Casino Terms & Conditions and Operating Guidelines

AGLC
Alberta Gaming & Liquor Commission

aglc.ca

CASINO

TERMS & CONDITIONS and OPERATING GUIDELINES

Table of Contents

1. GENERAL INFORMATION

1.1 Definitions

1.2 Legislation and Board Policies

1.3 Licensing and Registration

1.4 Alberta Gaming and Liquor Commission

1.5 Contacting the AGLC

1.6 Guiding Principles For Gaming

1.7 Deal Us In Casino Staff Training

1.8 Self-Exclusion Program

1.9 Abandoned or Unattended Children

1.10 Minors

1.11 Extending Credit

1.12 Casino Access

1.13 Hours of Operation

1.14 Dress

1.15 Advertising

1.16 Promotions

1.17 Tournaments

1.18 Equipment in Casinos

1.19 Relationship with Equipment Suppliers

1.20 Cash Call Machines

1.21 New Game Approval Process

1.22 Patented Games

1.23 Audit

1.24 Major Exhibitions and Summer Events

1.25 Event Media Plan

1.26 Banned Entry (Access Management)

2. LICENSED CHARITY

2.1 Eligibility Guidelines

2.2 Use of Casino Proceeds

2.3 Disbursement of Casino Proceeds

2.4 Licensed Charity's Roles and Responsibilities

2.5 Casino Facility and Services Agreement

2.6 Cancellation of Casino Dates / Relocation to Another Facility

2.7 Advisor Contracts

2.8 Casino Expenses

2.9 Casino Pooling

2.10 Financial Reports

2.11 Consolidated Gaming Account

2.12 Audit Requirements

3. VOLUNTEER / CHARITY WORKERS

3.1 Eligibility Requirements

3.2 Conduct

3.3 General Manager and Alternate General Manager

3.4 Banker

3.5 Cashier

3.6 Chip Runner

3.7 Count Room Supervisor

3.8 Sorter

3.9 Counter

3.10 Recorder

3.11 Amalgamator

4. CASINO FACILITY LICENSEE REQUIREMENTS

4.1 Basic Requirements

4.2 Minimum Sizes

4.3 Community Standards

4.4 Legislative and Policy Compliance
4.5 Liquor Service in Licensed Casino Facilities
4.6 Signage Requirements
4.7 Casino Games Integrity
4.8 Casino Facility Licence
4.9 Background Checks
4.10 Sale/Purchase of Casino Facilities
4.11 General Licensing Requirements
4.12 Appointment of Receiver and Manager
4.13 Control of Casinos
4.14 Casino Security Access Provisions
4.15 Emergency Plan

5. SECURITY STANDARDS

5.1 Casino Premises General
5.2 Surveillance Plan
5.3 Cash Cage and Count Room – Table Games
5.4 Bill Counter Patron Cash Outs
5.5 CCTV Camera Coverage and Monitoring
5.6 Off-Site Monitor Room
5.7 Counterfeit Money Procedures
5.8 Illegal Activities
5.9 Chip Inventory Controls
5.10 Discrepancy Reports
5.11 AGLC Server Rooms

6. REGISTERED GAMING WORKERS

6.1 Registration
6.2 Conduct
6.3 Cash Cage and Count Room Advisor
6.4 Games Manager
6.5 Pit Supervisor

6.6 Pit Boss

6.7 Dealer

6.8 Director of Security

6.9 Manager of Security

6.10 Security Guard

6.11 Surveillance Manager

6.12 Monitor Room Personnel

6.13 Slot Manager

6.14 Slot Supervisor

6.15 Slot Operator (Slot Cashier)

6.16 Slot Operator (Slot Attendant)

6.17 Slot Operator (Slot Count Room Attendant)

6.18 Casino Manager

6.19 Casino Facility Operator Representative

7. OPERATING PROCEDURES - CASH CAGE

7.1 First Day Opening

7.2 Cash/Chip Transfers - Both Days

7.3 Closing - First Day

7.4 Opening - Second Day

7.5 Closing - Final Day

8. OPERATING PROCEDURES - COUNT ROOM

8.1 Pull of Drop Boxes

8.2 Interim Count

8.3 Closing - First Day

8.4 Closing - Final Day

9. OPERATING PROCEDURES - GAMES FLOOR

9.1 Gaming Floor Layout

9.2 Games Mix

9.3 Table Set Up

9.4 Betting Procedures

9.5 Alterable Betting Limits

9.6 Change Ins

9.7 Cards

9.8 Approved Shuffles

9.9 Automatic Shufflers

9.10 Alternate Hand Shuffle

9.11 Chip Inventory

9.12 Partner Betting

9.13 Irregularities - All Games

9.14 Gratuities (Tips/Tokens)

10. RULES OF PLAY

10.1 Blackjack

- Lucky Sevens
- Multiple Action Blackjack
- Hole Card Blackjack
- Canadian (21) Stook
- Extreme 21
- Spanish 21
- Three Card 21
- Lucky Lucky Bonus
- Under the Gun Bonus
- Straight 8s
- Lucky Ladies
- Blackjack Switch
- Three Card Blackjack
- Two Fisted Poker 21

