

BINGO

TERMS & CONDITIONS and OPERATING GUIDELINES

BINGO
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and
OPERATING GUIDELINES

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1.1 DEFINITIONS

1.1.1 In these terms and conditions,

- a) "Advance" means where a bingo association acts as an agent for its members, a fixed amount per bingo event, or an amount determined by attendance thereat, to be advanced by a licensed charity to a bingo association to cover expenses incurred in providing the licensed charity with the space and services to assist the licensed charity to conduct its bingo event.
- b) "Advertising" refers to the use of media (for example, newspapers, magazines, radio, television, signage, internet including e-mail messaging) to communicate a message to a wider audience.
- c) "AGLC" means the Alberta Gaming and Liquor Commission.
- d) "Association executive" means the volunteer executive members of a bingo association.
- e) "Bingo association" means an incorporated, not-for-profit entity that represents or acts as the agent for its members, which are licensed charities. A bingo association is a Class A facility licensee and coordinates activities related to bingo and pull ticket sales (if applicable) on behalf of or as agent for all of the licensed charities conducting bingo events in its licensed facility.
- f) "Bingo float" means the funds provided by the facility licensee at the beginning of a bingo event to the licensed charity and which is due to the facility licensee immediately following the event.
- g) "Bingo games" refers to all bingo games and electronic games authorized by the AGLC.
- h) "Bingo licence" means a licence issued by the AGLC to a charity authorizing the charity to conduct one or more bingo events.

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- i) "Bingo prizes" means cash, merchandise or other award(s) given to bingo players in a licensed facility in conjunction with an approved bingo program.
- j) "Bingo society" means an incorporated, not-for-profit entity that represents or acts as the agent for its licensed charities, primarily to allocate bingo events among them at a designated licensed facility operated by a Class B facility licensee.
- k) "Bingo Terms & Conditions and Operating Guidelines" ("terms and conditions") means the AGLC's set of policy requirements and operating guidelines that apply to bingo events held in a licensed bingo facility.
- l) "Board" means the Board of the AGLC.
- m) "Bona fide member of a licensed charity" means an individual who is listed or named in the licensed charity's official records as a current member in good standing of the licensed charity.
- n) "Bonanza" means a special bingo game with separate card sales and involving a pre-call of bingo numbers.
- o) "Charitable Gaming Policies Handbook" means the AGLC's set of policies, policy standards and procedures that apply to gaming licensing eligibility and the use of gaming proceeds.
- p) "Class B Bingo Facility Applicant" means a person or entity eligible to apply for a Class B Bingo Facility Licence, or an existing Class B Bingo Facility Licensee applying for a new or additional Class B Bingo Facility Licence.
- q) "Class A licensed facility" means a licensed facility whose licence is held by a bingo association.
- r) "Class B licensed facility" means a licensed facility whose licence is held by an entity other than a bingo association.

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- s) "Commission" means the Alberta Gaming and Liquor Commission.
- t) "Deficit" means the amount by which actual expenses exceeds the fixed fee.
- u) "Discrepancy report" means a report prepared by the facility licensee, licensed charity, registered worker and/or volunteer regarding a breach of the terms and conditions, security breach, or any other illegal activity.
- v) "Drop-in bingo" means a bingo program format which allows customers to purchase and play a limited or specific number of games.
- w) "Due diligence" means measures or practices to prevent criminal activity, abuse, or other activity that is a detriment to gaming or the integrity of gaming in licensed facilities.
- x) "Due diligence investigation" means a background investigation intended to determine the suitability of an applicant or any person associated to the applicant in order to ensure the integrity of gaming, and that the involvement of the applicant or associated person is not a detriment to the lawful conduct of gaming, and includes a records check and corporate and personal financial investigation.
- y) "EMS" means the Event Management System provided by the AGLC to bingo facility licensees.
- z) "Event" means all bingo games and related bingo promotions or schemes conducted during a specified period of time during the day (for example, morning event, afternoon event, evening event or late night event).
- aa) "Expenses" means the direct costs incurred by a licensed charity to hold a bingo event. Such costs may include paid staff, rent, supplies, advertising, services such as linked bingo, meal costs incurred by volunteers to work at the bingo event, etc.

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- bb) "Facility licensee" means the entity that holds a bingo facility licence issued by the AGLC.
- cc) "FABA" means the Federation of Alberta Bingo Associations.
- dd) "Fixed fee" means the facility licensee's fee for providing the licensed charity with the space and services to assist the licensed charity to conduct its bingo event, or an advance (see clause a) above).
- ee) "Game" means a game of bingo in which the player pays to play and for which a prize is awarded.
- ff) "Gaming floor" means the gaming area dedicated to the conduct of games.
- gg) "Gaming worker" means a person who is paid to assist either a gaming licensee in the conduct or management of a gaming activity, or a facility licensee in the operation of a licensed facility.
- hh) "Gross bingo revenue" means the funds raised from a bingo event through the sale of bingo cards or other schemes conducted with a bingo game.
- ii) "House rules" means the rules governing the operation of a bingo event, adopted specifically by a facility licensee, and which must be consistent with these terms and conditions.
- jj) "Inspector" means an Inspector of the AGLC or someone designated by the AGLC as an Inspector under the *Gaming and Liquor Act*.
- kk) "Licensed charity" means the charitable or religious organization holding a licence authorizing a bingo event within a licensed facility.
- ll) "Licensed facility" means a facility in which bingo events may be conducted.

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- mm) "Linked bingo" means a bingo game played simultaneously by participants at different locations in which the locations are linked by a communication system.
- nn) "Loonie pot" means a progressive prize scheme played with regular bingo games in a bingo program.
- oo) "Minor" means a person under the age of 18 years.
- pp) "Net bingo revenue" means gross bingo revenue less bingo prizes and expenses.
- qq) "Network studio" means the studio from which linked bingo is transmitted to subscribing bingo locations.
- rr) "Paid staff" means registered gaming (bingo) workers pursuant to the *Gaming and Liquor Regulation*.
- ss) "Pooling" means the collecting and disbursement of all net bingo revenue, commissions and Alberta Lottery Fund payments over a specified regular period of time from events held in a licensed facility according to a pooling agreement approved by the AGLC.
- tt) "Pooling account(s)" means the account(s) into which the net bingo proceeds are deposited.
- uu) "Proceeds" means the net bingo revenue to licensed charities and also includes Electronic Bingo and Keno Alberta Lottery Fund payments, and commissions paid to licensed charities from Electronic Bingo Games and Keno.
- vv) "Pull ticket" means a type of instant-win ticket sold separately from bingo cards under a pull ticket licence issued by the AGLC.

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- ww) "Pull ticket licence" means a licence issued by the AGLC to licensed charities authorizing the licensed charities within a licensed bingo facility to conduct pull ticket sales during bingo events. A single licence is issued in the name of all charities conducting pull ticket sales in the licensed facility.
- xx) "Registered gaming worker" means a person registered with the AGLC to perform a function(s) specified in their registration.
- yy) "Regulatory Division" means the Regulatory Division of the AGLC.
- zz) "Related entity" means an entity which is:
- controlled by another entity;
 - one of several entities controlled by the same person or group of persons;
 - controlled, related, affiliated or associated pursuant to the *Income Tax Act* (Canada); or
 - controlled, owned or affiliated to one of the board members of the association or charity.
- aaa) "Remote Information Bingo System" means an electronic reporting system provided by the AGLC that enables facility licensees to submit required financial data electronically to the AGLC.
- bbb) "RIBS" means the Remote Information Bingo System.
- ccc) "Rules of play" means the rules of play governing the operation of bingo games and schemes and which must be consistent with bingo terms and conditions.
- ddd) "Satellite bingo" means a linked bingo game approved by the AGLC and conducted under a bingo licence issued to a licensed charity.

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- eee) "Surplus" means the amount by which the fixed fee or advance exceeds actual expenses.
- fff) "Terms and conditions" means the *Bingo Terms & Conditions and Operating Guidelines* (BTCOG).
- ggg) "Verification unit" means a device which helps verify declared bingos.
- hhh) "Volunteer" means an individual who works without remuneration at a bingo event for a licensed charity.

1.2 LEGISLATION AND BOARD POLICIES

- 1.2.1 Facility licensees and licensed charities must operate in accordance with the *Gaming and Liquor Act*, the *Gaming and Liquor Regulation* and AGLC policies and procedures established under the legislation including these terms and conditions.
- 1.2.2 Registered gaming suppliers and registered gaming worker suppliers, while providing gaming supplies or gaming workers (as authorized in their registration), shall ensure that they and the supplies or gaming workers that they provide comply with the *Gaming and Liquor Act*, *Gaming and Liquor Regulation*, and all terms and conditions of the gaming licence and/or facility licence.
- 1.2.3 Facility licensees, licensed charities and registered gaming workers must comply with all federal, provincial and municipal laws.
- 1.2.4 Non-compliance with federal, provincial, or municipal laws or Board policies may result in disciplinary action.
- 1.2.5 Any activity not specifically permitted in these terms and conditions is prohibited.
- 1.2.6 Notwithstanding these terms and conditions, the Board may make policy decisions in the best interest of the gaming industry of the province.

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1.3 GUIDING PRINCIPLES FOR GAMING

1.3.1 The guiding principles for gaming adopted by the province are as follows:

- a) The integrity of gaming will be ensured.
- b) Gaming policies will reflect a commitment to social responsibility.
- c) The financial return to eligible charities from charitable gaming is to be maximized for the benefit of charitable and religious groups, the programs or activities they deliver and the communities in which those programs or activities are undertaken.
- d) Gaming policies will be supported by sound research and consultation with the public and stakeholders.
- e) The collection and use of gaming revenue will be open and accountable.
- f) Gaming activities will meet standards of quality to protect the integrity of gaming activities, provide gaming entertainment value to consumers and help to keep gaming dollars in the province.
- g) The guiding principles for gaming will be subject to review, to ensure they reflect Albertans' wishes.

1.4 PROBLEM GAMBLING

1.4.1 All bingo facility licensees' registered gaming workers must participate in the AADAC information sessions on problem gambling. Newly hired registered gaming workers shall participate within three (3) months of hiring date.

1.4.2 Bingo facility licensees will provide to all registered gaming workers, Phase 1, awareness training.

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- 1.4.3 Bingo facility licensees will provide to selected registered gaming workers, Phase 2 intervention and referral techniques. A trained gaming worker must be present at all times during bingo operating hours.
- 1.4.4 Names of all staff that have received AADAC training must be submitted to Gaming Products and Services Division of the AGLC within one week of receiving training.

1.5 ALBERTA GAMING AND LIQUOR COMMISSION

- 1.5.1 The Alberta Gaming and Liquor Commission (the AGLC) is the province's gaming authority, responsible for the licensing and regulating charitable gaming activities.
- 1.5.2 The AGLC issues gaming licences to charitable and religious organizations to conduct gaming activities. Licences are issued by the AGLC for bingo events and bingo facilities.
- 1.5.3 A bingo licence authorizes an eligible charitable or religious organization to conduct a bingo event(s). The proceeds derived from these activities must be used for charitable or religious purposes.
- 1.5.4 Policies established by the Board of the AGLC relating to the eligibility for charitable gaming licensing and the use of gaming proceeds are contained in the *Charitable Gaming Policies Handbook*.
- 1.5.5 Facility licences are issued by the AGLC and the facility licensees must operate under the charitable gaming model of the province. That is, a bingo event may only occur under a bingo licence issued by the AGLC to an eligible charitable or religious organization.
- 1.5.6 Facility licensees, licensed charities and registered gaming workers:
 - a) are responsible for becoming familiar with the legislation and the policies referred to or contained in the terms and conditions;

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- b) shall ensure that all records, reports, and Financial/Inventory Control System forms as required by the AGLC or its representatives are complete and accurate; and
 - c) shall ensure that all communications (written or oral) with the AGLC or its representatives are accurate.
- 1.5.7 The administration and monitoring of licensed facilities and bingo events is the responsibility of the Regulatory Division.
- 1.5.8 A copy of the *Gaming and Liquor Act* and the *Gaming and Liquor Regulation* are provided at no cost to each facility licensee at the time the bingo facility licence is issued. Additional or replacement copies of the legislation may be obtained from the Queen's Printer Publication Services, in Edmonton at (780) 427-4952 and in Calgary at (403) 297-6251 or may be accessed on the AGLC website at www.aglc.gov.ab.ca.
- 1.5.9 Five copies of the *Bingo Terms & Conditions and Operating Guidelines* (terms and conditions) are provided at no cost to each facility licensee, at the time the facility is licensed. Each licensed charity is provided with a copy of the *Bingo Licensee Terms and Conditions*. Additional or replacement copies of the handbook may be purchased from the AGLC for a fee of \$25.00 per copy or may be accessed at no charge on the AGLC's web site at www.aglc.gov.ab.ca.
- 1.5.10 The primary purpose of the terms and conditions is to help facility licensees and licensed charities meet AGLC requirements.
- 1.5.11 Facility licensees are responsible for updating their terms and conditions handbook as amendments are received. A page titled "Record of Amendments" is located at the front of the handbook to keep track of updates issued for insertion into the handbook.

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- 1.5.12 These terms and conditions do not take precedence over the *Gaming and Liquor Act* or the *Gaming and Liquor Regulation*; however, Board policies are a condition of the licence pursuant to Section 38 of the *Gaming and Liquor Act* and a condition of registration pursuant to Section 17 of the *Gaming and Liquor Regulation*.
- 1.5.13 The facility licensee will ensure that an up-to-date terms and conditions handbook is maintained on the premises and that all bingo association executive, licensed charities, volunteers and registered gaming workers understand their respective responsibilities.
- 1.5.14 Licensed charities shall be permitted to "sign-out" a copy of the terms and conditions to inform their member clubs of their responsibilities related to the operation of the bingo events, and the administrative activities of the facility licensee.
- 1.5.15 Inspectors are available to provide information sessions for volunteers and facility licensee management and staff to better understand their responsibilities and authority under the *Gaming and Liquor Act*, *Gaming and Liquor Regulation* and AGLC policies. The aim is to assist all licensees in implementing checks and balances to prevent breaches of the legislation.
- 1.5.16 Visits by Inspectors are opportunities to ask questions about the legislation, regulation or policies which affect the operation of the bingo events or the bingo facility.

1.6 CONTACTING THE AGLC

- 1.6.1 The administration and regulation of activities of licensed premises is managed by the Regulatory Division.

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1.6.2 Written communication may be addressed to the respective office of the AGLC:

Alberta Gaming and Liquor Commission
Regulatory Division
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5
Fax Number: (780) 447-8911
(780) 447-8912

Alberta Gaming and Liquor Commission
Regulatory Division
110 Deerfoot Atrium
6715 - 8 Street NE
Calgary, Alberta
T2E 7H7
Fax Number: (403) 292-7302

Alberta Gaming and Liquor Commission
Regulatory Division
J5 Business Centre
13, 7895 - 49 Avenue
Red Deer, Alberta
T4P 2B4
Fax Number: (403) 314-2660

Alberta Gaming and Liquor Commission
Regulatory Division
3103 - 12 Avenue North
Lethbridge, Alberta
T1H 5P7
Fax Number: (403) 331-6506

Alberta Gaming and Liquor Commission
Regulatory Division
10020 - 124 Ave.
Grande Prairie, Alberta
T8V 5L7
Fax Number: (780) 832-3006

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1.6.3 The web site address of the AGLC is www.aglc.gov.ab.ca. The email address for gaming licensing inquiries is Gaming.Licensing@aglc.gov.ab.ca.

1.6.4 The following is a list of Regulatory Division office telephone numbers. Toll-free access is available by initially dialling 310-0000. Telephones will be answered by machine when staff are not available and outside of normal office hours.

St. Albert (Head Office): (780) 447-8600
(800) 272-8876

Calgary: (403) 292-7300
(800) 372-9518

Red Deer: (403) 314-2656

Lethbridge: (403) 331-6500

Grande Prairie: (780) 832-3000

Gaming Irregularities Only: (800) 742-7818

1.6.5 Should an incident involving any suspicious or criminal activity/violations occur outside the hours of 0800 to 1600, the Investigations Branch of the AGLC shall be contacted. To contact Investigations, the facility licensee, licensed charity or registered gaming worker(s) shall contact AGLC Hotline at 1-800-561-4415, press option #3 for bingo and press option #4 for Bingo Investigations. The AGLC's Hotline hours of operation are 0730 to 0330 (364 days a year).

1.7 BINGO VOLUNTARY SELF-EXCLUSION PROGRAM

1.7.1 All Bingo facility licensees must have available application forms (Form 5491) for anyone wishing to participate in the voluntary self-exclusion program (VSE).

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1.7.2 An exclusion process must contain the following minimum procedures:

- a) An initial application is made at the bingo hall through the hall manager or their designate. A hall manager or designate will issue the approved form to the patron ensuring the following:
 - i) The employee will explain the application agreement to the patron ensuring that the individual understands that it applies to all licensed bingo facilities in the Province of Alberta, that the exclusion period will be for a minimum of six months and that it is irrevocable;
 - ii) After printing the patron's name on the application agreement, the employee will date, print and sign their name on the form as the employee issuing the application, and explain to the patron that the form must be completed and returned along with a recent photograph of themselves, after a minimum of 48 hours, (to allow for a cooling off period); and
 - iii) The patron must personally return the completed form and include a recent passport type colour photograph (2" by 2") back to the same bingo facility or attend in person to an office of the AGLC (see Subsection 1.6.2) with the completed documentation; and
 - iv) The patron's personal attendance is mandatory, and acceptable photo identification must be provided when the application agreement is returned. The employee accepting the form will ensure all information is complete and accurate and date, print and sign their name on the form as the employee accepting the application.
- b) Acceptable forms of photo identification are required in order to ensure that the individual submitting the application is the same person attending at the hall to return the application. Acceptable forms of photo identification are:

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- i) a valid operator's licence;
 - ii) a provincial identification card;
 - iii) a valid passport; or
 - iv) a citizenship card.
 - c) The coloured copy (second page) of the application should be given to the patron.
- 1.7.3 The hall manager shall immediately submit the original application (top copy) along with the photograph provided by the applicant to the Investigations Branch of the AGLC, St. Albert office, via mail.
- 1.7.4 Exclusion will be in effect immediately and will not terminate for a minimum of six months. The patron may request an alternate termination period of one, two, or three years (maximum) by checking the appropriate box on the application form.
- 1.7.5 In the event of renewal, the patron must notify Investigations Branch of the AGLC, in writing, specifying the length of the requested renewal period. If a patron has excluded themselves for a total of three years, the application process must be repeated in order to keep their file and photograph up to date.
- 1.7.6 Once the completed Bingo VSE is received at the AGLC, an Exclusion Bulletin will be sent to all licensed bingo facilities in the Province of Alberta. It will be the responsibility of the bingo hall to maintain the bulletins in a binder. The binder must be accessible only to the hall (security) manager; cashiers and advisors. It is the duty of the hall manager to ensure the binder is kept up to date and that expired bulletins are removed and new ones maintained.
- 1.7.7 Should a patron identified on a current Bingo Voluntary VSE Bulletin attend a licensed bingo facility, it is the responsibility of registered staff to verify the patron's identity, and then ask the patron to leave the premises immediately.

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- 1.7.8 In the event a patron refuses to leave the facility, registered staff should inform the patron that the police will be called and then take no further action with the patron until the police arrive. Staff should immediately phone the local police agency and seek their assistance in the removal of the person from the premises.
- 1.7.9 Should the patron re-offend they may be charged.
- 1.7.10 Hall staff shall complete the AGLC's Bingo Voluntary Self-Exclusion Re-Entry Form (Form no. 5492) and fax the same to the Investigations Branch at (780) 447-8914.

1.8 ABANDONED OR UNATTENDED CHILDREN

- 1.8.1 Bingo facility licensees are required to develop a policy to address the issue of children left unattended on bingo property.
- 1.8.2 A "child," as defined in the *Child Welfare Act* (Alberta), means "a person under the age of 18 years."
- 1.8.3 Bingo property is defined as property under the direct control of the bingo facility licensee.
- 1.8.4 The *Child Welfare Act* states, a child is in need of protective services if there are reasonable and probable grounds to believe that the survival, security or development of the child is endangered because of being abandoned or lost. The Act requires all persons to exercise any authority or make any decision relating to a child who is in need of protective services in the best interests of the child. Any person who has reasonable and probable grounds to believe and believes that a child is in need of protective services shall immediately contact the local Police Service. The Act states that no action lies against a person reporting that a child is in need of protective services unless the reporting is done maliciously or without reasonable and probable grounds for the belief.

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- 1.8.5 The bingo facility licensee shall prepare a detailed Discrepancy Report, including where possible, the vehicle description and licence number where the child was located and the names and addresses of the child and parent(s) or guardian(s). The report shall be forwarded to the Investigations Branch of the AGLC.

1.9 NEW GAME APPROVAL PROCESS

- 1.9.1 New games considered for introduction to the province includes gaming activities that possess features or methods of delivery that are deemed to be significantly different from the features or methods of delivery of gaming activities currently available in the province.
- 1.9.2 New games do not include minor variations of existing technologies or gaming activities. A minor variation of an already approved bingo game is not considered a new game.
- 1.9.3 The approval process for a new gaming activity involves four major steps, as follows:
- a) Step One – Initial Assessment
 - i) The proponent of a new activity must provide to the AGLC a business plan and other required information which will allow the AGLC to arrive at a sound preliminary assessment related to the viability of the proposed new game.
 - ii) The AGLC will evaluate the proposal using criteria such as:
 - compliance with the requirements of the Criminal Code (Canada), *Gaming and Liquor Act* (Alberta) and Gaming and Liquor Regulation (Alberta);
 - demand from consumers (market potential) for the proposed new game;
 - benefits to be derived for charitable, non-profit, public or community-based initiatives;

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- requirement to deliver the proposed new game with integrity and in a socially responsible manner;
 - feasibility of the proposed new game when all costs are considered;
 - impact the proposed new game will have on other existing gaming activities; and
 - manner in which the proposed new game would be delivered, including the proposed location from which the new game is to be conducted or delivered.
- iii) The proposal must clearly indicate how the revenue from the new game would be divided among prizes, expenses and ultimately proceeds to charity.
- b) Step Two – Obtaining Community Views
- i) The AGLC will determine the type and extent of public input required regarding the proposed new game. Such input required may range from public consultations or the express consent of a community to considering community objections. The decision in this regard will be affected, among other considerations, by the proposed new game, including its type, where it would be available, financial benefit/cost, and impact on existing gaming activities.
- c) Step Three – Final AGLC Review
- i) The AGLC will forward the proposal and results of its final review including results from public input, for review and consideration by the Board of the AGLC.

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d) Step Four – Approval

- i) The Board of the AGLC will consider the proposal and results of the AGLC's review. The new game will be authorized subject to the Board's approval.

1.10 VOLUNTEER BOARD MEMBERS

1.10.1 Volunteer board members should be aware of the roles and responsibilities of not-for-profit boards and the issues that could affect them (liability, bylaws, etc.). The Board Development Program, offered by Alberta Community Development, is a unique service that provides assistance to not-for-profit boards in the area of governance. Assistance is provided through workshops, consultations, training, resource materials and special presentations.

1.10.2 Further information may be obtained by contacting:

Board Development Program
#907 Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta
T5J 4R7

Telephone: (780) 427-2001
Toll-free is also available by dialling 310-0000
Fax: (780) 427-4155

Email: bdp@gov.ab.ca
Web site: www.cd.gov.ab.ca/bdp

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2.1 PURPOSE OF A BINGO LICENCE

- 2.1.1 A bingo licence authorizes an eligible charitable or religious organization to conduct a bingo event(s). Bingo licences are issued by the AGLC.
- 2.1.2 Bingo events may only be conducted under the authority of a bingo licence.
- 2.1.3 If a licensed charity's bingo licence expires, is suspended, or cancelled by the Board of the AGLC, the licensed charity shall stop conducting bingo events.

2.2 ELIGIBILITY GUIDELINES

- 2.2.1 The policies established by the Board of the AGLC for eligibility for charitable gaming licensing are contained in the *Charitable Gaming Policies Handbook*. Copies of the handbook may be accessed at no charge on the AGLC's web site at www.aglc.gov.ab.ca.
- 2.2.2 Groups applying for a licence to conduct bingo in a licensed facility must demonstrate that they have delivered a charitable or religious program or service to the community in the twelve month period prior to the application.
- 2.2.3 Charities must conduct their bingo events in the city, municipality, improvement district, or special area as follows:
 - a) Charities located within the boundary of the city of Edmonton must conduct bingo within that city. Charities located outside of Edmonton may not access bingo within the city of Edmonton.
 - b) Charities located within the boundary of the city of Calgary must conduct bingo within that city. Charities located within the boundaries of Municipal Districts 31 and 44 that directly border Calgary may apply to the Manager of Licensing Support of the AGLC to conduct bingo events within the city of Calgary provided:

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- i) a licensed facility does not exist in their own Municipal District; or
- ii) there is no access to an existing licensed facility in their own Municipal District.
- c) Outside Edmonton and Calgary (except as provided for in clause b) above), charities must conduct their bingo events in the municipality, improvement district, or special area in which they are located. Groups may apply to the Manager of Licensing Support, Regulatory Division to hold bingo events in an adjacent municipality, improvement district or special area if:
 - i) no licensed facility exists in their own area; or
 - ii) there is no access to an existing licensed facility in their own area.

2.2.4 All licensed charities that belong to a bingo association or bingo society must be incorporated. Acceptable forms of incorporation are:

- a) *Societies Act* (Alberta);
- b) Part 9, *Companies Act* (Alberta);
- c) Part II, *Canada Corporations Act* (Canada);
- d) other Alberta statutes, approved by the Board, as follows:
 - i) for a First Nations charity operating an event on their reserve, a Band Council resolution is an acceptable form of incorporation. To operate a gaming event off the reserve, a charity would have to be formally incorporated under:
 - *Societies Act*,
 - Part 9, *Companies Act*,
 - Part II, *Canada Corporations Act*,

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- ii) a group controlled under the *School Act* (with the exception of school councils which are not eligible for gaming licences in accordance with the *School Act*); or
- iii) a group established under the *Regional Health Authorities Act* to enhance hospital care for people in the community; or licensed groups a charter from a recognized international governing body, such as a service club charter.

2.3 USE OF PROCEEDS

- 2.3.1 The policies established by the Board of the AGLC for the use of gaming proceeds are contained in the *Charitable Gaming Policies Handbook*. Copies of the handbook may be accessed at no charge on the AGLC's web site at www.aglc.gov.ab.ca.
- 2.3.2 Bingo revenue can be used to pay prizes and approved expenses needed to operate the bingo event. The remaining gaming funds are bingo proceeds. Electronic Bingo Game and Keno Alberta Lottery Fund Payments, as described in Subsections 11.11 and 11.12 respectively, and commissions paid to licensed charities from Electronic Bingo Games and Keno, as described in Subsection 11.5.5, form part of the licensed charity's bingo proceeds. Bingo proceeds shall be spent on charitable or religious objectives as approved by the Regulatory Division, detailed on the licensed charity's bingo application, and approved on the bingo licence.

2.4 DISBURSEMENT OF PROCEEDS

- 2.4.1 All payments regarding spending of the bingo licensee's proceeds, as approved, shall be made by cheque from the approved bingo bank account directly to the vendor/supplier.
- 2.4.2 Approval of proposed amendments to the licensed charity's use of proceeds as was initially approved by the AGLC is detailed in Subsection 2.6.

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2.4.3 Proceeds shall be left in the bingo account until spent on the approved uses. If not required right away:

- a) proceeds from bingos may:
 - i) be put into a separate interest bearing account or accounts;
 - ii) be used to purchase deposit certificates; or
 - iii) if the licensee qualifies as a trustee under the *Trustee Act*, be invested subject to the conditions established for and applying to, investments by a trustee under the *Trustee Act*.

NOTE: Investments made as stated in 2.4.3 clause a) subclauses i) and ii), shall be fully insured as defined in the *Canada Deposit Insurance Act*.

- iv) To qualify to invest under Subsection 2.4.3 clause a) subclause iii), the AGLC will require a letter from the licensee's lawyer confirming the trustee qualification.
- b) the financial institution, account or deposit number, or details of other permitted investments and the total value of the funds transferred or invested, shall be identified on financial reports;
- c) all interest, dividends or other income earned becomes part of gaming funds (bingo proceeds) and shall be retained in the separate interest bearing account required by Subsection 2.4.3 clause a) or shall be retained as part of the investment if the income is in the form of shares or units; and
- d) as needed, proceeds shall be transferred back to the licensed charity's bingo account and be disbursed as stated in Subsection 2.4.1.

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- 2.4.4 Licensed charities are provided up to two years to disburse their gaming proceeds unless an exemption is provided by the AGLC. A group's request to the AGLC for an exemption must include a supporting business plan. Licensed charities should consult the *Charitable Gaming Policies Handbook* for further details relating to this use of proceeds policy.

2.5 APPLICATION PROCESS

- 2.5.1 The Board of the AGLC can restrict the number of bingo associations, bingo societies and/or bingo events a charity can access. The Regulatory Division may consider the following criteria when reviewing bingo licence applications in either existing or proposed new bingo facilities:

- a) basic eligibility as described in the *Charitable Gaming Policies Handbook*;
- b) whether the applicant is affiliated with any other charity, parent group or governing body; and
- c) the number of bingo facilities the applicant is currently involved in, and/or the number of bingo events the applicant currently accesses.

- 2.5.2 A licensed charity shall submit its bingo licence application at least sixty (60) days before its existing bingo licence expires, if it chooses to continue to conduct bingo events. The application submission process is as follows:

- a) A licensed charity that conducts its bingo events in a Class A licensed facility may submit its application through the facility licensee.
- b) A licensed charity that conducts its bingo events in a Class B licensed facility may submit its application through its bingo society.

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- 2.5.3 The Regulatory Division will notify the facility licensee in the case of a Class A facility licensee, and the bingo society in the case of bingo conducted in a Class B licensed facility, that its licensed charities must apply for bingo licences before their current bingo licences expire.
- 2.5.4 If the Regulatory Division does not support issuing a licence due to:
- a) operational problems,
 - b) basic eligibility of the applicant is in question, or
 - c) the number of bingo events the charity (or related group accesses is in question,
- the application will be referred to the Board of the AGLC.
- 2.5.5 A completed bingo licence application and the correct annual fee must be submitted to the AGLC before a bingo licence will be issued. NOTE: Licence fees of licensed charities are forwarded through the facility licensee.
- 2.5.6 When applying for bingo licences at the end of the two-year licence period, the bingo association or group society shall submit a completed bingo application from each member group (Application for Bingo Licence form LIC/GAM 5241). Applications must be accompanied by:
- a) bingo bank account number;
 - b) meeting motion authorizing the application; and
 - c) two executive signatures from each licensed charity and the names of the licensed charity's current executive members.
- 2.5.7 To prevent processing delays, the required application information must be submitted to the Regulatory Division at least sixty (60) days before the current bingo licence expires.

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2.5.8 Licence fees are required from licensed charities in order that they may conduct bingo in a licensed facility. The licence fee is \$30 per event.

2.5.9 The facility licensee shall submit the licence fees on behalf of the licensed charities. Licence fees may be submitted on a monthly, quarterly or yearly basis, however no later than 15 days prior to the beginning of each of those terms.

2.6 LICENCE AMENDMENTS

2.6.1 For purposes of this Subsection, an "amendment" means a change in the use of gaming proceeds from the use approved and stated on the bingo licence.

2.6.2 Any amendment to a bingo licence must be approved in advance by the Regulatory Division. Without approval, an amendment or change is prohibited.

2.6.3 A licensed charity that wishes to amend its bingo licence must request in writing Regulatory Division approval to amend its licence. The request must be submitted by the executive of the licensed charity to the Regulatory Division.

2.7 ROLES AND RESPONSIBILITIES

2.7.1 Licensed charities shall comply with the following conditions when operating their bingo events:

- a) they may only conduct a bingo program approved by the AGLC;
- b) they are responsible for delivering bingo events with integrity and social responsibility;
- c) they are responsible to meet volunteer requirements at bingo events they are scheduled to conduct (requirements as provided by the facility licensee);
- d) licensed charities must use the approved Financial/Inventory Control System for bingo events;

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- e) they must adhere to the registered by-laws and any policies and procedures of their bingo association, bingo society, or facility licensee, as the case may be;
- f) they must adhere to the approved Linked (Satellite) Bingo Game Operations Manual when conducting linked bingo; and
- g) licensed charities must adhere to the operating requirements provided in these terms and conditions.

2.7.2 Licensed charities shall immediately report to the AGLC any irregularities, theft, fraud, cheating at play or violations of policy in the conduct of its licensed gaming event and in the use of gaming proceeds.

2.7.3 Where gaming revenue or gaming proceeds are missing due to suspected theft or fraud, the licensed charity shall not initiate any civil action against, or enter into any repayment agreements or other agreements with, persons suspected of being responsible for the missing gaming revenue or proceeds.

2.8 FINANCIAL REPORTS

2.8.1 A licensed charity is required to complete financial reports regarding the revenues and proceeds generated during its bingo event(s).

2.8.2 The licensed charity must complete and submit financial reports as they become due. For this purpose, a licensed charity will receive the required financial reports forms to complete from the Financial Review Section of the AGLC. The requirements in this regard are as follows:

- a) Financial reports are mailed after the end date of the licensed charity's bingo licence.
- b) If the licensed charity has a two-year bingo licence, it is mailed two financial reports, one at the end of the first year, and another at the end of the second year.

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- c) Supplementary financial reports are required only if the licensed charity stops holding bingo at a licensed facility, and they have funds left in their bingo account. The report is mailed out every twelve months until all proceeds are spent.
- d) If the licensed charity has a current bingo licence, their ending bank balance, that is, the proceeds remaining, from the previous bingo financial report licence becomes part of the new bingo financial report.

2.8.3 Licensed charities shall complete the financial report and submit the report within 60 days from the mail-out date, along with the supporting documents as indicated in the report.

2.8.4 The following information must be provided with the bingo financial report:

- a) bank statements;
- b) pull ticket/inventory summary (if applicable);
- c) cancelled cheques; and
- d) invoices/receipts.

2.8.5 Licensed charities have the option of hiring a professional accountant to prepare bingo financial reports. Bingo proceeds may be used to pay the expenses related to preparing these reports if the reports are prepared by a member in good standing of:

- a) The Institute of Chartered Accountants of Alberta;
- b) The Society of Certified Management Accountants of Alberta ; or
- c) The Certified General Accountants Association of Alberta.

2.8.6 Bingo proceeds may not be used to pay for the preparation of financial reports other than those mentioned in Subsection 2.8.5.

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2.8.7 For more information, consult the *Charitable Gaming Policies Handbook* or contact the Financial Review Section of the AGLC by telephone at (780) 447-8600 during regular business hours.

2.9 CONSOLIDATED GAMING ACCOUNT

2.9.1 If a licensed charity has more than one gaming licence, it may open a Consolidated Gaming Account for gaming proceeds.

2.9.2 A Consolidated Gaming Account allows the licensed charity to:

- a) issue cheques from one gaming bank account; and
- b) track the proceeds available for distribution more easily than under multiple accounts.

2.9.3 To open a Consolidated Gaming Account, the licensed charity must:

- a) open an account (entitled "Consolidated Gaming Account") at a financial institution; and
- b) notify the Financial Review Section of the AGLC of the bank, branch and number of the Consolidated Gaming Account.

2.9.4 Separate bank accounts must be maintained for each type of licensed gaming event (for example, Casino, Raffle, Pull Ticket and for each Bingo Location). These accounts are for deposits of revenue and payment of expenses related to each particular licence. In addition, surplus fixed fee charges or advances paid by members and returned by the facility licensee shall be deposited to these accounts.

2.9.5 At the licensed charity's discretion, proceeds may be transferred from the individual gaming accounts to the Consolidated Gaming Account.

2.9.6 All approved uses of proceeds must be paid by cheque only (for example, direct to the vendor/supplier) from the Consolidated Gaming Account.

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2.9.7 Proceeds shall be left in the Consolidated Gaming Account until spent on the approved uses. If not required right away:

- a) proceeds in the Consolidated Gaming Account may:
- i) be put into a separate interest bearing account or accounts;
 - ii) be used to purchase deposit certificates; or
 - iii) if the licensee qualifies as a Trustee under the *Trustee Act*, be invested subject to the conditions established for and applying to, investments by a trustee under the *Trustee Act*.

NOTE: Investments made as stated in Subsection 2.9.7 clause a) subclauses i) and ii), shall be fully insured as defined in the Canada Deposit Insurance Act.

To qualify to invest under Subsection 2.9.7 clause a) subclause iii), the AGLC will require a letter from the licensee's lawyer confirming the trustee qualification.

- b) the financial institution, account or deposit number, or details of other permitted investments and the total value of the funds transferred or invested, shall be identified on financial reports;
- c) all interest, dividends or other income earned and all surplus advances returned from the bingo association become part of gaming funds (bingo proceeds) and shall be retained in the separate interest bearing account required by Subsection 2.9.7 clause a) or shall be retained as part of the investment if the income is in the form of shares or units; and
- d) when needed, proceeds shall be transferred back to the licensed charity's consolidated account and be handled as stated in Subsections 2.4.1 and 2.9.6.

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2.9.8 Consolidated financial reports are due every twelve (12) months. The financial reports are forwarded to the licensed charity as they become due. Groups have sixty (60) days from the mail-out date to complete and return the reports and supporting documents.

2.9.9 For more information on Consolidated Gaming Accounts, contact the Financial Review Section of the AGLC by telephone at (780) 447-8600 during regular business hours.

2.10 AUDIT REQUIREMENTS

2.10.1 The books and records of licensed charities are subject to review and/or audit by the AGLC and must be maintained in a manner acceptable to the AGLC.

2.10.2 The areas normally subject to audit will include, but not be limited to:

- a) books of original entry (including computerized records);
- b) invoices;
- c) bank statements and cancelled cheques;
- d) event control and summary sheets;
- e) contracts, agreements or similar documents;
- f) Income Tax and Goods and Services Tax returns;
- g) minutes of annual general meetings, and meetings of general membership, board and executive;
- h) external accountant's/auditor's working paper files;
- i) annual (audited) financial statements; and

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- j) business and financial records (as outlined above) of any entity (including but not limited to societies, non-profit organizations, associations, community leagues, corporations, partnerships, limited partnerships, joint ventures, proprietorships, etc.) that is related to the licensed charity and/or an executive or board member of the licensed charity that is in receipt of any of the licensed charity's gaming funds either directly, indirectly or through a series of transactions.

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SECTION: 3. FACILITY LICENSEE

3.1 FACILITY LICENCE

- 3.1.1 A facility licence authorizes the operation of a facility in which a bingo event may be conducted.
- 3.1.2 A facility licence is required when bingo is conducted in a facility four or more days per week.
- 3.1.3 Facility licences are normally issued for a period of one year or two years, as specified in the licence. The Board may also issue a licence to an applicant for a period other than one year or two years, as it considers appropriate.
- 3.1.4 The facility licensee is responsible for ensuring:
- a) the licensed facility is operated and maintained in accordance with the *Gaming and Liquor Act*, *Gaming and Liquor Regulation* and all Board policies including these terms and conditions;
 - b) compliance with all municipal, provincial and federal legislation as well as all of the necessary permits, licences and authorizations to operate the licensed facility;
 - c) that paid staff meet requirements of their position as defined in Section 7, Staffing of these terms and conditions;
 - d) that paid staff comply with the standard rules of play as specified in Subsection 8.5; and
 - e) all other conditions prescribed by the Board of the AGLC are met.
- 3.1.5 A facility licence is issued for a specific bingo facility and is not transferable to another bingo facility.

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- 3.1.6 Where there is a sale, assignment or transfer of a portion of the business under which the activities authorized by a facility licence are carried out that result in a change in control of the business, the facility licence is cancelled. A change of control includes a sale, assignment or transfer of a portion of the business under which the activities authorized by a bingo facility licence are carried out. A proposed sale, assignment or transfer of a portion of the business must comply with the provisions of the *Gaming and Liquor Regulation*.
- 3.1.7 When a facility licence expires all gaming activities must cease in the facility.
- 3.1.8 The number of facility licences in the province is determined by the AGLC.

3.2 DUE DILIGENCE INVESTIGATION

- 3.2.1 A thorough due diligence investigation is conducted into an applicant for a Class B Bingo Facility Licence, or Class B Facility Licensee who expresses an interest in re-applying for a Class B Bingo Facility Licence and any other key persons associated with the Class B Bingo Facility Applicant as defined by the AGLC,
- 3.2.2 The investigation is to ensure criminal interests, or those who otherwise would be a detriment to the integrity or lawful conduct of gaming in the province, are prevented from operating, or having an association with, a Class B Licensed Bingo Facility.
- 3.2.3 An eligible Class B Bingo Facility Applicant must be:
- a) if an individual, an adult (18 years of age or older), and a Canadian citizen or lawfully admitted to Canada for permanent residence; or

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- b) if a corporation, incorporated or continued by or under the *Business Corporations Act*, *Companies Act*, *Societies Act*, or any other enactment, or registered under Part 21 of the *Business Corporations Act* or Part 9 of the *Companies Act*, or
- c) if a partnership, registered under the *Partnership Act* with the partners being subject to the investigation described in this part.

3.2.4 A Class B Bingo Facility Applicant who is a:

- a) partnership, includes each partner; and
- b) corporation, includes the officers and directors of the corporation.

3.2.5 A Class B Bingo Facility Licensee's key persons includes:

- a) the manager of the facility; and
- b) a person holding a position specified by the Board as related to the business proposed by the Class B Bingo Facility Applicant.

3.2.6 A Class B Bingo Facility Applicant's associates includes:

- a) any person or entity who has a financial interest in the Class B Bingo Facility Licensee, in the licensee's business, or in the proposed Licensed Bingo Facility;
- b) if the Class B Bingo Facility Applicant is an individual or partnership in which one or more of the partners is an individual:
 - i) the spouse of the individual;
 - ii) any relative of the individual or of the spouse referred to in subclause i) if the relative has the same residence as the individual;

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- iii) any corporation controlled by the individual, the corporation's officers and directors and any person or entity that has a financial interest in the corporation;
- iv) any corporation that is affiliated with the corporation referred to in subclause iii), the affiliated corporation's officers and directors, and any person or entity having a financial interest in the affiliated corporation; and
- c) if the Class B Bingo Facility Applicant is a corporation or a partnership in which one or more of the partners is a corporation, any other corporation that is affiliated with the Class B Bingo Facility Licensee's corporation, the affiliated corporation's officers and directors, and any person or entity that has a financial interest in the affiliated corporation.

3.2.7 A corporation is controlled by a person or entity if:

- a) securities of the corporation to which are attached more than 50% of the votes that may be cast to elect directors of the corporation are controlled, other than by way of security only, directly or indirectly by the person or entity; and the votes attached to those securities are sufficient, if exercised, to elect a majority of the directors of the corporation; or
- b) the person has in relation to the corporation any direct or indirect influence which, if exercised, would result in control in fact of the corporation.

3.2.8 A corporation is affiliated with another corporation if:

- a) one of the corporations controls the other; or
- b) both of the corporations are controlled by the same person, entity, or such group.

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- 3.2.9 A spouse of a person includes a man or woman who is legally married to that person or, although not legally married to the person, has lived and cohabited with the person as the person's spouse.
- 3.2.10 If all the requirements for a Class B Licensed Bingo Facility (legislative, regulatory, policy and municipal or local) are met by the Class B Facility Applicant, then the AGLC may allow the Class B Facility Applicant to have a Class B Bingo Facility Licence.
- 3.2.11 The AGLC may refuse to allow a Class B Bingo Facility Applicant to have a Class B Bingo Facility Licence if, in its opinion, the Class B Bingo Facility Applicant has misled the AGLC or provided inaccurate or incomplete information.
- 3.2.12 The Class B Bingo Facility Applicant shall ensure that they, and all other parties to the application for a Class B Bingo Facility Licence (as stated in 3.2.1 through 3.2.16), submit all documents or provide information as requested by the AGLC and deemed necessary to complete the due diligence investigation within the time frame specified in the document or information request. Failure to submit the documents or information within the time frame specified will result in sanctions as determined by the Board up to and including the termination of the Class B Bingo Facility Licence.
- 3.2.13 The AGLC may refuse to allow a Class B Bingo Facility Applicant to have a Class B Bingo Facility Licence if the AGLC is satisfied the Class B Bingo Facility Applicant any of the Applicant's employees or associates, or any person or entity connected to or associated with the Class B Bingo Facility Applicant:
- a) is a person who has not acted or may not act in accordance with the law, with honesty and integrity or in the public interest, having regard to the past conduct of the person;
 - b) would be a detriment to the integrity or lawful conduct of gaming activities or provincial lotteries; or

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- c) is a person whose background, reputation and associations may result in adverse publicity for the gaming industry in Alberta.

Furthermore, the AGLC may terminate the Class B Bingo Facility Licence.

- 3.2.14 The AGLC may refuse to allow a Class B Bingo Facility Applicant to have a Class B Bingo Facility Licence if the AGLC is satisfied the Class B Bingo Facility Applicant any of the Applicant's employees or any of the Applicant's associates has, within the five years prior to being notified by the AGLC of their eligibility for a Class B Bingo Facility Licence:

- a) contravened the Act or the Regulation;
- b) contravened a predecessor of the Act or the Regulation;
- c) contravened a condition imposed on a licence or registration issued or made under the Act or a predecessor of the Act; or
- d) fails to pass a records check as outlined in Section 10 of the *Gaming and Liquor Regulation*.

Furthermore, the AGLC may terminate the Class B Bingo Facility Licence.

- 3.2.15 The AGLC may refuse to allow a Class B Bingo Facility Applicant to have a Class B Bingo Facility Licence if within five years prior to being notified by the AGLC of eligibility for a Class B Bingo Facility Licence, a licence or registration issued or made under the Act or predecessor of the Act or a foreign licence or registration of the Class B Bingo Facility Licensee, any of the Licensee's employees or any of the Licensee's associates has been cancelled by the issuing authority.

Furthermore, the AGLC may terminate the Class B Bingo Facility Licence.

- 3.2.16 Notwithstanding Subsections 3.2.1 through 3.2.15, the AGLC may refuse to allow a Class B Bingo Facility Applicant to have a Class B Bingo Facility Licence.

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3.3 ELIGIBILITY GUIDELINES

3.3.1 A facility licensee is:

- a) a bingo association, being an association of licensed charities incorporated under the *Societies Act* (Alberta);
- b) an adult (18 years of age or older), who is a Canadian citizen or lawfully admitted to Canada for permanent residence:
- c) a corporation, incorporated or continued by or under the *Business Corporations Act* (Alberta), *Companies Act* (Alberta) or *Societies Act* (Alberta) or any other enactment or registered under Part 21 of the *Business Corporations Act* (Alberta) or Part 9 of the *Companies Act* (Alberta); or
- d) a partnership, registered under the *Partnership Act* (Alberta).

3.3.2 In these terms and conditions, a facility licensee:

- a) who is a bingo association, as provided under Subsection 3.3.1 clause a), is a Class A facility licensee;
- b) who is an entity other than a bingo association, as provided under Subsection 3.3.1 clauses b), c) or d), is a Class B facility licensee.

3.3.3 A facility licensee must meet the requirements or standards of the *Gaming and Liquor Act*, *Gaming and Liquor Regulation*, and policies of the AGLC respecting its corporate structure, the licensed facility and the operation of bingo events.

3.4 APPLICATION PROCESS

3.4.1 The application process and requirements respecting a facility licence for a new facility is provided under Section 4, New Bingo Facility Licence of these terms and conditions.

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- 3.4.2 The requirements and process respecting the authorization and approval of a proposed expansion or relocation of an existing licensed facility is provided under Section 6, Facility Expansion, Relocation and Renovation of these terms and conditions.
- 3.4.3 Bingo facility licensees shall submit a facility licence application form 60 days before the existing facility licence expires.
- 3.4.4 Notices to apply for a facility licence shall be provided by the Regulatory Division of the AGLC six (6) months before licence expiry.
- 3.4.5 If the Regulatory Division does not support issuing a facility licence due to operational problems or major structural changes, the application will be referred to the Board of the AGLC.
- 3.4.6 An applicant for a facility licence must have the right to occupy and control the proposed licensed facility, according to provisions of the *Gaming and Liquor Regulation*.
- 3.4.7 Applicants must comply with all federal, provincial and municipal laws, and the requirements set forth in AGLC policies.
- 3.4.8 The annual licence fee for a Class B facility licence is \$500. There is no fee for a Class A facility licence.
- 3.4.9 Information regarding bingo facility licence applications may be obtained by contacting the AGLC, St. Albert at (780) 447-8600; Calgary at (403) 292-7300; Red Deer at (403) 314-2656; Grande Prairie at (780) 832-3000; and Lethbridge at (403) 331-6500.

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3.5 ROLES AND RESPONSIBILITIES – CLASS A FACILITY LICENSEE

- 3.5.1 A bingo association must operate in a licensed bingo facility.
- 3.5.2 A bingo association that is a Class A facility licensee is responsible for the overall control and management of association affairs through its elected volunteer executive officers and board of directors. The responsibility for the overall control and management of association affairs may not be delegated to paid staff or any other entity.
- 3.5.3 The association in Subsection 3.3.2 clause a) must ensure its incorporation status is active.
- 3.5.4 There may only be one bingo association affiliated with a Class A licensed facility; this bingo association must be the Class A facility licensee.
- 3.5.5 The Class A facility licensee must notify the Regulatory Division immediately if any of its officers, members, directors or principals are charged with or convicted of an offence under:
- a) the *Criminal Code* (Canada);
 - b) the *Excise Act* (Canada);
 - c) the *Controlled Drugs and Substances Act* (Canada);
 - d) the *Food and Drugs Act* (Canada);
 - e) a foreign Act or regulation that is substantially similar to an offence referred to in a), b), c) or d) above;
 - f) the *Gaming and Liquor Act* (Alberta); or
 - g) the *Gaming and Liquor Regulation* (Alberta).

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- 3.5.6 A facility licensee must notify the AGLC immediately upon becoming aware of an employee of the licensee or its members who is a registered bingo worker and is charged with or convicted of an offence detailed in Subsection 3.5.5 clauses a) to g). The Board may take disciplinary action including, but not limited to, suspension or cancellation of the registration, facility licence or require a person to dispose of an interest in the licensed facility.
- 3.5.7 Class A facility licensees shall immediately report to the AGLC any irregularities, theft, fraud, cheating at play or violations of policy in the conduct of licensed gaming events within the facility and in the use of gaming proceeds.
- 3.5.8 Where gaming revenue or gaming proceeds are missing due to suspected theft or fraud, the Class A facility licensee shall not initiate any civil action against, or enter into any repayment agreements or other agreements with, persons suspected of being responsible for the missing gaming revenue or proceeds.
- 3.5.9 On behalf of or as agent for its licensed charities, the Class A facility licensee coordinates activities related to bingo and pull ticket sales (if applicable). These activities include coordinating:
- a) the negotiation of a hall lease agreement (see Sample Lease Provisions, Section 14). NOTE: Any new or renewed lease agreement must be reviewed by the association's lawyer and the Regulatory Division before it is signed;
 - b) the provision of bingo supplies, pull ticket supplies (if applicable), and cash float(s);
 - c) the establishment of a common bingo program, rules of play and house rules that comply with these terms and conditions;
 - d) the scheduling and allocation of bingo events; bingo events (including all specials and playoff games) shall be allocated on a fair and equitable basis to all member licensed charities of the association;

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- e) the hiring of paid staff and monitoring of their performance;
- f) the development of a fixed fee or advance system to pay common expenses (see Subsection 12.1.1);
- g) the development and maintenance of an approved Financial/Inventory Control System, and maintenance of the Remote Information Bingo System (RIBS) and the Event Management System (EMS) (see Subsections 12.1.3 and 12.1.9);
- h) the provision to members of a statement of revenue, prizes, expenses and proceeds after each event (see Event Summary, Section 14);
- i) the provision to members of an audited financial statement and management letter at the fiscal year end (see Subsection 3.5.16);
- j) the development of an advertising program (refer to the Bingo Facility Advertising Policy Guidelines in Subsection 12.4); and
- k) if applicable, arranging for pull ticket sales on behalf of member licensed charities according to the requirements detailed in Section 10 of these terms and conditions.

NOTE: Member groups of a Bingo Association who choose to conduct themselves in an agency capacity (where the Bingo Association acts as the Agent of the member groups) are advised to seek professional guidance regarding the establishment of an agency relationship and to ensure a clear understanding of the operational requirements that support the agency relationship. This responsibility rests with the Bingo Association and its member groups.

3.5.10 The Class A facility licensee shall identify all individuals (names, address, phone number(s)) that are authorized to request amendments to:

- a) the bingo program;

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- b) any scheme to give away anything to players through the means of bingo or otherwise; and
 - c) the facility licence.
- 3.5.11 The Class A facility licensee shall ensure that all new executive members submit the completed form entitled "Bingo Facility Licence Application - Executive Officers Particulars" prior to or upon commencing their executive position. This form may be obtained by contacting the Regulatory Division.
- 3.5.12 On an annual basis, six months before the facility licence year end, the AGLC will send a request for information to the Class A facility licensee. The Class A facility licensee must supply the requested information 60 days prior to the beginning of the second year of the facility licence.
- 3.5.13 The following information outlines what is required in the update letter identified in Subsection 3.5.12 (if changes were made since the last update to items listed in clauses b) through e), documentation must be submitted):
- a) copy of minutes of the annual general meeting;
 - b) any changes made and filed to the operating by-laws in their entirety or by-law amendments, stamped as "registered...";
 - c) any changes made to the Financial/Inventory Control System (each time a new game is introduced or deleted the forms could change);
 - d) any changes made to the duties of volunteers and/or paid staff, or the copy of current bonding policy for paid staff;
 - e) any changes in paid staff and/or rate of pay;
 - f) details of the bingo program and any special events planned for the next year;
 - g) the dates the bingo facility will be closed during the second year of the two year licence period;.

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- h) list of current association executive (include addresses, residences and business telephone numbers and fax number);
 - i) list of association members, including each licensed charity's bingo representative name, address, and business telephone number;
 - j) list of individual(s) who are authorized to submit amendments;
 - k) lease, if the existing lease expired during the licence period (Note: All new or renewed leases shall be reviewed by the Regulatory Division and the association's lawyer prior to being signed); and
 - l) licence fees (as specified in Subsection 2.5.9).
- 3.5.14 Bingo association books and records are subject to review by officials of the AGLC and must be maintained in a manner acceptable to the AGLC.
- 3.5.15 The areas normally subject to audit will include, but not be limited to:
- a) books of original entry (including computerized records);
 - b) invoices;
 - c) bank statements and cancelled cheques;
 - d) event control and summary sheets;
 - e) inventory control forms;
 - f) contracts, agreements, or similar documents;
 - g) payroll records;
 - h) Income Tax and Goods and Services Tax returns;
 - i) minutes of annual general meetings and of meetings of the general membership, board, and executive;

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- j) external accountant's/auditor's working paper files;
- k) annual audited financial statements;
- l) business records of the bingo association or a related entity to which the association and/or its licensee groups have made payments from their gaming funds (for example, concession and/or rent payments);
- m) business records of the bingo association or bingo society or related entity to which the association, society, and/or its member licensed charities have made payments from their gaming funds (for example, concession and/or rent payments); and
- n) business and financial records (as outlined above) of any entity (including but not limited to societies, non-profit organizations, associations, community leagues, corporations, partnerships, limited partnerships, joint ventures, proprietorships, etc.) that is related to the licensed charity and/or an executive or board member of the licensed charity that is in receipt of any of the licensed charity's gaming funds either directly, indirectly or through a series of transactions.

3.5.16 An audited financial statement, and management letter, of a bingo association's income and expenses and pooling transactions must be submitted yearly. It shall be prepared by an independent accountant, who is a member in good standing of:

- a) The Institute of Chartered Accountants of Alberta;
- b) The Society of Certified Management Accountants of Alberta; or
- c) The Certified General Accountants Association of Alberta.

3.5.17 The audited financial statement and a copy of the management letter (letter of recommendation prepared by the auditor) shall be submitted to the Regulatory Division within one hundred and twenty (120) days of the fiscal year end. Its specific content is determined by the AGLC.

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- 3.5.18 The association shall ensure that the auditor's working paper files are made available for examination by officials of the AGLC when required.
- 3.5.19 As part of the yearly audit, the association shall provide a separate statement from the auditor reconciling the financial statement revenue and expenses to revenue and expenses reported on RIBS.
- 3.5.20 The bingo association executive shall ensure the recommendations made by the auditor under Subsection 3.5.17 (except recommendations which may be contrary to these terms and conditions) are acted upon immediately, and the recommended financial operating procedures are established and maintained.
- 3.5.21 At least one member of the association executive must sign letters to the AGLC that are of a financial nature. Expense increases or expenditure proposals that exceed \$5,000 must also be supported through a motion made at an association or executive meeting authorizing the increase or expenditure. A copy of the minutes must be attached to the request for approval.

3.6 ROLE OF LANDLORD IN CLASS A LICENSED FACILITY

- 3.6.1 The role of a landlord or sub-landlord in the operation of a Class A licensed facility is limited to:
- a) providing a facility and related covenants and responsibilities, for a rental sum as stated in a negotiated lease agreement between the facility licensee and the landlord or sub-landlord;
 - b) providing bingo equipment and related covenants as stated in the lease agreement (excluding the verifier which must be owned by the facility licensee and a model approved by the AGLC) if the landlord or sub-landlord is registered with the AGLC as a gaming supplier;

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- c) operation of a concession, which may or may not include bingo retail merchandise, as stated in the lease agreement negotiated and agreed to by the association;
- d) concession giveaways (refer to the Bingo Facility Promotions Policy Guidelines in Subsection 12.5);
- e) lottery ticket sales within the bingo facility (separate from bingo related activities) as stated in the lease agreement negotiated and agreed to by the facility licensee; and
- f) installation of a bank machine as stated in the lease agreement negotiated and agreed to by the facility licensee.

3.6.2 A landlord shall not direct or control, in any real or perceived manner, the operation of the Class A facility licensee including but not limited to:

- a) the number of days, events, bingo slots or hours of operation that a Class A facility licensee chooses to conduct bingo;
- b) the structure of a facility licensee's bingo program, including the price of cards, number or type of games conducted, prize payouts, bingo expenses, volunteers required, rules of play and house rules;
- c) the hiring, termination or conduct of the facility licensee's paid staff; and
- d) the bingo paper or other supplies and services purchased with gaming or non-gaming revenue of the facility licensee and its members, as provided for in these terms and conditions.

