

**CASINO**  
**TERMS & CONDITIONS**  
**and**  
**OPERATING GUIDELINES**



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**OPERATING GUIDELINES**

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**1.1 DEFINITIONS**

In this handbook,

- a) "Advisor" means all independent advisors (cash cage advisor or count room advisor);
- b) "AGLC" means the Alberta Gaming and Liquor Commission.
- c) "Applicant" means an individual or a corporation that includes the officers, shareholders and directors of that corporation or a partnership that includes each partner or associate, pursuant to Section 9 of the *Gaming and Liquor Regulation*.
- d) "Applicant's Associates" means any person that has a financial interest in the applicant, in the applicant's business or in the facility or premises to which the application relates, pursuant to Section 9 of the *Gaming and Liquor Regulation*.
- e) "Board" means the Board of the AGLC;
- f) "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.
- g) "Casino facility licensee" means the individual, partnership or corporation holding a casino facility licence which authorizes the operation of a facility in which a casino event may be conducted;
- h) "Casino Terms and Conditions and Operating Guidelines (CTCOG)" mean the AGLC's set of policy requirements and operating guidelines which apply to casino events held in a licensed casino facility.
- i) "Charitable Gaming Policies Handbook" means the AGLC's set of policies, policy standards and procedures which apply to gaming licensing eligibility and the use of gaming proceeds.
- j) "Charity worker" means a registered gaming worker who is a paid employee of a First Nation Charity that is working in the capacity of a general manager, alternate general manager, banker,

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cashier, chip runner, count room supervisor, sorter, counter, recorder or amalgamator.

- k) "Discrepancy Report" means a report prepared by the casino facility licensee, licensed charity, registered worker and/or volunteer regarding a breach of the CTCOG, security breach or any other illegal activity.
- l) "Event" means all casino games conducted during a specified period of time indicated on the casino licence.
- m) "Host First Nation" is a First Nation with an operating casino licensed by the AGLC and located on an Indian reserve set apart prior to January 1, 2001, or on a reserve set apart after that date which is contiguous to an existing reserve and to which the Province of Alberta has consented.
- n) "Inspector" means an Inspector of the AGLC, any Police Officer as defined in the *Police Act* or someone designated by the AGLC as an Inspector under the *Gaming and Liquor Act*.
- o) "Licensed charity" means the charitable or religious organization holding a casino licence authorizing a casino within a licensed casino facility or other approved location;
- p) "Minor" means a person under the age of 18 years;
- q) "Pit boss" includes the floor supervisor or any other person employed in that capacity;
- r) "Pit supervisor" includes pit manager or any other person employed in that capacity;
- s) "Registered gaming worker" means a person registered with the AGLC to perform the function(s) specified in their registration;
- t) "Regulatory Division" means the Regulatory Division of the AGLC.
- u) "Slot manager" means the registered gaming worker having the overall responsibility of operating slot machines;

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- v) “Voluntary exclusion” means when an individual voluntarily agrees to be excluded from all licensed casino facilities in the Province of Alberta. (Forms are to be made available at all licensed casino facilities). The “Voluntary Self Exclusion Program” is designed for people who feel it is in their best interest not to participate in casino gambling. By participating in this program, an individual is voluntarily agreeing to be banned from all licensed casino facilities in the Province of Alberta
- w) “Volunteer” means an individual who works without remuneration at a casino event for a licensed charity.

**1.2 LEGISLATION AND BOARD POLICIES**

- 1.2.1 Casino facilities and casino events must be operated in accordance with the *Gaming and Liquor Act*, the *Gaming and Liquor Regulation* and Board policies established under the legislation including these terms and conditions.
- 1.2.2 This handbook contains the policies and operating procedures established by the Board pursuant to Section 38(1) of the *Gaming and Liquor Act* which states:  
  
“The Board’s policies respecting the activities authorized by a gaming or facility licence are conditions of the licence, including policies made after the licence is issued.”
- 1.2.3 All references in this handbook to “Terms & Conditions” or “Operating Guidelines” are considered to be references to Board policies.
- 1.2.4 Casino facility licensees, registered gaming workers and licensed charities must comply with the legislation and Board policies.
- 1.2.5 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 they provide comply with the *Gaming and Liquor Act*, the *Gaming and Liquor Regulation* and Board policies.

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- 1.2.6 Facility licensees, licensed charities and registered gaming workers must comply with all federal, provincial and municipal laws.
- 1.2.7 Non-compliance with the legislation or Board policies contained in this handbook may result in disciplinary action up to and including suspension or cancellation of licence or registration.

**1.3 LICENSING AND REGISTRATION**

- 1.3.1 A casino licence issued pursuant to Section 19(d) of the *Gaming and Liquor Regulation* authorizes a casino.
- 1.3.2 An applicant for a casino event licence must be a charitable or religious organization and must satisfy the Board that the proceeds from the casino will be used for a charitable or religious object, or purpose approved by the Board.
- 1.3.3 A casino facility licence issued pursuant to Section 22(b) of the *Gaming and Liquor Regulation* authorizes the operation of a facility in which a casino may be conducted. Applicants for casino facility licences will be subject to due diligence/financial and background checks.
- 1.3.4 For the purposes of the legislation, a “gaming worker” means a person paid to assist a gaming licensee in the conduct or management of a gaming activity.
- 1.3.5 A registration for a casino worker (a class of gaming worker) issued pursuant to Section 25(b) of the *Gaming and Liquor Regulation* authorizes a person to perform a function specified in the registration at a casino.
- 1.3.6 To be eligible to be registered as a gaming worker, an individual must:
  - a) have the experience specified by the Board for the function; and
  - b) if the Board establishes an exam for the function, achieve at least the minimum exam score specified by the Board.

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1.3.7 Only registered gaming workers as designated in Subsection 6.1.2 may be employed by a casino facility licensee. Under First Nation casino facilities, charity workers designated in Subsection 3.1.1 may be employed by the charity.

1.3.8 A licensed casino facility shall not be used for any other gaming activity other than those approved by the AGLC.

**1.4 ALBERTA GAMING AND LIQUOR COMMISSION (AGLC)**

1.4.1 The AGLC is the province's gaming authority, responsible for conducting and managing provincial lotteries (as defined in Section 1(1)(x) of the *Gaming and Liquor Act*) and for licensing and regulating charitable gaming activities such as casinos.

1.4.2 The AGLC issues gaming licences to charitable and religious groups to conduct casino events.

1.4.3 Facility licences are issued by the AGLC and the facility licensees must operate under the charitable gaming model of the province. A casino event may only occur under a casino licence issued by the AGLC to an eligible charitable or religious group.

1.4.4 The administration and monitoring of licensed casino facilities and casino events is the responsibility of the AGLC.

1.4.5 A minimum of five (5) copies of the CTCOG and a copy of the *Gaming and Liquor Act* and *Gaming and Liquor Regulation* are provided to each casino facility licensee.

1.4.6 The casino facility licensee is responsible for ensuring the CTCOG are available throughout the casino facility to both registered gaming workers and the licensed charity (see Subsection 2.4.1b).

1.4.7 The casino facility licensee is responsible to keep the CTCOG updated when amendments are received. A page titled "Record of Amendments" is located at the front of the CTCOG handbook to keep track of updates issued and date inserted in the handbook.

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1.4.8 Information contained in Sections 1. General Information; 2. Licensed Charity; and 3. Volunteer/Charity Workers are provided to all licensed charities in the Casino Licence Application. The licensed charity is responsible for ensuring that volunteers and charity workers are familiar with these three sections.

1.4.9 Facility licensees and registered gaming workers:

- a) are responsible for knowing the legislation and the policies referred to or contained in the terms and conditions;
- b) shall ensure that all records, reports and financial control 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.

1.4.10 Additional or replacement copies of the CTCOG 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](http://www.aglc.gov.ab.ca).

1.4.11 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 at no charge on the AGLC's web site at [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca).

1.4.12 Training is available to applicants and licensed charities through the AGLC's Gaming Information for Charitable Groups (GAIN) program. The GAIN sessions include information on the following topics:

- a) the licensing application process;
- b) eligibility for gaming licensing;
- c) approved use of gaming proceeds;
- d) reporting requirements following a gaming event; and

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- e) legislation, regulation and policy that govern the conduct of gaming events.

Further information about the GAIN program may be obtained on the AGLC web site at [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca) or by contacting the AGLC at 1-866-307-7499 (toll free).

**1.5 CONTACTING THE AGLC**

- 1.5.1 Written communication may be addressed to any of the following:

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

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

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

Alberta Gaming and Liquor Commission  
10020 – 124 Avenue  
Grande Prairie, Alberta  
T8V 5L7  
Fax Number: (780) 832-3006

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

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1.5.2 The following is a list of AGLC office telephone numbers. Telephones will be answered by machine when staff is not available or calls are outside normal office hours. Normal office hours are 8:15 a.m. to 4:00 p.m. Monday to Friday, excluding holidays.

St. Albert (Head Office):	(780) 447-8600
Calgary:	(403) 292-7300
Red Deer:	(403) 314-2656
Grande Prairie:	(780) 832-3000
Lethbridge:	(403) 331-6500
Gaming Irregularities Only:	1-800-742-7818

1.5.3 The Internet address of the AGLC is [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca).

**1.6 GUIDING PRINCIPLES FOR GAMING**

1.6.1 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.

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- 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.

**1.7 RESPONSIBLE GAMING TRAINING**

- 1.7.1 All casino facility licensees' registered gaming workers must participate in the Alberta Alcohol & Drug Abuse Commission's (AADAC) Phase 1, responsible gaming awareness training sessions within six (6) months of hiring date.
- 1.7.2 All casino facility licensees' registered gaming workers must participate every two years in an updated responsible gaming awareness training session.
- 1.7.3 Casino facility licensees are responsible for providing the Phase 1, awareness training and the updated responsible gaming awareness training to all registered gaming workers within the specified time periods.
- 1.7.4 Casino facility licensees will provide to selected management staff (e.g. games managers, pit supervisors, director of security/surveillance) AADAC's Phase 2, intervention and referral technique training. A member of the trained management staff must be present at all times during casino operating hours.
- 1.7.5 The facility licensee must submit the names of all staff which have received either Phase 1 or Phase 2 of AADAC responsible gaming awareness training to the AGLC's Social Responsibility Division within one week of receiving training.

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**1.8 VOLUNTARY SELF-EXCLUSION PROGRAM**

1.8.1 All casino facility licensees must have available application forms (Form 5491) for anyone wishing to participate in the Voluntary Self Exclusion Program (VSE). The forms are also available on the AGLC web site at [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca)

1.8.2 An exclusion process must contain the following minimum procedures:

a) An initial application is made at the security desk at any casino. A casino employee will issue the approved form to the patron ensuring the following:

i) The employee will explain the application agreement to the patron ensuring the individual understands that: the agreement applies to all licensed casino facilities in the Province of Alberta; the exclusion period will be for a minimum of six months; and that the agreement is irrevocable;

ii) After printing the patron's name on the application agreement, the employee will date, print and sign his or her name on the form as the employee issuing the application and explain to the patron that the form must be completed and returned after a **minimum** of 48 hours (a "cooling off" period); and

iii) The patron must personally return the completed agreement and include a recent passport type colour photograph (2" by 2" ) back to the same casino facility or attend in person an office of the AGLC with the completed documentation. The employee accepting the form will ensure all information is complete and accurate, and must date, print and sign his or her name in the appropriate area on the form.

b) An acceptable form of identification is required in order to ensure the individual submitting the application is the same person attending at the casino facility to return the application. The employee accepting the application will compare the identification produced with the photo submitted with the application to ensure the individual is the same person. Acceptable forms of identification include:

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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 must be given to the patron.
- 1.8.3 The original application (top copy) along with the photograph provided by the applicant will immediately be mailed to the AGLC, St. Albert.
- 1.8.4 Exclusion will be in effect immediately and does 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.
- 1.8.5 In the event of renewal, the patron must notify the Investigation Branch, in writing, specifying the length of the requested renewal period. If a patron has excluded himself or herself for a total of three years, the application process must be repeated in order to keep his or her file and photograph up to date.
- 1.8.6 Once the completed VSE is received at the AGLC, an Exclusion bulletin will be sent to all licensed casinos in the Province of Alberta. It will be the responsibility of the facility licensee to maintain the bulletins in a binder. It is the duty of the security manager to ensure the binder is kept up to date and that expired bulletins are removed and new ones maintained.
- 1.8.7 Facility licensees, employees and agents shall prohibit all persons enrolled in the VSE program from entering or remaining in a licensed casino facility.
- 1.8.8 Should a patron identified on a current VSE Bulletin attend a licensed casino, it is the responsibility of registered staff to verify the patron's identity and then ask the patron to leave the premises immediately.
- 1.8.9 In the event a patron refuses to leave the facility, registered staff should inform the patron that the police will be called and then

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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.

**1.9 ABANDONED OR UNATTENDED CHILDREN**

1.9.1 Casino facility licensees are required to develop a policy to address the issue of children left unattended on casino property.

1.9.2 Child, as defined in the *Child Welfare Act (Alberta)*, means “a person under the age of 18 years who is in need of protective services.”

1.9.3 Casino property is defined as property under the direct control of the casino facility licensee.

1.9.4 Policy is to include, at a minimum, the following:

- a) If a child is left unattended on casino facility property and the child’s circumstance is brought to the attention of facility security, security personnel shall:
  - i) immediately respond to the location of the child and assess whether or not the child requires immediate protective services, taking into account the age of the child, location and weather conditions;
  - ii) if the child requires attention, immediately contact the local Police Service and Emergency Medical Services (EMS);
  - iii) ensure a casino facility employee remains with the child until Police, EMS or the child’s parent(s)/guardian(s) arrive;
  - iv) if the child is not in need of immediate protective services, attempt to locate the parent(s) or guardian(s) of the child on facility property;
  - v) when the parent(s) or guardian(s) is located, escort the parent(s) or guardian(s) to the child and ask them to leave the facility property;

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vi) if the parent(s) or guardian(s) are not located after a reasonable period of time the local Police Service shall be notified; and

vii) the facility licensee shall consider, taking into account the circumstances, banning the parent(s) or guardian(s) from the facility property.

1.9.5 The casino 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 AGLC.

**1.10 MINORS**

1.10.1 Minors (under 18 years of age) are not permitted within a casino facility, or other premises where a casino has been authorized, and is being conducted.

1.10.2 A casino facility licensee shall not employ minors in the casino facility when a casino is being conducted.

1.10.3 A licensed charity shall not use minors as volunteers for a casino.

1.10.4 A casino facility will ensure staff demand proof of age when a person of questionable age (anyone who appears to be less than 25 years of age) attempts to enter a casino facility. Photograph identification is the required type of identification. Acceptable identification includes any one of the following:

- a) Alberta Operator's Licence; or
- b) Motor Vehicles Division Identification Card or Alberta Registries Motor Vehicles Identification Card (this non-driver's identification is available through private registry offices); or
- c) passport, Armed Forces Identification Card, Certificate of Indian Status or Immigrant Authorization; or

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d) other comparable forms of identification from other jurisdictions.

1.10.5 In the event 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) Citizenship Certificate;
- c) Baptismal Certificate;
- d) Foreign Government Visa; or
- e) Fire Arms Acquisition Certificate.

1.10.6 Careful examination of identification under adequate lighting must take place to ensure:

- a) the photograph is genuine and has not been substituted;
- b) the plastic laminate has not been tampered with; and
- c) the lettering that provides information on name and date of birth has not been altered.

1.10.7 Where there is any doubt that identification is genuine, have the individual provide a sample signature and compare the signature to the signature on the photograph identification. Also, ask for a second piece of signature identification.

1.10.8 Caution should also be exercised to check for identification each and every time a person of questionable age attempts to enter a casino. On a previous occasion, false identification may have been produced and accepted.

1.10.9 If a person of questionable age fails to satisfy staff that the person is of legal age, the employee will refuse entry and ask the person to leave.

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**1.11 EXTENDING CREDIT**

1.11.1 Cashing personal cheques or extending credit in any form by the casino operator, office staff, registered gaming workers, volunteers, charity workers or any other casino or facility staff is prohibited.

**Exception:** Cash Call cheques as per Subsection 1.22 may be accepted.

- a) Cash Call cheques may be accepted at an open gaming table in exchange for casino chips.
- b) Should a player wish to cash a Cash Call cheque and there are insufficient chips at the table, play will continue without delay until a "fill" is brought to the table.

1.11.2 Certified cheques, money orders or bank drafts may be cashed at either the licensed premises or the slot cashier.

- a) The decision to cash the above bank instruments is at the discretion of the casino operator.
- b) The casino operator assumes full responsibility for any losses which may incur from this practice.

1.11.3 Reimbursement of Cash Call cheques shall be as follows:

- a) On a nightly basis the operator is required to write a single cheque (on casino facility account) directly to the charity for the total amount of all Cash Call cheques.
- b) Should the float be significantly depleted, the operator shall be responsible for replenishing the float:
  - i) the operator may provide more cash; or
  - ii) purchase back the Cash Call cheques for cash.

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**1.12 CASINO ACCESS**

1.12.1 Every Police Officer as defined in the *Police Act* is an Inspector for the purposes of the *Gaming and Liquor Act*.

1.12.2 Casino facility licensees, casino licensees (licensed charitable organizations) and registered gaming workers are required to cooperate fully with AGLC Inspectors and Police Officers attending at a casino. 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.

1.12.3 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 casino facility;
- b) may take reasonable samples of gaming supplies;
- c) may inspect, audit, examine and make copies of any records, documents, books of account and receipts relating to a gaming activity, a provincial lottery, a gaming or facility licence, gaming supplies or may temporarily remove any of them for those purposes;
- 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;

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- 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.

1.12.4 A Field Technician employed by or working on behalf of the AGLC in a casino 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*.

1.12.5 An auditor or person employed or working on behalf of the AGLC in a casino facility has been designated by the AGLC as an Inspector pursuant to Section 98(1) of the *Gaming and Liquor Act*.

1.12.6 A cover charge for entering the gaming areas of a casino facility is prohibited. A cover charge may be applied to enter the restaurant/bar/lounge area of the casino facility.

**1.13 HOURS OF OPERATION**

1.13.1 Casino table games are allowed to operate a maximum of 14 consecutive hours, commencing no earlier than 10:00 am, and ending no later than 2:00 am.

1.13.2 Casino slot machines are allowed to operate a maximum of 17 consecutive hours commencing at 10:00 am, and ending no later than 3:00 am.

1.13.3 Casino poker rooms may operate 24 hours a day provided the conditions in Subsection 10.3.2 c) are met.

1.13.4 Casinos operated in conjunction with agricultural fairs and exhibitions may operate a maximum of 16 consecutive hours.

1.13.5 Casinos are allowed to operate 7 days a week.

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1.13.6 All casinos must be closed on Christmas Day.

**1.14 DRESS**

1.14.1 All registered gaming workers employed as dealers or as charity workers must be in a uniform as approved by the casino facility licensee or First Nation Charity. Dress must be separate and distinct for each gaming area. These uniforms will be worn when performing duties in a gaming pit or for cash cage/count room duties.

1.14.2 Registered gaming workers whose duties include the dealing of any game must wear a pocketless apron while in a gaming pit.

1.14.3 Each casino facility licensee and First Nation Charity shall develop and enforce their own dress code for registered gaming workers to allow for easy recognition by customers of the casino and to reduce the possibility of criminal activity taking place in the gaming pit or cash cage/count room.

1.14.4 Customers of the casino are not permitted to wear costumes in the casino at theme night parties, which conceal their identity (e.g. face or eye masks).

**1.15 ADVERTISING**

1.15.1 Advertising refers to the use of media (e.g. newspapers, magazines, radio, television, internet, including e-mail messaging, signage) to communicate a message to a wider audience.

1.15.2 The purpose of these guidelines is to provide policy parameters under which legitimate casino facility advertising activities may take place in accordance with the *Gaming and Liquor Act*, *Gaming and Liquor Regulation* and Board policies.

1.15.3 These policy guidelines shall be considered conditions of the licence applying to casino facility licensees, and conditions of the Slot Machine Retailer Agreement.

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1.15.4 Advertising is permitted without the prior approval of the AGLC, providing the intended advertising activity is covered by or directly referred to in these guidelines.

1.15.5 Casino facility licensees are responsible for ensuring their advertising, is at all times, in compliance with these policies.

1.15.6 Advertising schemes of all electronic games shall be submitted to the Manager, Casino Programs for approval. For further information on electronic games, including the definition, see Section 13.

1.15.7 Advertising of all table games that do not comply with these policies shall be submitted to the Manager, Casino Programs for approval.

1.15.8 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 table 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 and any other regulatory body having related jurisdiction.

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- g) Subject to Subsection 1.15.8f), 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 casino facility, or any combination of games or activities.

1.15.9 Elements of Advertising:

- a) Gambling Scenes:
  - i) the activities shown in any advertising using a casino setting must be within the normal bounds of those which are permitted in the province;
  - ii) a legal setting must be presented, and only approved table games, electronic games and activities may be shown; and
  - 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 casino advertisements;
  - iii) the use or imitation of children's fairy tales, jingles, nursery rhymes, songs, musical themes or fictional characters is not permitted; and
  - iv) advertising may not be placed at venues (such as sports arenas) which are used primarily by minors.
- c) Table Games:
  - i) advertising may focus on any table game, or combination of table games, including electronic games.
- d) Personal Endorsements:

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- i) casino endorsement by a well-known personality or look-alike should not imply that playing table 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 casino advertising; and
  - 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 casino facility licensee is responsible for all costs of advertising. None of the advertising expenses may be paid either directly or indirectly by the licensed charities; and
  - ii) there is no dollar limit on advertising expenses or costs.

1.15.10 Interpretation and Enforcement:

- a) The interpretation and enforcement of these guidelines are the responsibility of the AGLC.
- b) The casino 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, Casino Programs.
- d) A casino facility licensee may submit advertising covered by these guidelines to the Manager, Casino 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;

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- ii) the requirement that the casino facility licensee remove advertising;
- iii) the requirement that all further advertising covered by these guidelines be submitted in advance to the AGLC 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*.

**1.16 PROMOTIONS**

1.16.1 Promotion refers to any activity within a casino 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, prize, giveaway, etc., or similar promotions.

1.16.2 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*, the *Gaming and Liquor Regulation* and Board policies.

1.16.3 The policies established by these guidelines shall be considered conditions of the licence applying to casino facility licensees, and conditions of the Slot Machine Retailer Agreement.

1.16.4 Promotions are permitted without the prior approval of the AGLC if the intended promotional activity is covered by or directly referred to in these guidelines.

1.16.5 Casino facility licensees are responsible for ensuring their promotions are at all times in compliance with these policy guidelines.

1.16.6 Basic Principles:

- a) Promotions are considered a means of attracting new players or maintaining current players.

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- 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 casino facility or any combination of games or activities in the casino facility authorized by the AGLC.
- d) Casino facility licensees may not provide by themselves or through any third party, any promotional activity which:
  - i) alters the elements of chance of any casino game;
  - ii) provides increased payouts to reward frequent play;
  - iii) is game-altering in any way; or
  - iv) is illegal.
- e) The licensed charity conducting a licensed casino event shall not pay the costs associated with a promotion. Any promotional activity that results in the charities' revenue being reduced is prohibited.

**1.16.7 Bonus Play:**

- a) Coupons or similar items presented at a casino facility in exchange for casino gaming chip(s), or for a certain value of coins for casino gaming devices play provided either specifically from the casino facility licensee or a third party, such as a hotel, are permitted.
- b) The casino facility licensee must purchase the casino gaming chips from an open table game for distribution to players in exchange for above "coupons". A casino facility licensee must not delegate the distribution of casino chips. Coupons or similar items must be redeemed within the actual casino facility (i.e. Redemption Booth). The total dollar value of the casino gaming chips purchased must be included in the total costs of promotions.
- c) Rewards for frequent play are permitted (excluding increased payouts).

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- d) Coupons must be printed for each separate promotion. Mechanical or electronic reproductions of coupons or similar items are not to be accepted by the casino facility licensee operating the given promotion.
- e) Coupons or similar items for slot play may only be redeemed from a slot cashier.

1.16.8 Promotions in the Casino Facility:

- a) Free draws, contests, giveaways or similar promotions are allowed provided that a person is not required to play table 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 casino 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 casino facility.
- b) Casino facility licensees may provide free refreshments or food to players as a means of "customer service". The menu price for the free food, refreshments, or the advertised discounted price, must be included in the total cost of promotions.
- c) Tournaments may not be run using electronic gaming devices unless a written request is submitted for the consideration of the Board.

1.16.9 Interpretation and Enforcement:

- a) The interpretation and enforcement of these guidelines are the responsibility of the AGLC.
- b) The casino facility licensee is responsible for ensuring promotions meet these policy guidelines.
- 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;

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- ii) the requirement that the casino facility licensee cease promotions;
- iii) the requirement that all further promotions covered by these guidelines be submitted in advance to the AGLC for approval;
- iv) suspension of promotional privileges for specified periods; or
- v) any other sanctions determined by the Board.

**1.17 TOURNAMENTS**

1.17.1 Applications for tournaments will be considered providing the following information is received with the application at least ten days prior to the intended event:

- a) sample entry form;
- b) complete rules of play;
- c) eligibility and disqualification criteria;
- d) complete prize structure;
- e) table Control Form (not required for poker);
- f) proposed advertising or promotion schemes; and
- g) amount of compensation to the charity.

1.17.2 Tournaments may only be held during a licensed casino event, (see Subsection 1.13).

1.17.3 A tournament may not adversely affect normal revenues for the licensed charity.

1.17.4 Casino facility licensees shall split the revenue generated from entry fees, re-buys and add-ons with the charity holding the event licence as follows:

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- a) in tournaments where entry fees are \$150.00 and less, 10% of the revenue generated shall be allocated as compensation to the licensed charity;
- b) in tournaments where entry fees are greater than \$150.00, 2.5% of the revenue generated shall be allocated as compensation to the licensed charity; and
- c) the remaining revenue generated shall be allocated to the casino facility licensee in order to pay all prize amounts.

1.17.5 Approval from Casino Programs is required if a casino facility licensee proposes to charge an administration fee which is not subject to the charity compensation fee.

1.17.6 Prior to the casino event starting, the General Manager shall communicate the date, time and tournament fee schedule to the Cash Cage Advisor and/or Count Room Advisor by a memorandum posted in the cash cage and count room.

1.17.7 The Count Room Advisor shall record tournament fees on the Master Revenue Report separately from the rake. The fee is to be clearly identified as "Tournament Fees."

1.17.8 Poker tournaments may be filmed under the following guidelines:

- a) the AGLC must be notified at least 30 days prior to the tournament being filmed;
- b) there must be no reference or mention in the broadcast of the charity conducting the poker tournament;
- c) there must be no mention of the AGLC as a promoter of the event. If the AGLC is mentioned it must be as a regulator of the event;
- d) all players are required to sign a television release prior to competing in the tournament;
- e) images from peek cameras (to reveal the player's hole cards) must be viewed by an assistant producer, a security representative of the casino and a tournament official to

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ensure integrity in a secured location. These images may be used in TV post-production only (images must never be seen live). If players are required to show their cards to the peek camera it must be reflected on the television release that all players signed;

- f) shoulder cameras and portable boom microphones may be used;
- g) shots of the poker tournament area may be used; these shots may show close up of players who are actively participating in the tournament (provided a release has been signed);
- h) during interview segments with various players only the interviewee and tournament staff may appear;
- i) no liquor or tobacco shall be visible on any final edits for TV;
- j) film footage including still images cannot be used in conjunction with any internet gaming site or the promotion or advertising on any internet gaming site in any medium (including table layout and banners);
- k) filming common area of the casino is prohibited at all times;
- l) all Canadian Radio-Television and Telecommunications Commission (CRTC) filming criteria must be adhered to;
- m) AGLC officials must have access to all secured production areas; and
- n) a notice must be placed in a prominent location in the casino advising the public that filming will be taking place.

**1.18 SLOT TOURNAMENTS**

- 1.18.1 The AGLC will maintain a number of tournament slot machines. Set-up and removal will be provided by the AGLC for a fee of \$200 per tournament, plus applicable slot transportation costs.

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1.18.2 The following conditions apply for all slot tournaments:

- a) a casino facility licensee may conduct up to three (3) slot tournaments per year;
- b) there will be no entry fees;
- c) cash or merchandise prizes may be awarded;
- d) the maximum duration of a slot tournament is five (5) days;
- e) slot tournaments may be advertised in any medium, but the content is limited to date, time and prize value. Advertisements must be informational in nature and not promote play;
- f) third party sponsorship is permitted to help offset a portion of the operator's costs. Examples of third party participants include hotel packages, meals at restaurants and tickets to cultural and sporting events;
- g) all commercial advertising and third party sponsorship agreements must be submitted to the Manager, Casino Programs for approval;
- h) the AGLC must have a minimum 30 days notice regarding the proposed tournament and be provided with a written proposal, including the tournament rules and regulations;
- i) the casino facility licensee must provide 20 square feet of floor space for each slot machine and power (one circuit per four slots);
- k) tournament rules and regulations must be posted prominently within the casino facility during the tournament; and
- m) slot tournament locations must be within the existing age-controlled environment of the casino facility.

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**1.19 SLOT OPERATIONS**

- 1.19.1 Slot machines are installed in a licensed casino facility subject to the terms and conditions of the agreement between the casino facility licensee and the AGLC.
- 1.19.2 Services and space provided for the operation of slot machines is the sole responsibility of the casino facility licensee and does not involve the charity licensee volunteers. See Section 13 for details on the operation of slot machines.
- 1.19.3 Casino facility licensees shall provide a cash cage, physically separate from the licensed charity casino cash cage, to provide coin redemption and to sell change for the slot machines.
- 1.19.4 Fifteen percent (15%) of net sales generated by slot machines is allocated for licensed charities. These funds will be collected by the AGLC. These revenues shall be pooled separately from the casino pool, on a facility basis, or in the case of cities with two or more casinos, on a city wide basis, for each pooling period. Funds shall be distributed at the end of the pooling period.
- 1.19.5 The float and financial controls for the slot operation shall be maintained separate from all other casino financial transactions and controls.
- 1.19.6 A casino facility licensee may make application to the AGLC for permission to obtain advances from the charity's casino float for additional slot float funds in emergency situations only (e.g., slot float has been depleted by a large number of payouts). Approval is subject to:
- a) submission and approval of forms to be used to document such advances which includes:
    - i) Slot Advance Voucher; and
    - ii) Fill Slip.
  - b) complying with the following conditions:

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- i) the entire advance shall be repaid in cash prior to the completion of a licensee's event. Issuing cheques to repay an advance is not permitted;
  - ii) if the advance is required near closing time on the final day of the event, the casino facility licensee will deduct the amount of such an advance from their outstanding opening casino float total. For example, if the casino provides a \$120,000 casino float, and an advance of \$5,000 is required by the slot manager, the event licensee will only be responsible for paying back \$115,000;
  - iii) all advances are to be taken and paid in one thousand dollar increments; and
  - iv) each casino facility licensee will develop and submit for approval their own fill/credit slips and all related forms necessary to conduct a slot operation.
- c) transactions will be witnessed by the general manager and completed as follows:
- i) slot manager prepares and signs a Slot Advance Voucher and presents it, through the general manager, to the banker in the Cash Cage;
  - ii) witnessed by the cash cage advisor, banker in the Cash Cage prepares a fill slip and provides the slot manager with the amount of cash requested;
  - iii) banker, cash cage advisor, slot manager and general manager sign fill slip; and
  - iv) banker enters transaction on the Banker's Daily Master Cash/Chip Control form.
- d) a copy of the Slot Advance Voucher shall be submitted to the AGLC with the other records/reports within seven days after the completion of the casino event.

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**1.20 EQUIPMENT IN CASINOS**

- 1.20.1 A casino facility licensee shall not allow computers in any area of a casino facility unless prior approval has been received from the AGLC.
- 1.20.2 Only equipment and/or gaming apparatus approved in writing by the AGLC may be utilized in a casino facility.
- 1.20.3 All gaming related equipment is subject to inspection by the AGLC. Casino operators may be required to replace or repair worn or used equipment.

**1.21 RELATIONSHIP WITH EQUIPMENT SUPPLIERS**

- 1.21.1 No owner/operator or employee of a casino facility or a consultant to or a person under contract to the casino facility licensee is permitted to be an agent, representative or owner of a company that deals in gaming terminals (as defined in Section 1(1)(j.1) of the *Gaming and Liquor Act*), whether or not they are registered in Alberta.
- 1.21.2 The Board may approve, in writing, a casino facility licensee or any other person noted in Subsection 1.21.1 to deal in gaming supplies, whether or not they are registered in Alberta.

NOTE: Any gaming supplier providing services in Alberta must be registered pursuant to Section 27(b) *Gaming and Liquor Regulation*.

**1.22 CASH CALL MACHINES**

- 1.22.1 Casino facility licensees may provide Cash Call Machines in the casino facility subject to the following:
- a) The casino facility licensee must obtain approval from the AGLC prior to installing any type of a cash call machine.
  - b) The casino facility licensee assumes all costs and risks associated with providing this service.

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- c) Cash Call Machines are not to be promoted or advertised in any way.
- d) Cash Call cheques may be cashed at the slot cash cage for cash or at an open gaming table for chips.

**1.23 NEW GAME APPROVAL PROCESS**

1.23.1 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.

1.23.2 New games do not include minor variations of existing technologies or gaming activities. For example, a variation of an approved card game (e.g. blackjack) to a casino facility is not considered a new game.

1.23.3 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 also 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

The AGLC will determine the type and extent of public input required regarding the proposed new game. Such input 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

The AGLC will forward the proposal and results of its final review including results from public input, for review and consideration by the Board.

d) Step Four – Approval

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

**1.24 PATENTED GAMES**

1.24.1 Casino facility licensees may provide "patented games" in the casino facility subject to the following:

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- a) The casino facility licensee must obtain approval from the AGLC prior to installing any type of patented game.
- b) The casino facility licensee assumes all risks associated with providing said games.
- c) The casino facility licensee is to be 100% responsible for any and all costs related to supplying a patented game. Any costs of providing a patented game will be considered part of the fixed fees.
- d) The patented game must be on the current approved games list. (See Subsection 9.2.4)

**1.25 AUDIT**

1.25.1 Casino books and records are subject to review by the AGLC and must be maintained in a manner acceptable to the AGLC.

1.25.2 The articles/instruments 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) Internal controls;
- f) Annual financial statements;
- g) Income Tax and Goods and Services Tax Returns;
- h) External accountants working paper files; and
- i) Ownership structure.

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**SECTION: 2. LICENSED CHARITY**

**2.1 ELIGIBILITY GUIDELINES**

2.1.1 Groups applying for a casino licence must be structured in a manner acceptable to the Board and prove a record of active delivery of their charitable or religious program or service to the community. In locations where there is no casino waiting list, casino licences will be considered after 12 months of active program delivery. For locations with a waiting list, an active record of program delivery for the previous 24 months is required. The policies established by the Board for eligibility for casino gaming licensing are contained in Sections 2 and 3 of 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](http://www.aglc.gov.ab.ca)

2.1.2 Each licence application is evaluated based on its geographic location:

- a) Groups located within the boundary of Edmonton must conduct casinos within that city. Groups located outside of Edmonton may not access casinos within Edmonton.
- b) Groups located within the boundary of Calgary must conduct casinos within that city. Groups located in close proximity to Calgary may conduct casinos at the Silver Dollar Casino in Calgary. This area includes Banff to the west, Crossfield to the north, Strathmore to the east and High River to the south.
- c) Outside of Edmonton and Calgary (except as provided for in Subsection 2.1.2.b) groups shall normally conduct their casino events at licensed casino facilities situated outside of Edmonton and Calgary which are in their location or at the casino facility in closest proximity to their location.
- d) Provincial groups are eligible to conduct casino gaming events in any community in the province subject to compliance with the Board's Related Groups- Eligibility policy. To establish "provincial group status" for gaming licences, groups must establish with the AGLC that:
  - i) the registered charitable objectives of the group have a provincial focus;

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- ii) the by-laws of the group provide for the establishment of offices in other Alberta communities;
- iii) the executive and membership lists of the group indicate that membership is drawn from communities throughout Alberta; and
- iv) the group has a record of program or service delivery and plans to continue to deliver its programs and/or services to communities throughout Alberta.

**2.2 USE OF CASINO PROCEEDS**

2.2.1 The policies established by the Board for the use of casino proceeds are contained in Sections 4 and 5 of the *Charitable Gaming Policies Handbook*. Copies of the handbook may be accessed at no charge on the AGLC's web site at [www.aqlc.gov.ab.ca](http://www.aqlc.gov.ab.ca)

2.2.2 Casino revenue can be used to pay prizes and approved expenses needed to operate the casino event. The remaining gaming funds are casino proceeds. The commissions paid to licensed charities from slot machines form part of the licensed charity's casino proceeds. The licensed charity's casino proceeds shall be deposited to the licensed charity's casino bank account.

2.2.3 Casino proceeds shall be spent on charitable or religious objectives as approved by the AGLC, detailed on the licensed charity's casino application and approved on the casino licence.

2.2.4 Changes to the approved use of proceeds after the casino licence is issued must be approved by the AGLC prior to the disbursement of proceeds. Two executive members of the licensed group must sign the letter of request for the change in the use of proceeds.

**2.3 DISBURSEMENT OF CASINO PROCEEDS**

2.3.1 All disbursements of casino proceeds shall normally be made within 24 months of the receipt of the funds. Any extension of this period must have prior written approval of the AGLC. All requests

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for an extension of this time period must include a supporting business plan. The business plan shall include the following:

- a) a written explanation why the proceeds have to be accumulated beyond 24 months;
- b) any other sources of revenues associated with the planned project or event;
- c) a list of expenditures associated with the planned project or event; and
- d) a timeline for the anticipated disbursement of the accumulated proceeds.

2.3.2 All payments from the casino account for approved charitable or religious purposes shall be made by cheque, signed by two current members of the group's executive. The cheques shall normally be payable directly to the vendor or supplier. Cheques to individuals are not permitted unless prior approval has been granted by the AGLC, and/or proper documentation is maintained to ensure the disbursement is for an approved use.

2.3.3 Casino proceeds shall normally remain in the casino account until spent on the approved uses. If not required immediately, casino proceeds may:

- a) be put into a separate interest account(s);
- b) be used to purchase deposit certificate(s); or
- c) if the group 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*. To qualify to invest, the AGLC will require a letter from the group's lawyer confirming the trustee qualification.
- d) if casino proceeds are re-directed as stated in Section 2.3.3 a) to c), the following conditions apply:

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- i) investments made as stated in Section 2.3.3 a) and b) shall be fully insured as defined in the *Canada Deposit Insurance Act*;
- ii) the financial institution, account or deposit number, or details of other permitted investments and the total value of the funds proceeds transferred or invested shall be identified on financial reports;
- iii) all interest, dividends or other income earned becomes part of casino proceeds and shall be retained in the separate interest bearing account or shall be retained as part of the investment if the income is in the form of shares or units; and
- iv) when needed for approved uses, proceeds shall be transferred back to the casino account to be disbursed.

**2.4 LICENSED CHARITY'S ROLES AND RESPONSIBILITIES**

2.4.1 The licensed charity shall operate the casino according to:

- a) the licence which includes information pertaining to the location, number of games, dates and hours of operation;
- b) the operating requirements provided in the Casino Terms & Conditions and Operating Guidelines (CTCOG). A copy is to be available at the casino premises in the following areas:
  - each games pit;
  - cash cage;
  - count room;
  - volunteer/charity worker lounge; and
  - staff lounge;
- c) any special conditions required by the Board;
- d) the House Rules of the casino facility which shall not conflict with the CTCOG; and
- e) all municipal, provincial and federal laws.

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2.4.2 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.

2.4.3 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.

**2.5 CASINO FACILITY AND SERVICES AGREEMENT**

2.5.1 Licensed charities may sign a Casino Facility and Service Agreement with the casino facility licensee of their choice. The following conditions apply:

- a) a licensed charity shall not solicit or accept any financial inducement from a casino facility licensee to enter into a Casino Facility Agreement;
- b) a casino facility licensee shall not offer or give any financial inducement to a licensed charity to enter into a Casino Facility and Service Agreement;
- c) a licensed charity shall not enter into a Casino Facility and Service Agreement with a casino facility licensee which guarantees a minimum net return to the licensed charity;
- d) a casino facility licensee shall not offer or enter into a Casino Facility and Service Agreement with a licensed charity which guaranties a minimum net return to the licensed charity; and
- e) the AGLC does not advocate the pre-signing of agreements or contracts where the charity is obligated to hold its next casino event in a specific location where the duration of the contract exceeds one year. Where such contracts have been signed, charities are advised to seek their own legal advice on the legality and enforceability of these contracts.

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2.5.2 Casino facility licensees must provide each licensed charity with a Casino Facility and Service Agreement which establishes fixed fees or charges, excluding GST, for the operation of the casino.

2.5.3 The Casino Facility and Service Agreement must include a provision that at the completion of the casino event it will be determined if the total of the fixed fees and charges of the casino facility licensee exceeds:

- a) for Edmonton and Calgary Casinos, 50% of the net table game casino proceeds,
- b) for the St. Albert casino, 65% of the net table game casino proceeds,
- c) for casinos outside Edmonton and Calgary with 300 to 400 slot machines, 65% of the net table game casino proceeds, and
- d) for casinos outside Edmonton, Calgary and St. Albert with 299 or less slot machines, 75% of the net table game casino proceeds,

If such fees and charges exceed the above net proceeds, the casino facility licensee will only be entitled to payment of an amount equivalent to 50%, 65% or 75% of the net table game casino proceeds.

2.5.4 For casinos outside of Edmonton and Calgary that increase their number of slot machines from 299 to a maximum of 400, the split of 65/35 of the net table game casino proceeds will be effective Day 1 of the casino event following the installation of the additional slot machines.

2.5.5 GST (if applicable) is paid only on the actual revenues received by the casino facility licensee and is to be calculated on the total amount retained by the facility licensee at the end of the quarter. The charity pool will be responsible for paying a portion of this using the same formula as it used to calculate the charity's portion of the proceeds (50% in Edmonton and Calgary; 35% in St. Albert; 35% outside of Edmonton and Calgary with 300 to 400 slot machines; and 25% for all others.

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2.5.6 The casino facility licensee may keep surpluses generated at casino events to cover deficits which may occur at subsequent casino events. Net accumulated surpluses that exist at the end of each pooling period must be paid by the casino facility licensee to the Trustee within three (3) days of the end of the pooling period.

2.5.7 The casino facility licensee may request an adjustment to its fees, providing such requests have been submitted for the prior approval of the AGLC. Adjustment, once approved, would commence at the start of a new quarter.

2.5.8 The casino facility licensee shall be responsible for the applicable percentage of losses (net proceeds after prizes are paid is negative), in Edmonton and Calgary 50%; St. Albert 65%; outside of Edmonton and Calgary with 300 to 400 slot machines 65%; and all others 75%.

**2.6 CANCELLATION OF CASINO DATES / RELOCATION TO ANOTHER FACILITY**

2.6.1 A licensed charity that cancels a casino date or asks to relocate to another facility will be bound by the following procedures:

- a) It is the option of the licensed charity to select the casino facility to hold its casino event.
- b) A licensed charity may cancel at one casino facility and relocate to another casino facility within the same municipality if the facility is available for those same dates. In doing so, the licensed charity is responsible for any contractual obligation which may result with the original casino facility licensee.
- c) If a licensed charity cancels its casino event entirely, the AGLC will schedule another licensed charity for the dates vacated.
- d) If a licensed charity cancels its scheduled casino event and requests that it be rescheduled, the charity will be

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rescheduled by the AGLC in the quarter the casino applications are currently being slotted for.

**2.7 ADVISOR CONTRACTS**

2.7.1 The AGLC does not advocate Advisor contracts, which obligate charities to utilize the services of a specific advisor for their next casino event where the duration of the contract exceeds one year. Where such contracts have been signed, charities are advised to seek their own legal advice on the legality and enforceability of these contracts.

**2.8 CASINO EXPENSES**

2.8.1 Licensed charities are responsible for the following expenses:

- a) food and refreshments for volunteers while working at the casino;
- b) Cash cage advisor and count room advisor fees;
- c) pooling fees; and
- d) any other expenses approved by the Board.

2.8.2 The following expenses shall be paid, by cheque, at the conclusion of the casino event

- a) Food and refreshment expenses for volunteers while they are working at the casino event, to a maximum of:
  - i) Edmonton, St. Albert and Calgary casinos: \$925 (GST included)
  - ii) All others: \$425 (GST included)
- b) Advisor fees to a maximum of:
  - i) Cash cage advisor:  
Edmonton, St. Albert and Calgary: \$1380 (GST included);

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All others: \$739 (GST included)

ii) Count room advisor:

Edmonton, St. Albert and Calgary: \$573 (GST included)

All others: \$535 (GST included)

c) A cheque shall be made out for the balance of net casino proceeds payable to the pool trustee. Pooling fees shall be subtracted from the pool by the Trustee before distribution at the end of the pooling quarter.

2.8.3 Where casino net proceeds are insufficient to cover food and refreshment expenses and advisor fees, the charity may apply to the pooling Trustee for immediate reimbursement.

2.8.4 Casino licence fees shall be paid out of the pool at the end of the pooling period.

**2.9 CASINO POOLING**

2.9.1 Pooling of net casino proceeds is subject to the following:

a) A non-First Nation charity holding a casino event at any Alberta casino facility is subject to all conditions of casino pooling.

b) A Host First Nation charity holding a casino at a First Nation casino facility is not subject to the conditions of casino pooling.

c) A First Nation casino facility licensee that hosts a First Nations charity which is not pooling must maintain a bank account in order to cover expenses in the event of a loss. The minimum balance of this account shall be determined by the AGLC. The reimbursement of this bank account shall take place at the next possible occasion and must be redeemed by both the licensee and First Nations charity according to the determined split of proceeds.

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- 2.9.2 Pooling of net casino proceeds is mandatory, unless the casino event is operated under the conditions specified in Subsection 2.9.1b).
- 2.9.3 Licensed charities must pool net casino proceeds (and/or losses) within the same pooling period as follows:
- a) licensed charities conducting casinos in communities with two or more casino facilities licensees must pool net casino proceeds (and/or losses) with all charities licensed in the same community and within the same pooling period (Exception: Silver Dollar Casino in Calgary does not pool its table game proceeds with other casinos in Calgary); and
  - b) licensed charities must submit net casino proceeds to the Trustee at the end of each casino event.
- 2.9.4 The pooling period is the same as the quarterly casino draw period. Quarters are January-March, April-June, July-September and October-December.
- 2.9.5 The pool must be managed by an independent third party Trustee. The casino facility licensee is not to have, or exercise, any influence over the activities of the Trustee. The AGLC will work directly with the Trustee as required. Registered gaming workers and individuals having a financial interest in a casino facility cannot act as a Trustee. Casino facility licensees with approval from the AGLC shall select a Trustee and Casino Pooling Trust agreement to be utilized for individual casino facilities. In cities with more than one casino facility, the AGLC shall select a Trustee and a Casino Pooling Trust Agreement to be utilized for each city.
- 2.9.6 Casino facility licensees shall ensure that all licensed charities sign an agreement with the Trustee and shall submit a copy of the master agreement to the AGLC for approval before the pooling period begins.
- 2.9.7 Within seven (7) days of each calendar month end, the Trustee will submit an interim statement to the AGLC, indicating what funds have been received from which charities during the month.

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2.9.8 After the pooling period is over, the Trustee will submit a final statement to the AGLC. The final statement will include all funds received from all charities. The trustee will not release funds until the AGLC authorizes the release. The AGLC will indicate what final payments must be made (e.g., licence fees, GST), and then approve release. The Trustee will, after disbursing the funds, provide a final accounting of the disbursement, including interest earned and Trustee fees deducted. Each licensed charity shall deposit these funds into their approved casino bank account.

2.9.9 No advances to any licensed charity shall be made from the pool prior to the end of the pooling period, unless approved by the AGLC (e.g., losses).

2.9.10 In the event the pool is in a deficit position at the end of the pooling period, the Trustee will administer the pool as follows:

- a) applications from charities for reimbursement of food and refreshment expenses and advisor fees shall be added to the overall pool deficit;
- b) claims for the charities' portion of the float losses shall be added to the pool deficit;
- c) the Trustee shall add his fees to the pool deficit; and
- d) once the overall pool deficit has been calculated, each charity in the pool will be liable for their portion of the overall pool deficit.

**2.10 REPORTING**

2.10.1 A licensed charity is required to complete financial reports regarding the revenues and proceeds generated during its casino event.

2.10.2 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:

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- a) Financial reports are mailed after the licensed charity's casino event.
- b) Supplementary financial reports are required if the licensed charity has funds left in its casino account. The report is mailed out every twelve months until all proceeds are spent.
- c) The licensed charity's ending bank balance, that is, the proceeds remaining from the previous financial report becomes part of the new financial report.

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

2.10.4 The following information must be provided with the required financial report:

- a) bank statements;
- b) cancelled cheques; and
- c) invoices/receipts

2.10.5 Licensed charities have the option of hiring a professional accountant to prepare financial reports. Casino 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; or
- b) the Society of Certified Management Accountants of Alberta; or
- c) the Certified General Accountants Association of Alberta.

2.10.6 Casino proceeds may not be used to pay for the preparation of financial reports other than those allowed for in Subsection 2.10.5.

2.10.7 For more information, consult the *Charitable Gaming Policies Handbook* or contact the Financial Review Section of the AGLC by telephone at 1-800-272-8876 during regular business hours.

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2.10.8 All casino records shall be kept for two years after the final day of the casino.

**2.11 CONSOLIDATED GAMING ACCOUNT**

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

2.11.2 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.

2.11.3 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 financial institution, branch and account number of the Consolidated Gaming Account.

2.11.4 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.

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

2.11.6 All payments from the Consolidated Gaming Account for approved charitable or religious purposes shall be made by cheque, signed by two current members of the group's executive. The cheques shall normally be payable directly to the vendor or supplier. Cheques to individuals are not permitted unless prior

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approval has been granted by the AGLC, and/or proper documentation is maintained to ensure the disbursement is for an approved use.

2.11.7 Gaming proceeds shall normally remain in the Consolidated Gaming Account until spent on the approved uses. If not required immediately, gaming proceeds may:

- a) be put into a separate interest account(s);
- b) be used to purchase deposit certificate(s); or
- c) if the group 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*. To qualify to invest, the AGLC will require a letter from the group's lawyer confirming the trustee qualification.
- d) If gaming proceeds are re-directed as stated in Subsection 2.11.7 a) to c), the following conditions apply:
  - i) investments made as stated in Subsection 2.11.7 a) and b) shall be fully insured as defined in the *Canada Deposit Insurance Act*,
  - ii) the financial institution, account or deposit number, or details of other permitted investments and the total value of the funds proceeds transferred or invested shall be identified on financial reports;
  - iii) all interest, dividends or other income earned becomes part of gaming proceeds and shall be retained in the separate interest bearing account or shall be retained as part of the investment if the income is in the form of shares or units; and
  - iv) when needed for approved uses, proceeds shall be transferred back to the Consolidated Gaming Account to be disbursed.

2.11.8 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.

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2.11.9 For more information on Consolidated Gaming Accounts, contact the Financial Review Section of the AGLC by telephone at 1-800-272-8876 during regular business hours.

**2.12 AUDIT REQUIREMENTS**

2.12.1 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.

2.12.2 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
- 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. VOLUNTEER/CHARITY WORKERS**

**3.1 ELIGIBILITY REQUIREMENTS**

3.1.1 Eligibility requirements for volunteer staff or charity workers are as follows:

- a) Only bona fide members of the licensed charity or employees of a First Nation Charity shall work in the positions of general manager, banker, cashier, count room supervisor or advisor (when performed by a volunteer). The licensed charity may use non-members, on a volunteer basis, to fill other positions as required. Licensed charities whose members are disabled may accept outside volunteer help for all positions.
- b) Charity workers must be registered with the AGLC and may only work at First Nation casinos.
- c) Charity workers' wages shall be subject to AGLC approval.
- d) All volunteer staff and charity workers must be 18 years of age or older.
- e) A person may not be eligible to work in a casino if the person:
  - i) has, within the five years prior to the submission of the application, been charged with or convicted of:
    - 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
    - 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 );
  - ii) has, at any time, been charged with or convicted of:
    - 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

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

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;

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

3.1.2 A minimum of 25 volunteers are required for a 16-50 game casino. A minimum of 15 volunteers are required for a 15 game or less casino. Volunteers or charity workers are required to fill the following positions:

- a) general manager(s) and alternate;
- b) banker;
- c) cashier;
- d) chip runner;
- e) count room supervisor; and
- f) count room staff (5).

3.1.3 Paid staff of the licensed group can work any position, provided:

- a) they are bona fide members of the licensed charity;
- b) they volunteer their services outside normal working hours; and
- c) they do not fill the following positions:
  - i) general manager;
  - ii) alternate general manager;
  - iii) banker; or

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iv) count room supervisor.

**3.2 CONDUCT**

3.2.1 Volunteers working a licensed casino event shall not be paid cash from casino proceeds, or from any other source of revenue, for their services. This includes, but is not limited to:

- a) cash payments;
- b) casino licensee "vouchers" that can be exchanged for cash; and
- c) receiving money, goods or services for personal use, from individuals which provide premises, services, equipment or supplies to events sponsored by the volunteer's group.

3.2.2 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:

- a) not be redeemable for cash; and
- b) not be used for social/recreational purposes.

3.2.3 Volunteers may transfer the credits/points earned from working an event:

- a) to other members of the licensed group; or
- b) to individuals who are beneficiaries of the group's programs (for example an amateur athlete participating in a structured and developmental sport); or
- c) on the approval of the AGLC, to other licensees if:
  - i) the groups redeeming the credits are community leagues/associations; or
  - ii) the groups redeeming the credits have structures with provincial, regional, district and/or zone components.

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3.2.4 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:

- a) name of licensed group issuing the voucher;
- b) serial number;
- c) date of issuance;
- d) value;
- e) name and telephone number of person voucher issued to;
- f) recipient is a member or non-member of group issuing the voucher;
- g) redemption date;
- h) redemption purpose;
- i) expiry date (not to exceed one year from date of issuance);
- j) authorizing signature; and
- k) notice stating the voucher cannot be used for social/recreational or non-charitable purposes.

3.2.5 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:

- a) names of volunteers earning the credits;
- b) volunteer is a member or non-member of group issuing the credits;
- c) dates the volunteers earned the credits;
- d) values of the credits earned;
- e) dates the credits were redeemed or transferred; and

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- f) purpose(s) for which the credits were redeemed (if applicable)
- g) if the credits/points are redeemed by another group:
  - i) the date(s) the other group received payment for the credit redemption;
  - ii) the dollar value of the redemption claim; and
  - iii) the name of the gaming account from where the payment was issued.

3.2.6 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:

- a) name of person redeeming the credits;
- b) name of group issuing the credits;
- c) date of credit redemption;
- d) value of credits being redeemed;
- e) purpose for which the credits were redeemed; and
- f) when redeeming credits/points from the group issuing the credits:
  - i) the date of the redemption claim;
  - ii) the dollar value of the redemption claim; and
  - iii) the name of the gaming account where redemption claim was deposited.

3.2.7 All volunteer staff and charity workers must report to the general manager and ensure their printed name, signature, position and date and time of shift are recorded on the Casino Volunteer/Charity Worker Approval and Sign-In form before starting their shift.

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- 3.2.8 Volunteer staff and charity workers shall work only in positions specified on the Casino Volunteer / Charity Worker Approval and Sign-In form.
- 3.2.9 No volunteer staff or charity workers shall work more than one position during the casino licence period except:
- a) the general manager may assign a count room worker to witness table closing chip counts. This must not interfere with count room duties; and
  - b) in casinos outside of Edmonton, Calgary and St. Albert those individuals assuming the positions of banker, cashier and chip runner may, once their cash cage duties have been concluded, also work in the various count room positions; the one exception being the banker, who shall not be allowed to assume the position of count room supervisor.
- 3.2.10 Volunteer staff and charity workers shall wear a name badge while on duty showing first or common name, position, and date of casino.
- 3.2.11 All volunteer staff and charity workers are prohibited from playing casino games or gaming terminals (including slot machines and VLTs) where they are working for the duration of their licensed charity's event.
- 3.2.12 Volunteer staff and charity workers are prohibited from consuming liquor, being under the influence of liquor or using illicit substances.
- 3.2.13 Volunteer staff and charity workers are prohibited from cashing cheques or extending credit.
- 3.2.14 Personal possession of chips by volunteer staff and charity workers is prohibited and shall be reported immediately to the AGLC by the general manager.

**3.3 GENERAL MANAGER AND ALTERNATE GENERAL MANAGER**

- 3.3.1 The General Manager is responsible for all aspects of the casino.

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3.3.2 In consultation with the games manager, the general manager shall ensure the casino is conducted in accordance with the CTCOG.

3.3.3 An alternate general manager shall be on duty in the General Manager's absence.

3.3.4 The general manager duties are as follows:

a) Operational Functions:

- i) enters the appropriate information from the licence into the CasinoTrack system;
- ii) ensures all volunteer staff (excluding count room staff) are in the casino facility a minimum of one hour prior to casino opening;
- iii) ensures the count room staff are present a minimum of 15 minutes prior to scheduled start of shift;
- iv) ensures the names of all volunteer staff are entered into the CasinoTrack system;
- v) ensures designated volunteer staff is in place and have signed in at the beginning of shift and signed out at end of shift with system access cards on the CasinoTrack system;
- vi) witnesses interim and final pull of drop boxes;
- vii) may perform duties of other volunteer staff or charity workers on a temporary basis (no longer than one hour) as long as all procedures for the position are followed, e.g. assuming duties of other volunteer staff to allow them to take a break or eat a meal;
- viii) may fill a position that becomes vacant due to unforeseen circumstances (shall be documented on a Discrepancy Report);
- ix) may assign another volunteer or charity worker to fill a vacant position for the duration of the licence period; (shall be documented on a Discrepancy Report )and

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- x) sign all Discrepancy Reports in addition to the advisor or the games manager .
  
- b) Financial Transactions
  - i) counts and verifies the opening cash bankroll and the opening chip inventory received from the casino facility licensee or his designate each day;
  - ii) witnesses transfer of cash from count room supervisor to banker;
  - iii) ensures closing cage bankroll, next day's opening float and chips are in secure overnight storage;
  - iv) maintains control and ensures secure transfer of deposits to bank;
  - v) ensures all financial transaction entries into the CasinoTrack system are completed as required;
  - vi) investigates fully any error, procedural irregularity or other breach of CTCOG and reports to the AGLC (refer to Subsection 5.8);
  - vii) reports immediately to the Investigations Branch any volunteer in personal possession of casino chips; and
  - viii) returns remaining chips to the facility operator and enters the information on the CasinoTrack system;
  - ix) returns and signs, after the close of the event, to the casino facility licensee or his designate, cash equal to the opening cash bankroll received the morning of each day. In the event of a loss returns all cash remaining except Caribbean Poker hard count and chip overage/shortage;
  - x) after the conclusion of all related tasks cash equal to the opening bankroll is to be returned to the casino facility licensee. Verification of the return of this bankroll is to be obtained from the operator's designated individual. Alternate arrangement, once approved by the AGLC could be:

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- original casino float is deposited to charity's designated bank and the operator is issued a cheque for the total amount at the conclusion of the event. Operator must acknowledge receipt of same; or
- original casino float, once verified by the operator or his designate, is individually packaged and dropped through into the bona fide courier services safe. This float would be turned over by the courier service to the operator on the morning of the first day of a casino event.

c) Security

- i) ensures secure handling and storage of chips and cash at all times during the casino event;
- ii) enforces access provisions to restricted areas; and
- iii) keeps the safe combination confidential, or maintains possession of safe keys (if applicable).

**3.4 BANKER**

3.4.1 The banker supervises the cash cage and is directly accountable to the general manager.

3.4.2 The banker is responsible for the cashiers and the chip runners.

3.4.3 Specific duties of the banker are as follows:

- a) documents all transactions as required and ensures security of all chips and cash in cash cage;
- b) ensures cashiers retain personal control of chips and cash for which they are responsible while on duty;
- c) receives and counts opening cash bankroll and chip inventory with the general manager;
- d) records and maintains a running inventory of the cash bankroll and the chip inventory:

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- e) issues opening inventory of chips to games where required;
- f) documents transactions as required and maintains security and control of chips/coin inventory during shift;
- g) supplies games with chips/coin as requested on CasinoTrack system;
- h) receives excess chips/coin from games as requested on CasinoTrack system;
- i) issues opening cash fill and subsequent cash fills to cashiers;
- j) obtains cash transfers from the count room supervisor as required;
- k) receives inventory of chips/cash from cashiers;
- l) counts, amalgamates and records all chips and cash in cash cage at the end of the day;
- m) returns remaining chips to the facility operator at the end of the day and enters information on the CasinoTrack system;
- n) prepares bank deposits; and
- o) at the end of the day, transfers cash to general manager for secure overnight storage or deposit.

**3.5 CASHIER**

3.5.1 The cashier duties are as follows:

- a) receives and counts opening cash fill from the banker;
- b) maintains security of the cash and chips for which he or she is responsible while on duty in the cash cage;
- c) redeems players' chips for cash;

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- d) shall not sell chips;
- e) ensures the general manager, banker or advisor witnesses all player cash-outs over \$200;
- f) ensures trays are put in cash drawers and the drawers are locked when leaving cash cage;
- g) exchanges travellers' cheques and U.S. currency for Canadian currency; and
- h) at the end of a shift, accounts for and transfers all chips and cash for which he or she is responsible to the banker.

**3.6 CHIP RUNNER**

3.6.1 The chip runner duties are as follows:

- a) participates in games opening and closing with gaming table personnel;
- b) transfers fills from the banker to games and credits from games to banker;
- c) verifies the accuracy of these transactions;
- d) at final close of games each day, witnesses chip count and verifies on the CasinoTrack system; and
- e) may assist the general manager during pull of drop boxes.

**3.7 COUNT ROOM SUPERVISOR**

3.7.1 The count room supervisor is directly accountable to the general manager for supervision of count room procedures and count room staff.

3.7.2 The count room supervisor shall document all transactions as required and ensure security of all cash and chips in the count room.

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3.7.3 Specific duties of the count room supervisor are as follows:

- a) ensures count room is secured;
- b) records the number of bills, coins and chips (if any) counted by the amalgamator, on the CasinoTrack system;
- c) verifies the information entered by the recorder;
- d) supplies cash to banker as required;
- e) ensures the rake boxes are counted first and chips are transferred to banker before continuing the count;
- f) prepares float and bank deposits; and
- g) generates Master Revenue Report and Count Room Drop Box Verification on CasinoTrack system.

**3.8 SORTER**

3.8.1 The duties of the sorter are as follows:

- a) empties the contents of the drop box and shows open box to camera to ensure it is empty;
- b) sorts cash or chips into denominations and places into money bin with a "Box ID Card" and passes bin to counter.
- c) witnesses count by counter; and
- d) at final close of games, may witness table chip count, if required.

**3.9 COUNTER**

3.9.1 The duties of the counter are as follows:

- a) counts the contents of the money bin using money counting machine;



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- b) places contents of the drop box back into the money bin along with the "Box ID Card" and passes bin to the amalgamator;
- c) assists sorting of chips and cash as needed.

**3.10 RECORDER**

3.10.1 The duties of the recorder are as follows:

- a) enters the table number from the "Box ID card" into the CasinoTrack system; and
- b) enters the number of bills, coins and chips (if any) counted by the counter into the CasinoTrack system.

**3.11 AMALGAMATOR**

3.11.1 The duties of the amalgamator are as follows:

- a) receives cash or chips from counter in money bin;
- b) verifies all bills are of the same denomination;
- c) uses a counting machine to verify contents of the money bin and advises count room supervisor of the amount by denomination;
- d) amalgamates all cash or chips in the count room by denomination into bundles of one hundred after receiving confirmation from the count room supervisor that the totals from both counts match.

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**4.1 BASIC REQUIREMENTS**

4.1.1 A term and condition in this section with an asterisk (\*) indicates a requirement that must be met in all existing casino facilities (those operating as of October 22, 2001) by January 1, 2005. Exceptions may be approved by the AGLC. Such a requirement must be met in any new casino facility (that is, a casino built on or after October 22, 2001).

4.1.2 Each casino facility must have the following:

a) Gaming Areas:

i) gaming floor dedicated to the conduct of games;

b) Public Non-gaming Areas:

i) main entrance foyer/lobby clearly set apart from gaming areas in the casino facility;

ii) bar/lounge meeting the requirements of a Class A Minors Prohibited licence as set forth in the AGLC's Licensee Handbook(\*); and

iii) full menu, licensed restaurant with table service and fully-equipped kitchen(s) operating during the casino facility's operating hours up to 11:00 pm, and afterwards providing a menu under the food service requirements of a Class A Minors Prohibited licence as set forth in Subsection 6.3.1c) of the AGLC's Licensee Handbook(\*).

c) Restricted Non-gaming Areas (restricted to authorized personnel, charity workers and/or volunteers):

i) volunteer or charity worker table game cash cage;

ii) slot cash cage/hard count room;

iii) volunteer or charity worker table game count room;

iv) slot soft count room;

v) as an option to c) and d) above, a room used both as a volunteer table count room and slot soft count room;

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- vi) security desk;
- vii) monitor room;
- viii) volunteer lounge (required only for facilities which use volunteer charity workers);
- ix) staff lounge;
- x) administrative office(s);
- xi) room for security staff and equipment;
- xii) secure CCTV viewing room independent of the monitor room;
- xiii) chip storage area (\*);
- xiv) vault/safe;
- xv) communications equipment room/technician room (\*);
- xvi) access to training room(s) on or off the casino facility site; and
- xvii) performance stage in the bar/lounge for live entertainment such as music or other entertainment approved by the AGLC.

4.1.3 Each casino shall have a ceiling height of at least 14 feet(\*) in gaming areas. Poker room canopies, feature ceilings or areas aimed at creating atmosphere and transition areas must have a ceiling height of at least 11 feet. The ceiling heights of casino facilities operating as of October 22, 2001, are grand fathered, and must comply with this term and condition if the existing facility undergoes major renovations or is relocated.

4.1.4 Casinos shall have floor to ceiling common and exterior walls that are normally constructed of solid, opaque material.

4.1.5 Each casino shall have:

- a) adequate lighting within the facility for the safety of patrons and staff, and to allow for proper viewing by security cameras during casino operating hours(\*);

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- b) have an uninterrupted power supply (UPS) for surveillance equipment, lighting in the facility, monitor room equipment, and network computer in the communications equipment room. The load requirement will vary based on the casino's size and type of equipment used (\*);
- c) steel doors and steel frames for all surveillance and monitoring rooms, cash cages, and count rooms (\*); and
- d) any other requirements as provided for in this section or other sections of these CTCOG.

4.1.6 Facility licensees planning to undertake renovations or structural changes must contact the AGLC and present plans of the proposed change and obtain approval before making any changes. Approval of renovations will be based on the following criteria:

- a) the maximum increase in total gaming floor space shall not exceed 25% of the existing gaming floor space;
- b) a space equivalent to 30% of the total gaming floor space shall be provided within the casino proper for non-gaming public use (e.g., lobby/foyer, restaurant, bar/lounge, performance stage, etc.). This calculation shall exclude back of house operations (e.g., kitchen and corridors); secured areas (e.g., cash cages and monitoring room); and other non-public areas (e.g., office spaces);
- c) renovations must be within the existing building envelope (see Subsection 15.1.5 for definition of building envelope);
- d) renovation requests that include additional electronics or table games will be based upon consumer demand and consideration of regional market conditions (see Subsection 16.1.3 regarding allocations of additional slot machines); and

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e) only one renovation plan will be approved in a two-year period.

4.1.7 Casino facility licensees shall provide:

- a) all required casino gaming equipment;
- b) operating floats, appropriate to the casino gaming volume, to be used by the licensed charity;
- c) chip inventory appropriate to the casino gaming volume. Chips shall be clearly labelled as to denomination and shall be unique for each facility;
- d) registered gaming workers as required in Section 6;
- e) playing cards as set out in Section 9.7;
- f) surveillance equipment as detailed in Section 5;
- g) a cash counting machine for both the cash cage and count room;
- h) armoured car service;
- i) insurance;
- j) advertising and promotions (optional);
- k) administration services; and
- l) all other equipment or services deemed necessary by the AGLC.