10.2 Mini Baccarat

- Dragon Bonus
- ABC Baccarat Side Bet
- EZ Baccarat
- Bad Beat Baccarat (Baccarat Side Bet)

- Dragon Bonus Baccarat (Commission Free)

10.3 Poker - General

- Seven Card Stud, High/Low Split
- Texas Hold'em, Pineapple and Crazy Pineapple
- Omaha Hold'em, High/Low Split
- Five Card Show Hand
- Lucky Lucky Flop

10.4 Pai Gow Poker

- Fortune Pai Gow
- Emperor's Challenge

10.5 Other Table Games

- Red Dog
- Super Pan Nine
- Casino War

10.6 Three Card Poker

10.7 Roulette

10.8 Sic Bo

10.9 Approved Wheels of Fortune

10.10 Caribbean Poker - Progressive

- Caribbean Stud Poker
- Caribbean Draw Poker

10.11 Let It Ride

10.12 Wild Jackpot Poker

10.13 Tile Pai Gow

10.14 Hand-Held Mini-Baccarat

10.15 Craps

10.16 Triple Shot (Bonus)

10.17 Four Card Poker

10.18 Big Raise Hold'em

10.19 Texas Hold'em Bonus

10.20 Ultimate Texas Hold'em

10.21 Texas Shootout

10.22 Crazy Four Poker

10.23 Cash Crib

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

11.21 Gaming Discrepancy Report – Electronic Devices

11.22 Electronic Games – Casino Retailer Application Form

11.23 Electronic Games – Casino Certificate of Insurance Form

11.24 Pre-Authorized Debit (PAD) Agreement for Business (Electronic Games – Casino Retailer) Form

11.25 Electronic Games – Casino Retailer Agreement

11.26 Alberta Progressive Jackpot Receipt

12. ENFORCEMENT OF LEGISLATION

12.1 Incident Reports and Hearings

12.2 Discipline Without a Hearing

12.3 Waiver of Board Hearing Witnesses

12.4 Consent to Proposed Board Decision

12.5 Administrative Sanctions

13. ELECTRONIC GAMING

13.1 General

13.2 Security of AGLC Gaming Terminal Keys

13.3 (Deleted Jan 2017)

13.4 Contacting the AGLC

14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES

14.1 Eight Major Steps

14.2 Step One: Inquiry

14.3 Step Two: Notice of Expressed Interest

14.4 Step Three: Initial Assessment

14.5 Step Four: Community Support

14.6 Step Five: Acceptance of Proposals

14.7 Step Six: Applicant Selection

14.8 Step Seven: Investigation

14.9 Step Eight: Licensing and Construction

15. EXPANSION OR RELOCATION OF A LICENSED CASINO FACILITY

15.1 General (New Nov. 2017)

15.2 Expansion of a Casino Facility (New Nov. 2017)

15.3 Relocation of a Casino Facility (New Nov. 2017)

16. SLOT MACHINES

16.1 General

16.2 Slot Machine Allocation

16.3 Slot/Electronic Table Game Structure

16.4 Slot Operations

16.5 Payment of TITO Tickets

16.6 Ticket In Ticket Out (TITO) Ticket Retention and Destruction

16.7 Remuneration

16.8 Payment to the AGLC

16.9 Slot Tournaments

17. VIDEO LOTTERY TERMINALS (VLTs)

17.1 General

17.2 VLT Allocation

17.3 VLT Game Structure

17.4 VLT Operations

17.5 Payment of VLT Cash-Out Tickets

17.6 VLT Cash-Out Ticket Cross-Validation

17.7 VLT Cash-Out Ticket Retention and Destruction

17.8 Remuneration

17.9 Payment to the AGLC

18. ANTI-MONEY LAUNDERING

18.1 Definitions

18.2 General

18.3 Confidentiality and Privacy

18.4 Facility Requirements

18.5 Training and Certification

18.6 Identification Requirements & Identity Verification

18.7 Cash Transactions

18.8 Large Cash Transactions

18.9 Casino Disbursements

18.10 Foreign Currency Exchange

18.11 Unusual Transactions

18.12 Third Party Transactions

18.13 Cheque Issuance

18.14 Gift Certificates

18.15 Terrorist Property

18.16 AML Reporting System

19. FINANCIAL AND INFORMATION TECHNOLOGY STANDARDS

19.1 Financial Reporting

18.2 Information Technology Standards

SECTION: 1. GENERAL INFORMATION

1.1 DEFINITIONS

1.1.1 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, corporation or other entity applying for a licence, registration or approval, pursuant to Section 9 of the Gaming and Liquor Regulation. *(Amended May 2017)*

