annual gross or net receipts from the licensed activity.

(2) When it is apparent that any licensee's class limit of annual gross or net receipts from licensed activity will be exceeded, the licensee shall immediately notify the commission and shall apply for the license class which is proper, submitting the basic fee required for the upgrade class less the amount originally submitted for the previous license, plus a change of classification fee required by WAC 230-04-201.

Any such additional license issued by the commission shall be valid only for the period which remains in the term



of the previous license at the time such additional license is issued: Provided, that if the commission assigns a license class, or if a licensee voluntarily upgrades their license to comply with this subsection, and in either case operates at a level lower than the class assigned or requested, then the licensee shall be allowed to apply for a refund. The amount of refund shall be the difference between the fee for the licensed class.

(3) Any licensee failing to comply with the requirements set forth in paragraph (2) above and exceeds the license class limit within a present or previous license year, may be assessed an exceeding class fee not to exceed 50% of the difference between the present class fee and the new license class or \$1,000, whichever is less. Upon written notice by the commission assessing an exceeding class fee, a licensee shall remit the proper fee plus all upgrade fees within 20 days. Failure to remit such fees may result in a summary suspension of all licenses held by the licensee pending a hearing for the suspension or revocation of such licenses.

[Statutory Authority: RCW 9.46.070(14), 88-15-019 (Order 181), § 230-04-260, filed 7/11/88. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10), and (11), 84-01-026 (Order 139), § 230-04-260, filed 12/12/83. Statutory Authority: RCW 9.46.070 (5) and (9), 80-03-060 (Order 99), § 230-04-260, filed 2/25/80; Order 42, § 230-04-260, filed 9/18/75; Order 5, § 230-04-260, filed 12/19/73.]

**WAC 230-04-270 Bad checks submitted as payment of fees.** The payment of a license fee by a check, which for any reason is not promptly paid by the drawee bank, shall be grounds for immediate administrative closure of a new application, voiding of a temporary license, or revocation of a continuing license. If an application or license is administratively closed, voided or revoked under this section, a new application must be submitted with fees payable only by certified check, money order, or cash. Upon notification that a check is not negotiable or when a check must be resubmitted for payment for any reason, the commission shall:

(1) Add a processing fee of fifteen dollars to the required license fee; and

(2) Notify the applicant by phone or in writing that payment in full, by certified check, money order, or cash, must be remitted within five days of the notification date. If the proper fee is not received within five days, the commission will proceed with appropriate administrative action.

[Statutory Authority: Chapter 34.05 RCW, 90-03-064 (Order 203), § 230-04-270, filed 1/18/90, effective 2/18/90; Order 5, § 230-04-270, filed 12/19/73.]

**WAC 230-04-280 Notification to law enforcement.** Each licensee for the operation of an authorized gambling activity, within ten days after issuance of the license and before initially conducting any activity under the license, shall notify, in writing, the law enforcement agencies set forth below of the name and address of the licensee, the address where the activity will be conducted, the type of activity licensed, the date the activity shall first be conducted, and if the activity is planned to be conducted on a regular basis, the proposed schedule for the operation of the activity.

When the activity is to be conducted within a city or town, the local police agency shall be notified, and when the

activity is to be conducted within a county, then the sheriff's office shall be notified.

No activity shall be initially conducted until such notification has been made.

[Order 5, § 230-04-280, filed 12/19/73.]

**WAC 230-04-290 Loss or destruction of licenses or permits.** Upon the loss or destruction of any license or permit granted by the commission to conduct gambling activities in the state of Washington, application for a duplicate copy of the license or permit must be made to the commission upon a form to be supplied by the commission. Such application shall include an affidavit signed by the licensee, chief executive officer of a corporation, or by each of the owners of a profit making business which details the circumstances under which the license was lost or destroyed. The fee for replacement of a license shall be as required by WAC 230-04-201.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19), 84-13-038 (Order 140), § 230-04-290, filed 6/15/84. Statutory Authority: RCW 9.46.070(13), 78-06-066 (Order 85), § 230-04-290, filed 5/25/78; Order 5, § 230-04-290, filed 12/19/73.]

**WAC 230-04-300 One annual change of premises allowed for bingo.** A bona fide charitable or nonprofit organization, except agricultural fairs, which has obtained an annual license from the commission to conduct bingo games upon a specified premise may, not more often than once during each annual period for which it is licensed, make written application to the commission for permission to conduct bingo, not to exceed three consecutive days, and not to exceed sixteen consecutive hours each day, at a location other than is authorized under its license.

Such application may be by letter, signed by the chief executive officer of the organization. The letter shall set out the name and address of the location upon which the bingo occasion would be conducted, the desired inclusive dates, the names and addresses of all persons who have an interest of any kind in those premises, the amount of rent, if any, that would be paid for the use of the premises, the basis upon which that rent was computed, and a detailed explanation of why the change of location is being requested.

The application shall be made not less than fifteen calendar days prior to the date of the bingo occasion, and shall be accompanied by the required fee.

If the commission approves, the applicant will be notified by mail and provided with a permit for the event by the commission. The permit shall be prominently displayed upon the premises during the event.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19), 84-13-038 (Order 140), § 230-04-300, filed 6/15/84; Order 29, § 230-04-300, filed 1/23/75; Order 5, § 230-04-300, filed 12/19/73.]

**WAC 230-04-310 Change of name.** No licensee shall adopt or make a change in his or her given name or a trade or corporate name without notifying the commission at least thirty days prior to the effective date of such change. Each such change shall be made subject to the approval of the commission. The fee for such adoption or change of name shall be as required by WAC 230-04-201.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-310, filed 6/15/84. Statutory Authority: RCW 9.46.070(13). 78-06-066 (Order 85), § 230-04-310, filed 5/25/78; Order 5, § 230-04-310, filed 12/19/73.]

**WAC 230-04-315 Change of schedule.** No bingo licensee shall change the days and times of operation of the gambling activity from those indicated on the application or otherwise filed with the commission without first notifying the commission in writing at least 10 days prior to the planned change. This notification shall be deemed properly submitted when it has been delivered to the commission office: *Provided*, That this rule shall not apply to changes in the schedule for holidays or changes caused by inclement weather or emergencies affecting the health and safety of the public.

[Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310. 85-01-065 (Order 145), § 230-04-315, filed 12/18/84.]

**WAC 230-04-320 Change of location.** No change of location of licensed premises shall be made without the written consent of the commission. The fee for such change will be as required by WAC 230-04-201: *Provided*, That persons operating amusement games under a commercial amusement game license issued pursuant to WAC 230-04-135 (2)(c) shall pay no fee for adding to or deleting from the list of locations for which that license was issued.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-04-320, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-320, filed 6/15/84; Order 60, § 230-04-320, filed 9/10/76; Order 21, § 230-04-320, filed 8/20/74; Order 5, § 230-04-320, filed 12/19/73.]

**WAC 230-04-325 Cancellation, change of time, date, or location of fund raising event.** A cancellation or a change in time, date, and/or location of a fund raising event as defined in RCW 9.46.020 requires:

(1) For cancellation, the licensee shall notify the commission and the appropriate law enforcement agency in advance of the date upon which the event is scheduled.

(2) For change of time, date, or location, the licensee shall:

(a) Give at least ten days written notice to the commission in advance of the new time, date, or location change, together with a signed statement from the chief executive officer that the appropriate law enforcement agency has been notified of the change;

(b) Pay a fee as required by WAC 230-04-201 to the commission for each such time, date, or location change.

(3) For a cancellation [of] [or] change in time, date, and/or location, the license authorizing the event for the specific time, date, or location shall be returned to the commission.

[Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-04-325, filed 1/9/85. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-04-325, filed 6/15/84. Statutory Authority: RCW 9.46.070 (5), (14) and 9.46.020(23). 81-19-073 (Order 112), § 230-04-325, filed 9/15/81.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed

material in the above section does not appear to conform to the statutory requirement.

**WAC 230-04-330 Change of management.** No licensee shall make, or allow, a change in the management, directors, officers, or any other person holding a position with that licensee wherein he makes any management decision directly affecting the operation of any licensed gambling activity without notifying the commission in writing not more than thirty days following such change: *Provided*, That with respect to bona fide charitable or bona fide nonprofit organizations only, notice need not be given of change in officers until the required renewal date(s) for a particular license(s), or an additional license is applied for, whichever is sooner.

Each such change is subject to the approval of the commission.

Together with a notice of such change, the commission shall be supplied with all of the information which, by law or under the rules of the commission, would have been required to be supplied to the commission respecting such director or officer, or other person in a managerial position, with the licensee had he been in such capacity at the time the application for the license was originally submitted to the commission.

[Order 67, § 230-04-330, filed 3/11/77; Order 40, § 230-04-330, filed 6/26/75; Order 5, § 230-04-330, filed 12/19/73.]

**WAC 230-04-340 Transfer of licenses—Conditions.** Transfers of licenses issued by the commission shall be permitted only under the following circumstances and conditions and those set out in WAC 230-04-350, upon approval by the director or the commission. Otherwise, no transfer of any license issued by the commission shall be permitted.

(1) If the licensee is a corporation, except as provided in subsection (2) below, a change in ownership of stock shall not be deemed a transfer of a license: *Provided*, That any change in the ownership of any stock in such corporation which results in any person or organization becoming the owner of a substantial interest therein who was not the owner of a substantial interest immediately preceding the transaction, or which involves ten percent or more of any class of stock, shall be reported to the commission, in writing, within ten days of the close of such transaction, together with such information concerning the person or persons receiving such stock as the director may require.

(2) Where a change in the ownership of the stock of any corporate licensee results in any person, together with any members of his or her immediate family, or results in any organization, becoming the owner of a majority of the voting shares of that corporation who or which had not held a substantial interest in the corporation immediately prior to the change in ownership, gambling licenses held by that corporation shall immediately terminate and be void. In such cases a new license must be obtained from the commission prior to the operation of any gambling activity requiring a license.

(3) Licenses issued to other than bona fide charitable or bona fide nonprofit organizations may be transferred to a business entity wholly owned by the same person or persons

who owned the business entity to which the license was originally issued, or by their spouses or children under the age of eighteen and residing at the family home or by others possessing less than a substantial interest in the business to which the license transfer is sought, but only when the licensed activity will be conducted on the same premises as that for which the license was issued.

(4) Transfers will not be permitted when any person owning or holding a substantial interest in any of the entities to which transfer is sought is not qualified to hold a gambling license.

The license or licenses of any corporation in which a person holds or acquires a substantial interest will be revoked when such person is not qualified to hold a gambling license.

The fee for transfer of the license under this rule shall be as required by WAC 230-04-201.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19), 84-13-038 (Order 140), § 230-04-340, filed 6/15/84. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14). 83-19-024 (Order 136), § 230-04-340, filed 9/13/83; Order 68, § 230-04-340, filed 4/25/77; Order 40, § 230-04-340, filed 6/26/75; Order 5, § 230-04-340, filed 12/19/73.]

#### **WAC 230-04-350 Death or incapacity of licensee.**

In the event of the proven incapacity, death, receivership, bankruptcy or assignment for benefit of creditors of any licensee, upon approval of the director or commission the license may be transferred to a court appointed or court confirmed guardian, executor or administrator, receiver, trustee, or assignee for the benefit of creditors, who may continue to operate the activity under the license, subject to the provisions of chapter 9.46 RCW and the commission's rules.

The person to whom a license is transferred hereunder must be otherwise qualified to hold a gambling license.

The license following transfer shall be subject to regular renewal based upon its original expiration date and shall be void upon that person ceasing to hold such a court appointed, or court confirmed, position.

The fee for transfer of the license under this rule shall be as required by WAC 230-04-201.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19), 84-13-038 (Order 140), § 230-04-350, filed 6/15/84; Order 68, § 230-04-350, filed 4/25/77; Order 5, § 230-04-350, filed 12/19/73.]

**WAC 230-04-400 Denial, suspension or revocation of licenses.** The commission may deny a license, or permit, to any applicant, or may suspend or revoke any and all licenses or permits of any holder when such person, or any other person with any interest in the applicant for, or holder of, such license or permit:

(1) Has violated, failed or refused to comply with the provisions, requirements, conditions, limitations or duties imposed by chapter 9.46 RCW and any amendments thereto, or any rules adopted by the commission pursuant thereto;

(2) Knowingly causes, aids, abets, or conspires with another to cause, any person to violate any of the laws of this state or the rules of the commission;

(3) Has obtained a license or permit by fraud, misrepresentation, concealment, or through inadvertence or mistake;

(4) Has been convicted of, or forfeited bond upon a charge of, or pleaded guilty to, forgery, larceny, extortion, conspiracy to defraud, wilful failure to make required payments or reports to a governmental agency at any level, or filing false reports therewith, or of any similar offense or offenses, or of any crime, whether a felony or misdemeanor involving any gambling activity or involving moral turpitude;

(5) Denies the commission or its authorized representatives, including authorized local law enforcement agencies, access to any place where a licensed activity is conducted or who fails promptly to produce for inspection or audit any book, record, or document required by law or regulation;

(6) Shall fail to display its license on the premises where the licensed activity is conducted at all times during the operation of the licensed activity;

(7) Makes a misrepresentation of, or fails to disclose, a material fact to the commission;

(8) When other than a nonprofit organization operates punchboards or pull tabs, or operates or allows card games at any time other than as a commercial stimulant;

(9) Fails to provide at the office of the commission any information required under the commission's rules within the time required therefor by applicable rule, or if no maximum time has been established respecting the particular kind of information by other rule then within 30 days after receiving a written request therefor from the commission or its staff;

(10) Allows any person who has been convicted of, or forfeited bond upon, any of the offenses set out in (4) above to participate in the management or operation of any activity regulated by the commission without prior written approval of the commission or its director.

[Order 51, § 230-04-400, filed 4/30/76; Order 45, § 230-04-400, filed 12/30/75; Order 42, § 230-04-400, filed 9/18/75; Order 33, § 230-04-400, filed 2/21/75; Order 23, § 230-04-400, filed 9/23/74; Order 14, § 230-04-400, filed 3/27/74; Order 12, § 230-04-400, filed 2/14/74; Order 5, § 230-04-400, filed 12/19/73.]

**WAC 230-04-410 Return of license suspended or revoked.** Upon suspension or revocation of any license issued by the commission, the licensee shall immediately surrender and return the license to the commission. If such license is not received by the commission by the effective date of such suspension or revocation, the authorized representatives of the commission may enter the premises of the licensee and may enter the premises for which the license is issued for the purpose of retrieving said license: *Provided*, That the commission has notified the licensee in writing of the suspension or revocation of the license not less than five days prior to any such attempt to enter such premises to recover the license.

[Order 33, § 230-04-410, filed 2/21/75; Order 5, § 230-04-410, filed 12/19/73.]

**WAC 230-04-450 Display of licenses.** All licenses or permits granted by the commission shall be prominently displayed at all times upon the licensed premises in such position as they may be observed by persons participating in gambling activities on the licensed premises, except as may otherwise be provided by these rules.

If a licensed employee works in similar employment for one or more additional employers than the employer upon whose premises the original license is displayed, the employ-

ee may obtain from the commission such copy or copies of his or her license as may be necessary for display upon the premises of such additional employer.

[Statutory Authority: RCW 9.46.070(7), 79-09-029 (Order 91), § 230-04-450, filed 8/14/79. Statutory Authority: RCW 9.46.070(13), 78-06-066 (Order 85), § 230-04-450, filed 5/25/78; Order 5, § 230-04-450, filed 12/19/73.]

**WAC 230-04-455 Employees to wear identification tags.** Each employee required to obtain a license from the commission shall wear an identification tag at all times while working or playing in the gambling activity on the employer's premises. The identification tag shall be a minimum of 3" X 2" and shall display the employee's name and the name of the gambling operator or establishment. All information on the identification tag shall be clear and easily visible to the players in the gambling activity. The identification tag shall be worn on the employee's chest. It shall be furnished to the employee by the operator, who shall be equally responsible with the employee to insure the identification tag is displayed as required by this rule.

While playing cards off-duty on the employer's premises the licensed employee must wear the identification tag unless a sign is clearly posted in the card room as follows: "Employees of this card room may participate in the card games while off-duty as players. Upon your request, the card room floor person will identify any employee playing cards."

[Statutory Authority: RCW 9.46.070 (11) and (14), 88-17-050 (Order 182), § 230-04-455, filed 8/16/88. Statutory Authority: RCW 9.46.070 (10) and (13), 78-08-055 (Order 86), § 230-04-455, filed 7/20/78.]

**WAC 230-04-500 Local gambling prohibitions.** The commission shall issue no license to engage in any gambling activity in a county or city after the commission has been adequately notified in writing by the governing body of such county or city that the activity has been prohibited.

[Order 23, § 230-04-500, filed 9/23/74; Order 5, § 230-04-500, filed 12/19/73.]

**Chapter 230-08 WAC  
RECORDS AND REPORTS**

**WAC**

- 230-08-010 Monthly records.
- 230-08-015 Certain lower volume licensees may meet reduced recordkeeping requirements.
- 230-08-017 Control and use of identification and inspection services stamps.
- 230-08-025 Accounting records to be maintained by distributors and manufacturers.
- 230-08-060 Commercial amusement game records.
- 230-08-070 Raffle records.
- 230-08-080 Daily records—Bingo.
- 230-08-090 Daily records—Card games.
- 230-08-095 Minimum standards for Class D and larger bingo games—Monthly and annual accounting records.
- 230-08-100 Political contributions of licensees to be reported.
- 230-08-120 Quarterly activity report by operators of bingo games (license Class D and above).
- 230-08-122 Annual certification and financial report—All nonprofit and charitable organizations.
- 230-08-125 Annual activity reports by operators of Class A, B, and C bingo, all classes of raffles, and bona fide charitable or nonprofit amusement games.

- 230-08-130 Quarterly activity reports by operators of punchboards and pull tabs.
- 230-08-140 Quarterly activity reports by distributors.
- 230-08-150 Quarterly activity reports by manufacturers.
- 230-08-160 Quarterly activity reports by operators of social and public card rooms.
- 230-08-180 Annual activity reports by commercial amusement game operators.
- 230-08-200 All records subject to commission audit.
- 230-08-250 Annual activity reports by agricultural fairs and other bona fide charitable or nonprofit organizations with special location licenses to conduct bingo, raffles, and amusement games.
- 230-08-260 Fund raising events—Activity report required.

**DISPOSITION OF SECTIONS FORMERLY  
CODIFIED IN THIS CHAPTER**

- 230-08-020 Distributor's records. [Statutory Authority: RCW 9.46.070 (7) and (13), 80-03-059 (Order 98), § 230-08-020, filed 2/25/80; Order 21, § 230-08-020, filed 8/20/74; Order 18, § 230-08-020, filed 5/21/74; Order 9, § 230-08-020, filed 12/19/73, 1:26 p.m.; Order 5, § 230-08-020, filed 12/19/73, 1:25 p.m.] Repealed by 83-10-002 (Order 132), filed 4/21/83. Statutory Authority: RCW 9.46.070 (8) and (11).
- 230-08-030 Manufacturer's records. [Order 14, § 230-08-030, filed 3/27/74; Order 9, § 230-08-030, filed 12/19/73, 1:26 p.m.; Order 5, § 230-08-030, filed 12/19/73, 1:25 p.m.] Repealed by 83-10-002 (Order 132), filed 4/21/83. Statutory Authority: RCW 9.46.070 (8) and (11).
- 230-08-170 Punchboard and pull tab retention. [Statutory Authority: RCW 9.46[.070] (8), (14), 87-17-052 (Order 171), § 230-08-170, filed 8/18/87. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19), 84-13-038 (Order 140), § 230-08-170, filed 6/15/84. Statutory Authority: RCW 9.46.070(11), 81-21-033 (Order 114), § 230-08-170, filed 10/15/81; Order 72, § 230-08-170, filed 7/26/77; Order 23, § 230-08-170, filed 9/23/74; Order 14, § 230-08-170, filed 3/27/74; Order 5, § 230-08-170, filed 12/19/73, 1:25 p.m.] Repealed by 88-13-117 (Order 180), filed 6/22/88. Statutory Authority: RCW 9.46.[070] (8), (11) and (14).
- 230-08-230 Report required of certain sales. [Order 5, § 230-08-230, filed 12/19/73, 1:25 p.m.] Repealed by Order 14, filed 3/27/74.
- 230-08-240 Annual activity reports by commercial amusement game operators Class A and B. [Statutory Authority: RCW 9.46.070 and 9.46.0331, 91-19-093 (Order 227), § 230-08-240, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (8) and (9), 85-06-002 (Order 147), § 230-08-240, filed 2/22/85; Order 74, § 230-08-240, filed 8/17/77.] Repealed by 92-21-021, filed 10/13/92, effective 11/13/92. Statutory Authority: RCW 9.46.070.

**WAC 230-08-010 Monthly records.** Every person or organization licensed to operate any authorized gambling activity shall keep and maintain permanent monthly records of all of the activities of the licensee related to each licensed activity. Each of these records shall be maintained by the licensee for a period of not less than three years from the end of the fiscal year for which the record is kept unless the licensee is released by the commission from this requirement as to any particular record or records. These records must include all financial transactions and contain enough detail to determine compliance with the requirements of WAC 230-04-024, 230-04-080 and 230-08-122. The record for each licensed activity shall be a separate unit, covering all transactions occurring during a calendar month. These records shall be complete in every detail and available for

audit or inspection by agents of the commission or other law enforcement personnel no later than thirty days following the end of each month. Each record shall include, but not necessarily be limited to, all details of the following:

(1) The gross gambling receipts from the conduct of each of the activities licensed.

(2) Full details on all expenses related to each of the activities licensed.

(3) The total cost of all prizes paid out for each of the activities licensed.

(4) With respect to those organizations licensed as qualified bona fide charitable or bona fide nonprofit organizations, except agricultural fairs, records shall clearly show in detail how those proceeds from each licensed activity obtained by the licensee were used or disbursed by that licensee.

(5) With respect to commercial stimulant licensees, records shall include at least the following details:

(a) Gross sales of food and drink for consumption on their licensed premises;

(b) Gross sales of food and drink for consumption off the licensed premises; and

(c) Gross sales from all other business activities occurring on the licensed premises.

(6) In addition to any other requirement set forth in these rules, licensees for the operation of punchboards and pull tabs shall be required to prepare a detailed monthly record for punchboards and pull tab series removed from play during that month. This detailed monthly record shall be recorded in a standard format prescribed by the commission and shall disclose for each set at minimum the following information:

(a) The name of the punchboard or pull tab series;

(b) The Washington state identification and inspection services stamp number issued by the commission and placed thereon: Provided, that when records entry labels are attached to the punchboard or pull tab series flare, a label shall be attached to the record in lieu of a written entry;

(c) The date removed from play;

(d) The total number of tabs in each pull tab series or the total number of punches in each punchboard;

(e) The number of pull tabs or punches remaining after removal from play;

(f) The number of pull tabs or punches played from the pull tab series or punchboard;

(g) The cost to the players to purchase one pull tab or one punch;

(h) The gross gambling receipts as defined in WAC 230-02-110;

(i) The total prizes paid, including both cash and merchandise (calculated by the cost to the licensee) prizes;

(j) The net gambling receipts (gross gambling receipts less total prizes paid);

(k) The cash over or short determined by (i) subtracting actual cash from net gambling receipts for punchboards and pull tabs which pay cash prizes; and (ii) subtracting actual cash from gross receipts for punchboards and pull tabs which award merchandise prizes; and

(l) The actual cash received from the operation of each pull tab series or punchboard; and,

(m) With written commission approval, licensees operating pull tabs to stimulate food and drink sales may

record (k) and (l) of this subsection in total on a daily, weekly, or monthly basis, if their recordkeeping procedures meet commission standards.

(7) Copies of all additional financial data which support tax reports to any and all governmental agencies.

[Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-08-010, filed 9/18/92, effective 10/19/92. Statutory Authority: RCW 9.46.070 (7), (17), (8) and (9). 91-13-070 (Order 223), § 230-08-010, filed 6/17/91, effective 7/18/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-010, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-08-010, filed 6/14/88. Statutory Authority: RCW 9.46.070 (8) and (14). 87-17-052 (Order 171), § 230-08-010, filed 8/18/87. Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-08-010, filed 9/15/86, effective 1/1/87. Statutory Authority: RCW 9.46.070 (4), (8), (11) and (14). 86-07-037 (Order 155), § 230-08-010, filed 3/14/86. Statutory Authority: RCW 9.46.070 (8), (11), and (14). 83-13-050 (Order 134), § 230-08-010, filed 6/14/83. Statutory Authority: RCW 9.46.070(8), 82-01-065 and 82-03-033 (Order 115 and 116), § 230-08-010, filed 12/18/81 and 1/18/82; Order 74, § 230-08-010, filed 8/17/77; Order 18, § 230-08-010, filed 5/21/74; Order 9, § 230-08-010, filed 12/19/73, 1:26 p.m.; Order 5, § 230-08-010, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-015 Certain lower volume licensees may meet reduced recordkeeping requirements.** Notwithstanding the provisions of WAC 230-08-010, persons holding licenses issued under the classes and circumstances set out in WAC 230-04-065 and persons operating without a license under RCW 9.46.030 (2) or (3) need only keep a set of permanent records of all of the activities of the licensee related to conducting the licensed activity which includes the following, by month:

(1) The gross receipts from the conduct of each licensed activity;

(2) The total amount of cash prizes actually paid out and the total of the cost to the licensee of all merchandise prizes actually paid out for each licensed activity;

(3) A summary of all expenses related to each of the activities licensed; and

(4) The net income received by the licensee from the licensed activity with a designation of the purposes for which the net income was raised and the amount paid each recipient of any part of the net income.

These records shall be maintained by the licensee for a period of not less than three years from the end of the license year for which the record is kept unless released by the commission from this requirement as to any particular record. Persons operating under RCW 9.46.030 (2) or (3) without a license shall maintain the above records for a period of one year.

[Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-08-015, filed 3/2/83; Order 70, § 230-08-015, filed 5/24/77; Order 53, § 230-08-015, filed 5/25/76; Order 29, § 230-08-015, filed 1/23/75; Order 21, § 230-08-015, filed 8/20/74; Order 14, § 230-08-015, filed 3/27/74.]

**WAC 230-08-017 Control and use of identification and inspection services stamps.** No punchboard, series of pull tabs, mechanical or electronic device for dispensing pull tabs shall be sold or purchased for use within this state until an identification and inspection services stamp obtained from the commission has been permanently and conspicuously affixed thereto. Once attached, such stamp shall not be removed, disfigured, or otherwise tampered with by any

person. These stamps shall be attached and controlled in the following manner:

(1) Identification and inspection services stamps shall be sold only to licensed manufacturers. The fee charged for each stamp shall be twenty-five cents. After September 1, 1988, all punchboards and pull tabs series manufactured, if for sale in Washington state must have identification and inspection stamps plus records entry labels attached. Manufacturers who have identification and inspection services stamps on hand after September 1, 1988, which do not have records entry labels attached, will be afforded the opportunity to exchange these stamps, one for one and without cost by submitting them to the commission's Olympia headquarters office prior to October 1, 1988. After October 1, 1988, any stamps returned will be exchanged only after payment of a ten cent service charge, for each stamp as set out in WAC 230-30-018;

(2) Identification stamps shall only be affixed to punchboards, pull tab series flares and mechanical or electronic devices for dispensing pull tabs in such a manner as to assure reasonable inspection without obstruction. If punchboards or pull tabs series flares are packaged with protective materials, after stamps are affixed, then the stamps shall be readily visible for inspection without removal of any portion of the protective packaging: Provided that when more than one device is packed in a shipping carton, this requirement shall not apply if the identification and service stamp numbers of all devices contained in the carton are printed or otherwise noted on the outside of the carton. Stamps and records entry labels shall be affixed only by licensed manufacturers in the following manner:

(a) On the reverse side of all punchboards in an area that will not obstruct removal of punches: Provided, that if sufficient space is not available on the reverse side, the records entry labels may be wrapped around and/or partially attached to the edge of a punchboard in a manner that will not obstruct display of prizes available or other information required by rules of the commission;

(b) On the face or reverse side of the flare for all pull tab series. If placed on the face, then they must be in an area that will not obstruct prizes available or any other information required by rules of the commission; and

(c) On the outside of the main body of pull tab dispensing devices, in an area that is not normally removed and replaced, and in a manner that will not obstruct the view of the pull tabs available for play. The records entry labels shall not be affixed to dispensing devices and may be discarded.

(3) Identification and inspection services stamps shall not be attached to punchboards, pull tab series flares or pull tab dispensing devices that do not comply with rules of the commission. Stamps shall not be affixed to any device prior to approval of the device by the commission.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-08-017, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-017, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-08-017, filed 6/14/88.]

**WAC 230-08-025 Accounting records to be maintained by distributors and manufacturers.** Every licensed distributor and manufacturer shall keep and maintain a

complete set of records which include all details of all activities of the licensee related to the conduct of the licensed activity. These records shall be recorded using the double entry accounting system and maintained in accordance with generally accepted accounting principles. This system shall also be on the same basis as the licensee's federal income tax return. All records shall be maintained for a period of not less than three years following the end of the licensee's fiscal year. These records shall be updated at least once a month and provide a monthly balance for each account. The minimum record system shall include the following:

(1) Sales invoices - every manufacturer and distributor shall record every sale, return, or any other type of transfer of punchboards/pull tabs, or pull tab dispensing devices by completing a standard sales invoice or credit memo. These invoices shall set out the following information:

(a) Each invoice must be prenumbered at the time of purchase. The numbering must be consecutive, using not less than four digits: Provided, that manufacturers may use a computer generated numbering system if the same system is used for all sales and specific numbers can not be input by use of a manual override function;

(b) The date of sale. For distributors only: If the date of delivery is different, then the delivery date must also be entered;

(c) The customer's name and an adequate business address;

(d) A full description of each item sold, including the identification and inspection services stamp number for each item. For all sales occurring after December 31, 1988, distributors shall use a standard invoice in a format prescribed and approved by the commission. A separate line shall be used for each stamp number. This invoice shall provide space for the operator to either attach a records entry label or enter the identification and inspection services stamp number and the date the device was placed out for play. These spaces shall be adjacent to the written entry of the I.D. stamp number made by the distributor;

(e) The quantity and sales price of each individual item, including individual items of merchandise to be used as prizes on punchboards and pull tabs;

(f) The gross amount of each sale to each customer including all discount terms and the total dollar amount of any discount;

(g) The sales invoice shall be prepared in at least three parts: Provided that after December 31, 1988, all distributor invoices shall have at least four parts; and the invoices shall be distributed and maintained as follows:

(i) The original shall be issued to the customer: Provided that after December 31, 1988, an additional copy of distributor invoices shall be provided to the customer;

(ii) One shall be retained in an invoice file by customer name; and

(iii) One shall be retained in an invoice file by invoice number or in an alternative manner that accounts for each invoice numerically. This provision may be waived if the licensee receives written commission approval.

(h) Credit memos for returned items shall be prepared in the same detail as (a) through (g) of this subsection.

(2) Sales journal - the sales journal shall contain at least, but not be limited to, the following by month:



- (a) The date of the sale;
- (b) The invoice number of the sale;
- (c) The customer name or person remitting a payment;
- (d) Sales shall be categorized at least by the following:
  - (i) Punchboards that pay out cash prizes;
  - (ii) Punchboards that pay out merchandise prizes;
  - (iii) Pull tabs that pay out cash prizes;
  - (iv) Pull tabs that pay out merchandise prizes;
  - (v) Pull tab dispensing devices;
  - (vi) Merchandise: Only that which is used as a prize on a punchboard, or pull tab series;
  - (vii) Other types of sales including but not limited to, equipment leases, equipment sales, and bingo supplies.

(e) Total amount of the invoice;

(3) Cash disbursements book (check register) - this record shall include a recording of all checks issued by the licensee, cash payments made by the licensee, or payments made by any other means. All expenses by the licensee, both gambling and nongambling related, shall be documented by invoices or other appropriate supporting documents. Entries to this record shall contain at least, but not limited to, the following information by month:

- (a) The date the check was issued or payment made;
- (b) The number of the check issued;
- (c) The name of the payee; and
- (d) Each disbursement shall be categorized by type of expense.

(4) Cash receipts - all cash receipts shall be recorded in an original book of entry whether it be a sales journal, a check register, or a separate cash receipts journal, and at a minimum shall include a recording of not only cash sales, but also cash received from all sources, and shall contain at least, but not limited to, the following by month:

- (a) The date the payment was received;
- (b) The name of the person remitting the payment;
- (c) The amount of payment received;

(5) General ledger - each licensee whose gambling related sales exceed \$500,000 per year, shall have a general ledger which shall contain, in addition to all other accounts by month, a separate sales account for each type of sale.

(6) Bank reconciliation - a bank reconciliation shall be performed each month. In addition, all undeposited funds at year end shall be reconciled in an account titled cash on hand.

(7) Copies of all financial data which support tax reports to any and all governmental agencies.

(8) Manufacturer shall maintain records that provide an accountability trail for all identification and inspection stamps purchased. These records shall include enough details to allow audit of all used, unused, and damaged stamps and includes the following minimum items:

- (a) The name of the purchaser;
- (b) The date of the sale; and
- (c) The invoice number recording the sale.

(9) An alternative format may be used for subsections (1)(a), (g)(ii), (g)(iii), (h), (2), and (3), of this section upon advance written approval from the commission.

[Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-08-025, filed 9/18/92, effective 10/19/92. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-025, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-08-025, filed 6/14/88. Statutory Authority:

RCW 9.46.070 (8) and (11). 83-10-002 (Order 132), § 230-08-025, filed 4/21/83.]

**WAC 230-08-060 Commercial amusement game records.** Licensees for the operation of commercial amusement games shall be required to prepare a detailed record for each game or concession operated. This record shall be recorded using a prescribed format provided by the commission and shall include the following:

(1) The gross gambling receipts collected from each separate amusement game supported by proper receipting records. The minimum records shall contain an entry for each withdrawal of receipts from a game. For amusement games with coin-in meters the minimum entry will be the coin-in meter reading at the time of each withdrawal of receipts of a game;

(2) The number and actual cost of merchandise prizes awarded. The minimum records shall contain an entry of the number and actual cost of prizes each time prizes are added to the inventory of a game or concession and when disbursements are made for prizes;

(3) For amusement games that issue tickets for the redemption of prizes the minimum entry shall be a log of the beginning/ending ticket numbers at the end of the month for each game; and

(4) Full details on all expenses including:

- (a) All cash disbursements;
- (b) The number and actual cost of all prizes purchased;
- (c) All other expenses directly related to the conduct of amusement games; and
- (d) All disbursements of receipts to locations authorized by WAC 230-04-138.

These records shall be maintained for a period of not less than three years.

[Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-08-060, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-060, filed 11/27/89, effective 12/28/89.]

**WAC 230-08-070 Raffle records.** Licensees for the operation of raffles shall be required to prepare a detailed record covering each individual raffle. This detailed record shall be recorded in a standard format prescribed by the commission. Each detailed raffle record shall be supported by a validated bank deposit receipt(s) and winning tickets.

Operators of Class A and B raffles shall be exempt from this rule, but will be required to keep all operator records in order to properly report all information as required by WAC 230-08-015.

These records shall be maintained for a period of not less than three years from the end of the licensee's fiscal year in which the raffle was completed.

[Statutory Authority: RCW 9.46.070 (11) and (14). 89-07-045 (Order 188), § 230-08-070, filed 3/14/89. Statutory Authority: RCW 9.46.070 (8) and (11). 83-11-034 (Order 133), § 230-08-070, filed 5/16/83.]

**WAC 230-08-080 Daily records—Bingo.** In addition to any other requirement set forth in these rules, licensees for the operation of bingo shall be required to prepare a detailed record covering each bingo session as defined in WAC 230-20-170: *Provided*, That operators of bingo games conducted at qualified agricultural fairs and other special



locations shall be exempt from this rule, but will be required to keep all operator records by location in order to properly report all information as required by WAC 230-08-250. This detailed daily record shall disclose the following information for each session:

(1) The gross gambling receipts collected for each separate type of sale, of any kind, for bingo games including, but not limited to, regular games, early bird games, blackout games, special games, or pick up games. These gross gambling receipts are to be supported by proper receipting records as required by WAC 230-20-101.

(2) The amount paid out or accrued for prizes awarded for each bingo game. Each session record shall contain the following minimum information regarding prizes awarded:

- (a) The game number;
- (b) The dollar amount or the actual cost of each prize;
- (c) A complete description of all non-cash prizes;
- (d) The consecutive number of the prize receipt issued for each prize;

(e) The duplicate copy of the prize receipt issued for all prizes awarded during the session;

(f) The check number of all checks used to pay winners of bingo games: *Provided*, That if the payment must be made by check under the guidelines of WAC 230-20-102 (1)(c), the duplicate copy must be maintained as a part of the session records; and

(g) Full details of prizes accrued.

(3) A statement of the daily net gambling receipts from the licensed activity accruing to the organization, supported by a validated copy of the bank deposit receipt.

(4) The cash on hand at the commencement and the conclusion of each session, along with a reconciliation of cash to the daily net gambling receipts for each session. Steps taken to reconcile overages and/or shortages that exceed \$10.00 for any session must be documented.

(5) An attendance record indicating the number of people participating and the time the attendance count was made.

(6) All bingo numbers or symbols selected and called during each game that offers a prize that exceeds \$200. The numbers or symbols shall be recorded in the sequence selected. A computer generated "Call sheet" may be used in lieu of a manual record if a print-out of results is made: *Provided*, That the director may approve use of a video recording of the game in lieu of maintaining a "call sheet" if:

(a) Each session is recorded on a separate tape and tapes are labeled to allow identity of a specific session;

(b) The quality of the recording allows an observer to note all details of numbers or symbols selected;

(c) The recording includes the audio portion of the game generated by the caller;

(d) The video recorder has a tape position indicator function and the approximate tape position is recorded for each game for which a prize of greater than \$200 is awarded;

(e) The time and date of the game are an integral part of the recording and displayed in conjunction with the events being recorded;

(f) The number of the game is recorded at the start of each game; and

(g) Tapes are maintained for at least six months.

(7) The winning card or face number(s) for each individual prize awarded that exceeds \$200: *Provided*, That if the game is played using disposable cards, the winning card or sheet of cards may be retained in lieu of the card numbers.

(8) A copy of the schedule of the games to be played and prizes available for the session: *Provided*, That if the record is annotated with the effective dates of each game schedule, it may be maintained separately and updated only when a change occurs. Any changes to the advertised and printed game and prize schedule, that occur during a session, must be noted in the session records and verified by the signature of the bingo manager supervising the session and another bingo worker on duty during the session.

(9) All session records must be reviewed for accuracy and signed immediately following completion by the bingo manager responsible for supervising the session.

(10) All records required by this section shall be:

(a) Recorded in a standard format prescribed by the commission;

(b) Recorded during the course of each session; and

(c) Retained for a period of not less than three years.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-08-080, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.020 (1) and (10) and 9.46.070 (3), (11) and (14). 86-09-036 (Order 157), § 230-08-080, filed 4/11/86. Statutory Authority: RCW 9.46.070 (8), (11), and (14). 83-13-050 (Order 134), § 230-08-080, filed 6/14/83; Order 74, § 230-08-080, filed 8/17/77; Order 43, § 230-08-080, filed 11/28/75; Order 15, § 230-08-080, filed 4/17/74; Order 5, § 230-08-080, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-090 Daily records—Card games.** In addition to any other requirements set forth in these rules, persons licensed to operate card rooms shall be required to prepare a detailed record covering each occasion. This record shall be maintained continuously during hours of operation and updated immediately following the collection of fees during all time periods.

The commission shall provide to the licensee a consecutively prenumbered standard format record sheet in three parts. This form shall contain the following:

(1) The date of the occasion;

(2) The time that the half hour fee was charged;

(3) The amount of half hour fee charged per table;

(4) The number of players at each table at half hour intervals to include all nonpaying house players;

(5) The names and time of play for each nonpaying house player (which may only include licensed card room employees and the licensee);

(6) The amount of fees collected at each table each half hour;

(7) The cumulative gross amount received from fees collected on each occasion and in total;

(8) A reconciliation of chips and cash on a daily basis; and

(9) A printed name, signature, and hours worked of the person who was responsible for the collection of fees.

All detailed record sheets issued to a licensee shall be numerically accounted for, and the original of each three part record shall be maintained on the premises for a period of not less than three years from the date of the occasion which it records. An "occasion" for card rooms shall be defined as

20 hours beginning at 6:00 a.m. one day and running continuously through 2:00 a.m. the following day.

[Statutory Authority: RCW 9.46.070 (8) and (17), 83-23-055 (Order 138), § 230-08-090, filed 11/15/83. Statutory Authority: RCW 9.46.070(8) and (14), 82-11-028 (Order 120), § 230-08-090, filed 5/11/82; Order 23, § 230-08-090, filed 9/23/74.]

**WAC 230-08-095 Minimum standards for Class D and larger bingo games—Monthly and annual accounting records.** Each operator of bingo games licensed in Class D or above shall maintain accounting records necessary to document all receipts and disbursements of the licensee, including but not limited to those related to bingo. This accounting system shall be double entry and conform to general accepted accounting principles (GAAP), except as modified by other commission rules and instructions for activity reports. All income shall be recorded when earned and all expenses recorded when incurred (accrual accounting method): *Provided*, That the cash, modified cash, or tax basis accounting methods shall be allowed if they accurately represent the licensee's financial position and results of operations and have been approved by the commission. The accrual method is mandatory when a licensee has substantial liabilities or expenses not requiring a current outlay of cash, such as depreciation or amortization expenses.

(1) The minimum accounting records required shall include:

- (a) A cash disbursements journal and/or check register;
- (b) A cash receipts and/or sales journal;
- (c) A listing of all assets and liabilities;
- (d) A complete general ledger system must be maintained if the licensee has substantial assets and/or liabilities or, if licensed to receive more than \$300,000 in gambling receipts; and
- (e) Bank statements, related deposit slips, and cancelled checks.

(2) All expenditures by the licensee relating to gambling activities, shall be sufficiently documented in the following manner:

(a) Invoices or other appropriate supporting documents from commercial vendors or service agencies should contain at least the following details:

- (i) The name of the person or entity selling the goods or providing the service;
- (ii) A complete description of goods or services purchased;
- (iii) The amount of each product sold or service provided;
- (iv) The price of each unit;
- (v) The total dollar amount billed; and
- (vi) The date of the transaction.

(b) Disbursements, in excess of twenty-five dollars, made directly to individuals, who do not furnish normal, business type, invoices or statements, should be supported by other written documentation indicating at least the following details:

- (i) The name of the person receiving the payment;
- (ii) The amount;
- (iii) The date; and
- (iv) The purpose.

(c) Normally, cancelled checks and/or bank statements without further support, such as listed in (2)(a) and (b) above, are not considered sufficient documentation.

(3) All expenditures by the licensee relating to nongambling activities shall be sufficiently documented to provide an audit trail satisfactory to allow verification that the funds were used for the organization's purpose(s) and conforms to generally accepted accounting principles.

[Statutory Authority: RCW 9.46.070 (7), (17), (8) and (9), 91-13-070 (Order 223), § 230-08-095, filed 6/17/91, effective 7/18/91. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20), 89-09-047 (Order 190), § 230-08-095, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12), 85-03-026 (Order 144), § 230-08-095, filed 1/9/85; Order 45, § 230-08-095, filed 12/30/75.]

**WAC 230-08-100 Political contributions of licensees to be reported.** Each licensee shall file with the commission a report fully disclosing each gift or contribution of money, or other thing of value, made directly or indirectly by the licensee or the licensee's spouse, or by any person having a substantial interest in the licensee, to, or for the benefit of:

(1) Any candidate for public office or any public officeholder; or

(2) Any committee or association of persons formed to promote to encourage any candidate or candidates for, or holder or holders of, any public office; or

(3) Any person or association actually advocating any legislation or administrative rule, or any changes therein.

These reports shall be filed in the office of the commission by notation on the next quarterly activity report filed, and by attaching all details concerning each gift or contribution to the report: *Provided*, That any licensee not required to submit quarterly activity reports shall provide this information to the commission, in writing, no later than 90 days following each gift or contribution.

The filing herein shall reflect all such gifts or contributions made prior to the time of the report. The report shall be made under oath. No report need cover any period of time which is covered by a previous report filed with the gambling commission.

The report shall at minimum include the following for each gift or contribution:

(a) The amount of the gift or contribution, or a description and the retail value if other than cash; and

(b) The name of the person for whose benefit the gift or contribution was made; and

(c) The name of the person or association to whom the gift or contribution was actually made; and

(d) The name of the person or association actually making the gift or contribution; and

(e) The date the contribution was made.

*Provided*, That gifts or contributions made directly to a recognized political party in the state of Washington for general party purposes and not for the benefit of a specific candidate or candidates, and gifts or contributions for the benefit of a specific person or persons or for the benefit of any initiative, referendum or ballot issue which accumulate to less than fifty dollars in any calendar year shall be exempt from this reporting requirement.

*Provided further*, That licensed, dues paying members of bona fide trade associations which are not principally formed for the purpose of influencing candidates for public office, public officeholders, legislation, or administrative rules and are not principally formed for the purpose of representing, speaking for or advising licensees of the commission are exempted from this reporting requirement concerning the funds paid to the trade association only, if:

(a) The trade association is registered as a political committee, or its authorized representative is registered as a lobbyist, with the Washington state public disclosure commission and copies of all reports furnished by the trade association, its registered lobbyist, or both to the public disclosure commission are furnished to the gambling commission at the same time they are required to be filed with the public disclosure commission;

(b) Such exemption is specifically granted by the Washington state gambling commission to the trade association's dues paying members; and

(c) The trade association agrees in writing to open its financial records relating to dues, voluntary donations, gifts, contributions or other sources of income or expenditures for inspection by the gambling commission at any time, with or without notice.

[Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (11), (14) and (17). 86-13-055 (Order 158), § 230-08-100, filed 6/13/86; Order 23, § 230-08-100, filed 9/23/74.]

**WAC 230-08-120 Quarterly activity report by operators of bingo games (license Class D and above).** Each organization licensed to conduct bingo games in Class D and above shall submit an activity report to the commission concerning the licensed activity and other matters set forth below during each of the following periods of the year:

January 1st through March 31st  
 April 1st through June 30th  
 July 1st through September 30th  
 October 1st through December 31st

If the licensee does not renew its license, then it shall file a report for the period between the previous report filed and the expiration date of its license.

The report form shall be furnished by the commission and the completed report shall be received in the office of the commission or postmarked no later than 30 days following the end of the period for which it is made.

The report shall be signed by the highest ranking officer or his/her designee. If the report is prepared by someone other than the licensee or an employee, then the preparer shall also sign the report and print his/her name and phone number on the report.

The report shall be completed in accordance with the related instructions furnished with the report. The report shall include, among other items, the following:

- (1) The gross gambling receipts from bingo, by month.
- (2) The total amount of cash prizes actually paid out and the total of the cost to the licensee of all merchandise prizes actually paid out by month. Donated prizes will be recorded at the fair market value of the prize at the time they were received by the organization.
- (3) The net gambling receipts, by month.

(4) Full details on all expenses directly related to bingo, including at least the following:

(a) Wages, monies, or things of value paid or given to each person connected with the management, promotion, conduct or operation of the bingo game together with an attachment setting out the following:

- (i) Name;
- (ii) Duties performed;
- (iii) Hours worked; and

(iv) Wages, monies or things of value paid or given for conducting bingo activities. When an employee works in more than one activity, the total hours worked and total wages shall also be reported,

(b) A statement describing the allocation method used in allocating common use expenses; and

- (c) A detailed listing of all items included under "other."
- (5) The net income.
- (6) The total number of customers participating.
- (7) The total number of sessions held.

(8) Net income from the operation of retail sales activities operated in conjunction with bingo games.

[Statutory Authority: RCW 9.46.070 (1)(16). 90-10-007, § 230-08-120, filed 4/19/90, effective 7/1/90. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-08-120, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-120, filed 2/22/85. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-08-120, filed 1/9/85. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-08-120, filed 3/2/83; Order 70, § 230-08-120, filed 5/24/77; Order 46, § 230-08-120, filed 2/13/76; Order 42, § 230-08-120, filed 9/18/75; Order 29, § 230-08-120, filed 1/23/75; Order 23, § 230-08-120, filed 9/23/74; Order 15, § 230-08-120, filed 4/17/74; Order 5, § 230-08-120, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-122 Annual certification and financial report—All nonprofit and charitable organizations.** (1)

Every organization licensed to conduct gambling shall report on a standard form provided by the commission, for its last annual fiscal accounting period completed, the information required below: *Provided*, That if any applicant has provided such information on an application within the preceding twelve months, only those items requiring update must be reported. This report shall include at least the following information:

(a) A brief history of the organization, including its purpose(s): *Provided*, That only changes in the purposes and organizational structure need to be reported after the initial application:

(b) A written statement setting out the progress made in meeting its organizational purpose(s) during the period;

(c) Number of membership meetings conducted;

(d) Number of active members;

(e) Number of voting members;

(f) The nature, type, or kind of program services provided;

(g) The scope of their program services, including:

(i) Number of persons served by their charitable or nonprofit programs;

(ii) The extent of their service area;

(iii) Number of volunteer workers and estimation of hours worked;

(h) A list of contributions made that includes the following:

(i) The name of each organization and individual receiving a contribution. In the alternative, if a contribution was made to an individual, the term "individual contribution" may be used instead of the individual's name: *Provided*, the organization maintains necessary records to verify and identify the recipient for each individual contribution listed;

(ii) The amount(s);

(iii) Date(s) made; and

(iv) Whether the contribution was from gambling income or other funds.