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- 3.6.3 The landlord, or any individual who has a financial interest in a company or who is employed directly or indirectly by a company that provides facilities, services, equipment or supplies to the Class A facility licensee, and by reason of that interest or employment has the real or perceived ability to make or influence decisions on behalf of the facility licensee, shall not be a paid employee of the facility licensee or a member of the bingo association executive and/or board of directors (see Subsection 7.7.3 clauses l) and m))

3.7 ROLES AND RESPONSIBILITIES – CLASS B FACILITY LICENSEE

- 3.7.1 A Class B facility licensee, through a Bingo Facility and Service Agreement, provides a facility, supplies and services of common interest to the licensed charities of a bingo society. This includes:
- a) providing a licensed facility;
 - b) providing bingo supplies and pull ticket supplies (requires registration as a gaming supplier if applicable), and cash float(s);
 - c) establishing a common bingo program, rules of play and house rules that comply with these guidelines (see Section 8);
 - d) hiring paid staff and working closely with volunteers of licensed charities which conduct bingo in its licensed facility (see Section 7);
 - e) developing a fixed fee system to pay common expenses (see Subsections 12.2.1 and 12.2.2);
 - f) developing and maintaining an approved Financial/Inventory Control System, and maintaining the Remote Information Bingo System (RIBS) and the Event Management System (EMS) (see Subsections 12.2.3 and 12.2.7);

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- g) providing licensed charities which conduct bingo in its licensed facility with a statement of revenue, prizes, expenses and proceeds after each event (see Event Summary, Section 14);
- h) developing any advertising and promotion programs (refer to the Bingo Facility Advertising Policy Guidelines, Subsection 12.4, and the Bingo Facility Promotions Policy Guidelines, Subsection 12.5), and
- i) if applicable, providing services related to the sale of pull tickets on behalf of the licensed charities which belong to a bingo society, according to the requirements detailed in Section 10 of these terms and conditions.

NOTE: Member groups of a Bingo Society who choose to conduct themselves in an agency capacity (where the Bingo Society acts as the Agent of the member groups) are advised to seek professional guidance regarding the establishment of an agency relationship and to ensure a clear understanding of the operational requirements that support the agency relationship. This responsibility rests with the Bingo Society and its member groups.

3.7.2 The licensed charities in a Class B facility shall be represented by a bingo society.

3.7.3 The bingo society shall be incorporated as a not-for-profit society. The bingo society must ensure its incorporation status is active. The primary role of the bingo society is to allocate bingo events among its member licensed charities at a licensed facility and fulfill any other duties as provided under these terms and conditions.

3.7.4 A Class B facility licensee shall only permit the licensed charities approved by the bingo society to conduct events in its facility. From time to time, the bingo society may decide that licensed charities who are not members of its society may also hold events in the Class B licensed facility.

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- 3.7.5 The Class B facility licensee must work closely with its affiliated bingo society to ensure clear communications related to:
- a) respective roles of the facility licensee, bingo society and licensed charities during bingo events, including the specific roles and functions of licensed charity volunteers and paid staff in the Class B licensed facility during bingo events;
 - b) the specific time and date of all bingo events allocated to specific licensed charities; and
 - c) the legislative, regulatory and policy requirements related to conducting bingo events.
- 3.7.6 The Class B facility licensee must enter into an arrangement, detailed in a bingo facility and service agreement with the licensed charities of one and only one bingo society at any time respecting the conduct of bingo events in its Class B licensed facility. The agreement must be in accordance with the *Criminal Code* (Canada), *Gaming and Liquor Act*, *Gaming and Liquor Regulation*, and Board policies including these terms and conditions.
- 3.7.7 The agreement in Subsection 3.7.6 is subject to review and approval by the AGLC.
- 3.7.8 The Class B facility licensee shall identify all individuals (names, address, phone number(s)) that are authorized to request amendments to:
- a) the bingo program;
 - b) any scheme to give away anything to players through the means of bingo or otherwise; and
 - c) the facility licence.
- 3.7.9 A bingo society is required to notify the AGLC about any changes to the society's:
- a) registered by-laws including by-law amendments;

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- b) executive members (include their addresses, residences, business telephone numbers and fax number).
- c) licensed charities;
- d) pooling agreement; and
- e) contact information.

3.7.10 The Class B facility licensee must notify the Regulatory Division immediately if any of its officers, members, directors or owners are charged with or convicted of an offence under:

- a) the *Criminal Code* (Canada);
- b) the *Excise Act* (Canada);
- c) the *Controlled Drugs and Substances Act* (Canada);
- d) the *Food and Drugs Act* (Canada);
- e) a foreign Act or regulation that is substantially similar to an offence referred to in a), b), c) or d) above;
- f) the *Gaming and Liquor Act* (Alberta); or
- g) the *Gaming and Liquor Regulation* (Alberta).

3.7.11 A Class B facility licensee must notify the AGLC immediately upon becoming aware of an employee of the licensee who is a registered bingo worker and is charged with or convicted of an offence detailed in Subsection 3.7.10 clauses a) to g). The Board may take disciplinary action including, but not limited to, suspension or cancellation of the registration, facility licence or require a person to dispose of an interest in the licensed facility.

3.7.12 A Class B facility licensee shall immediately report to the AGLC any irregularities, theft, fraud, cheating at play or violations of policy in its licensed gaming facility.

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- 3.7.13 Where gaming revenue or gaming proceeds are missing due to suspected theft or fraud, the Class B facility licensee shall not initiate any civil action against, or enter into any repayment agreements or other agreements with, persons suspected of being responsible for the missing gaming revenue or proceeds.
- 3.7.14 If a facility licensee sells, assigns or transfers the licence, the licence is cancelled.
- 3.7.15 Where:
- a) there is a sale, assignment or transfer of a portion of the business under which the activities authorized by a facility licence are carried out, and
 - b) the sale, assignment or transfer results in a change in control of the business,
- the facility licence is cancelled.
- 3.7.16 A proposed sale, assignment or transfer of a portion of a business:
- a) that is a sole proprietorship, a partnership or a corporation that is not a distributing corporation as defined in the *Business Corporations Act*, and
 - b) under which the activities authorized by a facility licence are carried out;
- must be reported to the AGLC by the licensee and must be approved by the board prior to the effective date of the sale, assignment or transfer.
- 3.7.17 A sale, assignment or transfer of 5% or more of a business:
- a) that is a distributing corporation as defined in the *Business Corporations Act*, and

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b) under which the activities authorized by a facility licence are carried out;

must be reported to the AGLC by the licensee within ten (10) business days after the effective date of the sale, assignment or transfer and must be approved by the Board.

3.7.18 The Board may, in respect of a sale, assignment or transfer requiring its approval as per Subsection 3.7.17:

- a) approve it without conditions;
- b) approve it subject to conditions;
- c) approve it subject to the variation or rescission of existing conditions; or
- d) refuse to approve it.

3.7.19 Where the Board refuses to approve a sale, assignment or transfer under Subsection 3.7.18 clause d) after the effective date of the sale, assignment or transfer, the Board may treat the licensee as ineligible to hold a licence and make a decision under Section 92 of the *Gaming and Liquor Act*.

3.7.20 Where after a facility licence is issued, the licensee intends that a person acquires a financial interest in the facility to which the licence relates, in a manner other than by way of a sale, assignment or transfer,

- a) the licensee must report the financial interest to the AGLC; and
- b) the Board must approve the financial interest prior to the date on which the financial interest takes effect.

3.7.21 The Board may, in respect of a financial interest requiring its approval as per Subsection 3.7.20:

- a) approve it with conditions,
- b) approve it subject to conditions,

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- c) approve it subject to the variation or rescission of existing conditions, or
 - d) refuse to approve it.
- 3.7.22 Where the Board refuses to approve a financial interest under Subsection 3.7.21 clause d) after the effective date of the financial interest, the Board may treat the licensee as ineligible to continue to hold the licence and make a decision under Section 92 of the *Gaming and Liquor Act*.
- 3.7.23 For the purposes of Section 37(1)(a) of the *Gaming and Liquor Act*, the Board may consider it appropriate to issue a Class B facility licence if the applicant:
- a) is a person of good character, honesty and integrity;
 - b) is a person whose background, reputation and associations will not result in adverse publicity for the Province of Alberta and its gaming industry;
 - c) has adequate business competence and experience for the roles or position for which application is made;
 - d) has satisfied the Board that the proposed funding for the operation of the licensed facility shall be adequate for the nature of the proposed operation, and from a suitable source;
 - e) has adequate financing available to pay all current obligations and, in addition, to provide adequate working capital to finance opening of the licensed facility; and
 - f) already holds a facility licence and the Board feels that the applicant holding multiple licences is not contrary to the best interests of the gaming industry or the public.

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- 3.7.24 In all cases in which the premises are wholly or partly owned by the applicant, the applicant shall furnish to the Board complete information pertaining to the interest held by any person other than the applicant. This includes interest held under any mortgage, deed of trust, bonds or debentures, pledge of corporate stock, voting trust agreement, or other device whatever, together with such other information as the Board may require.
- 3.7.25 On an annual basis, six months before the facility licence year end, the AGLC will send a request for information to the Class B facility licensee. The Class B facility licensee must supply the requested information 60 days prior to the beginning of the second year of the facility licence.
- 3.7.26 In addition to the background investigation and due diligence requirements, the following information outlines what is required in the update letter identified in Subsection 3.7.25 (if changes were made since the last update to items listed in clauses b) through e), documentation must be submitted):
- a) any changes made to the Financial/Inventory Control System (each time a new game is introduced or deleted the forms could change);
 - b) any changes made to the duties of volunteers and/or paid staff, or the copy of current bonding policy for paid staff;
 - c) details of the bingo program and any special events planned for the next year;
 - d) the dates the licensed facility will be closed during the second year of the two-year licence period;
 - e) list of the bingo society's licensed charities, including the licensed charity's bingo representative name, address, and business telephone number;
 - f) list of individual(s) who are authorized to submit amendments; and
 - g) licence fees (as specified in Subsection 2.5.9).

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- 3.7.27 The books and records of the Class B facility licensee are subject to review by officials of the AGLC and must be maintained in a manner acceptable to the AGLC.
- 3.7.28 The areas normally subject to audit will include, but not be limited to:
- a) books of original entry (including computerized records);
 - b) invoices;
 - c) bank statements and cancelled cheques;
 - d) event control and summary sheets;
 - e) inventory control forms;
 - f) contracts, agreements, or similar documents;
 - g) payroll records;
 - h) Income Tax and Goods and Services Tax returns;
 - i) minutes of annual general meetings and of meetings of the general membership, board, and executive;
 - j) external accountant's/auditor's working paper files;
 - k) annual audited financial statements;
 - l) business records of the Class B facility licensee or bingo society or related entity to which the licensee's charities have made payments from their gaming funds (for example, concession); and
 - m) business and financial records (as outlined above) of any entity related to the Class B facility licensee.
- 3.7.29 An audited financial statement, and management letter, of a Class B facility licensee's income and expenses must be submitted yearly. It shall be prepared by an independent accountant, who is a member in good standing of:
- a) The Institute of Chartered Accountants of Alberta;

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- b) The Society of Certified Management Accountants of Alberta; or
 - c) The Certified General Accountants Association of Alberta.
- 3.7.30 The financial statements (audited) and management letter (letter of recommendation prepared by the auditor) shall be submitted to the Regulatory Division within one hundred and twenty (120) days of the fiscal year end.
- 3.7.31 The Class B facility licensee shall ensure that the auditor's working paper files are made available for examination by officials of the AGLC when required.
- 3.7.32 As part of the yearly audit, the Class B facility licensee shall provide a statement from the auditor reconciling the financial statement revenue and expenses to revenue and expenses reported on RIBS.
- 3.7.33 The Class B facility licensee shall ensure that, if a management letter is prepared, any recommendations (except those which may be contrary to Bingo Terms & Conditions and Operating Guidelines) related to the bingo operations be acted upon immediately.

3.8 ACCESS BY THE AGLC

- 3.8.1 Every police officer as defined in the Police Act is an Inspector for the purposes of the *Gaming and Liquor Act*.
- 3.8.2 Bingo facility licensees, bingo licensees (licensed charitable organizations) and registered gaming workers are required to cooperate fully with AGLC Inspectors and police officers attending at a bingo facility. A licensee must, on the request of an Inspector, the AGLC or an employee of the AGLC:
- a) assist the Inspector in carrying out an inspection, and
 - b) provide the Inspector with records, documents, books of account and receipts and provide a place where they may be inspected, audited, examined or copied.

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- 3.8.3 To ensure compliance with the *Gaming and Liquor Act*, the *Gaming and Liquor Regulation*, and Board policies, an AGLC Inspector:
- a) must be given full and unrestricted access to all areas of a bingo facility;
 - b) may take reasonable samples of gaming supplies;
 - c) may inspect, audit, examine and make copies of records, documents, books of account and receipts relating to a gaming activity, a facility licence or gaming supplies or may temporarily remove any of them for those purposes. Inspectors and officials of the AGLC shall provide the facility licensee with a receipt for any items removed at the time of removal or as soon as possible after their removal;
 - d) may interview the licensee or agents of the licensee with regard to any of the records, documents, books of account and receipts;
 - e) may interview and request identification from any person who appears to be a minor who is found in the licensed facility;
 - f) may interview and request identification from any person who appears to be a minor who is found outside of the licensed facility if the Inspector has reasonable grounds to believe that the person is contravening or has contravened the *Gaming and Liquor Act*; and
 - g) may seize identification from any person interviewed if the Inspector has reasonable grounds to believe that the identification is false or has been altered.
- 3.8.4 A Field Technician employed by or working on behalf of the AGLC in a bingo facility installing, servicing or removing electronic gaming or gaming related equipment has been designated by the AGLC as an Inspector pursuant to Section 98(1) of the *Gaming and Liquor Act* for the purpose of carrying out his or her job duties.

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- 3.8.5 An auditor or person employed or working on behalf of the AGLC in a bingo facility has been designated by the AGLC as an Inspector pursuant to Section 98(1) of the *Gaming and Liquor Act* for the purpose of carrying out his or her job duties.

3.9 BINGO CARDS

- 3.9.1 Bingo cards:
- a) shall be purchased only from a registered gaming supplier (Note: Regulatory Division of the AGLC maintains a record of registered gaming suppliers); and
 - b) only bingo paper that is approved by the AGLC, through the assignment of a AGLC product code, shall be used in the facility.
- 3.9.2 Players shall use cards or sheets of cards printed with one or more cards, or an electronic image thereof. Each having five vertical columns, with five squares in each column. One letter from the BINGO appears over each column. All squares shall have a number, except the free centre square. Players shall mark each square as the letter/number on it is called.
- 3.9.3 Bingo cards for the visually disabled (Braille cards) may be used in the facility if the card is approved by the facility licensee. Braille cards must meet the format requirements detailed in Subsection 3.9.2. The facility licensee's rules of play shall indicate the pricing structure and verification procedure for these cards.
- 3.9.4 Bingo cards for bonanza games, odd/even games or any other special game where a pre-call of numbers takes place or where "wild" numbers are determined by specific criteria (for example, the day of the week) and the linked bingo game shall be sealed at the time of sale. This is to ensure bingo cards cannot be viewed by any individual prior to the cards being sold. Sealing standards include folding, stapling, packaging, or gluing of the card or strip of cards.
- 3.9.5 Volunteers or paid staff shall not pre-open sealed cards.

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3.10 MINORS

- 3.10.1 Minors (that is, a person under the age of 18 years) are prohibited from playing bingo (see Subsection 3.10.4) or Keno in all licensed facilities. Minors are not permitted to enter a licensed bingo facility which offers electronic gaming.
- 3.10.2 Minors are permitted to be in a licensed facility, which does not offer electronic gaming, as follows:
- a) if they are working as a volunteer at a bingo event for a licensed charity of which they are a member; or
 - b) if they are working in a paid position (for example, at a concession in the licensed facility).
- 3.10.3 Facility licensees may at their discretion, or in compliance with Subsection 3.1.4 clauses a), b) and e), exclude minors from being in the bingo facility.
- 3.10.4 Minors are prohibited from playing the game of bingo in a licensed facility, including:
- a) purchasing or otherwise being provided with bingo cards;
 - b) playing the game of bingo and/or daubing bingo cards; or
 - c) being awarded a bingo game prize or other prize.
- 3.10.5 The facility licensee shall post a "Minors Not Allowed To Play Bingo" sign, clearly visible to patrons, at all entrances to the licensed facility.
- 3.10.6 The facility licensee, or the licensed charity, or paid staff (as applicable) shall demand proof of age when a person of questionable age (that is, anyone who appears to be less than 25 years of age) attempts to purchase and/or play bingo cards. Photograph identification is the required type of identification. Acceptable identification includes any one of the following:
- a) Alberta Operator's Licence;

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- b) Motor Vehicles Division Identification card or Alberta Registries Motor Vehicles Identification Card (this non-driver's identification is available through private registry officers);
- c) passport, Armed Forces Identification Card, Out-of-Province Photo Operator's Licence, Certificate of Indian Status or Immigrant Authorization; or
- d) other comparable forms of identification from other jurisdictions.

3.10.7 If the required photographic identification appears not to be genuine, then a second piece of identification from the following list must be requested:

- a) Birth Certificate;
- b) Social Insurance Card;
- c) Citizenship Certificate;
- d) Baptismal Certificate;
- e) Foreign Government Visa; or
- f) Fire Arms Acquisition Certificate.

3.10.8 Careful examination of identification under adequate lighting and/or black light must take place to ensure:

- a) the photograph is genuine and has not been substituted;
- b) the plastic laminate has not been tampered with;
- c) the lettering that provides information on name and date of birth has not been altered; and
- d) for operator's licences, the lettering that provides information on name, date of birth, and the information on minor status, has not been altered.

NOTE: Letters that have been altered will show up under black light.

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- 3.10.9 Where there is any doubt that identification provided by an individual is genuine, the individual should be asked to provide a sample signature, which the facility licensee or licensed charity may compare to the signature on the photograph identification. A second piece of signature identification should be requested from the individual.
- 3.10.10 Caution should also be exercised to check for identification each and every time a person of questionable age attempts to enter a licensed facility. On a previous occasion, false identification may have been produced and accepted.
- 3.10.11 If a person of questionable age fails to satisfy the facility licensee or licensed charity that he or she is of legal age to play bingo, the facility licensee, or the licensed charity, or paid staff (as applicable) must refuse to sell the person bingo cards, ensure that no one else provides the person with bingo cards, and ensure that the person is not awarded a bingo prize.

3.11 SECURITY OF BINGO AND PULL TICKET REVENUES/DEPOSITS

- 3.11.1 The Regulatory Division recommends facility licensees use the following procedures to prevent risk to volunteers or paid staff and the theft or loss of bingo deposits:
- a) At the end of the event, funds are accounted for and a deposit slip is prepared for either the licensed charity's bingo bank account or the bingo association clearing account. In a Class B facility, the deposit must be made to the licensed charity's bingo account. When the deposit is made to the licensed charity's bingo account, the licensed charity shall keep a duplicate copy of the deposit slip for its records for comparison to the financial report.
 - b) The funds and deposit slip are placed in a deposit bag and the bag is sealed.
 - c) The sealed bag is placed in a secure safe on the premises of the licensed facility.

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- i) For licensed facilities using an armoured car service, the deposit bag is picked up by the service on their next scheduled pickup.
 - ii) For licensed facilities not using an armoured car service:
 - within three (3) banking days of the bingo event, the licensed charity representative shall ensure the deposit is picked up from the hall and deposited to their approved bingo account during regular banking hours; or
 - if the bingo association makes the deposit to a special association “funds in – funds out” account set up for the purpose of clearing event deposits, and writes the licensed charity a cheque for the same amount, the licensed charity shall deposit the association cheque to their approved bingo account within five (5) banking days of the end of the event; or
 - if the bingo deposit is to be made to the bingo association clearing account, as described in Section 12.1.6, the deposit must be made within three (3) banking days of the end of the event.
 - d) A copy of the deposit slip must be retained by the bingo association for subsequent verification through the bank reconciliation process.
 - e) Similar procedures should be used to ensure the safe deposit of revenue from pull ticket sales.
- 3.11.2 The facility licensee should check their level of insurance coverage due to larger amounts of cash being kept on their premises.
- 3.11.3 Facility licensees not using an armoured car service must discuss their intentions to secure revenue with the local police.

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- 3.11.4 Regulatory Division Inspectors and the local police should be involved in assisting the facility licensee to set up safe operating procedures. For more information, contact the Regulatory Division, St. Albert at (780) 447-8600; Calgary at (403) 292-7300; Red Deer at (403) 314-2656; Grande Prairie at (780) 832-3000; and Lethbridge at (403) 331-6500.

3.12 COUNTERFEIT MONEY HANDLING PROCEDURES

- 3.12.1 The following procedures shall be implemented when counterfeit money is identified or suspected on the floor sales areas:

- a) Seller and/or Checker:
- i) handles the bill(s) as little as possible and immediately notifies the hall advisor and/or security;
 - ii) does not place the bill(s) in the apron or cash tray;
 - iii) makes note of time and suspect's description; and
 - iv) writes a discrepancy report giving as many details as possible.
- b) Hall Advisor/Security Guard:
- i) contacts local law enforcement agency to advise them the suspect(s) is or is not on site and follows the direction of the agency;
 - ii) seizes suspect bill(s), placing them in a clean envelope, handling the bill(s) as little as possible, and retains the envelope until it is turned over to the investigating officer;
 - iii) a detailed description of the suspect(s) and, if possible, the vehicle and licence plate number (if the suspect leaves the facility), should be given to the police on their arrival.

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NOTE: Under no circumstances should the suspect(s) be detained as there is no authority to do so.

- iv) advises bingo chairperson of the occurrence;
- v) completes a counterfeit check list and discrepancy report; and
- vi) within 24 hours, faxes the completed counterfeit check list and all discrepancy report(s) to the Investigations Branch of the Regulatory Division: St. Albert at (780) 447-8914 or Calgary at (403) 292-7354. The Regulatory Division will send a notice to all licensed facilities regarding the matter.

3.12.2 If a counterfeit bill(s) is located in the cash cage or counting areas during a count, and the identity of the person who passed the bill(s) is not known, the hall advisor will:

- a) contact local enforcement agency and follow their direction;
- b) seize the bill(s) and place them in a clean envelope and retain for delivery to the investigating officer; and
- c) within 24 hours faxes a completed counterfeit check list and all discrepancy reports to Investigations Branch of the Regulatory Division: St. Albert at (780) 447-8914 or Calgary at (403) 292-7354. The Regulatory Division will send a notice to all licensed facilities regarding the matter.

3.13 REPORTING CHEATING AND OTHER PROBLEMS

3.13.1 Any suspected cheating or other problems in the licensed facility shall be reported immediately upon detection to the AGLC by calling the following toll free number: 1-800-272-8876. An answering service will accept calls after regular office hours.

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3.14 LIQUOR LICENCE APPLICATION

- 3.14.1 Information regarding liquor licences or liquor licence applications may be obtained from the AGLC at the following telephone numbers: St. Albert (780) 447-8600, Calgary (403) 292-7300, Red Deer (403) 314-2656, Grande Prairie (780) 832-3000, or Lethbridge (403) 331-6500.
- 3.14.2 A facility licensee may apply for a liquor licence to allow for the sale and consumption of liquor in their licensed facility. The following conditions apply:
- a) food and liquor service may be provided by a third party under a management contract;
 - b) food service must be available during all hours of liquor service; and
 - c) a facility licensee holding a liquor licence must comply with the *Gaming and Liquor Act*, *Gaming and Liquor Regulation*, and the AGLC policies and procedures in the *Licensee Handbook*.
- 3.14.3 A liquor licence may cover:
- a) a portion of the bingo floor area, or
 - b) the entire bingo gaming floor area
- for the service and consumption of liquor.
- 3.14.4 An applicant or licensee may request a condition be imposed on the licence prohibiting minors.
- 3.14.5 Facility licensees will not permit a person apparently intoxicated by liquor or a drug to take part in a gaming activity or provincial lottery that is conducted in the licensed facility.
- 3.14.6 If minors are found in possession of liquor, or liquor is served to minors, an incident report will be submitted on the bingo facility licensee, as they control the means of access for minors.

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- 3.14.7 Volunteers and hired staff are not allowed to consume liquor during their scheduled shift.
- 3.14.8 No liquor possession or consumption is permitted in cash cage(s), count room(s), volunteer and staff rooms, or the caller's stage.

3.15 BINGO EVENTS

- 3.15.1 A licensed facility may conduct up to a maximum of 14 bingo events per week, based on meeting criteria respecting the required number of member licensed charities in its bingo association or bingo society, as the case may be, as follows:
- a) Facilities operating seven (7) events per week must have at least 20 member groups. At least two additional groups are required for each additional event beyond the seven (7) per week (up to a maximum of 14 bingo events per week).
 - b) Facilities operating less than seven (7) events per week may be permitted to operate with fewer licensed charities as determined by the Regulatory Division of the AGLC.
 - c) When a facility licensee is accepting new groups, the AGLC will:
 - i) give the first opportunity for access to charitable groups who are operating community bingos within that community or region, but wish to cease their bingo operation in order to gain access to the bingo association; or
 - ii) provide the facility licensee with the name of an eligible charity as outlined in Subsection 3.16.10.
- 3.15.2 The facility licensee's approved bingo program shall specify the days of the week and time slots (for example, morning, afternoon, evening or late night) during which the 14 bingo events will be operated.

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- 3.15.3 The Board of the AGLC may consider applications from existing facility licensees wishing to access more than 14 bingo events per week at the same facility. Each application will be considered on its own merit and within its own community setting, however the application must:
- a) represent the combining of two or more facility licensees in the same region or market area for the purpose of better utilizing a licensed facility, reducing expenses and generating higher returns to charities; or
 - b) satisfy the Board of the AGLC that the addition of more bingo events (beyond 14 per week):
 - i) would provide equitable access to eligible charities who currently do not have access to bingo events;
 - ii) would result in higher proceeds to licensed charities;
 - iii) would not add events to an already saturated market; and
 - iv) would not in any way negatively impact the operations of another licensed facility within the same region or market area.
- 3.15.4 Each bingo event program will consist of not more than 75 games/prizes, excluding linked bingo games/prizes.
- 3.15.5 Each bingo event starts with the calling of the first ball of the first game in the facility licensee's program, and ends when the prize for the last game of the program has been verified.
- 3.15.6 Bingo events may start at any time during the 24 hour period of each day, and may end at a specified time on the same day or may end at a time extending into the 24 hour period of the following day. Each bingo event will be included in the day in which it starts. For example, both of the following events would be considered to occur on Tuesday: an evening event that starts at 7:30 p.m. on Tuesday and ends at 11:00 p.m. on Tuesday, and a late night event that starts at 11:30 p.m. on Tuesday and ends at 1:30 a.m. on Wednesday the next day.

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- 3.15.7 A bingo event shall be operated according to:
- a) the approved bingo licence and facility licence (attachments to the licence may show changes from the original application approved by the AGLC); the licences are normally issued for a two year period;
 - b) the facility licensee's approved bingo program;
 - c) the *Gaming and Liquor Act*;
 - d) *Gaming and Liquor Regulation*;
 - e) these terms and conditions;
 - f) Board policies established under the legislation;
 - g) any special conditions required by the AGLC; and
 - h) the facility licensee's Rules of Play and House Rules.
- 3.15.8 The conduct of a bingo event is the sole responsibility of the licensed charity and this responsibility cannot be delegated.
- a) Volunteer bingo workers may not be paid, in any way, for their services, including but not limited to:
 - i) cash payment for working gaming events.
 - ii) receiving money, goods, or services for personal use, from individuals that provide premises, services, equipment, or supplies to events sponsored by that volunteer bingo worker's licensed charity;
 - iii) individuals whose purpose for working bingo events is related to the Fine Option Program or the Alternative Measures Program may not be used as volunteer workers; and
 - iv) providing services to the facility licensee.

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NOTE: Where no real or potential conflict of interest exists, volunteers, with the approval of the AGLC, may be paid for services provided to the facility licensee that are not directly related to the conduct of the bingo event. The facility licensee shall provide the AGLC with details of the following: the relationship between the volunteer and the members of the bingo association or bingo society; a description of the services being provided; and the source of the funds for the payment of those services.

- b) Only members of the licensed charity, as defined in its by-laws, shall work as volunteers in the mandatory volunteer positions provided in Subsection 7.2 of these terms and conditions.
- c) As an option, the licensed charity may use outside help (non-members) on a volunteer basis to fill other positions as required, or continue to use only members in all positions. Licensed charities whose members are disabled may accept outside volunteer help for all positions. When using non-members to work as volunteers the individual(s) must be known to the licensed charity.

NOTE: The above is intended to allow licensed charities more flexibility in raising funds to support their approved charitable objectives. It is not intended to provide an opportunity for a charity that is not licensed to work a bingo event in return for a donation.

- d) Paid staff of the licensed charity may work as volunteers if:
 - i) they are members of the licensed charity as defined by its bylaws;
 - ii) they volunteer their services beyond their normal working hours; and

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iii) they do not fill the following positions: bingo chairperson, paymaster, bonanza or special games controller, Satellite game controller (when the duties are performed by a volunteer), or cashier (when duties are performed by a volunteer).

3.15.9 The licensed charity, through its volunteer bingo chairperson (with the assistance of the hall advisor) shall:

- a) decide upon all matters relating to the conduct of the bingo event;
- b) in case of a dispute or discrepancy determine the winners; and
- c) verify prize amounts and ensure all prizes are paid.

3.16 ALLOCATION OF BINGO EVENTS

3.16.1 Only a bingo association or bingo society, as the case may be, may allocate bingo events to its respective licensed charities at a licensed facility.

3.16.2 In this section, allocation means scheduling licensed charities to conduct a given number of bingo events, and the specific dates and times of those events.

3.16.3 Bingo events may be allocated at the discretion of a bingo association or bingo society to member licensed charities or to licensed charities that may not be members of the association or society.

3.16.4 Two groups may be licensed to work the same bingo event as follows:

- a) each group is responsible to provide half of the required number of volunteers, pay one half of the event expenses, and will receive one half of the event proceeds; and

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- b) the number of groups selected on RIBS will be two. Each group's licence number must be selected on RIBS to ensure the correct information appears on each group's financial report;
- 3.16.5 Bingo events should be allocated on a fair and equitable basis.
- 3.16.6 The allocation of bingo events at a Class A licensed facility will be determined by a bingo association.
- 3.16.7 The bingo association in Subsection 3.16.6 must also be the Class A facility licensee.
- 3.16.8 The allocation of bingo events at a Class B licensed facility will be determined by a bingo society.
- 3.16.9 The primary function of a bingo society is to allocate bingo events to its members at a specific Class B licensed facility.
- 3.16.10 A bingo association or bingo society requiring new licensed charities (either as members or for casual access to bingo events) shall contact the AGLC upon determining that new licensed charities are required. The AGLC will provide the bingo association or bingo society with the name and contact information of the first charity on the central registry list from that bingo association's or bingo society's region.
- a) The bingo association or bingo society shall:
- i) make contact with the charity;
 - ii) notify the charity that they have been referred to the bingo association or bingo society by the AGLC;
 - iii) provide the charity with bingo association or bingo society membership or access requirements; and
 - iv) determine whether the charity meets the bingo association or bingo society membership or access criteria.

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- b) If the charity meets the criteria, the charity in conjunction with the bingo association or bingo society shall submit a bingo licence application to the AGLC (see Subsection 2.5).
- c) If the charity does not meet the criteria, the charity and bingo association or bingo society shall notify the AGLC, in writing, of the reasons why the group was not accepted for bingo event access. The AGLC will provide the bingo association or bingo society with the name and contact information of the next charity on the bingo central registry.

3.16.11 As recommended by the 1999 Bingo Review Committee, the AGLC in conjunction with the Federation of Alberta Bingo Associations (FABA) will address complaints of charitable organizations wishing access to bingo events in bingo association facilities.

3.17 FIXED FEE

3.17.1 A facility licensee shall only charge a licensed charity a reasonable fee that reflects the value of the space and services the licensed charity receives to enable the charity to conduct its bingo event.

3.17.2 The fee in Subsection 3.17.1 shall be a fixed fee established by the facility licensee and based upon a yearly operating budget, and approved in advance by the AGLC (see Sections 12.1 and 12.2 of these terms and conditions).

3.18 CHARITABLE RETURN CRITERIA

3.18.1 A guiding principle for gaming in Alberta is that “the financial return to eligible groups from charitable gaming is to be maximized for the benefit of charitable and religious groups, the programs or activities they deliver and the communities in which those programs are located.”

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- 3.18.2 The continued licensing of a licensed bingo facility depends, among other things, on the level of return provided to licensed charities holding events in the licensed facility.

- 3.18.3 Charitable return criteria provide a policy respecting the amount of proceeds licensed charities must obtain from bingo events conducted at the licensed facility based on its gross annual revenue (See Section 12.3).

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4.1 EIGHT MAJOR STEPS

4.1.1 A facility licence for a proposed new bingo facility in a community may only be issued after the requirements in a series of steps have been met, in the following order:

1. Inquiry
2. Notice of Expressed Interest
3. Initial Assessment
4. Community Support
5. Acceptance of Proposals
6. Applicant Selection
7. Investigation
8. Licensing

4.1.2 The series of steps in Subsection 4.1.1 is initiated by an applicant for a facility licence respecting a proposed new facility in a community within a specified market area.

4.1.3 In this section, an applicant must be:

- a) a bingo association, being an association of licensed charities incorporated under the *Societies Act* (Alberta);
- b) an adult, that is someone 18 years of age or older, who is a Canadian citizen or lawfully admitted to Canada for permanent residence;
- c) a corporation, incorporated or continued by or under the *Business Corporations Act* (Alberta), *Companies Act* (Alberta) or *Societies Act* (Alberta) or any other enactment or registered under Part 21 of the *Business Corporations Act* (Alberta) or Part 9 of the *Companies Act* (Alberta); or
- d) a partnership, registered under the *Partnership Act* (Alberta).

4.1.4 An applicant who is a:

- a) partnership, includes each partner;
- b) corporation, includes the officers and directors of the corporation; and

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- c) volunteer executive of a bingo association, includes each member of the executive.

4.1.5 In this section, a community refers to:

- a) a municipality as defined under the *Municipal Government Act* (Alberta), meaning:
 - i) a city, town, village, summer village, municipal district or specialized municipality;
 - ii) a town under the *Parks Towns Act* (Alberta); or
 - iii) a municipality formed by special Act.
- b) a Metis Settlement established under the *Metis Settlement Act* (Alberta); or
- c) an Indian reserve as determined by the Department of Indian Affairs (Canada) located within the provincial boundaries of Alberta.

4.1.6 In this section, a council refers to the council of:

- a) a city, town, village, summer village, municipal district or specialized municipality;
- b) a town under the *Parks Towns Act* (Alberta);
- c) a municipality formed by special Act;
- d) a Metis Settlement established under the *Metis Settlement Act* (Alberta); or
- e) an Indian reserve as determined by the Department of Indian Affairs (Canada) located within the provincial boundaries of Alberta.

4.1.7 In this section, a specified market area refers to a Tourism Destination Region (TDR) as defined by Travel Alberta which include:

- a) Alberta North;

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- b) Edmonton and area;
- c) Alberta Central;
- d) Canadian Rockies;
- e) Calgary and area;
- f) Alberta South; or
- g) any other specified market area as determined by the Commission.

4.1.8 Facility licence applicants must bear all costs (from non-gaming funds), as associated with their interest in, or application for, a facility licence.

4.1.9 The Commission will not assume any of the costs, expenses or liabilities associated with an applicant's interest in obtaining a facility licence.

4.1.10 The Board may consider the views of the community including the views, if any, expressed by a council in relation to a proposed facility licence application and may refuse to issue a licence at anytime throughout the process if the Board is of the view that the community is not in favour.

4.1.11 The Commission will not consider applications for a facility licence in a community where a facility licence has been rejected by the Board because of lack of community support, for two years after the notice of rejection was sent to the applicant.

4.2 STEP ONE: INQUIRY

4.2.1 An applicant initiates the application process for a new facility licence by informing the Commission of its interest to operate a proposed new licensed facility in a community in the province.

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- 4.2.2 The Commission will request a signed letter from the applicant which shall contain information including but not limited to the following:
- a) name of the applicant;
 - b) nature of the applicant's current business, if any;
 - c) location of the applicant's current business operation, if any;
 - d) the location within a community for the proposed new facility;
 - e) services and equipment the applicant proposes to supply; and
 - f) \$50 cheque for a copy of the Bingo Facility Licensing Information Package, to cover printing costs.
- 4.2.3 Upon receiving the requested information and payment from the applicant, the Commission will provide to the applicant a Bingo Facility Licence Information Package ("information package").
- 4.2.4 The information package shall contain information related to the application process and requirements respecting a facility licence.
- 4.2.5 If after reviewing the information package the applicant wishes to pursue a facility licence, the applicant must submit in writing to the Commission a valid Expression of Interest including, but not limited to, information and an initial deposit as follows:
- a) whether the application is for a Class A or Class B facility licence, as defined in Subsection 3.3.2 of these terms and conditions;
 - b) anticipated benefits of the proposed new facility to charitable groups including the estimated financial returns to eligible charities;

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- c) estimated impact of the proposed new facility on existing licensed charitable gaming facilities in the community and specified market area;
- d) charitable demand for the proposed new facility in the community and specified market area, including:
 - i) a list of charitable and religious organizations that would be served by the proposed new facility (the allowable number of bingo events per week in a licensed facility is based on meeting the required minimum number of licensed charities, see Subsection 3.15.1 clause a));
 - ii) an estimate of the number of charitable volunteers or charity workers available to those charitable and religious organizations to be served by the proposed new facility;
- e) market demand for the proposed new facility in the community and specified market area based on:
 - i) the market area and population base served;
 - ii) market studies, forecasting methodology and assumptions;
 - iii) revenue projections for bingo games, related activities, and non-gaming activities, for example, concession;
- f) proposed size, location, player seating capacity and development timeline for the proposed new facility;
- g) proposed specific gaming activities to be offered in the bingo facility including a draft bingo program containing the information stated in Subsection 8.1.3;
- h) suitability of the proposed new facility or location including the impact on parking and traffic flow;
- i) relevant experience, training and credentials of the applicant;

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- j) feasibility of the proposed new facility, including:
 - i) fixed costs, such as debt service and depreciation;
 - ii) operational costs, such as salaries and benefits, leases, utilities, supplies, equipment, maintenance, advertising, and taxes;
 - iii) cash flow and profit projections;
 - iv) risk assessment;
- k) understanding of relevant federal and provincial legislation, regulation, policies, standards and local bylaws, including zoning and development requirements;
- l) proof of the applicant's right or option to own, occupy or otherwise control (i.e., lease agreement or certificate of title):
 - i) the land where the proposed new facility is to be situated, or
 - ii) the existing building or premises where the new facility is proposed to be located;
- m) a statement describing the current zoning or land use designation of the proposed location for the proposed new facility and, if re-zoning is required by the community, the applicant's consultation plan to ascertain surrounding property owners' reactions and concerns;
- n) a preliminary disclosure of personal and business information to be provided on a form supplied by the Commission;
- o) a security clearance; and

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- p) respecting a proposed Class B licensed facility, a certified cheque in the amount of \$5,000.00 as an initial deposit payable to the Alberta Gaming and Liquor Commission; these funds, or any additional funds requested by the Commission will be used as required to cover the cost of conducting the due diligence investigation.
- 4.2.6 The Commission does not require municipal land use, zoning and development approval for an Expression of Interest to be deemed valid. Applicants should defer seeking appropriate municipal approvals until advised in writing by the Commission as provided for in Subsection 4.9.2.
- 4.2.7 An applicant who has submitted an Expression of Interest will be advised as to whether their submission is determined to be valid or reasonable by the Commission, based on an initial assessment by the Commission of:
- a) completeness and accuracy of information in the submission;
 - b) intent of the applicant;
 - c) *prima facie* (on the face of it) feasibility of the proposed new facility; and
 - d) eligibility of the applicant to hold a facility licence.
- 4.2.8 An Expression of Interest deemed to be valid by the Commission is not based on a definitive analysis of the feasibility of a bingo facility in the community, nor does it assure the level of success or support of a proposed new facility in the community. Moreover, an Expression of Interest deemed to be valid shall not be considered or promoted as an endorsement by the Commission of a bingo facility in a community.
- 4.2.9 With a valid Expression of Interest, Step Two: Notice of Expressed Interest may be initiated.

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- 4.2.10 If an applicant indicates he or she no longer wishes to pursue a facility licence during Step One: Inquiry, the application process shall conclude.
- 4.2.11 If the submitted Expression of Interest is deemed by the Commission not to be valid, it will be rejected and the application process shall conclude.
- 4.2.12 The applicant who submitted an Expression of Interest that has been withdrawn by the applicant or deemed not valid by the Commission:
- a) will be advised in writing of the Commission's decision and reason(s);
 - b) respecting a proposed Class B licensed facility, will have the balance of their deposit of \$5,000.00 returned; and
 - c) the Commission will not consider the applicant for a facility licence in the community for a period of at least two years unless otherwise directed by the Board.

4.3 STEP TWO: NOTICE OF EXPRESSED INTEREST

- 4.3.1 This step is intended to encourage the best possible proposal by allowing interested parties in a community an opportunity to make an application.
- 4.3.2 The Commission will initiate a Notice of Expressed Interest for a bingo facility determined by the location of a community identified in a valid Expression of Interest from Step One.
- 4.3.3 Following from Subsection 4.2.9, other interested parties will be given an opportunity to express interest in developing a bingo facility in a specified community identified in a valid Expression of Interest from Step One.
- 4.3.4 The Commission shall advise the Board of its intent to initiate Step Two: Notice of Expressed Interest prior to undertaking further action in this step.

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- 4.3.5 The Commission will advise all the councils located within the specified market area, through the council's chief administrative officer or municipal clerk or equivalent, about the interest being expressed to develop a bingo facility in the specified market area.
- 4.3.6 Following from Subsection 4.2.9, the Commission will issue a Notice of Expressed Interest, as provided in Subsection 4.3.3, to accept Expressions of Interest for a bingo facility from other interested parties ("applicants").
- 4.3.7 A Notice of Expressed Interest will:
- a) identify the community in which the proposed new facility is to be located;
 - b) be advertised by the Commission:
 - i) where possible, in at least three issues within two consecutive weeks in a newspaper(s) published and circulated in the community identified in a valid Expression of Interest from Step One; and
 - ii) in at least three issues within two consecutive weeks in a newspaper(s) circulated in the communities within the specified market area;
 - c) be released on the electronic tendering and competitive bid service used by the Commission.
- 4.3.8 Interested parties will be allowed a period of up to 90 days to submit applications in response to the Notice of Expressed Interest after the notice is first advertised as provided for in Subsection 4.3.7.
- 4.3.9 Each Expression of Interest for a licensed facility must contain information as described in Subsection 4.2.5 and, in the case of an Expression of Interest for a Class B licensed facility, an initial deposit of \$5,000.00 payable to the Commission.

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- 4.3.10 Applicants must submit to the Commission a valid Expression of Interest within the specified time period. Only the applicants who submit valid Expressions of Interest in this step or Step One shall be considered for a facility licence in the specified market area described in the Notice of Expressed Interest.
- 4.3.11 Expressions of Interest are deemed to be valid as provided for in Subsection 4.2.7.
- 4.3.12 An Expression of Interest withdrawn by an applicant or deemed not to be valid will be rejected, and the applicant who submitted it:
- a) will be advised by the Commission in writing as to its decision and reason(s);
 - b) will, in the case of an Expression of Interest for a Class B licence, have the balance of their deposit of \$5,000.00 returned; and
 - c) the Commission will not consider the applicant for a facility licence in the community for a period of at least two years unless otherwise directed by the Board.
- 4.3.13 The Commission will not consider applications for a facility licence in a specified market area for two years after a Notice of Expressed Interest has been issued for that market area unless otherwise directed by the Board.

4.4 STEP THREE: INITIAL ASSESSMENT

- 4.4.1 Following from Subsection 4.3.9, an Initial Assessment allows the Commission to determine whether a new bingo facility in a community within a specified market area has merit.
- 4.4.2 The concept of a bingo facility may be deemed by the Commission to have merit if a valid Expression of Interest respecting the facility meets basic criteria related, for example, to feasibility, benefits to charitable groups and market demand.

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- 4.4.3 The concept of a bingo facility may be deemed by the Commission to have merit if it can be shown, among other things, that:
- a) the proceeds to charities from charitable events held in the proposed new facility will be comparable to and competitive with those generated in other bingo facilities in the province;
 - b) a significant proportion of the expected gross gaming revenue to be generated by the proposed new facility will be new gaming revenue, and will not be drawn from other existing or proposed bingos;
 - c) the profitability and viability of existing bingos or approved bingos (an approved bingo refers to an application approved for a facility licence subject to meeting the outstanding requirements, as provided for in Subsection 4.9.3) in the same community or specified market area are not significantly compromised; and
 - d) the proposed new facility would meet or exceed the bingo facility requirements, standards and operating guidelines as set forth in these terms and conditions.
- 4.4.4 An Initial Assessment by the Commission which deems that a proposed new facility in a community within a specified market area has merit is not based on a definitive analysis of the feasibility of a proposed new facility in the community, nor does it assure the level of success or support of a proposed new facility in the community. Moreover, an initial assessment deemed to have merit shall not be considered or promoted as an endorsement by the Commission of a proposed new facility in a community.
- 4.4.5 If the Commission deems the concept of a proposed new facility in the specified market area to have merit Step Four: Community Support may be initiated.

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4.4.6 If the Commission deems the concept of a proposed new facility in the specified market area does not have merit, the Commission will recommend to the Board that the process conclude and no further consideration be given to a new facility in the community for a period of two years. Unless otherwise directed by the Board, the Commission will:

- a) notify the applicants who submitted a valid Expression of Interest of its decision and reason(s); and
- b) in the case of an valid Expression of Interest for a Class B licence, return the balance of the deposit of \$5,000.00 to the applicants.

4.4.7 The Commission will advise all councils in the specified market area, through the council's chief administrative officer or municipal clerk or equivalent, of the outcome of Step Three: Initial Assessment.

4.5 STEP FOUR: COMMUNITY SUPPORT

4.5.1 Following from Subsection 4.4.5, the Commission will consider community support, or lack thereof, as expressed by the council for the concept of a new bingo facility in the community.

4.5.2 The Commission shall advise the Board of its intent to formally notify the council of the requirements in Step Four: Community Support prior to undertaking further action respecting the application.

4.5.3 The Commission will then formally notify the council, through the council's chief administrative officer or municipal clerk or equivalent, that it has deemed the concept of a new bingo facility in the community to have merit. The Commission will advise the council of:

- a) the name of the applicant(s); and
- b) the location(s) of the proposed bingo facility(ies).

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- 4.5.4 The council's expressed support, or its lack of expressed support, for the concept of a new bingo facility in its community will be considered by the Commission.
- 4.5.5 Expressed support means a resolution of council in support of, or not opposed to, the concept of a new bingo facility in its community.
- 4.5.6 Lack of expressed support means a council resolution withholding expressed support or rejecting the concept of a new bingo facility.
- 4.5.7 The Commission will not consider any conditions placed on or attached to a council resolution respecting the concept of a new bingo facility in the community.
- 4.5.8 The Commission will provide the Board any written submission of the council regarding the council's expressed support, or lack of expressed support, for the concept of a new bingo facility in the community. If the council is silent and there is no significant demonstrated opposition respecting the concept of a new bingo facility in the community, the Board at its discretion may decide to continue the application process.
- 4.5.9 Following from Subsection 4.5.8, if the Board at its discretion decides to continue the application process, Step Five: Acceptance of Proposals may be initiated.
- 4.5.10 Following from Subsection 4.5.8, if the Board at its discretion decides to conclude the application process, the process to consider a facility licence in the specified market area shall conclude and no further consideration will be given to a proposed new bingo facility in the community for a period of two years unless otherwise directed by the Board. The applicants who provided a valid Expression of Interest:
- a) will be advised by the Commission in writing as to the reason(s) for the process concluding; and
 - b) will, in the case of applicants who provided a valid Expression of Interest for a Class B facility licence, have the balance of their deposit of \$5,000.00 returned.

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4.6 STEP FIVE: ACCEPTANCE OF PROPOSALS

- 4.6.1 With the Board's approval to continue the application process under Subsection 4.5.9 in Step Four, the applicant(s) who submitted valid Expressions of Interest will be invited to provide a final submission including information as set out in Subsection 4.7.6.
- 4.6.2 The applicant(s) referred to in Subsection 4.6.1 must complete a final Bingo Facility Licensing Application Package ("final package") provided by the Commission.
- 4.6.3 Only applicants who provided a valid Expression of Interest in Step One or Step Two may be eligible to complete a final package in support of a facility licence in a community within the specified market area.
- 4.6.4 Applicants are required to issue a public notice of their application for a facility licence in the specified market area. The advertisement must:
- a) meet the content and format requirements specified by the Commission;
 - b) specify the address within the community in which the proposed new facility is located; and
 - c) be published as set out in Subsection 4.3.7.
- 4.6.5 Following from Subsection 4.6.4 the applicant must submit to the Commission a copy of the complete newspaper pages containing the advertisements as part of their final package as provided for Subsection 4.6.2.
- 4.6.6 The Commission will accept completed final packages for a specified period of time (no less than 60 days) after it has sent the final packages to the applicants as identified in Subsection 4.6.2.

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- 4.6.7 The application process shall conclude if none of the applicant(s) submits a completed final package within the period of time specified in Subsection 4.6.6. The parties will be advised of the Commission's decision to conclude the process and its reasons, and the balance of their deposits will be returned to them.
- 4.6.8 An applicant may indicate in writing to the Commission it is withdrawing its application.
- 4.6.9 If the Commission receives one or more complete and accurate final packages for a new facility licence within the specified period of time, and there is no significant demonstrated opposition respecting the proposed new facility in the community, Step Six: Applicant Selection may be initiated.
- 4.6.10 The Commission will advise all councils, through the council's chief administrative officer or municipal clerk or equivalent, in the specified market area of the outcome of Step Five: Acceptance of Proposals.

4.7 STEP SIX: APPLICANT SELECTION

- 4.7.1 Following from Subsection 4.6.9, applicants for facility licences are evaluated using facility standards and operating requirements set out in Sections 3 and 5 and elsewhere in these terms and conditions. The Commission may recommend one or more suitable applicants to the Board based on the evaluation.
- 4.7.2 The evaluation of applicants will be conducted by a Bingo Facility Applicant Evaluation Committee ("committee") internal to the Commission.
- 4.7.3 The members of the committee will be designated by the Commission and comprise senior staff of the Commission. As the Commission deems appropriate, the committee may obtain assistance in conducting the evaluation from external sources, such as consultants.

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- 4.7.4 None of the members of the committee may be or appear to be in a conflict of interest in fulfilling his or her duties as a member of the committee.
- 4.7.5 No person, group of persons, society, company, corporation or affiliated corporations will be permitted to control the bingo gaming industry in the province. This requirement is made in the interest of maintaining a viable and effective charitable gaming model for bingo gaming. Control of the bingo gaming industry in this case means owning or controlling more than 10% of the total number bingo facilities operating in the province.
- 4.7.6 Applicants will be evaluated based on:
- a) Information related to the proposed new facility, including but not limited to:
 - i) a business plan;
 - ii) a marketing plan;
 - iii) a vision statement;
 - iv) projected operation costs;
 - v) revenue forecasting methodology and assumptions;
 - vi) pro forma financial statements;
 - vii) the legal structure of the applicant or business entity, names of the owners and proposed officers, directors, shareholders, and other key persons associated with the applicant and proposed new facility;
 - viii) proposed physical attributes, location and site plan, blueprints, description and theme, dimensions and general site standards, layout, occupancy limit, constructions costs and schedule;
 - ix) proposed security features, including surveillance equipment and coverage in the facility, intrusion and hold-up alarms, secured rooms and storage, emergency provisions;
 - x) proposed gaming activities to be conducted in the proposed new facility;

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- x) business entity equity and debt position, and source of funds to finance the proposed new facility;
 - xii) financial controls and systems, including organization structure;
 - xiii) positions for volunteers and paid staff during bingo events;
 - xiv) in the case of a proposed Class A licensed facility, a copy of the lease agreement, if applicable;
 - xv) understanding of and compliance with the relevant federal and provincial legislation, regulation, policies and local bylaws including zoning and development requirements;
 - xvi) related experience of the applicant and their associates.
- b) The applicant must demonstrate to the Commission that the proposal takes into consideration factors that may impact on the community and adjacent communities, including but not limited to the following:
- i) anticipated impact upon other existing or approved charitable gaming facilities in the community;
 - ii) proximity to public or community facilities, including schools, churches, etc.;
 - iii) an explanation of the measures to be taken to address problem gambling, for example, how bingo gaming activities will be delivered in a socially responsible manner;
 - iv) estimated economic impact on the community, for example, number of new jobs created, impact on other businesses in the community, etc.;
 - v) impact on policing in the community; and
 - vi) impact on parking and traffic flow.

4.7.7 An applicant and those associated with the applicant will be subject to a process of due diligence in Step Seven: Investigation.

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4.7.8 If none of the applicants meets the requirements, the application process shall conclude and no further consideration will be given to a proposed new licensed facility in the community for a period of two years unless otherwise directed by the Board. The applicant(s) will be:

- a) advised of the Commission's decision and reason(s); and
- b) in the case of an applicant for a Class B facility licence, the balance of their deposit of \$5,000.00 will be returned to them.

4.8 STEP SEVEN: INVESTIGATION

4.8.1 Following from Subsection 4.7.7, a thorough due diligence investigation ("investigation") is conducted into an applicant selected in Step Six: Applicant Selection and any other key persons associated with the applicant selected in Step Six.

4.8.2 The investigation is to ensure criminal interests, or those who otherwise would be a detriment to the integrity or lawful conduct of gaming in the province, are prevented from obtaining a facility licence.

4.8.3 An applicant's employee means:

- a) the manager of the proposed new facility; and
- b) any position specified in Commission policy as related to the business proposed by the applicant.

4.8.4 An applicant's associates means:

- a) any person who has a financial interest in the applicant, in the applicant's business, or in the proposed new facility specified in the application. For the purposes of this section, financial interest is defined in Section 1(1)(e) of the *Gaming and Liquor Regulations* (Alberta);
- b) if the applicant is an individual or partnership in which one or more of the partners is an individual:

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- i) the spouse of the individual;
 - ii) any relative of the individual or the spouse referred to in subclause i) if the relative has the same residence as the individual;
 - iii) any corporation controlled by the individual, the corporation's officers and directors and any person that has a financial interest in the corporation; and
 - iv) any corporation that is affiliated with the corporation referred to in subclause iii), the affiliated corporation's officers and directors, and any person having a financial interest in the affiliated corporation;
- c) if the applicant is a corporation or a partnership in which one or more of the partners is a corporation, any other corporation that is affiliated with the applicant's corporation, the affiliated corporation's officers and directors, and any person that has a financial interest in the affiliated corporation.

4.8.5 A corporation is controlled by a person if:

- a) securities of the corporation to which are attached more than 50% of the votes that may be cast to elect directors of the corporation are controlled, other than by way of security only, directly or indirectly by that person; and the votes attached to those securities are sufficient, if exercised, to elect a majority of the directors of the corporation; or
- b) the person has in relation to the corporation any direct or indirect influence which, if exercised, would result in control in fact of the corporation.

4.8.6 The corporation is affiliated with another corporation if:

- a) one of the corporations controls the other; or

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- b) both of the corporations are controlled by the same person or group of persons.

4.8.7 A spouse of a person includes a man or woman who is legally married to that person or, although not legally married to the person, has lived and cohabited with the person as the person's spouse.

4.8.8 The Regulatory Division of the Commission shall conduct a records check to determine whether the applicant or any person associated with the applicant:

- a) has within the five (5) years prior to the submission of the application, been charged with or convicted of:

- i) an offence under the *Criminal Code* (Canada), the *Excise Act* (Canada), the *Food and Drugs Act* (Canada), or the *Controlled Drugs and Substances Act* (Canada); or
- ii) an offence under a foreign act or regulation that, in the Board's opinion, is substantially similar to a provision referred to in an offence referred to in subclause i);

- b) has at any time been charged with or convicted of:

- i) an offence under the *Criminal Code* (Canada), the *Excise Act* (Canada), the *Food and Drugs Act* (Canada), or the *Controlled Drugs and Substances Act* (Canada); or
- ii) an offence under a foreign act or regulation that, in the Board's opinion, is substantially similar to an offence referred to in subclause i)

if in the Board's opinion the offence is sufficiently serious that it may detract from the integrity with which gaming activities or provincial lotteries are to be conducted in Alberta or may be detrimental to the orderly or lawful conduct of activities authorized by a liquor licence or a registration relating to liquor, or

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c) has within the five (5) years prior to the submission of the application been serving a term of imprisonment of three (3) years or more.

4.8.9 If the applicant meets the requirements of the Investigation, Step Eight: Licensing may be initiated.

4.8.10 If the applicant fails to meet the requirements of the investigation, the application is rejected. Other application(s) are then subject to investigation as directed by the Board; if there are no other applications, the process shall conclude and no further consideration will be given to a proposed new facility in the community for a period of two years unless otherwise directed by the Board. The applicant(s) will:

- a) be advised of the Commission's decision and reason(s); and
- b) in the case of an applicant of a Class B facility licence, have the balance of their deposit of \$5,000.00 returned to them.

4.9 STEP EIGHT: LICENSING

4.9.1 Following from Subsection 4.8.9, the Commission will make a recommendation to the Board respecting the issuing of a facility licence to an applicant.

4.9.2 If the Board approves a recommendation to proceed with the issuing of a facility licence, the Commission will advise the successful applicant in writing that they will be issued a facility licence subject to meeting all the outstanding requirements (legislative, regulatory, policy and municipal or local, including municipal or local zoning and development requirements). The applicant should refer to Sections 3 and 5 of these terms and conditions to determine whether there are any outstanding items to be submitted.

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- 4.9.3 If all the requirements for a bingo facility licence (legislative, regulatory, policy and municipal or local, including municipal or local zoning and development requirements) are met by the applicant, the Board may issue a facility licence to the successful applicant.
- 4.9.4 The Board may refuse to issue a facility licence to an applicant if in its opinion the applicant has misled the Commission or the Board, or provided inaccurate or incomplete information.
- 4.9.5 The Board may refuse to issue a facility licence to an applicant if the Board is satisfied the applicant, or any of the applicant's employees, associates or persons with connections to the applicant:
- a) fails to pass a records check;
 - b) is a person who has not acted or may not act in accordance with the law, with honesty or integrity or in the public interest, having regard to the past conduct of the person;
 - c) would be a detriment to the integrity or lawful conduct of gaming activities or provincial lotteries;
 - d) is a person whose background, reputation and associations may result in adverse publicity for the gaming industry in Alberta; or
 - e) would be a detriment to the lawful manufacture, import, purchase, sale, provision, transport, possession, storage, use or consumption of liquor.
- 4.9.6 The Board may refuse to issue a facility licence to an applicant if the Board is satisfied the applicant, any of the applicant's employees or any of the applicant's associates has within the five (5) years prior to the submission of the application contravened:
- a) the Act or the Regulations;
 - b) a predecessor of the Act or the Regulations; or

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- c) a condition imposed on a licence or registration issued or made under the Act or a predecessor of the Act.
- 4.9.7 The Board may refuse to issue a facility licence to an applicant if, within five (5) years prior to the submission of the application a licence or registration issued or made under the Act or predecessor of the Act or a foreign licence or registration of the applicant, any of the applicant's employees or any of the applicant's associates has been cancelled or suspended by the issuing authority.
- 4.9.8 The Board may refuse to issue a facility licence to an applicant if, within five (5) years prior to the submission of an application the applicant, any of the applicant's employees or any of the applicant's associates has been refused a foreign licence.
- 4.9.9 The Board may refuse to issue a facility licence to an applicant if the Board is of the view that the community does not support a proposed new facility in a community.
- 4.9.10 Notwithstanding Subsections 4.9.4 through 4.9.9, the Board may refuse to issue a facility licence.
- 4.9.11 Pursuant to Section 14 of the *Gaming and Liquor Regulation* (Alberta), a facility licence may not be issued unless the Board is satisfied the applicant has the right to occupy and control the facility for which the application is made.
- 4.9.12 If a facility licensee, through bankruptcy or operation of law, becomes dispossessed of the business under which the activities authorized by the licence are carried out, the facility licence is cancelled. The Board may issue a facility licence to a person to carry on the activities authorized by the cancelled licence, subject to any conditions included in the licence.
- 4.9.13 The Board must consider any objection made respecting a facility licence application, and advise the person who made the objection as to the Board's decision in the matter.