4.1.8 Casino facility licensees are responsible for ensuring charities obtain a copy of the final pit staff shift schedule, Pit Supervisor's Games Report and all Discrepancy Reports.

4.1.9 Casino facility licensees who offer progressive jackpot poker games must open a dedicated (in-trust) gaming bank account designated specifically for Caribbean Poker progressive jackpots and cannot be used for any other purpose. A person

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with signing authority for this account must be available during casino operating hours. This account must be operated as follows:

- a) from each dollar bet on the progressive portions of the game, \$.75 must be deposited within 3 banking days to the dedicated in-trust gaming bank account, unless this account's balance is equal to or greater than the progressive pot balance;
- b) jackpots shall be paid immediately, upon videotape confirmation, from this account as follows:
  - i) for Royal Flush or Straight Flush jackpots, payments from this account will be made directly to the winner by cheque; and
  - ii) all other jackpots will be paid out from the table and a cheque from this account is provided to the charity, for reimbursement, at the end of each casino event;
  - iii) at the request of the winner, a portion of the jackpot can be paid to the winner in chips to a maximum of \$5,000.
- c) a copy of the bank statement, cancelled cheques, bank reconciliation and monthly event reconciliation of the progressive pots must be prepared and submitted to the AGLC by the 15<sup>th</sup> of the subsequent month. The monthly event reconciliation shall provide the following information:
  - i) opening pot balances and bank balance;
  - ii) hard count per event;
  - iii) table payouts per event;
  - iv) progressive pot balance per event; and
  - v) closing pot balances and bank balance.

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- d) the casino facility licensee shall ensure all funds are held in the dedicated in-trust gaming bank account until the jackpots are awarded;
- e) the casino facility licensee shall ensure the \$5000.00 seeding requirement is made immediately following the payment of a royal Flush; and
- f) all financial records related to the Caribbean Poker progressive game shall be open to review at any time by the AGLC.

4.1.10 The number of tables actually opened may not exceed the maximum allowed and approved for each particular facility.

**4.2 MINIMUM SIZES**

4.2.1 For a major casino with 16 or more table games and 300 or more slot machines, the following minimum floor square footage apply:

- a) gaming floor, including slot room(s), - 20,000 square feet;
- b) volunteer table game cash cage - 300 square feet;
- c) volunteer table game count room containing a minimum 4 feet by 10 feet count table to accommodate CasinoTrack - 300 square feet;
- d) slot cash cage/hard count room - 350 square feet; and
- e) slot soft count room-300 square feet;
- f) as an option to c) and e), a combined volunteer table game count room and slot soft count room – 550 square feet (when using this option two separate designated work surfaces must be supplied);
- g) slot machine – 25 square feet per slot (\*);
- h) poker table – 200 square feet per table (\*);

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- i) games tables (back to back) including pit and transition areas – 300 square feet (\*);
- j) communications equipment room/technician room – 150 square feet (\*); and
- k) additional space equivalent to 30% of the total gaming floor space shall be provided within the casino proper for non-gaming public use, eg. lobby/foyer, restaurant, bar/lounge, performance stage, etc. This calculation shall exclude back of house operations such as kitchen and corridors; secured areas such as cash cages and monitoring room; and other non-public areas such as office spaces.

4.2.2 For minor casinos with less than 16 table games and 300 to 400 slot machines, the following minimum floor square footage apply:

- a) gaming floor including table games area and slot room - 6,000 to 20,000 square feet;
- b) volunteer table game cash cage - 150 square feet;
- c) volunteer table game count room containing a minimum 4 feet by 10 feet count table to accommodate CasinoTrack - 200 square feet;
- d) slot cash cage/hard count room - 300 square feet;
- e) slot soft count room - 275 square feet;
- f) as an option to c) and e), a combined volunteer table game count room and slot soft count room – 450 square feet;
- g) slot machine – 25 square feet per slot(\*);
- h) poker table – 200 square feet per table(\*);

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- i) games tables (back to back) including pit and transition areas – 300 square feet(\*);
- j) communications equipment room/technician room – 150 square feet(\*); and
- k) additional space equivalent to 30% of the total gaming floor space shall be provided within the casino proper for non-gaming public use, e.g. lobby/foyer, restaurant, bar/lounge, performance stage, etc. This calculation shall exclude back of house operations such as kitchen and corridors; secured areas such as cash cages and monitoring room; and other non-public areas such as office spaces.

4.2.3 For minor casinos with less than 16 table games and 100 to 299 slot machines, the following minimum floor square footage apply:

- a) gaming floor including table games area and slot room - 6,000 to 20,000 square feet;
- b) volunteer table game cash cage - 150 square feet;
- c) volunteer table game count room containing a minimum 4 feet by 10 feet count table to accommodate CasinoTrack – 200 square feet;
- d) slot cash cage/hard count room – 250 square feet;
- e) slot soft count room – 230 square feet;
- f) as an option to c) and e), a combined volunteer table game count room and slot soft count room – 400 square feet;
- g) slot machine – 25 square feet per slot(\*);
- h) poker table – 200 square feet per table(\*);
- i) games tables (back to back) including pit and transition areas – 300 square feet(\*);

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- j) communications equipment room/technician room – 150 square feet(\*); and
- k) additional space equivalent to 30% of the total gaming floor space shall be provided for non-gaming public use, eg. lobby/foyer, restaurant, bar/lounge, performance stage, etc. This calculation shall exclude back of house operations such as kitchen and corridors; secured areas such as cash cages and monitoring room; and other non-public areas such as office spaces.

**4.3 COMMUNITY STANDARDS**

4.3.1 Each casino facility shall:

- a) reflect the concerns of the community in which it is located;
- b) not have a significant impact on existing gaming facilities resulting in serious financial risk to the continued operation of the charitable gaming facility and to the charities that conduct licensed gaming in the facility; and
- c) not be located within the same building envelope as an existing casino facility.

**4.4 LEGISLATIVE AND POLICY COMPLIANCE**

4.4.1 No casino facility licence may be issued to an applicant unless the applicant has complied with:

- a) all municipal, provincial and federal legislation and obtained all the necessary permits, licences and authorizations; and
- b) Board policies.

4.4.2 A casino facility licence may be issued based on confirmation of satisfactory legislative compliance.

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4.4.3 A casino facility licence may be suspended or cancelled if the licensee fails to comply with the requirements of Subsection 4.4.1.

4.4.4 A casino facility licensee is responsible for ensuring:

- a) the licensed casino facility is operated and maintained in accordance with the *Gaming and Liquor Act, Gaming and Liquor Regulation* and all Board policies including those detailed in this handbook;
- b) their registered gaming workers meet requirements of their position as defined in Section 6. Registered Gaming Workers; and
- c) their registered gaming workers conduct all games in accordance with the rules of play as specified in Section 10, Rules of Play.

**4.5 LIQUOR SERVICE IN LICENSED CASINO FACILITIES**

4.5.1 Licensees must comply with legislation, AGLC policy and procedures pertaining to liquor:

- a) the liquor licence may be held by the casino facility licensee or the licensee of a licensed premises that has direct access to the casino facility;
- b) 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.
- c) liquor licensees and casino facility licensees are jointly responsible for not serving intoxicated patrons; incident reports for overservice will be submitted on the liquor licensee;
- d) if minors are found in possession of liquor, or liquor is served to minors, an incident report would be submitted

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on the casino facility licensee, as the licensee controls access of minors;

- e) volunteers and hired employees are not allowed to consume liquor during their scheduled shift;
- f) no liquor possession or consumption is permitted in gaming pits, cash cages, count rooms, volunteer and staff rooms;
- g) liquor service is authorized only during days licensed casino events are in effect;
- h) casino facilities are encouraged to provide a seating area for non-playing customers who wish to consume liquor products; and
- i) food service must be available to patrons in accordance with the liquor licence.

**4.6 SIGNAGE REQUIREMENTS**

4.6.1 The facility licensee shall post in a prominent place in the licensed facility, the following signage:

- a) the casino facility licence;
- b) the licensed charity's casino licence;
- c) the casino facility licensee's general House Rules;
- d) the casino facility licensee's House Rules for each game;
- e) the Problem Gambling poster;
- f) the Gaming Irregularities poster;
- g) the Video Surveillance poster;
- h) a "No Minors Allowed" sign (on the exterior of each entrance); and

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- i) any other document or information that the AGLC requires to be posted.
- 4.6.2 The "House Rules" poster for each game must detail the rules for each type of game offered in the casino (e.g., Caribbean Stud, Blackjack, Roulette, Poker, etc.).
- 4.6.3 Each game must have a sign prominently posted displaying the following:
- a) betting limits; and
  - b) table number (minimum 5 cm in height) which is to be visible at all times by surveillance equipment.
- 4.6.4 Where alterable betting limits are used, signs must be posted on each table identifying the following: (See Subsection 9.5)
- a) that the table has alterable betting limits;
  - b) each of the betting limits which may apply; and
  - c) amount of notice time to be given before betting changes may be made.
- 4.6.5 Poker games must have signs posted advising the following:
- a) amount of rake for each type of game;
  - b) betting limits for each game;
  - c) amount of ante, blind bet(s) and being-in;
  - d) any specific house rules for each type of game;
  - e) house rules with regards to seating and moving of players; and
  - f) further signage as detailed in Subsection 10.3.9.

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**4.7 CASINO GAMES INTEGRITY**

- 4.7.1 Casino facility licensees shall not compensate any individual either directly or indirectly, for playing any of the games on their premises in order to encourage other patrons to play or to increase the action at any of the games or for any other reason.
- 4.7.2 Casino facility licensees and registered gaming workers shall not financially endorse the playing of casino games by any individual nor are they to receive direct or indirect benefit from players winning at any game with the exception of tips given to the Dealers at table games.
- 4.7.3 Casino facility licensees shall be responsible for ensuring that all registered gaming workers they employ cooperate and assist with any AGLC or police investigation. This includes:
- a) for all incidents requiring a Discrepancy Report, that each individual involved, Pit Supervisor, Pit Boss, Dealer, etc. complete a separate and detailed report;
  - b) cooperating with AGLC Inspectors and Police when requested to do so;
  - c) reporting to the AGLC immediately any and all suspicious activity, evidence of cheating at play, theft, or other criminal offences;
  - d) contacting the AGLC or Police prior to conducting an internal investigation which may involve criminal activity;
  - e) any unexplained monetary discrepancies of \$200 or more shall be reported to the AGLC within 24 hours via fax to St. Albert (780) 447-8914 or to Calgary at (403) 292-7354; and
  - f) immediately securing any materials which could potentially be used as evidence (i.e. playing cards, marking instruments) and keeping the material secure until handed over to a AGLC Inspector or Police Officer.

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4.7.4 A casino facility licensee must maintain the integrity of gaming and ensure that only lawful gaming activities are conducted in the licensed casino facility.

4.7.5 A casino facility licensee shall not permit the following individuals to enter or remain in the casino facility:

- a) individuals under 18 years of age;
- b) individuals convicted of an offence under Section 209 of the *Criminal Code*; and
- c) individuals who are enrolled in a self-exclusion program.

**4.8 CASINO FACILITY LICENCE**

4.8.1 The Board may issue a casino facility licence for a period of up to three years, as specified on the licence.

4.8.2 The licence fee for a casino facility is \$500 per year (i.e. if a 3 year licence is issued the fee would be \$1,500). This fee shall be submitted prior to a new facility licence being issued. If the licence period is other than an entire year(s) the fee will be prorated accordingly.

4.8.3 If a casino facility licensee wishes to re-apply for a casino facility licence, the licensee (applicant) must ensure the Licence/Registration Application Package is submitted to the AGLC at least one hundred and twenty (120) days prior to the expiration of the existing casino facility licence. The Licence/Registration Application Package consists of the following:

- a) Applicant Disclosure;
- b) Associated Applicant Disclosure;
- c) Personal Applicant Disclosure; and
- d) \$10,000 deposit (see Subsection 4.9).

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4.8.4 If a casino facility licence has been issued for a period greater than one year, the AGLC will conduct an annual update due diligence investigation on the facility licensee at the facility licensee's expense. The annual update process will include, but is not limited to:

- a) an annual interview to ensure that the due diligence file information is current and to obtain the facility licensee's current financial information. The AGLC may also request additional information as it deems necessary to conduct the annual update;
- b) annual indices updates on all individuals who have provided personal disclosures; and
- c) If applicable, the AGLC may request updated information relating to any associated entity or individual associated with the facility licensee.

**4.9 DUE DILIGENCE INVESTIGATION**

4.9.1 Applications are subject to review and approval by the Board. The casino facility licensee is responsible to pay for the actual cost of the due diligence investigation.

- a) If the actual cost of the due diligence investigation does not exceed the \$10,000 deposit, the AGLC must refund the surplus.
- b) If the actual cost of the due diligence investigation exceeds the \$10,000 deposit, the applicant will be requested to submit additional funds.

4.9.2 A thorough due diligence investigation is conducted into an applicant for a casino facility licence and any other key persons associated with the applicant as defined by the AGLC.

4.9.3 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

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operating, having a financial interest in or having an association with a casino facility licence.

4.9.4 A casino facility applicant's key persons include individual(s) that exercise influence or control over day to day operations or decision-making and individuals who have the authority to hire or terminate the employment of registered gaming workers, and include but are not limited to:

- a) individuals employed in senior management positions such as CEO, CFO, controller and senior compliance officers;
- b) the manager of the facility;
- c) security management staff; and
- d) a person holding a position specified by the AGLC as related to the business proposed by the casino facility applicant.

4.9.5 A casino facility applicant's associates include:

- a) any person that has a financial interest in the applicant, in the applicant's business, or in the facility or premises to which the application relates and the spouse of the person or a person with whom the person is living in a relationship of interdependence;
- b) if the applicant is an individual or partnership in which one or more of the partners is an individual, this also includes:
  - i) the spouse of the individual or a person with whom the individual is living in a relationship of interdependence;
  - ii) any relative of the individual and of the spouse or person referred to in subclause i) if the relative resides with the individual, spouse or person;
  - iii) any corporation controlled by the individual;

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- iv) an officer or director of, and any person with a financial interest in, a corporation controlled by the individual, and the spouse of the officer, director or person or a person with whom the officer, director or person is living in a relationship of interdependence; and
  - v) any corporation that is affiliated with the corporation referred to in subclause iv), the affiliated corporation's officers and directors, and any person having a financial interest in the affiliated corporation, and the spouse of the officer, director or person or a person with whom the officer, director or person is living in a relationship of interdependence; and
- c) if the applicant is a corporation or a partnership in which one or more of the partners is a corporation,
- i) an officer or director of the corporation;
  - ii) the spouse of the officer or director of the corporation or a person with whom the officer or director is living in a relationship of interdependence;
  - iii) any relative of the officer or director referred to in subclause i) and any relative of the spouse or of a person referred to in subclause ii), if the relative resides with the officer, director, spouse or person;
  - iv) any corporation affiliated with the applicant;
  - v) an officer or director of an affiliated corporation and the spouse of the officer or director of an affiliated corporation or a person with whom the officer or director is living in a relationship of interdependence; and
  - vi) any person who has a financial interest in the affiliated corporation and the spouse of the person or a person with whom the person is living in a relationship of interdependence.

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- 4.9.6 A corporation is controlled by a person or by a First Nation, if he or she has indirect influence over the corporation or 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.
- 4.9.7 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 or group of persons, or by a First Nation.
- 4.9.8 A relative of a person means any other person who is connected to that person
- a) by blood relationship;
  - b) by adoption;
  - c) by marriage;
  - d) by virtue of an adult relationship of interdependence (as defined in the *Adult Interdependent Relationships Act*).
- 4.9.9 The AGLC may refuse to allow a casino facility applicant to have a casino facility licence if, in its opinion, the applicant has misled the AGLC or provided inaccurate or incomplete information.

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4.9.10 The casino facility applicant shall ensure that it, and all other parties to the application for a casino facility licence 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 may result in sanctions as determined by the Board up to and including the termination of the casino facility licence.

4.9.11 The AGLC may refuse to issue a casino facility licence, or may terminate a casino facility licence if the AGLC is satisfied the applicant or licensee, any of the applicant's or licensee's employees or associates, or any person or entity connected to or associated with the applicant or licensee:

- 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
- c) is a person whose background, reputation and associations may result in adverse publicity for the gaming industry in Alberta.
- d) has, within the five years prior to being notified by the AGLC of their eligibility for a casino facility licence:
  - i) contravened the Act or the Regulation;
  - ii) contravened a predecessor of the Act or the Regulation;
  - iii) contravened a condition imposed on a licence or registration issued or made under the Act or a predecessor of the Act; or
  - iv) fails to pass a records check as outlined in Section 10 of the *Gaming and Liquor Regulation*.

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- e) If within five years prior to being notified by the AGLC of eligibility for a casino 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 casino facility licensee, any of the licensee's employees or any of the licensee's associates has been cancelled by the issuing authority.

4.9.12 Notwithstanding Subsections 4.9.1 through 4.9.11, the AGLC may refuse to allow a casino facility applicant to have a casino facility licence.

**4.10 SALE/PURCHASE OF CASINO FACILITIES**

4.10.1 A casino facility licence is cancelled when a person sells, assigns or transfers the licence.

4.10.2 Where:

- a) there is a sale, assignment or transfer of a portion of the business under which the activities authorized by a casino facility licence are carried out, and
- b) the sale, assignment or transfer results in a change in control of the business,

the casino facility licence is cancelled.

4.10.3 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 casino facility licence are carried out;

must be reported to the AGLC by the casino facility licensee and must be approved by the Board prior to the effective date of the sale, assignment or transfer.

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4.10.4 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
- b) under which the activities authorized by a casino 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.

4.10.5 The Board may, in respect of a sale, assignment or transfer requiring its approval as per Subsection 4.10.3 and 4.10.4:

- 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.

4.10.6 Where the Board refuses to approve a sale, assignment or transfer under Subsection 4.10.5.d) after the effective date of the sale, assignment or transfer, the Board may treat the licensee as ineligible to hold a casino facility licence and make a decision under Section 92 of the *Gaming and Liquor Act*.

4.10.7 Where after a casino facility licence is issued, the casino facility licensee intends that a person acquire a financial interest in the licensee, in the licensee's business or in the casino 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

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- b) the Board must approve the financial interest prior to the date on which the financial interest takes effect.

4.10.8 The Board may, in respect of a financial interest requiring its approval as per Subsection 4.10.7:

- 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.

4.10.9 Where the Board refuses to approve a financial interest under Subsection 4.10.8.d) after the effective date of the financial interest, the Board may treat the casino facility licensee as ineligible to continue to hold the casino facility licence and make a decision under Section 92 of the *Gaming and Liquor Act*.

4.10.10 For the purposes of Section 37(1)(a) of the *Gaming and Liquor Act*, the Board may consider it appropriate to issue a gaming licence or 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;

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- 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 gaming or 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.

4.10.11 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.

4.10.12 The number of casino facility licences in the Province is determined by the AGLC.

**4.11 GENERAL LICENSING REQUIREMENTS**

4.11.1 A casino facility licensee must ensure that, during the term of the licence, the licensed facility meets the requirements for a casino facility licence as established in this handbook.

4.11.2 A casino facility licensee must notify the AGLC immediately if any of its officers, shareholders, directors or owners are charged with or convicted of 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 a), b), c) or d) above;

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- f) the *Gaming and Liquor Act* (Alberta); or
- g) the *Gaming and Liquor Regulation* (Alberta).

4.11.3 A casino facility licensee must notify the AGLC immediately upon becoming aware of an employee who is a registered casino worker and is charged or convicted of an offence detailed in Subsection 4.11.2. The Board may take disciplinary action including, but not limited to, suspension or cancellation of the registration, casino facility licence or require a person to dispose of an interest in the licensed facility.

4.11.4 A casino facility licensee must notify the AGLC immediately if there is a change amongst any of the licensee's executive or key employees at the licensed casino facility. Examples of executive members and key employees include the following:

- a) Chief Executive Officer;
- b) President(s);
- c) Chief Operating Officer;
- d) Chief Financial Officer;
- e) Controller;
- f) Vice-Presidents with gaming-related duties;
- g) Floor Manager;
- h) Director/Manager of Security;
- i) a position that has direct gaming-related decision making responsibilities within the casino facility.

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**4.12 APPOINTMENT OF RECEIVER AND MANAGER**

4.12.1 Pursuant to Section 97.1 of the *Gaming and Liquor Act*, the AGLC may apply to the Court of Queen's Bench for the appointment of a receiver and manager of the property of a casino facility licensee.

4.12.2 The AGLC will only apply for the appointment of a receiver and manager if

- a) the AGLC has reasonable grounds to believe the Board is about to make, or the Board has made, a decision suspending or canceling the facility licence; or
- b) the casino facility licence will be, or has been, suspended or cancelled by the operation of the *Gaming and Liquor Act* or the *Gaming and Liquor Regulation*.

4.12.3 The Court must consider the following in determining whether to appoint a receiver and manager:

- a) that it is in the public interest to ensure that casino activities in Alberta be conducted lawfully and with integrity;
- b) the best interests of charities that depend on revenue from casino activities;
- c) the best interests of employees who work in the licensed casino facility;
- d) the best interests of creditors and persons whose property is in the possession or under the control of the casino facility licensee;
- e) whether the appointment of a receiver and manager will be an effective means of ensuring the continued management and operation of the licensed casino facility;

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- f) the probable cost of the receivership in relation to the probable benefits to be derived by the appointment of a receiver and manager; and
- g) whether the appointment of a receiver and manager will cause undue hardship or prejudice to the casino facility licensee or another person.

4.12.4 The receiver and manager shall be granted the authority to manage and operate the licensed casino facility. The casino facility licensee shall not exercise any powers relating to the management or operation of the licensed casino facility once a receiver and manager has been appointed.

4.12.5 The duties of the receiver and manager shall be to:

- a) act honestly and in good faith;
- b) take custody and control of the property of the casino facility licensee;
- c) deal with the property of the casino facility licensee in a commercially reasonable manner; and
- d) keep detailed records of all transactions it carries out relating to the management and operation of the licensed casino facility. These records shall be made available for inspection by the casino facility licensee during ordinary business hours.

4.12.6 The receiver and manager shall manage and operate the licensed casino facility until relieved of its duties by the Court or until the AGLC either reinstates the casino facility licence or issues a new casino facility licence.

4.12.7 The Court may at any time revoke an appointment of a receiver and manager and appoint another receiver and manager.

4.12.8 The fees payable to a receiver and manager for services, expenses and disbursements in connection with its duties

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shall be established by the Court and be paid out of the assets or income of the casino facility licensee.

- 4.12.9 Any money spent by the AGLC in respect to the appointment of a receiver and manager shall be a debt owing by the casino facility licensee to the AGLC.

**4.13 CONTROL OF CASINOS**

- 4.13.1 No person, affiliated group of persons or a company will be allowed to control the casino industry in Alberta.

- 4.13.2 In every instance in which a person, entity, or persons involved in an entity, holding a gaming licence in the Province of Alberta, makes application for an additional licence, the Board shall consider whether such multiple licensing is in the best interests of the Province of Alberta.

**4.14 CASINO SECURITY ACCESS PROVISIONS**

- 4.14.1 Access to the various areas in a casino facility must be in accordance with the table shown at the end of this section.

ACCESS PROVISIONS

	Monitor Room	Cash Cage	Count Room	Games Area
AGLC Board Members, AGLC Inspectors and Manager, Casino Programs	X	X	X	X
General Manager/Alternate	X	X	X	X
Police Officers	X <sub>c</sub>	X	X	X
Director/Manager of Security	X	X	X	X
Security Guards	X <sub>c</sub>	X	X	X
Monitor Room Personnel	X			
Casino Manager	X			X
Banker		X		
Cashier		X		
Cash Cage Advisor		X	X	X (allows verification of tray count)
Count Room Supervisor		X (to deliver interim fill)	X	
Sorter			X	
Counter			X	
Amalgamator			X	
Recorder			X	
Count Room Advisor			X	
Games Manager <b>A</b>	X	X <b>B</b>	X <b>B</b>	X
Casino Financial Representative		X <b>B</b>		
Pit Supervisor <b>A</b>	X <sub>c</sub>			X
Pit Boss <b>A</b>	X <sub>c</sub>			X
Dealer				X
Chip Runner				X
Service providers such as IT personnel and cleaners (provided they are accompanied at all times by a person with authorized access to the area)	X	X	X	X
Other persons when authorized in person or in writing by either: a Regional Manager, Regulatory Division; the Executive Director, Regulatory Division; or the Chairman and Chief Executive Officer, AGLC.	X	X	X	X

**A** - *On duty registered gaming worker scheduled for a specific task are allowed in specified gaming areas.*

**B** - *Personnel allowed access only at beginning and end of each day of the casino and upon the request of an advisor for a specified work function (see Subsections 6.4.1 and 6.15).*

**C** - *Director/Manager of Security and/or AGLC Inspectors must approve entrance to Monitor Room*

**SECTION: 5. SECURITY STANDARDS**

**5.1 CASINO PREMISES - GENERAL**

5.1.1 A term and condition in this subsection with an asterisk (\*) indicates a requirement that must be met in all existing casino facilities (those operating as of October 22, 2001) by January 1, 2005. Such a requirement must be met in any new casino facility (that is, casino built on or after October 22, 2001).

5.1.2 Each facility must:

- a) have a secure CCTV monitor room:
  - i) with restricted access – either a key lock or card locking system;
  - ii) with exterior access provided to AGLC Inspectors, unless there is a suitable alternative approved by the Regulatory Division; and
  - iii) that cannot be viewed by the public.
- b) have a Class 4, ULC labelled TRTL 30 x 6 safe, normally with an inside time-delay-locking compartment for cash. A safe that has received the written approval of the casino facility licensee's insurance company is acceptable. The AGLC must be supplied with a copy of the letter from the insurance company;
- c) have a minimum of two (2) drop boxes per gaming table, and in the case of poker games a minimum of two (2) rake boxes plus a minimum of one back-up box per facility;
- d) have telephones as well as internally and externally monitored alarm systems in each of the following areas:
  - i) security desk;
  - ii) cash cage;
  - iii) count room;
  - iv) each games pit area;
  - v) monitor room;
  - vi) slot cage;

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- vii) slot count room; and
- viii) poker cash cage;
- e) have a clearly audible robbery alarm within the monitor room;
- f) have all alarms with a direct feed into the monitor room ( applies to major casinos only);
- g) have height markers at all entrances and exits including the entrance to the cash cage and count room;
- h) have all exit doors alarmed and, with the exception of the main entrance, all exit doors must be steel with steel frames;
- i) have a secure storage area for chip inventory, playing cards and dice; and
- j) have an uninterrupted power supply (UPS), that provides adequate lighting to enable basic customer service to continue and allow for specific closed circuit television (CCTV) monitoring and recording for a minimum of one (1) hour after loss of electrical service, to the following areas of the facility:(\*)
  - i) public entrance: each entrance requires emergency lighting and a dedicated camera capable of pan, tilt and zoom allowing for the identification of persons entering or exiting the casino;
  - ii) cash cage (table games): requires one cashier wicket to remain fully operational with emergency lights, two fixed cameras, a bill counter and the CasinoTrack computer. The fixed cameras must allow for the clear identification of patrons, chips and cash values;
  - iii) count room (table games): requires emergency lighting, two bill counters, the CasinoTrack computer and two fixed cameras or one pan, tilt and zoom camera;
  - iv) cash cage (slot operations): requires one cashier wicket to remain fully operational with emergency lights, two fixed cameras and a coin counter. The fixed cameras must allow for the clear identification of patrons, coin and cash values;

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- v) slot bank: requires emergency lighting, electronic bill counter and two fixed cameras or one pan, tilt and zoom camera; and
- vi) monitor room: requires emergency lighting, CCTV matrix and keyboard, time/date generator, dedicated video cassette recorders for each of the cameras required pursuant to Subsection 5.1.2) i) – v) and four monitors. Fixed cameras may be linked to the monitors via a quad processor for split screen monitoring.

5.1.3 Casino facility licensees may decorate the licensed facility for special occasions (e.g., Halloween, Christmas, Stampede, Klondike Days etc.) provided the decorations do not prevent or restrict CCTV camera coverage or surveillance.

**5.2 SURVEILLANCE PLAN**

5.2.1 Each casino facility licensee shall have a surveillance plan containing the following information:

- a) a description of the casino facility licensee's policies and procedures with respect to surveillance, including the areas of the premises under surveillance, the types of activities that are recorded and the periods of time for which recordings of activities are kept;
- b) a floor plan of each premises showing the placement of all surveillance equipment;
- c) a description of the surveillance equipment and its capabilities for each casino facility location;

**5.3 CASH CAGE AND COUNT ROOM - TABLE GAMES**

5.3.1 A cash cage and separate count room are required respecting table games. The cash cage and count room must be adjacent to one another. (\*)

5.3.2 Robbery procedures and counterfeit money procedures must be posted.



**SECTION: 5. SECURITY STANDARDS**

- 5.3.3 Access to the table games cash cage must be through a secured area consisting of two doors separated by a hallway. Both doors shall always remain shut and locked except when providing access to authorized personnel. The hallway area shall be monitored by close circuit television camera(s). The doors must have a peephole and shall be equipped with industrial dead bolt locks and/or be controlled by electric buzzer switch. The peephole must be of a design that affords the user a non-distorted view of the exterior. (\*)
- 5.3.4 A small opening (not greater than 16 inches x 16 inches) must be made between the cash cage and count room to facilitate money transfers.
- 5.3.5 A well lighted counter area in the cash cage is required and must be clearly marked as "Cashier" or "Staff". Cashier positions shall also be numbered for identification by the surveillance cameras. Lighting shall provide clear natural colour representation of the subject matter under surveillance. Cage shall be encased in a material that allows video surveillance to have an unobstructed and undistorted view of customers and must provide customers an unobstructed view of cash outs.
- 5.3.6 For the banker, a separate uniquely keyed locking cash drawer is required. Cash not required by the banker during operating hours shall be stored in the safe. The banker's counter must have a raised divider to allow for cash to be counted out of public sight. Each cashier shall have a separate uniquely keyed locking cash drawer with the capability of accommodating redeemed chips and cash float.
- 5.3.7 An easily accessible dual custody locking chip cabinet must be available to the banker in the cash cage respecting table games (\*).
- 5.3.8 A curtain, either permanent drop roller type or of cloth must be available to draw across the front of the cash cage when casino ends. This curtain is to be hung on the inside of the cage and if material, must be made of material dense enough to block out a normal light source.

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5.3.9 The count room must be equipped with plexiglass top tables that provide sufficient space for the sorting, counting and stacking of all monies and must be of appropriate height to allow wheelchair access.

5.3.10 Count rooms and cash cages will be located away from exterior walls of the casino facility or, alternatively, the exterior walls will be reinforced in a manner approved by the AGLC. (\*)

**5.4 CCTV CAMERA COVERAGE**

5.4.1 The casino facility licensee shall provide a colour CCTV (closed circuit television) system that has:

- a) A closed circuit colour TV camera system with all cameras linked to the surveillance room. Other links within the casino facility can only be made to a secure area and only with AGLC approval.
- b) All of the cameras on the gaming floor must be enclosed in ceiling domes with the exception of stationary cameras dedicated to individual slots and table games.
- c) All cameras must be linked to video cassette recorders direct or via quad or matrix switchers and be recorded in real time [30 frames per second (fps)] with date and time generation. Non-gaming or back of the house areas (e.g., bars, common areas, and parking lots) may be recorded in time lapse. Digital recording units must meet the following minimum standards:
  - i) the Digital Video Recorder (DVR) shall record at 30 frames per second (fps) per camera with a minimum pixel image Common Interchanger Format (CIF) recording;
  - ii) the DVR shall provide for seven (7) days continuous storage for each and all cameras attached to it in the gaming floor area;
  - iii) the DVR may house a built-in Security Data Container (SDC) or utilize external storage devices such as a

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Network Attached Storage (NAS) device or RAID attached storage;

- iv) the DVR shall be capable of archiving information data to a CD or DVD in compressed, authenticable format. A viewing or playback tool must also be available to review this video, as well as a method for ensuring the authenticity of the video excerpt;
  - v) the DVR must have suitable UPS backup supplying 120 volts with surge suppression connected to it to provide for a minimum of one half (1/2) hour recording after loss of electrical service (See Subsection 5.1.2 j) i) to vi);
  - vi) cameras linked to a DVR must have a minimum of 480 lines of resolution; and
  - vii) non-gaming or back of the house areas may be recorded with motion sensitive activation at a minimum of 15 fps.
- d) All pan, tilt zoom cameras must be capable of allowing for clear identification of players, pit staff, cash/chip values, game number, and playing card value (pips) at all the table games.
- e) Cameras dedicated to the game area, slot area, cash cages and count rooms must be capable of being viewed full screen on a 19-inch or larger colour monitor. Each facility must have a sufficient number of monitors online to allow for viewing. Some 14-inch colour monitors may be used in the monitor room where console space dictates and must receive prior approval from the AGLC.
- f) Non-gaming areas, slot areas, and entry and exit doors may be monitored on split screen but must have the capability of being viewed full screen on a separate monitor.
- g) The monitoring system must have a picture generator which will generate precise, easily identifiable colour pictures.

5.4.2 Each pit, slot area and poker room must have sufficient camera coverage as required by the AGLC. The cameras providing such coverage will be capable of pan, tilt and zoom. These must be

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installed to provide coverage of all table games and slot machines. The facility licensee must provide the actual number and placement of the cameras as required by the AGLC. Cameras must be capable of allowing for clear identification of players, pit staff, cash/chip values, game number and playing card value (pips) at all games, and must be positioned to complement each other.

- a) High limit games (maximum bet over \$100), games with progressive jackpots, and Let it Ride games require a dedicated camera, with appropriate lens installed, to provide an overall view of the playing surface. High limit tables must be capable of being viewed with a pan, tilt, zoom camera allowing for clear, precise identification of all players, staff, table numbers, cash, chip values and playing card value (pips).
- b) Each craps table must be viewed by a dedicated pan, tilt, zoom camera from both ends of the table and allow for clear identification of players, pit staff, cash/chip values and dice.
- c) A roulette table requires a dedicated camera, with appropriate lens installed, to provide an overall view of the playing surface. The table must be capable of being viewed with a pan, tilt, zoom camera allowing for clear, precise identification of all players, staff, table numbers, cash, chip values, wheel, ball, table bets and winning number marker for verification of winning combinations and payouts.
- d) A double layout hand held baccarat table with table limits over \$200 requires a minimum of two (2) dedicated cameras, with appropriate lens installed, to provide an overall view of the playing surface. The table must be capable of being viewed with at least two (2) pan, tilt, zoom cameras allowing for clear identification of all players, staff, table numbers cash, chip values and cards in player's hands.
- e) A single layout hand held baccarat table requires a dedicated camera, with appropriate lens installed, to provide an overall view of the playing surface. The table must be capable of being viewed with a pan, tilt, zoom camera

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allowing for clear identification of all players, staff, table numbers, cash, chip values and cards in player's hands.

- f) All wide area, local and mini-bertha progressive slot machines must be viewed by fixed camera.
- g) Cameras must be strategically placed so that there are no blind spots in the slot area and the cameras must provide for clear identification of all staff, players and customers. (\*)

5.4.3 A stationary camera with appropriate lens must be installed so there is complete, full-time coverage of each entry/exit (not required for "emergency only" exits).

5.4.4 A dedicated stationary camera is required overhead of each cashier's position and must be supplemented by a secondary camera to capture an unobstructed view of the patron. A stationary camera may be required on each side of the exterior of the cash cage. Each cash cage, count room, slot cash cage and count room and poker/craps cash cage must have a pan, tilt, zoom camera(s) installed to provide complete coverage of all areas.

5.4.5 Live monitoring and recording by registered monitor room personnel must be in effect:

- a) during operating hours in casino facilities having 16 table games or more; and
- b) during operating hours on Thursdays, Fridays, Saturdays and holiday Sundays in casino facilities having 15 table games or less with 300 or more slot machines.

5.4.6 If the casino facility has at least 700 slot machines and/or 40 table games there must be at least 2 monitor room personnel on duty Fridays, Saturdays and Holiday Sundays from 1900 hours to 0300 hours.

5.4.7 Casino facilities with 15 table games or less and 299 or less slot machines must provide live camera monitoring and recording when high limit games over \$100 are offered. When high limit games are in play the games manager shall delegate the

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responsibility of who will conduct the live monitoring and recording of high limit games in the casino, as per access provisions in Attachment 4.14.1. Additional hours of monitoring may be required based upon gaming activity. Live recording is mandatory during casino operating hours.

- 5.4.8 Monitor room personnel must be in the monitor room at all times during operational hours of the casino. A senior security officer, trained in the use of camera surveillance, may be used to relieve monitor room personnel during breaks and for the monitoring of late night poker (3:00 am to 10:00 am).
- 5.4.9 Original videotapes must be properly labelled and held in secure storage for a minimum of seven (7) days before being re-used. When requested, videotapes shall be provided to AGLC Inspectors. Tapes must be properly disposed of by having them erased or or destroyed.
- 5.4.10 Videotapes shall be replaced at least once every six months. If the clarity of a videotape is compromised in any way, the videotape shall not be re-used.
- 5.4.11 The monitor room shall have the override capability and control of all cameras at a casino facility including the security department monitors
- 5.4.12 The monitor room shall maintain radio communications with the casino facility's security personnel.
- 5.4.13 The monitor room is to be treated as a high security area, and access is permitted to authorized personnel only, as detailed in Attachment 4.14.1 - Casino Security Access Provisions.
- 5.4.14 All equipment must be maintained and be in proper working order. The AGLC must be notified if CCTV coverage falls below the minimum standards of the CTCOG.
- 5.4.15 All surveillance rooms must use a daily activity log. The log shall include the times of arrival and departure, names of person(s) entering and the reason for entry.

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**5.5 COUNTERFEIT MONEY PROCEDURES**

5.5.1 The following procedures shall be implemented when counterfeit money is identified or suspected:

a) Games area

Dealer, if suspicious that counterfeit money was used for a buy-in:

- i) immediately notifies pit boss;
- ii) does NOT place money in the drop box;
- iii) makes note of time and suspect's description; and
- iv) writes a Discrepancy Report on their next break giving as many details as possible.

Pit boss or pit supervisor:

- i) advises games manager;
- ii) seizes suspect bills, places in a clean envelope - handles money as little as possible - and retains until it is turned over to the investigating officer; and
- iii) writes a Discrepancy Report providing as many details as possible.

Games manager:

- i) attempts to identify suspect if it appears he/she is leaving the casino;
- ii) contacts local law enforcement agency and advises them that the suspect is on site or not;
- iii) when suspect bills have been placed into the drop box, immediately conducts a one-box pull with general manager. Games manager opens box in count room in the presence of the general manager and one other volunteer, seizes suspect bills and places in a clean envelope, handling bills as little as possible, and retains securely until it is turned over to the investigating officer; and

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iv) ensures a counterfeit checklist and Discrepancy Reports are completed by dealer and pit boss or supervisor and submitted to the Investigations Branch within 24 hours via fax to St. Albert at (780) 447-8914. Advises general manager of the occurrence.

Monitor room personnel:

i) records suspect(s) with video equipment (using real time recording mode), generate photograph(s).

b) Count Room

If a counterfeit bill is located during a count and the identity of the passer is not known, count room supervisor together with either the count room advisor or financial control supervisor will:

i) seize the bills, place them in a clean envelope, on the outside of the envelope put their initials, the date and record the time that the bills came into their possession. Maintain seizure in a secure place ensuring continuity until such time item(s) turned over to a police officer;

ii) contact local enforcement agency and follow their directions;

iii) notify general manager and games manager so that games area staff can be alerted; and

iv) prepare a Counterfeit checklist and discrepancy report and together with the games manager, submit all reports to the Investigations Branch, within 24 hours, via fax to St. Albert at (780) 447-8914.

c) Slot Cash Cage

If a counterfeit bill is located, the slot manager shall be notified. Any handlers of the counterfeit bill will complete a Discrepancy Report. The counterfeit bill will be turned over to casino security. Security will:

i) contact local enforcement agency and follow their directions; and

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- ii) submit a counterfeit checklist to the AGLC, within 24 hours, via fax to St. Albert at (780) 447-8914.

**5.6 ILLEGAL ACTIVITIES**

5.6.1 The following procedures shall be implemented when theft, or cheating at play or other illegal activities are identified or suspected.

- a) Dealer:
  - i) notifies the pit boss/supervisor at the first opportunity in such a manner that the suspect is not alerted;
  - ii) makes note of the time, suspect's description, position at the table, game being played, table number and suspected activity; and
  - iii) completes a Discrepancy Report on next break.
- b) Pit boss or pit supervisor:
  - i) immediately notifies the games manager and/or the director/manager of security and instructs monitor room staff to video tape the suspect;
  - ii) continues to perform duties in a normal manner so that the suspect is not alerted; and
  - iii) makes notes and completes a Discrepancy Report, providing as many details as possible, including any personal observations.
- c) Games manager / Director/Manager of security:
  - i) alerts security of suspected theft, cheating at play or other illegal activities and provides a description of the suspect;
  - ii) attends monitor room to view suspect's activities, and to confirm the theft, cheating at play or other illegal activity if possible;
  - iii) if satisfied that the video recording captured the theft, the suspected cheating or other illegal activity contact: the AGLC at (780) 447-8885 (days) or 1-800-561-4415 (after hours) in St. Albert; or (403) 292-7300 (days), or 1-800-

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561-4415 (after hours) in Calgary, and request the attendance of an Investigator. If an Investigator is not able to attend, contact the local law enforcement agency and follow their directions;

- iv) if the video recording only shows one occasion of suspected cheating and it is not clear that an offence has been committed, instruct security to identify the suspect(s) prior to he/she leaving the casino. Report the matter to the AGLC as soon as practicable; and
  - v) prepares a Discrepancy Report, collects Discrepancy Reports written by all staff, and submits all immediately to the AGLC Inspector/Investigator.
- d) Monitor Room Staff:
- i) immediately notifies the games manager who shall comply with Subsection 5.6.1c);
  - ii) records suspect on a new video tape in real time, and makes notes of the occurrence;
  - iii) ensures that the suspect is recorded by more than one camera to ensure clear identification of the suspect, the cards, money, chips, table, and suspect's transactions;
  - iv) clearly marks video cassette with location, camera, date, time, and initials, for identification purposes;
  - v) removes video cassette recording tab to prevent accidental re-recording over evidence; and
  - vi) retains video tapes in personal possession until turned over to the AGLC Inspector/Investigator.
- e) Security guards make detailed notes of:
- i) observations;
  - ii) date and time of incident;
  - iii) particulars of any conversation with suspect; and
  - iv) names of any persons having contact with suspect.

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- f) Slot manager:
  - i) notifies games manager/director/manager of security and notifies monitor room staff to video tape the suspect; and
  - ii) makes notes and completes a discrepancy report providing as many details as possible, including any personal observations.

**5.7 CHIP INVENTORY CONTROLS**

- 5.7.1 Each casino facility licensee shall maintain security of all chip inventories.
- 5.7.2 Chip inventories not in use shall be kept locked and each casino facility licensee shall provide a list to the AGLC, of all those with access to chip inventory.
- 5.7.3 A Discrepancy Report shall be used to document the removal or the addition of chips from the inventory. Signatures are required from both the casino facility licensee representative and the general manager.
- 5.7.4 A report shall be submitted at the end of each quarter to the AGLC, detailing chip inventory levels.
- 5.7.5 Purchases of new chips shall be submitted for the approval of the AGLC (see Subsection 9.11).

**5.8 DISCREPANCY REPORTS**

- 5.8.1 It is a condition of both registration and licensing that casino workers and casino facility licensees immediately report any breaches of CTCOG or security breaches to the AGLC. Failure to do so may affect registration or licensing status.
- 5.8.2 The discrepancies in Subsections 5.8.2a) and b) listed below require investigation and corrective action by the facility licensee, games manager, director/manager of security, advisor(s) and/or the general manager. They must submit a Discrepancy Report

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which provides details of his or her involvement in the occurrence.

a) The AGLC shall be notified immediately at (780) 447-8885 (days) or 1-800-561-4415 (after hours) in St. Albert; or (403) 292-7300 (days), or 1-800-561-4415 (after hours) in Calgary, of suspicion or evidence of:

- i) cheating at play;
- ii) theft or suspicion of theft by both registered and non-registered personnel;
- iii) personal possession of gaming chips by volunteers, registered games workers or unauthorized employees of the casino facility licensee;
- iv) robbery or attempted robbery in the casino facility; and
- v) any other illegal or suspicious activity.

b) The AGLC shall immediately be notified at (780) 447-8885 (days) or fax (780) 447-8914 (after hours) in St. Albert or (403) 292-7300 (days) or fax (403) 292-7354 in Calgary in the case of:

- i) suspicion or evidence of procedures inconsistent with or in violation of CTCOG;
- ii) overages or shortages of gaming chips or cash in excess of \$200.00 not including proven compensating errors;
- iii) public disturbances requiring police action where the security of gaming chips or cash were or could have been compromised; and
- iv) passing or possession of counterfeit currency.

5.8.3 For casinos in Calgary, Discrepancy Reports shall be sent directly to:

The Alberta Gaming and Liquor Commission  
Suite 110, Deerfoot Atrium Building  
6715 - 8 Street N.E.  
Calgary, Alberta

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T2E 7H7  
Fax: (403) 292-7302

For casinos in Lethbridge and Medicine Hat, Discrepancy Reports shall be sent directly to:

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

For casinos in Red Deer, all Discrepancy Reports shall be sent directly to:

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

For casinos in Grande Prairie, all Discrepancy Reports shall be sent directly to:

The Alberta Gaming and Liquor Commission  
10020 – 124 Avenue  
Grande Prairie, Alberta  
T8V 5L7  
Fax: (780) 832-3006

For casinos in Edmonton, Fort McMurray, St. Albert and all other areas, Discrepancy Reports shall be sent directly to:

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

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**5.9 PROCEEDS OF CRIME (MONEY LAUNDERING) AND TERRORIST FINANCING ACT**

- 5.9.1 For the purposes of this Subsection, the terms “suspicious transactions” and “Compliance Regime” are defined on the Financial Transactions and Reports Analysis Centre of Canada (FINTRAC) website. This website may be accessed at [www.FINTRAC.gc.ca](http://www.FINTRAC.gc.ca).
- 5.9.2 In order to comply with the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*, casino facility licensees are required to report the following cash transactions to FINTRAC:
- a) an amount of \$10,000.00 or more in cash in the course of a single transaction; or
  - b) two or more cash amounts of less than \$10,000.00, the total of which exceeds \$10,000.00. In this case, the facility licensee has to record the transaction if any of the facility’s employees know the transactions were made within 24 consecutive hours of each other by or on behalf of the same individual; or
  - c) all suspicious transactions; or
  - d) any foreign currency exchange over \$1000.00 Canadian.
- 5.9.3 If a cash transaction is in a foreign currency the facility licensee will have to convert the amount to Canadian funds to determine whether or not it should be reported as a cash transaction.
- 5.9.4 Casino facility licensees shall retain all records of large cash and suspicious transactions reported in Subsection 5.9.2.
- 5.9.5 The casino facility operator is responsible for the implementation of a Compliance Regime.
- 5.9.6 AGLC Inspectors and Federal Government officials may inspect, audit, examine and make copies of large cash transaction records or may temporarily remove any of them for those purposes.

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**SECTION: 6. REGISTERED GAMING WORKERS**

**6.1 REGISTRATION**

6.1.1 In this subsection, an “applicant” means a person applying for registration as a gaming worker pursuant to the *Gaming and Liquor Regulation*.

6.1.2 Pursuant to Section 25 of the *Gaming and Liquor Regulation*, a casino worker class of gaming worker registration is established which authorizes a person to perform at a casino 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 casino event:

- a) cash cage advisor;
- b) count room advisor;
- c) games manager (major casinos);
- d) games manager (minor casinos);
- e) pit supervisor;
- f) pit boss;
- g) dealer;
- h) director/manager of security;
- i) security guard;
- j) monitor room personnel;
- k) slot manager;
- l) slot operator:
  - i) slot attendant; and
  - ii) slot cashier;
- m) casino manager; and

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n) casino facility operator representative.

6.1.3 Only individuals are eligible to be registered as gaming workers. Businesses or companies may not be registered as gaming workers.

6.1.4 Applications for registration as a casino worker may be obtained from the AGLC (Exception: Key employees of the casino facility as listed under Subsection 4.11.4 are subject to the due diligence investigation as specified in Subsection 4.9.)

6.1.5 To be eligible to be registered to perform a function as a gaming (casino) worker, the applicant must:

- a) be at least eighteen years of age;
- b) 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 casino worker. The appropriate documents from federal authorities must be provided as part of the registration process;
- c) have the experience specified by the AGLC for the function; and
- d) if the AGLC establishes an exam for the function, achieve at least the minimum exam score specified by the AGLC.

6.1.6 The Board may refuse to register an applicant as a casino worker, if the applicant or any of the applicant's associates, fail to pass a records check.

6.1.7 A person does not pass a records check if the individual:

- a) has within the 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



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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).
- 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

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

6.1.8 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.

6.1.9 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:

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- 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;
- 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, sale, provision, transport, possession, storage, use or consumption of liquor.

6.1.10 Notwithstanding Subsections 6.1.6 through to 6.1.9 above, the Board may refuse to register an applicant.

6.1.11 A casino facility licensee must notify the AGLC immediately upon becoming aware of any of the casino facility licensee's registered gaming workers being charged with or convicted of an offence under the legislation listed in Subsection 6.1.12.

6.1.12 A registered gaming worker must notify the AGLC and the casino 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 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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- 6.1.13 If a registered gaming worker is charged or convicted, as described in Subsection 6.1.12, the Board may take disciplinary action including, but not limited to, suspension or cancellation of the registration.
- 6.1.14 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 registration.
- 6.1.15 Registered casino workers may only work in the position(s) for which they are registered and may only be paid for the work performed in these positions.
- 6.1.16 A registered casino worker employed by a casino 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 worker may be paid his or her normal salary for working the event in the position for which he or she is regularly employed and registered; or
  - b) the paid worker may choose to volunteer (not be paid) to work for the charity of which he or she is a member, in any position the charity licensee has designated that individual to work if the registered worker has applied for a temporary suspension of registration with the AGLC.
- 6.1.17 Failure to comply with the conditions of registration and any of the provisions of the terms and conditions may result in disciplinary action by the Board including, but not limited to, suspension or cancellation of the registration.
- 6.1.18 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.
- 6.1.19 Applications for registration as a gaming worker (Form LIC/GAM 5422) can be obtained from the AGLC by calling any of the

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AGLC offices as listed in Subsection 1.5.2 during regular business hours. A copy of the application may also be accessed on the AGLC web site at [www.aglc.gov.ab.ca](http://www.aglc.gov.ab.ca)

- 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; and.
- c) The security clearance provided by the Police service and attached to the application for registration must be dated within three (3) months of the application date.

6.1.20 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 Registration Clerk at (780) 447-8835.

**6.2 CONDUCT**

6.2.1 A registered gaming worker must comply with the conditions of registration and the provisions of the terms and conditions and operating guidelines. Failure to do so may result in disciplinary action up to and including the suspension or cancellation of registration.

6.2.2 A registered gaming worker must maintain the integrity of gaming and ensure that only lawful gaming activities are conducted in a casino facility or at a casino.

6.2.3 Gaming workers shall ensure their registration is current with the AGLC.

6.2.4 Registered gaming workers may work only in the position for which they are currently registered. Registered gaming workers wanting to volunteer their services to a charity of which they are a member must apply for a temporary suspension of registration.

6.2.5 Advisors and games managers are deemed to be on continual duty during the casino event. They may not participate in any activity that detracts from their casino duties.

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- 6.2.6 Advisors employed in rural casinos where only one advisor is present MUST hold both cash cage and a count room registration.
- 6.2.7 Games managers must work a minimum of 112 hours over a two-year period (28 of these hours must be in the last year) to remain registered with the AGLC. Advisors must work a minimum of 200 hours over a 2-year period (100 of these hours must be in the last year) to remain registered. Within these hours the registrant must oversee a minimum of 4 opening procedures and a minimum of 4 closing procedures. If unable to meet this requirement, games managers and advisors must forfeit their registration and may not be employed in these capacities by charity licensees or casino facility licensees.
- a) The Licensing and Charitable Gaming Branch will only accept an application for testing as a games manager when the following condition is met: Applicants normally must either be actively employed by a casino facility licensee or have a "Letter of Intent" signed by a casino facility licensee stating that the applicant is to be offered continual employment as a games manager.
  - b) The Licensing and Charitable Gaming Branch will only issue a temporary registration (for a period of six months) initially for the positions of a cash cage advisor or count room advisor. A permanent registration will be issued upon completion of minimum four complete casino events in a single position within six months.
- 6.2.8 Registered gaming workers shall not be under the influence of liquor or drugs or consume liquor, or use an illicit substance while on duty.
- 6.2.9 Registered gaming workers, casino facility directors, shareholders, managers, and key facility employees are prohibited from playing casino games or gaming terminals (including slot machines and VLTs) where they are employed or contracted. Registered casino advisors are prohibited from playing casino games, slot machines or VLTs at the facility where they are contracted for the length of the casino event.

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6.2.10 Registered gaming workers are prohibited from dealing to family members, relatives or friends. Workers are to advise the pit boss immediately if these people attempt to play at the dealer's table.

6.2.11 A registered gaming worker will only be allowed to fill the position and perform the function they are scheduled for and assigned to for that specific casino event.

6.2.12 Personal possession of chips by registered gaming workers shall result in an immediate investigation and disciplinary action by the games manager. The AGLC must be advised (See Subsection 5.8.2).

6.2.13 A name card shall be worn by all registered gaming workers while on duty and shall be visible at all times:

- a) advisors and charity workers shall wear a laminated colour photo identification tag showing first or common name, position, registration number, registration expiry date and also an AGLC registration card for CasinoTrack;
- b) the casino facility licensee shall supply registered games managers, pit staff, dealers, monitor room personnel and security guards with a laminated colour photo identification card as follows:

Card Front:

- i) company name or logo;
- ii) current colour photo - similar in size to a driver's licence photo;
- iii) registration number, minimum print size 5 mm in height, block style printing only;
- iv) employee first name only, minimum print size 5 mm in height, block style printing only; and
- v) registration expiry date.

Card Back (Optional):

- i) full name;
- ii) authorizing company signature;

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- iii) company data - i.e. employee number; and
- iv) company conditions of employment.

c) Two AGLC registration cards shall be issued at time of registration for CasinoTrack. These will be kept secured by the individual and shall not be transferable. All registered gaming workers and charity workers shall wear the registration card while on duty. In case of loss of a card a \$25.00 replacement fee will be charged. If a registered gaming worker does not have a valid registration card, they will not be allowed into the system and therefore cannot be permitted to work.

6.2.14 Only registered gaming workers, scheduled to a specific task and on duty are allowed in gaming areas.

6.2.15 Cashing cheques or extending credit is prohibited anywhere on the gaming floor except as per Subsection 1.22, Cash Call Machines.

**6.3 CASH CAGE AND COUNT ROOM ADVISOR**

6.3.1 Cash cage and count room advisors are directly accountable to the AGLC. They shall ensure licensed charities comply with provisions of the *Gaming and Liquor Act*, *Gaming and Liquor Regulation* and Board policies as they relate to cash cage and count room activities. Failure to do so may result in disciplinary action up to and including suspension or cancellation of registration.

6.3.2 Cash cage advisors and count room advisors are, as a condition of registration, responsible for providing the relevant information, assistance and guidance for a charitable licensee to properly complete the required financial control forms and at the same time adhere to all the financial control requirements. All required documentation pertaining to the casino event must be completed and balanced at close of the casino event prior to advisor's departure.

6.3.3 Cash cage and count room advisors are responsible for identifying and reporting the circumstances surrounding any shortages by

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submitting a Discrepancy Report. An investigation may be conducted based on the submitted Discrepancy Report. If negligence is involved in the shortage, Board action may be considered to secure the missing funds. If the shortage occurred as the result of a criminal act, the appropriate *Criminal Code* charges will be laid. (Refer to Section 12, Enforcement of Legislation).

6.3.4 Cash cage and count room advisors shall hold a current registration with the AGLC.

6.3.5 Cash cage advisor duties are defined as follows:

- a) ensure procedures are consistent with CTCOG and documents are verified as required;
- b) work in co-operation with the casino facility licensee, charity workers, and volunteers to ensure a professional casino operation for the overall benefit and integrity of charitable gaming;
- c) ensure cash cage entrance is locked and access provisions enforced;
- d) train volunteers in, and advise on the following:
  - i) position duties;
  - ii) security awareness and practices including:
    - chip/cash handling and protection;
    - hold-up, robbery and alarm procedures;
    - panic alarm buttons; and
    - counterfeit money procedures;
  - iii) inform cashiers to lay out incoming chips, in the prescribed manner of the highest denomination in descending order to the lowest denomination, so they can be easily read by surveillance measures; and
  - iv) inform cashiers to count out by hand all cash payouts, in the prescribed manner of fanning out the bills lengthways in groups of ten (10), not more than ten (10)

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groups at a time, with the bills overlapping and the denominations clearly visible on each bill, so that the denomination is visible to video surveillance; and

- v) inform cashiers cash payouts to patrons may not be done directly to the patron using a bill counter. However, large cash outs of 25 bills or more may be prepared using a bill counter in order to verify the amount.
  
- e) provide an independent check on cash cage operations and procedures;
- f) ensure volunteers and charity workers complete the following duties: payouts, fills, credits, opening and closing procedures;
- g) assign general manager or banker to witness player cash-outs during absence;
- h) report directly to general manager, including all errors or procedural irregularities in the cash cage and submit a Discrepancy Report with details to the Regulatory Division as required;
- i) ensure any discrepancy in excess of \$200 is reported to the Regulatory Division;
- j) record the cash transactions as specified in Subsection 5.9.2;
- k) witness or verify:
  - i) transfer of opening chip inventory and cash bankroll in cash cage from the facility licensee to the general manager and banker;
  - ii) banker issue and/or account for opening inventory of chips to games;
  - iii) banker transfer chips to games;
  - iv) banker receive chips from games;
  - v) banker transfer cash to cashier;
  - vi) cashier(s) transfer chips/cash to banker;

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- vii) balancing of cashier's float at shift change;
  - viii) outgoing banker count and record the chip/cash inventories at shift change with incoming banker;
  - ix) banker count and record cash fills from count room;
  - x) banker count and amalgamate chips and cash;
  - xi) transfer of chips/cash to general manager;
  - xii) all player cash outs over \$200; may physically check chips and cash to verify accuracy or may appoint general manager or banker to verify cash-outs in their absence;
  - xiii) final counts for casino closing inventories and float to be returned to the operator or operator's representative;
  - xiv) transfers of chips/cash to and from the facility licensee's poker /slot bank;
  - xv) the cashouts of dealer tips (if applicable); and
  - xvi) the cashouts of food and beverage workers (if applicable).
- l) may handle chips and cash:
- i) to train volunteers or charity workers;
  - ii) to aid in verifying large cash or chip amounts if a volunteer or charity worker is experiencing difficulty with the transaction; and
  - iii) at banker and cashier shift changes.

The transactions specified in Subsection 6.3.5l) ii) and iii) shall be witnessed by the volunteer or charity worker who is responsible for that transaction.

- m) direct procedures to be followed to isolate source of any accounting discrepancy that may occur;
- n) obtain signature of general manager on all Discrepancy Reports; and

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- o) remain in the casino facility while on duty and be available to the licensed charity at all times. If the cash cage advisor on duty has to leave the premises, the advisor shall appoint an alternate registered advisor (at the advisor's expense), holding a current registration, who is not already employed in the casino in some other capacity. The advisor shall also submit a Discrepancy Report.

**6.3.6 Count room advisor duties are defined as follows:**

- a) ensure procedures are consistent with the CTCOG and documents are verified as required;
- b) work in co-operation with casino facility, staff, and-volunteers to ensure a professional casino operation for the overall benefit and integrity of charitable gaming;
- c) train volunteers in, and advises on, proper procedures;
- d) report directly to general manager, including all errors or procedural irregularities in the count room, submitting Discrepancy Report with details to the Regulatory Division as required;
- e) ensure any discrepancy in excess of \$200 is be reported to the Regulatory Division;
- f) if required, handle chips and cash only to train volunteers or to verify count if discrepancy has occurred. This must be witnessed by general manager or count room staff;
- g) ensure count room entrance is locked and access provisions enforced;
- h) witness rake and drop box count and direct procedures to be followed to isolate source of any accounting discrepancy;
- i) witness the following transactions in the count room:
  - i) cash and chip fill(s) to banker;
  - ii) preparation of bank deposit(s); and

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- iii) preparation of cash transfers to, and where applicable receipt of cash transfers from, secure storage
- j) obtain signature of general manager on all Discrepancy Reports; and
- k) remain in the casino facility while on duty.

**6.4 GAMES MANAGER**

**6.4.1 General Duties and Responsibilities:**

- a) The games manager is the supervisor of the games area in the casino.
- b) Each casino is required to have a registered games manager on duty when the casino is in operation.
- c) When a casino has 16 or more table games (excluding poker), the casino must have a registered games manager (major).
- d) When a casino has 15 or less table games (excluding poker), the casino must have a registered games manager (minor).
- e) The games managers for both major and minor casinos are directly responsible to the general manager.
- f) The games manager has access to all areas of the casino, however, only has access to the cash cage and count room prior to the beginning of the casino on Day 1, at the end of the casino on Day 1, prior to the beginning of the casino on Day 2, at the end of the casino on Day 2, and, upon the request of the advisor, at any other time during the casino.
- g) The games manager ensures that the games area is operated in accordance with the CTCOG.
- h) The games manager must be present for casino float and chip verification with the general manager. (A designated

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key employee may take the place of games manager for casino float verification).

**6.4.2 Specific Duties and Responsibilities of the Games Manager:**

- a) contact the AGLC immediately of any and all suspicions or evidence of cheating at play, theft, unexplained monetary discrepancies of \$200 or more or other illegal activity;
- b) ensure conduct of games is in compliance with this handbook;
- c) work in co-operation with advisors, charity workers and volunteers to ensure a professional casino operation for the overall benefit and integrity of charitable gaming;
- d) ensure all casino workers are currently registered with the AGLC;
- e) ensure shift schedules are prepared, and co-ordinate gaming staff breaks;
- f) ensure all dealers stand while conducting a game when required;
- g) supervise pull of all drop boxes for interim and final counts;
- h) ensure all drop boxes are attached to the correct table before and after each pull;
- i) ensure security of games, including control and access to keys for chip trays;
- j) ensure:
  - i) dealers accept tips only at a game;
  - ii) tips are received only in the form of chips and are not based on the outcome of a casino game;
  - iii) tips of lower denominations are exchanged by dealers for higher denominations at games, under supervision of a pit boss;

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- iv) each dealer places tips on table behind paddle, tips are collected at games and deposited directly into a locked drop box marked "Tips" by an elected representative of dealers; and
- v) tips are pooled and equitably distributed only among dealers.
- k) ensure games area is arranged as required in Section 9 of the CTCOG and individual pits do not exceed 24 games;
- l) provide pit supervisor with required forms;
- m) receive cards following casino final close, ensures cards are kept in secure storage (minimum 14 days) and are defaced before releasing them;
- n) report any error or procedural irregularities in games operations, including any breach of public order during casino to general manager ensuring a Discrepancy Report with details is submitted to the Regulatory Division as required;
- o) submit proposed new House Rules to the Licensing and Charitable Gaming Branch for review at least 21 days before implementation;
- p) remain available to the charity at all times during the event and maintain a visible presence;
- q) remain in the casino facility at all times while on duty, but may be relieved for up to one hour for a meal break, provided:
  - i) general manager is informed of the absence and is given the name of the alternate;
  - ii) an alternate holding a current games manager registration number is appointed;
  - iii) a sign-in/out record is maintained, and submitted with staff schedules to the Regulatory Division at the close of the casino;
  - iv) remains in the casino facility and is available during the meal break; and

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- v) absence from the floor shall not occur during opening, pull of drop boxes, or closing.
- r) report immediately the personal possession of chips by registered casino workers to the AGLC, and immediately implement disciplinary action;
- s) during absences longer than one (1) hour, shall appoint an alternate games manager, holding a current registration and submit a discrepancy report; and
- t) in minor casinos, may be responsible for pit boss duties.

**6.5 PIT SUPERVISOR**

- 6.5.1 The pit supervisor is responsible to the games manager for supervision of a pit. There shall be one (1) pit supervisor for every 24 games, or portion thereof, of which there may be a side pit of no more than 6 games. Specific responsibilities are to:
- a) ensure staff are in position at beginning of shift, all positions are filled during shift, and breaks/shift changes are made according to schedule;
  - b) while on duty in pit, ensure secure control over all keys to chip trays for all games in that pit;
  - c) ensure pit bosses are actively monitoring games in their assigned areas;
  - d) maintain Pit Supervisors' Games Report;
  - e) initiate fill/credits for individual games;
  - f) enforce access provisions to pit area;
  - g) participate in interim and final closing of games. Ensures keys to chip trays are transferred to games manager;
  - h) monitor activity at all games to ensure each game is conducted in accordance with Section 10 of the CTCOG;

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- i) ensure movement of chips in pit is consistent with this handbook;
- j) as required, acknowledge money/colour change for all transactions over \$200;
- k) when 6 or less games are grouped together outside an existing pit, a pit boss may be designated by games manager as pit supervisor responsible for that area;
- l) if there is only one pit supervisor required in the casino, the games manager shall take the pit supervisor's place on the floor if the pit supervisor goes into the monitoring area. The pit supervisor must advise the games manager and other pit supervisors on duty of their absence;
- m) when supervising the poker chip inventories for fills/credits, ensure no other person has access to the poker chip inventories and that all fills/credits are done prior to going on breaks; and
- n) ensure the operational duties detailed in Subsection 9.1.3 of the CTCOG are carried out.

**6.6 PIT BOSS**

6.6.1 The pit boss is responsible to the pit supervisor for supervision of no more than three types of games. Supervision restrictions are as follows:

- a) for open table games, shall supervise no more than 6 tables, including a maximum of 3 Mini-Baccarat (single layout) games;
- b) for mini-baccarat (double layout) games, shall supervise no more than 2 double layout Mini-Baccarat tables, which shall count as 2 regular tables, plus 2 other table games.
- c) when Roulette is included, shall supervise no more than 4 Roulette tables, plus 2 other table games;



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- d) for Tile Pai Gow, shall supervise no more than 3 Pai Gow tables where there is a single dealer, plus 3 other table games;
- e) When Let it Ride or Caribbean Stud/Draw Poker is included, shall supervise no more than 4 Caribbean/Let it Ride table games. If 3 or less Caribbean/Let it Ride tables are included, shall supervise no more than 6 tables with a maximum of 3 Caribbean/Let it Ride games, plus 3 other table games.
- f) When Handheld Baccarat is included, shall supervise no more than 2 Handheld Baccarat tables, plus 4 other table games.
- g) When Texas Hold'em, 7 Card Stud, or Omaha poker games are included, shall supervise no more than 6 open poker games.
- h) When \$1000 or \$500 limits are in place shall supervise no more than 4 games at that betting limit. If one game is open shall supervise no more than 1 game and 3 other games.

6.6.2 Specific responsibilities of the pit boss are to:

- a) participate in opening of games. A pit boss may not pre-open tables. If a table is opened a dealer must remain on the table until it is closed;
- b) monitor activity at each game to ensure conduct of game is proper and complies with Section 10 of the CTCOG and House Rules;
- c) ensure movement of chips in the pit complies with Section 7 of the CTCOG;
- d) if monitoring games with card shuffling, observe shuffles to ensure they are conducted in accordance to Subsections 9.8, 9.9 or 9.10;
- e) acknowledge money-change for cash and colour-change for chips for all transactions over \$200;

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- f) report to pit supervisor any error or procedural irregularity in games operations, including any breach of public order during casino and submit a Discrepancy Report with details to the Regulatory Division as required; and
- g) when supervising the poker chip inventories for fills/credits, ensure no other person has access to the poker chip inventories and that all fills/credits are done prior to going on breaks.