(i) Gross income from all non-gambling sources including the source;

(j) Total disbursements to provide charitable services, and total disbursements to provide nonprofit services;

(k) The percentage or extent to which bingo income was used for charitable as distinguished from nonprofit purposes;

(l) Income and expenses for any nongambling sales activity must be presented separately when it is conducted primarily in conjunction with gambling activities: *Provided*, That if the gambling activity is not conducted in a rented premise and/or if employees are not used in the gambling activity, then separation is not required;

(m) Details of any loans, contracts, or other business transactions with related parties that cumulatively exceed \$1,000 during the period. "Related parties" is defined as officers, board members, or key employees, including spouses, parents, children, and brothers or sisters of each; and

(n) The names, duties performed, total hours worked, and total compensation paid for the following employees:

(i) All employees paid more than \$30,000 annually;

(ii) Part-time employees paid more than \$15 per hour; and

(iii) All officers receiving compensation for services rendered.

(2) In addition to information required in paragraph (1), Group II and III bingo licensees must submit the following information no later than 120 days following the end of its fiscal year accounting period. The information must be submitted in the form of complete financial statements, including all required footnotes and a "Statement of Cash Flow," and shall be prepared in accordance with generally accepted accounting principles.

(a) A complete balance sheet;

(b) Income and expenses for each gambling activity, separately;

(c) Income from all other sources, separately;

(d) Direct expenses for providing charitable services and direct expenses for providing nonprofit services; and

(e) Capital expenditures made during the period.

(f) Loans to or from officers, members, and employees must be presented separately in the Balance Sheet/Statement of Financial Position or disclosed in the footnotes: *Provided*, That employee salary advances of \$200.00 or less will not be considered as loans. Details of all terms, including interest rates and payment schedules must be disclosed;

(g) Income and expenses for each function or activity must be separately presented in the income statement/statement of operations. Material differences between amounts reported in gambling activity reports and the

financial statements must be reconciled and explained: *Provided*, That a consolidated income statement may be presented, if details of all activities are provided as supplemental information;

(h) All civil penalties, fines, bribes, or embezzlement discovered by the organization are considered material and must be disclosed; and

(i) An explanation of any adjustments made to prior period capital accounts or fund balances must be disclosed in the footnotes or provided as supplemental information.

(3) The commission may require additional information to ensure completeness of the information reported in subsection (1) or (2) above, including selected information covering the period from the end of the fiscal year reported and the license renewal date;

(4) The commission may grant additional time to submit the information required by subsection (1) or (2) above upon demonstration of undue hardship and a written request received prior to the due date. Any request for additional time shall be signed by the president and include a statement setting out the hardship necessitating the delay and the expected date the required report(s) will be submitted.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-08-122, filed 4/18/89, effective 7/1/89.]

**WAC 230-08-125 Annual activity reports by operators of Class A, B, and C bingo, all classes of raffles, and bona fide charitable or nonprofit amusement games.** Each licensee for the operation of all classes of raffles and bona fide charitable or nonprofit amusement games, and Class A, B, or C bingo games shall submit to the commission an annual summary of each separate licensed activity on a form supplied by the commission.

The report form shall be furnished by the commission and the completed report shall be received in the office of the commission or postmarked no later than 30 days following the expiration of such organization's license year. The report shall be signed by the highest ranking officer or his/her designee. If the report is prepared by someone other than this officer, then the preparer shall include his/her name and phone number on the report.

The report shall be completed in accordance with the related instructions furnished with the report. The report shall include, among other items, the following:

(1) The gross gambling receipts from the conduct of each licensed activity;

(2) The total amount of cash prizes actually paid out, and the total of the cost to the licensee of all merchandise prizes actually paid out for each licensed activity. Donated prizes will be recorded at the fair market value of the prize at the time they were received by the organization;

(3) The net gambling receipts for each activity;

(4) Full details on all expenses directly related to each activity, including all compensation paid by the licensee to each person for any work connected with the management, promotion, conduct or operation of each of the licensed activities, including a description of the work performed by that person. *Provided* that RCW 9.46.0277 and WAC 230-20-070 are observed in relation to the restriction against employing persons to conduct or otherwise take part in the operation of a raffle;

- (5) The net income from each activity;
- (6) The total number of sessions conducted during the year; and
- (7) The total number of players participating in bingo games.
- (8) Net income from the operation of retail sales activities operated in conjunction with bingo games.

[Statutory Authority: RCW 9.46.070 (1)(16), 90-10-007, § 230-08-125, filed 4/19/90, effective 7/1/90. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-08-125, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-125, filed 2/22/85. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-08-125, filed 3/2/83.]

**WAC 230-08-130 Quarterly activity reports by operators of punchboards and pull tabs.** Each licensee for the operation of punchboards and pull tabs shall submit an activity report to the commission concerning the operation of the licensed activity and other matters set forth below during each of the following periods of the year:

- January 1st through March 31st
- April 1st through June 30th
- July 1st through September 30th
- October 1st through December 31st

If the licensee does not renew his license, then he shall file a report for the period between the previous report filed and the expiration date of his license.

The report form shall be furnished by the commission and the completed report shall be received in the office of the commission or postmarked no later than 30 days following the end of the period for which it is made.

The report shall be signed by the highest ranking executive officer or his designee. If the report is prepared by someone other than the licensee or his employee then the preparer shall also sign the report.

The report shall be completed in accordance with the related instructions furnished with the report. The report shall include the following:

- (1) Gross sales, other than licensed gambling activities during the reporting period;
- (2) That portion of the gross sales that relates solely to the sale of food and drink for consumption on the premises;
- (3) The gross gambling receipts from punchboards and the gross receipts from pull tabs;
- (4) The total amount of cash prizes paid out and the cost to the licensee of all merchandise prizes paid out, for punchboards and for pull tabs;
- (5) Full details of all expenses related to the purchase and operation of punchboards and pull tabs; and
- (6) Total net gambling income.
- (7) For the calendar quarter ending December 31, 1988, the number of punchboards and the number of pull tab series that were either in play and in inventory awaiting play as of the end of business on September 30, 1988;
- (8) For all calendar quarters ending after September 30, 1988, the number of punchboards and the number of pull tab series removed from play during the period; and
- (9) For all calendar quarters ending after September 30, 1988, the number of punchboards and the number of pull tab

series purchased during the period, less all un-played devices returned for credit during the period.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-08-130, filed 6/14/88. Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-08-130, filed 9/15/86, effective 1/1/87. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-130, filed 2/22/85. Statutory Authority: RCW 9.46.070(8). 82-04-010 (Order 118), § 230-08-130, filed 1/22/82; Order 80, § 230-08-130, filed 12/28/77; Order 70, § 230-08-130, filed 5/24/77; Order 46, § 230-08-130, filed 2/13/76; Order 29, § 230-08-130, filed 1/23/75; Order 14, § 230-08-130, filed 3/27/74; Order 5, § 230-08-130, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-140 Quarterly activity reports by distributors.** (1) Each licensed distributor shall submit an activity report to the commission concerning sales and services relating to gambling activities each quarter. The report form shall be furnished by the commission. Quarterly reporting periods are defined as:

- (a) January 1st through March 31st;
- (b) April 1st through June 30th;
- (c) July 1st through September 30th; and
- (d) October 1st through December 31st.

(2) The completed report shall be received in the office of the commission or postmarked no later than 30 days following the end of the period for which it is made.

(3) The report shall be signed by the highest ranking executive officer or their designee. If the report is prepared by someone other than the licensee or their employee, then the preparer's name and business telephone number must be provided.

(4) The report shall include, among other items, the following:

(a) The gross receipts from all sales of devices, equipment or merchandise of any kind which could be used to operate, or in connection with, punchboards, pull tabs, pull tab dispensing devices, or electronic crane games, where such sales are made in the state of Washington or for use or distribution within this state.

(b) The quantity of each specific type of device, equipment or merchandise sold within this state or for distribution and use within this state by the licensee.

(c) A listing of the name and address of each person who was a distributor's representative for the licensee during the three month period or who attempted to solicit sales of such devices, equipment or merchandise, either within the state of Washington or for use or distribution within the state.

(d) The number of employees in the state of Washington other than those listed in (3) above.

(5) Each distributor with an active license must submit a report regardless of the level of activity. If no activity was conducted during the period, a report stating "no activity" shall be submitted.

(6) If a licensee does not renew their license, then they shall file a report for the period between the previous report filed and the expiration date of the license.

[Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-140, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-140, filed 2/22/85. Statutory Authority: RCW 9.46.070(7). 79-09-029 (Order 91), § 230-08-140, filed 8/14/79; Order 70, § 230-08-140, filed 5/24/77; Order 46, § 230-08-140, filed 2/13/76; Order 29, § 230-08-140, filed 1/23/75; Order 5, § 230-08-140, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-150 Quarterly activity reports by manufacturers.** Each licensed manufacturer shall submit an activity report to the commission concerning all sales and services relating to gambling activities each quarter. The report form shall be furnished by the commission. Quarterly reporting periods are defined as:

- (a) January 1st through March 31st;
- (b) April 1st through June 30th;
- (c) July 1st through September 30th; and
- (d) October 1st through December 31st.

(2) The completed report shall be received in the office of the commission or postmarked no later than 30 days following the end of the period for which it is made.

(3) The report shall be signed by the highest ranking executive officer or their designee. If the report is prepared by someone other than the licensee or their employee, then the preparer shall also sign the report.

(4) The report shall include, among other items, the following:

(a) The gross receipts from all sales of devices, equipment, or merchandise of any kind which could be used to operate, or in connection with, punchboards, pull tabs, pull tab dispensing devices, or electronic crane games, when such sales are made in the state of Washington or for distribution or use within the state of Washington.

(b) The quantity of each specific type of such device, equipment, or merchandise sold within the state or for distribution or use within the state of Washington by the licensee.

(c) A listing of the name and address of each person who was a manufacturer's representative for the licensee or who solicited sales of such devices or equipment for or on behalf of the licensee within the state of Washington or for use or distribution within the state.

(d) The number of employees in the state of Washington other than those listed in (3) above.

(5) Each manufacturer with an active license must submit a report regardless of the level of activity. If no activity was conducted during the period, a report stating "no activity" shall be submitted.

(6) If a licensee does not renew their license, then they shall file a report for the period between the previous report filed and the expiration date of the license.

[Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-08-150, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-150, filed 2/22/85; Order 70, § 230-08-150, filed 5/24/77; Order 46, § 230-08-150, filed 2/13/76; Order 29, § 230-08-150, filed 1/23/75; Order 14, § 230-08-150, filed 3/27/74; Order 5, § 230-08-150, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-160 Quarterly activity reports by operators of social and public card rooms.** Each licensee for the operation of social or public card rooms shall submit an activity report to the commission concerning the operation of the licensed activity and other matters set forth below during each of the following periods of the year:

- January 1st through March 31st
- April 1st through June 30th
- July 1st through September 30th
- October 1st through December 31st.

If the licensee does not renew his license, then he shall file a report for the period between the previous report filed and the expiration date of his license.

The report form shall be furnished by the commission and the completed report shall be received in the office of the commission or postmarked no later than 30 days following the end of the period for which it is made.

The report shall be signed by the highest ranking executive officer or his designee. If the report is prepared by someone other than the licensee or his employee, then the preparer shall also sign the report.

The report shall be completed in accordance with the related instructions furnished with the report. The report shall include the following:

(1) Gross sales, other than licensed gambling activities during the report period;

(2) That portion of the gross sales that relates solely to the sale of food and drink for consumption on the premises;

(3) Gross gambling receipts from the collection of fees charged for allowing persons to play;

(4) Full details of all compensation paid by the licensee to each person for any work connected with the management, promotion, conduct or operation of the card room, including:

(a) A description of the work performed by that person, including identifying each "Pan" dealer;

(b) The hourly wage, including benefits; and

(c) The total hours worked during the period.

(5) Full details of all other expenses related to the operation of the card room;

(6) The net gambling income or loss from the operation of the card room for the reporting period;

(7) The normal days and times of operation of the card room;

(8) The total hours the card room was open during the period;

(9) The total hours "Pan" was played and a paid dealer was provided during the period; and

(10) Full details of any meals furnished employees included in (1) or (2) above as sales:

*Provided*, That persons licensed under Class D - general, no fee charged, are exempt from all portions of this rule.

[Statutory Authority: Chapter 9.46 RCW. 86-19-056 (Order 161), § 230-08-160, filed 9/15/86, effective 1/1/87. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-160, filed 2/22/85. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-08-160, filed 3/2/83; Order 80, § 230-08-160, filed 12/28/77; Order 70, § 230-08-160, filed 5/24/77.]

**WAC 230-08-180 Annual activity reports by commercial amusement game operators.** (License Class B and above) (1) Each licensee for the operation of commercial amusement games Class B and above shall submit an activity report to the commission concerning the operation of the licensed activity and other matters set forth below.



(2) The report form shall be furnished by the commission and the completed report shall be received in the office of the commission or postmarked no later than sixty days following the license expiration date.

(3) The report shall be signed by the highest ranking executive officer or their designee. If the report is prepared by someone other than the licensee or their employee, then the preparer's name and business telephone number must be provided.

(4) The report shall be completed in accordance with the related instructions furnished with the report. The report shall include the following:

- (a) The total gross gambling receipts;
- (b) The total cost to the licensee of all prizes awarded;
- (c) Full details of all expenses related to the purchase and operation of amusement games;
- (d) Total net gambling income;

(5) In addition to the above, commercial amusement game licensees operating amusement games at locations on a temporary basis set forth in WAC 230-04-138 (1)(a), (d), or (e) or as authorized by WAC 230-20-670(2) shall provide for each separate location:

- (a) The name and address of the business and/or event;
- (b) The total gross gambling receipts received; and
- (c) The amount of funds distributed to the premise/location owner.

[Statutory Authority: RCW 9.46.070, 92-21-021, § 230-08-180, filed 10/13/92, effective 11/13/92. Statutory Authority: RCW 9.46.070 and 9.46.0331, 91-19-093 (Order 227), § 230-08-180, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14), 89-24-002 (Order 201), § 230-08-180, filed 11/27/89, effective 12/28/89.]

**WAC 230-08-200 All records subject to commission audit.** Any and all records of any person operating any activity authorized by RCW 9.46.030, or any licensed distributor or manufacturer of gambling devices, paraphernalia or equipment, or any commission permittee, its employees, any of its members that directly participate in the management, operation or promotion of an authorized activity, including but not limited to, those which are required to be kept or which relate in any manner to the conduct of any activity licensed by the commission, or of a rule of the commission, shall be subject to an audit by the commission and any of its authorized representatives, without notice: *Provided*, That unless otherwise provided elsewhere in these rules, such an audit must be begun between the hours of 8:00 a.m. and 5:00 p.m. on a weekday other than a holiday, or during the hours in which the activity is being actually operated, and performed upon the premises of the licensee where the records are located.

In the event of an audit by the commission, or any of its authorized representatives, the operator, distributor, manufacturer or permittee, shall immediately provide all such records, provide a place where such audit may be performed and render such reasonable assistance to the commission and its representatives in inspecting such records as may be requested.

[Order 53, § 230-08-200, filed 5/25/76; Order 15, § 230-08-200, filed 4/17/74; Order 5, § 230-08-200, filed 12/19/73, 1:25 p.m.]

**WAC 230-08-250 Annual activity reports by agricultural fairs and other bona fide charitable or**

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**nonprofit organizations with special location licenses to conduct bingo, raffles, and amusement games.** Each bona fide charitable or nonprofit licensee for the operation of bingo, raffles, and amusement games conducted only at agricultural fairs and other special locations shall submit an activity report to the commission concerning the operation of the licensed activities and other matters set forth below for the period of their license.

The report form shall be furnished by the commission and the completed report shall be received in the office of the commission or postmarked no later than 30 days following the expiration date of the license. All persons operating by virtue of a permit issued by the commission shall furnish to the licensee in conjunction with whom the permit is used, all information with respect to their own operation which is needed by the licensee to complete its report not less than ten days prior to the time the licensee is required to file his report with the commission.

The report shall be signed by the highest ranking executive officer or his designee. If the report is prepared by someone other than the licensee or his employee, then the preparer shall also sign the report.

The report shall include, among other items, the following:

- (1) The gross receipts from each separate gambling activity;
- (2) The total cash prizes actually paid out and the total of the cost to the licensee of all merchandise prizes actually paid out for each separate gambling activity;
- (3) The net receipts for each separate gambling activity;
- (4) Full details on all expenses directly related to each separate gambling activity;
- (5) The net income from each separate gambling activity; and
- (6) The gross receipts from the rental or leasing of space for licensed gambling activities.

[Statutory Authority: RCW 9.46.070 (8) and (9), 85-06-002 (Order 147), § 230-08-250, filed 2/22/85; Order 74, § 230-08-250, filed 8/17/77.]

**WAC 230-08-260 Fund raising events—Activity report required.** Each licensee for the operation of fund raising events shall submit an activity report to the commission concerning the operation of the licensed activities and other matters set forth below for the period of each event.

The report form shall be furnished by the commission and the completed report shall be received in the office of the commission no later than 30 days following the authorized operating days or day.

The report shall be signed by the highest ranking executive officer or his designee. If the report is prepared by someone other than the licensee or his employee, then the preparer shall sign the report.

The report shall include, among other items, the following information:

- (1) The gross receipts from each separate gambling activity;
- (2) Total cash prizes actually paid out and the total of the cost to the licensee of all merchandise prizes actually given out for each separate gambling activity. Donated prizes will be recorded at the fair market value of the prize at the time they were received by the organization;

- (3) The net receipts for each separate gambling activity;
- (4) The total net receipts;
- (5) Full details of all expenses directly related to each event.

[Statutory Authority: RCW 9.46.0355 and [9.46.]070(14). 90-13-022, § 230-08-260, filed 6/11/90, effective 7/31/90. Statutory Authority: RCW 9.46.070(14). 88-15-019 (Order 181), § 230-08-260, filed 7/11/88. Statutory Authority: RCW 9.46.070 (8) and (9). 85-06-002 (Order 147), § 230-08-260, filed 2/22/85. Statutory Authority: RCW 9.46.010 and 9.46.070 (8) and (14). 85-03-025 (Order 143), § 230-08-260, filed 1/9/85; Order 78, § 230-08-260, filed 11/17/77.]

## Chapter 230-12 WAC

### RULES OF GENERAL APPLICABILITY

#### WAC

230-12-010	Inspection of premises, records and devices.
230-12-020	Gambling receipts deposit required by all bona fide charitable and nonprofit organizations—Exemptions.
230-12-030	No beer or liquor as prizes.
230-12-040	No firearms as prizes.
230-12-050	Extension of credit, loans, or gifts prohibited, limited exception.
230-12-053	Acceptance of checks—Requirements.
230-12-060	Charitable or nonprofit—Bingo—Special review.
230-12-070	Conduct of gambling activity.
230-12-075	Commercial stimulant compliance.
230-12-080	Licensee to maintain copy of commission's rules on premises.
230-12-200	Prohibited practices—Contracts—Gifts—Rebates, etc.
230-12-210	Prices charged by manufacturers, distributors and operators for goods and services not to be fixed by agreement.
230-12-220	Agreement requiring payment by licensee based upon percentage of receipts from authorized activity—Prohibited.
230-12-225	Repair or service not to be conditioned upon exclusive supply arrangement.
230-12-230	Agreements restricting freedom to buy and sell—Prohibited.
230-12-250	No division of territories allowed.
230-12-280	Suspension of licenses, certificates, and permits for various purposes for premises upon which violations occur.
230-12-300	Resident agent to be appointed by foreign manufacturers, distributors, and commercial amusement game operators.
230-12-305	Licensee required to submit updated documents or information.
230-12-310	Licensees to report to the commission all civil or criminal actions filed against them.
230-12-900	Deputy director.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

230-12-400	License expiration extension. [Order 5, § 230-12-400, filed 12/19/73.] Repealed by Order 23, filed 9/23/74.
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**WAC 230-12-010 Inspection of premises, records and devices.** All premises licensed, or any premises in any way connected physically or otherwise with a licensed business, including vehicles used in connection therewith, shall at all times be open to inspection by the commission or its authorized representatives.

At any time during which a licensed gambling activity is being operated upon a premises, the commission, and any

authorized representative of the commission, may enter upon the premises without advance notice and:

(1) Make a count of all monies received during the operation of the licensed activity located on the premises, inspect all receipts [for income issued by the licensee, and inspect all receipts] for prizes which have been awarded by the licensee.

(2) Inspect any of the other records of the licensee, or of any member that directly participates in the management, operation or promotion of a licensed activity, or of any employee of the licensee, or of any operator of the licensed activity.

(3) Inspect, including the dismantling of, all pieces of equipment or parts thereof, or devices of any nature, which are being used to conduct the licensed activity.

(4) When the commission, or its authorized representative, finds cause to believe that there is a reasonable probability that the provisions of chapter 9.46 RCW, including any amendments thereto, or any of the rules passed by the commission, have been or are being violated by the licensee, or its employees or operators, remove to another location or locations for further inspection and investigation, any and all records and any and all equipment, parts thereof, and devices of any nature located upon the premises related to the operation of the licensed activity, or any other gambling activity: Provided, That records may be removed, for inspection purposes, from the licensee's premises or control in the case of an inadequate working environment.

A receipt shall be issued to the licensee or operator of the activity which shall list and describe each record and each piece of equipment, or part thereof, and device which has been removed from the premises.

Each such record, piece of equipment, part thereof, and device so removed shall be returned to the premises or to the address of the licensee within a reasonable period of time after its removal subsequent to notification of settlement of the case, in as good a condition as it was in when removed, unless the commission or the director determines that the record, equipment or devices so removed are necessary for an ongoing investigation of possible violations of statutes or rules of the commission by the licensee, by employees of the licensee, or by operators of the licensed activity. Copies of retained records and reports will be provided to the licensee upon written request within ten working days after the receipt of the request, unless good cause is shown for an additional extension.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-15-039 (Order 194), § 230-12-010, filed 7/18/89, effective 8/18/89. Statutory Authority: RCW 9.46.070(8), 9.46.20(14) [9.46.020(14)] and 9.47.130. 81-21-033 (Order 114), § 230-12-010, filed 10/15/81; Order 57, § 230-12-010, filed 7/9/76; Order 42, § 230-12-010, filed 9/18/75; Order 5, § 230-12-010, filed 12/19/73.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 230-12-020 Gambling receipts deposit required by all bona fide charitable and nonprofit organizations—Exemptions.** (1) Every licensed bona fide charitable or nonprofit organization shall keep a separate gambling receipts' account in a recognized Washington state

depository authorized to receive funds, which shall be kept separate and apart and actually segregated from the licensee's general funds: Provided, That if such activities are conducted on the United States' portion of the Point Roberts Peninsula, Washington, the deposit may be made in a British Columbia branch of a Canadian bank. Licensees are not limited to a single gambling receipts account as long as a minimum of one separate account is maintained. The following conditions of deposit will be met:

(a) No expenditures other than for prizes shall be made from the receipts of any licensed gambling activity until such receipts have first been deposited in the gambling receipts account: Provided, That bingo receipts may be withheld from deposits for jar, pig, or other similar special game prizes if:

(i) The total of all such prize funds does not accumulate to exceed \$200.00;

(ii) The amount withheld each session is entered in the bingo daily record; and

(iii) A reconciliation of the special game fund is made of the bingo daily record;

(b) All net gambling receipts from the operation of bingo which are being held pending disbursement shall be deposited in the licensee's gambling receipts account not later than the second banking day following receipt thereof;

(c) All net gambling receipts from the operation of card rooms, raffles (Class E and above), and amusement games (Class D and above) shall be deposited in the licensee's gambling receipts account at least once each week;

(d) Net gambling receipts from the operation of each punchboard and pull tab series, including cost recovery for merchandise prizes awarded, shall be deposited in the licensee's gambling receipts account no later than two banking days after a board or series is removed from play. The Washington state identification number assigned to the punchboard or pull tab series and the amount of net gambling receipts shall be recorded on the deposit slip/receipt each time a deposit is made: *Provided*, That licensees may record the Washington state identification stamp numbers and the net gambling receipts on a separate record if the record is identified with the bank validation number and maintained with the deposit slip/receipt; and

(e) All deposits of net gambling receipts from each activity shall be made separately from all other deposits, and the validated deposit receipt shall be kept as a part of the records required by Title 230 WAC. Deposit receipts are a part of the applicable daily or monthly records and shall be available for inspection by commission representatives.

(2) Bona fide charitable or nonprofit organizations that conduct only one or more of the following activities and do not possess any other licenses issued by the gambling commission are exempt from this rule:

(a) Raffles under the provisions of RCW 9.46.0315;

(b) Bingo, raffles, or amusement games under the provisions of RCW 9.46.0321;

(c) Class A, B, or C bingo game;

(d) Class A, B, C, or D raffle; or

(e) Class A, B or C amusement game.

(3) Bona fide charitable or nonprofit organizations who conduct only fund raising events or membership raffles and have no other gambling licenses are exempt from having a

separate gambling receipts account, but must meet the following conditions of deposit:

(a) No expenditures other than for prizes shall be made until such receipts have first been deposited in the licensee's bank account;

(b) All net gambling receipts shall be deposited within two banking days following receipt thereof; and

(c) The validated deposit receipt shall be kept with the licensee's gambling records.

[Statutory Authority: RCW 9.46.070 (7), (17), (8) and (9). 91-13-070 (Order 223), § 230-12-020, filed 6/17/91, effective 7/18/91. Statutory Authority: RCW 9.46.070 (11) and (14). 89-17-056 (Order 196), § 230-12-020, filed 8/15/89, effective 9/15/89. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-12-020, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-12-020, filed 1/9/85. Statutory Authority: RCW 9.46.070 (9), (12) and (14). 83-08-051 (Order 130), § 230-12-020, filed 4/1/83. Formerly WAC 230-20-150.]

**WAC 230-12-030 No beer or liquor as prizes.** No beverages containing alcohol, including but not limited to, beer or liquor, shall be offered or awarded as a prize or in lieu of a prize for winning at any of the activities authorized by RCW 9.46.030. No such alcoholic beverages shall be furnished to any person participating in the activity by anyone except upon the participant paying the market price therefor. If liquor is offered for sale upon the premises where an authorized activity is being conducted then no one under the age of eighteen years shall be admitted to that portion of the premises used to conduct the authorized activity. The licensee and each person conducting the activity and each person physically operating the activity shall be responsible to see that no unauthorized person is admitted to that portion of the premises.

[Order 51, § 230-12-030, filed 4/30/76; Order 12, § 230-12-030, filed 2/14/74; Order 5, § 230-12-030, filed 12/19/73.]

**WAC 230-12-040 No firearms as prizes.** No firearms, air guns which are capable of discharging dangerous projectiles, including but not limited to, BB's; or CO<sup>2</sup> guns, including but not limited to, rifles, shotguns, pistols, or revolvers; shall be offered or awarded as a prize or in lieu of a prize for winning at any of the activities authorized by RCW 9.46.030: *Provided*, That bona fide charitable or nonprofit organizations licensed to conduct a raffle, may award legal shotguns or hunting rifles as merchandise prizes not deemed unlawful as defined by WAC 232-12-047: *Provided further*, That the organization shall not award the actual prize but will provide a certificate for the prize redeemable at a licensed firearms dealer.

[Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (11), (14) and (17). 86-13-055 (Order 158), § 230-12-040, filed 6/13/86; Order 51, § 230-12-040, filed 4/30/76; Order 12, § 230-12-040, filed 2/14/74.]

**WAC 230-12-050 Extension of credit, loans, or gifts prohibited, limited exception.** No licensee, member or employee thereof shall extend credit, make a loan, or grant a gift to any person playing in an authorized activity, or which enables a person to play in an authorized activity. The consideration required to participate in the activity shall be collected in full, by cash or check, prior to participation.

Provided, this prohibition shall not apply to the following situations:

(1) The consideration paid for the opportunity to play a punchboard or pull tab series may be collected immediately after the play is completed only when such consideration is ten dollars or less; or

(2) When a bona fide charitable or bona fide nonprofit organization conducting any of the activities authorized by RCW 9.46.030 or commission rules has a regular billing system for all of the activities of its members with such organization, such billing system may be utilized in connection with the playing of any of the activities authorized hereunder if:

(a) The playing of such activity is limited to regular members of such organization who have become regular members prior to the commencement of such activity and whose qualifications for membership were not dependent upon, or in any way related to, the playing of such activity; and

(b) The commission has given its prior written consent to the use of such billing system in connection with the conduct of activities authorized under these rules.

[Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281], 89-05-024 (Order 186), § 230-12-050, filed 2/13/89; Order 51, § 230-12-050, filed 4/30/76; Order 15, § 230-12-050, filed 4/17/74; Order 5, § 230-12-050, filed 12/19/73.]

**WAC 230-12-053 Acceptance of checks—Requirements.** (1) A licensee, member, or employee thereof may accept a check in lieu of cash from a player for activities authorized by chapter 9.46 RCW, when the following requirements are met:

(a) The check is not a third party check drawn on an individual's personal account or a counter check offered by the licensed establishment;

(b) Any personal check must be dated the same day it is offered to the licensee and fully negotiable upon acceptance by the licensee; and

(c) The check is not from a player who has a balance owed to the licensee from a previous returned personal check. Provided: This shall not apply to a licensee who utilizes a check guarantee and collection service.

(2) If a licensee, member or employee thereof accepts a check that does not comply with the requirements set forth above, the licensee shall be deemed to have extended credit in violation of WAC 230-12-050.

[Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281], 89-05-024 (Order 186), § 230-12-053, filed 2/13/89.]

**WAC 230-12-060 Charitable or nonprofit—Bingo—Special review.** (1) The director or the commission may require an organization to appear before the commission for a special review of the organization's performance during the preceding 18 months. Topics for the review shall be limited to the following:

(a) Failure to make progress in meeting its organizational purpose(s);

(b) Payment of excessive wages;

(c) Payment of excessive rent or excessive purchase price for bingo premises;

(d) The loss of exemption from the Internal Revenue Service and its effect on continued eligibility; or

(e) Violation of bingo prize payout or net return requirements.

(2) The commission will notify all other bingo operations within a five mile radius, of the time, date, and place of the special review. The commission will also notify local law enforcement of this information.

(3) The organization shall be represented by at least a majority of the members of its board of director, its chief executive officer, its primary bingo manager, and may be represented by an attorney.

(4) At the completion of any special review, the commission may issue a written position regarding the organization reviewed. If the commission deems that corrective action is necessary, it may require the organization to develop a plan to address the concerns of the commission. The plan will be reviewed by the staff and the commission and the organization will be notified of any additional concerns. Any organization subject to corrective action will be allowed a maximum of six months after the review to conform to the approved corrective action plan. The progress made toward compliance will be monitored by the commission staff. In the event an organization fails to comply with the corrective action plan, the director may initiate administrative action concerning any subsequent rule violations. Topics brought before the commission for a special review that constitute rule violations will be treated as a formal warning, and not subject to further administrative action. Provided, if new or continued violations occur after the completion of the special review, those violations will be subject to separate administrative action.

[Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20), 89-09-047 (Order 190), § 230-12-060, filed 4/18/89, effective 7/1/89.]

**WAC 230-12-070 Conduct of gambling activity.** No person operating any activity authorized by RCW 9.46.030 shall, directly or indirectly, in the course of such operation:

(1) Employ any device, scheme or artifice to defraud;

(2) Make any untrue statement of a fact, or omit to state a fact necessary in order to make a statement not misleading, in consideration of the circumstance under which such statement was made;

(3) Engage in any act, practice, or course of operation as would operate as a fraud or deceit upon any person.

[Order 53, § 230-12-070, filed 5/25/76; Order 5, § 230-12-070, filed 12/19/73.]

**WAC 230-12-075 Commercial stimulant compliance.** A person licensed to operate punchboards and pull tabs and/or a public card room as a commercial stimulant, shall be operating those activities as a commercial stimulant when the adjusted net gambling receipts do not exceed the total gross sales of the licensed business in any calendar quarter: *Provided*, That when the adjusted net gambling receipts exceed the total gross sales of the licensed business by less than ten percent in any calendar quarter, the commission shall measure the current quarter with the previous three calendar quarters to determine compliance. If the adjusted net gambling receipts for the entire period do not exceed the gross sales for this 12 month period, then the gambling

activities shall be considered as being used as a commercial stimulant. Those licensees that have operated less than a year, shall be measured only on those quarterly reports submitted to the commission.

[Statutory Authority: Chapter 9.46 RCW. 86-24-025 (Order 163), § 230-12-075, filed 11/24/86.]

**WAC 230-12-080 Licensee to maintain copy of commission's rules on premises.** Each licensee for the operation of a gambling activity shall obtain, maintain and keep current, a copy of the rules of the commission, which shall be located upon each premises used for the conduct of a licensed activity by a licensee at all times the activity is there conducted. The rules shall be produced by the licensee and shown to any person upon demand. The fact that a licensee may not have a current copy of each of the rules of the commission shall not in any way diminish the licensee's obligation to abide by these rules.

[Statutory Authority: RCW 9.46.070(13). 78-06-066 (Order 85), § 230-12-080, filed 5/25/78; Order 12, § 230-12-080, filed 2/14/74.]

**WAC 230-12-200 Prohibited practices—Contracts—Gifts—Rebates, etc.** (1) No contract shall be made or entered into whereby any operator or distributor agrees to deal in, purchase or operate any particular brand or brands of gambling device or equipment to the exclusion of any other brand of gambling device or equipment.

(2) No manufacturer or distributor, or his employee, shall directly or indirectly, solicit, give or offer to, or receive from any other licensee or any employee thereof, any gifts, discounts, loans of money, premiums, rebates, free merchandise of any kind, treats or services of any nature whatsoever; nor shall any licensee or employee thereof, directly or indirectly, solicit, receive from, or give or offer to any manufacturer or distributor, or his employee, any gifts, discounts, loans of money, premiums, rebates, free merchandise of any kind, treats or services of any nature whatsoever. Each licensed manufacturer or distributor of gambling devices, equipment or other gambling paraphernalia selling such items or related services in the state of Washington shall make such items or services available to all persons licensed to sell or operate such items or receive such services in Washington without discrimination and on the same prices and terms for all persons: *Provided*, That a manufacturer, by policy of the manufacturer, may choose to sell and provide services only to distributors: *Provided further*, That nondiscriminatory discounts offered to all parties on the same conditions shall be permitted.

(3) No manufacturer or distributor, or distributor's representative, shall sell to any person, or solicit from any person, any order for any device, equipment, merchandise, property or service, contingent upon that person or another purchasing or ordering some other device, equipment, merchandise, property or service. The price of any such device, equipment, merchandise, property or service charged by the licensee to another person shall not vary depending upon whether or not that person, or another, purchases or orders some other device, equipment, merchandise, property or service.

(4) In selling equipment, fixtures, supplies or commodities other than gambling devices, no manufacturer or

distributor shall grant to licensees, nor shall such licensees accept, more favorable credit terms or arrangements than those extended to nonlicensed parties. The price thereof shall be in conformity with the open market price in the locality where sold and the terms of such sales shall not exceed those normally granted in accordance with the customary business practice of the particular trade in the locality where such sales are made.

[Order 80, § 230-12-200, filed 12/28/77; Order 5, § 230-12-200, filed 12/19/73.]

**WAC 230-12-210 Prices charged by manufacturers, distributors and operators for goods and services not to be fixed by agreement.** No manufacturer, distributor or operator shall by agreement, either express or otherwise, with any other manufacturer, distributor or operator, fix the price at which any device, paraphernalia, machine, equipment, punchboard or pull tab, prize or any other item used in connection with any of the activities authorized by chapter 9.46 RCW, as now or hereafter amended, shall be sold, or for which services in connection therewith shall be rendered. The price of these items in the competitive market place shall be established by each manufacturer, distributor or operator for the products and services offered by each and shall not be established, directly or indirectly, in concert with one another.

[Order 29, § 230-12-210, filed 1/23/75; Order 23, § 230-12-210, filed 9/23/74; Order 14, § 230-12-210, filed 3/27/74.]

**WAC 230-12-220 Agreement requiring payment by licensee based upon percentage of receipts from authorized activity—Prohibited.** No bona fide charitable or nonprofit organization or any other person, association or organization shall conduct any activity authorized under chapter 9.46 RCW, or any amendments thereto, upon any premises if the lease, license, contract, or any other arrangement under which the right to use the premises for the conduct of the activity is obtained requires an unreasonable rental or other payment to another, or such rental or other payment is to be paid by the licensee wholly or partly, on the basis of a percentage of the receipts or profits derived from such gambling activity. *Provided*, That amusement games conducted as a part of, and upon the site of, a regional shopping center are exempted from the percentage of receipts or profits restriction of this section and RCW 9.46.120(2).

[Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-12-220, filed 9/18/91, effective 10/19/91; Order 58, § 230-12-220, filed 8/17/76; Order 42, § 230-12-220, filed 9/18/75; Order 18, § 230-12-220, filed 5/21/74.]

**WAC 230-12-225 Repair or service not to be conditioned upon exclusive supply arrangement.** No licensed manufacturer or distributor shall condition repair or service of any device or product upon an agreement by any person to purchase or obtain products or services solely from such manufacturer or distributor, or solely from any other person or combination of persons.

[Order 80, § 230-12-225, filed 12/28/77.]

**WAC 230-12-230 Agreements restricting freedom to buy and sell—Prohibited.** No person shall enter into any agreement, expressly or implied, with any other person which requires any person to purchase exclusively from, or sell exclusively to, any other person, or which prohibits any person from purchasing from or selling to any other person, any devices, materials, products, equipment or services which are used or offered in any way in connection with a gambling activity. No person shall enter into any agreement, express or implied, wherein any person is prohibited from, or required to, make purchases or sales only within a particular geographic area: *Provided*, That such agreements may be entered into between a licensee and its licensed representative.

[Order 15, § 230-12-230, filed 4/17/74.]

**WAC 230-12-250 No division of territories allowed.** No manufacturer or distributor shall make or have an agreement or understanding with any licensee that either of them shall be restricted in the operation and carrying on of business to a specific geographic area, or areas, and such a restriction shall not be a condition of any sales between a manufacturer or distributor and any other licensee: *Provided*, That this shall not prevent a distributor or manufacturer from assigning sales territories among its bona fide representatives.

[Order 21, § 230-12-250, filed 8/20/74; Order 5, § 230-12-250, filed 12/19/73.]

**WAC 230-12-280 Suspension of licenses, certificates, and permits for various purposes for premises upon which violations occur.** When a violation of any provision of chapter 9.46 RCW, or any amendment thereto, or any of the rules or regulations passed by the commission has occurred on any premises upon which gambling activities are conducted, for which any other license, permit or certificate issued for any purpose by any agency of the state, or political subdivision of the state, is in effect, then all such licenses, permits or certificates may be voided by the issuing agency or body pursuant to RCW 9.46.150(2), and any amendments thereto, and no license, permit or certificate so voided shall be issued or reissued for such premises for a period of up to sixty days thereafter.

[Order 53, § 230-12-280, filed 5/25/76; Order 42, § 230-12-280, filed 9/18/75; Order 5, § 230-12-280, filed 12/19/73.]

**WAC 230-12-300 Resident agent to be appointed by foreign manufacturers, distributors, and commercial amusement game operators.** (1) All manufacturers, distributors or class B or above commercial amusement game operators engaged in the following activities within this state, or for use in this state, that do not own or otherwise maintain a business office or licensed premises within this state shall appoint a resident agent for the purpose of receipt and acceptance of service of process and other communications on their behalf from the commission:

- (a) Manufacturing, selling or distributing gambling supplies or equipment; and
- (b) Renting or leasing of commercial amusement games and equipment.

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(2) The resident agent shall be a natural person who is a resident and living in the state of Washington and who is eighteen years of age or older.

(3) The name and business address where service of process and delivery of mail can be made, and home address of such designated resident agent shall be filed with the commission and with any other state agency required by law.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-12-300, filed 10/15/91, effective 11/15/91; Order 60, § 230-12-300, filed 9/10/76; Order 33, § 230-12-300, filed 2/21/75; Order 5, § 230-12-300, filed 12/19/73.]

**WAC 230-12-305 Licensee required to submit updated documents or information.** In addition to any other requirements set forth in these rules, the persons licensed by the commission shall be required to submit any changes in the following documents or information on file with the commission:

(1) Articles of incorporation or by laws, or any other documents which set out the organizational structure and purposes;

(2) Internal Revenue Service tax exemption status (charitable/nonprofit organizations only); [and]

(3) All leases, rental, consignment, franchise, or other agreements relating to gambling activities or altering the commercial stimulant business, whether oral or written; and

(4) All loans, from other than recognized financial institutions, which individually or collectively exceed a total of \$2,000.00 during any calendar year.

The new or updated documents and/or information shall be submitted to the commission by notation on the next quarterly activity report filed, and by attaching all details concerning each transaction: *Provided*, That licensees not required to submit quarterly activity reports shall submit the required information no later than 60 days following the transaction(s) date.

[Statutory Authority: RCW 9.46.070 (7)(14). 91-07-021, § 230-12-305, filed 3/13/91, effective 4/13/91. Statutory Authority: Chapter 9.46 RCW. 87-09-043 (Order 167), § 230-12-305, filed 4/14/87.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 230-12-310 Licensees to report to the commission all civil or criminal actions filed against them.**

(1) Each licensee shall report to the commission, all civil or criminal actions filed by or against the licensee or the licensee's president, chief executive officer, chairman of the board, treasurer (chief financial officer), partner or any person holding a substantial interest or manager of the licensed gambling activity. All civil cases involving personal injury, debt collection, adoption, paternity, wage disputes and noncriminal traffic infractions need not be reported.

(2) The report shall consist of a complete copy of the original documents filed. The licensee shall notify the commission of the final disposition of the case.

(3) This report shall be attached to the next quarterly activity report filed with the commission. Organizations not required to submit quarterly reports shall send the report to



the commission within thirty days of their receipt of notice of the action filed.

(4) The director may exempt reporting specific types of civil actions upon written request and for good cause shown.

[Statutory Authority: Chapter 9.46 RCW. 86-21-060 (Order 162), § 230-12-310, filed 10/14/86; Order 15, § 230-12-310, filed 4/17/74.]

**WAC 230-12-900 Deputy director.** The deputy director appointed by the director is hereby authorized to make any kind of decision or perform any kind of duty or function, which has by the commission rules been delegated to or required of the director, when authorized to do so by the director: *Provided*, That the deputy director shall not be empowered to:

(1) Summarily suspend a license pursuant to WAC 230-50-012;

(2) Impose any penalty under WAC 230-50-010(6); but the deputy director or any other designee of the director or the commission, may issue a summary of the charges or complaint against an applicant or licensee, pursuant to WAC 230-50-010 (1) (2) (3) (4); or

(3) Designate public records officers pursuant to WAC 230-60-030.

[Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 90-21-053, § 230-12-900, filed 10/15/90, effective 11/15/90. Statutory Authority: RCW 9.46.070(13). 81-01-063 (Order 104), § 230-12-900, filed 12/15/80.]

**Chapter 230-20 WAC**

**BINGO, RAFFLES AND AMUSEMENT GAMES**

**WAC**

- 230-20-010 Disclosure of prizes and rules.
- 230-20-015 Prize limits for raffles.
- 230-20-050 Use of proceeds.
- 230-20-055 Use by charitable or nonprofit organizations of proceeds from authorized activities.
- 230-20-064 Maximum receipts, prizes, and expenses for bingo games—Net income required.
- 230-20-065 Licensed bingo manager on premises.
- 230-20-070 Regulation of managers, operators, and other employees.
- 230-20-090 Limits on compensation paid to members or employees.
- 230-20-101 Income from bingo games—Receipting required.
- 230-20-102 Bingo prizes—Record of winners.
- 230-20-110 Prohibited practices.
- 230-20-120 No free food or beverages to be provided at bingo games, exceptions.
- 230-20-130 Operation of bingo upon retail business—Conditions.
- 230-20-170 Bingo operation date limitations.
- 230-20-190 Bingo card prices.
- 230-20-210 Age limit for bingo.
- 230-20-220 Operators shall not play.
- 230-20-230 Free games for winners prohibited.
- 230-20-240 Bingo equipment to be used.
- 230-20-241 Player selection games.
- 230-20-246 Manner of conducting bingo.
- 230-20-248 Loteria authorized—Class A licensees only.
- 230-20-300 Control of raffle prizes.
- 230-20-325 Manner of conducting a raffle.
- 230-20-350 Licensees may join together to conduct a raffle.
- 230-20-360 Licensee for the conduct of bingo games at agricultural fairs shall not allow another to do so without a permit.
- 230-20-370 Licensees may rent equipment to conduct amusement games.

- 230-20-400 Certain lower volume licensees exempted from certain rules.
- 230-20-600 Amusement games—Licensee to give notice to local police jurisdiction prior to conducting—Inspection of equipment by police.
- 230-20-605 Types of amusement games authorized.
- 230-20-610 Amusement games—Factors affecting skill to be readily visible to players.
- 230-20-615 Amusement games—Material degree of skill required—Standards.
- 230-20-620 Amusement games—Objects to be thrown to be uniform—Similar games not to use different objects unless designated.
- 230-20-630 Amusement games—Fees, rules, prizes and variations in objects to be posted—Fees to be paid in cash or script—Prizes not to differ from those posted.
- 230-20-640 Amusement games—Sample of prizes to be displayed.
- 230-20-650 Amusement games—Coin toss games.
- 230-20-660 Amusement games—Target shoot—Target to be brought to contestant on demand.
- 230-20-670 Commercial amusement games—Operating requirements.
- 230-20-680 Commercial amusement games—Operation restrictions.
- 230-20-685 Commercial amusement games—Wager and prize limitations.
- 230-20-700 Coin activated amusement games—Standards.

**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

- 230-20-030 Award to actual winners only. [Order 5, § 230-20-030, filed 12/19/73, 1:25 p.m.] Repealed by 80-03-060 (Order 99), filed 2/25/80. Statutory Authority: RCW 9.46.070(10).
- 230-20-061 Temporary prize limits for bingo. [Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14). 83-19-024 (Order 136), § 230-20-061, filed 9/13/83.] Repealed by 84-01-026 (Order 139), filed 12/12/83. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10) and (11).
- 230-20-063 Limits on bingo gross receipts and prize payouts and requirements for net income. [Statutory Authority: RCW 9.46.070 (5), (6), (8), (10) and (11). 84-01-026 (Order 139), § 230-20-063, filed 12/12/83.] Repealed by 85-13-041 (Order 151), filed 6/14/85. Statutory Authority: RCW 9.46.070 (7), (13) and (18).
- 230-20-080 No person working on a bingo game for one licensee shall be allowed to work on a game operated by another licensee. [Order 9, § 230-20-080, filed 12/19/73, 1:26 p.m.] Repealed by Order 14, filed 3/27/74.
- 230-20-100 Receipting required for income and prizes in bingo games. [Statutory Authority: RCW 9.46.070 (11) and (14). 88-17-050 (Order 182), § 230-20-100, filed 8/16/88. Statutory Authority: RCW 9.46.020 (1) and (10) and 9.46.070 (3), (11) and (14). 86-09-036 (Order 157), § 230-20-100, filed 4/11/86. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 83-13-050 (Order 134), § 230-20-100, filed 6/14/83. Statutory Authority: RCW 9.46.070 (7) and (8). 78-11-049 (Order 87), § 230-20-100, filed 10/20/78; Order 74, § 230-20-100, filed 8/17/77; Order 29, § 230-20-100, filed 1/23/75; Order 25, § 230-20-100, filed 10/23/74; Order 15, § 230-20-100, filed 4/17/74; Order 5, § 230-20-100, filed 12/19/73, 1:25 p.m.] Repealed by 90-24-005 (Order 218), filed 11/26/90, effective 12/27/90. Statutory Authority: RCW 9.46.070.
- 230-20-150 Gambling receipts deposit required by all bona fide charitable and nonprofit organizations. [Order 74, § 230-20-150, filed 8/17/77; Order 57, § 230-20-150, filed 7/9/76; Order 42, § 230-20-150, filed 9/18/75; Order 38, § 230-20-150, filed 5/9/75; Order 23, § 230-20-150, filed 9/23/74; Order 5, § 230-20-150, filed 12/19/73, 1:25 p.m.] Repealed by 83-08-051 (Order 130), filed 4/1/83. Statutory Authority: RCW 9.46.070 (9), (12) and (14). Later promulgation, see WAC 230-12-020.
- 230-20-180 Sale and use of bingo cards. [Order 12, § 230-20-180, filed 2/14/74; Order 5, § 230-20-180, filed 12/19/73.]