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- 4.9.14 Prior to a facility licence being issued, the applicant must:
- a) demonstrate compliance with all provincial and federal legislation, regulation, and policies, and with municipal requirements, and produce any permits, licences or authorizations necessary to operate; and
 - b) produce a copy of an executed lease, rental agreement or certificate of title or other acceptable proof of right to occupy and control the premises; in the case of a sale of existing licensed premises, a completed agreement of sale document relative to the premises to be licensed.
- 4.9.15 If an application is rejected, the applicant will be advised by the Commission in writing as to the reason(s). Other applicants, if any, will be considered and subject to Step Seven: Investigation. If there are no other applicants, the process shall conclude and no further consideration will be given to a proposed new facility in the community for a period of two years unless otherwise directed by the Board.
- 4.9.16 If a facility licence is issued to an applicant, the unsuccessful applicants, if any, will be notified by the Commission in writing as to:
- a) the Commission's decision and reason(s); and
 - b) in the case of applicants for a Class B facility licence, the balance of their deposit of \$5,000.00 will be returned to them; and
 - c) the right to request a hearing into the matter.

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SECTION: 5. LICENSED FACILITY REQUIREMENTS

5.1 BASIC REQUIREMENTS

5.1.1 The licensed facility must be located in a permanent facility and be enclosed with solid floor-to-ceiling walls. It is recommended that the facility includes a designated area for non-smokers with a proper ventilation system.

5.1.2 Interior finishes shall, at a minimum, be of good quality.

5.1.3 In addition to the security requirements detailed in Subsection 5.5, the licensed facility shall provide:

- a) cash cage area with a minimum area of 200 square feet to accommodate two cash registers, cash counting/advisor area, special game card sales/cash counting area;
- b) bingo equipment (owned either by the landlord or the facility licensee) meeting industry standards as follows:
 - i) blower(s);
 - ii) flashboards;
 - iii) T.V. monitors;
 - iv) verifier owned by the facility licensee (only models approved by the Commission for use in Alberta are allowed); and
 - v) video camera focused directly on the ball chute of each blower.

NOTE: All bingo equipment in a licensed facility must be supplied by or purchased from a registered gaming supplier.

- c) bingo paper/inventory storage area accessible from the cash cage area with strictly controlled access;
- d) general storage room;
- e) volunteers' personal storage area;

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- f) caller's stage raised to an appropriate height and situated in an area to provide a clear unobstructed view of the playing area;
- g) safe located in either a) or c);
- h) minimum system hardware requirements for RIBS:
 - i) Pentium P133 or higher IBM-compatible PC running Windows 95 or Windows XP;
 - ii) minimum of 32 MB RAM;
 - iii) at least 30 MB free hard disk space (for full installation of RIBS files);
 - iv) 3-1/2" diskette drive; and
 - v) modem with a speed of 28,800 bits per second supporting V.34 standards.

5.1.4 Separate washrooms for male and female patrons are to be provided for patrons in accordance with the *Alberta Uniform Building Standards Act*. Washrooms shall be located within the licensed area; however common washrooms may be acceptable if travel through other licensed areas is not required.

5.2 POSTINGS AND SIGNS

- 5.2.1 The facility licensee must post in a prominent place in the licensed facility:
- a) the facility licence;
 - b) the licensed charity's bingo licence "Hall Copy";
 - c) bingo program (may exclude the expense and rent detail);
 - d) approved Rules-of-Play;
 - e) facility licensee House Rules;

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- f) pull ticket licence (if applicable);
- g) pull ticket house rules (if applicable);
- h) Problem Gambling Poster;
- i) Gaming Irregularities Poster;
- j) Video Surveillance Poster;
- k) Alberta Satellite Bingo Rules of Play (if applicable);
- l) DIGI Bingo Standard Rules of Play (if applicable); and
- m) any other document or information that the Board of the AGLC or the Regulatory Division requires to be posted.

5.2.2 The facility licensee shall post a “Minors Not Allowed to Play Bingo” sign, clearly visible to patrons, at all entrances to the bingo facility.

5.2.3 For bingo facilities offering electronic games, the facility licensee shall post a “Minors Prohibited” sign.

5.3 BINGO EQUIPMENT

5.3.1 Paragraph 207(4)(c) of the *Criminal Code* states a “lottery scheme” (which includes bingo):

“...may not be operated on or through a computer, video device or slot machine.”

5.3.2 The *Criminal Code* allows the provincial government to operate a lottery scheme on or through a computer, video device or slot machine. In Alberta, such lottery schemes are provincial lotteries conducted by the AGLC on behalf of the government according to provisions of the *Gaming and Liquor Act*.

5.3.3 Equipment that may be affected by the condition stated in Subsection 5.3.1 shall be submitted for review by the Regulatory Division. The equipment must be approved before it is used at a bingo event.

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- 5.3.4 All bingo equipment:
- a) shall be kept clean and in good repair; and
 - b) repairs or modifications shall be completed by the manufacturer or registered gaming supplier only.
- 5.3.5 Only one set of bingo balls per blower shall be used at any time. Callers shall not be assigned individual sets of balls. Bingo balls shall be:
- a) of equal weight and size;
 - b) kept clean at all times;
 - c) in good condition and free from cracks, indentations or other imperfections; and
 - d) a different colour for each letter group.
- 5.3.6 The facility licensee must use the Event Management System (EMS) computer system provided by the AGLC to automate business functions in licensed bingo facilities.
- 5.3.7 The Event Management System (EMS) is the property of the AGLC. The facility licensee has custody of the EMS computer system and is responsible for reasonable safety, operation and maintenance as outlined in the EMS Computer System Agreement or the Electronic Bingo Retailer Agreement.
- 5.3.8 The facility licensee's designated EMS computer system administrator shall ensure that security access rights assigned to each individual user of the system permits access only as required by that individual.
- 5.3.9 Approved users of the facility EMS computer system shall, at all times, keep their EMS computer system security access password confidential and not allow any other individual to access or use the EMS computer system under their security password.

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5.3.10 To ensure the bingo equipment is in proper working order, the following checks shall be completed by the caller, bingo chairperson or paymaster, and a player, as indicated in the following chart:

| Equipment Checks | Caller | Chairperson or Paymaster | Player |
|--|--------|--------------------------|--------|
| a) Turn on all flashboards, televisions and bingo machines. Press the test button on bingo machine to ensure all numbers on flashboards light up. Replace bulbs as required. | x | | |
| b) Ensure all balls are facing up in the ball pocket tray, so the letter / number combination can be seen and that no duplicate ball numbers are present. | x | x | x |
| c) Test blowers and mixers on all bingo machines by drawing at least three balls. (Note: If a ball needs replacing during the bingo event, the caller shall replace the ball in plain view of players. | x | x | |
| d) Turn on sound equipment and test to ensure it is in proper working order. Test all volunteer microphones (where applicable) to ensure they are in proper working order. | x | x | |
| e) Turn on VCR and cameras. Record for 30 seconds and review tape to ensure the machine is in proper working order. | x | x | |
| f) Turn on satellite receiver (where applicable). | x | x | |

5.4 BINGO VERIFICATION UNIT

5.4.1 The use of a bingo verification unit is mandatory in all licensed facilities. Only a unit which has been approved by the Regulatory Division of the AGLC for use in Alberta shall be used.

5.4.2 The verification unit shall be owned by the facility licensee.

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- 5.4.3 The verification unit must be used with a video monitoring system. Each game using the unit shall be video/audio recorded. Facility licensees shall utilize a sufficient supply of video tapes to ensure that a copy of the bingo event video tape is kept for a minimum of 31 days after the bingo event.
- 5.4.4 The facility licensee must ensure that the verification unit is in proper working condition, and shall ensure the unit is regularly checked and maintained according to the manufacturer's specifications.
- 5.4.5 The caller shall:
- a) operate the verification unit according to these terms and conditions; and
 - b) at no time during the event, turn off the audio portion of the recording of the verification process or prevent any portion of an event from being audio/video recorded (see Subsection 5.4.3). Provided that no activities of any kind take place during the period of intermission, the caller may turn off the audio/video recording for the duration of the intermission. In this case, the caller shall ensure the equipment is reactivated to continue audio/video recording of the balance of the event.

5.5 MINIMUM SECURITY STANDARDS

- 5.5.1 All licensed facilities shall meet the following minimum security standards:
- a) robbery procedures poster visibly posted (for paid staff and volunteers) within all enclosed cash counting areas;
 - b) telephones in cash areas, including teller wicket and count room (if applicable);
 - c) height markers installed at all facility entrances and exits, the entrance to the cash cage area and inside the cash cage window area;

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- d) enclosed permanent wickets (glass, plexi-glass or bars) must be installed in the cash cage area and in all cash counting areas;
- e) access doors to the cash cage shall be equipped with a peep hole, be securely locked and dead-bolted at all times, or controlled by electric buzzer switch from within the cash cage. This applies to cash and bonanza counting areas. Access to the cash cage is limited to those individuals stated in Subsection 5.5.2 (Class A see clause a) and Class B see clause b)). Cash shall always be counted in these locked areas, out of sight of the general public;
- f) cash counting areas, cashiers' area and caller's stage to be equipped with a silent, externally monitored robbery alarm system;
- g) suitable intrusion alarms/motion detectors must be installed; these are to be operational during silent hours;
- h) closed-circuit television (CCTV) cameras and recording equipment may need to be installed as required by the AGLC;
- i) counterfeit money handling procedures as stated in Subsection 3.12 shall be posted in all cash handling areas; and
- j) posters as provided by the AGLC advising patrons, paid staff, and volunteers that the facility is subject to periodic surveillance.

5.5.2 Access to the cash cage area during a bingo event is limited to:

- a) In the case of a Class A facility:
 - i) bingo chairperson;
 - ii) hall advisor;
 - iii) hall manager;

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- iv) paymaster;
 - v) cashier(s);
 - vi) bonanza, special games and Satellite controllers;
 - vii) other volunteers, the caller and pull ticket sellers, when their duties require their presence;
 - viii) facility licensee executive officers only when carrying out licensee business which is relevant to activities taking place at the event being conducted;
 - ix) security guards only in emergency situations; and
 - x) authorized officials of the AGLC upon presenting AGLC identification.
- b) In the case of a Class B facility:
- i) bingo chairperson;
 - ii) hall advisor (independent);
 - iii) paymaster;
 - iv) cashier(s);
 - v) bonanza, special games and Satellite controllers;
 - vi) games manager (only at the beginning and completion of the event);
 - vii) other volunteers, pull ticket sellers, when their duties require their presence;
 - viii) security guards who are licensed under the *Private Investigators and Security Guards Act* would have access to the cash cage in emergency situations; and
 - ix) authorized officials of the AGLC upon presenting AGLC identification.

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6.1 THREE MAJOR STEPS

6.1.1 Approval for or licensing of an expansion or relocation of an existing licensed facility in a specified community may only be issued after the requirements in a series of steps have been met, in the following order:

1. Initial Assessment;
2. Community Support; and
3. Licensing or Approval.

6.1.2 The series of steps in Subsection 6.1.1 are initiated by a facility licensee respecting a proposed expansion or relocation of an existing licensed facility in a community.

6.1.3 Approval for renovation of an existing licensed facility in a specified community may only be issued after the requirements in Subsection 6.5 have been met.

6.1.4 In this section, a community refers to:

- a) a municipality as defined under the *Municipal Government Act* (Alberta), meaning:
 - i) a city, town, village, summer village, municipal district or specialized municipality;
 - ii) a town under the *Parks Town Act* (Alberta);
 - iii) a municipality formed by special Act.
- b) a Metis Settlement established under the *Metis Settlement Act* (Alberta); or
- c) an Indian reserve as determined by the Department of Indian Affairs (Canada) located within the provincial boundaries of Alberta.

6.1.5 In this section, a council refers to the council of:

- a) a city, town, village, summer village, municipal district or specialized municipality;

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- b) a town under the *Parks Towns Act* (Alberta);
- c) a municipality formed by special Act;
- d) a Metis Settlement established under the *Metis Settlement Act* (Alberta); or
- e) an Indian reserve as determined by the Department of Indian Affairs (Canada) located within the provincial boundaries of Alberta.

6.1.6 In this section, “expansion” means the significant physical expansion of the licensed facility as determined by the Board. Such expansion may include an increase in the building envelope or its outer dimensions. A building envelope refers to the outer perimeter of the building in which an existing licensed facility is located and includes space rented, leased, subleased, sold or otherwise provided to others in the same building. A building’s outer dimensions refer to the building height as well as its envelope.

6.1.7 In this section, “relocation” means the relocation of an existing licensed facility. If in the Board’s opinion, the relocation of a licensed facility is for the purpose of essentially attracting the same player base or serving the same market area as that of the facility in its present location, the Board may decide to waive the requirement, as outlined in Subsection 6.3, Community Support.

6.1.8 In this section, “renovation” means any major structural changes not considered to be an expansion of the licensed facility (as defined in Subsection 6.1.6) or maintenance upgrades (for example, painting) to the licensed facility.

6.1.9 A facility licensee may apply to relocate if there are no significant changes to the membership of the bingo association or bingo society affiliated with the licensed facility, or to the bingo program or Financial/Inventory Control System. If there are significant changes, the Board may consider the application to relocate as an application for a new facility and require that additional information be provided.

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- 6.1.10 A new or relocated bingo facility requires a new facility licence. Only after a new facility licence is issued may gaming activities be permitted in the facility.
- 6.1.11 An approval issued by the Board of the Commission must be obtained prior to a facility licensee making significant financial commitments or investing gaming revenue to accommodate a proposed relocation.
- 6.1.12 The Commission will not assume any of the costs, expenses or liabilities associated with a facility licensee's interest in expanding or relocating a licensed facility.
- 6.1.13 The Board may consider the views of the community including the views, if any, expressed by a council in relation to a proposed licensed facility expansion or relocation. The Board may refuse to approve a proposed expansion or relocation at anytime throughout the process if the Board is of the view that the community is not in favour.
- 6.1.14 The Commission will not consider proposals for a licensed facility expansion or relocation in a community where a similar proposal has been rejected by the Board because of lack of community support, for two years after the notice of rejection was sent to the applicant.

6.2 STEP ONE: INITIAL ASSESSMENT

- 6.2.1 The initial assessment allows the Commission to determine whether a proposed expansion or relocation meets basic criteria related to market demand, benefits to charities, and impact on other charitable gaming activities in the community.
- 6.2.2 A facility licensee initiates this step by providing to the Commission a proposal in writing for the expansion or relocation of an existing licensed facility. Where a facility licensee intends to relocate, a letter of intent and a business plan including the following must be submitted to the Regulatory Division:

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- a) details on the new facility, including the location, legal description, square footage, and zoning;
- b) sources of funding available to accommodate the relocation and/or proposed funding arrangements;
- c) details on meeting the minimum facility requirements (see Section 5 of these terms and conditions); and
- d) in the case of a Class A facility licensee:
 - i) details on ownership and draft of the proposed lease agreement for the new facility if it is available;
 - ii) any relocation expenditures the bingo association is expected to pay;
 - iii) proposed rental rates to be charged to association members on an event level basis;
 - iv) details on who will operate the concession;
 - v) copy of the minutes of the meeting where the members voted to accept the relocation and funding plans; and
 - vi) explanation of the benefits the relocation will provide the association, compared to the current bingo facility.

6.2.3 The Commission will review the proposal to determine whether it has merit.

6.2.4 The expansion or relocation of the licensed facility in a community may be deemed by the Commission to have merit if:

- a) it can be shown, among other things, that the expansion or relocation will not result in decreased benefit to charities from charitable events; and

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- b) a complete and accurate statement of the factors which may impact the community and adjacent communities is provided to the Commission.

6.2.5 For an expansion proposal, the applicant must demonstrate to the Commission that the proposal takes into consideration factors that may impact the community and adjacent communities, including but not limited to the following:

- a) anticipated impact of the expansion upon other existing charitable gaming activities in the community;
- b) an explanation of the measures to be taken to address problem gambling, (that is, how bingo events will be delivered in a socially responsible manner);
- c) estimated economic impact on the community, (for example, number of new jobs created, impact on other businesses in the community, etc.);
- d) impact on policing in the community; and
- e) impact on parking and traffic flow.

6.2.6 For a relocation proposal, the applicant must demonstrate to the Commission that the proposal takes into consideration factors that may impact the community and adjacent communities, including but not limited to the following:

- a) anticipated impact of the relocation upon other existing charitable gaming activities in the community;
- b) proximity to public or community facilities, including schools, churches, etc.
- c) an explanation of the measures to be taken to address problem gambling (that is, how bingo events will be delivered in a socially responsible manner);
- d) estimated economic impact on the community (for example, number of new jobs created, impact on other businesses in the community, etc.);

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- e) impact on policing in the community; and
- f) impact on parking and traffic flow.

6.2.7 A proposal deemed to have merit by the Commission is not based on a definitive analysis of the feasibility of an expansion or relocation of the licensed facility, nor does it assure the level of success or support of the expansion or relocation. Moreover, a proposal deemed to have merit shall not be considered or promoted as an endorsement by the Commission of an expansion or relocation.

6.2.8 If the Commission deems the proposed expansion or relocation to have merit, Step Two: Community Support may be initiated.

6.2.9 If the facility licensee indicates it no longer wishes to pursue an expansion or relocation, the approval process concludes.

6.2.10 If the submitted expression of interest is deemed by the Commission not to have merit, it will be rejected, the approval process concludes, and an expansion or relocation will not be permitted.

6.2.11 The licensee who submitted a proposal that has been rejected by the Commission will be advised in writing of the reasons for the rejection(s).

6.3 STEP TWO: COMMUNITY SUPPORT

6.3.1 Following from Subsection 6.2.8, the Commission will consider community support, or lack thereof, as expressed by the council for an expansion or relocation of a licensed facility in the community.

6.3.2 The Commission will advise the Board of its intent to initiate Step Two: Community Support prior to undertaking further action respecting the expansion or relocation.

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- 6.3.3 The Commission will then formally notify the council, through the council's chief administrative officer or municipal clerk or equivalent, that it has deemed the facility licensee's proposed expansion or relocation to have merit. The Commission will advise the council that the council's expressed support, or its lack of expressed support, for the expansion or relocation of the licensed facility in its community, will be considered by the Commission.
- 6.3.4 Lack of expressed support means a council resolution withholding expressed support or rejecting an expansion or relocation in its community.
- 6.3.5 The Commission will not consider any conditions placed on, or attached to, a council resolution respecting a licensed facility expansion or relocation in the community.
- 6.3.6 The Commission will provide the Board any written submission of the council regarding the council's expressed support, or lack of expressed support, for a licensed facility expansion or relocation in its community. If the council is silent and there is no significant demonstrated opposition respecting licensed facility expansion or relocation in the community, the Board at its discretion may decide to continue the approval process.
- 6.3.7 Following from Subsection 6.3.6, if the Board at its discretion decides to continue the approval process, Step Three: Licensing or Approval may be initiated.
- 6.3.8 Following from Subsection 6.3.6, if the Board at its discretion decides to conclude the approval or licensing process for the expansion or relocation of the facility in the community, the process shall conclude. The facility licensee will be advised by the Commission in writing as to the reason(s) for the process concluding.

6.4 STEP THREE: LICENSING OR APPROVAL

- 6.4.1 In this step, the Commission will make a recommendation to the Board respecting the approval of the proposed expansion or relocation of a licensed facility.

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- 6.4.2 The Board will approve or license the proposed expansion or relocation of a licensed facility if the facility licensee has met all the requirements (including legislative, regulatory, policy and municipal or local requirements including local zoning or development requirements), respecting the expansion or relocation.
- 6.4.3 The Board may refuse to approve or license an expansion or relocation if the facility licensee has misled the Commission or the Board, or provided inaccurate or incomplete information respecting the expansion or major relocation.
- 6.4.4 Pursuant to Section 14 of the *Gaming and Liquor Regulation* (Alberta), a facility licensee may not be issued unless the Board is satisfied the existing facility licensee who has proposed relocation has the right to occupy and control the facility for which the proposal is made.
- 6.4.5 The Board must consider any objection made respecting an expansion or relocation of a licensed facility, and advise the person who made the objection as to the Board's decision in the matter.
- 6.4.6 Prior to a facility licence being approved or issued for an expansion or relocation, the facility licensee must:
- a) demonstrate compliance with all provincial and federal legislation, regulation, policies (including compliance with the terms and conditions, for example, prize payouts, reporting requirements, etc.), and with municipal requirements, and produce any permits, licences or authorizations necessary to operate;
 - b) produce a copy of an executed lease, rental agreement or certificate of title or other acceptable proof of right to occupy and control the premises; in the case of a sale of existing licensed premises, a complete agreement of sale document relative to the premises to be licensed; and
 - c) in the case of a Class A facility licensee, provide the financial status of the bingo association and its members.

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6.4.7 If approval or licensing is rejected, the facility licensee will be notified as to:

- a) the reason(s) why the approval or licensing was rejected; and
- b) the right to request a hearing into the matter.

6.5 RENOVATION

6.5.1 The facility licensee shall notify the Regulatory Division of any proposed renovations.

6.5.2 If a proposed maintenance upgrade has no impact on the fixed fee, it is not necessary to notify the AGLC.

6.5.3 Where a facility licensee is planning a renovation, and the renovation affects the fixed fee, the facility licensee shall submit a letter of intent to the Regulatory Division including:

- a) a diagram, sketch or blueprint of the proposed renovation(s) or description of the regular maintenance upgrade;
- b) breakdown of the budgeted costs of the project or series of projects; and
- c) in the case of a Class A facility licensee:
 - i) details on party or parties responsible for premises renovations, as outlined in the lease with the landlord; where the landlord is responsible for premises renovations, an explanation why the bingo association is proposing to cover the costs of the project;
 - ii) details and breakdown of the proposed financing arrangements including a separate accounting of the gaming revenue to be used;

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- iii) copy of minutes of the meeting(s) where members voted to proceed with proposed renovations in a Class A licensed facility, financing arrangements, and with the use of gaming revenue on hand;
- iv) schedule of names of individuals in the bingo association who will be responsible for overseeing the project respecting renovation of a Class A licensed facility; and
- v) statement concerning how project contractors were selected, and whether or not any of the contractors are related to or have any connection to bingo association members in the case of Class A licensed facility.

6.5.4 A renovation or a series of renovations leading to completion of an entire project with a total value of \$25,000 or more must be approved by the Board of the AGLC. A renovation project or a series of projects with a total value of less than \$25,000 may be approved by the Regulatory Division. The facility licensee shall not make any financial commitments or disbursements prior to receiving the appropriate approval.

6.5.5 The minimum facility requirements (see Section 5, Licensed Facility Requirements) will be considered during the AGLC's review respecting a renovation.

6.5.6 If approval for a proposed renovation is rejected, the facility licensee will be notified as to:

- a) the reason(s) why the approval was rejected; and
- b) the right to request a hearing into the matter

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7.1 GENERAL

- 7.1.1 With AGLC approval, one or more of the positions listed in Subsections 7.3 and 7.4 may be paid to assist a licensed charity with the conduct and management of bingo events.
- 7.1.2 The facility licensee, on behalf of or as agent for the licensed charities, shall schedule for work individuals who are paid to assist the licensed charity with conduct and management of a bingo event. In the case of a hall advisor (independent) in a Class B facility, the hall advisor must be paid by the licensed charity (see Subsection 7.10.7). All paid staff must hold a valid current gaming (bingo) worker registration prior to commencing, and during the performing of, their duties (see Subsection 7.5).
- 7.1.3 To control bingo expenses and with prior AGLC approval, some of the positions listed in Subsections 7.3 and 7.4 may be combined into one position, for example, in a Class A facility the hall advisor may also perform cashier duties.
- 7.1.4 Paid staff shall be bonded for a minimum of \$25,000.

7.2 MANDATORY VOLUNTEER POSITIONS

- 7.2.1 The following positions must be filled by volunteers who are bona fide members of the licensed charity:
- a) bingo chairperson;
 - b) paymaster;
 - c) bonanza controller(s); and
 - d) special game controller(s).

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7.3 CLASS A FACILITY LICENSEE VOLUNTEER OR PAID POSITIONS

7.3.1 The following positions may be filled by volunteers or paid staff as designated by the Class A facility licensee. If the position is filled by a paid staff member, that person must be a registered gaming worker.

- a) hall manager (only one at a time), formerly called Association Representative Administrative;
- b) hall advisor (only one at a time), formerly called Association Representative Operational;
- c) caller (only one at a time);
- d) cashier(s) (if the position is filled by a volunteer, that person must be a bona fide member of the licensed charity);
- e) Satellite game controller (if the position is filled by a volunteer, that person must be a bona fide member of the licensed charity);
- f) sellers/checkers;
- g) bingo co-ordinator (only one at a time and if the position is filled by a volunteer, that person must be a bona fide member of the licensed charity);
- h) bookkeeper;
- i) security guard (must be a paid position);
- j) pull ticket manager; and
- k) pull ticket seller(s) (if the position is filled by a volunteer, that person must be a bona fide member of the licensed charity (see Subsection 10.4.6 b)).

7.3.2 See Subsections 7.8 and 7.9 for Class A volunteer and paid staff duties.

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7.4 CLASS B FACILITY LICENSEE VOLUNTEER AND PAID POSITIONS

7.4.1 The following positions are paid (registered gaming worker) in Class B facilities:

- a) hall manager;
- b) hall advisor (independent);
- c) games manager (only one at a time);
- d) caller (only one at a time);
- e) cashier(s);
- f) security guard;
- g) pull ticket manager; and
- h) pull ticket seller(s).

7.4.2 The following positions may be volunteer, as designated by the facility licensee:

- a) Satellite game controller (if the position is filled by a volunteer, that person must be a bona fide member of the licensed charity); and
- b) sellers/checkers.

7.4.3 See Subsections 7.8 and 7.10 for Class B volunteer and paid staff duties.

7.5 REGISTRATION OF GAMING WORKERS AND PULL TICKET MANAGERS

7.5.1 In this section, an "applicant" means a person applying for registration as a gaming worker or pull ticket manager, pursuant to the *Gaming and Liquor Regulation*.

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7.5.2 Pursuant to Sections 24 and 25 of the *Gaming and Liquor Regulation*, a bingo worker class of gaming worker registration is established which authorizes a person to perform at a bingo facility a function specified in the person's registration. Gaming workers (paid staff) in the following positions must be registered to perform the function specified in the registration at a bingo event:

- a) hall manager;
- b) hall advisor (includes independent hall advisor);
- c) games manager;
- d) caller;
- e) cashier;
- f) Satellite game controller;
- g) sellers/checkers;
- h) bingo co-ordinator;
- i) pull ticket manager;
- j) pull ticket sellers;
- k) security guard (security guards contracted through a third party, meaning the security guards' services are arranged through a party other than a bingo association, must also hold a current licence under the provisions of *The Private Investigators and Security Guards Act*); and
- l) bookkeeper (firms supplying Class A facility licensees with bookkeeping services must have the lead individual, responsible for the completion of the bookkeeping duties, registered as a gaming worker).

7.5.3 Only individuals are eligible to be registered as gaming workers or pull ticket managers. Businesses or companies may not be registered as gaming workers or pull ticket managers.

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7.5.4 To be eligible to be registered to perform a function as a gaming worker (paid staff) or pull ticket manager, the applicant must:

- a) have the experience specified by the Board of the AGLC for the function;
- b) if the Board establishes an exam for the function, achieve at least the minimum exam score specified by the Board;
- c) be at least 18 years of age; and
- d) be a Canadian citizen or a landed immigrant, or a citizen of a foreign country who has received a work visa from federal authorities to work as a bingo worker. The appropriate documents from federal authorities must be provided as part of the registration process.

7.5.5 The Board of the AGLC may refuse to register an applicant as a gaming (bingo) worker or pull ticket manager if the applicant or any of the applicant's associates fails to pass a records check.

7.5.6 An individual does not pass a records check if the individual:

- a) has within the past 5 years prior to the submission of the application been charged with or convicted of:
 - i) an offence under the *Criminal Code* (Canada), the *Excise Act* (Canada), the *Food and Drug Act* (Canada) or the *Controlled Drugs and Substances Act*; or
 - ii) an offence under a foreign Act or regulation that, in the Board's opinion, is substantially similar to an offence referred to in subclause i).
- b) has at anytime been charged with or convicted of:
 - i) an offence under the *Criminal Code* (Canada), the *Excise Act* (Canada), the *Food and Drugs Act* (Canada) or the *Controlled Drugs and Substances Act*; or

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- ii) an offence under a foreign Act or regulation that, in the Board's opinion, is substantially similar to an offence referred to in subclause i);

if in the Board's opinion the offence is sufficiently serious that it may detract from the integrity with which gaming activities or provincial lotteries are to be conducted in Alberta or may be detrimental to the orderly or lawful conduct of activities authorized by a liquor licence or a registration relating to liquor, or

- c) has, within the 5 years prior to the submission of the application, been serving a term of imprisonment of three or more years.

7.5.7 The Board may refuse to register an applicant if the Board is satisfied that the applicant has within the five years prior to the submission of the application contravened:

- a) the *Gaming and Liquor Act* or *Gaming and Liquor Regulation*;
- b) a predecessor of the *Gaming and Liquor Act* or *Gaming and Liquor Regulation*; or
- c) a condition imposed on a licence or registration issued or made under the *Gaming and Liquor Act* or a predecessor of the Act.

7.5.8 The Board may refuse to issue a licence to an applicant or to register an applicant if the Board is satisfied that the applicant, any of the applicant's employees or associates or any other person with connections to the applicant:

- a) is a person who has not acted or may not act in accordance with the law, with honesty and integrity or in the public interest, having regard to the past conduct of the person;
- b) would be a detriment to the integrity or lawful conduct of gaming activities or provincial lotteries;

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- c) is a person whose background, reputation and associations may result in adverse publicity for the gaming industry in Alberta; or
 - d) would be a detriment to the lawful manufacture, import, purchase, sales, provision, transport, possession, storage or use or consumption of liquor.
- 7.5.9 Notwithstanding terms and conditions Subsections 7.5.5 through to 7.5.8, the Board may refuse to register an applicant.
- 7.5.10 A facility licensee must notify the AGLC immediately upon becoming aware that any of the registered gaming workers working at the licensed facility is charged with or convicted of an offence under the legislation listed in Subsection 7.5.11.
- 7.5.11 A registered gaming worker must notify the AGLC and the facility licensee immediately when charged with or convicted with an offence under:
- a) the *Criminal Code* (Canada);
 - b) the *Excise Act* (Canada);
 - c) the *Food and Drugs Act* (Canada);
 - d) the *Controlled Drugs and Substances Act* (Canada);
 - e) a foreign Act or Regulation that is substantially similar to an offence referred to in clause a), b) c), or d) above;
 - f) the *Gaming and Liquor Act* (Alberta); or
 - g) the *Gaming and Liquor Regulation* (Alberta).
- 7.5.12 If a registered gaming worker is charged or convicted, as described in Subsection 7.5.11, the Board may take disciplinary action including, but not limited to, suspension or cancellation of the gaming worker's registration.
- 7.5.13 If a registered gaming worker has misled the Board, failed to provide information or provided inaccurate information, the Board may take disciplinary action including, but not limited to, suspension or cancellation of the gaming worker's registration.

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7.5.14 A facility licensee may request approval to allow unregistered individuals access to restricted areas of the bingo facility for training purposes. The request shall be made in writing to the Regulatory Division of the AGLC and provide:

- a) the name, address, residence and business telephone numbers (if any) of the individual(s) to be trained;
- b) the position title for which the individual(s) is training;
- c) the reasons why access to the restricted area is necessary and the period of time required;
- d) a completed criminal record check for the individual(s) (completed and dated within three months of the request), if the position is one that will require registration; and
- e) a copy of individual's birth certificate.

If approved, the individual will be provided with a letter authorizing access to the restricted area for a specific period of time (not more than two months). The individual shall carry the letter at all times when in the restricted area and be able to produce the letter when requested by a AGLC Inspector.

7.5.15 Registered bingo staff and the pull ticket manager may only work in the position(s) for which they are registered, and may only be paid for the work performed in these positions.

7.5.16 A registered staff member employed by a facility licensee, and who also is a member of a licensed charity within that facility, may work at his or her charity's event as follows:

- a) the paid staff member may be paid their normal salary for working the event in the position for which they are regularly employed and registered; or
- b) the paid staff member may choose to volunteer (not be paid) to work for the charity of which they are a member, in any position the bingo association has designated that a volunteer is eligible to work.

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- 7.5.17 Failure to comply with the conditions of registration and any of the provisions of the Bingo Terms & Conditions and Operating Guidelines may result in disciplinary action by the Board of the AGLC, including the suspension or cancellation of registration.
- 7.5.18 Registration can be renewed only by re-applying. Only the position(s) performed on a regular basis, or positions required on a demonstrated need, will be registered. When re-applying, applicants are not required to provide a birth certificate. If approved, the original registration number will continue to be used.
- 7.5.19 Applications for registration as a gaming worker (Form LIC/GAM 5422) can be obtained from the AGLC office in St. Albert by calling any of the following numbers during regular business hours: (780) 447-8600, in Calgary at (403) 292-7300, in Red Deer at (403) 314-2656, in Lethbridge at (403) 331-6500, or in Grande Prairie at (780) 832-3000.
- a) The registration application will only be processed if it is complete in all the information requested.
 - b) The information in the application must be truthful.
 - c) The security clearance provided by the RCMP or local police and attached to the application for registration must be dated within three (3) months of the application date.
- 7.5.20 Any changes to personal information (for example, address or surname) provided to the AGLC must be reported immediately in writing, by fax to (780) 447-8911, or by telephoning the AGLC's Registration Clerk at (780) 447-8835.

7.6 DUE DILIGENCE

- 7.6.1 Due diligence refers to measures or practices to prevent criminal activity, abuse, or other activity which is a detriment to bingo in licensed bingo facilities.

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- a) Facility licensees are responsible for due diligence in filling paid bingo positions and in carrying out their role of arranging for items of common interest that enable licensed charities to conduct bingo events.
- b) Licensed charities are responsible for due diligence in filling volunteer bingo positions and the conduct of bingo events.

7.6.2 Further to Subsection 7.6.1, facility licensees are responsible for the integrity of gaming during bingo events in their respective licensed facilities.

7.6.3 Reasonable measures should be taken to prevent illegal activity, collusion among staff (volunteers and paid staff), or any other activity detrimental to gaming, from occurring in licensed facilities. Such measures should include strict and clear procedures to account for all gaming revenues, including the balancing of books and reconciling of revenue received.

7.6.4 To avoid conflict of interest or abuses, or the perception of these, members of the same family should not be employed in paid positions where these positions involve the handling of cash, bingo revenues, or other bingo association assets in a Class A licensed facility. In this part, "family" means a spouse (including common law spouse), parent, son, daughter, brother, sister, or the wife or husband of any of these individuals.

7.7 CONDUCT

7.7.1 Volunteers working a licensed event and the volunteer's group shall comply with the following:

- a) Volunteers shall not be paid from gaming proceeds or from any other source of revenue for their services. This prohibition includes, but is not limited to:
 - i) cash payment for working gaming events;

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- ii) association or bingo licensee "vouchers" which can be exchanged for cash (for example, at the concession);
- iii) receiving money, goods, or services for personal use, from individuals that provide premises, services, equipment, or supplies to events sponsored by the volunteer's group; and
- iv) providing services to the facility licensee.

NOTE: Where no real or potential conflict of interest exists, volunteers, with the approval of the AGLC, may be paid for services provided to the facility licensee that are not directly related to the conduct of the bingo event. The facility licensee shall provide the AGLC with details of the following: the relationship between the volunteer and the members of the bingo association or bingo society; a description of the services being provided; and the source of the funds for the payment of those services.

- b) Volunteers working a licensed event may receive credits/points to help offset the cost of registration fees, competition fees and/or travel expenses for an approved charitable activity conducted by a licensee. The credits/points shall:
 - i) not be redeemable for cash; and
 - ii) not be used for social/recreational purposes.
- c) Volunteers may transfer the credits/points earned from working an event:
 - i) to other members of the licensed group; or
 - ii) to individuals who are beneficiaries of the group's programs (for example, an amateur athlete participating in a structured and developmental sport); or

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- iii) on the approval of the AGLC, to other licensees if:
 - the groups redeeming the credits are community leagues/associations; or
 - the groups redeeming the credits have structures with provincial, regional, district and/or zone components.
- d) If credits/points are transferred to other licensees, a voucher must be used as a means of exchange. The voucher shall include the following information:
 - i) name of licensed group issuing the voucher;
 - ii) serial number;
 - iii) date of issuance;
 - iv) value;
 - v) name and telephone number of person voucher is issued to;
 - vi) redemption date;
 - vii) redemption purchase;
 - viii) expiry date (not to exceed one year from date of issuance);
 - ix) authorizing signature; and
 - x) notice stating the voucher cannot be used for social/recreational or non-charitable purposes.
- e) The group issuing the credits/points shall maintain records of the credits/points. The records are subject to review by the AGLC. The records shall include a ledger with the following information:
 - i) names of volunteers earning the credits;

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- ii) volunteer is a member or non-member of group issuing the credits;
- iii) dates the volunteers earned the credits;
- iv) values of the credits earned;
- v) dates the credits were redeemed or transferred;
- vi) purpose(s) for which the credits were redeemed (if applicable); and
- vii) if the credits/points are redeemed by another group:
 - the date(s) the other group received payment for the credit redemption;
 - the dollar value of the redemption claim; and
 - the name of the gaming account from where the payment was issued.
- f) If the credits/points are redeemed by another licensed group, this other group shall maintain records of the credits/points. The records, which are subject to review by the AGLC, shall include a ledger with the following information:
 - i) name of person redeeming the credits;
 - ii) name of group issuing the credits;
 - iii) date of credit redemption;
 - iv) value of credits being redeemed;
 - v) purpose for which the credits were redeemed; and
 - vi) when redeeming credits/points from the group issuing the credits:
 - the date of the redemption claim;

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- the dollar value of the redemption claim; and
- the name of the gaming account where redemption claim was deposited.

7.7.2 Volunteer bingo workers:

- a) must maintain the integrity of gaming and perform their respective duties according to the standards laid out in these terms and conditions and as specified in the facility licensee's operating policies and procedures;
- b) must be capable and able (as deemed by the facility licensee) to perform the administrative and financial duties associated with the positions they are assigned to. Persons with disabilities may accept the assistance of a parent, care giver or other responsible person while carrying out the duties of the position they are working;
- c) must report to the bingo chairperson and print their first and last names and sign on a bingo worker sign-in sheet before starting work;
- d) are prohibited from playing bingo, purchasing or redeeming pull tickets or participating in electronic games while volunteering at a bingo event;
- e) shall not be under the influence of liquor or drugs or consume liquor, or use an illicit substance at a bingo event;
- f) are prohibited from volunteering at bingo events to fulfill a requirement under the Fine Option Program or Alternative Measures Program of the Province of Alberta;
- g) under the age of 12 are prohibited from handling cash (including the payment of prizes), but may work in the position of bingo checker or assist with other event duties (for example, cleaning tables, emptying garbage cans and ash trays, etc.);

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- h) with the exception of sellers/checkers, shall work one position at a time. Before working a second position, the accounting procedures for the first position shall be completed and verified;
- i) who handle cards and/or cash shall return their apron, cash and bingo cards to the cash cage, prior to leaving the bingo floor area for any reason (for example, using the washroom or going on a break); and
- j) shall not use personal money for the float.

7.7.3 Registered gaming workers:

- a) must maintain the integrity of gaming and ensure that only lawful gaming activities are conducted in a licensed facility;
- b) must print their first and last names and sign on a bingo worker sign-in sheet before starting work;
- c) are prohibited from playing bingo, purchasing or redeeming pull tickets, and playing electronic games (excluding Keno) in any licensed facility at which they are employed. Paid staff may play Keno before or after they have performed all of their duties related to the bingo event;
- d) shall not be under the influence of liquor or drugs or consume liquor, or use an illicit substance at a bingo event;
- e) shall only provide bingo, pull ticket, and other related duties as specified in their job descriptions as approved by the AGLC;
- f) shall not delegate, on a temporary or permanent basis, bingo duties or duties of the pull ticket manager to non-registered individuals;
- g) shall not perform duties which are required to be performed by a volunteer;

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- h) with the exception of sellers/checkers shall work one position at a time. Before working a second position, the accounting procedures for the first position shall be completed and verified;
- i) shall be required to sign a copy of their job description indicating they understand the requirements of their position;
- j) who have access to licensed charity funds or other assets, shall not borrow or convert these for personal use;
- k) in a Class A or Class B facility, workers who have access to bingo association or bingo society funds or other assets, shall not borrow from or convert funds or other association or society assets for personal use;
- l) in a Class A or Class B facility, workers shall not be voting members on the bingo association's or society's executive and/or board of directors;
- m) in a Class A facility, workers shall not be employed directly or indirectly by, under contract to, or have a financial interest in:
 - i) the lessor of the licensed facility;
 - ii) operator of the concession;
 - iii) suppliers of bingo equipment and supplies; and
 - iv) suppliers of services.

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NOTE: The intent of clauses iii) and iv) above is to prevent individuals who, because of their relationship with the facility licensee, have the ability to influence or make decisions which may not be in the best interest of the facility licensee and/or its member groups. Clauses iii) and iv) are applicable where there is a relationship between the job duties that the individual performs for the Class A licensee and the job duties the individual performs for the supplier of the bingo equipment, supplies or services. For example, a bingo caller who works as a salesman for a company that is supplying the Class A licensee with bingo equipment and/or bingo paper cannot also be a paid gaming worker of the Class A licensee.

- 7.7.4 In a Class A or Class B facility, the executive and/or board of directors of the bingo association or the bingo society shall not:
- a) have a personal financial interest in a company, or be employed by a company, that provides the following to or at the licensed facility:
 - i) the bingo hall;
 - ii) services;
 - iii) equipment;
 - iv) supplies; or
 - v) concession operation.
 - b) In the case of the Executive Officers, the membership shall not be comprised of more than 25% of individuals who are employed on a regular basis by a licensed charity conducting bingo events in its licensed facility; and
 - c) In the case of the Board of Directors, the membership shall not be comprised of more than 25% of individuals who are employed on a regular basis by a licensed charity conducting bingo events in its licensed facility.

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7.7.5 In a Class A or Class B facility, members, executive and/or board of directors of the association or society who have access to bingo funds or other bingo association or society assets shall not borrow from or convert the bingo funds or assets for personal use.

7.7.6 Identification badges for registered bingo workers (paid staff) and identification badges or aprons for volunteer workers shall be worn in plain view at all times during a bingo event, and contain the following information:

- a) Registered bingo workers identification badges:
 - i) first or common name;
 - ii) position;
 - iii) the registration number issued by the AGLC;
 - iv) expiry date; and
 - v) photograph (optional).
- b) Volunteer worker identification badges:
 - i) name of the licensed facility or the name of the bingo hall; and
 - ii) name of the position the volunteer is working; or
- c) Volunteer worker aprons:
 - i) shall identify the position the volunteer is working; and
 - ii) where possible, aprons shall be a different colour for each position and indicate the name of the licensed facility or bingo hall.

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7.8 VOLUNTEER DUTIES – MINIMUM REQUIREMENTS

7.8.1 Duties for volunteer staff must be clearly defined. Facility licensees shall submit a job description, as well as any changes to the approved job description for each volunteer position to the AGLC for approval.

7.8.2 Volunteer job descriptions must contain all the duties required to fulfill the responsibilities of the position.

7.8.3 The titles of the facility licensee's volunteer positions may vary from the titles used in this section. Where the position title varies from a title in this section, the duties of that position must meet the minimum requirements for that position as described in this section.

7.8.4 **Bingo Chairperson:** The bingo chairperson must be a volunteer position responsible for the overall operation of the bingo event. These duties are performed in consultation with the hall advisor.

a) This responsibility includes:

- i) supervising all staff;
- ii) assigning duties to volunteer staff;
- iii) ensuring the secure handling of cash; and
- iv) complying with the Financial/Inventory Control System.

b) Chairperson bingo duties include:

- i) ensuring all volunteer and paid staff sign an attendance form before starting work (see Bingo Worker Sign-in Sheet, Section 14) and confirming that:
 - the identity and source of all volunteers is known; and

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- volunteers are assigned to positions for which they are qualified.
- ii) with the hall advisor at the start of the event, verifying and recording, counting and signing off, (providing a signature for), the cash float and cards designated for sales and/or distribution at the cash register. At the end of the event, the same process will occur to transfer the cash float and cards back to the advisor;
- iii) with the hall advisor at the start of the event, verifying and recording, counting and signing off (providing a signature for), the cash float and cards designated for sales and/or distribution on the floor. At the end of the event, the same process will occur to transfer the cash float and cards back to the advisor. This specific duty may be performed by the special games controller, if designated in that position's job description;
- iv) checking bingo equipment, as specified in Subsection 5.3.10, with the caller and a player to ensure it is operating properly. This specific duty may be performed by the paymaster, if designated in the paymaster's job description;
- v) transferring and verifying, by counting and signing off, the cash and cards to and from the paymaster, cashier, and controller(s);
- vi) where there is no verifier in use, verifying with the master book the winning card(s) for major prizes (\$500 or more) and the games with separate sales;
- vii) preparing cash for bank deposit, and ensuring the safe delivery of the cash to the bank or securing the sealed bank deposit in the facility's safe;
- viii) in consultation with the hall advisor, resolving complaints from the public;

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- ix) in conjunction with the hall advisor and/or the caller, ensuring compliance with Subsection 8.4 regarding the payment of prizes;
 - x) in conjunction with the hall advisor, ensuring the required Financial/Inventory Control System forms are completed (see Section 14);
 - xi) retaining a copy of the completed event summary forms and leaving all other original Financial/Inventory Control System forms with the hall advisor;
 - xii) upon detection, advising the Regulatory Division of any cheating or other problem;
 - xiii) completing discrepancy reports as required (see Subsection 7.11);
 - xiv) ensuring that the name, address, and telephone number of each winner of a major prize (\$500 or more), or bonanza game, is recorded on the back of the winning card and that the card is attached to the control sheet for the game to which the prize relates (see Subsection 8.5.1 clause q); and
 - xv) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.1.3 for a Class A facility or Subsection 12.2.3 for a Class B facility.
- c) Chairperson pull-ticket duties include:
- i) witnessing the issue of the pull ticket float and new pull ticket units to paid pull ticket sellers or the hall advisor, if the sellers are volunteers; and

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- ii) counting and signing off the revenue received from pull ticket sales from paid sellers or hall advisor, and when the unit's sales have been completed (see Subsection 10.4.21), ensuring the deposits are made in accordance with the process stated for bingo deposits (see Subsections 12.1.5 and 12.1.6 for a Class A facility or Subsection 12.2.4 for a Class B facility).

7.8.5 **Paymaster:** The paymaster must be a volunteer position that reports to the bingo chairperson and supervises the awarding of prizes.

a) Duties of the paymaster include:

- i) verifying and recording, by counting and signing off, cash transfers to and from paid staff and volunteers;
- ii) checking bingo equipment, as specified in Subsection 5.3.10, with the caller and a player to ensure it is operating properly. This specific duty may be performed by the bingo chairperson, if designated in the bingo chairperson's job description;
- iii) transferring cash prize(s) for each game to sellers/checkers for awarding to player(s) or to the players directly;
- iv) recording all prize payouts;
- v) completing and signing Financial/Inventory Control System form(s);
- vi) ensuring that the name, address, and telephone number of each winner of a major prize (\$500 or more), or bonanza game, is recorded on the back of the winning card and that the card is attached to the control sheet for the game to which the prize relates (see Subsection 8.5.1 clause q);

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- vii) completing discrepancy reports as required (see Subsection 7.11);
- viii) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.1.3 for a Class A facility or Subsection 12.2.3 for a Class B facility; and
- ix) returning the paymaster's cash tray to the cash cage when not in use.

7.8.6 **Bonanza/Special Games Controller:** The bonanza/special games controller must be a volunteer position that reports to the bingo chairperson. This position may be combined or separated into one or more positions depending on the number of sellers supervised.

- a) Duties of the bonanza/special games controller include:
 - i) in conjunction with the bingo chairperson and hall advisor, supervising card sales for bonanza games and games with separate card sales and calculating prizes for the same;
 - ii) verifying and recording, by counting and signing off, the number of cards received from the bingo chairperson or hall advisor (one or the other) as specified in the bonanza/special games controller job description;
 - iii) verifying and recording, by counting and signing off, the cash float received from the bingo chairperson or hall advisor (one or the other) as specified in the bonanza/special games controller job description;
 - iv) issuing cards and floats to sellers, making proper entries on Financial/Inventory Control System forms, and ensuring seller(s) has signed for the cards and float;

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- v) in conjunction with the bingo chairperson and hall advisor, verifying, by counting and signing off, the receipt of cash/cards from sellers and making proper entries on financial control forms;
- vi) verifying, by counting and signing off, the number of unsold/returned cards with the bingo chairperson or hall advisor;
- vii) in conjunction with the bingo chairperson and hall advisor, balancing all cash and cards and ensuring correct percentage of sales is paid to winners;
- viii) in conjunction with the bingo chairperson and hall advisor, completing financial control forms;
- ix) transferring all cash and completed financial control forms to bingo chairperson (the cash must be counted and signed off before it is transferred);
- x) completing discrepancy reports as required (see Subsection 7.11); and
- xi) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.1.3 for a Class A facility or Subsection 12.2.3 for a Class B facility.

7.8.7 **Satellite Game Controller:** The Satellite game controller may be a volunteer or paid position as designated by the facility licensee. This position reports to the bingo chairperson. When the Satellite game controller is a volunteer position, the hall advisor may assist with the operation of the Satellite game management system.

- a) Duties of the Satellite game controller must comply with the approved *Alberta Satellite Bingo Operations Manual* and shall include:
 - i) controlling and reconciling the Satellite game sales and reporting the same to the network studio;

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- ii) ensuring cards received from the bingo chairperson and/or hall advisor are counted and signed for;
- iii) verifying, recording, and entering on the Satellite game management system the cash float received from the bingo chairperson;
- iv) as needed, using the Satellite game management system to scan trays of Satellite game cards to be issued to sellers, issuing and recording cards and floats transferred to sellers, making proper entries on Satellite control forms, and ensuring seller(s) has signed for cards and float;
- v) counting and balancing all cash and cards returned by each seller and making the proper entries on the Satellite control forms;
- vi) on an on-going basis, using the Satellite game management system, entering card-sales update reports for the network studio;
- vii) balancing sales of sellers by verifying the number of unsold/returned cards, the cash and the float, and by making appropriate entries on Satellite control forms ensuring the seller(s) has witnessed, verified by count and signed off on transactions;
- viii) verifying the final main prize and consolation prize contributions according to the number of cards sold;
- ix) printing a copy of the final game worksheet from the Satellite game management system, and in conjunction with the bingo chairperson and hall advisor:
 - verifying the printed copy of the game worksheet with the information that appears on the Satellite game management system screen;

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- verifying, by counting and signing off the transfer of, all unsold cards, cash and the float to the bingo chairperson; and
- signing off the printed copy of the game worksheet, and ensuring the bingo chairperson and hall advisor also sign the worksheet;

- x) if all the duties of this position have been completed and the respective counts balanced, and all the funds and unsold cards have been transferred to the bingo chairperson, this position may perform the duties of a Satellite game verifier/number recorder as described in the *Alberta Satellite Bingo Operations Manual*;
- xi) completing discrepancy reports as required (see Subsection 7.11); and
- xii) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.1.3 for a Class A facility or Subsection 12.2.3 for a Class B facility.

7.8.8 **Sellers/Checkers:** The seller/checker position may be a volunteer or paid position as designated by the facility licensee. The position reports to the bingo chairperson. Individuals holding this position may perform duties of both a seller and a checker, or one of these.

- a) Duties of the seller/checker position include:
 - i) counting and signing for the acceptance of the float from the controller and the return of the float to the controller;
 - ii) accepting and verifying, by counting and signing off, cards received from the controller for sale to players;
 - iii) sells cards to players;

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- iv) accounts for cash from sales;
 - v) returning and verifying, by counting and signing off, the cash and unsold cards to the controller;
 - vi) ensuring the caller is aware of any declared bingos that the seller/checker has recognized;
 - vii) verifying declared bingo winners through the verification/call-back procedure;
 - viii) receiving prize(s) from the paymaster to award to winner(s);
 - ix) where there is no verifier in use, verifying major prizes (\$500 or more) by taking winning card(s) to the paymaster or the bingo chairperson to verify the card face and card number with the master book;
 - x) completing discrepancy reports as required (See Subsection 7.11); and
 - xi) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.1.3 for a Class A facility or Subsection 12.2.3 for a Class B facility.
- b) Sellers/checkers may sell up to three types of special game cards at one time with the prior approval of the AGLC if all cards are the same price and the proper financial and inventory controls are in place. A seller who consistently has cash shortages must not be permitted to sell more than one type of special game card at any time.

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7.9 CLASS A FACILITY LICENSEE PAID STAFF DUTIES – MINIMUM REQUIREMENTS

- 7.9.1 Duties for paid staff must be clearly defined. Facility licensees shall submit a job description, as well as any changes to the approved job description for each paid position to the AGLC for approval.
- 7.9.2 The association executive shall specify the duties of the hall manager position and shall ensure that the job description for this position is kept current at all times.
- 7.9.3 Job descriptions for paid staff must contain all the duties required to fulfill the responsibilities of the position.
- 7.9.4 The titles of the facility licensee's paid positions may vary from the titles used in this section. Where the position title varies from a title in this section, the duties of that position must meet the minimum requirements for that position as described in this section.
- 7.9.5 **Hall Manager:** The hall manager in a Class A facility reports to the bingo association executive and is responsible for assisting the bingo association with their operations. The hall manager position is a volunteer or paid position as designated by the facility licensee.
- a) Hall manager duties include:
- i) allocating bingo events to licensed charities according to the bingo association's approved bingo event allocation method;
 - ii) ensuring licensed charities are informed of the dates and times for their bingo events, the number of volunteers required, and specific times when the volunteers must attend;
 - iii) scheduling paid staff to assist licensed charities in the conduct of their bingo events;

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- iv) submitting bingo program amendments to the Regulatory Division for approval if authorized to do so by the facility licensee, and incorporating any approved amendments into the licensed facility's rules of play and house rules as appropriate;
- v) ordering and keeping perpetual inventory records for bingo supplies and ensuring access to the card inventory is strictly controlled;
- vi) verifying vendor invoices, and preparing the cheques to pay these invoices for the prior review, approval and signing off by the executive of the bingo association;
- vii) maintaining financial records related to business bank accounts including payroll and T4 summaries, Canada Customs and Revenue Agency payments, GST returns;
- viii) assisting in the preparation of annual facility licensee budgets;
- ix) generating periodic financial reports;
- x) reconciling monthly bank statements;
- xi) maintaining pooling account(s) and disbursement of pooled proceeds as directed by the bingo executive and subsequent reporting to the AGLC as required;
- xii) ensuring event data is entered into RIBS by a registered position (that is, the hall manager, hall advisor or bookkeeper), and ensuring the month end reporting is submitted to the AGLC within seven (7) days of the end of the month;
- xiii) ensuring all paid workers have current and appropriate registration prior to commencing their duties and at all times while carrying out their duties;

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- xiv) ensuring that the duties of registered paid staff are only performed by registered staff and not by non-registered individuals (see Subsection 7.5);
- xv) ensuring that duties for volunteer and paid staff are clearly defined, and ensuring that job descriptions for each position are kept current and are submitted to the AGLC for approval;
- xvi) reviewing at least once each week selected VCR tapes to ensure events are audio/video recorded, and to ensure callers are following correct procedures;
- xvii) performing duties of pull ticket manager, described in Subsection 7.9.11, as directed by the facility licensee;
- xviii) submitting completed discrepancy reports as required (see Subsection 7.11);
- xix) with the facility licensee, ensuring the entire bingo program, including prizes, expenses and charitable return criteria comply with these terms and conditions;
- xx) reviewing event Financial/Inventory Control System forms for completeness and accuracy;
- xxi) ensuring new and all revised Financial/Inventory Control System forms are submitted to the AGLC for approval; and
- xxii) ensuring the Event Management System (EMS) computer system, supplied by the AGLC, is maintained and/or operated in accordance with the approved user manual and AGLC procedures.

7.9.6 **Hall Advisor:** The hall advisor in a Class A facility is a volunteer or paid position as designated by the facility licensee. The hall advisor reports to the bingo chairperson.

- a) Duties of the hall advisor include:

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- i) transferring, by counting and signing off, the opening float and bingo card inventory to the bingo licensee (as follows:
 - opening float and bingo card inventory designated for sales and/or distribution at the cash register shall be counted and signed off by the bingo chairperson; and
 - opening float and bingo card inventory designated for sales and/or distribution on the floor shall be counted and signed off by the bingo chairperson or the special games controller (one or the other), as specified in the job descriptions for those positions.
- ii) assisting the bingo licensee in completing required Financial/Inventory Control System forms;
- iii) monitoring the cashier(s) and caller during the event to ensure compliance with these terms and conditions;
- iv) assisting in training volunteer workers prior to or during the bingo event;
- v) receiving payment for bingo expenses from the licensed charity;
- vi) receiving, by counting and signing off, the float and unsold bingo card inventory from the licensed charity (bingo chairperson) at the end of the event;
- vii) providing guidance to bingo chairperson regarding disputes during the event;
- viii) assisting the bingo chairperson in ensuring Subsection 8.4 is complied with regarding the payment of prizes;
- ix) transferring pull tickets or pull ticket units to volunteer or paid sellers as may be requested by the pull ticket manager;

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- x) reviewing event Financial/Inventory Control System forms for completeness and accuracy;
- xi) completing discrepancy reports as required (see Subsection 7.11);
- xii) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.1.3; and
- xiii) ensuring the Event Management System (EMS) computer system, supplied by the AGLC, is maintained and/or operated in accordance with the approved user manual and AGLC procedures.

7.9.7 **Cashier:** The cashier may be a volunteer or paid position as designated by the facility licensee. This position reports to the bingo chairperson.

