



GAIN

Gaming Information for Charitable Groups

Leagues Alive 2018

Facilitator: Kim Pearce

Session Outline

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Eligibility

Topics:

1. Eligibility for Gaming Licence
2. Conducting a Gaming Event-
casino, raffle



All Gambling Is Illegal...

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EXCEPT it is **LAWFUL**...

“...for a charitable or religious organization, pursuant to a licence issued by the Lieutenant Governor in Council of a province... **if the proceeds from the lottery scheme are used for a charitable or religious object or purpose.**”



Charitable Gaming Model in Alberta

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Only licensed charitable or religious groups may conduct gaming activities in Alberta.

Charitable Gaming Licences:

- Bingo
- Casino
- Pull Ticket
- Raffle



When Do You Need a Gaming Licence?

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Consideration (payment)

Chance

Prize

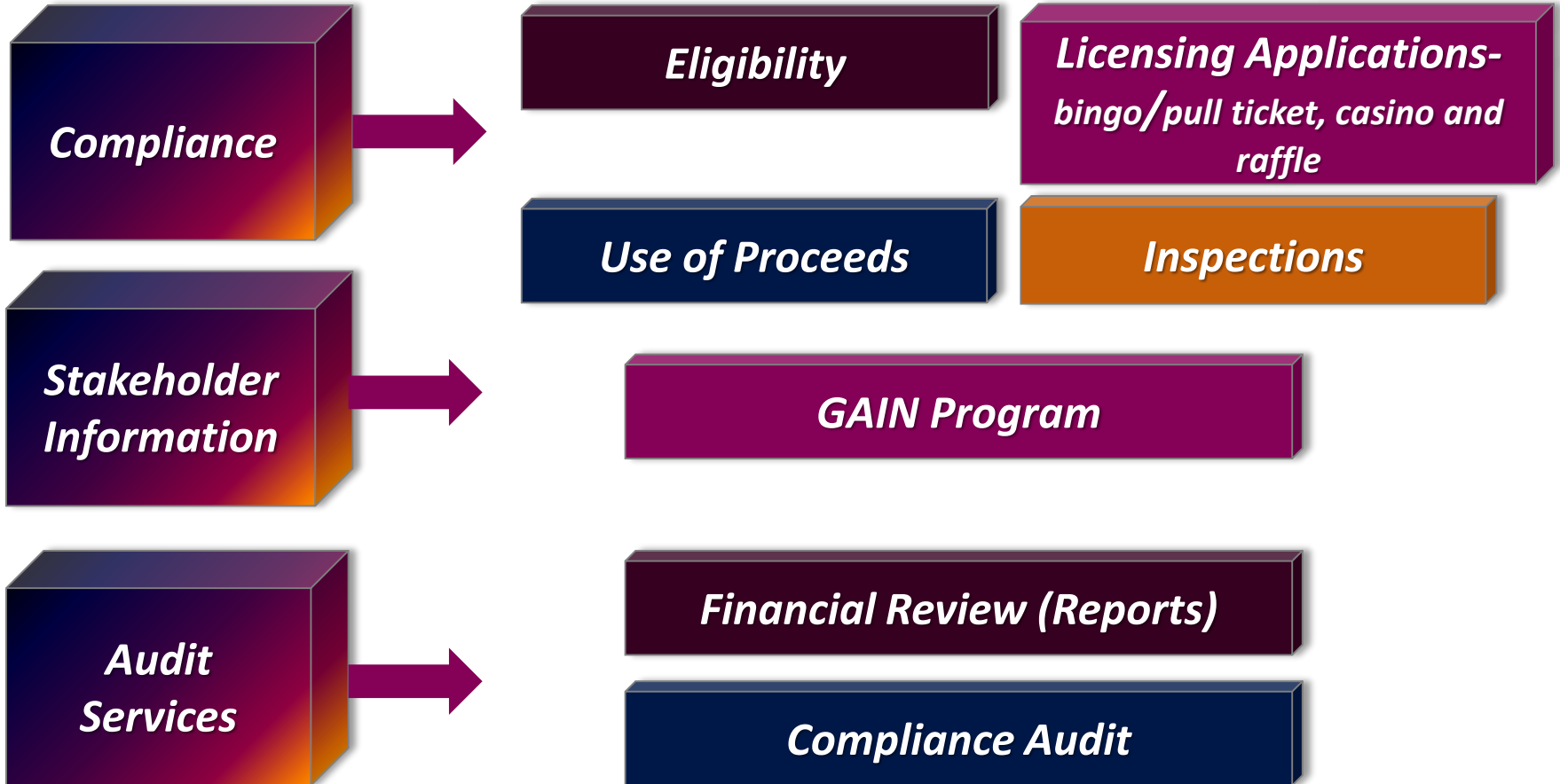
**Paying for the opportunity
to win a prize.**



Gaming Information
for Charitable Groups

Branches That Can Assist You...