- Repealed by 83-19-024 (Order 136), filed 9/13/83. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14).
- 230-20-200 Use of numbered balls of various weights prohibited. [Order 9, § 230-20-200, filed 12/19/73, 1:26 p.m.; Order 5, § 230-20-200, filed 12/19/73, 1:25 p.m.] Repealed by 83-19-024 (Order 136), filed 9/13/83. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14).
- 230-20-205 Numbers called to be displayed at bingo games. [Order 5, § 230-20-205, filed 12/19/73, 1:25 p.m.] Repealed by 83-19-024 (Order 136), filed 9/13/83. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14).
- 230-20-245 Manner of conducting bingo—Equipment to be used. [Order 58, § 230-20-245, filed 8/17/76.] Repealed by 83-19-024 (Order 136), filed 9/13/83. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14).
- 230-20-250 Bingo income limitations. [Order 60, § 230-20-250, filed 9/10/76; Order 53, § 230-20-250, filed 5/25/76; Order 45, § 230-20-250, filed 12/30/75; Order 9, § 230-20-250, filed 12/19/73, 1:26 p.m.] Repealed by Order 65, filed 1/7/77.
- 230-20-251 Comprehensive financial information to be filed. [Order 65, § 230-20-251, filed 1/7/77.] Repealed by 84-01-026 (Order 139), filed 12/12/83. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10) and (11).
- 230-20-310 Raffle tickets—Consecutive numbering. [Order 5, § 230-20-310, filed 12/19/73, 1:25 p.m.] Repealed by 83-11-034 (Order 133), filed 5/16/83. Statutory Authority: RCW 9.46.070 (8) and (11).
- 230-20-320 All raffle tickets sold to be available for drawing. [Order 5, § 230-20-320, filed 12/19/73, 1:25 p.m.] Repealed by 83-11-034 (Order 133), filed 5/16/83. Statutory Authority: RCW 9.46.070 (8) and (11).
- 230-20-330 Presence requirement at raffle drawing. [Order 5, § 230-20-330, filed 12/19/73, 1:25 p.m.] Repealed by 83-11-034 (Order 133), filed 5/16/83. Statutory Authority: RCW 9.46.070 (8) and (11).
- 230-20-340 No more than \$1.00 per ticket may be charged to enter raffle. [Order 60, § 230-20-340, filed 9/10/76.] Repealed by 83-11-034 (Order 133), filed 5/16/83. Statutory Authority: RCW 9.46.070 (8) and (11).
- 230-20-380 Persons obtaining a special amusement game license to conduct activities only at limited locations. [Statutory Authority: Chapter 9.46 RCW. 87-07-038 (Order 165), § 230-20-380, filed 3/16/87. Statutory Authority: RCW 9.46.020 (1) and (23) and 9.46.070(1). 85-11-023 (Order 150), § 230-20-380, filed 5/13/85; Order 51, § 230-20-380, filed 4/30/76.] Repealed by 91-19-093 (Order 227), filed 9/18/91. Statutory Authority: RCW 9.46.070 and 9.46.0331.
- 230-20-698 Electronic crane amusement games—Special authorization. [Statutory Authority: RCW 9.46.070. 90-24-005 (Order 218), § 230-20-698, filed 11/26/90, effective 12/27/90. Statutory Authority: RCW 9.46.070 (3)(11)(14) and 9.46.0201. 90-05-033 (Order 206), § 230-20-698, filed 2/14/90, effective 3/17/90.] Repealed by 91-19-093 (Order 227), filed 9/18/91. Statutory Authority: RCW 9.46.070 and 9.46.0331.
- 230-20-699 Special amusement game license—Test at limited locations. [Statutory Authority: RCW 9.46.070 (11) and (14). 89-17-056 (Order 196), § 230-20-699, filed 8/15/89, effective 9/15/89. Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281]. 89-05-024 (Order 186), § 230-20-699, filed 2/13/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-09-021 (Order 176), § 230-20-699, filed 4/13/88.] Repealed by 91-03-063 (Order 219), filed 1/16/91, effective 2/16/91. Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW.

#### WAC 230-20-010 Disclosure of prizes and rules.

All prizes awarded in connection with bingo and amusement games, whether in cash or merchandise, and all rules by which such prizes may be won, including all costs to a participant, shall be disclosed to each participant in the licensed activity prior to that participant taking part in the

activity or paying for the opportunity to take part in the activity.

Disclosure shall be made by conspicuously posting or displaying upon the premises where the activity is operated, the available prizes, or a list and complete description thereof, together with the rules of the activity, an explanation of how each prize can be won, and the cost to participate in the activity.

Any advertisements or published information pertaining to bingo prizes, to be awarded at bingo games, must disclose if there are any contingencies which may result in changes to these prizes. In case of inclement weather, natural disaster, or other unforeseen emergency, bingo prizes and game format may be changed; provided, a sign with the changes must be conspicuously posted so that all participants are aware of any changes prior to paying for the opportunity to play.

In those cases where persons are able to pay for the opportunity to participate in the activity after the winner of any one of the prizes offered has been determined, the licensee shall remove each prize won from any display of prizes, and from any list of prizes which have been posted or displayed upon the premises where the activity is conducted, immediately upon the determination of the winner of that particular prize.

[Statutory Authority: RCW 9.46.070 (11) and (14). 88-17-050 (Order 182), § 230-20-010, filed 8/16/88. Statutory Authority: RCW 9.46.020 (1) and (10) and 9.46.070 (3), (11) and (14). 86-09-036 (Order 157), § 230-20-010, filed 4/11/86. Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-20-010, filed 4/15/85. Statutory Authority: RCW 9.46.070 (8) and (11). 83-11-034 (Order 133), § 230-20-010, filed 5/16/83; Order 42, § 230-20-010, filed 9/18/75; Order 23, § 230-20-010, filed 9/23/74; Order 5, § 230-20-010, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-015 Prize limits for raffles.** (1) No single raffle prize may exceed \$40,000. No group of raffle prizes given during any twelve month period may exceed \$80,000.

(2) The commission may permit a licensee to exceed these limits on specific occasions for good cause shown. Requests to exceed the limits shall be submitted to the commission in writing along with the application for licensing.

[Statutory Authority: RCW 9.46.070 (8) and (11). 83-10-002 (Order 132), § 230-20-015, filed 4/21/83.]

**WAC 230-20-050 Use of proceeds.** No part of the proceeds of any bingo game, raffle, or amusement game conducted by a bona fide charitable or bona fide nonprofit organization, except qualified agricultural fairs, shall be used for the benefit of any person other than the organization conducting the activity; except that if the activity is conducted by a licensee for the charitable benefit of a specific person or persons who have been listed as recipients of the proceeds, or a specified portion thereof, on the application for a license to conduct the activity, then the proceeds or specified portion thereof, may be used for the benefit of such specific person or persons so designated if commission approval has been obtained prior to the organization conducting the activity for that purpose.

[Order 53, § 230-20-050, filed 5/25/76; Order 42, § 230-20-050, filed 9/18/75; Order 23, § 230-20-050, filed 9/23/74; Order 5, § 230-20-050, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-055 Use by charitable or nonprofit organizations of proceeds from authorized activities.** All proceeds remaining after paying the necessary expenses of operating an activity authorized by RCW 9.46.030 shall be used by the organization conducting the activity only for those purposes which are set out in RCW 9.46.020(3) and as it may be amended and, if a licensee, which have been disclosed to the commission in the application for license.

[Order 53, § 230-20-055, filed 5/25/76; Order 23, § 230-20-055, filed 9/23/74.]

**WAC 230-20-064 Maximum receipts, prizes, and expenses for bingo games—Net income required.** Bingo is to be conducted as a social pastime and for the raising of funds to support the purpose(s) of the organization only. Organizations licensed to conduct bingo games must comply with the following limitations:

(1) Gross receipts from the sale of bingo cards shall not exceed the limits by class of license for the organization's license year as set out in WAC 230-04-201 and Table 1. below. Any organization not currently licensed to conduct bingo at any class and applying for a Class "D" or above license shall submit with its license application a pro forma plan of operation including a market study with: Planned attendance; prices; prize payout schedules; net income predictions; and any other information requested by the commission.

(2) To prevent the payment of prizes in such amounts that would significantly reduce net income, prize payouts, as

percentages of gross receipts, shall not exceed the percentages listed in Table 1. by class of license.

(3) To insure that licensees meet the intent of RCW 9.46.010 and to prevent the payment of excessive expenses, combined net income from bingo games, punchboards/pull tabs, and food, drink or other retail sales activities conducted in conjunction with bingo games, as a percentage of bingo games gross receipts shall not be less than the percentage listed in Table 1. by class of license for any annual license period: *Provided*, That local gambling taxes paid or accrued will be allowed as a credit when computing net income for bingo and punchboards and pull tabs. *Provided Further*, That net income limits, as set out in Table 1. below, for bingo games located in jurisdictions which do not authorize punchboards and pull tabs shall be reduced by the following adjustments:

- (a) Class D, E, or F: less 1.0%
- (b) Class G, H, I, or J: less 2.0%
- (c) Class K and above: less 2.5%
- (4) Reporting requirements. Any licensee who:

(a) Exceeds the maximum calendar quarter prize payout limit by more than two percentage points (2.0%) in any quarter must report such to the Commission, no later than 15 days following the end of the quarter and provide the Commission additional reports determined by the staff as necessary to monitor progress toward compliance.

(b) Exceeds the annual minimum net income requirements by more than two percentage points (2.0%) during any quarter must provide the Commission additional reports determined by the staff as necessary to monitor progress toward compliance.

Table 1.

Group	License Class	Annual Gross Receipts	Annual Prize Payout Limits	Calendar Quarter Prize Payout Limits	Annual Minimum Net Income Requirements - Bingo *	Annual Minimum Net Income Requirements - Bingo & Punchboards/Pull Tabs **
I	A	Up to \$ 10,000	No Limits	No Limits	No Limits ***	No Limits ***
	B	\$ 10,001- 50,000	No Limits	No Limits	No Limits ***	No Limits ***
	C	50,001- 100,000	No Limits	No Limits	No Limits ***	No Limits ***
	D	100,001- 300,000	Max of 85.0%	Max of 86.5%	At least 2.0%	At least 3.0%
	E	300,001- 500,000	Max of 84.0%	Max of 85.0%	At least 3.0%	At least 4.0%
II	F	500,001- 1,000,000	Max of 83.0%	Max of 84.0%	At least 4.5%	At least 5.5%
	G	1,000,001- 1,500,000	Max of 80.0%	Max of 81.0%	At least 6.0%	At least 8.0%
	H	1,500,001- 2,000,000	Max of 78.0%	Max of 79.0%	At least 8.0%	At least 10.0%
	I	2,000,001- 2,500,000	Max of 76.0%	Max of 77.0%	At least 10.0%	At least 12.0%
	J	2,500,001- 3,000,000	Max of 74.0%	Max of 75.0%	At least 12.0%	At least 14.0%
III	K	3,000,001- 3,500,000	Max of 72.0%	Max of 73.0%	At least 13.5%	At least 16.0%
	L	3,500,001- 4,000,000	Max of 70.0%	Max of 71.0%	At least 14.5%	At least 17.0%
	M	Over 4,000,000	Max of 70.0%	Max of 71.0%	At least 15.5%	At least 18.0%

\* = Combined net income from bingo games and sales of food, drink, or other retail items, if applicable, as a percent of bingo gross receipts. Local gambling taxes are not considered an expense for computing net income.

\*\* = Combined net income from punchboards/pull tabs, bingo games and sales of food, drink, or other retail items, if applicable, as a percent of bingo gross receipts. Local gambling taxes are not considered an expense for computing net income.

\*\*\* = Combined net income must be equal to or greater than zero (0) if wages or rent is paid to operate the activity. Local gambling taxes are not considered an expense for computing net income.

[Statutory Authority: RCW 9.46.070 (1)(16), 90-10-007, § 230-20-064, filed 4/19/90, effective 7/1/90. Statutory Authority: RCW 9.46.070 (7), (8), (9), (10), (14), (19) and (20). 89-09-047 (Order 190), § 230-20-064, filed 4/18/89, effective 7/1/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-20-064, filed 3/15/88. Statutory

Authority: Chapter 9.46 RCW. 87-13-045 (Order 168), § 230-20-064, filed 6/16/87. Statutory Authority: RCW 9.46.070 (7), (13) and (18). 85-13-041 (Order 151), § 230-20-064, filed 6/14/85.]

**WAC 230-20-065 Licensed bingo manager on premises.** No bona fide charitable or nonprofit organization, except when operating at an authorized agricultural fair, or other special event as authorized by the commission, or under RCW 9.46.030(3), as now enacted or hereafter amended, or under a Class A or Class B or Class C license, shall operate a bingo game unless it is under the supervision of a licensed bingo manager who is on the premises at which the bingo game is licensed for operation during all hours of its operation.

[Statutory Authority: RCW 9.46.070 (11) and (17). 81-21-032 (Order 113), § 230-20-065, filed 10/15/81.]

**WAC 230-20-070 Regulation of managers, operators, and other employees.** (1) Amusement games and raffles. No person other than a bona fide member of a qualified bona fide charitable or qualified bona fide nonprofit organization, shall take any part in the management or operation of, including (with respect to amusement games) the furnishing of equipment for, or work as an employee upon, amusement games or raffles conducted by that organization under a license from the commission: *Provided, however,* That, except as to persons operating without a license under RCW 9.46.030 (2) and (3), employees of the organization on a regular or part time basis employed primarily for purposes other than the conduct of such activities, shall be considered members of the organization for the purposes of this subsection.

(2) Bingo.

(a) No person other than a bona fide member or an employee of a charitable or nonprofit organization licensee shall take any part in the management or operation of bingo conducted under a license issued to that organization by the commission, and no licensee shall allow any person not one of its members or employees to do so. No person other than a bona fide member of a charitable or nonprofit organization operating without a license under RCW 9.46.030(3) shall take any part in the management or operation of bingo conducted by that organization and no such organization shall allow any person not one of its members to do so.

(b) No person who takes any part in the management or operation of a bingo game conducted by one licensee shall take any part in the management or operation of any bingo game conducted by any other organization, or any other branch of the same organization: *Provided, That*

(i) A person participating in the conduct of bingo games by one Class A, B, or C licensee may also participate in the conduct of bingo games by other Class A, B, or C licensees on a voluntary basis only when such person receives no remuneration for services to other licensees and when the requirements of subsection (3) below are satisfied; or

(ii) A person participating in the operation of bingo games conducted by one licensee under any class of license may also participate in the operation of bingo games conducted by other licensees under any class of bingo license, but only when that person has no managerial or supervisory responsibilities in connection with the operation of bingo activities by any licensee and when the requirements of subsection (3) below are satisfied. An assistant bingo game manager as defined by WAC 230-02-418 shall not be deemed a person having managerial or supervisory

responsibilities for the purpose of this section and may participate as an hourly employee in the bingo operations of other bingo licensees.

(3) Any licensee which desires to have any person who participates in any manner in the conduct of bingo games for another licensee participate in the conduct of its bingo games shall notify the commission, and local police officials, in writing, of the name and address of that person, the name and address of any licensees for whom that person is working, and the capacity in which that person is working for each licensee prior to the time that person participates in the conduct of the licensee's bingo games. In addition, the licensee shall notify any other licensees for which the person works that the individual is now also working for it.

(4) No licensee shall allow any person to take any part in the management, supervision or operation of a bingo game except in conformance with this rule.

(5) Certain premises excepted. The limitations set forth above in (1) and (2) shall not apply to qualified agricultural fairs conducting amusement games or bingo.

[Statutory Authority: RCW 9.46.070 (8) and (17). 83-23-055 (Order 138), § 230-20-070, filed 11/15/83. Statutory Authority: RCW 9.46.070(10). 80-03-060 (Order 99), § 230-20-070, filed 2/25/80; Order 68, § 230-20-070, filed 4/25/77; Order 65, § 230-20-070, filed 1/7/77; Order 53, § 230-20-070, filed 5/25/76; Order 29, § 230-20-070, filed 1/23/75; Order 14, § 230-20-070, filed 3/27/74; Order 5, § 230-20-070, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-090 Limits on compensation paid to members or employees.** Compensation paid to persons employed to manage, operate or otherwise work at licensed bingo games shall not be in excess of that which is reasonable under the local prevailing wage scale.

Compensation paid to any person, including but not limited to, members and regular employees, shall not be in excess of that which is reasonably based upon the local prevailing wage scale, or local salary scale for a similar position.

*Provided,* That this rule shall not be construed to allow the payment of any wages in unlicensed bingo games conducted pursuant to RCW 9.46.030(3).

[Order 53, § 230-20-090, filed 5/25/76; Order 5, § 230-20-090, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-101 Income from bingo games—Receipting required.** All income from bingo games shall be accounted for by the licensee at the time the income is received from each individual player: *Provided, That* Class A and B bingo licensees, organizations conducting bingo under the provisions of RCW 9.46.0321, and bingo activities conducted at a qualified agricultural fair are exempt from the requirements of this rule if the requirements of WAC 230-08-015 are followed. Each individual player shall be issued a receipt at the time of payment for the amount paid to participate in each game or set of games. This receipt shall be retained by the player as evidence that the number of cards being played have been properly purchased. The following methods are authorized for use to document receipt of bingo income:

(1) Cash register: A cash register receipt may be used to document receipt of bingo income if:

(a) A consecutively numbered receipt is printed and given to the customer. The following information shall appear upon the receipt:

- (i) The name of the licensee operating the activity;
- (ii) The date;
- (iii) The amount of money paid for the opportunity to play each type of game;
- (iv) The total amount of money paid; and
- (v) The consecutive customer receipt number.

(b) The cash register shall have the ability to assign a consecutive four digit customer receipt number to every sales transaction processed. This numbering system must be of a type that can only be reset by service personnel and does not return to zero at the conclusion of any period of use or power interruption: *Provided*, That a cash register which does not meet the above standard but has adequate alternative control features may be used if written commission approval is received prior to use;

(c) Cash registers used to record receipts for Class D and above licensees shall have the ability to assign a consecutive three-digit number to notate each time transactions are subtalled or when a set of transactions are totalled and closed.

(d) The cash register shall have sufficient keys to record separately each type of sale as required by WAC 230-08-080;

(e) The cash register must store and compute a total for each type of sale recorded and must be capable of providing such upon request;

(f) If the cash register is electronic, the memory unit must retain all transactions recorded during a session, regardless of whether or not its power source is interrupted;

(g) All cash register receipts for voids, overings, returns, "no sales" and any other receipts not issued to a player must be retained with the daily bingo records;

(h) All transactions, customer receipt numbers, and control totals must be recorded on the tape retained in the cash register. The internal tape, showing these transactions, shall be retained with the daily records of the licensee for a period of not less than three years; and

(i) If the cash register is used by the licensee for purposes other than recording the receipts from bingo, the internal cash register tapes from all other uses shall be retained for not less than three years and be available upon request.

(2) Tickets: Tickets may be used for receipting of bingo income if the following conditions are met:

(a) All tickets must be printed by a commercial printer with the following information:

- (i) A consecutive number of at least four digits; and
- (ii) The dollar value or the amount of money represented by each ticket;

(b) Each ticket on a roll shall represent the same specific amount of money;

(c) Tickets shall be issued consecutively from each roll, starting with the lowest numbered ticket;

(d) All tickets purchased or otherwise obtained must be accounted for by the licensee. All tickets purchased or otherwise obtained by the licensee after June 30, 1991 shall be documented on a vendor's invoice. This invoice, or a photo-copy thereof, shall be maintained on the premises and available for inspection. The following information shall be

documented on the purchase invoice for each roll of tickets purchased:

- (i) Name of vendor;
- (ii) Name of purchaser;
- (iii) Date of purchase;
- (iv) Number of rolls of tickets purchased; and
- (v) The color, dollar value, total number of tickets, and beginning ticket number for each roll.

(e) A record in a format prescribed by the commission shall be maintained of all tickets on the premises, which are used for income receipting of any type. All information regarding any tickets received by a licensee shall be entered in the log prior to the beginning of the next bingo occasion. The following information must be recorded in the ticket log:

- (i) The date each roll of tickets is purchased or obtained by the licensee;
- (ii) The purchase invoice number;
- (iii) The color;
- (iv) The dollar value of the tickets;
- (v) The beginning ticket number;
- (vi) The total number of tickets on each roll; and
- (vii) The individual making the entry into the log shall acknowledge the entry by initialing the log at the time of entry.

(f) The licensee shall record the following information for each separate roll of tickets used to receipt for sales in its daily records:

- (i) The color;
- (ii) The value of each ticket;
- (iii) The lowest numbered ticket issued as a receipt; and
- (iv) The highest numbered ticket issued as a receipt;
- (g) Any ticket, not issued as a receipt during a session, that bears a number falling below the highest numbered ticket issued during that session, shall not be used to receipt for any type of income by the licensee and must be retained by the licensee as a part of its daily records;

(3) Electronically generated bingo cards: Electronically generated bingo cards may be used to document receipting of bingo income if the following conditions are met:

(a) All cards generated must be printed on two-part, self-duplicating paper and provide an original and a duplicate copy: *Provided*, That a single copy card may be used if all data imprinted on the card is also imprinted on a continuous printed transaction journal retained in the card generating device;

(b) The original must be given to the player and the duplicate copy will be retained by the operator as a part of the daily bingo records. The duplicate copy may be retained in the form of a continuous printed transaction journal;

(c) In addition to the duplicate card required by subsection (a) and (b) above, all transactions recorded during a bingo session must be summarized and printed in the form of a permanent record at the end of each session. This record shall provide the following information:

- (i) The beginning card number;
- (ii) The ending card number;
- (iii) The total number of cards sold;
- (iv) The total dollar amount of sales; and
- (v) The number and dollar amount of all voids, overings, or sale returns.

(d) All electronically generated cards must be imprinted with the following information:

(i) A consecutive transaction number that does not repeat in less than 999,999 transactions;

(ii) The name of the licensee operating the activity;

(iii) The time and date of the transaction;

(iv) The game number;

(v) The amount of money paid for the opportunity to play each game;

(vi) The total amount of money paid; and

(vii) The bingo numbers selected by the player.

(e) An electronic device used to generate bingo cards must contain the following controls:

(i) A record of all transactions occurring during a session must be retained in memory until the transactions have been totalled, printed, and cleared by the operator, regardless of whether or not the unit's primary power source is interrupted;

(ii) The ability to compute a total of all transactions occurring during the current session and to print out such upon request; and

(iii) The circuitry that maintains and controls the time and date of sale, and transaction number must be secured in a manner that prohibits change or resetting except by qualified service personnel. A detailed record, supported by service documents shall be retained for each service call involving a change of the time, date, or transaction number.

(4) Disposable (throwaway) bingo cards: Disposable bingo cards may be used to receipt for bingo income if the following conditions are met:

(a) Each disposable card and/or sheet of cards must have a unique series number assigned. For purposes of this rule, unique shall mean a number that does not repeat in less than 100,000 occurrences;

(b) Each disposable card within a series of cards shall have a number assigned. This number must be unique to the particular permutation and sequence of bingo game numbers assigned to that card;

(c) Each different color of cards and variation in border patterns shall constitute a different series;

(d) Each disposable card or sheet of cards sold must represent a specific amount of money which has been paid to the licensee and once a price is assigned, each card or sheet of cards must be sold for the same price as each other disposable card or sheet of cards in the same series;

(e) Each disposable card or sheet of cards from the same series shall be consecutively issued;

(f) All disposable cards purchased or otherwise obtained must be accounted for by the licensee. All disposable cards purchased or otherwise obtained by the licensee after June 30, 1991 shall be documented on a vendor's invoice. This invoice, or a photo-copy thereof, shall be maintained on the premises and available for inspection by commission staff. The following information shall be documented on the purchase invoice:

(i) Name of vendor;

(ii) Name of purchaser;

(iii) Date of purchase;

(iv) Number of series or sets of cards purchased; and

(v) For each series purchased, the series number, the color and/or border pattern, the total number of sheets of

cards, the number of cards per sheet, and beginning sheet or card number.

(g) A record in a format prescribed by the commission shall be maintained of all disposable cards purchased or otherwise obtained by the licensee. All information regarding any disposable cards received by the licensee must be recorded in the record prior to the beginning of the next bingo occasion. The following information must be recorded in the disposable card log:

(i) The date each set of disposable cards is purchased or obtained by the licensee;

(ii) The series number;

(iii) The color;

(iv) The number of cards per sheet;

(v) The beginning card or sheet number;

(vi) The number of cards or sheets per set; and

(vii) The individual making the entry into the log shall acknowledge the entry by initialing the log at the time of entry;

(h) The licensee shall record in its daily records the following information for each separate series of disposable cards used to receipt for bingo income:

(i) Series number;

(ii) The color;

(iii) The value of each card or sheet;

(iv) The beginning card or sheet number; and

(v) The ending card or sheet number issued as a receipt.

(i) Disposable cards issued for each type of sale shall be recorded separately as required by WAC 230-08-080: *Provided*, That when more than one card or sheet number appears on a sheet of cards issued, then the primary card or sheet numbering system designated by the manufacturer shall be used to determine the beginning number sold and the ending number sold. Each time the numbering of the sheets breaks in the series a separate entry shall be made in the records.

(j) Disposable cards or sheets of cards, which were not issued as receipts during a session, that bear a number below the highest numbered card or sheet issued shall be retained by the licensee as a part of its daily records, along with any leftover cards, or sheets of cards, not issued from the end of a series, and shall not be otherwise used or disposed of by the licensee for a period of not less than three years.

[Statutory Authority: RCW 9.46.070. 90-24-005 (Order 218), § 230-20-101, filed 11/26/90, effective 12/27/90.]

#### **WAC 230-20-102 Bingo prizes—Record of winners.**

All payments of prizes for bingo games shall be accounted for and documented in a manner that affords independent verification of the amount paid and the fact of distribution to winners. *Provided*, That Class A and B bingo licensees, organizations conducting bingo under the provisions of RCW 9.46.0321, and bingo activities conducted at a qualified agricultural fair are exempt from all portions of this rule if the requirements of WAC 230-08-015 are followed. Payment of all prizes shall be documented using the following procedures:

(1) A prize receipt shall be completed for each prize awarded at bingo games. The following minimum information shall be recorded for each prize awarded:

(a) The date;



(b) The game number;

(c) The complete name and address of the winner: *Provided*, That an address is not required if the following control procedures are followed:

(i) Prizes greater than \$300 are paid by check or a combination of cash or check;

(ii) Checks must be drawn on the licensee's gambling bank account;

(iii) Checks will be made payable only to the winner: *Provided*, That checks for prizes won by players under age 18 may be made payable to the guardian or immediate family member accompanying the player;

(iv) The game number and prize receipt number shall be notated on the check;

(v) Checks used must be of a type that provides a duplicate copy. The copies become a part of the daily bingo records and must be maintained as such;

(vi) All original checks must be returned by the bank to the licensee. Original checks shall be available for inspection upon demand by the commission; and

(vii) Checks drawn on the licensee's gambling account shall not be cashed or otherwise redeemed by the licensee or on the licensee's premises;

(d) The dollar amount of the prize or the licensee's cost of noncash prizes;

(e) A full description of all noncash prizes;

(f) The check number, if any portion of the prize is paid by check; and

(g) The initials of the bingo worker making the payout and the cashier making the payment.

(2) Prize receipts shall be printed by a commercial printer and meet the following standards:

(a) Manufactured of two-part, self-duplicating paper that provides for an original and a duplicate copy;

(b) Imprinted with the name of the licensee and a consecutive ascending number that does not repeat in at least 100,000 occurrences: *Provided*, That Class E and smaller licensees may utilize receipts that are not imprinted with the licensee's name and which the consecutive number does not repeat in at least 1,000 occurrences; and

(c) Provide space for the licensee to record the information required by subsection (1) above.

(3) Prize receipts shall be consecutively issued in an ascending order. Prize receipts bearing a number below the highest number issued during a session shall be voided and retained with the daily records.

(4) The original of each prize receipt shall be given to the winner and a duplicate copy shall be retained by the licensee as a part of its records for a period of not less than three years.

(5) All prize receipts purchased or otherwise obtained must be accounted for by the licensee. Prize receipts purchased or otherwise obtained by the licensee shall be documented on a vendor's invoice. This invoice, or a photocopy thereof, shall be maintained on the premises and available for inspection by commission staff. The following information shall be documented on the purchase invoice:

(a) Name of the vendor;

(b) Name of the purchasing organization;

(c) Date of purchase;

(d) Number of receipts purchased; and

(e) The beginning and ending receipt number.

(6) Increases to the prize pool for progressive prize type games may be accrued and treated as prizes awarded during the current session if the following conditions are met:

(a) Prize receipts will be issued only when the prize is actually awarded;

(b) Full details of accrued prizes outstanding at the end of each calendar quarter, will be furnished on the licensee's activity report;

(c) Once an election is made to accrue prizes for a particular game, all increases to that prize must be accrued;

(d) Prizes must be accrued after the completion of each session in which they are increased;

(e) A reconciliation of the prize fund shall be made on each "Daily summary - Cash control" record;

(f) The amount of prize accrued shall be deposited in the gambling receipts account per WAC 230-12-020;

(g) The balance of the gambling receipts banking account shall not be reduced at any time below the amount of prizes accrued and currently being offered: *Provided*, That accrued prizes may be transferred to a special bank account, for this purpose, if the balance is maintained at a level equal to or greater than the amount of prizes accrued and currently being offered; and

(h) In the event management elects to discontinue games for which prizes have been accrued, the operator shall amend all activity reports and tax returns previously submitted to reflect the actual prizes awarded.

[Statutory Authority: Chapter 9.46 RCW, 91-21-053 (Order 228), § 230-20-102, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070, 90-24-005 (Order 218), § 230-20-102, filed 11/26/90, effective 12/27/90.]

**WAC 230-20-110 Prohibited practices.** (1)(a) No charitable or nonprofit organizations shall operate or conduct any gambling activity on or within any leased premises if rental under such lease is to be paid, wholly or partly, on the basis of a percentage of the receipts or net profits derived from the operation of such activity,

(b) Nor shall the rental under such lease exceed the usual rental for such premises in the same locality,

(c) Nor shall any such organization fail to devote the entire net income of any gambling activity exclusively to the lawful purpose of the organization.

(2) No charitable or nonprofit organization shall hold or conduct any gambling activity if the compensation to any person taking part in the management or operation of such activity is based upon a percentage of the receipts or income derived from the operation of such game. The payment to such persons of compensation which is other than reasonable under the local prevailing wage scale for employment of a comparable nature shall create a presumption of a violation of this subsection.

[Statutory Authority: RCW 9.46.070 (1), (10) and (13), 80-03-059 (Order 98), § 230-20-110, filed 2/25/80; Order 5, § 230-20-110, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-120 No free food or beverages to be provided at bingo games, exceptions.** No licensee for the operation of bingo games shall provide food or beverages free, or for a consideration which is less than the current normal and usual retail price in the city or county in which the gambling activity is operated for such prepared food or

beverage, to players in such bingo games: *Provided*, That this provision shall not apply to Class A and B bingo licensees.

[Order 12, § 230-20-120, filed 2/14/74.]

**WAC 230-20-130 Operation of bingo upon retail business—Conditions.** (1) Bingo games shall not be operated upon a premises part of a retail sales or service business catering to the public except:

(a) When the room or other portion of the premises in which the bingo games are being conducted is separate and apart from the portion being used for the retail sales or service business. The area of the premises being used for bingo shall be separated from the area of the premises being used for the retail business, at minimum, by a transparent or solid barrier not less than seven feet high with no more than two openings between the two areas. Each such opening shall be no more than six feet in width; or

(b) When the business is closed to the public at all times during which the bingo games are conducted on the premises; or

(c) When the bingo games are being conducted upon the premises of a bona fide charitable or bona fide nonprofit organization which is not also being used for a profit seeking business.

(2) In all cases the bingo operator must have, and exercise, complete control over that portion of the premises being used for bingo, at all times said games are being played: *Provided, however*, That at all times when the sale, service or consumption of intoxicating liquor is permitted in said portion of the premises, the responsibility for compliance with liquor laws and regulations shall also be that of the liquor licensee or permittee.

(3) The operator of a retail sales or service business shall limit his operation of pull tabs to that portion of the premises actually being used for such retail business and open to the public. He shall not operate pull tabs in the area of the premises being used by a bona fide charitable or bona fide nonprofit organization to conduct bingo. The retail operator shall not be deemed to have operated pull tabs in the bingo area solely because the pull tab players may take them into that area, if the tabs are selected and purchased by the players, and prizes determined and paid, in the area used for the retail business.

(4) The owner, manager or any employee of the retail sales or service establishment may not be an officer of the bingo operator or participate in the operation of the bingo games on that premises.

[Statutory Authority: RCW 9.46.070 (1) and (10). 80-06-038 (Order 102), § 230-20-130, filed 5/12/80; Order 68, § 230-20-130, filed 4/25/77; Order 53, § 230-20-130, filed 5/25/76; Order 27, § 230-20-130, filed 11/15/74.]

**WAC 230-20-170 Bingo operation date limitations.**

(1) No bona fide charitable or nonprofit organization, except when operating at an authorized agricultural fair or under RCW 9.46.030(3), shall:

(a) Conduct or allow its premises to be used for conducting bingo on more than three occasions per week;

(b) Conduct bingo in any location which is used for conducting bingo on more than three occasions per week.

(2) As used herein, the word "occasion" shall mean conducting bingo games for no more than sixteen consecutive hours, which shall begin when the first number for the first game is called until the last winning number on the final winning bingo card has been verified: *Provided*, That no occasion shall be conducted between the hours of 2:00 a.m. and 6:00 a.m. Further, a "session" shall be defined as a continuous series of bingo games with no breaks other than short intermission breaks.

[Statutory Authority: RCW 9.46.070 (1), (7), (11), (14) and (17). 83-21-073 (Order 137), § 230-20-170, filed 10/18/83. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 83-13-050 (Order 134), § 230-20-270, filed 6/14/83; Order 53, § 230-20-170, filed 5/25/76; Order 15, § 230-20-170, filed 4/17/74; Order 5, § 230-20-170, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-190 Bingo card prices.** No person shall be allowed to play in a bingo game for free nor without first paying the licensee's normal and usual charge therefor, except that this provision shall not apply to bingo games conducted under the authority of a Class A or B license issued by the commission or games conducted without a license under RCW 9.46.030(3).

[Order 53, § 230-20-190, filed 5/25/76; Order 12, § 230-20-190, filed 2/14/74; Order 5, § 230-20-190, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-210 Age limit for bingo.** No person who is under the age of eighteen shall participate, nor shall be allowed to participate in any manner in the operation of any bingo game. No person who is under the age of eighteen years shall play, nor shall be allowed to play in any bingo game, unless that person is accompanied by a member of his immediate family, or guardian, who is not younger than eighteen years of age. For the purposes of this rule, "guardian" means, and is limited to, an individual appointed by a court of law as the legal guardian of the subject person. For the purposes of this rule, "immediate family" means, and is limited to, the subject individual's spouse, children, parents, and grandparents.

It shall be the responsibility of the licensee and of those persons physically operating the bingo game to determine that no unauthorized person is allowed to participate in any manner in the operation of or play in any bingo game: *Provided*, That the age limit herein set forth shall not apply to bingo games lawfully conducted at an agricultural fair or school carnival.

[Statutory Authority: RCW 9.46.070(10). 80-05-060 (Order 101), § 230-20-210, filed 4/21/80; Order 63, § 230-20-210, filed 12/3/76; Order 15, § 230-20-210, filed 4/17/74; Order 9, § 230-20-210, filed 12/19/73, 1:26 p.m.; Order 5, § 230-20-210, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-220 Operators shall not play.** No operator shall allow a person who receives any compensation, directly or indirectly, for the operation of, any bingo game conducted by the operator to play in a bingo game conducted by that operator.

No operator shall allow any person who, without payment, assists in the operation of any bingo game conducted by that operator to play in any bingo game conducted by that operator on the same bingo occasion. However, the second paragraph of this rule shall not apply to Class A[,] B[,] and C bingo licensees, or to games operating under the authority of RCW 9.46.030(3).

[Statutory Authority: RCW 9.46.070 (11) and (14), 82-01-065 and 82-03-033 (Order 115 and 116), § 230-20-220, filed 12/18/81 and 1/18/82; Order 65, § 230-20-220, filed 1/7/77; Order 53, § 230-20-220, filed 5/25/76; Order 5, § 230-20-220, filed 12/19/73, 1:25 p.m.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 230-20-230 Free games for winners prohibited.** No free cards, or any opportunity to play in a bingo game, shall be awarded or given to a person as a prize for, or conditioned upon, winning a bingo game or games, except those bingo games conducted under the authority of a Class A or B license issued by the commission or games conducted without a license under RCW 9.46.030(3).

[Order 53, § 230-20-230, filed 5/25/76; Order 12, § 230-20-230, filed 2/14/74; Order 5, § 230-20-230, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-240 Bingo equipment to be used.** The conduct of bingo must include the following required items:

(1) A mechanical device which uses an air flow for mixing and randomly withdrawing balls to determine the letters and numbers to be called must be utilized by all Class D and above operators. This device shall be constructed in a manner that:

(a) Will allow participants full view of the mixing action of the balls; and

(b) The operation cannot be interrupted to change the random placement of the balls at the exit receptacle of the device, except when the device is shut off as allowed by WAC 230-20-246.

(2) A set of seventy-five balls bearing the numbers 1 through 75 and the letters B, I, N, G, and O. The 75 balls shall be available for inspection by the players before a bingo session begins to determine that all are present and in operating condition. Each numbered ball shall be the same weight as each of the other balls and free from any defects.

(3) Flashboards shall be utilized to display numbers called at all Class D and above bingo games. They must be visible to all players and clearly indicate all numbers that have been called: *Provided*, That malfunctions occurring during a bingo occasion need not be repaired during that occasion, but must be repaired before use on any other occasion;

(4) Except as provided for under WAC 230-20-241, hardcards and disposable bingo cards must be preprinted, manufactured cards and have twenty-five spaces, one of which may be a free space, arranged in five even columns headed with the letters B, I, N, G, and O.

(5) Each set of disposable bingo cards must be consecutively numbered from the first card to the last card, or from the first sheet of cards to the last sheet of cards. Each card or sheet must have printed on its face both its individual card or sheet number, and the series number assigned by the manufacturer to that set of disposable cards: *Provided*, That cards used in player selection games may be exempted from having separate series numbers if:

(a) The card or sheet numbering system has at least six digits and the numbering sequence for any set of cards of the same color does not repeat in less than 999,999 numbers; and

(b) Cards or sheet of cards of the same color with duplicate numbers, must not be purchased, maintained, and/or utilized on the bingo premises, prior to completing play of all similarly numbered and colored cards.

(c) In the instance of games utilizing electronically generated receipts, the receipt is used as the bingo card, and the receipt numbering sequence does not repeat on an individual game before 999,999 receipts have been issued.

[Statutory Authority: RCW 9.46.070, 90-24-005 (Order 218), § 230-20-240, filed 11/26/90, effective 12/27/90. Statutory Authority: RCW 9.46.070 (11) and (14), 88-17-050 (Order 182), § 230-20-240, filed 8/16/88. Statutory Authority: RCW 9.46.020 (1) and (10) and 9.46.070 (3), (11) and (14), 86-09-036 (Order 157), § 230-20-240, filed 4/11/86. Statutory Authority: RCW 9.46.070 (5), (6), (8), (10) and (11), 84-01-026 (Order 139), § 230-20-240, filed 12/12/83. Statutory Authority: RCW 9.46.070 (8), (11) and (14), 83-13-050 (Order 134), § 230-20-240, filed 6/14/83.]

**WAC 230-20-241 Player selection games.** A licensee may offer bingo games in which players are allowed to select their own numbers. In such games, the cards used are not required to have five even columns with preprinted letters if the following conditions are met:

(1) The cards used to conduct the games must have controls that provide an audit trail adequate to determine all winning combinations are valid. The following types of cards are authorized:

(a) Two part disposable card may be used if:

(i) The cards are printed on two-part, self-duplicating paper which provides for an original and a duplicate copy;

(ii) The disposable card method of receipting for income per WAC 230-20-100 (1)(c) is used. The licensee shall not purchase or use disposable cards without predesignated numbers and letters unless the purchase invoice contains all the items required by WAC 230-20-101(4). Purchase invoices for all disposable cards, either in play or in the unplayed inventory, are maintained on the premises;

(iii) Players shall mark their numbers on each card in a distinct, clear, and legible manner prior to separation of the duplicate and original. No alterations are allowed after separation of the duplicate and original cards. Operators shall establish and set forth in plain view house rules setting out any conditions by which an entry may be added, deleted or changed prior to separation. Any such changes must be verified by a worker authorized by the bingo manager;

(iv) All original cards shall be placed in containers which shall be physically locked and controlled to assure no cards are placed in the container after the first bingo ball is called; and

(v) The player retains and plays the duplicate copy;

(b) Electronically generated cards may be used if:

(i) The electronically generated bingo card method of receipting for income per WAC 230-20-101(3) is used;

(ii) All data required to be printed on the card by WAC 230-20-101 (3)(b) must be legible; and

(iii) Players do not mark or deface the card in any manner which prevents reading of the bingo numbers or any of the data imprinted on the card as set out in WAC 230-20-101 (3)(d).

(2) In addition to the requirements of WAC 230-20-246(14), a winning card of \$250.00 or more is verified by the winner's signature on the back of the card: *Provided*, That if a two-part card, allowed by subsection (1)(a) above,

is used, the verifying neutral player's name and complete address must be recorded on the back of the original card;

(3) All winning cards and the duplicate copies, if required, shall be retained by the operator as a part of their daily bingo records; and

(4) Incomplete cards, cards with alterations which were not verified per subsection (1)(c) above, and cards for which all required imprinted data is not displayed and legible shall not be paid as winners. Incomplete, altered, and unreadable cards are the players' responsibility and refunds shall not be allowed: *Provided*, That a one-for-one exchange may be made by the game management in cases where errors are discovered prior to the start of the game or separation of the duplicate and original sheets. In this case the operator will mark "VOID" on the original, initial next to the players initials and maintain the replaced card with their daily bingo records.

[Statutory Authority: RCW 9.46.070. 90-24-005 (Order 218), § 230-20-241, filed 11/26/90, effective 12/27/90. Statutory Authority: RCW 9.46.070 (11) and (14). 88-17-050 (Order 182), § 230-20-241, filed 8/16/88.]

**WAC 230-20-246 Manner of conducting bingo.** The conducting of a bingo game shall include, but is not limited to, the following rules:

(1) All sales of bingo cards shall take place upon the premises during or immediately preceding the session for which the card is being sold;

(2) Bingo cards shall normally be sold and paid for prior to the start of a specified game or specified number of games. Cards may be sold after the start of a game, or number of games, if the late sale does not allow any player an advantage over any other player;

(3) No operator shall reserve, or allow to be reserved, any bingo card for use by players except braille cards or other cards for use by legally blind or disabled players;

(4) Legally blind players may use their personal braille cards when a licensee does not provide such cards. The licensee shall have the right to inspect, and to reject, any personal braille card. A legally blind or disabled person may use a braille card or reserved hard card in place of a purchased throwaway;

(5) If a licensee has duplicate cards in play, he shall conspicuously post that fact or notify all players;

(6) No two or more sets of disposable cards can be used at the same time if they have identical series numbers;

(7) All cards sold to participate for a specific prize or set of prizes shall be sold for the same price and be distinct and readily distinguished from all other cards in play: *Provided*, That similar cards used to participate for the same prize or set of prizes may be sold at a discount which is based solely on volume if each separate discount price is recorded using a separate sales identification code and records provide for an audit trail;

(8) Immediately following the drawing of each ball in a bingo game, the caller shall display the symbol and/or number on the ball to the participants;

(9) The symbol and/or number on the ball shall be called out prior to the drawing of any other ball;

(10) After the symbol and/or number is called, the corresponding symbol and/or number on the licensee's flashboard, if any, shall be lit for participant viewing;

(11) A game ends when a specific pattern has been achieved by a player or a specific number of symbols and/or numbers has been called. Each game shall be played using a separate selection process: *Provided*, That the same or a continuing selection process may be used to play the following games:

(a) Interim or "on-the-way" games; and

(b) Games for which cards are sold for different prices and players win a different prize depending on the price they pay to play.

(12) No bingo game shall be conducted to include a prize determined other than by the matching of symbols and/or numbers on a bingo card with symbols and/or numbers called by the licensee, in competition among all players in a bingo game. *Provided*, That the following activities are considered bingo games when conducted during a bingo occasion and prizes are determined through equal competition among all players paying to participate in that session:

(a) Drawing. Each licensee shall be allowed to award prizes during each bingo session that is determined by a drawing if:

(i) Tickets or other facsimiles used to enter such drawings shall only be awarded to players purchasing cards to play in bingo games;

(ii) A record shall be completed setting out the criterion for granting tickets, the number of tickets awarded during each session, the winning ticket, and all details required by WAC 230-08-080 and 230-20-102. Such record shall be maintained as a part of the daily bingo records;

(iii) Prizes awarded for drawings are limited to maximum of \$1,000 during any calendar month;

(iv) All prizes awarded are considered bingo game prizes for purposes of prize payout and net income regulation;

(b) Creativity and originality contests (competition to determine the best costume, flower arrangement, cake decorating, ugliest tie, or other activities requiring skill or original thought). A bingo licensee may conduct contests in which players may demonstrate their creativity and originality skills on up to four occasions annually. The following rules must be observed in conducting these contests:

(i) The total value of prizes shall not exceed \$500 during any occasion;

(ii) Only players who have paid to participate in bingo games during the current session may participate in the contest;

(iii) A record shall be completed for each contest setting out the criterion for selecting the winners, the number of participants in the contest, and all details required by WAC 230-08-080 and 230-20-102. Such records shall be maintained as a part of the daily bingo records;

(iv) All prizes awarded are considered bingo game prizes for purposes of prize payout and net income regulation;

(13) The amount of a prize or prizes available for each bingo game shall be established and disclosed to bingo players prior to their purchase of a chance to participate in a bingo game. The amount of a prize may also be determined during the game, using standard bingo equipment and cards if:

(a) A minimum prize is established and disclosed;

(b) All rules of the game are explained in detail to the players; and

(c) All requirements of WAC 230-20-010 are met before cards are purchased.

The director may grant approval of the use of other schemes to determine the dollar amount of a bingo prize after cards are purchased if such schemes:

(i) Contain control factors necessary for commission audit;

(ii) Are determined to be primarily of an entertainment nature;

(iii) Do not grant an unfair competitive advantage to any licensee; and

(iv) Do not act to defraud the public.

(14) Immediately upon a bingo player declaring a winning combination of letters and numbers, the winning card shall be verified by a game employee and at least one neutral player;

(15) Upon a bingo player declaring a winning bingo, the next ball out of the machine shall be removed from the machine prior to shutting the machine off and shall be the next ball to be called in the event the declared winning bingo is not valid;

(16) After a winning bingo is validated, the prize shall be awarded using the following procedures:

(a) Each winner shall be required to provide proof that they have purchased the winning bingo card. The licensee shall review the prize winner's income receipt and determine that the player has properly purchased all cards played during the games, including the winning card;

(b) Each prize winner shall be positively identified. The licensee shall require such proof of identification as is necessary to establish the prize winner's identity prior to paying any prize. The winner is responsible for furnishing proof to the licensee that all information required by this rule is true and accurate. Prizes may be withheld until the winner has provided adequate identification;

(c) The prize shall be awarded and a record made by completing a prize receipt as required by WAC 230-08-080 and 230-20-102. A complete address and tax payer identification number should be recorded for each prize valued at \$1,200 or more;

(d) All prizes for a particular game must be available prior to starting the game and shall be awarded by the end of the related session;

(e) All merchandise offered as prizes to bingo players shall have been paid in full, without lien or interest of others, prior to the merchandise being offered as a prize: *Provided*, That the licensee may enter into a contract to immediately purchase the merchandise when it is awarded as a prize, with the contract revocable if prize winners are allowed to exercise an option to receive a cash prize or the prize is no longer offered.

(17) Licensees may award promotional gifts to bingo players on up to six occasions annually if:

(a) Only merchandise with a cost to the licensee of no more than two dollars per gift, are awarded;

(b) A record shall be completed for each session setting out the criterion for selecting the recipients, the number of gifts and total cost of the gifts. Such records shall be maintained as a part of the daily bingo records; and

(c) All gifts purchased are considered bingo game prizes for purposes of prize payout and net income regulation;

(18) No operator shall engage in any act, practice, or course of operation as would operate as a fraud to affect the outcome of any bingo game.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-20-246, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070. 90-24-005 (Order 218), § 230-20-246, filed 11/26/90, effective 12/27/90. Statutory Authority: RCW 9.46.070 (11) and (14). 89-17-056 (Order 196), § 230-20-246, filed 8/15/89, effective 9/15/89. Statutory Authority: RCW 9.46.020 (1) and (10) and 9.46.070 (3), (11) and (14). 86-09-036 (Order 157), § 230-20-246, filed 4/11/86. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14). 83-19-024 (Order 136), § 230-20-246, filed 9/13/83.]

**WAC 230-20-248 Loteria authorized—Class A licensees only.** (1) Loteria is a type of bingo that utilizes symbols or pictures on playing cards instead of the normal 75 balls with numbers. The symbols or pictures are further identified with spanish subtitles and each of the 54 cards contains a separate and distinct symbol or picture. The 54 individual cards are shuffled by the caller and then randomly drawn and announced to the players. The player uses a loteria card which contains a minimum of sixteen squares and each square has one of the 54 symbols or pictures. There are no duplicate symbols or pictures on the loteria card.

(2) Only Class "A" bingo licensees and those games operating without a license under RCW 9.46.0321 may utilize the game loteria when played in accordance with the following rules:

(a) No prize shall exceed \$10.00;

(b) Except for use of letters, numbers, and balls, the game shall be conducted in the same manner as a bingo game pursuant to WAC 230-20-246;

(c) The cards containing the symbols or pictures shall be thoroughly mixed and cut before the start of each new game;

(d) Loteria is exempt from the requirement of 230-20-240; and

(e) Loteria shall be subject to the same reporting requirements as Class A bingo.

[Statutory Authority: RCW 9.46.070 (11) and (14). 89-07-045 (Order 188), § 230-20-248, filed 3/14/89.]

**WAC 230-20-300 Control of raffle prizes.** Any person or organization conducting a raffle in which merchandise prizes are to be awarded shall have paid for in full or otherwise become the owner, without lien or interest of others, of all such merchandise prior to the drawing at which the winners of such prizes are to be determined. If cash prizes totaling fifty dollars or more are to be awarded in any one raffle, the total amount of money to be awarded shall be placed in a trust account for the benefit of the winners of the raffle in a bank or savings and loan association doing business in the state of Washington prior to the drawing at which the winners of such prizes are to be determined.

[Order 5, § 230-20-300, filed 12/19/73, 1:25 p.m.]