- a) Duties of the cashier shall include:
 - i) accepting and verifying, by counting and signing off, the cash float and bingo card inventory from the bingo chairperson for sale to players;
 - ii) processing cards sales to customers through the cash register, and issuing receipts for regular game cards, loonie pots and special game cards as applicable;
 - iii) processing void cash register receipts as specified in Subsection 8.2.19;
 - iv) balancing cards and cash by recording actual overages/shortages;
 - v) bringing any discrepancies in cash or cards to the attention of the bingo chairperson and hall advisor;
 - vi) returning and verifying, by counting and signing off, the cash and unsold cards to bingo chairperson;

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- vii) completing discrepancy reports as required (See Subsection 7.11);
- viii) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.1.3; and
- ix) ensuring the Event Management System (EMS) computer system, supplied by the AGLC, is maintained and/or operated in accordance with the approved user manual and AGLC procedures.

7.9.8 **Caller:** The caller may be a volunteer or paid position as designated by the facility licensee. The position reports to the bingo chairperson and conducts the approved bingo program.

a) Duties of the caller include:

- i) at the start of each event, announcing and recording on the video camera recording (VCR) tape the date of the event, type of event (morning, afternoon, evening or late night), name of the bingo licensee, and the caller's first name (last name is optional);
- ii) checking bingo equipment, as specified in Subsection 5.3.10, with the bingo chairperson and a player, or the paymaster and a player to ensure it is operating properly;
- iii) recording prize payouts and number of winners on the bingo caller's check sheet (manual or computerized);
- iv) submitting a signed caller's check sheet to the bingo chairperson at end of the bingo event;

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- v) announcing key rules-of-play and house rules, as specified below, and the minimum age limit for bingo players (18 years) before starting the bingo program. The caller shall then direct the players' attention to the location in the hall where the complete rules of play, house rules and DIGI rules of play can be found.
- minimum age limit for bingo players (18 years) and where electronic games (bingo and/or Keno) are in play that no one under 18 years of age is allowed in the hall;
 - minimum purchase of regular game cards;
 - receipts or bingo cards are not transferable from player to player;
 - players may not purchase or play special game cards without a valid cash register receipt for regular game cards;
 - only paper or electronic cards purchased from or provided by the (Name) association are eligible to be played and be recognized for a prize;
 - it is the player's responsibility to declare bingo loud enough to stop the game and the calling of numbers; and
 - the series number must be visible on the winning card or the bingo will not be honoured.
- vi) announcing and verifying valid bingos according to the terms and conditions (see Subsection 8.5.1 clauses m) through o));

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- vii) announcing prize payouts for regular games before the regular games start; and for special games prior to the special game starting or if there is a delay in the calculation of the prize payout for the special game, as soon as possible after the special game starts;
- viii) directing all disputes to the bingo chairperson for decision;
- ix) ensuring all parts of the bingo event are recorded in audio and video; the parts that must be recorded include but are not limited to:
 - the calling of balls;
 - the verification of bingos;
 - the Satellite game;
 - the awarding of door prizes or other promotions; and
 - any and all other announcements made by the caller.
- x) completing discrepancy reports as required (see Subsection 7.11);
- xi) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.1.3;
- xii) operate the bingo verification unit according to these terms and conditions; and
- xiii) ensuring the Event Management System (EMS) computer system, supplied by the AGLC, is maintained and/or operated in accordance with the approved user manual and AGLC procedures.

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7.9.9 **Bingo Co-ordinator:** The bingo co-ordinator may be a volunteer or paid position as designated by the facility licensee. The bingo co-ordinator position reports to the bingo chairperson. Facility licensees may use this position to assist with the overall management of a bingo event. The duties of the position are flexible; however, if it is a paid position, the position must not assume responsibility for any of the duties performed by specified volunteer positions.

a) Duties of the bingo co-ordinator may include:

- i) providing direction to volunteers to assist them with their duties;
- ii) assisting customers with card purchases and interpreting the bingo program, bingo games, rules of play and house rules;
- iii) assisting the bonanza controllers, volunteer Satellite controller and sellers with card reconciliation, cash-out and cash reporting procedures; and
- iv) assisting the bingo chairperson in training volunteers and in managing the flow of volunteers and card sales on the gaming floor.

b) Duties of the bingo co-ordinator shall include:

- i) completing discrepancy reports as required (see Subsection 7.11); and
- ii) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.1.3.

7.9.10 **Bookkeeper:** The bookkeeper may be a volunteer or paid position as designated by the facility licensee. The bookkeeper position reports on a day to day basis to the hall manager, but is accountable to the executive overall. Bookkeeper duties may include hall manager duties listed in Subsection 7.9.5 clause a) subclauses v) to xii).

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- a) If the bookkeeper finds a discrepancy while performing the duties in the sections listed, the bookkeeper shall complete a discrepancy report as required (see Subsection 7.11);
- b) The bookkeeper shall have signing authority on designated gaming accounts only, as specified by the bingo association executive; if such signing authority is approved, the bookkeeper shall be the first one to sign on a gaming account, and a bingo association executive member shall be the second one to sign on the gaming account.

7.9.11 **Pull Ticket Seller:** The pull ticket seller may be a volunteer or paid position (from the pull ticket administration fee) as designated by the facility licensee. The pull ticket seller is responsible for the sale of pull tickets from a specific location in the bingo facility. The position reports to either the pull ticket manager or hall advisor.

- a) Duties of the pull ticket seller include:
 - i) if a volunteer, obtaining tickets and the float from the hall advisor; the volunteer must count and sign off the tickets and the float;
 - ii) if a paid seller, obtaining complete pull ticket units and the float from the pull ticket manager; the seller must count and sign off on the pull ticket units and the float;
 - iii) conducting ticket sales from the specific area(s) approved on the pull ticket licence;
 - iv) verifying winning tickets, paying prizes and defacing all submitted winning tickets with a value of \$5.00 or more immediately after they are redeemed by the winner;
 - v) balancing and verifying sold unit(s);
 - vi) if a volunteer, transferring revenue from sales of pull tickets to the hall advisor;

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- vii) if a paid seller, transferring revenue from a sold out unit to the bingo chairperson for verification and deposit;
- viii) maintaining pull ticket financial records as required;
- ix) completing discrepancy reports as required (see Subsection 7.11); and
- x) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.1.3.

7.9.12 **Pull Ticket Manager:** The pull ticket manager may be a volunteer or a paid position (from the pull ticket administration fee) and is responsible for the day-to-day control and administration of pull ticket sales on behalf of or as agent for the licensed charities. The pull ticket manager reports to the executive of the bingo association. The executive may assign the pull ticket manager duties to the hall manager position.

- a) Duties of the pull ticket manager include:
 - i) ordering and controlling the pull ticket inventory;
 - ii) issuing the pull ticket float and pull ticket units to paid pull ticket sellers or the hall advisor if the sellers are volunteers; must count and sign off the float and pull ticket unit prior to issuing them;
 - iii) counting and signing off the revenue received from pull ticket sales from paid sellers or hall advisor, and ensuring the deposits are made in accordance with the process stated for bingo deposits as stated in Subsections 12.1.4 and 12.1.5;
 - iv) completing the quarterly Pull Ticket Sales (deposit) Report and the quarterly bank reconciliation, and forward these to the AGLC as provided in Section 10, Pull Ticket Sales;

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- v) calculating licence fees to be forwarded to the Regulatory Division with the quarterly Pull Ticket Sales Report;
- vi) immediately reporting discrepancies in inventory and sales to the AGLC;
- vii) preparing the quarterly pooling report at the direction of the executive of the bingo association;
- viii) maintaining pull ticket records as provided in Section 10, Pull Ticket Sales;
- ix) completing discrepancy reports as required (see Subsection 7.11); and
- x) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.1.3.

7.9.13 **Security Guard:** If utilized, the security guard is a paid position reporting to the hall advisor. The security guard is responsible for providing security-related services. The facility licensee shall submit to the Regulatory Division a detailed job description for the security guard position.

7.10 CLASS B FACILITY LICENSEE PAID STAFF DUTIES – MINIMUM REQUIREMENTS

- 7.10.1 Duties for paid staff must be clearly defined. Facility licensees shall submit a job description, as well as any changes to the approved job description for each paid position to the AGLC for approval.
- 7.10.2 The facility licensee shall specify the duties of the hall manager position and shall ensure that the job description for this position is kept current at all times.
- 7.10.3 Job descriptions for paid staff must contain all the duties required to fulfill the responsibilities of the position.

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7.10.4 The titles of the facility licensee's paid positions may vary from the titles used in this section. Where the position title varies from a title in this section, the duties of that position must meet the minimum requirements for that position as described in this section.

7.10.5 **Hall Manager:** The hall manager position is a paid position. The hall manager reports to the facility licensee.

a) Duties of the hall manager shall include:

- i) as requested by the bingo society provide assistance with the allocation of bingo events to licensed charities according to the bingo society's approved bingo event allocation method;
- ii) in conjunction with the bingo society ensure that licensed charities are informed of the dates and times for their bingo events, the number of volunteers required, and specific times when the volunteers must attend;
- iii) scheduling paid staff to assist licensed charities in the conduct of their bingo events;
- iv) submitting bingo program amendments for approval if authorized to do so by the facility licensee, and incorporating any approved amendments to the licensed facility's rules of play and house rules as appropriate;
- v) ordering and keeping perpetual inventory records for bingo supplies;
- vi) ensuring event data is entered into RIBS by a registered position (that is, the hall manager or independent hall advisor) and ensuring the month end reporting is submitted to the AGLC within seven (7) days of the end of the month;

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- vii) ensuring all paid workers have current and appropriate registration prior to commencing their duties and at all times while carrying out their duties;
- viii) ensuring that the duties of registered paid staff are only performed by registered staff and not by non-registered individuals (see Subsection 7.5);
- ix) ensuring that duties for volunteer and paid staff are clearly defined, and ensuring that job descriptions for each position are kept current and are submitted to the AGLC for approval;
- x) reviewing at least once each week selected VCR tapes to ensure events are audio/video recorded, and to ensure callers are following correct procedures;
- xi) performing duties of pull ticket manager, described in Subsection 7.10.13, as directed by the facility licensee;
- xii) with the facility licensee, ensuring the entire bingo program, including prizes, expenses and charitable return criteria comply with these terms and conditions;
- xiii) reviewing event Financial/Inventory Control System forms for completeness and accuracy;
- xiv) ensuring all new and revised Financial/Inventory Control System forms are submitted to the AGLC for approval;
- xv) completing discrepancy reports as required (see Subsection 7.11); and
- xvi) ensuring the Event Management System (EMS) computer system, supplied by the AGLC, is maintained and/or operated in accordance with the approved user manual and AGLC procedures.

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7.10.6 **Games Manager:** The games manager in a Class B facility is a paid position. The games manager is directly responsible to the bingo chairperson during the event. The duties of the position are flexible. The position must not assume responsibility for any of the duties performed by specified volunteer positions.

- a) Duties of the games manager shall include:
- i) supervision of the games area in the facility;
 - ii) ensures that the games are operated in accordance with these terms and conditions;
 - iii) with the independent advisor, transferring by counting and signing off, the opening float and bingo card inventory to the licensed charity, as follows:
 - opening float and bingo card inventory designated for sales and/or distribution at the cash register shall be counted and signed off by the bingo chairperson; and
 - opening float and bingo card inventory designated for sales and/or distribution on the floor shall be counted and signed off by the bingo chairperson or the special games controller (one or the other), as specified in the job descriptions for those positions.
 - iv) with the bingo chairperson and caller, checks the bingo equipment to ensure it is operating properly;
 - v) assisting customers with card purchases and interpreting the bingo program, bingo games, rules of play and house rules;
 - vi) assisting the bingo chairperson with managing the flow of card sales on the gaming floor;

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- vii) with the independent hall advisor transferring, by counting and signing off, the float and unsold bingo card inventory from the licensed charity's bingo chairperson at the end of the bingo event;
- viii) receiving payment for bingo expenses from the licensed charity;
- ix) witnessed by the bingo chairperson, transfers pull ticket units to paid pull ticket sellers (as designated by the pull ticket manager);
- x) with the bingo chairperson and pull ticket seller, verify deposits for sold out units;
- xi) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.2.3; and
- xii) completing discrepancy reports as required (see Subsection 7.11).

7.10.7 **Hall Advisor (Independent):** The hall advisor in a Class B facility is hired and paid by the licensed charity. The hall advisor reports to the bingo chairperson. A qualified volunteer may be used with the prior approval by the AGLC.

- a) Hall advisor, as a condition of registration, is responsible for providing relevant information, assistance and guidance for a licensed charity to properly complete the required financial control forms and at the same time adhere to all the financial control requirements. All paperwork pertaining to the bingo event must be completed and balanced at the close of the bingo event prior to the hall advisor's departure.
- b) Hall advisors working in the cash cage are responsible for identifying the circumstances surrounding shortages and submission of a discrepancy report. An investigation may be conducted by the AGLC based on the submitted discrepancy report. If negligence is involved in the shortage, Board action may be considered.

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- c) Duties of the hall advisor include:
- i) remaining available to the licensed charity at all times during the bingo event and maintaining a visible presence;
 - ii) with the games manager transferring, by counting and signing off, the opening float and bingo card inventory to the licensed charity;
 - iii) assisting the licensed charity in completing required Financial/Inventory Control System forms;
 - iv) monitoring the cashier(s) during the bingo event to ensure compliance with these terms and conditions and report any non-compliance to the games manager;
 - v) assisting in training volunteer workers prior to, or during, the bingo event;
 - vi) verifying bingo expenses assigned to the licensed charity;
 - vii) with the games manager, transferring by counting and signing off, float and unsold bingo card inventory from the licensed charity at the end of the event;
 - viii) providing guidance to the bingo chairperson regarding disputes during the event;
 - ix) assisting the bingo chairperson in ensuring Subsection 8.4 is complied with regarding the payment of prizes;
 - x) with pull ticket sellers, assist the bingo chairperson with verifying and preparing pull ticket deposits for units sold out during the event;
 - xi) reviewing event Financial/Inventory Control System forms for completeness and accuracy;

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- xii) completing discrepancy reports as required (see Subsection 7.11);
- xiii) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.2.3; and
- xiv) ensuring the Event Management System (EMS) computer system, supplied by the AGLC, is maintained and/or operated in accordance with the approved user manual and AGLC procedures.

7.10.8 **Cashier:** The cashier is a paid position. This position reports to the bingo chairperson.

a) Duties of the cashier shall include:

- i) accepting and verifying, by counting and signing off, the cash float and bingo card inventory from the bingo chairperson for sale to players;
- ii) processing cards sales to customers through the cash register, and issuing receipts for regular game cards, loonie pots and special game cards as applicable;
- iii) processing void cash register receipts as specified in Subsection 8.2.19;
- iv) balancing cards and cash by recording actual overages/shortages;
- v) bringing any discrepancies in cash or cards to the attention of the bingo chairperson and hall advisor;
- vi) returning and verifying, by counting and signing off, the cash and unsold cards to bingo chairperson;
- vii) completing discrepancy reports as required (see Subsection 7.11);

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- viii) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.2.3; and
- ix) ensuring the Event Management System (EMS) computer system, supplied by the AGLC, is maintained and/or operated in accordance with the approved user manual and AGLC procedures.

7.10.9 **Caller:** The caller is a paid position. This position reports to the bingo chairperson and conducts the approved bingo program.

- a) Duties of the caller include:
 - i) at the start of each event, announcing and recording on the video camera recording (VCR) tape the date of the event, type of event (morning, afternoon, evening or late night), name of the bingo licensee, and the caller's first name (last name is optional);
 - ii) checking bingo equipment, as specified in subsection 5.3.10, with the bingo chairperson and a player, or the paymaster and a player to ensure it is operating properly;
 - iii) recording prize payouts and the number of winners on the bingo caller's check sheet;
 - iv) submitting a signed caller's check sheet to the bingo chairperson at the end of the bingo event;
 - v) announcing key rules-of-play and house rules, as specified below, and the minimum age limit for bingo players (18 years) before starting the bingo program. The caller shall then direct the players' attention to the location in the hall where the complete rules of play, house rules and DIGI rules of play can be found.

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- minimum age limit for bingo players (18 years) and where electronic games (bingo and/or Keno) are in play that no one under 18 years of age is allowed in the hall;
 - minimum purchase of regular game cards;
 - receipts or bingo cards are not transferable from player to player;
 - players may not purchase or play special game cards without a valid cash register receipt for regular game cards;
 - only paper or electronic cards purchased from or provided by the (Name) association are eligible to be played and be recognized for a prize;
 - it is the player's responsibility to declare bingo loud enough to stop the game and the calling of numbers; and
 - the series number must be visible on the winning card or the bingo will not be honoured.
- vi) announcing and verifying valid bingos according to the terms and conditions;
- vii) announcing prize payouts for regular games before the regular games start; and for special games prior to the special game starting or if there is a delay in the calculation of the prize payout for the special game, as soon as possible after the special game starts;
- viii) directing all disputes to the bingo chairperson for decision;
- ix) ensuring all parts of the bingo event are recorded in audio and video; the parts that must be recorded include, but are not limited to:

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- the calling of balls;
- the verification of bingos;
- the Satellite game;
- the awarding of door prizes or other promotions; and
- any and all other announcements made by the caller.

- x) operate the bingo verification unit according to these terms and conditions.
- xi) completing discrepancy reports as required (see Subsection 7.11);
- xii) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.2.3; and
- xiii) ensuring the Event Management System (EMS) computer system, supplied by the AGLC, is maintained and/or operated in accordance with the approved user manual and AGLC procedures.

7.10.10 **Satellite Game Controller:** The Satellite game controller may be a volunteer or paid position as designated by the facility licensee. This position reports to the bingo chairperson. When the Satellite game controller is a volunteer position, the hall advisor may assist with the Satellite game management system.

- a) Duties of the Satellite game controller must comply with the approved *Alberta Satellite Bingo Operations Manual* and shall include:
 - i) controlling and reconciling the Satellite game sales and reporting the same to the network studio;
 - ii) ensuring cards received from the bingo chairperson and/or hall advisor are counted and signed for;

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- iii) verifying, recording, and entering on the Satellite game management system the cash float received from bingo chairperson;
- iv) as needed, using the Satellite game management system to scan trays of Satellite game cards to be issued to sellers, issuing and recording cards and floats transferred to sellers, making proper entries on Satellite control forms, and ensuring seller(s) has signed for cards and float;
- v) counting and balancing all cash and cards returned by each seller and making the proper entries on the Satellite control forms;
- vi) on an on-going basis, using the Satellite game management system, entering card-sales update reports for the network studio;
- vii) balancing sales of sellers by verifying the number of unsold/returned cards, the cash and the float, and by making appropriate entries on Satellite control forms ensuring the seller(s) has witnessed, verified by count and signed off on transactions;
- viii) verifying the final main prize and consolation prize contributions according to the number of cards sold;
- ix) printing a copy of the final game worksheet from the Satellite game management system, and with the bingo chairperson and hall advisor:
 - verifying the printed copy of the game worksheet with the information that appears on the Satellite game management system screen;
 - verifying, by counting and signing off the transfer of, all unsold cards, cash and the float to the bingo chairperson; and

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- signing off the printed copy of the game worksheet, and ensuring the bingo chairperson and hall advisor also sign the worksheet.

- x) if all the duties of this position have been completed and the respective counts balanced, and all the funds and unsold cards have been transferred to the bingo chairperson, this position may perform the duties of a Satellite game verifier/number recorder as described in the *Alberta Satellite Bingo Operations Manual*;
- xi) completing discrepancy reports as required (see Subsection 7.11); and
- xii) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.2.3.

7.10.11 **Sellers/Checkers:** The seller/checker position may be a volunteer or paid position as designated by the facility licensee. This position reports to the bingo chairperson. Individuals holding this position may perform duties of both a seller and checker, or one of these.

- a) Duties of the seller/checker position include:
 - i) counting and signing for the acceptance of the float from the controller and the return of the float to the controller;
 - ii) accepting and verifying, by counting and signing off, cards received from the controller for sale to players;
 - iii) sells cards to players;
 - iv) accounts for cash from sales;
 - v) returning and verifying, by counting and signing off, the cash and unsold cards to the controller;

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- vi) ensuring the caller is aware of any declared bingos that the seller/checker has recognized;
- vii) verifying declared bingo winners through the verification/call-back procedure;
- viii) receiving prize(s) from the paymaster to award to winner(s);
- ix) where there is no verifier in use, verifying major prizes (\$500 or more) by taking winning card(s) to the paymaster or the bingo chairperson to verify the card face and card number with the master book;
- x) completing discrepancy reports as required (See Subsection 7.11); and
- xi) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.2.3.

7.10.12 **Pull Ticket Seller:** The pull ticket seller is a paid position (from the pull ticket administration fee) and responsible for the sale of pull tickets from a specific location in the bingo facility. This position reports to the pull ticket manager and is responsible to the bingo chairperson at the bingo event.

- a) Duties of the pull ticket seller include:
 - i) receive by signing off complete pull ticket units and the float from the pull ticket manager or games manager. The bingo chairperson shall witness the transfer;
 - ii) conducting ticket sales from the specific area(s) approved on the pull ticket licence;
 - iii) verifying winning tickets, paying prizes and defacing all submitted winning tickets with a value of \$5.00 or more immediately after they are redeemed by the winner;

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- iv) balancing and verifying sold unit(s);
- v) transferring revenue from a sold out unit (deposit) to the bingo chairperson for verification with the games manager;
- vi) maintaining pull ticket financial records as required;
- vii) completing discrepancy reports as required (see Subsection 7.11); and
- viii) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Section 12.2.3.

7.10.13 **Pull-ticket Manager:** The pull ticket manager in a Class B facility is the hall manager. This position is a paid position and responsible for the day-to-day control and administration of pull ticket sales on behalf of the licensed charities. The pull ticket manager may assign these duties to the games manager. The pull ticket manager reports to the facility licensee.

- a) Duties of the pull-ticket manager include:
 - i) ordering and controlling the pull ticket inventory;
 - ii) issuing the pull ticket float and pull ticket units to paid pull ticket sellers; must count and sign off the float and pull ticket unit prior to issuing them;
 - iii) reconciling deposits for sold out units against pull ticket inventory ensuring that all units issued are accounted for;
 - iv) submitting quarterly pull ticket sales reports to the Trustee, reconciling unit sales/deposits to the claim for unit purchases and administration fees;
 - v) immediately reporting discrepancies in inventory and sales to the AGLC;
 - vi) maintaining pull ticket records as provided in Section 10, Pull Ticket Sales;

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- vii) completing discrepancy reports as required (see Subsection 7.11); and
- viii) ensuring that all of the Financial/Inventory Control System responsibilities of this position are carried out in compliance with Subsection 12.2.3.

7.10.14 **Security Guard:** The security guard is a paid position reporting to the games manager. The security guard is responsible for providing security-related services. The facility licensee shall submit to the Regulatory Division a detailed job description for the security guard position.

7.11 REPORTING DISCREPANCIES

7.11.1 It is a condition of registration that gaming (bingo) workers immediately report any breaches of the bingo terms and conditions or security breaches to the Regulatory Division. Failure to do so may affect registration status.

7.11.2 The discrepancies in clauses a) to d) listed below, require investigation and corrective action by the facility licensee, bingo chairperson, hall manager, games manager and hall advisor. They must submit a Discrepancy Report (see Subsection 7.11) when these discrepancies occur. They shall also ensure any other party to the discrepancy also submits a discrepancy report which provides details of their involvement in the occurrence. The AGLC shall be notified immediately at 1-800-272-8876 of:

- a) suspicion or evidence of:
 - i) cheating at play;
 - ii) theft, fraud or counterfeit money; or
 - iii) personal possession, for reasons unrelated to the bingo event, of bingo cards, pull tickets or revenue by volunteers, registered bingo personnel or unauthorized concession or building management employees; and

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- b) procedures inconsistent with or in violation of the bingo terms and conditions.
- c) public disturbance requiring police action where security of cards or cash was or could have been compromised; and
- d) robbery, attempted robbery or break and enter in the bingo facility.

7.11.3 Bingo event cash shortages shall be reported as follows:

- a) event cash shortages of \$100 or less shall be reported on the Remote Information Bingo System (RIBS) and be clearly reflected on the Financial and Inventory Control Forms used at the event; and
- b) major individual shortages per event, that is, more than \$10, shall be explained by the volunteer or paid seller on the reverse side of the control form in question. These forms and any other "working" papers shall be maintained according to Subsection 12.1.8 for a Class A facility or Subsection 12.2.6 for a Class B facility, and are subject to review by the AGLC; and
- c) event cash shortages over \$100, not including proven bingo prize compensating errors, shall be reported to the Regulatory Division immediately. Within three days of the shortage occurring, the facility licensee, hall advisor and bingo chairperson shall submit to the Regulatory Division, by mail or by fax, a Discrepancy Report (see Subsection 7.11) providing all relevant details of the shortage. The discrepancy report shall include a copy of the control sheet(s) reflecting where the shortage(s) occurred.

7.11.4 Hall managers, hall advisors, games managers, callers, cashiers, or other registered gaming workers, shall submit a discrepancy report, providing all relevant details, regarding bingo and/or pull ticket irregularities, other than as stated in Subsections 7.11.2 and 7.11.3. They shall ensure that any other party to the irregularity also submits a discrepancy report providing details of their involvement in the occurrence.

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7.11.5 For bingos in Calgary discrepancy reports shall be sent to:

The Alberta Gaming and Liquor Commission
Regulatory Division
Regional Manager, South
Suite 110, Deerfoot Atrium Building
6715 - 8 Street N.E.
Calgary, Alberta
T2E 7H7 FAX: (403) 292-7302

For bingos in Lethbridge, Medicine Hat and Pincher Creek
discrepancy reports shall be sent to:

The Alberta Gaming and Liquor Commission
Regulatory Division
Manager, Lethbridge
3103 12 Avenue North
Lethbridge, Alberta
T1H 5P7 FAX: (403) 331-6506

For bingos in Red Deer, Drumheller and Ponoka discrepancy
reports shall be sent to:

The Alberta Gaming and Liquor Commission
Regulatory Division
Manager, Red Deer
#13 7895 49 Avenue
Red Deer, Alberta
T4P 2B4 FAX: (403) 314-2660

For bingos in Grande Prairie and Peace River discrepancy
reports shall be sent to:

The Alberta Gaming and Liquor Commission
Regulatory Division
Manager, Grande Prairie
10020 - 124th Ave.
Grande Prairie, Alberta
T8V 5L7 FAX: (780) 832-3006

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For bingos in Edmonton, Fort McMurray, Leduc, Camrose, Wetaskiwin, Sherwood Park, Spruce Grove, St. Albert, and all other areas, discrepancy reports shall be sent to:

The Alberta Gaming and Liquor Commission
Regulatory Division
Regional Manager, North
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5 FAX: (780) 447-8912

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SECTION: 8.1 BINGO PROGRAM – GENERAL

8.1 GENERAL

- 8.1.1 The facility licensee shall run a common bingo program. This may be the same program each day of the week, or there may be changes from day-to-day during the week repeating weekly.
- 8.1.2 The bingo program of a facility licensee must be approved in advance by the Regulatory Division. Desired changes to the format of the approved program, either on an interim, that is, a special event format, or permanent basis must be submitted to the Regulatory Division for approval at least two weeks prior to the implementation date.
- 8.1.3 A bingo program includes, but is not limited to, the following:
- a) price of: regular game cards, special game cards (games with separate sales), Satellite game, loonie pot or other progressive prize schemes, and details of playoff game(s) and special events;
 - b) structure and prizes for: regular games, special games, progressive games, and loonie pot or other schemes;
 - c) requirements for valid bingos, procedure to verify bingos, and the formula by which multiple winners are awarded both cash and non-cash prizes;
 - d) any door prizes and other prize schemes;
 - e) any give-aways/promotions to players;
 - f) the facility licensee's rules of play (that is, a description of how the games are played); and
 - g) the facility licensee's house rules (that is, a description of how the bingo event is operated).
- 8.1.4 The bingo program for each event shall not have more than seventy five (75) games (excluding the Satellite main and consolation games). A game is defined as a letter/number combination for which a prize is awarded.

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- 8.1.5 The facility licensee shall determine the structure of the bingo program, and is responsible to ensure the design of the bingo program complies with these terms and conditions and the required charitable return criteria as specified in Subsection 12.3.
- 8.1.6 Only players in attendance at the bingo event may participate in the approved bingo program.
- 8.1.7 Drop-In Bingo
- a) Within the provisions of Subsections 3.15.1 and 8.1.4, facility licensees may offer drop-in bingo card sales to patrons as follows:
- i) as an event offering drop-in sales only; or
- ii) in conjunction with the standard event bingo program.
- b) In either 8.1.7 a) i) or ii), drop-in patrons must purchase an admission receipt entitling them to purchase bingo cards on an individual regular game series/page or special game basis.
- i) Regular game drop-in cards and all special game cards may be purchased by a patron with a valid admission receipt for the event; and
- ii) Regular game drop-in cards may also be purchased by a patron with a valid event receipt (full or half time).
- c) The bingo program shall specify:
- i) the drop-in price of each regular game series/page (one price level only) and each special game; and
- ii) in 8.1.7 a) i), the prize calculation for each game, or in the case of 8.1.7 a) ii), how the prize portion of the drop-in sale will be added to the regular game and special game prize structures in the standard event program.

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- d) Card sales for regular and special games shall be conducted as follows:
 - i) separate regular game card inventory, with its own AGLC product code, shall be used for regular game drop-in sales;
 - ii) the regular game cards for drop-in sales will be issued to the event by serial number;
 - iii) regular game series cards shall be sold by the page;
 - iv) regular game drop-in cards may be sold at the cash register or on the gaming floor. These sales shall be conducted by separate gaming floor sellers;
 - v) sales for each series of regular games shall cease prior to the commencement of each series. The seller will cash in the sales for that series and the prize will be calculated and awarded as specified in the approved bingo program. The seller may then start card sales for the next regular game series; and
 - vi) special game card sales shall cease prior to the commencement of the game. Drop-in sales will be added to the event sales for the game and the prize calculated for each game prize as specified in the program.
- e) No card price discounts may be offered to drop-in patrons. However, drop-in patrons may participate in loonie pot, door prize or promotional type schemes.
- f) A full accounting of drop-in card inventory and sales is required at each event as per Subsection 12.1.3 (for a Class A facility) and Subsection 12.2.3 (for a Class B facility). The facility licensee shall submit control forms and a description of how drop-in sales will be managed during the event and accounted for in the overall inventory, sales and reconciliation process.

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8.2 CARD SALES

- 8.2.1 Only cash or debit cards may be accepted for bingo card sales. Granting credit and accepting cheques is prohibited.
- 8.2.2 Bingo licensees may require patrons to purchase a minimum number of regular game cards, or a minimum dollar value of regular game cards, as admission to a bingo event. House rules shall specify the minimum amount and may include a separate minimum amount for the disabled.
- 8.2.3 Bingo licensees may not require or demand that patrons buy bingo cards for special games or participate in any other bingo related scheme. This does not affect package deals as referred to in Subsection 8.2.16 in which case players must buy the entire package of cards in order to receive the discounted price.
- 8.2.4 Pre-selling admissions and cards is prohibited. Commission approval may be requested in writing regarding the pre-selling of admission tickets for special events. The request must provide a draft of the ticket, as well as sales and financial control procedures.
- 8.2.5 The cashier(s) may exchange the following for Canadian funds:
- a) Canadian or U.S. travellers cheques; and
 - b) U.S. funds. The exchange rate shall be within 1% of the bank rate for buying U.S. cash, and shall be clearly posted. All foreign currency shall be deposited into the licensee's approved bank account.
- 8.2.6 Facility licensees may provide a debit machine in the cash cage subject to the following:
- a) the facility licensee shall advise the Regulatory Division that a debit machine is in use;
 - b) the facility licensee shall assume all costs and risks associated with providing this service; and

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- c) licensed charities shall not be directly involved in the debit transactions. The facility licensee shall ensure that the total amount of debit sales during an event form part of the event bingo deposit. For example, the facility licensee shall write a cheque in the amount of the debit sales for deposit to the charity's bank account or complete an electronic funds transfer to the charity's bank account for the amount of debit sales.
- 8.2.7 Distributing free admissions or bingo cards is prohibited, unless they are awarded as follows:
- a) as a prize for a bingo game;
 - b) in return for a donation through the facility licensee to a recognized community service organization (for example, food bank, Christmas bureau, etc.);
 - c) in conjunction with a "player of the week" promotion under the following conditions:
 - i) the promotion may occur once a week for each different time slot;
 - ii) the "player of the week" shall be awarded a "certificate" which they can produce for a period of one week entitling them to receive free regular game bingo cards/admission in an amount equal to or less than the number and value of cards the player was playing at the time they won the promotion;
 - iii) the prize has no cash value and is non-transferable. The player must produce identification and sign the master ledger in order to claim the prize each time they attend during the week;

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- iv) the facility licensee's approved rules of play shall specify the method by which the promotion is awarded and any conditions for redemption. When the player redeems the certificate, the player will sign the master ledger and be issued a form of "proof of payment" which will serve the same purpose as a receipt normally issued when cards are purchased;
 - v) the certificate must be numbered and at a minimum indicate: the player's name, date awarded, expiry date, number and value of cards the player is entitled to receive, signature of issuing authority, and space for the player to sign;
 - vi) the facility licensee must keep a perpetual master inventory ledger of the certificates which have been issued. The ledger shall at a minimum include: the numbers of all certificates, value of each certificate, that is, a description and value of cards, the winner's name, dates/events each certificate was produced for free cards/admission, signature of the person making the entry into the ledger, and space for the player to sign when they produce the certificate for redemption. The inventory ledger is subject to review by the Regulatory Division and must be maintained in a manner acceptable to the Regulatory Division;
 - vii) the free cards and player count shall not be included in the calculation of determining the regular game prize payout level; and
 - viii) the licensed charity conducting the event at which this promotion is awarded shall not be charged for the cost of the promotion and RIBS entries are not required.
- d) Adequate procedures must be in place to ensure that all free cards are included in the bingo card inventory reconciliation process.

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- 8.2.8 Free cards may be regular game cards or special game cards. All free cards must be played during the event in which they are given; they may not be played at a future event. A coupon may be awarded, as stated in Subsection 8.2.7 clause a), which entitles the player to a free special game or regular game bingo card when redeemed at a future event.
- 8.2.9 Special game cards may be included at no cost or at a reduced cost as part of a package deal sold at the door (see Subsection 8.2.16).
- 8.2.10 Bonanza, odd/even, linked bingo cards, or other special game cards where a pre-call of numbers or where predetermined wild numbers are used, shall be sealed at the time of sale (for example, stapled, folded, packaged or glued). This ensures that sales are conducted in a random manner, and that staff, players, and sellers do not know the card layout.
- a) Cards may be sold as singles or in strips. Discount bonanzas may be offered for sale (for example, 10 strips or 30 cards for \$7.00). Proper controls must be in place regarding inventory and sales. Discount bonanza cards must be distinguishable from the regular price bonanza cards to ensure the discounted card packages are not sold at the full price.
- b) “Bonanza Trade-ins” are allowed if a reconciliation of inventory, sales and returned bonanzas is provided for each volunteer involved. House rules must be established and submitted to the Regulatory Division for review as follows:
- i) number of blank numbers a card must have before it can be exchanged;
 - ii) times in which exchanges start and stop;
 - iii) whether damaged or partial cards/sheets can be exchanged;
 - iv) price structure for exchanging cards;

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- v) staff positions responsible for conducting the exchanges;
 - vi) method for recording exchanges in financial control forms; and
 - vii) procedures for balancing sales.
- c) If bingo is called during the bonanza pre-call, an “alternate bonanza” may be sold. This option must be included in the bingo program, and rules of play must specify what happens to unmarked sealed cards from the first bonanza. This may include allowing five (5) to ten (10) minutes for players to mark their cards for the consolation prize or to offer a refund on any unmarked cards.
- 8.2.11 All bingo cards not controlled by volunteers or paid staff shall be kept in locked storage.
- 8.2.12 The facility licensee may offer at a discounted price “half-time” sales. Half-time sales may be the first half of the program (before intermission) or the second half of the program (after intermission) and shall be conducted as follows:
- a) the rules of play shall specify the price of half-time cards and which regular games, special games and other prize schemes the half-time patrons are eligible to play;
 - b) the rules of play shall specify how half-time sales will be calculated into the overall regular game prize payout;
 - c) the cashier’s till tape and the player’s receipt must identify whether the purchase is for the first half, the second half or the full program; and
 - d) financial control forms must reflect the adjusted payout for each half of the program.
- 8.2.13 All You Can Play Regular Game Cards (AYCP - RG):
- a) Admission price for AYCP - RG is determined by the facility licensee. Details regarding this pricing must be included in the approved bingo program.

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- b) Multiple card prices are allowed (for example, gold and triple cards).
- c) The rules of play shall specify how AYCP – RG sales will be calculated into the overall regular game prize payout.
- d) To maintain proper inventory controls and ensure the integrity of bingo, it is recommended that AYCP – RG cards be a different colour than, or otherwise distinguishable from, the normal regular game cards used in the hall.
- e) As players may be playing more cards than normal, a house rule must be established, to address how late bingos will be managed.
- f) Prizes must conform to the facility licensee's approved prize payout structure for regular games.

8.2.14 All You Can Play Special Game Cards (AYCP - SG):

- a) Special game cards except Satellite cards (for example, odd/even, early bird, etc.) may be offered on an AYCP basis. As an example, if early bird cards are normally sold at three (3) for \$1.00, they could be sold at the afternoon events at AYCP for \$3.00, or on a specific day, such as Wednesday evening, at AYCP for \$3.00.
- b) Details on this pricing must be included in the approved bingo program.
- c) To maintain proper inventory controls and to ensure the integrity of bingo, AYCP – SG cards must be a different colour than, or otherwise distinguishable from, the special game cards normally used.

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8.2.15 Regular game cards may be sold as a strip of cards combining different prices of cards (Combo Cards). Associations may offer one combination or multiple combinations of cards. For example:

| | | |
|---------|----------------|------------------|
| Combo | 1 regular card | \$.50 |
| Card #1 | 1 gold card | \$1.00 |
| | 1 triple card | \$1.50 |
| | | \$3.00 per strip |

| | | |
|---------|---------------|------------------|
| Combo | 1 gold card | \$1.00 |
| Card #2 | 1 triple card | \$1.50 |
| | 1 double gold | \$2.00 |
| | | \$4.50 per strip |

8.2.16 Package Deal (Discounts):

- a) A package of cards for the various bingo games in a program may be sold for a reduced price at the cash register. The facility licensee shall determine the price of package sales. The full cost of the regular game cards shall be allocated to the regular games sales and the facility licensee shall determine the revenue distribution for special game sales (that is, specify the amount allocated to the sales of each game).

In the following example, the face value of the package is worth \$23.00; however, it is sold for \$19.00. The full \$9.00 is allocated to the regular games and \$1.00 is taken off each of the other prize pools.

| <u>CARDS</u> | <u>FULL COST</u> | <u>PKG. COST</u> | <u>DISTRIBUTION</u> |
|-------------------------------|------------------|------------------|---------------------|
| 9 - \$1.00 regular game cards | \$9.00 | | \$9.00 |
| 4 - strips of bonanza #1 | \$4.00 | | \$3.00 |
| 3 - early bird strips | \$3.00 | | \$2.00 |
| 3 - odd/even | \$3.00 | | \$2.00 |
| 4 - strips bonanza #2 | \$4.00 | | \$3.00 |
| TOTAL | \$23.00 | \$19.00 | \$19.00 |

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8.2.17 Gift Certificates:

- a) Facility licensees may sell gift certificates as follows:
 - i) Certificates shall be sold for cash or through the use of a debit machine only. Certificates can be sold in various denominations.
 - ii) The facility licensee shall maintain a separate ledger to record all transactions, including the certificate number, amount, purchaser's name, date sold, date redeemed, and name of paid staff member who redeemed the certificate.
 - iii) Gift certificates shall be fully redeemable for cash, including at the event at which the certificate is awarded.
 - iv) The facility licensee shall be responsible for confirming the legitimacy of the gift certificate and exchanging the gift certificate for cash.
 - v) The facility licensee shall ensure the appropriate ledger entries are made reflecting the selling and redeeming of the gift certificate.
- b) Facility licensee gift certificates may be awarded as door prizes under the following conditions:
 - i) Subsection 8.2.17 clause a) subclause ii) is complied with and records are kept current for the event; and
 - ii) RIBS entries reflect that the door prize was a cash bingo prize.

8.2.18 Seniors' Discounts:

- a) Facility licensees may offer seniors' discounts.

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- b) A description of the card pricing for seniors' day must be submitted to the Regulatory Division for approval and form part of the approved bingo program. The following are some examples of card pricing formats which may be offered to seniors:
 - i) a percentage or fixed discount on the price of regular game cards;
 - ii) a discounted price on specified special game cards; or
 - iii) free special game cards and/or discounted special game cards included in a seniors' day package deal (see package deals detailed in Subsection 8.2.16).
- c) The minimum age for seniors' discounts is 60 years of age. Facility licensees may set an age higher than 60 and must specify the age in their house rules.

8.2.19 All void cash register receipts from the sale of bingo cards, shall be handled as follows:

- a) for each cash register, the bingo chairperson shall verify and approve all receipts that were voided at the event by:
 - i) initialling the original receipt and the voided receipt; and
 - ii) comparing the voided receipts with the Event Management System (EMS) Void Report to ensure that they match.
 - iii) signing the Void Report after it is reviewed, and immediately report any discrepancy between the voided receipts and the EMS Void Report to the hall advisor;
- b) the bingo chairperson shall transfer the receipts and the Void Report to the hall advisor for verification and signature; and

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- c) the hall advisor will ensure that the original receipt(s), matching void receipt(s) and the EMS Void Report are attached to the cashier's Register Reconciliation Control Form.
- 8.2.20 Receipts requiring adjustment to return a portion of the product(s) purchased shall be handled as follows:
- a) the bingo chairperson shall initial all receipts to be adjusted;
 - b) the original receipt and one copy of the adjusted receipt shall be retained together and be attached to the cashier's Reconciliation Control Form; and
 - c) a second copy of the adjusted receipt will be given to the customer to replace their original receipt as proof of purchase.

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8.3 BINGO GAMES/SCHEMES

8.3.1 “Bingo game” means a game of bingo in which the player pays to play and for which a prize is awarded if the player achieves the specified card pattern and winning criteria for the game in play.

8.3.2 “Bingo scheme” means a bingo related scheme in which the player may pay to participate or which is included in the price the player paid for the bingo games, and for which a prize is awarded if the player meets the winning criteria for the scheme in play.

8.3.3 Playoff Games:

- a) In compliance with the provisions of Subsection 8.4.1 clause a), licensed charities may conduct free playoff games (that is, there is no charge for the bingo cards). Playoff games may be conducted during a morning, afternoon, evening or late night event; however, any one time slot shall not have more than one playoff game per week.
- b) Playoff games for different time slots do not have to occur on the same day of the week, but playoff games for each individual time slot must repeat on the same day each week.
- c) Playoff game payouts may be progressed as outlined in Subsection 8.3.6.

8.3.4 Schemes:

- a) In compliance with the provisions of Subsection 8.4.1 clause a), facility licensees may offer schemes such as the Lucky Number, Gold Ball, King and Queen, Player of the Night, or bonus prizes offered to customers in conjunction with “second element of chance” on the regular bingo games.

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b) These schemes shall:

- i) be entered on RIBS as part of the regular game prize payout; and
- ii) be consistent with Subsection 8.3.8 when awarded through a second element of chance.

8.3.5 Loonie Pot Prize Pools:

- a) Loonie pot prize pools may also be called Pot of Gold or a name consistent with the licensed facility name.
- b) Participation in the loonie pot prize pool shall be as follows:
 - i) cost to play is determined by the facility licensee;
 - ii) participation in any loonie pot scheme is optional;
 - iii) the player's receipt shall indicate participation in the loonie pot(s). In addition, as further proof of payment, the facility licensee may mark or hole punch the bingo cards. The player declaring the bingo must have paid to participate in the loonie pot in order to be awarded the loonie pot prize pool;
 - iv) to win the pool, the loonie pot number must form part of the required pattern for the game being played and the player(s) must declare their bingo at the time the loonie pot number is called. In the case of multiple bingos for a loonie pot prize pool, the loonie pot prize pool shall be divided and paid by the number of valid bingo cards. Where a player declares more than one bingo card for the loonie pot prize pool, they shall be paid an equal share for each valid bingo they have declared; and

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- v) the winner(s) will receive the event prize payout for the loonie pot, plus the accumulated pool amount from previous events. If bingo is not declared on the loonie number as described, the pot(s) shall be carried over to the next event.

- c) Up to two loonie pot games will be approved per event to be played in conjunction with the regular games in the program (not valid on special games), under the following conditions:
 - i) The bingo program shall specify which regular games each loonie pot is applicable to.

 - ii) The event prize payout shall be determined by the facility licensee within the provisions of Subsection 8.4.1 clause a). This amount is contributed to the loonie pot(s) prize pool at each event. The pot(s) may be awarded once per event, and may be split between multiple winners if the players bingo on the loonie number at the same time.

 - iii) One “loonie number” will be used when only one pot is conducted. One “loonie number” or two separate “loonie numbers” may be used when two pots are conducted.

 - iv) The facility licensee may choose how the “loonie number(s)” is determined (that is, first number called at the event or last number of bonanza #1 pre-call). Once determined:
 - the “loonie number(s)” must be announced by the caller and be posted in a location(s) easily viewed by all patrons; and

 - the loonie number(s) shall remain the same throughout the event.

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v) Each time the caller draws the “loonie number(s)” ball from the blower, the caller must announce the letter/number combination of the ball and indicate that it is the “loonie number” (for example, “Your next number is B13, which is the loonie pot number”).

vi) The rules of play shall fully explain how the game(s) is played including: how the loonie number(s) is determined; how the pot(s) accumulates (that is, event to event, afternoon to afternoon, or evening to evening, etc.); if pots are capped, how the cap is handled; and how multiple winners are handled.

NOTE: Rules shall not indicate that the loonie pot must be won in a specified amount of numbers, that the pot may not be won on free cards distributed in the hall, or that the pot may not be won on reverse numbers (for example, B15 reversal to G51).

vii) The facility licensee may set a cap on their loonie pot game(s). The amount of the cap may be different for morning, afternoon, evening or late night events. The facility licensee’s rules of play shall state the cap, fully explain how the loonie pot prize pool is won once the cap is reached, and how prize pool contributions over and above the cap are handled.

viii) The event loonie pot(s) sales and event loonie pot(s) prize contribution shall be entered into RIBS.

ix) At the event at which the loonie pot prize pool is won, the amounts entered in RIBS shall be the event sales, prize contribution and total or capped game pot payout.

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- x) Event financial control forms and a manual system of record keeping shall be submitted to the AGLC for review/approval and be retained as described in Subsection 12.1.3 for a Class A facility or Subsection 12.2.3 for a Class B facility.
- xi) The hall advisor and the bingo chairperson shall count the amount of the loonie pot prize revenue which has been carried over from the previous event and verify that this sum equals the amount the control form indicates was carried over. Any shortages or discrepancies shall be reported to the Regulatory Division immediately. The value of the accumulated prize shall be added to the prize contribution for the event and make up the total value of the loonie pot eligible to be won.
- xii) When the prize is won and the winner's eligibility confirmed, the bingo chairperson (or designate) shall deliver the loonie pot prize to the winner and physically count the funds in front of the winner. The winner(s) shall be required to sign (that is, provide a signature, and indicate their name, address, phone number) the loonie pot control sheet or a separate receipt confirming they received the revenue.
- xiii) For security purposes, the facility licensee may have the option of paying the total loonie pot prize pool in cash or by cheque or a combination of both.

8.3.6 Progressive Bingo Games:

- a) A maximum of ten progressive games or prize schemes, including loonie pots as outlined in Subsection 8.3.5 clause c) (excluding the linked bingo game) may be approved per event on the following conditions:
 - i) Prize payout shall be determined by the facility licensee within the provisions of Subsection 8.4.1 clause a).

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- The progressive prize pool may be seeded as outlined in Subsection 8.4.5.
 - The value of the accumulated prize shall be added to the prize contribution for the event and make up the total value of the progressive prize pool eligible to be won.
 - If won, the total value of the pool shall be paid out in full. Pools shall not be paid in portions based on certain criteria or on a percentage of the prize pool, such as 100% in 48 numbers or less, 90% in 49 numbers or less, 80% in 50 numbers or less, etc.
- ii) Progressive prize pools, excluding loonie pots as detailed in Subsection 8.3.5 clause c) subclause vii), must be capped at a maximum of \$10,000 and be played off within 14 days of reaching the capped amount.
- Facility licensees have the option of establishing two separate prize pools (one main pool and one reserve pool) within the \$10,000 maximum (for example, two \$5,000 pools).
 - Once the total value of the two pools reaches the \$10,000 maximum, the first prize pool must be played off within 14 days of the maximum being reached.
- iii) The facility licensee may choose how the progressive game/prize scheme is played; however, the structure must be consistent with Subsection 8.3.1.
- iv) Prize pools shall progress from event to event (for example, evening to evening, afternoon to afternoon, afternoon to evening, etc.), and shall progress to the next licensed event in accordance with the progression method selected.

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- v) Approved event financial controls forms and a manual system of tracking pool sales, contributions, payouts and balances must be used and retained as described in Subsection 12.1.8 for a Class A facility or Subsection 12.2.6 for a Class B facility.
- vi) The event progressive sales, payouts, and pool prize contributions must be recorded into RIBS using a AGLC-approved Progressive Prize Pool ID Number. At the event at which the progressive prize pool is won, the amounts entered in RIBS shall be the sales and prize contribution for that event, and the pool payout amount.
- vii) The hall advisor and the bingo chairperson shall verify the opening and closing prize pool balances. Any shortages or discrepancies shall be reported to the Regulatory Division immediately.
- viii) When the prize is won and the winner(s) eligibility confirmed, the bingo chairperson (or designate) shall present the cash portion of the progressive prize pool to the winner and physically count the funds in front of the winner. The winner(s) shall be required to sign (provide signature and indicate name, address, and phone number) on the progressive prize pool control sheet or a separate receipt confirming they received the revenue.
- ix) The facility licensee shall maintain security of the accumulated prize funds through one of the following methods; and has the option of paying the total progressive prize pool in cash or by cheque or a combination of both.

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- The facility licensee shall collect funds contributed to progressive prizes on an event by event basis and deposit those funds to a separate prize bank account. A maximum \$10,000 float may be maintained at the bingo facility (in a secured safe) to pay a progressive prize or portion thereof with the balance of the prize being paid to the winner by cheque. The winner may choose to receive the balance of the prize in cash by making arrangements to return to the hall. If the winner chooses to be paid in cash, the facility licensee shall issue a numerically numbered receipt or prize voucher to the winner which identifies the cash to be paid out and the specified date the cash may be picked up; or
 - The facility licensee shall collect funds contributed to progressive prizes on an event by event basis and maintain the cash at the bingo facility in a secured safe. Access to the safe shall be limited to designated individuals only. The cash for each progressive game/scheme must be accounted for on an event by event basis and stored in its own envelope within the safe. The last individual responsible for verifying the cash contents or to access the envelope must initial and date the envelope. In addition, if cash is removed, the amount of cash removed, date, time and initials must be shown on the envelope. If a new envelope is used, the prior envelope shall be retained with the facility licensees financial records.
- x) The facility licensee shall maintain appropriate insurance coverage for the cash held at the bingo facility for the progressive prize pools. This is in addition to the cash that may be on the premises from other event revenue.

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8.3.7 “Fireball” Progressive Prize Pools/Games:

- a) Fireball progressive prize pools/games must comply with the following:
- i) One additional bingo ball may be used in the bingo blower as a “fireball”. This ball must:
- be a different color than any of the other balls in the blower;
 - not be a numbered ball;
 - be made from the same material and be the same shape, size and weight as all other balls in the bingo blower;
 - be purchased from the same supplier and manufactured by the same manufacturer as all other balls being used in the blower;
 - not be inserted into the blower for the purpose of awarding promotional items;
 - may only be used in connection with the conduct of a bingo game; and
 - Facility Licensee Rules of Play must specify whether the numbered ball that appears before or after the “fireball” appears determines that a bingo declared on that ball would be eligible for a “fireball” prize.
- ii) Facility licensees may use the “fireball” concept for regular game progressive prize pools or for special game progressive pools as outlined in Subsection 8.3.6. The facility licensee may choose an appropriate name for the “fireball” scheme to suit their bingo program or bingo hall image.
- iii) Participation in the “fireball” progressive prize pool/game shall be as follows:

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- cost to play and prize payout is determined by the facility licensee. Prizes shall comply with the provisions of Subsection 8.4.1 clause a);
 - participation in the progressive pool/game is optional. The player declaring the bingo must have paid to participate in the "fireball" progressive in order to be awarded the "fireball" progressive prize pool;
 - for regular games, receipts shall indicate the player's participation in the "fireball" progressive. For special game proof of payment, the facility licensee may mark or hole punch the bingo cards; and
 - in order to win the "fireball" progressive prize pool/game, the number called immediately before/or after the fireball has been drawn from the blower must form part of the required pattern for the game being played and the player(s) must declare their bingo at the time that number is called.
- iv) The "fireball" may be determined in either one of the following methods:
- each time the caller draws the fireball from the blower, the caller must announce that the fireball has been drawn from the blower and that a valid bingo declared on the previous number that was called is eligible to win the fireball prize pool; or

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- each time the caller draws the “fireball” from the blower, the caller must announce that the “fireball” has been drawn and that a bingo declared on the next number called will receive the “fireball” prize upon verification of the card. The caller must remove the “fireball” to display the next numbered ball on the hall monitors in compliance with Subsection 8.5.1 clause m) subclause ii).

8.3.8 Second Element of Chance Schemes:

- a) Second element of chance schemes provide variety in prize payment. The schemes must be approved by the Regulatory Division as part of the facility licensee’s approved bingo program, and must comply with the following:
 - i) Facility licensees may award the winner(s) of a bingo game a bingo prize and/or a bonus prize through a second element of chance as follows:
 - the player selects an envelope, stuffed animal, balloon, door, box, etc. from a grouping of these items (may all be one kind of item in the grouping or selection of items in the grouping) all containing various cash and/or merchandise prizes. The player’s prize will be determined by the particular item he or she selects;
 - a board with 75 numbers on it, each number stating a description of a cash and/or merchandise prize behind it. The winner receives the prize shown under the number they declared bingo on; or
 - a money tunnel where the player enters the money tunnel and has a specified period of time to catch their prize.
 - ii) Casino style wheels or card schemes cannot be used to award second element of chance prizes.

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8.3.9 U-PICK-EM

- a) Game is normally played at the end of the regular program to a blackout on a 3-up card.
- b) The cards shall be two part NCR, the format will be the same as indicated in Subsection 3.9.2, except squares do not have to contain a printed number.
- c) The game is played as follows:
 - i) the player chooses their own numbers (a number can only be used once per card) and writes them on the card;
 - ii) the original (top copy) of the card is put into a numbered container placed on each table;
 - iii) at a specified point in the regular program, volunteers pick up the containers and place them with a volunteer on the stage. The Caller then starts a blackout game; and
 - iv) when bingo is called, the container corresponding to that table is opened and the winning card(s) is verified.

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8.4 PRIZES

- 8.4.1 Prize payouts must be structured in a manner that ensures compliance with these terms and conditions, the charitable return criteria as specified in Subsection 12.3 and the following:
- a) Regular and Special Game Prizes: the prize payouts for regular and special games shall be structured to target a combined maximum payout of 65% of the value of the cards that were sold.
 - b) Satellite Game Prizes: the total event prize payout for the Satellite game shall not exceed 50% of the value of the cards that were sold for the Satellite game.
 - c) The combined average of the prize payouts for all bingo games (listed in clauses a) and b) above) shall not exceed 65% of the value of cards sold for all games over a 52 week rolling average monitored on a quarterly basis.
- 8.4.2 The facility licensee and the hall manager shall monitor prize payouts on a regular basis to ensure that payouts comply with the requirements of Subsection 8.4.1.
- 8.4.3 Both regular and special game prizes may be guaranteed on an event-by-event basis in compliance with Subsection 8.4.1 clause a).
- 8.4.4 All prizes awarded by means of a bingo game shall be recorded on event control forms and be reported as a prize on RIBS.
- 8.4.5 “Seeding” means using revenue from the general sales of regular and special games at a bingo event to fund the prize of another bingo game.
- a) Seeding of bingo game prizes is permitted within the maximum overall 65% prize payout limit for regular and special games.
 - b) Facility licensees may seed the prize for any game in their approved bingo program excluding the Satellite game.

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- c) If seeding involves a progressive component, the facility licensee must obtain a AGLC approved Progressive Prize Pool ID Number prior to commencing the game.

8.4.6 When prize payouts are made in U.S. funds, the prize shall be calculated in Canadian Funds and then converted to U.S. funds. The exchange rate shall be within 1% of the current bank rate and shall be clearly posted. All advertising shall specify the prize value in U.S. funds. Rules of play and advertising shall specify whether the winner has the option of taking the Canadian currency equivalent in lieu of the U.S. funds.

For example, bonanza prizes must be split between all games, including the consolation as follows:

- First, calculate prize in Canadian Funds: \$1000 (card sales) x 60% = \$600 (Cdn.)
- Then, calculate prize in U.S. Funds - \$600 (Cdn.) x .65 (exchange) = \$390 (U.S.)

NOTE: In this example one Cdn. Dollar = 65 cents U.S.

8.4.7 All prizes in the approved program shall be awarded.

8.4.8 Players win only if they have the correct card pattern for the game and, in the case of a loonie pot or fireball prize, if the correct card pattern was completed on the specified loonie pot or fireball number. All valid winning cards must be paid.

8.4.9 Prize payout schedules for regular games shall be based on the \$1.00 card.

- a) All prizes shall be calculated on the \$1.00 card prize and adjusted up or down according to the number of winners and/or the price of the card the patron(s) is playing. For example, a single winner playing a \$1.00 card is to receive \$50.00 for the "picture frame." If there were three winners, the \$1.00 card prize (\$50.00) is split three ways (\$16.66), then normally rounded up (may be rounded down) to the nearest dollar (\$17.00), and paid according to the price of the card as follows:

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Three Winners/Three Card Prices - \$50.00 split three ways = \$16.66 rounded to \$17.00.

Prizes to be paid equal:

| | | |
|----------------------|-----------------|--------------------|
| \$1.00 card receives | \$17.00 | (\$1.00 prize) |
| \$2.00 card receives | \$34.00 | (\$1.00 prize x 2) |
| \$3.00 card receives | \$51.00 | (\$1.00 prize x 3) |
| TOTAL | \$102.00 | |

b) Where a split takes the prize amount below the minimum payout amounts, as listed in Subsection 8.4.10, the player would receive the minimum prize payout for the price of the card they are playing.

8.4.10 In the case of multiple winners, minimum payouts on regular games shall not exceed the following:

| <u>Card Price:</u> | <u>Payout</u> |
|--------------------|---------------|
| \$0.25 | \$2.50 |
| \$0.50 | \$5.00 |
| \$1.00 | \$10.00 |
| \$1.50 | \$15.00 |
| \$2.00 | \$20.00 |
| \$2.50 | \$25.00 |
| \$3.00 | \$30.00 |

These minimum payouts are applicable when the split prize (on the \$1.00 card) equals less than the minimum stated. The association may pay less than the amounts listed; however they must stipulate their minimum payouts in the association's rules of play.