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What is Charitable?

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Charitable or Religious Purpose:

- Relief of poverty
- Advancement of education
- Advancement of religion
- Other purposes beneficial to the community



Charitable Community Benefit

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- Relief to the poor, programs for the elderly, social services for the distressed, and educational programs
- Scholarships, aid to schools, libraries, museums, the arts, and cultural heritage
- Health, medical research or treatment, community facility, amateur sports, and religious programs

Public and private institutions are not eligible for licensing except through approved arm's length organizations

Eligibility for Gaming Licensing

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Three Key Components:

1. Structure
2. Program Delivery
3. Proposed Use of Proceeds

For Questions
Contact
Eligibility Unit



Call 1-855-506-1066
Press 3

1. Structure - Bylaws

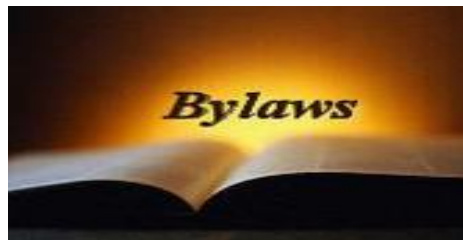
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Bylaws must comply :

- Broad base membership with no restrictions
- General membership has one vote
- Executive is democratically elected from general membership
- Each general member has the right to run for elected office
- Executive positions – no more than a 3 year term

Bylaws must not:

- Have a class of membership that has the right to more than 1 vote
- Give payment or honorariums to members, directors or officers



2. Program Delivery

- Programs must benefit a significant segment of the community
- For Casino eligibility – must prove a record of active delivery for 24 months
- Can charge a fee for programs but must be on a cost-recovery basis (youth sports leagues, first aid and babysitting courses, community facility)
- Programs should match the groups purpose or objective

Programs must NOT:

- Be for members self-interest or individual/personal benefit
- Be social in nature (BBQ's)



3. Proposed Use of Proceeds

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- Gaming funds can be used for program expenses that reflect the group's objective or purpose
- Approval from AGLC is needed before gaming funds can be spent (The Use of Proceeds Department)
- Requests to spend gaming funds must be signed by 2 Executives

Gaming proceeds must NOT:

- Be used for income producing activities
- Be used for anything social in nature



Executive Positions

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- President, Vice President, Secretary and Treasurer (bylaws state the executive positions)
- Executives have signing authority on the gaming accounts and gaming forms
- Family members with same last name, and/or mailing address, can not sit on the executive at the same time
- One individual can not hold more than one Executive position (unless by-laws permit)



List of Elected Executive

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Choices. Albertans can trust.

30 Cornvessu Avenue
St. Albert, Alberta T8N 3T5

This form may be obtained from our website:
<http://aglc.ca>

Date Completed: _____

LIST OF ELECTED EXECUTIVE

Phone: 780-447-8600 Toll-Free: 1-800-272-8876

Fax: 780-447-8911 or 447-8912 Website: aglc.ca Email: gaming_licensing@aglc.ca

Executive positions may not be held by related members with the same surname, or the same residential address and/or the same residential phone number.

The AGLC requests a Communication Contact email address for purposes of sharing or requesting important information related to charitable gaming licensing. Please ensure this email is updated.