**6.7 DEALER**

6.7.1 The dealer is responsible for conduct of a game. Specific responsibilities are to:

- a) conduct game in accordance with Section 10 of the CTCOG and House Rules;
- b) sell chips to players for cash only, deposits cash in drop box, and protects security of chips;
- c) witness chip transactions at game. With CasinoTrack system a dealer may not open more than one table every five (5) minutes;
- d) if dealing for a game involving card shuffling, conduct shuffle in accordance with Subsections 9.8, 9.9 or 9.10;
- e) await acknowledgement of money/colour change transactions over \$200.
- f) monitor player activity for unlawful behaviour;
- g) wear pocketless apron while in pit;
- h) stand while conducting a game, when required;
- i) for all games where players may touch the cards, shall maintain visual contact with the cards and count down cards at least once every 30 minutes to ensure all cards are present (except Super Pan Nine);

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- j) ensure cards are kept in good condition at all times;
- k) there shall be:
  - i) one dealer for each open game. A dealer may not pre-open tables. If a dealer opens a table they must remain at that table until it is either closed or the dealer is relieved by another dealer;
  - ii) one dealer for Roulette, or when there are 5 or more players, a minimum of two dealers (1 dealer and 1 chip stacker);
  - iii) one dealer for Sic Bo [when the game is busy a minimum of two dealers is recommended (1 dealer and 1 wheeler)];
  - iv) three staff for double layout Mini-Baccarat games (1 head dealer and 2 dealers);
  - v) one dealer for Pai Gow Tiles ,or when there are 3 or more players, a minimum of two dealers (1 head dealer and dealer); and
  - vi) one dealer and one stickman for craps, or when there are 6 or more players, two dealers and one stickman.
- l) After each instance of handling chips or cash all registered casino personnel shall "dust off".

**6.8 DIRECTOR/MANAGER OF SECURITY**

6.8.1 The director/manager of security is responsible for the security and surveillance of the casino facility. Specific responsibilities include:

- a) developing and implementing policies and procedures for security and surveillance operations that are consistent with the CTCOG;
- b) preparing a surveillance plan;
- c) hiring and training security guards and monitor room personnel;

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- d) ensuring the security guard duties are operated independently from the monitor room personnel duties;
- e) ensuring security guards are properly trained in respect to arrest, detention and charter requirements;
- f) ensuring all security and surveillance equipment is in proper working order;
- g) ensuring control of access cards and/or keys to secured areas of the casino facility; and
- h) ensuring, in the event of adding, relocating or reconfiguring games, the camera coverage meets all AGLC standards as specified in Subsection 5.4.
- i) contacting the Investigations Branch immediately of any suspected theft, cheating at play or other illegal activity (see Subsection 5.6).

**6.9 SECURITY GUARD**

6.9.1 The security guard is responsible to the director/manager of security or games manager for the security and physical safety of:

- a) the casino facility property;
- b) the patrons of the casino facility; and
- c) the casino workers (paid and volunteer) of the casino facility.

6.9.2 In casinos with 16 table games or more, a minimum of three (3) security guards are required to be on duty between the hours of 10:00 am to 3:00 am.

6.9.3 In casinos with 15 table games or less, a minimum of two (2) security guards are required to be on duty between the hours of 10:00 am to 3:00 am.

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6.9.4 In cases of 24 hour poker rooms operating after 3:00 am a minimum of one (1) security guard is required. If a security guard is used for CCTV monitoring of the poker room between 3:00 am and 10:00 am, a second security guard is required on the floor. Casinos without poker rooms require one (1) security guard during non-operating hours.

6.9.5 Hired security guards must be registered with the AGLC.

6.9.6 To become registered with the AGLC, a security guard will be required to provide the following:

- a) Registration Application for Gaming Worker - Casino;
- b) Current photograph;
- c) Police Security Clearance; and
- d) In the case of a third-party contracted security guard, a copy of Current Private Investigators and Security Guards licence.

6.9.7 Specific duties of a security guard are to:

- a) protect chips and cash by:
  - i) identifying chip runners prior to games opening;
  - ii) may assist disabled volunteer chip runners on chip transfers on request of general manager;
  - iii) when possible, escort chip runners from cash cage to pit entrance for fills, and the reverse for credits; and
  - iv) accompany general manager during pull of drop boxes.
- b) enforce age limit and liquor provisions;
- c) maintain security at all entrances to which the public has access throughout event;
- d) ensure persons prohibited from entering or remaining in a casino facility do not enter or remain in the casino;
- e) provide security in the immediate area of the cash cage at closing and the count room during all counts;

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- f) assume crowd control duties (i.e., fire regulations) during casino;
- g) be trained in the use and operation of CCTV equipment;
- h) provide any assistance required by pit supervisor in monitoring suspicious activities. If cheating at play is suspected, must ensure games manager and Investigations Branch is advised immediately and secure all evidence for prosecution;
- i) provide Discrepancy Reports as required;
- j) be knowledgeable in all games procedures;
- k) follow procedures set out on counterfeit money and cheating at play; and
- l) remain on duty, and be alert, until all monies are secured and all casino staff and volunteers have exited the casino.

**6.10 MONITOR ROOM PERSONNEL**

6.10.1 Casinos having 16 or more table games require full time camera monitoring. Monitor room personnel must be registered with the AGLC. The following are the requirements for this position:

- a) be registered with the AGLC;
- b) have experience and training from the facility licensee in casino gaming disciplines, including CCTV equipment and monitoring systems;
- c) maintain a high level of knowledge of all casino and slot machine games, opening and closing of games, cash cage, count room and slot bank procedures and methods of cheating at play;
- d) ensure the casino camera surveillance and recording equipment is in good operational condition. Maintain a

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numbered page log book, dating and initialling the routine checks completed;

- e) ensure that live camera monitoring is in place and a video tape recording of casino operations, which may impact on the security and safety of assets, personnel and patrons, is kept from the time the float and inventory is turned over to the casino licensee until count room process are finished, to include:
  - i) casino games;
  - ii) cash cage and count room;
  - iii) floor security procedures;
  - iv) slot areas; and
  - v) bill counters and changers.
- f) enforce access provisions to the monitor room;
- g) communicate with the games manager and/or pit supervisor to identify and monitor suspected criminal activities and suspicious activities;
- h) notify and assist as required the AGLC and/or the local police authority, as soon as practicable of all potential or observed criminal activity and be prepared to provide evidence in a court of law;
- i) notify the security guard and/or games manager when detecting persons in the casino who are prohibited from entering or remaining in the casino;
- j) secure, label, and control all casino tapings for a minimum period of seven (7) days;
- k) maintain a control log for all tapes secured identifying the tape by control number, the event date and the employee operating the camera equipment;
- l) liaise with AGLC personnel to stay abreast of trends in casino cheat-at-play methodology, suspects, and other casino security concerns;

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- m) maintain a log of suspects and their activity in the format prescribed by the AGLC; and
- n) perform administrative and clerical functions inherent in the above duties.

**6.11 SLOT MANAGER**

6.11.1 The slot manager is responsible to games manager for supervision of the slot operation. A slot manager must be present from opening of the slots until closing of slots and all related duties are completed.

- a) be responsible for all areas of the slot operation, including staff operations and financial controls;
- b) maintain and record schedules for slot personnel;
- c) ensure that slot personnel perform prescribed duties;
- d) ensure slot cashier and attendant(s) are aware of the type and denominations of casino chips;
- e) settle customer disputes based on technical recommendations;
- f) make hand pays to jackpot winners;
- g) perform hopper fills when required;
- h) ensure drop count is conducted and provide drop count figure to AGLC Systems personnel; and
- i) conduct inquiries into customer claims or complaints and request a technician when required.

**6.12 SLOT CASHIER**

6.12.1 The slot cashier is responsible to the slot manager. Duties are to:



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- a) provide change to customers and redeem coin for cash;
- b) maintain and balance a float;
- c) record all hand pays and keep hand pay form for balancing float;
- d) provide coin for fills using a fill slip recording all fills on the Daily Record of Fills and Hand Pays;
- e) when a customer presents coin for redemption, run the coin through the coin counter. The coin counter display is to be visible to the customer and the amount confirmed by the customer before cash is given out;
- f) provide coin to change attendants for cash;
- g) roll coin as conditions permit; and
- h) prepare loose coin in bags for hopper fills.

**6.13 SLOT CHANGE ATTENDANT**

6.13.1 The slot change attendant is responsible to the slot manager. Duties are to:

- a) provide change to slot customers;
- b) maintain and balance a float;
- c) be familiar with basic operation of each game and provide assistance and information to customers regarding game rules, casino rules, etc.;
- d) report malfunctions or maintenance requirements to the slot manager; and
- e) call in the slot manager to handle any customer disputes.

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**6.14 CASINO MANAGER**

6.14.1 Only one person employed by the casino facility licensee may hold the position of casino manager. The following are the requirements for this position:

- a) be registered with the AGLC;
- b) must comply with the *Gaming and Liquor Act*, the *Gaming and Liquor Regulation* and Board policies; and
- c) shall not enter into nor attempt to enter into operational procedures of games pit unless they hold a valid games manager registration for the type of casino they are working in, that is, a games manager (major) for 16 table games or more or a games manager (minor) for 15 tables games or less.

**6.15 CASINO FINANCIAL REPRESENTATIVE**

6.15.1 This position is responsible to the games manager. The following are the requirements for this position:

- a) shall be the casino facility licensee's designate who shall issue and verify opening and closing casino cash floats and opening and closing chip inventory if necessary;
- b) be registered with the AGLC;
- d) must comply with the *Gaming and Liquor Act*, the *Gaming and Liquor Regulation* and Board policies;
- e) shall not have any authority for rulings or decisions on casino table games; and
- f) shall be allowed into the cash cage or count room when issuing or receiving casino float and/or casino chip inventory.

**SECTION: 7. OPERATING PROCEDURES - CASH CAGE**

**7.1 FIRST DAY OPENING**

- 7.1.1 Initialize Event Forms
- a) The General Manager shall initialize the casino event by;
    - i) entering licence number displayed on the charity's licence;
    - ii) selecting their name from the list of approved volunteers;
    - iii) scanning an ID card for their usage;
    - iv) entering the system access code that is printed on the casino licence;
    - v) entering the U.S. currency exchange rate to be used for the event; and
  - b) The General Manager shall assign specific positions to the volunteers from the list of volunteers submitted to AGLC prior to the event. Volunteers shall be issued a card with a bar code, which serves as identification to the CasinoTrack system. The card is considered the volunteer's signature and cannot be transferred. The volunteer card is activated when they are assigned a position in the CasinoTrack system. Charity workers will sign in as registered gaming workers and be assigned specific duties.
  - c) The General Manager shall enter the charity's casino account banking information (bank, branch, and account number) into the CasinoTrack system (if necessary).
  - d) The General Manager, in consultation with the Games Manager, shall verify the game table mix. If the table mix has changed, the General Manager shall make the required changes on the CasinoTrack system. The revised table mix will be printed and signed by the Games Manager, General Manager, and Cash Cage Advisor. Changes can only be made at the start of an event.
  - 7.1.2 Casino Facility Licensee Gives Cash Float to Banker. The Banker, witnessed by the General Manager and the Advisor:
    - a) receives from the Games Manager or designate, the opening cash bankroll; and counts; and

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- b) records details of opening cash bankroll on CasinoTrack system.
- 7.1.3 Casino Facility Licensee Gives Chip Float to Banker
  - The opening chip inventory shall be accepted and accounted for by the casino event charity licensee, as follows:
    - a) If the entire Opening Chip Inventory is located in the Cash Cage, the Banker witnessed by the General Manager and the Advisor receives and counts opening chip inventory from the Games Manager or designate and records details on CasinoTrack system;
    - b) If part of the Opening Chip Inventory is located in the Cash Cage, and the balance is locked in chip trays at the games or in the chip caddy:
      - i) the General Manager or designated chip runner will:
        - witness the Games Manager unlock the chip tray and count chips;
        - for each chip tray, record totals of each chip denomination on CasinoTrack system.
        - witness the Games Manager lock tray lid onto tray;
        - where chip trays are not secured to games, locked chip trays shall be stored in a secure chip caddy, access to which is limited to the General Manager; and
        - the Games Manager shall place a red closer card into the chip tray indicating the tray has been verified and accepted by the charity;
        - Games Manager's Duties as described in this section may be assumed by the Pit Supervisor with a valid Games Manager registration.
      - ii) the Banker, witnessed by the Advisor and General Manager:
        - receives and counts opening chip inventory in Cash Cage; and
        - records these totals on CasinoTrack system

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7.1.4 Opening Games

a) Where total Opening Chip Inventory is received in the Cash cage:

i) the Banker, witnessed by the Advisor:

- prepares opening chip fills.
- records total opening on CasinoTrack system
- from Cash Cage, distributes opening chip fills using Chip Runners only to games staffed with Dealers; and
- remaining chip openers either stay with Banker until required at games or, if chips are in locked chip trays, may be transferred to a secure chip caddy by the Banker and are kept in a pit until required at games. Access to caddy is limited to the General Manager.

ii) the Chip Runner delivers chips to corresponding games.

iii) at each game, Pit Boss or Games Manager, witnessed by Chip Runner and Dealer, verifies chips on the CasinoTrack system and places red closed card into tray.

b) Where the Opening Chip Inventory is received at the Cash cage and Games:

i) where a Dealer is on duty at a game, the Pit Boss or Games Manager, witnessed by the Chip Runner and Dealer, unlocks the chip tray, verifies chips and removes red closer card from tray;

7.1.5 Cash Transfer - Banker to Cashiers (Opening)

a) The Banker, witnessed by the Advisor:

i) prepares fill from Banker's cash bankroll;

ii) records details on CasinoTrack system;

iii) delivers cash to the Cashier. In order to balance, all transactions that involve the Banker must be recorded on CasinoTrack, including making change for cashiers.

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- b) The Cashier,:
  - i) counts cash; and
  - ii) records details on CasinoTrack system.

**7.2 CASH/CHIP TRANSFERS - BOTH DAYS**

**7.2.1 Chip Transfer - Cashier To Banker**

- a) The Cashier:
  - i) counts chips;
  - ii) records details on CasinoTrack system; and
  - iii) delivers chips to Banker.
- b) The Banker, witnessed by the Advisor:
  - i) receives chips from Cashier;
  - ii) assisted by the Advisor and witnessed by Cashier, counts chips; and
  - iii) records details on CasinoTrack system.

**7.2.2 Chip/Cash Transfer - Banker To Banker**

- a) At shift change, outgoing Banker, witnessed by General Manager and Advisor shall:
  - i) count chip and cash inventories;
  - ii) record details on CasinoTrack system;
- b) Incoming Banker, witnessed by the General Manager and Advisor shall:
  - i) verify chip and cash inventories;
  - ii) record details on CasinoTrack system.
- c) The General Manger shall end the outgoing banker's shift on the CasinoTrack system. A non-zero account balance will either be a shortage or overage. The Bankers Daily Master Chip/Cash Control is printed and signed by the outgoing banker and the advisor.

**7.2.3 Chip Transfer - Banker to Games (Fill).**

When a game requires chip/coin:

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- a) the Pit Supervisor
  - i) requests a Chip Runner to deliver chips to a games table on the CasinoTrack system; and
  - ii) summons Chip Runner.
- b) the Chip Runner proceeds to cash cage;
- c) the Banker
  - i) makes up the fill request from details on CasinoTrack system;
  - ii) records the amounts as "Banker to Chip Runner" on CasinoTrack and transfers chip/coin to Chip Runner; and
  - iii) witnesses Chip Runner record details on CasinoTrack system
- d) the Chip Runner, escorted by Security;
  - i) receives chips from Banker;
  - ii) counts chips and records details on CasinoTrack;
  - iii) delivers chips/coin to designated game;
  - iv) gives chips to Pit Boss; and
  - v) witnesses Dealer and Pit Boss verify fill on CasinoTrack system.
- e) the Pit Boss
  - i) records details on the CasinoTrack system; and
  - ii) obtains dealer witness on CasinoTrack system.
- f) the Banker
  - i) visually verifies transaction has been completed on CasinoTrack system.

**7.2.4 Chip Transfer - Games To Banker**

When a game has an excess of chips/coin: (credits from the game may be made up in stacks of any amount):

- a) the Pit Supervisor
  - i) summons Chip Runner;

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- ii) records details of credit on CasinoTrack system; and
- iii) obtains dealer witness on CasinoTrack system.
  
- b) the Chip Runner
  - i) at the game, witnessed by the Pit Boss, receives chips/coin from the Dealer, records details on CasinoTrack system; and
  - ii) delivers chips/coin the Banker.
  
- c) the Banker
  - i) receives chips/coin from the Chip Runner; and
  - ii) records details of credit on CasinoTrack system .

**7.2.5 Chip Transfer - Count Room Supervisor To Banker (fill)**

- a) The rake boxes are to be counted first and chips are transferred to the Banker immediately.
  
- b) Count Room Supervisor, witnessed by the Advisor:
  - i) Prepares the chips to be transferred;
  - ii) records details on CasinoTrack system; and
  - iii) delivers chips. If the Count Room is not directly accessible to the Cashier's Cage, transfers chips with security guard present.
  
- c) Banker, witnessed by the General Manager and the Advisor:
  - i) receives and counts chips; and
  - ii) records details of credit on CasinoTrack system.

**7.2.6 Cash Transfer - Count Room To Banker**

- a) Banker notifies General Manager and Count Room Supervisor that cash is required in Cash Cage and supplies details for an interim fill.
  
- b) Count Room Supervisor, witnessed by the Advisor:
  - i) Prepares the cash to be transferred;
  - ii) records details on CasinoTrack system; and

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- iii) delivers cash to Banker. If the Count Room is not directly accessible to the Cashier's Cage, transfers cash with security guard present.
- c) Banker, witnessed by General Manager and Advisor:
  - i) receives and counts cash; and
  - ii) records details on CasinoTrack .

**7.3 CLOSING**

**7.3.1 Closing Games**

- a) The General Manager assigns work patterns to Chip Runners
- b) The Pit Supervisor, witnessed by the Dealer and Chip Runner (repeat procedure for all games):
  - i) counts chips/coin, records details of credit on CasinoTrack system; and
  - ii) places red closer card in chip tray and locks the lid on the tray.
- c) Chip Runner:
  - i) records details on CasinoTrack system; and
  - ii) where chip trays are not secured to the tables, delivers chips to overnight chip storage;
- d) Where games' chip inventory remains at games, after all games are closed the chip Runner or the General Manager and Games Manager verifies all trays, removes red closer card from the tray and records details on CasinoTrack system; and
- e) If an error is detected, a Game Table Adjustment transaction is recorded on CasinoTrack. If the adjustment is for \$100 or more a discrepancy report must be completed and forwarded to AGLC.
- f) General Manager:
  - i) where chip trays are not secured to tables, ensures chips are secured in locked storage overnight, and receives keys;

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OR

where chip trays are secured to tables, all trays have locking lids, and the premises is equipped with 24-hour security, ensures all chips not secured at games are in secured locked storage overnight, and receives keys; and

- ii) receives and retains until last day of casino, all completed and voided reports from the Games Manager.

**7.3.2 Chip/Cash Transfer - Cashier to Banker (Credit)**

- a) Cashier, witnessed by Banker and Advisor, counts chips.
  - i) counts cash/chips;
  - ii) records details on CasinoTrack system; and
  - iii) delivers cash/chips to Banker.
- b) Banker, witnessed by Cashier and Advisor.
  - i) receives chips/cash from Cashier;
  - ii) assisted by Advisor and witnessed by Cashier, counts chips/cash;
  - iii) records details on CasinoTrack system; and
  - iv) prints cashiers daily record and all sign.

• **7.3.3 Chip Transfer - Banker to General Manager Casino Facility Licensee**

- a) Banker, witnessed by the Advisor and General Manager:
  - i) counts chips; and
  - ii) records details on CasinoTrack system.
- b) Banker returns chips to Games Manager or designate. A chip balance remaining in the Bankers account is either an overage or shortage.
- c) Games Manager or Designate:
  - i) verifies chips;
  - ii) records details on CasinoTrack system; and
  - iii) safely secures chips in locked overnight security and retains sole access.

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7.3.4 Closing Cage Bankroll

- a) The Banker, witnessed by the General Manager and the Advisor:
  - i) determines cash required for next day's Opening Cage Bankroll; and
  - ii) records details on CasinoTrack system (Banker to Safe).
- b) The General Manager, witnessed by the Advisor;
  - i) verifies cash required for next days opening bankroll; and
  - ii) records details on CasinoTrack system.
- c) The Banker secures cash in overnight secure storage until arrival of next day's opening Banker.

7.3.5 Banker Deposits to Outside Bank

- a) The Banker prepares bank deposit for all remaining cash not required for next day's opening bankroll by;
  - i) counting the cash for bank deposit; and
  - ii) recording details on CasinoTrack system.
- b) General Manager, witnessed by the Advisor;
  - i) verifies the cash for the bank deposit;
  - ii) records details on the CasinoTrack system; and
  - iii) ensures the deposit is safely secured in overnight storage.
- c) The General Manager will end the Banker's shift on the CasinoTrack system. A non-zero account balance will either be an overage or shortage. The Bankers Daily Master Chip/Cash Control Report is printed and signed by the Banker and Advisor.

7.3.6 Transfer and Custody of Reports.

General Manager:

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- a) receives and retains until last day of casino all completed and voided reports from Banker; and
- b) reviews reports with Banker and Advisor. If required, provides an explanation of overage or shortage in chips or cash and details of corrective actions taken on a Discrepancy Report. Delivers the report to the Count Room Supervisor for completion.

**7.4 OPENING - SECOND DAY**

**7.4.1 Transfer Of Reports, Opening Chip Inventory/Cash Bankroll - Games Manager To Banker And General Manager.**

- a) General Manager delivers opening chip inventory, opening cage bankrolls and previous day's reports as required to Banker and Games Manager.
- b) Banker, witnessed by General Manager and Advisor:
  - i) counts opening chip inventory;
  - ii) records totals on CasinoTrack system; and
  - iii) at end of shift, attaches original and duplicate Fill/Credit Slip to original and duplicate Banker's Daily Master Chip/Cash Control respectively.
- c) Banker, witnessed by General Manager and Advisor:
  - i) counts Opening Cage Bankroll and records information on CasinoTrack system; and
  - ii) at end of shift, attaches to original Banker's Daily Master Chip/Cash Control, original Fill Slips from Opening Cage Bankroll.
- d) Banker witnessed by the Advisor, records details of chip inventories under columns one and three, and cash bankrolls under columns five and seven of Bankers' Daily Master Chip/Cash Control, and adjusts running balances, columns four and eight.

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7.4.2 Cash Transfer - Banker to Cashiers as per Section 7.1.5

7.4.3 Distribution Of Chips To Games. Where closing chip trays are in overnight chip storage:

- a) General Manager removes chips from overnight security;
- b) Chip Runner transfers chips to games;
- c) where a Dealer is on duty at a game, the Pit Boss or Games Manager witnessed by the Chip Runner and Dealer, verifies chips on CasinoTrack System;
- d) remaining chips and opener Cards to be transferred to chip caddy with sole access limited to the General Manager.

**7.5 CLOSING - FINAL DAY**

7.5.1 Closing Games

- a) General Manager assigns work patterns for Chip Runners.
- b) Pit Supervisor, witnessed by the Dealer and Chip Runner (repeat procedure for all games):
  - i) inserts coin into drop box;
  - ii) counts chips;
  - iii) records details on CasinoTrack; and
  - iv) Places red closer card in chip tray and locks the lid on the tray.
- c) Chip Runner:
  - i) records details on CasinoTrack system.
  - ii) delivers chips and corresponding duplicate (Opener) to Banker (not applicable if chip inventory is to remain at the games); and
  - iii) after all games are closed, signs Closing Game Inventory of Chips and delivers it to the Banker.
- d) Where chip inventory is returned to the Banker. The Banker, witnessed by the General Manager:

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- i) verifies chips on CasinoTrack. Chip Runners may assist if verification is performed outside Cash cage; and
  - ii) when the verification procedure is finished, amalgamates all closing games chips, enters the information on the CasinoTrack system and verifies with General Manager and Chip Runner if applicable.
- e) Where games' chip inventory remains at games, after all games are closed the Chip Runner the General Manager and Games Manager verify all trays and record details on CasinoTrack.
- f) If an error is detected, a Game Table Adjustment Transaction is recorded on CasinoTrack. If the adjustment is for \$100 or more a discrepancy report must be completed and forwarded to AGLC.

**OPTIONS:**

1. The General Manager may appoint a chip runner to form an additional team with another casino facility licensee representative. Up to three teams may be formed. Gaming workers shall not verify games in which they participated in the closing of.
2. If the closing table inventory is used as opening table inventory for the next casino, the casino facility licensee keeps a photocopy of all Opener Cards and Closing Game Inventory of Chips for verification. The General Manager receives all completed, reports from the Games Manager.

7.5.2 Chip/Cash Transfer - Cashier to Banker (Credit). As per Section 7.2.1.

7.5.3 Closing Cage Bankroll.

- a) Banker or Count Room Supervisor, witnessed by the General Manager and the Advisor:
  - i) amalgamates and counts all cash in Cash Cage;

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- ii) records details on CasinoTrack system;
- iii) has the Games Manager verify the next day's float on the CasinoTrack system;
- iv) prints bank deposit slip for final Closing Cage Bankroll, places both slip and cash into deposit bag and locks or seals;
- v) records details of deposit and has the Games Manager verify the next days float on the CasinoTrack. Any balance remaining is an overage or a shortage and this amount shall be recorded on the CasinoTrack system; and
- vi) transfers deposit bag to General Manager for secure storage pending transfer to the bank.

• **7.5.4 Chip Transfer - Banker to Casino Facility Licensee**

- a) Where all game chip inventories are returned to the Banker, the Banker, witnessed by the Advisor and General Manager:
  - i) amalgamates and counts all chips;
  - ii) records details on the CasinoTrack system. Any balance remaining is an overage or shortage and is recorded on the CasinoTrack system; and
  - iii) delivers to the Facility Designate all chips for return to casino facility licensee including keys to chip caddy.
  
- b) Where games' chip inventory remains in the games area; the Banker, witnessed by the Advisor and General Manager:
  - i) amalgamates and counts all chips in Cash cage;
  - ii) records details on CasinoTrack system. Any balance is either an overage or shortage and is recorded on the CasinoTrack system;
  - iii) Banker delivers to General Manager all chips in the Cash Cage for return to the casino facility licensee; and
  - iv) chips at games shall not be disturbed until the General Manager has been assured by the Banker and the Advisor that the closing chip inventory is in order and ready for transfer to the casino facility licensee including keys to the chip caddy.

**7.5.5 Closing Accounting Records. (As per Section 7.3.6.)**

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7.5.6 Transfer And Custody of Reports

- a) General Manager:
- i) receives all completed reports from the Banker and Pit Supervisor; and
  - ii) If required, provides on a Discrepancy Report, an explanation of overage or shortage in chips or cash and details of corrective action taken.
  - iii) Generates the following reports;
    - Daily Summary, to be signed by the Banker, Count Room Supervisor, General Manager, Cash Cage Advisor and Count Room Advisor for distribution to the licensed charity and the AGLC.
    - Master Revenue, to be signed by the Count Room Supervisor and the Count Room Advisor, for distribution to the casino facility licensee, licensed charity, and AGLC.
    - Reconciliation of Casino Win/Loss and Pool Contributions, to be signed by the Count Room Advisor and the General Manager, for distribution to the licensed charity, Pool Trustee and the AGLC.

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• **8.1 PULL OF DROP BOXES**

8.1.1 The General Manager may, in consultation with the Banker and the Advisor, order a pull of drop boxes when 60% of the opening cash bankroll has been paid out, or four (4) hours prior to close, whichever occurs first.

8.1.2 If cash is required before the above criteria are met, an emergency pull may be done. The Regulatory Division shall be notified of the number of games being pulled and the staff conducting the count (a minimum of two volunteer staff, an Advisor and Games Manager are required). A Discrepancy Report shall be completed.

8.1.3 The General Manager shall:

- a) ensure the Count Room staff and the Advisor are in position, and are supplied with the keys to drop boxes;
- b) with a security guard, accompany and witness Games Manager conduct the pull of drop boxes assisted by Chip Runner(s) as deemed necessary, (for the purposes of a count, all drop boxes shall be removed from games); and
- c) with the security guard, deliver all drop boxes to the Count Room.

• **8.2 INTERIM COUNT**

8.2.1 The count may be performed in any one of two ways:

- a) machine count, machine verification;
- b) manual count and manual verification.

8.2.2 An appropriate number of money counting machines will be provided to each casino by the AGLC. Money counting machine(s) must always be used.

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- 8.2.3 The drop box count shall be conducted in the Count Room as follows:
  - a) Count Room Supervisor/Count Room Advisor ensures all required staff (reference Section 8.1.2) are present and prepared to conduct the count. If the entire top of the count table is transparent, staff may sit while the count is in progress, otherwise, unless confined to a wheelchair, all staff handling cash and chips shall stand.
  - b) Sorter receives the drop box keys from the Count Room Supervisor, and for each drop box:
    - i) places the box on the counting table, unlocks and empties the contents onto the table;
    - ii) shows the empty box to the video surveillance camera, one other count room staff or the count room advisor to satisfy them that nothing remains in the box, and removes it from the table;
    - iii) the next box shall not be unlocked until all cash and chips from a box has been sorted and placed into a bin with a white Drop Box ID card and passed to the Counter; and
    - iv) if a drop box is empty, a white Drop Box ID Card shall be placed into a bin and passed to the Counter. The Count Room Supervisor shall confirm, witnessed by the Advisor, that the game has not been opened.
  - c) Sorters (Counter may assist) sort bills into separate piles by denomination and bills are placed into the counting bin. Chips are sorted by value.
  - d) Counter receives bills from Sorter, and consecutively for each denomination, starting with the highest denomination, counts all bills either using a money counting machine, or manually. Both Counters must confirm all manual counts. Coins and chips are counted separately.

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- e) The Counter, for each denomination of bills, and starting with the highest denomination, shall:
  - i) Use the stranger detector on the money counting machine or fan all bills to verify the accuracy of the sort. Count bills using the money counting machine, ensures the recording counter has entered the correct amount of the count into the CasinoTrack system and then pass the bills to the Amalgamator.
  
- f) Counters shall for each box;
  - i) Count and record the quantities of coin;
  - ii) Tell the Count Room Supervisor the coin amounts;
  - iii) Amalgamate the coin; and
  - iv) Record the totals counted by the counter on the CasinoTrack system.
  
- g) Amalgamator, after the count procedure is completed for each denomination shall
  - i) Receive bills, coin, and chips from the Counter, and using a money counting machine, verify each denomination as in e) i) above;
  - ii) Receive bills, coin, and chips from Counter, and after verifying count with a counting machine, shall have the Count Room Supervisor record the details on the CasinoTrack system; only when the transaction has been completed on the CasinoTrack system;
    - Amalgamate bills in bundles of one hundred, until less than 100 bills remain;
    - Coin is amalgamated and placed into rolls by denomination;

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- Count each bundle to ensure that each full bundle contains one hundred (100) bills; and
      - Ensure all bills are face up.
    - h) The Advisor witnesses, verifies its accuracy, and ensures security of the count.
    - i) Count Room Supervisor shall for each drop box:
      - ii) record the total counted by the Amalgamator on the CasinoTrack system;
      - iii) ensure that the totals from the Counter and the Amalgamator are correct and match;
      - iv) In the event of a discrepancy between the two, the Amalgamator shall recount the bills in question and the confirmed count shall prevail; and
      - v) receive bills, coin and chips from the Counter and, when using a money counting machine, verify each bundle as in e)i) above; or
      - vi) At the conclusion of the count, the Count Room Supervisor shall generate the count room Drop Box Verification Report.
- 8.2.4 Procedure - Poker Games
  - a) The rake box may become full and require more than one interim pull. Standard interim pull procedures are used. The boxes are stored in the Count Room under camera surveillance, until first count.
  - b) The rake boxes are counted before the drop boxes as follows:
    - i) the rake box is opened, emptied and counted using standard counting procedures;

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- ii) the Recording Counter enters the details on the CasinoTrack system;
- iii) Count Room Supervisor enters the details on the CasinoTrack system;
- iv) If more than one interim pull of the rake boxes is done, all chips from the game are recorded on one transaction; and
- v) Chips are immediately transferred to the Banker.
- c) Rake chips are transferred to the Banker following standard chip transfer procedures.
- d) The casino facility licensee is financially responsible for overages/shortages on poker games and will submit to the Regulatory Division, discrepancy reports for amounts in excess of \$25.
- 8.2.5 Reporting Caribbean Stud/Draw Poker on Master Revenue Report.
  - a) The game portion will be treated just as any other traditional casino game.
  - b) Once all games are closed, the Pit Supervisor shall produce the Hard Count Report (provides total amount bet on progressive portion for each table) and the Jackpot Report (provides the total jackpots paid out from each table and sign both reports. A copy of this report shall be delivered to the Advisor for use by Count Room staff.
- 8.2.6 After the cash from all boxes is counted and amalgamated
  - a) Count Room Supervisor shall:
    - i) Ensure all information entered into the CasinoTrack system is correct;
    - ii) Print all reports from the CasinoTrack system, and
    - iii) sort white Drop Box ID cards numerically by game number to verify all boxes have been removed from

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games and received in the count room, and that each box has been opened and counted.

b) Advisor, after cash in all boxes has been counted and while cash is being amalgamated, shall:

i) Verify that all recorded totals for each denomination of cash and chips is correct.

c) Count Room Supervisor, witnessed by the General Manager and Advisor, shall:

i) prepare chip fill to Banker immediately after count is completed;

ii) if required, prepare cash fill to Banker,

iii) prepare deposit and seal remaining cash in deposit bag, and

iv) enters details on CasinoTrack system.

d) General Manager witnessed by both the Count Room Supervisor and the Advisor, or Banker and the Advisor (depending on location of secure storage), shall place deposit in secure location.

e) Count Room Supervisor shall deliver drop box keys and copies of the printed reports to the General Manager.

● **8.2.7 Cash/Chip Transfer - Count Room Supervisor To Banker**

a) Banker shall notify the General Manager and Count Room Supervisor that cash is required in the Cash Cage and supply details.

b) Count Room Supervisor, witnessed by Advisor, shall:

i) prepare fill;

ii) enters the details on the CasinoTrack system; and

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- iii) delivers cash/chips to Banker. (Note: If Count Room is not directly accessible to Cash Cage, transfer cash with security guard present.)
- c) Banker, witnessed by General Manager and Cash Cage Advisor, shall:
  - i) receive and count cash/chips; and
  - ii) enters the details on CasinoTrack and verifies together with Advisor;

**•8.3 CLOSING - FIRST DAY**

- 8.3.1 Final Pull of Drop Boxes. Once play has ceased on all the casino games the pull of the drop boxes can commence as described in Section 8.1.
- 8.3.2 Closing Count Counting Procedures are described in Section 8.2, except as each drop box is counted, the Count Room Advisor must ensure that the entries into the CasinoTrack system are correct.
- 8.3.3 Chip Transfer - Chips from rake boxes are transferred to Banker immediately. Details are recorded on CasinoTrack system.
- 8.3.4 Count Room Supervisor transfers cash to Safe.
  - a) Count Room Supervisor, witnessed by the Advisor and General Manager, shall:
    - i) prepare Next Day's Opening Cage Bankroll and;
    - ii) records details on CasinoTrack system.
  - b) The General Manager shall ensure both cash and original Fill Slip are secured in overnight storage, for next day delivery to opening Banker.

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**8.3.5 Count Room Supervisor Deposits to Outside Bank.**

- a) Count Room Supervisor, witnessed by the General Manager and Advisor, prepare the bank deposit. Complete deposit slip(s), for balance of cash, both verify and sign bank slip(s) for deposit in the Licensee's approved casino account.
- b) Count Room Supervisor shall record totals of all deposit slips on CasinoTrack system and prints deposit slip; and
- c) Count Room Supervisor, witnessed by the Advisor, shall place cash and slip in deposit bag, lock it, and transfer it to the General Manager for secure storage pending delivery to the bank.

**8.3.6 Closing Accounting Records**

- a) Count Room Supervisor, assisted by Count Room Advisor, shall print Master Revenue Report, and both sign.
- b) Count Room Supervisor shall print count room Drop Box Verification Report. Advisor, Count Room Supervisor, and staff sign.

**8.3.7 Transfer And Custody Of Reports**

- a) General Manager shall receive and retain until the final day of the casino all completed and voided reports from the Count Room Supervisor and the Advisor.
- b) General Manager shall review the reports with the Count Room Supervisor and the Advisor and sign. (Note: Any overage or shortages in cash/chips in excess of \$200 are to be recorded on a Discrepancy Report, with explanation of corrective action.)

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**• 8.4 CLOSING - FINAL DAY**

8.4.1 Closing procedures are conducted as described in Section 8.3 except:

- a) Next Day's Opening Bankroll is not required.
- b) The General Manager shall return the keys for the drop boxes to the casino facility licensee.
- c) The General Manager shall receive all completed, voided reports from the Count Room Supervisor and the Advisor.
- d) The Count Room Supervisor and the Advisor, shall print the Reconciliation of Casino Win/Loss and Pool Contributions reports have it witnessed and verified by General Manager and distribute as follows:
  - i) one copy to licensed charity;
  - ii) one copy to casino facility licensee;
  - iii) one copy to the Commission; and
  - iv) original to pooling Trustee.

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**SECTION: 9. OPERATING PROCEDURES - GAMES FLOOR**

**9.1 GAMING FLOOR LAYOUT**

- 9.1.1 Games shall be arranged in pits containing no more than 24 games.
- 9.1.2 Games shall be configured in a manner that is conducive to and meets all security requirements.
- 9.1.3 A pit supervisor shall be responsible for all games in each pit and shall ensure:
- a) correct pit boss to table game ratio is maintained at all times and in all areas of the gaming floor;
  - b) pit bosses possess extensive working knowledge of all games in the section to which they have been assigned;
  - c) replacement coverage of gaming tables is maintained where a pit boss must leave the pit to attend to other duties;
  - d) dealers are on duty as scheduled and follow procedures as outlined in the CTCOG;
  - e) CCTV cameras are continually monitored by Monitor Room Personnel, and that cameras are focused on tables for coverage as prescribed in Section 5;
  - f) security guards are made aware of potential security problems, i.e., problematic customers, unusually large individual wins or losses, etc.;
  - g) security of all gaming equipment stored inside the pit; i.e. cards, shoes, etc.; and
  - h) playing cards are in good condition (i.e., worn cards must be replaced prior to casino opening, or at any time that cards show signs of wear).

**9.2 GAMES MIX**

- 9.2.1 The games manager shall ensure that the AGLC is apprised of current games mix. A written request to amend the mix of

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games shall be sent to the AGLC for approval. Games mix shall be put into effect only after receiving approval.

9.2.2 The approved maximum number of table games are:

a) For 16 games or more:

A maximum of 50 games, plus up to 12 poker games. Should a facility wish to have more than 12 poker games, prior approval is required from the AGLC.

i) minimum staffed (excluding poker):

- 6 tables at opening and closing; and
- 12 tables for a minimum 3 consecutive peak hours.

b) For 15 games or less:

A maximum of 15 games plus, up to 6 poker games. Should a facility wish to have more than 6 poker games, prior approval is required from the AGLC.

i) minimum staffed (excluding poker):

- 3 tables at opening and closing; and
- 6 tables for a minimum 3 consecutive peak hours.

9.2.3 The following shall apply to craps:

a) a craps fee shall be established as a fixed fee based on \$3,000/table/day for each game operating during the day to a maximum of 75% of the total hold for the table;

b) craps tables may only operate concurrent to regular casino operating hours for table games (14 hours per day);

c) a separate unique chip inventory may be used for craps. This inventory may be the same as the inventory used in poker rooms if using Option Two or Option Three as per Operating Guidelines for Poker, Subsection 10.3.2. Craps may be run as a charity managed game with the same

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chip inventory as regular charity managed games under CasinoTrack; and

d) craps in Alberta are run under the authority of the AGLC.

9.2.4 The current approved games are:

a) Blackjack:

- Lucky Seven's;
- Multiple Action;
- Canadian (21) Stook;
- Extreme 21;
- Spanish 21; and
- Lucky Lucky Bonus

b) Mini Baccarat:

- Double Laydown;
- Single Laydown; and
- Dragon Bonus

c) Handheld Mini Baccarat;

d) Poker:

- 5-card Showhand poker;
- Texas Hold'Em;
- Pineapple;
- Crazy Pineapple;
- Seven Card Stud;
- Omaha Hold'Em, High/Low Split; and
- Three Card Poker

e) Pai Gow Poker;

f) Other Table Games:

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- Red Dog;
- Super Pan Nine; and
- Casino War;

- g) Roulette;
- h) Sic Bo;
- i) Wheels of Fortune;
- j) Caribbean Stud Poker - Progressive;
- k) Caribbean Draw Poker - Progressive;
- l) Tile Pai Gow;
- m) Hole Card Blackjack;
- n) Let It Ride;
- o) Let It Ride – Bonus;
- p) Wild Jackpot Poker;
- q) Craps; and
- r) Triple Shot (Bonus).

9.2.5 All gaming tables and equipment which must be purchased from registered gaming suppliers shall be inspected and approval given in writing by the AGLC prior to use on the casino floor.

9.2.6 Requests for new casino gaming activities that possess features or methods of delivery that are deemed to be significantly different from the features or methods of delivery of existing approved casino gaming activities must comply with the New Game Approval Process detailed in Subsection 1.23.

9.2.7 Requests for minor variations to existing approved card games (e.g. Blackjack) will be accepted in writing, and must include the following documentation:

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- a) rules of play;
- b) mathematical probabilities;
- c) proposed terms and conditions;
- d) cash cage or count room procedures;
- e) specific security issues; and
- f) testing procedures.

9.2.8 To ensure a consistent and unified approach to the introduction of variations to existing games, requests for variations to existing games will be reviewed with all casino facility licensees.

9.2.9 In-house testing of variations to existing games will be considered provided the elements required for proper testing are present as follows:

- a) dedicated camera surveillance;
- b) detailed record-keeping of win, loss, percentage, drop, etc.;
- c) detailed reports on problems and discrepancies; and
- d) detailed records and reports shall be submitted to the AGLC within 7 days of completion of testing.

**9.3 TABLE SET UP**

9.3.1 Each gaming table shall be numbered sequentially on the layout and shall be no less than five (5) cm lettering.

9.3.2 Tables shall be equipped with:

- a) locked drop box bearing the same number as the table and locked to the table, plus an identical back up box;
- b) paddle;

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- c) for Poker games:
  - i) a drop box (optional) plus one back up;
  - ii) a rake box plus one back up; and
  - iii) boxes are to be numbered in a manner to indicate one as the drop box and one as the rake box.
  
- d) chip tray with lockable lid, discard rack and:
  - i) a four (4) deck shoe for Red Dog;
  - ii) a four (4) or six (6) deck shoe for Mini-Baccarat - Single Laydown;
  - iii) an eight (8) deck shoe for Super Pan Nine and Mini Baccarat - Double Laydown;
  - iv) a six (6) or eight (8) deck shoe for Mini-Baccarat - Handheld;
  - v) a four (4), five (5) six (6) or eight (8) deck shoe for Blackjack games;
  - vi) a four (4), five (5), six (6) or eight (8) deck (double indexed) shoe for Hole Card Blackjack;
  - vii) two single decks for Caribbean Poker; and
  - viii) two single decks for Let It Ride and Wild Jackpot Poker.
  
- e) chip tray with lockable lid for Roulette, Sic Bo and Wheels of Fortune;
  
- f) playing cards: each type of game where players hold the cards shall have a unique back. Cards may be made of plastic. Poker cards may be "Bridge Size". Handheld Baccarat may use "Regulation Baccarat Cards" but the cards shall have a distinct unique back from all other cards within the casino. All cards shall be stored securely and only placed on a table when a dealer is present;
  
- g) for Caribbean Stud or Draw Poker, an automatic shuffler, jackpot metre, jackpot sign and operating computer; and

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h) for Let It Ride, an automatic shuffler.

9.3.3 Table chip tray shall be set up with the highest denomination in the centre and descend to the lowest value chips on the outside.

9.3.4 All types of automatic shufflers must be approved by the AGLC prior to being used on games and are mandatory on all games with a progressive jackpot or handheld patented games.

9.3.5 Poker chip inventories shall be supervised by one pit boss or pit supervisor per shift and only this person shall have access to poker chip inventories for conducting fills/credits. The designated pit boss or pit supervisor shall ensure that all fills/credits are done prior to going on breaks.

**9.4 BETTING PROCEDURES**

9.4.1 Only chips shall be used for betting (with the exception of Roulette as specified in Subsection 9.4.2) and shall be purchased with cash from the dealer.

9.4.2 Roulette players shall only wager Roulette chips on inside betting positions, which shall have monetary value only at the table where they were purchased. On outside betting positions, players may play money chips.

9.4.3 Players are prohibited from placing any type of bet for dealers, other than 2 way bets in Craps as specified in Subsection 10.15.2 u).

9.4.4 Bets shall be in multiples of \$1 - except for Roulette, Wheel of Fortune and the ante on some poker games.

9.4.5 Bets are valid only when placed within the space (or slot) provided before the dealing commences; an exception is the betting procedures used in Caribbean poker games. Bets shall not be altered during play, except on Blackjack where rules of play allow doubling, splitting, insurance or surrender.

9.4.6 "Side betting", defined as a separate game taking place between two or more players in which the house has no action, is not permitted.

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9.4.7 Partner betting is allowed on Blackjack, Mini-Baccarat (Single & Double Laydown), Super Pan 9, Pai Gow Poker, Tile Pai Gow and Hole Card Blackjack games only (See Subsection 9.12).

9.4.8 "Bet completion" is allowed on Mini-Baccarat - Handheld games only.

**9.5 ALTERABLE BETTING LIMITS**

9.5.1 Games with alterable betting limits shall be clearly identified.

9.5.2 Alterable limit games can change betting limits after reasonable notice is given to players. Changes to the limits may be made more than once per day.

9.5.3 Signs shall be posted stating:

- a) table has alterable limits;
- b) betting limits; and
- c) amount of notice time to be given before changes may be made.

9.5.4 Players wishing to continue betting at the old limit may do so until they either change to new limits or vacate their playing positions. This does not include a player who leaves for a temporary absence and has space reserved by a marker, in accordance with house rules.

9.5.5 Once a player changes to the new minimum limit, betting may not resume at the old minimum limit.

9.5.6 All new players entering play after limits are changed, including players temporarily playing on a marker, shall wager at new minimum limits.

9.5.7 At the time the change is made, players at the affected games shall be verbally notified as to the change in betting limits. A marker shall be placed at the betting space(s) of players choosing to remain at the old limits.

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9.5.8 Where the maximum limits are set at more than \$100, the games manager must alert Monitor Room so the conditions set out in Subsection 5.4.2 are complied with immediately.

**9.6 CHANGE INS**

9.6.1 The dealer may accept and exchange for chips at the table any of the following:

- a) cash;
- b) chips; or
- c) cash call cheques.

9.6.2 The dealer shall not accept any form of monetary tender from player by hand.

9.6.3 The dealer shall call to pit boss all transactions.

9.6.4 The dealer shall obtain verification from pit boss on all transactions of \$200 or more.

- a) House rules may be established which set the dollar amount of transactions at a lesser value.

9.6.5 Cash:

- a) player shall place cash on table for pick-up by dealer;
- b) dealer shall count cash onto the table from left to right in front and slightly above chip tray;
- c) dealer shall announce the amount of cash;
- d) an equal value of chips is taken from the tray and:
  - i) broken down for proofing;
  - ii) stacked directly in front of the tray with lowest denomination on top and highest on bottom;
  - iii) if required, dealer waits for verification;

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- iv) dealer then places stack(s) of chips in front of player; and
- v) dealer places cash in drop box.

**9.6.6 Chips:**

- a) player shall place chips on table for pick-up by dealer.
- b) dealer shall "breakdown" chips as required to count.
- c) once chips are counted, dealer shall announce amount of chips.
- d) an equal value of chips is taken from the tray and:
  - i) broken down appropriately for proofing;
  - ii) stacked directly in front of the tray with lowest denomination on top and highest on bottom;
  - iii) if required dealer waits for verification;
  - iv) dealer then places stack(s) of chips in front of player; and
  - v) dealer places chips in tray.

**9.6.7 Cash call cheques:**

- a) player shall place cash call cheque on table;
- b) dealer shall announce "Cash Call";
- c) pit boss shall verify the dollar value on Cash Call cheque;
- d) an equal value of chips is taken from the tray and:
  - i) broken down appropriately for proofing;
  - ii) stacked directly in front of the tray with lowest denomination on top and highest on bottom;
  - iii) if required, dealer waits for verification;
  - iv) dealer then places stack(s) of chips in front of player; and

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v) dealer shall place Cash Call cheque into drop box.

NOTE: Care must be taken when inserting cash call cheque into drop box to avoid mutilating.

- e) should a player wish to cash a large cash call cheque and there are not sufficient chips on the table, play will continue without delay until a "fill" is brought to the table; and
- f) the casino facility licensee assumes all costs and risks associated with providing this service.

9.6.8 Should there be a depletion of chips at the table, it is the operator's (pit staff) responsibility to ensure adequate chips so play is not impeded.

**9.7 CARDS**

9.7.1 New cards or cards in good condition shall be provided for each card game at the first day opening of the casino. Casino logo is preferred. Cards may be re-used until reasonably worn. The games manager and pit supervisors shall ensure that all cards are in good condition. The following cards are required for the following games:

- a) Red Dog - four standard decks per game;
- b) Blackjack - four, five, six or eight standard decks per game;
- c) Hole Card Blackjack - four, six or eight decks of double or single indexed cards per game;
- d) Mini Baccarat;
  - i) Single Laydown - four or six standard decks per game; and
  - ii) Double Laydown - eight standard decks per game.

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- e) Super Pan Nine - eight standard decks per game. All 7's, 8's, 9's and 10's shall be removed and held at pit stand;
- f) Poker - two set up decks must be available at each table. High quality plastic cards are suggested. When using standard playing cards (not 100% plastic) it is recommended the entire deck be changed regularly during play to ensure they are always in good condition;
- g) Caribbean Stud/Draw Poker - two decks of a different colour backing must be available. High quality plastic cards must be used (see Subsection 9.3.2f)). Cards must be changed regularly;
- h) Pai Gow Poker - two decks of a different colour must be available and used alternately on the game. High quality plastic cards are suggested. When using standard playing cards (not 100% plastic) it is recommended the entire deck be changed regularly during play to ensure they are always in good condition and have not been tampered with;
- i) Let It Ride - two decks each of a different colour backing used alternately on the game. It is recommended the entire deck be changed regularly during play to ensure they are always in good condition and have not been tampered with;
- j) Handheld Baccarat - eight decks of a distinctly unique backing must be used. These cards may be "Regulation Baccarat Cards". Cards used for Handheld Baccarat may not be used anywhere else in the casino, under any circumstances; and
- k) for all games where players may hold the cards, a separate card inventory must be used for each type of game. Cards must have a distinctive back design and colour.

9.7.2 On opening or replacement of cards, dealer shall check cards as follows:

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- a) check all cards individually, front and back for flaws or marks;
- b) ribbon spread face up till play starts. All dealers shall use the same pattern of card layout;
- c) check all new or sorted decks in the same manner; and
- d) to start play, shuffle using an approved shuffle.

9.7.3 Cards may be replaced only at shuffle time and only by pit boss, pit supervisor or games manager.

9.7.4 When replacing used or worn cards, pit staff shall:

- a) remove cards from table, check for flaws, and bind with a rubber band. In the case of hand-held game, cards shall be sorted;
- b) attach a note as to date, time of day, and game number; and
- c) sign a note certifying cards are free of flaws;

**OR**

- d) if cards are flawed shall report flaws to games manager.

9.7.5 The dealer shall ensure cards are kept in good condition at all times, and shall immediately ask pit boss for replacement of a broken or bent or marked card. Cards shall be replaced if found to be dirty, sticky, bent or if suspected of being marked. Exception: Poker games when entire set-up is changed.

9.7.6 If a game is temporarily closed and dealer leaves, shoe and cards shall be removed by pit boss to pit stand for safekeeping and returned by pit boss to table for re-opening.

9.7.7 On dead games, cards shall be ribbon spread face down on table, until picked up for shuffling.

9.7.8 All cards shall be kept in secure storage by casino facility licensee. Cards must be cleaned, sorted and checked before being re-used.

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9.7.9 New cards, with the same design and colour as those used in any casino, shall not be sold, or in any way be released to the public before defacing.

9.7.10 Where cheating at play is suspected, playing cards shall be bound with a rubber band and tagged and kept securely and intact by games manager until turned over to an Inspector.

9.7.11 All cards used in casinos shall have a distinct backing from each casino facility.

**9.8 APPROVED SHUFFLES**

9.8.1 Four Deck Riffle-Shuffle:

- a) the dealer calls to pit boss "Shuffle Up". All cards are shuffled face down, no card-face exposed;
- b) when using new or sorted cards, decks shall be lightly washed before shuffle begins;
- c) to start, pack is cut into approximate halves. Each half is then cut again and arranged in a semi-circle in front of dealer;
- d) the piles are shuffled as follows:
  - i) starting from dealer's left, dealer shall take half of first and third piles and
    - riffle-shuffles and squares cards;
    - undercuts about one-third of pile, strips and squares cards;
    - riffle-shuffles again three to five times, does not square cards, but leaves them interlaced squares cards; and
    - places cards at top-centre (of semi-circle) to start a fifth pile of interlaced cards.

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- ii) repeat procedure for half of second and fourth piles, bottom halves of second and third piles, and remainder of first and fourth piles;
- e) for new or sorted cards, shuffle is repeated;
- f) when all piles are shuffled:
  - i) the dealer calls out "Shuffle Check" to pit boss. Once pit boss visually verifies, dealer may square cards and offer cut to player;
  - ii) player cuts cards;
  - iii) dealer brings front section of cut pack to the back;
  - iv) dealer squares cards against shoe and inserts cut-card before placing cards in shoe:
    - for Blackjack, cut-card is placed 35 to 104 cards from bottom of pack;
    - for Red Dog, cut-card is placed 35 to 55 cards from bottom of pack;
  - v) after placing in shoe the first card is burned; and
  - vi) when cut-card appears during play, current round is completed before cards are shuffled:
    - dealer removes cards remaining in shoe;
    - dealer places half of the shoe cards approximately one deck from the top of the discards, and the remainder approximately one deck from the bottom of the discards;
    - On tables with limits of \$200 or more cards may be mini-washed at this time; and
    - shuffle proceeds as in Subsection 9.8.1 c).

**9.8.2 Six Deck Riffle-Shuffle:**

- a) the dealer calls to pit boss "Shuffle Up." All cards are shuffled face down, no card-face exposed;



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- b) when using new or sorted cards, decks shall be lightly washed before shuffle begins;
- c) the pack is cut into approximate halves. Each half is then cut again to make 6 equal piles as follows:
  - i) take half of piles 1 and 4 and riffle-shuffle, undercut one third and strip, riffle 3 to 5 times and place on centre spot, repeat with piles 3 and 6 and piles 2 and 5;
  - ii) repeat with remaining half piles, with piles 1 and 5, 2 and 6 and 3 and 4;
  - iii) cut centre pile into two equal piles, take half a deck from each pile, riffle once and interlace partially together, and place in a new pile in the middle. Repeat until all cards are piled in one stack;
  - iv) the dealer calls out "Shuffle Check" to check pit boss once it is visually verified, dealer squares cards against shoe and presents to player for cutting, dealer brings front section of cut pack to back, dealer squares cards against shoe, places cut-card 35 to 160 cards from bottom of deck, and places cards in shoe; and
  - v) after placing in shoe, first card is burned.
- d) when cut-card appears during play, current round is completed before cards are shuffled. The dealer then:
  - i) removes cards remaining in shoe;
  - ii) places half of the shoe cards approximately one third from the top of the discards, and the remainder approximately one third from the bottom of the discards;
  - iii) on tables with limits of \$200 or more cards may be mini-washed at this time; and
  - iv) shuffle proceeds as in Subsection 9.8.2 c).

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9.8.3 Alternate Six Deck Shuffle:

- a) the dealer calls to pit boss "Shuffle Up". All cards are shuffled face down, no card face exposed;
- b) when using new or sorted cards, decks shall be lightly washed before shuffle begins;
- c) to start, pack is cut into approximate halves. Each is then cut again and arranged in a semi-circle in front of dealer;
- d) the piles are shuffled as follows:
  - i) starting from the dealer's left, dealer takes one-third of first and third pile and:
    - riffle-shuffles and squares cards;
    - undercuts about one-third of pile, strips and squares cards;
    - riffle-shuffles again three to five times, does not square cards but leaves them interlaced; and
    - places cards at top centre (of semi-circle) to start a fifth pile of interlaced cards;
  - ii) repeat procedure for one-third of second and fourth piles;
  - iii) repeat procedure for one-third of first and fourth piles, then one-third of second and third piles; and
  - iv) repeat for remainder of first and third piles, then repeat for remainder of second and fourth piles.
- e) for new or sorted cards, shuffle is repeated.
- f) when all piles are shuffled:
  - i) dealer calls out "Shuffle Check" to pit boss, once it is visually verified, dealer may square cards and offer cut to player;
  - ii) player cuts cards; and

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- iii) dealer brings front section of cut pack to the back.
- g) the cut card is placed 35 to 160 cards from bottom of pack.
- h) after placing cards in shoe, first card is burned.
- i) when the cut-card appears during play, current round is completed before cards are shuffled:
  - i) the dealer removes cards remaining in shoe;
  - ii) the dealer places half of the shoe cards approximately in the middle of the upper half of the discards and the remainder approximately in the middle of the lower half of the discards; and
  - iii) on tables with limits of \$200 or more, cards may be mini-washed at this time;
- j) the shuffle proceeds as in Subsection 9.8.3 c).

**9.8.4 Eight Deck Riffle-Shuffle:**

- a) the dealer calls to pit boss "Shuffle Up". All cards shuffled face down, no card-face exposed;
- b) when using new or sorted cards, decks shall be lightly washed before shuffle begins;
- c) the pack is cut into approximate halves. Each half is cut twice more to make 8 equal piles as follows:
  - i) take half of piles 1 and 5 and riffle-shuffle, undercut one third and strip, riffle 3 to 5 times and place on centre spot, repeat with piles 4 and 8, 3 and 7, and 2 and 6;
  - ii) repeat with remaining half piles, using piles 1 and 7, 2 and 8, 3 and 5, 4 and 6;
  - iii) cut centre pile into two equal piles, take half a deck from each pile, riffle once and interlace partially together and place in a new pile in the middle, repeat until all cards are piled in one stack;

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- iv) dealer calls out "Shuffle Check" to pit boss once it is visually verified, dealer squares cards against shoe and presents to player for cutting, dealer brings front section of cut pack to back, dealer squares cards against shoe, dealer places cut-card 35 to 208 cards from bottom of deck, and places cards in shoe; and
  - v) after placing in shoe, first card is burned.
- d) when the cut-card appears during play, current round is completed before cards are shuffled as follows:
- i) the dealer removes cards remaining in shoe;
  - ii) the dealer places half of the shoe cards approximately one third from the top of the discards, and the remainder one third from the bottom of the discards;
  - iii) on tables with limits of \$200 or more cards may be mini-washed at this time; and
  - iv) shuffle proceeds as in Subsection 9.8.4 c).

**9.8.5 Alternate 8-Deck Riffle Shuffle:**

- a) perform four deck shuffle twice using one-quarter of the piles per section; and
- b) the cut-card is placed 35 to 208 cards from the bottom of the pack.

**9.8.6 Single Deck Riffle-Shuffle:**

- a) the deck shall be lightly washed before shuffle begins;
- b) the dealer calls to pit boss "Shuffle Up". All cards shuffled face down, no card-face exposed;
- c) to start, the dealer moves deck forward on table and cuts into approximate halves. The dealer then:
  - i) riffle-shuffles and squares cards;

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- ii) undercuts about one-third of pile, strips and squares cards ensuring cards stay low to the table; and
- iii) riffle-shuffles cards again three to five times, and squares.
- d) when the shuffle has been completed, dealer releases deck completely and the dealer uses one hand to cut the cards once in a forward movement onto the cut-card, the bottom card of the deck shall remain concealed and shall never be dealt.

9.8.7 Baccarat Wash (the wash is the same for four, six or eight decks.):

- a) the dealer calls to pit boss "Shuffle Up". All cards are shuffled face down, no card-face exposed;
- b) the deck shall be lightly washed before shuffle begins:
  - i) the cards are placed against the front of the shoe, lengthways and face down;
  - ii) one card at a time is stripped forward, until entire pack is stripped, all cards shall be kept face down, no card-face exposed;
  - iii) the dealer calls to pit boss "Washing";
  - iv) the pit boss shall physically check to ensure all cards have been stripped, once confirmed, tells dealer to proceed with wash;
  - v) wash entire pack in centre of table;
  - vi) gather approximately one deck and wash, place face down on top of cut-card located in front of shoe, continue until all cards are stacked; and
  - vii) for new or sorted cards, the shuffle is repeated.
- c) when the entire pile has been stacked:
  - i) decks shall be squared and then cut by player;

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- ii) the dealer brings front section of cut pack to the back;
  - iii) the dealer squares cards against shoe and inserts cut-card at least 10 cards from bottom, before placing cards in shoe; and
  - iv) first card is burned; or
  - v) first card is turned face up and dealer then burns the number of cards (face-down) as dictated by turned card.
- d) the cards shall be shuffled, all decks together:
- i) the dealer shall remove cards remaining in shoe and place in front of chip tray;
  - ii) the dealer places half of the shoe cards approximately one deck from the top of the discards, and the remainder one deck from the bottom of the discards;
  - iii) if a bucket is used, cards are combined with those from the shoe; and
  - iv) the shuffle proceeds as in Subsection 9.8.7 b).

**9.8.8 Lady Luck Shuffle:**

- a) may be used as an added security measure for Mini-Baccarat or Blackjack;
- b) for Mini-Baccarat, the Baccarat Wash is used as follows:
  - i) a separate table, designated as a shuffle table, must be used, this table shall not be active at any time during the casino;
  - ii) the shuffle is completed by an on-shift dealer, a record of dealers who perform the shuffle shall be kept;
  - iii) the shuffle shall be supervised by a pit boss;
  - iv) the shuffled cards shall be placed in a numbered shoe, covered by a clear plastic box and be left in

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- full view of players and pit staff, a record of shoes and the games they are used on, shall be kept; and
- v) one additional set of shuffled cards shall be available for each group of Mini-Baccarat games.
  - c) for Blackjack, the six or eight deck riffle shuffle or the alternate six or eight deck shuffle must be used (see Subsections 9.8.2, 9.8.3, 9.8.4 and 9.8.5):
    - i) the procedures outlined in Subsection 9.8.8 b) i) - iv) apply to Blackjack; and
    - ii) one additional set of shuffled cards shall be available for each group of three Blackjack games.
  - d) once the pre-shuffled shoe is delivered to the table a single riffle shuffle of all the cards may be done prior to cutting. This procedure is optional.
    - i) the riffle shuffle must be done with pit boss present;
    - ii) once pit boss verifies shuffle it is offered for cut; and
    - iii) play proceeds as normal.

**9.9 AUTOMATIC SHUFFLERS**

- 9.9.1 All types of automatic shufflers, approved by the AGLC, may be used on all games.
- a) if an automatic shuffler is used (e.g. Shufflemaster), then the Baccarat Wash or the four, six or eight deck Riffle-Shuffle (or alternate) only needs to be done at the table opening;
  - b) when using the Quick Draw Automatic Shuffler, ID Number 205C, 5D 52 Pin PLCC Package, five (5) standard decks may be used. A five-deck riffle shuffle shall take place. This shall be identical to the four-deck riffle-shuffle in Subsection 9.8.2;

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- c) when using an automatic shuffler there shall be two sets of cards for each table, and one extra set of cards with shoe for every three (3) tables;
- d) when the shuffler is used away from an open table, the procedure will be as follows:
  - i) a separate table, designated as a shuffle table, must be used. This table will not be active at any time during the casino;
  - ii) the shuffle is supervised by a pit boss;
  - iii) the cards will be removed from the shoe by pit boss and placed in the automatic shuffler, a record of time of shuffle and shoe number shall be kept;
  - iv) the shuffled cards shall be removed from the automatic shuffler by the pit boss and returned to the shoe they came from;
  - v) the shoes shall be covered by a clear plastic box and be left in full view of players and pit staff; and
  - vi) a record of shoes, the games they are used on and time placed, shall be kept.
- e) when the shuffler is used at a live game and the cut-card appears during play, the current round is completed before cards are shuffled. The dealer then:
  - i) calls to pit boss "Shuffle Up";
  - ii) shall remove cards remaining in shoe and place them in front of the chip tray;
  - iii) places half of the shoe cards approximately one third from the top of the discards and the remainder approximately one third from the bottom of the discards; and
  - iv) removes cards from discard rack and places them in the automatic shuffler (a single riffle or box cut may be done before placing the cards in automatic shuffler).

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f) The dealer removes cards from automatic shuffler, squares cards and offers cut to players:

- i) player cuts cards;
- ii) the dealer brings front section of cut pack to the back; and
- iii) the dealer squares cards against shoe and inserts cut-card before placing cards in shoe:

For Blackjack:

4 or 5 deck: cut card is placed 35 to 104 cards from bottom of pack;

6 deck: cut card is placed 35 to 160 cards from bottom of pack; and

8 deck: cut card is placed 35 to 208 cards from bottom of pack.

For Baccarat:

cut card is placed at least 10 cards from bottom.

g) after placing cards in shoe the first card is burned.

**9.10 ALTERNATE HAND SHUFFLE**

9.10.1 This shuffle shall only be done in emergency situations when the automatic shuffler has problems.

9.10.2 The shuffle for a single deck will be done as follows:

- a) the dealer will take one-third of the cards from the bottom of the deck, placing it on top of the remaining two-thirds, squaring the deck and shuffling;
- b) the deck will be shuffled twice as above, and stripped top to bottom 5 times; and
- c) the deck will be shuffled once more in the same manner as above in b).

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9.10.3 The AGLC, by way of a Discrepancy Report, will be advised should the alternate hand shuffle be used on that particular day.

9.10.4 The deal shall then proceed as designated for each separate game.

**9.11 CHIP INVENTORY**

9.11.1 All casino chips shall be approved in writing by the AGLC prior to use.

9.11.2 A sample of each denomination of chip shall be supplied to the AGLC.

9.11.3 Chips of different value shall be monogrammed accordingly and shall be a different colour.

9.11.4 Each casino facility shall have a unique chip inventory.

9.11.5 Casino facility licensees shall maintain detailed inventory control of casino chips and shall provide secure storage of unused, broken or replaced chip inventories.

9.11.6 A report is to be submitted to the AGLC of all individuals having access to chip inventories.

9.11.7 At the end of each quarter, a report detailing casino chip inventory status (both active and back-up) shall be submitted to the AGLC.

9.11.8 Chip inventories are subject to quality control and AGLC approval. Defective chip inventory will be replaced when requested.

**9.12 PARTNER BETTING**

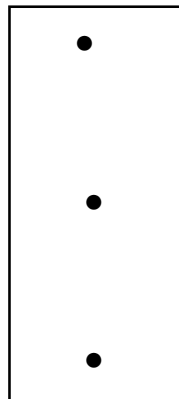
9.12.1 Partner betting is allowed on Blackjack, Mini-Baccarat, Super Pan 9 and Pai Gow Poker games. Players are permitted to bet on another player's square(s) provided:

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- a) House Rules are established on how the bets are handled;
- b) on games where the seated player has the option of taking an additional card(s) players do not object to having another player on their square(s);
- c) a maximum of three players are permitted to wager on one betting square;
- d) partner betting is normally only permitted in adjacent square(s);
- e) table limits per square and multiple hand limits shall be observed;
- f) for security and consistency bets shall be placed as follows:



**Seated Player**

**Dealer**

- i) if more than one bet is placed in a square, players must keep their bet separate from other player's bet(s);
- ii) commission per square shall not exceed maximum commission bet;
- iii) the maximum table limit shall not be exceeded;

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- iv) seated player bets first, other player(s) may then wager up to the remaining balance of the table limit; and
- v) commission bets (if applicable) shall be placed as one bet and the dealer shall ensure that it is the correct amount.
- g) players may not exercise control over more squares than is allowed in this guideline or House Rules;
- h) the dealer shall only accept decisions of seated player:
  - i) if seated player wishes to split, but other player(s) on the square do not, other player(s) shall have action on the first split hand only; and
  - ii) if seated player wishes to double down, other player(s) on the square are not required to do so.
- i) casino facility licensees who wish to purchase new layouts to accommodate multiple player bets must submit a layout sample design to the AGLC for approval.