8.4.11 Both cash and non-cash bingo game prizes shall be funded by bingo card sales revenue. The licensed charity shall pay all prize costs. Non-cash bingo game prizes may be awarded as follows:

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- a) a rule of play must be established regarding any cash in lieu option and how multiple winners are managed;
- b) any restriction(s) on a non-cash prize(s) must be clearly stated in advertising and at the event at which the prize will be awarded;
- c) when the retail value of a non-cash prize exceeds \$5,000.00, independent confirmation of the prize value must be provided to the Regulatory Division (for example, an invoice from the supplier); and
- d) for any trip prize, a copy of the travel agent's agreement, and if applicable, a copy of the agreement with any other company, showing the details of the trip such as value, expiry dates, any trip restrictions, whether the trip is transferable or refundable, must be provided to the Regulatory Division.

8.4.12 Donated non-cash bingo game prizes may be awarded as follows:

- a) they shall not be provided, in any way, by facility licensees, registered gaming suppliers or facility landlords; and
- b) donated non-cash prizes shall be separately identified on financial control forms.

8.4.13 Acquisition of Merchandise Prizes:

- a) Where a facility licensee on its own behalf or as agent for its members purchases trips or other items to be used as bingo prizes and/or giveaways/promotions, and included with the prize purchase are free trip(s) or other bonus item(s), provided to the facility licensee as a bonus/purchase reward(s), the bonus/purchase reward(s) must be used by the facility licensee for bingo event prizes or giveaways/promotions.

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- b) Whenever a facility licensee on its own behalf or as agent for its members purchases trips or items intended to be used as bingo prizes or give-aways/promotions, the facility licensee shall pay the supplier/vendor directly for the cost of the items by cheque from the facility licensee's operating account. The facility licensee shall not reimburse a third party for the cost of the trips etc.
- c) In the case of a Class A facility licensee, the bingo association on its own behalf or as agent for its members may pay for the merchandise prizes through the use of an association credit card. The credit card shall be issued in the name of the bingo association as the account/agreement holder, jointly with an authorized individual (for example, Star Choice Bingo Association – Bob Lucky). On a monthly basis, the association treasurer shall verify purchases and ensure that invoices or receipts confirm all purchases. Air miles or other rewards earned as a result of credit card purchases are the property of the bingo association or the members and shall be used for the benefit of the bingo licensees.

8.4.14 Door prizes shall be given to players by the licensed charity as follows:

- a) cash or a facility licensee gift certificate (see Subsection 8.2.17) may be awarded as a door prize (no event maximum). The total cost value of the gift certificate(s) is considered a bingo prize and shall be included within the 65% prize payout for regular and special games as outlined in Subsection 8.4.1 clause a) and reported as a prize payout at the event level; or
- b) promotional type merchandise items (see Section 12.5), such as bingo bags, dabbers, stuffed figurines, t-shirts, coffee mugs etc. may be awarded as a door prize. The total cost value of the items awarded from the approved promotional budget at any event shall not exceed the lesser of \$200.00 or \$30.00/100 patrons or portion thereof in attendance at the event; and

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c) door prizes, in clauses a) and b) above, may be drawn from cash register receipt numbers or theatre-type tickets provided to patrons at the time of purchase of regular game cards for the event during which the door prize takes place.

8.4.15 Provisions related to other types of promotions (for example, merchandise, player rewards) conducted by the facility licensee are detailed in the Promotions Policy Guidelines (see Section 12.5).

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8.5 RULES OF PLAY

8.5.1 Standard Rules of Play:

- a) Only bingo games using the following format will be licensed:
 - i) A ball is randomly selected from 75 ping pong type balls. Each ball is printed with a letter from the word BINGO, and a number from "1" to "75" as follows:

| <u>B</u> | <u>I</u> | <u>N</u> | <u>G</u> | <u>O</u> |
|----------|----------|----------|----------|----------|
| 1 | 16 | 31 | 46 | 61 |
| to | to | to | to | to |
| 15 | 30 | 45 | 60 | 75 |

- ii) One additional bingo ball may be added to the blower for the purpose of conducting fireball prize schemes. The addition of this ball must be approved by the Regulatory Division and comply with Subsection 8.3.7.
- b) The Satellite game shall be operated according to these terms and conditions and the approved Satellite Game Operations Manual.
- c) Before play starts, the bingo chairperson, caller and facility licensee (or a player) shall check the bingo equipment to ensure:
 - i) the bingo equipment is operating properly;
 - ii) no duplicate balls exist; and
 - iii) all bingo balls are in play.
- d) The caller shall announce the procedure that will be used to verify bingos throughout the event.

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- e) Only players with proof of admission may play. Proof of admission shall be visible at all times. The licensee may request this proof before allowing a player to continue to play or to claim a prize.
- f) Only cards bought at the event shall be played. An exception is allowed for cards awarded by the licensed charity at the event.
- g) Before a game is played, the caller shall announce the type of game being played. For special games, the game rules of play shall also be announced.
- h) To call a ball, the caller shall:
 - i) turn the ball in the cradle/chute so that the letter/number combination can be viewed on the TV monitor;
 - ii) for events where video equipment cannot be used, display the entire letter and number on the ball to players;
 - iii) announce the letter and number on the ball; and
 - iv) draw the ball from the cradle/chute and place the ball into the corresponding hole in the ball pocket tray.
- i) A ball is considered “called” when the complete letter/number combination of the ball has been announced by the caller. Where there is a dispute regarding balls called, the master board in front of the caller shall prevail. The flashboards are an aid to the game and are not an official record of the numbers that were called.
- j) For pre-calls of any game that cannot be video/audio recorded:
 - i) a volunteer worker shall be present on the stage to verify the letter and number of the ball as it is drawn and called;

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- ii) complete a Ball Verification Sheet which shall be kept as part of the event records; and
- iii) the caller shall sign the Ball Verification Sheet to certify it is correct.
- k) A new ball shall not be drawn from the cradle/chute until:
 - i) the previous ball has been called; and
 - ii) the called ball has been placed in the corresponding hole in the ball pocket tray.
- l) House rules must not require that players have the last number called to win a prize for any bingo game. Exceptions to this rule may exist for loonie pot and fireball schemes, and special event guaranteed bonanza game prizes.
- m) When a bingo is declared, the caller shall:
 - i) stop play by announcing a bingo has been declared, and no more numbers will be called;
 - ii) where the blower is turned off to verify a bingo, the ball next in line in the cradle/chute (that is, the next number to be called) must remain there and be the next number called;
 - iii) announce the type of game being checked;
 - iv) announce the number of bingos recognized, their approximate location in the hall, and ask (the first time) if there are any other bingos;
 - v) ask (a second time) whether there are any more bingos and pause (at least three to four seconds) to recognize these;
 - vi) announce the number of bingos which have been recognized, state that only these bingos are eligible for prizes, and the game is closed; and

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- vii) where the player's eligibility to win is dependant on the number of balls called, the caller shall, with the assistance of a neutral player or charity volunteer, count the number of balls in the ball pocket tray to verify the number of balls in the ball pocket tray match the number of balls displayed on the flashboard as being called:
- if the number of balls in the ball pocket tray match the number of balls displayed on the flashboard and are within the required number of balls to win the specified prize, the prize will be awarded to the winner(s); or
 - if the number of balls in the ball pocket tray does not match the number of balls displayed on the flashboard and required to win the prize, the winner(s) shall be given the option to verify the balls in the ball pocket tray, and if they are in agreement with that count, shall not be entitled to the prize associated with declaring bingo in a specified number of called balls.
- n) Where a bingo verifier is used, it is recommended that all paper and electronic bingos be verified through the verification unit. However, at a minimum, the caller shall ensure that all electronic bingos, and a minimum of five (5) paper bingos selected at random, shall be verified through the verification unit. Paper bingos exceeding the five (5) to be put through the verifier may be verified using the manual process described in Subsection 8.5.1 clause o). The verification unit call-back shall be conducted as follows:
- i) Seller/Checker:
- identifies the declared bingo(s) to the caller;
 - for paper regular games, verbally gives the caller the card number(s); or

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- for paper special games, the seller/checker shall give the caller the card number(s), card colour and serial number(s); or
 - for all electronic games, the seller/checker shall give the caller the card number(s), game/part number, and level(s).
- ii) the caller shall key the card number(s) into the verifier to display the card face on the TV monitors;
- iii) the seller/checker shall compare the player's card to that displayed on the monitor, confirming both card face and card number; and
- iv) all displayed cards shall be left on the monitor screen for at least three (3) seconds.
- o) Where the bingo verification unit cannot be used, due to an equipment failure, a manual call back must take place. The verification procedures to be used shall be identified in the facility licensee's house rules. The procedures shall include:
 - i) for all games, the checker shall take the bingo card and put it in front of a player at another table who will assist in verifying that the numbers called back by the caller form the winning pattern on the patron's card, thereby validating the declared bingo;
 - ii) for special games, the checker must provide the caller with the card colour and serial number(s) and verify the special game card as stated in clause i); and
 - iii) where the prize value of the game exceeds five hundred dollars (\$500) or where there is a pre-call, the bingo card(s) shall be checked against the master book by the bingo chairperson, paymaster or facility licensee.

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- p) The series number must be visible on the winning card or the bingo shall not be honoured.
- q) For bingo game/scheme prizes (see Subsections 8.3.1 and 8.3.2) in the amount of \$500 or more:
 - i) the chairperson or paymaster shall ensure that the name, address and telephone number of each winner is recorded on the back of the winning card (for paper card winners) or on the back of the paymaster verification receipt (for electronic card winners) and that the card is attached to the control sheet of the game the prize relates to;
 - ii) for all special games, the seller/checker shall take the paper card(s) to the caller's station or the cash cage for verification by the caller or hall advisor. The caller/hall advisor shall inspect the card(s) for any obvious signs of tampering and/or alterations prior to the prize being awarded.

NOTE: In the following example, the total payout for the Bonanza game is \$700.00, and is split into three individual game prize payouts:

| | |
|-------------------|----------|
| Caller's Choice | \$100.00 |
| Main Prize | \$500.00 |
| Consolation Prize | \$100.00 |

In this example, the Caller's Choice and Consolation Prizes do not require a signature on the back of the winning card(s) or a manual inspection by the caller or advisor. However, the Main prize at \$500.00 requires both the winner's information on the back of the winning card (or cards in the case of multiple winners), and a manual inspection of the card (or cards in the case of multiple winners).

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For regular games only, associations who conduct DIGI bingo have the option of having the Caller print the same card configuration for all regular games cards (paper or DIGI) using the Event Management System verifier. That printed copy may be used to record the winner's information for regular game payouts of \$500 or more and be kept with the event records. The paper bingo card for a special game prize of \$500 or more shall be signed and maintained, however if the special game is won on a DIGI card, then the card shall be printed from the DIGI verifier and be signed and maintained as required by the policy.

In non-DIGI bingo halls, the paper bingo card for both regular and special games shall be signed and maintained as required by the policy.

- r) The caller must record all prize payouts on the bingo caller's check sheet or the Event Management System (EMS).
- s) Cards may be used for a single game, or for two or more successive games in a series. Called balls shall remain in the ball pocket tray until the final game in a series is done. After all bingos are checked and verified, the caller shall clearly state that the game series is closed, and return the balls to the blower.

8.5.2 Declaration of Bingo:

- a) It is a player's responsibility to make themselves heard by the caller in order to stop the game. When a caller stops the game, he will acknowledge the player(s) bingo and call for further bingos as described in Subsection 8.5.1 clause m). When the number of winners eligible for prizes is announced, the caller will declare the game closed and proceed to verify the declared bingo(s) as stated in Subsection 8.5.1 clauses m) to o).
- b) Two common problems arise during the process of declaring a bingo. They are as follows, with a suggested resolution provided in each case:

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- i) The caller did not acknowledge a declared bingo because he could not hear the player declare the bingo and proceeded to call another number. In this case, the next number which was called is valid. The player who had a bingo on the previous number may declare bingo again (the last number not required). However, the player may have to share the prize if another player declared a bingo on the next number which was called.
- ii) Multiple bingos were declared, an usher is standing beside each player, and for some reason the caller did not acknowledge one of the bingos. The caller shall clarify with the usher and other players in the vicinity whether the player's bingo was declared on time or was late. Once clarified, the caller shall refer and explain the matter to the bingo chairperson, who shall decide whether the player will receive a portion of the prize.
- c) In a situation where a player declared a bingo and the bingo was determined not to be a valid bingo, the caller may re-open the game and, prior to calling another number; ask if any other player has a bingo to declare. This includes a player whose bingo was initially disqualified due to a late announcement of their bingo.

NOTE: If a complaint is registered with the AGLC, the bingo chairperson's decision may be subject to review. If it is determined that the complaint was valid, the licensed charity and/or the facility licensee shall pay the player the amount owing as recommended by the AGLC.

8.5.3 Facility Rules of Play:

- a) The facility licensee shall establish and maintain rules of play, consistent with these terms and conditions, governing the operation of their bingo games. The rules of play shall be updated by the facility licensee as required to ensure consistency with the approved bingo program.

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- b) Rules of play shall address, but are not limited to, the following:
- i) listing of the regular games played during the event;
 - ii) detailed explanation of how each special game is played (that is, number of games played within the special game, rule(s) of the game, procedure for multiple winners and the prize breakdown);
 - iii) on bonanza games:
 - whether another number has to be called prior to the full card being recognized, if the full card was not declared within the pre-call (for example, a 49th number has to be called prior to recognizing a full card, if the full card was not declared within the 48 number pre-call);
 - when a late bingo is called on a bonanza (or any other game involving a consolation prize), whether the player can receive the consolation prize without another number being called;
 - how the full card and consolation prizes are calculated when it appears the consolation prize will be more than the full card prize.
 - on the bonanza pre-call game, if the pre-call game was not won during the pre-call, whether any other numbers have to be called before the game can be won;
 - for special events, which may include guaranteed bonanza prize payouts, establish alternate rules of play, for example, “Bingo may not be declared until after the 49th number is called”.
 - iv) minimum payout amounts for each card price;
 - v) how prizes are split in the case of multiple winners;

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- vi) details on discount pricing, for example seniors (age of seniors must be stipulated and cannot be lower than 60 years), package deals, discount bonanzas, bonanza trade-ins, all you can play, and half-time pricing;
- vii) details regarding half-time sales, including whether existing players can purchase more cards at half-time; if so, how their original receipt is handled and how their loonie pot game participation is affected;
- viii) details on Loonie Pot/Pot of Gold schemes;
- ix) whether or not two games can be won at the same time, or does another number have to be called prior to the second game being recognized (keep in mind the affect these rules may have on the loonie pot or progressive games);
- x) whether or not games can be won out of order (again, keep in mind the affect these rules may have on the loonie pot or progressive games);
- xi) how merchandise prizes are awarded in the case of multiple winners and if any cash in lieu option exists on merchandise prizes;
- xii) details on give-aways/promotions (that is, door prize draws or other give-away promotions);
- xiii) details of other promotions connected to the game of bingo (that is, King Queen, Gold Ball, Lucky Number, Player of the Event, etc.);
- xiv) details on playoff games, one weekly playoff game is permitted for each event time slot being conducted in the facility (that is, one for morning, afternoon, evening or late night slot);

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SECTION: 8.5 BINGO PROGRAM – RULES OF PLAY

- xv) rules of play for the progressive game/prize scheme must be established and address the following:
 - price of cards or cost to participate;
 - details on how the game/scheme is played and how the prize will be awarded;
 - prize payout including a breakdown of the event payout between the progressive contribution and the consolation prize (if applicable);
 - details on how the prize pool progresses (for example, evening to evening, afternoon to afternoon, afternoon to evening);
 - details on capping of the prize pool(s), see Subsection 8.3.6 clause a) subclause ii), and on the method of playing off the main pool once the \$10,000.00 maximum is reached; and
- xvi) DIGI Bingo rules of play set by the facility licensee and consistent with the DIGI Bingo Standard Rules of Play set by the AGLC.

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SECTION: 8.6 BINGO PROGRAM – FACILITY HOUSE RULES

8.6 FACILITY HOUSE RULES

8.6.1 The facility licensee shall establish and maintain house rules, consistent with these terms and conditions, governing the operation of the bingo event. The house rules shall be updated by the facility licensee as required.

8.6.2 House rules shall address, but are not limited to, the following:

- a) The facility licensee must have house rules regarding the following:
 - i) what time the doors and cashiers open, and what time the early birds and regular games start;
 - ii) age limit for bingo workers and age limit for non-playing minors to be in the hall;
 - iii) minimum purchase of regular game cards for paper and electronic games;
 - iv) receipts of bingo cards are not transferable from player to player;
 - v) what time the reading is taken to determine regular game payouts;
 - vi) that players may not claim a prize for any game or scheme without a valid cash register event or admission receipt;
 - vii) policy regarding players caught playing more cards than they paid for;
 - viii) that only cards issued by the licensed facility are eligible to be played and be recognized for a prize;
 - ix) the games half-time patrons are eligible to play;
 - x) policy on players playing on the wrong series or colour of card;
 - xi) how bingos are verified;

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- xii) how braille cards are sold and verified;
 - xiii) policy regarding exchange and/or refund of bingo cards;
 - xiv) policy on workers and/or volunteers playing bingo cards for a player temporarily absent;
 - xv) time the cards sold or attendance and prize payout will be announced by the caller prior to the start of the regular games;
 - xvi) policy on players found cheating;
 - xvii) details on distribution of free cards; and
 - xviii) house rules applicable to the operation of DIGI Bingo and consistent with these terms and conditions.
- b) The facility licensee may have house rules regarding the following:
- i) policy on players saving seats for friends;
 - ii) whether cards not in play have to be face down on the table;
 - iii) whether all cards must be marked with ink pen or a dauber or they will be disqualified for a prize;
 - iv) that cards are the responsibility of the player, and whether or not lost cards will be replaced;
 - v) policy on workers smoking and eating/drinking while selling cards or verifying a bingo; and
 - vi) foul language being used by patrons, or patrons who are intoxicated or causing a disturbance.

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SECTION: 9. LINKED BINGO

9.1 GENERAL

- 9.1.1 "Linked bingo" means a bingo game played simultaneously by participants at different locations in which the locations are linked by a communication system.
- 9.1.2 Players must be eighteen (18) years of age or older to purchase or play linked bingo game cards or to be awarded a linked bingo game prize.
- 9.1.3 Any linked bingo game must be approved by the Board of the AGLC. A network management plan must be submitted for review. The network management plan must include:
- a) a detailed description of the technology;
 - b) card inventory control and distribution system;
 - c) the method of calling bingo numbers at the "host facility," and transmitting them to each participating facility;
 - d) description of the game;
 - e) description of card sales and reporting;
 - f) details of the prize;
 - g) details of personnel involved in the conduct and administration of the game;
 - h) the procedure to verify winning cards;
 - i) linked bingo game rules of play;
 - j) marketing/promotion plans;
 - k) draft of financial and inventory control forms;
 - l) process of transferring revenue to the network;
 - m) procedure to pay winner(s);
 - n) the distribution of net proceeds;

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- o) network ownership;
- p) detailed network operating cost breakdown;
- q) network security; and
- r) method for continuation of the game in the event of loss of communication system(s).

9.1.4 A linked bingo game may only be supplied by a “registered gaming supplier.” Where that supplier is also providing gaming workers necessary for the conduct of the linked bingo game, the supplier shall also be registered as a “gaming worker supplier.”

9.1.5 One linked bingo game will be allowed for each bingo event conducted within the licensed facility.

9.1.6 Separate, sealed cards (all sides must be sealed) must be used for the linked bingo game.

9.1.7 A specific set of rules of play must be approved and posted for the game. Individual facility licensees or licensed charities cannot change these rules.

9.1.8 Changes to the approved operating procedures of the linked bingo game during an event shall be submitted for review and approval by the AGLC prior to being implemented.

9.2 FINANCIAL STATEMENTS AND RECORDS

9.2.1 An audited financial statement and management letter of the linked network’s income and expenses shall be submitted to the AGLC within 120 days of the fiscal year end. The specific content will be determined by the AGLC. It shall be prepared by an independent accountant, who is a member in good standing of:

- a) The Institute of Chartered Accountants of Alberta;
- b) The Society of Management Accountants of Alberta; or

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- c) The Certified General Accountants Association of Alberta.
- 9.2.2 The licensed charities of a bingo association or bingo society shall pool linked bingo game proceeds according to the bingo association or bingo society approved pool agreement. When the pool is distributed, the proceeds must be deposited into each licensed charity's approved bingo account.
- 9.2.3 Inventory and financial control systems for the linked bingo game must meet the requirements set by the AGLC.
- 9.2.4 Each linked bingo game must be video/audio recorded by the network. Tapes must be retained for a minimum of 21 days.
- 9.2.5 Network management staff who are directly involved with the administration of the linked bingo game and expense revenue must be bonded for a minimum of \$100,000.
- 9.2.6 AGLC Inspectors and officials shall be permitted access to all records, documents, video tapes and equipment relating to the linked bingo game and the network. They may examine these items at their discretion and may copy or remove them as necessary. Inspectors and officials of the AGLC shall provide a receipt for the items removed as soon as possible after their removal.
- 9.2.7 Linked bingo books and records are subject to review by officials of the AGLC and must be maintained in a manner acceptable to the AGLC and Canada Customs and Revenue Agency. The areas normally subject to audit will include, but are not limited to:
- a) books of original entry (including computerized records);
 - b) invoices;
 - c) bank statements and cancelled cheques;
 - d) event control and summary sheets;
 - e) inventory control forms;

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- f) Income Tax and Goods and Services Tax returns;
- g) minutes of meetings;
- h) external accountant's/auditor's working paper files; and
- i) annual audited financial statements.

9.3 PRIZE PAYOUT AND EXPENSES

- 9.3.1 The total prize payout shall not exceed 50% of sales.
- 9.3.2 Linked bingo game expenses shall not exceed 10% of the linked bingo game sales. This includes production, transmission and staffing costs.
- 9.3.3 The linked bingo game must be played in conjunction with a complete bingo program.
- 9.3.4 The main prize of the linked bingo game and any linked bingo game consolation prize(s) shall not be accumulated over more than one event. Any other accumulating prize pool must be approved by the Regulatory Division before being implemented.

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SECTION: 10. PULL TICKET SALES

10.1 GENERAL

- 10.1.1 This section applies only to the sale of pull tickets in licensed facilities. This section does not apply to pull ticket licences which are regulated under the Pull Ticket Terms & Conditions (Form LIC/GAM 5430, 99/07).
- 10.1.2 The sale of pull tickets is a form of charitable gaming in Alberta. They may only be conducted and managed by charitable or religious organizations licensed by the Commission.
- 10.1.3 A bingo association or bingo society may submit a pull ticket application on behalf of or as an agent of its licensed charities for the purpose of conducting pull ticket sales during its bingo events. A single licence is issued in the name of all charities conducting pull ticket sales in the licensed facility.
- 10.1.4 In the case of a Class B facility licence, each licensed charity, through its bingo facility and service agreement with the Class B facility licensee, permits the facility licensee to provide services related to the sale of pull tickets in the licensed facility on behalf of the society's licensed charities. The terms of the agreement must comply with these terms and conditions.
- 10.1.5 The pull ticket licence will normally be issued for a period of two years.
- 10.1.6 The pull ticket licence also will normally correspond to the bingo licence period (beginning and end) of the licensed charities of a bingo association or bingo society.
- 10.1.7 An individual must be at least eighteen (18) years of age to purchase or play a pull ticket, or to be awarded a pull ticket prize.
- 10.1.8 Pull tickets shall not be:
- a) awarded as bingo give-away/promotional items;
 - b) used as bingo prizes;
 - c) offered at a discounted price; or

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d) used as a raffle scheme.

10.1.9 The daily administration of pull ticket sales within a licensed facility shall be the responsibility of a pull ticket manager approved by the Commission. In the case of a Class A licensed facility, the pull ticket manager will be under the direction of the executive of the bingo association. In the case of a Class B licensed facility, the pull ticket manager will be under the direction of the facility licensee.

a) The bingo association or facility licensee shall submit the name of an individual who will be designated as the pull ticket manager, to be approved by the Commission, and may:

i) assign the day to day pull ticket administrative duties to the hall manager, resulting in a combined hall manager - pull ticket manager position (an amended job description to be submitted); or

ii) create a separate pull ticket manager position (part-time), and assign the day-to-day pull ticket administrative duties to this position (new job description to be submitted).

10.1.10 The individual paid, or to be paid, in this position shall be registered with the Commission as a pull ticket manager (see Section 7.5).

10.1.11 The facility licensee shall designate an individual to act as the alternate pull ticket manager to cover periods of absence of the approved pull ticket manager. The name of the alternate pull ticket manager shall be provided to the Regulatory Division.

10.2 COMPLYING WITH THE PULL TICKET LICENCE

10.2.1 Pull tickets shall be sold according to the licence specifications and any special conditions required by the Commission (an amendment to a licence approved by the Commission may show changes from the original pull ticket licence application).

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10.2.2 Pull ticket licence amendments shall be submitted in writing by the pull ticket licensee, through the elected executive of either the association or society, for approval to the Regulatory Division.

10.2.3 Rules of Play

- a) The facility licensee shall establish and submit rules of play governing pull ticket sales. The rules of play shall comply with these terms and conditions. Both the pull ticket licence and rules of play shall be displayed at the sales area(s).
- b) The following are required rules of play:
 - i) No person under the age of 18 years may purchase or play pull tickets or be awarded a pull ticket prize. Picture identification shall be requested as proof of age.
 - ii) Tickets must be purchased with cash only. Cashing cheques of players or extending credit to players is not allowed.
 - iii) Sellers are not permitted to purchase tickets, play bingo or participate in any electronic bingo at any event where they are working as a seller.
 - iv) The number of major winners will not be disclosed to anyone.
 - v) Winning tickets will be redeemed only if identifiable with a unit sold by the specific facility licensee.
 - vi) Patrons may not draw or pick their own ticket(s) from pull ticket containers.

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- vii) All disputes will be resolved by the pull ticket manager or his/her alternate. Any unresolved disputes may be referred to the Alberta Gaming and Liquor Commission at St. Albert (780) 447-8600, Calgary (403) 292-7300, Red Deer (403) 314-2656, Grande Prairie (780) 832-3000 and Lethbridge (403) 331-6500 or toll free at 1-800-272-8876.
- viii) Anyone found, or suspected of, cheating with pull tickets or ticket proceeds will be investigated by the Commission and, where criminal activity is suspected, will be reported to the police.

- 10.2.4 A facility licensee may add additional rules of play if the rules are consistent with these terms and conditions.
- 10.2.5 The facility licensee shall pay all winning tickets. A notice shall be displayed stating that winning tickets will be paid only if the facility licensee can identify that it has sold the unit from which the winning ticket was drawn.
- 10.2.6 Only pull tickets provided by the facility licensee shall be sold in the licensed facility.

10.3 TICKET REQUIREMENTS

- 10.3.1 All pull ticket units shall be purchased from a registered gaming supplier (see Subsection 10.6.2).
- 10.3.2 Only tickets and units that meet the following standards are approved:
 - a) Individual Tickets
 - i) hidden number(s) or symbol(s) on individual tickets cannot be seen when using an outside light;
 - ii) ticket windows cannot be previewed;

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- iii) there can be no difference between winning and non-winning tickets (other than symbol, letter and number configurations in windows). For example, there shall be no difference in colour quality, edge shear marking, graphic marking, or any other physical difference; and
 - iv) an individual winning ticket shall not have a prize value exceeding \$1,000.00.
- b) Units
- i) winning tickets shall be randomly seeded in each unit;
 - ii) each unit shall be packaged to prevent tampering;
 - iii) all tickets of an approved unit shall be contained in heat sealed box(es) or bags;
 - iv) all tickets in each unit shall have a unique serial number; and
 - v) there shall be no more than 10,000 tickets in each unit.

10.4 SALES

- 10.4.1 Only types of pull tickets approved by the Commission shall be sold in a licensed bingo facility.
- 10.4.2 Pull ticket units with a "seal card" feature ("seal card units") may be sold in licensed bingo facilities.
- 10.4.3 Seal card units and the seal card pull tickets within the unit shall comply with the following:
 - a) There shall be one or more sealed windows on the pull ticket containing the symbol, letter or number corresponding to the symbol, letter or number on the Seal Card Prize Board.

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- b) There shall be a place on the Seal Card Prize Board for the player's name, address and telephone number to be entered beside the symbol, letter or number that matches the symbol, letter or number appearing in the open window of the player's pull ticket.
 - c) The dollar value of the prize for each pull ticket window shall be indicated on the Seal Card Prize Board.
- 10.4.4 Sales of seal card units shall comply with the following:
- a) The size of the seal card unit should be ordered in accordance with the forecasted sales level for the bingo event.
 - b) New seal card units shall not be opened for sale unless there is a reasonable expectation that the unit will be sold out during the bingo event.
 - c) New seal card units shall be a different colour than the previously sold unit.
 - d) Co-mingling of seal card units is not allowed.
 - e) The Seal Card Prize Board shall be conspicuously posted in full view of the players and secured at the location where the game is conducted.
 - f) Names, addresses and phone numbers of holders of pull-tickets which contain the matching pre-designated symbols, letters or numbers on the seal card pull ticket shall be printed on the appropriate line, next to that symbol, letter or number on the Seal Card Prize Board.
 - g) The licensee is responsible for obtaining sufficient information (name, address and telephone number) to locate the winner(s) if the winner(s) is not present when the winning seal(s) on the Seal Card Prize Board is revealed.

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- h) The seal(s) may be removed to reveal the prize(s) and winning line(s) when:
 - i) all tickets from the unit have been sold, or
 - ii) all tickets required to complete the Seal Card Prize Board and all tickets with a prize value of \$5.00 and over appear to have been sold,
- i) If all tickets have been sold and the Seal Card Prize Board has not been completed (i.e., all lines do not have a name entered), the seal(s) shall be revealed. If the winning line(s) is a blank line, a Discrepancy Report must be submitted to the AGLC, together with the facility licensee's recommendation for disposition of the prize.
- j) The seal(s) shall be revealed in the presence of two representatives of the licensee. The representatives will acknowledge their presence by signing and dating the Seal Card Prize Board. The Seal Card Prize Board shall form part of the licensee's pull-ticket records and must be retained.
- k) If the winner(s) cannot be located within 30 days of the seal(s) being revealed on the Seal Card Prize Board window, a Discrepancy Report must be submitted to the AGLC, together with the facility licensee's recommendation for disposition of the prize.

10.4.5 The facility licensee may sell a maximum of four (4) types of pull ticket units at any one time.

10.4.6 In the case of a Class A licensed facility, pull ticket sales shall be conducted either by:

- a) a paid pull ticket seller(s); or
- b) a volunteer seller(s) who shall be a bona fide member of the licensed charity conducting the bingo event (non-members may not be volunteers for this position). The hall advisor, acting as a pull ticket controller, will issue tickets to the volunteer seller(s) in the same manner the bonanza controller issues cards to bonanza sellers.

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- 10.4.7 In the case of a Class B licensed facility, pull ticket sales shall only be conducted by a paid pull ticket seller.
- 10.4.8 The facility licensee shall provide each pull ticket seller with an initial float for each type of unit being sold. The float shall be balanced each time revenue (specified unit gross amount) from the sale of one unit is turned over to the bingo chairperson. The float will be retained by the seller to continue sales.
- 10.4.9 Each unit shall have a separate container cash float and cash tray or box. A pull ticket seller may conduct sales using an apron or a booth.
- a) In the case of sales occurring using an apron, a maximum of two types of units per seller may be sold at the same time. Where the seller is a volunteer, each type of ticket issued from the hall advisor shall be kept in separate pockets in the seller's apron.
- b) In the case of sales occurring using a booth, the maximum of two types of units per seller which may be sold at the same time is not applicable. Each unit sold at the booth must be secured within a separate container.
- 10.4.10 Pull ticket sales may commence one (1) hour prior to the start of the bingo event. Sales and payment of winning tickets may continue for a period not exceeding one half hour after the end of the bingo event. Any amendments to the hours of pull ticket sales as stated on the licence shall be submitted to the Regulatory Division, in writing, prior to any change in the hours taking place.
- 10.4.11 Pull ticket sales shall be restricted to the facility licensee's premises.
- 10.4.12 Pull tickets shall be sold within the bingo playing area or from an alternate location within the licensed premises other than the concession, merchandise booth, or lottery ticket booth. Sales shall occur as follows:
- a) from a container (see Subsection 10.4.13) situated at a table or booth; and/or

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- b) from a portable pull ticket sales cart. Portable carts shall:
 - i) provide a high security (lockable) cash drawer(s) with easy access by the seller;
 - ii) secure storage for additional pull ticket units; and
 - iii) accommodate pull ticket container(s) as described in Subsection 10.4.13.

NOTE: Containers may need to be removable due to rotation of sellers.

- c) In the case of a volunteer seller, sales shall occur using an apron which has separate pockets to accommodate each type of ticket being sold (maximum of two types), a cash float, and the winning tickets which have been cashed in.
- d) Sellers shall distribute tickets to patrons; patrons may not draw or pick their own ticket(s) from the pull ticket container or apron.

10.4.13 Paid sellers shall empty each type of unit into a separate approved container and thoroughly mix the tickets. All sales shall be made from the container, which:

- a) is clear and hard sided;
- b) is equipped with security locks;
- c) permits open viewing by buyers; and
- d) can hold at least one unit.

10.4.14 Pull ticket units shall be dumped by the paid seller into the container in view of the public.

10.4.15 Each ticket shall be sold only for cash. Cashing cheques or extending credit is not allowed.

10.4.16 Sellers shall only sell pull tickets and shall not buy pull tickets, play bingo or participate in any electronic gaming at any event at which they are working as a seller.

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- 10.4.17 Paid pull ticket sellers shall not buy pull tickets at any facility in which they are employed.
- 10.4.18 Pull ticket sellers, other paid staff and volunteers shall not reveal information on the unit's status to any individual.
- 10.4.19 If the facility licensee wishes to change the type, colour or number of tickets per unit being sold, the pull ticket container must be sold out completely or as close to zero as possible before changing the unit (see Subsection 10.9.2).
- 10.4.20 Sellers shall permanently deface all winning tickets of a value of \$5.00 and over, once the prize has been paid. Black marker or hole punch is recommended.
- 10.4.21 Winning tickets with a value of \$5.00 and over shall be retained until the unit is reconciled or a unit is removed from sale at the discretion of the pull ticket manager.
- a) If there are no major discrepancies in the reconciliation (defined as total shortage exceeding \$25.00 per unit deposited), the winning tickets may then be destroyed.
- b) If major shortages appear, winning tickets shall be retained and the pull ticket manager will immediately report the shortages to the AGLC.
- 10.4.22 When the sales on a unit have been completed, the paid seller or hall advisor shall count (witnessed and verified by the bingo chairperson), then transfer the net revenue (net revenue = gross revenue less unit prize payouts) to the bingo chairperson for deposit. The float will be retained by the seller to continue sales.
- 10.4.23 The bingo chairperson, assisted by the pull ticket manager or hall advisor, shall deposit or prepare for deposit the net revenue from the sale of unit(s) to an approved pull ticket operating/pool or third party Trustee account. Overages/shortages shall be included in the deposit and reported in RIBS. The deposit slip will indicate the serial number and colour of each unit being deposit (see Subsection 10.8.1).

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10.5 SECURITY

- 10.5.1 Once a unit(s) has been assigned to, and opened by, a paid seller, only that individual may sell tickets from the unit(s). If the unit has been assigned to a hall advisor, only that individual may issue tickets from that unit to a volunteer seller.
- 10.5.2 Separate, lockable, storage areas shall be provided to each paid seller or hall advisor. These individuals shall store their cash boxes and partially sold units in this area.
- 10.5.3 Keys to the individual storage area shall be kept only by the seller or hall advisor. The pull ticket manager shall securely retain a "master key" which permits entrance to all paid sellers or advisors' storage areas.
- 10.5.4 Keys to the storage area for new unopened units shall be kept only by the pull ticket manager, or alternate pull ticket manager in his or her absence.

10.6 EXPENSES

- 10.6.1 Facility licensees may charge a fee to offset the administrative costs of pull ticket sales. The fees shall be reflective of the actual costs up to a maximum of 20% of the gross pull ticket proceeds (gross pull ticket proceeds equals gross revenue less prize payouts and unit costs, including GST and freight charges). The administrative costs may only include:
- a) paid sellers' wages and pull ticket manager wages (if the hall manager is also the pull ticket manager, the wages received shall be prorated);
 - b) construction of sellers' storage area(s);
 - c) purchase of lockable cash boxes, pull ticket containers and/or carts;
 - d) photocopying of pull ticket financial control forms;

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- e) bank charges;
 - f) required signage; and
 - g) in the case of a Class B licensed facility, the fee for service.
- 10.6.2 The facility licensee shall purchase all units through a registered supplier as follows:
- a) the supplier(s) shall be stated and approved on the licence;
 - b) changes to a supplier must be submitted in writing and be approved by the Commission prior to a change being made; and
 - c) the unit purchases shall be supported by a dated invoice showing:
 - i) name of the bingo association or bingo society;
 - ii) pull ticket licence number;
 - iii) type of unit, colour, and unit serial number;
 - iv) number of units bought;
 - v) price per unit; and
 - vi) total amount of purchase.
- 10.6.3 In the case of a Class A facility licence, the bingo association shall pay for the cost of units (including GST and freight costs) by cheque, direct to the vendor/supplier from the association's pull ticket operating/pool account.
- 10.6.4 In the case of a Class B facility licence, the bingo society shall pay for the cost of the units as follows:

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- a) The facility licensee shall send the invoices for the units sold and deposited during the quarterly pooling period to the society's independent third party Trustee. (Note: Instead of on a quarterly basis, the facility licensee has the option of submitting the invoices for the units sold on a monthly basis to the Trustee.)
- b) The Trustee shall issue a cheque from the society's pull ticket operating/pool account on a quarterly (or monthly) basis to the facility licensee in an amount equal to the total purchase price of the units sold and deposited (less approved/verified expenses) during the quarterly (or monthly) pooling period. If invoices are submitted with different prices for the same type unit, the units shall be considered sold on a "first in, first out" basis.

10.6.5 In the case of a Class A facility licence, the pull ticket licence fees (\$10 per unit) shall be paid as follows:

- a) licence fees shall be based on the units which were deposited during each quarter; and
- b) on a quarterly basis, the association shall submit the licence fees by cheque from the association's pull ticket operating/pool account (payable to Alberta Gaming and Liquor Commission) with the quarterly Pull Ticket Purchase/Sales Report (see Subsection 10.8.5).

10.6.6 In the case of a Class B facility licence, the pull ticket licence fees (\$10 per unit) shall be paid as follows:

- a) licence fees shall be based on the units which were deposited during each quarter; and
- b) on a quarterly basis, the society's Trustee shall submit the licence fees by cheque from the society's pull ticket operating/pool account (payable to the Alberta Gaming and Liquor Commission) with the quarterly pull ticket Purchase/Sales Report (see Subsection 10.8.5).

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10.6.7 In the case of a Class B facility licence, the society's Trustee may charge a quarterly pooling fee to administer the society's pull ticket pool account. The fee shall be subtracted from the pool by the Trustee before distribution to the licensed charities at the end of the pooling quarter.

10.7 POOLING

10.7.1 Pooling of pull ticket net proceeds is mandatory for all licensed charities conducting pull ticket sales at licensed bingo facilities.

10.7.2 The pool shall be administered by the executive of the association (see Subsection 12.1.7 clause e) or an independent third party Trustee (see Subsection 12.2.5 clause b) as specified in these terms and conditions.

10.7.3 One pool shall be maintained, combining all pull ticket net revenue (that is, from all morning, afternoon, evening, and late night bingo events), and each member of the association or society holding a bingo during the quarter shall receive an equal share of the net proceeds based on the number of bingo events they held as a percentage of the total bingo events held during the quarter.

10.7.4 The pool period shall be quarterly (four pools per year) and will consist of three full months per quarter. (Note: the initial pool period may be somewhat shorter or longer.) The quarterly periods shall be determined by the Regulatory Division and will be stated in an attachment to the pull ticket licence.

10.7.5 Accounting of units in each quarterly pool period shall be as follows:

- a) only units which have been deposited or prepared for deposit during each quarter shall be included in each quarterly pool period; and
- b) revenue from sales representing a partial unit deposit shall be retained by the seller and be included in the pool in the quarter the full unit net revenue is deposited.

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NOTE: Revenue representing sales of a unit which was sold out during a quarter must be deposited or prepared for deposit prior to the end of that quarter. This will ensure that each group who held a bingo during the quarter is fairly compensated for sales/deposits which occurred during the quarter in which they conducted bingo.

10.7.6 All pool disbursements must be made by cheque from the association's pull ticket operating/pool account or the society's pull ticket operating/pool account and be immediately deposited to the licensed charity's bingo account. These funds shall be spent on the licensed charity's approved use of proceeds as identified in the licensed charity's bingo licence. Amendments to the approved use of proceeds must be submitted as stated in Subsection 2.6 of these terms and conditions.

10.7.7 The association or Trustee must forward a breakdown of the quarterly pool disbursements to the Financial Review Section of the Commission, along with the quarterly bank reconciliation, within 15 days of the end of the association's or society's quarterly pool period, as stated in Subsection 10.8.5. This will include the licensed charity's name, Commission's identification number, date and amount of disbursement.

10.8 FINANCIAL

10.8.1 The bingo association or society (through a Trustee) shall establish and maintain a separate pull ticket operating/pool account as follows:

- a) the account shall have chequing privileges and monthly return of cancelled cheques;
- b) sales revenue representing the specified net revenue of each unit (see Subsection 10.8.2) shall be deposited to this account. The deposit slip shall indicate the serial number and colour of the unit to which the deposit is related.

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- c) all disbursements (including the pool distribution) from the account will be made by cheque directly to the vendor/supplier, the facility licensee, the Commission, or the licensed charity, as the case may be;
- d) in the case of a Class A facility licence, the association may pay a maximum of 20% of the gross proceeds directly from their pull ticket operating/pooling account for administrative costs (as described in Subsection 10.6.1);
- e) in the case of a Class B facility licence, the Trustee may issue cheques from the society's pull ticket operating/pool account to pay administration costs (a maximum of 20% of the pull ticket gross proceeds as described in Subsection 10.6.1); and
- f) details on the pull ticket operating/pooling bank account and the names of the association's, society's and Trustee's signing authorities (including changes to signing authorities) shall be provided to the Regulatory Division.

10.8.2 Revenue from the sale of units shall be calculated as follows (using as an example a unit of 1,260 pull tickets, sold at \$1.00/ticket, a unit prize value of \$800.00, a unit cost of \$50.00/unit and a Trustee fee of \$15.00/unit):

| | |
|---|-----------------|
| Gross Revenue Per Unit | \$1260.00 |
| Less Unit Prizes | \$ 800.00 |
| Add/Subtract Overages/Shortages: | <u>\$ 0.00</u> |
| Equals Net Pull Ticket Revenue (also equals amount of deposit) | \$ 460.00 |
| Less Unit Cost (inclusive of GST & Freight) | <u>\$ 50.00</u> |
| Equals Gross Pull Ticket Proceeds | \$ 410.00 |
| Less Administration Expenses (Maximum 20% of Gross Pull Ticket Proceeds) | \$ 82.00 |

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| | |
|--|-----------------|
| Less Licence Fee | \$ 10.00 |
| Less Trustee Fee (Class B licensed facility only) | <u>\$ 15.00</u> |
| Equals Net Pull Ticket Proceeds | \$ 303.00 |

10.8.3 The facility licensee will maintain accurate and current financial, inventory and sales records. The "Bingo Facility Pull Ticket Inventory and Sales Record Form" and "Bingo Facility - Quarterly Pull Ticket Inventory Reconciliation Form" shall be used (see Section 14, Forms). Where volunteer sellers are used, the hall advisor shall also use a pull ticket seller control form.

10.8.4 Within seven (7) days of the end of each quarter, the association or Trustee shall submit (via RIBS) a quarterly Pull Ticket Purchase/Sales (Deposit) Report for each type of unit deposited to the Financial Review Section of the Commission. The cheque for licence fees and supporting documentation (see Section 14, Forms) for the quarter reported shall be forwarded to the Financial Review Section of the Commission.

10.8.5 Within fifteen (15) days of the end of each quarterly pool period, the association or Trustee shall submit a quarterly bank reconciliation along with supporting documents (that is: bank statements, cancelled cheques and invoices) to the Financial Review Section of the Commission. The breakdown of the quarterly revenue, expenses and pool disbursements shall be forwarded (via RIBS) to the Financial Review Section of the Commission.

10.9 REPORTING OF UNIT SHORTAGES

10.9.1 Shortages for each type of unit being sold shall be recorded as follows:

- a) the total shortage for each unit deposited and reconciled shall be recorded on the Pull Ticket Inventory and Sales Record (Form LIC/GAM 5434);

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- b) a shortage due to the redemption of a winning ticket from a previously sold unit must be reconciled with the overage from the previously sold unit (i.e., a previous surplus deposit attributable to an unredeemed ticket);
- c) shall be recorded in RIBS for the specified pool period; and
- d) a copy of the Pull Ticket Inventory and Purchase/Sales Record, for each type of unit sold, shall be forwarded to the Financial Review Section of the Commission at the time the quarterly pool period reconciliation occurs (see Subsection 10.7.5).

10.9.2 When a facility licensee chooses to change a type of unit(s) being sold, a shortage may occur due to the unit being removed from sale before the unit specified gross revenue was accumulated. The following procedures will be followed:

- a) the type of unit being sold shall be sold out as close to zero as possible and the unsold tickets remaining may be removed from sale;
- b) any unopened units of the type being terminated shall be returned to the supplier. Confirmation of the returned unit(s) shall be provided by the supplier and be retained by the facility licensee. Refunds shall be deposited to the Pull Ticket Operating/Pool Account, and credits shall be applied to future purchases;
- c) a final reconciliation of the type of ticket terminated shall be completed (Bingo Facility – Quarterly Pull Ticket Inventory Reconciliation, Form LIC/GAM 5436) and any shortages which may have occurred shall be recorded on the Pull Ticket Inventory and Purchase/Sales Record and reported in RIBS;
- d) a copy of the Pull Ticket Inventory and Sales Record (Form LIC/GAM 5434) for the unit type terminated shall be forwarded to the Financial Review Section of the Commission; and

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- e) if the total unit shortage exceeds that referenced in Subsection 10.4.21 clause a), the discrepancy shall be reported to the Regulatory Division of the AGLC immediately.
- 10.9.3 The pull ticket manager may remove a type of unit from sale for a discretionary reason. In this case the following procedures will be followed:
- a) a reconciliation of the unit type shall be completed (Bingo Facility - Quarterly Pull Ticket Inventory Reconciliation, Form LIC/GAM 5436);
- b) total unit shortages for the type of unit in question shall be recorded on the Pull Ticket Inventory Sales Record and reported in RIBS; and
- c) if the total unit shortage exceeds that referenced in Section 10.4.21 clause a), the discrepancy shall be reported to the Regulatory Division of the AGLC immediately.

10.10 RECORDS

- 10.10.1 AGLC Inspectors shall be given access to all areas where pull tickets are sold or kept. They may inspect, audit, examine and make copies of records, documents, books of account and receipts relating to a pull ticket activity, a facility licence or gaming supplies and may temporarily remove any of them for those purposes. An Inspector or an official of the AGLC shall provide the facility licensee with a receipt for any items removed at the time of removal or as soon as possible after their removal.
- 10.10.2 All pull ticket records are subject to review and/or audit by the AGLC and must be maintained in a manner acceptable to both the AGLC and the Canada Customs and Revenue Agency.

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11.1 GENERAL INFORMATION

- 11.1.1 The AGLC's authority to conduct and manage electronic games is contained in the *Criminal Code* (Canada) and the *Gaming and Liquor Act* (Alberta).
- 11.1.2 Electronic bingo and Keno equipment is installed in a licensed bingo facility subject to the terms and conditions of the *Electronic Bingo Retailer Agreement* and the *Lottery Ticket Centre Retailer Agreement*, respectively, between the bingo facility licensee and the AGLC.
- 11.1.3 An electronic bingo and/or Keno retailer must hold a bingo facility licence and is bound by the terms of the *Electronic Bingo Retailer Agreement* and/or the *Lottery Ticket Centre Retailer Agreement*.
- 11.1.4 Only licensed bingo facilities may operate electronic games.
- 11.1.5 The AGLC conducts and manages the following types of electronic games/gaming:
- a) "Hand held bingo units", meaning a hand held electronic device used to play a bingo game in conjunction with the paper bingo games.
 - b) "Fixed base units", meaning an electronic gaming device installed in a fixed location within the bingo hall capable of:
 - i) playing a bingo game in conjunction with the paper bingo games; and
 - ii) playing other bingo themed games.
 - c) "Keno", meaning a provincial lottery ticket gaming product where draws are held every five minutes. Players pick from one (1) to ten (10) numbers from a field of one (1) to eighty (80). Twenty (20) winning numbers are drawn and broadcast to playing locations.
- 11.1.6 Bingo facility licensees may apply for electronic bingo and/or Keno by:

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- a) Telephone to AGLC Hotline at 1-800-561-4415;
- b) Fax to (780) 447-8910; or
- c) Mail to the attention of:
Entry/Exit Coordinator
Alberta Gaming and Liquor Commission
50 Corriveau Avenue
St. Albert, AB
T8N 3T5

11.1.7 Services and space provided for the operation of electronic games are the sole responsibility of the bingo facility licensee and do not involve the charity licensee volunteers. The Retailer is responsible for supervision of electronic bingo and/or Keno in the licensed bingo facility.

11.1.8 The AGLC is authorized to conduct security inspections and enforcement activities:

- a) violation of the *Electronic Bingo Retailer Agreement* may result in termination of the agreement and immediate removal of electronic bingo equipment; and
- b) violation of the *Lottery Ticket Centre Retailer Agreement* may result in termination of the agreement and immediate removal of Keno equipment.

11.1.9 AGLC Inspectors will conduct a security clearance and an on-site inspection to determine if the proposed location of the electronic games equipment meets security requirements. Inspectors will conduct regular inspections and advise the Retailer and staff on all aspects of security.

11.2 DEFINITIONS

11.2.1 In this Section, the following terms shall have the following meanings:

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- a) "AGLC Expenses" means the designated costs incurred by the AGLC to provide electronic games to the Electronic Bingo/Keno Retailer;
- b) "Bingo Hall" means the lands and buildings, or area in the lands and buildings, located at the address listed on the bingo facility licence and the Retailer Agreement(s);
- c) "Bingo Game" means a game of chance played on a bingo card face having 25 numbered squares (5 rows/columns with 1 free space) corresponding to numbered balls drawn at random and won by achieving a specified pattern on the card;
- d) "Computer System" refers to the central computer system of the AGLC, or any computer system prescribed by the AGLC to record Bingo Game transactions, including sales and validation by a computer terminal, and includes any computer system used by the AGLC in the operation of a Bingo Game;
- e) "Electronic Bingo Equipment" means any mechanical, electronic or other devices, furnishings, fixtures, signs and other items prescribed by the AGLC for the purpose of conducting and managing Electronic Bingo;
- f) "Electronic Bingo game" means a bingo themed game played on or through an electronic device and conducted and managed by the AGLC in the Bingo Hall from time to time;
- g) "Electronic Bingo Retailer" refers to the service provider named in the preamble of the *Electronic Bingo Retailer Agreement* that has agreed to supply certain operational services pertaining to the AGLC's conduct and management of Electronic Bingo in the Bingo Hall subject to the terms and conditions of the agreement;

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- h) "Keno Retailer" refers to the service provider named in the preamble of the *Lottery Ticket Centre Retailer Agreement* that has agreed to supply certain operational services pertaining to the AGLC's conduct and management of Keno in the Bingo Hall subject to the terms and conditions of the agreement;
- i) "Minimum Profitability Requirements" set out by the AGLC means the provision of a positive net contribution to the Alberta Lottery Fund.
- j) "Net Sales" means, for a particular period, all money paid in by Players to play an Electronic Bingo game in the Bingo Hall, less all money determined by the Electronic Bingo Equipment, to be payable to all Players;
- k) "Player" means a person 18 years or older who has paid lawful currency in exchange for the privilege to play an electronic game;
- l) "Remuneration" refers to the commission rate set by the AGLC and paid as outlined in 11.5; and
- m) "Retailer Agreement(s)" refers to the Lottery Ticket Centre Retailer Agreement and/or the Electronic Bingo Retailer Agreement between the Retailer, the AGLC and for Keno, the Western Canada Lottery Corporation.

11.3 EQUIPMENT

- 11.3.1 All electronic gaming equipment is the sole property of the AGLC.
- 11.3.2 The AGLC will provide the number and types of electronic gaming equipment as determined by the AGLC.
- 11.3.3 The electronic gaming retailer must:

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- a) provide electrical 115 volt, 60 cycle single phase, dedicated circuit(s) with 3-wire grounded outlet(s) on a separate 15 amp or 20 amp breaker(s) (dedicated line from the breaker box) that is designed to provide electrical service twenty-four (24) hours per day to the areas within the licensed bingo facility as specified by the AGLC; and
- b) provide Comprehensive or Commercial General Liability and Property insurance per terms of the Retailer Agreement(s).

11.4 MALFUNCTION

- 11.4.1 Play on an electronic game that appears to be malfunctioning should be discontinued and the incident be reported immediately to Hotline at 1-800-561-4415.
- 11.4.2 At the discretion of the AGLC, any electronic gaming equipment malfunction voids all plays and pays.
- 11.4.3 Any customer who is involved in any electronic bingo equipment dispute must be provided with the Gaming Irregularities telephone number of 1-800-742-7818.
- 11.4.4 In the event of a hand held bingo unit malfunction, the electronic bingo retailer shall:
 - a) provide the player a different hand held bingo unit with the same number of card faces recovered to the existing point of play in the game at the time of the malfunction; or
 - b) offer the player a refund equivalent to the value of the purchased hand held bingo unit card faces. Liability is limited to the initial purchase price or portion thereof, as specified in the facility's House Rules. The refund may be a proportionate amount to reflect the number of games the player has previously played.
- 11.4.5 In the event of a discrepancy between the hand held bingo unit and the verifier, the verifier will be deemed to be correct.

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11.5 REMUNERATION

- 11.5.1 Electronic bingo retailers are provided a commission based on a percentage of electronic bingo equipment net sales per week. The commission rate is set by the AGLC and is 15% of net sales.
- 11.5.2 Keno retailers are provided a commission based on a percentage of Keno gross sales per week. The commission rate is set by the AGLC and is 5% of gross sales to the operator.
- 11.5.3 Gross sales for Keno are calculated as total sales prior to prize payout.
- 11.5.4 Net sales for hand-held bingo units are calculated as electronic bingo card sales less apportioned prize payout.
- 11.5.5 The AGLC allocates 15% of electronic bingo net sales and 5% of gross Keno sales to licensed charities.

11.6 FINANCIAL OBLIGATIONS

- 11.6.1 All monies received from electronic gaming equipment less prizes paid and retailer commissions are the property of the AGLC.
- 11.6.2 The electronic gaming retailer is a bare trustee for the AGLC.
- 11.6.3 The electronic bingo retailer must have required funds and trained staff available for payment of players' winnings to which players are entitled.
- 11.6.4 Keno retailers are responsible to pay out prize money on winning Keno tickets up to a value of \$200. For winning tickets over \$200, retailers are to direct the customer to the nearest Prize Payout Office.
- 11.6.5 The electronic gaming retailer shall not charge players a rental fee for the use of hand held bingo units.

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- 11.6.6 The retailer will be responsible for the following costs:
- a) all utility charges in connection with the operation of electronic gaming equipment and telephone;
 - b) repairing or replacing any electronic gaming equipment, damaged, lost or stolen while on the premises and in the care of the electronic gaming retailer;
 - c) any repairs to the electronic gaming equipment due to physical abuse (repairs not necessitated by normal wear and tear or by defect in the manufacturing or by defective maintenance service by the AGLC or its employees, agents or contractors); and
 - d) any lost, stolen and missing monies relating to the operation of electronic gaming equipment.
- 11.6.7 The invoice period for monies due to the AGLC as specified in Subsection 11.6.1 shall be Monday to Sunday of each week. Bingo events conducted during that period will be included in the weekly invoice. The AGLC will generate and forward the weekly invoice to the Electronic Bingo Retailer on Tuesday of the week following the invoice period.
- 11.6.8 To accommodate the invoicing process of the AGLC's central system gathering the financial data that is required to calculate the invoice, the Electronic Bingo Retailer shall ensure that bingo events occurring during each invoice period appear in "closed" status on the Event Management System (EMS) prior to midnight (12:00 a.m.) on the closing day as follows:
- a) Events that occur on Monday, Tuesday and Wednesday must be closed in EMS prior to 11:59 p.m. on Thursday of the same week.
 - b) Events that occur on Thursday, Friday, Saturday and Sunday must be closed in EMS prior to 11:59 p.m. on the following Monday.

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- 11.6.9 Payment for monies due in each invoice period shall be “swept” by electronic funds transfer from the Electronic Bingo Retailer’s approved bank account on Wednesday of each week. The Electronic Bingo Retailer shall ensure that funds are available in the bank account to pay the weekly invoice.
- 11.6.10 Failure to pay invoices may result in termination of the Retailer Agreement(s) and removal of the electronic gaming equipment.
- 11.6.11 Insufficient funds on the part of the electronic gaming retailer will result in a service charge, as well as a requirement for additional security in the form of a Letter of Guarantee for future transactions.
- 11.6.12 All NSFs (Non-Sufficient Funds) including charges, are to be paid within 24 hours of notification.
- 11.6.13 Three or more NSF (Non-Sufficient Funds) incidents in a given 12 month period may result in the termination of the Retailer Agreement(s) and removal of the electronic gaming equipment.

11.7 ADVERTISING AND PROMOTIONS

- 11.7.1 Advertising and promotions for electronic gaming shall be in accordance with Subsections 12.4 and 12.5 of this handbook.
- 11.7.2 Any advertising that may be interpreted as an “inducement to play” is not allowed. See subsection 12.4.3(c)(ii) for elements of advertising which may be included in the advertising of DIGI bingo.
- 11.7.3 All interior or exterior advertising is subject to review by the AGLC prior to placement. Electronic gaming retailers should contact the Regulatory Division for information and clarification regarding promotional material.

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11.8 HOURS OF OPERATION

- 11.8.1 Events using electronic bingo equipment may be conducted during the hours that the licensed bingo facility is open to the public between 8:00 a.m. until 3:00 a.m.
- 11.8.2 Keno may be conducted during the hours that the licensed bingo facility is open to the public between 5:00 a.m. until 1:00 a.m.
- 11.8.3 The electronic gaming retailer shall send by fax a schedule of the hours of operation for electronic gaming equipment to the AGLC Hotline two weeks in advance of any proposed changes.