Communication Contact Email: _____

Group Name and Mailing Address: _____

AGLC ID Number: _____

Website: _____

PRESIDENT

Print Full Name: _____ Date of Birth: __/__/__

Mailing Address: _____

Residence Phone: _____ Cell Phone: _____ Business Phone: _____ Fax: _____

Email: _____

TREASURER

Print Full Name: _____ Date of Birth: __/__/__

Mailing Address: _____

Residence Phone: _____ Cell Phone: _____ Business Phone: _____ Fax: _____

Email: _____

SECRETARY

Print Full Name: _____ Date of Birth: __/__/__

Mailing Address: _____

Residence Phone: _____ Cell Phone: _____ Business Phone: _____ Fax: _____

Email: _____

VICE PRESIDENT

Print Full Name: _____ Date of Birth: __/__/__

Mailing Address: _____

Residence Phone: _____ Cell Phone: _____ Business Phone: _____ Fax: _____

Email: _____

CONFIDENTIAL WHEN COMPLETED

FORM R9/5471 (2018 Jan)



Gaming Information
for Charitable Groups

Eligibility for Gaming Licence Application

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50 Corriveau Avenue
St. Albert, Alberta T8N 3T5

This form may be obtained from our website:

aglc.ca

ELIGIBILITY FOR GAMING LICENCE

Phone: 780-447-8600 Toll-Free: 1-800-272-8876

Fax: 780-447-8911 or 447-8912

Website: aglc.ca Email: gaming.licensing@aglc.ca

**COMPLETE THIS ELIGIBILITY APPLICATION FOR CASINO, BINGO, RAFFLE MORE THAN \$10,000 AND PULL TICKET
AN ACTIVE RECORD OF PROGRAM DELIVERY IS REQUIRED.**

What are you applying for? Casino Bingo Raffle More Than \$10,000 Pull Ticket

Application Date Completed:

 | |

ORGANIZATION NAME: *(as it appears on the Certificate of Incorporation)*

Organization's Legal Address:

Mailing Address: (if different than legal)

City

Province

Postal Code

City

Province

Postal Code

Organization Phone

Organization Email

Organization Website



Gaming Information
for Charitable Groups

Eligibility for Gaming Licence Application

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Please complete the following checklist and include all supporting documentation. Incomplete applications will result in processing delays.

- Copy of meeting minutes showing the motion authorizing the application.
- Copy of Incorporation Certificate.
- Copy of groups operating bylaws. Note: Bylaws from Alberta Registries must show the Corporate Registry "FILED" stamp.
- Current executive list, including addresses and telephone numbers. Use List of Elected Form 5471 attached.
- Current voting membership list, including addresses and telephone numbers.
- Budget for the current year or proposed budget for upcoming fiscal year.
- Casino: balance sheet, income and expense statements for the last two (2) years that prove the program has been operational for the minimum requirement of 24 months.
- Bingo, Pull Ticket and Raffle Total Ticket Value More Than \$100,000: balance sheet, income and expense statements for the last one (1) year that prove the program has been operational for the minimum requirement of 12 months.
- Land Title Certificate or Lease/Rental Agreement.



Gaming Information
for Charitable Groups

CASINO



Questions: Casino Licensing

Requirements of Conducting a Casino

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Group	<ul style="list-style-type: none">• Eligibility• Volunteers
Casino	<ul style="list-style-type: none">• Facility• Staff
Advisors	<ul style="list-style-type: none">• Assistance• Expertise
AGLC	<ul style="list-style-type: none">• Licence• Regulations

Casino Information

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Types of Casinos

1. Minor Casino:
 - Less than 16 table games
 - 15 volunteers minimum
2. Major Casino:
 - More than 16 table games
 - 25 volunteers minimum



Casino Revenue Sources

1. Table Games
2. Slot Machines (Slots)

Conducting a Casino Event

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The group:

1. Receives a slotting letter and a *List of Elected Executive* form
2. Chooses (or is assigned) a casino facility, then contacts the casino facility
3. Receives a draw calendar that shows the specific event dates, Advisor Listing, *Casino Licence Application*, *Casino Volunteer Worker Application forms*, and important banking information.

Computerized Random Draw

Conducting a Casino Event

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The group:

4. Hires casino advisors to:
 - Assist for entire event process
 - Provide training
 - Advise in the Cash Cage or Count Room

Advisors must be a registered gaming worker licensed with
AGLC

“Choice of Advisor is yours”

Anti-Money Laundering (AML)

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The AGLC requires that money laundering offences are prevented in casinos.

Cash Cage Advisors must review the **Charity Anti-Money Laundering (AML) Information** with the **General Manager, Banker, Cashier(s)**, and **Chip Runner(s)** before the beginning of their shift.