**9.13 IRREGULARITIES - ALL GAMES (See Section 10 for Further Details)**

- 9.13.1 First Card of Pack. If dealer forgets to burn first card of pack and deal has begun, dealer shall immediately notify pit boss of mistake, after which play continues in prescribed fashion.
- 9.13.2 Overbet. If player bets over maximum and dealer fails to note before hand is played, payoff or loss shall only be table maximum.
- 9.13.3 Underbet. If player bets less than the table minimum, and dealer fails to note before hand is played, payoff or loss shall only be the amount bet.
- 9.13.4 Games manager shall be responsible for ensuring:
  - a) all cards not in play are kept in secure storage; and
  - b) the cards removed from games at daily closing are kept in secure storage until next day.

**SECTION: 10.1 RULES OF PLAY - BLACKJACK**

**10.1 BLACKJACK**

**10.1.1 General Description**

- a) Blackjack is played with four, five, six or eight standard decks of cards.
- b) Cards are dealt from a shoe by a dealer or from an AGLC approved automatic shuffle machine.
- c) Only the dealer may touch the cards.

**10.1.2 Object of the Game**

- a) Each player attempts to achieve a higher total point value per hand than the dealer's without exceeding a value of 21.
- b) If point count exceeds 21, hand is busted and bet is automatically lost.
- c) If player's and dealer's point total are equal, this is a push (tie); nobody wins or loses.

**10.1.3 Point Value of Cards**

- a) Aces . . . . . 1 or 11  
 Face Cards and Tens . . . . . 10  
 2 to 9 . . . . . Face Value
- b) A soft hand has an Ace counted as 11.
- c) All other hands are termed hard in point value.

**10.1.4 Natural or Blackjack**

- a) If the original two cards dealt to a player total 21, this is a Natural or Blackjack and takes precedence over any three-or-more card point total of 21.
- b) If player and dealer have a Blackjack, it is a push.

**SECTION: 10.1 RULES OF PLAY - BLACKJACK**

**10.1.5 Limits**

a) Betting limits shall be:

# of Hands	\$2-\$100 Games	\$2-\$200 Games	\$2-\$500 Games	\$2-\$1000 Games
One	\$2-\$100	\$2-\$200	\$2-\$500	\$2-\$1000
Two	\$5-\$100	\$20 - \$200	\$50 - \$500	\$100-\$1000
Three+	\$100 on each	\$200 on each	\$500 on each	\$1000 on each

b) A casino facility licensee may utilize \$2 - \$25 or \$2 - \$50 maximum table limits at its discretion.

c) A casino facility licensee may set its limits within the minimum and maximum ranges set above where one or two hands are being played. The maximum table limit must always be played for three hands or more.

d) A maximum of four \$500 tables and one \$1000 table are allowed.

e) Table limits are alterable (up or down) provided the player has been given reasonable notice (see Subsection 9.5).

f) It is not necessary to specify in the licence the number of blackjack tables at each limit, only the total number of blackjack tables.

g) Player may play any number of adjacent betting spaces.

h) Live camera monitoring must be in effect when Blackjack games over \$100 are offered.

**10.1.6 Pay offs**

a) Blackjack is paid off at three to two.

b) Insurance bet is paid off at two to one.

c) Other winning hands are paid off at one to one.

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**10.1.7 Sequence of Play**

- a) New decks of cards per game shall be used (see Subsection 9.7).
- b) A four, five, six or eight deck riffle-shuffle shall be used (see Subsection 9.8).

**10.1.8 Basic Play**

- a) Player's cards shall be dealt in front of betting space so that pips are visible.
- b) Dealer's cards are dealt in front of chip tray.
- c) Starting on dealer's left:
  - i) each player is dealt one card face-up; and
  - ii) dealer then takes one card face-up before dealing second face-up card in same order to each player.
- d) Player must use hand signals to indicate:
  - i) Hit - draws additional cards. A Blackjack cannot be hit.
  - ii) Stand - draws no additional cards.
- e) Double Down - player may double down on the first two cards dealt (any total, except Blackjack). Player puts up an additional, separate bet equal to the original in value and receives only one additional card. Hit-card is placed at right angles to first cards dealt. If dealer makes a Blackjack, player only loses the original bet.
- f) Pair Splitting - If first two cards are of equal point value, player may play each as a separate hand by putting up an additional, separate bet equal to the original bet. If the first card drawn to either split hand produces another pair the player may split again to create another hand, to a maximum of four split hands.

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- i) each time a pair is split, player must put up a separate equal bet;
- ii) Aces may be split only once, and are limited to one additional card per hand;
- iii) first split hand shall be completed before second hand is played;
- iv) player may “double down” on first two cards of split, after splitting. Player puts up an additional, separate bet equal to the original in value and receives only one additional card. Hit-card is placed at right angles to the first cards dealt. If dealer makes a Blackjack, player only loses the original bet.  

Exception: Aces may not be “doubled down” on after split.
- v) if player's first two cards are two “3's, 4's, 5's or 6's” and a bet equal to original is put up, dealer shall inquire whether player is doubling down or splitting;
- vi) if dealer makes a Blackjack, player loses only original bet. A two-card 21 on a split hand is not a Blackjack;
- g) Insurance: If dealer shows an ace, before any players draw a card, dealer shall ask Insurance? Player may put up an amount equal to one-half of their original bet to insure their hand. The bet is placed on the front line of the betting square. If dealer draws Blackjack, the insurance bet pays two to one.
- h) Surrender: Once player has received first two cards and prior to any action, the player will have the option of “surrender.”
  - i) Once the player has received their original two cards and the dealer does not have an ace showing, the player will announce “surrender” to the dealer. Players will not be allowed to handle their bet when requesting to surrender.
  - ii) If the dealer has an ace up, surrender will not be an option.

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- iii) The dealer will announce surrender and proceed to take the chips out of the betting space and place them in front of the cards.
    - the bet will then be broken down into halves;
    - one-half of the bet will be placed back in the betting circle; and
    - the other one-half of the bet will be placed in the tray and the cards placed in the discard rack.
  - iv) If after breaking the bet in half, an odd amount is left over, the dealer will set the odd amount beside the two half stacks. The dealer will then come out of the tray with one-half of the odd amount, prove it and place it beside the surrender bet.
  - v) The decision to offer the surrender option is at the discretion of the casino facility licensee. If a casino chooses to offer surrender, it will be clearly posted on the limit sign placed on the game.
- i) After all players' hands are completed, dealer shall:
- i) not play if all players have busted;
- OR**
- ii) announce "Dealer's Card," pause, and take hits (including on soft 17). If dealer's first card is an ace, dealer draws a second card to determine if Blackjack is made. If Blackjack is not made, one of two standard procedures is followed by each house:
    - dealer immediately collects all Insurance bets, then continues to play out hand; or
    - dealer plays out hand and collects Insurance bets at time of settlement.
- AND**
- iii) dealer shall stand if:
    - a hit-card played on dealer's hand of less than 17 brings it to a hard 17; or

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- total is either a hard or soft total of 18, 19, 20, 21.
- iv) if a hit card on a hand of less than 17 brings total over 21, dealer busts.

**10.1.9 Settlement**

- a) Bets are paid, or taken, starting with player on dealer's right and continuing to left.
- b) If dealer makes Blackjack, dealer shall pick up losing bets and pay winning insurance bets.
- c) A push shall be indicated by dealer patting table in front of betting space.
- d) If player's hand is busted during the round of play, bet shall be taken immediately and player's cards burned.

Exceptions:

- i) If player has taken insurance and gone bust, cards shall be folded up, turned over and topped with original bet and insurance bet.
  - if dealer makes Blackjack, the insurance bet pays two to one and the original bet loses;
  - if dealer does not make Blackjack, both the insurance bet and original bet is collected and the cards burned.
- ii) If player has split hands and gone bust on one or more hands; and dealer shows an Ace or "10:"
  - bets and busted hand(s) remain on table;
  - dealer shall slide cards of player's busted hand(s) in individual pile(s), topping each with corresponding bet(s);
  - should dealer then make Blackjack, only original bet of split hand is taken.
- iii) If player has doubled down and dealer has an Ace or "10," and dealer makes Blackjack:

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- only original bet of double down is taken;
  - if player doubled down on a hard hand of 12 or more, and has gone bust, player loses only original bet.
- e) If player's hand is Blackjack, and dealer's card is neither an Ace nor "10," dealer shall immediately pay bet at player's turn and burn player's cards.
- f) All payoffs shall be made colour-for-colour or conversion, provided dealer announces conversion payout. Given a Blackjack win by player, dealer first matches player's bet colour-for-colour, then adds half again of player's original bet in correct denominations or announces "Blackjack Pays \$\_\_\_\_\_." The dollar amount announced shall be total Blackjack payout. Chips shall be fanned for visual verification next to original bet.
- g) After all bets are paid or taken, dealer shall pick up remaining hands in order, from right to left, and own hand last, and place all cards in discard holder. On tables with limits of \$200 or more, cards may be plugged or feathered in discard holder provided there is live camera coverage.

**10.1.10 Irregularities**

- a) Hit Without Hand Signal: If card is dealt prior to player making hand signal, dealer shall immediately notify pit boss, who shall declare card dead and instruct dealer to burn it.
- b) Dealing to Blank Space: If card(s) is dealt to space with no bet, dealer shall immediately notify pit boss who shall declare card(s) in that space dead and instruct dealer to burn card(s).
- c) Hand Signal Disputes: In case of dispute between player(s) and dealer as to interpretation of hand signal, pit boss shall be notified immediately. If player complains before dealer's hand is played, pit boss shall:

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- i) allow player who has missed hit-card(s) to take hits after all other players have completed their hands, but before dealer's hand is played; or
- ii) if player's hand has been hit by mistake, declare hit-card dead, instruct dealer to burn it, and player hand stands.

If player complains after dealer's hand play has commenced, pit boss shall:

- i) allow player who has missed hit card(s) to take hits after dealer has completed his hand. However the player must make the decision prior to play proceeding.
  - ii) if player's hand has been hit by mistake, declare hit-card dead, instruct dealer to burn it, and players hand stands.
- d) Cards shall not be "*backed-up*" under any circumstances.

NOTE: The next dealt card, picked-up and then replaced on a hand prior to that particular hand, would be considered a "*backed-up*" card.

**10.1.11 Lucky Sevens**

- a) If a player chose to participate, an additional \$1.00 bet is to be placed in the designated area on the layout.
- b) Only the player controlling the square may participate in this option. No other player may take this bet should the player decide to abstain.
- c) All bets will be placed prior to dealer dealing any cards.
- d) Once all cards have been dealt, and prior to any draws being made, the dealer will check to see if any players have received a seven.
  - i) Players who did not receive a seven in their first card will lose their dollar bet.

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- ii) All losing bets will be removed immediately before regular Blackjack play begins.
- iii) All players receiving a seven on their second card only, are not eligible for a bonus payout.
- e) All players showing a seven (as their first card) will have their bets remain on the table until they have received a third card.
  - should the third card be a seven, the player will be paid accordingly to the bonus table;
  - if the third card is not a seven, the player will receive the lesser payout; and
  - play will then proceed as normal to the next player.
- f) Each player shall be entitled to only one payout from the bonus payable.
- g) Bonus Paytable
 

777	First Three Cards Dealt Same Suit	\$5,000
777	First Three Cards Dealt Any Suit	\$ 500
77	First Two Cards Dealt Same Suit	\$ 100
77	First Two Cards Dealt Any Suit	\$ 50
7	First Card Any Suit	\$ 3
- h) The decision to offer the "Lucky Seven" option is at the discretion of the casino facility licensee. If a casino chooses to offer "Lucky Seven," it will be clearly posted on the limit sign placed on the table.

**10.1.12 Multiple Action Blackjack**

- a) Basic play is conducted on each bet as in Subsection 10.1.8.
- b) Player makes two or three separate wagers but must make at least two.

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- c) Dealer plays the same card for all three hands, moving it to the appropriate square after each round of play.
- d) Betting and Limits: \$2 - \$100.
  - i) A casino facility licensee may utilize minimum and maximum table limits within the limits listed above.
  - ii) Players must wager at least the minimum bet on each hand, but bets do not have to be equal.
  - iii) It is not necessary to specify in the licence the number of multiple action tables at each limit, only the total number of multiple action tables.
- e) All winning hands are paid as in blackjack.
- f) Sequence of Play:
  - i) A four, six, or eight deck riffle-shuffle as per Subsection 9.8 shall be used.
  - ii) Initial deal and play shall be conducted as in Subsection 10.1.8.
  - iii) After first hand is completed, dealer will burn all his cards except the first.
  - iv) The first card is then moved to second square, dealer announces dealer's second hand and then hits accordingly.
  - v) When all hands are paid or taken according to Subsection 10.1.9, dealer again burns all his cards except the first.
  - vi) The card is then moved to the third square dealer announces dealers third hand then takes hits accordingly.
  - vi) Players have the following options:
    - hit;
    - stand;
    - double down;

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- pair splitting; and
- insurance.
- vii) Surrender is NOT an option in Multiple Action Blackjack.
- viii) Once all three hands have been played and bets have been paid or taken, all cards are collected, placed in discard rack, and a new hand is dealt.
- g) Settlement:
  - i) Bets are paid or taken starting on dealer's right and continuing to the left.
  - ii) Each bet in each space must be paid individually.
  - iii) If dealer makes Blackjack, dealer shall pick up losing bets and pay winning insurance bets.
  - iv) Each bet shall be handled as an individual hand as specified in Subsection 10.1.9.
- h) Partner betting is not allowed on Multiple Action Blackjack.

**10.1.13 Hole Card Blackjack**

- a) General Description
  - i) Blackjack is played with four, six or eight double or single indexed, pre-approved decks of cards.
  - ii) Cards are dealt from a shoe by a dealer.
  - iii) Only the dealer may touch the cards.
- b) Object of the Game
  - i) Each player attempts to achieve a higher total point value per hand than the dealer's without exceeding a value of 21.
  - ii) If point count exceeds 21, hand is busted and bet is automatically lost.
  - iii) If player's and dealer's point total are equal, this is a push (tie); nobody wins or loses.

**SECTION: 10.1 RULES OF PLAY - BLACKJACK**

c) Point Value of Cards

- i) Aces. . . . . 1 or 11
- Face Cards and Tens. . . . . 10
- 2 to 9. . . . . Face Value
- ii) A soft hand has an Ace counted as 11.
- iii) All other hands are termed hard in point value.

d) Natural or Blackjack

- i) If the original two cards dealt to a player total 21, this is a Natural or Blackjack and takes precedence over any three-or-more card point total of 21.
- ii) If player and dealer have a Blackjack, it is a push.

e) Limits

i) Betting limits shall be:

# of Hands	\$2-\$100 Games	\$2-\$200 Games	\$2-\$500 Games	\$2-\$1000 Games
One	\$2-\$100	\$2-\$200	\$2-\$500	\$2-\$1000
Two	\$5-\$100	\$20 - \$200	\$50 - \$500	\$100-\$1000
Three+	\$100 on each	\$200 on each	\$500 on each	\$1000 on each

- ii) A casino facility licensee may utilize \$2 - \$25 or \$2 - \$50 maximum table limits at its discretion.
- iii) A casino facility licensee may set its limits within the minimum and maximum ranges set above where one or two hands are being played. The maximum table limit must always be played for three hands or more.
- iv) A maximum of four \$25 - \$500 tables are allowed.
- v) Table limits are alterable (up or down) provided the player has been given reasonable notice, (see Subsection 9.5).



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- vi) It is not necessary to specify in the licence the number of hole card blackjack tables at each limit, only the total number of hole card blackjack tables.
- vii) Player may play any number of adjacent betting spaces.
- viii) Live camera monitoring must be in effect when Blackjack games over \$100 are offered.
- f) Pay offs
  - i) Blackjack is paid off at three to two;
  - ii) Insurance bet is paid off at two to one; and
  - iii) other winning hands are paid off at one to one.
- g) Sequence of play
  - i) New decks of cards per game shall be used (see Subsection 9.7).
  - ii) A four deck riffle-shuffle shall be used (see Subsection 9.8).
- h) Basic Play
  - i) Player's cards shall be dealt in front of betting space so that pips are visible.
  - ii) Dealer's cards are dealt in front of chip tray.
  - iii) Starting on dealer's left:
    - each player is dealt one card face-up; and
    - dealer then takes one card face-up before dealing second face-up card in same order to each player.
    - dealer then slides a second card, under the first card face-down.
  - iv) When dealer's card showing is not an ace or a ten value card, the "Maxtime" device is not used and play continues as normal.

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- v) If the dealer receives a hand with a ten value card up:
- the dealer will handle cards with left hand, utilizing the middle finger, index finger and thumb, slide the cards downward and to the right and insert them into the unit under the hood vertical to the chip rack.
  - never lift the front edge of the cards to slide them into the Card Reader. This will reveal the hole card and defeat the purpose of the device.
  - if an "A" or an insignia is seen in the viewing window on the right side of the Card Reader, the dealer will slide the cards out of the unit, turn over the hole card (revealing the Blackjack) and terminate the hand (collect all losing bets and "push" all player Blackjacks).
  - if nothing is seen in the window, the dealer will slide the cards out of the unit, return the cards to their normal position and continue play.
- vi) If dealer receives a hand with an Ace as card up:
- will announce "Insurance" as soon as ace is visible;
  - the dealer will turn the cards horizontal to the unit by utilizing the right index finger at the lower right hand corner of the cards and pushing the cards to the left;
  - close insurance by announcing "Insurance Closed," and do a "Handwave" with their right hand directly in front of the tray to the right of the dealer cards. (The "Handwave" is the same as a player uses to indicate "stand");
  - after insurance has been closed, the dealer (utilizing the thumb, index finger and middle finger of the left hand) will slide the cards downward and to the right so as to insert them into the Card Reader unit. (Note: The cards must be

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horizontal to the chip tray to remain flat to the table.);

- never lift the front edge of the cards to slide them into the Card Reader. This will reveal the hole card and defeat the purpose of the device;
  - if a "10," "J," "Q" or "K" is seen in the viewing window on the right side of the Card Reader, the dealer will slide the cards out of the unit, return them to their normal vertical position, turn over the hole card (revealing the Blackjack) and terminate the hand (collect all losing bets and "push" all player Blackjacks and pay all insurance bets 2 to 1);
  - dealer will then collect all cards and place in discard rack; and
  - if nothing is seen in the window, the dealer will slide the cards out of the unit, return the cards to their normal position and continue play as normal.
- vii) Insurance - If dealer shows an ace, before any players draw a card, dealer shall ask "Insurance"? Player may put up an amount equal to one-half of their original bet to insure their hand. The bet is placed on the front line of the betting square. If dealer draws Blackjack, the insurance bet pays two to one.
- Players betting on more than one square must insure each hand individually with a separate insurance bet.
  - Once the dealer has closed insurance by saying "Insurance Closed" and by doing the "handwave," no more insurance bets will be accepted.
  - When the dealer does have a Blackjack, the original wagers lose (except for player Blackjacks, which are "pushes") and anyone with insurance bets will be paid at the rate of two (2) to one (1) on their insurance bet.

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- When a player insures his Blackjack, the original wager is a "push" and the insurance bet will be paid at the rate of two (2) to one (1) on his insurance bet.
  - When the dealer does not have Blackjack, all insurance bets lose and will be collected immediately by the dealer and placed in the dealer chip tray. The round will then continue as normal with the player hands being played out in normal rotation.
- viii) Player must use hand signals to indicate:
- Hit - draws additional cards. A Blackjack cannot be hit.
  - Stand - draws no additional cards.
- ix) Double down - Player may double down on the first two cards dealt (any total, except Blackjack). Player puts up an additional, separate bet equal to the original in value and receives only one additional card. Hit-card is placed at right angles to first cards dealt. If dealer makes a Blackjack, player only loses the original bet.
- x) Pair Splitting - If first two cards are of equal point value, player may play each as a separate hand by putting up an additional, separate bet equal to the original bet. If the first card drawn to either split hand produces another pair:
- player may split again to create another hand, to a maximum of four split hands;
  - each time a pair is split, player must put up a separate equal bet;
  - exception: Aces may be split only once, and are limited to one additional card per hand;
  - first split hand shall be completed before second hand is played;

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- player may “double down” on first two cards of split, after splitting. Player puts up an additional, separate bet equal to the original in value and receives only one additional card. Hit-card is placed at right angles to the first cards dealt.

Exception: Aces may not be “doubled down” on after split.

- a two-card 21 on a split hand is not a Blackjack;  
if player's first two cards are two “3's, 4's, 5's or 6's” and a bet equal to original is put up, dealer shall inquire whether player is doubling down or splitting.

xi) Surrender: Once player has received first two cards and prior to any action, the player will have the option of “surrender.”

- Once player has received their original two cards and the dealer does not have an ace showing, the player will announce “Surrender” to the dealer. Players will not be allowed to handle their bet when requesting to surrender.
- If the dealer has an ace up, Surrender will not be an option until it has been determined that dealer does not have Blackjack.
- The dealer will announce surrender and proceed to take the chips out of the betting space and place them in front of the cards.

The bet will then be broken down into halves.

One-half of the bet will be placed back in the betting circle.

The other one-half of the bet will be placed in the tray and the cards placed in the discard rack.

- If after breaking the bet in half, an odd amount is left over, the dealer will set the odd amount beside the two half stacks. The dealer will then come out of the tray with one-half of the odd

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amount, prove it and place it beside the surrender bet.

- The decision to offer the surrender option is at the discretion of the casino facility licensee. If a casino chooses to offer Surrender, it will be clearly posted on the limit sign placed on the game.

xii) After all players' hands are completed, dealer shall:

- not play if all players have busted;

**OR**

- announce dealer's Card, pause, and turn over his hole card. He then takes his prescribed "hits" as required.

**AND**

- dealer shall stand if:

a hit-card played on dealer's hand of less than 17 brings it to a hard 17; or

total is either a hard or soft total of 18, 19, 20, 21.

xiii) if a hit card on a hand of less than 17 brings total over 21, dealer busts.

i) Settlement

- i) Bets are paid, or taken, starting with player on dealer's right and continuing to left.
- ii) A push shall be indicated by dealer patting table in front of betting space.
- iii) If player's hand is busted during the round of play, bet shall be taken immediately and player's cards burned.
- iv) If player's hand is Blackjack, and dealer's card is neither an Ace nor "10," dealer shall immediately pay bet at player's turn and burn player's cards.
- v) All payoffs shall be made colour-for-colour or conversion, provided dealer announces conversion

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payout. Given a Blackjack win by player, dealer first matches player's bet colour-for-colour, then adds half again of player's original bet in correct denominations or announces "Blackjack Pays \$\_\_\_\_\_." The dollar amount announced shall be total Blackjack payout. Chips shall be fanned for visual verification next to original bet.

vi) After all bets are paid or taken, dealer shall pick up remaining hands in order, from right to left, and own hand last, and place all cards in discard holder.

j) Irregularities

NOTE: Pit boss will be called to determine which decision applies.

i) Hit Without Hand Signal: If card is dealt prior to player making hand signal, dealer shall immediately notify pit boss, who shall declare card dead and instruct dealer to burn it.

ii) Dealing to Blank Space: If card(s) is dealt to space with no bet, dealer shall immediately notify pit boss who shall declare card(s) in that space dead and instruct dealer to burn card(s).

iii) Hand Signal Disputes: In case of dispute between player(s) and dealer as to interpretation of hand signal, pit boss shall be notified immediately. If player complains before dealer's hand is played, pit boss shall:

- allow player who has missed hit-card(s) to take hits after all other players have completed their hands, but before dealer's hand is played; or
- if player's hand has been hit by mistake, declare hit-card dead, instruct dealer to burn it, and player hand stands.

If player complains after dealer's hand play has commenced, pit boss shall:

- allow player who has missed hit card(s) to take hits after dealer has completed his hand.

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However the player must make the decision prior to play proceeding.

- if player's hand has been hit by mistake, declare hit-card dead, instruct dealer to burn it, and players hand stands.

iv) Cards shall not be "backed-up" under any circumstances.

NOTE: The next dealt card, picked-up and then replaced on a hand prior to that particular hand, would be considered a "backed-up" card.

v) In the event of a broken or malfunctioning Card Reader, the pit boss/supervisor will inform the players at that table that the game will be conducted according to the rules for Blackjack with no hole card as described in Subsection 10.1.8.

vi) Under no circumstances will the game be dealt with a hole card if there is not a properly functioning Card Reader and Double Index cards on the table.

vii) In the event that the dealer neglects to take a hole card, that round will be played according to the rules for Blackjack with no hole card as described in Subsection 10.1.8.

viii) In the event that the dealer takes a hole card when dealing at a game where the hole card is prohibited, one of the following will occur:

- That hole card is considered to be a "live" card if and only if there has been no "hit" taken by anyone. In this instance it will be used as the "hit card" for the first person requiring a "hit."

- That hole card is considered to be a "dead" card if any hit has been taken. In this instance the card will be placed in the discard rack as a "burned" card (without being exposed) and that round will be played according to the rules for Blackjack with no hole card as described in Subsection 10.1.8.

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- ix) In the event that the dealer “exposes” the hole card when delivering it, the dealer will turn that card “face down” and continue with normal play.

**10.1.14 Canadian (21) Stook**

- a) General Description
  - i) Canadian (21) Stook is a game played with one, four, six or eight standard decks of cards.
  - ii) Cards are dealt by hand with one deck and from a shoe with four, six or eight decks.
- b) Object of The Game
  - i) Each player attempts to achieve a higher total point value per hand than the dealer’s without exceeding a value of 21. [Note exceptions iii), iv)].
  - ii) If point count exceeds 21, player hand is bust and bet is automatically lost.
  - iii) If player and dealer’s point total are equal, and bet was raised, the dealer hand wins if the total of the player and dealer’s hand equals 17. If the hands are tied at a total of 18, 19, 20 or 21, this is a push.
  - iv) If player’s and dealer’s point total are equal, and bet was NOT raised, this is a push hand.
- c) Hand Rankings
  - i) 2 Aces
  - ii) A five card hand closest to 21
  - iii) Closest to 21
- d) Point Value of Cards
  - i) Aces ..... 1 or 11
  - Face Cards and Tens ..... 10
  - 2 to 9 ..... Face Value

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- ii) A soft hand has an Ace counted as 11.
- iii) All other hands are termed in point value.

e) Natural Canadian (21) Stook

If the original two cards that are dealt to a player are two Aces, this is a natural Stook and takes precedence over any other combination of cards. This is an automatic winner, and dealer shall burn his card and pay player immediately.

f) Limits

- i) Betting limits shall be within the following ranges:

Original Bet	Up to 2 x Original Bet
\$2 to \$100	\$4 - \$200
one, two or three squares	

- ii) Player must complete first betting square before playing the next betting square's card.
- iii) A player may play up to seven squares at table minimum.

g) Payoffs

All winning hands are paid off at one to one. (Exception: If a player receives a natural Stook, the player will be paid 3 to 2. The raised portion is paid one to one).

h) Sequence of Play

- i) New decks of cards per game shall be used (see Subsection 9.7).
- ii) A single deck riffle shuffle, or, a four, six or eight deck riffle shuffle shall be used (see Subsection 9.8).

i) Basic Play

- i) Dealer's cards are dealt in front of chip tray.
- ii) Starting on dealer's left:

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- all players must place an original bet before receiving a card;
  - each player is dealt first card face up; and
  - dealer then takes one card face down.
- iii) Each player in turn may now do one of the following:
- increase the bet up to two times the original bet in the square marked “Up to 2 x original bet.” or
  - continue the hand with the original bet.
- iv) The dealer will give player the second card face up.
- v) Player must use hand signals to indicate:
- Hit - draws additional cards; and
  - provide additional cards until player stands or busts; or
  - Stand - draws no additional cards. (Note: player may not stand on one card); and
  - Player may not draw any additional cards after receiving five cards.
- vi) After each individual player’s hand is completed, dealer shall:
- not play if player has busted;
- OR
- announce “dealer’s card,” pause, and take hits (including on soft 17);
- AND
- Dealer shall stand if:
- A hit card played on dealer’s hand of less than 17 brings it to a hard 17; or
  - Total is either a hard or soft total of 18, 19, 20, 21; or

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- a hit card played on dealer's hand of less than 17 brings dealer's hand to a total of five cards. dealer never takes additional hits after achieving five cards equalling any total under 21; or
  - if a hit card on a hand of less than 17 brings total over 21, dealer busts;
  - after each individual hand is completed, dealer will take another card face down and begin play with next player. If dealer does not play hand, hole card is burned and may be shown.
- vii) If player's first two cards are Aces, this is a natural Stook and is an automatic winner.
- viii) If player's first card is an Ace, and they raise their original bet, the player may only receive one card. Hit card is placed at right angle to the first ace. A raised bet on an Ace is played like a double down. If the player chooses not to raise, play continues as normal.
- ix) Double Down - Player may double down on the first two cards dealt (any total except natural Stook). Player puts up an additional, separate bet equal to the original and the raised bet (if any) and receives only one additional card. Hit card is placed at right angles to the first card dealt. If dealer makes a natural Stook, player only loses the original bet and raise (if any).
- x) Pair Splitting - If first two cards are of equal point value, player may play each as a separate hand by putting up an additional, separate bet equal to the original and the raised bet (if any) if the first card drawn to either split hand produces another pair:
- player may split again to create another hand, to a maximum of four split hands;
  - each time a pair is split; player must put up a separate bet equal to the original and the original raised bet (if any);
  - first split hand shall be completed before second hand is played; or

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- player may “double down” on first two cards of split, after splitting. Player puts up an additional, separate bet equal to the original and the raised bet (if any) and receives only one additional card. Hit-card is placed at right angles to the first card dealt. If dealer makes natural Stook, player only loses only the original and the original raised bet (if any).
- xi) Surrender - Once player has received first two cards and prior to any action, the player will have the option of “surrender.” A player must surrender both original bet and raised portion.
  - Once the player has received their original two cards, the player will announce “surrender” to the dealer. Players will not be allowed to handle their bet when requesting to surrender.
  - The dealer will announce surrender and proceed to take the chips out of the betting space and place them in front of the cards.

The bet will then be broken down into halves.

One-half of the bet will be placed back in the betting circle.

The other one-half of the bet will be placed in the tray and the cards placed in the discard rack.
  - If after breaking the bet in half, an odd amount is left over, the dealer will set the odd amount beside the two half stacks. The dealer will then come out of the tray with one-half of the odd amount, prove it and place it beside the surrender bet.
  - The decision to offer the surrender option is at the discretion of the casino facility licensee. If a casino chooses to offer surrender, it will be clearly posted on the limit sign placed on the game.

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j) Settlement

- i) Bets are paid, or taken, after each individual hand is played.
- ii) If a player's hand is busted during round of play, bet shall be taken immediately and player's and dealer's cards burned. Dealer's hole card may be shown.
- iii) If a player's and dealer's point total are equal, and the bet was raised, the dealer hand wins if the total of the player's and dealer's hand equals 19 or less. If the hands are tied at a total of 20 or 21, this is a push.
- iv) All payoffs shall be made colour for colour or conversion, provided dealer announces conversion payout.
- v) After each hand bets are paid or taken, dealer shall pick up player's hand, and own hand last, and place cards in discard holder.
- vi) There is no partner betting.

k) Irregularities

- i) Hit Without Hand Signal: If card is dealt prior to player making hand signal, dealer shall immediately notify pit boss, who shall declare the card dead and instruct dealer to burn it.
- ii) Dealing to Blank Space: If card(s) is dealt to space with no bet, dealer shall immediately notify pit boss who shall declare card(s) in that space dead and instruct dealer to burn card(s).
- iii) Hand Signal Disputes: In case of dispute between player(s) and dealer as to interpretation of hand signal, pit boss shall be notified immediately.

If player complains after dealer's hand play has commenced, pit boss shall:

- allow player who has missed hit card(s) to take hits after dealer has completed his hand, however, the player must make the decision prior to play proceeding.

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If the player's hand has been hit by mistake, declare hit card dealer's card, and player's hand stands.

- iv) Cards shall not be "backed up" under any circumstances.
- v) If dealer does not receive a card and deals it to the player, this card shall be burned and dealer receives next card face down and play continues.
- vi) If dealer deals second card up to all players, all cards are burned. NO EXCEPTIONS.

**10.1.15 Extreme 21**

a) General Description

- i) Extreme 21 is a game played with four, six, or eight decks of cards.
- ii) Cards are dealt from a shoe or an automatic shuffler.

b) Object of the Game

- i) Each player attempts to achieve a higher total point value per hand than the dealer's without exceeding a value of 21.
- ii) If the point count exceeds 21, the player's hand is bust and the bet is automatically lost.
- iii) If the player's and dealer's point totals are equal, the dealer must continue to hit until they beat the player's hand, for instance if the player has 17 then the dealer must hit until they have 18 or more. There are no pushes in Extreme 21.
- iv) If the player gets to exactly 21 points, it is an automatic winner and the player is paid one to one immediately.

c) Hand Rankings

- i) Any 21 hand wins
- ii) Closest to 21

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d) Point Value of Cards

- |                     |            |
|---------------------|------------|
| i) Aces             | 1 or 11    |
| Face Cards and Tens | 10         |
| 2 to 9              | Face Value |

- ii) A soft hand has an ace counted as 11.
- iii) All other hands are termed in point value.

e) Blackjack or any other 21

A blackjack has no special significance in this game, and is treated like any other 21-point hand. It is automatic winner for the player.

f) Limits

- i) Betting limits shall be \$2 - \$100.

One square	\$2
Two squares	\$5 each
Three or more squares	\$100 each
- ii) A player may play any number of adjacent betting spaces.
- iii) A player must complete the first betting square before playing the next betting square.

g) Payoffs

All winning hands are paid off at one to one.

h) Sequence of Play

- i) New decks of cards per game shall be used (see Subsection 9.7).
- ii) A four, six, or eight-deck riffle shuffle shall be used (see Subsection 9.8).



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i) Basic Play

i) The dealer's cards are dealt in front of the chip tray.

ii) Starting on the dealer's left:

- all players must place an original bet before receiving a card;
- each player is dealt the first card face up;
- the dealer then takes one card face up; and

iii) The dealer will give the first player on the left his second card face up.

iv) Each player must use hand signals to indicate:

- Hit -- draws additional cards until the player chooses to stand or busts, or
- Stand -- Draws no additional cards (note: a player may not stand on one card); and

v) After each individual player's hand is completed, the dealer shall:

- not play if the player has busted, the dealer shall burn their card and take new a card for the next betting square; or
- announce "dealer's card", pause, and take hits until the dealer's hand beats the player's point total, for instance if the player stayed on 14 -- dealer must hit until he/she has a point total of 15 or more; and
- dealer shall stand if:
  - a hit card played on the dealer's hand brings his/her point total over the player's point total.
  - if a hit card on a hand brings a total over 21, the dealer busts; and
  - after each individual hand is completed, the dealer will take another card face up and begin play with the next players. If the dealer does not

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play the hand, the card is burned and a new card is dealt face up to the dealer.

- vi) If a player's first two cards are 21, the dealer shall pay player immediately, as this is an automatic winner. The dealer burns the player's and their card and takes a new card to play the next betting square.
- vii) Double Down – the player may double down on any multiple cards dealt (any total except 21). The player receives one card which is placed on a right angle. The player may take additional hits after doubling until they stand or bust. If the dealer makes a blackjack, this has no significance as it only means 21, so the dealer will take original and double down bet.
- viii) Pair Splitting -- If the first two cards are of equal point value, the player may play each as a separate hand by putting up an equal bet. If the first card drawn to either split hand produces another pair:
  - The player may split again to create another hand, there is no limit on pair splitting. Exception: You may only split aces once and get one card on each split ace;
  - Each time a pair is split, the player must put up a separate bet equal to the original;
  - The first split hand shall be completed before the second hand is played; or
  - The player may “double down” on the first two cards following the split. The player puts up an additional and separate bet equal to the original and receives one card which is placed at a right angle to the first card dealt. The player may continue to take additional hits on a double down until the player chooses to stand or busts.
  - The dealer must play hands one at a time until they beat each of the split hands, for instance if a player has 17 on one split hand and 20 on the other split hand, the dealer will hit until their hand beats 17, stop and take the bet, hit again to beat

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the other split hand of 20. If the dealer beats the other split hand, the dealer will take the bet. If not, the dealer pays that hand. The dealer always plays out all split hands with their original face up card.

j) Settlement

- i) Bets are paid or taken after each individual hand is played.
- ii) If a player's hand is busted during a round of play, the bet shall be taken immediately and the player's and dealer's cards burned. The dealer will take a new card face up for each individual betting square.
- iii) If a player's and dealer's point totals are equal, the dealer must hit until the dealer's point total beats the player's point total, for instance if a player's and dealer's hands are tied at 19 -- Dealer must hit to achieve a higher point total without exceeding 21.
- iv) All payoffs shall be made color for color or conversion, provided the dealer announces the conversion payout.
- v) After each hand, bets are paid or taken. The dealer shall pick up player's hand, followed by their own hand last, and place the cards in discard holder.

k) Irregularities

- i) Hit Without Hand Signal: If a card is dealt prior to the player making a hand signal, the dealer shall immediately notify the pit boss, who shall declare the card dead and instruct the dealer to burn it.
- ii) Dealing to Blank Space. If a card is dealt to space with no bet, the dealer shall immediately notify the pit boss, who shall declare the card(s) in that space dead and instruct the dealer to burn the card(s).
- iii) Hand Signal Disputes: In the case of dispute between the player(s) and the dealer as to

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interpretation of a hand signal, the pit boss shall be notified immediately.

If a player complains after the dealer's hand play has commenced, the pit boss shall:

- Instruct the dealer to burn their hit card and the player must take the next card. The dealer will continue the play finishing their hand.
  - If the player's hand has been hit by mistake, burn the hit card and the player's hand stands.
- iv) Cards shall not be "backed up" under any circumstances.
- v) If the dealer does not receive a card and deals it to the player, the card shall be burned and the dealer shall receive the next card face up and continue play.
- vi) If the dealer deals a second card up past the second betting square, then all cards are burned. NO EXCEPTIONS.

If a dealer deals a second card up to the first and second betting square, then just those first two second cards can be burned and play then will proceed as normal.

- vii) If the dealer takes additional hits after beating the player's hand, a pit boss shall be notified and the additional hits shall be burned.

**10.1.16 Spanish 21**

a) General Description

- i) Spanish 21 is a game played with four, five, six, or eight decks of cards. (all cards numbered 10 are removed from the deck)
- ii) Cards are dealt from a shoe by a dealer.
- iii) Spanish 21 may be played with a hole card or with a dealer up card.

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- iv) Players may double down on 2 or more cards, includes after split hands.
  
- b) Object of the Game
  - i) Each player attempts to achieve a higher total point value per hand than the dealer's without exceeding a value of 21.
  - ii) Players win on all hands totalling 21 and are paid immediately.
  - iii) If the point count exceeds 21, the player's hand is bust and the bet is automatically lost.
  
- c) Hand Rankings
  - i) Any 21 hand wins
  - ii) Closest to 21
  
- d) Point Value of Cards
  - i) Aces..... 1 or 11  
Face Cards..... 10  
2 to 9..... Face Value
  - ii) A soft hand has an ace counted as 11.
  - iii) All other hands are termed in point value.
  
- e) Limits
  - i) Betting limits shall be \$2 - \$100.  
One square                      \$2  
Two squares                      \$5 each  
Three or more squares        \$100 each
  - ii) A player may play any number of adjacent betting spaces.
  - viii) A player must complete the first betting square before playing the next betting square.

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f) Payoffs

- i) Blackjack is paid off at 3 to 2
- ii) Hands totalling 21 are automatic winners for the player and shall be paid immediately.
- iii) Bonus 21 Payouts are made on the non-doubled hands totalling 21.

5 card 21                      3 to 2

6 card 21                      2 to 1

7 card 21                      3 to 1

6-7-8 (mixed suits)      3 to 2

6-7-8 (same suit)        2 to 1

6-7-8 (Spades)            3 to 1

7-7-7 (mixed suits)      3 to 2

7-7-7 (same suit)        2 to 1

7-7-7 (Spades)            3 to 1

- iv) 7-7-7 (same suit) and dealer up card is a 7 (any suit); player will be paid Super Bonus of \$1000 with wager up to \$24. Wagers \$25 and up will receive \$5000. (Dealer will notify pit boss immediately when player has two suited 7's and dealer up card is a 7.)

- v) Super Bonus will not be paid if hand is split or double down.

- vi) Super Bonus pay will result in Envy Bonus: \$50 will be paid to all other players involved in the hand.

- vii) All other winning hands are paid off at one to one.

g) Sequence of Play

- i) New decks of cards per game shall be used (see Subsection 9.7).

- ii) A four, five, six, or eight-deck riffle shuffle shall be used (see Subsection 9.8).

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h) Basic Play

- i) Player's cards shall be dealt in front of betting space so that pips are visible.
- ii) Dealer's cards are dealt in front of chip tray.
- iii) Starting on dealer's left:
  - each player is dealt one card face-up; and
  - dealer then takes one card face-up before dealing second face-up card in same order to each player.
  - dealer then slides a second card, under the first card face-down.
- ix) When dealer's card showing is not an ace or a ten value card, the "Maxtime" device is not used and play continues as normal.
- x) If the dealer receives a hand with a ten value card up:
  - the dealer will handle cards with left hand, utilizing the middle finger, index finger and thumb, slide the cards downward and to the right and insert them into the unit under the hood vertical to the chip rack.
  - never lift the front edge of the cards to slide them into the Card Reader. This will reveal the hole card and defeat the purpose of the device.
  - if an "A" or an insignia is seen in the viewing window on the right side of the Card Reader, the dealer will slide the cards out of the unit, turn over the hole card (revealing the Blackjack) and terminate the hand (collect all losing bets).
  - if nothing is seen in the window, the dealer will slide the cards out of the unit, return the cards to their normal position and continue play.
- xi) If dealer receives a hand with an Ace as card up:

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- will announce "Insurance" as soon as ace is visible;
  - the dealer will turn the cards horizontal to the unit by utilizing the right index finger at the lower right hand corner of the cards and pushing the cards to the left;
  - close insurance by announcing "Insurance Closed," and do a "Handwave" with their right hand directly in front of the tray to the right of the dealer cards. (The "Handwave" is the same as a player uses to indicate "stand");
  - after insurance has been closed, the dealer (utilizing the thumb, index finger and middle finger of the left hand) will slide the cards downward and to the right so as to insert them into the Card Reader unit. (Note: The cards must be horizontal to the chip tray to remain flat to the table.);
  - never lift the front edge of the cards to slide them into the Card Reader. This will reveal the hole card and defeat the purpose of the device;
  - if a "10", "J", "Q", or "K" is seen in the viewing window on the right side of the Card Reader, the dealer will slide the cards out of the unit, return them to their normal vertical position, turn over the hole card (revealing the Blackjack) and terminate the hand (collect all losing bets);
  - dealer will then collect all cards and place in discard rack;
  - if nothing is seen in the window, the dealer will slide the cards out of the unit, return the cards to their normal position and continue play as normal.
- xii) Insurance - If dealer shows an ace, before any Players draw a card, dealer shall ask "Insurance"? Players may put up an amount equal to one-half of their original bet to insure their hand. The bet is



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placed on the front line of the betting square. If dealer draws Blackjack, the insurance bet pays two to one.

- players may take insurance on a paid Blackjack;
- players betting on more than one square must insure each hand individually with a separate insurance bet;
- once the dealer has closed insurance by saying "Insurance Closed" and by doing the "handwave," no more insurance bets will be accepted;
- when the dealer does have a Blackjack, the original wagers lose (except for player Blackjacks, which is winning hand) and anyone with insurance bets will be paid at the rate of two (2) to one (1) on their insurance bet;
- when the dealer does not have Blackjack, all insurance bets lose and will be collected immediately by the dealer and placed in the dealer chip tray. The round will then continue as normal with the player hands being played out in normal rotation;

xiii) Player must use hand signals to indicate:

- Hit - draws additional cards. A Blackjack can be hit or double down.
- Stand - draws no additional cards.

xiv) Double down - Player may double down on any 2 or more cards dealt (including Blackjack). Player puts up an additional, separate bet equal to the original in value and receives one additional card.

xv) Double-Double Down - after a double down card is drawn player may double again by placing an amount equal to the total money wagered at that time.

xvi) Player may double the total wager up to 3 times. (once via the double down and up to two more times via the double-double down).

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xvii) Once player has double down the third time, player's only option is to stand or rescue.

xviii) Rescue - Player may rescue (forfeit  $\frac{1}{2}$  the total wager) after double down, and double-double down, as long as player's hand does not bust.

xix) Pair Splitting - If first two cards are of equal point value, player may play each as a separate hand by putting up an additional, separate bet equal to the original bet. If the first card drawn to either split hand produces another pair:

- player may split again to create another hand, to a maximum of four split hands;
- each time a pair is split, player must put up a separate equal bet;
- Aces are treated like any other pair;
- first split hand shall be completed before second hand is played;
- player may "double down" on first two cards of split, after splitting. Player puts up an additional, separate bet equal to the original in value and receives only one additional card. Hit-card is placed at right angles to the first cards dealt;
- a two-card 21 on a split hand is not a Blackjack;
- if player's first two cards are two "3's, 4's, 5's or 6's" and a bet equal to original is put up, dealer shall inquire whether player is doubling down or splitting.

xx) Surrender: Once player has received first two cards and prior to any action, the player will have the option of "surrender."

- once player has received their original two cards and the dealer does not have an ace showing, the player will announce "Surrender"

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to the dealer. Players will not be allowed to handle their bet when requesting to surrender.

- if the dealer has an ace or face up, Surrender will not be an option until it has been determined that dealer does not have Blackjack.
- the dealer will announce surrender and proceed to take the chips out of the betting space and place them in front of the cards.

The bet will then be broken down into halves.

One-half of the bet will be placed back in the betting circle.

The other one-half of the bet will be placed in the tray and the cards placed in the discard rack.

- If after breaking the bet in half, an odd amount is left over, the dealer will set the odd amount beside the two half stacks. The dealer will then come out of the tray with one-half of the odd amount, prove it and place it beside the surrender bet.

- xxi) After all players' hands are completed, dealer shall:  
not play if all players have busted;

**OR**

announce dealer's card, pause, and turn over his hole card. He then takes his prescribed "hits" as required.

**AND**

- dealer shall stand if:  
a hit-card played on dealer's hand of less than 17 brings it to a hard 17; or  
total is either a hard or soft total of 18, 19, 20, 21.

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xxii) if a hit card on a hand of less than 17 brings total over 21, dealer busts.

i) Match The Dealer Bet

i) Separate wager by player that wins if dealer up card matches either one or both of the first two player cards.

Payout for match dealer wager:

# of decks used	Suited Pay	Unsuited Pay
4	10 to 1	4 to 1
5	13 to 1	3 to 1
6	9 to 1	4 to 1
8	12 to 1	3 to 1

ii) Match The Dealer Bet will be paid or taken before play commences.

iii) Limits will be set by the house from \$1 up to table maximum.

j) Settlement

i) If a player's hand is busted during a round of play the bet shall be taken immediately and the player's and dealer's cards burned. The dealer will take a new card face up for each individual betting square.

ii) All payoffs shall be made color for color or conversion, provided the dealer announces the conversion payout.

k) Irregularities

i) Hit Without Hand Signal. If a card is dealt prior to the player making a hand signal, the dealer shall immediately notify the pit boss, who shall declare the card dead and instruct the dealer to burn it.

ii) Dealing to Blank Space. If a card is dealt to space with no bet, the dealer shall immediately notify the pit

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boss, who shall declare the card(s) in that space dead and instruct the dealer to burn the card(s).

iii) Hand Signal Disputes

- In the case of dispute between the player(s) and the dealer as to interpretation of a hand signal, the pit boss shall be notified immediately.

If a player complains after the dealer's hand play has commenced, the pit boss shall:

- Instruct the dealer to burn their hit card and the player must take the next card. The dealer will continue the play finishing their hand.
- If the player's hand has been hit by mistake, burn the hit card and the player's hand stands.

iv) Cards shall not be "backed up" under any circumstances.

v) If the dealer does not receive a card and deals it to the player, the card shall be burned and the dealer shall receive the next card face up and continue play.

vi) If the dealer deals a second card up past the second betting square, then all cards are burned. NO EXCEPTIONS.

If a dealer deals a second card up to the first and second betting square, then just those first two second cards can be burned and play then will proceed as normal.

**10.1.17 Lucky Lucky Bonus**

- a) If a player chose to participate, an additional wager is to be placed in the designated area on the layout.
- b) Only the player controlling the square may participate in this option. No other player may take this bet should the player decide to abstain.
- c) All bets will be placed prior to dealer dealing any cards.

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d) Each player shall be entitled to only one payout from the bonus payable.

e) Bonus Paytable

7-7-7 (Suited) 200 to 1

6-7-8 (Suited) 100 to 1

7-7-7 (mixed suits) 50 to 1

6-7-8 (mixed suit) 30 to 1

21 (Suited)) 15 to 1

21 3 to 1

20, 19 2 to 1

18 or less Loss

f) The decision to offer the "Lucky Lucky" option is at the discretion of the casino facility licensee. If a casino chooses to offer "Lucky Lucky" it will be clearly posted on a designated space on the table.

g) Payoffs will be made in a manner consistent with that of Blackjack.

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**SECTION: 10.2 RULES OF PLAY -- MINI-BACCARAT**

**10.2 MINI-BACCARAT**

**10.2.1 General Description**

- a) Mini-Baccarat is played on either a single or double layout table.
- b) Single Layout is played with four standard decks of cards. Cards are dealt from a shoe by a dealer. Only dealer may touch the cards.
- c) Double Layout is played with eight standard decks of cards. Cards are dealt from a shoe by a head dealer. There may be a maximum of 14 players. Staff shall consist of:
  - i) a head dealer responsible for conduct of the game, including shuffling and dealing cards from shoe. Only head dealer may touch the cards. Head dealer must talk through each move, verify buy-ins and insert cash in drop box; and
  - ii) two additional dealers, each responsible for chip transactions on half of the table including, buy-ins, change-ins, paying winning bets and taking losing bets.

**10.2.2 Object of the Game**

- a) Bet on the hand that comes closest to nine. Side with nine or closest to nine wins.
- b) Player has option of betting on the player hand or bank hand and/or tie bar.
- c) All hands are played according to the Tables of Play, with no deviation allowed.

**10.2.3 Point Value of Cards**

- a) Cards are values as follows:
  - Face Cards and Tens. . . . .0
  - Aces. . . . . 1

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2 to 9. . . . .Face Value

- b) When cards in a hand are added together, only last digit counts, eg.  $8 + 9 = 17$  -- total for hand is 7.

**10.2.4 Betting and Limits**

- a) Betting limits per space shall be \$5 - \$1,000.
- b) A maximum of four \$500 and two \$1,000 maximum limit tables are allowed.
- c) House rules must be established which:
  - i) limits the number of spaces each player can play;
  - ii) sets the minimum bet if multiple squares are bet by one player;
  - iii) sets a maximum tie bar bet.
- d) A casino facility licensee may set minimum limits for each table higher than the minimum listed above.
- e) Table limits are alterable (up or down) provided the player has been given reasonable notice (see Subsection 9.5).
- f) It is not necessary to specify in the licence the number of mini-baccarat tables at each limit, only the total number of mini-baccarat tables.
- g) Live camera monitoring must be in effect when high limit games over \$100 are offered.
- h) In cases where squares being played are adjacent and bet value is equal, a single commission is permitted.
- i) Bets are placed in front of numbered box corresponding to player's position at the table.
- j) Betting limits and house rules shall be clearly posted at each table.
- k) Players must put up the correct commission when betting on the bank hand. The commission is calculated at 5% of bank bet, and raised up to nearest \$0.50 in cases where



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units of \$10 are not wagered. Commission shall be placed in designated area on layout.

- l) Players may not place new bets until dealer has finished collecting losing bets and paying winning bets.

**10.2.5 Payout Schedule**

- a) Winning bets are paid one to one.
- b) Commission is taken by dealer only when bank wins.
- c) When the hands tie, bets on player and bank are pushes. Winning tie bar bets are paid eight to one.
- d) Color conversion payouts may be used, provided the dealer announces Conversion Payout.

**10.2.6 Sequence of Play**

- a) Four decks per single layout game OR eight decks per double layout game shall be used (see Subsection 9.7).
- b) Baccarat Wash shall be used, with optional Lady Luck Shuffle (see Subsection 9.8).
- c) Basic Play (the dealer must talk through each of his moves.):
  - i) dealer shall announce each respective hand and their totals;
  - ii) players make bet selections;
  - iii) dealer:
    - places first and third cards dealt (player hand) from the shoe face-down on table;
    - places second and fourth cards dealt (bank hand) face-down under lip of shoe; and
    - brings hands to marked areas in front of tray, turns player hand over, then bank hand, and announces totals.
  - iv) hands are played out according to Tables of Play.

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- if player hand is to receive a third card, card is placed horizontal to the right hand side of player hand.
- if bank must take a third card, dealer places card horizontal to the left of bank first two cards.

v) When hands are completed, all losing bets are collected, then winning bets paid.

vi) All cards are to be collected and placed in discard rack. It is recommended that the cards be "feathered" into the discards.

vii) All bets over \$25 on the tie line shall be brought to attention of pit boss before hand is dealt, by announcing amount on tie, e.g. \$32 on tie.

viii) Where there are multiple tie bets over \$25, the highest shall be called. Pit boss shall make every effort to witness the hand.

d) Tables of Play

- i) Neither player nor bank have any choice as to whether or not to draw a third card.
- ii) Rules are dictated by value of each hand:

PLAYER HAND	
<b>When total of 1<sup>st</sup></b>	
<b>Two cards is:            Player</b>	
0,1,2,3,4,5	Draws a Card
6,7	Stands
8,9	Natural, Declares Hand

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<b>BANKER HAND</b>		
<b>When total of 1<sup>st</sup> two cards is:</b>	<b>Draws when Player's third card is:</b>	<b>Stands when Player's third card is:</b>
0,1,2	DRAWS A CARD	
3	0,1,2,3,4,5,6,7,9	8
4	2,3,4,5,6,7	0,1,8,9
5	4,5,6,7	0,1,2,3,8,9
6	6,7	0,1,2,3,4,5,8,9

- iii) Taking a Third Card - Player Side
  - player cannot draw a third card if the value of initial two cards is 6 or more.
  - player side must draw a third card if the value on initial two cards is 5 or less.
- iv) Taking a Third Card - Bank Side
  - bank side must draw a third card if the value of initial two cards is 2 or less.
  - bank cannot draw a third card if the value of initial two cards is 7 or more.
  - when value of bank's initial two cards is 3, 4, 5 or 6, value of third card taken by player determines if bank must take a third card.
- v) if player does not take a third card, bank stands on 6 or more, and draws on 5 or less.
- vi) if either hand totals 8 or 9 on first two cards, these are naturals, no further cards are dealt. Natural 9 wins over natural 8.

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**10.2.7 Irregularities**

- a) If card is dealt out of turn, or is drawn or not drawn in contradiction of Tables of Play -- noticed card must be dealt to position entitled to receive it according to Tables of Play.
- b) If card(s) is removed from shoe and exposed other than dictated by Tables of Play -- dealer shall immediately notify pit boss. Pit boss shall declare card(s) dead and instruct dealer to burn card(s). **OR** The card dealt in error shall become the first card of the next hand and the next hand will be played out completely, according to all rules, with no wagers. Thus, the cards will retain the original order of play. In effect the next hand will be a "dead hand."

**10.2.8 Dragon Bonus**

- a) If a player chooses to participate, an additional wager is placed in the designated area on the layout.
- b) Players will make wagers on either Player side or Bank side Dragon Bonus betting position.
- c) Only the player controlling the square may participate in this option. No other player may take this bet should the player decide to abstain.
- d) In order to have a Dragon Bonus wager a player must have a Player or Banker wager.
- e) All bets will be placed prior to dealing of cards.
- f) House will establish limits within table minimum and up to \$50 per betting position.
- g) Payoffs will be made according to pay schedules 1 or 2.

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h) Payout Schedule 1

<u>Spread</u>	<u>Payoff</u>
9	30 to 1
8	10 to 1
7, 6	4 to 1
4, 5	2 to 1
natural hand	1 to 1
natural tie	push

Payout Schedule 2

<u>Spread</u>	<u>Payoff</u>
9	30 to 1
8	10 to 1
7	6 to 1
6	4 to 1
5	2 to 1
4	1 to 1
natural hand	1 to 1
natural tie	push

- i) Dragon Bonus wager will lose on all spread distances not covered by the pay schedule and wagers not corresponding with the winning side.
- j) Payoffs will be settled in a manner consistent with that of Baccarat.

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**SECTION: 10.3 RULES OF PLAY - POKER**

**10.3 POKER**

**10.3.1 General Description**

- a) Poker is played with a standard 52-card deck (no wild cards).
- b) Deck must be distinctly different from other cards used in the casino.
- c) Cards are dealt from the hand by a dealer.

**10.3.2 Poker Options**

The following options for poker can be utilized at the discretion of the casino facility licensee.

a) **OPTION ONE**

- i) The poker rake will be established as a fixed fee (\$1400/day for each table opened during the day to a maximum of 75% of the total poker rake per table) with a minimum of 25% going into the pool each day for the charitable organizations;
- ii) Poker will continue to operate up to 14 hours/day concurrent with the other casino table games; and
- iii) Volunteers will continue to be chip runners and the chips and rake will continue to be included as part of the regular casino.

b) **OPTION TWO**

- i) Poker may operate up to 17 hours/day concurrent with the hours that slot machines operate;
- ii) Poker rake will be established as a fixed fee based on \$1,400/table/day for each table opened during the day to a maximum of 75% of the total poker rake per table. The maximum daily fee may be increased by \$100/hour/table/day for

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each additional hour of operation outside the basic casino hours for table games to a maximum of \$1,700/table/day. A minimum of 25% will go into the pool each day for the charitable organizations;

- iii) The casino facility licensee will be required to have different chips for the poker room which cannot be used on the casino's table games. These chips may be cashed at either the slot bank or the volunteer bank; and
- iv) Volunteers are not required as chip runners under this option.

c) **OPTION THREE**

- i) Casino facility licensees may construct separate poker rooms as part of the casino with direct access from outside the casino. An interior access will also be required which can be secured when the casino table games are closed;
- ii) At the discretion of the casino facility licensee, poker rooms can have flexible hours of operation on days that casino events are held;
- iii) Once the separate poker room is opened, the facility licensee will be able to increase the maximum daily fee as a result of increased hours of operation by \$100/hour/table/day for each additional hour of operation outside the basic casino hours for table games to a maximum of \$2,000 table/day. The fee cannot exceed 75% of the total poker rake per table. Each day the casino facility licensee will be required to contribute a minimum of 25% of the poker rake to the pool for the charitable organizations;
- iv) The casino operator will be required to have different chips for the poker room which cannot be used on the casino's table games. These chips

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may be cashed at either the slot bank or the volunteer bank; and

- v) Volunteers are not required as chip runners under this option.

NOTE: The flexible hours for the separate poker room will not be permitted unless the casino facility licensee can secure the casino from the poker room during the hours that the casino is not permitted to be open.

**10.3.3 Approved Games**

- a) Seven Card Stud;
- b) Texas Hold'em, Pineapple, and Crazy Pineapple
- c) Omaha Hold'em, High/Low Split.
- d) 5 Card Show Hand Poker

**10.3.4 Object of the Game**

- a) For a player at the showdown to hold a higher ranking poker hand than any of the other players.
- b) Player wins the pot either by making a bet no other player is willing to match, or by having the most valuable hand after all the betting is over.

**10.3.5 Definitions** (The following definitions apply to all poker rules and all approved poker games):

- a) Betting Round - Complete cycle in a hand of poker after all players have called or folded.
- b) Bicycle - The lowest hand possible, consists of a straight from the Ace to the 5.
- c) Blind Bet - Bet made before the first card of the game is dealt.

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- d) Bring-In - Required opening bet to start the action in seven card stud.
- e) Button - Object which is moved clockwise around the table to denote an imaginary dealer.
- f) Buy-In - Purchase of chips by a player prior to play.
- g) Call - A bet made equal to the immediately preceding bet.
- h) Check - To waive the right to initiate the betting in a round, but to retain the right to call.
- i) Check and Raise - A raise after a player first checked in a round.
- j) Chips - Tokens or \$0.50 coins, or standard playing chips in a denomination the House feels is necessary to run a proper game.
- k) Community Cards - Cards dealt face-up which can be used by all players to make their best hand.
- l) Dead Hand - Player with more or less than the required amount of cards, or any hand ruled not eligible to win the pot as defined by house rules.
- m) Deal - The distribution of playing cards among the players.
- n) Deuce - Term for the number two card of any suit.
- o) Draw - In draw poker, the taking of additional cards by a player prior to the second round of betting.
- p) Flop - In Texas Hold'em Poker, the first three community cards which are turned face-up simultaneously and start the second round of betting.
- q) Fold - To discard a hand during a betting round by refusing to match a bet.

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- r) Hand - One game in a series; one deal; the cards held by a Player; or, the best five cards of a player's holding.
- s) Misdeal - To deal a hand of poker incorrectly, including:
  - i) dealing to at least two players more cards than they are entitled to, and
  - ii) dealing to at least two players more cards than they are entitled to after the dealing of the hand is completed.
- t) Muck - The pile of folded and dead cards.
- u) Open, Openers, to Open - A bet or a check by the required player.
- v) Opener - Player who makes the first bet in any betting round.
- w) Pat Hand - Hand which does not need another card drawn to it.
- x) Pot - Located on the poker table; the total amount anted and bet by players during a game; awarded to the winning player(s).
- y) Raise - A bet in an amount greater than the immediately preceding bet in that betting round.
- z) Rake or Rake Off - Amount taken from the pot by the casino.
- aa) Round - A cycle of bets made by the players following the deal of the cards.
- bb) Set-Up - A fresh deck(s) of cards in order by suit and denomination.
- cc) Showdown - Revealing each player's hand by the player after the last bet to determine winners of the pot.
- dd) Side Pot - A pot on the side of the main action pot or original betting pot.

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- ee) Stake - Funds with which a player enters the game.
- ff) Straddle Bet - Any optional blind posted by the player on the immediate left of the big blind. Only one straddle is permitted on a deal.
- gg) String Bet - Making two motions to and from a player's betting chips to the pot without stating raise.
- hh) Stub - The cards remaining after the deal and flop has been completed.
- ii) Trey - Term for the number 3 card of any suit.

**10.3.6 Ranking of the Hands**

- a) The ace is the highest ranked card in high poker, and is ranked lower than a deuce in low poker.
- b) Suit rankings are used when determining which player opens in the case of a tie. The suits, ranked from top to bottom, are:
  - i) Spades;
  - ii) Hearts;
  - iii) Diamonds; and
  - iv) Clubs.
- c) Hands, ranked from top to bottom, are:
  - i) Royal Flush
  - ii) Straight Flush
  - iii) 4 of a Kind
  - iv) Full House
  - v) Flush
  - vi) Straight
  - vii) 3 of a kind

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- viii) 2 pair
- ix) 1 pair
- x) High Card

**10.3.7 Change in Betting Limits or Games**

- a) The number and type of poker games to be operated during the casino may be changed (see Subsection 9.2).
- b) Limits on poker games may be changed during the day. When changing limits on a live game, ALL seated players must agree. If only one player does not want to change limits, they do not change.
- c) If blind is to be dropped for insufficient players (six players or less), it is to be the small blind.
- d) "Kill" poker games are allowed under the following conditions:
  - i) Reasonable notice has been given prior to change in limits.
  - ii) Each player must be in agreement to the new limit change without coercion from any other poker player.
  - iii) The rules for an alterable limit (kill) are such that when a player wins, two consecutive pots, or in the case of a sweep of high and low in Omaha, that player will post a live blind that is double the amount of the big blind. Players will then act on the alterable amount.

These rules must be posted to make clear that there is a "kill" game being played.

**10.3.8 House Rules**

- a) On each poker table signs shall be posted indicating:
  - i) type of game;

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- ii) table limits;
  - iii) amount of ante, blind bet(s) and bring-in; and
  - iv) amount of rake; or
- b) A white board may be used at the entrance of Poker Pit listing:
- i) poker table number;
  - ii) type of game; and
  - iii) betting limits.
- c) House rules shall indicate:
- i) number of raises per betting round - unlimited if only two players left in the last round;
  - ii) check and raise as allowed;
  - iii) seating and moving of players;
  - iv) specific rules for each type of game; and
  - v) all other house rules deemed necessary.

**10.3.9 Sequence of Play**

- a) One deck of cards per game shall be used. Each poker game shall have two decks of cards available (see Subsection 9.7).
- b) Player may request deck change before the start of a round. If such a request is made, the dealer must change the decks at the end of that hand. The replacement deck has to stay in play for a minimum of one round.
- c) Only single deck riffle-shuffle shall be used (see Subsection 9.8).

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- d) In-Pit fills may be used to keep the number of fills to the poker games down as follows:
  - i) size of opening game float is increased and two trays are used to hold the chips;
  - ii) one tray is delivered to the table. The in-pit fill (second) tray shall be kept in a locked caddy in the pit. This tray shall be clearly marked to show which game it belongs to;
  - iii) chips from the in-pit fill tray are used to maintain the float in the table tray;
  - iv) one opener or closer card is prepared for the two trays. Fills from the bank may be placed in either the table tray, in-pit fill tray or both, using standard fill procedures;
  - v) only pit supervisor shall have keys to access chip caddy for fills; and
  - vi) pit supervisor witnesses pit boss removing chips for fill from marked chip tray. Pit boss witnesses dealer verify the amount.
  
- e) Basic Play
  - i) Blind Bets. In turn, each player shall post a blind bet before the cards are dealt;
  - ii) cards are dealt in a clockwise order;
  - iii) all cards shall be dealt before players may pick up their hands. Cards must stay within the table area at all times;
  - iv) players shall verbally announce check, call, raise or fold. A player may substitute a hand gesture for a verbal statement. The dealer must announce it, and the player must correct the dealer before substantial action takes place;
  - v) check and raise are allowed;

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- vi) only three raises shall be allowed per betting round unless only two players enter the final round, in which case the number of raises is unlimited;
- vii) raises shall not be smaller than the amount of the bet; and
- viii) string bets are not allowed.

**10.3.10 Seven Card Stud, High/Low Split**

- a) Number of players: 2 to 8.
- b) Approved Table Limits: \$1 to \$50 or \$50 to \$100. Betting structure to be determined and posted at each table:
  - i) \$1 to \$5 Spread Limit Game;
    - low card brings it in for \$1;
    - player may bet and raise any amount from \$1 to \$5; and
    - raises may not be smaller than previous raises for that round;
  - ii) Fixed Limit Games:
    - low card brings it in. Completing the opening low card bet does not count as a raise;
    - if the bring-in is completed, three raises are still allowed;
    - the lower limit is used on the third and fourth street (first and second betting rounds); and the higher limit on the fifth, sixth and seventh streets;

Exception: If a player makes an open pair on fourth street, any active player has the option of betting or raising either the lower or upper limit.