11.9 RULES

- 11.9.1 Violations of these terms and conditions may result in a removal of some or all of the electronic gaming equipment, up to and including termination of the Retailer Agreement(s). The electronic gaming retailer will be advised in writing by the AGLC and will not be eligible for a new agreement at the site where the violation occurred for a minimum of six months.
- 11.9.2 Electronic gaming retailers must maintain an age-controlled environment (over 18 years of age). No minor is permitted to play electronic games.
- 11.9.3 Electronic bingo gaming may only be conducted during a licensed charitable bingo event.
- 11.9.4 Electronic bingo products may only be sold during a licensed charitable bingo event.
- 11.9.5 Electronic bingo retailers may offer players a pre-determined amount of electronic and paper bingo card faces as a package.
- 11.9.6 Regular Game electronic bingo card faces must be sold in groups of three. Special Game card faces may be sold as singles or in groups of two or more cards.

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- 11.9.7 The AGLC reserves the right to set the maximum number of electronic bingo card faces that may be played on a hand held bingo unit in each facility. The approved Rules of Play of the facility licensee may specify a maximum number of electronic bingo unit card faces that is lower than the maximum set by the AGLC.
- 11.9.8 An electronic bingo retailer is responsible for ensuring the hand held bingo units are properly programmed to match the approved paper bingo game program.
- 11.9.9 Players are responsible for declaring a win.
- 11.9.10 Electronic gaming retailers must prominently post items requested by the AGLC such as the DIGI Bingo Standard Rules of Play (Form GPS/6590), the 24-hour Gambling Irregularities Complaints Line and the AADAC Problem Gaming Poster in all locations where electronic gaming equipment is installed.
- 11.9.11 In addition to the information contained in these terms and conditions, Keno retailers shall also comply with the *Lottery Ticket Centre Retailer Agreement* and the Lottery Ticket Centre Policy Handbook.

11.10 HAND HELD BINGO UNIT ALLOCATIONS

- 11.10.1 The AGLC determines the number and type of hand held bingo units provided to eligible bingo facilities and may adjust the number and type of hand held bingo units from time to time.
- 11.10.2 An electronic bingo retailer will have a minimum of 10 hand held bingo units installed in the licensed bingo facility.
- 11.10.3 11.10.3The number of hand held bingo units allocated to an electronic bingo retailer shall be divisible by five.

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11.10.4 A retailer's eligibility to receive, and maintain operation of a given number of DIGIs is based on their ability to meet the minimum profitability requirements determined by the AGLC (see Subsection 11.10.5) and their subsequent performance within the network thereafter.

11.10.5 Electronic bingo retailers must meet the minimum profitability requirements set out by the AGLC by providing a positive net contribution to the Alberta Lottery Fund. The net contribution of an electronic bingo retailer is determined by the AGLC as follows:

$$\text{Net Contribution} = \text{Sales} - \text{Prizes} - \text{Remuneration} - \text{AGLC Expenses}$$

11.10.6 The AGLC will invoice electronic bingo retailers who, as a result of the calculation described in Subsection 11.10.5, do not provide a positive net contribution to the Alberta Lottery Fund in any given month. The invoice amount will equal the negative calculation.

11.10.7 The AGLC will assess the consumer demand and minimum profitability requirement at each electronic bingo retailer location on a monthly basis.

11.10.8 An electronic bingo retailer is subject to removal of hand held bingo units when the net contribution to the Alberta Lottery Fund is less than \$0.

11.10.9 The AGLC may remove all hand held bingo units and terminate the *Electronic Bingo Retailer Agreement* when an electronic bingo retailer fails to meet the minimum profitability requirements for any two months in a consecutive three month period.

11.10.10 Retailers must operate in the network for a minimum of six (6) full calendar months before the AGLC will terminate the Retailer Agreement due to non-performance.

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11.11 PROCEEDS FROM ELECTRONIC BINGO GAMES

- 11.11.1 Proceeds from Electronic Bingo Games conducted and managed by the AGLC may be directed through an annual Alberta Lottery Fund appropriation, at the sole discretion of and as approved by the Government of Alberta, to licensed charities who conduct bingo events at a licensed bingo facility offering Electronic Bingo Games.
- 11.11.2 The payment of proceeds available to licensed charities under Subsection 11.11.1 requires approval by the Ministry of Gaming.
- 11.11.3 The amount directed to the licensed charities at each facility will be calculated monthly as net sales less commissions and less operating expenses.
- 11.11.4 The maximum and total amount of proceeds from Electronic Bingo Games that will be paid from the Ministry of Gaming during the fiscal period April 1 (start date) to March 31 (end date) each year will not exceed the approved appropriation for that fiscal year.
- 11.11.5 If the total amount determined in Subsection 11.11.3 to March 31 of each year exceeds the said maximum amount for the year (see Subsection 11.11.4), the Minister may cause such excess to be paid within a reasonable period of time after the end date subject to the excess amount being approved by the Government of Alberta.
- 11.11.6 The bingo association or bingo society shall at all times hold the Alberta Lottery Fund payments as trustee for and on behalf of the Ministry of Gaming and use the funds for the sole purpose of distributing them to licensed charities conducting bingo events in the facility.
- 11.11.7 If the monthly calculation (see Subsection 11.11.3) for the facility is a positive amount and within the available appropriation, the Ministry of Gaming will provide, prior to the end of the following month, an Alberta Lottery Fund payment to licensed charities. The payment may be made by cheque and the bingo association or bingo society shall deposit the Alberta Lottery Fund payment to the approved pool account(s).

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11.11.8 DIGI bingo commission and Lottery Fund payments will be distributed to licensed charities by the bingo association or bingo society using the RIBS pool allocation. The bingo association or bingo society will be assigned one Lottery Pool. The bingo association or bingo society can select one of the following alternatives for the handling of pooled revenues:

- a) The bingo association or bingo society writes two (2) cheques per month to each charity, one from the Bingo Pool (paper) and one from the Lottery Pool (electronic); or
- b) The bingo association or bingo society writes one (1) cheque per month to each charity, from the Bingo Pool, containing both the paper and electronic monies. If the bingo association or bingo society has more than one Bingo Pool, they shall calculate the split for each pool based on the RIBS eBingo Funds report. The bingo association or bingo society may distribute the pool funds to the charities either by cheque or by a funds transfer.

11.11.9 The pooled proceeds shall be disbursed to the licensed charities monthly according to the terms of the approved pool agreement(s). The licensed charity shall deposit the bingo proceeds, including commissions and proceeds received from Electronic Bingo Game Alberta Lottery Fund payments, to their bingo account.

11.11.10 As specified in Subsection 2.3.2 and the *Charitable Gaming Policies Handbook*, the licensed charity shall spend all proceeds only on the charitable or religious purposes approved by the AGLC.

11.12 PROCEEDS FROM KENO

11.12.1 Proceeds from Keno conducted and managed by the AGLC may be directed through an annual Alberta Lottery Fund appropriation, at the sole discretion of and as approved by the Government of Alberta, to licensed charities who conduct bingo events at a licensed bingo facility offering Keno.

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- 11.12.2 The payment of proceeds available to licensed charities under Subsection 11.12.1 requires approval by the Ministry of Gaming.
- 11.12.3 The amount directed to the licensed charities at each facility will be calculated semi-annually as gross sales less commissions and less operating expenses.
- 11.12.4 The maximum and total amount of proceeds from Keno that will be paid from the Ministry of Gaming during the fiscal period April 1 (start date) to March 31 (end date) each year will not exceed the approved appropriation for that fiscal year.
- 11.12.5 If the total amount determined in Subsection 11.12.3 to March 31 each year exceeds the said maximum amount for the year (see Subsection 11.12.4), the Minister may cause such excess to be paid within a reasonable period of time after the end date subject to the excess amount being approved by the Government of Alberta.
- 11.12.6 The bingo association or bingo society shall at all times hold the Keno Alberta Lottery Fund payments as trustee for and on behalf of the Ministry of Gaming and use the funds for the sole purpose of distributing them to licensed charities conducting bingo events in the facility.
- 11.12.7 If the semi-annual calculation (see Subsection 11.12.3) for the facility is a positive amount and within the available appropriation, the Ministry of Gaming will provide, prior to the end of the following month, an Alberta Lottery Fund payment to licensed charities. The payment may be made by cheque and the bingo association or bingo society shall deposit the Alberta Lottery Fund payment to the approved pool account(s).
- 11.12.8 Keno charity commission payments and Alberta Lottery Fund payments will be distributed to licensed charities by the bingo association or bingo society as calculated in the RIBS pool module. The bingo association or bingo society will be assigned one Keno pool ID number. The bingo association or bingo society shall distribute the funds as follows:

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- a) The weekly Keno charity commission payment shall be distributed to licensed charities by cheque or bank transfer with the monthly bingo pool distribution;
- b) The semi-annual Keno Alberta Lottery Fund payment shall be distributed via the approved Keno pool ID number. Each member of the bingo association or bingo society holding a bingo during the semi-annual pool period shall receive an equal share of the net proceeds based on the number of bingo events they hold as a percentage of total bingo events held during the pool period; and
- c) The bingo association or bingo society may use their bingo pooling account to distribute Keno funds, but the distribution of the Keno Alberta Lottery Fund payment shall be done separately, by cheque or bank transfer, from the bingo event pool distribution.

11.12.9 The licensed charity shall deposit the proceeds received from the Keno Alberta Lottery Fund payments to their bingo account.

11.12.10 As specified in Subsection 2.3.2 and the *Charitable Gaming Policies Handbook*, the licensed charity shall spend all proceeds only on the charitable or religious purposes approved by the AGLC.

11.13 KEY TELEPHONE/FAX NUMBERS

Hotline: 1-800-561-4415
Hotline Fax: (403) 740-7014
AADAC Helpline: 1-866-332-2322
Gaming Irregularities: 1-800-742-7818

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12.1.1 FIXED FEE

- a) Class A facility licensees must provide each licensed charity with an annual budget that establishes a fixed fee (or advance) reflective of the costs of operating the bingo events. The annual budget must be approved by the association's licensed charities.
- b) Fixed fees are to be charged on an event basis. Each event time slot (that is, morning, afternoon, evening or late night) shall have an established fixed fee structure based on the annual operating budget. The fixed fee may be the same for each event time slot or may vary for each time slot according to the method of pooling used at the facility.
- c) Fixed fees shall not include the costs of operating or providing non-gaming space, supplies or services.
- d) Fixed fees must be reasonable and reflect the economic value of the space and service provided.
- e) Class A facility licensee fixed fees must be approved by the Commission. Proposed fixed fees shall be submitted to the Commission for approval with the facility licensee's Facility Licence Application, and again two (2) months prior to the beginning of the second year of the facility licence. The fixed fee amounts submitted to the Commission for review must include the following:
 - i) the total number of events to be conducted including a breakdown of the number of events in each time slot;
 - ii) an itemized annual budget detailing the expenses being charged in the fixed fee;
 - iii) a detailed breakdown of the fixed fee for each event time slot including a total for each event; and
 - iv) minutes of the meeting at which the association's licensed charities approved the fixed fee.

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- f) Within 120 days of the year end, any surplus resulting from the actual expenses being less than the fixed fee must be refunded to the licensed charities. The facility licensee shall write a cheque to each licensed charity for their portion of the surplus funds. Each licensed charity's portion of the surplus funds shall be calculated according to the number of events the licensed charity conducted in the year of the surplus.
- g) If the facility licensee is operating at a deficit, the facility licensee shall immediately notify the Regulatory Division of the Commission and shall not, unless approved by the Board of the Commission, assess the licensed charities additional charges to cover the deficit.
- h) Any amendment to the facility licensee's fixed fee must be approved by the Commission prior to being implemented. Sufficient explanation for an increase or decrease to the fixed fee must accompany the request for a change. Approved amendments to the fixed fee will commence at the start of the month after approval was granted.

12.1.2 BINGO EXPENSES

- a) Bingo Fixed Fee Expenses:
 - i) Class A facility licensee bingo operating costs incurred on behalf of the licensed charities shall be charged back to the licensed charities in accordance with the facility licensee's Commission approved fixed fee (see Subsection 12.1.1). Bingo fixed fee expenses shall not be charged as a percentage of gross revenue.
 - ii) Bingo expenses that may be included in the fixed fee are:
 - facility rent;
 - bingo equipment and furnishings;
 - office equipment and supplies;
 - utilities (gas, power etc.)
 - business licence fees, business taxes and property taxes;
 - insurance;

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- janitorial services;
- facility contingency fund;*
- bingo paper;
- wages, salaries, employee benefits and bonding;
- association conferences and travel;
- advertising;
- promotions;
- association yearly audit fees;
- legal fees for review of the lease agreement and bylaws;
- building security costs;
- armoured car service;
- bingo licence fees;*
- FABA fee; and
- GST (on above expenses where applicable).

Note: Fixed fee expenses with an asterisk (*) next to them shall be recorded separately on RIBS. Fixed fee expenses without an asterisk next to them shall be recorded as one expense in RIBS called the "Fixed Fee."

iii) Conditions on above expenses are as follows:

- Facility Rent: the rental rate shall not be calculated as a percentage of revenue; rates based on a sliding attendance scale may be approved. New or renewed lease agreements must be reviewed by the association's lawyer and the Regulatory Division prior to it being signed.
- Facility Contingency Fund: within the fixed fee structure, Class A facility licensees or their members may establish an (accumulating) contingency fund for the operation of the bingo gaming portion of the bingo facility. With specific approval of the Commission, contingency funds may be used for facility maintenance, upkeep or renovations; or for bingo equipment upgrades. Bingo event contingency fund contributions shall be reported through the Remote Information Bingo System by an approved expense ID provided by the Commission. Contingency funds not

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used for the above purposes shall be returned to the licensed charities.

- Association Conferences and Travel: Class A facility licensees or their members may include in their fixed fee structure reasonable costs of sending association executive members and the hall manager to meetings of the Federation of Alberta Bingo Associations and of the Alberta Bingo Hall Managers' Association or other meetings directly related to association business. The annual travel costs may also include sending two individuals to a bingo related conference or seminar within North America or to send one individual to two separate bingo related conferences or seminars within North America. Attendance at conferences or seminars will be evaluated on the basis that the content material is seen to be beneficial to the operation of the bingo association and its licensed charities. The annual budget may also include the costs of sending paid staff for specific courses for the purposes of training. Such training shall be seen necessary for the conduct of the association's bingo gaming business and not for the personal development of paid staff.
 - Advertising: see Bingo Facility Advertising Policy Guidelines, Section 12.4.
 - Promotion: see Bingo Facility Promotions Policy Guidelines, Section 12.5.
 - Bingo Licence Fees: The facility licensee pays bingo licence fees in advance and collects the bingo licence fees from the licensed charities through the fixed fee.
- iv) Bingo expenses other than those listed in Subsection 12.1.2 clause a) subclause ii) may be included in the fixed fee if approved by the Commission. Any other expense not specifically approved in Subsection 12.1.2 clause a) subclause ii) and not specifically prohibited in Subsection 12.1.2 clause a) subclause vi), is prohibited and requires prior approval of the Regulatory Division before the expense is charged to the licensed charities.

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- v) Each bingo expense may only appear in the fixed fee once. That is, the cost of a bingo expense cannot be charged twice. For example, if the facility lease agreement includes the cost of utilities and the fixed fee includes a separate charge for utilities, then the licensed charities would be charged twice for utilities.
- vi) The following are not considered bingo expenses and shall not be included in the fixed fee or be paid for with gaming funds:
 - liquor, meals or hospitality (other than allowed for volunteers in Subsection 12.1.2 clause c)) for paid staff or volunteers;
 - entertainment for suppliers of facility, supplies and services;
 - personal expenses of association executive officers, board of directors and volunteers (other than allowed for volunteers in Subsection 12.1.2 clause d));
 - any non-gaming activities such as the operation of the concession, gift shop or lottery booth.
- b) Satellite Game Expense:
 - i) Satellite game expenses shall be charged at the event level; and
 - ii) must be recorded separately on RIBS.
- c) Concession Expense:
 - i) Concession expense is an eligible bingo expense that is not included in the fixed fee and must be paid by the licensed charity at the bingo event or through the bingo association's pool account. Concession expenses incurred by volunteers at the bingo event shall comply with the following:
 - concession items shall be purchased for and consumed by volunteers of the licensed charity during the time and within the facility that the bingo is being conducted;

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- licensed charities are not required to purchase food or refreshments from the bingo facility concession. Licensed charities may arrange for food and refreshments to be brought into the hall;
 - all expenditures must be supported by a receipt;
 - the total concession expense shall not exceed an average of \$5.00 per volunteer for morning events, \$8.00 per volunteer for afternoon and evening events, and \$7.00 per volunteer for late night events. The number of volunteers required is determined by the bingo facility licensee and is stated in the approved bingo program;
 - any concession expenses over the amounts permitted in Subsection 12.1.2 clause c) subclause i) are the responsibility of the volunteer;
 - licensed charities or the bingo facility licensee may set their own concession policy to assist with the control of this expense (for example, no concession expenses are allowed or the maximum per volunteer is \$5.00 per event); and
 - volunteers may be given a coupon worth a fixed dollar amount. The coupon may be used to purchase concession items. Volunteers may not present the coupon to the concession for a cash reimbursement.
- ii) The event's concession expense must be recorded separately on RIBS, and will be calculated into the charitable return criteria.
- d) Volunteer's out-of-pocket expenses that are incurred to work bingo shall be reimbursed to the volunteer through the licensed charity. A voucher or receipt must be provided, such as a taxi receipt.

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12.1.3 EVENT FINANCIAL/INVENTORY CONTROL SYSTEM

- a) The Class A facility licensee shall:
- i) submit to the Commission for approval a Financial/Inventory Control System;
 - ii) provide Commission approved Financial/ Inventory Control System forms to licensed charities for use at bingo events; and
 - iii) submit a copy of all revised Financial/Inventory Control System forms to the Commission for approval.
- b) Licensed charities shall use the approved bingo event Financial/Inventory Control System in the conduct of bingo events. All transactions shall be recorded on the control forms. The system shall be organized as follows:
- i) Handling of cash at the event level:
 - all transfers of cash among paid staff and/or volunteers shall be witnessed, verified, recorded and signed for;
 - actual cash counts shall be recorded;
 - all entries on Financial/Inventory Control System forms shall be completed in non-erasable ink (pencil shall not be used);
 - amendments/corrections to figures on control forms shall be made by striking through the original entry (“white out” shall not be used) and writing the corrected amount beside the original entry; and
 - all amendments/corrections made to event Financial/Inventory Control System forms shall be witnessed, verified by count and signed for (initialled).

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- ii) Inventory control for bingo cards/supplies:
 - all transfers of bingo cards between the licensed charity and the facility licensee shall be witnessed, verified by count and recorded;
 - all transfers of bingo cards between paid staff and/or volunteers shall be witnessed, verified by count and recorded;
 - for supplier full bundles, a count of each full bundle is acceptable;
 - for supplier partial bundles (previously opened), a count of each individual card is required;
 - bingo card inventory access shall be strictly controlled by the facility licensee; and
 - the facility licensee inventory records for all bingo cards and related supplies shall be maintained by the hall manager.
- iii) Bingo expenses:
 - all bingo expenses shall be verified and recorded; and
 - all bingo expenses shall be paid for by the licensed charity to the vendor, service provider or facility licensee.
- c) The required event Financial/Inventory Control System forms shall be completed by volunteer and paid staff throughout the event (start to finish) as transactions occur.
- d) The practice of pre-signing Financial/Inventory Control System forms prior to the witnessing, verification and recording of transactions is strictly prohibited.

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- e) The sample forms (see Section 14, Forms) of these terms and conditions were developed to assist the facility licensee in developing an acceptable Financial/Inventory Control System for the management of bingo event revenue and the keeping of inventory for bingo cards and related supplies. The forms are intended to be used as a guide and to assist the facility licensee in developing Financial/Inventory Control System forms to coincide with the facility licensee's approved bingo program. The fundamentals of any event Financial/Inventory Control System must comply with the samples provided and with the requirements outlined in this section.

12.1.4 BINGO ASSOCIATION MINIMUM GAMING ACCOUNT OPERATING CONTROLS

- a) Bingo associations shall develop and use procedures consistent with these minimum requirements when managing any gaming bank account.
- b) Deposits shall be made to the gaming account within three (3) banking days after the bingo event.
- c) Authority on cheques and bank transfers shall be consistent with the following:
- i) Two signatures are required on all cheques and bank transfers from the gaming accounts. Exception will be made for the following:
- non-accumulating accounts, which will require a single signature only, to allow for the hall advisor to disperse prize payouts by cheque at the event; and
 - transfers to pre-authorized accounts, to be approved by the executive, to allow for the designated hall manager or bookkeeper to transfer funds between bingo association accounts as necessary.

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- ii) Before any cheque or bank transfer is made (excluding those stated in Subsection 12.1.4. clause c) subclause i) above) a disbursement request shall be completed. The disbursement request may be represented by a form to be attached to the invoice or by a stamp on the invoice and shall state: the payee, the purpose, the amount of the cheque or transfer, and the date approved. The completed disbursement request shall be signed by two of the authorized signatories attesting that they have verified the payee and approved the purpose and the amount of the cheque or transfer.
- iii) The practice of pre-signing blank cheques or disbursement requests is prohibited.
- iv) The second authorized signatory on the gaming account and bank transfers shall consist of only volunteer/elected bingo association representatives.
- v) A maximum of five (5) individuals may have signing authority for gaming accounts and bank transfers at any one time.
- vi) Gaming account cheques shall be pre-numbered, printed on commercial cheque stock provided by or approved by the financial institution and shall include two signature lines.
- vii) To minimize the possibility of alteration, it is strongly recommended that cheques be prepared using a printer or cheque imprinter.
- viii) Blank cheques shall be stored in a locked cabinet or drawer. Access to cheque storage may only be available to individuals with signing authority or responsible for cheque preparation.
- ix) Voided cheques must have "VOID" written across the front or have the signatures removed and shall be retained with the bank stubs or bank statements for the period in which the cheques are voided. Voided cheques shall not be discarded.

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d) Segregation of Duties:


- i) An executive or board member shall be designated to perform a review of the bank statements and cheques prior to the bank reconciliation being completed. This designated individual shall not hold cheque-signing authority, or be responsible for making deposits or the recording of receipts or disbursements. Any discrepancies shall be discussed with the bingo association executive immediately. This individual shall sign a Bank Statement Reconciliation Check List form (see sample at the end of Subsection 12.1.4), which will later be attached to the bank reconciliation, attesting to the following:
- bank statements were received in the sealed envelope sent by the bank prior to their examination;
 - beginning bank balance is equal to the ending balance of the prior month;
 - the previous outstanding items list has been reviewed, verified, and updated;
 - that they examined all of the cancelled cheques and:
 - the number of cheques and cheque details (that is, date, payee, and amount) in agreement with those listed on the issued cheque ledger;
 - two authorized signatures were present on each cheque;
 - no alterations to the cheques were noted;
 - when endorsements were present, they agreed to the payee named on the cheque; and
 - that they compared the deposit slips with the general journal and bank statement, ensuring the correct amount of funds was deposited within the required time frame.

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- ii) The individual responsible for performing the monthly reconciliation shall supply a summary report at the next bingo association executive board meeting; however, any discrepancies shall be discussed with the bingo association executive immediately.

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NAME OF BINGO ASSOCIATION _____

SAMPLE - BANK STATEMENT RECONCILIATION CHECK LIST

BANK STATEMENT FOR THE PERIOD ENDING _____, 200__
Account Name _____ Account Number _____

| INSPECTION | YES/NO | INITIALS |
|---|---------------|-----------------|
| Bank Statements were received in the sealed envelope sent from the bank prior to opening for examination | | |
| The beginning bank balance is equal to the prior months ending bank balance | | |
| The number of cheques and cheque details(such as date, payee, and amount) agreed to those listed on the issued cheque ledger | | |
| Previous outstanding item list has been reviewed, verified, and updated | | |
| Two authorized signatures were present on each cheque | | |
| Examination of the cheques was completed and no alterations to the cheques were noted | | |
| Bank deposit slips were compared with the general journal and bank statement, and the correct amount of funds were deposited within the required time frame | | |
| When endorsements appeared on the back of the cheques they agreed with the payee name on the front of the cheque | | |

EXAMINATION OF THE ABOVE WAS COMPLETED ON: _____, 200__

NAME (please print) _____ POSITION _____

SIGNATURE: _____

COMMENTS:

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12.1.5 MANAGING BINGO EVENT REVENUE – OPTION 1: THROUGH THE LICENSED CHARITY BINGO ACCOUNT

- a) All bingo event revenue (plus cash overages/less cash shortages) less cash prize costs (which include the cash amounts held for progressive pot contributions), shall be deposited into the licensed charity's approved bingo bank account within three (3) banking days of the end of the event.
- b) All payments for bingo expenses (fixed fee, concession, Satellite game expense and eBingo Operators Commission), pool contribution (see Subsection 12.1.7 clause g) subclause ii)), Commission eBingo sweep amount and the Satellite main prize contribution shall be made by cheque from the approved bingo bank account. Payments relating to the Satellite game expense shall be submitted through the facility licensee.

NOTE: The Satellite main prize contribution and expenses may be combined in one cheque or bank transfer; however, two separate RIBS entries are required at the event level.

- c) In the case of a bingo event loss:
 - i) the licensed charity shall write a cheque to the bingo association in the amount of the loss; and
 - ii) the licensed charity shall be reimbursed for the amount of the event loss from the pool account prior to the pooled funds being disbursed.

12.1.6 MANAGING BINGO EVENT REVENUE – OPTION 2: THROUGH THE ASSOCIATION CLEARING ACCOUNT

- a) The bingo association, acting on behalf of or as agent for licensed charities to facilitate the management of bingo event revenue, shall set up a separate bingo event "clearing" bank account and comply with the following procedures in managing bingo event revenue:

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- i) All bingo event revenue (plus cash overages/less cash shortages) less cash prize costs (which include the cash amounts held for progressive pot contributions) shall be prepared for deposit into the bingo association approved “clearing” bank account on an event by event basis.

- ii) The following payments shall be made either by cheque or bank transfer from the bingo association “clearing” bank account on a frequency to be determined by the bingo association or as required:
 - Fixed fee payment (net of clearing account bank charges)
 - Regular and special game cheque prizes
 - Satellite main prize and Satellite expense contributions to Alberta Satellite Bingo (may be combined in one cheque or bank transfer; however, two separate RIBS entries are required at the event level)
 - Bingo event proceeds (see Subsection 12.1.6 clause a) subclauses iii) and iv))

- iii) Bingo event proceeds shall be calculated as follows:
Gross bingo event revenue
Less:
 - Cash prizes and progressive pot contributions
 - Cash shortages (or plus cash overages)
 - Satellite expenses
 - Satellite main prize contributions
 - Regular and special game cheque prizes
 - Facility licensee fixed fees

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Equals either the licensed charity's bingo event proceeds or bingo event loss.

- iv) The licensed charity bingo event proceeds shall be paid by bank transfer or cheque from the bingo association's clearing bank account to the bingo association's pooling account within five (5) banking days from the bingo event.
- v) In the case of a bingo event loss:
 - The pooling account will transfer an amount equal to the event loss(s) to the bingo association's clearing account within five (5) banking days of the end of the pool period.
 - In the event the pool account has a deficit (negative) balance, the bingo association shall calculate the overall pool deficit at the end of the pool period, and as stated in the pool agreement, each licensed charity will be liable for their portion of the overall pool deficit. The payment shall be made from the licensed charity's bingo bank account to the pool account within five (5) banking days of receipt of the notice of the pool deficit. All payments from the charities to cover the deficit shall be collected prior to transferring any reimbursements for event losses to the association's clearing account. Pool deficits shall not be carried forward from one pool period to another.
- b) Concession expenses shall be managed as stipulated in the bingo association's pooling agreement. The Commission approved pooling agreement shall include the following procedure:
 - i) the licensed charity issues a cheque from its approved bingo bank account to the concession operator for the cost of the licensed charity's concession expense; or
 - ii) the concession expenses for the licensed charity's pool period are deducted from the licensed charity's pool allocation cheque; and

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- iii) in Subsection 12.1.6 clause b) subclauses i) or ii), the concession expense must be entered into RIBS as a bingo expense along with the appropriate bank transaction.
- c) Bingo Association Pooling Account:
 - i) On a monthly basis, the bingo association shall provide the Financial Review Section of the Commission with a copy of:
 - the pooling account bank statement;
 - a reconciliation of the pooling account bank statement to licensed charity bingo event proceeds and monthly pooling disbursements to the licensed charities; and
 - pool allocation details via RIBS.
 - ii) This information must be submitted to the Regulatory Division of the Commission by the end of the month that the statement is received from the financial institution.
 - iii) The operation of the pooling account(s) shall be consistent with the procedures set out in Subsection 12.1.7.
- d) Monthly Reconciliation Procedures of The “Clearing” Bank Account:
 - i) The monthly bank reconciliation shall be performed in a manner consistent with Subsection 12.1.6. and shall, at a minimum, include the following steps:
 - reconciliation of the total monthly bingo event revenue reported in RIBS to the total monthly deposits to the clearing bank account with all discrepancies explained;
 - reconciliation of all clearing account transaction information in RIBS to the clearing account bank statement;

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- reconciliation of the total RIBS expense information (facility licensee fixed fee, concession, Satellite game expense, licensed charity bingo event proceeds, etc.) to the monthly disbursements from the clearing account with all discrepancies explained; and
 - any unexplained variances in the bank reconciliation shall be reported to the Regulatory Division prior to the end of the next business day. Reported variances shall include: related bank statements, bank documents, bank reconciliation and prior month's reconciliation.
- e) Minimum "Clearing" Account Operating Controls:
- i) Bingo associations shall develop and submit for approval an organizational structure outlining the positions responsible for managing the clearing account. The organizational structure and financial controls and procedures shall be consistent with the Bingo Association Minimum Gaming Account Operating Controls stated in Subsection 12.1.4 of these terms and conditions. A sample organizational structure is attached at the end of Subsection 12.1.

12.1.7 POOLING

- a) Pooling is mandatory for all licensed charities conducting bingo in a licensed facility.
- b) Each licensed charity that conducts a bingo event during the pool period must be part of the pool, and shall receive a share of the pooled funds in accordance with the terms of the pooling agreement. The bingo association may either:
 - i) establish one pool for all events; or
 - ii) establish separate pools for morning, afternoon, evening and late night events.
- c) When separate pools are established all events from the pool's time slot must be pooled. For example, all morning events must be included in the morning pool.

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- d) The licensed charities shall enter into a bingo pooling agreement. The pooling agreement shall be approved by the Financial Review Section of the Commission. Pooling agreements should address the requirements of these terms and conditions, and detail all aspects of the pooling arrangement, including but not limited to:
- i) the name of the bingo association;
 - ii) date of the pooling agreement;
 - iii) length of time the pooling agreement is in effect (that is, one year, two years, or until such time as the agreement is voided by a majority vote of the licensed charities);
 - iv) a schedule of licensed charities participating in the pooling agreement including the name of the charity, space for the charities signing officer's signature and his/her position in the organization;
 - v) terms of the pooling agreement, including a statement that proceeds are pooled on a monthly basis, details which events are pooled (that is, morning, afternoon, evening or late night), how losses and pool deficits are handled, and details on how event proceeds are defined, for example, gross revenue less prizes, less rent, less expenses (may exclude concession);
 - vi) authorized signing authorities for the pooling account;
 - vii) details describing how the bingo association executive are required to manage the pooling agreement;
 - viii) a statement that each licensed charity will deposit the event proceeds to their bingo account, and write a cheque to the association for the same amount, which the association will deposit to the pooling account;
 - ix) a statement that the pooled funds will be disbursed at the end of each month to the charities that conducted bingo events in each pool period. The funds will be disbursed from the pooling account by cheque or bank transfer, which must be deposited to the licensed charity's bingo account;

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- x) statement indicating that if the bingo association implements the “clearing” account process for the handling of gross bingo event revenue as approved by the Commission, the pooled funds shall be administered in accordance with section 12.1.6 of these terms and conditions; and
- xi) any other information relevant to the agreement as stipulated by the member licensed charities of the bingo association.
- e) The bingo association executive shall administer the pool. The names and positions of the pool administrators shall be provided to the Financial Review Section of the Commission.
- f) A pooling bank account shall be established by the bingo association. Details on the bank account and the names of the bingo association signing authorities (including changes to signing authorities) shall be provided to the Financial Review Section.
- g) Following each bingo event the bingo chairperson, witnessed by at least one other volunteer shall:
 - i) complete the reconciliation in the appropriate section on the Event Summary Control form; and
 - ii) write a cheque for Net Bingo Proceeds and deposit it into the Commission approved pooling account on the next business day.
- h) The pooled funds, in full, shall be distributed monthly to the licensed charities, in accordance with the pooling agreement. Each licensed charity shall deposit the funds to their approved bingo account.
- i) The association shall distribute to each charity a schedule of the pool disbursements and a cheque for their pool share. In lieu of a cheque the pool share may be paid to the charity through an electronic funds transfer (EFT).
- j) Pool allocation details must be submitted to the Commission via RIBS no later than the 15th day of the month following the pooling period.

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- k) The association shall submit a monthly bank reconciliation for the pooling account along with supporting documents (bank statements) to the Financial Review Section. The list must include the licensed charity's name, Commission's identification number, date and amount of disbursement.
- l) The bingo association auditor must report pooling transactions as part of the audited annual financial statement.

12.1.8 FINANCIAL RECORDS AND DOCUMENTS

- a) All original event control forms are the licensed charity's property (including the event cash register tapes i.e. "x", "z", voids, etc.).
 - i) Original forms shall be kept by the facility licensee at the bingo facility for a period of two years after the bingo licences expires. In accordance with the Income Tax Regulations, the original forms shall be stored for an additional four years (may be off premises).
 - ii) The licensed charity shall keep a copy of the Event Summary form for comparison to the financial report.
 - iii) Licensed charities shall be allowed to examine their original forms upon reasonable notice to the facility licensee.
- b) The facility licensee shall retain the original master cash register tape rolls for a period of six years after the bingo licence expires, as described in Subsection 12.1.8 clause a) subclause i).
- c) All other bingo records shall be kept by the licensed charity for two years after the bingo licence expires. Commission Inspectors and officials shall be allowed to examine and make copies of all bingo records. Inspectors and officials of the Commission may remove bingo records for further review and shall, as soon as practical, provide the facility licensee with a receipt for the bingo records removed. The facility licensee may request copies in order to carry on its normal affairs.

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- d) Bingo events shall be video/audio recorded; tapes from each event shall be kept for at least 31 days after the event, (see Subsection 5.4.3).

12.1.9 REMOTE INFORMATION BINGO SYSTEM (RIBS)

- a) The Remote Information Bingo System (RIBS) enables facility licensees to submit financial data electronically. The software is available free of charge from the Commission, and includes the charities' name and licence numbers that pertain to the facility licensee. See Subsection 12.1.9 clause e) for hardware requirements. RIBS provides data entry, update, enquiry, print, import, and export capabilities for the following:
- i) Bingo Event information;
 - ii) Bingo Pooling information;
 - iii) Pull Ticket Pooling information;
 - iv) Expense Adjustment information; and
 - v) Clearing Account Transaction information.
- b) Usage of the Remote Information Bingo System (RIBS) is mandatory for all bingo associations.
- c) Accuracy of data entry into RIBS is of the utmost importance. The hall manager shall confirm that all financial information reported on RIBS accurately reflects the information contained on the Event Summary Control Form that reflects the financial activity for the event. Individuals entering the data shall ensure that:
- i) the selected licensed charity, licence number, and pool ID number are correct;
 - ii) the numeric figures entered are correct and not transposed or misrepresented;

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- iii) only game types and expense types approved by the Commission shall be used to report financial data. Where an association needs to enter financial data which is not consistent with one of the current types, the association shall contact the Financial Review Section, and request the correct identifier for the type to allow them to report the data. The financial data shall not be reported under a type to which it does not relate; and
 - iv) the numeric figures reported on RIBS for each game under the Event Details/Game Details tab page accurately reflects both the value of the cards sold (both paper and electronic bingo) and the actual revenue received.
- d) The facility licensee shall ensure that RIBS monthly event statistics are forwarded to the Commission, via modem, within 7 days of the end of each month. Pool statistics must be forwarded within 15 days of the end of the pool period. For example: the event reporting for the month of August shall be received by the Commission no later than September 7, pool reporting for the month of August shall be received by the Commission no later than September 15. The procedure for transmission of this data can be found in the on-line "Help" option of RIBS.
- e) Minimum system hardware requirements for RIBS:
- i) Pentium P133 or higher IBM-compatible PC running Windows 95 or Windows XP;
 - ii) minimum of 32 MB RAM;
 - iii) at least 30 MB free hard disk space (for full installation of RIBS files);
 - iv) 3-1/2" diskette drive; and
 - v) modem with a speed of 28,800 bits per second supporting V.34 standards.

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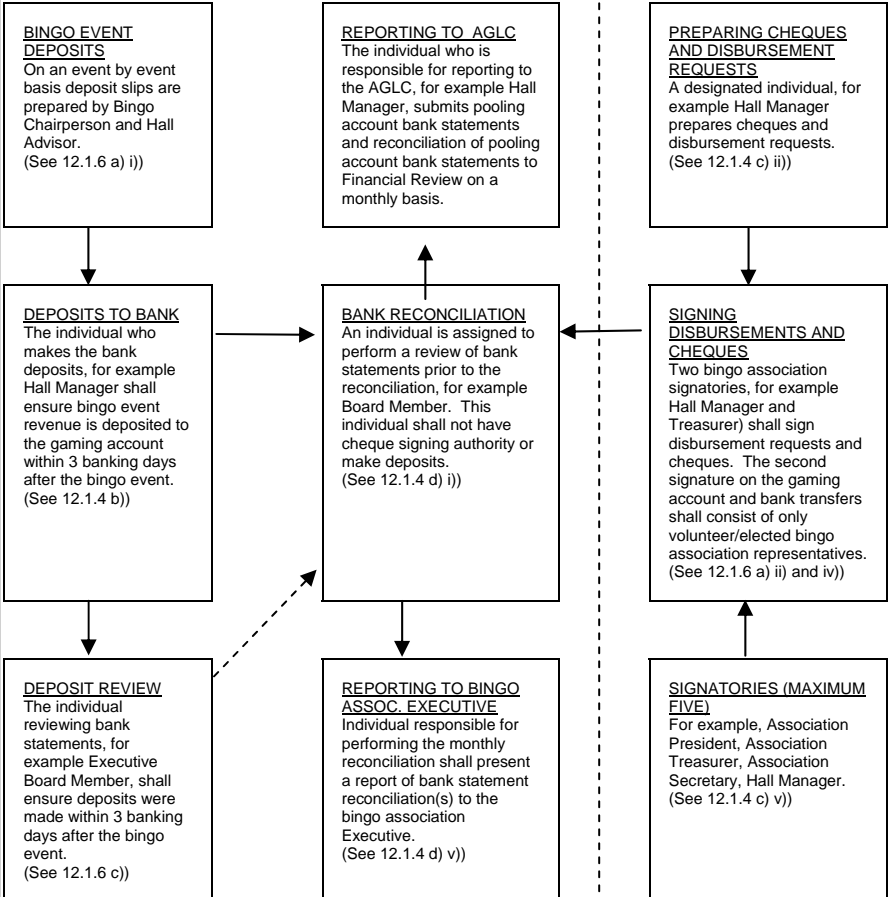
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**MANAGING BINGO EVENT REVENUE – ASSOCIATION CLEARING ACCOUNT
SAMPLE STAFF DUTIES ORGANIZATIONAL CHART**

MANAGEMENT OF BINGO DEPOSITS AND GAMING ACCOUNTS

SIGNING AUTHORITY ON
DISBURSEMENT REQUESTS
AND CHEQUES



NOTE: The positions used as examples represent a sample organizational structure that complies with the requirements of Subsections 12.1.4 and 12.1.6 of Bingo Terms & Conditions and Operating Guidelines. Class A facility licensees may delegate these responsibilities to other positions as long as the requirements of Subsections 12.1.4 and 12.1.6 are met.

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12.2.1 FIXED FEE

- a) Class B facility licensee fixed fees must be approved by the Commission. Proposed fixed fees shall be submitted to the Commission for approval with the facility licensee's Facility Licence Application, and again two (2) months prior to the beginning of the second year of the facility licence. Fixed fees submitted to the Commission for review must include the following:
 - i) the total number of events to be conducted during the year including a breakdown of the number of events in each time slot;
 - ii) an itemized annual budget detailing the total expenses being charged in the fixed fee; and
 - iii) a detailed breakdown of the fixed fee for each event time slot including a total for each event.
- b) Fixed fees are to be charged on an event basis. Each event time slot (that is, morning, afternoon, evening or late night) shall have an established fixed fee structure based on the annual operating budget. The fixed fee may be the same for each time slot or may vary for each time slot.
- c) Fixed fees shall not include the costs of operating or providing non-gaming space, supplies or services.
- d) Fixed fees must be reasonable and reflect the economic value of the space and services provided.
- e) Class B facility licensees shall enter into a Bingo Facility and Service Agreement with each licensed charity from the bingo society (see Subsection 3.7.1). The fixed fee must be included in the agreement. If the fixed fee is amended as per Subsection 12.2.1 clause h), a new Bingo Facility and Service Agreement must be signed by each licensed charity.

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- f) Within 120 days of the year end, any surplus resulting from the actual expenses being less than the fixed fee must be refunded to the licensed charities. The facility licensee shall write a cheque to the Trustee (see Subsection 12.2.5 clause b)) who will disburse the surplus proceeds to the bingo society's licensed charities according to the number of events conducted within that fiscal year.
- g) If the facility licensee is operating at a deficit, the facility licensee shall immediately notify the Regulatory Division and shall not, unless approved by the Board of the Commission, assess the licensed charities additional expense charges to cover the deficit.
- h) Any amendment to the facility licensee's fixed fee must be approved by the Commission prior to being implemented. Sufficient explanation for an increase or decrease to the fixed fee must accompany the request for a change. Approved amendments to the fixed fee will commence at the start of the month after the approval has been granted.

12.2.2 BINGO EXPENSES

- a) Bingo Fixed Fee Expenses:
 - i) Class B facility licensee bingo operating costs shall be charged back to the licensed charities in accordance with the facility licensee's Commission approved fixed fee (see Subsection 12.2.1). Bingo fixed fee expenses shall not be charged as a percentage of gross revenue.
 - ii) Bingo expenses that may be included in the fixed fee are:
 - facility space;
 - bingo equipment and furnishings;
 - cash cage equipment and supplies;
 - utilities (gas, power etc.)
 - business licence fees, business taxes and property taxes;
 - insurance;
 - janitorial services;

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- facility contingency fund;*
- bingo paper;
- wages, salaries, employee benefits and bonding;
- advertising;
- promotions;
- yearly bingo audit fees;
- building security costs;
- armoured car service;
- bingo licence fees;*
- operator fee for service; and
- GST (on above expenses where applicable).

Note: Fixed fee expenses with an asterisk (*) next to them shall be recorded separately on RIBS. Fixed fee expenses without an asterisk next to them shall be recorded as one expense in RIBS called the "Fixed Fee."

iii) Conditions on above expenses are as follows:

- Facility Space: the fee for facility space shall be reflective of the costs of providing the bingo gaming portion of the facility. The rate may not be calculated as a percentage of revenue.
- Facility Contingency Fund: with specific approval of the Commission, the Class B facility licensee may establish, within the fixed fee structure, an accumulating facility contingency fund. The Class B licensee shall identify the purpose of the contingency fund at the time the fixed fee is submitted for approval. The Class B facility licensee shall maintain accurate records reflecting the amounts contributed to the contingency fund on an event-by-event basis, and shall not disburse contingency funds unless approved by the Commission. Only facility maintenance and upkeep, renovations or equipment upgrades related to the bingo gaming operation will be considered approved uses of facility contingency funds. The Class B facility licensee shall establish an interest bearing account and shall deposit all contingency fund contributions to this account. The principle contributions plus interest earned on the contributions are considered gaming

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funds. Contingency funds not used for the above purposes shall be returned to the licensed charities based on the number of events each charity conducted during the time the contingency funds were collected.

- Advertising: see Bingo Facility Advertising Policy Guidelines at the end of Section 12.4.
 - Promotions: see Bingo Facility Promotions Policy Guidelines at the end of Section 12.5.
 - Bingo Licence Fees: The Class B facility licensee pays bingo licence fees in advance and on a quarterly basis. The facility licensee collects the bingo licence fees from the licensed charities through the fixed fee.
- iv) Bingo expenses other than those listed in Subsection 12.2.2 clause a) subclause vi) may be included in the fixed fee if approved by the Commission. Any other expense not specifically approved in Subsection 12.2.2 clause a) subclause ii) and not specifically prohibited in Subsection 12.2.2 clause a) subclause vi), is prohibited and requires prior approval by the Regulatory Division before the expense is charged to the licensed charities.
- v) Each bingo expense may only appear in the fixed fee once. That is, the cost of a bingo expense cannot be charged twice.
- vi) The following are not considered bingo expenses and shall not be included in the fixed fee or be paid for with gaming proceeds:
- liquor, meals or hospitality (other than provided for volunteers in Subsection 12.2.2 clause c) for paid staff or volunteers;
 - entertainment for suppliers of gaming supplies, equipment and services;
 - personal expenses of facility licensee officers or directors; and

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- any non-gaming activities (for example, the operation of the concession, gift shop or lottery booth).
- b) Satellite Game Expense:
 - i) Satellite game expenses shall be charged at the event level; and
 - ii) must be recorded separately on RIBS.
- c) Concession Expense:
 - i) Concession expense is an eligible bingo expense that is not included in the fixed fee and must be paid by the licensed charity at the bingo event. Concession expenses incurred by volunteers at the bingo event shall comply with the following:
 - concession items shall be purchased for, and consumed by, volunteers of the licensed charity during the time and within the facility that bingo is being conducted;
 - licensed charities are not required to purchase food or refreshments from the bingo facility concession. Licensed charities may arrange for food and refreshments to be brought into the hall;
 - all expenditures must be supported by a receipt;
 - the total concession expense shall not exceed an average of \$5.00 per volunteer for morning events, \$8.00 per volunteer for afternoon and evening events, and \$7.00 per volunteer for late night events. The number of volunteers required is determined by the bingo facility licensee and is stated in the approved bingo program;
 - any concession expenses over the amounts permitted in Subsection 12.2.2 clause c) are the responsibility of the volunteer;

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- licensed charities may set their own concession policy to assist with the control of this expense (for example, no concession expenses are allowed or the maximum per volunteer is \$5.00 per event);
- volunteers may be given a coupon worth a fixed dollar amount. The coupon may be used to purchase concession items. Volunteers may not present the coupon to the concession for a cash reimbursement.
- ii) The event's concession expense must be recorded separately on RIBS, and will be calculated into the charitable return criteria.
- d) Independent Advisor Expense:
 - i) The independent advisor expense is an eligible bingo expense that is not included in the fixed fee and must be paid by the licensed charity at the bingo event and shall comply with the following:
 - the advisor shall be hired by the licensed charity through the bingo society as outlined in Subsection 7.10.7 of these terms and conditions;
 - the expense charged for the independent advisor shall not exceed \$100.00 per bingo event.
 - ii) The independent advisor expense must be recorded separately on RIBS, and will be calculated into the charitable return criteria.
- e) Volunteer's out-of-pocket expenses that are incurred to work bingo shall be reimbursed to the volunteer through the licensed charity. A voucher or receipt must be provided, such as a taxi receipt.

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12.2.3 EVENT FINANCIAL/INVENTORY CONTROL SYSTEM

- a) The Class B facility licensee shall:
- i) submit to the Commission for approval a Financial/Inventory Control System;
 - ii) provide Commission approved Financial/Inventory Control System forms to licensed charities for use at bingo events; and
 - iii) submit a copy of all revised Financial/Inventory Control System forms to the Commission for approval.
- b) Licensed charities shall use the approved bingo event Financial/Inventory Control System in the conduct of bingo events. All transactions shall be recorded on the control forms. The system shall be organized as follows:
- i) Handling of cash at event level:
 - all transfers of cash among paid staff and/or volunteers shall be witnessed, verified, recorded and signed for;
 - actual cash counts shall be recorded;
 - all entries on Financial/Inventory Control System forms shall be completed in non-erasable ink (pencil shall not be used);
 - amendments/corrections to figures on control forms shall be made by striking through the original entry (“white out” shall not be used) and writing the corrected amount beside the original entry; and
 - all amendments/corrections made to event Financial/Inventory Control System forms shall be witnessed, verified, and signed for (initialled).

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- ii) Inventory control for bingo cards/supplies:
 - all transfers of bingo cards between a licensed charity and the facility licensee shall be witnessed, verified by count and recorded;
 - all transfers of bingo cards between paid staff and/or volunteers shall be witnessed, verified by count and recorded;
 - for supplier full bundles, a count of each full bundle is acceptable;
 - for supplier partial bundles (previously opened), a count of each individual card is required;
 - bingo card inventory access shall be strictly controlled by the facility licensee; and
 - the facility licensee inventory records for all bingo cards and related supplies shall be maintained by the facility licensee.
- iii) Bingo expenses:
 - all bingo expenses shall be verified and recorded; and
 - all bingo expenses shall be paid for by the licensed charity to the vendor, service provider or facility licensee.
- c) The required event Financial/Inventory Control System forms shall be completed by volunteer and paid staff throughout the event (start to finish) as transactions occur.
- d) The practice of pre-signing Financial/Inventory Control System forms prior to the witnessing, verification and recording of transactions is strictly prohibited.

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- e) The sample forms (see Section 14, Forms) of these terms and conditions were developed to assist the facility licensee in developing an acceptable Financial/Inventory Control System for the management of bingo event revenue and keeping of inventory for bingo cards and related supplies. The forms are intended to be used as a guide and to assist the facility licensee in developing Financial/Inventory Control System forms to coincide with the facility licensee's approved bingo program. The fundamentals of any event Financial/Inventory Control System must comply with the samples provided and with the requirements outlined in this section.

12.2.4 MANAGING BINGO EVENT REVENUE

- a) All bingo revenue, less cash prize costs, shall be deposited into the licensed charity's approved bingo bank account.
- b) All payments for bingo expenses (fixed fee, independent advisor, concession and Satellite game expense and eBingo Operators Commission), Commission eBingo sweep amount and the Satellite main prize contribution shall be made by cheque from the approved bingo bank account. Payments relating to the Satellite game expense shall be submitted through the facility licensee.

NOTE: The Satellite main prize contribution and expenses may be combined in one cheque or bank transfer; however, two separate RIBS entries are required at the event level.

- c) In the case of a bingo event loss:
- i) the licensed charity shall write a cheque to the facility licensee in the amount of the loss; and
- ii) the licensed charity shall be reimbursed for the amount of the event loss from the pool account prior to the pooled proceeds being disbursed.

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12.2.5 POOLING

- a) Pooling is mandatory for all licensed charities conducting bingo in a licensed facility.
- b) The pool must be managed by an independent third party Trustee. The bingo facility licensee is not to have or exercise any influence over the activities of the Trustee. The Commission will work directly with the Trustee as required. Registered gaming workers and individuals having a financial interest in a bingo facility cannot act as a Trustee. The bingo society, with approval from the Commission, shall select a Trustee and Bingo Pooling Trust agreement to be utilized for individual licensed charities.
- c) The bingo society shall establish one pool for all events and ensure that all licensed charities sign an agreement with the Trustee and shall submit a copy of the master agreement to the Commission for approval before the pool period begins. Each licensed charity that conducts a bingo event during the pool period must be part of the pool, and shall receive a share of the pooled proceeds in accordance with the terms of the pooling agreement.
- d) Pooling agreements shall address the requirements of these terms and conditions, and detail all aspects of the pooling arrangement, including but not limited to:
 - i) the name of the licensed charity;
 - ii) the name of the Trustee;
 - iii) date of the pooling agreement;
 - iv) length of time the pooling agreement is in effect (that is, one year, two years, or as long as the society is operating);
 - v) space for the charity's signing officer's signature and his/her position in the organization;

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- vi) terms of the pooling agreement including:
 - a statement that proceeds are pooled on a monthly basis, for this Subsection proceeds to the pool account are: gross revenue less prizes, less expenses (excluding independent advisor and concession);
 - how losses and pool deficits are handled; and
 - the total fees charged by the Trustee as an expense against the pooled revenue.
 - vii) details describing how the Trustee is required to manage the pooling agreement;
 - viii) a statement that each licensed charity will deposit the event revenue to their bingo account, and write a cheque for the proceeds to the Trustee who will deposit the proceeds to the pooling account;
 - ix) a statement that the pooled proceeds will be disbursed at the end of each month to the charities that conducted bingo events in each pool period. The proceeds will be disbursed from the pooling account by cheque or bank transfer which must be deposited to the charities bingo account; and
 - x) any other information relevant to the agreement as stipulated by the licensed charities of the bingo society.
- e) A pooling bank account shall be established by the Trustee. Details on the bank account and the names of the Trustee signing authorities (including changes to signing authorities) shall be provided to the Financial Review Section of the Commission.
- f) Following each bingo event the bingo chairperson, witnessed by at least one other volunteer shall:
- i) complete the reconciliation in the appropriate section on the Event Summary Control form; and
 - ii) write a cheque to the Trustee for proceeds as defined in Subsection 12.2.4 clause a).

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- g) The pooled proceeds, in full shall be distributed monthly to the licensed charities, in accordance with the pooling agreement. Each licensed charity shall deposit proceeds to their approved bingo account.
- h) The Trustee shall distribute to each charity a schedule of the pool disbursements and a cheque for their pool share. In lieu of a cheque the pool share may be paid to the charity through an electronic funds transfer (EFT).
- i) Pool allocation details must be submitted to the Commission by the facility licensee via RIBS no later than the 15th day of the month following the pooling period.
- j) The Trustee shall submit a monthly bank reconciliation for the pooling account along with supporting documents (bank statements) to the Financial Review Section. The list must include the licensed charity's name, Commission's identification number, date and amount of disbursements.

12.2.6 FINANCIAL RECORDS AND DOCUMENTS

- a) All original event control forms are the licensed charity's property (including the event cash register tapes i.e. "x", "z", voids, etc.).
 - i) Original forms shall be kept by the facility licensee at the bingo facility for a period of two years after the bingo licences expires. In accordance with the Income Tax Regulations, the original forms shall be stored for an additional four years (may be off premises).
 - ii) The licensed charity shall keep a copy of the Event Summary form for comparison to the financial report.
 - iii) Licensed charities shall be allowed to examine their original forms upon reasonable notice to the facility licensee.
- b) The facility licensee shall retain the original master cash register tape rolls for a period of six years after the bingo licence expires, as described in Subsection 12.2.6 clause a) subclause i).

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- c) All other bingo records shall be kept by the licensed charity for two years after the bingo licence expires. Commission Inspectors and officials shall be allowed to examine and make copies of all bingo records. Inspectors and officials of the Commission may remove bingo records for further review and shall, as soon as practicable, provide the facility licensee with a receipt for the bingo records removed. The facility licensee may request copies in order to carry on its normal affairs.
- d) Bingo events shall be video/audio recorded; tapes from each event shall be kept for at least 31 days after the event (see Subsection 5.4.3).

12.2.7 REMOTE INFORMATION BINGO SYSTEM (RIBS)

- a) The Remote Information Bingo System (RIBS) enables facility licensee's to submit financial data electronically. The software is available free of charge from the Commission, and includes charities' name and licence numbers that pertain to the facility licensee. See Subsection 12.2.7 clause e) for hardware requirements. RIBS provides data entry, update, enquiry, print, import, and export capabilities for the following:
 - i) Bingo Event information;
 - ii) Bingo Pooling information;
 - iii) Pull Ticket Pooling information;
 - iv) Expense Adjustment information; and
 - v) Clearing Account Transaction information.
- b) Usage of the Remote Information Bingo System is mandatory for all facility licensees.
- c) Accuracy of data entry into RIBS is of the utmost importance. The hall manager shall confirm that all financial information reported on RIBS accurately reflects the information contained on the Event Summary Control Form that reflects the financial activity for the event. Individuals entering the data shall ensure that:

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- i) the selected licensed charity, licence number, and pool ID number are correct;
 - ii) the numeric figures entered are correct and not transposed or misrepresented; and
 - iii) only game types and expense types approved by the Commission shall be used to report financial data. Where a facility licensee needs to enter financial data which is not consistent with one of the current types, the facility licensee shall contact the Financial Review Section, and request the correct identifier for the type to allow them to report the data. The financial data shall not be reported under a type to which it does not relate.
- d) The facility licensee shall ensure that RIBS monthly event statistics are forwarded to the Commission, via modem, within 7 days of the end of each month. Pool statistics must be forwarded within 15 days of the end of the pool period. For example: the event reporting for the month of August shall be received by the Commission no later than September 7, pool reporting for the month of August shall be received by the Commission no later than September 15. The procedure for transmission of this data can be found in the on-line "Help" option of RIBS.
- e) Minimum system hardware requirements for RIBS:
- i) Pentium P133 or higher IBM-compatible PC running Windows 95 or Windows XP;
 - ii) minimum of 32 MB RAM;
 - iii) at least 30 MB free hard disk space (for full installation of RIBS files);
 - iv) 3-1/2" diskette drive; and
 - v) modem with a speed of 28,800 bits per second supporting V.34 standards.

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SECTION: 12.3 CHARITABLE RETURN CRITERIA

12.3 CHARITABLE RETURN CRITERIA

- 12.3.1** A guiding principle for gaming in Alberta is that “the financial return to eligible groups from charitable gaming is to be maximized for the benefit of charitable and religious groups, the programs or activities they deliver and the communities in which those programs are located.”
- 12.3.2** The charitable return criteria specified in Subsection 12.3.13 below details the amount of proceeds licensed charities must obtain from bingo events conducted at the licensed facility based on its gross annual sales.
- 12.3.3** All bingo facility licensees shall comply with the charitable return criteria specified in Subsection 12.3.13, by March 31, 2005.
- 12.3.4** New bingo facility licence applicants shall demonstrate through their business plan that the facility will comply with the charitable return criteria specified in Subsection 12.3.13.
- 12.3.5** The continued licensing of a licensed bingo facility depends, among other things, on the level of return provided to licensed charities holding events in the licensed facility.
- 12.3.6** Due consideration will be given to bingo facility licensees whose ability to comply with the charitable return criteria in Subsection 12.3.13 is directly affected by regional economic or other extenuating circumstances.
- 12.3.7** The bingo facility licensee and the approved hall manager are responsible to ensure that the structure of the bingo program and fixed fee or advance system of paying expenses result in compliance with the charitable return criteria.
- 12.3.8** The facility licensee and the hall manager shall regularly monitor bingo operations throughout the term of the facility licence to ensure compliance with the charitable return criteria. Where it appears that compliance with the charitable return criteria is in question, the facility licensee and hall manager shall, within the provisions of these terms and conditions, make whatever changes are necessary to bring bingo operations in compliance with the charitable return criteria.
- 12.3.9** The Commission will review the charitable return from bingo events in a licensed bingo facility over a 52 week rolling average monitored on a quarterly basis.

