

GAMBLING MANAGER LICENSE

This chapter outlines requirements for the position of gambling manager.

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See Chapter 10, *Internal Operations*,
p. 173



**Minnesota
Gambling Control
Board**

has issued

Gambling Manager License
09999
Oxbow Lions Club
to
George Morgan

Effective Date: July 1, 2020

Jane Doe
Oxbow Lions Club
2015 Oxbow Avenue
Oxbow, MN 55555

Issued by:
Minnesota Gambling Control Board
1711 W. County Road B
Roseville, MN 55113

Qualifications

If a person answers "yes" to all 13 questions, the person is eligible to apply for a gambling manager license.

Yes **No** 1. Has the person been an "active voting member" of the organization for at least the most recent 90 days at the time of the application for a gambling manager license?

All organizations: member voting rights

Are all organization members eligible to vote on gambling matters at the organization's monthly meeting?

Yes.

No. If no, then the "board members" are considered the active members for gambling purposes, plus:

- the gambling manager must be a member of the board; and
- at the time of a new organization license application there must be at least 15 board members who have been on the board for at least the most recent 90 days. To maintain the license, the organization must always have at least 13 board members eligible to vote on gambling matters.

Yes **No** 2. Will a dishonesty bond be maintained in the position or name of the gambling manager for at least \$10,000 in favor of the organization?

Yes **No** 3. Within the last six months, has the person completed the Gambling Manager Seminar and passed an examination prepared and administered by the Gambling Control Board? If no, the person must preregister to take the Gambling Manager Seminar course and pass the examination.



Call the Gambling Control Board office to preregister for the Gambling Manager Seminar.

Yes **No** 4. Can the person officially state that the person is not a lessor of a gambling premises from whom the organization leases a premises?

Yes **No** 5. Can the person officially state that the person is not a member of a lessor's immediate family from whom the organization leases a premises?

Yes **No** 6. Can the person officially state that the person is not a person residing in the same residence as the lessor?

Yes **No** 7. Can the person officially state that the person is not an employee of a person from whom the organization leases a premises?

Qualifications (continued)

Yes **No** 8. Can the person officially state that the person is not the organization’s treasurer or a person who accounts for the organization’s nongambling funds?

Yes **No** 9. Can the person officially state that the person is not the chief executive officer (CEO) of the organization?

Yes **No** 10. Can the person officially state that the person is not the gambling manager or assistant gambling manager for another organization?

Yes **No** 11. Can the person officially state that the person:

- has never been convicted of a felony or a crime involving gambling?
- within five years before the date of the license application, has not committed a violation of law or Board rule that resulted in the revocation of a license issued by the Board?
- has never been convicted of a criminal violation involving fraud, theft, tax evasion, misrepresentation, or gambling?
- has never been convicted of assault, a criminal violation involving the use of a firearm, or making terroristic threats?
- has not engaged in conduct the Board determines is contrary to public health, welfare, or safety, or the integrity of lawful gambling?
- has never been connected with or is not engaged in an illegal business?
- has not had a sales and use tax permit revoked by the commissioner of revenue within the past two years?
- has never, after demand, failed to file tax returns required by the commissioner of revenue?

Yes **No** 12. Can the person officially state that the person was not an officer of an organization at a time when an offense occurred that caused the organization’s license to be revoked?

Yes **No** 13. Can the person officially state the person is not involved directly or indirectly as a manufacturer, distributor, or linked bingo game provider licensed by the Board?

Gambling Manager Application

An organization may only have one gambling manager at a time.

Refer to Chapter 10 *Internal Operations and Oversight* for information regarding gambling manager duties.

LG212 Gambling Manager Application; license term

This application requires specific information about the gambling manager.

License term—A gambling manager’s license runs concurrent with the organization’s license and is perpetual (**no renewal required**) unless the license is suspended or revoked by the Board or otherwise terminated by the organization or gambling manager.

Bond—A \$10,000 bond in the position or name of the gambling manager in favor of the organization must be obtained.

- A copy of the bond must be submitted with the application.
- The original bond must be kept in the organization’s files.

Address—The address listed should be the gambling manager’s home address. The gambling manager’s address may not be the same as the organization’s address.

Registration of paid gambling manager

If the gambling manager will be paid, the organization must have a completed U.S. government-required Form I-9 for the gambling manager. The I-9 must be kept with the organization’s records for 3-1/2 years.

License fee

The annual license fee is \$100. The fee is not prorated, refundable, or transferrable. Each year thereafter, the Board will send the CEO a notice of the annual fee (\$100) due for the gambling manager license.

Emergency change of gambling manager

Notice to Board

For an emergency change of gambling manager due to death, disability, resignation, or termination:

1. within one business day contact your Licensing Specialist with the Gambling Control Board to establish a plan to replace the gambling manager; and
2. within four business days of the termination, submit a complete LG212 Gambling Manager Application and a copy of the \$10,000 dishonesty bond and fee. The application will be processed when complete. The gambling manager applicant must be registered for the Gambling Manager Seminar.

Discontinue operations

If your organization fails to meet the above requirements within four days, you must discontinue all gambling operations until:

1. a gambling manager’s application, a copy of the gambling manager bond, and the license fee is received by the Gambling Control Board;
2. a license has been issued by the Board; and
3. the license is received by the gambling manager.

Assistant Gambling Manager

- No license is required for an assistant gambling manager.
- If an assistant gambling manager will be paid, the organization must have a completed U.S. government-required Form I-9 for the assistant gambling manager on file.
- Refer to Chapter 10 *Internal Operations and Oversight* for information regarding assistant gambling manager duties.

Continuing Education

Education class required each calendar year

Each calendar year a licensed gambling manager must attend at least one continuing education class authorized by the Gambling Control Board.

Both online and in-person continuing education classes are offered. Class listings are available online at www.mn.gov/gcb, under the Education tab, and in each issue of the Board's quarterly newsletter, *Gaming News*. The *Gaming News* is emailed to gambling managers at the email address provided on the gambling manager application, and is also available on the Board's website under the Publications tab.

For in-person classes, no prior registration is required to attend, and classes are free.

Failure to take class; license suspended

If a licensed gambling manager fails to take a class during a calendar year, the director of the Gambling Control Board must issue a citation to the gambling manager.

NOTE: Don't wait until the end of the year to attend class—plan ahead.

Reporting Gambling Manager Information Changes

Organizations are required to submit to the Gambling Control Board changes in its currently licensed gambling manager application information, which include:

- Gambling manager name, address, phone number, and email changes.
- Gambling manager bond or policy number.

The LG1016 Reporting Gambling Manager Information Changes must be completed and submitted to the Gambling Control Board within ten days of the change. The form is available at www.mn.gov/gcb or from the Gambling Control Board.

DO NOT USE LG1016 TO CHANGE GAMBLING MANAGERS. USE FORM LG212 AND REQUIRED ATTACHMENTS.

Mentoring available

If additional one-on-one training is needed, contact a Compliance Specialist at the Gambling Control Board.

Mentoring is free one-on-one training and assistance provided to an organization or its gambling manager by Gambling Control Board staff. Organizations may request mentoring on specific topics covering administrative and financial information, operation of gambling, conduct of games, and recordkeeping and reporting. Complete form LG1005 to request mentorship.

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