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- c) Rake Off - 10% to a maximum of \$5.
- d) The Play:
  - i) each player receives two cards dealt face-down and one card dealt face-up:
    - the player with the lowest card showing is required to start the betting round with the bring-in. If more than one player has the same rank of low card, the opener is determined by the rank of the suits;
    - in order, each subsequent player may fold, call or raise.
  - ii) dealer shall burn a card at the end of the first betting round;
  - iii) three cards are dealt face-up, one at a time, with a betting round after each card;
  - iv) a card is burned between each betting round;
  - v) betting on these rounds is opened by the player showing the highest hand. If hands are tied, the player to the left of the dealer acts first;
  - vi) opening player may either check or bet;
  - vii) each player in turn, may bet, raise, fold or check (if no bet has been made); and
  - viii) the seventh and final card is dealt face-down followed by the final round of betting.
- e) The Showdown:
  - i) Each player selects for his hand the best five cards of his seven;
  - ii) Best low hand is determined first:



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- low hand has an eight as a qualifier - the highest card which can be used in a low hand is an eight;
  - where three or more of the seven cards are higher than an eight, a low hand is not possible and the high hand wins all;
  - the lowest possible hand is the Bicycle. This hand will also qualify as a high hand and could win all.
- iii) High hand is determined last. The best five card hand of the seven cards is used and splits the pot with the winner of the low hand;
- iv) Each player may use different five-card combinations for each of the low or high hands;
- v) If a pot that split has an odd chip, the chip is awarded to the player with the high hand;
- vi) Provided a bet is called, all players are entitled to see all active players hands on the showdown. Players are advised to turn their hands face-up when the betting is completed because the dealer is obligated to read all hands but is not permitted to turn the cards up for the player.

**10.3.11 Texas Hold'em, Pineapple and Crazy Pineapple**

- a) Number of Players: 2 to 10.
- b) Approved Table Limits: \$1 to \$50, \$50 to \$100 or open limit. Betting structure to be determined and posted at each table.
- c) Rake Off:
- i) 5% to a maximum of \$5; or
  - ii) 5% to a maximum of \$3 where 6 players or less are playing at the commencement of the deal (not available for open limit games); or

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- iii) for open limit games, 5% to a maximum of \$10 as set out in the facility licensee's house rules.
- d) The Play:
  - i) A marker button is used to indicate the last hand of each deal:
    - the player to the left of the button makes the small blind; the next player makes the big blind;
    - the first player to the left of the big blind may make an optional straddle bet, which must be twice the amount of the big blind. This is considered a live blind. The button may not post a straddle bet. Three raises are still available after the straddle;
    - the player with the button receives his cards last and has the advantage of playing and betting last; except on the first round where action begins with the player on the left of the last player to post a blind bet, and ends with the last player to post a blind;
  - ii) Each player, beginning with the small blind, is dealt one card face-down. A second face-down card is dealt in the same order and manner to each player; (a third face-down card will be dealt to all seated players when playing Pineapple or Crazy Pineapple)
    - the player to the left of the big blind starts the action by calling the big blind, raising an equivalent amount or folding;
    - the action moves clockwise until all players have exercised their options, and all bets have been called;
    - players in the blinds (and straddle) have the option of raising when the action gets back to them, even if there has been no prior raise;

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- checking is not allowed on the first round.
- iii) When the first betting round is completed, the dealer burns the top card of the deck. Three community cards are dealt face-down. Dealer turns the three cards face-up in the centre of the table (the flop).
- iv) When playing Crazy Pineapple one of the three player cards must be discarded; following the flop and before revealing fourth board card. The house shall determine, and post in the House Rules, the manner for collecting the face down player card.
- v) Betting begins at the first active player sitting to the left of the button. At the end of the betting round, the dealer burns a card and turns the fourth board card.
- vi) There is another betting round, and dealer burns and turns a final board card.
- e) The Showdown:
  - i) The remaining hands on the table are turned up and the best five card hand consisting of the player's two hole cards and the five community cards wins the pot.
  - ii) All players are entitled to see all active players hands on the showdown provided a bet is called. Players are advised to turn their hands face-up when the betting is complete because the dealer is obligated to read all hands but is not permitted to turn the cards up for the player.
  - iii) At the completion of the hand, the marker button shall be moved over one position in a clockwise rotation.

**10.3.12 Omaha Hold'em, High/Low Split**

- a) Number of Players: 2 to 10

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- b) Approved Table Limits: \$1 to \$50 or \$50 to \$100. Betting structure to be determined and posted at each table.
- c) Rake Off:
  - i) 5% to a maximum of \$5; or
  - ii) 5% to a maximum of \$3 where 6 players or less are playing at the commencement of the deal (not available for open limit games); or
  - iii) for open limit games, 5% to a maximum of \$10 as set out in the facility licensee's house rules.
- d) The Play:
  - i) A marker button is used to indicate the last hand of each deal.
    - the player to the left of the button makes the small blind; the next player makes the big blind;
    - the first player to the left of the big blind may make an optional straddle bet, which must be twice the amount of the big blind. This is considered a live blind. The button may not post a straddle bet. Three raises are still available after the straddle;
    - the player with the button receives his cards last and has the advantage of playing and betting last;
  - ii) Each player, beginning with the small blind, is dealt one card face down. A second, third and fourth face down card is dealt in the same order and manner to each player:
    - the player to the left of the big blind starts the action by calling the big blind, raising an equivalent amount or folding. The action moves clockwise until all players have

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exercised their options, and all bets have been called;

- players in the blinds (and straddle) have the option of raising when the action gets back to them, even if there has been no prior raise;
- checking is not allowed on the first round;

iii) When the first betting round is completed, the dealer burns the top card of the deck. Three community cards are dealt face down. Dealer turns the three cards face up in the centre of the table (the flop).

iv) Betting begins at the first active player sitting to the left of the button. At the end of the betting round, the dealer burns a card and turns the fourth board card.

v) There is another betting round, and dealer burns and turns a final board card.

e) The Showdown:

i) the remaining hands on the table are turned up.

ii) each player must use two hold cards and three of the five community cards in making up each of the high or low hands.

iii) best low hand is determined first:

- low hand has an eight as a qualifier -- the highest card which can be used in a low hand is an eight;
- where three or more community cards are higher than eight, a low hand is not possible and the high hand wins all;

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- the lowest possible low hand is the Bicycle. This hand will also qualify as the highest hand and will win all.
- iv) High hand is determined last. The best five card hand consisting of the player's two hold cards and three of the five community cards wins and splits the pot with the winner of the low hand.
- v) Each player may use different two card combinations for each of the low or high hands.
- vi) All players are entitled to see all active players hands on the showdown provided a bet is called. Players are advised to turn their hands face-up when the betting is complete because the dealer is obligated to read all hands but is not permitted to turn the cards up for the player;
- vii) At the completion of the hand, the marker button shall be moved over one position in a clockwise rotation.

**10.3.13 Dealers Choice**

Casino facility licensees may offer "Dealer's Choice" to their Hold'em poker players. Players may elect to play any of the Hold'em variations, which are approved, on the round where they are the 'imaginary dealer'. Where the player elects to play Omaha Hold'em, the player may also choose between High/Low split or High Only. Each house shall establish and post rules for allowing "Dealer's Choice."

**10.3.14 Bad Beat Poker Pots**

- a) Casino facility licensees may conduct a Bad Beat Poker Pot for each of the approved poker games. Texas Hold'em games may have one (1) high-limit and one (1) low-limit pot.
- b) House rules must be posted for each Bad Beat Poker Pot offered and must contain the following information:

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- i) rules for participating in the Bad Beat Poker Pot; and
- ii) description of the qualifying hands.
- c) A separate financial control form for each Bad Beat Poker Pot must be kept within the Poker Pit for inspection on request. Forms for each Bad Beat Pot when won, must then be kept on file by one casino facility licensee for review on request by the AGLC.
- d) The financial control form(s) must be completed daily for each Bad Beat Poker Pot. All data, for each day must be completed (a separate financial control form will be kept for each type of game). Once a financial control form is commenced for a Bad Beat Pot, there will be an entry made each day even if there are no contributions for that day. If the game should go "dead" and re-open during the day, there will be an entry made each time the table goes dead.
  - i) date;
  - ii) total contributions for that particular pot for the day (if no contributions are made for that day a zero will be entered in the amount column);
  - iii) running balance; and
  - iv) signatures (including registration numbers) of the dealer, pit boss and games manager, verifying the daily contribution.
- e) A separate form for each type of Pot will be kept for those players who have opted not to participate in that particular Bad Beat Poker Pot. One form must be used for this purpose for the entire duration of the pot and kept in the pit. All players not listed will automatically be included in the pot.
- f) On the day the pot is won, a separate form will be completed and submitted to the AGLC. This form will contain the following:

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- i) date;
  - ii) type of game;
  - iii) last running balance;
  - iv) total contributions made to point of winning on that day;
  - v) the winners and their signatures;
  - vi) the amount each person has won;
  - vii) any non-participants and their signatures.
- g) Participating players must contribute \$1 from each of their winning poker pots to the Bad Beat Poker Pot once the pot has reached a minimum of \$50.

Seven Card Stud Any Betting Limit \$50.

Contributions must be left on the poker table, in full view of all players, at all times. A participating player does not have to have made a contribution to the Bad Beat Pot in order to qualify as a winner of any given pot. (May never have won a hand prior to a qualifying hand being dealt.)

- h) When all players leave the table, or at the end of each day's operation, the dealer, witnessed by the pit boss, counts the chips and/or money which has been contributed to the Bad Beat Poker Pot throughout the day. The amount is then verified by the games manager. All three sign the financial control form for the Bad Beat Poker Pot. Chips are then exchanged for cash at the cash cage and returned to the games manager to be locked in a safe.
- i) Financial Control Form shall be secured by the games manager in a location separate from funds. This is to ensure in the event of a discrepancy the amount of funds required can be determined.

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- j) Either a duplicate form or a grand total shall be kept with the funds.
- k) Bad Beat Poker Pot money is verified each night by the games manager.
- l) In order to qualify for the Bad Beat Poker Pot, a player must hold at least a full house containing three aces and two tens (or higher as set by House Rules) at the showdown but loses to another player with four of a kind or better. (For Texas Hold'em, both cards in the player's hand must be used to make up his hand.)
- m) Once a player has qualified for the Bad Beat Poker Pot, the hand is played out as usual with the player holding the best hand taking the pot.
- n) The player holding the full house (Aces over) or better loses the pot, but wins 50% of the Bad Beat Poker Pot. The player who won the hand receives 25% of the Bad Beat Poker Pot. The remaining 25% is distributed equally among all other seated and participating players at the table.
- o) A Bad Beat Poker Pot may be seeded to a maximum of \$500 per pot. The money used to seed the pot cannot be removed.
- p) The Bad Beat Poker Pot must not exceed \$20,000. Once the accumulated pot reaches this amount, no further contributions can be made to the pot until it has been won. A second pot may be started once the appropriate forms have been started.
- q) The casino facility licensee shall be liable for the Bad Beat Poker Pot. Should Bad Beat Poker Pot monies be lost or stolen, the casino facility licensee shall be responsible for replacing it.
- r) A copy of the financial control form with the names of all seated players and the form completed when the pot is won shall be sent to the AGLC the day after the Bad Beat Poker Pot is won.

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- s) Any other type(s) of poker promotions not specifically referred to in these policy guidelines must be submitted to the AGLC for approval prior to implementation.

**10.3.15 Irregularities**

- a) Protection Of The Hand. A player is responsible for protecting his hand by holding onto it on the table or by placing one or more chips on it.
- b) Exposed Cards. A card that is meant to be dealt face-down but is dealt face-up is flashed. A card that is meant to be dealt face-down but is dealt off the table is considered an exposed card and is dead. If a card is exposed within the first two cards dealt, the hand is considered a misdeal. A card exposed by a player is not an exposed card.
- c) Misdeal:
- i) a misdeal causes all of the cards to be returned to the dealer for a re-deal;
  - ii) misdeal shall result in a new shuffle and cut;
  - iii) betting order shall remain the same;
  - iv) a misdeal may not be called once substantial action has occurred; and
  - v) it is a misdeal if more than one card is exposed by the dealer prior to first bet.
- d) Table Stakes/All In. A player confronted by a bet larger than their stack of chips may call "all in" and place their chips into the pot as a call:
- i) The excess part of the bet is either returned to the first bettor or may be used to form a side pot with another player or players by matching the amount called. There is no limit on the number of side pots.

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- ii) Play continues with the player who is “all in” receiving cards just the same as other active players.
- iii) The remaining players must place their bets into the side pot or pots.
- iv) At the showdown, if the player who is all in:
  - has the high hand, the player wins the pot. player with the second highest hand wins the side pot;
  - does not have the highest hand, the player with the highest hand wins both pots;
  - loses, the player must leave the game or buy more chips.
- e) Bypassed Betting. Players must act on their hands. Players must notify the other players that they have not yet acted if the betting action inadvertently bypasses them.
- f) Burned Cards. If the dealer burns a card, it must never be mixed with the discards until the deal is over. If the dealer burns a card and is unable to deal immediately, the dealer may place the burned card back on top of the deck and verbally announce that fact.
- g) Folding. If a player bets but announces a fold, the player has a dead hand.
- h) Call or Raise. A statement made by a player at their turn, of call or raise or of a specific bet, is binding. Management may reserve the right to require that a player take the same action in turn as he took out of turn.
- i) Procedure for Calls. Players who unintentionally put fewer chips into the pot than are needed to call must complete the call or withdraw the partial bet in full.

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- j) Apparent Call. If a player calls but places a value of chips into the pot that is larger than the bet, it must be regarded as a call unless the player announces a raise.
- k) Fouled Hand/Short Hands. A fouled hand is dead and cannot win any part of the pot. A fouled hand is a hand that has:
  - i) an improper number of cards, unless the player is short a card and due to get the top card of the deck; or
  - ii) has a card that has come into contact with discards.
- l) Improper Fold-up. If a player decides to drop out of the pot or fold up, he cannot give any indication, verbal or otherwise, until it is his proper turn to play.
- m) Showdown:
  - i) if at any time before the hand is called only one player remains in the game, he wins the pot and does not have to expose his cards;
  - ii) a player may discard a hand without showing it;
  - iii) a player must show his hand at the showdown if requested to do so by the dealer or management. If the player refuses he must leave the game;
  - iv) the player with the winning hand must show all cards before the pot is awarded;
  - v) the following provisions govern showdown:
    - a hand with too many or too few cards for that game is dead;
    - cards speak. The winning hand must show ALL cards prior to the pot being awarded. Cards read for themselves. A hand is ranked according to the actual cards it contains;

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- a hand that is prematurely discarded by a player and touches the discarded cards is dead;
- a verbal concession is not binding;
- a player who leaves the table conceding the pot must discard his hand;
- a hand discarded face-up is a live hand if it has not become irretrievably mixed with the discards;
- a hand discarded face-down may be retrieved provided:
  1. the player retrieves it, or requests the dealer to turn it face-up;
  2. the hand has not touched any discards; and
  3. another player has not been induced to discard his hand.
- a hand discarded face-down that is not retrievable is dead even if it has been shown before being discarded;
- a hand discarded by the dealer with the player's approval is dead;
- if the dealer discards the winning hand without the player's approval, the player is entitled to the pot if it is claimed before being taken in by another player; and
- a player who remains silent has not given approval for the dealer to discard his hand. The player must positively approve the dealer's action.

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- n) Review of Hands. At the conclusion of the betting round, a player must place his hand face-up on the table at the showdown as follows:
  - i) if there has been a bet on the final round, player who made the bet must show first;
  - ii) if there have been one or more raises on the final round, player who last raised must show first;
  - iii) if the final round has been checked by all the players, player who acted first must show first;
  - iv) subsequent order of showing hands is clockwise around table from player who must show first; and
  - v) suits of cards do not count in the ranking of hands at the showdown.
- o) Time Limit. A maximum time limit for players to act on their hand will be set as a House Rule. The dealer must provide warning to the player before the expiration of the time limit.
- p) Defective Deck. If a defective deck is used, all chips in the pot must be returned to the players in the amount each contributed.
- q) Faced Card. If a card is improperly faced in the deck, it is treated as a dead card and must be replaced by the next card in the deck.
- r) Running out of cards. When there are not enough cards to finish the deal (not when the dealer actually runs out of legal cards to deal):
  - i) the un-dealt cards and burn cards are combined to make a new deck. The dealer must observe the rules for burning a card before dealing and not dealing the last card of the deck.

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- ii) the number of players that can be accommodated by making up a new deck is two less than the number of cards available:
  - if every player can be given a final card, the dealer mixes the un-dealt cards and burn cards by scrambling as a shuffling procedure. The dealer then squares the deck, cuts, burns a card and deals;
  - if the dealer determines that by using this procedure, there will still not be enough cards for all players, he is to announce to the table that there are not enough cards to go around and a community card will be used;
- s) No player may make an agreement with any other player regarding the pot.
- t) A player shall not borrow money from another player during the play of a hand.
- u) A player shall not ante or bet for another player.
- v) Non-active players are not permitted to see an active player's cards before or after the showdown unless a bet has been called and the player is compelled to expose his card.
- w) If an active player exposes his hand to another active player, all other players at the table have the right to see the exposed hand. If the player who exposed the hand or the player who saw the exposed hand refuses, both hands shall be declared dead.
- x) If a player bets out of order, the dealer must correct the play by giving the player their incorrect bet back out of the pot.
- y) Players shall not remove money from the table until they are ready to leave.

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**10.3.16 Settlement**

- a) Ties: At the showdown, if two or more hands are tied, hand with the highest ranked card or cards wins; otherwise, tie must be broken by the rank of the unmatched cards in the hand:
  - i) in Seven Card Stud, if a pot that is split by having tied hands at the showdown has an odd chip, the chip is awarded to the player with the highest card, by suit, of his five cards;
  - ii) in Texas Hold'em, odd chips from split pots are awarded to the first player left of the button involved in the game.
- b) Rake:
  - i) the rake shall be collected from the pot at the end of each betting round until the maximum rake has been reached;
  - ii) the rake shall be pulled from the pot by the dealer in an obvious manner after the betting round. Dealer places the rake on the table by the top left hand corner of the tray;
  - iii) rake remains on the table until a winner is declared. Dealer then pushes the pot to the winning player and places the rake into the rake drop box.
- c) Awarding of Pot. Pots must be awarded by the dealer. When the dealer has awarded a pot and it has been taken in by a player, without a claim against it, the award stands. A game must be played to conclusion and the pot awarded to the winning player.

**10.3.17 Dealer Duties**

- a) shall always maintain visual contact with the cards;



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- b) must scramble the deck when there is a break in the action, or a change of deck;
- c) ensures all players have anted or posted blinds before dealing the cards;
- d) ensures all players make their bets in the correct order;
- e) ensures marker button indicating last hand of the deal in Texas Hold'em is moved each round;
- f) ensures there are no exposed (faced) cards in the deck;
- g) collects the rake from the pot and passes pot to winning player;
- h) ensures cards are kept in good condition by checking them regularly;
- i) ensures colour changes are kept apart from pot money;
- j) counts down the stub at least once every 30 minutes to ensure deck is complete; and
- k) takes all losing hands first and leaves winning hand exposed until the pot is pushed to the winner.

**10.3.18 Five Card Show Hand Poker**

- a) General Description
  - i) Five Card Show Hand Poker is played with a standard 52- card deck plus a joker, or standard 52-card deck.
  - ii) Deck must be distinctly different from other cards used in the casino.
  - iii) Cards are dealt from the hand by a dealer.
  - iv) Cards may be dealt either by hand or by a shoe.
- b) Rake

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Same rules are applied as all other approved poker games. The rake shall be 5% to a maximum of \$20.

c) Object of the Game

i) The rake off charged on all poker games must be set in accordance with the following:

Seven Card Stud: 10% to a maximum of \$5

Texas Hold'em : 5% to a maximum of \$5

Omaha Hold'em: 5% to a maximum of \$5

Card Show Hand Poker: 5% to a maximum of \$20

Examples:

- 10% to a maximum of \$5 - \$90 pot, rake off is \$5, \$20 pot, rake off is \$2; and
- 5% to a maximum of \$5 - \$150 pot, rake off is \$5, \$20 pot, rake off is \$1.

d) Definitions

i) The terminology used for this game is the same as all other approved poker games (see Subsection 10.3.5), with the following exceptions:

- Exceptions for bicycle: In Five Card Show Hand Poker, a bicycle is the second highest straight possible consisting of an Ace to the 5.
- Copy Hand: When players have hands of identical value.
- The Joker: A joker is a wild card used in Five Card Show Hand Poker and may only be used in the following ways:

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- As an Ace (Note: For suit ranking purposes, the joker is the lowest suit).
- Is wild in filling in
- Is wild in filling in flushes. (Note: For flushes, the joker becomes the highest card in the hand that does not match any other cards in the player's hand).
- The joker may not be used to create pairs, three of a kind, full houses, four of a kind, or five of a kind other than with Aces.

e) Ranking of Hands

- i) Betting Round - Complete cycle in a hand of poker after all players have called or folded.
- ii) In Five Card Show Hand Poker, suit rankings are used when there is a copy hand between the players.
- iii) The suits, ranked from top to bottom, are:
  - Spades;
  - Hearts;
  - Clubs; and
  - Diamonds.
- iv) With copy hands, the hand with the highest ranking suit wins.
- v) Hands, ranked from top to bottom, are:
  - 5 Aces, (joker is the lowest ranking Ace);

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- Royal Flush. (Note: A natural Royal Flush is higher than one using a joker);
- Straight Flush;
- 4 of a Kind;
- Full House;
- Flush;
- 3 of a Kind;
- Straight. (Note: In Five Card Show Hand Poker, the 10 to the Ace straight is the highest straight. The second highest straight is the Ace to 5 straight. If no joker is used, straight is higher than 3 of a Kind);
- 2 Pairs;
- 1 Pair; and
- High Card.

f) Limits

- i) Number of Players: 2 to 10.
- ii) Approved Table Limits:
  - "Table Stakes."
  - Player may bet a minimum of \$5.00 up to all the cash value chips in front of them at that time.
  - "Flex-limit" structure which shall be:
    - a) First four cards \$1-\$100
    - b) Fifth card "Table Stakes"

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c) House may establish specific limits within the aforementioned guidelines.

iii) Rake Off: 5% to a maximum of \$20.

iv) The Play:

- Players in turn shall ante. Ante is determined by the house into the pot before the blinds are dealt;
- The cards are dealt in a COUNTER-CLOCKWISE order;
- Each player is given a card face - up. The player with the highest value face up card receives the first face down card;

The player with the HIGHEST card showing is the player that starts the betting. Player may then check or bet. If more than one player has the same rank of high card, the opener is determined by the rank of the suits;

in order, each subsequent player may fold, call, or raise.

- Two cards are dealt face - up, one at a time, with a betting round after each card;
- The player with the highest card from the previous betting round receives the first card of the fourth round. Exception: Pairs or better showing face up. (Note: If there are two or more players with pairs or better showing, the highest pair or better will receive the next card for the upcoming round. If there is a pair or better, the pair only leads for the round it was received in);
- If the highest hand showing folds, the next card is dealt to that player's right;

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- The fifth and final card is dealt face down. Player shall turn over his own card. When player receives the fifth card, player may not touch original face down card until player's fifth card is exposed; and
  - At this time player with highest potential hand leads the betting round. (Note: An inside straight has a lower potential than a possible three of a kind draw).
- g) The Showdown
- i) The player with the highest hand wins the pot.
  - ii) Providing a bet is called, the player with the lowest potential hand is to expose their hand first. If all the players surrender the pot to the person who made the bet, there is no obligation for any of the players to expose their hands.
  - iii) The winner of the current hand will be dealt the first card on the next hand.
- h) Irregularities
- i) If the player's down card is accidentally exposed by the dealer, the player's third card will be dealt face down, if player decides to continue in the hand. If player decides not to continue, player's ante is forfeit into the pot.
  - ii) If the winner of the current hand leaves the game, player sitting to the right of the winner will receive the first card of the following game.

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**10.4 PAI GOW POKER**

**10.4.1 General Description**

- a) Pai Gow is played with a standard deck of 52 cards plus a joker.
- b) Deck must be distinctly different from other cards used in the casino.
- c) Cards are dealt from the hand by a dealer.
- d) A facility licensee may choose to use the low straight of ace, two, three, four, and five as the second highest five card hand.
- e) Five card hand ranking must be posted and clearly visible at each table.

**10.4.2 Object of the Game**

- a) Each player attempts to achieve higher hands than the banker.
- b) The banker can be any player or the house dealer.
- c) The bank is financially responsible for settling all wagers on the table.
- d) Someone must act as the banker on every hand.

**10.4.3 Betting and Limits**

- a) Betting limits shall be \$5 to \$500.
- b) Each player can play or exercise control over only one hand.
- c) Live camera monitoring must be in effect when games over \$100 are offered.

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**10.4.4 Commission**

- a) A 5% commission shall be charged on all winning wagers.
- b) All commissions are payable to the house - not to the banker.
- c) When the dealer is the banker, the commission shall be collected on each winning hand at time of settlement.
- d) When a player is the banker, the dealer collects the commission on the NET winnings before passing winnings to the player/banker. Should the settlement result in the player/banker winning nothing or in fact paying out players, no commission is collected.
- e) Table signage shall include notification of the commission, and that it is payable to the house, not to the player/banker.

**10.4.5 Sequence of Play**

- a) All players and the banker will receive seven cards which they use to construct two separate hands of two cards and five cards. These hands will be ranked using standard poker hand rankings. Since the two card hand is made up of only the two cards, the highest possible hand is a pair. It is not possible to get a flush or a straight in the two card hand.
- b) The two card hand must always be lower in ranking than the five card hand. If the two card hand is set higher than the five card hand, the hand is fouled by the player and is an automatic loser.
- c) The five card hand combinations are the same as in normal poker, the highest hand possible being five Aces (four Aces and the Joker). The Joker is wild with flushes or straights and may be used as an Ace. It may not be used to create pairs, three of a kind, four of a kind or five of a kind other than with Aces.

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- d) Both the two card and five card hands must be higher in value than the banker's for the player to win:
  - i) if only one of the player's hands is higher than the banker's, the result is a tie. No money is won or lost and the player may take down or change his bet before the next hand;
  - ii) if player's two hands are lower than the banker's, the player loses the amount he has bet;
  - iii) if player's two hands are higher than the banker's, the player wins an amount equal to his bet, but must pay a 5% commission to the house. This commission must be posted next to bank bet or in space provided, prior to the cards being dealt; and
  - iv) if the player and banker have one identical hand, this is a copy hand and the banker wins that hand. Copy hands are possible with the five card hand, but are most commonly seen with the two card hand.

**10.4.6 The Shuffle**

- a) After the last hand is completed, unplayed cards are placed on top of the cards in the discard rack.
- b) All cards are then brought to the centre of the table. At this time, the first hand Designation procedure is performed (see Subsection 10.4.7 d)).
- c) The single deck riffle shuffle will be used (see Subsection 9.8).
- d) The dealer offers the cut to the player/banker first. If the dealer is the banker, the cut is offered to all players from left to right.

**10.4.7 The Deal**

- a) After the deck is cut, seven hands of seven cards each are dealt:

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- i) the first, third, fifth and seventh cards are dealt from left to right;
  - ii) the second, fourth and sixth cards are dealt from right to left;
  - iii) the seven stacks of seven cards must be dealt in front of the tray; and
  - iv) no matter how many players are at the table, all seven hands are dealt.
- b) Remaining cards are counted down, verified and placed into the discard rack. If the remaining cards number more or less than four, the pit boss shall be notified, and cards are re-shuffled and re-dealt.
- c) The first hand will be indicated by moving it approximately two inches toward the players. The last stack will be turned horizontally. Delivery will start with the first stack from left to right. If a player is banker, he will decide which stack will go first.
- d) Two options are available for the designating which position will receive the first hand:
- i) where cards will be used:
    - After the last hand, but before starting the shuffle, the cards are given a short wash and squared by the dealer.
    - The deck is placed in front of the player/banker or, if the dealer is banker, in front of the tray;
    - the banker cuts approximately half the deck. The first card on top of the bottom half of the cut deck is turned over by the dealer and shown to all players. This card determines which player will receive the first hand. The dealer's position is no. 1, the first player on the dealer's left is no. 2, the next player is no. 3, and so on through to no. 7; and

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- if an Ace through 7 is cut, that is the designated first hand. If a larger card is cut, 7 will be subtracted from the card's numerical value, e.g.,  $9 - 7 = 2$ ,  $10 - 7 = 3$ .  
Note: Jacks have a value of 11; Queens have a value of 12; Kings have a value of 13; and Joker has a value of 14.
- ii) where a dice cup will be used:
  - a dice cup containing three dice is shaken by the Banker to determine who receives the first hand. All bets must be in the betting circle before the dice are uncovered; and
  - once the starting position number is determined, procedure is as 10.4.7 (a)(b)(c).
- e) Each hand is placed into the player's square:
  - i) if a player receives a hand of any amount of cards other than seven, that hand is dead.; and
  - ii) if the banker, either dealer or player, receives a hand which an amount of cards other than seven, all hands are dead.

**10.4.8 Settlement**

- a) Players will rank their cards. Set the two card hand in front and the five card hand in back as indicated on the layout. Hands that are set making the two card hand higher than the five card hand are automatic losers.
- b) After all player's hands have been set, the dealer will set his hand in front of the tray. House hand will be organized according to the house rules based on the following chart. The pit boss or pit supervisor have the final say as to how the house hand is set for hands with more than one possible setting. After the house hand is exposed, players cannot touch their cards.

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- c) If it is discovered during settlement that the house hand is set wrong, pit boss will be immediately notified and will rectify setting of the house hand.
- d) After house hand is exposed, dealer will turn over and spread players' hands in rotation from right to left.
- e) Dealer announces all win, lose and push hands. The push hand cards will be collected immediately and be placed in the discard rack; winning cards are left spread face up by the players' circle, and are paid after all hands are determined.
- f) When the house is the banker, all losing hand cards are placed in the discard rack, and the losing bets are placed in the tray. All winning bets are paid from the tray.
- g) When a player is the banker, losing hand cards are placed in the discard rack, but all losing bets are moved to the centre of the table as they belong to the banking player.
- h) Cards can only be handled by one player and MUST stay over the table at all times.
- i) The banker wins all copy hands, either two or five card.
- j) All winning hands are charged a 5% commission, which is placed prior to cards being dealt.

**10.4.9 Player/Banker Procedure**

- a) Each player has the opportunity to be the banker, or to pass if they desire.
- b) The player/banker bankroll must be placed beside the 'chung' which is positioned inside the circle.
- c) The player/banker is always offered the cut first.
- d) The dealer acts as a player when a player is the banker. Dealer will bet an amount similar to the player/banker's

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last bet; however, the player/banker may ask that the dealer's bet be lowered or that the dealer not bet at all.

- e) The player/banker cannot look at their cards until all other players, other than the dealer, have set their hands. Dealer's hand is always set last. Once dealer's hand is exposed, no player can touch their cards.
- f) The player/banker cannot set an automatic losing hand. If the bank hand is set as an automatic loser, the house takes control of the hand and sets it according to the house rules. The player/banker is still responsible for all outcomes.
- g) During the player/banker sequence, action between the dealer and the player/banker is settled first:
  - i) if the house wins, the cards are stacked up to the right corner of the tray, with the house wager placed on top.
  - ii) if the house wager loses, the house wager is placed in the centre of the table, with all other losing wagers and the cards placed in the discard rack.
  - iii) if the house and the player/banker push, the house wager is immediately put in the tray and the cards placed in the discard rack.
- h) After the house hand has been determined, the player/banker hand will be moved to the centre of the table. The dealer will turn over the rest of the players' hands in rotation.
- i) On losing bets, the cards will be placed in the discard rack with the losing wagers being placed in the centre of the table. Winning hands will be spread next to the player's circle.
- j) On push hands, the dealer will announce the push and pat the table next to the bet. Cards will be collected and placed in discard rack.

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- k) All losing bets in the centre of the table will be totalled and used to pay winning bets. If bets collected are not enough to pay winning bets, the player-banker must make up the difference BEFORE the dealer begins to pay winning hands.
- l) The dealer proceeds to pay all winning hands moving in rotation from right to left. Players may be paid using color for color or conversion providing Dealer announces Conversion Payout.
- m) The player/banker pays a 5% commission on this net win only. This will be taken out by the dealer before passing chips to player/ banker. No commission is paid on losses.

**10.4.10 The Banker Rotation**

- a) The dealer is the banker on the first hand.
- b) After the dealer banks, the bank is offered to the first player on the dealer's left:
  - i) if the first player opts to pass, the bank is offered to the next player until the bank is taken by a player. If no player opts to bank, the bank reverts to the dealer;
  - ii) once a player takes the bank, the dealer takes it back immediately after the player has finished;
  - iii) the bank is then offered to the next player and the same pattern is followed around the table.
- c) Wagers between players shall not exceed the table maximum.

**10.4.11 Exposed Cards**

- a) If a card is exposed during shuffle, the dealer must re-shuffle.
- b) When the cards are being delivered, if a card is exposed in the dealer's hand, whether the dealer is acting as banker or not, the hand plays.

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- c) When a player is banker, if the dealer exposes two or more cards of the player/ banker's hand, the player/banker has the option to call the hand dead before looking at the remaining cards. If the player/banker refuses to play the hand, dealer will re-shuffle.
- d) When the cards are delivered to the other players, if only one card is exposed, the hand plays. If two or more cards are exposed, player has the option to call the hand dead. No re-shuffle.
- e) When the cards are delivered, if the player/banker exposes their own cards, the hand will play.
- f) If any player exposes their own hand, the hand will play.

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**10.5.1 RED DOG**

a) General Description

- i) Red Dog is played with four standard decks of cards.
- ii) Cards are dealt from a shoe by a Dealer. A maximum of seven Players may participate.
- iii) Only Dealer may touch the cards.

b) Object of the Game

Each Player bets on the spread between two original cards and the odds of a third card drawn falling between the two cards.

c) Point Value of Cards

2 through 10. . . . .	Face Value
Jacks. . . . .	11
Queens. . . . .	12
Kings. . . . .	13
Aces. . . . .	14

Suits are of no significance.

d) Betting and Limits

i) Alterable limits shall be:

<u># of Hands</u>	<u>\$1 - \$25 Games</u>	<u>\$2 - \$50 Games</u>
One	\$1 - 25	\$2 - 50
Two	\$10 - 25	\$20 - 50
Three+	\$25 on each	\$50 on each



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One	\$1 - 25	\$2 - 50
Two	\$5 - 25	\$10 - 50
Three+	\$25 on each	\$50 on each

e) Payout Schedule

<u>Spread</u>	<u>Pays</u>
1	5/1
2	4/1
3	2/1
4 TO 11	Even
Consecutive	Tie - No Raises
Pair	Tie - No Raises
Three of a Kind	11/1 - No Raises

f) Sequence of Play

- i) Four decks of cards per game shall be used. See Section 9.7 - Cards.
- ii) Only four deck riffle-shuffle shall be used. See Section 9.8 - Approved Shuffles.
- iii) Basic Play:
  - player places wager in betting square;
  - first card is dealt face-up in the box or square to Dealer's right. Second card is dealt face-up in the box or square to Dealer's left;
  - Dealer shall announce:
    - spread (numerical span between first two cards); or
    - a pair, or

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- consecutive cards;
  - dealer shall place a marker on the appropriate space;
  - when first two cards are neither consecutive or a pair, Players may raise their bets by any amount up to the original bet. No raises are permitted if first two cards are consecutive or a pair;
  - once all raises have been made, a third card is dealt face-up into centre square;
  - if the two cards are consecutive, no third card is dealt. Hand is declared a tie, cards are burned, and new game commences;
  - if the first two cards are a pair, and third card makes three of a kind, player wins 11-1; and
  - if the first two cards are a pair, and third card does not make three of a kind, hand is a tie.
- iv) Settlement
- if the third card dealt is not in-between the first two cards; or if card is the same as either first or second card, it is not in-between and Player loses;
  - if the third card dealt is in-between the first two cards Player wins;
  - bets are paid or taken from right to left; and
  - winning bets with a payoff of 2 to 1 or less shall be paid using colour-for-colour. All winning bets with a payoff of over 3 to 1 may be paid using conversion, provided Dealer announces Conversion Payout. Pit Boss shall personally supervise payoff.

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g) Irregularities

- i) Pit Boss shall be advised if two cards are brought out of the shoe at one time.
- ii) If the first two cards come out together, Dealer shall use the cards as the original hand.
- iii) If an additional card comes out with either second card or draw card, hand is declared dead.
- iv) If an additional card comes out with the original cards, and it is not discovered until a draw card has been dealt, hand is declared dead.
- v) Pit Boss shall be advised if cards are mistakenly exposed:
  - if card is exposed before Players bet, the card shall be burned;
  - if the draw card is exposed before Players have a chance to raise, the card shall be burned. Players are given the option of playing out their hands or calling them dead; and
  - if a card is mistakenly removed from the shoe, but not exposed, it may be tucked under the lip of the shoe and used in the next hand.

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**10.5.2 SUPER PAN NINE**

- a) General Description
  - i) Super Pan Nine is played with eight decks of cards, with all the 7's, 8's, 9's and 10's removed.
  - ii) Cards are dealt from a shoe by a dealer.
  - iii) Up to seven players may participate.
- b) Object of the Game
  - i) Each player attempts to achieve a higher point value per hand than the dealer's hand.
  - ii) Nine is the highest possible hand value.
- c) Point Value of Cards
  - i) Each card dealt will have a numerical value as follows:

Ace. . . . .	1
Two. . . . .	2
Three. . . . .	3
Four. . . . .	4
Five. . . . .	5
Six . . . . .	6
Face Cards. . . . .	0

When cards are added together, only the last digit counts.  
e.g.,  $6 + 5 + 4 = 15$  -- hand total is 5.

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- d) Betting and limits
- i) Betting limits shall be
- 5 to \$100, or  
10 to \$200, or  
Alterable
- ii) House rules must be established which:
- limit the number of spaces each Player can play;
  - set minimum bet if multiple squares bet by one player.
- iii) Players must put up the correct commission when betting. Commission is calculated at 5% of bet, raised to the nearest \$0.50, when units of \$10 are not wagered. Bet shall be placed immediately in front of each individual bet in the designated area.
- e) Sequence of Play
- i) Eight standard decks per game shall be used. See Section 9.7 - Cards. All 7's, 8's 9's and 10's are removed and are held at Pit Stand.
- ii) The Baccarat Wash, with optional Lady Luck Shuffle, shall be used. See Section 9.8 - Approved Shuffles.
- iii) Dealer shall always maintain visual contact with the cards, and ensure cards are kept in good condition at all times.
- iv) Basic Play:
- Dealer shall deal cards face-down, one at a time, in a clockwise rotation starting with player on dealer's left. Each player and dealer receives a total of three cards;
  - players shall only pick up their hands after all cards are dealt;

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- players playing more than one square must complete their first hand before picking up the cards of the next hand. Player may not look back at the previous hand(s) once it has been completed;
- players should use only one hand to pick up their cards.;
- cards must stay within the table area at all times;
- each player, starting with the player on dealer's left, may:
  - stand, places cards face-down under wager;
  - hit, scratches cards on table. Only one hit card is allowed. Hit card is dealt face-down beneath commission;
- player may not pick up or touch the hit card.
- after all players have completed their hands, Dealer turns over his cards. Dealer must:
  - stand on a six (6) or more; or
  - draw if point value is less than six (6). Dealer's hit card is placed horizontal to the first three cards;
- starting with player on dealer's left, hands are exposed in clockwise order. Player's first three cards are exposed and then hit card, if drawn is placed horizontal to the first three cards. Dealer announces win, lose and push hands verbally as he proceeds:
  - push hands are immediately collected and placed in discard rack;
  - losing bets are collected at the same time as push hands, and the cards are burned; and

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- winning hands are left face-up next to players' wager. Winning bets are paid, and commissions collected starting with player on dealer's right.

f) Payoffs

- i) Winning bets are paid one to one.
- ii) Commission is taken by the dealer only when player wins.
- iii) Payoffs may be made using colour for colour or conversion provided Dealer announces Conversion Payout.

g) Irregularities

- i) If a player receives either more or less than three cards, that hand is declared dead and wager is returned to the player. Player's cards are placed into discard holder.
- ii) If dealer's hand receives either more or less than three cards, all hands are declared dead. All wagers are returned to players and cards are placed into discard holder.
- iii) If dealer inadvertently gives a hit card, or exposes a hit card, during a game, pit boss is notified and decides if the card is played or burned.
- iv) If either dealer's or player's card(s) is exposed, card is played as received.
- v) If a 10 is found in the deck, it shall be removed and the hand declared dead. If two or more 10's are found in the deck, the shoes shall be declared dead.

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**10.5.3 CASINO WAR**

NOTE: This game is on hold until supplier is registered.

a) General Description

- i) Casino War is played with six or eight standard decks of cards.
- ii) Cards are dealt from a shoe by a Dealer. A maximum of seven Players may participate.
- iii) Only Dealer may touch the cards.

b) Object of the Game

- i) Each Player must make a Casino War wager ("Initial Wager"). To win the Initial Wager, the rank of the player's card must exceed the rank of the dealer's card.
- ii) If the player's and dealer's cards have the same rank, the player is given the option to War with the "House".
- iii) Each player has the option of also making a tie wager.

c) Betting and Limits

- i) Alterable limits shall be:

# of <u>Hands</u>	\$2 - \$25 <u>Games</u>	\$5 - \$50 <u>Games</u>
One	\$2 - 25	\$5 - 50
Two	\$5 - 25	\$10 - 50
Three+	\$25 on each	\$50 on each

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d) Payout Schedule

Initial Wager	1 to 1
Tie Wager	10 to 1

e) Sequence of Play

- i) Six or eight decks of cards per game shall be used. See Section 9.7 - Cards.
- ii) Only approved shuffle shall be used. See Section 9.8 - Approved Shuffles.

f) Basic Play

- i) player places wager in betting spot ("Initial Wager");
- ii) Starting on dealer's left:
  - each player is dealt one card face-up; and
  - dealer then takes one card face-up.
- iii) Dealer, in turn, compares the rank of each player's card with the rank of the dealer's card.

g) Payoffs

- i) if the player's card has a higher rank than the dealer's card, the player wins even money;
- ii) if the player's card has a lower rank than the dealer's card, the player loses;
- iii) if the player's card is of equal rank to the dealer's card, the player has two options:
  - surrender  $\frac{1}{2}$  of their wager;

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- go to War;
  - if player chooses to War with the dealer, the player and the dealer make another wager equal to the original wager.
  - dealer “burns” three (3) cards and deals the next to the player.
  - dealer “burns” three (3) cards and deals the next to themselves.
  - dealer then compares the rank of cards.
  - if player card outranks the dealer card, the player wins all the money on the table.
  - if the dealer card outranks the player card, the player loses.
  - if the player and dealer cards are of equal rank, the player wins and is paid a bonus equal to their “Initial Wager”.
- iv) if more than one player is at war with the dealer, the dealer deals one player at a time, three down and one up and deals a final set of cards to themselves; and
- v) if tie wager has been made and the cards match in rank, then the player is paid 10 to 1 when the dealer gets to that players hand.
- h) Irregularities
  - i) Pit Boss shall be advised if two cards are brought out of the shoe at one time.
  - ii) If the first two cards come out together, Dealer shall use the cards as they should be.

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- iii) If an additional card comes out with either second card, hand is declared dead.
- iv) Pit Boss shall be advised if cards are mistakenly exposed:
  - if card is exposed before Players bet, the card shall be burned;
  - if a card is mistakenly removed from the shoe, but not exposed, it may be tucked under the lip of the shoe and used in the next hand.

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**SECTION: 10.6 RULES OF PLAY - THREE CARD POKER**

**10.6 THREE CARD POKER**

**10.6.1 General Description**

- a) Except as provided in Subsection 10.6.6c), Three Card Poker shall be played with one 52 card deck of cards with backs of the same colour and design.
- b) An automated card-shuffling device may be used at all Three Card Poker tables at the discretion of the operator.
- c) A separate optional Pair Plus wager may be made which will entitle the player to a Pair Plus payout according to the payout ledger used by the facility.

**10.6.2 Definitions**

- a) "Ante wager" means the wager that a player is required to make prior to any cards being dealt in order to compete against the dealer's hand in a round of play.
- b) "Hand" means the three-card poker hand that is held by each player and the dealer after the cards are dealt.
- c) "Pair Plus wager" means the optional wager that a player is required to make prior to any cards being dealt in order to compete against a posted scale of payouts, regardless of the outcome of the player's hand against the dealer.
- d) "Play wager" means an additional wager, equal in value to his or her ante wager, which a player must make if the player opts to remain in competition against the dealer after the player reviews his or her hand.

**10.6.3 Object of the Game**

- a) Players attempt to achieve a higher Three Card Poker hand than the dealer.
- b) The rank of the cards used in Three Card Poker, in order of highest to the lowest rank, shall be: ace, king, queen, jack, 10, 9, 8, 7, 6, 5, 4, 3, and 2. All suits shall be

**SECTION: 10.6 RULES OF PLAY - THREE CARD POKER**

considered equal in rank. Notwithstanding the foregoing, an ace may be used to complete a "straight flush" or a "straight" with a two and three.

- c) The permissible poker hands in the game of Three Card Poker, in order of highest to lowest rank, shall be:
  - i) "Straight flush" is a hand consisting of three cards of the same suit in consecutive ranking, with ace, king, and queen being the highest ranking straight flush and three, two and ace being the lowest ranking straight flush.
  - ii) "Three-of-a-kind" is a hand consisting of three cards of the same rank, regardless of suit, with three aces being the highest ranking three-of-a-kind and three twos being the lowest ranking three-of-a-kind.
  - iii) "Straight" is a hand consisting of three cards in consecutive ranking, regardless of suit, with ace, king and queen being the highest ranking straight and three, two and ace being the lowest ranking straight.
  - iv) "Flush" is a hand consisting of three cards of the same suit, regardless of rank.
  - v) "Pair" is a hand consisting of two cards of the same rank, regardless of suit, with two aces being the highest ranking pair and two twos being the lowest ranking pair.
  - vi) If a hand does not contain a pair or better, the hand that contains the highest ranking card(s) wins. An ace is the highest ranking card, although it is of a lower rank in a 3-2-Ace sequence.
- d) When comparing two hands that are of identical rank pursuant to the provisions of (c) above, or that contain none of the hands authorized in (c) above, the hand that contains the highest ranking card as provided in (b) above that is not contained in the other hand shall be considered the higher ranking hand. If the hands are of identical rank after the application of this subsection, the hands shall be considered a push.

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**10.6.4 Betting and Limits**

Ante	\$3 - \$100
Play	\$3 - \$100 (equal to ante)
Pair Plus	\$5 - \$50

**10.6.5 Payout Schedule**

a) The payout schedule shall be posted at each table. Casino must select one of the following Paytable Options:

Paytable 1

	<u>Ante Bonus Paytable</u>	<u>Pair Plus</u>
i) Pair		1 to 1
ii) Flush		4 to 1
iii) Straight	1 to 1	6 to 1
iv) 3 of a Kind	4 to 1	30 to 1
v) Straight Flush	5 to 1	40 to 1

Paytable 2

	<u>Ante Bonus Paytable</u>	<u>Pair Plus</u>
i) Pair		1 to 1
ii) Flush		4 to 1
iii) Straight	1 to 1	6 to 1
iv) 3 of a Kind	3 to 1	25 to 1
v) Straight Flush	4 to 1	40 to 1

Paytable 3

	<u>Ante Bonus Paytable</u>	<u>Pair Plus</u>
i) Pair		1 to 1
ii) Flush		4 to 1
iii) Straight	1 to 1	5 to 1
iv) 3 of a Kind	4 to 1	30 to 1
v) Straight Flush	5 to 1	40 to 1

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Paytable 4

	<u>Ante Bonus Paytable</u>	<u>Pair Plus</u>
i) Pair		1 to 1
ii) Flush		3 to 1
iii) Straight	1 to 1	6 to 1
iv) 3 of a Kind	4 to 1	30 to 1
v) Straight Flush	5 to 1	40 to 1

- b) Bets shall be paid according to each hand.
- c) A player may compete solely against the dealer by placing an ante wager of any amount within the posted minimum and maximum wagers and then placing a play wager of an equal amount;
- d) A player may compete solely against a posted payout ledger by placing a pair plus wager, of which the wager may be of any amount within the posted minimum and maximum wagers; or
- e) A player may compete against both the dealer and the posted payout ledger by placing wagers in accordance with the requirements of (c) and (d) above.
- f) A player in competition against the dealer shall be paid 1 to 1 on both the ante wager and the play wager if the player's hand is ranked higher than the dealer's hand. Notwithstanding the foregoing, if the dealer does not hold a hand with a "queen high or better" rank, the ante wager shall automatically be paid 1 to 1 and the play wager shall be returned to the player.

**10.6.6 Sequence of Play**

- a) The dealer shall fully inspect both decks of playing cards before shuffling. Where a card is missing or flawed, it shall be replaced.
- b) A casino licensee may, at its discretion, choose to have the cards used to play Three Card Poker dealt from an

**SECTION: 10.6 RULES OF PLAY - THREE CARD POKER**

automated dealing shoe which dispenses cards in stacks of three cards. A box cut or riffle may be done to prior to placing the deck in the shuffler.

- c) A casino licensee shall be permitted to use a second deck of cards to play the game, provided that:
  - i) each deck of cards complies with the requirements of Subsection 10.6.6a) above;
  - ii) the backs of the cards in the two decks are of different colour
  - iii) one deck is being shuffled by the automated card shuffling device while the other deck is being dealt or used to play the game;
  - iv) both decks are continuously alternated in and out of play, with each deck being used for every other round of play; and
  - v) the cards from only one deck shall be placed in the discard rack at any given time.
  
- d) Single Deck Riffle-Shuffle may be used as follows:
  - i) the deck shall be lightly washed before the shuffle begins.
  - ii) the dealer calls to the pit boss "Shuffle Up". All cards shuffled face down, no card-face exposed.
  - iii) to start, the dealer moves the deck forward on table and cuts the deck into approximate halves.
  - iv) the dealer then riffle-shuffles and squares the cards;
  - v) the dealer undercuts about one-third of the pile, strips and squares the cards ensuring that the cards stay low to the table; and
  - vi) riffle-shuffles cards again three to five times, and squares.

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- e) After completing the shuffle, the dealer releases the deck completely and uses one hand to cut the cards once in a forward movement onto the cut-card, the bottom card of the deck remaining concealed and never be dealt.
- f) All ante wagers and pair plus wagers shall be placed prior to the dealer announcing "No more bets" in accordance with the dealing procedures described in these terms and conditions. No wager shall be made, increased or withdrawn after the dealer has announced "No more bets."
- g) The dealer shall announce "No more bets" prior to the dealer dispensing any stacks of cards. Verbally acknowledge those players who have not made the PAIR PLUS wager. (Example: "No PAIR PLUS, position 2, 3 and 5.)
- h) The dealer shall deliver the first stack of cards dispensed by the automated dealing shoe face down to the player farthest to his or her left who has placed a wager. As the remaining stacks are dispensed to the dealer by the automated dealing shoe, the dealer shall, moving clockwise around the table, deliver a stack face down to each of the other players who has placed a wager. The dealer shall then deliver a stack of three cards face down to the designated area for the placement of the dealer's cards.
- i) After each stack of three cards has been dispensed and delivered in accordance with this subsection, the dealer shall remove the stub from the automated dealing shoe and place the cards into the discard rack without exposing the cards.
- j) If Hand Shuffle is used, the cards will be dealt as follows:
  - i) the dealer will determine number of players in hand;
  - ii) once the dealer has determined the number of players they will add themselves to determine the total number of hands to be dealt;

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- iii) starting on the dealer's left, each hand is dealt three cards;
- iv) the cards must be dealt directly in front of the tray;
- v) once all of the hands have been dealt, the dealer will count down the remaining cards and place them into the discard rack;
- vi) if the remaining cards number more or less than they should, the pit boss shall be notified, and the cards are re-shuffled and re-dealt;
- vii) starting again on the dealers left, the dealer will deliver the first stack of cards to appropriate spot on table; and
- viii) the play will then proceed as normal.
- k) After examining his or her cards, the player has the option to either make a PLAY wager in the amount EQUAL to the player's ANTE wager, or forfeit the ANTE wager by folding. If a player has placed an ANTE wager and a PAIR PLUS wager but does not make a PLAY wager, the player forfeits both the ANTE wager and the PAIR PLUS wager.
- l) After each player has either placed a PLAY wager on the PLAY spot or folded, the dealer collects all forfeited wagers and cards.
- m) The dealer will arrange his hand from highest card value to the lowest, and announce, "Dealer doesn't play" or "Dealer plays with a Queen."
- n) All remaining wagers shall then be resolved. All winning hands shall remain face up on the layout until all winning wagers have been paid by the dealer. All losing wagers shall be collected. Starting with the player on the dealer's right, and continuing counter clock wise around the table bring the player's hand into the "work area" between the dealer's hand and the PAIR PLUS wager and reveal the player's cards. The dealer will pay and/or take from the

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back forwards, reconciling the PLAY wager first, the ANTE BONUS second, the ANTE wager third and the PAIR PLUS wager last. The dealer will lay and pay, or pick and pay, depending on casino procedures.

- o) After paying all winning wagers, the dealer shall immediately collect the cards of all players and of the dealer and place them into the discard rack.
- p) All cards collected by the dealer shall be picked up in order and placed in the discard rack in such a way that they can be readily arranged to reconstruct each hand in the event of a question or dispute.
- q) All cards collected by the dealer shall be picked up in order and placed into the discard rack in such a way that they can be readily arranged to reconstruct each hand in the event of a question or dispute.

**10.6.7 Irregularities**

- a) A card that is found face up in the shoe or the deck while the cards are being dealt shall not be used in the game and shall be placed into the discard rack. If more than one card is found face up in the shoe or the deck during the dealing of the cards, all hands shall be void and the cards shall be reshuffled.
- b) A card drawn in error without its face being exposed shall be used as though it was the next card from the shoe or the deck.
- c) If any player or the dealer is dealt an incorrect number of cards, all hands shall be void and the cards shall be reshuffled.
- d) If one or more of the dealer's cards is inadvertently exposed prior to the dealer revealing his or her cards as described above, all hands shall be void and the cards shall be reshuffled.

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- e) If the automated card-shuffling device jams, stops shuffling during a shuffle, or fails to complete a shuffle cycle, the cards shall be reshuffled in accordance with procedures described above.
  
- f) If an automated dealing shoe is being used and the device jams, stops dealing cards, or fails to deal all cards during a round of play, the round of play shall be void and the cards shall be removed from the device and reshuffled with any cards already dealt.

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**SECTION: 10.7 RULES OF PLAY - ROULETTE**

**10.7 ROULETTE**

10.7.1 Double-Zero Roulette (American Roulette) and Single-Zero Roulette (European Roulette) are approved games. The layout for Double-Zero Roulette is shown on the next page. The layout for Single-Zero Roulette is identical except there is no double zero (00).

10.7.2 Pay-off according to staking positions shown on the next page. Pay-off for Single-Zero Roulette and Double-Zero Roulette are identical.

10.7.3 Limits

a) Betting limits shall be:

- i) Inside \$.25 - \$10
- ii) Outside \$1 - \$500

b) A casino facility licensee may establish their own roulette limits within the limits listed above.

c) Table limits are alterable (up and down) provided the player has been given reasonable notice, (see Section 9.5).

d) It is not necessary to specify in the licence the number of roulette tables at each limit, only the total number of roulette tables.

10.7.4 Procedures

a) Players shall wager Roulette chips only on the inside; money chip bets are allowed on the outside betting positions only. Roulette chips shall be purchased from the Dealer at the table with either cash or regular casino chips. Roulette chips have monetary value only at the table where they are purchased.

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- b) Prior to opening a game, Pit Boss and Dealer shall ensure roulette chip inventory is in stacks of twenty (20) chips. All colours shall have the same number of stacks. Any discrepancies shall be recorded by Pit Boss on a Discrepancy Report, including a description of corrective action taken.
- c) Each Player shall receive distinctively coloured chips which no one else may use.
- d) Dealers shall call all buy-ins and cash-outs to the attention of the Pit Boss who shall verbally acknowledge these calls. In the case of buy-ins, cash shall not be placed in drop box until Player has received stack(s) of chips, witnessed by Pit Boss.
- e) When a Player buys chips, Dealer shall indicate value of Player's chips with a marker button.
- f) When more than one Player makes the same bet, chips are placed on top of each other so owners of winning chips are identified by colour.
- g) Roulette wheel and ball shall be spun in opposite directions. Wheel is to rotate so that all numbers can be read. "**No Spin**," is when the ball does not complete a minimum of three revolutions. This also applies when the ball leaves the wheel or is "*hung-up*".
- h) Dealer shall announce no more bets while ball is still in track.
- i) Any bet(s) placed on layout after announcement shall be declared void, and be immediately returned to bettor.
- j) When ball comes to rest in one of the pockets, Dealer shall announce winning number and colour, and shall place a marker on the winning number.

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- k) All winning payoffs shall be called aloud by Dealer when paying Players. All payoffs shall be made from outside in, and from top down.
- l) Before cashing out a Player:
  - i) Dealer shall ensure chip inventory for the Player's colour is completely accounted for; and
  - ii) Dealer shall notify Pit Boss if a shortage or overage of chips is discovered. Cashout procedure is delayed pending resolution of shortage or overage.

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**SECTION: 10.8 RULES OF PLAY - SIC BO**

**10.8 SIC BO**

10.8.1 Layout - **see next page**

10.8.2 General Description

- a) Sic Bo is a wheel of fortune, played on a light-up display board with a keyboard, to illuminate winning bets.
- b) A horizontal or vertical wheel, divided into segments from one (1) to six (6) (representing dice faces) is used, with three arrows or balls used to indicate winning segments.

10.8.3 Object of the Game.

- a) Each Player attempts to select the individual number or combination of numbers that shall appear on the wheel.

10.8.4 Betting and Limits

Big and Small. . . . .	\$1 to \$100
All Other Bets. . . . .	\$1 to \$10



**SECTION: 10.8 RULES OF PLAY - SIC BO**

10.8.5 Payoffs - **see next page**

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**PAYOFFS**

<b>Singles</b>	Pays 1 to 1 if number appeared on One Die Pays 2 to 1 if number appeared on Two Dice Pays 3 to 1 if number appeared on Three Dice
<b>Two Dice Combinations</b>	Any two of the three dice combination match selection, pays 5 to 1. Selected 2 of a kind appear out of three dice as a pair (Double), pays 8 to 1
<b>Total Number of Three Dice</b>	If the total of the three dice is: 4 or 17   ... 1 wins 50 5 or 16   ... 1 wins 18 6 or 15   ... 1 wins 14 7 or 14   ... 1 wins 12 8 or 13   ... 1 wins 8 9 or 10 or 11 or 12 ... 1 wins 6
<b>Triples and Any Triple</b>	Triples pay 150 to 1. Any Triple pays 24 to 1.
<b>Big and Small</b>	<b>Big</b> Total of dice is 11 to 17 – pays 1 to 1 <b>Small</b> Total of dice is 4 to 10 – pays 1 to 1

**SECTION: 10.8 RULES OF PLAY - SIC BO**

10.8.6 Procedures

- a) Dealer shall announce No more bets. Bets shall not be accepted after dealer's announcement.
- b) Only dealer shall spin indicators or throw balls.
- c) After indicators or balls have stopped, dealer shall announce winning numbers, immediately entering numbers on keyboard to illuminate layout. If after dealer's call indicator slips to another space, dealer's call shall prevail.
- d) Dealer picks up all losing bets (does not sweep). Bets shall be picked up from player to dealer, outside in.
- e) Dealer shall then pay all winning bets. Bets shall be paid from player to dealer, outside in. When wheeler is assisting, wheeler may pass winning bets from dealer to player.
- f) All winning bets with a payoff of 3 to 1 or less shall be paid using colour-for-colour. All winning bets with a payoff of over 3 to 1 may be paid using conversion, provided dealer announces conversion payout and pit boss personally supervises payoff.
- g) After all bets have been paid, dealer shall turn off illumination and commence a new game.
- h) Casino facility licensee shall ensure that all lighting equipment is functioning properly at all times.

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**SECTION: 10.9 RULES OF PLAY - APPROVED WHEELS OF FORTUNE**

**10.9 APPROVED WHEELS OF FORTUNE**

10.9.1 Wheels of fortune shall be spun by Dealer a minimum of three (3) revolutions.

10.9.2 As wheel is spun, Dealer shall announce "No more bets". After announcement, any bet(s) placed on layout is void and shall be so declared and immediately returned to bettor.

10.9.3 Space in which indicator rests after wheel has stopped is winning space. Dealer shall call winning space, take losing bets from layout and pay winners. If after Dealer's call indicator slips to another space, Dealer's call shall prevail.

10.9.4 Every space on a wheel of fortune shall be playable on the layout by Player.

10.9.5 No wheel configuration shall have the same number of spaces for different payoffs.

10.9.6 No wheel of fortune shall have a mathematical house advantage exceeding twenty-five (25) percent.

10.9.7 Betting and Limits

- a) Betting limits are \$.25 to \$25.00;
- b) Individual casinos may establish their own Wheel of Fortune limits through House Rules within this range.
- c) Limits must be clearly posted.

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**SECTION: 10.10 RULES OF PLAY - CARIBBEAN POKER - PROGRESSIVE**

**10.10 CARIBBEAN POKER - PROGRESSIVE**

10.10.1 General Description

- a) There are two types of Caribbean Poker:
  - i) Caribbean Stud Poker; and
  - ii) Caribbean Draw Poker.
- b) Caribbean Draw is a five card stud poker game played with a standard deck of 52 cards.
- c) Players have the option to discard and draw up to two cards. Plastic coated cards are recommended.
- d) The automatic shuffler, approved by the Commission shall be used.
- e) A separate optional wager may be made which will entitle the player to the allotted portion of the progressive jackpot should the player achieve one of the qualifying hands.

10.10.2 Object of the Game

- a) Players attempt to achieve a higher poker hand than the dealer. Poker hands are ranked as follows:
  - i) High Card
  - ii) One Pair
  - iii) Two Pair
  - iv) Three of a Kind
  - v) Straight
  - vi) Flush
  - vii) Full House
  - viii) Four of a Kind
  - ix) Straight Flush
  - x) Royal Flush

10.10.3 Betting and Limits

Ante: \$5 - \$50  
Bet: \$10 - \$100  
Progressive: \$1

**SECTION: 10.10 RULES OF PLAY - CARIBBEAN POKER - PROGRESSIVE**

10.10.4 Payout Schedule

- a) The payout schedule and qualifying progressive hands shall be posted at each table.
- b) Ante pays 1 to 1.
- c) Bets shall be paid according to each hand:

	<u>Stud</u>	<u>Draw</u>
i) 1 Pair or less	1 to 1	1 to 1
ii) 2 Pairs	2 to 1	1 to 1
iii) 3 of a Kind	3 to 1	2 to 1
iv) Straight	4 to 1	3 to 1
v) Flush	5 to 1	5 to 1
vi) Full House	7 to 1	7 to 1
vii) 4 of a Kind	20 to 1	20 to 1
viii) Straight Flush	50 to 1	50 to 1
ix) Royal Flush	100 to 1	100 to 1

- d) Progressive jackpot: Qualifying hands and payouts shall be:
  - i) Royal Flush (any suit) 100% of posted progressive jackpot
  - ii) Straight Flush (any suit) 10% of posted progressive jackpot
  - iii) Four of a Kind \$500
  - iv) Full House \$100
  - v) Flush \$50

10.10.5 Sequence of Play

- a) Dealer shall fully inspect both decks of playing cards before shuffling. Where a card is missing or flawed, the entire deck shall be replaced.
- b) The automatic shuffler shall be used as per manufacturer's instructions. A box cut or riffle may be done prior to placing the deck in the shuffler.

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- c) Players shall place the following bets prior to the hands being dealt:
  - i) Ante: player must place a bet in the betting area marked Ante; and
  - ii) Progressive: player may make a bet on the progressive jackpot by placing a \$1 chip in the designated slot. It is the player's responsibility to ensure that the light turns on when placing the bet.
- d) Before each hand is dealt, the dealer will announce "*No more bets*" and will press the coin-in button on the key pad.
- e) The dealer will deal out one round of cards from left to right to each player and then to dealer, face down, and continue for five rounds.
- f) Cards will be slightly spread on delivery to verify the number of cards dealt to each position.
- g) The automatic shuffler releases five cards each time. When the dealer removes the first set of cards, the next five cards are released.
- h) The dealer then pushes the button on the automatic shuffler to "*countdown*" the remaining cards in the machine.
- i) Players may then pick up their cards and decide if they wish to bet or fold. This is the **ONLY** time during the game when the Players are allowed to touch the cards.
- j) Players are **NOT** allowed to communicate information about their hand, in any way, to other Players during the game.

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- k) The game then progresses according to which Caribbean Poker game is being played.

10.10.6 Caribbean Stud Poker

- a) The dealers' last card is turned face up.
- b) If the player decides to fold, the dealer collects the ante and spreads the cards (face down), counts them and places them in the discard holder.
- c) If the player decides to bet, dealer will verify that the bet is exactly twice the amount of the ante.
- d) The dealer then turns over the remaining dealers cards and creates the best possible poker hand.
- e) If the dealers' hand does not have a poker value of Ace and King or better:
- i) dealer announces no hand and immediately pays all ante bets;
  - ii) dealer will spread, count and collect all players' cards and bets individually; and
  - iii) where a player has a hand which qualifies for the progressive jackpot, dealer will leave the cards on the table and call the Pit Supervisor.
- f) If the dealer's hand has an Ace and King or better, the dealer compares their hand to each player's hand individually and the highest poker hand wins.
- g) All players' hands must be placed on the table before the dealer begins to take or pay the hands. Bets may be paid using colour for colour or conversion **providing** Dealer announces "**Conversion Payout**".

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**SECTION: 10.10 RULES OF PLAY - CARIBBEAN POKER - PROGRESSIVE**

10.10.7 Caribbean Draw Poker

- a) The player may now do one of the following:
- i) Stand: places cards in the area marked "**Cards**" and adds an amount equal to double their ante in the area marked "**Bet**".
  - ii) Draw: cards to be kept (3 or more) are placed face down on the circle marked "**Cards**". The cards to be discarded (2 or less) are placed face down on the arc in front of their Coin Acceptor. They then add an amount equal to double their ante in the area marked "**Bet**".
  - iii) Fold: places all five cards face down on the arc in front of their Coin Acceptor and forfeit their ante and any progressive bet. Dealer will spread the players discarded hand face down to verify there are five cards, and then places them in the discard rack and collects the ante.
  - iv) Declare that they qualify for a progressive payout. Dealer will display these cards, and call pit supervisor to verify the progressive win.

NOTE: Progressive jackpot payouts are paid based **ONLY** on the initial five cards of play. The player has the option in Caribbean Draw to try to improve his/her hand for the Bet Odds. This should only happen if the player has a flush with four of the cards a Straight Flush and the player tries for the Royal Flush or Straight Flush draw.

- b) Before players receive additional cards, dealers will verify that all players have folded or bet and place discards into the designated table area.
- c) Places "*counted down*" cards in left hand.

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- d) Starting from left to right, dealer will verify the number of each player's discards with the number of cards held.
- e) Upon verification of discards the dealers places them in the discard rack.
- f) Using the cards which have been "*counted down*" the dealer now completes each player's hand starting on the left.
- g) Cards in the card circle are spread face up and any draw cards to complete the hand are dealt face up.
- h) Dealer then turns their cards over and arranges them in descending rank, from left to right.
- i) Dealer stands if they are dealt a hand of rank Straight or higher.
- j) Any hand less than a Straight, the dealer must discard and draw according to the chart entitled "*Dealer Draw Rules*" on the following page.

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**DEALER DRAW RULES**

The dealer must stand, and cannot draw cards, when dealt the following hands:

Royal Flush  
Straight Flush  
Four of a Kind  
Full House  
Flush  
Straight

The dealer must discard and draw one card only, when dealt the following hands:

Two Pair - keep both pairs  
Four Card Inside-Straight (without a pair)  
Four Card Open-End-Straight (without a pair)  
Four Card Inside-and Open-End-Straight; the Dealer must play for the Outside-Straight  
Four Card Flush and Four Card Open-End-Straight; the Dealer must play for the Flush  
Four Card Flush (without a pair)

The dealer must discard and draw two cards when dealt the following hands:

Three of a Kind  
Any pair - (Dealer must keep the pair and the highest of the other three cards)  
No pair; the dealer must keep the highest three cards

- k) Dealer must discard appropriate number of cards before dealing their replacements.
- l) Dealer then places remaining cards in discard rack.