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SECTION: 12.3 CHARITABLE RETURN CRITERIA

12.3.10 Licensed bingo facilities that do not meet the charitable return criteria specified in Subsection 12.3.13 at the end of each one year period of the term of the facility licence shall submit a business plan, within 45 days of the notice of review, to the Regulatory Division outlining how they will bring the bingo operation into compliance with the charitable return criteria. The licensee will be provided six months to demonstrate compliance with the charitable return criteria, after which time an Incident Report will be submitted for consideration of the Board.

12.3.11 The Board may impose sanctions on the facility licensee for non-compliance with the charitable return criteria up to and including cancellation of the Bingo Facility Licence.

- a) A bingo facility licensee may be exempt from sanctions when:
- i) only one licensed bingo facility exists in the community and compliance with the charitable return criteria would negatively impact the long term viability or continued operation of the bingo facility; and
 - ii) it can be demonstrated that the continued licensing of the facility will not negatively impact the viability or continued operation of another licensed bingo facility(s) in the region or market area in which the facility is located.

12.3.12 Licensed bingo facilities operating in the same region or market area are strongly encouraged to join bingo operations in order to make better use of existing facilities, reduce expense, and generate higher charitable returns from bingo events.

SECTION: 12.3 CHARITABLE RETURN CRITERIA

12.3.13 The calculation of returns to licensed charities is as follows:

| | GROSS ANNUAL SALES | PERCENTAGE RATE OF RETURN | DOLLAR RETURN |
|----------|-----------------------------------|---------------------------|----------------------------------|
| Level 1 | Up to \$1,000,000 | 10% | \$0 to \$100,000 |
| Level 2 | \$1,000,000 to \$2,000,000 | 10% to 11% | \$100,000 to \$220,000 |
| Level 3 | \$2,000,000 to \$3,000,000 | 11% to 12% | \$220,000 to \$360,000 |
| Level 4 | \$3,000,000 to \$4,000,000 | 12% to 13% | \$360,000 to \$520,000 |
| Level 5 | \$4,000,000 to \$5,000,000 | 13% to 14% | \$520,000 to \$700,000 |
| Level 6 | \$5,000,000 to \$6,000,000 | 14% to 15% | \$700,000 to \$900,000 |
| Level 7 | \$6,000,000 to \$7,000,000 | 15% to 16% | \$900,000 to \$1,120,000 |
| Level 8 | \$7,000,000 to \$8,000,000 | 16% to 17% | \$1,120,000 to \$1,360,000 |
| Level 9 | \$8,000,000 to \$9,000,000 | 17% to 18% | \$1,360,000 to \$1,620,000 |
| Level 10 | \$9,000,000 to \$10,000,000 | 18% to 19% | \$1,620,000 to \$1,900,000 |
| Level 11 | \$10,000,000 and greater | 19% and greater | \$1,900,000 and greater |

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SECTION: 12.4 BINGO AND ELECTRONIC GAMES ADVERTISING

12.4 BINGO AND ELECTRONIC GAMES ADVERTISING

12.4.1 INTRODUCTION

- a) Advertising refers to the use of media (for example, newspapers, magazines, radio, television, signage, internet including e-mail messaging) to communicate a message to a wider audience.
- b) The purpose of these guidelines is to provide policy parameters under which legitimate bingo facility advertising activities may take place in accordance with the Gaming and Liquor Act, Gaming and Liquor Regulation and AGLC Board policies.
- c) These policy guidelines shall be considered conditions of the licence applying to bingo facility licensees, as well as the conditions of the Electronic Bingo Retailer Agreement.
- d) Advertising is permitted without the prior approval of the Regulatory Division, providing the intended advertising activity is covered by or directly referred to in these guidelines.
- e) Bingo facility licensees are responsible for ensuring their advertising is at all times in compliance with these policies.
- f) "Regulatory Division" refers to the Regulatory Division of the Alberta Gaming and Liquor Commission.
- g) "Bingo games" refers to all bingo games and electronic games authorized by the AGLC.
- h) Advertising schemes of all electronic games shall be submitted to the Manager, Bingo Programs, for approval. For further information on electronic games, see Section 11.
- i) Advertising of all paper bingo games that do not comply with these policies shall be submitted to the Manager, Bingo Programs, for approval.

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SECTION: 12.4 BINGO AND ELECTRONIC GAMES ADVERTISING

12.4.2 BASIC PRINCIPLES

- a) Advertising must be within the limits of good taste and propriety.
- b) Advertising must be accurate and verifiable.
- c) Advertising shall not:
 - i) encourage or promote irresponsible play;
 - ii) depict excessive or prolonged periods of play of bingo games or electronic games; or
 - iii) convey the impression that playing or winning will improve an individual's status or standing.
- d) Advertising must not be targeted at minors.
- e) Advertising may not be used to disparage or discredit another company, business or product.
- f) Advertising must comply with any requirements of the Canadian Radio-Television and Telecommunications Commission (C.R.T.C.) and any other regulatory body having related jurisdiction.
- g) Subject to Subsection 12.4.2.f), the advertiser has discretion over the size and frequency of print advertisements and the length and frequency of television and radio commercials.
- h) Advertising may focus on any one game or activity in the bingo facility, or any combination of games or activities.
- i) All advertising expenditures must be supported by invoices or similar accounting means, and be available to the AGLC or agents of the AGLC on request.

12.4.3 ELEMENTS OF ADVERTISING

- a) Gambling Scenes
 - i) The activities shown in any advertising using a bingo setting must be within the normal bounds of those which are permitted in the province.

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- ii) A legal setting must be presented, and only approved bingo games, electronic games and activities may be shown.
- iii) Photographs or other representation of real life players is not permitted without their prior consent.
- b) Minors
 - i) Advertising must not appeal specifically to minors or be placed in any medium that is targeted specifically to minors.
 - ii) Minors or persons who may be reasonably mistaken for minors may not be depicted in bingo advertisements.
 - iii) The use or imitation of children's fairy tales, jingles, nursery rhymes, songs, musical themes or fictional characters is not permitted.
 - iv) Advertising may not be placed at venues (such as sports arenas) which are used primarily by minors.
- c) Bingo Games
 - i) Advertising may focus on any bingo game, or combination of bingo games, including electronic games.
 - ii) The following details may be included in the advertising of DIGI bingo:
 - availability of DIGI bingo for play;
 - cost to play DIGI bingo;
 - number of cards that may be played on DIGI bingo units;
 - play of DIGI bingo along with paper bingo; and
 - the same regular game plays between DIGI bingo and paper bingo.

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SECTION: 12.4 BINGO AND ELECTRONIC GAMES ADVERTISING

- d) Personal Endorsements
- i) Bingo endorsement by a well-known personality or look-alike should not imply that playing bingo games or electronic games has contributed to the individual's success.
 - ii) No well-known personality (for example, an athlete or a youth-oriented musical group) or look-alike with strong appeal to minors may be used in bingo advertising.
 - iii) The age of personalities and their current standing in the public eye should be taken into account when assessing appeal to minors.
- e) Cost of Advertising
- i) The bingo facility licensee is responsible for all costs of advertising. Joint advertising between a Class A facility licensee and the facility landlord may be approved as follows:
 - association being responsible for the content and design of the advertising. The landlord may assist in the cost;
 - joint advertising shall clearly differentiate between the bingo activities sponsored by the association/licensee, and the promotions conducted by the landlord and/or concession operator (even if the association is the landlord or operates the concession); and
 - a cost breakdown and supporting source documents (receipts) must be kept and accounted for as part of the association yearly audit.
 - ii) There is no dollar limit on advertising expenses or costs other than as approved in the facility fixed fee. It is up to the bingo facility licensee to outline in their annual operating budget how much will be spent on advertising.

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- iii) Advertising must be accounted for separately from promotions (see Section 12.5, Bingo Facility Promotions Policy Guidelines). Any draws, contests, giveaways, or any other promotion permitted under Section 12.5, Bingo Facility Promotions Policy Guidelines, which form part of an advertising campaign, must be accounted for as a promotion.

12.4.4 INTERPRETATION AND ENFORCEMENT

- a) The interpretation and enforcement of these guidelines are the responsibility of the Regulatory Division.
- b) The bingo facility licensee is responsible for ensuring advertisements meet the requirements of these policy guidelines.
- c) Questions or concerns that require interpretation should be reviewed with the Manager, Bingo Programs.
- d) A bingo facility licensee may submit advertising covered by these guidelines to the Manager, Bingo Programs, for approval before undertaking the advertising.
- e) Failure to comply with the spirit and intent of these policy guidelines will result in sanctions by the Board. Sanctions include, but are not limited to:
 - i) warnings;
 - ii) the requirement that the bingo facility licensee remove the advertising;
 - iii) the requirement that all further advertising covered by these guidelines be submitted in advance to the Regulatory Division for approval;
 - iv) suspension of advertising privileges for specified periods; or
 - v) any other sanctions determined by the Board consistent with the *Gaming and Liquor Act*, or Electronic Bingo Retailer Agreement(s).

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SECTION: 12.5 BINGO FACILITY PROMOTIONS POLICY GUIDELINES

12.5 BINGO FACILITY PROMOTIONS POLICY GUIDELINES

12.5.1 INTRODUCTION

- a) Promotion refers to any activity within a bingo facility designed to attract players or to maintain player levels other than through advertising. Such an activity may include, but is not limited to, a contest, draw, giveaway, reward points program, etc., or similar promotions.
- b) The purpose of these guidelines is to provide policy parameters under which legitimate promotional activities may take place in accordance with the authority of the *Gaming and Liquor Act*, *Gaming and Liquor Regulation* and AGLC Board policies.
- c) The policies established by these guidelines shall be considered conditions of the licence applying to bingo facility licensees, and conditions of the Electronic Bingo Retailer Agreement(s).
- d) Bingo facility licensees are responsible for ensuring their promotions are at all times in compliance with these policy guidelines.
- e) Unless specifically stated, merchandise promotions of a value under \$500.00, including the distributing of nominal merchandise type promotions, such as coffee mugs, dabbers, bingo bags, T-shirts, to bingo players are permitted without prior approval of the Regulatory Division of the Commission if the intended promotional activity is covered by or directly referred to in these guidelines.
- f) A promotional activity that exceeds \$500.00 in value shall be submitted to the Regulatory Division of the Commission for approval before undertaking the promotion(s).
- g) "Regulatory Division" refers to the Regulatory Division of the Alberta Gaming and Liquor Commission.
- h) "Bingo games" refers to all bingo games and electronic games authorized by the Commission.

SECTION: 12.5 BINGO FACILITY PROMOTIONS POLICY GUIDELINES

12.5.2 BASIC PRINCIPLES

- a) Promotions are considered a means of attracting new players or maintaining current players.
- b) Promotions must be conducted within the limits of good taste and propriety.
- c) Promotions may focus on any one game or activity in the bingo facility or any combination of games or activities in the bingo facility authorized by the Regulatory Division.
- d) All promotions must be supported by invoices or similar accounting means, and be available to the Commission on request.
- e) Bingo facility licensees may not provide by themselves or through any third party, any promotional activity which:
 - i) alters the elements of chance of any bingo game;
 - ii) provides increased payouts to reward frequent play;
 - iii) is game-altering in any way; or
 - iv) is illegal.
- f) The charity conducting a licensed bingo event shall not pay the costs (other than that charged through the fixed fee) of conducting the promotional activity. Any promotional activity that results in the charities' revenue being reduced is prohibited.
- g) Facility licensees shall establish, as part of the facility fixed fee, an annual budget to cover the costs of promotions. All promotions shall be conducted within the approved annual budget for promotions.

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SECTION: 12.5 BINGO FACILITY PROMOTIONS POLICY GUIDELINES

12.5.3 PROMOTIONS IN THE BINGO FACILITY

- a) Free draws, contests, giveaways or similar promotions are allowed provided that a person is not required to play bingo games or electronic games, or to remain in the facility to receive a prize as a condition of participating in or entering the draw, or other promotion. A bingo facility licensee may require a person to be present at time of draw to receive a prize; however, the time, date and place of the draw must be prominently posted within the bingo facility.
- b) Bingo facility licensees or concession operators may provide free refreshments or food to players as a means of "customer service". These items must be paid for from non-gaming revenue and will not be considered as part of the fixed fee for promotions.
- c) Facility licensees:
 - i) shall not offer "cash" promotions to players or increase the cash value of a bingo prize or door prize through their promotions budget (fixed fee); and
 - ii) may provide promotional type merchandise items, such as bingo bags, dabbers, stuffed figurines, T-shirts, coffee mugs etc. to bingo licensees to be awarded as a door prize. The total cost value of the items awarded from the approved promotional budget at any event shall not exceed the lesser of \$200.00 or \$30.00/100 patrons or portion thereof in attendance at the event.
- d) Bingo facility licensees may offer player reward programs under the conditions set out in Subsection 12.5.4.

12.5.4 VALUE OF PROMOTIONS

- a) The bingo facility licensee is responsible for all promotional costs. However, arrangements can be made with third parties (such as a hotel or restaurant) to co-sponsor promotional activities.

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- b) Where a bingo facility licensee co-sponsors a promotion, only the bingo facility licensee's costs of the shared promotions must be used when accounting for promotional costs in the fixed fee.
- c) Adequate financial records must be maintained; they must include the value of each promotion and show a year-to-date amount.
- d) Costs cannot be accumulated between bingo facilities that are operated by the same bingo facility licensee.
- e) Promotions expenditures must be accounted for separately from advertising.

12.5.5 PLAYER REWARDS PROGRAMS

- a) Bingo facility licensees may utilize gaming funds from their promotions budget to offer bingo players a rewards program as follows:
 - i) Personal information provided by bingo players for a database (Point of Sale Player Tracking or otherwise) must be provided on a voluntary basis and the extent of the intended use of this personal information must be disclosed to the player at the time of application to the rewards program.
 - ii) Facility licensees may award reward points for incidents of bingo play, for example, one point per attendance to play bingo. Points shall not be awarded on the basis of the number of bingo cards a player has purchased.
 - iii) Bingo reward points:
 - shall be awarded only once per event;
 - are non-transferable;
 - have no cash value;
 - may not be exchanged for free bingo play;

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- must have an expiry date;
 - players shall produce 2 pieces of identification when redeeming points; and
 - players shall sign for redeemed points.
- iv) Bingo related rewards may be paid for with gaming funds from the facility licensee's promotions budget. Points/rewards awarded to players through non-gaming activities (e.g. concession or dabber purchases) must be funded with non-gaming funds.
- v) Players shall be provided with the complete reward program/membership rules. The rules shall include details relating to clause c) above, details on how points are awarded and redeemed, and any restrictions relating to the same.
- vi) The facility licensee shall maintain complete records of all points awarded and redeemed in each fiscal year for review and audit by the AGLC. The facility licensee shall ensure that the total points awarded and available for redemption, can be funded by gaming funds available or remaining in the annual promotions budget.
- vii) The facility licensee's annual audited financial statements (see Subsections 3.5.16 and 3.7.29) shall clearly identify the annual cost of the reward program, as well as recognize the accrued payable at year-end related to unredeemed reward points.

12.5.6 INTERPRETATION AND ENFORCEMENT

- a) The interpretation and enforcement of these guidelines are the responsibility of the Regulatory Division.
- b) The bingo facility licensee is responsible for ensuring promotions meet these policy guidelines.

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- c) Failure to comply with the spirit and intent of these policy guidelines will result in sanctions by the Board. Sanctions include, but are not limited to:
- i) warnings;
 - ii) the requirement that the bingo facility licensee cease promotions;
 - iii) the requirement that all further promotions covered by these guidelines be submitted in advance to the Regulatory Division for approval;
 - iv) suspension of promotional privileges for specified periods; or
 - v) any other sanctions determined by the Board.

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SECTION: 13. ENFORCEMENT

13.1 GENERAL

13.1.1 Bingo facility licensees, bingo licensees (licensed charitable organizations) and registered gaming workers are required to cooperate fully with Commission Inspectors and police officers attending at a bingo facility. A licensee must, on the request of an Inspector, the Commission or an employee of the Commission:

- a) assist the Inspector in carrying out an inspection, and
- b) provide the Inspector with records, documents, books of account and receipts and provide a place where they may be inspected, audited, examined or copied.

13.1.2 Every police officer, as defined in the *Police Act*, is an Inspector for the purposes of the *Gaming and Liquor Act*.

13.1.3 To ensure compliance with the *Gaming and Liquor Act*, the *Gaming and Liquor Regulation*, and Board policies, a Commission Inspector:

- a) must be given full and unrestricted access to all areas of a bingo facility;
- b) may take reasonable samples of gaming supplies;
- c) may inspect, audit, examine and make copies of records, documents, books of account and receipts relating to a gaming activity, a facility licence or gaming supplies or may temporarily remove any of them for those purposes. Inspectors and officials of the Commission shall provide the facility licensee with a receipt for any items removed at the time of removal or as soon as possible after their removal;
- d) may interview the licensee or agents of the licensee with regard to any of the records, documents, books of account and receipts;

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- e) may interview and request identification from any person who appears to be under the age of 18 years who appears to be a minor who is found outside of the licensed facility if the Inspector has reasonable grounds to believe that the person is contravening or has contravened the *Gaming and Liquor Act*, and
 - f) may seize identification from any person interviewed if the Inspector has reasonable grounds to believe that the identification is false or has been altered.
- 13.1.4 Inspectors carry Commission photo identification and a badge while on duty. Licensees and registrants should request proof of identification prior to providing information or access.
- 13.1.5 Inspectors visit licensed facilities to:
- a) ensure compliance with legislation and operating standards;
 - b) confirm that no changes have been made that affect compliance with the facility licence;
 - c) provide advice to licensed charities or facility licensees and bingo workers who wish to apply for a licence, licence amendment, program amendment or registration;
 - d) investigate complaints;
 - e) conduct information seminars; and
 - f) respond to requests from registrants or facility licensees to discuss operational concerns.
- 13.1.6 Inspectors will work with licensed charities, facility licensees and registrants to assist them in meeting operating standards.
- 13.1.7 Where an Inspector has reasonable grounds for believing that a violation of the *Gaming and Liquor Act*, the *Gaming and Liquor Regulation* or Board policy has occurred, the Inspector has the authority to ask the licensed charity, facility licensee or registrant to correct the situation by appropriate means.

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SECTION: 13. ENFORCEMENT

13.1.8 Reports of alleged violation(s) or potential problems received from the police, fire, health, other government agencies or the general public regarding a licensed facility shall be investigated and may result in an Incident Report.

13.1.9 An Inspector will prepare an Incident Report setting out the details of an alleged violation(s) and all Incident Reports shall be dated when the investigation is finalized.

13.2 INCIDENT REPORTS AND HEARINGS

13.2.1 An Incident Report setting out the circumstances of an alleged violation will be submitted to the Executive Director, Regulatory Division. A copy shall be given to the facility licensee or licensed charity, as appropriate, within ten working days of the Incident Report being completed.

13.2.2 The Executive Director may refer an Incident Report to the Board for review and decision where circumstances warrant.

13.2.3 The Board shall decide whether to hold a hearing based on an Incident Report.

13.2.4 A licensee or registrant may apply to the Board for a hearing if the Board has, without a hearing in respect of that licensee or registrant,

- a) made an order under section 91, 91.1(2) or 92 of the *Gaming and Liquor Act*,
- b) imposed conditions on the licence under section 38(3) or 61(3) of the *Gaming and Liquor Act*, or
- c) imposed conditions on the registration under the regulations.

13.2.5 A person who is refused a licence or registration by the Board without a hearing may apply to the Board for a hearing.

13.2.6 A person whose gaming terminals or gaming supplies have been seized under section 95 or 106 of the *Gaming and Liquor Act* may apply to the Board for a hearing.

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- 13.2.7 An applicant for a hearing must apply in writing to the Board within 30 days after receiving notice of the matter in respect of which a hearing is requested, or a longer period as the Board permits.
- 13.2.8 The application must describe the matter in respect of which a hearing is requested and set out the reasons for making the application.
- 13.2.9 Within 60 days after receiving an application, the Board must conduct a hearing and give the applicant an opportunity to make representations to the Board.
- 13.2.10 The hearing file will be available for review by the facility licensee or licensed charity, as appropriate, on the day of the hearing. Advance viewing may be arranged with the Board Office.
- 13.2.11 After a hearing under this section, the Board may by order:
- a) confirm the original order or decision,
 - b) replace the order or decision with another order or decision made in accordance with the authority for the order or decision,
 - c) cancel the original order or decision, or
 - d) in the case of a hearing applied for under clause c) above, confirm the seizure and declare the goods forfeited to the Commission or direct that any or all of the seized goods be returned.
- 13.2.12 The Board shall provide the applicant with a copy of its order and written reasons.
- 13.2.13 A decision of the Board under the *Gaming and Liquor Act* is final.

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13.3 DISCIPLINE WITHOUT A HEARING

- 13.3.1 Pursuant to Section 91(2) of the *Gaming and Liquor Act*, the Board may do any one or more of the following with or without a Board hearing:
- a) issue a warning;
 - b) impose conditions on the licence or registration or rescind or amend existing conditions on the licence or registration;
 - c) impose a fine of not more than \$200,000 and refuse to issue or reinstate the licence or a registration until the fine is paid; or
 - d) suspend or cancel the licence or registration.
- 13.3.2 Where the Board has taken action without a hearing, and a hearing is requested, the hearing will be scheduled as soon as possible.

13.4 WAIVER OF BOARD HEARING WITNESSES

- 13.4.1 The Board shall determine whether witnesses are required, or whether the licensee or registrant will be offered an opportunity to waive the requirement for witnesses to attend specific Board hearings.
- 13.4.2 If provided the opportunity, the option to waive a witness from attending a Board hearing regarding an Incident Report is at the discretion of the facility licensee, licensed charity or registrant, as appropriate.
- 13.4.3 Where there is no dispute as to the contents of the Incident Report and the licensee or registrant signs the Waiver of Board Hearing Witnesses, the licensee or registrant is agreeing to the facts in the Incident Report, and witnesses will not be called to the Board hearing.
- 13.4.4 Witnesses may be called to deal with matters not covered in the Incident Report, regardless of the waiver decision.

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13.4.5 When a signed Waiver of Board Hearing Witnesses is received, the licensee or registrant will be contacted prior to the Board hearing, to determine if they wish to be present and make representations at the Board hearing or if they will submit a written presentation to the Board and not personally attend the hearing.

13.5 CONSENT TO PROPOSED BOARD DECISION

13.5.1 A licensee or registrant may accept a proposed Board decision respecting disciplinary action (penalty) without a Board hearing, when the licensee or registrant does not dispute the circumstances in the Incident Report and is prepared to accept the proposed disciplinary action.

13.5.2 When the Board establishes a proposed disciplinary action the licensee or registrant shall be advised by written notice including:

- a) Notice of Proposed Board Decision;
- b) Consent to Proposed Board Decision;
- c) Incident Report;
- d) Penalty Guidelines; and
- e) Waiver of Board Hearing Witnesses.

13.5.3 Upon receipt of the Notice of Proposed Board Decision the licensee or registrant shall review the material and complete the Consent to Proposed Board Decision (Form LIC/5198), electing to:

- a) admit to the violation(s) contained in the Incident Report, accept the penalty on the Notice of Proposed Board Decision; or

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- b) admit to the violation(s) contained in the Incident Report, but proceed with a Board hearing as directed by the Board. The licensee or registrant may elect to waive the requirement for witnesses by also completing the Waiver of Board Hearing Witnesses; or
 - c) not admit to the violation(s) contained in the Incident Report and proceed with a Board hearing as directed by the Board with witnesses to be available.
- 13.5.4 The Consent to Proposed Board Decision must be completed and returned to the Board Office in St. Albert within seven (7) calendar days from the date the notice was received by the licensee or registrant, or a hearing will be convened.
- 13.5.5 When a penalty decision involves a fine and/or a suspension, the dates of the suspension, the amount of the fine and the date the fine is to be paid by, shall be included in the Notice of Proposed Board Decision.
- 13.5.6 When the Board stipulates that a Board hearing is to be held, the Board shall also determine whether witnesses are required or whether the licensee or registrant will be offered an opportunity to waive the requirement for witnesses to attend the Board hearing.

13.6 PENALTY GUIDELINES

- 13.6.1 The Board shall establish guidelines that provide a framework for penalty decisions regarding licensee and registrant violations of the *Gaming and Liquor Act*, *Gaming and Liquor Regulation* and Board policy.
- 13.6.2 The circumstances of each individual case shall be considered in the Board hearing and penalties may vary and fall outside the guidelines.
- 13.6.3 The penalty guidelines are included at the end of this Section.

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COMMISSION PENALTY GUIDELINES

The following scale of penalties represents disciplinary measures normally taken by the Alberta Gaming and Liquor Commission respecting violations of the *Gaming and Liquor Act*, *Gaming and Liquor Regulation*, an Order of the Board or a condition of a licence, pursuant to Section 91 of the *Gaming and Liquor Act*. Penalties may vary from the guidelines in mitigating or extreme circumstances. The Board, when making an Order under Section 91(2) of the *Gaming and Liquor Act*, will consider the relevant disciplinary record of the licensee/registrant and that of any affiliated business or corporation which holds a licence or registration issued under the Act. The following list of violations includes those which arise most frequently. The *Gaming and Liquor Act* and the *Gaming and Liquor Regulation* should be referenced for the actual wording of these and other violations.

| VIOLATION [GLA or GLR Section] | SPECIFIED PENALTIES NORMALLY IMPOSED FOR SUCCESSIVE VIOLATIONS OF A SIMILAR NATURE | | | |
|---|---|-------------------------------|------------------------------|------------------------------|
| | Specifics of Offence | 1st Hearing/ Violations(s) | 2nd Hearing/ Violation(s) | 3rd Hearing/ Violation(s) |
| UNAUTHORIZED ACTIVITY | | | | |
| 1. Conducting a licensed gaming activity in an unlicensed facility, [GLA s.36(1)(b)]. | | Up to \$500 fine | Up to \$1,000 fine | Up to \$1,500 fine |
| 2. Permitting an activity in the licensed premises which is contrary to any municipal bylaw or any Act or regulation of Alberta or Canada [GLA s.69(1)(a)]. | | \$500 fine | \$750 fine | \$1,000 fine |
| 3. Permitting an activity in the licensed premises that is prohibited under the licence or by the regulations [GLA s.69(1)(d)]. | | \$500 fine | \$750 fine | \$1,000 fine |
| 4. Registered gaming supplier in possession of or providing unapproved gaming supplies [GLR s.17(1)]. | | Up to \$1,000 fine | Up to \$5,000 fine | Up to \$10,000 fine |
| 5. Registered supplier of Video Lottery Terminals providing unapproved Video Lottery Terminals [GLA s.46(1)]. | | Up to \$10,000 fine | Up to \$20,000 fine | Up to \$50,000 fine |
| 6. Licensee or registrant offering inducements to a gaming licensee [GLA s.41(2)]. | | Up to \$1,000 fine | Up to \$2,000 fine | Up to \$5,000 fine |
| 7. Registrant contravenes conditions of registration [GLR s.17(1)]. | Up to 2 violations | Warning | \$100 fine | \$200 fine |
| | 3 - 5 violations | \$100 fine | \$200 fine | \$300 fine |
| | 6 - 10 violations | \$200 fine | \$300 fine | \$400 fine |
| | 11 or more violations | Hearing | Hearing | Hearing |
| 8. Gaming worker employed when not registered [GLA s.39(1)]. | 1 - 10 events | \$100 fine | \$200 fine | \$300 fine |
| | 11 - 20 events | \$200 fine | \$300 fine | \$400 fine |
| | 21 or more events | Hearing | Hearing | Hearing |
| 9. Gaming licensee employing an unregistered gaming worker [GLA s.39(3)]. | 1 - 10 events | \$100 fine | \$200 fine | \$300 fine |
| | 11 - 20 events | \$200 fine | \$300 fine | \$400 fine |
| | 21 or more events | Hearing | Hearing | Hearing |
| 10. Licensee failing to notify the Commission when a registered employee has been charged with or convicted of a criminal offence [GLR s.10(2)(b)]. | | \$100 fine | \$200 fine | \$300 fine |

| VIOLATION (GLA or GLR Section) | SPECIFIED PENALTIES NORMALLY IMPOSED FOR SUCCESSIVE VIOLATIONS OF A SIMILAR NATURE | | | |
|--|---|-------------------------------|------------------------------|------------------------------|
| | Specifics of Offence | 1st Hearing/ Violations(s) | 2nd Hearing/ Violation(s) | 3rd Hearing/ Violation(s) |
| 11. Registered employee failing to notify the Commission when charged with or convicted of a criminal offence [GLR s.10(2)(b)]. | | Hearing | Hearing | Hearing |
| 12. Permitting a person enrolled in a self-exclusion program to enter or remain in a licensed facility [GLR 34.2] | 1 person | \$250 fine | \$500 fine | \$750 fine |
| | 2 or more patrons | \$500 fine | \$750 fine | \$1,000 fine |
| OPERATING GUIDELINES | | | | |
| 13. Gaming or facility licensee contravenes a condition of a licence [GLA s.38(1)]. | Up to 2 violations | Warning | \$100 fine | \$200 fine |
| | 3 - 5 violations | \$100 fine | \$200 fine | \$300 fine |
| | 6 - 10 violations | \$200 fine | \$300 fine | \$400 fine |
| | 11 or more violations | Hearing | Hearing | Hearing |
| 14. Failure to post facility licence, gaming licence or other required signage [GLR s.33]. | | Warning | \$250 fine | \$500 fine |
| 15. Failure to request identification from a possible minor or a person who appears to be under the age of 25 [GLA s.37.1(3) and s.61(1)]. | Single person | \$750 fine | \$1,500 fine | \$2,500 fine |
| | Two or more persons | \$1,500 fine | \$3,000 fine | \$5,000 fine |
| 16. Permitting a minor in a licensed gaming facility where minors are prohibited [GLA s.37.1(2)]. | Under 16 years of age | \$1,500 fine | \$1,750 fine | \$2,000 fine |
| | Single minor | \$1,000 fine | \$1,250 fine | \$1,500 fine |
| | 2 or more minors | \$2,000 fine | \$4,000 fine | Hearing |
| 17. Permitting an intoxicated person to take part in a gaming activity or provincial lottery [GLA 37.2]. | One patron | \$1,000 fine | \$1,500 fine | \$2,000 fine |
| | Two or more patrons | \$1,500 fine | \$2,000 fine | \$2,500 fine |
| USE OF PROCEEDS | | | | |
| 18. Licensee or registrant fails to provide required reports and information specified by the Commission [GLA s.100]. | | Warning | Hearing | Hearing |
| 19. Expenditure of gaming proceeds on unapproved objectives [GLA s.38(1)]. | | Up to \$500 fine | Up to \$1,000 fine | Up to \$1,500 fine |
| 20. Gaming licensee fails to provide an accounting of the proceeds of the lottery scheme [GLR s.21]. | | Up to \$1,000 fine | Up to \$2,000 fine | Up to \$10,000 fine |
| OBSTRUCTION | | | | |
| 21. Obstruction of an Inspector(s) [GLA s.99]. | | Hearing | Hearing | Hearing |
| 22. Failure to assist an Inspector when requested [GLA s.104]. | | \$1,000 fine | \$2,000 fine | Hearing |

SECTION: 14. FORMS

14.1 EVENT FINANCIAL/INVENTORY CONTROL SYSTEM

- 14.1.1 Event Summary
- 14.1.2 Ball Verification Sheet
- 14.1.3 Bingo Caller's Check Sheet - Regular Games
- 14.1.4 Bingo Chairperson's Cash & Deposit Reconciliation
- 14.1.5 Bingo Worker Sign In Sheet
- 14.1.6 Bonanza Controller's Record/Reconciliation
- 14.1.7 Bonanza Seller Card Control
- 14.1.8 Cashier's Sheet Inventory Issue & Sales Reconciliation/
Register Reconciliation
- 14.1.9 Cashier's Sheet Register Reconciliation
- 14.1.10 Extra Games Control Sheet
- 14.1.11 Paymaster's Sheet - Regular Games
- 14.1.12 Paymaster's Sheet - Bonanza and Other Games
- 14.1.13 Inventory Control
- 14.1.14 Bingo Association - Pull Ticket Inventory Sales (Deposit)
Report
- 14.1.15 Bingo Association - Pull Ticket Inventory and Sales Record
- 14.1.16 Bingo Association - Quarterly Pull Ticket Inventory
Reconciliation

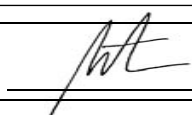
14.2 SAMPLE INCORPORATION DOCUMENTS

14.3 SAMPLE LEASE PROVISIONS

14.4 UPDATE FORM - BINGO ASSOCIATION ANNUAL UPDATE

14.5 NEW BINGO ASSOCIATION REQUIREMENTS - CHECKLIST

14.6 BINGO ASSOCIATION AUDIT REQUIREMENTS

DATE ISSUED: August 2, 2005 **AUTHORITY:** 

Sample Event Summary

14.1.1

Association: _____

Group: _____ Date: _____

Licence #: _____ Attendance: _____ Time Slot: _____ Volunteers: _____

REVENUE – Regular Games **PRIZES – Regular Games**

Cashier A) _____
 Cashier B) _____
 Late Sales _____

Total Revenue (1) **Regular Games** (5)

REVENUE - Special Games **PRIZES – Special Games**

| | |
|------------------|------------------|
| Bonanza #1 _____ | Bonanza #1 _____ |
| Bonanza #2 _____ | Bonanza #2 _____ |
| Other _____ | Other _____ |
| Other _____ | Other _____ |
| Other _____ | Other _____ |
| Other _____ | Other _____ |

Sub-Total (2) **Sub-Total** (6)

REVENUE - Satellite (3) **PRIZES – Satellite (50% of sales)** (7)

TOTAL REVENUE (1+2+3) (4) **TOTAL PRIZES (5+6+7)** (8)

Card Sales Satellite Float Cash Prizes Cheque Prizes

| | | | |
|-----------------|-----------|-------|-------|
| Regular _____ | N/A _____ | _____ | _____ |
| Special _____ | N/A _____ | _____ | _____ |
| Satellite _____ | _____ | _____ | _____ |

(Minimum \$200)

EXPENSES **Totals**

| Amount | GST | Total | Amount | GST | Total |
|--------------------------|-----|-------|--|-----|-------|
| Rent _____ | | | Office Supplies _____ | | |
| Meals _____ | | | Admin Costs _____ | | |
| Licence Fee _____ | | | Accounting _____ | | |
| Rep-Administration _____ | | | Equipment _____ | | |
| Rep-Operation _____ | | | Armoured Car _____ | | |
| Caller _____ | | | Security _____ | | |
| Cashier(s) _____ | | | Levy (1 & 2 only) _____ | | |
| Employee Benefit _____ | | | Satellite _____ | | |
| Advertising _____ | | | <i>(9.5% of satellite sales)</i> _____ | | |
| Paper _____ | | | Other _____ | | |

Totals

| | | |
|----------------|-------------------------|-------------------|
| Receipts _____ | Expected Deposits _____ | Profit/Loss _____ |
| Prizes _____ | Actual Deposits _____ | |
| Expenses _____ | Over/Short _____ | |

Notes: _____

Advisor: _____ Chairperson: _____

**Sample Caller's Check Sheet
Regular Games**

14.1.3

Association _____ Date: _____

Group _____ AFT: _____ EVE: _____ L.N. _____

Caller _____ *(Please Print)*

| Game # | Payout Amount | Regular # ● \$ | Gold # ● \$ | Total Prize |
|--------|---------------|----------------|-------------|-------------|
| 1 | | ● | ● | |
| 2 | | ● | ● | |
| 3 | | ● | ● | |
| 4 | | ● | ● | |
| 5 | | ● | ● | |
| 6 | | ● | ● | |
| 7 | | ● | ● | |
| 8 | | ● | ● | |
| 9 | | ● | ● | |
| 10 | | ● | ● | |
| 11 | | ● | ● | |
| 12 | | ● | ● | |
| 13 | | ● | ● | |
| 14 | | ● | ● | |
| 15 | | ● | ● | |
| 16 | | ● | ● | |
| 17 | | ● | ● | |
| 18 | | ● | ● | |
| 19 | | ● | ● | |
| 20 | | ● | ● | |
| 21 | | ● | ● | |
| 22 | | ● | ● | |
| 23 | | ● | ● | |
| 24 | | ● | ● | |
| 25 | | ● | ● | |

| Game # | Payout Amount | Regular # ● \$ | Gold # ● \$ | Total Prize |
|--------|---------------|----------------|-------------|-------------|
| 26 | | ● | ● | |
| 27 | | ● | ● | |
| 28 | | ● | ● | |
| 29 | | ● | ● | |
| 30 | | ● | ● | |
| 31 | | ● | ● | |
| 32 | | ● | ● | |
| 33 | | ● | ● | |
| 34 | | ● | ● | |
| 35 | | ● | ● | |
| 36 | | ● | ● | |
| 37 | | ● | ● | |
| 38 | | ● | ● | |
| 39 | | ● | ● | |
| 40 | | ● | ● | |
| 41 | | ● | ● | |
| 42 | | ● | ● | |
| 43 | | ● | ● | |
| 44 | | ● | ● | |
| 45 | | ● | ● | |
| 46 | | ● | ● | |
| 47 | | ● | ● | |
| 48 | | ● | ● | |
| 49 | | ● | ● | |
| 50 | | ● | ● | |

Caller's Signature _____

Sample Bingo Chairperson's Cash & Deposit Reconciliation

14.1.4

Association _____

Group: _____ Date: _____

Afternoon: _____ Evening: _____ Late Night: _____

| | | | |
|--|--------------|----|--|
| Opening Float | | \$ | |
| Add: Cash received from admission sheet | \$ | \$ | |
| Less: Paymaster float from admission sheet | \$ | \$ | |
| Early Bird Sales | | | |
| <u>Game Name and Number</u> | <u>Sales</u> | | |
| _____ | \$ | | |
| _____ | \$ | | |
| _____ | \$ | | |
| TOTAL SALES | \$ | \$ | |

| Cash to be Deposited by Club | |
|------------------------------|--|
| X \$100. | |
| X \$50. | |
| X \$20. | |
| X \$10. | |
| X \$5. | |
| X \$2. | |
| X \$1. | |
| X COIN | |
| TOTAL DEPOSIT | |
| OVER/SHORT | |

Add: Bonanza Net Profits

| <u>Game Name/Number</u> | <u>Sales</u> | <u>Less Prizes</u> | <u>Profit</u> |
|-------------------------|--------------|--------------------|---------------|
| _____ | \$ | \$ | \$ |
| _____ | \$ | \$ | \$ |
| _____ | \$ | \$ | \$ |
| _____ | \$ | \$ | \$ |
| TOTAL PROFIT | | | \$ |

| | | |
|-------------------------------------|----|----|
| Add: Cash returned by Paymaster | \$ | \$ |
| Less: Float Returned to Association | \$ | \$ |
| TOTAL CASH TO BE DEPOSITED | | \$ |

CERTIFIED CORRECT

Bingo Chairperson

Association Representative

Explanation of Shortages _____

Sample Bingo Worker Sign In Sheet

14.1.5

Please Print Clearly

Association/Licensed Group Information (Complete two forms for shared events)

| | |
|----------------------------|-----------------------------------|
| ASSOCIATION: _____ | DATE: _____ |
| GROUP NAME: _____ | BINGO LICENCE: _____ |
| VOLUNTEERS REQUIRED: _____ | FULL SLOT: _____ HALF SLOT: _____ |
| VOLUNTEERS PROVIDED: _____ | |

Bingo Association Paid Staff (Note: If Cashier(s) or Satellite Game Controller is a volunteer, refer to Volunteer Information Section)

| POSITION | NAME | SIGNATURE |
|--------------------------------------|------|-----------|
| ASSOCIATION REP | | |
| CASHIER #1 | | |
| CASHIER #2 (IF APPROVED) | | |
| SATELLITE GAME CONTROLLER (OPTIONAL) | | |
| CALLER | | |

Volunteer Information (It is the responsibility of the Bingo Chairperson to ensure this form is completed in full)

Operation of a bingo event is the sole responsibility of the licensee, it cannot be delegated. Only MEMBERS of the licensed group, as defined in their bylaws, SHALL WORK as volunteers in the positions of Bingo Chairperson, Bonanza and/or Special Games Controller, Paymaster, Cashier and cashier's cage area. As an option, the licensed group may use outside help (non-members) on a volunteer basis to fill other positions as required, or continue to use only members in all positions. Groups whose members are disabled may accept outside volunteer help for all positions. **BINGO WORKERS MAY NOT BE PAID FOR THEIR SERVICES.**

The above is intended to allow licensees more flexibility in raising funds to support their approved charitable objectives. It is not intended to provide opportunities for groups who are not licensed to work a bingo event in return for a donation. When using non-members to work as volunteers, the individual(s) must be known to the licensee.

Continued on Back

Sample Volunteer Sign In (Refer to Volunteer Information Section on reverse side)

| | Position in Licensed Group | PRINT Name | Signature | Member? Yes / No | Time In |
|-----|----------------------------|------------|-----------|------------------|---------|
| 1. | Chairperson | | | | |
| 2. | Paymaster | | | | |
| 3. | Bonanza Controller | | | | |
| 4. | Special Game Controller | | | | |
| 5. | Volunteer Cashier | | | | |
| 6. | Volunteer Cashier | | | | |
| 7. | Satellite Game Controller | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. | | | | | |
| 21. | | | | | |
| 22. | | | | | |
| 23. | | | | | |
| 24. | | | | | |
| 25. | | | | | |
| 26. | | | | | |
| 27. | | | | | |
| 28. | | | | | |
| 29. | | | | | |
| 30. | | | | | |

**Sample Bonanza Controller's
Record / Reconciliation**

14.1.6

Association: _____
 Group: _____ Date: _____
 Bonanza Controller: _____ Game Type & No.: _____

Float Received (To be completed prior to first game) \$ _____

Units Received: _____ Colour: _____ Series: _____

VERIFICATION

(Signature)

BONANZA CONTROLLER

BINGO CHAIRPERSON

ASSOCIATION REP

Units may be single cards or packaged multiples e.g., 3 cards to an envelope. Each envelope of 3 is a Unit.

RECONCILIATION

| | <u>Cards</u> | |
|-------------------------------------|----------------------------|-------------|
| Units Received | _____ | |
| Less: Units to Sellers | _____ | |
| Sub-Total | _____ | |
| Add: Units Returned by Sellers | _____ | |
| Sub-Total | _____ | |
| Less Units Destroyed/Voided | _____ | |
| Total Units Returned to Association | _____ | |
| | _____ | (Signature) |
| | ASSOCIATION REPRESENTATIVE | |
| | _____ | (Signature) |
| | BONANZA CONTROLLER | |

| | <u>Cash</u> | |
|---|-------------|--|
| Units to Sellers | _____ | |
| Less: Units Returned from Sellers | _____ | |
| Units Sold | _____ | |
| Cash Required (Price per unit X units sold) | _____ | |
| Less: Cash Received | _____ | |
| Over / Short | _____ | |
| Cash Received | _____ | |
| Less: ___% Profit to Bingo Chairperson | _____ | |
| Prize Payout to Bonanza Controller | _____ | |
| Prize Breakdown | _____ | |
| | _____ | |
| | _____ | |

Prize Paid Out by Bonanza Controller: \$ _____ Profit to Chairperson: \$ _____

Explanation for Overages or Shortages: _____

Float Returned
 (To be completed after final game): \$ _____

BONANZA CONTROLLER

BINGO CHAIRPERSON

COMPLETED FORM REVIEWED BY ASSOCIATION REP

DATE

SIGNATURE

Sample Bonanza Seller Card Control

14.1.7

Association _____

Date: _____

Bonanza # _____

Seller # _____ Name: _____

Seller # _____ Name: _____

Float Rec'd Start of Event _____ Float Ret'd End of Event _____

Float Rec'd Start of Event _____ Float Ret'd End of Event _____

Initial Out: _____ Initial In: _____

Initial Out: _____ Initial In: _____

| Number Received | Voids | Number Returned | Sold | Actual Cash | Over / Short |
|-----------------|-------|-----------------|------|-------------|--------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| T O T | | | | | |

| Number Received | Voids | Number Returned | Sold | Actual Cash | Over / Short |
|-----------------|-------|-----------------|------|-------------|--------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| T O T | | | | | |

**** TOTAL EACH SELLER AS THEY CASH OUT ****

Seller # _____ Name: _____

Seller # _____ Name: _____

Float Rec'd Start of Event _____ Float Ret'd End of Event _____

Float Rec'd Start of Event _____ Float Ret'd End of Event _____

Initial Out: _____ Initial In: _____

Initial Out: _____ Initial In: _____

| Number Received | Voids | Number Returned | Sold | Actual Cash | Over / Short |
|-----------------|-------|-----------------|------|-------------|--------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| T O T | | | | | |

| Number Received | Voids | Number Returned | Sold | Actual Cash | Over / Short |
|-----------------|-------|-----------------|------|-------------|--------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| T O T | | | | | |

**SAMPLE Cashier's Sheet
Inventory Issue & Sales Reconciliation
Register Reconciliation**

Association: _____

Event: _____

Group: _____

Date: _____

Cashier: _____

Cash Register No.: _____

| Colour Series | Units Received | 3 UP | 6 UP | 9 UP | 12 UP | TOTAL |
|-------------------------|----------------|----------|------------|------------|------------|-----------------|
| #1 | Regular Cards | _____ | _____ | _____ | _____ | |
| #2 | Less: Voids | _____ | _____ | _____ | _____ | |
| #3 | Sub-Total | _____ | _____ | _____ | _____ | |
| #4 | Less: Returns | _____ | _____ | _____ | _____ | |
| #5 | Cards Sold | 3.00 | 6.00 | 9.00 | 12.00 | |
| #6 | | \$ _____ | + \$ _____ | + \$ _____ | + \$ _____ | = \$ _____ |
| Gold Cards | | | | | | |
| #1 | Less: Voids | _____ | _____ | _____ | _____ | |
| #2 | Sub-Total | _____ | _____ | _____ | _____ | |
| #3 | Less: Returns | _____ | _____ | _____ | _____ | |
| #4 | Cards Sold | 6.00 | 12.00 | 18.00 | 24.00 | |
| #5 | | \$ _____ | + \$ _____ | + \$ _____ | + \$ _____ | = \$ _____ |
| #6 | | | | | | |
| TOTAL CARDS SOLD | | | | | | \$ _____ |

| | | CASH | | | |
|---|--|----------|----------|----------|----------|
| Unit Sale Price: | | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Gross Sales (Units Sold x Unit Sale Price): | | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Cash Register Total (Amount (A) from Pg 1 of Cashier's Sheet) | | \$ _____ | | | |
| Less: "Hard Card" Sales | | \$ _____ | | | |
| Sub-total | | | | | \$ _____ |
| Over/Short | | | | | \$ _____ |

Over/Short Explanation _____

CERTIFIED CORRECT:

Bingo Chairperson: _____ Ass'n Rep: _____

Cashier: _____

**SAMPLE Cashier's Sheet
Register Reconciliation**

| | |
|--------------------|----------------------------|
| Association: _____ | Event & Date: _____ |
| Group: _____ | Cash Register No.: _____ |
| Cashier: _____ | Cashier's Assistant: _____ |

(2) CASH REGISTER:

| | | | |
|---|-------|------------------------------|-------|
| Closing Cash Register Receipt No.: | _____ | Cashier's Initials | _____ |
| Less Opening Cash Register Receipt No.: | _____ | | |
| Voids (<i>Attach receipts & related void slips to this sheet</i>) | _____ | | |
| Other Adjustments: | _____ | Bingo Chairperson's Initials | _____ |
| TOTAL ATTENDANCE PER REGISTER: _____ | | | |

(3) CASH RECONCILIATION

| | |
|---|------------------------------|
| Cash Received: | |
| Opening Float from Bingo Chairperson | \$ _____ |
| Time: _____ | |
| Bingo Chairperson's Initials: _____ | |
| Cashier's Initials: _____ | |
| (4) Add: Cash register total after all voids have been keyed into cash register (<i>Attach cash register detail and summary tapes to this sheet</i>): | |
| TOTAL CASH RECEIVED: | (A) _____ |
| (5) Less: Cash paid out to paymaster | |
| Time | Bingo Chairperson's Initials |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Cashier's Initials | Amount |
| _____ | \$ _____ |
| _____ | _____ |
| _____ | SUB-TOTAL |
| TOTAL CASH RECEIVED: | \$ _____ |
| (6) Less: Total Cash to Bingo Chairperson | |
| Time: _____ | \$ _____ |
| Bingo Chairperson's Initials: _____ | |
| Cashier's Initials: _____ | |
| OVER/SHORT | \$ _____ |

(7) Over/Short Explanation: _____

(8) CERTIFIED CORRECT

Cashier: _____ Bingo Chairperson: _____

(9) Completed for reviewed by Association Rep: _____ Date: _____

SAMPLE Extra Games Control Sheet

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|----------------|----------------------------|-------------------|---------|-------|-----------|-------|---------|-------|-----------------|-------|-----------------|-------|----------------|-------|-----------------|-------|----------------|-------|--|--|------------|-------|-----------------|-------|-----------------|-------|-------------|-------|--|--|-----------------|-------|-------------------|-------|--|--|--------------------|-------|--|--|--------------|-------|--|--|------------------------|-------|
| Association: | <hr/> | Date: | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Group: | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extra Games | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of Game: | <hr/> | Afternoon: _____ | Evening: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Late Night: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Seller:</td> <td style="width: 30%;"><hr/></td> <td style="width: 20%;">Series #:</td> <td style="width: 20%;"><hr/></td> </tr> <tr> <td>Colour:</td> <td><hr/></td> <td>Float Received:</td> <td><hr/></td> </tr> <tr> <td>Opening Number:</td> <td><hr/></td> <td>Cash Required:</td> <td><hr/></td> </tr> <tr> <td>Closing Number:</td> <td><hr/></td> <td>Cash Returned:</td> <td><hr/></td> </tr> <tr> <td></td> <td></td> <td>Over/Short</td> <td><hr/></td> </tr> <tr> <td>Cards Received:</td> <td><hr/></td> <td>Float Returned:</td> <td><hr/></td> </tr> <tr> <td>Cards Sold:</td> <td><hr/></td> <td></td> <td></td> </tr> <tr> <td>Cards Returned:</td> <td><hr/></td> <td>Actual Cash X 65%</td> <td><hr/></td> </tr> <tr> <td></td> <td></td> <td>Cash to Paymaster:</td> <td><hr/></td> </tr> <tr> <td></td> <td></td> <td>Club Profit:</td> <td><hr/></td> </tr> <tr> <td></td> <td></td> <td>Profit to Chairperson:</td> <td><hr/></td> </tr> </table> | | | | Seller: | <hr/> | Series #: | <hr/> | Colour: | <hr/> | Float Received: | <hr/> | Opening Number: | <hr/> | Cash Required: | <hr/> | Closing Number: | <hr/> | Cash Returned: | <hr/> | | | Over/Short | <hr/> | Cards Received: | <hr/> | Float Returned: | <hr/> | Cards Sold: | <hr/> | | | Cards Returned: | <hr/> | Actual Cash X 65% | <hr/> | | | Cash to Paymaster: | <hr/> | | | Club Profit: | <hr/> | | | Profit to Chairperson: | <hr/> |
| Seller: | <hr/> | Series #: | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Colour: | <hr/> | Float Received: | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Opening Number: | <hr/> | Cash Required: | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Closing Number: | <hr/> | Cash Returned: | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Over/Short | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cards Received: | <hr/> | Float Returned: | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cards Sold: | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cards Returned: | <hr/> | Actual Cash X 65% | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Cash to Paymaster: | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Club Profit: | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Profit to Chairperson: | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prize Breakdown | No. of Winners | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <hr/> | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <hr/> | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <hr/> | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <hr/> | <hr/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SELLER'S SIGNATURE | | ASSOCIATION REPRESENTATIVE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BINGO CHAIRPERSON | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

SAMPLE Paymaster's Sheet – Regular Games

Association: _____

Group: _____

Date: _____

Paymaster: _____

Aft: _____ Eve: _____ L.N.: _____

GAMES SUMMARY

| Game # | Payout Amount | Regular # ◦ \$ | Gold # ◦ \$ | Total Prize | Accumulated | Game # | Payout Amount | Regular # ◦ \$ | Gold # ◦ \$ | Total Prize | Accumulated |
|--------|---------------|----------------|-------------|-------------|-------------|--------|---------------|----------------|-------------|-------------|-------------|
| 1 | | ◦ | ◦ | | | 26 | | ◦ | ◦ | | |
| 2 | | ◦ | ◦ | | | 27 | | ◦ | ◦ | | |
| 3 | | ◦ | ◦ | | | 28 | | ◦ | ◦ | | |
| 4 | | ◦ | ◦ | | | 29 | | ◦ | ◦ | | |
| 5 | | ◦ | ◦ | | | 30 | | ◦ | ◦ | | |
| 6 | | ◦ | ◦ | | | 31 | | ◦ | ◦ | | |
| 7 | | ◦ | ◦ | | | 32 | | ◦ | ◦ | | |
| 8 | | ◦ | ◦ | | | 33 | | ◦ | ◦ | | |
| 9 | | ◦ | ◦ | | | 34 | | ◦ | ◦ | | |
| 10 | | ◦ | ◦ | | | 35 | | ◦ | ◦ | | |
| 11 | | ◦ | ◦ | | | 36 | | ◦ | ◦ | | |
| 12 | | ◦ | ◦ | | | 37 | | ◦ | ◦ | | |
| 13 | | ◦ | ◦ | | | 38 | | ◦ | ◦ | | |
| 14 | | ◦ | ◦ | | | 39 | | ◦ | ◦ | | |
| 15 | | ◦ | ◦ | | | 40 | | ◦ | ◦ | | |
| 16 | | ◦ | ◦ | | | 41 | | ◦ | ◦ | | |
| 17 | | ◦ | ◦ | | | 42 | | ◦ | ◦ | | |
| 18 | | ◦ | ◦ | | | 43 | | ◦ | ◦ | | |
| 19 | | ◦ | ◦ | | | 44 | | ◦ | ◦ | | |
| 20 | | ◦ | ◦ | | | 45 | | ◦ | ◦ | | |
| 21 | | ◦ | ◦ | | | 46 | | ◦ | ◦ | | |
| 22 | | ◦ | ◦ | | | 47 | | ◦ | ◦ | | |
| 23 | | ◦ | ◦ | | | 48 | | ◦ | ◦ | | |
| 24 | | ◦ | ◦ | | | 49 | | ◦ | ◦ | | |
| 25 | | ◦ | ◦ | | | 50 | | ◦ | ◦ | | |

PAYMASTER'S RECONCILIATION

Cash Received from Bingo Chairperson:

| Time | Bingo Chairperson's Initials | Paymaster's Initials | Amount | | |
|-------|------------------------------|----------------------|--------|-------|----------|
| _____ | _____ | _____ | _____ | TOTAL | \$ _____ |
| _____ | _____ | _____ | _____ | | |
| _____ | _____ | _____ | _____ | | |

Less: Accumulated Payout (From Games Summary, above) \$ _____

Total Returned to Bingo Chairperson:

| Time | Bingo Chairperson's Initials | Paymaster's Initials | | |
|-------|------------------------------|----------------------|------------|----------|
| _____ | _____ | _____ | | \$ _____ |
| | | | OVER/SHORT | \$ _____ |

OVER/SHORT Explanation: _____

_____ Paymaster _____ Bingo Chairperson _____ Association Representative

SAMPLE Paymaster's Sheet – Bonanza and Other Games

Association: _____ Paymaster: _____

Group: _____ Date: _____ Event: _____

| Game Type: _____ | | | | | |
|------------------|-------|----------------|------------|--------------|--------------------|
| | Prize | No. of Winners | Payout per | Total Payout | Accumulated Payout |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

| Game Type: _____ | | | | | |
|------------------|-------|----------------|------------|--------------|--------------------|
| | Prize | No. of Winners | Payout per | Total Payout | Accumulated Payout |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

| Bonanza #1 | Prize | No. | Each | Payout |
|-------------|-------|-----|------|--------|
| Precall | | | | |
| Blackout | | | | |
| Consolation | | | | |

Bonanza Total = _____ %

| Game Type: _____ | | | | | |
|------------------|-------|----------------|------------|--------------|--------------------|
| | Prize | No. of Winners | Payout Per | Total Payout | Accumulated Payout |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

| Game Type: _____ | | | | | |
|------------------|-------|----------------|------------|--------------|--------------------|
| | Prize | No. of Winners | Payout Per | Total Payout | Accumulated Payout |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

| Bonanza #2 | Prize | No. | Each | Payout |
|-------------|-------|-----|------|--------|
| Precall | | | | |
| Blackout | | | | |
| Consolation | | | | |

Bonanza Total = _____ %

| Other Promotions | | | | |
|------------------|--|--|--|--|
| Door Prizes | | | | |
| Gold Ball | | | | |
| Tag-A-Long | | | | |
| G. Neighbour | | | | |
| King/Queen | | | | |

| | | |
|------------------------|-------|-------|
| Total Cash Received | \$ | _____ |
| Total Payout | \$ | _____ |
| Total Returned | \$ | _____ |
| Over/Short | \$ | _____ |
| Over/Short Explanation | _____ | |
| _____ | _____ | |
| _____ | _____ | |

| Cash Received From Chairperson | | | |
|--------------------------------|---------------------|-------------------|--------|
| Time | Bingo Chair Initial | Paymaster Initial | Amount |
| | | | |
| | | | |
| | | | |
| | | | |

BINGO
CHAIRPERSON

PAYMASTER

ASSOCIATION
REPRESENTATIVE

SAMPLE BINGO ASSOCIATION MONTHLY PULL TICKET SALES (DEPOSIT) REPORT

Report of Deposits Made in Each Month
(copy shall be submitted to the Financial Review Section within seven days of the end of each month)

| | |
|--|------------------------------------|
| BINGO ASSOCIATION NAME AND ID NUMBER | MONTH REPORTED |
| COMPLETED BY (PRINT) | SIGNATURE |
| Product Name: _____ | Product Code: _____ |
| No. of Tickets Per Unit: _____ | Selling Price Per Ticket: _____ |
| No. of Units with Funds Deposited: _____ | Cost Per Unit: _____ |
| Licence Fees = \$10.00 Per Unit x No. of Units Deposited = | \$ <u> </u> (a) |

| | |
|--|------------------------------------|
| Product Name: _____ | Product Code: _____ |
| No. of Tickets Per Unit: _____ | Selling Price Per Ticket: _____ |
| No. of Units with Funds Deposited: _____ | Cost Per Unit: _____ |
| Licence Fees = \$10.00 Per Unit x No. of Units Deposited = | \$ <u> </u> (b) |

| | |
|--|------------------------------------|
| Product Name: _____ | Product Code: _____ |
| No. of Tickets Per Unit: _____ | Selling Price Per Ticket: _____ |
| No. of Units with Funds Deposited: _____ | Cost Per Unit: _____ |
| Licence Fees = \$10.00 Per Unit x No. of Units Deposited = | \$ <u> </u> (c) |

| | |
|--|------------------------------------|
| Product Name: _____ | Product Code: _____ |
| No. of Tickets Per Unit: _____ | Selling Price Per Ticket: _____ |
| No. of Units with Funds Deposited: _____ | Cost Per Unit: _____ |
| Licence Fees = \$10.00 Per Unit x No. of Units Deposited = | \$ <u> </u> (d) |

| | |
|--|--------------------------------|
| LICENCE FEES SUBMITTED (Total of (a), (b), (c) and (d) above) | \$ <u> </u> |
| <i>(Make Cheque Payable to the Alberta Gaming and Liquor Commission)</i> | |

NOTE: USE ADDITIONAL SHEETS IF MORE THAN FOUR TYPES OF UNITS WERE SOLD DURING THE MONTH.