If you have any questions regarding the AML program material covered by your Advisor, send an email to aml@aglc.ca.

Charity Anti-Money Laundering (AML) Information

- 1. Who is FINTRAC and what do they do?**
 - FINTRAC is the Financial Transactions and Reports Analysis Centre of Canada.
 - FINTRAC detects, prevents and deters money laundering and the financing of terrorist activities.
 - FINTRAC requires that suspicious transactions and financial transactions of \$10,000 or more are reported. The casino, gaming workers, volunteers, and your charitable organization have an obligation to ensure the reporting requirements are met.
- 2. What is the role of Cash Cage Advisors for the Anti-Money Laundering (AML) program? They must ensure specified transactions are recorded, reported and verified to determine the identity of a patron. Specifically, Cash Cage Advisors must:**
 - Explain Charity AML information to the volunteers at the beginning of every shift;
 - Work together with charities to ensure the accuracy of reporting in order to comply with the AGLC AML policies and FINTRAC guidelines;
 - Be present for any transaction in the amount of \$3,000 or more, and track and keep a written record of financial transactions;
 - Verify patron identification and collect personal information from patrons that are redeeming casino chips of \$9,000 or more in a 24 hour period; and
 - Work closely with casino facility operators and liaise between the facility and the charity when required.
- 3. As a volunteer, does the AGLC or Cash Cage Advisor have any expectations of me? Yes, volunteers must:**
 - Not disclose any information they are exposed to while volunteering;
 - Not disclose information related to suspicious activity to anyone other than the Cash Cage Advisor or AGLC;
 - Not attempt to view documents with personal patron information;
 - Let the advisor know when they recognize a patron is cashing out more than once, regardless of the amount; and
 - Notify the Cash Cage Advisor of any observations that appear unusual.
- 4. What are "Unusual Transactions" and what should someone witnessing an unusual transaction do? Unusual Transactions are financial transactions that appear suspicious in nature that may be used in the commission, or attempted commission, of a money laundering offence. (A list of unusual transactions can be found by referencing the AGLC's High Risk Patron poster.) Anyone witnessing an unusual transaction must immediately report it to the Cash Cage Advisor.**
- 5. What is a "Third Party Transaction"? This is a "cash out" (financial transaction) being done on behalf of another patron. (Patrons may attempt to avoid identification by incorporating the services of another patron to perform the cash out.)**
- 6. What steps are taken to ensure a patron's personal information is protected? Information is secured and protected. Personal information gathered from a patron cannot be accessible to anyone who is not directly administering the AGLC's AML program.**

QUESTIONS?
Email AML@aglc.ca

Conducting a Casino Event

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Casino Expenses:

There are *maximum amounts* that can be paid from the casino account to pay for casino event expenses.

- Cash Cage advisor fees (page 163)
- Count Room advisor fees (page 163)
- Food/Refreshment (page 185)

Any *overages* must be paid from the *general account*.

Note: Advisors set their own fees.

Conducting a Casino Event

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The group:

5. Submits *Casino Licence Application* which includes **Electronic Funds Transfer (EFT) Request form**, *Casino Volunteer Worker Application* forms, and a **copy of** a *VOID Cheque* from the *Casino Bank Account* a minimum of 60 days prior to the event
6. Brings licence and conducts casino event
7. The general manager, with the assistance of the advisor, submits a *Request for Casino Licence* form (5431) if another casino is desired

Ensure the application, volunteer forms, and copy of void cheque are complete and sent in together

Casino Volunteer Workers

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1. Volunteer Worker Application forms must be completed for :
 - **General Manager**
 - **Alternate General Manager**
 - **Banker**
 - **Count Room Supervisor**
 - **Cashier**
2. Minimum number of volunteers (15 or 25)
3. Security requirements
4. Picture identification requirements
5. Self- Exclusion – gamesenseab.ca



Gaming Information
for Charitable Groups

Casino Volunteer Worker Application

Form 5400

 **AGLC**
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This form may be obtained from our website:
aglc.ca

CASINO VOLUNTEER WORKER APPLICATION

Volunteers in Key Positions only must complete this form. This form must be completed in full.
Please print clearly