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- m) If the dealer's hand does not have a poker value of a pair of eights or better:
  - i) dealer announces no hand and immediately pays all ante bets;
  - ii) dealer will spread, count and collect all players' cards individually; and
  - iii) where a player has a hand which qualifies for the progressive jackpot, dealer will leave the cards on the table and call the Pit Supervisor.
- n) If the dealer's hand has a pair of eights or better, the dealer compares their hand to each player's hand individually and the highest poker hand wins.

**10.10.8 Settlement**

- a) After each hand has been spread, it is compared individually to the dealers hand and then paid or taken as required.
- b) Dealer and player having the same poker hand denotes a tie and dealer announces a push.
- c) Dealer must pay ante and bet separately.
- d) Bets may be paid using colour for colour or conversion, **provided** Dealer announces "**Conversion Payout**".
- e) Once all hands have been dealt with and before shuffling, the dealer will press "*Game over*" on the key pad.

**10.10.9 Progressive Jackpot Settlement**

- a) Once a player's hand is confirmed by the pit supervisor as a winning progressive jackpot hand the payout will be documented on a payout slip containing the following information:

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Amount of payout;  
Date;  
Time;  
Table number;  
Winning hand;  
Dealer's signature;  
Pit supervisor's signature; and  
Games Manager's and monitor personnel's  
signatures for straight flush and royal flush  
payouts only.

- b) The dealer will input the hand into the key pad and verify the winning hand and payout.
- c) After verifying the hand and payout, the pit supervisor will insert a key into the lower progressive lock, turn the key to the right which causes the computer to subtract the jackpot payout from the progressive jackpot amount displayed on the table signs and computer monitor.
- d) Progressive payouts will be made from the tray unless they are Straight Flush or Royal Flush.
- e) If the winning hand is a straight flush or a royal flush, both the Games Manager and the monitor room personnel must verify the winning hand. The surveillance tape will be viewed, labelled and saved for future reference.
- f) If the progressive payout is a Straight Flush or Royal Flush the Games Manager will record the jackpot as part of the records kept by the casino facility licensee and submitted to the Commission on a monthly basis.
- g) The Games Manager will prepare the check and complete the payout slip.
- h) Once the Games Manager has paid out the player, they will insert the top jackpot key and turn to the right, verifying the progressive amount.

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- i) The Games Manager will activate the "Process Jackpot" function on the progressive computer.
- j) Games Manager will record Jackpot Payouts on Payout slip showing breakdown (i.e. cheque value and chip value). This slip is then turned in to Advisor.

**10.10.10 Recording the Progressive Meter**

- a) As part of the table opening procedures, the pit supervisor shall ensure that the hardcount meter is recorded and this information is forwarded to the Count Room.
- b) As part of daily closing procedures, the pit supervisor will ensure that the hardcount meter is recorded and this information is forwarded to the Count Room.
- c) The hard count will be balanced prior to turning in daily computer summary to the Advisor.

**10.10.11 Irregularities**

- a) Incorrect amount of cards to one player constitutes a dead hand for that player only.
- b) More than five cards dealt to the dealer - all hands in that game are dead and a new game begins.
- c) Less than five cards dealt to the dealer - the dealer will draw the next card(s) from the deck to complete their hand.
- d) If a card is dealt face up on the table when it should have been face down, the dealer corrects its direction and the card continues to be played.
- e) Under NO circumstances are dealt cards ever "*backed up*".
- f) In case of automatic shuffler malfunction, Alternate Hand Shuffle shall be used.

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g) Alternate Hand Shuffle

- i) This shuffle will be done in emergency situations only, when the automatic shuffler has mechanical problems.
- ii) The dealer will take one-third of the cards from the bottom of the deck, placing it on top of the remaining two-thirds, squaring the deck and shuffling.
- iii) The deck will be shuffled twice as above, and stripped top to bottom 5 times.
- iv) Deck will be shuffled once more in the same manner as above in ii).
- v) AGLC, by way of a Discrepancy Report, will be advised should the alternate hand shuffle be used on that particular day.

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**SECTION: 10.11 RULES OF PLAY - LET IT RIDE**

**10.11 LET IT RIDE**

10.11.1 General Description

- a) Let It Ride is a five-card stud poker game played on a "blackjack" size table.
- b) The game is played with a single 52-card poker deck.
- c) An automatic shuffler approved by AGLC shall be used.
- d) Each player must place three equal bets on the table in the three betting spots marked (1), (2), and (\$).
- e) Each player will be dealt three cards to be used with the dealer's two community cards to form a five-card poker hand.

10.11.2 Object of the Game

- a) Player attempts to achieve a five card poker hand of a pair of 10's or better.
- b) Poker hands are ranked as follows:
  - i) Pair of 10's or better
  - ii) Two Pair
  - iii) Three of a Kind
  - iv) Straight
  - v) Flush
  - vi) Full House
  - vii) Four of a Kind
  - viii) Straight Flush
  - ix) Royal Flush

10.11.3 Betting and Limits

- a) Betting limits per designated spots shall be:
  - i) \$3 to \$10.
- b) Three equal bets are placed for each of the three designated spots (marked 1, 2, and \$) in each betting position.
- c) Each player can play or exercise control over only one hand.

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- d) Players may not place new bets until dealer has finished collecting losing bets and paying winning bets.

**10.11.4 Payout Schedule**

- a) The payout schedule shall be posted at each betting position;
- b) Bets shall be paid according to each hand:
- |       |                        |          |
|-------|------------------------|----------|
| i)    | Pair of 10's or better | 1 to 1   |
| ii)   | 2 Pairs                | 2 to 1   |
| iii)  | 3 of a Kind            | 3 to 1   |
| iv)   | Straight               | 5 to 1   |
| v)    | Flush                  | 10 to 1  |
| vi)   | Full House             | 15 to 1  |
| vii)  | 4 of a Kind            | 25 to 1  |
| viii) | Straight Flush         | 100 to 1 |
| ix)   | Royal Flush            | 500 to 1 |

**10.11.5 Sequence of Play**

- a) Dealer shall fully inspect both decks of playing cards before placing one deck in the automatic shuffler. A box cut or riffle may be done prior to placing the deck in the shuffler. An alternate shuffle will be done should the automatic shuffler have mechanical problems.
- b) Dealer gives three cards to each player, face down, slightly fanned, the last three cards are spread in front of the tray from left to right. The card on the left (bottom card) is burned, leaving two community cards in front of the dealer/tray.
- c) Players may then pick up their cards and decide if they wish to "Let It Ride".
- i) If player decides to stay in they "wave off";
- ii) If player decides to take their bet back they make a "scratching motion". These motions are the same indicator hand signals as made for a card or not in blackjack.

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- d) Player can see only three cards at this point;
- e) Starting on first betting position on left, dealer asks for decision from each player in succession.
- f) Once dealer has received signal from the player, dealer shall:
  - i) if player wishes bet back - with open hand facing up to camera, push bet back from spot marked 1.
  - ii) if player wishes to "Let It Ride" - Dealer shall then tip the bet on the last spot marked \$ to enable player to tuck his cards under and move to next player's hand for next decision.
- g) After all players have made their decisions the dealer shall turn up the first community card (card on left).
- h) Dealer then starts again at first betting position to ask if the player wishes his bet from spot marked 2 to stay in.
- i) Player decisions are influenced by the three cards in his/her hand, together with the one exposed card in front of the Dealer/Tray;
- j) After player makes his decision dealer shall either return player's bet as in (f), i) above or "Let It Ride".
- k) Dealer shall then tip the bet on the last spot marked \$ to enable player to tuck his cards under.
- l) The third bet must always stay in play until the hand is completed.
- m) After all player decisions have been made and cards are tucked under, dealer shall turn second community card.
- n) Starting on the dealer's right, the dealer shall turn over players hand and pay or take bets in accordance with payout schedule.

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o) Once all bets have been paid or taken the dealer shall then pick-up all cards from right to left (as in blackjack procedures).

p) Cards shall be replaced at regular intervals, and if they are worn, marked, broken or damaged in any way.

**10.11.6 Opening and Closing**

a) Opening and closing of the "Let It Ride" table will be done within the context of Terms & Conditions in the same manner as all other games on the floor.

**10.11.7 Settlement**

a) Bets are paid or taken starting on dealer's right and continuing to the left.

b) Each of the bets will be paid or taken individually.

c) Bets may be paid using colour for colour or conversion, provided the dealer announces "Conversion Payout".

d) Straight Flush/Royal Flush

i) Should a player achieve a Straight Flush or Royal Flush, dealer will immediately notify Pit Boss or Supervisor to confirm the hand.

ii) The Monitor Room will be contacted and requested to photograph the winning hand. The surveillance tape will be viewed and labelled and held for seven (7) days.

iii) Deck will then be proved down (sorted back into suits and counted to ensure deck is complete) assuring cards have not been tampered with.

iv) The player will determine the amount of payout in chips and/or cheque.

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- v) The Facility Licensee will accommodate the player with a cheque and/or chips, and document the following information:
  - Total amount of payout on winning hand;
  - Date/Time/Table Number;
  - Winning Hand i.e. - Straight Flush/Royal Flush;
  - Dealer's Signature/Pit Boss Signature/Player's Signature or Initial;
  - Amount paid out in chips;
  - Amount paid out by cheque.
- vi) This documentation will be forwarded to the Count Room for the Count Room Advisor to take into account at the settlement time with the Charity.

**10.11.8 Irregularities**

- a) If it is discovered that any player hand(s) received more or less than three cards during the dealing process, all cards will be reshuffled.
- b) If it is discovered that any player hand(s) received more or less than three cards during PLAY that hand(s) will be considered dead, and play will resume.
- c) Incorrect number of cards in the community hand constitutes a dead hand for the table, and all cards will be burned.
- d) Exposed Cards - Should community cards inadvertently be exposed during the deal, they will be handled as follows:
  - i) If first card is exposed, it will play. Players will act on first two bets based on the knowledge of four cards.

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- ii) If second card only is exposed, it will take place of the first card, and first card will then take the place of the second card.
- iii) If both cards are exposed, all hands will be declared dead, and a re-shuffle will occur.
- e) Alternate Hand Shuffle
  - i) This shuffle will be done in emergency situations only, when the automatic shuffler has mechanical problems.
  - ii) The Dealer will take one-third of the cards from the bottom of the deck, placing it on top of the remaining two-thirds, squaring the deck and shuffling.
  - iii) The deck will be shuffled twice as above, and stripped top to bottom 5 times.
  - iv) Deck will be shuffled once more in the same manner as above in ii).
  - v) AGLC, by way of a Discrepancy Report, will be advised should the alternate hand shuffle be used on that particular day.
- f) If Alternate Hand Shuffle is used, cards will be dealt as follows:
  - i) Dealer will determine number of players in hand;
  - ii) once dealer has determined number of players he will add himself to determine total number of hands to be dealt;
  - iii) starting on dealer's left, each hand is dealt three (3) cards;
  - iv) cards must be dealt directly in front of tray;
  - v) once all hands have been dealt, dealer will count down remaining cards and place in discard rack;

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- vi) if the remaining cards number more or less than they should the Pit Boss shall be notified, and cards are re-shuffled and re-dealt;
- vii) starting again on dealers left, dealer will deliver first stack of cards to appropriate spot on table; and
- viii) play proceeds as normal.

**10.11.9 Let it Ride – Bonus**

- a) If a player wishes to participate in the bonus version an additional bet is to be placed in the designated area on the layout.
- b) Only the player controlling the square may participate in this option. No other player may take this bet should the player decide to abstain.
- c) All bets will be placed prior to any cards being dealt.
- d) After all players have placed their bets dealer will call “ no more bets”.
- e) Dealer will then press the “lockout” button, and play will proceed as in 10.11.5.
- f) After play has been completed dealer will press the “Enter Bonus Hand” or “Game Over” button.

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10.11.10 Bonus Payout Settlement

- a) Once a winning hand is confirmed by the Pit Boss as winning bonus payout the dealer will input the hand and player position into the keypad and verify the winning hand and payout. The dealer will then pay the player and press the clear button and proceed as in 10.11.5.
- b) The Games Manager will verify the payout to the player and record the payout as part of the records kept by the casino facility licensee.
- c) If the winning hand is a Straight Flush or Royal Flush, follow procedures in 10.11.7(d).

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10.11.11 Bonus Payout Schedule

a) Operators may use either of these two paytables;

Bonus Paytable 1

Two Pair	\$4
Three of a kind	\$8
Straight	\$25
Flush	\$50
Full House	\$75
Four of a Kind	\$100
Straight Flush	\$2000
Royal Flush	\$10,000

Bonus Paytable 2

Three of a Kind	\$5
Straight	\$25
Flush	\$50
Full House	\$200
Four of a Kind	\$400
Straight Flush	\$2000
Royal Flush	\$10,000

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**SECTION: 10.12 RULES OF PLAY - WILD JACKPOT POKER**

**10.12 WILD JACKPOT POKER**

10.12.1 General Description

- a) Wild Jackpot Poker is a five-card poker game played with a standard deck of 52 cards with the addition of two jokers.
- b) Deck must be distinctly different from other cards used in the casino.
- c) An automatic shuffler, approved by the Commission, shall be used.

10.12.2 Object of the Game

- a) Players attempt to achieve a higher poker hand than the dealer. Poker hands are ranked as follows:
  - i) High Card
  - ii) One Pair
  - iii) Two Pair
  - iv) Three of a Kind
  - v) Straight
  - vi) Flush
  - vii) Full House
  - viii) Four of a Kind
  - ix) Straight Flush
  - x) Five of a Kind
  - xi) Royal Flush

10.12.3 Betting and Limits

- a) Betting limits per space shall be:

Bet: \$5 - \$100
- b) Each player may play or exercise control over only one hand.
- c) The jackpot wager will be placed on the pot of gold.
- d) Betting limits and house rules shall be clearly posted at each table.
- e) Players may not place new bets until dealer has finished collecting losing bets and paying winning bets.

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10.12.4 Payout Schedule

- a) Bets pays 1 to 1.

Exceptions:	BIG HAND BONUS
Natural Royal	50-1
Wild Royal	10-1
Five of a Kind	5-1
Straight Flush	3-1

- b) Tie hands will result in a push; the dealer will not pay or take original wager.
- c) The payout schedule shall be posted at each table.

10.12.5 Sequence of Play

- a) Dealer shall inspect both decks of playing cards before placing one deck in the automatic shuffler. A box cut or riffle may be done prior to placing the deck in the shuffler. An alternate shuffle will be done should the automatic shuffler have mechanical problems.
- b) The automatic shuffler shall be used as per the manufacturer's instructions.
- c) Players shall place their bets prior to the hands being dealt.
- d) Before each hand is dealt, the dealer will announce "No more bets."
- e) The dealer will deal out one round of cards from left to right to each player, face down.
- f) Cards will be slightly spread on delivery to verify the number of cards dealt to each hand.
- g) The player's cards will be placed in the area between the joker and the draw area.
- h) Dealer will then place their cards directly in front of tray, face down.

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- i) The dealer than pushes the button on the automatic shuffler to “countdown” the remaining cards in the machine.
- j) Once all cards have been delivered, players will look at their cards. If dealt a straight or better on their original 5 cards, they place them face up on the table and are paid as an automatic winner.
- k) If players are not dealt a straight or better, they may now do one of the following:
  - i) Stand: places cards between the area marked Bet and the area marked Draw.
  - ii) Draw: cards to be kept (4) are placed face down between the area marked Bet and the area marked Draw. The card to be discarded (1) is placed in the area marked Draw.
- l) Once players have discarded, the dealer will pick up each player’s discard and give each player a new card face down on their other 4 cards. Players are NOT allowed to look at their new card.
- m) One the dealer has given each player their new card, the dealer will receive a 6th card face down on their 5 original cards. The dealer will then select the best 5 card poker hand and discard the extra card.
- n) Starting on the dealer’s right, the dealer shall turn over the player’s hands and take bets in accordance with payout schedule.
- o) Cards shall be replaced at regular intervals and if they are worn, marked, broken or damaged in any way.

**10.12.6 Settlement**

- a) After each hand has been spread, it is compared individually to the dealers hand.

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- i) If the player has a lower ranking hand, the dealer will take his losing wager and then his cards.
  - ii) Should a player have a better ranking hand, the dealer will leave player's cards face up.
  - iii) Once all players hands have been opened, the dealer starting on his right will now go back and pay all winning hands.
  - iv) Dealer and player having the same poker hand denotes a tie and dealer announces a push.
- b) Bets may be paid using colour for colour or conversion, provided Dealer announces "Conversion Payout".

**10.12.7 Big Hand Bonus**

- a) Once a player's hand is confirmed to be a BIG HAND BONUS, the dealer shall notify the pit supervisor.
- b) Royal Flush with Jokers/Royal Flush
  - i) Should a player achieve a Royal Flush with Jokers/Royal Flush, dealer will immediately notify Pit Boss or Supervisor to confirm the hand.
  - ii) The Monitor Room will be contacted and requested to photograph the winning hand.
  - iii) The player will determine the amount of payout in chips and/or cheque.

**10.12.8 Irregularities**

- a) Incorrect amount of cards to one player constitutes a dead hand for that player only.
- b) More than six cards dealt to the dealer - all hands are dead. No exceptions.
- c) Less than six cards dealt to the dealer - the dealer will draw the next card(s) from the deck to complete their hand.

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- d) If a card is dealt face up on the table when it should have been face down, the Dealer corrects its direction and the card continues to be played.
- e) Under NO circumstances are dealt cards ever “backed up”.
- f) In case of automatic shuffler malfunction, only Alternate Hand Shuffle shall be used.
- g) Alternate Hand Shuffle
  - i) This shuffle will be done in emergency situations only, when the automatic shuffler has mechanical problems.
  - ii) The Dealer will take one-third of the cards from the bottom of the deck, placing it on top of the remaining two-thirds, squaring the deck and shuffling.
  - iii) The deck will be shuffled twice as above, and stripped top to bottom 5 times.
  - iv) Deck will be shuffled once more in the same manner as above in ii).
  - v) AGLC, by way of a Discrepancy Report, will be advised should the alternate hand shuffle be used on that particular day.
- h) If Alternate Hand Shuffle is used, cards will be dealt as follows:
  - i) Dealer will determine number of players in hand;
  - ii) once dealer has determined number of players he will add himself to determine total number of hands to be dealt;
  - iii) starting on dealer’s left, each hand is dealt to each square, one card at a time, totalling five(5) cards;
  - iv) cards must be dealt in front of tray;

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- v) once all hands have been dealt, dealer will count down remaining cards and place in discard rack;
- vi) if the remaining cards number more or less than they should the Pit Boss shall be notified, and cards are re-shuffled and re-dealt;
- vii) starting again on dealers left, dealer will deliver first stack of cards to appropriate spot on table; and
- viii) play proceeds as normal.

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**SECTION: 10.13 RULES OF PLAY - TILE PAI GOW**

**10.13 TILE PAI GOW**

**10.13.1 General Description**

Pai Gow literally translates into “Card Nine” and is a Chinese game played with dominoes, or tiles with dots. There are thirty-two tiles in Pai Gow, giving eight hands of four tiles each. The tiles are set into two hands of two tiles each: one low hand and one high hand. The value of each tile is given at the end of this section. The red spots are not relevant to the ranking of the tiles and their only function is to help distinguish one tile from the other.

**10.13.2 Object of the Game**

The object of the game is to set the two hands in the best “ranking” combinations: the highest ranking combination (high hand) and a second highest combination (low hand). In turn, the bank will compare its low hand with the players’ low hand the highest hand wins. Then, the bank compares its high hand with the players’ high hand and again, the highest hand wins. In order to win, players must win both hands. Players lose when the banker wins both hands. If the banker wins one hand and the player wins the other, it is a push.

**10.13.3 Tile Rankings**

- a) The highest ranking hands in Pai Gow are pairs.
- b) The next highest two-tile ranking combinations are the Wongs and Gongs.
  - i) A wong is any twelve tile or two tile combined with any 9; and
  - ii) A gong is any twelve tile or two tile combined with any 8.
- c) After this, the hands are ranked in numerical value (9 through 0), but each individual tile has a ranking. If both the bank and player have tiles with the same numerical total, the hand with the highest individual ranking tile wins. Tile ranking applies only to the highest tile from each hand.

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- d) If both the player and the bank have the same total and the same high tile, the BANK wins.
- e) Pairs, wongs, gongs and individual rankings are shown at the end of this section.

**10.13.4 Betting and Limits**

- a) Betting limits shall be \$10 - \$100, \$20 - \$200 or \$25 - \$500.
- b) Where players play more than one hand, limits are as follows:

<u># of Hands</u>	<u>\$10 - \$100</u>	<u>\$20 - \$200</u>	<u>\$25 - \$500</u>
One	\$10 - \$100	\$20 - \$200	\$25 - \$500
Two	\$20 - \$100	\$40 - \$200	\$50 - \$500
Three (Max)	\$100 each hand	\$200 each hand	\$500 each hand

- c) Players playing more than one hand must play adjacent squares and set the first hand before proceeding to the next.
- d) Partner betting is allowed. Refer to Subsection 9.12 for partner betting provisions.

**10.13.5 Commission**

- a) The House will charge a 5% commission on all winning player bets plus a 5% commission on all NET player-banker wins.
- b) If the player-banker loses money, no commission is taken, but commission is taken on any amount that the player-banker wins after all bets are paid out.
- c) The commission will always be charged to the nearest \$10. For example:

\$25 - rounded to \$30 and commission is \$1.50

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\$74 - rounded to \$70 and commission is \$3.50

**10.13.6 Dealers**

- a) One or two dealers may be used to deal the game.
- b) If a second dealer is used, then that dealer will alternately either mix or stack the tiles, but will not distribute tiles to the players.
- c) The second dealer is also responsible for monitoring all activities at the table.

**10.13.7 Shuffle or Mix**

- a) At table opening or on a dead game, all tiles will be face up in ranking order.
- b) When player(s) arrive and it is evident that all correct tiles are present, tiles are turned face down on the layout.
- c) The dealer will mix the 32 tiles using both hands with a clockwise, counter-clockwise rotation motion, lifting hands from tiles after each rotation. A thorough mix is essential to ensure randomness. Dealer makes three to five rotations of the tiles.
- d) Once all tiles are thoroughly mixed, the dealer will make eight stacks containing four tiles each and place the stacks in one row in front of the tray.
- e) Should one or more tiles be accidentally uncovered during the mix, it shall be turned face down again and thoroughly mixed with the other tiles.
- f) If one tile is uncovered during stacking, play will continue unless the exposed tile is a Teen (12) or Day (2). If a Teen or Day is exposed during stacking, all the tiles will be remixed in a complete shuffle.
- g) If two or more tiles are uncovered during stacking, all tiles will be re-mixed and stacked again.

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- h) The supervisor of the game will always have the option to call for a re-shuffle in the event of suspected tile tracking or insufficient mix of the tiles.

**10.13.8 The Deal**

- a) After the tiles are stacked, the deal is ready to commence.
- b) A standard Pai Gow dice cup containing three dice is shaken and the dice total announced.
- c) The bank is always #1, 9 and 17 and, counting from right to left, the hands are now distributed (e.g. if the dice roll had a total of 12, the house was banking, spot #3 would receive the first stack of tiles, then spot #4, etc.). There **MUST** be one dead hand that is not shown.
- d) When the house is banking or co-banking, the standard delivery method is used. When a player is banking, other delivery methods are allowed (see Subsection 10.13.9).
- e) The stacks are placed to the right of the players' bets.
- f) The house tiles are placed toward the centre of the layout.
- g) The dead hand tiles are placed to the left of the dealer (left side of chip tray).
- h) The bank marker is placed on the banker's hand which is not set until all other players have set their hands.
- i) When all hands have been distributed, the dice cup is covered with the lid, and placed to the right of the dealer (right side of chip tray).
- j) Any tiles distributed to empty spots will now be brought in face down and stacked and placed in front of the chip tray.

**10.13.9 Delivery Methods for Hand Distribution**

- a) Standard Delivery:

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- i) This method must be used when the house is banking or co-banking, but may also be selected by the player-banker.
- ii) The first stack on the right is pushed forward approximately 1", and this is the first stack delivered. The next stack on the right is delivered to the next spot, from right to left. This continues until all stacks have been delivered.
- iii) If the player-banker chooses this method, he may choose to start from the right or the left.

The remaining delivery methods may be selected only by the player-banker

b) Four Flat:

- i) The first two stacks on the right will be pushed forward approximately 1".
- ii) The first four tiles delivered will be the top two tiles from each of these two stacks.
- iii) The four bottom tiles are delivered next.
- iv) The remaining stacks will be delivered from right to left in the same manner.
- v) The same delivery method can be used starting from the left side.
- vi) When choosing this delivery, the player-banker must determine if he/she wants to start from the right or the left.

c) Four on Top:

- i) The first four stacks on the right are pushed forward approximately 1".
- ii) The top tile from each of these stacks is delivered first.
- iii) The second tile from each stack is delivered as the next hand. Delivery proceeds in this manner until all tiles from the right stacks are delivered.

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- iv) The next hand is made up of the top tile from each of the four left stacks and the next hand is the second tile from each of the four left stacks, etc., until all tiles are delivered.
- v) The same delivery method can be used starting from the left side. The player-banker must determine if he/she wants right or left delivery.
- d) Four Flat – Middle:
  - i) The middle two stacks are pushed forward approximately 1".
  - ii) The first four tiles delivered come from the top of the two middle stacks.
  - iii) The four remaining tiles are delivered next.
  - iv) The remaining stacks are pushed together, and the two middle stacks are again pushed forward. Delivery continues this way until all tiles are distributed.
- e) Dragon's Head/Phoenix Tail:
  - i) The two stacks on the right are placed on top of the two next stacks on the right. (Now there are two stacks on the right which have 8 tiles in each stack).
  - ii) The first four tiles are delivered from the top of the higher two stacks.
  - iii) The second four tiles are delivered from the top of the four lower stacks.
  - iv) The remaining tiles are delivered in the same manner, alternating from the higher stacks to the lower stacks.
  - v) The player-banker may choose this method starting from either the right or the left side.

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**10.13.10 Setting the Hands**

- a) After each stack of four tiles is distributed, the players must separate the tiles into two 2-tile hands: a high hand and a low hand.
- b) Players must keep their hands on the table when setting their hands. The tiles must always stay within the table area, and above the table.
- c) If the player requests assistance from the dealer to set their hand, the dealer will advise according to the House Way (House Strategy).
- d) Once set, the tiles are placed in front of the bet in two stacks of two, face down.
- e) Only the original seated player may handle and set the tiles, regardless of the number of people playing that spot.
- f) The players may not look at one another's tiles until they have completed their hand. They may then look and/or help another player.
- g) Players may not rearrange their tiles once they have been set.
- h) The house will always set its hand last. When all the players' hands have been set and placed in front of their bets, the dealer will remove the bank marker from the house hand and place to the left of the tray. The dealer will now turn over the house tiles and set the house hand according to house strategy.

**10.13.11 House Way (House Strategy) for Setting Dealer's Hands**

Dealers must set their hands according to a specified strategy. The house reserves the right to reset the dealer's hand according to the set strategy, should the dealer fail to do so.

The house Strategy for dealer hands is as follows:

- a) Never split two pairs.

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- b) Where the hand has one pair, this will usually be played as the high hand with the two remaining tiles forming the low hand. However, the following exceptions apply:
  - i) Only split Gee Joon (3,6) when the third tile is a 6 and the fourth tile is a 4, 5 or 6.
  - ii) The house will split a pair of 12's or 2's anytime the resulting hands total 6 and 8 or higher.
  - iii) Split a pair of 7's when the other two tiles are any two of 10, 2, 11 or 12.
  - iv) Split 8's with any two of 10, 2, 11 or 12, or, when the other two tiles are a 9 and 11.
  - v) Split 9's with any two of 10, 2, 12.
- c) Never split 4's, 5's, 6's, 10's and 11's.
- d) Next, look for a Wong, Gong or High Nine, where the hand contains both a 12 and a 2, plus two of 7, 8 or 9, set the 2 in the high hand and the 12 in the low hand. If the hand contains only one of either the 12 or the 2, place the 12 or two in the high hand.
- e) If the hand contains none of the above, use the following guidelines for setting the hand:
  - i) Use the Cheung, or high 6, as the breaking point for determining high/low tiles.
  - ii) If the high hand is less than 7, play the hands as close together as possible.
  - iii) If the hands total 7 - 9 or less, play the highest ranking tile on the low hand. If the hands total 8 - 9 or higher, play the highest ranking tile on the high hand.
  - iv) When setting poor hands, make 8 the cut-off point before giving up the front hand. For example, play 1 - 6 or 2 - 5 instead of 0 - 7, or play 1 - 4 or 2 - 3 before 0 - 5, etc. However, play 0 - 8 before 1 - 7, 2 - 6 or 3 - 5, and play 0 - 9 instead of 1 - 8 or 2 - 7, etc.

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- v) With a 7, 11, white 10 and red 8, play 7 - 9. However, if there is no red 8 or white 10, play 8 - 8.
- vi) With a 2 or 12, white 6, 5 and Gee (3 or 6), play 7 - 9.
- vii) With any 10, 6, 5 and Gee (3 or 6), play 5 - 9.
- viii) Other than listed exceptions above, match the biggest and the smallest tiles, in point total, then use the other two tiles for the second hand.

**10.13.12 Sequence of Play**

- a) Once all hands have been set, the tiles are turned over and read by the dealer, always counter-clockwise from the bank.
- b) If the hand is a winner, the tiles are left face up in front of the player's bet.
- c) If the hand is a losing hand, the bet is removed. (When dealer is bank, the bet is immediately placed in the tray; when a player is banking, the bet is placed in front of the player/banker's betting square, until used for paying winning bets.) The tiles are also removed, and placed in front of the chip tray, face up.
- d) If the hand results in a push, the bet is left, but the tiles are also removed and placed face up in front of the chip tray.
- e) Tiles from losing or push hands from player spots 1, 2 and 3 are placed in front of the tray on the dealer's right. Tiles from spots 4, 5 and 6 and the dead hand are placed on the left side.
- f) Once all winning hands have been paid, tiles from those hands are also stacked as in e) above.

**10.13.13 Banking**

There are three options for banking:

- a) House Bank:

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- i) The house will always bank the first round. Once tiles are mixed and stacked, the right stack is moved forward approximately 1". This will be the first stack delivered.
- ii) The dealer shakes the dice cup three times and places the cup in the centre of the layout, between tray and betting circles.
- iii) The dice cup lid is now removed and placed to the right of the dealer; the dealer announces the total of the dice. If one die is resting on another, or if any dice fall out of the cup, the dealer re-shakes.
- iv) The bank will receive the first hand when the roll of the dice totals 9 or 17. The first square on the dealer's right is spot 1, and receives the first hand when the roll of the dice totals 10 or 18. The next player to the right is spot 2 and will receive the first hand when the total of the dice is 3 or 11. The next spot, #3, will receive the first hand when the total of the dice is 4 or twelve, etc. There MUST be one dead hand in that is not shown.
- v) The hands are distributed according to the outcome of the dice. The dealer/banker's hand is placed in the middle of the layout, and the bank marker is placed on top.
- vi) Any tiles distributed to empty spots are now collected, face down, and placed in front of the tray.
- vii) The players now set their hands.
- viii) Once all players have set their hands, the dealer will set the house hand according to the House Way.
- ix) Starting with the first hand on the right, the dealer turns up all hands and:
  - for losing player hands, bets are taken and placed in the tray, tiles are removed and placed in front of the tray.

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- for push hands, the bet remains and the tiles are removed and placed in front of the tray.
  - for winning hands, the tiles are placed beside the player's bet.
  - x) Winning bets are paid and commission taken.
  - xi) The bank is now offered to the first player on the dealer's right. If the player refuses, the bank is offered to the next player on the right. If he accepts to bank, the marker is left at spot #2; the tiles are mixed and the following player/banker procedures are followed. If no player accepts the bank, the dealer banks for the next hand, and the bank again offered to each player in turn.
- b) Player Bank:
- i) Each player may bank once per rotation with an option to bank a second time before passing the bank. If no player wishes to bank, the house will bank. The house must bank once at the start of each rotation.
  - ii) The player must play at least one hand as player before being permitted to bank.
  - iii) When a player opts to bank, he must bet (or put up) an amount equal to or more than, the posted table maximum bet per one square (that is, if the posted table limit is \$20 to \$200, the player/banker must bet at least \$200 in order to bank).
  - iv) There is no maximum bet for players when another player is banking.
  - v) The dealer may make a house bet against the player/banker of the amount set by the house and posted on the table. This amount can never exceed the posted table maximum bet. The player may also ask the house not to bet.
  - vi) The house bet is placed in the centre of the layout.
  - vii) The tiles are mixed and stacked, and the first stack to be distributed is moved forward about 1". The

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dealer will shake the dice cup once before offering it to the player/banker to shake. The player/banker must shake the cup at least three times before the dice are exposed.

- viii) The hands are distributed according to the total of the dice, but the player/banker now receives the first hand when the dice total 9 or 17. The first player to the right of the player/banker receives the first hand when the total of the dice is 10 or 18, the next player to the right of the player/banker receives the first hand when the total of the dice is 3 or 11, etc.
- ix) The bank marker is placed on the player/banker's tiles until everyone else has set their hands.
- x) Once all players have set their hand, the player/banker may then set his hand. The dealer will set his hand last, according to House strategy. The dealer will settle the house hand first. Once settled, the house hand is either stacked on the left front of the tray if a losing or push hand, or placed in the middle in front of the tray if a winning hand with the house bet placed on top of the tiles. The dealer will then place the player/banker's hand in the front of the layout, and proceed with settlement of the players' hands.
- xi) Losing players' bets are placed in the middle of the layout, beside the player/banker's hands. Tiles are removed and stacked for losing and push hands.
- xii) The dealer will determine the amount needed to cover all winning bets. If this amount is available from the losing bets collected, the dealer will pay winning bets from the collected losing bets.
- xiii) If additional chips are needed to cover all winning bets, the dealer will obtain this amount from the player/banker, and pay all winning bets, always paying the house bet first.
- xiv) Players do not pay commission to the player/banker on winning bets.

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- xv) The dealer will collect a 5% commission from the player/banker's net winnings prior to handing these over to the player/banker.
- xvi) Once a player has banked, the bank will revert to the dealer before being offered to the next player.
- c) House/Player Co-Bank (Optional to each casino facility):
  - i) Where a player would like to bank, but does not want to cover the full action at the table, the house may co-bank on the following conditions:
    - The co-banker must put up 50% of the total bets on the table.
    - The house and co-banker will play the same hand - no additional hand will be played for either.
    - The house will open the tiles and set the hand according to House strategy.
    - House limits will remain in effect.
  - ii) The co-banker will shake the dice and the count for hand placement will begin with the co-banker's spot.
  - iii) The co-banker will not touch the tiles. Once players have set their hands, the dealer will remove the bank marker from the co-banker's tiles, and set the hand.
  - iv) Should the bank hand lose more than it won, the house and co-banker will each put in half of the additional required amount.
  - v) Net winnings will be divided equally between the house and the co-banker, and the dealer will collect 5% commission on the co-banker's net winnings.
  - vi) Once a player has co-banked, the bank reverts to the dealer before it is offered to the next player.

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**10.13.14 Irregularities**

- a) If a player requests assistance from the dealer in setting their hand, the House strategy will be applied.
- b) Games manager will check dice and tiles regularly to ensure that these are not marked, damaged or flawed in any way. Marked equipment shall be replaced immediately. If one tile or die is damaged, the entire set must be replaced.
- c) If the dealer exposes two or more of a player's tiles while passing out the hands, the player will have the option to call the hand dead before looking at the remaining tiles.
- d) If the dealer exposes only one tile, play will continue.
- e) If the player, banker or dealer exposes his own tiles, play will continue.
- f) When the game is dead, dice will be locked in the pit stand or placed in the chip tray with a locked lid covering the chips and dice.
- g) Dealer will ensure that players playing two hands set these in order, and do not go back to the first hand after setting the other.

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**10.14 HANDHELD MINI-BACCARAT**

10.14.1 General Description

- a) Handheld Mini-Baccarat is played on a double layout baccarat table.
- b) Handheld Mini-Baccarat is played with either six or eight decks of cards. Cards used may be regulation baccarat cards which have been approved by the AGLC or a standard card providing they have a unique back different than any other playing card used in the facility.
- d) Cards are dealt from a shoe by a head dealer. Head dealer may utilize a paddle to deliver the appropriate hands to players. When a paddle is not being used to deliver the cards, it is the responsibility of the head dealer to ensure that cards are delivered in such a manner that no cards are exposed prematurely.
  - i) Head dealer is responsible for conduct of the game, including dealing from the shoe and delivering cards. Head dealer must talk through each move, verify buy-ins and insert cash in drop box; and
  - ii) two additional dealers, each responsible for chip transactions on half of the table including, buy-ins, change-ins, paying winning bets and taking losing bets.
  - iii) cards which are discarded after each hand are placed in a slot on the table. (See Section 10.14.9 m) for further information). If standard type cards are to be used, they are to be destroyed after each shoe is completed.

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10.14.2 Object of the game is to bet on the hand that comes closest to nine. Side with nine or closest to nine wins.

- a) Player has the option of betting on the player hand or the banker hand and/or the tie bar. *Only a seated player shall be allowed to bet on the tie line only without a bet on the player hand or banker hand.*
- b) All hands are played according to the Tables of Play, with no deviation allowed.

10.14.3 Point value of cards:

- a) Cards are valued as follows:

Face Cards and Tens. . . . 0  
Aces. . . . . 1  
2 to 9. . . . . face value

- b) When cards in a hand are added together, only last digit counts, eg. 8 + 9 = 17 -- total for hand is 7.

10.14.4 Betting and limits

- a) Betting limits per space shall be:

- i) \$5 - \$100
- ii) \$10 - \$200
- iii) \$25 - \$500

- b) House rules must be established which:

- i) limits the number of spaces each player can play;
- ii) sets the minimum bet if multiple squares are bet by one player;
- iii) sets a maximum tie bar bet.

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- c) A casino facility licensee may set minimum limits for each table higher than the minimums listed above.
- d) It is not necessary to specify in the licence the number of mini-baccarat tables at each limit, only the total number of mini-baccarat tables.
- e) Live camera monitoring must be in effect when high limit games over \$100 are offered.
- f) In cases where multiple squares being played are adjacent and the bet value is equal, a single commission for the total amount required is permitted.
- g) Bets are placed in front of numbered box corresponding to player's position at the table.
  - i) No partner betting is allowed, however, an opposing bet is allowed.
  - ii) Maximum bet is allowed on each position.
  - iii) Table maximum only allowed per betting space.
  - iv) Seated player shall control square.
- h) Betting limits and house rules shall be clearly posted at each table.
- i) Seated player that is "in the game" shall be allowed to complete the bets of other players.
- j) Players must put up the correct commission when betting on the banker hand. The commission is calculated at 5% of the banker bet, and raised up to the nearest \$0.50 in cases where units of \$10 are not wagered. Commission shall be placed in designated area on layout.

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- k) Players may not place new bets until dealer has finished collecting losing bets and paying winning bets.

**10.14.5 Payout Schedule**

- a) Winning bets are paid one to one.
- b) Commission is taken by dealer only when banker hand wins.
- c) When the hands tie, bets on player and banker are pushes. Winning tie bar bets are paid eight to one.
- d) Colour conversion payouts may be used, provided the dealer announces Conversion Payout.

**10.14.6 Commission**

- a) A 5% commission shall be charged on all winning banker hand wagers.
- b) All commissions are payable to the house - not to the player holding the banker hand.
- c) When dealer is the banker, the commission shall be collected on each winning hand at the time of settlement.
- d) Table signage shall include notification of the commission, and that it is payable to the house, not the banker hand.
- e) When "bet completion" (10.14.4 j)) occurs commission payment and placement must adhere to 9.11.1v).



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10.14.7 The Shuffle

- a) Six or eight decks per double layout game may be used.
- b) Regulation Baccarat cards may be shuffled by hand or when using decks of standard cards an approved shuffle machine shall be used.
- c) If using actual Baccarat cards and shuffling by hand, the Baccarat Wash shall be used with Lady Luck Shuffle. See Section 9.8 - Approved Shuffles.
  - i) Lady Luck Shuffle must be done within same pit as the game.
  - ii) If game goes dead, cards from bucket are removed and amalgamated with remaining shoe cards.
  - iii) Lady Luck Shuffle person sorts, verified by Pit Staff.
  - iv) Cut card shall be placed at least 10-15 cards from bottom of pack.
  - v) Shuffled cards shall be placed in a numbered shoe, covered by a clear plastic box and be visible at all times, a record of shoes and the games they are used on shall be kept.
  - vi) Alternate colour decks shall be used on table.
  - vii) If the game goes temporarily dead, a new shoe will be brought in.
- d) Once the pre-shuffled shoe is delivered to the table a single riffle shuffle of all the cards may be done prior to cutting. This procedure is optional.

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- e) As soon as bucket is removed, cards are to be sorted and verified by Pit Staff, after which time the cards are to be held 14 days and then destroyed. This procedure is to be used for all standard or Regulation Baccarat cards.

**10.14.8 Player/Banker Rotation**

- a) A marker button is used to indicate who has the option of turning the hand.
  - i) A button clearly marked **P** will be used for player hand;
  - ii) A button clearly marked **B** will be used for banker hand;
  - iii) The dealer will indicate the designated person by placing the "button" in front of the Tie Line number of the position that person is betting.
  - iv) Players may not touch marker button.
- b) Player showing the highest bet for player will have option of receiving player cards. Highest bet will be defined as highest bet per square or highest accumulated bet. This does not include Tie Line bets.
  - i) The method of determining who will receive the player cards will be set by casino facility licensee and posted in their house rules.
  - ii) If more than one player has the same bet the option shall start at position one, then moves counter clockwise to the highest bet.
- c) Player showing the highest bet for banker will have option of receiving banker cards. Highest bet will be

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defined as highest bet per square or highest accumulated bet. This does not include Tie Line bets.

- i) The method of determining who will receive the player cards will be set by casino facility licensee and posed in their house rules.
- ii) If more than one player has the same bet the option shall start at position one, then moves counter clockwise to the highest bet.
- d) If the player with the highest bet does not want to handle the cards the player with the next highest bet will be given the option to handle the cards.
- e) If all bets are the same for either player or banker the button will commence at position one and then be moved counter clockwise.
- f) The player with the highest bet can handle the cards indefinitely.
- g) If either player or banker has no bet, dealer will deal the hand to the conventional positions, each card being face up.
- h) In case of tie line bet only, there shall be no card turning option. Dealer shall then play both player and banker hands.

10.14.9 Basic Play

- a) Dealer must talk through each of his moves.
  - i) dealer shall announce, "*Baccarat begins, players may bet on either player or bank hand and/or tie bar. All bets on banker hand are subject to a 5% commission;*"

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- b) Players make bet selections.
- c) Dealer:
  - i) places first and third cards dealt (player hand) from the shoe face-down on table;
  - ii) places second and fourth cards dealt (banker hand) face-down under lip of shoe; and
  - iii) brings hands to marked areas in front of tray, as in regular Mini-Baccarat.
  - iv) cards are then passed to either player or banker with the appropriate Marker Button.
    - If no button option the dealer leaves card on appropriate space in front of tray.
- d) Player receives cards delivered face down, then exposes.
  - i) Dealer then collects cards and returns them (face-up) to proper space in front of tray.
  - ii) Dealer announces player hand.
- e) Banker hand is not delivered until player hand is exposed and then announced by dealer.
- f) Dealer then delivers banker hand to player (face-down). Player then exposes banker hand.
  - i) Dealer then collects cards and returns them (face-up) to proper space in front of tray.
  - ii) Dealer announces banker hand.

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- g) Dealer then delivers player's card as dictated by Tables of Play to player. Once player has exposed third card, dealer collects card and places it at right angles with player cards in front of tray making appropriate announcement.
- h) Dealer then delivers banker card as dictated by Tables of Play to player. Once player has exposed third card, dealer collects card and places it at right angles with banker cards in front of tray.
- i) The hit cards (if needed) will not be removed from the shoe until required.
- j) Dealer then announces completed hands.
- k) Dealer will indicate the winning hand in the normal fashion and the chipper will turn the button and move it in front of the winning hand.
- l) When hands are completed, all losing bets are collected, then winning bets paid.
- m) All cards are to be collected and dropped in slot for "bucket" inset into table. Bucket shall have removable insert, to enable cards being removed all at once.
- n) All bets over \$25 on the tie line shall be brought to attention of pit boss before hand is dealt, by announcing amount on tie, e.g. \$32 on tie.
- o) Where there are multiple tie line bets over \$25, the highest shall be called. Pit boss shall make every effort to witness the hand.

10.14.10 Tables of Play

- a) Neither player nor banker have any choice as to whether or not to draw a third card.

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b) Rules are dictated by value of each hand: (see next page).

<b>PLAYER HAND</b>	
<b>When total of 1<sup>st</sup> Two cards is:</b>	<b>Player</b>
0,1,2,3,4,5	Draws a Card
6,7	Stands
8,9	Natural, Declares Hand

<b>BANKER HAND</b>		
<b>When total of 1<sup>st</sup> two cards is:</b>	<b>Draws when Player's third card is:</b>	<b>Stands when Player's third card is:</b>
0,1,2	DRAWS A CARD	
3	0,1,2,3,4,5,6,7,9	8
4	2,3,4,5,6,7	0,1,8,9
5	4,5,6,7	0,1,2,3,8,9
6	6,7	0,1,2,3,4,5,8,9
7	STANDS	
8,9	NATURAL	

c) Taking a Third Card - Player Hand

- i) player hand cannot draw a third card if the value of initial 2 cards is 6 or more.
- ii) player hand **must** draw a third card if the value on initial two cards is 5 or less.

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- d) Taking a Third Card - Banker Hand
  - i) banker hand **must** draw a third card if the value of initial 2 cards is 2 or less.
  - ii) banker hand cannot draw a third card if the value of initial 2 cards is 7 or more.
  - iii) when value of banker's initial 2 cards is 3, 4, 5 or 6, value of third card taken by player determines if banker must take a third card.
- e) if player does not take a third card, banker stands on 6 or more, and draws on 5 or less.
- f) if either hand totals 8 or 9 on first two cards, these are naturals, no further cards are dealt. Natural 9 wins over natural 8.

**10.14.11 Irregularities**

- a) If card is dealt out of turn, or is drawn or not drawn in contradiction of Tables of Play -- noticed card must be dealt to position entitled to receive it according to Tables of Play.
- b) If card(s) is removed from shoe and exposed other than dictated by Tables of Play -- dealer shall immediately notify pit boss. Pit boss shall declare card(s) dead and instruct dealer to burn card(s).

OR

The card dealt in error shall become the first card of the next hand and such next hand will be played out completely, according to all rules, with no wagers. Thus, the cards will retain the original order of play. In effect the next hand will be a "dead hand."

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- c) If card(s) exposed prematurely the card(s) will remain in play in accordance with Table of Play.



**SECTION: 10.15 RULES OF PLAY - CRAPS**

**10.15 CRAPS**

**10.15.1 General Definitions**

The following general definitions shall apply unless the context clearly indicates otherwise:

- a) "Come Out Roll" shall mean the first roll of the dice at the opening of the game and the first roll of the dice after a decision with respect to a Pass Bet and Don't Pass Bet has been affected.
- b) "Come Out Point" shall mean a two dice total of 4, 5, 6, 8, 9 or 10 thrown by the shooter (person throwing the dice) on the Come Out Roll.
- c) "Come Point" shall mean a two dice total of 4, 5, 6, 8, 9, or 10 thrown by the shooter on the next roll following placement of a Come Bet or Don't Come Bet.
- d) "Breakage" occurs when a player bets incorrect unit bets, such as odds bets or place bets; and table does not have chips in the correct denominations to pay down to the last penny.
- e) "Working Stacks" shall mean the stacks of chips that dealers shall use to pay winning bets. Working stacks are taken out of the bankroll and are kept in front of the dealer.
- f) "Self-Service Bets" - the self-service bets for the player are:
  - i) Pass Line;
  - ii) Don't Pass Line;
  - iii) Big 6, Big 8;
  - iv) Field; and
  - v) Come and Don't Come.

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NOTE: The players are responsible for the placing of these bets and are responsible for picking up their winning bets from these locations.

- g) "Flat Bet" shall mean the original Pass, Come, Don't Pass or Don't Come bet to which an "odds" bet can be attached.
- h) "Split Check" shall mean any bet that is trying to cover two separate bets at the same time. Split checks are not allowed.

**10.15.2 Wager Definitions**

The following definitions constitute the only permissible wagers in the game of craps:

- a) "Pass Bet" shall mean a wager placed on the Pass Line of the layout immediately prior to the come out roll. The Pass Bet shall win only if, on the come out roll:
  - i) a total of 7 or 11 is thrown; or
  - ii) a two dice total of 4, 5, 6, 8, 9, or 10 is thrown and that total is again thrown before a 7 appears.

NOTE: The Pass Bet shall lose if, on the come out roll:

- a two dice total of 2, 3 or 12 is thrown; or
- a two dice total of 4, 5, 6, 8, 9 or 10 is thrown and a 7 subsequently appears before that total is again thrown.

- b) "Don't Pass Bet" shall mean a wager placed on the Don't Pass Line of the layout immediately prior to the come out roll. The Don't Pass Bet shall win if, on the come out roll:
  - i) a two dice total of 2 or 3 is thrown; or

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- ii) a two dice total of 4, 5, 6, 8, 9 or 10 is thrown and a 7 subsequently appears before that total is thrown again.

NOTE: The Don't Pass Bet shall lose if, on the come out roll:

- a two dice total of 7 or 11 is thrown; or
- a two dice total of 4, 5, 6, 8, 9 or 10 is thrown and that total is again thrown before a 7 appears.

- iii) The Don't Pass Bet shall be barred (push) if, on the come out roll, a total of 2 or 12 (house must choose either 2 or 12, not both) is thrown.

- c) "Come Bet" shall mean a wager that is placed in the Come area of the layout at any time after the come out roll. The Come Bet shall win if, on the roll immediately following the placing of the bet:

- i) a two dice total of 7 or 11 is thrown; or
- ii) a two dice total of 4, 5, 6, 8, 9 or 10 is thrown and that total is again thrown before a 7 appears.

NOTE: The Come Bet shall lose if, on the roll immediately following placement of the bet:

- a two dice total of 2, 3 or 12 is thrown; or
- a two dice total of 4, 5, 6, 8, 9 or 10 is thrown and a 7 appears before that total is thrown again.

- d) "Don't Come Bet" shall mean a wager placed on the "Don't Come" area of the layout at any time after the come out roll. The Don't Come Bet shall win if, on the roll immediately following placement of such bet:

- i) a two dice total of 2 or 3 is thrown; or

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- ii) a two dice total of 4, 5, 6, 8, 9, or 10 is thrown and a 7 subsequently appears before that total is again thrown;

NOTE: The Don't Come Bet shall lose if, on the roll immediately following placement of such bet:

- a two dice total of 7 or 11 is thrown; or
- a two dice total of 4, 5, 6, 8, 9 or 10 is thrown and that total is again thrown before a 7 appears.

- iii) The Don't Come Bet shall be barred (push) if, on the roll immediately following placement of such bet, a total of 2 or 12 (house must choose either 2 or 12, not both) is thrown.

- e) "Place Bet" shall mean a wager that may be made on any of the numbers 4, 5, 6, 8, 9 or 10 which shall win if the number on which the wager was placed is thrown before a 7 and shall lose if a 7 is thrown before such number. All place bets shall be "off" on any come out roll unless called "on" by the player and confirmed by the dealer through placement of an "on" marker button on top of such player's wager.
- f) "Four the Hardway" shall mean a wager, that may be made which shall win if a total of 4 is thrown the hardway (a 2 appearing on each die) before 4 is thrown in any other way and before a 7 is thrown.
- g) "Six the Hardway" shall mean a wager, that may be made which shall win if a total of 6 is thrown the hardway (a 3 appearing on each die) before 6 is thrown in any other way and before a 7 is thrown.
- h) "Eight the Hardway" shall mean a wager, that may be made which shall win if a total of 8 is thrown the hardway (a 4 appearing on each die) before 8 is thrown in any other way and before a 7 is thrown.

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- i) "Ten the Hardway" shall mean a wager, that may be made which shall win if a total of 10 is thrown the hardway (a 5 appearing on each die) before 10 is thrown in any other way and before a 7 is thrown.
- j) "Field Bet" shall mean a one roll wager that may be made which shall win if any one of the totals 2, 3, 4, 9, 10, 11 or 12 is thrown on the roll immediately following placement of such bet and shall lose if a total of 5, 6, 7, or 8 is thrown on such roll. The operator may offer the option to double payouts on 2 or 12.
- k) "Any Seven" shall mean a one roll wager that may be made which shall win if a total of 7 is thrown on the roll immediately following placement of such bet and shall lose if any other total is thrown.
- l) "Any Craps" shall mean a one roll wager that may be made which shall win if a total of 2, 3, or 12 is thrown on the roll immediately following placement of such bet and shall lose if any other total is thrown.
- m) "Craps Two" shall mean a one roll wager that may be made which shall win if a total of 2 is thrown on the roll immediately following placement of such bet and shall lose if any other total is thrown.
- n) "Craps Three" shall mean a one roll wager that may be made which shall win if a total of 3 is thrown on the roll immediately following placement of such bet and shall lose if any other total is thrown.
- o) "Craps Twelve" shall mean a one roll wager that may be made which shall win if a total of 12 is thrown on the roll immediately following placement of such bet and shall lose if any other total is thrown.
- p) "Eleven in One Roll" shall mean a one roll wager that may be made which shall win if a total of 11 is thrown on the roll immediately following placement of such bet and shall lose if any other total is thrown (no split checks).

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- q) "Craps-Eleven or C and E" shall mean a one roll wager that may be made which shall win if either a craps (2, 3 or 12) or 11 is thrown on the roll immediately following placement of such bet and shall lose if any other total is thrown (no split checks).
- r) "Horn Bet" shall mean a one roll wager that may be made which shall win if a two dice total of 2, 3, 11 or 12 is thrown on the roll immediately following placement of such bet and shall lose if any other total is thrown.
- s) "High Horn Bet" shall mean a one roll wager that may be made which shall win if a two dice total of 2, 3, 11 or 12 is thrown on the roll immediately following placement of such bet and shall lose if any other total is thrown. A High Horn Bet shall be placed in units of five with four units wagered as a Horn Bet and an additional unit wager on one of the totals 2, 3, 11 or 12.
- t) "Hop Bet" shall be a one-roll proposition bet, which are not shown on the proposition box and may be bet at anytime. The bet shall be placed in front of the boxman by the stickman or the dealer and must be announced.
- u) "Two (2) Way Bet" shall be a wager made by a player on behalf of the dealing crew with monies that would have otherwise been a gratuity. Wagers must adhere to table limits and can be placed on any permissible wager with the house establishing bet placements for easy recognition.

**10.15.3 Equipment**

- a) Dice - Physical Characteristics:
  - i) must be in the form of a perfect cube; and
  - ii) must be transparent and made exclusively of cellulose except for the spots.
  - iii) Must contain:

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- casino facility licence name or trade name. (If more than one facility, must have different name or logo per location); and
- serial number.
- iv) Must have the surface of each of its sides perfectly flat and the spots contained in each side perfectly flush with the area surrounding them.
- v) Must have all edges and corners perfectly square and forming perfect 90-degree angles.
- vi) Must have the texture and finish of each side exactly identical to the texture and finish of all other sides.
- vii) Must have its six sides bearing circular spots from one to six respectively with the diameter of each spot equal to the diameter of every other spot on the die.
- viii) Must have spots arranged so that the side containing one spot is directly opposite the side containing six spots, the side containing two spots is directly opposite the side containing five spots and the side containing three spots is directly opposite the side containing four spots (opposite sides must add up to 7).
- ix) Each spot shall be placed on the die by drilling into the surface of the cube and filling the drilled out portion with a compound which is equal in weight to the cellulose that was removed by the drilling and must form a permanent bond with the cellulose cube.
- x) The spots shall extend into the cube to exactly the same distance and must have an accuracy tolerance of .0002 of an inch or less.
- xi) Dice tolerances must be measurable to within 5/10,000 of an inch on opposite sides of the dice.

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xii) Must have Casino Facility Licence Name or Trade Name impressed on the side the one spot or the side containing two spots and the serial number impressed on the side containing six spots.

b) Ownership of Dice

i) All dice are the sole property of the AGLC and will be considered in its possession at all times.

ii) All dice must be registered with the AGLC and all serial numbers, and/or any special markings must be on file with the AGLC.

iii) Dice must be ordered from an approved supplier at the casino facility licensee's expense and will be shipped directly to the AGLC for storage. Supplier must contact the AGLC prior to manufacture for special marking instructions.

iv) Dice inventory on hand in facility shall consist of at least two dice colours or casino facilities must have at least four colour variations of logos imprinted onto them.

v) All costs of dice (including all production costs) will be the sole responsibility of the casino facility licensee including shipping and handling.

vi) Dice will be issued to casino facility licensees on an as needed basis (quantities of one-month supply recommended).

vii) All unused dice must be kept in secure storage at casino facilities and be brought to live games only at the request of the boxman, pit manager or games manager.

viii) Dice may be changed at the discretion of the operator. Dice that are chipped or marked must be changed immediately. Boxman or higher authority shall immediately cancel dice removed from a game.

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- ix) All cancelled dice will be returned to the AGLC for disposal within one month of use.
- x) Dice will not be given away as souvenirs or as any other form of promotion.
- xi) Any dice unaccounted for must immediately be reported to the AGLC through a Discrepancy Report.
- c) Table
  - i) A minimum table size of 12 feet will be required.
  - ii) All other variations (half tubs) must have the prior approval of the AGLC.
- d) Other Equipment
  - i) A separate and unique chip inventory may be used for craps where dice are used (may be the same inventory as used in poker rooms if using Option Two or Option Three as per Subsection 10.3.2).
  - ii) Casino facilities must have on hand equipment used to cancel the dice (monogram cancelling device).
  - iii) Casino facilities must also provide buttons (On/Off), dice bowl and sticks.

**10.15.4 Object of the Game**

- a) Player's will make wagers on the outcome of "throws" of the dice.
- b) Player's are allowed to make wagers according to Subsection 10.15.2.

**10.15.5 Betting Limits**

- a) Minimum and Maximum

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- i) \$2.00 - \$200 (refer to Subsection 10.15.5f) for more details).
- ii) Proposition bet payoffs may not exceed three times the maximum table limit.
- b) Allowable Odds Bets
  - i) Players will be allowed to take or lay odds under the following conditions only:
    - player must have a flat bet on the Pass Line;
    - player must have a Come Bet in the number box;
    - player must have a flat bet on the Don't Pass Line BEFORE a point is established; or
    - player must have a flat Don't Come Bet in the box behind the number.
- c) Odds
  - i) Full Double Odds (Pass Line and Come Bets)
    - Taking Full Double Odds on the “outside numbers” (4, 5, 9 or 10).
    - If the point is 4 or 10, odd bets are paid 2 to 1.
    - If the point is 5 or 9, odd bets are paid 3 to 2. Breakage is allowed on these numbers at the discretion of the Operator to an allowable maximum of full double odds. (e.g \$75.00 breakage is allowed up to \$200.00 odds.)
    - If the point is 6 or 8, odd bets are paid 6 to 5.
    - Taking odds on 6 and 8:

When the point is 6 or 8, player may take (put down) up to 2.5 times their flat bet rounded up

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or down to the nearest \$5.00 (e.g. \$10.00 can take up to \$25.00).

ii) Full Double Odds (Don't Pass Line and Don't Come Bets)

- The maximum allowable "lay" for the Don't Pass and Don't Come shall be the maximum odds payout if the flat bet were on the Pass Line.

iii) Pass Line Odds

- After a point is established players will be allowed to make a bet directly behind their original Pass Line Bet and be eligible to receive payouts of "true odds" on this additional wager if the pass line wins

iv) True Odds

- True odds are determined by comparing the number of combinations there are for the dice to roll a number as opposed to the number of combinations there are for a number to lose.

The following are the payoffs for each point number:

- If the point is 4 or 10, the payoff is 2 to 1.
- If the point is 5 or 9, the payoff is 3 to 2 (original bet plus 50% of odds bet).
- If the point is 6 or 8, the payoff is 6 to 5 (original bet plus 20% of odds bet).

v) General Rules for Taking (accepting) Pass Line Odds

- Odds may be taken only after the point has been established.

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- Odds may be taken in proportion to pass line bets only.
  - Odds or any portion thereof may be picked up at any time.
  - Odds or any portion thereof may be replaced at any time before a decision has been reached.
- d) Less Than Table Minimum Bet
- i) If a player plays less than the table minimum and the dealer does not notice, pay an amount actually bet and notify the player of the table minimum.
- e) More Than Table Maximum Bet
- i) If a player bets more than the table maximum and the dealer does not notice, the table maximum shall apply. If the player wins or loses the bet, the bet shall be counted down and only the table maximum shall either be taken or paid.
  - ii) Dealer must check any large bet that looks to be over table maximum before the throw of the dice; or
  - iii) Dealer Must Call Out, "Pay or take to the table limit." Any amount over the table limit will not be paid or taken.
- f) Minimum and Maximum Bets
- i) \$2.00 minimum and \$200 maximum.
  - ii) Minimum bet on the Pass Line is \$2.00 and a maximum bet on Pass Line, Don't Pass or Field is \$200.00
  - iii) Player may place any or all numbers after point is established.

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- Place bet minimum \$5.00 on numbers 4, 5, 9 and 10.
- Place bet minimum \$6.00 on numbers 6 and 8.
- Place bets will be in units of \$5.00 on numbers 4, 5, 9 and 10.
- Place bets will be in units of \$6.00 on numbers 6 and 8.
- Place bet maximum will be \$200.00 on numbers 4, 5, 9 and 10.
- Place bet maximum will be \$240.00 (only allowed exception to table maximum due to odds payouts) on numbers 6 and 8.
- All Place Bets and Come Bet odds are "OFF" until a point is established (unless the player declares them working).

NO split checks on propositions (centre area bets).

If a player bets the maximum of \$30.00 on 3Way Craps, the player can also bet an extra \$10.00 on Ace Deuce. Player may also bet maximum on Any Craps.

If a player bets the maximum of \$40.00 on Horn Bet, the player may also bet an extra \$10.00 on Ace Deuce (3) and Eleven. Player may also bet maximum on Any Craps.

**10.15.6 Staffing Requirements**

- a) Boxman
  - i) is responsible to the pit supervisor and games manager;
  - ii) ensures the terms and conditions are followed according to the proper running of the craps table;

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- iii) is responsible for proper conduct on table by all staff; and
- iv) monitors and maintains table bankroll.
- b) Stickman
  - i) runs the game under the direction of the boxman;
  - ii) controls pace of game;
  - iii) must maintain a visual link to the dice at all times (especially when dice are not in the middle of the table);
  - iv) returns dice to centre of table after roll by shooter;
  - v) picks up losing proposition bets, instructs base dealers to pay winning proposition bets and then places new proposition bets; and
  - vi) observes all payouts by dealers and then returns dice to shooter.
- c) Dealer
  - i) responsible for their side of the layout;
  - ii) must ensure all odds laid against 5 or 9 are in multiples of 3 (for every 3 laid the house pays 2);
  - iii) must ensure all odds laid against 4 and 10 are in multiples of 2;
  - iv) must ensure all odds laid against 6 and 8 are in multiples of 6;
  - v) pays, moves and takes bets accordingly;
  - vi) ensures that stickman has called the dice correctly;
  - vii) must be alert to the action on the table;
  - viii) must watch for dice leaving the table at his end; and

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ix) does not touch working stacks when there is no action on his base.

**10.15.7 Payout Odds**

a) No wagers shall be paid off less than:

Wager	Payout Odds
Pass Bet	1 to 1
Don't Pass Bet	1 to 1
Come Bet	1 to 1
Don't Come Bet	1 to 1
Place bet 4 to Win	9 to 5
Place bet 5 to Win	7 to 5
Place bet 6 to Win	7 to 6
Place bet 8 to Win	7 to 6
Place bet 9 to Win	7 to 5
Place bet 10 to Win	9 to 5
Four the Hardway	7 to 1
Six the Hardway	9 to 1
Eight the Hardway	9 to 1
Field Bet	1 to 1 on 3, 4, 9, 10, 11 2 to 1 on 2 2 to 1 on 12
Any Seven	4 to 1
Any Craps	7 to 1
Craps 2	29 to 1
Craps 3	14 to 1
Craps 12	29 to 1
Eleven	14 to 1

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Hard 10	7 to 1
Hop	29 to 1
	14 to 1 (2 combinations)

**10.15.8 True Odds on Place Bets (Buy and Lay Bets)**

- a) Buy Bets (minimum \$20.00 bet) – In addition to the payout odds set for the place bets to win on 4, 5, 6, 8, 9 or 10, a casino facility may offer a player the option of receiving true odds on these bets in return for the player paying to the house, at the time of making the wager, a 5% percent commission. Under such circumstances, the casino facility must conform to the odds listed below in paying winning wagers:

Bet	Odds
4 to Win	2 to 1
5 to Win	3 to 2
6 to Win	6 to 5
8 to Win	6 to 5
9 to Win	3 to 2
10 to Win	2 to 1

- b) Lay Bets (minimum to win is \$20.00 i.e. must lay \$40.00 to win \$20.00 on the 4 and 10) – In addition to a Don't Come Bet on 4, 5, 6, 8, 9 or 10, a casino facility may offer a player the option of receiving true odds on these bets in return for the player paying to the house, at the time of making the wager, a 5% commission. Under such circumstances, the casino facility must conform to the odds listed below in paying winning wagers:

Bet	Odds
4 to Lose	1 to 2
5 to Lose	2 to 3
6 to Lose	5 to 6



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8 to Lose	5 to 6
9 to Lose	2 to 3
10 to Lose	1 to 2

- c) Except in a) and b) above, no other commissions will be allowed.
- d) The player has the option off taking their bets (buy or lay) at any time and their commission shall be returned.

**10.15.9 Dice Procedures**

- a) Dice procedures for retention and selection of shooter:
  - i) A set of five dice shall be present at the craps table at all times during live action. All dice must be in the dice bowl with the exception of those dice being used by the shooter.
  - ii) At commencement of play, the stickman shall offer the dice to the player immediately to the left of the boxman.

If the player accepts the dice:

- Announce "New Shooter Coming Out." Allow player to select two dice and return remaining dice to the bowl and return bowl to in front of stickman.
- Shooter must make a bet on the Pass Line or the Don't Pass Line to roll the dice.
- Shooter loses control of the dice on a SEVEN-OUT ONLY or they run out of money and cannot place a wager.
- Shooter is allowed to roll the same dice even if the dice leaves the table. Only the shooter can ask for the same dice and not the other players at the game.

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- After all decisions are completed for Pass and Don't Pass on the come out roll, return the same dice to the shooter while announcing "Same Shooter is coming out."

If the player does not accept the dice:

- Stickman will offer the dice to the player to the left of the previous shooter (only exception is if the person did not participate in the previous roll i.e. someone walking up to the table).
- Announce "Pass the dice."
- Offer the dice to the left and repeat above.

**10.15.10 Sequence of Play**

The following shall be considered the proper sequence of procedures for taking, paying and placing bets on the craps laydown:

- a) On Come Out Roll – Crap Loser:
  - i) take Pass Line bets;
  - ii) pay Don't – Bar 12 bets;
  - iii) pay Field bets; and
  - iv) pay Proposition bets.
- b) Come Out Winner 7:
  - i) take Don't Pass bets;
  - ii) take Big 6 or 8 bets;
  - iii) take Field bets;
  - iv) pay Pass Line bets;
  - v) pay Behind bets;

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- vi) return Come Odds bets;
- vii) take Come bets; and
- viii) pay Proposition bets.
- c) Come Out Winner 11:
  - i) take Don't Pass bets;
  - ii) pay Pass Line bets; and
  - iii) pay Field bets.
- d) Come Out on Points 4, 9 or 10:
  - i) take Down Behind bets;
  - ii) pay Field bets;
  - iii) pay Come bets; and
  - iv) adjust and Book Place bets.
- e) Come Out Point 5:
  - i) take Down Behind bets;
  - ii) take Field bets;
  - iii) pay Come bets; and
  - iv) adjust and Book Place bets.
- f) Come Out on Points 6 or 8:
  - i) take Down Behind bets;
  - ii) take Field bets;
  - iii) pay Big 6 or 8 bets;
  - iv) pay Come bets; and
  - v) adjust and Book Place bets.