**WAC 230-20-325 Manner of conducting a raffle.** All raffles shall be conducted by selling individual prenumbered tickets for not more than five dollars and awarding prizes by selecting winners by a random drawing

from among all tickets sold. The following operating procedures apply:

(1) All tickets for use in any raffle shall be consecutively numbered and each ticket shall be accounted for separately in accordance with WAC 230-08-070. Raffle tickets sold to the general public shall have a stub or other detachable section bearing a duplicate number corresponding to the number on the ticket: *Provided*, That with prior written director approval, tickets may include any consecutively numbered or lettered object if a stub imprinted with an identical number or letter and all other information required by WAC 230-20-325, is provided to each entrant at the time of purchase.

(2) All prizes available, whether cash or merchandise, and all rules by which such prizes may be won, including all costs to a participant, shall be disclosed to each participant. This information shall be printed upon each ticket sold, or shall be otherwise provided in writing to each purchaser at the time of sale and shall also include, but not be limited to, date and time of drawing, location of drawing, and name of organization conducting raffle.

(3) No person shall be required to pay, directly or indirectly, more than \$5.00 in order to enter any raffle. After April 15, 1990, each raffle ticket must be sold for the same price as every other raffle ticket being used for that particular raffle. No free tickets, or any opportunity to participate in the drawing of any raffle, shall be awarded or given to a person as a prize or reward for selling raffle tickets or for purchasing a certain number of raffle tickets. No person shall be required to obtain more than one ticket or to pay for anything other than the ticket, in order to enter the raffle: *Provided*, That licensed raffles conducted among members of the organization only, may be conducted using alternative sales methods if specifically authorized by the commission. This authority will be issued on an individual basis and will require a detailed written request.

(4) From October 15, 1988, through April 15, 1990, each raffle ticket must be sold for the same price as every other raffle ticket being used for that particular raffle. However, the sponsor may provide to a purchaser of a raffle ticket an opportunity to obtain by random method a discount on such a ticket, including the opportunity to obtain that ticket free, but only if the sponsor maintains records for each book of raffle tickets so that income from the sale of tickets in each book can be audited.

(5) If an entrant is required to be present at a raffle drawing in order to be eligible for the prize drawing, then a statement setting forth this condition shall be set forth conspicuously on each raffle ticket and on all promotional material concerning the raffle. When the participant is not required to be present at the drawing the ticket stub or other detachable section(s) of the ticket shall contain the purchaser's name, complete address, and telephone number, and shall be maintained for a period of not less than three years from the end of the fiscal year in which the raffle was completed.

(6) In conducting a drawing in connection with any raffle, each ticket seller shall return to the licensee the stubs or other detachable section of all tickets sold. The licensee shall then place each stub or other detachable section of each ticket sold into a receptacle out of which the winning tickets are to be drawn. Such receptacle shall be designed so that

each ticket placed therein has an equal opportunity with every other ticket to be the one withdrawn. Provided, an alternative drawing format to determine the winning ticket may be utilized if such format is approved by the director in writing prior to the sale of any ticket. The following requirements must be met prior to utilizing any such alternative drawing format:

(a) The organization must have a current raffles license;  
 (b) The alternate format must meet the definition of a drawing as defined by WAC 230-02-500;

(c) Any alternate format utilized to determine the winners must be closely controlled by the licensee;

(d) The request to utilize an alternative drawing format shall contain, at a minimum, the following information:

(i) The time, date and location of the drawing;  
 (ii) The type of random selection process to be used and complete details of its operation;

(iii) The name and telephone number of the raffles manager; and

(iv) The signature of the organization's chief executive officer.

(7) The raffle license issued by the commission or a photostatic copy of the license shall be conspicuously posted and displayed at the location at all times during the occasion when a drawing is being conducted.

[Statutory Authority: RCW 34.05.220(4), [34.05].230 and 9.46.070 (11) and (14). 90-05-032 (Order 205), § 230-20-325, filed 2/14/90, effective 3/17/90. Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281]. 89-05-024 (Order 186), § 230-20-325, filed 2/13/89. Statutory Authority: RCW 9.46.070. 88-19-038 (Order 183), § 230-20-325, filed 9/13/88. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-20-325, filed 3/15/88. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (9), (11), (14) and (17) and 9.46.020 (19) and (23). 85-17-015 (Order 153), § 230-20-325, filed 8/12/85. Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-20-325, filed 4/15/85. Statutory Authority: RCW 9.46.070 (8) and (11). 83-11-034 (Order 133), § 230-20-325, filed 5/16/83.]

**WAC 230-20-350 Licensees may join together to conduct a raffle.** Persons holding a license to conduct a raffle or raffles, may join together with any other person or persons holding such a license to jointly conduct a raffle only if the following conditions are met:

(1) Approval to do so is received by each licensee from the commission for that particular raffle prior to the sale of any tickets in connection therewith;

(2) The method by which the income, expenditures for prizes, and all other expenses, received and expended in connection with the raffle will be apportioned among the licensees conducting the raffle is disclosed in writing to the commission, together with the application for the commission's approval of the joint raffle;

(3) A separate bank account is established by one of the participating licensees, all of the proceeds from the raffle are deposited therein, and all of the expenses in connection with the raffle, including but not limited to, all payments for prizes, is made therefrom;

(4) Records are kept by each of the participating licensees which clearly disclose the amount of money received and expended by that licensee and by each other participating licensee in connection with the raffle. Records of expenses shall disclose for what purpose the money was spent.



(5) All gross receipts received by each individual participating organization shall count toward their individual license gross receipts limit.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-11-048 (Order 192), § 230-20-350, filed 5/16/89; Order 18, § 230-20-350, filed 5/21/74.]

**WAC 230-20-360 Licensee for the conduct of bingo games at agricultural fairs shall not allow another to do so without a permit.** An agricultural fair licensed for the operation of bingo shall not allow any other person to conduct bingo under the authority of the fair's license unless approval of that person, and a permit therefor, has been obtained from the commission under WAC 230-04-191, or 230-04-193.

[Order 53, § 230-20-360, filed 5/25/76; Order 42, § 230-20-360, filed 9/18/75; Order 15, § 230-20-360, filed 4/17/74.]

**WAC 230-20-370 Licensees may rent equipment to conduct amusement games.** A bona fide charitable or nonprofit organization licensee, or any of its regular members, may rent or otherwise obtain equipment used by the organization to conduct bingo or amusement games from any person so long as any price paid for such equipment, or for use of such equipment, is reasonable, is a lump sum or hourly rate established in the competitive market, and is not based upon a percentage of the income or profit derived from the conduct of such activities.

[Order 18, § 230-20-370, filed 5/21/74.]

**WAC 230-20-400 Certain lower volume licensees exempted from certain rules.** Persons holding the licenses issued under the classes and circumstances set forth in WAC 230-04-065 or persons operating without a license under RCW 9.46.030(3) need not comply with the following rules of the commission, except as noted:

(1) WAC 230-04-280 requiring notification to local law enforcement of their activity, but nonlicensees must comply with RCW 9.46.030.

(2) WAC 230-08-080 requiring certain daily records: *Provided*, That all such persons in the alternative, must comply with WAC 230-08-015 (1), (2), and (3).

(3) WAC 230-08-010 concerning operator records: *Provided*, That all such persons must, in the alternative, comply with WAC 230-08-015 (1), (2), and (3).

(4) WAC 230-08-120 requiring quarterly reports: *Provided*, That holders of such classes of licenses must in the alternative, comply with WAC 230-08-015(4).

(5) With respect to volunteer operators only, i.e., those not compensated for their work by the licensee, WAC 230-20-220 prohibiting certain persons from playing in bingo games.

(6) WAC 230-20-120 concerning free food and beverages at bingo games.

(7) WAC 230-20-190 concerning bingo card prices.

(8) WAC 230-20-230 concerning free games for winners.

[Order 80, § 230-20-400, filed 12/28/77; Order 53, § 230-20-400, filed 5/25/76; Order 29, § 230-20-400, filed 1/23/75; Order 14, § 230-20-400, filed 3/27/74.]

**WAC 230-20-600 Amusement games—Licensee to give notice to local police jurisdiction prior to conducting—Inspection of equipment by police.** No person licensed to conduct amusement games shall conduct any such games at any location within the state of Washington without having first given notice to the local police agency of the jurisdiction within which the amusement games are to be conducted. Such notice shall be in writing, addressed to the head of the local police agency, and shall be delivered no less than ten days in advance of the date upon which the amusement games are to be conducted: *Provided*, That this time may be reduced by the chief officer of the local law enforcement agency for good cause shown.

Such notice shall include the following information:

(1) The name and address of the licensee, and the name and local address of the person exercising managerial authority over the conduct of the games at that location;

(2) The date or dates the amusement games will be conducted;

(3) The location at which the amusement games will be conducted.

The licensee shall not utilize any equipment in the conduct of the amusement games unless the equipment has been available for inspection by the local police agency for a period of two hours immediately preceding such utilization.

[Order 55, § 230-20-600, filed 6/25/76.]

**WAC 230-20-605 Types of amusement games authorized.** The commission hereby authorizes the following amusement games whether coin operated or not, to be operated by persons possessing a commercial amusement games license, or bona fide charitable or nonprofit organizations possessing a license issued by the gambling commission or when conducted as authorized by RCW 9.46.0321 at an authorized location.

(1) **Fish pond (duck pond).** The player "catches" a fish or other object floating in a pond of water by using a pole, hand, net or string. All fish or objects are marked on the bottom indicating the size of prize the player wins. The player is awarded a prize every time and the player must be allowed to continue playing until a prize is won. When played at school carnivals, the game may be played without the pond of water and the operator of the game may assist the player by attaching a prize to the pole, hand, net or string.

(2) **Hoop or ring toss.** The player must toss a hoop(s) or ring(s) over a target which may consist of bottles, pegs, blocks, or prizes. The operator must specifically advise the player as to the degree that the hoop(s) or ring(s) must go over the target. All hoops of the same color used at an individual stand must be the same size. All targets used at an individual booth must be the same size or the operator must advise the player by posting signs or using color codes denoting the different sizes.

(3) **Dart games.** The target area for all dart games must be of a material capable of being penetrated and retaining a metal tip dart. The target area will be in the rear of the stand and will be at least three feet but not more than fifteen feet from the foul line. Target must be stationary at all times.

(a) **Balloon (poparoo) (balloon smash).** The targets are inflated balloons. The player throws one or more darts to burst a predetermined number of balloons. If the predetermined number of balloons are burst by the dart(s), the player receives the prize indicated.

(b) **Dart throw.** The targets are various sizes and shapes located on the target area. The player must throw dart(s) individually at the target. The player must hit and the dart must stick in a predetermined target to win the prize as designated.

(c) **Tic tac toe dart.** The target is a tic tac toe board located in the target area. The player throws darts at the target and wins a designated prize when the thrown darts line up in a row in the target. The darts may line up vertically, horizontally or diagonally to win.

(d) **Add um up darts.** The target consists of numbered squares located in the target area. Prizes are awarded based on the total score obtained by the player by throwing and sticking the darts in the numbered squares. All darts stuck on lines will receive a rethrow. The player has the right to add up the score of the darts thrown.

(4) **Ball tosses.** In all ball toss games, the balls used at a specific stand must be of the same weight and size. Targets must be of the same weight and size or the operator must color code the targets and advise the player of the difference in targets by posting a sign or providing a duplicate of the target showing the limitations or restrictions readily visible to the player.

(a) **Milk bottle toss.** The player tosses or throws ball(s) at simulated milk bottles. The player wins by either tipping over or knocking bottles off the raised platform as designated by the operator. The bottles may be constructed of wood, metal or plastic or a combination of the above three. Operators may vary the number of bottles and balls used in each game. No floating or loose weights in bottles shall be allowed. The weight of individual bottles shall not exceed seven and one-half pounds.

(b) **Milk can (Mexican hat, cone).** The player tosses a ball(s) into the opening of a milk can or a fiber glassed Mexican hat turned upside down or through a cone to win.

(c) **Football toss (tire toss).** The player tosses or throws a football(s) through a stationary tire or hoop to win.

(d) **Basketball toss/throw.** The player tosses or throws a basketball(s) through a basketball type hoop to win.

(e) **Bushel baskets.** The player tosses a ball(s) into a bushel type basket mounted on a stationary backdrop at a fixed angle. The ball(s) must stay in the basket to win. All rim shots will be allowed except the operator may designate the top 6 inches of the basket rim by color and disallow ball(s) striking this area as winning tosses.

(f) **Cat-ball-toss (star/diamond toss).** The player tosses a ball(s) into a simulated cat's mouth or a round, diamond or star shaped hole to win.

(g) **Ping pong toss.** The player tosses ping pong balls into dishes, saucers, cups or ashtrays floating in water. A predetermined number of balls must remain in the dishes, saucers, cups or ashtrays for the player to win. The dishes, saucers, cups or ashtrays must have water covering the bottom of the surface which is facing up.

(h) **Fish bowl game.** The player tosses ping pong balls into a water-filled fish bowl to win.

(i) **Volley ball toss (soccer ball).** The player tosses a volley or soccer ball(s) into a keg type container mounted on a stationary backdrop at a fixed angle. The ball(s) must stay in the keg to win a prize. Rim shots are authorized as stated in paragraph (e) above for bushel baskets.

(j) **Goblet ball (whiffle ball).** The player tosses a whiffle ball(s) into a target area of glass or plastic goblets. Located in the [target area are] colored goblets which determine the type of prize the player wins. At least 33 percent of the goblets in the target area must be winners. The ball(s) must stay in the goblet to win a prize.

(k) **Break the plate/bottle.** The player tosses or throws a ball(s) at a plate, phonograph record or bottle. The type of prize won is determined by the number of targets broken by the player.

(l) **Punk rack.** The targets for this game are rows of dolls or cats on a ledge at the rear of the stand. The dolls or cats must be filled with sawdust, styrofoam, cotton or other like material which provides a firm base for the ball to strike. The hair protruding from the side of the dolls or cats shall not exceed three inches. The prize is determined by how many dolls or cats the player knocks over or off the ledge as posted by the operator.

(m) **Teeth game.** The target consists of a large face with wooden teeth. The prize is determined by how many teeth the player knocks down by throwing a ball(s).

(n) **Toilet game (doniker).** The player tosses or throws a ball or other object through a toilet seat, which is located at the rear of the stand, to win.

(o) **(Coke roll).** The player rolls a ball(s) down an alley with the object of knocking over two coke bottles standing at the end of the alley. The player must tip over both bottles to win. Bottles shall be placed on predetermined spots painted on the surface of the alley.

(p) **Rolldown.** The player rolls ball(s) down an alley with the object of putting the ball(s) in numbered slots at the end of the alley. The scores represented by the balls in each numbered slot are added up at the conclusion of the game. Scores above or below a predetermined score win. The alley surface shall at all times be smooth and free from defects.

(q) **Fascination (I got it).** A group game which involves competition among the players. The target area consists of twenty-five holes and the player tosses or rolls a ball into one of the holes. The object of the game is to get five balls in a row either vertically, horizontally or diagonally. The first player to accomplish this is the winner. Prize size is determined by the number of players participating in each game.

(r) **Pokereno.** The target area consists of twenty-five squares with each square given the value of a poker card. The player rolls or tosses five balls to land in the squares. The operator has predetermined winning poker hands and the player wins when balls land in the squares that duplicate the operators selection.

(s) **Batter-up.** The player uses a whiffle ball bat to swing and strike whiffle balls which are pitched at medium speed from a pitching machine. The player wins when he "hits" a ball into the "home run" shelf. The "home run" shelf is located at the back of the batting cage approximately fifteen feet from the player.

(t) **Sky bowling.** Two bowling pins are set on predetermined painted spots on a shelf. A ball is attached to a chain

suspended from a stationary support at least 6 inches to the right or left of the bowling pins. The object is to swing the ball, miss the pins with the ball as it goes forward and knock the pins over as the ball returns.

(u) **Clown rolldown.** A ball is tossed through the open mouth of a moving clown or animal head. The ball then rolls down a chute to numbered slots to the rear of the clown or animal head. The scores represented by the balls in each numbered slot are added up at the conclusion of the game. Prizes are awarded on the points achieved.

(v) **Skee ball.** The player rolls a ball(s) up the mechanical bowling alley into targets. A computer adds up the scores and predetermined scores win.

(w) **Speedball radar game.** Player gets four balls. Player throws three balls through radar to establish speeds and to estimate at what speed fourth ball will pass through radar. Player wins prize if he accurately estimates speed of the fourth ball. Radar must be mounted and stationary.

(5) **Shooting games.** These games are conducted by the player using a weapon of some type to shoot at a target in the rear of the stand. The safety requirement of the local city or county ordinances must be observed by the operator and player. The target may be stationary or mobile.

(a) **Short range (shooting gallery)** includes where the player is given four rounds to shoot at a spot target 1/4 inches or less in diameter. The player wins when the spot target is completely shot out, or the player is given five rounds to shoot one round each at five triangular, round or square targets, 1/2 square inch. The prize is determined by the number of targets struck by the player, or the player is given five rounds to shoot one round each at five triangular, round or square targets, 1/2 square inch. Within each target is a bull's eye and the player must hit the bull's eye without touching outer surface of the target. The prize won is determined by the number of bull's eyes correctly hit.

(b) **Shoot-out-the-star (machine gun).** The player, using an automatic air pellet gun, is given 100 pellets to shoot at a star shaped target. The player must shoot out all of the target to win. The star cannot be more than one and one quarter inch from point to point.

(c) **Water racer.** This group game involves competition with the player winning a prize based on the number of players competing. The player, using a water pistol, shoots the water into a target. The water striking the target causes a balloon to inflate or advances an object to ring a bell. The player bursting the balloon or ringing the bell first is the winner.

(d) **Rapid fire.** This group game involves competition among players similar to the water racer described in (c) above. The player uses an electronic pistol to shoot at a target. Hits on the target give the player a score and the first player to reach a predetermined score is the winner.

(e) **Cork gallery.** The player uses a cork gun or similar device to propel objects which could include, but are not limited to, corks, suction cup darts, or styrofoam balls, to shoot at targets located on a shelf or bull's-eye type target. The player must hit the bull's-eye or knock the target over or off the shelf to win a prize. The prize is determined by the target knocked over or off the shelf or by the number of targets knocked over or off the shelf, or by the player accomplishing other tasks as stated in the posted rules. When suction cup darts or other darts are used and fail to

stay on or in the target, the player will receive the play over. The base of each target shall be uniform front and rear.

(f) **Boomball.** The player uses a cannon with compressed air to propel balls into a target area. The targets have varied point value and if the ball remains in the target, a computer adds up the scores. Prizes are awarded based on the points achieved.

(6) **Coin pitchers.**

(a) **Spot pitch (lucky strike).** The player pitches a coin at colored spots located on a table in the center of the stand. The coin must touch or stay inside of a spot to win a prize.

(b) **Plate pitch.** The player pitches a coin onto a glass plate to win a prize as designated.

(c) **Glass pitch (bowl).** The player pitches a coin into or onto dishes, glasses, etc. If the coin remains in one of the top "target" glass items then the player wins that item.

(7) **Miscellaneous games.**

(a) **Skill chute (bulldozer) (penny fall).** The player inserts a coin or token into a chute aiming the coin or token so that it will fall in front of a continuous sweeper, (bulldozer). If the coin or token is aimed correctly, the sweeper (bulldozer) will push additional tokens or prizes into a hole or chute which sends them to the player. Tokens are exchanged for prizes. If there is a hidden ledge, tip or similar obstruction which inhibits the passage of tokens or prizes into the hole or chute which sends them to the player, then the operator must post a sign to advise the players.

(b) **Tip-em-up bottle.** The player is provided with a pole and a string which has a hoop or ring attached at the end. The player, using the pole with ring, must raise a bottle lying on its side to an upright position to win.

(c) **Hi-striker.** The player, using a wooden maul, must strike a lever target which causes a metal weight to rise on a guide line or track and ring a bell. The player must ring the bell a predetermined number of times to win a prize.

(d) **Rope ladder.** Player must climb up a rope ladder, which is anchored at both ends by a swivel and ring a bell or buzzer to win a prize.

(e) **Whac-a-mole.** A group game which has a target surface with 5 holes - animated "moles" pop up and down at random. Whac (hit) as many moles as possible with a mallet. First player to hit a predetermined number of moles wins.

(f) **Dip bowling game.** Player rolls a bowling type ball over hump in track. If ball stays on the back side of hump, the player wins.

(g) **Horse race derby.** A group game. Players advance their horse by shooting or rolling a ball in target area. The faster and more skillful one shoots or rolls his ball, the faster his horse will run. First horse to finish line wins.

(h) **Shuffleboard.** Player pushes a puck(s) down a shuffleboard alley to knock over poly pins at end of alley. Player wins by knocking down all the pins.

(i) **Bean bag.** The player tosses or throws a bean bag or a simulated bean bag at cans, bottles or other objects on a raised platform. The player wins a prize when he either knocks the object(s) off the raised platform or tips the targets over.

(j) **Soccer kick.** The player kicks a soccer ball(s) through a hole(s) in the target area to win.

(k) **Frog game.** Plastic frog or similar object sits on a small end of teeter totter. The opposite end of the teeter

totter is struck with a mallet causing the frog to fly off the teeter totter. If the frog lands in a pail or similar receptacle, the player wins a prize.

(l) **Cover the spot.** The object of the game is for player to drop 5 circular discs onto a circular spot, completely covering the spot. The diameter of each of the discs utilized to cover the spot will be a minimum of 64% of the diameter of the spot to be covered. The spot to be covered shall be painted or drawn on a permanent, solid material such as metal or wood, or may be a round opened lighted circle. The spot and each disc shall have a uniform diameter.

(m) **Pocket billiards.** Using a regulation pocket billiard table, a player must run a consecutive number of balls to win a prize. The number of balls shall be set by the operator.

(n) **Digger.** The player turns a crank on a mechanical crane to pick up a prize. If the player picks up a prize then the player wins that prize. There can be no stops on the digger or, if there are stops, all prizes must be the same. All prizes must be capable of being picked up by the crane.

(o) **Electronic crane games.** The player uses a joystick and/or push buttons to maneuver the crane into a position to retrieve a prize. All games must meet the following conditions:

(i) At least twenty seconds playing time per operation thereof;

(ii) The crane must be capable of reaching, picking up and dispensing all prizes within the machine.

(iii) The crane cabinet must be level so that when the crane's head descends, it makes a vertical descent to the bottom of its travel, this being perpendicular to the bottom of the prize access area and parallel to the cabinet sides.

(iv) The controls for the crane must be clearly labelled as to function and signs posted giving instructions on crane play to the player.

(v) The device must have a coin acceptor capable of taking money for one play and may have an additional acceptor to include paper money not to exceed the cost of five plays.

(vi) Prizes must be loose and shall not be packed, arranged or lodged in the machine in any way which would prevent the prize from being picked up by the claw.

Any additional games, or a modification of the games authorized above, must be submitted to the commission staff in writing PRIOR to using the new or modified game in the state. The written request shall include proposed rules of play, game specifications and pictures of the game or modification. A demonstration of the game must be provided to the staff, upon request, in Lacey or at such place as designated by the commission staff. A fee will be assessed by the commission to offset the cost of review and analysis as required.

After review, the director may temporarily authorize the use of a new or modified game, in writing, subject to final approval by the commission.

[Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-20-605, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14). 89-24-002 (Order 201), § 230-20-605, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-20-605, filed 3/15/88. Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order

149), § 230-20-605, filed 4/15/85. Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11). 83-06-077 (Order 127), § 230-20-605, filed 3/2/83. Statutory Authority: RCW 9.46.070(11). 82-13-054 (Order 121), § 230-20-605, filed 6/14/82.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 230-20-610 Amusement games—Factors affecting skill to be readily visible to players.** No amusement games shall be conducted within the state of Washington wherein the physical limitations affecting the degree of skill necessary to win a prize are not readily visible to the player. For example, if any target, basket, hoop, can, or other similar device utilized in an amusement game, has any limiting features not readily visible to the player, a duplicate thereof showing the limitation or restriction shall be placed so as to be readily visible to the players.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-20-610, filed 3/15/88; Order 55, § 230-20-610, filed 6/25/76.]

**WAC 230-20-615 Amusement games—Material degree of skill required—Standards.** (1) Notwithstanding that a material degree of chance exists in any amusement game, no amusement game shall be conducted within the state of Washington unless the outcome of said game depends to a material degree upon the skill of the contestant. The director shall determine if a material degree of skill is present and shall submit a report to the commission for final approval of any game. The standard to be applied shall be the following:

(a) Do contestants' physical and or mental abilities play an important and integral role in determining the outcome of the game; or is the outcome based upon chance alone; and

(b) Would the success rate of the average contestant(s) improve with repeated play or practice.

If the outcome is not based upon chance alone and both (a) and (b) are present, a material degree of skill in the outcome of a game shall be deemed to be present.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-20-615, filed 3/15/88.]

**WAC 230-20-620 Amusement games—Objects to be thrown to be uniform—Similar games not to use different objects unless designated.** No person licensed to conduct amusement games shall conduct any such game within the the state of Washington wherein the winning of a prize depends upon the player's ability to throw or project an object unless all such objects available to any player in said game are uniform in size and weight. No licensee shall conduct more than one game of a similar type on the same premises utilizing similar objects of a different size or weight, unless the difference in such objects is readily apparent or designated by, for example, use of a color scheme.

[Order 55, § 230-20-620, filed 6/25/76.]

**WAC 230-20-630 Amusement games—Fees, rules, prizes and variations in objects to be posted—Fees to be paid in cash or script—Prizes not to differ from those**

**posted.** (1) No person shall conduct any amusement game at any location within the state of Washington unless there is posted in a conspicuous place, readily visible to persons playing the game, a sign(s) made of permanent material, such as wood, poster board, metal or plastic with lettering at least one and one-half inches in height that contains the following information:

- (a) Fees charged for playing;
- (b) The rules by which the game is to be played;
- (c) Prizes to be won;
- (d) Any variation in the size or weight of objects utilized in the game which is not readily visible to the player; and
- (e) The name of the operator and an assigned concession number.

(2) Licensed amusement game operators shall assign each concession a number and a list of all concessions and their assigned numbers shall be kept available in the show office.

(3) No amusement games shall be conducted wherein the price charged for playing said game is paid other than in cash, or in an amount other than that posted upon the premises of said game. The term "cash" as used herein shall include checks. In addition, the operator may accept as consideration, tokens, script or tickets, but only under the following conditions:

- (a) The value of each token, ticket or item of script, as measured by the equivalent amount of cash which a player would have to present in lieu of said token, ticket or script, must be indicated on the face thereof;
- (b) Said tokens, tickets or script are not redeemable for cash;
- (c) Said tickets or script shall bear the name of the operator or sponsor.

(4) No amusement games shall be conducted within the state of Washington wherein the prize to be given to a prospective winner is other than that posted upon the premises of said game: *Provided, however,* That after an individual player has won two or more prizes, an operator may offer said player the opportunity to exchange said prizes for one or more other prizes, but only if the prize to be received by the player in exchange was on display during the play of the game. Any prize system which requires forfeiture of previously won prize(s) in exchange for another play is prohibited. Operators of amusement games may utilize a scheme for distribution of prizes wherein the winners of individual prizes receive tickets, which are subsequently redeemable in combination with other tickets won for a merchandise prize.

[Statutory Authority: RCW 9.46.070 and 9.46.0331, 91-19-093 (Order 227), § 230-20-630, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14), 89-24-002 (Order 201), § 230-20-630, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14), 88-07-059 (Order 175), § 230-20-630, filed 3/15/88; Order 55, § 230-20-630, filed 6/25/76.]

**WAC 230-20-640 Amusement games—Sample of prizes to be displayed.** No person licensed to conduct amusement games shall conduct any such game within the state of Washington unless there is on display in a place readily visible to all persons playing such game a sample of each type of prize available to be won.

[Order 55, § 230-20-640, filed 6/25/76.]

**WAC 230-20-650 Amusement games—Coin toss games.** No person licensed to conduct amusement games shall conduct any such game within the state of Washington wherein the ability of a player to win a prize depends upon causing a coin to land within the confines of a space unless the following conditions exist with respect to said game:

(1) There must exist an unobstructed air space, of at least thirty-six inches in height, above any surface upon which the landing of a coin will result in the awarding of a prize.

(2) Plates, spots, targets, etc. will not be inclined so as to give an advantage to the operator.

(3) If the area of an enclosed surface upon which the landing of a coin will result in the awarding of a prize is four square inches, or less, a prize must be awarded to any participant who causes a coin to land so that any part of said coin is within any part of said area.

[Statutory Authority: RCW 9.46.030(5), 81-21-033 (Order 114), § 230-20-650, filed 10/15/81; Order 55, § 230-20-650, filed 6/25/76.]

**WAC 230-20-660 Amusement games—Target shoot—Target to be brought to contestant on demand.**

No person licensed to conduct any games shall conduct any such game within the state of Washington wherein a person is required to shoot a firearm, air gun, pellet gun, BB gun or similar device at a target, and, as a condition of winning a prize, destroy or obliterate part or all of that target, unless the contestant is allowed to have the target brought to him for his inspection at his request, at any time and without limitation.

[Order 55, § 230-20-660, filed 6/25/76.]

**WAC 230-20-670 Commercial amusement games—Operating requirements.** (1) Each location where commercial amusement games are operated shall be required to obtain a commercial amusement game license.

(2) A person licensed for Class A (premise only) commercial amusement games may enter into a contract with a Class B or above commercial amusement game licensee to operate amusement games on their premises. The contract must be written and specific in terms, setting out the time of the contract, revenue sharing plan and all expenses to be borne by each party: *Provided,* That the revenue sharing plan may be based on a percentage of revenue generated by the activity if the method of distribution is specific. All contracts regarding the operation of amusement games shall be submitted to the commission and become part of the licensee file.

(3) No Class B or above commercial amusement game operator shall locate a game at a premises which is not licensed by the commission.

[Statutory Authority: RCW 9.46.070, 92-21-056 (Order 233), § 230-20-670, filed 10/19/92, effective 11/19/92. Statutory Authority: RCW 9.46.070 and 9.46.0331, 91-19-093 (Order 227), § 230-20-670, filed 9/18/91, effective 10/19/91. Statutory Authority: RCW 9.46.070 (4), (11) and (14), 89-24-002 (Order 201), § 230-20-670, filed 11/27/89, effective 12/28/89.]

**WAC 230-20-680 Commercial amusement games—Operation restrictions.** (1) No person shall operate commercial amusement games in any location except under the following conditions:

(a) The operation of amusement games must be closely monitored and controlled to ensure all games are operated in accordance with all provisions of this WAC title;

(b) The players are protected from fraud and game manipulation; and

(c) All games and/or machines are maintained in proper condition to ensure the operation is as approved by WAC 230-20-605.

(2) All locations where school-aged minors are allowed to play must be supervised by an adult during all hours of operation. The adult supervisor will ensure that school-age minors are prohibited from entry and/or playing amusement games in locations authorized by WAC 230-04-138 (1)(g), (i), (j), or (k) during school hours and after 10:00 p.m. on any day: *Provided*, That school-aged minors are prohibited from entry into licensed amusement game/locations in regional shopping centers after the normal shopping area closing hours on Sunday through Thursday.

[Statutory Authority: RCW 9.46.070. 93-01-013 § 230-20-680, filed 12/4/92, effective 1/4/93. Statutory Authority: RCW 9.46.070 and 9.46.0331. 91-19-093 (Order 227), § 230-20-680, filed 9/18/91, effective 10/19/91.]

**WAC 230-20-685 Commercial amusement games—Wager and prize limitations.** For locations authorized under WAC 230-04-138 (1)(g), (i), or (j), where school-aged minors are allowed to play, the following limitations shall apply.

(1) Prize limitations. No prize offered shall exceed a cost to the operator of one hundred dollars.

(2) Consideration. The maximum wager for play shall not exceed fifty cents.

[Statutory Authority: RCW 9.46.070 (3)(11)(14). 92-19-106 (Order 230), § 230-20-685, filed 9/18/92, effective 10/19/92.]

**WAC 230-20-700 Coin activated amusement games—Standards.** All coin activated amusement games must have nonresetable coin-in meters, the removal or disconnection of which stops the play of the machine. The meter must be certified as accurate to within plus or minus 1 coin in 1,000 plays.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-20-700, filed 10/15/91, effective 11/15/91.]

**Chapter 230-25 WAC  
FUND RAISING EVENTS**

WAC	
230-25-020	Fund raising event—Licensee to give notice to local police jurisdiction prior to conducting— Inspection of equipment by police.
230-25-030	Fund raising event—Ten thousand dollars annual net receipt maximum.
230-25-033	Fund raising events on New Year's Eve extending past midnight.
230-25-040	Fund raising event—House rules to be developed and posted—Limitations on wagers.
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230-25-055	Use of chips, script or similar items at fund raising event.
230-25-060	Coin-operated gaming devices prohibited.
230-25-065	Licensees may join together to conduct a fund raising event.
230-25-070	Fund raising events—Central accounting system required.
230-25-100	Fund raising events—Leasing of premises of retail business—Conditions.
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230-25-120	Limits upon amount for rent, lease or similar payments for fund raising events.
230-25-150	Pull tabs at fund raising events—Authorized.
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230-25-200	Bingo at fund raising event.
230-25-220	Raffles or similar lotteries conducted at fund raising events.
230-25-230	Raffles or similar lotteries at fund raising events— Tickets to be sold and income to be accounted for separately.
230-25-235	Fund raising event—Rules for blackjack.
230-25-240	Prizes to be awarded only to persons who were present, and purchased tickets or made wagers, at fund raising event.
230-25-250	Operation of punchboards at a fund raising event prohibited.
230-25-260	Bona fide member of organization conducting fund raising event.
230-25-265	Fund raising event—Regular salary for licensee's employee not "payment" for work on fund raising event under certain conditions—Food and beverage exception.
230-25-270	Certain incidental functions at fund raising event not part of management and operation of event.
230-25-310	Fund raising event—List of workers to be available on premises.
230-25-315	Workers to wear identification tabs.
230-25-320	Limits for operation and participation in fund raising events.
230-25-330	Recreational gaming activity—Rules for play.

**DISPOSITION OF SECTIONS FORMERLY  
CODIFIED IN THIS CHAPTER**

230-25-035	Recreational fund raising event. [Statutory Authority: RCW 9.46.070(13). 79-12-057 (Order 94), § 230-25-035, filed 11/28/79.] Repealed by 81-19-072 (Order 111), filed 9/15/81. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14).
230-25-071	Fund raising event—Definitions of job titles. [Statutory Authority: RCW 9.46.070(13). 78-11-049 (Order 87), § 230-25-071, filed 10/20/78.] Repealed by 81-19-072 (Order 111), filed 9/15/81. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14).

**WAC 230-25-020 Fund raising event—Licensee to give notice to local police jurisdiction prior to conducting— Inspection of equipment by police.** No person licensed to conduct fund raising events shall conduct any such events at any location within the state of Washington without having first given notice to the local police agency of the jurisdiction within which the fund raising events are to be conducted. Such notice shall be in writing, addressed to the head of the local police agency, and shall be delivered no less than ten days in advance of the date upon which the fund raising event is to be conducted: *Provided*, That this time may be reduced by the chief officer of the local law enforcement agency for good cause shown.

Such notice shall include the following information:



(1) The name and address of the licensee, and the name and local address of the person exercising managerial authority over the conduct of the event at that location;

(2) The date or dates the fund raising event will be conducted;

(3) The location at which the fund raising event will be conducted.

The licensee shall not utilize any equipment in the conduct of the fund raising event unless the equipment has been available for inspection by the local police agency for a period of two hours immediately preceding such utilization.

[Order 78, § 230-25-020, filed 11/17/77.]

**WAC 230-25-030 Fund raising event—Ten thousand dollars annual net receipt maximum.** (1) No licensee authorized to conduct one fund raising event for a period of seventy-two consecutive hours once during a calendar year shall conduct such an event in such a manner as to allow the total of all gross wagers and bets received by the licensee, less the amount of money paid or committed by the licensee as winnings, and for the purchase cost of prizes given as winnings, to exceed ten thousand dollars at the conclusion of such fund raising event.

(2) No licensee authorized to conduct a fund raising event on two occasions during a calendar year for not more than twenty-four consecutive hours each shall conduct such event in any manner so as to allow the total of all gross wagers and bets received by the licensee, less the amount of money paid by the licensee as winnings and for the purchase cost of prizes given as winnings to exceed ten thousand dollars either at the end of any twenty-four consecutive hours upon which such event is conducted, or during the calendar year in which such activity is authorized.

(3) The licensee shall develop and post conspicuously and in detail in the area in which the gambling is taking place a scheme for the distribution to the participants of any receipts beyond those permitted to the organization by this rule, and shall offer all participants at the event an equal opportunity to participate in such scheme. The scheme must provide for such distribution to be money, payable to the winner by a check. The scheme may provide for such distribution to be of more money than is necessary to ensure that the licensee will not retain greater receipts than are permitted by law, but, at minimum, must ensure that the limit is not exceeded.

(4) Winners of all prizes shall be determined during the fund raising event. All cash prizes shall be paid by check, and merchandise prizes distributed to the winners not later than 30 calendar days following the conclusion of the event.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19), 84-13-038 (Order 140), § 230-25-030, filed 6/15/84. Statutory Authority: RCW 9.46.070(7), 82-15-009 (Order 124), § 230-25-030, filed 7/9/82. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14), 81-19-072 (Order 111), § 230-25-030, filed 9/15/81. Statutory Authority: RCW 9.46.020(23) and 9.46.070(1), 80-06-038 (Order 102), § 230-25-030, filed 5/12/80. Statutory Authority: RCW 9.46.070(10), 78-11-049 (Order 87), § 230-25-030, filed 10/20/78; Order 78, § 230-25-030, filed 11/17/77.]

**WAC 230-25-033 Fund raising events on New Year's Eve extending past midnight.** For the purposes of computing and applying limitations in chapter 9.46 RCW and these rules upon income to the licensee and upon the

number of events, or consecutive hours in such events, in a calendar year, a fund raising event which (1) includes any part of December 31, and (2) continues past midnight into the new calendar year, shall be treated as if each hour of the event had been held solely in the calendar year designated by the licensee upon the license application submitted to the commission for the event.

[Statutory Authority: RCW 9.46.020(23) and 9.46.070(14), 81-19-072 (Order 111), § 230-25-033, filed 9/15/81. Statutory Authority: RCW 9.46.070(13), 80-06-038 (Order 102), § 230-25-033, filed 5/12/80.]

**WAC 230-25-040 Fund raising event—House rules to be developed and posted—Limitations on wagers.**

Prior to conducting a fund raising event, each licensee shall develop a set of house rules which will govern the type, scope and manner of all gambling activities to be conducted in conjunction with the fund raising event. Among other information, these rules shall establish the maximum amount of wagers which may be placed by persons participating in gambling activities which in any event shall not exceed ten dollars being wagered upon the outcome of any one operation of an element of chance.

In addition, the rules shall prohibit the giving of any thing of value to any person involved in the management or operation of the fund raising event, and prohibit any person involved in the management or operation of the fund raising event from accepting any thing of value.

A copy of the rules shall be posted conspicuously on the premises where the fund raising event is being conducted at all times during the fund raising event, and a copy thereof shall be made available, upon request, to any law enforcement officer or representative of the commission.

[Statutory Authority: RCW 9.46.020(23) and 9.46.070(14), 81-19-072 (Order 111), § 230-25-040, filed 9/15/81. Statutory Authority: RCW 9.46.070(10), 78-11-049 (Order 87), § 230-25-040, filed 10/20/78; Order 78, § 230-25-040, filed 11/17/77.]

**WAC 230-25-050 Wagering among participants not permitted.** No licensee to conduct a fund raising event shall permit, as a part of that fund raising event, a gambling activity which involves a wagering of money or other items of value by one participant against another participant. This rule shall not be construed to prohibit gambling activities wholly administered by the licensee wherein the licensee collects wagers from among the participants and determines the winners and amounts of prizes on a parimutuel basis.

[Order 78, § 230-25-050, filed 11/17/77.]

**WAC 230-25-055 Use of chips, script or similar items at fund raising event.** All chips, script or similar items, used as a substitute for money at a fund raising event shall be issued only during and at the fund raising event itself.

No such chips, script or similar items shall be redeemed by any licensee after the event is concluded.

[Order 80, § 230-25-055, filed 12/28/77.]

**WAC 230-25-060 Coin-operated gaming devices prohibited.** In no event shall coin-operated pull tab dispensing devices, or any other mechanical gambling or lottery device activated by insertion of a coin or other object be

utilized at or in connection with the conduct of, the fund raising event.

[Order 78, § 230-25-060, filed 11/17/77.]

**WAC 230-25-065 Licensees may join together to conduct a fund raising event.** (1) Organizations holding a license to conduct a fund raising event may join together with other organizations holding such a license to jointly conduct a fund raising event providing that the following conditions are met:

(a) Prior approval to do so is received by each licensee from the commission for that particular fund raising event;

(b) The method by which any income or losses and expenditures will be received, expended, and apportioned among the licensees conducting the fund raising event is disclosed in writing to the commission, together with the application for the fund raising event. Changes to the original application must be approved by the commission;

(c) The percentage of income or loss agreed to by any organization shall not be greater than the percentage needed for them to reach the maximum of \$10,000 for the calendar year;

(d) A lead organization and an event manager are designated in the application, with the lead organization having the responsibility for the central accounting system required by WAC 230-25-070, and compliance with WAC 230-25-030(3) regarding the distribution of receipts beyond those permitted in (2) below;

(e) Each licensee shall prepare a list of all persons from their organization taking part in the management or operation of the fund raising event. Such list shall be available on the premises and contain, at a minimum, the name, address, telephone number, and a brief statement signed by the chief executive officer certifying that each member listed is a bona fide member as specified in RCW 9.46.020(15) and WAC 230-25-260.

(f) A fund raising event report will be prepared and submitted by the lead organization as required by WAC 230-08-260; and

(g) Records are kept by each of the participating licensees which clearly disclose the amount of money received and expended in connection with the joint fund raising event;

(2) The amount of income derived from the joint fund raising event will not exceed the event limit of \$10,000. In addition, each participating organization must comply with annual limits imposed by RCW 9.46.020(23) and WAC 230-25-030. The joint fund raising event shall count against only the lead organization or organizations receiving fifty percent or more of the allowable proceeds for the purposes of determining the number of such events an organization may conduct each year.

(3) The lead organization will be responsible for the deposit of the ending cash on hand and must comply with WAC 230-25-070(12). All funds due to any participating organization must be made by check and disbursed within 30 days following the end of the event.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-15-039 (Order 194), § 230-25-065, filed 7/18/89, effective 8/18/89. Statutory Authority: RCW 9.46.010 and 9.46.070 (8) and (14). 85-03-025 (Order 143), § 230-25-065, filed 1/9/85. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-25-065, filed 6/15/84.]

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**WAC 230-25-070 Fund raising events—Central accounting system required.** Each licensee for the operation of fund raising events shall establish and maintain a central accounting system in a form prescribed by the commission for all activities conducted at the fund raising event. Licensees shall obtain accounting forms from the commission, or use machine copies of such forms.

Such system shall contain, but not be limited to, the following items:

(1) There shall be adequate personnel and physical areas to provide for the following minimum separation of duties:

(a) A banker, cashier, or count room to handle the original bankroll, provide coin or chips to the games, redeem chips and cash checks for the players;

(b) A runner to transport money, chips and lock boxes between stations of the event;

(c) Pit bosses, each of whom shall supervise the operation of not more than six gambling stations and who shall supervise the transfer of lock boxes and chips/change trays to the count room;

(d) An area for the counting of money which is segregated from the area in which gambling is conducted. All money received in connection with the fund raising event shall be brought to this area for counting. Once any such money has been brought to this area, three persons shall be assigned to the count area with a minimum of two in the counting area at all times.

(2) The beginning bankroll shall be verified by at least two persons who shall sign such verification.

(3) There shall be documentation containing verifying signatures for the transfer of money between any two stations of the event.

(a) All count/fill slips shall be used sequentially. VOIDED count/fill slips will be signed by two persons and retained with accounting records.

(b) ALL UNUSED count/fill slips shall be retained along with all other count/fill slips as part of that fund raising event's accounting records.

(4) All games shall be numbered and provided with lock boxes and money paddles. The money paddle shall remain in the lock box slot whenever it is not in use. The money slot of the lock box shall not exceed three and one-half inches in length and one-half inch in width.

(5) The keys to all lock boxes are to be kept in the count room at all times and the lock boxes are to be opened only in the count room by the count room personnel.

(6) All games are to be played using coin or chips and all currency tendered by the players shall be exchanged for coin or chips and immediately placed in the lock box by the dealer.

(7) All money and chips shall be transferred to the count room at the end of the day or event for final tabulation, reconciliation, and verification.

(8) The final tabulation and reconciliation shall be verified by at least three count room personnel who shall sign such verification.

(9) Access to the count room and the bankers and cashier's areas shall be restricted to the persons assigned to those functions and to the runner(s) who transport money or chips to or from those stations.

(10) Records shall provide sufficient detail to determine the net receipts of each activity conducted.

(11) The records shall contain a reconciliation of the ending cash on hand to net receipts.

(12) The ending cash on hand shall be deposited intact within two banking days of the conclusion of the event, and a validated deposit slip shall be included as part of the event records. There shall be no expenditure of any kind made from the ending cash prior to deposit. However, this subsection shall not prohibit a licensee from exchanging its ending currency and coin for a check of equal value to reduce the risk and exposure of carrying or storing large amounts of money.

This section shall not apply to those licensees whose receipts from the fund raising event are limited to an admission charge or charge for a ticket, or tickets, to a drawing and who

(a) Conduct all activities with script, play money, or similar items which are redeemable only for merchandise prizes; and

(b) Who award only merchandise prizes that have been purchased by or donated to the licensee.

These licensees need only comply with WAC 230-08-010 and record their net receipts in sufficient detail to verify these amounts.

[Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-070, filed 9/15/81. Statutory Authority: RCW 9.46.070(7), (8) and (10). 78-11-049 (Order 87), § 230-25-070, filed 10/20/78; Order 78, § 230-25-070, filed 11/17/77.]

**WAC 230-25-100 Fund raising events—Leasing of premises of retail business—Conditions.** Fund raising events shall not be operated upon a premises part of a retail sales or service business catering to the public except when:

(1) The room or other portion of the premises in which the fund raising event is being conducted is separate and apart from the portion being used for the retail sales or service business;

(2) The business is closed to the public at all times during which the fund raising event is conducted on the premises; or

(3) The fund raising event is being conducted upon the premises of a bona fide charitable or bona fide nonprofit organization which is not also being used for a profit seeking business.

No licensee shall conduct a fund raising event on or within any portion of a retail premise during the period any other fund raising event is being conducted on or within any portion of that retail premise.

As used in this rule, separate and apart means a permanent or temporary partition which provides a solid, distinct separation between the portion of the room or premises in which the fund raising event is being conducted and the portion of the room or premises being used for the retail sales or service business and which limits the flow between the fund raising event and the retail sales or service business to not more than two designated openings.

In all cases the fund raising event operator must have, and exercise, complete control over that portion of the premises being used for the fund raising event, at all times said event is being conducted: *Provided, however,* That at all times when the sale, service or consumption of intoxicating liquor is permitted in said portion of the premises, the

responsibility for compliance with liquor laws and regulations shall also be that of the liquor licensee or permittee.

The owner, manager or any employee of the retail sales or service establishment may not be an officer of the fund raising event operator or participate in the operation of the fund raising event on that premises, and no gambling activities, nor any part or facet of the operation or play of any gambling activity, may be conducted by the retail sales or service establishment or allowed by the operators of the fund raising event in any portion of the premises which is being used for the fund raising event.

[Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-100, filed 9/15/81. Statutory Authority: RCW 9.46.070(1) and (10). 80-03-060 (Order 99), § 230-25-100, filed 2/25/80; Order 78, § 230-25-100, filed 11/17/77.]

**WAC 230-25-110 Fund raising event—Use of equipment, lease or rental from licensee only.** Only those persons holding a valid license to sell or distribute punchboards, pull tabs, or pull tab dispensing devices and/or fund raising event equipment shall be authorized to sell or lease gaming equipment to bona fide nonprofit or charitable organizations licensed to conduct fund raising events for use in connection with a licensed fund raising event. All rules and regulations of the commission relating to the sale or distribution of punchboards, pull tabs, or pull tab dispensing devices by such distributors, shall be likewise applicable to the sale or rental by them of gaming equipment and pull tabs for use in a licensed fund raising event, except to the extent such rules are inconsistent with the provisions of this section: Provided, commission approval of such gaming equipment shall not be required, nor shall identification stamps be required for such equipment: Provided further, a licensee to conduct fund raising events may sell, loan or rent equipment acquired for its own fund raising event to another such licensee(s) for up to four events per year without being licensed as a distributor of fund raising event equipment.

No sale or rental of gaming equipment for use in a licensed fund raising event shall be transacted except on commercially reasonable terms established in the competitive market. All rentals shall be a lump sum or hourly rate, and shall not be based upon a percentage of the income or profit derived from the conduct of the fund raising event.

No licensee to conduct fund raising events shall purchase or rent gaming equipment except from another such licensee, or from a licensed distributor.

Any bona fide charitable or nonprofit organization licensed to conduct fund raising events may utilize such equipment, not otherwise prohibited by law or these regulations, as is owned or constructed by such licensee, or which is borrowed or leased from another bona fide charitable or nonprofit organization which has been licensed by the commission to conduct fund raising events.

No licensee to conduct fund raising events shall use, or permit the use of, equipment owned by it for any purpose other than the operation of licensed fund raising events, or other authorized gambling activities by the licensee: Provided, however, That the licensee may, within the twelve calendar month period following the conduct of the fund raising event for which it was licensed, loan or rent such equipment to another bona fide charitable or nonprofit

organization for use in conjunction with a licensed fund raising event.

[Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-25-110, filed 7/17/91, effective 8/17/91. Statutory Authority: RCW 9.46.070. 88-19-038 (Order 183), § 230-25-110, filed 9/13/88. Statutory Authority: RCW 9.46.020(5) and § 1(5), chapter 326, Laws of 1977 ex. sess., and RCW 9.46.070(4). 78-03-061 (Order 81), § 230-25-110, filed 2/22/78; Order 80, § 230-25-110, filed 12/28/77.]

**WAC 230-25-120 Limits upon amount for rent, lease or similar payments for fund raising events.** Licensees shall not expend for rent or lease (or similar arrangements) of premises in which to hold a fund raising event, or for any equipment or service in connection with the fund raising event, an amount that exceeds the local prevailing or market price for such premises, equipment or service.

Maximum rental limits shall be:

(1) Premises and other goods or services: Not more than two hundred dollars for all, or any portion, of any twenty-four hour period.

This maximum fee shall include in addition to the use of the premises themselves any and all goods or services of any kind furnished by the person renting the premises to the licensee, or furnished by anyone with a substantial interest in, or immediate family relationship with, that person: *Provided*, That the limit shall not include (a) fees for gambling equipment which are governed by the maximums set out in (2) below; or (b) charges for food or drink to the licensee or patrons of the fund raising event when the purchase of such food or drink is not, directly or indirectly, a condition of rental of the premises and the licensee may elect to bring in food and drink from an outside source.

(2) Gambling devices and equipment:

(a) Not more than four hundred dollars from each licensee for all, or any portion of, the first twenty-four hour period for all gambling devices and related equipment to conduct the event, including, but not limited to, cards, dice, cash boxes, shoes, chips, noncoin operated pull tab dispensing devices, pull tab scales, delivery thereof and any schooling in its use. This limitation shall not apply to the sale of pull tabs or the rental of a bingo horse racing device.

(b) Not more than two hundred and twenty-five dollars from each licensee for each succeeding twenty-four hour period, or any portion thereof, for the same kinds of items set out in (a) above.

(3) Individual gambling station:

(a) Not more than thirty dollars for all of the equipment needed to set up each single specific gambling station (such as a single twenty-one table), except for a craps table or a roulette wheel station which shall not exceed \$55 or for a station showing horse racing films with advance betting on the outcome of the races which shall not exceed \$250, or each station facilitating the operation of an electronic horse racing game, with advance betting on the outcome of the races which, shall not exceed \$325, for the first twenty-four hour period, or any portion thereof, including, but not limited to, the equipment, delivery and schooling in its use, to an overall maximum for all items of \$400, for each licensee as set out in (2)(a) above.

(b) Not more than twenty dollars for each successive twenty-four hour period or any portion thereof, for the equipment needed to establish each single specific gambling

station as set out in (a) above, to an overall maximum of \$225 for each licensee as set out in (2)(b) above.

(4) The maximum charges or limits set out in subsections (1) through (3) above include any amount paid to reserve the use of applicable premises, services or equipment.

No more than 50% of the total allowable fees or charges may be paid in advance of the event. Advance payment shall be made only by check which shall not be drawn or paid more than 90 days prior to the event.

The limits in subsections (2) and (3) above shall not apply to expenditures by the licensee for purchases outright, or construction by the licensee of, gambling equipment.

[Statutory Authority: RCW 9.46.070. 90-24-005 (Order 218), § 230-25-120, filed 11/26/90, effective 12/27/90; 88-19-038 (Order 183), § 230-25-120, filed 9/13/88. Statutory Authority: RCW 9.46.070 (11) and (14). 85-03-059 (Order 146), § 230-25-120, filed 1/15/85. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-120, filed 9/15/81. Statutory Authority: RCW 9.46.070(15). 79-11-074 (Order 93), § 230-25-120, filed 10/19/79; 79-01-026 (Order 88), § 230-25-120, filed 12/18/78.]

**WAC 230-25-150 Pull tabs at fund raising events—Authorized.** Pull tabs are authorized for use at fund raising events and shall be treated as conducted solely pursuant to the license to conduct a fund raising event. Except where superseded by WAC 230-25-160, all rules applicable to the operation of pull tabs set forth in chapter 230-30 WAC shall be applicable to pull tabs utilized at fund raising events.

[Statutory Authority: RCW 9.46.070. 88-19-038 (Order 183), § 230-25-150, filed 9/13/88.]

**WAC 230-25-160 Pull tabs at fund raising events—Operational requirements—Limitations.** (1) The following requirements shall be utilized in the sale of pull tabs at fund raising events.

(a) All pull tab series for use at fund raising events shall contain the inspection identification stamps and record entry labels and shall be purchased for specific use at fund raising events.

(b) Pull tabs shall only be sold out of the original shipping container or a noncoin operated dispensing device (clear container). Pull tab prices shall be equal to the price set by the manufacturer for each specific series. The maximum price for any pull tab shall not exceed fifty cents.

(c) Up to a maximum of three pull tab series may be out for play at one time. All pull tabs shall be sold from a booth or similar confined area which prohibits public access to the pull tabs;

(d) Each pull tab series shall constitute a separate table and have a separate number. Each series shall have a separate corresponding lock box, money paddle, chip rack for making change and payment of prizes, and a winners register. All currency, coin, or chips used to purchase pull tabs, shall immediately be placed in the corresponding lock box by the attendant(s) on duty. All change given back to players shall be in the form of chips or coin.

(e) All winning pull tabs shall be defaced when cashed in and deposited in the corresponding lock box. Winning pull tabs shall be paid in chips and coin only. *Provided*: Winning pull tabs may be redeemed for additional tabs from the same series only. When a winning pull tab of \$5 or

more is cashed, the attendant shall immediately delete that prize from the corresponding flare with a black marker. In addition, the attendant(s) shall fill out the winners register for prizes paid in excess of twenty dollars;

(f) When a series is removed from play, the series (including the flare), the corresponding lock box and chip rack shall be transported to the count room by a runner at which time the box shall be opened for tabulation. All monies collected, prizes paid and tabs sold shall be tabulated and recorded on the pull tab accounting report furnished by the commission in accordance with the instructions attached to the accounting report.

(g) After completing the count, winning pull tabs shall be packaged separately or banded and placed with the unused portion of that particular series in the original shipping container. The organization must retain the used series for a period of one year; and

(h) At the completion of the fund raising event, all series still out for play shall be transported to the count room in accordance with paragraphs (f) and (g). All unopened pull tab series shall be returned to the licensed distributor who furnished the series for a full refund. Pull tabs may not be sold, or transferred to another licensee.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-15-039 (Order 194), § 230-25-160, filed 7/18/89, effective 8/18/89. Statutory Authority: RCW 9.46.070. 88-19-038 (Order 183), § 230-25-160, filed 9/13/88.]

**WAC 230-25-200 Bingo at fund raising event.** (1) Bingo games conducted solely at, and as a part of, a licensed fund raising event authorized under RCW 9.46.030(1) shall be treated as conducted solely pursuant to the license to conduct that fund raising event. All income, prizes awarded, and other expenses shall be accounted for, and reported to the commission, as required for fund raising events and need not be reported, or accounted for, as required for bingo games conducted under a bingo license issued by the commission, or under a different statutory authority: *Provided*, That the provisions of WAC 230-20-100 shall apply to bingo games conducted at such fund raising events.

Income from bingo games conducted at, and as a part of, such a fund raising event shall be applied only against the maximum income permitted for fund raising events and shall not be applied against other maximum income limits imposed by chapter 9.46 RCW or the commission rules.

(2) All of the commission's rules applicable to the conduct of bingo games, whether general or specific, shall apply to the conduct of bingo games at, or as a part of, a fund raising event, except as provided in subsection (1) above and except the following rules which shall not be applicable:

- (a) WAC 230-20-070;
- (b) WAC 230-20-090;
- (c) WAC 230-20-170;
- (d) WAC 230-20-190;
- (e) WAC 230-20-220;
- (f) WAC 230-04-061.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-25-200, filed 6/15/84; Order 78, § 230-25-200, filed 11/17/77.]

**WAC 230-25-220 Raffles or similar lotteries conducted at fund raising events.** (1) No sales of tickets or drawing(s) in any raffle or similar lottery wherein the winner or winners are chosen by the drawing of a ticket or other card or device shall be done at, or in connection with, a licensed fund raising event unless all aspects of the raffle or similar lottery are done only at the fund raising event.

(2) If any ticket or card or device for a raffle or similar lottery is sold, or any drawing for a raffle or similar lottery held, other than at and during a licensed fund raising event then no portion of the raffle or similar lottery shall be conducted at or during any licensed fund raising event, nor shall the raffle or similar lottery be considered as being held under the license for any such fund raising event.

(3) Raffles or other similar lotteries wherein the winner or winners are chosen by the drawing of a ticket or other card or device conducted at, or as a part of, a licensed fund raising event authorized under RCW 9.46.030(1) shall be treated as conducted solely pursuant to the license to conduct that fund raising event. All income, prizes awarded, and other expenses shall be accounted for, and reported to the commission, as required for fund raising events and shall not be reported, or accounted for, as required for raffles conducted under a raffle license issued by the commission, or under a different statutory authority: *Provided*, That the requirements of WAC 230-20-325 applicable to raffles shall be applicable to all such lotteries conducted at a fund raising event, except that single chances on lotteries may be sold for up to \$10 per chance.

Income from raffles or other lotteries conducted at, or as a part of, such a fund raising event shall be applied only against the maximum income permitted for fund raising events and shall not be applied against other maximum income limits imposed by chapter 9.46 RCW or the commission's rules.

(4) All of the commission's rules applicable to the conduct of raffles, whether general or specific, shall apply to the conduct of raffles and to the conduct of other similar lotteries wherein the winner or winners are chosen by the drawing of a ticket or similar card or device at, or as a part of, a fund raising event, except as provided in subsection (3) above and except the following rules which shall not be applicable:

- (a) WAC 230-08-070;
- (b) WAC 230-20-350;
- (c) WAC 230-12-020.

(5) Subsections (1) through (4) above shall not be applicable where a drawing is held during a fund raising event for a raffle conducted pursuant to a raffle license issued by the commission subject to all the commission's rules applicable to such raffles, and all tickets for said raffle are sold, and deposited into the drawing container prior to the beginning of the fund raising event.

[Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (9), (11), (14) and (17) and 9.46.020 (19) and (23). 85-17-015 (Order 153), § 230-25-220, filed 8/12/85. Statutory Authority: RCW 9.46.020 (1) and (23) and 9.46.070(1). 85-11-023 (Order 150), § 230-25-220, filed 5/13/85. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-220, filed 9/15/81. Statutory Authority: RCW 9.46.070(10). 78-04-032 (Order 83), § 230-25-220, filed 3/16/78; Order 78, § 230-25-220, filed 11/17/77.]

**WAC 230-25-230 Raffles or similar lotteries at fund raising events—Tickets to be sold and income to be accounted for separately.** (1) Tickets for entry into a raffle or similar lottery held at, and as a part of, a fund raising event, wherein the winner or winners are determined by the drawing of a ticket from among tickets sold or issued, shall be sold or issued separately and each shall constitute a separate and equal chance to win with all other tickets sold or issued. No person shall be required to obtain more than one ticket, or to pay for anything other than the ticket, in order to enter any such raffle or similar lottery.

(2) The provisions of WAC 230-20-100 respecting receipting for, and accounting for, sales of raffle tickets and prizes shall apply to all such raffles and similar lotteries, which together shall be treated as raffles for the purposes of this rule. Each such raffle or similar lottery shall be accounted for separately from other activities in connection with the fund raising event.

[Order 78, § 230-25-230, filed 11/17/77.]

**WAC 230-25-235 Fund raising event—Rules for blackjack.** The game of "21" (blackjack) when played as part of a licensed fund raising event shall be played in conformance with the following:

(1) Cards shall be dealt from a dealing shoe. The deal shall begin with the shoe containing four full decks of cards and proceed until, in the dealer's judgment, the cards should be reshuffled or the cards withdrawn for examination and/or replaced. The shoe shall then be refilled with four decks of cards and the process repeated.

(2) All cards shall be dealt to the players face up.

(3) Players are not to remove or pick up cards from the table and will not "shuffle" or "cut" the cards.

(4) Only "standard size" playing cards shall be used.

(5) Cards may be shuffled using a device, apparatus, or mechanism. No device, apparatus, mechanism or thing which may give a participant in a card game an advantage over any other participant in that game may be used by any organization or person.

[Statutory Authority: RCW 9.46.020(23) and 9.46.070(14). 81-19-072 (Order 111), § 230-25-235, filed 9/15/81. Statutory Authority: RCW 9.46.070(10). 78-11-049 (Order 87), § 230-25-235, filed 10/20/78.]

**WAC 230-25-240 Prizes to be awarded only to persons who were present, and purchased tickets or made wagers, at fund raising event.** No prize or wager shall be paid or awarded in connection with a fund raising event to any person who is, or was, not present at the event himself and personally there made the wager, or obtained the ticket or chance, resulting in such award or payment.

[Order 80, § 230-25-240, filed 12/28/77.]

**WAC 230-25-250 Operation of punchboards at a fund raising event prohibited.** No licensee to conduct a fund raising event shall operate punchboards as a part of that event.

[Statutory Authority: RCW 9.46.070. 88-19-038 (Order 183), § 230-25-250, filed 9/13/88; Order 80, § 230-25-250, filed 12/28/77.]

**WAC 230-25-260 Bona fide member of organization conducting fund raising event.** (1) For the purposes of eligibility to participate in managing or otherwise assisting in the operation of a fund raising event, a person is a bona fide member of a bona fide charitable or bona fide nonprofit organization only when he or she:

(a) Has become a member prior to the commencement of the fund raising event and such membership was not dependent upon, or in any way related to the payment of consideration to participate in, any gambling activity; and

(b) Has (i) been admitted upon written application, only after investigation and ballot, with such action being recorded in the official minutes of a regular meeting, or (ii) has held full and regular membership status in the organization for a period of not less than twelve consecutive months prior to the subject fund raising event; and

(c) Has paid reasonable initiation or admission fees for membership, and/or dues, consistent with the nature and purpose of the organization and with the type of membership obtained and is not in arrears in payment of such fees or dues; and

(d) Has met all other conditions required by the organization for membership and is in all respects a member in good standing at the time of the subject fund raising event.

(2) Member or bona fide member shall include only members of an organization's specific chapter or unit licensed by the commission or otherwise actively conducting the fund raising event: *Provided*, That

(a) Members of chapters or local units of a state, regional, or national organization may be considered members of the parent organization for the purpose of a fund raising event conducted by the parent organization, if the rules of the parent organization so permit;

(b) Members of a bona fide auxiliary to a principal organization may be considered members of the principal organization for the purpose of a fund raising event conducted by the principal organization. Members of the principal organization may also be considered members of its auxiliary for the purpose of a fund raising event conducted by the auxiliary; and

(c) Members of any chapter or local unit within the jurisdiction of the next higher level of the parent organization, and members of a bona fide auxiliary to that chapter or unit, may assist any other chapter or local unit of that same organization licensed by the commission in the conduct of a fund raising event.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-25-260, filed 6/15/84. Statutory Authority: RCW 9.46.070(18). 78-04-032 (Order 83), § 230-25-260, filed 3/16/78.]

**WAC 230-25-265 Fund raising event—Regular salary for licensee's employee not "payment" for work on fund raising event under certain conditions—Food and beverage exception.** The salary of a regular and full time employee, or a regular but part time employee if the organization has employed a person in that part time position for the past three consecutive years, of an organization licensed to conduct fund raising events shall not be deemed "payment" (as the term "paid" is used in RCW 9.46.0233) for work performed by the employee in connection with a



fund raising event conducted by that organization when all of the following conditions are met:

(1) The position held by the employee has been created for purposes unrelated to the conduct of fund raising events and requires the performance of duties unrelated to fund raising events year around. The employee's contribution to fund raising events must be an incidental part of his or her total duties, consisting of less than 1% of total time worked for the organization; and

(2) The employee is paid on a recurring basis on a regular and established rate throughout the calendar year, unrelated to the income produced by any fund raising event; and

(3) The employee does not operate any gambling game or lottery at any fund raising event conducted by the organization but confines his or her services in connection with the event to assisting the organization's other members with the overall planning and organization of the event and with supervision of the supporting services for the event. However, such an employee who is also a bona fide member of the organization or its bona fide auxiliary and is not otherwise scheduled for duty in his or her assigned employee duties at the time the fund raising event is to be held may participate in the conduct of the fund raising event as a bona fide member as set out in WAC 230-25-260.

(4) For the purposes of this rule, the furnishing of food and nonalcoholic beverages to event volunteers, not to exceed \$20 per volunteer per event, shall not be construed as payment or compensation.

[Statutory Authority: Chapter 9.46 RCW, 91-05-047 and 91-06-008 (Orders 220 and 220A), § 230-25-265, filed 2/14/91 and 2/22/91, effective 3/17/91 and 3/25/91. Statutory Authority: RCW 9.46.020(23) and 9.46.070(14), 81-19-072 (Order 111), § 230-25-265, filed 9/15/81. Statutory Authority: RCW 9.46.070(13), 79-01-026 (Order 88), § 230-25-265, filed 12/18/78.]

**WAC 230-25-270 Certain incidental functions at fund raising event not part of management and operation of event.** Persons who perform only the following incidental functions in connection with a fund raising event shall not be deemed to be participating in the "management or operation" of such an event for the purposes of that portion of RCW 9.46.020(23) requiring that persons participating in the management or operation of the event be members of the licensee organization:

(1) The serving of food and drink to participants in the event;

(2) The parking of cars;

(3) Acting as a police officer for the purposes of maintaining general crowd control and order at the event, or to detect persons cheating the participants or the house, when that person is a commissioned law enforcement officer with the power to make arrests in the jurisdiction in which the event is being held or is the employee of a commercial securities service firm licensed by the city, town, or county, in which the event is being conducted to provide such services;

(4) Providing janitorial functions;

(5) Persons whose participation is limited to supervising personnel carrying out the functions enumerated in (1), (2), (3) and (4).

*Provided*, That the payment to persons to perform these functions does not exceed the local prevailing level of payment for a similar function at other than fund raising events.

[Statutory Authority: RCW 9.46.070(13), 79-01-026 (Order 88), § 230-25-270, filed 12/18/78.]

**WAC 230-25-310 Fund raising event—List of workers to be available on premises.** The licensee conducting a fund raising event shall prepare and have available on the premises a list of all persons taking part in the management or operation of the fund raising event. Such list shall contain the name, address, telephone number and a description of the type of membership in the organization of each person. The list shall be maintained as part of the licensee's records of the event and shall be made available to any law enforcement officer or representative of the commission upon request.

[Statutory Authority: RCW 9.46.020(23) and 9.46.070(7), 78-11-049 (Order 87), § 230-25-310, filed 10/20/78.]

**WAC 230-25-315 Workers to wear identification tabs.** Each licensee conducting a fund raising event shall furnish to each person participating in the management or operation of the event an identification tag which at minimum shall contain that person's name and designation of licensee organization. The licensee shall cause each such person to wear this tag at all times when the person is working at the fund raising event. The tag shall be worn in plain view so as to be easily seen and read by persons participating in the event. The type and style of tag shall be the option of the licensee.

[Statutory Authority: RCW 9.46.020(23) and 9.46.070(14), 81-19-072 (Order 111), § 230-25-315, filed 9/15/81.]

**WAC 230-25-320 Limits for operation and participation in fund raising events.** No person under the age of eighteen years of age, and no person intoxicated or under the influence of any drug or substance shall be allowed to participate in the operation or management, or participate as a player, at any fund raising event.

[Statutory Authority: RCW 9.46.020(23) and 9.46.070(14), 81-19-072 (Order 111), § 230-25-320, filed 9/15/81.]

**WAC 230-25-330 Recreational gaming activity—Rules for play.** An organization or association issued a permit shall conduct a recreational gaming activity in accordance with the following rules:

(1) Any gambling device utilized for such activity must be rented or obtained from a licensed distributor of fund raising event equipment or a licensee authorized to conduct fund raising events (not applicable to homemade, nonprofessional devices);

(2) Gambling of any type shall be prohibited on the premises where recreational gaming activity takes place;

(3) Script or chips having no value shall be utilized for each activity;

(4) There shall be no fee charged for the opportunity to participate or enter the premises, *Provided*: An organization may charge a fee for an accompanying dinner, meal, or

entertainment associated with the activity, as long as such a fee is only related to those additional activities and the costs incurred in renting the devices utilized in the activity;

(5) An organization may utilize a scheme whereby participants can redeem their script or chips for prizes; Provided: All prizes must be donated to or provided by the sponsoring organization;

(6) The activity shall be limited to eight hours. The director may for good cause shown, grant additional time;

(7) The sponsoring organization must notify local law enforcement officials at least ten days prior to the commencement of the activity, and specify the date, time and location of the activity.

[Statutory Authority: Chapter 9.46 RCW. 91-15-040 (Order 224), § 230-25-330, filed 7/17/91, effective 8/17/91.]

### Chapter 230-30 WAC PUNCHBOARDS AND PULL TABS

#### WAC

230-30-015	Substitute flares.
230-30-016	Replacement of commission identification stamps on pull tab dispensing devices.
230-30-018	Transfer of any gambling devices requiring identification and inspection services stamps to be affixed—Requirement for documentation.
230-30-030	Punchboard and pull tab quality control—Special inspections and transfer invoices—Special fees to recover costs.
230-30-050	Punchboard and pull tab operation.
230-30-052	Punchboards and pull tabs operated by charitable or nonprofit organizations—Net income required.
230-30-055	Standards for construction of punchboards.
230-30-060	Punchboard restrictions.
230-30-065	Punchboard/pull tab price per play to be posted.
230-30-070	Control of prizes.
230-30-072	Punchboard and pull tab inventory and retention requirements.
230-30-075	Minimum percentage of prizes for certain gambling activities.
230-30-080	Limitation on pull tab dispensing devices.
230-30-090	All devices must comply with rules.
230-30-095	Pull tab dispensing devices to be submitted to commission for approval prior to sale.
230-30-100	Punchboard and pull tab device to display name of its licensed manufacturer.
230-30-102	Pull tab series assembly and packaging.
230-30-103	Standards for construction of pull tabs.
230-30-104	Possession or sale of pull tab series in which winners or location of winners may be determined in advance—Prohibited.
230-30-105	Only one flare may be used with a punchboard or pull tab series.
230-30-106	Standards for flares, made by manufacturers, distributors, operators.
230-30-110	Possession of duplicate numbered-color coded pull tab series prohibited.
230-30-130	Flare to display pull tab series number.
230-30-200	Punchboard and pull tab business restrictions.
230-30-210	Buying from and selling to only licensees required.
230-30-212	Punchboards, pull tabs and related equipment may be sold with sale of business.
230-30-213	Sale of punchboards, pull tabs and pull tab dispensing devices when license revoked, expired or voluntarily surrendered.
230-30-215	Trade-in of used pull tab dispensing devices permitted provided certain records are maintained.
230-30-220	Interest in separate business involving punchboards and pull tabs at a different marketing level prohibited.

230-30-300	Recall of defective punchboards, pull tabs or pull tab dispensing devices.
230-30-500	Rules applicable to operators of punchboards and pull tabs applicable as well to operators of either activity.

#### DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

230-30-010	Prior inspection or approval of punchboards, pull tabs, or devices for the distribution of pull tabs by the commission—Alternatives. [Order 5, § 230-30-010, filed 12/19/73, 1:25 p.m.] Repealed by Order 9, filed 12/19/73, 1:26 p.m.
230-30-020	Approval by sample. [Order 5, § 230-30-020, filed 12/19/73, 1:25 p.m.] Repealed by Order 9, filed 12/19/73, 1:26 p.m.
230-30-091	Unapproved mechanical or electrical coin-operated pull tab dispensing devices prohibited. [Order 42, § 230-30-091, filed 9/18/75, effective 6/1/76.] Repealed by Order 55, filed 6/25/76.
230-30-999	Test of continuous play/open ended pull tab series. [Statutory Authority: RCW 9.46.070 (8), (11) and (14). 85-03-024 (Order 142), § 230-30-999, filed 1/9/85.] Repealed by 87-15-052 (Order 169), filed 7/14/87. Statutory Authority: Chapter 9.46 RCW.

**WAC 230-30-015 Substitute flares.** A substitute flare may be utilized on punchboards or pull tabs. Substitute flares shall have the Washington state identification and inspection services stamp number assigned to the punchboard or pull tab series permanently recorded in ink on the face of the substitute flare. Such flare shall also show the series number assigned to that device by the manufacturer. If a substitute flare is used for a pull tab series, then the manufacturer's flare, with the manufacturer's series number and the identification and inspection services stamp obtained from the commission thereon, shall be attached to the back of the substitute flare in such a manner as to be clearly visible to a person playing the device.

The responsibility for recording the Washington state identification and inspection services stamp number on the substitute flare shall rest with the manufacturer, distributor, or operator who changes the original flare and attaches the substitute flare.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-30-015, filed 6/14/88. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-30-015, filed 6/15/84. Statutory Authority: RCW 9.46.070 (6) and (11). 81-21-033 (Order 114), § 230-30-015, filed 10/15/81. Statutory Authority: RCW 9.46.070(5). 81-13-032 (Order 109), § 230-30-015, filed 6/15/81; 79-07-019 (Resolution No. 90), § 230-30-015, filed 6/14/79; Order 48, § 230-30-015, filed 3/23/76; Order 21, § 230-30-015, filed 8/20/74; Order 9, § 230-30-015, filed 12/19/73.]

**WAC 230-30-016 Replacement of commission identification stamps on pull tab dispensing devices.** (1) Notwithstanding any other provisions in these rules, a licensed operator or distributor of pull tab dispensing devices may obtain a commission identification stamp to replace an identification stamp affixed to a pull tab dispensing device that has become unidentifiable due to wear: *Provided*, That the operator or distributor furnish to the commission:

(a) The invoice from the operator, distributor or manufacturer for the purchase of the dispensing device in question, or

(b) A complete notarized description of the pull tab dispensing device, serial number, manufacturer, and the commission stamp number previously affixed to the device.

(2) The request for replacement of the commission identification stamp shall be submitted on a form provided by the commission. The fee for replacement of the commission identification stamps shall be as required by WAC 230-04-201.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19), 84-13-038 (Order 140), § 230-30-016, filed 6/15/84; Order 48, § 230-30-016, filed 3/23/76.]

**WAC 230-30-018 Transfer of any gambling devices requiring identification and inspection services stamps to be affixed—Requirement for documentation.** (1) Persons selling or otherwise furnishing punchboards, pull tabs, or pull tab dispensing devices shall account for every such device received and/or transferred. All transfers shall be made by completing a sales invoice or credit memo. Each invoice or credit memo shall set out the identification and inspection services stamp number affixed to each device transferred.

(2) Manufacturers shall maintain records that will allow accountability for all identification and inspection services stamps issued to them by the commission, for at least three years after they are affixed to devices and sold. This accountability shall be by indefinite retention of unused or damaged stamps or by records as set out in WAC 230-08-025: Provided that damaged stamps may be returned to the commission and will be replaced with serviceable stamps if they are accompanied by a detailed listing of the damaged stamp numbers and a ten cent per stamp service charge.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14), 88-13-060 (Order 179), § 230-30-018, filed 6/14/88. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19), 84-13-038 (Order 140), § 230-30-018, filed 6/15/84; Order 23, § 230-30-018, filed 9/23/74.]

**WAC 230-30-030 Punchboard and pull tab quality control—Special inspections and transfer invoices—Special fees to recover costs.** (1) Special inspections - the commission shall have the authority to select any punchboard or pull tab series, whether held by an operator, distributor, or manufacturer and to examine the quality and/or integrity of the punchboard or pull tab series in any manner, including punching out or pulling all chances remaining thereon: *Provided*, That if the punchboard or pull tab series so inspected is thereby altered in any manner and no defect, alteration, deceptive condition, or other violation is discovered, then the owner shall be reimbursed by the commission for his cost for the punchboard or pull tab series, and the device shall become the property of the commission. *Provided further*, That for each such punchboard or pull tab series inspected which is found to be defective in any area related to a quality control deficiency, by the manufacturer, a fee not to exceed \$100.00 per each such punchboard or pull tab series inspected may be assessed by the commission against the manufacturer of the punchboard or pull tab series to compensate the commission for the inspection.

(2) Transfer invoices - any manufacturer, distributor, or licensed representative of either, that fails to accurately complete any invoice for the sale or return of a punchboard,

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pull tab series, dispensing device, or related merchandise as required by WAC 230-30-018 may be assessed a fee of up to \$50.00 per invoice. The fee shall be used to defray extra costs incurred by the commission in tracking transfers or other monitoring procedures as a result of errors or omissions.

[Statutory Authority: RCW 9.46.070(6), 89-21-069 (Order 198), § 230-30-030, filed 10/17/89, effective 11/17/89. Statutory Authority: RCW 9.46.070 (1), (4), (5), (6), (7), (11), (14) and (17) and 9.46.310, 85-01-065 (Order 145), § 230-30-030, filed 12/18/84. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19), 84-13-038 (Order 140), § 230-30-030, filed 6/15/84; Order 5, § 230-30-030, filed 12/19/73.]

**WAC 230-30-050 Punchboard and pull tab operation.** (1) No person under the age of eighteen years and no person visibly intoxicated or visibly under the influence of any narcotic, shall be allowed to play or sell any punchboard or pull tab device. It shall be the responsibility of the licensee and the responsibility of the person physically operating the punchboard or pull tab device to determine that no unauthorized person is allowed to play or sell.

(2) No operator shall permit the display or operation of any punchboard or pull tab which may have in any manner been marked, defaced, tampered with or otherwise placed in a condition, or operated in a manner, which may deceive the public or which affects the chances of winning or losing upon the taking of any chance thereon.

(3) All pull tabs must be dispensed from a coin-operated vending machine or a clear container which affords the player an opportunity to observe the complete series. If pull tabs are not sold out of a coin-operated vending machine, the complete series must be placed in a clear container and mixed prior to being offered for sale. Failure to mix may result in a minimum five day suspension of license for each series not mixed. Licensees may bundle pull tabs into stacks of up to \$10, provided the bundles are thoroughly mixed prior to sale to the public. This section of the rule shall be reviewed for its applicability at the commission meeting in July 1991.

(4) All records, reports and receipts relating to a punchboard or pull tab series in play must be retained on the licensed premises so long as the series or punchboard is in play and be made available on demand to law enforcement officers and representatives of the commission.

(5) When operators purchase merchandise to be used as prizes on punchboards or pull tab series from other than a licensed distributor, the following information must be on the invoice provided by the seller:

- (a) The date of purchase;
- (b) The company's name and adequate business address;
- (c) A full description of each item purchased;
- (d) The quantity of items purchased;
- (e) The cost per individual items purchased; and
- (f) The sales invoice or receipt must be maintained by the operator for at least three years.

[Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW, 90-21-053, § 230-30-050, filed 10/15/90, effective 11/15/90. Statutory Authority: RCW 9.46.070 (4), (8), (11) and (14), 86-07-037 (Order 155), § 230-30-050, filed 3/14/86. Statutory Authority: RCW 9.46.020 (1) and (23) and 9.46.070(1), 85-11-023 (Order 150), § 230-30-050, filed 5/13/85. Statutory Authority: RCW 9.46.070(8), 81-21-033 (Order 114), § 230-30-050, filed 10/15/81; Order 5, § 230-30-050, filed 12/19/73.]

**WAC 230-30-052 Punchboards and pull tabs operated by charitable or nonprofit organizations—Net income required.** Charitable or nonprofit organizations operating punchboards and pull tabs shall not pay excessive expenses. To ensure that licensees meet the intent of RCW 9.46.010 and to prevent the payment of excessive expenses, net income, as a percentage of gross receipts, shall not be less than the limits set out in subsections (1) and (2) below when measured over the annual license period. The limits set out in Table 1. of WAC 230-20-064 shall apply to organizations operating punchboards and pull tabs in conjunction with a bingo game. Net income limits:

(1) Class A and B licensees - Net income of at least 5.5%, before deduction of local taxes; and

(2) Class C and above licensees - Net income of at least 7.0%, before deduction of local taxes.

[Statutory Authority: RCW 9.46.070 (1)(16). 90-10-007, § 230-30-052, filed 4/19/90, effective 7/1/90.]

**WAC 230-30-055 Standards for construction of punchboards.** All punchboards sold for use in the state of Washington must comply with the following standards:

(1) **Patterns:** The punchboard shall be manufactured with special care so as to eliminate any patterns between punchboards, or portions of punchboards, from which the location or approximate location of winning punches may be determined. Manufacturers shall employ at least the following steps to insure that no pattern exists.

(a) The form or permanent number sheets shall be mixed prior to cutting;

(b) After the strips (straws) have been crimped, all strips shall be thoroughly mixed prior to insertion in punchboards;

(c) When filling punchboards, workers shall alter the procedures for filling sets of punchboards; and

(d) No more than eight punchboards from any one set of boards shall be included in any case of punchboards for shipment to Washington.

(2) **Serial numbers:** Effective July 1, 1988, serial numbers set forth on the form or permanent number sheets shall be nonsequential so as to ensure that no pattern is created which would permit the tracking of boards through the serial number.

(3) **Guaranteed numbers:** All numbers or symbols designated as winners on the flare must be guaranteed by the manufacturer as being present in the board. The manufacturer may at their option place a sticker or equivalent on the back of each punchboard setting forth additional numbers or symbols that are guaranteed to be in the board. The additional numbers or symbols on the back of the board shall not exceed 5% of the total punches in the board without the written permission of the commission.

(4) **Security:** All punchboards must be sealed so it is impossible to determine the number or symbol of any punch prior to being punched out of the board by any method or device including but not limited to the use of markings or light.

(5) **Step-up boards:**

(a) All cards, straws, or punches that contain the winners in the step-up portion of any punchboard shall be completely sealed so as to prevent premature winner identifi-

cation and such items shall be thoroughly mixed so as to ensure that no pattern of winners exists.

(b) Step-up boards that contain winners covered by seals must have at least twenty-five different face sheets for use on that specific step-up board. Face sheets shall be utilized in such a manner so as to ensure random distribution during the manufacturing process.

[Statutory Authority: RCW 9.46.070 (11) and (14). 87-24-016 (Order 173), § 230-30-055, filed 11/23/87.]

**WAC 230-30-060 Punchboard restrictions.** (1) No operator shall put out for play, and no manufacturer shall sell or furnish to any person, any punchboard or electronic punchboard:

(a) Which has not been submitted to the commission staff and been approved for sale by the commission staff in the state of Washington. An identical prototype of the electronic punchboard must be submitted to the commission for review and approval. The commission shall retain the device actually submitted when approved.

(b) To which any key to any winning number, or symbol, exists other than a key which is furnished to the operator, which key designates the color codes for all chances on that board without regard to whether or not such chances are designated winners.

(c) Which has taped sides, corners, or edges.

(d) Wherein the winning punches or approximate location of any winning punches can be determined in advance of punching the punchboard in an [any] manner or by any device, including, but not limited to, any patterns in manufacture, assembly, packaging or programming. Winning punches shall be distributed and mixed among all other punches in the punchboard. The punchboard shall be manufactured or programmed with special care so as to eliminate any pattern as between punchboards, or portions of punchboards, from which the location or approximate location of the winning punches may be determined.

(2) When electronic punchboards are submitted for approval or modification, the commission shall assess an estimated fee to the person submitting the request, which fee is equal to the actual cost of review and analysis of the electronic punchboard submitted and which fee shall be paid prior to the electronic punchboard being approved for use and sale in the state of Washington. Excess fees collected shall be returned to the applicant at the completion of the review and analysis.

[Statutory Authority: Chapter 9.46 RCW. 87-03-023 (Order 164), § 230-30-060, filed 1/13/87. Statutory Authority: RCW [9.46.]070 (1), (2) and (11) and [9.46.]110. 85-21-046 (Order 154), § 230-30-060, filed 10/14/85. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-30-060, filed 6/15/84; Order 5, § 230-30-060, filed 12/19/73.]

**WAC 230-30-065 Punchboard/pull tab price per play to be posted.** (1) No punchboard or pull tab series shall be placed out for public play unless the cost to the player for each punch or pull tab is clearly posted on the flare.

(2) Once placed out for public play, a punchboard or pull tab series flare may not be modified or otherwise changed, except for the deletion of those prizes valued at five dollars or more as required by WAC 230-30-070.

[Statutory Authority: RCW 9.46.070(11), 82-13-054 (Order 121), § 230-30-065, filed 6/14/82.]

**WAC 230-30-070 Control of prizes.** All prizes from the operation of punchboards and pull tabs shall be awarded in cash or in merchandise.

(1) Prizes shall be cash or merchandise only. Prizes may not involve the opportunity of taking an additional chance or chances on another punchboard or of obtaining another pull tab or pull tabs. Where the prize involves the opportunity to punch again on the same punchboard, a prize must be awarded for each such punch which is not less than the highest amount of money, or worth not less than the most valuable merchandise prize, which might otherwise have been won by the punch for which the opportunity to take the second punch was awarded. Each such board must clearly indicate on its face the terms and conditions under which the opportunity to obtain the second, or step-up punch, may be obtained and the prizes which may be won by the step-up punch.

(2) Display of prizes:

(a) All prizes shall be displayed in the immediate vicinity of the punchboard or pull tab device and such prizes shall be in full view of any person prior to that person purchasing the opportunity to play.

(b) When the prize is cash it shall be displayed as follows:

(i) If the punchboard or pull tab series contains the opportunity to win both cash and merchandise prizes, the money itself shall not be displayed, but a coupon designating the cash available to be won shall be substituted; and

(ii) If the only prizes which may be won are cash prizes, they shall be clearly and fully described or represented by a coupon displayed upon the prize flare attached to the face or displayed in the immediate vicinity of the pull tab dispensing device.

(c) The licensee shall display prizes so arranged that a customer can easily determine which prizes are available from any particular punchboard or pull tab series or device operated or located upon the premises.

(d) Upon determination of a winner of a merchandise prize, the licensee shall immediately remove that prize from any display and present it to the winner.

(e) Upon determination of a winner of any cash prize of five dollars or more, or of any merchandise prize with a retail value of five dollars or more, but prior to award of the prize, the licensee shall conspicuously delete all references to that prize being available to players from any flare, punchboard or pull tab dispensing device upon which such reference may appear, and from any other list, sign, or notice which may be posted, in such a manner that all future customers will know the prize is no longer available. The prize shall then be paid or delivered to the winner forthwith.

(3) Payment of prizes. The licensee must pay or award to the customer or player playing the punchboard or pull tab series all such prizes that have not been deleted from the flare of the punchboard or pull tab series when the punchboard or pull tab series is completely played out.

(4) Cash in lieu of merchandise prizes. No licensee shall offer to pay cash in lieu of merchandise prizes which may be won.

(5) Record of winners:

(a) When any person wins a cash prize of over twenty dollars or wins a merchandise prize with a retail value of more than twenty dollars from the play of any punchboard or pull tab series, the licensee or licensee's representative shall make a record of the win. The record of the win shall be made in the following manner:

(i) The winners shall be required to print their name and date of birth, in ink, upon the side of the winning punch or tab opposite the winning symbol(s);

(ii) The licensee or their representative shall then verify the winner's identity and record the date and initial the winning punch or tab.

(iii) If the pull tab or punch is constructed or printed in such a manner as to preclude recording the information required in (i) and (ii) above in a legible manner, the licensee may record the required information on a sheet of paper not less than three inches by five inches and staple the winning tab or punch thereto.

(6) Retention of records. Every licensee shall keep the record of all prizes awarded in excess of twenty dollars, containing all of the information required in subsection (5) above, and all winning pull tabs or punchboard punches for a period of at least four months following the last day of the month in which it was removed from play and shall display the same to any representative of the commission or law enforcement officials upon demand.

(7) Defacing winning punches or tabs. The licensee shall, within twenty-four hours after a winning pull tab or punch of five dollars or more has been presented for payment, mark or perforate the winning symbols in such a manner that the pull tab or punch cannot be presented again for payment.

(8) Value of merchandise prizes. For purposes of this rule, the retail value of a merchandise prize shall be the amount actually paid therefor by the licensed operator plus 50 percent of that actual cost.

(9) Spindle, banded, or "jar" type pull tabs played in a manner which awards merchandise prizes only. Pull tab series which award only merchandise prizes valued at no more than five dollars, are hereby permitted to employ schemes whereby certain predesignated pull tabs are free or the player is otherwise reimbursed the actual cost of said pull tabs. Flares for spindle-type pull tabs operated in this manner shall designate the total number of pull tabs in the series and the total number of pull tabs designated as free or reimbursable. Free or reimbursable pull tabs in these types of pull tab series shall not constitute a prize or prizes nor shall monies collected and later reimbursed constitute revenue for the purposes of determining gross receipts.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-30-070, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070, 90-24-005 (Order 218), § 230-30-070, filed 11/26/90, effective 12/27/90. Statutory Authority: RCW 9.46.070 (11) and (14), 90-11-058, § 230-30-070, filed 5/15/90, effective 6/15/90. Statutory Authority: RCW 34.05.220(4), [34.05].230 and 9.46.070 (11) and (14), 90-05-032 (Order 205), § 230-30-070, filed 2/14/90, effective 3/17/90. Statutory Authority: RCW 9.46.070 (11) and (14), 89-17-056 (Order 196), § 230-30-070, filed 8/15/89, effective 9/15/89. Statutory Authority: RCW 9.46[.070] (8), (14), 87-17-052 (Order 171), § 230-30-070, filed 8/18/87. Statutory Authority: Chapter 9.46 RCW. 87-03-023 (Order 164), § 230-30-070, filed 1/13/87. Statutory Authority: RCW [9.46.]070 (1), (2) and (11) and [9.46.]110. 85-21-046 (Order 154), § 230-30-070, filed 10/14/85. Statutory Authority: RCW 9.46.070 (8), (11) and (14), 85-03-024 (Order 142), § 230-30-070, filed 1/9/85. Statutory Authority: RCW 9.46.070 (8) and (11), 82-01-065

and 82-03-033 (Order 115 and 116), § 230-30-070, filed 12/18/81 and 1/18/82; 81-21-033 (Order 114), § 230-30-070, filed 10/15/81. Statutory Authority: RCW 9.46.070(10). 79-09-029 (Order 91), § 230-30-070, filed 8/14/79; Order 43, § 230-30-070, filed 11/28/75; Order 29, § 230-30-070, filed 1/23/75; Order 27, § 230-30-070, filed 11/15/74; Order 23, § 230-30-070, filed 9/23/74; Order 14, § 230-30-070, filed 3/27/74; Order 12, § 230-30-070, filed 2/14/74; Order 5, § 230-30-070, filed 12/19/73.]

**WAC 230-30-072 Punchboard and pull tab inventory and retention requirements.** Each punchboard and pull tab series purchased or otherwise obtained by an operator shall be controlled and accounted for in the following manner:

(1) Each operator shall closely monitor punchboard and pull tab series purchased to assure that all identification and inspection service stamp numbers are correctly entered in all records and each device purchased is recorded. The following control procedures apply:

(a) After the close of business on September 30, 1988, and before operating punchboards and pull tabs after that date, each operator shall take a physical inventory of all punchboards and pull tabs in-play and awaiting play and record the following information separately for punchboards and pull tabs:

- (i) Name of game; and
- (ii) I.D. stamp number;

(b) At the time punchboards and pull tabs are delivered, each operator will assure that all purchase invoice data is correct by comparing the actual I.D. stamp numbers on each punchboard/pull tab series to the numbers entered on the purchase invoices;

(c) All purchases of punchboards or pull tabs shall be recorded on a standard distributor's invoice, which includes space for the operator to either attach a records entry label or enter the identification and inspection stamp number and the date the device was placed out for play. For all punchboards or pull tab series purchased, the operator shall enter the date and the identification and inspection service stamp number in the space on the invoice, adjacent to the distributors entry, by attaching a records entry label, or by written entry if record entry labels are not attached to the punchboard or pull tab series;

(d) If a device is returned to a distributor for any reason, including commission required recall, the operator shall record the date, invoice or credit memo number, and "returned" on the original purchase invoice: *Provided*, That licensees may use a commission approved inventory log to comply with subsections (c) and (d) of this section;

(2) Each punchboard or pull tab series which is removed from operation, together with the prize flare, all unplayed tabs, and all winning punches or tabs, shall be retained by the operator for at least four months following the last day of the month in which it was removed from play. The board, unplayed tabs, flare, and all winning punches or tabs shall remain available for inspection, on the licensed premises, by commission agents and/or local law enforcement and taxing agencies: *Provided*, That devices may be stored off premise if they are produced for inspection upon demand;

(3) Each punchboard or pull tab series which is not placed out for public play or returned to the distributor or manufacturer from whom it was originally purchased, must be retained on the licensed premises and made available for inspection by commission agents and/or local law enforce-

ment and taxing agencies: *Provided*, That devices may be stored off premise if they are produced for inspection upon demand;

(4) Each punchboard or pull tab series which is deemed by the operator to be defective or unplayable, for any reason, shall not be returned to the distributor or manufacturer without approval from the commission. If it is found to be defective after it has been placed out for play, all other rules apply and it must be recorded as required by WAC 230-08-010: *Provided*, That the retention time required by subsection (2) above may be shortened by the commission upon inspection and written release by a commission agent.

[Statutory Authority: RCW 9.46.070(6). 89-21-069 (Order 198), § 230-30-072, filed 10/17/89, effective 11/17/89. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-13-060 (Order 179), § 230-30-072, filed 6/14/88.]

**WAC 230-30-075 Minimum percentage of prizes for certain gambling activities.** No operator shall put out for play and no distributor or manufacturer of punchboards and pull tabs shall sell or otherwise provide to any person in this state or for use in this state any punchboard or pull tab series that does not contain the following minimum percentage in prizes:

(1) Punchboards - a minimum of 60 percent respecting each punchboard placed out for public play.

(2) Pull tabs - a minimum of 60 percent respecting each series of pull tabs placed out for public play.

(3) For the purposes of determining the percentage of prizes offered on any punchboard, or in any pull tab series under this section, total merchandise prizes shall be computed at the amount actually paid therefor by the licensed operator plus 50 percent of that actual cost.

(4) Single cash prizes on punchboards/pull tabs shall not exceed:

(a) Two hundred in cash; or

(b) A merchandise prize, or combination merchandise prize, for which the operator has not expended more than three hundred dollars.

(5) Multiple winners on an individual pull tab or punch shall not exceed the single cash or merchandise prize limit in (4) above.

[Statutory Authority: RCW [9.46.070 (1), (2), and (11) and [9.46.]110. 85-21-046 (Order 154), § 230-30-075, filed 10/14/85. Statutory Authority: RCW 9.46.070(11). 82-06-007 (Order 119), § 230-30-075, filed 2/19/82. Statutory Authority: RCW 9.46.070(10). 79-09-029 (Order 91), § 230-30-075, filed 8/14/79; Order 70, § 230-30-075, filed 5/24/77; Order 43, § 230-30-075, filed 11/28/75.]

**WAC 230-30-080 Limitation on pull tab dispensing devices.** (1) No pull tabs shall be placed out for public play unless the total number of pull tabs originally in the series shall be clearly disclosed on the face of the flare advertising the prizes available from that series of pull tabs. The total number of pull tabs originally in the series will be placed upon the flare by the manufacturer prior to the series being sold to a distributor or operator.

(2) No pull tab shall be added to a series of pull tabs after that series has been shipped from its place of manufacture.

(3)(a) No pull tab series, or any portion thereof, shall be placed in, or if a spindle upon, any pull tab dispensing



device until any other series of pull tabs previously in, or upon, the device has been played out or permanently removed from public play.

(b) Provided, that in the use of a multiple series dispenser, each series shall be played independently and in accordance with the provisions in (a) above.

(4) No pull tab once placed in, or if a spindle upon, a pull tab dispensing device out for public play shall be removed from the dispensing device until the series is permanently removed from public play, except only:

(a) Those pull tabs actually played by consumers,

(b) Those pull tabs removed by representatives of the commission, or other law enforcement agency inspecting the device, and

(c) Those tabs temporarily removed during necessary repair or maintenance of the device. Excepting only tabs removed under (b) and (c) hereinabove, once a pull tab has been removed from public play it shall not again be put out for public play.

(5) No person shall put out any pull tab series for public play unless the series of pull tabs is wholly contained within, or if a spindle upon, the device used for dispensing that series.

(6) No person shall sell or transfer to another person in this state, or for use within this state, or shall place out for public play any device for the dispensing of pull tabs not so constructed as to allow a consumer to clearly see each pull tab within, or if a spindle upon, the device prior to playing the device. However, a metal plate, not to exceed 3/4 inch in height, may be affixed across the front at the bottom of the dispensing columns of a mechanical pull tab dispensing device.

(7) No person shall sell or transfer to any other person in this state, or for use within this state, or put out for public play any device for the dispensing of pull tabs without permanent lines or markings on the face or viewable through the face of the device and clearly visible to the consumer which effectively divide the tabs remaining in the device into divisions of approximately 25 tabs so that the consumer can determine how many tabs remain within the device.

(8) No person shall put out for public play any device for the dispensing of pull tabs which is not so constructed as to provide for at least one selection position for every 1,200 pull tabs originally in the series in play in the machine.

(9) No person shall sell or transfer to another person in this state, or for use within this state, or put out for public play, any pull tab series which contains more than 6,000 individual pull tabs.