NAME OF ORGANIZATION	AGLC ID# <i>(if known)</i>	DATE(S) OF CASINO
KEY POSITIONS: <i>(must check one)</i> <input type="checkbox"/> General Manager <input type="checkbox"/> Alt General Manager <input type="checkbox"/> Banker <input type="checkbox"/> Count Room Supervisor <input type="checkbox"/> Cashier		
Paid staff of the licensed organization can work, provided: a. they are members of the organization as defined by their bylaws; b. they volunteer their services outside normal working hours; c. they do not fill the following positions: General Manager, Alternate General Manager, Banker, Count Room Supervisor; d. no individual shall work more than one position during the licence period of the casino; and e. all personnel shall be eighteen (18) years of age or older.		
PARTICULARS OF VOLUNTEER		
Sumame	First	Middle (Full)
[Grid for name entry]		
Other or Maiden Name	Phone Numbers:	
[Grid for name entry]	Home: () Work: ()	
Date of Birth (yy/mm/dd):	Place of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
HAVE YOU EVER BEEN CHARGED OR CONVICTED OF A CRIMINAL OFFENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<small>No individual is eligible to work in a casino if charged or convicted, within the last five years, of a criminal offence related to narcotics or to acts of dishonesty, including but not limited to offences involving fraud, currency, or gaming and betting or those against the rights of property (such as theft, robbery, forgery), or fire arms and offensive weapons, or an indictable offence for an act of violence against a person. If five years after conviction an individual is still under sentence for such an offence, approval shall not be given under this application until completion of sentence. AGLC may contact police for relevant information about the applicant. If an individual has received a pardon under provisions of the <i>Criminal Records Act</i>, this policy will not apply.</small>		

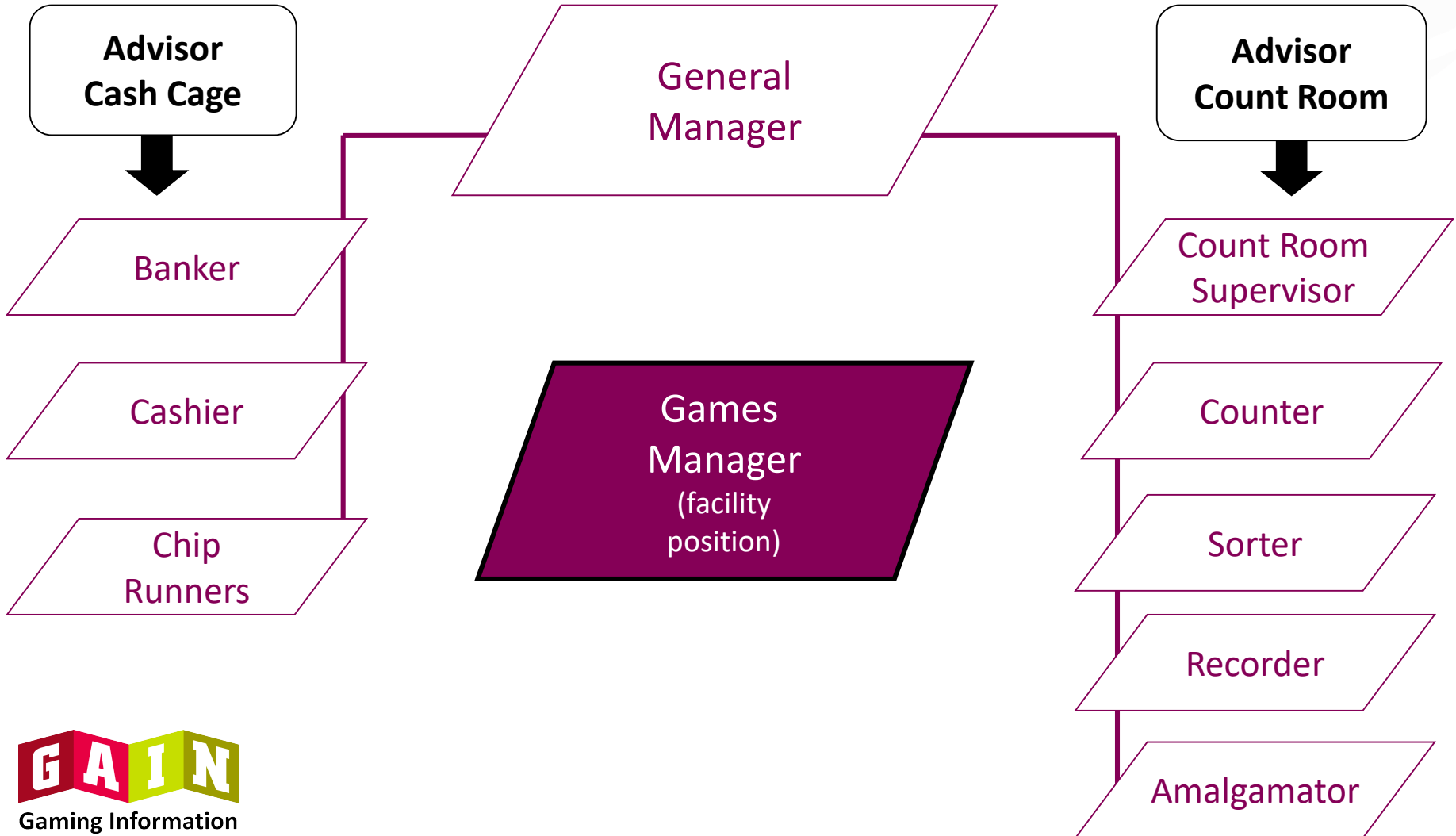
Legal name of the volunteer must be used.