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After a point has been established:

- g) If a 4, 9 or 10 Rolled:
  - i) take Down Behind bets;
  - ii) Don't Come Bets moved (booking odds at same time);
  - iii) pay Field bets;
  - iv) Come Bets Paid then moved and placed (booking odds at same time);
  - v) pay Place bets; and
  - vi) pay Proposition bets.
- h) If a 5 is Rolled:
  - i) take Down Behind bets;
  - ii) move Don't Come bets;
  - iii) take Field bets;
  - iv) pay and place Come bets; and
  - v) pay Place bets.
- i) If a 6 or 8 is Rolled:
  - i) take Down Behind bets;
  - ii) move Don't Come bets;
  - iii) take Field bets;
  - iv) pay Big 6 or 8 bets;
  - v) pay and Move Come bets;
  - vi) pay Place bets; and
  - vii) pay Proposition bets

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- j) In a 7 Out:
  - i) take Don't Come Bar bets;
  - ii) take Pass Line bets;
  - iii) take Big 6 or 8 bets;
  - iv) take Field bets;
  - v) pay Don't Pass bets;
  - vi) pay Last Come bets; and
  - vii) pay Behind bets.

**10.15.11 Irregularities**

- a) Invalid Rolls of the Dice
  - i) A roll of the dice shall be considered INVALID whenever one or both dice leave the table or come to rest on top of each other.
- b) "No Rolls" must be called by the boxman or stickman in the following circumstances:
  - i) The dice do not leave the shooter's hand at the same time;
  - ii) Either or both dice come to rest on the chips of the bankroll, on the incoming fill/credit, or speed rack in front of the boxman;
  - iii) Either or both dice come to rest in the dice bowl in front of the stickman or on any rail surrounding the table;
  - iv) The use of any cheating, crooked or fixed device or technique in the roll of the dice;
  - v) If the dice are equally suspended between two objects and the final resting position cannot be ascertained;

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- vi) For any other reason that the boxman or stickman considers the throw to be improper; or
- vii) The call of "No Roll" shall be made before the dice have come to rest.
- c) House Rules must be posted in all facilities detailing all dice procedures, payout odds, payout procedures and chip redemption (cash out) procedures.
  - i) A copy of all House Rules must be approved by the AGLC.

**10.15.12 Count Room Procedures**

- a) All drop counts for craps must be conducted in secure facility count rooms.
- b) All counts of the craps drop must be live monitored and recorded on VCR tapes.
- c) Tapes must be kept for 7 days.
  - i) Multiple days are permitted on one tape.
- d) Tapes will be picked up randomly by AGLC Inspectors.
- e) Daily reconciliation forms must be filled out with previous day's numbers carried forward each day.
  - i) Copies of reconciliation forms must be submitted daily to Financial Review at the AGLC.
- f) All craps hold must be deposited into the operator's bank account.
- g) Weekly transfers of charity portion must be made to the trustee of the pool account.
- h) Copies of bank statements must be supplied to Financial Review at the AGLC on a monthly basis.
- i) Please refer to Subsection 9.2.3 for information on fixed fees for craps.

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**SECTION: 10.16 Triple Shot (Bonus)**

**10.16 Triple Shot (Bonus)**

10.16.1 General Description

- a) Triple Shot Bonus is a 3 in one game of War, Blackjack and Poker
- b) Triple Shot Bonus is played with a standard 52-card deck (no wild cards).
- c) Players place 3 bets in any amount in accordance with the posted table limits.
- d) Cards are dealt from the hand by a dealer.
- e) The automatic shuffler, approved by the Commission shall be used.
- f) A separate optional wager may be made which will entitle the player to the Hat Trick Bonus, which will pay 6 to 1.

10.16.2 Object of the Game

Player must make 3 separate wagers for 3 different games:

- a) WAR (First Wager)
  - i) The rank of the player's card must exceed the rank of the dealer's card.
  - ii) If player's card is equal to rank of dealer's card, this is a tie and player forfeits  $\frac{1}{2}$  their wager.
- b) BLACKJACK (Second Wager)
  - i) Each Player attempts to achieve a higher total point value per hand than the dealer's without exceeding a value of 21.
  - ii) If point count exceeds 21, hand is busted and bet is automatically lost.

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**SECTION: 10.16 Triple Shot (Bonus)**

iii) If player's and dealer's point total are equal, this is a push (tie); nobody wins or loses.

iv) Splitting is only permitted on aces, and only once.

v) Player's six card hand can only lose to dealer's blackjack.

c) POKER (Third Wager)

i) Players that do not have 6 cards in their hand will receive cards until 6.

ii) The best 5 card poker hand possible will play.

iii) Ranking of hands:

- a. Royal Flush
- b. Straight Flush
- c. 4 of a Kind
- d. Full House
- e. Flush
- f. Straight
- g. 3 of a kind
- h. 2 pair
- i. Jacks or better

iv) Pair of Jacks is the lowest possible winning

10.16.3 Betting and Limits

a) Betting limits shall be:

Bet: \$5 - \$100

b) Each player may play or exercise control over only one hand.

c) A separate betting area is provided for the bonus wager.

d) Betting limits and house rules shall be clearly posted at each table.

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**SECTION: 10.16 Triple Shot (Bonus)**

- e) Players may not place new bets until dealer has finished collecting losing bets and paying winning bets.

**10.16.4 Sequence of Play**

- a) Dealer shall fully inspect both decks of playing cards before placing one deck in the automatic shuffler. A box cut or rifle may be done prior to replacing the deck in the shuffler. An alternate shuffle will be done should the automatic shuffler have mechanical problems.
- b) Players shall place bets prior to hands being dealt.
- c) Dealer will deal one card to all player and then himself.
- d) Payoffs will be made from left to right according to War. Dealer war card will now be the first card of dealer blackjack hand.
- e) Dealer will then deal second card to all players and then commence with blackjack play.
- f) Payoffs will then be made left to right.
- g) Poker portion of game will begin with the first player then receiving a total of 6 cards and being paid on hands that are jacks or better, according to payoff schedule. Losing wagers and cards will be collected before commencing to next player.
- h) Bonus portion of games will be settled with those player hands remaining on the table.

**10.16.5 Irregularities**

- a) If the dealer's second card is found face up while the cards are being dealt that card shall not be used in the game and shall be placed in the discard rack. If more than one card is found face up during the dealing of the cards, all hands shall be void and the cards shall be reshuffled.
- b) If a card is dealt face up on the table when it should have been face down, the dealer corrects its direction and the card continues to be played.

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**SECTION: 10.16 Triple Shot (Bonus)**

- c) A player may never have more than 6 cards.
- d) Under no circumstances are dealt cards ever “backed up”.

10.16.6 Payout Schedule

- a) The payout schedule shall be posted at each table.

Poker Pay Table

Jacks or better	1 to 1
Two pair	3 to 2
3 of a Kind	2 to 1
Straight	4 to 1
Flush	5 to 1
Full House	6 to 1
4 of a Kind	20 to 1
Straight Flush	50 to 1
Royal Flush	500 to 1
Hat Trick Bonus	6 to 1

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**SECTION: 10.17 RULES OF PLAY - FOUR CARD POKER**

**10.17 FOUR CARD POKER**

**10.17.1 General Description**

- a) Four Card Poker is played with a standard deck of 52 cards.
- b) A separate optional "Aces Up" bonus wager may be made which will entitle the player to a bonus payout according to the payout ledger used by the facility.
- c) An automated card-shuffling device may be used at all Four Card Poker tables at the discretion of the operator.

**10.17.2 Definitions**

- a) "Ante wager" means the wager that a player is required to make prior to any cards being dealt in order to compete against the dealer's hand in a round of play.
- b) "Hand" means the four-card poker hand that is held by each player and the dealer after the cards are dealt.
- c) "Aces Up wager" means the optional wager that a player must make prior to any cards being dealt in order to compete against a posted scale of payouts, regardless of the outcome of the player's hand against the dealer.
- d) "Play wager" means an additional wager, which may vary in value to up to three times his or her ante wager. A player must make a play wager if the player opts to remain in competition against the dealer after the player reviews his or her hand.

**10.17.3 Object of the Game**

- a) Players attempt to achieve a higher four card poker hand than the dealer.
- b) The rank of the cards used in Four Card Poker, in order of highest to the lowest rank, shall be: ace, king, queen, jack, 10, 9, 8, 7, 6, 5, 4, 3, and 2. All suits shall be considered

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jack, 10, 9, 8, 7, 6, 5, 4, 3, and 2. All suits shall be considered equal in rank. Notwithstanding the foregoing, an ace may be used to complete a "straight flush" or a "straight" with a two and three.

- c) The permissible poker hands in the game of Four Card Poker, in order of highest to lowest rank, shall be:
- i) "Four-of-a-kind" is a hand consisting of four cards of the same rank, with four aces being the highest ranking four-of-a-kind and four twos being the lowest ranking four-of-a-kind.
  - ii) "Straight flush" is a hand consisting of four cards of the same suit in consecutive ranking, with ace, king, queen, and jack being the highest ranking straight flush and four, three, two and ace being the lowest ranking straight flush.
  - iii) "Three of a kind" is a hand consisting of 3 cards of the same rank".
  - iv) "Flush" is a hand consisting of four cards of the same suit, regardless of rank.
  - v) "Straight" is a hand consisting of four cards in consecutive ranking, regardless of suit, with ace, king, queen and jack being the highest ranking straight and four, three, two and ace being the lowest ranking straight.
  - vi) "Two pair" is a hand consisting of two separate sets of a pair.
  - vii) "Pair" is a hand consisting of two cards of the same rank, regardless of suit, with two aces being the highest ranking pair and two twos being the lowest ranking pair.
  - viii) If a hand does not contain a pair or better, the hand that contains the highest ranking card(s) wins. An ace is the highest ranking card.

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d) When comparing two hands that are of identical rank pursuant to the provisions of (c) above, or that contain none of the hands authorized in (c) above, the hand that contains the highest ranking card as provided in (b) above that is not contained in the other hand shall be considered the higher ranking hand. If the hands are of identical rank after the application of this subsection, each hand shall be considered a win for that player.

**10.17.4 Betting and Limits**

Ante                    \$5 - \$100  
 Play                    \$5 - \$100 (up to 3 times the ante)  
 Aces Up                \$5 - \$25

**10.17.5 Payout Schedule**

a) The approved payout schedule shall be posted at each table:

Paytable	<u>Ante Bonus Paytable</u>	<u>Aces Up Bonus</u>
i) 4 of a kind	25 to 1	50 to 1
ii) Straight flush	20 to 1	40 to 1
iii) 3 of a kind	2 to 1	9 to 1
iv) Flush	4 to 1	6 to 1
v) Straight	5 to 1	4 to 1
vi) Two pair		2 to 1
vii) Pair of Aces		1 to 1

b) Use of different paytables is permitted but must be approved in advance by Casino Programs.

**SECTION: 10.17 RULES OF PLAY - FOUR CARD POKER**

- c) A player may compete solely against the dealer by placing an ante wager of any amount within the posted minimum and maximum wagers and then placing a play wager between the ante and 3 times the ante amount.
- d) A player may place a bonus wager against a posted payout ledger by placing a Aces Up wager, of which the wager may be of any amount within the posted minimum and maximum wagers; or
- e) A player may compete against both the dealer and the posted payout ledger by placing wagers in accordance with the requirements of (c) and (d) above.
- f) A player in competition against the dealer shall be paid 1 to 1 on both the ante wager and the play wager if the player's hand is ranked higher or ties the dealer's hand.

**10.17.6 Sequence of Play**

- a) The dealer shall fully inspect both decks of playing cards before shuffling. Where a card is missing or flawed, it shall be replaced.
- b) A casino facility licensee may, at its discretion, choose to have the cards used to play Four Card Poker dealt from an approved automated dealing shoe. A box cut or riffle may be done to prior to placing the deck in the shuffler.
- c) A casino facility licensee shall be permitted to use a second deck of cards to play the game, provided that:
  - i) each deck of cards complies with the requirements of 10.17.6 a) above;
  - ii) the backs of the cards in the two decks are of different colour ;
  - iii) one deck is being shuffled by the automated card shuffling device while the other deck is being dealt or used to play the game;

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- iv) both decks are continuously alternated in and out of play, with each deck being used for every other round of play; and
- v) the cards from only one deck shall be placed in the discard rack at any given time.
- d) Single Deck Riffle-Shuffle may be used as follows:
  - i) the deck shall be lightly washed before the shuffle begins.
  - ii) the dealer calls to the Pit Boss "Shuffle Up". All cards shuffled face down, no card-face exposed.
  - iii) to start, the dealer moves the deck forward on table and cuts the deck into approximate halves.
  - iv) the dealer then riffle-shuffles and squares the cards;
  - v) the dealer undercuts about one-third of the pile, strips and squares the cards ensuring that the cards stay low to the table; and
  - vi) riffle-shuffles cards again three to five times, and squares.
- e) After completing the shuffle, the dealer releases the deck completely and uses one hand to cut the cards once in a forward movement onto the cut-card, the bottom card of the deck remaining concealed and never be dealt.
- f) All ante wagers and aces up wagers shall be placed prior to the dealer announcing "No more bets" in accordance with the dealing procedures described in these terms and conditions. No wager shall be made, increased or withdrawn after the dealer has announced "No more bets."
- g) The dealer shall announce "No more bets" prior to the dealer dispensing any stacks of cards.

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- h) The dealer shall deliver the first stack of five cards dispensed by the automated dealing shoe face down to the player farthest to his or her left who has placed a wager. As the remaining stacks are dispensed to the dealer by the automated dealing shoe, the dealer shall, moving clockwise around the table, deliver a stack of five cards face down to each of the other players who has placed a wager. The dealer shall then deliver a stack of six cards face down to the designated area for the placement of the dealer's cards.
- i) After the stacks of five cards to players and six cards to the dealer has been dispensed and delivered in accordance with this subsection, the dealer shall remove the stub from the automated dealing shoe and place the cards into the discard rack without exposing the cards.
- j) If Hand Shuffle is used, the cards will be dealt as follows:
  - i) the dealer will determine number of players in hand;
  - ii) once the dealer has determined the number of players they will add themselves to determine the total number of hands to be dealt;
  - iii) starting on the dealer's left; each hand is dealt five (5) cards;
  - iv) the cards must be dealt directly in front of the tray;
  - v) once all of the hands have been dealt, the dealer will count down the remaining cards and place them into the discard rack;
  - vi) if the remaining cards number more or less than they should, the Pit Boss shall be notified, and the cards are re-shuffled and re-dealt;
  - vii) starting again on the dealers left, the dealer will deliver the first stack of cards to appropriate spot on table; and
  - viii) the play will then proceed as normal.

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- k) After examining his or her cards, the player has the option to either make a PLAY wager in the amount EQUAL to or up to THREE TIMES the player's ANTE wager, or forfeit the ANTE wager by folding.
- l) After each player has either placed a PLAY wager on the PLAY spot or folded, the dealer collects all forfeited wagers and cards.
- m) The dealer will arrange his hand from highest card value to the lowest, and announce resulting poker hand.
- n) All remaining wagers shall then be resolved. All winning hands shall remain face up on the layout until all winning wagers have been paid by the dealer. All losing wagers shall be collected. The dealer will lay and pay, or pick and pay, depending on casino procedures.
- o) After paying all winning wagers, the dealer shall immediately collect the cards of all players and of the dealer and place them into the discard rack.
- p) Aces up wager wins when the player has a pair of aces or better.
- q) All cards collected by the dealer shall be picked up in order and placed in the discard rack in such a way that they can be readily arranged to reconstruct each hand in the event of a question or dispute.
- r) All cards collected by the dealer shall be picked up in order and placed into the discard rack in such a way that they can be readily arranged to reconstruct each hand in the event of a question or dispute.

**10.17.7 Irregularities**

- a) A card that is found face up in the shoe or the deck while the cards are being dealt shall not be used in the game and shall be placed into the discard rack. If more than one card is found face up in the shoe or the deck during

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the dealing of the cards, all hands shall be void and the cards shall be reshuffled.

- b) A card drawn in error without its face being exposed shall be used as though it was the next card from the shoe or the deck.
- c) If any player or the dealer is dealt an incorrect number of cards, all hands shall be void and the cards shall be reshuffled.
- d) If one or more of the dealer's cards is inadvertently exposed prior to the dealer revealing his or her cards as described above, all hands shall be void and the cards shall be reshuffled.
- e) If the automated card-shuffling device jams, stops shuffling during a shuffle, or fails to complete a shuffle cycle, the cards shall be reshuffled in accordance with procedures described above.
- f) If an automated dealing shoe is being used and the device jams, stops dealing cards, or fails to deal all cards during a round of play, the round of play shall be void and the cards shall be removed from the device and reshuffled with any cards already dealt.

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**SECTION: 10.18 RULES OF PLAY - BIG RAISE HOLD'EM**

**• 10.18 BIG RAISE HOLD'EM**

10.18.1 General Description

- a) Big Raise Hold'em is played with a standard deck of 52 cards.
- b) A separate optional bonus bet wager may be made which will entitle the player to a bonus payout.
- c) An automated card-shuffling device must be used at all Big Raise Hold'em tables.

10.18.2 Definitions

- a) "Ante wager" means the wager that a player is required to make prior to any cards being dealt in order to compete against the dealer's hand in a round of play.
- b) "Hand" means the five-card poker hand that is held by each player and the dealer after the cards are dealt.
- c) "All In" is the combined wagers of the Ante and the Raise wager.
- d) "Raise wager" means an additional wager, which may vary in value to up to three times his or her ante wager. A player must make a Raise wager if the player opts to remain in competition against the dealer after the player reviews his or her hand.
- e) "5 Card Bonus" means an additional wager that will be paid against the posted payable that will not be dependant on the player dealer outcome.
- f) "Community Cards" means the three cards dealt to the center of the table that will be used to make up player and dealer five card hand.

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**SECTION: 10.18 RULES OF PLAY - BIG RAISE HOLD'EM**

10.18.3 Object of the game

- a) Players attempt to achieve a higher five card poker hand than the dealer.
- b) The rank of the cards used in Big Raise Hold'em, in order of highest to the lowest rank, shall be: ace, king, queen, jack, 10, 9, 8, 7, 6, 5, 4, 3, and 2. All suits shall be considered equal in rank. Notwithstanding the foregoing, an ace may be used to complete a low "straight flush" or a "straight".
- c) The permissible poker hands in the game of Big Raise Hold'em correspond to standard poker hands as described in 10.3.7 c).

10.18.4 Betting and Limits

Ante	\$5 - \$100
Big Raise	\$5 - \$100 (up to 3 times the ante)
5 Card Bonus	\$1- \$100 (or as established by the house within these limits)

10.18.5 Payout Schedule

- a) The approved bonus payout schedule shall be posted at each table:

Bonus Paytable

5 Card Bonus

i)	Royal Flush	500 to 1
ii)	Straight flush	100 to 1
iii)	4 of a kind	50 to 1
iv)	Full House	20 to 1
v)	Flush	15 to 1
vi)	Straight	10 to 1
vii)	3 of a kind	7 to 1
viii)	Two pair	3 to 1
ix)	8's or Better	1 to 1

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- b) Bonus payoffs will be paid independent of dealer player outcome.
- c) A player may compete solely against the dealer by placing an ante wager of any amount within the posted minimum and maximum wagers and then placing a Raise wager between the ante and 3 times the ante amount.
- d) A player may place a bonus wager and play against a posted payout ledger by placing a Bonus wager, of which the wager may be of any amount within the posted minimum and maximum wagers or as established by the house within the approved table limits.
- e) The 5 Card Bonus wager may only be played when an ante wager is being played.
- f) A player may compete against both the dealer and the posted payout ledger by placing wagers in accordance with the requirements of (c) and (d) above.
- g) A player in competition against the dealer shall be paid 1 to 1 on the ante wager and/or the play wager if the player's hand is ranked higher or ties the dealer's hand excluding 10.18.5 h).
- h) A separate payoff will be made to players that obtain a straight flush or a royal flush in their 5 card hand and shall be paid according to the following on their wager.

Royal Flush	50 to 1
Straight Flush	40 to 1

**10.18.6 Sequence of Play**

- a) The dealer shall fully inspect both decks of playing cards before shuffling. Where a card is missing or flawed, it shall be replaced.
- b) A casino facility licensee must have the cards used to play Big Raise Hold'em dealt from an approved

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automated dealing shoe. A box cut or riffle may be done prior to placing the deck in the shuffler.

- c) A casino facility licensee shall be permitted to use a second deck of cards to play the game, provided that:
  - i) each deck of cards complies with the requirements of 10.18.6 a) above;
  - ii) the backs of the cards in the two decks are of different colour;
  - iii) one deck is being shuffled by the automated card shuffling device while the other deck is being dealt or used to play the game;
  - iv) both decks are continuously alternated in and out of play, with each deck being used for every other round of play; and
  - v) the cards from only one deck shall be placed in the discard rack at any given time.
- d) All ante wagers and Big Raise wagers shall be placed prior to the dealing of any hands.
- e) The dealer shall deliver the stacks of two cards dispensed by the automated dealing shoe face down to the player farthest to his or her left who has placed a wager. As the remaining stacks are dispensed to the dealer by the automated dealing shoe, the dealer shall, moving clockwise around the table, deliver a stack of two cards face down to each of the other players who has placed a wager. The dealer shall then deliver a stack of three cards face down to the designated area for the placement of the dealer's hand.
- f) After the stacks of cards has been dispensed and delivered an additional three community cards will be delivered to the designated area in accordance with this subsection, the dealer shall remove the stub from the

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automated dealing shoe and place the cards into the discard rack without exposing the cards.

- g) After examining his or her cards, the player has the option to play either the Ante wager or the Big Raise wager or the player may go All In, as described in 10.18.2 c), if the player's two cards are a pair. **EXCEPTION:** when the dealer's exposed card is an Ace or a King the player must go All In.
- h) After each player has indicated which bet they are wagering the dealer will return the other wager to the player. In situations where the player is All In the dealer will stack both wagers together to indicate the bet is All In.
- i) Prior to players indicating which wager will play and the exposing of the community cards, the dealer will open the bottom card in their three card pile. If the exposed card is a 2, 3, 4, 5, 6, 7, 8, or 9 the dealer will discard this card. If the card is a 10, Jack, Queen, or King, the dealer will keep the 10 or face card and discard what would have been the top card when the pile was delivered. In situations where the open card is an Ace, the dealer will keep all three cards which will be used to make the best five card poker hand.
- j) After player wagers are handled in accordance with 10.18 g) and h); the three community cards and dealers down cards will be opened.
- k) All wagers shall then be resolved according to the best five card poker hand compared against the dealers five card poker hand. All winning hands shall remain face up on the layout until all winning wagers have been paid by the dealer. All losing wagers shall be collected. The dealer will lay and pay, or pick and pay, depending on casino procedures.
- l) After paying all winning wagers, the dealer shall immediately collect the cards of all players and of the dealer and place them into the discard rack.

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- m) All cards collected by the dealer shall be picked up in order and placed into the discard rack in such a way that they can be readily arranged to reconstruct each hand in the event of a question or dispute.

**10.18 .7 Irregularities**

- a) A card that is found face up in the shoe or the deck while the cards are being dealt shall not be used in the game and shall be placed into the discard rack. If more than one card is found face up in the shoe or the deck during the dealing of the cards, all hands shall be void and the cards shall be reshuffled.
- b) If any player or the dealer is dealt an incorrect number of cards, all hands shall be void and the cards shall be reshuffled.
- c) If one or more of the dealer's cards is inadvertently exposed prior to the dealer revealing his or her cards as described above, all hands shall be void and the cards shall be reshuffled.
- d) If the automated shuffling device jams, stops dealing cards, or fails to deal all cards during a round of play, the round of play shall be void and the cards shall be removed from the device and reshuffled with any cards already dealt.
- e) If a player goes All In without a pair the Big Raise portion shall be returned to the player and only the Ante will win or lose.

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**SECTION: 10.19 RULES OF PLAY - TEXAS HOLD'EM BONUS**

**• 10.19 TEXAS HOLD'EM BONUS**

10.19.1 General Description

- a) Texas Hold'em Bonus is played with a standard deck of 52 cards.
- b) A separate optional bonus bet wager may be made which will entitle the player to a bonus payout.
- c) An automated card-shuffling device may be used at Texas Hold'em Bonus tables.

10.19.2 Definitions

- a) "Ante" means the wager that a player is required to make prior to any cards being dealt in order to compete against the dealer's hand in a round of play.
- b) "Burn Card" means the card that is removed in succession prior to dealing any segment of community cards and remains unexposed.
- c) "Community Cards" means the five cards dealt face up to the center of the table that will be used to make up player and dealer five card hand.
- d) "Checking" means the act of a player indicating their intention to remain in the game without posting a wager.
- e) "Flop" is the combined first three community cards that are laid in the center of the table of the total five community cards.
- f) "Hand" means the five-card poker hand that is held by each player and the dealer after the cards are dealt.
- g) "River" is the second single community card exposed and immediately follows the turn.

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**SECTION: 10.19 RULES OF PLAY - TEXAS HOLD'EM BONUS**

- h) "Turn" is the first single community card following the flop.

**10.19.3 Object of the game**

- a) Players attempt to achieve a higher five card poker hand than the dealer.
- b) The rank of the cards used in Texas Hold'em Bonus, in order of highest to the lowest rank, shall be: ace, king, queen, jack, 10, 9, 8, 7, 6, 5, 4, 3, and 2. All suits shall be considered equal in rank. Notwithstanding the foregoing, an ace may be used to complete a low "straight flush" or a "straight".
- c) The permissible poker hands in the game of Texas Hold'em Bonus correspond to standard poker hands as described in 10.3.7 c).

**10.19.4 Betting and Limits**

Ante	\$5 - \$100
Flop	2 times the ante
Turn	amount equal to ante or check
River	amount equal to ante or check
Bonus	\$1 - \$25

**10.19.5 Payout Schedule**

- a) The Bonus is a separate wager that can only be made when an ante wager has been made.
- b) Bonus paytables approved by AGLC must be used and posted at each table.
- c) In order for a player to compete against the dealer an ante wager, of any amount within the posted minimum and maximum wagers, and a Flop wager that is two times the ante amount must be made.
- d) The Bonus wager may only be played when an ante wager is being played.

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**SECTION: 10.19 RULES OF PLAY - TEXAS HOLD'EM BONUS**

- e) A player in competition against the dealer shall be paid one to one on all wagers (excluding bonus) when the player's five card hand is ranked higher than dealer's hand.

**10.19.6 Sequence of Play**

- a) The dealer shall fully inspect both decks of playing cards before shuffling. Where a card is missing or flawed, it shall be replaced.
- b) A casino facility licensee may have the cards used to play Texas Hold'em Bonus dealt from an approved automated dealing shoe, or use a standard poker shuffle.
- c) A casino facility licensee shall be permitted to use a second deck of cards to play the game, provided that:
  - i) each deck of cards complies with the requirements of 10.19.6 a) above;
  - ii) the backs of the cards in the two decks are of different colour;
  - iii) one deck is being shuffled by the automated card shuffling device while the other deck is being dealt or used to play the game;
  - iv) both decks are continuously alternated in and out of play, with each deck being used for every other round of play; and
  - v) the cards from only one deck shall be placed in the discard rack at any given time.
- d) All Ante and Bonus wagers shall be placed prior to the dealing of any hands.
- e) When using an automated shuffler the dealer shall deliver the stacks of two cards dispensed by the

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automated dealing shoe face down to the player farthest to his or her left who has placed a wager. As the remaining stacks are dispensed to the dealer by the automated dealing shoe, the dealer shall, moving clockwise around the table, deliver a stack of two cards face down to each of the other players who has placed a wager.

- f) If the facility licensee chooses not to use an automated shuffler the dealer will deal one card to all players and then themselves in a clockwise manner and continue thus until all players and dealer have two cards.
- g) After players review their cards they can either fold and forfeit their ante wager or remain in the game by placing a Flop wager that is two times the ante amount.
- h) Upon the determination of players intention to remain in the game by posting the flop wager the dealer will burn one card prior to exposing the flop.
- i) Following the flop players will indicate their intention of making a turn wager by either checking or placing a bet equal to the amount of the ante. When a player is checking the dealer will place a lammer over the empty betting space that has been checked.
- j) Dealer will burn one card and then expose the turn card.
- k) Following the turn card players will indicate their intention of making a river wager by either checking or placing a bet equal to the amount of the ante. When a player is checking the dealer will place a lammer over the empty betting space that has been checked.
- l) After the river card has been exposed hands will be settled by the house counter clockwise with the bonus bet being settled after the game hand but previous to the settlement of the next player's hand. Dealers will verbally declare their hand to the table.

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- m) After the settlement of all wagers the dealer shall immediately collect the cards and place them into the discard rack.
- n) All cards collected by the dealer shall be picked up in order and placed into the discard rack in such a way that they can be readily arranged to reconstruct each hand in the event of a question or dispute.
- o) When an automated shuffler is not being used;
  - i) cards must be counted down and resorted to prove the deck once every hour or have a new deck provided; and
  - ii) the facility licensee shall ensure special attention is given to protect against potentially flashing cards as they are being dealt out from the dealer's hand.

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**SECTION: 10.20 RULES OF PLAY – ULTIMATE TEXAS HOLD’EM**

**10.20 ULTIMATE TEXAS HOLD’EM**

10.20.1 General Description

- a) Ultimate Texas Hold’em is played with a standard deck of 52 cards.
- b) A separate optional bonus bet wager may be made which will entitle the player to a bonus payout.
- c) An automated shuffler may be used on Ultimate Texas Hold’em tables.

10.20.2 Definitions

- a) “Ante wager” means the wager that a player is required to make prior to any cards being dealt in order to compete against the dealer’s hand and will be returned if the dealer’s hand does not contain a pair.
- b) “Hand” means the best five-card poker hand resulting from the use of the hole cards and community cards.
- c) “Blind wager” is the required wager that is equal in amount to the ante and will be paid only when outranking the dealer’s hand with a minimum rank of a straight.
- d) “Play wager” means the wager which may vary from two, three, or four times the ante, and will be paid when it outranks the dealer’s hand; weather the dealer qualifies or not.
- e) “Trips Bonus” means an additional wager that will be paid against the posted paytable that will not be dependant on the player dealer outcome and must be made in conjunction with an ante wager.
- f) “Community Cards” means the cards dealt to the center of the table that will be used to make up the player and dealer five card hands.

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- g) “Check” means to waive the option of making a wager.
- h) “Fold” means to surrender wagers prior to resolving the outcome of the hands.

10.20.3 Object of the game

- a) Players attempt to achieve a higher five card poker hand than the dealer.
- b) The rank of the cards used in Ultimate Texas Hold’em, in order of highest to the lowest rank, shall be: Ace, King, Queen, Jack, 10, 9, 8, 7, 6, 5, 4, 3, and 2. All suits shall be considered equal in rank. Notwithstanding the foregoing, an ace may be used to complete a low “straight flush” or a “straight”.
- c) The permissible poker hands in the game of Ultimate Texas Hold’em correspond to standard poker hands as described in 10.3.7 c).

10.20.4 Betting and Limits

Ante	\$5 - \$100
Blind	\$5 - \$100
Play	up to 4 times the ante
Trips Bonus	\$1 - \$100 (or as established by the house within these limits)

Limit sign must denote:

Minimum bet per hand \$10

10.20.5 Payout Schedule

- a) A player may place a bonus wager and play against a posted payout schedule by placing a Trips Bonus wager, of which the wager may be of any amount within the posted minimum and maximum wagers or as established by the house within the approved table limits.

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- b) The Trips Bonus wager may only be played when an ante wager is being played and will be paid independent of dealer player outcome.
- c) The approved Trips bonus payout schedule shall be posted at each table.
- d) Trips Bonus payable must be approved by the AGLC prior to use.
- e) The ante will be paid even money when the Dealer has a pair in their hand. If there is no pair the ante will be a push and Play and Blind will be settled.
- f) If the Dealer 's hand contains a pair the dealer will qualify and the player will be paid even money on the ante and play wagers if the player's hand is ranked higher than the dealer.
- g) The Blind wager will be a push if the player's hand is three of a kind or less. Players will be paid according to the following payable if their hand is a straight or better on the blind wager and outranks the dealer hand.

Royal Flush	500 to 1
Straight Flush	50 to 1
Four of a Kind	10 to 1
Full House	3 to 1
Flush	3 to 2
Straight	1 to 1

- h) If dealers hand and player's hand tie all wagers will be considered a push.

**10.20.6 Sequence of Play**

- a) The dealer shall fully inspect both decks of playing cards before shuffling. Where a card is missing or flawed, it shall be replaced.

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- b) A casino facility licensee may use an automated shuffler. A box cut or riffle may be done as well prior to placing the deck in the shuffler.
- c) A casino facility licensee shall be permitted to use a second deck of cards in conjunction with an automated shuffler to play the game, provided that:
  - i) each deck of cards complies with the requirements of 10.20.6 a) above;
  - ii) the backs of the cards in the two decks are of different colour;
  - iii) one deck is being shuffled by the automated card shuffling device while the other deck is being dealt or used to play the game;
  - iv) both decks are continuously alternated in and out of play, with each deck being used for every other round of play; and
  - v) the cards from only one deck shall be placed in the discard rack at any given time.
- d) All ante and blind wagers must be placed prior to the dealing of any hands.
- e) Cards will be dealt left to right with each player, and dealer, receiving one card in succession until all active players receive two cards face down.
- f) After examining his or her cards players will then have to check or make a wager, three or four times their ante wager; in the Play betting position.
- g) The dealer will deliver the first three community cards to the center of the table by discarding the top card and counting down the next three successive cards that will then be exposed as the community cards.

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- h) Players that have not made a play bet again have the option to check or make a bet two times the ante.
- i) The dealer will deliver the next community cards to the center of the table by discarding the top card and counting down the next two successive cards that will then be exposed as the community cards.
- j) Players that have not made a play bet now have the option to fold or make a bet equal to the amount of their ante.
- k) Dealer will reveal cards and announce their highest resulting five card hand using their two down cards and the five community cards.
- l) All wagers shall then be resolved according to the best five card poker hand compared against the dealer’s five card poker hand. All winning hands shall remain face up on the layout until all winning wagers have been paid by the dealer. All losing wagers shall be collected. The dealer will lay and pay, or pick and pay, depending on casino procedures.
- m) After paying all winning wagers, the dealer shall immediately collect the cards of all players and of the dealer and place them into the discard rack.
- n) All cards collected by the dealer shall be picked up in order and placed into the discard rack in such a way that they can be readily arranged to reconstruct each hand in the event of a question or dispute.

**10.20.7 Irregularities**

- a) A card that is found face up in the shoe or the deck while the cards are being dealt shall not be used in the game and shall be placed into the discard rack. If more than one card is found face up in the shoe or the deck during the dealing of the cards, all hands shall be void and the cards shall be reshuffled.

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- b) If any player or the dealer is dealt an incorrect number of cards, all hands shall be void and the cards shall be reshuffled.
- c) If one or more of the dealer's cards is inadvertently exposed prior to the dealer revealing his or her cards as described above, all hands shall be void and the cards shall be reshuffled.
- d) If the automated shuffler jams, or stops dealing cards, the round of play shall be void and the cards shall be removed from the device and reshuffled with any cards already dealt.

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equal in rank. Notwithstanding the foregoing, an ace may be used to complete a "straight flush" or a "straight" with a two and three.

- c) The permissible poker hands in the game of Four Card Poker, in order of highest to lowest rank, shall be:
- i) "Four-of-a-kind" is a hand consisting of four cards of the same rank, with four aces being the highest ranking four-of-a-kind and four twos being the lowest ranking four-of-a-kind.
  - ii) "Straight flush" is a hand consisting of four cards of the same suit in consecutive ranking, with ace, king, queen, and jack being the highest ranking straight flush and four, three, two and ace being the lowest ranking straight flush.
  - iii) "Three of a kind" is a hand consisting of 3 cards of the same rank".
  - iv) "Flush" is a hand consisting of four cards of the same suit, regardless of rank.
  - v) "Straight" is a hand consisting of four cards in consecutive ranking, regardless of suit, with ace, king, queen and jack being the highest ranking straight and four, three, two and ace being the lowest ranking straight.
  - vi) "Two pair" is a hand consisting of two separate sets of a pair.
  - vii) "Pair" is a hand consisting of two cards of the same rank, regardless of suit, with two aces being the highest ranking pair and two twos being the lowest ranking pair.
  - viii) If a hand does not contain a pair or better, the hand that contains the highest ranking card(s) wins. An ace is the highest ranking card.

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d) When comparing two hands that are of identical rank pursuant to the provisions of (c) above, or that contain none of the hands authorized in (c) above, the hand that contains the highest ranking card as provided in (b) above that is not contained in the other hand shall be considered the higher ranking hand. If the hands are of identical rank after the application of this subsection, each hand shall be considered a win for that player.

**10.17.4 Betting and Limits**

Ante	\$5 - \$100
Play	\$5 - \$100 (up to 3 times the ante)
Aces Up	\$5 - \$25

**10.17.5 Payout Schedule**

a) The approved payout schedule shall be posted at each table:

Paytable

	<u>Ante Bonus Paytable</u>	<u>Aces Up Bonus</u>
i) 4 of a kind	25 to 1	50 to 1
ii) Straight flush	20 to 1	40 to 1
iii) 3 of a kind	2 to 1	9 to 1
iv) Flush	4 to 1	6 to 1
v) Straight	5 to 1	4 to 1
vi) Two pair		2 to 1
vii) Pair of Aces		1 to 1

b) Use of different paytables is permitted but must be approved in advance by Casino Programs.

c) A player may compete solely against the dealer by placing an ante wager of any amount within the posted minimum

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and maximum wagers and then placing a play wager between the ante and 3 times the ante amount.

- d) A player may place a bonus wager against a posted payout ledger by placing a Aces Up wager, of which the wager may be of any amount within the posted minimum and maximum wagers; or
- e) A player may compete against both the dealer and the posted payout ledger by placing wagers in accordance with the requirements of (c) and (d) above.
- f) A player in competition against the dealer shall be paid 1 to 1 on both the ante wager and the play wager if the player's hand is ranked higher or ties the dealer's hand.

**10.17.6 Sequence of Play**

- a) The dealer shall fully inspect both decks of playing cards before shuffling. Where a card is missing or flawed, it shall be replaced.
- b) A casino facility licensee may, at its discretion, choose to have the cards used to play Four Card Poker dealt from an approved automated dealing shoe. A box cut or riffle may be done to prior to placing the deck in the shuffler.
- c) A casino facility licensee shall be permitted to use a second deck of cards to play the game, provided that:
  - i) each deck of cards complies with the requirements of 10.17.6 a) above;
  - ii) the backs of the cards in the two decks are of different colour ;
  - iii) one deck is being shuffled by the automated card shuffling device while the other deck is being dealt or used to play the game;

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- iv) both decks are continuously alternated in and out of play, with each deck being used for every other round of play; and
- v) the cards from only one deck shall be placed in the discard rack at any given time.
- d) Single Deck Riffle-Shuffle may be used as follows:
  - i) the deck shall be lightly washed before the shuffle begins.
  - ii) the dealer calls to the Pit Boss "Shuffle Up". All cards shuffled face down, no card-face exposed.
  - iii) to start, the dealer moves the deck forward on table and cuts the deck into approximate halves.
  - iv) the dealer then riffle-shuffles and squares the cards;
  - v) the dealer undercuts about one-third of the pile, strips and squares the cards ensuring that the cards stay low to the table; and
  - vi) riffle-shuffles cards again three to five times, and squares.
- e) After completing the shuffle, the dealer releases the deck completely and uses one hand to cut the cards once in a forward movement onto the cut-card, the bottom card of the deck remaining concealed and never be dealt.
- f) All ante wagers and aces up wagers shall be placed prior to the dealer announcing "No more bets" in accordance with the dealing procedures described in these terms and conditions. No wager shall be made, increased or withdrawn after the dealer has announced "No more bets."
- g) The dealer shall announce "No more bets" prior to the dealer dispensing any stacks of cards.
- h) The dealer shall deliver the first stack of five cards dispensed by the automated dealing shoe face down to

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the player farthest to his or her left who has placed a wager. As the remaining stacks are dispensed to the dealer by the automated dealing shoe, the dealer shall, moving clockwise around the table, deliver a stack of five cards face down to each of the other players who has placed a wager. The dealer shall then deliver a stack of six cards face down to the designated area for the placement of the dealer's cards.

- i) After the stacks of five cards to players and six cards to the dealer has been dispensed and delivered in accordance with this subsection, the dealer shall remove the stub from the automated dealing shoe and place the cards into the discard rack without exposing the cards.
- j) If Hand Shuffle is used, the cards will be dealt as follows:
  - i) the dealer will determine number of players in hand;
  - ii) once the dealer has determined the number of players they will add themselves to determine the total number of hands to be dealt;
  - iii) starting on the dealer's left; each hand is dealt five (5) cards;
  - iv) the cards must be dealt directly in front of the tray;
  - v) once all of the hands have been dealt, the dealer will count down the remaining cards and place them into the discard rack;
  - vi) if the remaining cards number more or less than they should, the Pit Boss shall be notified, and the cards are re-shuffled and re-dealt;
  - vii) starting again on the dealers left, the dealer will deliver the first stack of cards to appropriate spot on table; and
  - viii) the play will then proceed as normal.
- k) After examining his or her cards, the player has the option to either make a PLAY wager in the amount EQUAL to or

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up to THREE TIMES the player's ANTE wager, or forfeit the ANTE wager by folding.

- l) After each player has either placed a PLAY wager on the PLAY spot or folded, the dealer collects all forfeited wagers and cards.
- m) The dealer will arrange his hand from highest card value to the lowest, and announce resulting poker hand.
- n) All remaining wagers shall then be resolved. All winning hands shall remain face up on the layout until all winning wagers have been paid by the dealer. All losing wagers shall be collected. The dealer will lay and pay, or pick and pay, depending on casino procedures.
- o) After paying all winning wagers, the dealer shall immediately collect the cards of all players and of the dealer and place them into the discard rack.
- p) Aces up wager wins when the player has a pair of aces or better.
- q) All cards collected by the dealer shall be picked up in order and placed in the discard rack in such a way that they can be readily arranged to reconstruct each hand in the event of a question or dispute.
- r) All cards collected by the dealer shall be picked up in order and placed into the discard rack in such a way that they can be readily arranged to reconstruct each hand in the event of a question or dispute.

**10.17.7 Irregularities**

- a) A card that is found face up in the shoe or the deck while the cards are being dealt shall not be used in the game and shall be placed into the discard rack. If more than one card is found face up in the shoe or the deck during the dealing of the cards, all hands shall be void and the cards shall be reshuffled.

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- b) A card drawn in error without its face being exposed shall be used as though it was the next card from the shoe or the deck.
- c) If any player or the dealer is dealt an incorrect number of cards, all hands shall be void and the cards shall be reshuffled.
- d) If one or more of the dealer's cards is inadvertently exposed prior to the dealer revealing his or her cards as described above, all hands shall be void and the cards shall be reshuffled.
- e) If the automated card-shuffling device jams, stops shuffling during a shuffle, or fails to complete a shuffle cycle, the cards shall be reshuffled in accordance with procedures described above.
- f) If an automated dealing shoe is being used and the device jams, stops dealing cards, or fails to deal all cards during a round of play, the round of play shall be void and the cards shall be removed from the device and reshuffled with any cards already dealt.

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**SECTION: 11. SAMPLE FORMS**

**11. SAMPLE FORMS**

- 11.1 Reconciliation of Casino Win/Loss and Pool Contributions
- 11.2 Daily Summary Report
- 11.3 Banker's Daily Master Chip/Cash Control
- 11.4 Cashier's Daily Record
- 11.5 Master Revenue Report
- 11.6 Count Room Reconciliation
- 11.7 Count Room Advisor's Drop Box Count Verification
- 11.8 Drop Box Count Card
- 11.9 Opener / Closer Card
- 11.10 Fill/Credit Slip
- 11.11 Closing Game Inventory of Chips
- 11.12 Pit Supervisor's Games Report
- 11.13 Daily Poker Rake Summary Form
- 11.14 Bad Beat Poker Pot Financial Control Form
- 11.15 Bad Beat Poker Pot Winning Form
- 11.16 Bad Beat Poker Pot Non-Participant Form
- 11.17 Weekly Craps Reconciliation Form
- 11.18 Weekly Craps Summary Form
- 11.19 Facility Chip Inventory Control Form
- 11.20 Discrepancy Report

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**RECONCILIATION OF CASINO WIN/LOSS  
AND POOL CONTRIBUTION**

Licensee	Licence Number
Casino Dates	Location
Bank & Branch	Casino Account No.

SECTION 1		FINANCIAL EVENT SUMMARY	
Win/Loss Day 1 (less Poker, Craps & Tournament)	(1.1)	Deposit (less Poker, Craps & Tournament)	(1.8)
Win/Loss Day 2 (less Poker, Craps & Tournament)	(1.2)	Minus: Opening Float	(1.9)
Win/Loss Day 3 (less Poker, Craps & Tournament)	(1.3)	Plus: US Exchange	(1.10)
TABLE Closer Error		Plus: Caribbean Poker Payouts	
<i>Plus Overage/Minus Shortage</i>	(1.4)	<i>(by chips only)</i>	(1.11)
<b>TOTAL NET WIN/LOSS</b>	(1.5)	Minus: Caribbean Poker Hard Count	(1.12)
CASH <i>Plus Overage/Minus Shortage</i>	(1.6)	CHIPS <i>Plus Overage/Minus Shortage</i>	(1.13)
<b>ADJUSTED NET WIN/LOSS</b>	(1.7)	<b>TOTAL</b>	(1.14)
("Adjusted Net Win/Loss" must equal "Total")			
NUMBER OF TABLES OPEN DURING THE CASINO EVENT, EXCLUDING POKER & CRAPS:		Day 1	_____
		Day 2	_____
		Day 3	_____
_____ General Manager			

SECTION 2		POKER RAKE SUMMARY - OPTION 1	
<b>** Complete this section only when using Regular Casino Chips during Regular Casino Operating Hours **</b>			
Day 1 Rake	\$(2.1)	Poker Deposit [(2.4) plus (2.6) over/minus (2.6) short]	(2.5)
Day 2 Rake	\$(2.2)	Poker Rake Differential	(2.6)
Day 3 Rake	\$(2.3)	<i>(Minus Overage/Plus Shortage)</i>	
<b>TOTAL POKER RAKE</b>	(2.4)	<b>TOTAL</b>	(2.7)
Poker Hours of Operation:	From _____	To _____	
Number of Poker Tables Open:	Day 1 _____ x _____	(\$1,400/table/day)	
	Day 2 _____ x _____	(\$1,400/table/day)	
	Day 3 _____ x _____	(\$1,400/table/day)	
("Total Poker Rake" must equal "Total")			

SECTION 3		CARIBBEAN POKER ACCOUNT	
		70% POT #1	5% POT #2
Deposit (70% of Caribbean Poker Hardcount Minus Caribbean Poker Payouts by Chips)	(3.1)	_____	0
Deposit (5% of Caribbean Poker Hardcount)		0	(3.8)
Minus: Payouts by Cheque	(3.2)	_____	0
Plus: Seed Amount if POT #2 is less than \$25,000 <i>[Enter \$5,000 in POT #2 (3.9) when Royal Flush is won]</i>		0	(3.9)
Plus: Balance Forward <i>[Pot Balance from Previous Event]</i>	(3.3)	_____	(3.10)
Plus: Transfer from POT #2	(3.4)	_____	0
Minus: Transfer to POT #1		0	(3.11)
Equals: POT Balances	(3.5)	_____	(3.12)
Meter Reading/Printout Total	(3.6)	_____	(3.13)
Difference (Pot Balance minus Meter Reading)	(3.7)	_____	(3.14)

SECTION 4		TOURNAMENT REVENUE	
<b>Entry Fee:</b>	No. of Players _____	X Entry Fee _____	= \$ _____
<b>Re-Buys:</b>	No. of Re-Buys _____	X Re-Buy Fee _____	= \$ _____
<b>Add-Ons:</b>	No. of Add-Ons _____	X Add-On Fee _____	= \$ _____
Cumulative Fee:			\$ (4.1)
Maximum Allowable:	No. of Tables _____	X \$3,250/Table _____	= \$ (4.2)
<b>SPLIT:</b>	Operator - 90% of the lesser of (4.1) or (4.2)	(4.3)	
	Minus Payouts to Winning Player(s)	(4.4)	
	Net Operator's Split	_____	= \$ (4.5)
	Charity - 10% of the lesser of (4.1) or (4.2), plus 100% of fees in excess of (4.2)	(4.6)	
	Money left for deposit [(4.5) plus (4.6)]	(4.7)	

Prepared by: \_\_\_\_\_ Cash Cage Advisor/Count Room Advisor      Witnessed by: \_\_\_\_\_ General Manager

SECTION 5		CRAPS SUMMARY	
Craps Deposit	(5.5)	Event Win/Loss	(5.1)
Maximum Allowable: \$3,000/table/day			
SPLIT: Operator - lessor of 75% of (5.1) or \$3,000/table/day		Operator Portion	(5.2)
Charity - 25% of (5.1)		Charity Portion	(5.3)
Surplus/Deficit - 75% of Win/Loss		Surplus or Deficit	(5.4)
Minus \$3,000/table/day			

SECTION 6		DISBURSEMENT OF FUNDS	
<b>◆ FACILITY LICENSEE</b>		<b>◆ CHARITY POOL</b>	
Facility Licensee's Portion [of (1.5)]	(6.1)	Charity's Portion [of (1.5)]	(6.10)
<i>[Edmonton/Calgary (1.5) x 0.5; St. Albert (1.5) x 0.65; Others (1.5) x 0.75]</i>		<i>[Edmonton/Calgary (1.5) x 0.5; St. Albert (1.5) x 0.35; Others (1.5) x 0.25]</i>	
Facility Licensee's Portion [75% of (2.4)]	(6.2)	Charity's Portion [25% of (2.4)]	(6.11)
Poker Rake Differential [from (2.6)]	(6.3)	Less Cash Shortage/Add Cash Overage	
<i>[PLUS Overage/MINUS Shortage]</i>		<i>[from (1.6)]</i>	
Facility Licensee Portion [from (4.5)]	(6.4)	Charity's Portion [from (4.6)]	
Equals: Net Facility Licensee Portion	(6.6)	Charity's Portion [from (5.3)]	
Minus: Approved Facility Licensee Expense [Excluding GST]	(6.7)	Net Charity's Portion	(6.12)
Equals: Event Surplus/(Deficit)	(6.8)	<b>◆ EXPENSES</b>	
Plus: Previous Accumulated Surplus/(Deficit) <i>[(6.20) from Previous Event]</i>	(6.9)	*Concession	(6.13)
Equals: Current Surplus/(Deficit)	(6.20)	**Cash Cage Advisor	(6.14)
Facility Licensee Portion [from (5.2)]	(6.5)	***Count Room Advisor	(6.15)
Craps Surplus/(Deficit) [from (5.4)]		Total Expenses <i>[(6.13) plus (6.14) plus (6.15)]</i>	(6.16)
Plus: Craps Accumulated Surplus/(Deficit) <i>[(6.22) from Previous Event]</i>	(6.21)	Pool Contribution <i>[(6.12) minus (6.16)]</i>	(6.17)
Equals: Current Craps Surplus/(Deficit)	(6.22)	Previous Pool Balance	(6.18)
<small>(If this is the last event of the quarter, the facility licensee must pay any surplus (5.9) to the trustee)</small>		<i>[(6.19) from Previous Event]</i>	
Note: GST on facility licensee's expenses will be calculated on the total amount retained by the facility licensee at the end of the quarter. The charity pool will be responsible for paying a portion of this, using the same formula as is used to calculate the charity's portion of the proceeds (50% in Edmonton/Calgary; 35% in St. Albert; and 25% in other locations). The charity's portion will be paid by the Trustee (out of pooled funds) to the facility licensee before disbursing the pool.		Current Pool Balance <i>[(6.17) plus (6.18)]</i>	(6.19)
		Maximum Deductible Expenses:	
		*Edmonton/Calgary/St. Albert \$346/Others \$173	
		**Edmonton/Calgary/St. Albert \$1020/Others \$557	
		***Edmonton/Calgary/St. Albert \$510/Others \$403	

SECTION 7		CASH/CHEQUE RECONCILIATION	
<b>A. CASH</b>			
1) Deposits [from (1.8)]			
2) Poker Deposit [from (2.5)]			
3) Tournament Revenue [from (4.7)]			
4) Craps Deposit [from (5.5)]			
Total Cash			
<b>B. CHEQUES</b>			
1) Facility Fee <i>[(6.1) if positive; "0" if negative + (6.2) ± (6.3) + (6.4) ± (6.5) ± (1.13)]</i>			
2) Caribbean Poker <i>[(1.12) minus (1.11)]</i>			
3) Pool Contribution <i>[from (6.17); if negative, enter "0"]</i>			
4) Concession (Actual)			
5) Cash Cage Advisor (Actual)			
6) Count Room Advisor (Actual)			
7) Outside Concession Expenses (if applicable)			
8) Float Replacement <i>[from (1.9)] or [in case of Casino Loss, from C.1 - Event Loss Procedure]</i>			
Total Cheques			
Total Cash minus Total Cheques			
<b>C. ADDITIONAL FUNDS</b>			
1) Funds from Trustee to Charity <i>[from E.3 Note 1 - Event Loss Procedure]</i>			
2) US Exchange Charity <i>[from (1.10) Charity's bank will credit account]</i>			
3) Funds from Charity's other sources required to cover balance of "Event" expenses			
<b>BALANCE (should be "0")</b>			

**GST CALCULATION: (at end of pooling period)**

1. Sum of payments to facility licensee *[(6.6) of all events during the quarter]*, minus surplus paid to pool (6.10) at end of quarter = Total Net Payment to facility licensee.
2. Total Net Payment to facility licensee \* 7% = Total GST.
3. Total GST \* *[50% Edmonton/Calgary/ 35% St. Albert; 25% Other Locations]* = Charity Portion of GST.
4. Trustee writes cheque for charity portion of GST to facility licensee.

## DAILY SUMMARY REPORT (AG1095)

Prepared by Banker and Count Room Supervisor, and reviewed by General Manager. Used to advise General Manager, daily, of overages and shortages in casino, and identify areas in which they occurred. Also, a daily chip and cash summary.

### Instructions:

#### a. Banker completes heading information and:

- i. In section one, enters from Cashiers' Daily Record, required information at end of shift/day. Totals each column.
- ii. In section two, enters from Bankers' Daily Master Chip/Cash Control, overage or shortage amounts remaining in *Running Balance* sections four and eight at end of shift/day.
- iii. In section 6, completes *Daily Chip Summary*:
  - ☛ On first day:
    - enters total of *Closing Chip Inventory* from Fill Slip,
    - enters total from *Closing Game Inventory of Chips*,
    - adds totals together, and subtracts this from *Original Opening Chip Inventory of 1st Day*. Difference will be chips over or outstanding for that day.
  - ☛ On final day:
    - enters *Closing Chip Inventory* from Fill Slip and subtracts from *Original Opening Chip Inventory of 1st Day*. Difference will be chips over or outstanding at end of casino.
- iv. In section seven, records details for:
  - Closing Cage Bankroll and Fill Slip number,
  - Next Days' Opening Bankroll for Banker and Fill Slip number,
  - Total deposits for Banker, and
  - Signs forms with Cashiers' Cage Advisor and delivers to General Manager.

#### b. Count Room Supervisor:

- i. In section four, from Count Room Reconciliation records:
  - Total over/short from section one, Drop Counts,
  - Total over/short from section four, Summary, and
  - Adds or Subtracts for Count Room Net overage/shortage for day.
- ii. In section five, completes *Summary* by entering Net Over/Short from sections one, two, three and four, and records Total Over/Short for day.
- iii. Completes section seven *Daily Cash Summary*, from information recorded on Count Room Reconciliation. Signs with Count Room Advisor and delivers to General Manager.

#### c. General Manager reviews completed report with Banker, Cashiers' Cage Advisor, Count Room Supervisor and Count Room Advisor, signs, and if required, completes a Discrepancy Report.

A

DAILY SUMMARY

00000

GAMING CONTROL BRANCH

NAME OF ORGANIZATION:

DATE:

SECTION 1 - CASHIER'S (AGC 1085)		TOTAL CASH FILLS	TOTAL CHIP CREDITS	U.S. EXCH. +/-	CASH REQUIRED =	CASH TO BANKER -	OVER / SHORT =
NAME	NO.						
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
<b>TOTALS</b>							NET O/S

<b>SECTION 2 - BANKER (S) OVER/SHORT (AGC1089)</b> <table border="1"> <thead> <tr> <th></th> <th>CASH</th> <th>CHIPS</th> </tr> <tr> <th></th> <th>OVER / SHORT</th> <th>OVER / SHORT</th> </tr> </thead> <tbody> <tr> <td>1ST BANKER</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>2ND BANKER</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>3RD BANKER</td> <td>\$ _____</td> <td>\$ _____</td> </tr> <tr> <td>NET OVER / SHORT</td> <td>\$ _____</td> <td>\$ _____</td> </tr> </tbody> </table>			CASH	CHIPS		OVER / SHORT	OVER / SHORT	1ST BANKER	\$ _____	\$ _____	2ND BANKER	\$ _____	\$ _____	3RD BANKER	\$ _____	\$ _____	NET OVER / SHORT	\$ _____	\$ _____	<b>SECTION 6 - DAILY CHIP SUMMARY</b> CLOSING BANK INVENTORY \$ _____ FILL SLIP NO: _____ CLOSING GAME INVENTORY (AGC 1090) \$ _____ SUB TOTAL \$ _____ LESS: ORIGINAL OPENING INVENTORY \$ _____ CHIPS: OVER / OUTSTANDING \$ _____	
	CASH	CHIPS																			
	OVER / SHORT	OVER / SHORT																			
1ST BANKER	\$ _____	\$ _____																			
2ND BANKER	\$ _____	\$ _____																			
3RD BANKER	\$ _____	\$ _____																			
NET OVER / SHORT	\$ _____	\$ _____																			
<b>SECTION 3 - FILL CLERK(S) OVER / SHORT (AGC2060)</b> <table border="1"> <thead> <tr> <th>NAME</th> <th>OVER / SHORT</th> </tr> </thead> <tbody> <tr><td>1. _____</td><td>\$ _____</td></tr> <tr><td>2. _____</td><td>\$ _____</td></tr> <tr><td>3. _____</td><td>\$ _____</td></tr> <tr><td>4. _____</td><td>\$ _____</td></tr> <tr><td>5. _____</td><td>\$ _____</td></tr> <tr><td>6. _____</td><td>\$ _____</td></tr> <tr><td>NET OVER / SHORT</td><td>\$ _____</td></tr> </tbody> </table>		NAME	OVER / SHORT	1. _____	\$ _____	2. _____	\$ _____	3. _____	\$ _____	4. _____	\$ _____	5. _____	\$ _____	6. _____	\$ _____	NET OVER / SHORT	\$ _____	<b>SECTION 7 - DAILY CASH SUMMARY</b> COUNT ROOM - TOTAL CASH (DROPS) \$ _____ LESS: TOTAL FILLS TO BANKER \$ _____ SUB TOTAL \$ _____ CLOSING CAGE BANKROLL \$ _____ FILL SLIP NO: _____ SUB TOTAL \$ _____ LESS: NEXT DAYS OPENING BANKROLL COUNT ROOM \$ _____ FILL SLIP NO: _____ BANKER \$ _____ FILL SLIP NO: _____ TOTAL NEXT DAYS OPENING BANKROLL \$ _____ SUB TOTAL \$ _____ LESS: DEPOSITS COUNT ROOM \$ _____ BANKER \$ _____ TOTAL DEPOSITS \$ _____ OVER/SHORT \$ _____			
NAME	OVER / SHORT																				
1. _____	\$ _____																				
2. _____	\$ _____																				
3. _____	\$ _____																				
4. _____	\$ _____																				
5. _____	\$ _____																				
6. _____	\$ _____																				
NET OVER / SHORT	\$ _____																				
<b>SECTION 4 - COUNT ROOM OVER/SHORT (AGC1091)</b> <table border="1"> <thead> <tr> <th></th> <th>OVER / SHORT</th> </tr> </thead> <tbody> <tr><td>SECTION 1 - DROPS</td><td>\$ _____</td></tr> <tr><td>SECTION 4 - SUMMARY</td><td>\$ _____</td></tr> <tr><td>NET OVER / SHORT</td><td>\$ _____</td></tr> </tbody> </table>			OVER / SHORT	SECTION 1 - DROPS	\$ _____	SECTION 4 - SUMMARY	\$ _____	NET OVER / SHORT	\$ _____												
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SECTION 4 - SUMMARY	\$ _____																				
NET OVER / SHORT	\$ _____																				
<b>SECTION 5 - OVER / SHORT SUMMARY</b> <table border="1"> <thead> <tr> <th></th> <th>NET OVER / SHORT</th> </tr> </thead> <tbody> <tr><td>CASHIERS</td><td>\$ _____</td></tr> <tr><td>BANKER - CASH</td><td>\$ _____</td></tr> <tr><td>BANKER - CHIPS</td><td>\$ _____</td></tr> <tr><td>FILL CLERK</td><td>\$ _____</td></tr> <tr><td>COUNT ROOM</td><td>\$ _____</td></tr> <tr><td>TOTAL OVER / SHORT</td><td>\$ _____</td></tr> </tbody> </table>			NET OVER / SHORT	CASHIERS	\$ _____	BANKER - CASH	\$ _____	BANKER - CHIPS	\$ _____	FILL CLERK	\$ _____	COUNT ROOM	\$ _____	TOTAL OVER / SHORT	\$ _____						
	NET OVER / SHORT																				
CASHIERS	\$ _____																				
BANKER - CASH	\$ _____																				
BANKER - CHIPS	\$ _____																				
FILL CLERK	\$ _____																				
COUNT ROOM	\$ _____																				
TOTAL OVER / SHORT	\$ _____																				

SIGNED:

BANKER (S) (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

COUNT ROOM SUPERVISOR

GENERAL MANAGER

COUNT ROOM ADVISOR

CASHIERS CAGE ADVISOR

AGC 1095 (Rev Nov 91)

Original - To Gaming Control Branch







## MASTER REVENUE REPORT (AG1088)

Prepared by Count Room Advisor assisted by Count Room Supervisor. Used to calculate individual game performance.

<u>T.T.L.</u>	<u>DROP</u>	<u>WIN</u>	<u>LOSS</u>
\$100	\$200	\$100	--

**Instructions:** Count Room Advisor completes heading information and enters:

1. Game type, number and limits, e.g.,
2.
 

\$1-25	\$2-50
BJ 1	BJ 3
BJ 2	

**NOTE:** There shall be a separate listing for each game type. After all individual games have been calculated, grand total for each type of game shall be entered on a separate page marked *Summary*.

2. Total opening value of chips/coin from Opener Card.
3. Total value of chips/coin transferred to game.
4. Total value of chips/coin transferred to Banker from game.
5. Total value of chips/coin at game at end of day from Closer Card.
6. T.T.L. (Total Table Liability) is net balance of chips/coin transactions and is calculated as follows:

$$TTL = \boxed{\begin{array}{c} \text{Column} \\ (2) \\ \text{Opener} \end{array}} + \boxed{\begin{array}{c} \text{Column} \\ (3) \\ \text{Fills} \end{array}} - \boxed{\begin{array}{c} \text{Column} \\ (4) \\ \text{Credits} \end{array}} + \boxed{\begin{array}{c} \text{Column} \\ (5) \\ \text{Closer} \end{array}}$$

**NOTE:** When combined totals of column 2 (opener) and column 3 (fills) are less than total of column 4 (credits) and 5 (closer), this is a negative result and amount entered in T.T.L. column shall be bracketed [ ]. When totalling T.T.L. column this amount is subtracted.

7. Total value of all cash/chips deposited in drop box during day as recorded on Drop Box Count Cards.
- 8/9. To determine whether a game has won or lost for the day, compare the T.T.L. to actual revenue Drop.
  - a. **WIN** - if T.T.L. is less than the drop, it is a win, enter the difference between the two in *WIN* column, i.e.

- b. **LOSS** - If T.T.L. is more than the drop, it is a loss, enter the difference between the two in *LOSS* column, i.e.

<u>T.T.L.</u>	<u>DROP</u>	<u>WIN</u>	<u>LOSS</u>
\$200	\$100	--	\$100

- c. **WIN** - If T.T.L. is a negative [ ] amount, it is a win, **add** this amount to drop and enter result in *WIN* column, i.e.

<u>T.T.L.</u>	<u>DROP</u>	<u>WIN</u>	<u>LOSS</u>
[\$100]	\$200	\$300	--

the overall Master Revenue Report results in wrong *win* and *percentage* figures.

- b. In order to ensure consistent and valid Master Revenue Reports, casinos operating poker tables report poker results as follows:

- c. If the Total Table Liability and Drop are not equal an error has occurred. When using this method of balancing, errors or discrepancies are easily detected, and narrows down the

Game	Open	Fills	Credits	Closer	T.T.L.	Drop	Win	Loss	%
Csno Tot	50,000	20,000	1,000	40,000	29,000	38,000	9,000	0	24.0
							<b>Rake</b>	xxxx	xxx
Pok 1	5,000	3,000	0	4,000	<b>4,000</b>	<b>4,000</b>	1,875		
Pok 2	10,000	5,000	0	9,000	<b>6,000</b>	<b>6,000</b>	2,950		
Pok Tot	15,000	8,000	0	13,000	<b>10,000</b>	<b>10,000</b>	<b>4,825</b>		

- 10. To calculate *WIN* or *LOSS* percentage, divide WIN (8) or LOSS (9) by DROP (7) and multiply by 100; enter in (10).
- 11. Count Room Advisor and Count Room Supervisor sign.
- 12. Reporting poker results on the Master Revenue Report.
  - a. As poker games do not have a house *win*, nor is a *percentage* relevant to the poker revenue figures, poker table activity is reported separately at the end of the Master Revenue Report. Adding the rake and percentage into

possible causes, making the game more secure.

- d. The rake is counted and recorded separately at all times.
  - i. rake box is pulled at the same time as the drop boxes.





# COUNT ROOM ADVISOR'S DROP BOX COUNT VERIFICATION (AG287)

Prepared by Count Room Advisor to provide an independent record of:

- cash/coin/chip count of each drop box, and
- summary of cash/coin/chip amalgamation.

**Instructions:**

Count Room Advisor completes heading information. Using one section for each drop box (as count proceeds), enters:

- game and number,
- total number and value for each denomination of bills,
- total value of all coin in drop box,
- total number and value for each denomination of chips,
- records totals as required, and signs.