[Statutory Authority: RCW 9.46.070(11). 91-10-004 (Order 222), § 230-30-080, filed 4/18/91, effective 5/19/91. Statutory Authority: Chapter 9.46 RCW. 91-05-047 (Order 220), § 230-30-080, filed 2/14/91, effective 3/17/91. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14). 83-19-024 (Order 136), § 230-30-080, filed 9/13/83. Statutory Authority: RCW 9.46.070(14). 81-19-073 (Order 112), § 230-30-080, filed 9/15/81. Statutory Authority: RCW 9.46.070(10). 79-07-019 (Order 90), § 230-30-080, filed 6/14/79; Order 55, § 230-30-080, filed 6/25/76; Order 43, § 230-30-080, filed 11/28/75; Order 15, § 230-30-080, filed 4/17/74; Order 9, § 230-30-080, filed 12/19/73, 1:26 p.m.; Order 5, § 230-30-080, filed 12/19/73, 1:25 p.m.]

**WAC 230-30-090 All devices must comply with rules.** No operator shall display or put out for play, and no distributor or manufacturer or their representatives shall sell

or otherwise furnish, any punchboard, series of pull tabs, or device for the dispensing of pull tabs unless such punchboards, pull tabs or devices for the dispensing of pull tabs conform to all requirements of this state's laws and the rules of this commission, as they now exist or are hereafter amended.

[Order 18, § 230-30-090, filed 5/21/74.]

**WAC 230-30-095 Pull tab dispensing devices to be submitted to commission for approval prior to sale.** No pull tab dispensing device shall be put out for public play, or sold or otherwise furnished to any person in this state, or for use within this state, after August 1, 1976 unless and until an identical prototype of that device has first been presented to the commission by its manufacturer and has been approved by the commission for use within this state.

Prototypes, or examples, of such devices shall be presented at the commission's office for staff review, together with an application for commission approval on a form obtained from the commission, not less than 60 calendar days prior to the date by which a commission decision is desired.

The commission shall retain the device actually submitted for approval, or a later production model thereof, at the discretion of the director or the commission. Approval, if granted, shall extend only to the specific device approved and devices exactly like it. If the device is modified in any way, excepting only in color and other like superficial appearance features, it must be resubmitted for commission approval of such modifications and shall be treated in all respects under this rule as if it were a new and different device.

The traditional single spindle device, and the clear glass or plastic traditional fishbowl device, for the dispensing of pull tabs are hereby approved and these devices need not be submitted to the commission for further approval notwithstanding the above provisions of this rule.

[Order 55, § 230-30-095, filed 6/25/76; Order 45, § 230-30-095, filed 12/30/75.]

**WAC 230-30-100 Punchboard and pull tab device to display name of its licensed manufacturer.** (1) No operator shall put out for play, and no distributor or manufacturer shall sell or otherwise furnish, any punchboard, series of pull tabs or device for the dispensing of pull tabs unless each such board, series, or device shall have conspicuously set forth thereon a stamp, seal or label which identifies its manufacturer and the city and state of its manufacturer.

(2) Any coin-operated pull tab dispensing device manufactured or sold in this state, or for use in this state, and initially placed out for play on or after August 1, 1976, shall have the manufacturer's name, the city and state of its manufacturer, and the manufacturer's serial number for that device stamped or embossed into its case. The manufacturer shall keep a permanent record describing each such device sold, identifying the purchaser and setting out that serial number.

The manufacturer's serial number shall be set out on the sales invoice each time the device is sold or transferred.

(3) Each individual pull tab shall have conspicuously set forth thereon the name of the manufacturer or label or trademark which identifies its manufacturer. The label or trademark must be filed with the commission prior to the printing of the pull tab.

(4) No operator shall put out for play and no distributor shall sell or otherwise furnish, any punchboard, series of pull tabs or coin operated device for the dispensing of pull tabs, unless the manufacturer of punchboards, series of pull tabs or coin operated device for the dispensing of pull tabs, identified on such device, has been licensed by the commission.

[Statutory Authority: RCW 9.46.070(13). 79-07-019 (Order 90), § 230-30-100, filed 6/14/79; Order 55, § 230-30-100, filed 6/25/76; Order 43, § 230-30-100, filed 11/28/75; Order 27, § 230-30-100, filed 11/15/74; Order 23, § 230-30-100, filed 9/23/74; Order 18, § 230-30-100, filed 5/21/74; Order 12, § 230-30-100, filed 2/14/74.]

**WAC 230-30-102 Pull tab series assembly and packaging.** (1) Manufacturers of pull tabs shall manufacture, assemble, and package each pull tab series in one container and in such a manner that none of the winning pull tabs, nor the location or approximate location of any of the winning pull tabs can be determined, in advance of opening the pull tabs in any manner or by any device, including but not limited to any pattern in manufacture, assembly, packaging, markings, or by the use of a light.

(2) Winning pull tabs shall be distributed and mixed among all other pull tabs in a series so as to eliminate any pattern as between series, or portions of series, from which the location or approximate location of any of the winning tabs may be determined. The pull tab series must be assembled so that no placement of winners or losers exist that allows the possibility of prize manipulation or "pick out." Manufacturers shall not manufacture or offer for sale in Washington any pull tab series in which the winning pull tabs are not distributed and mixed among all other pull tabs in that series.

(3) Manufacturers will mix pull tabs prior to placing them in their final packing container. The mix shall insure that pull tabs are separated from the original collated row position and dispersed amongst all rows in the final packing container.

(4) Each series of pull tabs shall contain a packing slip placed inside the package containing the name of manufacturer, series number, date the series was packaged, and the name or identification of the person who packaged the series: *Provided*, That this information may be printed on the back of the flare or the outside of the package, box or container in which the pull tabs are packed.

(5) Manufacturers of pull tabs shall print on the outside of the die cut box, package or other container of pull tabs the following message "Washington State law requires that pull tabs NOT sold through a mechanical pull tab dispensing device must be removed from the packaging container and mixed before selling to the public. Failure to remove and mix pull tabs from a packaging container may result in a minimum five day suspension of a license for each series not mixed." *Provided*, [That] the above information may be printed on a crack and peel sticker and placed on the outside of the die cut box, package or other container of pull tabs.

The above information may be printed on a colored packing slip and placed inside the package of pull tabs.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-30-102, filed 10/15/91, effective 11/15/91. Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 90-21-053, § 230-30-102, filed 10/15/90, effective 11/15/90. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 85-03-024 (Order 142), § 230-30-102, filed 1/9/85; Order 78, § 230-30-102, filed 11/17/77; Order 43, § 230-30-102, filed 11/28/75.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 230-30-103 Standards for construction of pull tabs.** (1) All pull tabs manufactured for use in the state of Washington after January 1, 1992 shall utilize a secondary verification code to prohibit counterfeiting on tabs that award prizes greater than \$20.00. Such codes shall be approved by the director prior to use within the state. Punchboards are exempt from the secondary verification code requirements.

(2) Pull tabs shall be constructed so that it is impossible to determine the covered or concealed number, symbol, set of symbols, or game protection on the pull tab until it has been dispensed to and opened by the player, by any method or device, including but not limited to, the use of a marking, variance in size, variance in paper fiber, or light.

(3) All pull tabs, except banded and latex covered pull tabs, will be constructed using a two or three ply paper stock construction.

(4) The manufacturer shall conspicuously print on the face or cover sheet the series number and the name of the manufacturer or label or trademark identifying the manufacturer. On banded pull tabs, the series number and the name of the manufacturer or label or trademark identifying the manufacturer shall be printed so both are readily visible prior to opening the pull tab.

(5) The cover sheet shall be color coded when individual series numbers are repeated and may show the consumer how to open the pull tab to determine the symbols or numbers. The cover sheet will contain perforated and/or clean-cut openings centered over the symbols or numbers on the back of the face sheet in such a manner as to allow easy opening by the consumer after purchase of the pull tabs, while at the same time, not permitting pull tabs to be opened prematurely in normal handling. Perforation should exist on both horizontal lines of the opening with either perforated or clean-cut on the vertical or elliptical line where the tab must be grasped for opening after bending the edge of ticket down. On latex covered pull tabs, either the face or back of the pull tab shall be color coded when individual series numbers are repeated and may show the consumer how to remove the latex to determine the symbols or numbers. On banded pull tabs, the paper stock shall be color coded when individual series numbers are repeated.

(6) Pull tabs will be glued or sealed so that it is impossible to determine the covered or concealed numbers, symbol or set of symbols on the pull tab until it has been dispensed to and opened by the player.

(7) Thickness.

(a) Vendable pull tabs. Defined as pull tabs that are sold out of mechanical pull tab dispensing devices approved

for such use in this state by the Washington state gambling commission.

(i) Single opening and double sided tabs. The overall bulk thickness of the pull tab shall be .045 inches plus or minus .003 inches.

(ii) Multiple opening tabs. The overall bulk thickness of the pull tab shall be .026 inches plus or minus .002 inches.

(b) Nonvendable pull tabs. Defined as pull tabs that cannot be sold out of mechanical pull tab dispensing devices approved for use in this state by the Washington state gambling commission. Nonvendable pull tabs may be dispensed from fishbowls, receptacles, packing boxes or spindles. Manufacturers may use any thickness, provided they comply with all other rules of the commission.

(c) All pull tabs within a single pull tab series shall be of the same thickness.

(8) Length and width.

(a) Vendable pull tabs[.]

(i) Single opening and double sided tabs shall be 1 7/8 inches x 1 inch plus or minus 1/8 inch.

(ii) Multiple opening tabs shall be 3 1/2 inches by 1 7/8 inches plus or minus 1 inch.

(b) Nonvendable pull tabs - manufacturers may construct nonvendable pull tabs in any size provided the pull tab complies with all other rules of the commission.

(c) All pull tabs within a single pull tab series shall be uniform in length or width and not vary by more than 3/64 inch, provided that in no case shall winning pull tabs be identifiable by visible variation in dimension.

(9) All pull tabs will be constructed to insure that, when offered for sale to the public, the pull tab is virtually opaque and free of security defects wherein winning pull tabs cannot be determined prior to being opened through the use of high intensity lights or any other method.

(10) Each manufacturer shall establish his own game protection for each pull tab game or series of games. The game protection shall be a method of identifying winning pull tabs, after they have been purchased and opened, from nonwinning, altered or forged pull tabs. The manufacturer may use special numbers, colors, designs, ink or any combination to establish the game protection. Manufacturers will submit to the gambling commission a letter explaining the game protection and will keep the commission informed on any changes. Spindle-type pull tab series when played in the manner set out in WAC 230-30-070(8) are exempt from this requirement.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-30-103, filed 10/15/91, effective 11/15/91; 87-15-052 (Order 169), § 230-30-103, filed 7/14/87. Statutory Authority: RCW 9.46.070 (1), (2), and (11) and 9.46.110. 85-21-046 (Order 154), § 230-30-103, filed 10/14/85. Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19). 84-13-038 (Order 140), § 230-30-103, filed 6/15/84; Order 78, § 230-30-103, filed 11/17/77; Order 43, § 230-30-103, filed 11/28/75.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 230-30-104 Possession or sale of pull tab series in which winners or location of winners may be determined in advance—Prohibited.** (1) No operator,

distributor or manufacturer, or representative thereof, with knowledge or in circumstances whereunder he reasonably should have known, shall possess, display, put out for play, sell or otherwise furnish to any person any pull tab series or pull tab from any series:

(a) In which the winning tabs have not been distributed and mixed among all other tabs in the series; or

(b) In which the location, or approximate location, of any of the winning tabs can be determined in advance of opening the tabs in any manner or by any device, including but not limited to, any pattern in the manufacture, assembly or packaging of the tabs by the manufacturer, by any markings on the tabs or container, or by the use of a light; or

(c) Which does not conform in any other respect to the requirements of these rules as to manufacture, assembly, or packaging of pull tabs.

(2) No manufacturer or distributor or representative thereof shall use as a sales promotion any statement, demonstration, or implication that any certain portion of a series of pull tabs contains more winners than other portions of the series or that any series of pull tabs may be sold by the operator in a particular manner that would give the operator any advantage in selling more of the pull tabs before having to pay out winners.

[Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 90-21-053, § 230-30-104, filed 10/15/90, effective 11/15/90. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 85-03-024 (Order 142), § 230-30-104, filed 1/9/85; Order 78, § 230-30-104, filed 11/17/77.]

**WAC 230-30-105 Only one flare may be used with a punchboard or pull tab series.** No person shall place or have out in public view more than one flare advertising the prizes available from the operation of any punchboard, or from any series of pull tabs.

[Order 43, § 230-30-105, filed 11/28/75.]

**WAC 230-30-106 Standards for flares, made by manufacturers, distributors, operators.** (1) Except as set forth in paragraph (2) below, the flare advertising prizes available from the operation of any punchboard, or any series of pull tabs shall be made by the manufacturer only, winning numbers or symbols shall not be altered by any operator or distributor, and shall:

(a) Be placed only upon the upper face, or on the top, of any such punchboard or any device used to dispense the pull tabs; and

(b) Clearly set out each of the prizes available and the number or symbol which wins prizes; and

(c) Set out the winning numbers or symbols for prizes of five dollars or more in cash, or merchandise worth five dollars or more at retail, in such a manner that each may be easily and clearly deleted or marked off as each prize is won and awarded. For the purposes of this subsection the retail value of a merchandise prize shall be the amount actually paid therefore by the licensed operator plus 50 percent of that actual cost.

(2) Substitute flares

(a) Distributors may make and apply substitute flares to punchboards and pull tab series provided that the conditions set forth in (c) below are satisfied;

(b) Licensed operators may make and use substitute flares on punchboards and pull tab series which offer merchandise or combination merchandise-cash prizes provided that the conditions set forth in (c) below are satisfied;

(c) Use of substitute flares:

(i) The substitute flare must comply with the requirements of (1)(a), (b) and (c) of this section;

(ii) Substitute flares must meet the requirements of WAC 230-30-015;

(iii) The winning numbers or symbols on the substitute flare are selected from the winning numbers or symbols on the flare made by the manufacturer, or from the optional numbers placed on the back of the board by the manufacturer; and

(iv) The substitute flare is stapled to the manufacturer's flare and the manufacturer's flare is defaced so that it is unusable, but the identification and inspection services stamp is readable and visible.

(3) Spindle-type pull tab series when played in the manner set out in WAC 230-30-070(8) are exempt from this section.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-11-048 (Order 192), § 230-30-106, filed 5/16/89. Statutory Authority: RCW 9.46.070 (11) and (14). 87-24-016 (Order 173), § 230-30-106, filed 11/23/87. Statutory Authority: RCW 9.46.070(10). 79-09-029 (Order 91), § 230-30-106, filed 8/14/79; Order 43, § 230-30-106, filed 11/28/75.]

**WAC 230-30-110 Possession of duplicate numbered-color coded pull tab series prohibited.** (A) Each manufacturer of pull tabs shall assign a series number to each series of pull tabs he manufactures and place that series number on each pull tab in that series. A manufacturer may, in addition, assign a color trim to that series and if so, each pull tab in the series shall also reflect that color trim.

No manufacturer, manufacturer's representative, distributor or distributor's representative shall sell or furnish to any operator a series of pull tabs with the same series number and color code combination as a series which that operator has previously purchased or obtained but upon which play has not been completed.

(B) No person licensed as an operator of punchboards or pull tabs shall ever obtain or possess, or shall ever allow upon the licensed premises, a series of pull tabs, or portion thereof, with the same series number, or series number or color code combination, as any other series of pull tabs or portion thereof in his possession, or on the licensed premises: *Provided*, That this rule shall not prevent a person from retaining upon the licensed premises pull tabs remaining from series removed from play for the purposes of complying with federal or state law or regulation if that person

(1) Has punched a hole through each such pull tab removed and retained with a standard hole punch not less than 1/8" in diameter immediately upon removal of the pull tabs from play, and

(2) Made a written record of the series number, color code if any, and the number of tabs remaining in that series, immediately upon removing that series from play, and

(3) The written record so made is maintained upon the licensed premises for a period of not less than three years after the series is removed.

[Order 27, § 230-30-110, filed 11/15/74.]

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**WAC 230-30-130 Flare to display pull tab series number.** Each flare describing the prizes and winning numbers or symbols for a series of pull tabs in play shall clearly set out the series number assigned to that pull tab series by the manufacturer. The series number will be placed upon the flare by the manufacturer prior to the series being sold to a distributor or operator.

[Order 48, § 230-30-130, filed 3/23/76; Order 23, § 230-30-130, filed 9/23/74.]

**WAC 230-30-200 Punchboard and pull tab business restrictions.** (1) No operator shall buy, receive or otherwise obtain, nor shall any manufacturer or distributor, or anyone connected therewith, sell or deliver any punchboard, pull tab, pull tab dispensing device or related equipment, or merchandise for prizes to be awarded in connection with such activities, to any operator, except a cash basis nor shall any operator permit any manufacturer or distributor or anyone connected therewith, to acquire any interest, including a security interest, in any such equipment or merchandise. A cash basis shall consist of payment in full, either by cash or by check, with payment made to the seller by the operator upon, or prior to, actual physical delivery of the merchandise to the operator: *Provided*, That when a check is used for payment to constitute a cash basis payment it shall be presented for payment into the banking system by the end of the tenth calendar day following the day the check is written. If an operator can demonstrate by a preponderance of evidence that it has properly made a payment by check, as required by this section, then it will not be held liable for a violation of this rule if the violation is caused solely by the failure of the manufacturer or distributor to deposit the check into the banking system in a timely fashion.

(2) No operator shall accept a loan of money or any thing of value from any manufacturer or distributor, or from anyone connected therewith.

(3) If the operator is acquiring a pull tab dispensing device(s) and/or related equipment(s) with a unit purchase price exceeding one thousand United States dollars, the distributor or an independent leasing company may extend financing to the operator, for all or a portion of the purchase price, in the form of:

(a) A lease agreement, term of which shall not exceed forty-eight months.

(b) A rental agreement, term of which shall not exceed forty-eight months.

(c) A rental agreement, term of which shall not exceed forty-eight months, in which a portion of the rent may be applied to the purchase price at the end of the agreement (rent to own).

(4) Copies of all lease or rental agreements, as set forth in subsection (3) of this section, shall be provided by the operator to the commission within thirty days of the execution of those agreements.

[Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-30-200, filed 9/18/92, effective 10/19/92. Statutory Authority: RCW 9.46.070(13). 81-13-033 (Order 110), § 230-30-200, filed 6/15/81; Order 18, § 230-30-200, filed 5/21/74; Order 5, § 230-30-200, filed 12/19/73.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed

material in the above section does not appear to conform to the statutory requirement.

**WAC 230-30-210 Buying from and selling to only licensees required.** No manufacturer, distributor or distributor's representative, shall sell or otherwise make available to any person any punchboards, pull tabs, pull tab dispensing devices or related equipment in this state unless it has first determined that such person has a valid license issued by the commission to sell or otherwise distribute such equipment within this state, or to operate such activity on a particular premise within this state.

No operator, distributor or distributor's representative, shall purchase or otherwise obtain from any person any punchboard, pull tab, device for the dispensing of pull tabs or related equipment in this state until it has first determined that the person selling or otherwise offering such equipment has a valid license issued by the commission to sell the equipment in this state or has been registered with the commission as required.

[Order 5, § 230-30-210, filed 12/19/73.]

**WAC 230-30-212 Punchboards, pull tabs and related equipment may be sold with sale of business.** Notwithstanding any other provision in these rules, a licensed operator who is selling the retail business in connection with which he is operating punchboards, pull tabs and pull tab dispensing devices may transfer such of those items as he has on hand to the buyer as a part of the transaction, provided:

(1) The buyer has been licensed by the commission to operate punchboards and pull tabs or has applied to the commission for such a license.

(2) Each such item sold together with the business is reported to the commission in writing by the seller. This report shall include a complete description of each item sold together with the number of the commission's stamp assigned to each item, and the number assigned by the manufacturer to each board, series of pull tabs or device.

[Order 23, § 230-30-212, filed 9/23/74.]

**WAC 230-30-213 Sale of punchboards, pull tabs and pull tab dispensing devices when license revoked, expired or voluntarily surrendered.** (1) Notwithstanding any other provisions in these rules, a licensed operator or distributor of punchboards and pull tabs whose license has been revoked, expired or voluntarily surrendered may sell complete pull tab series, pull tab dispensing devices and unused punchboards in inventory to a licensed distributor or a licensed manufacturer of those devices: *Provided*, That the seller notifies the commission within ten days of the transaction in writing of the following:

(a) The date the license is revoked, expired or surrendered,

(b) A complete description of the items to be sold including commission identification stamp number,

(c) The name and license number of the distributor or manufacturer who will buy the equipment.

(2) Licensed distributors and manufacturers of punchboards and pull tabs may buy complete pull tab series, pull tab dispensing devices and unused punchboards from a

licensed operator whose license has been revoked, expired or surrendered: *Provided*, That:

(a) The transaction is for cash only,

(b) The licensed operator has furnished the written notification to the commission of the transaction required above.

(3) The distributor or manufacturer will prepare an invoice for the transaction with a complete description of all equipment purchased together with the commission stamp number on each item. A copy of the notice given to the commission by the operator will be attached to the invoice. The records of these transactions shall be retained by each party for not less than three years following the transaction, unless released by the commission from this requirement as to any particular record.

[Order 33, § 230-30-213, filed 2/21/75.]

**WAC 230-30-215 Trade-in of used pull tab dispensing devices permitted provided certain records are maintained.** "Trade-in" of pull tab dispensing devices by an operator is prohibited, except when all of the following conditions are satisfied:

(1) The trade-in is accomplished in connection with, and as a part of, an occasional transaction wherein a licensed operator is purchasing other pull tab dispensing devices from a licensed distributor or manufacturer.

(2) The portion of the purchase price of the devices purchased by the operator to be deducted as a credit for the devices traded in is the fair market price of such trade-in items, taking into account their age, condition and functional obsolescence. The trade-in credit shall be for value received and shall not be used by the distributor or manufacturer to grant a discount in the price of the devices sold to the operator when such discount is not available to all other customers of the distributor or manufacturer.

(3) A record shall be kept of each transaction by all parties to it which includes:

(a) A complete description of each device sold to the operator, its sales price and the identifying number of the device set out on the stamp affixed thereto by the commission.

(b) A complete description of each device traded in to the distributor or manufacturer, the amount of money deducted from the sales price of the items purchased by the operator as a result of the device being traded in, and the identifying number of the device set out on the stamp affixed thereto issued by the commission. These records shall be in addition to those elsewhere required. The records of these transactions shall be retained by each party for not less than three years following the transaction.

[Order 15, § 230-30-215, filed 4/17/74.]

**WAC 230-30-220 Interest in separate business involving punchboards and pull tabs at a different marketing level prohibited.** No manufacturer, distributor or operator of punchboards, pull tabs, pull tab dispensing devices or related equipment shall:

(1) Have any interest, directly or indirectly, in any other of these businesses operating in whole or in part at a different marketing level;

(2) Allow any of its officers, or any other person with a substantial interest in such business, to have any interest in any other of these businesses operating in whole or in part at a different marketing level;

(3) Shall employ any person in any capacity or allow any person to represent the business in any way if such person is also employed by, or represents any other of these businesses operating in whole or in part at a different marketing level;

(4) Shall allow any other of these businesses operating in whole or in part at a different marketing level, or any person with a substantial interest therein to have any interest directly or indirectly, in it;

(5) Have any interest, directly or indirectly, in any business of any kind in which any other of these businesses operating in whole or in part at a different marketing level, or any person having a substantial interest therein, also has a substantial interest;

(6) Allow any other business of any kind in which any other of these businesses, or any person having a substantial interest therein, to have any interest, directly or indirectly, in it;

(7) For the purposes of this rule, the different marketing levels shall be:

- (a) Operator;
- (b) Distributor;
- (c) Manufacturer;

(8) This rule shall not prohibit the same person licensed and operating as a manufacturer from being also licensed and operating as a distributor.

[Order 18, § 230-30-220, filed 5/21/74; Order 5, § 230-30-220, filed 12/19/73.]

**WAC 230-30-300 Recall of defective punchboards, pull tabs or pull tab dispensing devices.** (1) Upon a determination that punchboards, pull tabs or pull tab dispensing devices for sale in Washington do not meet commission standards, the director may order all defective products and all similarly constructed or printed products be recalled by the manufacturer(s).

(2) If the director orders such a recall, the manufacturer of the product shall be immediately notified regarding the items to be recalled, reason for the recall, effective date of the recall, and any other specific requirements. The verbal notification shall be followed with a written notification. Immediately upon the oral notification, manufacturers shall cease sale in the state and initiate actions to ensure complete compliance with the recall. Manufacturers will notify all distributors within 72 hours of the items recalled, effective date of recall, and arrange for the prompt return of the defective items. Distributors, when notified in writing by either manufacturer or commission of the recall, shall immediately stop sales and/or delivery of the product.

(3) The commission shall notify, in writing, each licensed distributor of gambling paraphernalia of the recall, effective dates thereof, the products involved, and of any special instructions if applicable. Within 72 hours, the distributor shall notify the Commission of the name and addresses of operators who have purchased the recalled item(s) during the last 30 days.

(4) When the distributors have provided the names of the operators, the commission shall then notify, in writing, each affected licensed operator as to the items recalled, effective date and special instructions, if applicable. Operators shall not utilize any defective punchboards, pull tabs or pull tab dispensing devices after receiving written notification from the commission.

(5) Prior to any reintroduction in the state of any recalled or similar item, the manufacturer must first submit the revised or reworked item to the commission for review, evaluation and approval. The manufacturer will be notified in writing, of the approval or disapproval and a copy of the approving letter will be sent by the manufacturer to the distributor with the next five shipments of the reworked item.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 88-07-059 (Order 175), § 230-30-300, filed 3/15/88.]

**WAC 230-30-500 Rules applicable to operators of punchboards and pull tabs applicable as well to operators of either activity.** Each rule of the commission which applies to operators of both punchboards and pull tabs shall apply as well to operators of either one of these activities.

[Order 25, § 230-30-500, filed 10/23/74.]

**Chapter 230-40 WAC  
CARD GAMES**

**WAC**

- 230-40-010 Types of card games authorized.
- 230-40-015 Rules by which the authorized card games shall be played.
- 230-40-020 Portion of premises used for card playing limited.
- 230-40-030 Number of tables and players limited.
- 230-40-050 Fees for card playing.
- 230-40-055 Card tournaments for fee and prizes—Reporting requirements.
- 230-40-060 Persons shall not share in winnings or charge additional fee for playing cards.
- 230-40-063 Charge for cutting cards.
- 230-40-070 Licensee to furnish all cards, chips and other services.
- 230-40-080 Person not to bring their own cards or chips.
- 230-40-090 Devices, mechanisms, giving advantage—Prohibited.
- 230-40-120 Limits on wagers in card games—Exception—Washington blackjack.
- 230-40-125 Washington blackjack—Rules of play—Wagering limits.
- 230-40-130 Wagers to be made with chips only.
- 230-40-140 Change in method of wagering prohibited.
- 230-40-150 Side bets prohibited.
- 230-40-160 Wagers by other than participants prohibited.
- 230-40-200 Participants to compete on equal terms—Deal to rotate among players.
- 230-40-225 House dealer allowed in "pan" games.
- 230-40-230 No person shall have someone play for him or assist another participant.
- 230-40-250 Licensee to prevent cheating in card games.
- 230-40-310 No free or discount food, beverage or merchandise to be offered at public card room.
- 230-40-315 No food or drink sales on time basis in card room.
- 230-40-320 Minors or intoxicated persons shall not play cards or provide services to the game.
- 230-40-331 Bona fide nonprofit or charitable organizations—Members only to play social card and dice games—Exception.
- 230-40-400 Hours limited for card games.
- 230-40-450 Pictures to be posted with employee licenses.



230-40-500 House rules to be developed and posted.

**DISPOSITION OF SECTIONS FORMERLY  
CODIFIED IN THIS CHAPTER**

- 230-40-062 No charge for cutting cards. [Order 25, § 230-40-062, filed 10/23/74.] Repealed by 83-11-034 (Order 133), filed 5/16/83. Statutory Authority: RCW 9.46.070 (8) and (11).
- 230-40-220 Owners and employees not to play cards on licensee's premises. [Order 33, § 230-40-220, filed 2/21/75; Order 23, § 230-40-220, filed 9/23/74.] Repealed by Order 67, filed 3/11/77.
- 230-40-300 Rules of card games and related house rules to be posted. [Order 23, § 230-40-300, filed 9/23/74.] Repealed by Order 40, filed 6/26/75.
- 230-40-330 Limitation on the number of guests. [Order 23, § 230-40-330, filed 9/23/74.] Repealed by Order 78, filed 11/17/77.

**WAC 230-40-010 Types of card games authorized.**

The commission hereby authorizes the following card games to be played in public card rooms and social card rooms licensed by the commission:

(1) Poker.

Any poker game described in *Hoyle's Modern Encyclopedia of Card Games*, by Walter B. Gibson, published by Doubleday and Company, Inc., April 1974, 1st edition, pages 219 through 277 provided that only a maximum of five betting rounds per hand are permitted.

(2) Hearts.

(3) Pinochle.

(4) Cribbage.

(5) Rummy.

(6) Mah-jongg (tiles).

(7) Pan.

(8) Pitch.

(9) Washington Blackjack - as set forth in WAC 230-40-125.

Card games not herein authorized are prohibited.

[Statutory Authority: RCW 34.05.220(4), [34.05].230 and 9.46.070 (11) and (14), 90-05-032 (Order 205), § 230-40-010, filed 2/14/90, effective 3/17/90. Statutory Authority: RCW 9.46.070, 88-19-038 (Order 183), § 230-40-010, filed 9/13/88. Statutory Authority: Chapter 9.46 RCW, 86-19-056 (Order 161), § 230-40-010, filed 9/15/86. Statutory Authority: RCW 9.46.070(11), 82-23-050 (Order 125), § 230-40-010, filed 11/15/82. Statutory Authority: RCW 9.46.070(10) (see RCW 9.46.020(20)). 80-09-067 (Order 103), § 230-40-010, filed 7/17/80; Order 78, § 230-40-010, filed 11/17/77; Order 67, § 230-40-010, filed 3/11/77; Order 40, § 230-40-010, filed 6/26/75; Order 23, § 230-40-010, filed 9/23/74.]

**WAC 230-40-015 Rules by which the authorized card games shall be played.** (1) Card games authorized by the commission shall be played only in the manner set out for that game in *Hoyle's Modern Encyclopedia of Card Games*, by Walter B. Gibson, published by Doubleday and Company, Inc., April 1974 1st Edition: *Provided*, That each licensee may make immaterial modifications to the rules of each authorized game set out in that publication.

Each such immaterial modification, or rule of conduct, shall be conspicuously posted on the premises where it can be clearly seen by the players in the card game.

(2) Each licensee may establish rules of conduct for the card players on its premises.

(3) Where other of the commission's rules are inconsistent in any respect with the above-referenced publication, or with any modification or rule of conduct of the licensee, the

commission's rule shall prevail over such inconsistent requirement.

[Statutory Authority: RCW 9.46.070(11), 82-23-050 (Order 125), § 230-40-015, filed 11/15/82. Statutory Authority: RCW 9.46.070(10) (see RCW 9.46.020(20)), 80-09-067 (Order 103), § 230-40-015, filed 7/17/80; Order 67, § 230-40-015, filed 3/11/77; Order 40, § 230-40-015, filed 6/26/75; Order 29, § 230-40-015, filed 1/23/75.]

**WAC 230-40-020 Portion of premises used for card playing limited.** Only those specific parts or portions of licensed premises which have been approved by the commission for licensed card games shall be used for that purpose. Card playing operating under the authority of a license issued by the commission involving wagers shall not take place upon any other portion or part of the premises. Social card games authorized by RCW 9.46.030(9) shall not be allowed by the organization in the same room or rooms with the licensed card games.

[Statutory Authority: RCW 9.46.070(20), 82-23-050 (Order 125), § 230-40-020, filed 11/15/82; Order 78, § 230-40-020, filed 11/17/77; Order 23, § 230-40-020, filed 9/23/74.]

**WAC 230-40-030 Number of tables and players limited.** (1) No licensee to allow a public card room on its premises shall allow more than five separate tables at which card games are played, nor shall allow more than ten players to participate at any one table at any given time. *Provided*: When poker is played, additional players are authorized to participate at the card table(s) as follows;

(a) Class E-1 2 players

(b) Class E-2 thru E-5

and Class D 4 players

*Provided further*, that no table shall have more than twelve players.

(2) No licensee to allow a social card room on its premises shall allow more than ten players to participate at any one table at any given time. *Provided*, when poker is played, they may have two tables with 12 players at each table.

(3) The commission may permit a licensee to exceed the player limits on specific occasions for good cause shown. Requests to exceed the limit shall be submitted to the commission in writing not less than 30 days preceding the date upon which the licensee wishes to exceed the limit. The request shall indicate the date(s) involved, the reasons why the request is made, and the number of games and players in the games which the licensee desires to allow on that occasion.

[Statutory Authority: RCW 9.46.0281 and 9.46.070 (11), (12) and (14), 88-22-019 (Order 184), § 230-40-030, filed 10/24/88. Statutory Authority: RCW 9.46.010 and 9.46.070 (8) and (14), 85-03-025 (Order 143), § 230-40-030, filed 1/9/85; Order 23, § 230-40-030, filed 9/23/74.]

**WAC 230-40-050 Fees for card playing.** No fee shall be charged a person, directly or indirectly, to play in a card game in excess of those fees set forth below:

(1) For all card games, except as provided in (2) below, the fee shall not exceed \$2.00 per half hour, or portion thereof, per player.

The fee charged shall be collected by the licensee in cash, or in wagering chips, directly from the player upon each half hour only. No player shall be required to pay for

or purchase any other goods or services as a condition of playing cards beyond the \$2.00 per half hour per player except under section (3) below. The fee schedule applicable to the type of games and number of tables in the card room shall be conspicuously posted on the premises where it can be clearly seen by the players in the card games.

(2) A person requesting a new deck of cards beyond those regularly furnished by the operator as required by WAC 230-40-070(2) may be charged a fee not to exceed the actual cost to the licensee of the deck. Further, Class D licensees may charge a fee not to exceed actual cost to the licensee per deck for each deck of playing cards furnished to a table as required by these rules, or as requested by any player at the table. The fee shall be collected in cash directly from the players, or the player requesting the deck, at the time the deck is introduced into the game.

(3) This rule shall not prevent a bona fide nonprofit or charitable organization which has been established and operated for purposes other than card playing from charging its usual membership fee to belong to the organization.

(4) The licensee shall collect the same fee from all players at a table except licensed card room employees or the licensed owner. If he elects to allow free play, then all players at a table must be allowed to play for free.

The amount collected each half hour shall be recorded by the licensee immediately following the collection of the fees on a standard card room format prescribed and supplied by the commission to the licensee. All records required by this rule shall be maintained for a period of three years from the end of the licensee's fiscal year for which the record is kept.

[Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (9), (11), (14) and (17) and 9.46.020 (19) and (23). 85-17-015 (Order 153), § 230-40-050, filed 8/12/85. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-40-050, filed 1/9/85. Statutory Authority: RCW 9.46.070 (8) and (17). 83-23-055 (Order 138), § 230-40-050, filed 11/15/83. Statutory Authority: RCW 9.46.070(11). 82-11-028 (Order 120), § 230-40-050, filed 5/11/82; 80-09-067 (Order 103), § 230-40-050, filed 7/17/80; Order 72, § 230-40-050, filed 7/26/77; Order 42, § 230-40-050, filed 9/18/75; Order 38, § 230-40-050, filed 5/9/75; Emergency Order 37, § 230-40-050, filed 5/9/75; Order 35, § 230-40-050, filed 3/14/75; Order 29, § 230-40-050, filed 1/23/75; Order 23, § 230-40-050, filed 9/23/74.]

**WAC 230-40-055 Card tournaments for fee and prizes—Reporting requirements.** (1) A card tournament wherein a fee is charged to the participants and prizes are awarded to the winning players shall be licensed by the commission. Card room licensees with a Class A, B, or E license may conduct a card tournament for a fee without obtaining a card tournament license: Provided, That Class B licensees are limited to only those card games authorized under their licensing class. Card room licensees with a Class D or R license must first obtain a card tournament license before they can conduct a card tournament in which the players are charged a fee to enter. The licensee shall notify the commission ten days in advance of any card tournament where the single or multiple buy-in exceeds \$50.00. A card tournament shall not exceed ten consecutive calendar days.

(2) The fee for a player to enter a card tournament for prizes shall not exceed \$50.00, including all separate fees which might be paid by a player for various phases, events

of the tournament, food and drink offerings, and promotional material. The fee to enter a tournament and a description of all goods and services to be provided as a part of the tournament must be fully disclosed to each entrant prior to their paying such fee. Such disclosure must be posted conspicuously on the premises at the time payment is received and remain posted until the tournament is complete. This same information must be included in all advertisements for said tournament.

(3) All fees paid to enter a tournament shall be reported as gross gambling receipts: Provided, that if an operator prepares and provides food and drink items to all tournament entrants on the licensed premises as a part of their entry fee, the fair market value of the food and drink provided, not to exceed \$25 or 50% of the entry fee, which ever is greater, shall be treated as sales of food and drink for on premise consumption and not included as gross gambling receipts. Such sales, must be properly supported by records: Provided further, that if an operator provides items promoting the tournament or licensed business, such as hats, t-shirts, etc., to all participants as a part of their entry fee, the actual cost of such items, supported by invoices and other such records, shall be deducted as prizes in determining adjusted net gambling receipts for compliance with WAC 230-12-075.

(4) In addition to the entry fee, a minimum buy-in of chips may be required. The total buy-in per player shall not exceed \$200.00 per tournament and may be either a single or multiple buy-in during the course of the tournament. A record of the buy-ins for each participant will be maintained by the licensee in a format provided by the commission. All buy-ins of chips are not gross gambling receipts and shall be returned to the participants in the form of prizes. Prizes from buy-ins are not deductible for commercial stimulant purposes.

(5) The chips used in card tournaments shall have no monetary value and may be redeemed only for prizes established by the licensee. The licensee may award prizes in excess of those entry fees collected as authorized in paragraph (2) above. The licensees actual cost for prizes awarded to the players may be deducted from the gross gambling receipts generated by the entry fees.

(6) The licensee shall adopt tournament rules to facilitate the operation of card tournaments: Provided, that all tournament rules for tournaments where the single or multiple buy-in exceeds \$50.00 must be submitted to the commission for approval. All tournament rules must be posted where all tournament participants can see and read the rules.

(7) The licensee shall maintain a record of all such fees collected and the number of participant for each tournament conducted. This information shall be entered in a format approved by the commission. The total gross gambling receipts for the tournament shall be entered on the card room daily control sheet for the time and date the tournament begins and the record of participants shall be attached and maintained with that daily control sheet.

(8) The licensee shall maintain a record of all prizes awarded to include the amount the licensed operator actually paid for each prize and the name and complete address of each winning participant: Provided, the name and address of each participant receiving promotional items as set forth in paragraph (3) above shall not be required on the prize

record. The record shall be attached to the daily control sheet used on the date the majority of the prizes are awarded.

[Statutory Authority: RCW 9.46.0281 and 9.46.070 (11), (12) and (14), 88-22-019 (Order 184), § 230-40-055, filed 10/24/88. Statutory Authority: Chapter 9.46 RCW. 86-17-057 (Order 160), § 230-40-055, filed 8/18/86. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (9), (11), (14) and (17) and 9.46.020 (19) and (23). 85-17-015 (Order 153), § 230-40-055, filed 8/12/85. Statutory Authority: RCW 9.46.020 (20)(d), 9.46.050(3) and 9.46.070 (1), (2), (5), (8), (9), (11) and (12). 85-03-026 (Order 144), § 230-40-055, filed 1/9/85.]

**WAC 230-40-060 Persons shall not share in winnings or charge additional fee for playing cards.** No organization, corporation or person shall collect or obtain or charge any percentage of, or shall collect or obtain any portion of the money wagered or won by any of the players, except that a player may collect his winnings. No organization, corporation or person shall collect or obtain any money or thing of value from, nor shall charge or impose any fee upon, any person which either enables him to play or results from his playing card games, except the fee or fees specifically allowed by RCW 9.46.020 (20)(d) or these rules: *Provided*, That this rule shall not prevent an organization which has been established and operated for purposes other than card playing from charging its usual membership fee to belong to the operation.

[Order 72, § 230-40-060, filed 7/26/77; Order 29, § 230-40-060, filed 1/23/75; Order 23, § 230-40-060, filed 9/23/74.]

**WAC 230-40-063 Charge for cutting cards.** After the shuffle, the dealer will offer the cards for a cut. Following this initial offer of a cut, the licensee may require that a player pay not more than one dollar for the privilege of cutting the cards, provided that the cards may not be cut more than twice during each hand or game and that any and all such fees be placed into the pot for that hand or game.

[Statutory Authority: RCW 9.46.070 (8) and (11). 83-11-034 (Order 133), § 230-40-063, filed 5/16/83.]

**WAC 230-40-070 Licensee to furnish all cards, chips and other services.** Each licensee shall furnish the following items and services in connection with all card games conducted on its premises at no additional charge to the players:

(1) Chips. Chips for use in wagering shall be of generally conventional size and design. Chips furnished by a licensee shall be so designed that they are readily identifiable as having been furnished by that particular licensee.

(2) Cards or mah-jongg tiles. The deck, or decks of cards being used at a given table where any poker game is being played shall be changed at a minimum every half hour by the licensee.

Playing cards or mah-jongg tiles furnished shall be of generally conventional size and design. Playing cards or tiles that have been shaved, sanded, cut, carved, or otherwise marked in any manner which may make certain cards or tiles identifiable to players other than as allowed by the rules of the particular game are prohibited.

(3) Bank services. The licensee shall sell its chips to all players desiring to buy them not in excess of any limits set by the commission and redeem all chips at the value for

which they were sold. The value at which the various types of chips are sold and redeemed shall be conspicuously posted and visible to each person prior to that person purchasing chips. Money taken in on chips sold and table fees collected shall be kept separate and apart from all other money received by the licensee.

(4) Chips may be sold for cash only and no credit of any nature shall be extended by an operator to a person purchasing chips: *Provided*, That an operator may accept a check in accordance with WAC 230-12-053. Counter checks are prohibited. Each receipt by a person of a quantity of chips from the operator shall be a separate transaction for the purpose of this rule. Checks received for chips retained by the operator after close of business shall be deposited by the operator not later than the second day following receipt upon which the operator's bank is open for business.

(5) No licensee shall allow any cards or chips not furnished by the licensee on that business day to be used in any card game conducted upon its premises. No licensee shall allow any other person to buy or sell chips for use in card games upon its premises nor provide any other item or service for use in connection with the game.

[Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-11-048 (Order 192), § 230-40-070, filed 5/16/89. Statutory Authority: RCW 9.46.070 (11), (14) and 9.46.0218 [9.46.0281]. 89-05-024 (Order 186), § 230-40-070, filed 2/13/89. Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (11), (14) and (17). 86-13-055 (Order 158), § 230-40-070, filed 6/13/86; Order 74, § 230-40-070, filed 8/17/77; Order 40, § 230-40-070, filed 6/26/75; Order 29, § 230-40-070, filed 1/23/75; Order 23, § 230-40-070, filed 9/23/74.]

**WAC 230-40-080 Person not to bring their own cards or chips.** No person shall bring onto a premises licensed to allow the playing of card games, nor introduce into any card game, any playing card or cards, or any poker chip or chips for use in wagering, other than those obtained from the licensee on that business day.

[Order 40, § 230-40-080, filed 6/26/75; Order 23, § 230-40-080, filed 9/23/74.]

**WAC 230-40-090 Devices, mechanisms, giving advantage—Prohibited.** No device, apparatus, mechanism, or thing which may give a participant in a card game an advantage over any other participant in that game may be used by any person.

[Order 23, § 230-40-090, filed 9/23/74.]

**WAC 230-40-120 Limits on wagers in card games—Exception—Washington blackjack.** The following limits shall not be exceeded in making wagers on any card game. For games in which the following method of wagering is allowed:

(1) Multiple wagers per player per hand during each round, each wager or raise shall not exceed \$5.00. There shall be no more than a total of two raises per round irrespective of the number of players: *Provided*, That in card games providing for three or more rounds of betting, the wager or raise for the last round of betting, shall not exceed \$10.00.

(2) Single wagers per player per hand during each round (no raises), each wager shall not exceed \$5.00.

(3) Single wager per player per game, each wager shall not exceed \$5.00.

(4) Amount per point, each point shall not equal more than five cents in value.

(5) An ante, except for panguingue (pan), shall not be more than \$6.00. The ante may, by house rule, be made by one or more players but the total ante may not exceed \$6.00. No one player can ante more than five dollars. An ante may be used as part of a player's wager. The maximum betting on the first round when an ante is used may not exceed \$15.00 per person, including the ante.

(6) Panguingue (pan) - maximum value of a chip for payoff will not exceed \$2.00. Ante will not exceed one chip. No doubling of conditions. Players going out, may collect not more than two chips from each participating player.

No licensee shall allow these wagering limits to be exceeded in a card game on his premises. Provided, Washington blackjack shall be subject to the rules and wagering limits set forth in WAC 230-40-125.

[Statutory Authority: RCW 34.05.220(4), [34.05].230 and 9.46.070 (11) and (14). 90-05-032 (Order 205), § 230-40-120, filed 2/14/90, effective 3/17/90. Statutory Authority: RCW 9.46.070 (8), (11) and (14). 89-15-039 (Order 194), § 230-40-120, filed 7/18/89, effective 8/18/89. Statutory Authority: RCW 9.46.050(3) and 9.46.070 (1), (2) and (11). 86-15-025 (Order 159), § 230-40-120, filed 7/14/86. Statutory Authority: RCW 9.46.070 (1), (2) and (11) and 9.46.110. 85-21-046 (Order 154), § 230-40-120, filed 10/14/85. Statutory Authority: RCW 9.46.020 (20)(d) and 9.46.070(11). 82-23-050 (Order 125) and 83-01-045 (Order 125A), § 230-40-120, filed 11/15/82 and 12/13/82. Statutory Authority: RCW 9.46.070(11). 82-04-010 (Order 118), § 230-40-120, filed 1/22/82; 81-19-073 (Order 112), § 230-40-120, filed 9/15/81. Statutory Authority: RCW 9.46.070(10). 80-03-059 (Order 98), § 230-40-120, filed 2/25/80; Order 80, § 230-40-120, filed 12/28/77; Order 51, § 230-40-120, filed 4/30/76; Order 48, § 230-40-120, filed 3/23/76; Order 23, § 230-40-120, filed 9/23/74.]

**WAC 230-40-125 Washington blackjack—Rules of play—Wagering limits.** Washington blackjack is a nonhouse banking, card game and shall be permitted in Class A and E card rooms only and shall be played only in the following manner:

(1) One or two standard fifty-two-card decks shall be used with suits disregarded and each card valued numerically only: Ace, 1 or 11; face cards (K, Q, J), 10 each; others according to their spots, 10 to 2. One or two decks may be used when there are six or less players. Two decks shall be used when there are seven or more players. The cards shall be dealt from a shoe at all times. The game is played with a dealer/banker and only a player may be a dealer/banker.

(2) When starting a new table the cards are cut to determine who the first dealer/banker will be. The dealer shall announce the amount of money that he or she will put into the bank. A minimum bank may be established as per individual house rule.

(3) Once the bank has been established, the player to the immediate left of the dealer places his/her wager on the bet line and the dealer covers that wager by matching it with a like amount of chips. Each player makes their wager in turn and each wager is immediately matched by the dealer. The maximum wager shall not be more than ten dollars and the minimum wager may be set by house rule. If the bank runs out of money (tapped out) prior to the commencement of the deal, then only those players with a wager covered will be dealt a hand. No player may be dealt more than one hand.

(4) The play begins with the dealer dealing one card face up to each covered player including himself/herself, one more card face up to each covered player, and then one down card to himself/herself. If a player holds an ace and a face card or a ten, it is a "natural" 21 and the player collects twice the amount of their bet from the dealer, unless the dealer also has a natural which results in a tie (push). All ties result in the players and the dealer recovering their wagers.

(5) If the dealer has a "natural," he/she collects the wagers from players who do not have a "natural." If the dealer does not have a "natural," he/she pays off any player with a "natural" starting with the one closest to their left. Should the dealer not have enough money in the bank to make up the two for one payoff due on a "natural," then those hands and wagers will be frozen in place until the additional wagers are made up or the hand is over. If after the hand is over, a dealer cannot cover the two for one, the player shall get the amount of wager that was covered by the dealer.

(6) If the dealer does not have a "natural," play continues with the player on the dealer's immediate left. The dealer deals cards face up, one by one, as that player calls for them. The player's aim is to total 21 or as close to 21 without going over. When a player is satisfied with their total, they shall declare "stand." If more cards are wanted, the player declares "hit." If a player goes over a 21 point count, the hand is a "bust" and they must turn the hand down, while the dealer collects the bet.

(7) The dealer does the same with each remaining player. Any player who stands must wait while the dealer draws his or her cards. If the dealer goes bust, each standing player is paid the amount of their wager. If the dealer "stands," the down card is turned up and players whose totals are higher than the dealer's are paid. The dealer collects from any player whose total is less. Action is always to the left of the dealer. Any frozen wagers needing to be "made up" will be done in order, to the left of the dealer from losing wagers the dealer collects. Should the dealer not be able to cover all frozen wagers then those frozen wagers are released to the winning players and the deal passes immediately to the left at which time the new dealer shall announce their bank and shuffle the cards. The same shall apply if the dealer has no money in the bank. The dealer may, if allowed by house rule, add to their bank in between hands.

(8) Upon completion of the shuffle, the player to the right of the dealer shall cut the cards. After the cards have been placed into the shoe the dealer shall insert a blank card approximately three quarters of the way through the deck(s). A dealer may deal from the shoe until he/she reaches the blank card. After the blank card appears, the dealer may continue dealing that hand, but will not start a new hand. The deal must then pass to the player on the dealer's immediate left. The discards may only be reshuffled to complete the last hand.