Phone numbers, date of birth, and gender must be provided for each volunteer.

One of the **Criminal Offence** boxes **must be checked** by the volunteer.

Casino Positions

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Casino Pooling Periods

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Quarter	Months
1 st	January - March
2 nd	April - June
3 rd	July - September
4 th	October - December

Group receives proceeds approximately 4 - 6 weeks after the pooling quarter end date.

RAFFLE



Questions: Raffle Licensing

Obtain the Raffle Terms & Conditions

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Raffle Terms & Conditions

Total Ticket Value \$10,000 and Less

The role of the Alberta Gaming and Liquor Commission and the intent of these Terms & Conditions are to ensure the integrity of licensed raffles in Alberta and to maximize the financial returns to charitable organizations.



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Raffle Terms & Conditions

Total Ticket Value More Than \$10,000

The role of the Alberta Gaming and Liquor Commission and the intent of these Terms & Conditions are to ensure the integrity of licensed raffles in Alberta and to maximize the financial returns to charitable organizations.



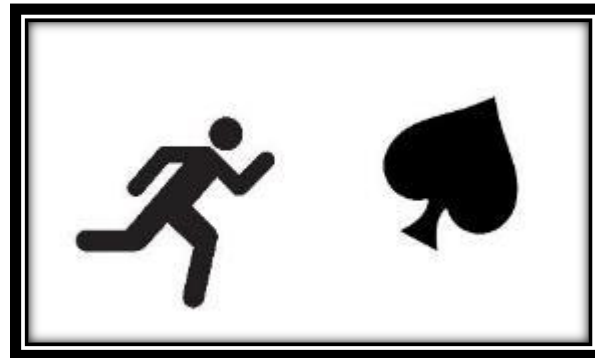
Gaming Information
for Charitable Groups

What is a Raffle?

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... a lottery scheme in which prizes are awarded based on a random draw of tickets purchased by players.

Common Names



REMEMBER:

Paying an amount, for a random chance, to win a prize!

Calculating Total Ticket Value (TTV)

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Example

Regular tickets @ \$1 each

2,500 tickets X \$1/ticket = \$2,500

plus

Discounted tickets @ 3 for \$2

3,000 tickets/3 X \$2.00 ticket = \$2,000

Total Ticket Value (TTV) = \$4,500

***Minimum Prize Value is
\$900 (20% of TTV)***

Progressives

(20% of TTV for each draw)



Gaming Information
for Charitable Groups



Note: Discount tickets must be a different colour
Or
Have a separate series number printed on each ticket for each price category.

Example: regular tickets: "Series A (ticket number)" and discounted tickets, "Series B (ticket number)."