**COUNT ROOM ADVISORS  
DROP BOX COUNT VERIFICATION**

NAME OF ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_  
 DROP COUNT NO. \_\_\_\_\_ TIME: \_\_\_\_\_

GAME AND NO. _____				GAME AND NO. _____			
CHIPS		CASH		CHIPS		CASH	
X \$500. =		X \$1000. =		X \$100. =		X \$1000. =	
X \$100. =		X \$ 100. =		X \$ 25. =		X \$ 100. =	
X \$ 25. =		X \$ 50. =		X \$ 5. =		X \$ 50. =	
X \$ 5. =		X \$ 20. =		X \$ 2. =		X \$ 20. =	
X \$ 1. =		X \$ 10. =		X \$ 1. =		X \$ 10. =	
X \$ .50 =		X \$ 5. =		X \$ .50 =		X \$ 5. =	
X =		X \$ 2. =		X =		X \$ 2. =	
TOTAL CHIPS \$		X \$ 1. =		TOTAL CHIPS \$		X \$ 1. =	
		COIN =				COIN =	
COUNT ROOM ADVISOR _____		TOTAL CASH \$		COUNT ROOM ADVISOR _____		TOTAL CASH \$	
		ADD TOTAL CHIPS \$				ADD TOTAL CHIPS \$	
		TOTAL DROP \$				TOTAL DROP \$	
GAME AND NO. _____				GAME AND NO. _____			
CHIPS		CASH		CHIPS		CASH	
X \$500. =		X \$1000. =		X \$100. =		X \$1000. =	
X \$100. =		X \$ 100. =		X \$ 25. =		X \$ 100. =	
X \$ 25. =		X \$ 50. =		X \$ 5. =		X \$ 50. =	
X \$ 5. =		X \$ 20. =		X \$ 2. =		X \$ 20. =	
X \$ 1. =		X \$ 10. =		X \$ 1. =		X \$ 10. =	
X \$ .50 =		X \$ 5. =		X \$ .50 =		X \$ 5. =	
X =		X \$ 2. =		X =		X \$ 2. =	
TOTAL CHIPS \$		X \$ 1. =		TOTAL CHIPS \$		X \$ 1. =	
		COIN =				COIN =	
COUNT ROOM ADVISOR _____		TOTAL CASH \$		COUNT ROOM ADVISOR _____		TOTAL CASH \$	
		ADD TOTAL CHIPS \$				ADD TOTAL CHIPS \$	
		TOTAL DROP \$				TOTAL DROP \$	
GAME AND NO. _____				GAME AND NO. _____			
CHIPS		CASH		CHIPS		CASH	
X \$500. =		X \$1000. =		X \$100. =		X \$1000. =	
X \$100. =		X \$ 100. =		X \$ 25. =		X \$ 100. =	
X \$ 25. =		X \$ 50. =		X \$ 5. =		X \$ 50. =	
X \$ 5. =		X \$ 20. =		X \$ 2. =		X \$ 20. =	
X \$ 1. =		X \$ 10. =		X \$ 1. =		X \$ 10. =	
X \$ .50 =		X \$ 5. =		X \$ .50 =		X \$ 5. =	
X =		X \$ 2. =		X =		X \$ 2. =	
TOTAL CHIPS \$		X \$ 1. =		TOTAL CHIPS \$		X \$ 1. =	
		COIN =				COIN =	
COUNT ROOM ADVISOR _____		TOTAL CASH \$		COUNT ROOM ADVISOR _____		TOTAL CASH \$	
		ADD TOTAL CHIPS \$				ADD TOTAL CHIPS \$	
		TOTAL DROP \$				TOTAL DROP \$	

# DROP BOX COUNT CARD (AG1092)

Prepared by Count Room Supervisor to record:

- i. Total cash/chips in each drop box by denomination for all counts,
- ii. Summary of cash amalgamated after each count.

**Instructions:**

- a. For each drop box, Count Room Supervisor completes heading information.
- b. As count proceeds, Count Room Supervisor enters:
  - game and number,

- total number and value for each denomination of bills,
- total value of all coin in drop box,
- total number and value for each denomination of chips, and
- records totals as required.

c. Signed by:

- Count Room Supervisor, two Sorters and Counter for individual box counts,
- Count Room Supervisor and Amalgamator for *Summary* of amalgamated cash and chips.

DROP BOX COUNT CARD			
GAME AND NO.:		DATE:	
DROP COUNT NO.:		TIME:	
CHIPS		CASH	
X \$500. =		X \$1000. =	
X \$100. =		X \$ 100. =	
X \$ 25. =		X \$ 50. =	
X \$ 5. =		X \$ 20. =	
X \$ 1. =		X \$ 10. =	
X \$ .50 =		X \$ 5. =	
X =		X \$ 2. =	
<b>TOTAL CHIPS \$</b>		X \$ 1. =	
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> SIGNATURE  <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> SIGNATURE  <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> SIGNATURE  <hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> SIGNATURE		COIN =	
		<b>TOTAL CASH \$</b>	
		<b>ADD TOTAL CHIPS \$</b>	
		<b>TOTAL DROP \$</b>	

### OPENER/CLOSER CARD (AG1093)

Form is prepared by General Manager or Banker on first day (depending on opening procedures); and by Pit Supervisor (closing on interim/end of day). It is used to record quantity and value of chips/coin at individual games during opening, interim closing/opening, and closing for each day. Original card is marked *Closer* and duplicate *Opener*.

**Instructions:**

Specific procedures vary with each type of transaction (see right).

GAME CLOSER CARD	
GAME AND NO.	DATE
PIT NO.	TIME
<b>ORIGINAL</b>	
X \$ 500. =	DO NOT WRITE IN THIS AREA
X \$ 100. =	
X \$ 25. =	
X \$ 5. =	
X \$ 1. =	
X \$ .50 =	
X \$ =	
COIN =	
<b>TOTAL \$</b>	
_____ SIGNATURE _____ SIGNATURE _____ SIGNATURE _____ SIGNATURE _____ SIGNATURE	
0000000	

LIC/GAM/5402

GAME OPENER CARD	
GAME AND NO.	DATE
PIT NO.	TIME
<b>DUPLICATE</b>	<b>ADJUSTMENT TO CLOSING COUNT</b>
X \$ 500. =	X \$ 500. =
X \$ 100. =	X \$ 100. =
X \$ 25. =	X \$ 25. =
X \$ 5. =	X \$ 5. =
X \$ 1. =	X \$ 1. =
X \$ .50 =	X \$ .50 =
X \$ =	X \$ =
COIN =	COIN =
<b>TOTAL \$</b>	<b>ADJUSTED TOTAL \$</b>
_____ SIGNATURE _____ SIGNATURE _____ SIGNATURE _____ SIGNATURE _____ SIGNATURE	_____ SIGNATURE _____ SIGNATURE _____ SIGNATURE _____ SIGNATURE _____ SIGNATURE
0000000	

LIC/GAM/5402



## FILL/CREDIT SLIP (AG1094)

Used to document transfers of chips and cash/coin in the casino. Each slip is a three-part pre-numbered form in booklets of 50 sets per book. Original (white) and duplicate (pink) are removed, third copy (yellow) remains in book for return to Licensing Division.

Staff using this form varies with type of transaction involved (see below). "Game and No." and "Pit No." boxes are only used in transactions with games, as is "Request For Fill/Credit No." "Cashier - Fill Clerk" box is used only when either the Cashier or Banker is involved in a transaction.

Type of Transaction and Text Reference	Para	Page
Opening Chip/Cash Inventories to Banker	2 / 3	22
1st day		
2nd day	1	29
<b>Chip Transfer -</b>		
Cashier(s) to Banker (Credit)	1	24
Banker to Games (Fill)	4	25
Games to Banker (Credit)	5	25
Count Room to Banker (Interim)	8	26
Count Room to Banker (Closing 1st day)	3	28
Banker to General Manager 1st day	3	28
2nd day	4	31
Game Closers 2nd day	1	30
<b>Chip/Cash Transfer</b>		
Banker to Banker	3	24
Cashier to Banker (Credit)	2 / 2	27 / 30
<b>Cash Transfer</b>		
Banker to Cashier (Opener)	5 / 2	23 / 29
Banker to Cashier (Fill)	2	24
Count Room to Banker (Interim Fill)	9 / 3	27 / 29
<b>Closing Cage Bankroll</b>		
1st day	4	28
2nd day	3	30

FILL-CREDIT		REQUEST FOR FILL/CREDIT	
GAME AND NO.:		DATE:	
PIT NO.:		TIME:	
CASHIER - FILL CLERK			
NAME: _____		NO.: _____	
CHIPS		CURRENCY	
X \$ 100. =		X \$ 1000. =	
X \$ 25. =		X \$ 100. =	
X \$ 5. =		X \$ 50. =	
X \$ 2. =		X \$ 20. =	
X \$ 1. =		X \$ 10. =	
X \$ .50 =		X \$ 5. =	
x =		X \$ 2. =	
COIN =		X \$ 1. =	
<b>TOTAL \$</b>		COIN =	
SIGNATURE _____		<b>TOTAL \$</b>	
SIGNATURE _____		OPENER <input type="checkbox"/>	
SIGNATURE _____		INTERIM <input type="checkbox"/>	
SIGNATURE _____		CLOSER <input type="checkbox"/>	
		0000000	
FORM/LIC/GAM/5407 (95/11)			

# CLOSING GAME INVENTORY OF CHIPS (AG1090)

Prepared by Chip Runner and used to record total chips by denomination and coin on each game at close of each day.

## Instructions:

- Chip Runner completes heading information.
- Pit Supervisor, witnessed by Dealer, counts chips/coin at each game
- Chip Runner records quantity and value of each denomination in appropriate boxes. These should agree with those recorded by Pit Supervisor on Closer Card.
- When all counting is completed and verified, values of each denomination for each game are added and entered under *Total*.
- Chip Runner signs and delivers to Banker at end of shift.
- Banker enters total value of each page in right hand bottom corner.

**A**

## CLOSING GAME INVENTORY OF CHIPS

00000

GAMING CONTROL BRANCH

NAME OF ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

PIT NO.: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(CHIP RUNNER)

GAMES AND NO.	GAMES AND NO.	GAMES AND NO.
_____ x \$500. = _____	_____ x \$500. = _____	_____ x \$500. = _____
_____ x \$100. = _____	_____ x \$100. = _____	_____ x \$100. = _____
_____ x \$ 25. = _____	_____ x \$ 25. = _____	_____ x \$ 25. = _____
_____ x \$ 5. = _____	_____ x \$ 5. = _____	_____ x \$ 5. = _____
_____ x \$ 1. = _____	_____ x \$ 1. = _____	_____ x \$ 1. = _____
_____ x \$ .50 = _____	_____ x \$ .50 = _____	_____ x \$ .50 = _____
_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____
COIN _____	COIN _____	COIN _____
<b>TOTAL \$</b> _____	<b>TOTAL \$</b> _____	<b>TOTAL \$</b> _____
_____ x \$500. = _____	_____ x \$500. = _____	_____ x \$500. = _____
_____ x \$100. = _____	_____ x \$100. = _____	_____ x \$100. = _____
_____ x \$ 25. = _____	_____ x \$ 25. = _____	_____ x \$ 25. = _____
_____ x \$ 5. = _____	_____ x \$ 5. = _____	_____ x \$ 5. = _____
_____ x \$ 1. = _____	_____ x \$ 1. = _____	_____ x \$ 1. = _____
_____ x \$ .50 = _____	_____ x \$ .50 = _____	_____ x \$ .50 = _____
_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____
COIN _____	COIN _____	COIN _____
<b>TOTAL \$</b> _____	<b>TOTAL \$</b> _____	<b>TOTAL \$</b> _____
_____ x \$500. = _____	_____ x \$500. = _____	_____ x \$500. = _____
_____ x \$100. = _____	_____ x \$100. = _____	_____ x \$100. = _____
_____ x \$ 25. = _____	_____ x \$ 25. = _____	_____ x \$ 25. = _____
_____ x \$ 5. = _____	_____ x \$ 5. = _____	_____ x \$ 5. = _____
_____ x \$ 1. = _____	_____ x \$ 1. = _____	_____ x \$ 1. = _____
_____ x \$ .50 = _____	_____ x \$ .50 = _____	_____ x \$ .50 = _____
_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____
COIN _____	COIN _____	COIN _____
<b>TOTAL \$</b> _____	<b>TOTAL \$</b> _____	<b>TOTAL \$</b> _____
_____ x \$500. = _____	_____ x \$500. = _____	_____ x \$500. = _____
_____ x \$100. = _____	_____ x \$100. = _____	_____ x \$100. = _____
_____ x \$ 25. = _____	_____ x \$ 25. = _____	_____ x \$ 25. = _____
_____ x \$ 5. = _____	_____ x \$ 5. = _____	_____ x \$ 5. = _____
_____ x \$ 1. = _____	_____ x \$ 1. = _____	_____ x \$ 1. = _____
_____ x \$ .50 = _____	_____ x \$ .50 = _____	_____ x \$ .50 = _____
_____ x _____ = _____	_____ x _____ = _____	_____ x _____ = _____
COIN _____	COIN _____	COIN _____
<b>TOTAL \$</b> _____	<b>TOTAL \$</b> _____	<b>TOTAL \$</b> _____



CHARITY: \_\_\_\_\_

CASINO: \_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION 1 DAILY POKER RAKE SUMMARY - OPTION 3 (FLEXIBLE HOURS - SEPARATE CHIP INVENTORY)**

<u>CHIPS</u>		<u>RAKE</u>	
Closing Chip Inventory	\$ _____	Poker T.T.L.	\$ _____
Minus Opening Chip Inventory	\$ _____	Minus Poker Drop	\$ _____
Chips Shortage/Overage	\$ _____	Rake Over/Short	\$ _____
		Poker Rake	\$ (1.1) _____

	<u>Hours</u>	<u>Basic Fee</u>	<u>Additional Fee*</u>	<u>Maximum Table Fee</u>
Table 1	From _____ To _____	\$1,400 + _____	= _____	
Table 2	From _____ To _____	\$1,400 + _____	= _____	
Table 3	From _____ To _____	\$1,400 + _____	= _____	
Table 4	From _____ To _____	\$1,400 + _____	= _____	
Table 5	From _____ To _____	\$1,400 + _____	= _____	
Table 6	From _____ To _____	\$1,400 + _____	= _____	
Table 7	From _____ To _____	\$1,400 + _____	= _____	
Table 8	From _____ To _____	\$1,400 + _____	= _____	
Table 9	From _____ To _____	\$1,400 + _____	= _____	
Table 10	From _____ To _____	\$1,400 + _____	= _____	
Table 11	From _____ To _____	\$1,400 + _____	= _____	
Table 12	From _____ To _____	\$1,400 + _____	= _____	

**MAXIMUM ALLOWABLE:** (1.2) \_\_\_\_\_

\*Additional Fee (\$100/table/hour) for hours outside of 12 noon through 2:00 a.m.

NOTE: Maximum table fee is \$2,000/table/day.

**SECTION 2 TOURNAMENT REVENUE**

<b>Entry Fee:</b>	No. of Players _____ X Entry Fee _____	= \$ _____
<b>Re-Buys:</b>	No. of Re-Buys _____ X Re-Buy Fee _____	= \$ _____
<b>Add-Ons:</b>	No. of Add-Ons _____ X Add-On Fee _____	= \$ _____
<b>Cumulative Fee:</b>		\$ (2.1) _____
<b>Maximum Allowable:</b>	No. of Tables _____ X \$3,250/Table _____	= \$ (2.2) _____
<b>SPLIT:</b>	Operator - 90% of the lesser of (2.1) or (2.2)	(2.3) _____
	Minus Payouts to Winning Player(s)	(2.4) _____
	Net Operator's Split	= \$ (2.5) _____
	Charity - 10% of the lesser of (2.1) or (2.2), plus 100% of fees in excess of (2.2)	(2.6) _____
	Money left for deposit [(2.5) plus (2.6)]	(2.7) _____

**SECTION 3 OPERATOR PORTION**

Poker Rake	(1.1) _____ x 75%	(3.1) _____
Maximum Allowable		(1.2) _____
Daily Operator Portion from Poker [lessor of (3.1) or (1.2)]		(3.2) _____
Plus Tournament Revenue [(2.5) above]		_____
<b>TOTAL OPERATOR PORTION</b>		(3.3) _____

**SECTION 4 CHARITY POOL PORTION**

Daily Charity Portion From Poker	Poker Rake (1.1) _____ minus Operator Portion (3.2) _____	= (4.1) _____
Plus Tournament Revenue [(2.6) above]		_____
<b>TOTAL CHARITY PORTION:</b>		(4.2) _____

\_\_\_\_\_  
Signature of Authorized Casino Facility Licensee Representative











## WEEKLY CRAPS SUMMARY

FACILITY: \_\_\_\_\_

DATE: \_\_\_\_\_

WEEKLY CRAPS SUMMARY	
Craps Deposit _____	Weekly Win/Loss(1.1) _____
Maximum Allowable: \$3,000/table/day	
SPLIT: Operator - lessor of 75% of (1.1) or \$3,000/table/day	Operator Portion(1.2) _____
Charity - 25% of (1.1)	Charity Portion(1.3) _____
Surplus/Deficit - 75% of Win/Loss minus \$3,000/table/day	Surplus or Deficit(1.4) _____

Accumulating Operator Portion	Accumulating Charity Portion	Accumulating Surplus/Deficit
Weekly Split (1.2) _____	Weekly Split (1.3) _____	Weekly Split (1.4) _____
Accumulated Portion 1.6 from Previous Week _____	Accumulated Portion 1.7 from Previous Week _____	Accumulated Portion 1.8 from Previous Week _____
Accumulating Operator Portion (1.6) _____	Accumulating Charity Portion (1.7) _____	Accumulating Surplus/Deficit (1.8) _____

**\* Charity will receive 25% of Win/Loss, plus accumulated surplus for the quarter (if any).  
Operator will receive 75% of Win/Loss to a maximum of \$3,000/table/day.  
Deficit will be covered by surplus for the quarter (if any).  
Deficit will not be covered by Charity Portion.**

<b>This Section to be completed only at the END of the quarter.</b>	
Number of days in quarter:	(1.9) _____
Operator Maximum [1.9 x \$3,000 x _____ tables/day]	(1.10) _____
Operator Portion [from 1.6 above]	(1.6) _____
Surplus/Deficit [1.6 - 1.10]	(1.11) _____
Charity Entitlement: 1.7 plus 1.8 if positive; otherwise 1.7	_____
Operator Entitlement: Total Win/Loss for the Quarter minus Charity Entitlement	(1.12) _____

\_\_\_\_\_  
Signature of Authorized Casino Facility Licensee Representative

# FACILITY CHIP INVENTORY CONTROL FORM

Prepared by Banker and Advisor at the Opening and Closing of the casino event.

One copy of form kept by the licenced charity, one copy is for the supplier and one copy is returned to the Commission Licensing Division.



## FACILITY CHIP INVENTORY CONTROL FORM

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

OPENER		CLOSER		
	CHIP COUNT	VALUE	CHIP COUNT	VALUE
F			F	
100.00			100.00	
B			B	
F			F	
25.00			25.00	
B			B	
F			F	
5.00			5.00	
B			B	
F			F	
1.00			1.00	
B			B	
F			F	
0.50			0.50	
B			B	
F			F	
TOTAL			TOTAL	
B			B	
			SHORT	
			OVER	

**NOTE:** A chip shortage means that players have not turned in chips that they have paid for. Attach a cheque to this form.

If there is a chip overage, the supplier will issue the licenced charity a refund cheque within 10 days.

Advisor \_\_\_\_\_

General Manager \_\_\_\_\_

Drop \_\_\_\_\_ % \_\_\_\_\_ Win \_\_\_\_\_

or Banker \_\_\_\_\_

Drop \_\_\_\_\_ % \_\_\_\_\_ Win \_\_\_\_\_



**SECTION: 12. ENFORCEMENT OF LEGISLATION**

**12.1 INCIDENT REPORTS AND HEARINGS**

- 12.1.1 Where an Inspector has reasonable and probable 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 licensee or registrant to correct the situation.
- 12.1.2 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.
- 12.1.3 An Inspector will prepare an Incident Report setting out the details of an alleged violation(s) and all Incidents Reports shall be dated when the Investigation is finalized.
- 12.1.4 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, licensed charity and/or registrant within ten working days of the Incident Report being completed.
- 12.1.5 The Executive Director may refer an Incident Report to the Board for review and decision where circumstances warrant.
- 12.1.6 The Board shall decide whether to hold a hearing based on the Incident Report.
- 12.1.7 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.

**SECTION: 12. ENFORCEMENT OF LEGISLATION**

- 12.1.8 A person who is refused a licence or registration by the Board without a hearing may apply to the Board for a hearing.
- 12.1.9 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.
- 12.1.10 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.
- 12.1.11 The application must describe the matter in respect of which a hearing is requested and set out the reasons for making the application.
- 12.1.12 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.
- 12.1.13 The hearing file will be available for review by the facility licensee, licensed charity or registrant on the day of the hearing. Advance viewing may be arranged with the Board Office.
- 12.1.14 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 AGLC or direct that any or all or the seized goods be returned.
- 12.1.15 The Board shall provide the applicant with a copy of its order and written reasons.

**SECTION: 12. ENFORCEMENT OF LEGISLATION**

12.1.16 A decision of the Board under the *Gaming and Liquor Act* is final.

**12.2 DISCIPLINE WITHOUT A HEARING**

12.2.1 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.

12.2.2 Where the Board has taken action without a hearing, and a hearing is requested, the hearing will be scheduled as soon as possible.

**12.3 WAIVER OF BOARD HEARING WITNESSES**

12.3.1 The Board shall determine whether witnesses are required, or whether the facility licensee, licensed charity or registrant will be offered an opportunity to waive the requirement for witnesses to attend specific Board hearings.

12.3.2 If provided the opportunity, the option to waive a witness attending a Board hearing regarding an Incident Report is at the complete discretion of the facility licensee, licensed charity or registrant.

12.3.3 Where there is no dispute as to the contents of the Incident Report and the facility licensee, licensed charity or registrant signs the Waiver of Board Hearing Witnesses, the facility licensee, licensed charity or registrant is agreeing to the facts in the Incident Report, and witnesses will not be called to the

**SECTION: 12. ENFORCEMENT OF LEGISLATION**

Board hearing.

12.3.4 Witnesses may be called to deal with matters not covered in the Incident Report, regardless of the waiver decision.

12.3.5 When a signed Waiver of Board Hearing Witnesses is received, the facility licensee, licensed charity 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.

**12.4 CONSENT TO PROPOSED BOARD DECISION**

12.4.1 A licensee or registrant may accept a proposed Board decision respecting disciplinary action (penalty) without a Board hearing, when the facility licensee, licensed charity or registrant does not dispute the circumstances in the Incident Report and is prepared to accept the proposed disciplinary action.

12.4.2 When the Board establishes a proposed disciplinary action the facility licensee, licensed charity or registrant shall be provided the following documentation:

- 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.

12.4.3 Upon receipt of the Notice of Proposed Board Decision the facility licensee, licensed charity 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

**SECTION: 12. ENFORCEMENT OF LEGISLATION**

Decision; or

- b) admit to the violation(s) contained in the Incident Report but proceed with a Board hearing as directed by the Board. The facility licensee, licensed charity 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.

12.4.4 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 facility licensee, licensed charity or registrant, or a hearing will be convened.

12.4.5 When a penalty decision involves a fine and/or a suspension, the amount of the fine, the date the fine is to be paid by and the dates of the suspension shall be included in the Notice of Proposed Board Decision.

12.4.6 Where the Board stipulates that a Board hearing is to be held, the Board shall also determine whether witnesses are required or whether the facility licensee, licensed charity or registrant will be offered an opportunity to waive the requirement for witnesses to attend the Board hearing.

**12.5 PENALTY GUIDELINES**

12.5.1 The Board shall establish guidelines which provide a framework for penalty decisions regarding licensee and registrant violations of the *Gaming and Liquor Act*, *Gaming and Liquor Regulation* and Board policy.

12.5.2 The circumstances of each individual case shall be considered at the Board hearing and penalties may vary and fall outside the guidelines.

12.5.3 The penalty guidelines are included at the end of this Section.



### AGLC PENALTY GUIDELINES

The following scale of penalties represents disciplinary measures normally taken by the AGLC 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]	PENALTY NORMALLY IMPOSED FOR SUCCESSIVE VIOLATIONS OF A SIMILAR NATURE			
	Specifics of Offence	1st Hearing/ Violations(s)	2nd Hearing/ Violation(s)	3rd Hearing/ Violation(s)
<b>UNAUTHORIZED ACTIVITY</b>				
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. 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
5. Registrant contravenes conditions of registration [GLR s.17(1)].	Up to 2 violations	Warning	\$200 fine	\$300 fine
	3 - 5 violations	\$100 fine	\$300 fine	\$400 fine
	6 - 10 violations	\$200 fine	\$400 fine	\$500 fine
	11 or more violations	Hearing	Hearing	Hearing
6. Gaming worker employed when not registered [GLA s.39(1)].	1 - 14 days	\$200 fine	\$300 fine	\$400 fine
	15 - 28 days	\$300 fine	\$400 fine	\$500 fine
	29 or more days	Hearing	Hearing	Hearing
7. Gaming licensee employing an unregistered gaming worker [GLA s.39(3)].	1 - 14 days	\$200 fine	\$300 fine	\$400 fine
	15 - 28 days	\$300 fine	\$400 fine	\$500 fine
	29 or more days	Hearing	Hearing	Hearing
8. Licensee failing to notify the AGLC when a registered employee has been charged with or convicted of a criminal offence [GLA s.38(1)].		\$250 fine	\$500 fine	\$1,000 fine
9. Registered employee failing to notify the AGLC when charged with or convicted of a criminal offence [GLR s.10(2)(b)].		Hearing	Hearing	Hearing
10. Extending credit to patrons or cashing personal cheques [GLA s. 38(1)].	1 patron	\$250 fine	\$500 fine	\$750 fine
	2 or more patrons	\$500 fine	\$750 fine	\$1,000 fine

VIOLATION [GLA or GLR Section]	PENALTY 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. Permitting a person enrolled in a self-exclusion program to enter or remain in a licensed facility [GLR 34.2]	1 patron	\$250 fine	\$500 fine	\$750 fine
	2 or more patrons	\$500 fine	\$750 fine	\$1,000 fine
12. Failure to complete and balance required financial control documentation [GLR s.17(1)].		\$250 fine	\$500 fine	\$750 fine
13. Failure to witness, assist or verify player cash outs [GLR s.17(1)]	\$1,000 or Less	\$250 fine	\$500 fine	\$1,000 fine
	Over \$1,000	\$500 fine	\$1,000 fine	\$2,000 fine
<b>OPERATING GUIDELINES</b>				
14. Gaming or facility licensee contravenes a condition of a licence [GLA s.38(1)].	Up to 2 violations	Warning	\$500 fine	\$750 fine
	3 - 5 violations	\$500 fine	\$1,000 fine	\$1,250 fine
	6 - 10 violations	\$750 fine	\$1,250 fine	\$1,500 fine
	11 or more violations	Hearing	Hearing	Hearing
15. Failure to post facility licence, gaming licence or other required signage [GLR s.33].		Warning	\$250 fine	\$500 fine
16. 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
17. 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
18. 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
<b>USE OF PROCEEDS</b>				
19. Licensee or registrant fails to provide required reports and information specified by the AGLC [GLA s.100].		\$250 fine	\$500 fine	Hearing
20. Expenditure of gaming proceeds on unapproved objectives [GLA s.38(1)].		\$250 fine	\$500 fine	Hearing
<b>OBSTRUCTION</b>				
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
<b>SECURITY</b>				
23. Failure to monitor gaming floor activities [GLA s.38(1)].		\$250 fine	\$500 fine	\$750 fine
24. Failure to maintain adequate security of cash or chips [GLA s.38(1)].		Warning	\$500 fine	\$750 fine

**SECTION: • 13. ELECTRONIC GAMING**

**13.1 SLOT MACHINES**

- 13.1.1 The authority to conduct and manage slot machines is contained in the *Criminal Code* (Canada) and the *Gaming and Liquor Act* (Alberta).
- 13.1.2 Slot machines are installed in a licensed casino facility subject to the terms and conditions of the *Casino Gaming Retailer Agreement* between the casino facility licensee and the Commission (a sample of the *Casino Gaming Retailer Agreement* is attached at the end of Section 13).
- 13.1.3 Services and space provided for the operation of slot machines is the sole responsibility of the casino facility licensee and does not involve the charity licensee volunteers. The Slot Manager is responsible for supervision of the slot operation in a licensed casino facility as set out in Section 6.3.9.
- 13.1.4 The Commission is authorized to conduct security inspections and enforcement activities:
- a) violations of the *Casino Terms & Conditions and Operating Guidelines* may result in penalties as set out in 12.5 Penalty Guidelines; and
  - b) violation of the *Casino Gaming Retailer Agreement* may result in termination of the agreement and immediate removal of slot machines.
- 13.1.5 The Commission conducts and manages the following types of slot machines:
- a) “core” slot machines, meaning a slot machine purchased by the Commission; and
  - b) “leased” slot machines, meaning a slot machine that is not available for purchase and for which a daily lease rate is paid by the Commission to the slot machine manufacturer or vendor.

**SECTION: • 13. ELECTRONIC GAMING**

13.1.6 Equipment

- a) The Commission will provide the following equipment upon installation of slot machines in a licensed casino facility:
  - i) a number and mix of slot machines as determined by the Commission pursuant to Section 16 – Terminal Allocations.
  - ii) fixtures and supplies including communications equipment and auxiliary equipment deemed necessary for the operation of the slot machines.
- b) The casino facility licensee must:
  - i) 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 fuse box) that is designed to provide electrical service twenty-four (24) hours per day;
  - ii) provide Comprehensive or Commercial General Liability and Property insurance per terms of the Retailer Agreement;
  - iii) report any slot machine malfunctions, suspected cheating, counterfeit money, game manipulation or other anomalies to Hotline immediately at 1-800-561-4415 and follow the procedures set out in Section 5.5 – Theft and Cheating at Play Procedures.
  - iv) report an unusually high number of hopper fills to Hotline immediately at 1-800-561-4415 and verify the operational integrity of the hopper as instructed by Hotline or through operational bulletins;
  - v) any customer who is involved in any slot machine dispute must be provided with the gaming irregularities number, 1-800-742-7818,

**SECTION: • 13. ELECTRONIC GAMING**

vi) play on a slot machine that appears to be malfunctioning should be discontinued immediately; and

vii) any slot machine malfunction voids all plays and pays.

**13.1.7 Remuneration**

a) Casino facility licensees are provided a commission based on a percentage of slot machine net sales per week. The commission rate is set by the Commission and is 15% of net sales. Net sales is calculated as follows:

i) for core slot machines, net sales is calculated as cash played less cash won;

ii) for leased slot machines, net sales is calculated as cash played less cash won less the cost of the lease.

b) The Commission allocates 15% of net sales to licensed charities as set out in Section 1.14.4.

**13.1.8 Financial Obligations**

a) All monies received from slot machines less winnings paid and commissions are the property of the Commission.

b) The casino facility licensee is a bare trustee for the Commission.

c) The retailer will be responsible for the following costs:

i) all utility charges in connection with the operation of slot machines, including fixtures, signs and telephone;

ii) repairing any slot machines, fixtures or signs lost or stolen while on the premises and in the care of the casino facility licensee;

iii) any lost, stolen and missing monies relating to the operation of slot machines; and

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iv) any repairs to the slot machines, fixtures and signs 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 Commission or its employees, agents or contractors).

d) Payment for monies due and remuneration is payable weekly through electronic funds transfer. The required amount is communicated by fax or local printer.

e) Failure to pay invoices may result in termination of the Retailer Agreement and removal of the slot machines.

f) The casino facility licensee must have required funds and trained staff available for payment of player's winnings to which players are entitled.

**13.1.9 Hours of Operation**

a) Slot machine hours are as follows:

i) for charitable casinos, between 10:00 a.m. and 3:00 a.m. daily, provided a casino event licence is in effect for that game day and the extra slot machine hours in excess of the hours the table games operate are adjoined;

ii) for summer fairs or exhibitions, as approved by the Board;

b) The casino facility licensee shall fax a schedule of the hours of operation for slot machines and the hours of operation for table games to the Commission Hotline two weeks in advance of any proposed changes.

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13.1.10 Advertising and promotions for slot machines shall be in accordance with Sections 1.15 and 1.16 of this handbook.

13.1.11 Progressive Jackpot Verification and Payment

The casino facility licensee shall:

- a) Notify Hotline immediately at 1-800-561-4415; in the event of a wide area and local area progressive jackpot; and
- b) Follow the instructions provided by Hotline for progressive jackpot verification and payment.

13.1.12 Key Phone/Fax Numbers

Hotline: 1-800-561-4415

Hotline Fax: (780) 740-7014

AADAC: 1-800-665-9676

Gaming Irregularities: 1-800-742-7818

**SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES**

**14.1 EIGHT MAJOR STEPS**

14.1.1 A casino facility licence for a proposed new 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. Construction and Licensing

14.1.2 The series of steps in 14.1.1 is initiated by an applicant for a casino facility licence respecting a proposed new facility in a community within a specified market area.

14.1.3 In this section, an applicant must be:

- a) an adult (18 years of age or older), who is a Canadian citizen or lawfully admitted to Canada for permanent residence; or
- b) 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
- c) a partnership, registered under the *Partnership Act* (Alberta)
- d) a First Nation within the meaning of the *Indian Act* (Canada).

14.1.4 An applicant who is a:

- a) partnership, includes each partner; and

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- b) corporation, includes the officers and directors of the corporation.

14.1.5 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; or
- 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

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

- a) Alberta North;
- b) Edmonton and area;
- c) Alberta Central;
- d) Canadian Rockies;
- e) Calgary and area;
- f) Alberta South;

or any other specified market area as determined by the Board.

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- 14.1.7 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.
- 14.1.8 Casino facility licences are issued and must operate under the charitable gaming model of the province. That is, a casino event may only occur in a licensed casino facility under a licence issued by the AGLC to an eligible charitable or religious group.
- 14.1.9 For purposes of this section, there are two distinct types of casino facilities, as follows:
- a) a “traditional casino facility,” meaning a licensed casino facility situated in a community as defined in 14.1.5; and
  - b) a “First Nation casino facility,” meaning a licensed casino facility situated on an Indian reserve as defined in 14.1.5 c) set apart by the Department of Indian Affairs (Canada) as of January 1, 2001, or an Indian Reserve set apart after that date which is contiguous to an existing reserve and to which the Province of Alberta has consented.
- 14.1.10 Casino facility licence applicants must bear all costs or expenses associated with their interest in or application for a casino facility licence.

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

**14.2 STEP ONE: INQUIRY**

14.2.1 An applicant initiates the application process for a new casino facility licence by informing the AGLC of its interest to operate a proposed new facility in a community in the province.

14.2.2 The AGLC 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;
- f) \$50 cheque for a copy of the Casino Facility Licensing Information Package ("information package"), to cover printing costs.

14.2.3 An applicant who has submitted the information outlined in 14.2.2 will be advised as to whether or not the application process will continue. When determining whether the process will continue, the following basic criteria will be considered by the AGLC:

- a) charities must wait a reasonable period of time to hold casino events from the time they have been deemed

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eligible for a casino event licence by the AGLC (does not apply to proposed First Nations casino facilities);

- b) the proceeds to charities from charitable events held in the proposed new facility will be comparable to and competitive with those generated in other casino facilities in the province (does not apply to proposed First Nations casino facilities);
- c) 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 casinos; and
- d) the viability of existing casinos or approved casinos (i.e. an approved casino refers to an application approved for a casino facility licence subject to meeting the outstanding requirements, as provided for in 14.9.5) in the same community or specified market area are not significantly compromised.

14.2.4 If the Board determines the inquiry not to be valid, the application process shall conclude.

14.2.5 The applicant who submitted the inquiry letter as per 14.2.2 will:

- a) be advised in writing of the Board's decision and reason(s);
- b) have the \$50.00 information package fee returned; and
- c) be advised of the right to request a hearing into the matter, as per Section 94 GLA.

14.2.6 If the submission from the applicant is deemed to be valid, the AGLC will provide the applicant with an information package. The information package shall contain information related to the application process and requirements respecting a casino facility licence.

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14.2.7 If after reviewing the information package the applicant wishes to pursue a casino facility licence, the applicant must submit in writing to the AGLC a valid Expression of Interest including, but not limited to, information and an initial deposit as follows:

- a) anticipated benefits of the proposed new facility to charitable groups including the estimated financial returns to eligible charities;
- b) estimated impact of the proposed new facility on existing licensed gaming facilities in the community and specified market area;
- c) 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 electronic games, table games and non-gaming revenue;
- d) proposed size, location and development timeline for the proposed new facility;
- e) proposed specific gaming activities to be offered in the proposed new facility including the number of gaming positions by gaming activity;
- f) suitability of the proposed new facility or location including the impact on parking and traffic flow;
- g) relevant experience, training and credentials of the applicant;
- h) feasibility of the proposed new facility, including:
  - i) fixed costs, such as debt service and depreciation;

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- ii) operational costs, such as salaries and benefits, leases, utilities, supplies, equipment, maintenance, advertising, and taxes;
- iii) cash flow and profit projections; and
- iv) risk assessment;

i) understanding of relevant federal and provincial legislation, regulation, policies, standards and local bylaws, including zoning and development requirements;

j) proof of the applicant's right or option to own, occupy or otherwise control the land where the proposed new facility is to be situated (does not apply to proposed First Nation casino facilities);

k) 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;

l) a preliminary disclosure of personal and business information to be provided on a form supplied by the AGLC;

m) a security clearance; and

n) a certified cheque in the amount of \$10,000.00 as an initial deposit payable to the Alberta Gaming and Liquor Commission; these funds, or any additional funds requested by the AGLC as provided for in Section 4.9, will be used as required to cover the cost of conducting background checks.

14.2.8 The physical location of the proposed new facility is submitted as part of the valid Expression of Interest required in 14.2.7d) and j). This location is used in the initial assessment and all subsequent steps in the process. It must remain unchanged throughout the process, from the

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complete Expression of Interest (14.2.7) to the final submission (14.6.7) through to the end of the process. (The physical location on the reserve may change for a First Nations proposal.)

14.2.9 The AGLC 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 Board as provided for in 14.9.3.

14.2.10 An applicant who has submitted an Expression of Interest will be advised as to whether its submission is determined to be valid or reasonable by the Board, based on an initial assessment by the AGLC of:

- a) completeness and accuracy of information in the submission;
- b) the intent of the applicant;
- c) prima facie (on the face of it) the feasibility of the proposed new facility;
- d) the eligibility of the applicant to hold a casino facility licence;
- e) the period of time charities must wait to hold casino events (charities must wait a reasonable period of time) from the time they have been deemed eligible for a casino event licence by the AGLC (does not apply to proposed First Nations casino facilities);
- f) the proceeds to charities from charitable events held in the proposed new facility (the proceeds must be comparable to and competitive with those generated in other casino facilities in the province) (does not apply to proposed First Nations casino facilities);
- g) the expected gross gaming revenue (a significant proportion of the expected gross gaming revenue to be

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generated by the proposed new facility will be new gaming revenue and will not be drawn from other existing or proposed casinos); and

- h) the viability of existing casinos or approved casinos (i.e. an approved casino refers to an application approved for a casino facility licence subject to meeting the outstanding requirements, as provided for in 14.9.5) in the same community or specified market area as the proposed new facility (the viability of the existing or approved casinos cannot be significantly compromised).

14.2.11 If the Board deems the Expression of Interest to be valid, Step Two: Notice of Expressed Interest may be initiated.

14.2.12 An Expression of Interest deemed to be valid by the Board is not based on a definitive analysis of the feasibility of a traditional casino facility or First Nation casino 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 AGLC of a traditional casino facility or First Nation casino facility in a community.

14.2.13 If an applicant indicates it no longer wishes to pursue a casino facility licence during Step One, the application process shall conclude and the balance of the \$10,000.00 deposit will be returned to the applicant.

14.2.14 If the submitted Expression of Interest is deemed by the Board not to be valid, it will be rejected and the application process shall conclude.

14.2.15 The applicant who submitted the Expression of Interest which has been deemed not valid will:

- a) be advised in writing of the Board's decision and reason(s);

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- b) have the balance of its \$10,000.00 deposit returned; and
- c) be advised of the right to request a hearing into the matter, as per Section 94 GLA.

14.2.16 The AGLC will not consider the applicant for a casino facility licence in the community for a period of at least two years from the date of the Board decision to conclude the application process or the conclusion of the hearing process, unless otherwise directed by the Board.

**14.3 STEP TWO: NOTICE OF EXPRESSED INTEREST**

14.3.1 For the purposes of this Section, there are two distinct types of Notices of Expressed Interest:

- a) a Notice of Expressed Interest for a traditional casino facility as defined in 14.1.9a); and
- b) a Notice of Expressed Interest for a First Nation casino facility as defined in 14.1.9b).

14.3.2 Following from 14.2.11, the AGLC will issue a Notice of Expressed Interest, to accept Expressions of Interest for a traditional casino facility or First Nation casino facility from other interested parties ("applicants"). This step is intended to encourage the best possible proposal by allowing interested parties in a specified market area, determined by the location of a community identified in a valid Expression of Interest from Step One, an opportunity to make an application.

14.3.3 Only a First Nation may apply for a First Nation casino facility in the specified market area identified in a valid Expression of Interest from Step One.

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- 14.3.4 A Notice of Expressed Interest will:
- a) identify the community in which the proposed new facility is located;
  - b) be advertised by the AGLC:
    - 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 AGLC.
- 14.3.5 The AGLC 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 traditional casino facility or First Nation casino facility in the specified market area.
- 14.3.6 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 14.3.4.
- 14.3.7 Each Expression of Interest must contain information as described in 14.2.7 and an initial deposit of \$10,000.00.
- 14.3.8 Applicants must submit to the AGLC 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 casino facility licence in the specified market area described in the Notice of Expressed Interest.
- 14.3.9 Expressions of Interest are deemed to be valid as provided for in 14.2.10.

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14.3.10 An Expression of Interest withdrawn by an applicant will have the balance of its \$10,000.00 deposit returned.

14.3.11 If any submitted Expression of Interest is deemed by the Board not to be valid, it will be rejected and the application process shall conclude, subject to 14.3.12c).

14.3.12 The applicant who submitted the Expression of Interest which has been deemed not valid will:

- a) be advised in writing of the Board's decision and reason(s);
- b) have the balance of its \$10,000.00 deposit returned; and
- c) be advised of the right to request a hearing into the matter, as per Section 94 GLA.

14.3.13 The AGLC will not consider the applicant referred to 14.3.10 or 14.3.11 for a casino facility licence in the community for a period of at least two years from the date of the Board decision to conclude the application process or the conclusion of the hearing process, unless otherwise directed by the Board.

14.3.14 The AGLC will not consider applications for a casino 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.

**14.4 STEP THREE: INITIAL ASSESSMENT**

14.4.1 Following from 14.3.8, the AGLC will conduct an initial assessment to determine whether a traditional casino facility or First Nations casino facility in a community within a specified market area has merit.

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14.4.2 The concept of a traditional casino facility or First Nations casino facility may be deemed to have merit if a valid Expression of Interest respecting the facility meets basic criteria such as:

- a) charities must wait for a reasonable period of time to hold casino events from the time they have been deemed eligible for a casino event licence by the AGLC (does not apply to proposed First Nations casino facilities);
- b) the proceeds to charities from charitable events held in the proposed new facility will be comparable to and competitive with those generated in other casino facilities in the province (does not apply to proposed First Nations casino facilities);
- c) 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 casinos;
- d) the viability of existing casinos or approved casinos (i.e. an approved casino refers to an application approved for a casino facility licence subject to meeting the outstanding requirements, as provided for in 14.9.5) in the same community or specified market area are not significantly compromised; and
- e) the proposed new facility would meet or exceed the AGLC's casino facility standards and operating guidelines as set forth in the CTCOG.

14.4.3 If the Board deems the concept of a proposed new facility in the specified market area to have merit, Step Four: Community Support may be initiated.

14.4.4 An Initial Assessment that deems a proposed new facility in a community within a specified market area to have merit is not based on a definitive analysis of the feasibility of a proposed new facility in the community; nor does an Initial

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Assessment 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 AGLC of a proposed new facility in a community.

14.4.5 If the Board deems the concept of a proposed new facility in the specified market area not to have merit, the process concludes and no further consideration will be given to a new facility in the community for a period of two years from the date of the Board decision to conclude the application process or the conclusion of the hearing process, unless otherwise directed by the Board.

14.4.6 The applicants who submitted a valid Expression of Interest for a new facility in the specified market area not deemed to have merit will:

- a) be advised in writing of the Board's decision and its reason(s) for the process concluding;
- b) have the balance of their \$10,000.00 deposit returned; and
- c) be advised of the right to request a hearing into the matter, as per Section 94 GLA.

14.4.7 The AGLC 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.

**14.5 STEP FOUR: COMMUNITY SUPPORT**

14.5.1 The Board may consider the views of the community including the views, if any, expressed by a council in relation to a proposed casino 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.

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- 14.5.2 The AGLC will not consider applications for a casino facility licence in a community where a casino facility licence has been rejected by the Board because of lack of community support for a period of two years from the date of the Board decision to conclude the application process or the conclusion of the hearing process, unless otherwise directed by the Board.
- 14.5.3 Following from 14.4.3, the Board will consider community support, or lack thereof, as expressed by the council for the concept of a new casino in the community.
- 14.5.4 The AGLC will 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 casino in the community to have merit. The AGLC will advise the council of:
- a) the name of the applicant(s); and
  - b) the location(s) of the proposed casino facility(ies).
- 14.5.5 The council's expressed support, or its lack of expressed support, for the concept of a new casino in its community will be considered by the Board. Expressed support means a resolution of council in support of, or not opposed to, the concept of a new casino in its community.
- 14.5.6 Lack of expressed support means a council resolution withholding expressed support or rejecting the concept of a new casino.
- 14.5.7 The Board will not consider any conditions placed on or attached to a council resolution respecting the concept of a new casino in the community.
- 14.5.8 If the council is silent and there is no significant demonstrated opposition respecting the concept of a new casino in the community, the Board at its discretion may decide to continue the application process.

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14.5.9 Following from 14.5.5, if the Board at its discretion decides to continue the application process, Step Five: Acceptance of Proposals may be initiated.

14.5.10 Following from 14.5.5, if the Board at its discretion decides to conclude the application process, the process to consider a casino facility licence in the specified market area shall conclude and no further consideration will be given to a proposed new facility in the community for a period of two years from the date of the Board decision to conclude the application process or the conclusion of the hearing process, unless otherwise directed by the Board.

14.5.11 The applicants who submitted a valid Expression of Interest will:

- a) be advised in writing of the Board's decision and its reason(s) for the process concluding;
- b) have the balance of their \$10,000.00 deposit returned; and
- c) be advised of the right to request a hearing into the matter, as per Section 94 GLA.

**14.6 STEP FIVE: ACCEPTANCE OF PROPOSALS**

14.6.1 Following 14.5.9, the applicant(s) who submitted valid Expressions of Interest will be invited to provide a final submission including a detailed business plan.

14.6.2 The applicant(s) referred to in 14.6.1 must complete a final Casino Facility Licensing Application Package ("final package") provided by the AGLC.

14.6.3 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 casino facility licence in a community within the specified market area.

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- 14.6.4 The physical location of the proposed new facility, as submitted as part of the valid Expression of Interest required in 14.2.7d) and j), is used in the initial assessment and all subsequent steps in the process. It must remain unchanged throughout the process, from the complete Expression of Interest to the final submission, through to the end of the process. (The physical location on the reserve may change for a First Nations proposal.)
- 14.6.5 Applicants are required to issue a public notice of their application for a casino facility licence in the specified market area. The advertisement must:
- a) meet the content and format requirements specified by the AGLC;
  - b) specify the address within the community in which the proposed new facility is located; and
  - c) be published as set out in 14.3.4.
- 14.6.6 Following from 14.6.5 the applicant must submit to the AGLC a copy of the complete newspaper pages containing the advertisements as part of their final package as provided for 14.6.3.
- 14.6.7 The AGLC 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 14.6.3.
- 14.6.8 The application process shall conclude if none of the applicant(s) submits a completed final package within the period of time specified in 14.6.7.
- 14.6.9 The applicants who did not submit a completed final package within the specified time period will:
- a) be advised in writing of the Board's decision and its reasons; and

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b) have the balance of their \$10,000.00 deposits returned.

14.6.10 An applicant may indicate in writing to the AGLC it is withdrawing its application.

14.6.11 If the AGLC receives one or more complete and accurate final packages for a new casino 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 by the Board.

14.6.12 The AGLC 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.

**14.7 STEP SIX: APPLICANT SELECTION**

14.7.1 Following from 14.6.11, applicants for casino facility licences are evaluated using facility standards and operating requirements set out in Sections 4 and 5 and elsewhere in these CTCOG.

14.7.2 The evaluation of applicants will be conducted by a Casino Facility Applicant Evaluation Committee ("committee") internal to the AGLC.

14.7.3 The members of the committee will be designated by the AGLC and comprise senior staff of the AGLC. As the AGLC deems appropriate, the committee may obtain assistance in conducting the evaluation from external sources (e.g., consultants).

14.7.4 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.

14.7.5 No person or affiliated groups of persons or a company will be permitted to control the casino gaming industry in the

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province. This requirement is made in the interest of maintaining a viable and effective charitable gaming model for casino gaming. In this case, the control of the casino gaming industry means owning or controlling more than 25% of the total number of casino facilities, not including First Nation casino facilities, operating in the province, unless otherwise directed by the Board.

14.7.6 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) projected operation costs;
  - iv) revenue forecasting methodology and assumptions;
  - v) pro forma financial statements;
  - vi) 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;
  - vii) proposed physical attributes, location and site plan, blueprints, description and theme, dimensions and general site standards, layout, occupancy limit, constructions costs and schedule;
  - viii) proposed security features, including surveillance equipment and coverage in the facility, intrusion and hold-up alarms, secured rooms and storage, emergency provisions;
  - ix) proposed gaming activities to be conducted in the proposed new facility;
  - x) business entity equity and debt position, and source of funds to finance the proposed new facility;
  - xi) financial controls and systems, including organization structure;
  - xii) understanding of and compliance with the relevant federal and provincial legislation, regulation,

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policies and local bylaws including zoning and development requirements;  
xiii) related experience of the applicant and their associates.

b) The applicant must demonstrate its proposal takes into consideration factors which may impact the community and the 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 casino 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.

14.7.7 The committee will report the results of its evaluations and recommendations to the Board. The Board will then determine whether to proceed to Step 7: Investigation with one or more of the applications.

14.7.8 Following from 14.7.7, if the Board at its discretion decides none of the applicants meets the requirements, the application process shall conclude and no further consideration will be given to a proposed new facility in the community for a period of two years from the date of the Board decision to conclude the application process or the conclusion of the hearing process, unless otherwise directed by the Board.

14.7.9 The unsuccessful applicant(s) will be:

- a) advised of the Board's decision and reason(s);

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- b) the balance of their deposit of \$10,000.00 will be returned to them;
- c) be advised of the right to request a hearing into the matter, as per Section 94 GLA.

14.7.10 Following from 14.7.7, if there are one or more applicants selected to proceed to Step 7, the other unsuccessful applicants who submitted proposals will:

- a) be advised in writing of the Board's decision and its reasons;
- b) have the balance of their \$10,000.00 deposits returned; and
- c) be advised that the hearing process can only take place after one applicant has been moved to Step 8: Construction and Licensing.

**14.8 STEP SEVEN: INVESTIGATION**

14.8.1 Following from 14.7.7, the Board may direct the AGLC to conduct a thorough due diligence investigation ("investigation") into one or more applicants selected in Step Six: Applicant Selection and any other key persons associated with the applicant(s) selected in Step Six.

14.8.2 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 casino facility licence.

14.8.3 The due diligence investigations process is described in Section 4.9 of the CTCOG.

14.8.4 The AGLC will report the results of the due diligence investigations to the Board.

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14.8.5 The Board will determine whether an applicant meets the requirements of the due diligence investigation.

14.8.6 If the Board determines an applicant meets the requirements of the due diligence investigation, the Board may initiate Step 8: Construction and Licensing.

14.8.7 If the Board determines an applicant has failed to meet the requirements of the due diligence investigation, the application is rejected. Other application(s) may then be subject to investigation, as directed by the Board. No other applicant(s) will be moved to Step 7 until the conclusion of 14.8.8c).

14.8.8 The applicant who had its application rejected in 14.8.7 will:

- a) be advised of the Board's decision and reason(s);
- b) have the balance of its \$10,000.00 deposit returned; and
- c) be advised of the right to request a hearing into the matter, as per Section 94 GLA.

**14.9 STEP EIGHT: CONSTRUCTION AND LICENSING**

14.9.1 The Board must consider any objection made respecting a casino facility licence application, and advise the person who made the objection as to the Board's decision in the matter.

14.9.2 The Board may refuse to issue a casino facility licence to an applicant if the Board is of the view that the community does not support a new proposed facility in a community.

14.9.3 Following from 14.8.6, if the Board decides to proceed with the casino facility licensing process, the Board will advise the successful applicant in writing that it can proceed with construction of the casino facility.

**SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES**

14.9.4 The applicant will be issued a casino facility licence once the facility is constructed in compliance with the structure and amenities as outlined in the application package, which was approved by the Board and subject to meeting all requirements of 14.9.5 as well as any other conditions identified by the Board. Once a casino facility licence is issued the casino application process concludes.

14.9.5 Prior to a casino 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; and
- c) in the case of a First Nation casino facility, evidence of appropriate land tenure as provided under the *Indian Act (Canada)* or the *First Nations Lands Management Act (Canada)*.

14.9.6 If the Board moves one or more applicant(s) to Step 8, the unsuccessful applicants, if any, will :

- a) be advised in writing of the Board's decision and reason(s);
- b) have the balance of their \$10,000.00 deposit returned; and
- c) be advised of the right to request a hearing into the matter, as per Section 94 GLA.

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14.9.7 Once a casino facility licence is issued in Step 8, the casino application 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.

**SECTION: 15. EXPANSION OR MAJOR RELOCATION OF A LICENSED CASINO FACILITY**

**15.1 THREE MAJOR STEPS**

15.1.1 Approval for or licensing of an expansion or major relocation of an existing licensed casino 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
- 3) Licensing or Approval

15.1.2 The series of steps in 15.1.1 is initiated by a casino facility licensee respecting a proposed expansion or major relocation of an existing licensed casino facility in a community within a market area.

15.1.3 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; or
- 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.

15.1.4 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;



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- 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.

15.1.5 In this section, “expansion” means the significant physical expansion of the gaming area in a licensed casino 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 casino facility licensee 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.

15.1.6 In this section, “major relocation” means relocation of an existing licensed casino facility for purposes of capturing a new or different player base or market area as determined by the Board. Major relocation does not refer to the relocation of a licensed casino facility 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.

15.1.7 The casino facility licensee must bear all costs or expenses associated with their interest in expansion or a major relocation of the licensed casino facility.

15.1.8 The AGLC will not assume any of the costs, expenses or liabilities associated with a licensee’s interest in expanding or relocating a licensed casino facility.

**15.2 STEP ONE: INITIAL ASSESSMENT**

15.2.1 A casino facility licensee initiates this step by providing to the AGLC a proposal in writing for the expansion or major relocation of an existing licensed casino facility.

15.2.2 The AGLC will conduct an initial assessment to determine whether a proposed expansion or major relocation has merit.

**SECTION: 15. EXPANSION OR MAJOR RELOCATION OF A LICENSED CASINO FACILITY**

15.2.3 The expansion or major relocation of the licensed casino facility in a community may be deemed to have merit if it can be shown, among other things, that the expansion or major relocation will not result in decreased benefit to charities from charitable events.

15.2.4 The casino facility licensee must address to the satisfaction of the Board the expansion factors which may impact the community and the 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, for example, how casino gaming activities 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.

15.2.5 The casino facility licensee must address to the satisfaction of the Board the relocation factors which may impact the community and the adjacent communities, including, but not limited to, the following:

- a) anticipated impact of the major relocation upon other existing charitable gaming activities in the community;
- b) a proximity to public or community facilities, including schools, churches, etc.;
- c) an explanation of the measures to be taken to address problem gambling, for example, how casino gaming activities will be delivered in a socially responsible manner;

**SECTION: 15. EXPANSION OR MAJOR RELOCATION OF A LICENSED CASINO FACILITY**

- d) estimated economic impact on the community, for example, number of new jobs created, impact on other businesses in the community, etc.;
- e) impact on policing in the community; and
- f) impact on parking and traffic flow.

15.2.6 In the case of a proposed expansion or major relocation, the casino facility licensee must provide the AGLC with information relating to:

- a) its business entity equity and debt position; and
- b) the source of funds to finance the proposed expansion or major relocation.

15.2.7 An initial assessment that deems an expansion or major relocation to have merit is not based on a definitive analysis of the feasibility of an expansion or major relocation of the licensed casino facility. In addition, the initial assessment does not assure the level of success or support of the expansion or major relocation. Moreover, a proposal deemed to have merit shall not be considered or promoted as an endorsement by the AGLC of an expansion or major relocation.

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

15.2.9 If the Board deems the proposed expansion or major relocation not to have merit, the approval process concludes and the expansion or major relocation will be rejected.

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

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

**SECTION: 15. EXPANSION OR MAJOR RELOCATION OF A LICENSED CASINO FACILITY**

**15.3 STEP TWO: COMMUNITY SUPPORT**

- 15.3.1 The Board may consider the views of the community including the views, if any, expressed by a council in relation to a proposed casino expansion or major relocation and may refuse to approve a proposed casino expansion or major relocation at anytime throughout the process if the Board is of the view that the community is not in favour.
- 15.3.2 The AGLC will not consider proposals for a casino expansion or major relocation in a community where a similar proposal has been rejected by the Board because of lack of community support, for two years from the date the notice of rejection was sent to the applicant.
- 15.3.3 Following from 15.2.8, the Board will consider community support, or lack thereof, as expressed by the council for an expansion or major relocation of a casino facility in the community.
- 15.3.4 The AGLC will formally notify the council, through the council's chief administrative officer or municipal clerk or equivalent, that the Board has deemed the facility licensee's proposed expansion or major relocation to have merit. The AGLC will advise the council of:
- a) the name of the applicant; and
  - b) the location of the proposed expansion or major relocation.
- 15.3.5 The council's expressed support, or its lack of expressed support, for the expansion or major relocation of the licensed casino facility in its community will be considered by the Board.
- 15.3.6 Expressed support means a resolution of council in support of, or not opposed to, a casino expansion or major relocation in its community.

**SECTION: 15. EXPANSION OR MAJOR RELOCATION OF A LICENSED CASINO FACILITY**

- 15.3.7 Lack of expressed support means a council resolution withholding expressed support or rejecting a casino expansion or major relocation in its community.
- 15.3.8 The Board will not consider any conditions placed on or attached to a council resolution respecting a casino expansion or major relocation in the community.
- 15.3.9 Applicants are required to issue a public notice in the community advising the community of the proposed expansion or major relocation in the community. The advertisement must:
- a) meet the content and format requirements specified by the AGLC;
  - b) specify the addresses within the community affected by the expansion or major relocation; and
  - c) be published as set out in 14.3.4.
- 15.3.10 Following from 15.3.9, the applicant must submit to the AGLC a copy of the complete newspaper pages containing the advertisements.
- 15.3.11 If the council is silent and there is no significant demonstrated opposition respecting casino expansion or major relocation in the community, the Board at its discretion may decide to continue the approval process.
- 15.3.12 Pursuant to Section 4 of the *Gaming and Liquor Regulation*, the Board must consider any objection made respecting an expansion or major relocation of a licensed casino facility, and advise the person who made the objection as to the Board's decision in the matter.
- 15.3.13 If the Board at its discretion decides to continue the approval process, Step Three: Licensing or Approval may be initiated.
- 15.3.14 If the Board at its discretion decides to conclude the approval process for the expansion or major relocation of the casino facility in the community, the process shall conclude. The

**SECTION: 15. EXPANSION OR MAJOR RELOCATION OF A LICENSED CASINO FACILITY**

casino facility licensee who expressed interest in expansion or major relocation will be advised by the Board in writing as to the reason(s) for the process concluding.

**15.4 STEP THREE: APPROVAL OR LICENSING**

15.4.1 In this step, the Board will make a determination respecting the approval of the proposed expansion or major relocation of a licensed casino facility.

15.4.2 If the Board decides to proceed with the expansion or major relocation of the casino facility, the Board will advise the licensee in writing it can proceed with construction.

15.4.3 The Board will approve the proposed expansion or major relocation of a licensed casino facility if the facility licensee has met all of the following requirements:

- a) demonstrate compliance with the structure and amenity requirements as outlined in the application package;
- b) demonstrate compliance with all provincial and federal legislation, regulation and policies;
- c) demonstrate compliance with all municipal requirements, including local zoning or development requirements respecting the expansion or major relocation and produce any permits, licences or authorizations necessary to operate; and
- d) 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 (pursuant to Section 14 of the Gaming and Liquor Regulation).

15.4.4 The Board may refuse to approve an expansion or major relocation if the casino facility licensee has:

- a) misled the AGLC; or
- b) provided inaccurate or incomplete information respecting the expansion or major relocation; or

**SECTION: 15. EXPANSION OR MAJOR RELOCATION OF A LICENSED CASINO FACILITY**

c) not constructed the expansion or major relocation in compliance with the structure and amenity requirements as outlined in the application package.

15.4.5 If approval is rejected under the authority of 15.4.4, the casino 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, as per Section 94, GLA.

**SECTION: 16. SLOT MACHINES**

**16.1 TERMINAL ALLOCATIONS**

16.1.1 The Commission determines the number and type of slot machines provided to eligible casino facilities and may adjust the number and type of slot machines from time to time.

16.1.2 Lease games will not exceed 10% of total slot machines in a casino facility:

- a) up to 6% of total slot machines must be lease games as determined by the Commission; and
- b) the Commission will consider the view of the casino operator when allocating any additional lease games up to the total maximum of 10% of total slot machines in a casino facility.

- 16.1.3 A casino facility must meet the minimum requirements per Section 4.1 Physical Standards and Requirements to be eligible for additional slot machines. A maximum increase in additional slot machine capacity following renovations will not exceed 25% of the number of existing slot machines or a maximum of 75 slot machines, whichever number is lower.

16.1.4 Slot machine distribution is optimized by allocating additional slot machines to an eligible casino facility and reallocating slot machines from a casino facility based on the consumer demand in the geographic market areas served by the casino facility.

16.1.5 In this section, a geographic market area refers to a *Tourist Destination Region* as defined by Travel Alberta. TDRs include:

- a) Alberta North;
- b) Edmonton and area;
- c) Alberta Central;
- d) Canadian Rockies;
- e) Calgary and area; and



**SECTION: 16. SLOT MACHINES**

f) Alberta South;

Alternatively, a geographic market area may refer to any other geographic area as determined by the Commission.

16.1.6 Consumer demand at a casino facility is determined by:

- a) Net Sales per Terminal Hour (NSPTH), which is the average hourly net sales per terminal for each hour of operation; and
- b) Fair Share Ratio (FSR), which is the ratio of geographic market area share of total net sales to geographic market area share of total slot machines at a casino facility for a consecutive 26 week period.

$$FSR = \frac{\%NetSales_{Market}}{\%Slots_{Market}}$$

16.1.7 A casino facility's geographic market area share of sales and slot machines is determined as follows:

- a) For multi-facility markets, the market share is the casino facility's share of total net sales and total slot machines in the geographic market;
- b) for single facility markets, the market share is the casino facility's share of total net sales and slot machines in the province.

16.1.8 The Commission may adjust the number and type of slot machines installed in a casino facility as follows:

- a) a casino facility is eligible for additional slot machines when the NSPTH for all slot machines exceeds \$11.00 and the FSR exceeds 1.0;
- b) a casino facility may have slot machines removed when the NSPTH is less than \$6.00 and the FSR is less than 0.8.

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**SECTION: 16. SLOT MACHINES**

- 16.1.9 The maximum number of slot machines allocated to a casino facility is determined by multiplying the total number of slots in the geographic market area by the casino facility's market share of total net sales.
- 16.1.10 All slot machines removed under 16.1.8 are reallocated to existing casino facilities based on consumer demand.
- 16.1.11 The Commission will review the terminal allocation process every two years to ensure a fair and equitable distribution of slot machines.

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**SECTION: 17. MAJOR EXHIBITIONS AND SUMMER EVENT SLOT PROGRAM**

**17.1 GENERAL INFORMATION:**

17.1.1 The AGLC may provide slot machines, related equipment and technical support staff between June 20<sup>th</sup> and August 20<sup>th</sup> of each calendar year to all eligible Agricultural Societies and charitable or religious organizations which operate Major Exhibitions or Summer Events.

**17.2 MAJOR EXHIBITIONS**

17.2.1 Major Exhibitions are operated by major Agricultural Societies and include the following:

- a) Edmonton (Klondike Days)
- b) Calgary (Calgary Stampede)
- c) Red Deer (Westerner Days)
- d) Lethbridge (Whoop Up Days)
- e) Medicine Hat (Medicine Hat Stampede)
- f) Camrose (Big Valley Jamboree)
- g) Olds (Mountainview County Fair and Rodeo)

**17.3 SUMMER EVENTS**

17.3.1 Summer Events must meet the following criteria:

- a) the dates of the event must be for a minimum of four (4) days in duration;
- b) the event must have an estimated attendance (based on the previous two (2) years actual attendance) of a minimum of 50,000 people each year;
- c) the event must be operated by an Agricultural Society or a charitable or religious organization that has conducted a casino event within the past two years and has been issued a casino event licence for the summer event;

**SECTION: 17. MAJOR EXHIBITIONS AND SUMMER EVENT SLOT PROGRAM**

- d) the dates of the event cannot conflict with the Calgary Stampede and Edmonton Klondike Days or occur prior to June 20 or after August 20;
- e) the event is not eligible if the community where the event takes place has an existing licensed casino facility; and
- f) all other policies of the AGLC such as eligibility for a casino event licence and use of proceeds apply to all licensees.

**17.4 SUMMER EVENT APPLICATION PROCESS:**

- 17.4.1 Agricultural Societies or charitable or religious organizations that request approval to participate in the Summer Event Program must prepare a written proposal detailing the requested gaming activities and their location for the duration of their annual summer fair event. The proposal must be submitted to the Executive Director, Gaming Products and Services Division for approval before January 15th in the year the event is to be held.
- 17.4.2 Applications for a casino event licence must be submitted to the Director, Licensing Division for approval before January 31<sup>st</sup> in the year the event is to be held.
- 17.4.3 Representatives of the AGLC may meet with Agricultural Societies or charitable or religious organizations which operate summer events to review the submitted proposals and determine eligibility.
- 17.4.4 Representatives of the AGLC will prepare a report of the technical requirements for each submitted proposal.
- 17.4.5 The number of approved Summer Events will be determined based on slot availability and the events meeting the criteria.

**17.5 OPERATIONS**

- 17.5.1 Slot machines and all related equipment will be provided by the AGLC.

**SECTION: 17. MAJOR EXHIBITIONS AND SUMMER EVENT SLOT PROGRAM**

17.5.2 The AGLC will provide all required logistical and technical support and installation and maintenance for the slot machines.

17.5.3 Agricultural Societies or charitable or religious organizations that operate approved Summer Events must enter into a Casino Gaming Retailer Agreement with the AGLC in order to be provided with on-site slot machines during the course of the event.

17.5.4 The Agricultural Societies or charitable or religious organizations that operate Summer Events are responsible for providing customer service personnel for the slot machine operation.

**17.6 FACILITY REQUIREMENTS**

17.6.1 There must be a permanent secure structure with full services on site that can accommodate at least 50 slot machines.

**17.7 EQUIPMENT**

17.7.1 The AGLC retains the right to determine the type and quantity of slot machines to be provided for temporary installation.

17.7.2 Based on availability, up to 50 slot machines may be allocated to approved Summer Events. Additional slots may be provided based on performance and availability.

17.7.3 Based on availability, the following quantity of slot machines may be allocated to existing Major Exhibitions in the following communities:

a) Edmonton (Klondike Days):

i) 250 core slot machines; and

ii) up to 100 test slot machines (if available).

**SECTION: 17. MAJOR EXHIBITIONS AND SUMMER EVENT SLOT PROGRAM**

- b) Calgary (Calgary Stampede):
  - i) 300 core slot machines; and
  - ii) up to 100 test slot machines (if available);
- c) Red Deer (Westerner Days):
  - i) 75 core slot machines.
- d) Medicine Hat (Medicine Hat Stampede):
  - i) 50 core slot machines.
- e) Camrose (Camrose Jamboree):
  - i) 175 core slot machines.
- f) Lethbridge (Whoop up Days):
  - i) 99 slot machines.

17.7.4 Additional slot machines may be provided based on performance and availability.

**17.8 REMUNERATION**

17.8.1 Major Exhibitions and Summer Events receive a commission of 30% of net sales from slot machines (15% operator commission and 15% charitable organization).

**17.9 HOURS OF OPERATION**

17.9.1 Casinos operated in conjunction with Major Exhibitions and Summer Events may operate a maximum of 16 consecutive hours commencing at 10:00 am and ending no later than 2:00 am.