(9) Once wagers are placed and covered on the bet line, no player, including the dealer, may touch those wagers until the winner has been determined. Any player touching the wagers may be ruled to have fouled and their wager forfeited.

(10) Any player who lifts their cards up from the table or slides their cards out of their own playing area shall be ruled to have fouled and their wager may be forfeited.

(11) No player may "buy" the bank. The deal must pass around the table to the left and no player can authorize another player to deal for him or her. A new player entering the game may not participate as the dealer/banker until at least two other players have dealt. If a player does not wish to deal and passes the deal, that player may not play in the first two hands conducted by the next dealer. A dealer may after completing one full hand, pass the deal and be able to participate in the next hand.

(12) The dealer must stand on 17 or above and must take hits on 16 or below. If a dealer has an ace, it shall be counted as 11 (eleven) if it brings his or her total to 17 or more (but not over 21).

(13) If a player's first two cards total exactly 9, 10 or 11, they may double their wager and receive one more card. The player must then stand on those three cards. If the dealer's bank is insufficient to cover a double down wager, the player may wager an amount equal to the dealer's remaining bank. The dealer must then cover that wager. If the dealer has no bank then a player may not double down.

(14) If the dealer's face-up card is a ten, face card or ace, he/she may look at their face-down card to see if they have a natural; if his/her face-up card is anything else, they may not look at their face-down card until their turn comes to draw. Should the dealer violate this rule their hand may be ruled to have been fouled, which shall result in forfeiture of all remaining dealer wagers.

(15) If a player's first two cards are a pair, then that player may split the pair into two separate hands. The amount of the player's original bet then goes on one of the cards, and they must place an equal amount as a bet on the other card. When this player's turn to draw comes, they receive an up-card for each hand and then play each hand in order. If the dealer does not have enough in their bank to cover the doubled bet, the dealer must cover an amount equal to the value of their remaining bank. The player then has the option to divide the wagers in any manner between the two hands, not to exceed the allowable limit per hand. If the dealer has no bank then the player may divide their wager in any manner between the two hands. If a player's original bet was a minimum allowed in that game then they may not split their pair. A player may only split a pair once.

(16) The dealer will pay only on the value of the cards held by the player and shall not pay on the number of cards received or the card sequence.

(17) There shall be no credit or I.O.U. issued by any player or management.

[Statutory Authority: Chapter 9.46 RCW. 91-21-053 (Order 228), § 230-40-125, filed 10/15/91, effective 11/15/91; 91-05-047 (Order 220), § 230-40-125, filed 2/14/91, effective 3/17/91. Statutory Authority: RCW 9.46.070 (11) and (14). 90-11-058, § 230-40-125, filed 5/15/90, effective 6/15/90. Statutory Authority: RCW 34.05.220(4), [34.05].230 and 9.46.070 (11) and (14). 90-05-032 (Order 205), § 230-40-125, filed 2/14/90, effective 3/17/90.]

**WAC 230-40-130 Wagers to be made with chips only.** All wagers made in connection with a card game shall be made with chips furnished by the licensed premises. No

money, nor other thing of value, shall be used directly in the game itself.

[Order 23, § 230-40-130, filed 9/23/74.]

**WAC 230-40-140 Change in method of wagering prohibited.** Once a method of betting is chosen for a particular hand or game, that method must be used until the hand or game is completed.

[Order 23, § 230-40-140, filed 9/23/74.]

**WAC 230-40-150 Side bets prohibited.** Side bets among the participants are prohibited.

[Order 23, § 230-40-150, filed 9/23/74.]

**WAC 230-40-160 Wagers by other than participants prohibited.** Only persons actually playing in the card game may wager upon the outcome of the game. Wagers by persons other than those playing which in any way involves the outcome of the game, or of any aspect of the game, are prohibited.

[Order 23, § 230-40-160, filed 9/23/74.]

**WAC 230-40-200 Participants to compete on equal terms—Deal to rotate among players.** Participants in card games shall compete on equal terms with all other participants in the game, and solely as a participant therein.

The deal in any series of card games shall be passed from player to player. No player who deals a game shall deal another game until each other player at the table has dealt a game in his turn: *Provided*, That any player may voluntarily waive his right to deal any particular game.

Licensees shall take all necessary measures to insure that card games played upon their premises are played in this manner.

[Order 40, § 230-40-200, filed 6/26/75; Order 23, § 230-40-200, filed 9/23/74.]

**WAC 230-40-225 House dealer allowed in "pan" games.** Notwithstanding the provisions of WAC 230-40-200, any licensee may furnish a dealer or "mucker" in any pan game played on the licensed premises, who shall have no financial interest, directly or indirectly, in the outcome of such game and who shall not otherwise participate or play in the game.

[Order 29, § 230-40-225, filed 1/23/75.]

**WAC 230-40-230 No person shall have someone play for him or assist another participant.** No persons shall allow a representative to sit in on a card game on his behalf for any purpose, or to render assistance to any participant in the game in a manner which gives that participant an advantage over other participants. No person shall act as such a representative.

[Order 23, § 230-40-230, filed 9/23/74.]

**WAC 230-40-250 Licensee to prevent cheating in card games.** A licensee to allow certain premises to be used to play cards and his employees or agents shall not

allow any player to play in such a manner as to cheat the persons with whom he is playing. The licensee shall take all necessary steps to prevent this and shall be responsible to insure that the games played upon the licensed premises are fairly played.

Any incident wherein a person is found cheating shall be reported immediately to the applicable local police or sheriff's office.

[Statutory Authority: RCW 9.46.070(10), 78-06-066 (Order 85), § 230-40-250, filed 5/25/78; Order 23, § 230-40-250, filed 9/23/74.]

**WAC 230-40-310 No free or discount food, beverage or merchandise to be offered at public card room.**

No licensee for the operation of a public card room shall provide food, beverage or other merchandise to card players, or prospective card players, for a price or other consideration which is less than the price or other consideration at which such food, beverage or other merchandise is available to all persons patronizing the business which is stimulated by the card room.

No advertising which is inconsistent with this rule shall be permitted.

[Statutory Authority: RCW 9.46.070 (1), (2), (4), (5), (6), (11), (14) and (17), 86-13-055 (Order 158), § 230-40-310, filed 6/13/86; Order 45, § 230-40-310, filed 12/30/75.]

**WAC 230-40-315 No food or drink sales on time basis in card room.** All sales of food or drink in the licensed card room must be charged for and collected at the time the food or drink is delivered to the customer. No licensee may charge a person playing cards in a licensed card room for food or drink on a time basis. For the purpose of determining whether a card room operator is operating the licensed card room as a commercial stimulant, the calculation of gross sales of food and drink shall not include any sale of food or drink on a time basis to a person playing cards in the licensed card room.

For purposes of this rule, a "time basis" means a charge for the consumption or opportunity to consume food or drink over a period of time.

[Statutory Authority: RCW 9.46.020(5) and 9.46.070(14), 82-06-007 (Order 119), § 230-40-315, filed 2/19/82.]

**WAC 230-40-320 Minors or intoxicated persons shall not play cards or provide services to the game.** (1) No person who is visibly under the influence of liquor or any narcotic or other such substance shall be allowed to play, or continue to play, in any card game or to participate in providing any services to the game.

(2) No person who is under the age of 18 years shall be allowed to play in any card game or to participate in providing any services to the game.

(3) It shall be the responsibility of the licensee, and of those persons physically operating the card games, to determine that no unauthorized person is allowed to participate in any manner in the playing of, or providing services to, any card game.

[Order 23, § 230-40-320, filed 9/23/74.]

**WAC 230-40-331 Bona fide nonprofit or charitable organizations—Members only to play social card and dice games—Exception.** No bona fide charitable or nonprofit organization shall permit any person other than its members and members of a chapter or unit organized under the same state, regional, or national charter or constitution to play social card games or social dice games on its premises: *Provided*, That such organizations, when licensed to allow a social card room on its premises may permit no more than twenty-five percent of the persons playing in the licensed card room at any one time to be guests of members.

[Statutory Authority: RCW 9.46.070 (5), (7), (8), (9), (11), (14) and (19), 84-13-038 (Order 140), § 230-40-331, filed 6/15/84; Order 78, § 230-40-331, filed 11/17/77.]

**WAC 230-40-400 Hours limited for card games.** Licensees shall not allow the use of their premises for card playing between the hours of 2:00 a.m. and 6:00 a.m.

No card games shall be allowed in any public card room at any time the profit seeking retail business to be stimulated thereby is not open to the public for business.

At all times during the hours of operation of a Class E card room, the operator or a licensed card room employee must be on duty and in the licensed card room area.

[Statutory Authority: RCW 9.46.070(11), 82-04-010 (Order 118), § 230-40-400, filed 1/22/82; Order 58, § 230-40-400, filed 8/17/76; Order 40, § 230-40-400, filed 6/26/75; Order 23, § 230-40-400, filed 9/23/74.]

**WAC 230-40-450 Pictures to be posted with employee licenses.** The operator of a licensed public card room shall post together with each of the licenses of employees for which licenses are required a picture of that employee. Such picture shall be of a passport type not less than 2" x 3" and clearly showing a full front facial view of that employee.

[Statutory Authority: RCW 9.46.070 (4), (7), (8) and (11), 83-06-077 (Order 127), § 230-40-450, filed 3/2/83.]

**WAC 230-40-500 House rules to be developed and posted.** Each bona fide charitable or nonprofit organization which is licensed pursuant to RCW 66.24.400 who allows the use of the premises, furnishings, and other facilities to be used by its members to participate in social card games and social dice games as authorized by RCW 9.46.030(7) without a license by the commission shall develop, adopt and post rules of conduct for the members participating in the activities, including but not limited to general rules of play, portions of premises to be used, hours of play allowed, and the organization's restriction on members authorized to participate.

[Order 78, § 230-40-500, filed 11/17/77.]

## Chapter 230-46 WAC UNLICENSED ACTIVITIES

### WAC

230-46-010	Purpose.
230-46-020	Definitions.
230-46-025	Telephone charges—Valuable consideration.
230-46-070	Punchboards/pull tabs and pull tab dispensing devices not to be used in promotional contests—Exception.



**DISPOSITION OF SECTIONS FORMERLY  
CODIFIED IN THIS CHAPTER**

- 230-46-030 Promotional contests—Legality. [Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-46-030, filed 4/15/85.] Repealed by 86-07-044 (Order 156), filed 3/17/86.
- 230-46-040 Promotional contests limited to seven days unless optional methods of entry are included. [Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-46-040, filed 4/15/85.] Repealed by 86-07-044 (Order 156), filed 3/17/86.
- 230-46-050 Promotional contests—Admission fee limitation. [Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-46-050, filed 4/15/85.] Repealed by 86-07-044 (Order 156), filed 3/17/86.
- 230-46-060 Valuable consideration—Lotteries prohibited. [Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-46-060, filed 4/15/85.] Repealed by 86-07-044 (Order 156), filed 3/17/86.

**WAC 230-46-010 Purpose.** The Washington state gambling commission deems it to be in the public interest to interpret RCW 9.46.030(10) so as to insure uniformity and fairness to all sponsors of said promotional contests of chance. It is further the purpose of these regulations to notify all sponsors and their affiliates as to what types of promotional contests of chance are legal and not legal in the state of Washington.

[Statutory Authority: RCW 9.46.030(10) and 9.46.070 (14) and (20). 86-08-007 (Order 156), § 230-46-010, filed 3/20/86. Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-46-010, filed 4/15/85.]

**WAC 230-46-020 Definitions.** (1) "Lottery" means a scheme for the distribution of money or property by chance, among persons who have paid or agreed to pay a valuable consideration for the chance.

(2) "Promotional contest of chance" means a scheme designed to promote a specific business, product(s) or service, and not the scheme itself, in which a person, association, or an organization may distribute money or property among individuals who have agreed to participate in a contest of chance equally with other participants, providing no participant is required to do more than the allowable methods of entry authorized under the provisions of RCW 9.46.0355.

(3) "Promotional material" means all material which defines the rules of a particular promotional contest of chance, which may extend to a description or an explanation of a product(s), service(s), or combination(s) thereof being promoted.

(4) "Perusing promotional material" means to read or examine contest rules and/or the specific product(s), service(s), or combination(s) thereof being promoted: *Provided*, That the contest rules or its promotional material shall disclose any additional requirement(s) to attend a demonstration, tour a facility or specific areas, visit a specified location or similar activity, to include the approximate length of time in connection with a promotional scheme: *Provided further*, That any tour, demonstration, visit, or combination of requirement(s) will not extend beyond a total of two consecutive hours in duration.

[Statutory Authority: RCW 9.46.070 (11) and (14). 88-17-050 (Order 182), § 230-46-020, filed 8/16/88. Statutory Authority: RCW 9.46.030(10) and 9.46.070 (14) and (20). 86-08-007 (Order 156), § 230-46-020, filed

(1992 Ed.)

3/20/86. Statutory Authority: RCW 9.46.070 (3), (8) and (11). 85-09-040 (Order 149), § 230-46-020, filed 4/15/85.]

**WAC 230-46-025 Telephone charges—Valuable consideration.** Any participant required to place a telephone call as a means of entry for a promotional contest of chance, shall not be required to pay any additional charges over and above the actual cost for placing such a call as established by a registered telephone company. Any charges over and above the actual cost of placing the telephone call, such as those associated with a 1-900 number whereby an additional service fee or other charges may be levied, shall be deemed a valuable consideration and beyond the allowable methods of entry authorized by RCW 9.46.0355.

[Statutory Authority: RCW 9.46.0355 and [9.46.]070(14). 90-13-022, § 230-46-025, filed 6/11/90, effective 7/31/90.]

**WAC 230-46-070 Punchboards/pull tabs and pull tab dispensing devices not to be used in promotional contests—Exception.** (1) Punchboards/pull tabs and pull tab dispensing devices may not be used as a part of any promotional contest of chance as authorized in RCW 9.46.0355. This prohibition shall not apply to promotional game cards which could otherwise qualify as pull tabs when such game cards meet the following standards:

(a) The promotional game cards are readily distinguishable from any specific pull tab series or pull tab type used within the state of Washington;

(b) The promotional game cards are designed and manufactured for a specific and unique promotional contest of chance;

(c) The promotional game cards clearly display the name of the sponsoring business or the name of the product(s) being promoted;

(d) The promotional game cards do not or have never contained a price per play on the card; and

(e) The official rules of play including the language "no purchase necessary" are printed on the back of each promotional game card.

(2) Promotional game cards, punchboards/pull tabs or dispensing devices found to be in violation of this prohibition shall be subject to immediate seizure pursuant to RCW 9.46.230.

[Statutory Authority: RCW 9.46.070. 92-22-058, § 230-46-070, filed 10/29/92 effective 11/29/92. Statutory Authority: RCW 9.46.070 (11) and (14). 88-17-050 (Order 182), § 230-46-070, filed 8/16/88.]

**Chapter 230-50 WAC**

**HEARINGS—PRACTICE AND PROCEDURE**

**WAC**

- 230-50-010 Adjudicated proceedings—Hearings.
- 230-50-012 Summary suspensions.
- 230-50-015 Stay of summary suspension.
- 230-50-018 Review of orders on stay.
- 230-50-020 Adjudicated proceedings—Appointment of administrative law judge.
- 230-50-030 Adjudicated proceedings—Hearings—Interpreter—Timing.
- 230-50-060 Adjudicated proceedings—Appearance and practice before the commission—Who may appear.
- 230-50-080 Solicitation of business unethical.
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	<b>DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER</b>
230-50-100 Appearance by former employee of commission or former member of attorney general's staff.	
230-50-110 Computation of time.	
230-50-150 Adjudicated proceedings—Notice of hearing—Requirements.	230-50-070 Appearance in certain proceedings may be limited to attorneys. [Order 9, § 230-50-070, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-160 Adjudicated proceedings—Service of process—By whom served.	
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230-50-190 Adjudicated proceedings—Service of process—Method of service.	
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230-50-210 Adjudicated proceedings—Service of process—Filing with agency.	
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230-50-230 Adjudicated proceedings—Subpoenas, issuance, service, fees, quashing and enforcement.	230-50-240 Subpoenas—Service of. [Order 9, § 230-50-240, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-235 Brief adjudicative proceedings—Discovery limitations.	
230-50-300 Adjudicated proceedings—Depositions and interrogatories—Right to take.	230-50-250 Subpoenas—Fees. [Order 9, § 230-50-250, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-310 Depositions and interrogatories in contested cases—Scope.	
230-50-320 Depositions and interrogatories in contested cases—Officer before whom taken.	230-50-260 Subpoenas—Proof of service. [Order 9, § 230-50-260, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-330 Adjudicated proceedings—Depositions and interrogatories—Notice.	
230-50-340 Depositions and interrogatories in contested cases—Protection of parties and deponents.	230-50-270 Subpoenas—Quashing. [Order 9, § 230-50-270, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-350 Depositions and interrogatories in contested cases—Oral examination and cross-examination.	
230-50-360 Depositions and interrogatories in contested cases—Recordation.	230-50-280 Subpoenas—Enforcement. [Order 9, § 230-50-280, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-370 Depositions and interrogatories in contested cases—Signing attestation and return.	
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230-50-390 Adjudicated proceedings—Depositions and interrogatories—Fees of deponents—Costs of deposition.	
230-50-400 Depositions upon interrogatories—Submission of interrogatories.	230-50-430 Depositions upon interrogatories—Provisions of deposition rule. [Order 9, § 230-50-430, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-410 Depositions upon interrogatories—Interrogation.	
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230-50-500 Official notice—Matters of law.	230-50-600 Definition of issues before hearing. [Order 9, § 230-50-600, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-510 Official notice—Material facts.	
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230-50-550 Adjudicated proceedings—Initial or final order.	230-50-620 Prehearing conference rule—Record of conference action. [Order 9, § 230-50-620, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-560 Adjudicated proceedings—Review of initial order—Replies—Reconsideration—Final orders.	
230-50-570 Adjudicated proceeding—Stay.	230-50-810 Petitions for rule making, amendments or repeal—Requisites. [Order 9, § 230-50-810, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-580 Adjudicated proceedings—Hearings—Forms.	
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230-50-630 Submission of documentary evidence in advance.	
230-50-640 Excerpts from documentary evidence.	
230-50-650 Expert or opinion testimony and testimony based on economic and statistical data—Number and qualifications of witnesses.	230-50-830 Petitions for rule making, amendments or repeal—Notice of disposition. [Order 9, § 230-50-830, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-660 Expert or opinion testimony and testimony based on economic and statistical data—Written sworn statements.	
230-50-670 Expert or opinion testimony and testimony based on economic and statistical data—Supporting data.	
230-50-680 Expert or opinion testimony and testimony based on economic and statistical data—Effect of noncompliance with WAC 230-50-650 or 230-50-660.	230-50-950 Forms. [Order 9, § 230-50-950, filed 12/19/73.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-50-700 Continuances.	
230-50-750 Rules of evidence—Admissibility criteria.	
230-50-760 Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections.	
230-50-800 Petitions for rule making, amendments or repeal.	
230-50-850 Declaratory order.	

**WAC 230-50-010 Adjudicated proceedings—Hearings.** (1) Adjudicated proceedings shall be commenced for any and all matters wherein the commission is causing administrative charges to be brought against any applicant,

licensee or permittee within the limitations to chapter 34.05 RCW as applicable.

(2) The commission shall afford an applicant for a license an opportunity for an adjudicated proceeding prior to denying such application, and shall afford a licensee the opportunity for an adjudicated proceeding prior to suspending or revoking a license.

(3) The commission will afford a person applying to the commission for approval of a pull tab dispensing device under WAC 230-30-095 an opportunity for an adjudicated proceeding prior to denying approval of such device.

(4) No hearing will be conducted with respect to any adjudicated proceeding unless an application for an adjudicated proceeding and request for hearing is timely filed by the applicant or licensee with the commission in compliance with WAC 230-50-210. The application must be made upon a form to be obtained from the commission, or facsimile thereof, and must be received within 20 days following service upon the party affected by the commission or the director of a notice of administrative charges and opportunity for an adjudicated proceeding. Said document shall contain the maximum penalty that may be assessed should an application not be filed by the party affected. An application for an adjudicated proceeding and request for hearing shall accompany all notices of administrative charges.

(5) If an application for an adjudicated proceeding is not timely filed, then the party affected shall have waived the right to a hearing on the allegations set forth in the notice of administrative charges. The party shall be deemed to be in default pursuant to RCW 34.05.440 and the commission and director may take action against the party not to exceed the maximum penalty as stated in the notice of administrative charges and opportunity for an adjudicated proceeding, which action shall be final.

(6) The procedures of RCW 34.05.485, brief adjudicative proceedings, shall be used for the following purposes:

(a) All hearings in which the penalty sought by the commission is for a suspension of seven days or less;

(b) Hearings held pursuant to WAC 230-50-015 (stay of summary suspension);

(c) Hearings in which the parties have stipulated to facts or the parties have stipulated to charges, and the hearing is limited to a determination of whether facts constitute violations as charged and/or determination of appropriate penalty to be imposed; or

(d) Where the parties have stipulated to the use of brief adjudicative proceedings.

[Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-50-010, filed 9/18/92, effective 10/19/92. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-010, filed 11/27/89, effective 12/28/89. Statutory Authority: RCW 9.46.070(13). 80-03-059 (Order 98), § 230-50-010, filed 2/25/80; Order 45, § 230-50-010, filed 12/30/75; Order 9, § 230-50-010, filed 12/19/73.]

**WAC 230-50-012 Summary suspensions.** (1) Pursuant to RCW 34.05.422(4), the director may exercise the commission's authority to summarily suspend any license or permit issued to such licensee or permittee upon a determination that one or more of the actions identified in subsection (2) of this section have occurred and that immediate cessation of the licensed or permitted activities is necessary for the protection or preservation of the safety and welfare

of the public. Suspension of a license under this provision shall take effect immediately upon service of the summary suspension order unless otherwise provided in the order.

(2) The commission deems the following actions of a licensee or permittee to constitute an immediate danger to the public safety and welfare which may require the immediate cessation of licensed or permitted activities:

(a) Failure or refusal to comply with the provisions, requirements, conditions, limitations, or duties imposed by chapter 9.46 RCW and any amendments thereto, or any rules adopted by the commission pursuant thereto;

(b) Knowingly causing, aiding, abetting, or conspiring with another to cause any person to violate any of the laws of this state or the rules of the commission;

(c) Obtaining a license or permit by fraud, misrepresentation, concealment, or through inadvertence or mistake;

(d) Conviction of, or forfeiture of a bond upon a charge of, or having pled guilty to, forgery, larceny, extortion, conspiracy to defraud, willful failure to make required payments or reports to a governmental agency at any level, or filing false reports therewith, or of any similar offense or offenses, or of bribing or otherwise unlawfully influencing a public official or employee of any state or the United States, or of any crime, whether a felony or misdemeanor involving any gambling activity or physical harm to individuals or involving moral turpitude;

(e) Allowing any person who has been convicted of, or forfeited bond upon, any of the offenses included under (d) of this subsection, to participate in the management or operation of any activity regulated by the commission without prior written approval of the commission or its director;

(f) Licensee is subject to current prosecution or pending charges, or a conviction which is under appeal, for any of the offenses included under (d) of this subsection;

(g) Denying the commission or its authorized representatives, including authorized local law enforcement agencies, access to any place where a licensed activity is conducted or failure to promptly produce for inspection or audit any book, record, document, or item required by law or commission rule;

(h) Making a misrepresentation of, or failure to disclose, a material fact to the commission;

(i) Licensee has pursued or is pursuing economic gain in an occupational manner or context which is in violation of the criminal or civil public policy of this state if such pursuit creates probable cause to believe that the participation of such person in gambling or related activities would be inimical to the proper operation of an authorized gambling or related activity in this state. For the purposes of this section, occupational manner or context shall be defined as the systematic planning, administration, management, or execution of an activity for financial gain; and

(j) Licensee is a career offender or a member of a career offender cartel or an associate of a career offender or career offender cartel in such a manner which creates probable cause to believe that the association is of such a nature as to be inimical to the policy of chapter 9.46 RCW or to the proper operation of the authorized gambling or related activities in this state. For the purposes of this section, career offender shall be defined as any person whose behavior is pursued in an occupational manner or context for

the purpose of economic gain utilizing such methods as are deemed criminal violations of the public policy of this state.

A career offender cartel shall be defined as any group of persons who operate together as career offenders.

(3) When a license or permit has been summarily suspended by the director, an adjudicated proceeding shall be commenced and the licensee or permittee shall be afforded an opportunity for a hearing before an Administrative Law Judge or the commission, upon the question of the suspension or revocation of the license or permit, or upon the renewal of the license or permit should it expire during the period of summary suspension. If an application for an adjudicated proceeding and request for hearing is timely filed by the licensee or permittee, then a hearing shall be held within 90 days of the effective date of the summary suspension ordered by the director.

[Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-50-012, filed 9/18/92, effective 10/19/92. Statutory Authority: RCW 34.05.422(4). 90-07-018 (Order 207) § 230-50-012, filed 3/13/90, effective 4/13/90. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-012, filed 11/27/89, effective 12/28/89; Order 29, § 230-50-012, filed 1/23/75.]

**WAC 230-50-015 Stay of summary suspension.** (1)

Upon summary suspension of a license or permit by the director pursuant to WAC 230-50-012, an affected licensee or permittee may petition the commission for a stay of suspension pursuant to RCW 34.05.467 and 34.05.550(1). Such petition must be received by the commission within fifteen days of service of the summary suspension order.

(2) Within seven days of receipt of a petition for stay, a hearing shall be held before an administrative law judge appointed by the commission pursuant to WAC 230-50-020, or if an administrative law judge is not available during this period, before a commissioner designated by the chairperson. The hearing shall be limited to consideration of whether a stay should be granted, or whether the terms of the suspension may be modified to allow the conduct of limited activities under current licenses or permits.

(3) Any hearing conducted pursuant to subsection (2) of this section shall be conducted under RCW 34.05.485, brief adjudicated proceedings. The agency record for the hearing shall consist of the information upon which the summary suspension was based and may be supplemented by any information obtained by the commission subsequent to the date of the suspension order. The licensee or permittee shall have the burden of demonstrating by clear and convincing evidence that:

(a) The licensee or permittee is likely to prevail upon the merits at hearing;

(b) Without relief, the licensee or permittee will suffer irreparable injury. For purposes of this section, elimination of income from licensed activities shall not be deemed irreparable injury;

(c) The grant of relief will not substantially harm other parties to the proceedings; and

(d) The threat to the public safety or welfare is not sufficiently serious to justify continuation of the suspension, or that modification of the terms of the suspension will adequately protect the public interest.

(4) The initial order on stay shall be effective immediately upon service unless another date is specified in the order.

[Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-50-015, filed 9/18/92, effective 10/19/92.]

**WAC 230-50-018 Review of orders on stay.** (1) The licensee, permittee, or agency may petition the commission for review of an initial order on stay. Petition for review must be in writing and received by the commission within twenty-one days of service of the initial order. If neither party has requested review within twenty-one days of service, the initial order shall be deemed the final order of the commission for purposes of RCW 34.05.467.

(2) If the commission receives a timely petition for review, the commission shall consider the petition at the next regularly scheduled meeting of the commission. Consideration on review shall be limited to the record of the hearing on stay. A commissioner acting as hearing officer pursuant to WAC 230-50-015(2) shall not be disqualified from considering the petition for review of an initial order on stay unless a party demonstrates grounds for disqualification in accordance with RCW 34.05.425.

(3) The order of the commission on the petition for review shall be effective upon service unless another date is specified in the order and is final pursuant to RCW 34.05.467. Final disposition of the petition for stay shall not affect subsequent administrative proceedings for suspension or revocation of a license or permit.

[Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-50-018, filed 9/18/92, effective 10/19/92.]

**WAC 230-50-020 Adjudicated proceedings—Appointment of administrative law judge.** (1)

The commission hereby appoints the office of administrative hearings and the administrative law judges to preside at all hearings which result from the commencement of adjudicated proceedings unless the commission, by its own order declares its intent to preside at a specific proceeding or the proceeding is an appeal of an initial order issued by an administrative law judge. The administrative law judge may hereinafter be referred to as the "presiding officer."

(2) All hearings shall be conducted in compliance with these rules, chapters 34.05 RCW and 10-08 WAC as applicable.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-020, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-020, filed 12/19/73.]

**WAC 230-50-030 Adjudicated proceedings—Hearings—Interpreter—Timing.** Hearings conducted as

part of adjudicated proceedings provided for in WAC 230-50-010 shall be initiated as follows:

(1) The chair person of the commission, some member of the commission acting in the absence of the chairperson or the director, shall give written approval to initiate a notice of administrative charges and opportunity for an adjudicated proceeding. After such approval is granted, the entire commission file and/or record on the licensee shall be forwarded to the assistant attorney general assigned to prosecute at the hearing. The notice shall be served upon

the licensee or applicant in accordance with WAC 230-50-010. An application for adjudicated proceeding and request for hearing must be filed with the commission pursuant to WAC 230-50-010.

(2) Upon receipt of an application for adjudicated proceeding and request for hearing form, the director shall issue a notice of hearing. The notice of hearing shall contain all charges upon which the hearing will be conducted, and shall be served on the licensee, applicant, permittee or attorney representing the party at least 7 days prior to the date of the hearing. A copy of the notice of hearing shall be served upon the presiding officer assigned to the proceeding.

(3)(a) All notices of hearing shall be accompanied by a standard statement in at least five common foreign languages, such languages to be those known by the commission staff to be languages used by some licensees, along with forms to request an interpreter to include assistance for hearing impaired persons at the hearing.

(b) Nothing herein contained shall prevent the commission or the director, as authorized by the commission, to temporarily suspend licenses, subject to final action of the commission, as authorized by RCW 9.46.070(1) and WAC 230-50-012.

(4) The presiding officer will be appointed and a notice of hearing issued within 90 days from the date upon which the commission received the application for adjudicated proceeding and request for hearing from the licensee, applicant or permittee, unless all parties agree to an extension of time beyond the 90 days by mutual consent. Any deviation for the 90 day requirement shall be in writing and made a part of the permanent record of the proceeding.

[Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 91-03-063 (Order 219), § 230-50-030, filed 1/16/91, effective 2/16/91. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-030, filed 11/27/89, effective 12/28/89; Order 45, § 230-50-030, filed 12/30/75; Order 42, § 230-50-030, filed 9/18/75; Order 9, § 230-50-030, filed 12/19/73.]

**WAC 230-50-060 Adjudicated proceedings—Appearance and practice before the commission—Who may appear.** No person may appear in a representative capacity before the Washington state gambling commission, hereinafter referred to as the commission, or its designated administrative law judge other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington.

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law.

(3) A bona fide officer, authorized manager, partner, or full time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership or corporation.

(4) An individual representing himself, pro se.

(5) Such interpreters for persons with a limited understanding of the English language or hearing impaired persons as provided for in WAC 10-08-150.

(6) Such other persons as may be permitted by the commission upon a showing by a party to the hearing of

such a necessity or such a hardship as would make it unduly burdensome upon him to have a representative as set forth under subsections (1), (2) and (3) above.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-060, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-060, filed 12/19/73.]

**WAC 230-50-080 Solicitation of business unethical.** It shall be unethical for persons acting in a representative capacity before the commission to solicit business by circulars, advertisements or by personal communication or interviews not warranted by personal relations: *Provided*, That such representatives may publish or circulate business cards. It is equally unethical to procure business indirectly by solicitors of any kind.

[Order 9, § 230-50-080, filed 12/19/73.]

**WAC 230-50-090 Standards of ethical conduct.** All persons appearing in proceedings before the commission in a representative capacity shall conform to the standards of ethical conduct required of attorneys before the courts of Washington. If any such person does not conform to such standards, the commission may decline to permit such person to appear in a representative capacity in any proceeding before the commission.

[Order 9, § 230-50-090, filed 12/19/73.]

**WAC 230-50-100 Appearance by former employee of commission or former member of attorney general's staff.** No former commissioner, employee of the commission or member of the attorney general's staff may at any time within two years after severing his relationship or employment with the commission or the attorney general appear, except with the written permission of the commission, in a representative capacity on behalf of any party in a formal proceeding wherein he previously took an active part on behalf of the commission.

[Order 9, § 230-50-100, filed 12/19/73.]

**WAC 230-50-110 Computation of time.** In computing any period of time prescribed or allowed by the commission rules, by order of the commission or by an applicable statute, the day of the act, event, or default after which the designated period of time begins to run is not to be included. The last day of the period so computed is to be included, unless it is a Saturday, Sunday or a legal holiday, in which event the period runs until the end of the next day which is neither a Saturday, Sunday nor a holiday. When the period of time prescribed or allowed is less than seven days, intermediate Saturdays, Sundays and holidays shall be excluded in the computation. This section shall not apply to periods of license suspension.

[Order 9, § 230-50-110, filed 12/19/73.]

**WAC 230-50-150 Adjudicated proceedings—Notice of hearing—Requirements.** All parties that have filed a timely application for adjudicated proceeding shall be served with a notice of hearing at least seven days before the date set for the hearing unless all parties consent to a shorter period. The notice shall state the time, and place of the

hearing and all other requirements of RCW 34.05.434(2): *Provided*, That brief adjudicative proceedings, conducted pursuant to WAC 230-50-010(7) and RCW 34.05.485, shall normally be conducted telephonically and the place of the hearing will not be set in the notice of hearing. Either or both parties may request to appear in person and, in such cases, a place will be set and all parties notified.

[Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-50-150, filed 9/18/92, effective 10/19/92. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-150, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-150, filed 12/19/73.]

**WAC 230-50-160 Adjudicated proceedings—Service of process—By whom served.** The commission shall cause to be served all orders, notices and other documents issued by it, together with any other documents which it is required by law to serve. Every other document shall be served by the party filing it.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-160, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-160, filed 12/19/73.]

**WAC 230-50-170 Service of process—Upon whom served.** All papers served by either the commission or any party shall be served upon all counsel of record at the time of such filing and upon parties not represented by counsel or upon their agents designated by them or by law. Any counsel entering an appearance subsequent to the initiation of the proceeding shall notify all other counsel then of record and all parties not represented by counsel of such fact.

[Order 9, § 230-50-170, filed 12/19/73.]

**WAC 230-50-180 Service of process—Service upon parties.** The final order and any other paper required to be served by the commission upon a party, shall be served upon such party or upon the agent designated by him or by law to receive service of such papers, and a copy shall be furnished to counsel of record.

[Order 9, § 230-50-180, filed 12/19/73.]

**WAC 230-50-190 Adjudicated proceedings—Service of process—Method of service.** Service of all orders, notices and other documents shall be made personally or first class, registered or certified mail, telegraph, or by commercial parcel service company.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-190, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-190, filed 12/19/73.]

**WAC 230-50-200 Adjudicated proceedings—Service of process—When service complete.** Service of notices and other documents shall be regarded as complete as follows:

(1) By personal service, upon delivery to the person, attorney representing the party, designated agent of the party, any person over the age of 18 residing at the residence of the party or corporate officer.

(2) By mail, upon deposit in the United States mail properly stamped and addressed; service is complete on the third day after mailing, excluding the date of mailing.

(3) By telegraph, upon deposit with a telegraph company, properly addressed and with all charges paid.

(4) By electronic telefacsimile device of confirmation of the transmission and the same day deposit in the United States mail according to section 2 above.

(5) By commercial parcel delivery service, upon delivery to the parcel delivery company, properly addressed and with all charges paid.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-200, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-200, filed 12/19/73.]

**WAC 230-50-210 Adjudicated proceedings—Service of process—Filing with agency.** Documents required to be filed with the commission shall be deemed filed upon actual receipt of the documents in the headquarters office of the commission accompanied by proof of service upon parties required to be served, or by delivery to any office of the commission during normal business hours and at such time as a member of the staff of the commission is occupying such office so as to personally receive the papers. Delivery of documents to any office of the commission other than the headquarters office when said office is not occupied by a commission staff member who can personally accept the documents shall NOT constitute a lawful service of papers for any matter under the jurisdiction of the gambling commission.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-210, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-210, filed 12/19/73.]

**WAC 230-50-225 Adjudicated proceedings—Discovery.** The presiding officer of an adjudicated proceeding may issue subpoenas and protective orders as a part of an adjudicated proceeding. The agency may issue subpoenas as may the attorney representing the licensee, applicant or permittee, or the licensee, applicant or permittee may issue subpoenas if they represent themselves. All such subpoenas must be filed with the presiding officer assigned to conduct the hearing, together with proof of proper service, at least 7 days prior to the date of the hearing which they are issued for.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-225, filed 11/27/89, effective 12/28/89.]

**WAC 230-50-230 Adjudicated proceedings—Subpoenas, issuance, service, fees, quashing and enforcement.** (1) Every subpoena shall state the name of the commission, the title of the proceeding and shall command the person to whom it is directed to attend and give testimony, produce books, records, documents or things under his or her control at a specified time and place.

(2) Subpoenas shall be issued and enforced, and witness fees paid as provided for in RCW 34.05.446.

(a) Subpoenas may be served by any suitable person 18 years of age or older, by exhibiting and reading the subpoena to the witness, or by giving him or her a copy thereof, or by leaving such copy at the place of his or her abode. When



service is made by any other person than an officer authorized to serve process, proof of service shall be made by affidavit.

(b) The presiding officer, upon motion made promptly and in any event at or before the time specified in the subpoena for compliance therewith, may:

(i) Quash or modify the subpoena if it is unreasonable and oppressive, or

(ii) Condition denial of the motion upon the advancement by the person in whose behalf the subpoena is issued of the reasonable cost of producing the books, papers, documents, or tangible things.

(c) Upon application, and for good cause shown, the commission will seek judicial enforcement of subpoenas issued to parties and which have not been quashed.

(d) The attendance of witnesses and such production of evidence may be required from any place within the state of Washington to any location where a hearing is being conducted.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-230, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-230, filed 12/19/73.]

**WAC 230-50-235 Brief adjudicative proceedings—Discovery limitations.** In all brief adjudicative proceedings, discovery requests to the agency shall be limited to requests for production of written reports and supporting documents relevant to the charges. Interrogatories and depositions shall not be allowed.

[Statutory Authority: RCW 9.46.070. 92-19-107 (Order 231), § 230-50-235, filed 9/18/92, effective 10/19/92.]

**WAC 230-50-300 Adjudicated proceedings—Depositions and interrogatories—Right to take.** Unless otherwise provided, any party may take the testimony of any person, including a party, by deposition upon oral examination or written interrogatories for use as evidence in the proceeding. The deposition of a commissioner, the director, deputy director, or an assistant director may only be taken upon application to the presiding officer, for good cause shown and only in those circumstances where the statements or depositions of other staff members would not reveal the information, evidence or details needed by the party for the case. The attendance of witnesses to a deposition may be compelled by use of a subpoena. Depositions shall be taken only in accordance with this rule and the rules on subpoenas.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-300, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-300, filed 12/19/73.]

**WAC 230-50-310 Depositions and interrogatories in contested cases—Scope.** Unless otherwise ordered, the deponent may be examined regarding any matter to the same extent permitted by the Washington civil rules for superior court with respect to depositions and interrogatories.

[Order 9, § 230-50-310, filed 12/19/73.]

**WAC 230-50-320 Depositions and interrogatories in contested cases—Officer before whom taken.** Within the United States or within a territory or insular possession subject to the dominion of the United States depositions shall

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be taken before an officer authorized to administer oaths by the laws of the state of Washington or of the place where the examination is held; within a foreign country, depositions shall be taken before a secretary of an embassy or legation, consul general, vice consul or consular agent of the United States, or a person designated by the commission or agreed upon by the parties by stipulation in writing filed with the commission. Except by stipulation, no deposition shall be taken before a person who is a party or the privy of a party, or a privy of any counsel of a party, or who is financially interested in the proceeding.

[Order 9, § 230-50-320, filed 12/19/73.]

**WAC 230-50-330 Adjudicated proceedings—Depositions and interrogatories—Notice.** A party desiring to take the deposition of any person upon oral examination shall give reasonable notice of not less than seven days in writing to the commission and all parties. The notice shall state the time and place for taking the deposition, the name and address of each person to be examined, if known, and if the name is not known, a general description sufficient to identify him or the particular class or group to which he belongs. On motion of a party upon whom the notice is served, the commission or its hearing officer may for cause shown, enlarge or shorten the time. If the parties so stipulate in writing, depositions may be taken before any person, at any time or place, upon any notice, and in any manner and when so taken may be used as other depositions.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-330, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-330, filed 12/19/73.]

**WAC 230-50-340 Depositions and interrogatories in contested cases—Protection of parties and deponents.** After notice is served for taking a deposition, upon its own motion or upon motion reasonably made by any party or by the person to be examined and upon notice and for good cause shown, the commission or its designated hearing officer may make an order that the deposition shall not be taken, or that it may be taken only at some designated place other than that stated in the notice, or that it may be taken only on written interrogatories, or that certain matters shall not be inquired into, or that the scope of the examination shall be limited to certain matters, or that the examination shall be held with no one present except the parties to the action and their officers or counsel, or that after being sealed, the deposition shall be opened only by order of the commission, or that business secrets or secret processes, developments, or research need not be disclosed, or that the parties shall simultaneously file specified documents or information enclosed in sealed envelopes to be opened as directed by the commission, or the commission may make any other order which justice requires to protect the party or witness from annoyance, embarrassment, or oppression. At any time during the taking of the deposition, on motion of any party or of the deponent and upon a showing that the examination is being conducted in bad faith or in such manner as unreasonably to annoy, embarrass, or oppress the deponent or party, the commission or its designated hearing officer may order the officer conducting the examination to cease forthwith from taking the deposition or may limit the

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scope and manner of the taking of the deposition as above provided. If the order made terminates the examination, it shall be resumed thereafter only upon the order of the agency. Upon demand of the objecting party or deponent, the taking of the deposition shall be suspended for the time necessary to make a motion for an order.

[Order 9, § 230-50-340, filed 12/19/73.]

**WAC 230-50-350 Depositions and interrogatories in contested cases—Oral examination and cross-examination.** Examination and cross-examination shall proceed as at an oral hearing. In lieu of participating in the oral examination, any party served with notice of taking a deposition may transmit written cross interrogatories to the officer, who, without first disclosing them to any person, and after the direct testimony is complete, shall propound them seriatim to the deponent and record or cause the answers to be recorded verbatim.

[Order 9, § 230-50-350, filed 12/19/73.]

**WAC 230-50-360 Depositions and interrogatories in contested cases—Recordation.** The officer before whom the deposition is to be taken shall put the witness on oath and shall personally or by someone acting under his direction and in his presence, record the testimony by typewriter directly or by transcription from stenographic notes, wire or record recorders, which record shall separately and consecutively number each interrogatory. Objections to the notice, qualifications of the officer taking the deposition, or to the manner of taking it, or to the evidence presented or to the conduct of the officer, or of any party, shall be noted by the officer upon the deposition. All objections by any party not so made are waived.

[Order 9, § 230-50-360, filed 12/19/73.]

**WAC 230-50-370 Depositions and interrogatories in contested cases—Signing attestation and return.** (1) When the testimony is fully transcribed the deposition shall be submitted to the witness for examination and shall be read to or by him, unless such examination and reading are waived by the witness and by the parties. Any changes in form or substance which the witness desires to make shall be entered upon the deposition by the officer with a statement of the reasons given by the witness for making them. The deposition shall then be signed by the witness, unless the parties by stipulation waive the signing or the witness is ill or cannot be found or refuses to sign. If the deposition is not signed by the witness, the officer shall sign it and state on the record the fact of the waiver or of the illness or absence of the witness or the fact of the refusal to sign together with the reason, if any, given therefor; and the deposition may then be used as fully as though signed, unless, following a motion to suppress, the commission or its hearing officer holds that the reasons given for the refusal to sign require rejection of the deposition in whole or in part.

(2) The officer shall certify on the deposition that the witness was duly sworn by him and that the deposition is a true record of the testimony given by the witness. He shall then securely seal the deposition in an envelope indorsed with the title of proceeding and marked "deposition of (here

insert name of witness)" and shall promptly send it by registered or certified mail to the commission, or its designated hearing officer, for filing. The party taking the deposition shall give prompt notice of its filing to all other parties. Upon payment of reasonable charges therefor, the officer shall furnish a copy of the deposition to any party or to the deponent.

[Order 9, § 230-50-370, filed 12/19/73.]

**WAC 230-50-380 Depositions and interrogatories in contested cases—Use and effect.** Subject to rulings by the commission, a commissioner or a hearing officer upon objections a deposition taken and filed as provided in this rule will not become a part of the record in the proceeding until received in evidence by the hearing officer upon his own motion or the motion of any party. Except by agreement of the parties or ruling of the commission or the hearing officer, a deposition will be received only in its entirety. A party does not make a party, or the privy of a party, or any hostile witness his witness by taking his deposition. Any party may rebut any relevant evidence contained in a deposition whether introduced by him or any other party.

[Order 9, § 230-50-380, filed 12/19/73.]

**WAC 230-50-390 Adjudicated proceedings—Depositions and interrogatories—Fees of deponents—Costs of deposition.** Deponents whose depositions are taken shall be entitled to the same fees as are allowed by WAC 230-50-230: *Provided*, That all costs incidental thereto shall be paid by the party desiring such deposition.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-390, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-390, filed 12/19/73.]

**WAC 230-50-400 Depositions upon interrogatories—Submission of interrogatories.** Where the deposition is taken upon written interrogatories, the party offering the testimony shall separately and consecutively number each interrogatory and file and serve them with a notice stating the name and address of the person who is to answer them and the name or descriptive title and address of the officer before whom they are to be taken. Within ten days thereafter a party so served may serve cross-interrogatories upon the party proposing to take the deposition. Within five days thereafter, the latter may serve redirect interrogatories upon the party who served cross-interrogatories. Failure by a licensee to comply shall result in automatic forfeiture of any license issued by the commission.

[Order 9, § 230-50-400, filed 12/19/73.]

**WAC 230-50-410 Depositions upon interrogatories—Interrogation.** Where the interrogatories are forwarded to an officer authorized to administer oaths as provided in WAC 230-50-320 the officer taking the same after duly swearing the deponent, shall read to him seriatim, one interrogatory at a time and cause the same and the answer thereto to be recorded before the succeeding interrogatory is asked. No one except the deponent, the officer and the court

reporter or stenographer recording and transcribing it shall be present during the interrogation.

[Order 9, § 230-50-410, filed 12/19/73.]

**WAC 230-50-420 Depositions upon interrogatories—Attestation and return.** The officer before whom interrogatories are verified or answered shall (1) certify under his official signature and seal that the deponent was duly sworn by him, that the interrogatories and answers are a true record of the deponent's testimony, that no one except deponent, the officer and the stenographer were present during the taking, and that neither he nor the stenographer, to his knowledge, is a party, privy to a party, or interested in the event of the proceedings, and (2) promptly send by registered or certified mail the original copy of the deposition and exhibits with his attestation to the commission, or its designated hearing officer, one copy to the counsel who submitted the interrogatories and another copy to the deponent.

[Order 9, § 230-50-420, filed 12/19/73.]

**WAC 230-50-500 Official notice—Matters of law.** The commission or its hearing officer, upon request made before or during a hearing, or upon its own motion, will officially notice:

(1) **Federal law.** The Constitution; congressional acts, resolutions, records, journals and committee reports, decisions of federal courts and administrative agencies; executive orders and proclamations; and all rules, orders and notices published in the federal register;

(2) **State law.** The Constitution of the state of Washington, acts of the legislature, resolutions, records, journals and committee reports; decisions of administrative agencies of the state of Washington, executive orders and proclamations by the governor; and all rules, orders and notices filed with the code reviser;

(3) **Governmental organization.** Organization, territorial limitations, officers, departments, and general administration of the government of the state of Washington, the United States, the several states and foreign nations;

(4) **Agency organization.** The commission's organization administration, officers, personnel, official publications, and practitioners before its bar.

[Order 9, § 230-50-500, filed 12/19/73.]

**WAC 230-50-510 Official notice—Material facts.** In the absence of controverting evidence, the commission and its hearing officers, upon request made before or during a hearing, or upon its own motion, may officially notice:

(1) **Agency proceedings.** The pendency of, the issues and position of the parties therein, and the disposition of any proceeding then pending before or theretofore concluded by the commission;

(2) **Business customs.** General customs and practices followed in the transaction of business;

(3) **Notorious facts.** Facts so generally and widely known to all well informed persons as not to be subject to reasonable dispute, or specific facts which are capable of immediate and accurate demonstration by resort to accessible sources of generally accepted authority, including but not

exclusively, facts stated in any publication authorized or permitted by law to be made by any federal or state officer, department or agency;

(4) **Technical knowledge.** Matters within the technical knowledge of the commission as a body of experts, within the scope or pertaining to the subject matter of its statutory duties, responsibilities or jurisdiction;

(5) **Request or suggestion.** Any party may request, or the hearing officer or the commission may suggest, that official notice be taken of a material fact, which shall be clearly and precisely stated, orally on the record, at any prehearing conference or oral hearing or argument, or may make such request or suggestion by written notice, any pleading, motion, memorandum, or brief served upon all parties, at any time prior to a final decision;

(6) **Statement.** Where an initial or final decision of the commission rests in whole or in part upon official notice of a material fact, such fact shall be clearly and precisely stated in such decision. In determining whether to take official notice of material facts, the hearing officer or the commission may consult any source of pertinent information, whether or not furnished as it may be, by any party and whether or not admissible under the rules of evidence;

(7) **Controversion.** Any party may controvert a request or a suggestion that official notice of a material fact be taken at the time the same is made if it be made orally, or by a pleading, reply or brief in response to the pleading or brief or notice in which the same is made or suggested. If any decision is stated to rest in whole or in part upon official notice of a material fact which the parties have not had a prior opportunity to controvert, any party may controvert such fact by appropriate exceptions if such notice be taken in an initial or intermediate decision or by a petition for reconsideration if notice of such fact be taken in a final report. Such controversion shall concisely and clearly set forth the sources, authority and other data relied upon to show the existence or nonexistence of the material fact assumed or denied in the decision;

(8) **Evaluation of evidence.** Nothing herein shall be construed to preclude the commission or its authorized agents from utilizing their experience, technical competence, and specialized knowledge in the evaluation of the evidence presented to them.