BINGO ASSOCIATION: _____

DATE RECEIVED: _____

PT#: _____

SUPPLIER: _____

RECEIVED BY: _____

INVOICE #: _____

UNIT TYPE: _____

NOTE: USE A SEPARATE FORM FOR EACH INVOICE AND TYPE OF UNIT.

14.1.15

**SAMPLE BINGO ASSOCIATION
PULL TICKET INVENTORY AND SALES RECORD**

(Submit as required in Section 5 of the Bingo Terms and Conditions and Operating Guidelines)

| | |
|------------------------------|-----------------------------|
| GROSS REVENUE PER UNIT _____ | PRIZE PAYOUT PER UNIT _____ |
| NET REVENUE PER UNIT _____ | |

| UNIT SERIAL # | UNIT COLOUR | ISSUED BY: (SIGNATURE) | RECEIVED BY: (SELLER'S NAME PRINT & INITIAL) | DATE ISSUED | DATE UNIT CONSIDERED SOLD | AMOUNT RECEIVED | OVER* | SHORT* | SELLER'S SIGNATURE | PULL TICKET MGR. SIGNATURE FOR RECEIPT OF CASH | DEPOSITORS' INITIALS AND DATE DEPOSITED |
|---------------|-------------|------------------------|--|-------------|---------------------------|-----------------|-------|--------|--------------------|--|---|
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| 19 | | | | | | | | | | | |
| 20 | | | | | | | | | | | |

* Record overages or shortages at the 90 - 120 day reconciliation or when a type of unit solid is changed or when a unit is removed at the discretion of the Pull Ticket Manager.

BINGO ASSOCIATION - QUARTERLY SAMPLE PULL TICKET INVENTORY RECONCILIATION

(Submit as required in Section 5 of the Bingo Terms and Conditions and Operating Guidelines)

| | |
|----------------------|--------------------------------------|
| LICENCE NO. PT _____ | PERIOD: FROM: _____ TO: _____ |
| NAME OF TICKET _____ | NUMBER OF TICKETS IN EACH UNIT _____ |

NOTE: A SEPARATE FORM SHALL BE UTILIZED FOR EACH TYPE OF TICKET PURCHASED/SOLD DURING THE QUARTER REPORTED*

| | | |
|--|--|-----------|
| Inventory at End of Previous Reporting Period | | _____ |
| ADD: | Total Units Received During This Reporting Period | _____ |
| | SUB TOTAL | _____ |
| DEDUCT: | Total Units Deposited During This Reporting Period | |
| | Number of Sealed Units Returned to Supplier During This Reporting Period | _____ |
| EQUALS: | Inventory at End of This Reporting Period | ===== (A) |
| Physical Count of Inventory at End of This Reporting Period* | | |
| Consisting of: | Partial Units _____ | |
| | Unopened Units _____ | |
| | TOTAL | ===== (B) |

NOTE: A and B must equal each other. Any differences between Inventory Reconciliation and counts shall be reviewed and accounted for.

PREPARED BY _____ DATE _____

* Inventory count at the end of each quarter will be the total of unopened units in stock and partial units in possession of Sellers.

Sample Incorporation Documents

Bingo Associations are required to be incorporated under the Societies Act. Incorporation documents must be reviewed by the association's lawyer and the AGLC Regulatory Division before being filed with Corporate Registry. The following sample is intended as a guideline only.

1. ASSOCIATION OBJECTS/ROLE. The association will perform the following functions:
 - 1.0 Co-ordinate activities of all charities conducting bingo in hall name and address.
 - 1.1 Arrange for facilities, equipment, materials, supplies, furniture, and salaried personnel to carry on its various objects.
 - 1.2 Acquire lands, by purchase or otherwise, erect or otherwise provide a building or buildings for the purpose of carrying out its various objects.
 - 1.3 Buy, sell, manage, lease, mortgage, dispose of, or otherwise deal with the association's property.
 - 1.4 Establish a common bingo program, including prize payout, rules-of-play, and house rules that conform to Bingo Terms & Conditions.
 - 1.5 Schedule and allocate bingo dates and events to its members.
 - 1.6 Maintain proper financial/inventory controls regarding services provided to members.

2. DEFINITIONS
 - 2.0 ASSOCIATION shall mean the name Association.
 - 2.1 MEMBER shall refer to a charity approved by the association board of directors for membership, and eligible for a bingo licence from the Alberta Gaming and Liquor Commission.
 - 2.2 ASSOCIATE MEMBER is not entitled to vote. (Note: Define who an associate member is).
 - 2.3 DIRECTOR shall refer to a person who represents their charity on the association board of directors.
 - 2.4 BOARD OF DIRECTORS shall be comprised of the representative of each member group, and the association's past president.
 - 2.5 EXECUTIVE COMMITTEE shall mean the president, vice president, secretary, treasurer, immediate past president, and number directors at large, elected from the board of directors at the annual general meeting.
 - 2.6 ASSESSMENTS – Any annual dues or assessments to member clubs, or any special assessments during the licence year, shall be deemed as matters which can be passed by a majority vote at a regular meeting. The board of directors shall have the power to set assessments or special assessments during the year, if required for the operation of the association.

3. MEMBERSHIP

- 3.0 Subject to the provision of these by-laws, any society or non-profit group may become a member of the association upon approval by the board of directors, and payment of a membership fee to the association. The amount of the membership fee will be specified in the association rules.
- 3.1 Membership in the association shall be limited by:
- a) available number of bingo time slots.
 - b) existing agreements between the board of directors and association members.
 - c) Alberta Gaming and Liquor Commission licensing requirements.
- 3.2 Each member group shall be represented in the association through a director (or alternate director) named, appointed, or elected by the member group. Each member group shall name, appoint, or elect its director before the association's annual general meeting, and at such other times as required by the executive committee; and notify the secretary of the name and address of the director.
- 3.3 Members shall be entitled to:
- a) vote through their director, provided they are a member in good standing (see 6.0).
 - b) participate in association general activities.
 - c) Attend association meetings.
- 3.4 Members shall be required to:
- a) have their member representative (director) in attendance at meetings, fully participate in all association activities so as to further its aims and objects.
 - b) Pay promptly such membership and other dues as set by the association membership from time to time.
 - c) Comply with the association's volunteer staffing requirements, and such other rules and requirements as may be established by the association's membership or board of directors from time to time.
 - d) Be bound by the provisions of these by-laws.
 - e) Be bound by all Alberta Gaming and Liquor Commission requirements and Bingo Terms and Conditions.
- 3.5 Any member, upon (51/66/75) % majority vote of all members present in good standing may be reinstated or expelled from the association.
- 3.6 Any member may resign from the association by giving (15/30/60) days written notice to the secretary.
- 3.7 A group's membership shall automatically terminate upon dissolution of that group; or if the group's gaming licence is suspended, revoked, or not renewed.

4. DISCIPLINE

- 4.0 The executive is empowered to formulate policies and guidelines as to the discipline of members and resulting penalties.

- 4.1 A member may be disciplined or suspended for any or all of the following reasons:
- a) not providing the required number of volunteers to staff events.
 - b) failing to appear for their scheduled event.
 - c) a worker(s) conduct was such that it discredited the association.
 - d) failing to pay fees or assessments in arrears of 120 days.
 - e) failure to attend the annual general meeting, or any (number) consecutive meetings.
 - f) violation of association rules or by-laws.
- 4.2 Any member that is disciplined or suspended may request a hearing before the executive committee. A suspended member may be reinstated upon payment of all fees and assessments and/or a favourable majority (see 3.5) vote of members at the next regular meeting.
- 4.3 A group's membership in the association may be terminated upon a majority vote of the association board of directors if the member:
- a) fails to actively participate in the association's work and activities.
 - b) fails to comply with the association's by-laws.
 - c) fails to pay such membership or other dues as required.
 - d) fails to observe any rules or regulations imposed by the Alberta Gaming and Liquor Commission.
 - e) fails to submit required financial reports to the Alberta Gaming and Liquor Commission.
 - f) fails to comply with association requirements.
- 4.4 A member group that has been terminated pursuant to Clause 5.3 may appeal the decision to the general membership by:
- a) a written Notice of Appeal signed by at least three other association members in good standing.
 - b) the Appeal must be presented to the association president within thirty (30) days of the date of the board of director's decision to terminate membership.
 - c) upon receipt of the Notice of Appeal, the president shall call a special meeting of the association and give notice of the purpose of the special meeting.

5. MEMBER VOTING/QUORUM

- 5.0 Any member in good standing shall be allowed one (1) vote through their director (or alternate director) at any special or general meeting.
- 5.1 Proxy votes will not be permitted.
- 5.2 A quorum will exist at all annual, regular, and special meetings when there is representation from not less than (51/66/75) % of the members affiliated with the association, carrying not less than (51/66/75) % of the votes at the time of the meeting.

6. BOARD OF DIRECTORS

- 6.0 The board of directors shall consist of the immediate past-president and the representative of each member. The election of the representative is provided for in the by-laws of each member. Each director may hold office for a term of one (1) year.

- 6.1 Each member group is entitled to one vote. In the case of a tie vote, the president shall cast the deciding vote. Votes shall be cast in person; no proxies shall be allowed.
- 6.2 Subject to these by-laws and The Societies Act, the board of directors shall be responsible for control and management of the association's affairs and shall exercise all powers of the association.
- 6.3 The board of directors may hire such staff as it may deem necessary for the proper conduct of the association's affairs; and determines the remuneration of all employees. (Must conform to Bingo Terms and Conditions).
- 6.4 The board of directors is empowered to borrow or raise or secure the payment of money in such manner as it thinks fit for the operation of the association. This does not include the power to borrow for the issue of Debentures which may only be issued pursuant to a Special Resolution of the association.
- 6.5 The board of directors may appoint any committee that it deems necessary, and may delegate the management of the activities of the association to any person, persons, or committees.
- 6.6 Directors shall meet a minimum of once every (set time frame).
- 6.7 All directors or executive committee members of the association shall serve without remuneration in fulfilling their duties, but may be reimbursed for any out-of-pocket expenses incurred in the performance of such duties.
- 6.8 A director who fails to attend (set number) consecutive board (see 4.1.3) annual, regular, or special meetings shall be removed by the board.
- 6.9 The resignation of a director must be submitted in writing and shall take effect immediately.
- 6.10 The withdrawal of a member from the association shall result in its director(s) automatically withdrawing from the board.

7. EXECUTIVE COMMITTEE

- 7.0 The association executive committee, except the past president, shall be elected from among the board of director members at the annual general meeting, and shall consist of:
 - a) the immediate past president
 - b) president
 - c) vice president
 - d) secretary
 - e) treasurer (secretary/treasurer responsibilities may be combined)
 - f) director(s) at large (set number)
- 7.1 An executive committee member shall hold office for a period not to exceed one (1) year, or until a successor is elected.
 - a) Any vacancy on the executive committee shall be filled by appointment from the board of directors, on an interim basis, until the next regular meeting or until the end of the elected term, whichever comes first.

- b) Any position filled on the executive committee by appointment or otherwise, must be ratified at the next general, special, or annual meeting of the association.
- c) Any position may be re-elected at the annual general meeting.

7.2 The executive, subject to the by-laws or directions given to it by a majority vote at a meeting properly called, shall have control and management of all association affairs. It may establish rules and regulations as general organizational guidelines for the benefit of the association. Any such rules or regulations must be ratified at the first available general, special, or annual meeting of the association.

7.3 The executive committee shall maintain control and management of all association affairs. It may delegate specified duties to any person(s) or committee(s) it deems necessary.

7.4 Meetings of the executive committee.

- a) Executive meetings shall be held monthly or as required, with due notice given by any modern means of communication.
- b) An executive committee meeting may be called at any time by the president. If a meeting is called at any time, other than following a special, general, or annual meeting of the association, 72 hours notice of the meeting shall be given.
- c) A majority of the executive committee members shall constitute a quorum at a meeting of the executive committee.
- d) In the case of a tie vote, the president shall cast the deciding vote.

8. DUTIES OF THE ASSOCIATION OFFICERS

8.0 PRESIDENT

- a) Is responsible for the general management and operation of the association and shall call and preside over all meetings.
- b) Designates specific areas of responsibility to each director or member.
- c) Is ex-officio a member of all committees.

8.1 VICE PRESIDENT

- a) Assumes all duties and responsibilities in the absence of the president.
- b) In the absence of both the president and vice president, a chairman may be elected by the meeting to preside thereof.

8.2 SECRETARY

- a) Issues notices of all meetings.
- b) Attends, insofar as is possible, all meetings of the board of directors and association members and the executive.
- c) Maintains the minute books and records of all association meetings.
- d) Maintains membership lists.
- e) Attends to all association correspondence.
- f) Has custody and use of the corporate seal.

8.3 TREASURER

- a) Is responsible for the collection and deposit of all funds and payment of all association accounts.
- b) Is accountable for the funds and maintains records of all disbursements and receipt of funds.
- c) Presents a detailed audited account of receipts and disbursements at the annual general meeting and submits a copy to the secretary for the association's records.

8.4 DIRECTORS AT LARGE shall participate in the affairs and operations of the association, and shall perform those duties as assigned by the president.

9. REMOVAL OF OFFICERS

9.0 An officer shall be removed if the officer fails to attend set number consecutive board, annual, regular, or special meetings without just cause for which due notice has been given. The board by resolution passed by a (51/66/75) % majority of its total number at a meeting may declare the office to be vacant and may fill the vacancy.

9.1 Minimum of number days notice of such meeting shall be given to such director or officer who shall be given an opportunity of being heard by the board.

9.2 Any officer may resign by presenting his resignation in writing to the board. The resignation is effective immediately upon its receipt by the secretary of the board.

9.3 An officer who is a representative of a member group which ceases to be a member of the association shall automatically cease to be an association director or officer.

10. MEETINGS -- All meetings shall be conducted according to Roberts Rules of Order.

10.0 ANNUAL GENERAL MEETING

- a) The association shall hold an annual general meeting within 90 days of the association year end.
- b) At least 21 days written notice of the date and place of the annual general meeting shall be given by the secretary to the association members.
- c) The order of business shall be as follows:
 - i) approval of minutes of the previous annual meeting, and any intervening special or general meetings
 - ii) reports of officers and committees
 - iii) election of executive committee
 - iv) unfinished business
 - v) financial statements
 - vi) appointment of auditors
 - vii) banking resolution
 - viii) new business.

10.1 REGULAR MEETINGS – Association regular meetings may be called by the board at any time. Meetings will be announced by notice in writing to the last known address of each member, mailed eight (8) days prior to the date of such meeting.

10.2 SPECIAL MEETINGS

- a) A special meeting may be called by the president or secretary at the request of any two (2) executive members, or upon receipt of a petition signed by one-third (1/3) of the members in good standing, setting forth reasons for calling such a meeting.
- b) Written notice of the time, place, and purpose of the special meeting shall be given to all association members at least 21 days prior to the meeting.

10.2 SPECIAL RESOLUTION

- a) Twenty-one (21) days written notice shall be given of a special resolution and its contents to be placed before the membership at a special or annual general meeting of the association.
- b) A special resolution shall require a quorum of not less than 51% of the voting members in attendance at the meeting.
- c) In order to be passed, a special resolution shall require at least a 75% majority vote at that meeting.
- d) In cases where no prior notice is given, a special resolution can be proposed so long as there is a 51% quorum noted above, and all voting members agree unanimously to allow a special resolution to be placed on the agenda to be voted on.

10.3 EMERGENCY MEETING – If an emergency meeting is warranted due to the urgency of a situation, it shall be called upon three (3) days notice by telephone to all members in good standing.

11. EXECUTION OF INSTRUMENTS

11.0 All contracts, engagements, applications, deeds, bills of exchange, cheques, documents, and other instruments of whatsoever kind or nature shall be executed by any two among the president, vice president, secretary, or treasurer. If the association seal is required to be affixed to any such instrument, it shall be affixed by the secretary.

11.1 The association seal shall remain in the custody and possession of the secretary.

12. BORROWING POWER

12.0 The association, by passing a special resolution:

- a) may raise or borrow money for the purpose of the association's affairs, and
- b) may secure repayment of the same by mortgage or charge upon the undertaking, and the whole or any part of the association's assets and property (present and future), and
- c) may issue bonds, debentures or debenture stock payable to the bearer or otherwise, give and grant securities under the Bank Act, and
- d) generally raise or borrow money for the purpose of the association secured or charged upon the whole or any part of the assets and properties of the association, or otherwise as may be advisable or necessary in the interest thereof, and
- e) purchase, redeem, or pay off any such security.

13. DISTRIBUTION OF YEAR END SURPLUS FUNDS – All association debts are to be paid and the surplus funds are to be dispersed to members according to the ratio of bingos each member held in the 12 months prior to the fiscal year end.

- 13.0 Surplus (member equity) – represents equity of member groups in the association. Surplus may be defined as:
- a) Non-distributable, being the net assets that the association considers necessary to carry on operations, and
 - b) Distributable, being the amount that the association intends to reimburse to the member groups.

13.1 Distributable funds shall be forwarded to member groups within 180 days following the fiscal year end. Distribution shall be calculated in a manner that conforms to Alberta Gaming and Liquor Commission guidelines. (For example, a member's portion could be calculated according to the number of bingo events that the member has conducted in relation to the total number of bingo events conducted by all members during the fiscal year).

13.2 Surplus funds are to be deposited to members' bingo revenue account.

14. PROPERTY/ASSETS – All association property and assets shall belong to the association as a corporate entity; they shall not constitute the property of any individual member. No person shall have any claim upon the association property or assets on ceasing to be a member, or at any time thereafter.

15. DISSOLUTION CLAUSE

15.0 A Motion for Dissolution of the association may be passed by either:

- a) A special resolution prepared by a member and processed as required by the by-laws, or
- b) If the board of directors feels the association has ceased to actively function as such, and agrees to the motion unanimously at a board meeting called for this purpose.

15.1 Upon dissolution, the association assets shall be sold or disposed of under direction of the board and shall be distributed as follows:

- a) All association debts to be paid.
- b) Balance of funds to be disbursed to the members' bingo accounts according to the number of bingos each member held in the 12 months before the Motion for Dissolution was passed.
- c) Any funds to members who have ceased to exist shall be pro-rated and divided between remaining members at the time of Dissolution.

16. MINUTE BOOK/RECORDS

16.0 Minutes of all general, annual, special, and executive committee meetings and such committee meetings as are directed by the president, shall be recorded and kept on file by the association secretary.

16.1 An opportunity shall be afforded to members at the annual meeting to inspect the association books and records.

16.2 Members or their representative (director) wishing to inspect the association books and financial records shall give seven (7) notice thereof.

17. AUDITORS/FISCAL YEAR END

17.0 The board of directors shall appoint an independent auditor in the first fiscal period and thereafter the association shall appoint an independent auditor at its annual general meeting. The auditor appointed by the board of directors shall be a member in good standing of the:

- a) Certified General Accountants Association of Alberta,
- b) Institute of Chartered Accountants of Alberta, or
- c) Society of Certified Management Accountants of Alberta.

17.1 The auditor so appointed shall audit the treasurer's books, accounts, and records at least once a year. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the association annual general meeting.

17.2 The association fiscal year shall be date.

18. AMENDMENTS TO BY-LAWS

18.0 These by-laws may be rescinded, altered, or added to by special resolution passed by a majority of not less than 51/66/75 % of directors as are present in person at a general meeting of which

- a) fourteen (14) days notice of intention to propose the motion as a special resolution has been given, or
- b) if less than 14 days notice has been given, provided that all member groups entitled to be present and vote have agreed, in writing or by motion at the meeting, to consider the motion.

19. GENDER – Words in these documents importing male persons include female persons, words importing female persons include male persons, and words importing either sex include corporations.

Sample Lease Provisions

Bingo Associations are required to negotiate and sign a lease agreement or an offer to lease in the case of a new bingo association on behalf of its member groups.

- The association is required to have the proposed lease or offer to lease reviewed by their lawyer. A copy of the lawyer's letter of advice shall be submitted to the Regulatory Division. Costs to have the lawyer's review done and to obtain the letter of advice may be paid for from future association revenue.
 - The lease should not be signed until reviewed and recommended by both the lawyer and the Regulatory Division, and in the case of a new association, until approval in principle has been granted by the board of the AGLC.
 - Each association is encouraged to seek an independent appraisal as to the lease value of the premises and how it compares with the market value in the area. A copy of the appraisal should be submitted with the licensing package.
 - The contents and drafting of the lease or offer to lease is at the discretion of the association and landlord. The following is intended as a guideline only.
-

1. DATE OF LEASE AGREEMENT

2. PARTIES. Full legal names of the landlord and the tenant.

3. PREAMBLE

3.0 Premises

- a) Legal and municipal descriptions of property.
- b) Purpose of lease and intended use of the property.
- c) Identify the premises with maps or drawings which show such things as common areas and concession, parking lot and number of stalls.

3.1 Lease Term. The period of time of the lease, including start and finish dates.

3.2 Right to Occupy. The tenant has the exclusive right to use the premises for bingo purposes, for the sale of pull tickets, and for any other related purpose.

4. DEFINITIONS

4.0 Bingo Event

4.1 Member Group

5. TENANT'S COVENANTS

5.0 Rents

- a) The amount of rent on a monthly basis or the formula used to calculate the rental charge. Include any provisions for rent based on half time sales or for special events/anniversaries. (Negotiated rental rates should consider the market area the facility is located in, what costs the landlord is responsible for by way of the lease, and what costs over the rental rate must the association pay for, eg. Building improvements, repair and maintenance, janitorial, taxes, utilities, garbage removal, snow removal, bingo equipment, office equipment, etc.)
- b) Rebates or reduced rates for insufficient attendance, closure on statutory holidays or cancellation of an event due to circumstances beyond an association's control.
- c) Penalties for delay or non-payment of rent.
- d) By what means is the rent to be paid and where?

5.1 Hours. State days/hours tenant has right to occupy premises.

5.2 Bingo Operations

- a) The tenant has the sole right to conduct bingo events:
 - with the exception of the concession area; OR
 - including the concession area and has the exclusive right to receive, store, and sell food items, non-alcoholic beverages, and confections; OR

- with the exception of the concession area, but has the exclusive right to sell bingo daubers, or will receive a portion of the revenue from dauber sales by the concession operator.
- b) The tenant is responsible for all income and expenses arising out of the bingo operation.

5.3 Insurance

- a) General and damage liability insurance is to be maintained by the tenant naming the landlord as the third party.
- b) The tenant is to indemnify the landlord for any and all claims, demand, loss, damage, or injury arising out of the bingo operations.

5.4 Compliance with the Law. The tenant is obliged to comply with all statutes, by-laws, orders, rules, and regulations that are federal, provincial, or municipal.

5.5 Premises Capacity. State the total number of persons the premises can hold for bingo purposes.

5.6 Rules and Regulations. The tenant is required to observe such other rules and regulations as the landlord may make.

5.7 Right of Access. The landlord is entitled to reasonable access to view the equipment and premises for repair and replacement.

6. LANDLORD'S COVENANTS

6.0 Quiet Enjoyment

- a) The tenant is entitled to quiet enjoyment of the premises.
- b) The landlord is not to interfere in any way with the bingo association's operation.
- c) The tenant has the sole right to conduct bingo events.

6.1 Tenant Access. The landlord is to allow the tenant access to the premises.

6.2 Assignment of Rents. In the event the landlord cannot meet third party obligations, it agrees to assign the rents payable by the tenant to a third party.

6.3 Services and Equipment

- a) the landlord has the following responsibilities:
 - To pay all public utilities, taxes, liability, and property insurance.
 - To provide all janitorial supplies and services.
 - To provide regular maintenance of (eg. Painting, cleaning of walls, etc.) and repair the exterior/interior of the building in which the bingo events are held, including the parking lot and grounds.
 - To provide adequate heat, air-conditioning, and air exchange in accordance with accepted standards.
 - To provide any agreements regarding the lease or supply of operating equipment such as cash registers, electronic signs, bingo machines, tables, chairs, and the repair of all the equipment being leased, (a schedule(s) providing specific details of these items should form part of the lease).
 - To provide signage on the premises.
- b) Where the landlord is running the concession operation, a clause should be included dealing with the quality and standard of food and beverages to be provided, level of service expected, and that the concession will be fully operational during all bingo events.

7. PROVISOS

7.0 Advertising to describe activities in the bingo hall.

- a) Advertising is limited to newspapers, magazines, radio, television, billboards, signs, posters, and flyers.
- b) Joint advertising by landlords and bingo associations may be approved.
 - The association shall be responsible for the content and design of the advertising. The landlord could assist in the cost.
 - A written agreement must be submitted for review by the Commission Regulatory Division.
 - A cost breakdown and receipts must be kept and accounted for as part of the association yearly audit.
- c) Advertising does not include promotions/giveaways as described in Bingo Terms and Conditions and Operating Guidelines.

7.1 Officers. Officers of the tenant are not to be held personally liable for any rents or fees payable.

7.2 Agency. Neither party to this agreement is the agent, representative, master, or servant of the other for any purpose, whether contractual or otherwise.

7.3 Assignment of Agreement

- a) This lease agreement cannot be assigned by either party without consent in writing from the other party.

b) Consent cannot be unreasonably withheld.

8. OPTIONS

8.0 To renew lease – Notice is to be given before the expiration of the term of the lease.

8.1 To purchase.

8.2 To terminate or cancel lease – Notice is to be given in writing.

9. ARBITRATION. Disputes arising out of this lease agreement are governed by the *Arbitration Act* of Alberta.

10. FORCE MAJEURE. If the landlord is restricted in fulfilling its obligations by causes beyond its control, the landlord is relieved from fulfilling its obligation for that duration of time.

11. INTERPRETATION. In this lease agreement, words that are singular and plural have the same meaning.

12. BINDING EFFECT OF AGREEMENT. This lease agreement binds all heirs, executors, administrators, successors, and assigns of the landlord and tenant.

13. PROPER PARTIES TO SIGN AGREEMENT

14. INDEMNIFICATION. Except where property damage or personal injury is caused by the negligence of the landlord, its servants or agents, the landlord will in no way be liable for any property damage or personal injury suffered by the tenant or persons invited onto the leased premises and the tenants shall save harmless the landlord from any liability which may result.

50 Corriveau Avenue, St. Albert, Alberta, Canada T8N 3T5 Phone: (780) 447-8600 Fax: (780) 447-8912

SAMPLE BINGO ASSOCIATION ANNUAL UPDATE

For the Period _____ to _____

PLEASE PRINT CLEARLY

Name of Association Corporate Access Number

Address: _____ Most recent lease on file expires _____ 20__

City/Town Postal Code Is this lease still in effect? Yes _____ No _____

If no, provide copy of current lease

HAVE YOU REVISED, OR MADE ANY CHANGES TO ANY OF THE FOLLOWING IN THE LAST 12 MONTHS? IF YES, PLEASE ATTACH COPIES OF REVISED DOCUMENTS, AND HIGHLIGHT THE AREAS WHICH WERE CHANGED.

| | | | | |
|------------------------------------|-----|-------|----|-------|
| Operating By-laws | YES | _____ | NO | _____ |
| Financial Inventory/Control System | YES | _____ | NO | _____ |
| Duties of Volunteer & Hired Staff | YES | _____ | NO | _____ |
| Event Allocation Procedure | YES | _____ | NO | _____ |

THE FOLLOWING MUST BE ATTACHED TO THIS FORM:

- Association membership which includes the bingo representative name and business phone number.
- Copy of minutes of the last annual general meeting.
- Total number of events association will operate during the year. Please separate this figure into number of afternoons, evenings, and late nights.
- Dates the hall will be closed during the licensed period.
- Separate list of event allocations for each group.
- List of all paid staff, name, position, and rate of pay.
- Copy of current bonding policy for paid association representatives and cashiers.
- Details regarding proposed anniversary or proposed monthly specials.
- Licence fees at \$30/event to cover period of one year, or three months if paying quarterly.

BINGO PROGRAM

- If you intend to amend your bingo program in any way, to take effect at the start of the above period, please attach a copy of your current approved "BINGO PROGRAM" with any proposed changes or amendments noted directly thereon.

50 Corriveau Avenue, St. Albert, Alberta, Canada T8N 3T5 Phone: (780) 447-8600 Fax: (780) 447-8912

SAMPLE BINGO ASSOCIATION ANNUAL UPDATE

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| | | | | |
|------------------------------------|-----|-------|----|-------|
| Operating By-laws | YES | _____ | NO | _____ |
| Financial Inventory/Control System | YES | _____ | NO | _____ |
| Duties of Volunteer & Hired Staff | YES | _____ | NO | _____ |
| Event Allocation Procedure | YES | _____ | NO | _____ |

THE FOLLOWING MUST BE ATTACHED TO THIS FORM:

- Association membership which includes the bingo representative name and business phone number.
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BINGO PROGRAM

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NEW BINGO ASSOCIATION REQUIREMENTS - CHECKLIST

This checklist is being provided to ensure new bingo associations submit all the necessary information to the AGLC Regulatory Division. All the information (except that indicated by a “→”) must be provided and be reviewed before a Board Review can be scheduled. The documents indicated by the “→” shall be submitted to the satisfaction of the Regulatory Division prior to the Facility Licence and Bingo Licence for each member being issued. This checklist is intended to be used in conjunction with Section 1.6 of the Bingo Terms & Conditions and Operating Guidelines. A full size copy of this checklist is available by calling the Regulatory Division at one of the numbers specified in Section 1.2 of the Bingo Terms & Conditions and Operating Guidelines.

1. ASSOCIATION

- Name the association will operate under (i.e., Golden River Bingo Association).
- A name search should be completed to ensure the name chosen is eligible to be used.
- List of association’s member clubs, including the club representative’s name, address, business and residence phone numbers, and fax number.
- List of association Board (executive officers and directors) including address, business and residence phone numbers, and fax number.
- Copy of the minutes from each meeting the association held regarding the formation of the association.
- The association is required to contact FABAA at 1-888-899-1112 to discuss their plans for the new association. FABAA will provide a letter to the association with a copy to the AGLC detailing their views on the new association.

2. BINGO FACILITY (Refer to Section 2)

- Name of the facility (i.e., Golden River Bingo Hall or the name can be different from the name of the association, such as Gold Mine Bingo Hall).
- Street address and mailing address, if different.
- Legal description.
- Telephone number(s) and fax number
- Draft of the bingo hall plan or floor layout, including square footage. For a brand new facility, the draft shall be submitted and the final blueprints shall be submitted prior to the start of construction (generally after approval in principle has been granted).
- The association executive must apply for a Facility Licence. A Facility Licence must be in place before bingo licences will be issued. The association may wait until they have received an approval in principle.
- Confirmation that all of the bingo equipment contained in the facility, will be or is supplied by or purchased from a registered gaming supplier.

- Confirmation the bingo hall shall be located in a permanent facility and provide:
 - a) Cash Cage area to accommodate a minimum of two cash registers, cash counting/advisor area, and special game card sales/cash counting area.
 - b) Paper/inventory storage area accessible from the Cash Cage area.
 - c) General Storage Room.
 - d) Volunteer's Personal Storage Area (for coats, purses etc.).
 - e) Caller's stage raised to an appropriate height and situated in an area to provide a clear unobstructed view of the entire playing area.
 - f) Safe located in either a) or b).

- For purposes of the review by the Board, the applicant is to acknowledge, in writing, their understanding that the facility must meet the following minimum security standards, and is subject to a final inspection prior to the Facility Licence and the members' Bingo Licenses being issued:
 - a) Robbery Procedures poster posted in hall. Posters are supplied by the AGLC.
 - b) Telephones in cash areas, such as cashiers wicket and countroom (if applicable).
 - c) Height markers installed at entrances/exits, inside cash cage and any other area as determined necessary.
 - d) Security training for the association's hired staff (may be provided by the local police force).
 - e) ID badges for volunteer workers containing the name of the bingo association or name of the bingo hall and the volunteer's name or the name of the position the volunteer is working; or a vest containing the volunteer's position and where possible the name of the association; or a badge containing the name of the association or group and the position or volunteer's name. (See Section 2.4.1.e).ii).
 - f) All paid staff shall wear a Registered Bingo Worker ID badge which includes as a minimum the first or common name of the individual, position(s), ID registration number and a photograph is optional.
 - g) Enclosed and secure wickets must be installed in all cash counting areas (including cashiers).
 - h) Access doors, complete with a peep hole, to cash cage to be securely locked and dead-bolted, or controlled by an electric buzzer switch from within the cash cage. This applies to cash or bonanza counting areas.
 - i) Cash counting areas, cashiers area and caller's stage to be alarmed.
 - j) Suitable alarms/motion detectors installed. These must be in operation during silent hours.
 - k) Counterfeit money handling procedures must be posted in all cash handling areas. (See Section 3.8).
 - l) AGLC surveillance poster advising patrons the facility is subject to periodic surveillance. Posters are supplied by the AGLC.

3. OWNER(S) OF HALL

- Name of company and/or individual(s).
- Address(s) for mailing.
- Telephone numbers, fax, business and residence.

4. HALL LESSOR (Where proposed landlord is leasing the facility, then subleasing to the association)

- Name of company and individuals(s).
- Address(s) for mailing.
- Telephone numbers, fax, business and residence.
- Signed copy of lease with owner of hall (head lease).

5. DRAFT OF THE PROPOSED BYLAWS (Refer to Sections 1.5.7 and 9.2)

Section 1.7.1.d) requires all association members to comply with the association's registered bylaws while operating their bingo events. The importance of a good set of bylaws cannot be overstated. Most associations do not realize this until they are in a position of dealing with conflict amongst the membership and/or executive board. Associations tend to be very vague in the wording of their bylaws. This results in various interpretations of the same bylaw provision. The association should try to be as specific as possible, without limiting their ability to make procedural changes in the day-to-day operations or items which may occur in the normal course of business. The proposed bylaws shall be reviewed by the association's lawyer and the Regulatory Division prior to being registered. Any comments made by the lawyer, by way of letter, shall be submitted to the Regulatory Division. Bylaws shall address the following:

- Objects of the association.
- Role of the association.
- Definitions.
- Membership, including classes of membership.
- Membership fees, how determined, are they refundable (in full or a specified dollar amount or a percentage figure) if a member leaves the association.
- Selection procedure and approval of new member organizations.
- Privileges and responsibilities of members.
- Suspension, expulsion or other provisions of disciplinary action against members.
- Right of appeal of members.
- Resignation of members and obligations thereof.
- Make-up of the Board, including Executive Officers and Directors.
- Duties of the Board, including Executive Officers and Directors.
- Powers of the Board, including Executive Officers and Directors. For example, what decisions can they make without the approval of the general membership (i.e., change the bingo program, admit new members, purchases, hiring staff, etc).
- Removal or replacement of Executive Officers or Directors.
- Meetings, conduct of and frequency of regular, executive, annual meetings.

- Provision for special or emergency meetings.
- Voting rights.
- Quorum for each type of meeting (board, annual, regular, special, emergency).
- Execution of Instruments.
- Borrowing Power.
- Distribution of year end surplus funds (should also address groups that leave the association).
- Financial reporting to the membership, how and at what intervals.
- Provision for members to inspect association minute book and financial records.
- Provision for the association to establish additional working guidelines or policies and procedures.
- Procedure for amending the bylaws.
- Special Resolutions.
- Definition of the fiscal year.
- Appointment of auditors.
- Provision for dissolution, including what happens to the assets of the association upon dissolution.

6. → INCORPORATION DOCUMENTS (Refer to Section 1.6.3 (e))

After the AGLC has reviewed the proposed bylaws and providing no other changes are necessary, when the association has received their approval in principle, the bylaws can be filed with Corporate Registry. Once the association is incorporated, the AGLC requires the following documents:

- Copy of Bylaws stamped “registered...”
- Copy of the Certificate of Incorporation.

7. APPLICATIONS FROM MEMBER CLUBS (Refer to Section 1.5.4)

- Completed application for each club, including the attachments as specified on the application. Any club who has not been previously licensed for any gaming event must submit the following information with their application:
 - a) Description of the activities and services the group provides to the community.
 - b) If applicable, provide a list of programs offered and the number of individuals registered in each program.
 - c) Details on the actual activities the group has conducted or services which were provided during the past two years.
 - d) A copy of the group’s incorporation documents, objects and bylaws.
 - e) A current membership list. Is membership restricted? What are the yearly dues? Are programs restricted to members, or intended for the public?
 - f) Describe how the board or executive are chosen and provide a list of the executive.
 - g) Details on other sources of funding the group has. Include grants, rent, product sales, user fees, etc.

- h) A copy of the budget for the current year. Also include a balance sheet and income statement for the past two years.
- i) Does the group own or rent a facility? Provide copies of any contracts, leases and rental fees.
- Specific details** on how the bingo profits will be spent.
- Name and address of the bank and bank account number for the separate bingo account. If not already established, this may be done after the association has received an approval in principle to proceed.

8. PROPOSED BINGO PROGRAM (Refer to Section 4, Conduct of Bingo)

- Proposed days of operation.
- Number and kinds of events per day (i.e., afternoon, evening or late).
- Hours of operation (bingo commences with the awarding of the first prize and ends when the last prize is awarded, prizes awarded as part of a pre-call are exempted).
- Number of volunteers required for each event (this may increase for special, anniversary, or playoff events).
- Number of regular games played at each event.
- Card prices for regular games, including half-time sales.
- Can existing players purchase more cards during half-time? If so, what happens to their receipt and what affect does this have on the loonie pot game participation for the extra cards purchased at half-time?
- Card prices for special games (bonanza, early bird, lucky seven etc.). If cards cost \$1.00 each, they should be expressed as 1 card for \$1.00. If the cards are sold in strips of 3 or 4 or 6, they should be expressed as 3 cards for \$1.00 and not 1 (one strip) for \$1.00.
- Details on discount pricing (i.e., seniors -- maximum of \$1.00 and age of seniors must be stipulated and cannot be lower than 60 years), package deals, discount bonanzas, bonanza trade-ins, all you can play (\$1.00 cards only), half-time pricing.
- Prize payout schedule for regular games (Edmonton and Calgary operate on a common payout set by the AGLC, other locations or general area may already have a payout in place and the new hall would be expected to follow the same). Where no payout is already in place in the area, then the proposed payout should be designed to be in line with the 65 percent overall payout.
- Prize payout for each special game (maximum is 60 percent).
- Details on Loonie Pot/Pot of Gold schemes.
- Rules of Play** (also refer to Section 4.3.3 of the Bingo Terms & Conditions and Operating Guidelines) addressing the following:
 - how prizes are split in the case of multiple winners;
 - minimum payout amounts for each card price;
 - seniors or other card price discounts or package deals;
 - detailed explanation of how regular games are played;
 - details on loonie pot prize(s) offered in conjunction with the regular games;

- detailed explanation of how each special game is played (number of games played within the special game, rules of the game, procedure for multiple winners and the prize breakdown, on bonanza game does a 49 number have to be called prior to full card being recognized if not won within 48 numbers; and if a late bingo is called on a bonanza (or any other consolation prize), can the player receive the consolation without another number being called; on the bonanza pre-call game, if the pre-call game was not won during the pre-call, do any other numbers have to be declared before the game can be won);
- *whether or not two games can be won at the same time, or does another number have to be called prior to the second game being recognized;
- *whether or not games may be won out of order, (*keep in mind the affect these may have on the loonie pot games);
- how merchandise prizes are awarded in the case of multiple winners, including any cash in lieu option;
- details on give-aways/promotions. For example, door prize draws or other give-away promotions (\$25.00 cost value/100 patrons or portion thereof in attendance and within the 65 percent overall payout);
- details of other promotions connected to the game of bingo, and limited to a maximum of \$100.00 per event and within the overall 65 percent payout, (i.e., King Queen, Gold Ball, Lucky Number, Player of the Event, etc.);
- details on monthly special events -- may have 2 events per month; however they must be on the same day of the month, and be conducted within the overall 65 percent payout;
- details on playoff games, maximum of 2 per week do not have to be on same day; however, one must be at an evening event;
- players responsible to make themselves heard by the caller;
- series number must be visible on the winning card or the bingo will not be honoured;
- once the caller has announced the number of bingos eligible for prizes, no further bingos will be recognized;
- front of the caller shall prevail, the flashboards are an aid to the game and not an official record of the numbers which were called;

□ **House Rules** (also see Section 4.3.3) as follows:

Mandatory Issues To Be Addressed

- what time the doors and cashiers open, and what time the early birds and regular games start;
- age limit for bingo players and workers, (minimum age is 18 to play the satellite game, loonie pot and to purchase pull tickets);
- minimum purchase of regular game cards;
- receipts are not transferable from player to player;
- what time the reading is taken to determine regular game payouts;
- players may not purchase special game cards or play special games cards without a valid cash register receipt for regular cards;

- valid cash register receipt must be presented to the paymaster before prizes will be awarded;
- what happens if a player is caught playing more cards than paid for;
- only cards issued by the (name) - association are eligible to be played and will be recognized for a prize;
- what games are half-time patrons eligible to play;
- players playing on the wrong series or colour of card;
- how bingos are verified;
- how braille cards are sold and verified;
- exchange and/or refund of bingo cards;
- workers and/or volunteers playing bingo cards for a player temporarily absent;
- the time when cards sold or attendance, and the payouts for regular games will be announced by the caller (must be prior to the start of the regular games);
- players found cheating;
- cash register receipts must be in plain view at all times and will be requested prior to verifying a bingo or paying a prize;
- all decisions made by the bingo chairperson are final;

Optional Issues

- players saving seats for friends;
 - do cards not in play have to be face down on the table;
 - all cards must be marked with ink pen or a dauber or they will be disqualified for a prize;
 - cards are the responsibility of the player, lost cards will not be replaced;
 - workers smoking, eating or drinking while selling cards or verifying a bingo;
 - foul language being used by patrons, or patrons who are intoxicated or causing a disturbance;
- Details of grand opening special (maximum of three consecutive days).
 - Breakdown of expenses for each event.
 - Details of card package special pricing.
 - Details on distribution of free cards on a good neighbour basis (to the winner, player to winner's right and left and/or across from the winner and/or the player who assisted in checking a bingo), such as regular or special game cards (must be played at the event given), playoff game cards (may be played at a future event for the playoff game).

9. BINGO EQUIPMENT (Refer to Sections 2.2.3 and 1.5.9)

- Who will own or supply the bingo equipment, i.e. flashboards, bingo blower, and the verifier (equipment must be supplied by a registered Gaming Supplier, refer Section **40.1 GLA**. If landlord is supplying equipment as part of the lease agreement, landlord must be registered.
- Cost to the association, payment arrangements and source of funding must be provided.
- Cost to member clubs.

- Copy of agreement regarding the supply of equipment (may be on a lease, purchase-to-own, or outright purchase basis).
- Verifier model and serial number (must be owned or leased by the association, and the verifier must be a model currently approved for use. If another model is intended it must first be approved by the AGLC).

10. BINGO SUPPLIES (paper)

- The name of the company(s) who will be supplying the bingo paper (paper must be purchased from a registered supplier).
- Cost of the paper.
- How member clubs will be charged for paper used at each event.
- Bonanza and Odd Even Cards must be folded or sealed.

11. FINANCIAL AND INVENTORY CONTROL SYSTEM (Refer to Section 7.5)

The financial and inventory control forms listed below are required for each Bingo Association. Samples of these forms are included in Section 9.1 of the Bingo Terms & Conditions and Operating Guidelines. They are intended as a guide regarding format. The association shall draft forms which include the same information as in the samples, and which are consistent with the proposed bingo program.

- Event Summary.
- Ball Verification Sheet.
- Bingo Caller's Check Sheet - Regular Games.
- Bingo Chairperson's Cash & Deposit Reconciliation.
- Bingo Worker Sign In Sheet (The format shown in Section 9.1.5 of the Bingo Terms & Conditions and Operating Guidelines is mandatory).
- Bonanza Controller's Record/Reconciliation.
- Bonanza Seller Card Control.
- Cashier's Sheet Inventory & Sales Reconciliation / Register Reconciliation.
- Cashier's Sheet Register Reconciliation.
- Extra Games Control Sheet.
- Paymaster's Sheet - Regular Games.
- Paymaster's Sheet - Bonanza and Other Games.
- Inventory Control.
- Bingo Association Monthly Pull Ticket Sales (Deposit) Report (AGLC Form #5438 is mandatory).
- Bingo Association Pull Ticket Inventory and Sales Record (AGLC Form #5434 is mandatory).
- Bingo Association Monthly Pull Ticket Inventory Reconciliation (AGLC Form#5436 is mandatory).
- Loonie Pot Control Form.
- Satellite Game Control Forms are provided by the Alberta Satellite Network and their use is mandatory.

12. POSITION DESCRIPTIONS - VOLUNTEER & PAID STAFF (Refer to Section 6)

Duties for volunteer and paid staff shall be clearly defined. Section 6.4 outlines the minimum position requirements for volunteer and paid staff. The association must draft position descriptions for their volunteer and paid staff, which accurately reflect the specific duties each position is responsible to carry out. Many associations just copy what we have in the book and present this. These are considered to be the minimum requirements of each position. They are intended as a guide only, and may not detail all of the duties which the association will require of each position. Detailed job descriptions provide an opportunity for the employee or volunteer to thoroughly understand their responsibilities, and provides the association with a measure to evaluate performance.

- Bingo Chairperson.
- Paymaster.
- Bonanza Controller.
- Sellers/Checkers.
- Caller.
- Association Representative - Administrative.
- Association Representative - Operational.
- Cashier.
- Satellite Game Controller.
- Pull Ticket Manager (duties may be included in the position description for the Association Representative - Administrative.
- Pull Ticket Seller.

13. DRAFT OF THE PROPOSED LEASE (Refer to Section 9.3)

The association must have the proposed lease reviewed by a lawyer. A copy of the lawyer's letter of advice must be submitted to the AGLC with the new association proposal. Cost to have the review completed and letter prepared may be recovered from future gaming revenue.

The lease should always be subject to the approval in principle being granted and should not be signed until reviewed and recommended by a lawyer, the AGLC has confirmed the lease is acceptable and requires no changes, and the association has received an approval in principle. In addition the association is encouraged to seek an independent appraisal as to the lease rate value and how it compares with the market value in the area. A copy of the appraisal shall be submitted with the package.

The contents and drafting of the lease is at the discretion of the association and landlord; however, attention should be given to Sections 3.1.9 and 3.1.10 of the Bingo Terms & Conditions and Operating Guidelines. As a minimum, the following clauses shall be addressed in the lease:

- Date of Lease Agreement.
- Full and legal names of the parties involved.

- Legal and municipal description of property.
- Purpose of lease and intended use of property, include maps or drawings referred to as schedules.
- Rent schedule and how calculated. Are there rebates for insufficient attendance, closure on statutory holidays, bad weather or half-time patrons?
- Penalties for non-payment of rent, by what means and where is the rent paid?
- Days and times (if applicable) the facility is available for use by the association.
- Breakdown of the expenses the association is responsible to pay.
- Breakdown of the expenses the landlord is responsible to pay.
- Insurance type and coverage responsibility.
- Capacity of premises, and proposed seating.
- Rules and regulations.
- Landlord's covenants (e.g., quiet enjoyment, tenant access).
- Tenant's covenants.
- Services, equipment, and furniture, lease should specify who has responsibility for providing. Schedules should be attached detailing the articles to be provided.
- Provisos (e.g., liability of officers of the tenant).
- Option to renew the lease.
- Arbitration clause.
- Termination conditions on both sides and escape clause.
- What happens if the owner sells the hall or the sub-landlord transfers the sub-lease?

14. → PERMITS AND LICENCES (Refer to Section 2.2.2)

- Development Permits.
- Building Occupancy Permit.
- Fire Inspection Certificate.
- Business Licence.
- Health Inspection re: food sales.

NOTE: In some locations one or more of these permits or licences may be combined. Submit the permits or licences appropriate for the area the association will be located.

15. DETAILED BUSINESS PLAN

Including, but not limited to:

- size of the bingo market in the area and where patrons will be drawn from;
- marketing plan;
- expected profit and loss statements;
- break-even analysis; and
- steps which will be taken to ensure the association will be successful.

INFORMATION ON THE
BINGO ASSOCIATION'S AUDIT

Bingo Terms & Conditions and Operating Guidelines, Section 7.9, requires bingo associations to provide:

An audited financial statement, and management letter, of a bingo association's income and expenses must be submitted yearly. It shall be prepared by an independent accountant, who is a member in good standing of:

- a. *the certified General Accountants Association of Alberta, or*
- b. *the Institute of Chartered Accountants of Alberta, or*
- c. *the Society of Management Accountants of Alberta.*

The statement shall be submitted to the Commission Regulatory Division within 120 days of the fiscal year end. Its specific content is determined by the Commission.

The following guidelines provide information for the association, its treasurer, and the independent auditor. They outline areas of responsibility so the audit can be completed on a satisfactory and time basis.

I. BINGO ASSOCIATION

A. The association should provide their auditor with:

1. Copies of development permits, business licences, and bingo licences.
2. The association incorporation documents and by-laws.
3. List of the association executive.
4. List of members and their representatives.
5. Copies of all contracts for facility use, equipment use, and providing supplies and services.
6. Organizational plans for the conduct and management of each bingo event, including:
 - a. Role of the association and its representatives.
 - b. Duties of all volunteer and hired staff.
 - c. Bingo program.
 - d. House rules and rules of play.
7. A minute book for all association and executive meetings (if held separately). Minutes should contain resolutions as to:
 - a. the auditor's appointment
 - b. approval of premises lease agreements.
 - c. major purchases of equipment and leaseholds.
 - d. employees' pay.
 - e. banking resolutions and signing authorities.
 - f. methods of surplus distribution.

g. any other items of overall importance to the association and its members.

B. The association should develop an internal control system. This must include at least:

1. An organizational plan which provides a proper separation of duties and responsibilities. In general, no one person should handle all phases of a transaction. If possible, the division of duties should keep operations and custodianship separate from accounting.
2. A system of authorizing and recording procedures to provide proper control over assets, liabilities, revenues, and expenses. Forms and procedures should provide for proper approvals to establish full accountability for all actions taken.

As part of this system, and to comply with Bingo Terms and Conditions, the association shall establish and maintain a financial/inventory control system. (This includes job descriptions for both volunteer and hired staff). The system is done at the bingo event level, and should be organized along the following lines:

- a. Handling of cash at event level:
 - i. all transfers of cash among staff shall be witnessed, verified, recorded, and signed for.
 - ii. actual cash counts shall be recorded
- b. Inventory control for bingo supplies:

- i. all stock transfers between a licensee and the association shall be verified and recorded.
 - ii. inventory records for all supplies shall be kept.
- c. Bingo expenses:
- i. all bingo expenses shall be recorded.
 - ii. all expenses shall be paid for by cheque.
3. A division of duties to encourage accuracy without duplication and wasted effort. Whenever possible, the following duties should be handled by different persons:
- a. Authorizing transactions.
 - b. Recording transactions.
 - c. Custody of assets involved in transaction.
4. Sound practices to be followed when performing duties and functions. These must be supported by:
- a. Written job descriptions showing duties of each executive officer and employee.
 - b. Procedures showing the steps necessary to carry out the duties for each job.
 - c. Orderly screening of prospective employees, adequate training, and bonding.

II. ASSOCIATION TREASURER

- A. The treasurer should maintain a complete set of accounting records, prepared in accordance with generally accepted accounting principles, sufficient to provide timely information for the Executive and year-end financial statements.
- B. Financial statements should be prepared on a full accrual basis.
- C. Without limiting the information contained therein, year-end financial statements should include:
 - 1. Statement of Revenues and Expenditures
 - a. Revenues. There should be a clear distinction between gaming and non-gaming revenues. Consider the use of separate statements for gaming and non-gaming revenue where significant.

- i. Gaming revenues are any funds paid to the association by its members, whether on a fixed fee or percentage basis. These are obtained from admission and bingo card sales from any bingo event. Gaming revenues should be broken down into the various segments.
 - ii. Non-gaming revenue is all other forms of income. These should be broken down into the various segments, and include:
 - sale of merchandise, daubers, food, and beverages (or commissions from sales).
 - sale of advertising space either in the hall or on publications distributed by the association.
 - membership fees or fines to members for breaches of by-laws.
- b. Expenditures. (Without limiting categories used) include:
- i. Personnel. The following could be separated:
 - salaries
 - wages
 - employee benefits
 - fees for service.
 - ii. Materials and supplies. The following could be separated:
 - bingo paper
 - bingo items and merchandise for resale (these should be applied to the related revenue)
 - administrative supplies
 - minor promotional items given to players.
 - iii. Services. The following should be separated:
 - advertising
 - janitorial and related maintenance expense
 - audit.
 - iv. Premises rental.
 - v. Equipment rental.
 - vi. Capital. The following should be separated:
 - office equipment
 - bingo equipment
 - leasehold improvements
 - equipment repairs

- debt repayment by principal and interest.

The association should either follow the principles of fund accounting or follow the rules as outlined in Section 400 of the CICA handbook.

Eligible expenses paid from gaming revenue must be directly related to conduct and management of bingo. These include, but are not limited to:

- i. Equipment or hall rental. The rate shall not be calculated as a straight percentage of revenue; rates based on a sliding attendance schedule may be approved by the Commission. Rent may include expenses for:
 - bingo equipment
 - furnishings
 - janitorial services
 - utilities and insurance.All other expenses shall be separately identified.
- ii. Payment to approved, hired staff. Staff shall be paid by cheque. Only the licensee or association may pay these staff.
- iii. Purchase of bingo cards/paper.
- iv. Advertising to describe activities in the bingo hall.
 - a) Advertising is limited to newspapers, magazines, radio, television, billboards, signs, posters, and flyers.
 - b) Joint advertising by landlords and bingo associations may be approved.
 - The association shall be responsible for the content and design of the advertising. The landlord could assist in the cost.
 - A written agreement must be entered into.
 - A cost breakdown and receipts must be kept and accounted for as part of the association yearly audit.
 - c) Advertising does not include promotions

- v. Costs of the association's yearly audit.
- vi. Cost of bonding hired or volunteer staff.
- vii. Volunteer meals or refreshments at the hall concession.
- viii. Volunteers' out-of-pocket expenses that are incurred to work bingo. A voucher or receipt, such as a taxi receipt, must be provided.

2. Balance Sheet

a. Assets

- i. Cash on hand and in bank. All cash on hand, including petty cash and change funds, and bank balance (after adding outstanding deposits and deducting outstanding cheques).
- ii. Term deposits and short-term investments (includes accrued interest).
- iii. Inventories. Valued at cost (likely the most recent cost). Includes all bingo paper, and other bingo items and merchandise for resale.
- iv. Pre-paids. Represent expenses paid in advance for the subsequent periods.
- v. Deposits. Either of a refundable nature or long-term expenses that are paid in advance.
- vi. Accounts Receivable. For example, accrued interest receivable and due from members.
- vii. Fixed Assets. Separating office equipment, bingo equipment, and lease hold improvements. Fixed assets are recorded at cost and not depreciated.

b. Liabilities

- i. Accounts payable and accruals. Represent expenses and current assets acquired, but not paid until after the year-end.
- ii. Payroll Deductions Payable. May be included in accounts payable.

iii. Loans Payable. Required because of equipment acquisitions, leasehold improvements, or extensive start-up costs.

c. Equity

- i. Equity in fixed assets. Equal to total of fixed assets.
- ii. Surplus (members' equity). Represents equity of members in the association. Surplus may be broken down into the following:
- Non-distributable, net assets the association needs to carry on its operations; and
 - Distributable, the amount the association intends to reimburse to its members.

Bingo associations should provide separate disclosure of member contributions which are not repaid until the member leaves.

Member contributions which are received as funds in trust should be shown separately in the liabilities section of the balance sheet.

Separate disclosure of appropriated surpluses should be provided.

3. Statement of Equity in Fixed Assets. The statement of equity in fixed assets would include the following:

- a. Opening Balance. The ending balance of the previous year.
- b. Additions
- Fixed assets and leasehold improvements purchased during the year at cost.
 - Increase in ownership of assets by way of principle reduction of any debt.
 - Cost of any assets acquired by any other means, i.e. donated or contributed assets.
- c. Deductions. Cost of assets sold, traded, destroyed, or by any other means that are no longer owned by or of use to the association.
- d. Ending Balance. The opening balance of the next year.

4. Statement of Surplus (Members' Equity). The Statement of Surplus (members' equity) would include the following:

- a. Opening Balance. The ending balance of the previous year.
- b. Additions. Current year's excess of revenues over expenditures; prior year's adjustments.
- c. Deductions. Current year's excess of expenditure over revenues; prior year's adjustments; distributions to member groups.
- d. Ending Balance. The opening balance of the next year.

It is possible the association may determine an amount of surplus that is necessary for ongoing operations. This would be non-distributable, except upon liquidation.

If so, the surplus could be split into its components, and separate reconciliations provided for non-distributable and distributable surplus.

5. Supplementary Information. To provide additional information to the association and Commission, a supplementary schedule for all member groups may be attached to the financial statements. The schedule would show in total:

- a. Bingo Revenues.
- b. Less expenditures for prizes and expenses.
- c. Resulting in an excess of revenues over expenditures.

As the association's auditors will not be auditing all of the member groups, the supplementary schedule could be prepared by the association's treasurer. It would be shown as unaudited in any reference made to it by the auditor.

III. ASSOCIATION'S INDEPENDENT AUDITOR

- A. Additional Statements. The following statements are prepared by the treasurer (or the auditor as necessary):
- Statement of Revenues and Expenditures

- Balance Sheet
- Statement of Equity in Fixed Assets, and
- Statement of Surplus (Members' Equity)

The auditor should include additional statements, as follows:

- Statement of Changes in Financial Position
- Notes to Financial Statements

- B. Auditor's Report. The Auditor's Report may read in accordance with the basis of accounting described in Note (1); rather than in accordance with generally accepted accounting principles. Note (1) would then describe the accounting policies that differ from generally accepted accounting principles. These may include the following:
1. Basis of Accounting. The principles of fund accounting are followed.
 2. Fixed Assets. Are recorded at cost. In accordance with usual fund accounting principles, or pursuant to Section 4400 of the CICA handbook.
 3. Equity in Fixed Assets. Fixed asset acquisitions, unless donated, are recorded as expenditures on the Statement of Revenues and Expenditures; and as additions to Fixed Assets and Equity in Fixed Assets on the Balance Sheet.
 4. Prior Year's Adjustments. All items affecting operations of previous years are reflected in the financial statement comparative balance; or adjusted directly through the Surplus (Members' Equity) account.
- C. Management Letter. The auditor should provide a Management Letter as an audit supplement, and as a product of the audit results. The Letter is addressed to the association, and provides comments on:
1. Results of assessment of internal controls, and recommendations for changes, if any.
 2. Assessment of the organization and systems, and recommendations for change.
 3. Any other pertinent matters that may have arisen during the course of the audit.
- D. A copy of any Management letter shall be forwarded to the Commission Regulatory Division.

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