Types of Raffle Licence

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Two categories

1. Total Ticket Value \$10,000 and Less
 - Ticket Value \$5,000 or Less
2. Total Ticket Value More Than \$10,000
 - Ticket Value More Than \$100,000



Raffle - Total Ticket Value \$10,000 and Less

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- Eligibility is processed by the AGLC (*form 5416*)
- Legal incorporation is not required
- Once eligible, raffle licences can be obtained from any Alberta registry agent or on-line if your organization has an Internet Account (*form 5536*) with the AGLC
- Separate bank account not required
- Must have one executive member and one member of the public at each draw.

Progressive Raffles

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Licensed under TTV \$10,000 only

Rules:

- Location, date and times of all draws
- Number of tickets printed for each draw and price of each type of ticket
- Minimum 20% awarded to the winning ticket each draw
- Remaining percentage allocated between progressive pool and charity (example-30% to pot and 50% to charity)
- How will progressive jackpot prize be paid
- Procedure for last licensed draw



Raffle - Total Ticket Value More than \$10,000

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- Apply at least 8 weeks before planned print date of tickets
- Legal incorporation is required
- Only the AGLC may issue this licence
- Trust account (required for first raffle in this category)
- Raffle bank accounts may not be used for another raffle for one year after the last draw date



Raffle - Total Ticket Value More than \$100,000

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- Program delivery of 12 months prior to application
- Raffle draw must be visually recorded
- An AGLC inspector will monitor the raffle
- Raffle ticket manager is optional



Raffle - Total Ticket Value More Than \$10,000

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Expenses

- Estimated Expenses: Licence fee, Advertising, Printing and any other specified expenses
- Must identify source of revenue for the expenses (cannot be from gaming funds or ticket sales.)
- No revenue may be spent until funds are available to pay for prizes.
- This includes raffle expenses and approved Use of Proceeds

Can NOT exceed 30% of approved TTV

Two Portion Ticket Requirements

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On the stub kept by the charity:

- Buyer Name
- Buyer Address
- Buyer Phone Number
- Ticket Number
- Licence Number

On the ticket kept by the buyer:

- Group Name
- Group Address
- Draw Location
- Draw Dates
- Prize Description Value
- Ticket Number
- Licence Number
- Notices: restrictions that apply to prizes and that purchasers must be 18 years of age or older



Gaming Information
for Charitable Groups

Percentage Draws

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- Percentage draws (or 50-50s) are licensed for either an event or a series of events
- Available from any Alberta registry agent, depending on TTV, or from the AGLC
- Need draw dates, locations, anticipated revenue
- Monitor actual ticket sales

Must be 18 years or older to purchase raffle tickets

Raffle Terms & Conditions

aglc.ca

Outline:

- Rules
 - Example: Exact location of the draw(s)
- Ticket requirements & sales
 - Sold & unsold ticket must be kept for a minimum of two years
- Advertising
- Operation & payment
- Draw
- Cancellation procedures
- Prizes
- Expenses

Ticket advertising and sales are conducted
in Alberta only.

Financial Controls Are Key

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A raffle over \$10K application must include the following procedures:

- How ticket sellers sign for tickets
- How the collection process for cash, stubs, and unsold tickets is organized
- A clear assignment of who is responsible for cash and deposits