[Order 9, § 230-50-510, filed 12/19/73.]

**WAC 230-50-520 Presumptions.** Upon proof of the predicate facts specified in the following six subdivisions hereof without substantial dispute and by direct, clear, and convincing evidence, the commission, with or without prior request or notice, may make the following presumptions, where consistent with all surrounding facts and circumstances:

(1) **Continuity.** That fact of a continuous nature, proved to exist at a particular time, continues to exist as of the date of the presumption, if the fact is one which usually exists for at least that period of time;

(2) **Identity.** That persons and objects of the same name and description are identical;

(3) **Delivery.** Except in a proceeding where the liability of the carrier for nondelivery is involved, that mail matters, billed and delivered respectively to the post office, telegraph,

cable or radio company, or authorized common carrier of property with all postage, tolls and charges properly prepaid, is or has been delivered to the addressee or consignee in the ordinary course of business;

(4) **Ordinary course.** That a fact exists or does not exist, upon proof of the existence or nonexistence of another fact which in the ordinary and usual course of affairs, usually and regularly coexists with the fact presumed;

(5) **Acceptance of benefit.** That a person for whom an act is done or to whom a transfer is made has, does or will accept same where it is clearly in his own self-interest so to do;

(6) **Interference with remedy.** That evidence, with respect to a material fact which in bad faith is destroyed, removed, suppressed or withheld by a party in control thereof, would if produced, corroborate the evidence of the adversary party with respect to such fact.

[Order 9, § 230-50-520, filed 12/19/73.]

**WAC 230-50-530 Stipulations and admissions of record.** The existence or nonexistence of a material fact, as made or agreed in a stipulation or in an admission of record, will be conclusively presumed against any party bound thereby, and no other evidence with respect thereto will be received upon behalf of such party, provided:

(1) **Upon whom binding.** Such a stipulation or admission is binding upon the parties by whom it is made, their privies and upon all other parties to the proceeding who do not expressly and unequivocally deny the existence or nonexistence of the material fact so admitted or stipulated, upon the making thereof, if made on the record at a prehearing conference, oral hearing, oral argument or by a writing filed and served upon all parties within five days after a copy of such stipulation or admission has been served upon them;

(2) **Withdrawal.** Any party bound by a stipulation or admission of record at any time prior to final decision may be permitted to withdraw the same in whole or in part by showing to the satisfaction of the hearing officer or the commission that such stipulation or admission was made inadvertently or under a bona fide mistake of fact contrary to the true fact and that its withdrawal at the time proposed will not unjustly prejudice the rights of other parties to the proceeding.

[Order 9, § 230-50-530, filed 12/19/73.]

**WAC 230-50-550 Adjudicated proceedings—Initial or final order.** Every decision and order, whether it be an initial or final, shall:

(1) Be correctly captioned as to the name of the agency and name of proceeding;

(2) Designate all parties and counsel to the proceeding;

(3) Include a concise statement of the nature and the background of the proceeding;

(4) Be accompanied by appropriate numbered findings of fact and conclusions of law and a statement from the presiding officer of the credibility of the witnesses, if the decision rendered is based upon that, all or in part;

(5) Whenever practical, include the reason or reasons for the particular order or remedy afforded. Findings shall

be accompanied by a concise and explicit statement of the underlying evidence of record to support the findings;

(6) Whenever practical, be referenced to specific laws or rules and provisions thereof which are appropriate thereto.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-550, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-550, filed 12/19/73.]

**WAC 230-50-560 Adjudicated proceedings—Review of initial order—Replies—Reconsideration—Final orders.** Any party to an adjudicative proceeding may file a petition for review of an initial order.

(1) The petition for review shall be filed with the commission within twenty days of the date of service of the initial order unless a different place and time limit for filing the petition are specified in the initial order in its statement describing available procedures for administrative relief. Copies of the petition shall be served upon all other parties or their representatives at the time the petition is filed.

(2) The petition for review shall specify the portions of the initial order to which exception is taken and shall refer to the evidence of record which is relied upon to support the petition.

(3) Any party may file a reply to a petition for review. The reply shall be filed with the office where the petition for review was filed within ten days of the date of service of the petition and copies of the reply shall be served upon all other parties or their representatives at the time the reply is filed.

(4) At least a majority of the commission members shall review the petition within 120 days after the petition was filed and render a final order in accordance with WAC 10-08-210.

(5) A petition for reconsideration of a final order under RCW 34.05.470 shall be filed with the commission in accordance with WAC 230-50-210 within ten days of the service of the final order. Such petition shall be administered in accordance with RCW 34.05.470.

(6) An initial order issued by an administrative law judge or the commission shall become the final order in the proceedings unless a petition for reconsideration is filed in accordance with the requirements of this rule.

[Statutory Authority: RCW 9.46.0355 and [9.46.]070(14). 90-13-022, § 230-50-560, filed 6/11/90, effective 7/31/90. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-560, filed 11/27/89, effective 12/28/89.]

**WAC 230-50-570 Adjudicated proceeding—Stay.** A party may petition the commission or its designee for a stay of a final order in accordance with RCW 34.05.467. For purposes of this rule, the commission hereby delegates to the director, the authority to issue a temporary stay until such time as a reviewing court can rule on a permanent stay. The decision of the director denying a stay is not subject to judicial review.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-570, filed 11/27/89, effective 12/28/89.]

**WAC 230-50-580 Adjudicated proceedings—Hearings—Forms.** The following formats shall be utilized in all adjudicated proceedings:

(1)

STATE OF WASHINGTON
GAMBLING COMMISSION

In the Matter of the (Suspension/
Revocation/ Denial) of the
(License/Application) to Con-
duct Gambling Activities of

NO. ....

NOTICE OF ADMINISTRATIVE
CHARGES AND OPPORTUNITY
FOR AN ADJUDICATED
PROCEEDING

Licensee.
.....

(Director's Name) alleges as follows:

I

He is the Director of the Washington State Gambling Commission and
makes these charges in his official capacity.

II

Jurisdiction of this proceeding is based on Chapter 9.46 RCW, Gambling,
Chapter 34.05 RCW, the Administrative Procedure Act, and Title 230
WAC.

III

..... has been issued the following license(s) by the Washington State
Gambling Commission, which license(s) (was/were) issued subject to
compliance by the licensee with state laws and rules of the Commission.

- A. License Number ..... Authorizing ..... Activity
B. License Number ..... Authorizing ..... Activity
C. License Number ..... Authorizing ..... Activity

IV

(Attach Recital Of Charges)

(Appropriate Roman Numeral)

The charges specified in paragraphs ... through ... above constitute
grounds for the ... day suspension, or revocation of the license(s) held
by ..... to conduct authorized gambling activity under authority of
RCW 9.46.075 and WAC 230-04-400.

(Appropriate Roman Numeral)

The (licensee/applicant) shall be afforded the opportunity to have an
Adjudicated Proceeding, which includes a hearing on the alleged violations.
In order to commence an Adjudicative Proceeding, the enclosed APPLICA-
TION FOR ADJUDICATED PROCEEDING AND REQUEST FOR
HEARING MUST BE COMPLETED IN FULL by the LICENSEE OR
REPRESENTATIVE and returned to the Gambling Commission within 20
days from the date of receipt of this notice. FAILURE TO RETURN THIS
DOCUMENT WILL RESULT IN THE ENTRY OF A DEFAULT ORDER
PURSUANT TO RCW 34.05.440 AND WAC 230-50-010, THE IMPOSI-
TION OF THE PENALTY SET OUT ABOVE OR ONE OF LESSER
DEGREE AND SHALL CONSTITUTE A WAIVER OF ANY FURTHER
RIGHTS TO A HEARING OR REVIEW IN THIS MATTER.

STATE OF WASHINGTON
COUNTY OF THURSTON

ss.

(Director's Name), being first duly sworn on oath, deposes and says: That
he has read the foregoing Notice of Administrative Charges and Opportunity
for Adjudicated Proceeding, knows the contents thereof, and believes the
same to be true, and that he is the Director of the Washington State
Gambling Commission and in that capacity has executed said Statement of
Charges.

(Director's Name)

SUBSCRIBED AND SWORN TO before me this .....
day of ....., 19...

NOTARY PUBLIC in and for the State of Washington
residing at .....

(2)

STATE OF WASHINGTON
GAMBLING COMMISSION

In the Matter of the (Suspension/
Revocation/Denial) of the
(License/Application) to Con-
duct Authorized Gambling
Activities of

NO. ....

APPLICATION FOR ADJUDICAT-
ED PROCEEDING AND RE-
QUEST FOR HEARING

(Licensee/Applicant.)
.....

THIS IS AN IMPORTANT NOTICE WHICH DETERMINES WHETHER
OR NOT YOU WILL HAVE THE RIGHT TO A HEARING IN THIS
MATTER. PLEASE READ THIS NOTICE CAREFULLY. IF YOU
HAVE ANY QUESTIONS REGARDING YOUR LEGAL RIGHTS IN
THIS MATTER YOU SHOULD CONTACT AN ATTORNEY.

In order to request and preserve your right to a hearing you MUST
complete and sign this form, then return it by mail within 20 days to:

The Washington State Gambling Commission
649 Woodland Square Loop, SE
P.O. Box 42400
Olympia, Washington 98504-2400

FAILURE TO COMPLETE AND RETURN THIS FORM AS INSTRUCT-
ED WILL RESULT IN THE ENTRY OF A DEFAULT ORDER AGAINST
YOU PURSUANT TO RCW 34.05.440, and WAIVER of your rights to
appear in this matter.

YOU HAVE 20 DAYS FROM THE DATE OF RECEIPT OF THIS
FORM TO COMPLETE AND RETURN IT TO THE ADDRESS ABOVE.

BRIEF EXPLANATION OF RIGHTS AND PROCEEDINGS:

You have the right to apply for an ADJUDICATIVE PROCEEDING, which
includes a hearing on the allegations set forth in the notice of administrative
charges. The hearing will be conducted by a state Administrative Law
Judge pursuant to state law and administrative codes. You have the right
to be represented by an attorney of your choice and at YOUR OWN
EXPENSE.

You have the right to produce witnesses, and evidence relevant to the
violations alleged. See WAC 230-50 for additional rights.

You have the right to have an interpreter for the proceedings if you or any
witness which you will call is a limited English speaking person OR a
hearing impaired person.

In order to request an interpreter, you MUST complete the attached
REQUEST FOR INTERPRETER FORM and RETURN IT along with this
form to the Gambling Commission. THIS SERVICE IS FREE OF
CHARGE.

INSTRUCTIONS - Place a check mark and your signature next to the
statement which describes your request(s) in this matter.

- Check Mark Signature
1) ..... I want to have a hearing in this
Adjudicated Proceeding .....
2) ..... I will be represented by an attorney in this
matter, his/her name, address and phone
number are as follows: .....
Name .....
Address .....
Phone Number .....
3) ..... I will NOT be represented by
an attorney in this matter. ....
4) ..... I DO NOT want a HEARING AND
WAIVE MY RIGHTS TO A HEARING
IN THIS MATTER. ....

Please indicate those charges, if any, which you admit occurred. ....

You may attach a letter or a statement of your position in this matter if you
choose to do so. Please indicate whether or not you attached either.

I attached a letter or statement . . .
I did NOT attach a letter or statement . . .

A HEARING, if requested, shall be conducted by a state Administrative Law Judge in a location near your place of business or residence, but not necessarily in the city or county in which you do business or reside. You will be notified at least seven (7) days in advance of the proceeding.

If you do not understand any portion of these documents, you are strongly encouraged to contact an attorney.

You MUST complete, sign, date and then mail this document together with the REQUEST FOR INTERPRETER form, to the Washington State Gambling Commission at the address as stated on this form WITHIN 20 days of receipt of these documents. FAILURE TO DO SO WILL RESULT IN A WAIVER OF YOUR RIGHTS TO A HEARING IN THIS MATTER AND ENTRY OF A DEFAULT ORDER PURSUANT TO RCW 34.05.440 AND WAC 230-50-010.

Dated this . . . day of . . . , 19. . .

\*\*SIGN HERE\*\*
LICENSEE OR REPRESENTATIVE

(3) STATE OF WASHINGTON
GAMBLING COMMISSION

In the Matter of the (Suspension/Revocation/Denial) of the (License/Application) to Conduct Authorized Gambling Activities of

NO. . . .

(Licensee/Applicant)

APPLICATION FOR AN ADJUDICATED PROCEEDING AND REQUEST FOR HEARING WITH OFFER OF SETTLEMENT

THIS IS AN IMPORTANT NOTICE WHICH DETERMINES WHETHER OR NOT YOU WILL HAVE THE RIGHT TO A HEARING IN THIS MATTER. PLEASE READ THIS NOTICE CAREFULLY. IF YOU HAVE ANY QUESTIONS REGARDING YOUR LEGAL RIGHTS IN THIS MATTER YOU SHOULD CONTACT AN ATTORNEY.

In order to request and preserve your right to a hearing you MUST complete and sign this form, then return it by mail within 20 days to:

The Washington State Gambling Commission
649 Woodland Square Loop, SE
P.O. Box 42400
Olympia, Washington 98504-2400

FAILURE TO COMPLETE AND RETURN THIS FORM AS INSTRUCTED WILL RESULT IN THE ENTRY OF A DEFAULT ORDER AGAINST YOU PURSUANT TO RCW 34.05.440, and WAIVER of your rights to appeal in this matter.

YOU HAVE 20 DAYS FROM THE DATE OF RECEIPT OF THIS FORM TO COMPLETE AND RETURN IT TO THE ADDRESS ABOVE.

BRIEF EXPLANATION OF RIGHTS AND PROCEEDINGS:

You have the right to apply for an ADJUDICATIVE PROCEEDING which includes a hearing on the allegations set forth in the notice of administrative charges. The hearing will be conducted by a state Administrative Law Judge pursuant to state law and administrative codes. You have the right to be represented by an attorney of your choice and at YOUR OWN EXPENSE.

You have the right to produce witnesses, and evidence relevant to the violations alleged. See WAC 230-50 for additional rights.

You have the right to have an interpreter for the proceedings if you or any witness which you will call is a limited English speaking person OR a hearing impaired person.

In order to request an interpreter, you MUST complete the attached REQUEST FOR INTERPRETER FORM and RETURN IT along with this form to the Gambling Commission. THIS SERVICE IS FREE OF CHARGE.

INSTRUCTIONS - Place a check mark and your signature next to the statement which describes your request(s) in this matter.

Check Mark Signature

- 1) I WANT TO HAVE A HEARING IN THIS ADJUDICATED PROCEEDING
2) I will be represented by an attorney in this matter, his/her name, address and phone number are as follows: Name, Address, Phone Number
3) I will NOT be represented by an attorney in this matter.
4) I DO NOT want a HEARING AND WAIVE MY RIGHTS TO A HEARING IN THIS MATTER.
5) I will agree to a stipulated settlement as stated on Page 3 and have signed the order on page 4.

Please indicate those charges, if any, which you admit occurred.

You may attach a letter or a statement of your position in this matter if you choose to do so. Please indicate whether or not you attached either.

I attached a letter or statement . . .
I did NOT attach a letter or statement . . .

A hearing, if requested, shall be conducted by a state Administrative Law Judge in a location near your place of business or residence, but not necessarily in the city or county in which you do business or reside. You will be notified at least seven (7) days in advance of the proceeding.

If you do not understand any portion of these documents, you are strongly encouraged to contact an attorney.

You MUST complete, sign, date and then mail this document together with the REQUEST FOR INTERPRETER form, to the Washington State Gambling Commission at the address as stated on this form WITHIN 20 days of receipt of these documents. FAILURE TO DO SO WILL RESULT IN A WAIVER OF YOUR RIGHTS TO A HEARING IN THIS ADJUDICATIVE PROCEEDING AND ENTRY OF A DEFAULT ORDER PURSUANT TO RCW 34.05.440 AND WAC 230-50-010.

Dated this . . . day of . . . , 19. . .

\*\*SIGN HERE\*\*
LICENSEE OR REPRESENTATIVE

I will agree to a stipulated settlement in this matter and the entry of the attached order on the following terms:

- A suspension of . . . days for my . . . gambling license(s).
A fine of . . . in lieu of the . . . day suspension of my . . . gambling license(s).

The order finds that the violation(s) were in fact committed.

The dates for the suspension or fine will be as stated in the order. (Insert name of commission staff member) of the staff of the Commission can be contacted regarding changing the dates for the suspension and/or payment of the fine before the order is signed.

The dates of the suspension as set are no more than 90 calendar days from the date of mailing of this form to you and the fine is due PRIOR to the dates of the suspension.

By signing as indicated I agree to this settlement.

\*\*SIGN HERE\*\*
LICENSEE OR REPRESENTATIVE

DATE

YOU MUST ALSO SIGN THE ORDER ON PAGE FOUR WHERE INDICATED.



IV

(4)

STATE OF WASHINGTON  
GAMBLING COMMISSION

An Adjudicated Proceeding in the matter of the Suspension or Revocation of the license(s) to conduct Gambling Activities of:

No. STIPULATED SETTLEMENT FROM WRITTEN PRE HEARING OFFER

Licensee

I

The licensee named hereon stipulates that the charges as set forth in the statement of charges attached hereto occurred and agrees to entry of a finding as such and conclusion of law or the violations.

II

That (Licensee's Name) has been issued (a) license(s) to conduct gambling activity(ies), as follows:

License Number Authorizing (Type of Activity) (Insert License #) (Type of Activity) (Insert License #) (Type of Activity) (Insert License #) (Type of Activity)

III

That the following is entered as the Final Order on these charges.

That the license(s) of (Licensee's Name) to conduct (Type of activity) activity(ies) is hereby suspended for a term of ( ) days commencing (date suspension to start) and running through and including (date suspension will end). Provided further, that in lieu of said suspension the licensee may pay a fine of (\$ amount) on or before (Date).

Signed and dated this . . . . day of . . . . ., 19. . .

(Name) Administrative Law Judge

(Licensee) or representative

(Asst. Attorney General) . . . . ., Chair Approved by Commission

(5)

STATE OF WASHINGTON  
GAMBLING COMMISSION

An Adjudicated Proceeding In the Matter of the (Suspension/Revocation/Denial) of the (License/Application) to Conduct Authorized Gambling Activities of

No. . . . . NOTICE OF HEARING

(Licensee/Applicant)

I

(ATTACH RECITAL OF CHARGES)

II

That the licensee(s) (was/were) previously notified of the administrative charges pending and (has/have) made a timely application for adjudicated proceeding and request for hearing. Based upon that request, a hearing will be conducted by . . . . ., Administrative Law Judge of . . . . ., phone number . . . . ., on all charges as stated pursuant to WAC 230-50-010.

III

That the agency will be represented at the hearing by . . . . ., Assistant Attorney General of . . . . ., phone number . . . . . The licensee will be represented by . . . . . of . . . . ., phone number . . . . .

That the hearing is set for . . . . . at the hour of . . . . . in the city of . . . . . at . . . . . The hearing is being conducted under the authority of chapter 9.46 RCW and amendments thereto, and will be conducted pursuant to chapter 34.05 RCW and 230-50 WAC. Should the licensee and representatives fail to appear at the hearing as scheduled a default order pursuant to RCW 34.05.440 will be entered.

The proceeding will determine whether a suspension/revocation/or denial should be imposed.

(Director's Name)

(6)

STATE OF WASHINGTON  
GAMBLING COMMISSION

An Adjudicated Proceeding In the Matter of the (Suspension/Revocation/Denial) of the (License/Application) to Conduct Gambling Activities of:

No. . . . . REQUEST FOR INTERPRETER AND/OR TRANSLATION OF DOCUMENTS

Licensee.

I, . . . . ., being a party in this proceeding hereby state that I am a limited English speaking person or hearing impaired person or that I will be calling a witness who is a limited English speaking or hearing impaired person and that (I/they) require an interpreter as indicated below:

(Check all items that apply and fill in the blank spaces.)

- . . . . I will require an interpreter for the . . . . . language.
. . . . I will require an interpreter for a hearing impairment.
. . . . I will be calling a limited English speaking witness who will require an interpreter in the . . . . . language.
. . . . I will be calling a hearing impaired person who will require an interpreter.
. . . . I request all documents in this proceeding be translated into the . . . . . language.

Signed: . . . . . Dated: . . . . .

(7)

STATE OF WASHINGTON  
GAMBLING COMMISSION

In the Matter of the Summary Suspension of the License to Operate Gambling Activities of:

No. . . . . FINDINGS, CONCLUSIONS, AND ORDER OF SUMMARY SUSPENSION OF LICENSES

(Licensee's Name) Licensee.

Pursuant to RCW 34.05.422(4), the Commission may summarily suspend a license pending proceedings for revocation or other action. The Commission has authorized the Director to summarily suspend a license pursuant to WAC 230-50-012. This matter then having been brought before the Director for a summary disposition pursuant to this authority on (date), and the Director acting pursuant to this authority has issued this order and caused it to be served upon the licensee. The order contained herein shall be deemed effective immediately upon its service to the licensee, authorized representative, or agent thereof, unless otherwise specified herein. By this authority, an authorized agent of the Commission shall under the terms hereof seize all current licenses authorizing gambling activity and all such gambling activity shall cease as ordered herein.

FINDINGS OF FACT

I

That (director's name) is the Director of the Washington State Gambling Commission and issues this order in that capacity.

II

That (licensee's name) has been issued (a) license(s) to operate the following authorized gambling activity(ies):

- License Number 211- . . . . . Authorizing . . . . . Activity
- License Number 211- . . . . . Authorizing . . . . . Activity
- License Number 211- . . . . . Authorizing . . . . . Activity

Which license(s) (was/were) issued subject to compliance with all of the applicable statutes and regulations governing gambling activities.

III

After a thorough review of the affidavit(s) of the special agent(s) of the Commission concerning the facts in this matter, which are attached hereto and labelled as Attachment(s) (list), the Director accepts (this/these) as a verity and makes the determination that the action as ordered herein is warranted.

IV

(State charge)  
 That the violation(s) as stated require the immediate cessation of the gambling activity in that the safety and welfare of the public is affected as follows:  
 (State reason(s) affected from WAC 230-50-012 (2)(a) through (k), as applicable)

CONCLUSIONS OF LAW

I

Based on the foregoing Findings of Fact, the Director, (director's name), makes the following CONCLUSIONS:

II

(select from WAC 230-50-012 (2)(a) through (k), as applicable)

III

That the circumstances as set forth in paragraph(s) . . . . . through . . . . . above constitute grounds for the suspension or revocation of the license(s) issued by the Washington State Gambling Commission under RCW 9.46.075 and WAC 230-04-400, and further constitute an immediate danger to the public safety and welfare.

IV

Immediate cessation of the licensed or permitted activities by the licensee or permittee is necessary for the protection or preservation of the welfare of the community within which these activities are being conducted.

V

(Director's Name), Director, has the authority pursuant to WAC 230-50-012 to issue the following ORDER:

ORDER

Based upon the foregoing FINDINGS OF FACT AND CONCLUSIONS, it is the ORDER of the undersigned Director, pursuant to authority granted to him by RCW 34.05.422 and WAC 230-50-012, that the license of (licensee's name) to operate (type(s) of activity) within the state of Washington is hereby suspended pending a formal hearing by an Administrative Law Judge or the Commission for suspension or revocation of said license, said suspension or revocation to be effective (immediately) (as of (date), at (time)).

STATEMENT OF RIGHTS

(1) You have a right to a prompt hearing on this matter. You may request a hearing by completing and returning to the Commission the enclosed Application for Adjudicated Proceeding and Request for Hearing. Failure to submit the Application for Adjudicated Proceeding and Request for Hearing form within twenty (20) days of service of this order upon you shall result in a waiver of your right to an adjudicated proceeding and entry of an order in default under RCW 34.05.440. If a timely application for a hearing is received, a hearing shall be conducted not sooner than seven (7) days nor later than 90 days from the date of service of this Order unless otherwise agreed to by the parties: *Provided*, That you may waive the seven (7) day notice rule of WAC 230-50-030(2) and request a hearing at an earlier date.

(2) You have a right to petition for a stay of this order. You may request a stay by filing a written request with the Commission. Any request for a stay must be received by the Commission within fifteen (15) days of service of this order upon you. If a timely request for a stay is received by the Commission, a hearing regarding a request for stay will be conducted in accordance with WAC 230-50-015. A request for a stay does not constitute a request for a hearing as provided in paragraph (1) of this Statement of Rights.

Dated this . . . . day of . . . . ., 199. . .

.....  
(Director's Name)  
Director .....

STATE OF WASHINGTON }  
COUNTY OF THURSTON }

ss.

(Director's Name), being first duly sworn on oath, deposes and says: That he has read the foregoing Order of Summary Suspension of License and Notice of Hearing, knows the contents thereof, and believes the same to be true, and that he is the duly appointed and qualified Director of the Washington State Gambling Commission and in that capacity has executed said Order of Summary Suspension of the License and Notice of Hearing.

.....  
(Director's Name)  
Director .....

SUBSCRIBED AND SWORN to before me this . . . . . day of . . . . ., 199. . .

.....  
NOTARY PUBLIC in and for the State of Washington  
residing at .....

[Statutory Authority: RCW 9.46.070. 92-21-056 (Order 233), § 230-50-580, filed 10/19/92, effective 11/19/92. Statutory Authority: RCW 9.46.0355 and [9.46.]070(14). 90-13-022, § 230-50-580, filed 6/11/90, effective 7/31/90. Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-580, filed 11/27/89, effective 12/28/89.]

**WAC 230-50-610 Adjudicated proceedings settlement conferences and prehearing conferences.** In any proceeding the commission or its designated presiding officer upon its or his own motion, or upon the motion of one of the parties or their qualified representatives, may in its or his discretion direct the parties or their qualified representatives to appear at a specified time and place for a conference to consider:

- (1) The simplification of the issues;
- (2) The necessity of amendments to the pleadings;
- (3) The possibility of obtaining stipulations, admissions of facts and of documents;
- (4) The limitation of the number of expert witnesses;
- (5) Such other matters as may aid in the disposition of the proceeding.
- (6) Discussion of a settlement of the matter and/or agreement on a penalty. If a settlement or a stipulation is reached, it must be in a written order to be signed by all parties and the presiding officer. This settlement conference may be conducted between a member of the commission staff and the licensee, applicant or permittee by phone or in person without the attendance of the administrative law judge or assistant attorney general, or by the assistant attorney general representing the commission without the attendance of a commission staff member and the administrative law judge, as long as any agreed settlement is formalized as stated above.

(7) If a settlement conference is held, the results of the conference must be in writing to indicate the action taken at the conference.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-610, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-610, filed 12/19/73.]

**WAC 230-50-630 Submission of documentary evidence in advance.** When requested for cause the commission or its designated hearing officer may require:

(1) That all documentary evidence which is to be offered during the taking of evidence be submitted to the hearing officer and to the other parties to the proceeding sufficiently in advance of such taking of evidence to permit study and preparation of cross-examination and rebuttal evidence;

(2) That documentary evidence not submitted in advance, as may be required by subsection (1), be not received in evidence in the absence of a clear showing that the offering party had good cause for his failure to produce the evidence sooner;

(3) That the authenticity of all documents submitted in advance in a proceeding in which such submission is required, be deemed admitted unless written objection thereto is filed prior to the hearing, except that a party will be permitted to challenge such authenticity at a later time upon a clear showing of good cause for failure to have filed such written objection.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-630, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-630, filed 12/19/73.]

**WAC 230-50-640 Excerpts from documentary evidence.** When portions only of a document are to be relied upon, the offering party shall prepare the pertinent excerpts, adequately identified, and shall supply copies of such excerpts, together with a statement indicating the purpose for which such materials will be offered, to the hearing officer and to the other parties. Only the excerpts, so prepared and submitted, shall be received in the record. However, the whole of the original document shall be made available for examination and for use by all parties to the proceeding.

[Order 9, § 230-50-640, filed 12/19/73.]

**WAC 230-50-650 Expert or opinion testimony and testimony based on economic and statistical data—Number and qualifications of witnesses.** The commission or hearing officer or other appropriate officer in all classes of cases where practicable shall make an effort to have the interested parties agree upon the witness or witnesses who are to give expert or opinion testimony, either by selecting one or more to speak for all parties or by limiting the number for each party; and, if the interested parties cannot agree, require them to submit to him and to the other parties written statements containing the names, addresses and qualifications of their respective opinion or expert witnesses, by a date determined by him and fixed sufficiently in advance of the hearing to permit the other interested parties to investigate such qualifications.

[Order 9, § 230-50-650, filed 12/19/73.]

(1992 Ed.)

**WAC 230-50-660 Expert or opinion testimony and testimony based on economic and statistical data—Written sworn statements.** The commission, the hearing officer or other appropriate officer, in all classes of cases in which it is practicable and permissible, shall require, and when not so permissible, shall make every effort to bring about by voluntary submission, that all direct opinion or expert testimony and all direct testimony based on economic or statistical data be reduced to written sworn statements, and, together with the exhibits upon which based, be submitted to it or him and to the other parties to the proceeding by a date determined by the hearing officer and fixed a reasonable time in advance of the hearing; and that such sworn statements be acceptable as evidence upon formal offer at the hearing, subject to objection on any ground except that such sworn statements shall not be subject to challenge because the testimony is not presented orally, and provided that witnesses making such statements shall not be subject to cross examination unless a request is made sufficiently in advance of the hearing to insure the presence of the witnesses.

[Order 9, § 230-50-660, filed 12/19/73.]

**WAC 230-50-670 Expert or opinion testimony and testimony based on economic and statistical data—Supporting data.** The hearing officer or other appropriate officer, in his discretion but consistent with the rights of the parties, shall cause the parties to make available for inspection in advance of the hearing, and for purposes of cross examination at the hearing, the data underlying statements and exhibits submitted in accordance with WAC 230-50-660, but, wherever practicable he shall restrict to a minimum the placing of such data in the record.

[Order 9, § 230-50-670, filed 12/19/73.]

**WAC 230-50-680 Expert or opinion testimony and testimony based on economic and statistical data—Effect of noncompliance with WAC 230-50-650 or 230-50-660.** Whenever the manner of introduction of opinion or expert testimony or testimony based on economic or statistical data is governed by requirements fixed under the provisions of WAC 230-50-650 or 230-50-660, such testimony not submitted in accordance with the relevant requirements shall not be received in evidence in the absence of a clear showing that the offering party had good cause for his failure to conform to such requirements.

[Order 9, § 230-50-680, filed 12/19/73.]

**WAC 230-50-700 Continuances.** Any party who desires a continuance shall, immediately upon receipt of notice of a hearing, or as soon thereafter as facts requiring such continuance come to his knowledge, notify the commission or its designated hearing officer of said desire, stating in detail the reasons why such continuance is necessary. The commission or its designated hearing officer, in passing upon a request for continuance, shall consider whether such request was promptly and timely made. For good cause shown, the commission or its designated hearing officer may grant such a continuance and may at any time order a continuance upon its or his own motion. During a hearing,

if it appears in the public interest or in the interest of justice that further testimony or argument should be received, the commission, hearing officer or other officer conducting the hearing may in his discretion continue the hearing and fix the date for introduction of additional evidence or presentation of argument. Such oral notice shall constitute final notice of such continued hearing.

[Order 9, § 230-50-700, filed 12/19/73.]

**WAC 230-50-750 Rules of evidence—Admissibility criteria.** Subject to the other provisions of these rules, all relevant evidence is admissible which, in the opinion of the commission or the officer conducting the hearing, is the best evidence reasonably obtainable, having due regard for its necessity, availability and trustworthiness. In passing upon the admissibility of evidence, the commission or the officer conducting the hearing shall give consideration to, but shall not be bound to follow, the rules of evidence governing civil proceedings, in matters not involving trial by jury in the superior courts of the state of Washington.

[Order 9, § 230-50-750, filed 12/19/73.]

**WAC 230-50-760 Rules of evidence—Tentative admission—Exclusion—Discontinuance—Objections.** When objection is made to the admissibility of evidence, such evidence may be received subject to a later ruling. The commission or the officer conducting the hearing may, in its or his discretion, either with or without objection, exclude inadmissible evidence or order cumulative evidence discontinued. Parties objecting to the introduction of evidence shall state the precise grounds of such objection at the time such evidence is offered.

[Order 9, § 230-50-760, filed 12/19/73.]

**WAC 230-50-800 Petitions for rule making, amendments or repeal.** (1) Any person may petition the commission requesting the adoption, amendment, or repeal of any rule.

(2) Where the petition requests the adoption of a rule, the requested or proposed rule must be set out in full. The petition must also include all the reasons for the requested rule together with briefs of any applicable law. Where the petition requests the amendment or repeal of a rule presently in effect, the rule or portion of the rule in question must be set out as well as a suggested amended form, if any. The petition must include all reasons for the requested amendment or repeal of the rule.

(3) The petition must include a small business economic impact statement in accordance with RCW 19.85.040

(4) All petitions shall be considered by the commission and the commission may, in its discretion, order a hearing for the further consideration and discussion of the requested adoption, amendment, or repeal, of any rule.

(5) The commission shall notify the petitioning party within sixty days by (a) denying the petition in writing and stating the reason for denial, or (b) initiate rule-making procedures in accordance with chapter 34.05 RCW.

(6) Any person petitioning the commission requesting the adoption, amendment or repeal of any rules shall generally adhere to the following form for such purpose:

(a) At the top of the page shall appear the wording "before the Washington state gambling commission." On the left side of the page below the foregoing the following caption shall be set out: "In the matter of the petition of (name of petitioning party) for (state whether adoption, amendment or repeal) of rule (or rules)." Opposite the foregoing caption shall appear the word "petition."

(b) The body of the petition shall be set out in numbered paragraphs. The first paragraph shall state the name and address of the petitioning party and whether petitioner seeks the adoption of new rule or rules, or amendment or repeal of existing rule or rules. The second paragraph, in case of a proposed new rule or amendment of an existing rule, shall set forth the desired rule in its entirety. Where the petition is for amendment, the new matter shall be underscored and the matter proposed to be deleted shall appear in double parentheses. Where the petition is for repeal of an existing rule, such shall be stated and the rule proposed to be repealed shall either be set forth in full or shall be referred to by commission rule number. The third paragraph shall set forth concisely the reasons for the proposal of the petitioner and shall contain a statement as to the interest of the petitioner in the subject matter of the rule. Additional numbered paragraphs may be used to give full explanation of petitioner's reason for the action sought.

(c) Petitions shall be dated and signed by the person or entity named in the first paragraph or by his attorney. The original and two legible copies of the petition shall be filed with the commission. Petitions shall be on white paper, either 8-1/2" X 11" or 8-1/2" X 13" in size.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-800, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-800, filed 12/19/73.]

**WAC 230-50-850 Declaratory order.** (1) Any person may petition the commission for a declaratory order with respect to the applicability to specified circumstances of a rule, order, or statute enforceable by the agency. The petition shall set forth facts and reasons on which the petitioner relies to show:

(a) That uncertainty necessitating resolution exists;

(b) That there is actual controversy arising from the uncertainty such that a declaratory order will not be merely an advisory option;

(c) That the uncertainty adversely affects the petitioner;

(d) That the adverse effect of uncertainty on the petitioner outweighs any adverse effects on others or on the general public that may likely arise from the order requested.

(2) Within fifteen days after receipt of a petition for a declaratory order, the commission shall give notice of the petition to all persons to whom notice is required by law, and may give notice to any other person it deems desirable.

(3) Within thirty days after receipt of a petition for a declaratory order the commission, in writing, shall do one of the following:

(a) Enter an order declaring the applicability of the statute, rule, or order in question to the specified circumstances;

(b) Set the matter for specified proceedings to be held no more than ninety days after receipt of the petition and

give reasonable notification to the person(s) of the time and place for such hearing and of the issues involved;

(c) Set a specified time no more than ninety days after receipt of the petition by which it will enter a declaratory order; or

(d) Decline to enter a declaratory order, stating the reasons for its action.

(4) The time limits of subsection (3)(b) and (c) of this section may be extended by the commission for good cause.

(5) The commission may not enter a declaratory order that would substantially prejudice the rights of a person who would be a necessary party and who does not consent in writing to the determination of the matter by a declaratory order proceeding.

(6) A declaratory order has the same status as any other order entered by the commission in an adjudicative proceeding. Each declaratory order shall contain the names of all parties to the proceeding on which it is based, the particular facts on which it is based, and the reasons for its conclusions.

(7) Any person petitioning the commission for a declaratory order pursuant to RCW 34.05.240, shall generally adhere to the following form for such purpose.

(a) At the top of the page shall appear the wording "before the Washington state gambling commission." On the left side of the page below the foregoing the following caption shall be set out: "In the matter of the petition of (name of petitioning party) for a declaratory order." Opposite the foregoing caption shall appear the word "petition."

(b) The body of the petition shall be set out in numbered paragraphs. The first paragraph shall state the name and address of the petitioning party. The second paragraph shall state all rules or statutes that may be brought into issue by the petition. Succeeding paragraphs shall set out the state of facts relied upon in form similar to that applicable to complaints in civil actions before the superior courts of this state. The concluding paragraphs shall contain the prayer of the petitioner. The petition shall be subscribed and verified in the manner prescribed for verification of complaints in the superior courts of this state.

(c) The original and two legible copies shall be filed with the commission. Petitions shall be on white paper, either 8-1/2" X 11" or 8-1/2" X 13" in size.

[Statutory Authority: Chapter 34.05 RCW. 89-24-003 (Order 200), § 230-50-850, filed 11/27/89, effective 12/28/89; Order 9, § 230-50-850, filed 12/19/73.]

**Chapter 230-60 WAC**

**PUBLIC RECORDS—DISCLOSURE**

**WAC**

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**DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER**

230-60-015	Description of central and field organization of the gambling commission. [Statutory Authority: RCW 9.46.070 (7), (13) and (18). 85-07-031 (Order 148), § 230-60-015, filed 3/15/85. Statutory Authority: RCW 42.17.250. 81-11-039 (Order 108), § 230-60-015, filed 5/19/81. Statutory Authority: RCW 42.17.250 and 42.17.260. 79-07-019 (Order 90), § 230-60-015, filed 6/14/79; Order 75, § 230-60-015, filed 9/16/77.] Repealed by 89-24-003 (Order 200), filed 11/27/89, effective 12/28/89. Statutory Authority: Chapter 34.05 RCW.
230-60-020	Operations and procedures. [Statutory Authority: RCW 42.17.250. 81-01-063 (Order 104), § 230-60-020, filed 12/15/80; Order 75, § 230-60-020, filed 9/16/77.] Repealed by 90-03-064 (Order 203), filed 1/18/90, effective 2/18/90. Statutory Authority: Chapter 34.05 RCW.
230-60-070	Communications with commission. [Statutory Authority: RCW 42.17.250. 81-11-039 (Order 108), § 230-60-070, filed 5/19/81; Order 75, § 230-60-070, filed 9/16/77.] Repealed by 83-19-024 (Order 136), filed 9/13/83. Statutory Authority: RCW 9.46.030 (2) and (3) and 9.46.070 (11) and (14).

**WAC 230-60-005 Purpose.** The purpose of this chapter shall be to ensure compliance by the Washington state gambling commission with the provisions of chapter 1, Laws of 1973 (Initiative 276), sections 25-32, RCW 42.17.250-42.17.320, dealing with public records.

[Order 75, § 230-60-005, filed 9/16/77.]

**WAC 230-60-010 Definitions.** (1) The following definitions and all definitions set forth in RCW 42.17.020 shall apply to this chapter:

(2) "Raw data" means facts, symbols, or observations which have all of the following characteristics:

- (a) They have not been processed, edited or interpreted.
- (b) They are unevaluated and unorganized.
- (c) The fact, symbol, or observation does not, of itself, impart meaning to a potential user or fulfill a recognized need.

(d) To be useable the fact, symbol, or observation must go through some transformation process.

(3) "Information" means raw data that are organized, evaluative and interpreted to impart meaning to potential users and fulfill a recognized need.

(4) "Listing (list)" means a series of items of any kind including names, words or numbers no matter what the arrangement or purpose. When applied to the release of commission record information it means the names of two or more individuals contained in:

- Data processing magnetic tapes
- Data processing print-outs 1, 2, 3, or 4 part utility paper or copies of such print-outs
- Data processing print-outs in the form of labels
- Any form of writing.

(5) "Tabulation" means the systematic arrangement of facts, statistics, and similar information, except the names of individuals, in column or table format.

(6) "Individual" means a natural person.

(7) "Commercial purpose" means the using of information obtained, or intending to use the information obtained, to contact or in some way personally affect an individual identified on the list when the purpose of the contact would

be to facilitate that person's (the requestor's) profit expecting business activity.

[Statutory Authority: Chapter 34.05 RCW. 90-03-064 (Order 203), § 230-60-010, filed 1/18/90, effective 2/18/90. Statutory Authority: RCW 42.17.250. 81-01-063 (Order 104), § 230-60-010, filed 12/15/80; Order 75, § 230-60-010, filed 9/16/77.]

**WAC 230-60-025 Public records available—Location—Time available.** All public records of the commission are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by chapter 42.17 RCW, and WAC 230-60-050. The records available, their location, and the times they are available for inspection as follows:

(1) Public records - The following are deemed public records:

(a) The license application form and all supplemental information submitted at the commission's request: Provided, that statements regarding arrest or conviction records of persons are not public records and will not be disclosed;

(b) All activity reports and attachments required to be submitted to the commission on a periodic basis;

(c) All completed administrative proceedings; and

(d) All opinions and interpretive statements;

(e) All policies and procedures: *Provided*, That investigative procedures that, when disclosed, would hinder the commission's ability to conduct inspections, audits, or other investigative procedures will not be disclosed.

(2) Location of public records - All public records of the commission are located at the administrative office in Lacey.

(3) Times public records are available - All public records are available during normal office hours as set out in WAC 230-02-030: *Provided*, That public records may not be available during the period 12:00 noon to 1:00 p.m. unless a prior written request is made.

[Statutory Authority: Chapter 34.05 RCW. 90-03-064 (Order 203), § 230-60-025, filed 1/18/90, effective 2/18/90; Order 75, § 230-60-025, filed 9/16/77.]

**WAC 230-60-030 Public records officers.** The commission's public records shall be in the charge of the public records officers as designated by the director. The persons so designated shall be located in the main administrative offices of the commission. The public records officers shall be responsible for the following: The implementation of the commission's rules and regulations regarding release of public records, coordinating the staff of the commission in this regard, maintaining, keeping current, and publishing an index of all agency records as required by RCW 42.17.260 and WAC 230-60-065, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 42.17 RCW.

[Order 75, § 230-60-030, filed 9/16/77.]

**WAC 230-60-035 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the commission. For the purposes of this chapter, the customary office hours shall be from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays.

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[Order 75, § 230-60-035, filed 9/16/77.]

**WAC 230-60-040 Requests for public records.** In accordance with requirements of chapter 42.17 RCW that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records may be inspected or copied, or copies of such records may be obtained, by members of the public upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the commission which shall be available at its administrative office. The form shall be presented to any member of the commission staff designated by the responsible public records officer to receive requests, at the administrative office of the commission during customary office hours or by mail. The request shall include the following information:

(a) The name of the person requesting the record.

(b) The time of day and calendar date on which the request was made.

(c) The nature of the request.

(d) A reference to the requested record as it is described in the current commission record index.

Note: If the material is not identifiable by reference to the commission's current index, an accurate description of the record is requested.

(e) The signature and other identifying information of the requestor.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the staff member to whom the request is made to assist the member of the public in appropriately identifying the public record requested.

(3) Persons not specifically authorized by law to obtain lists of names of individuals from public records will be required to complete a statement agreeing not to release or use the information for commercial purposes.

[Order 75, § 230-60-040, filed 9/16/77.]

**WAC 230-60-045 Copying.** A fee, determined by actual cost for time and services rendered, for inspection of public records, may be charged. The commission shall charge a fee in the amount necessary to reimburse the commission for its actual costs incidental to providing copies of public records, except as noted in the following schedule of fees: *Provided, however*, That at the discretion of the director, or his designee, governmental agencies may be excluded from the payment of the fee for such service. The schedule of charges is:

ITEM

FEE

Copy of license application, supporting documents, correspondence, minutes of commission meetings, licenses approval list, list of commission licensees, reports required to be filed by the licensees on a periodic basis concerning the operation of licensed activity, commission legislative reports, and other



similar material	\$ .25 cents per page for first 10 pages, \$.10 cents per page for any pages thereafter
Application for license(s) and/or supporting forms	No fee
Letter of certification to accompany copy of record or document. (Governmental agencies - no fee)	\$2.00
Specially produced listing, magnetic tapes, or labels	Cost of services, including overhead
Record look up	No charge for requests taking five minutes or less, actual cost including overhead, for single requests or a combination of multiple requests taking longer than five minutes to complete
Postal charges	Actual cost

[Statutory Authority: RCW 42.17.290, 42.17.300 and 9.46.070(14). 82-13-070 (Order 122), § 230-60-045, filed 6/17/82. Statutory Authority: RCW 42.17.300. 79-11-074 (Order 93), § 230-60-045, filed 10/19/79; Order 75, § 230-60-045, filed 9/16/77.]

**WAC 230-60-050 Exemptions.** (1) The commission will not release for public inspection or copying any public record it has determined to be exempt under the provisions of chapter 42.17 RCW.

(2) In addition, pursuant to RCW 42.17.260, the commission will delete identifying details when it makes available or publishes any public record to the extent required to prevent an unreasonable invasion of personal privacy, protected by chapter 42.17 RCW. The public records officer shall set out his reasons for such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

[Order 75, § 230-60-050, filed 9/16/77.]

**WAC 230-60-055 Review of denials of public records requests.** (1) Upon any denial of a request for a public record, the public records officer or staff member who denied the record shall initiate a prompt review of the decision by referring the request and denial to the director or

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his designee. The director or his designee shall immediately consider the matter and either affirm or reverse such denial or call a specific meeting of the commission, or appropriate staff, as soon as legally possible to review the denial. In any case, the request shall be returned with a final decision as soon as possible following the original denial.

(2) Administrative remedies shall not be considered exhausted until the commission has returned the review of a denial with a decision or until the close of the second business day following denial of inspection, whichever occurs first.

[Order 75, § 230-60-055, filed 9/16/77.]

**WAC 230-60-060 Protection of public records.** The commission is both a law enforcement and regulatory agency and a licensing agency. The records consist mainly of operational or investigative files that are subject to high usage. In order to insure that essential functions of the agency are continually carried out, and the public records are not damaged, altered, disorganized, or lost, access to the record storage areas is restricted. Public records will be inspected in the administrative offices in which they are filed and maintained. Inspection shall be in the presence of the authorized commission staff employee. Inspection shall be denied and the records will be withdrawn if the individual inspecting the records is doing so in a manner to damage, alter, or substantially disorganize them. Inspection shall be denied and records withdrawn if the individual inspecting the records attempts to remove them from the prescribed location or is excessively interfering or will unduly interfere with other essential functions of the commission.

[Order 75, § 230-60-060, filed 9/16/77.]

**WAC 230-60-065 Records index.** (1) Pursuant to RCW 42.17.260 the commission shall maintain a system of indexing for the dissemination of public records. The system shall be updated on a quarterly basis and be available at commission headquarters. The system will allow for the identification and location of the following records:

(a) All records issued before July 1, 1990, for which the agency has maintained an index;

(b) Final orders entered after June 30, 1990, that are issued in adjudicative proceedings as defined in RCW 34.05.010(1) and that contain an analysis or decision of substantial importance to the agency in carrying out of its duties;

(c) Declaratory orders entered after June 30, 1990, that are issued pursuant to RCW 34.05.240 and that contain an analysis or decision of substantial importance to the agency in carrying out its duties;

(d) Interpretive statements as defined in RCW 34.05.010(14) that were entered after June 30, 1990; and

(e) Policy statements as defined in RCW 34.05.010(14) that were entered after June 30, 1990.

[Statutory Authority: RCW 9.46.070 and chapter 34.05 RCW. 90-21-053, § 230-60-065, filed 10/15/90, effective 11/15/90; Order 75, § 230-60-065, filed 9/16/77.]

**WAC 230-60-100 Interpretive and policy statements.** (1) The commission shall prepare interpretive or policy statements to advise the public of the commission's

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current opinions, approaches and likely course of action. These statements shall be prepared when it is not feasible or practicable to adopt rules.

(2) Persons interested in obtaining copies of interpretive or policy statements shall write to the director requesting they receive copies of all statements issued by the agency.

(3) The commission shall prepare a roster of persons who have requested copies of interpretive or policy statements. Whenever a interpretive or policy statement is issued the commission shall send a copy of the statement to each person listed on the roster. The roster shall be updated annually and eliminate those persons who do not indicate a desire to continue on the roster.

(4) Persons requesting the interpretive or policy statements shall pay for the mailing costs and the following cost per sheet of paper:

- (a) \$.25 per page for the first ten pages;
- (b) \$.10 per page for any pages thereafter.

[Statutory Authority: RCW 34.05.220(4), [34.05].230 and 9.46.070 (11) and (14). 90-05-032 (Order 205), § 230-60-100, filed 2/14/90, effective 3/17/90.]