Raffle Ticket Inventory Control

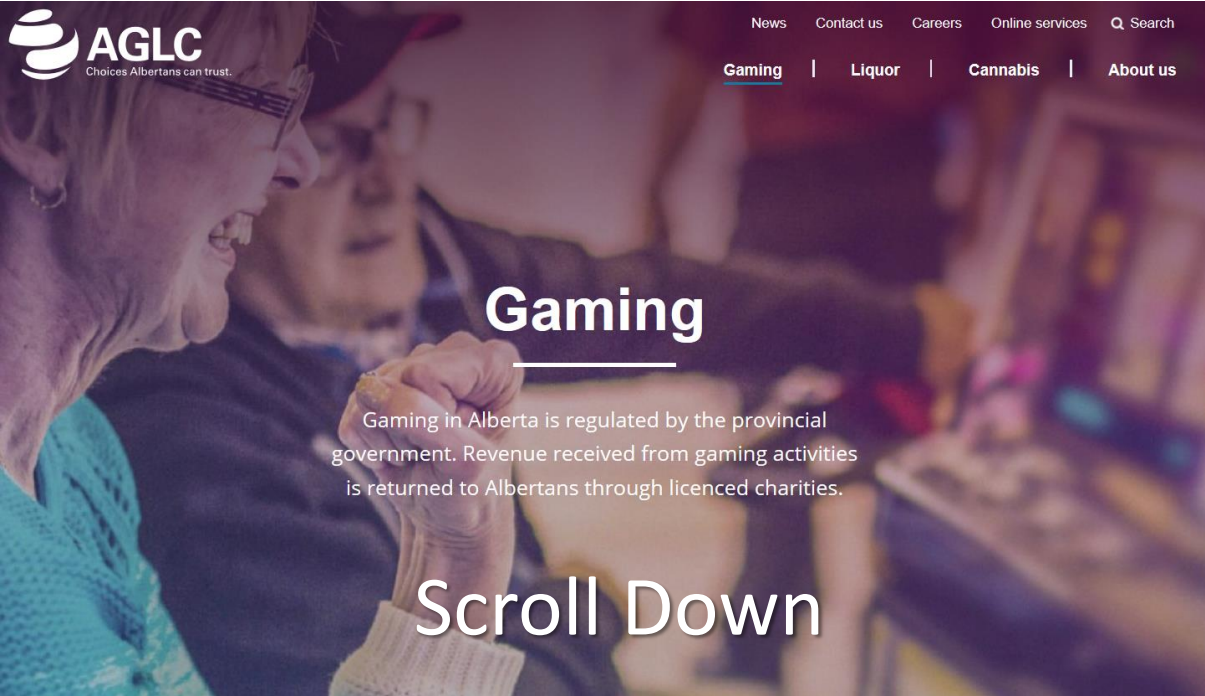
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An individual must be appointed who will oversee all matters relating to the control and monitoring of raffle tickets issued and returned and related cash.



For inventory control, a group may use:

- AGLC sample worksheets (Form 5525-2) or
- Develop its own worksheets



Gaming

Gaming in Alberta is regulated by the provincial government. Revenue received from gaming activities is returned to Albertans through licenced charities.

Scroll Down

In This Section

About gaming in Alberta

Information about Alberta's gaming model, including AGLC's role and where proceeds go.

Charitable gaming

This is an overview of charitable gaming activities in Alberta. Charitable gaming includes casino, raffle, bingo, and pull ticket events.

Casinos & racing entertainment centres (REC)

Find a casino, Casino and REC operator information, training for casino staff

Bingo halls

Licensing requirements for new or existing bingo facilities, or an existing facility wanting to expand or move.

Gaming registrations

Information for individuals and companies that want to work in Alberta's gaming industry and must be registered by the AGLC.

Gaming legislation & policies

Policies governing gaming activities in Alberta help maintain the integrity and security of gaming and maximize the financial return to charities.

Responsible gaming

At the AGLC, our goal is to encourage patrons to use gambling as a form of entertainment rather than a way to make money.



GAIN Online

gain.aglc.ca

The screenshots show the GAIN website interface. The left screenshot displays the homepage with a navigation menu (Home, What's New, About, Dealer Options, Help, My Account) and a 'Questions and Answers' section. The right screenshot shows the 'Getting Started' page with 'Volunteer Requirements' and a 'Did You Know That?' box. The 'Did You Know That?' box contains the following information:

- Cheating at play and irregularities must be reported to the AGLC Investigations Branch.
- Alberta law prohibits licensed gaming facilities from permitting a person who is apparently intoxicated by liquor or a drug to take part in any gaming activity conducted in the premises.

- Same content as the facilitated sessions
- Access through the internet at your convenience
- Registration requires an email address and your organization's AGLC ID number

AGLC Contacts and Resources

AGLC Contact Information:

AGLC Main Reception: Phone: **780-447-8600**
AGLC Toll Free: Phone: **1-800-272-8876**
Ask for **Financial Review**
Ask for **Audit Services**

Charitable Gaming: Phone: **1-855-506-1066**

Use of Proceeds:	Press 2	Email: gaming.useofproceeds@aglc.ca
Eligibility:	Press 3	Email: licensingeligibility@aglc.ca
Raffle:	Press 4	Email: gaming.licensing@aglc.ca
Bingo/Pull Ticket:	Press 5	Email: gaming.licensing@aglc.ca
Casino:	Press 6	Email: gaming.licensing@aglc.ca

GAIN Program: Phone: **1-866-307-7499** Email: gain@aglc.ca

Questions

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