d) "Applicant's Associates" means an individual, corporation or other entity 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. *(Amended May 2017)*

e) "Banned Patron" means a person who has been deemed by the AGLC as a detriment to the integrity of or lawful conduct of gaming activities and has been issued a ban from access to casino facilities in Alberta. *(Added Aug 2017)*

f) "Board" means the Board of the AGLC.

g) "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.

h) "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, and is the business entity named as the Casino Retailer in the Retailer Agreement respecting Electronic Games. *(Amended Jan. 2015)*

i) "Casino Retailer" means the Casino Facility Licensee. *(Added Jan. 2015)*

j) "Casino Terms & Conditions and Operating Guidelines (CTCOG)" means the AGLC's set of policy requirements and operating guidelines which apply to casino events held in a licensed casino facility.

SECTION: 1. GENERAL INFORMATION

k) "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.

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

m) "Dedicated camera" means a surveillance camera used to provide full time uninterrupted coverage for the Gaming Terminal, table game, device or area specified. *(Amended Jan. 2015)*

n) "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.

o) "Electronic Game" means a lottery scheme played on a Gaming Terminal in which, upon payment of lawful currency, a person by chance may receive credit(s) that can be redeemed for further play or money. *(Added Jan. 2015)*

p) "Event" means all casino games conducted during a specified period of time indicated on the casino licence.

q) "Fixtures" means auxiliary equipment and supplies required for the operation of the Gaming Terminals, including but not limited to the clerk validation terminal, i-LINK™ (Video Lottery site controller) if applicable, Ticket Redemption Kiosks, Validation PCs, Audit PCs, Security PCs, additional system hardware (ticketing, digital signage and gaming terminal support), stools, money handling equipment, printer, communications equipment and cabling. *(Added Jan. 2015)*

r) "Flash drive" or "thumb drive" is a small portable external storage device that reads and writes to flash memory, a solid-state storage medium which is universally compatible.

s) "Gaming Service Provider" means any person or corporation that supplies services deemed by the AGLC to enable, facilitate, promote or assist a gaming licensee in the conduct and

management or delivery of a gaming activity or a facility licensee in the operation of a licensed facility. *(Added Mar 2016)*

t) "Gaming Supplier" means any person who makes, sells, advertises or distributes gaming supplies; *(Added Mar 2016)*

u) "Gaming Supplies" means supplies, equipment and devices designed to be used in a gaming activity, but does not include normal office supplies or things specified in the regulations; *(Added Mar 2016)*

v) "Gaming Terminal" means a computer, video device or machine that is used, or could be used, to play a lottery scheme as defined in the *Criminal Code* (Canada) where, on insertion of money or a token or on payment of any consideration a person may receive or be entitled to receive money, either directly from the computer, video device or machine or in another manner. *(Added Jan. 2015)*

w) "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.

x) "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*.

y) "Licensed charity" means the charitable or religious organization holding a casino licence authorizing a casino within a licensed casino facility or other approved location.

z) "Minor" means a person under the age of 18 years.

aa) "Pit boss" includes the floor supervisor or any other person employed in that capacity.

bb) "Pit supervisor" includes pit manager or any other person employed in that capacity.

cc) "Registered gaming worker" means a person registered with the AGLC to perform the function(s) specified in their registration.

SECTION: 1. GENERAL INFORMATION

dd) "Retailer Agreement" means the Electronic Games - Casino Retailer Agreement and includes any schedules as amended from time to time. *(Added Jan. 2015)*

ee) "Regulatory Division" means the Regulatory Division of the AGLC.

ff) "Self-Exclusion" (SE) means when an individual 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 "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 agreeing to be banned from all licensed casino facilities in the Province of Alberta. *(Amended Oct 2017)*

gg) "Slot manager" means the Registered Gaming Worker having the overall responsibility of operating Gaming Terminals. *(Amended Jan. 2015)*

hh) "Supplied Equipment" means the Gaming Terminals, signs (includes video signage as well as terminal and non-terminal signage) and Fixtures which may be provided by the AGLC. *(Added Jan. 2015)*

ii) "Volunteer" means an individual who works without remuneration at a casino event for a licensed charity.

jj) "Wi-Fi" or "wireless fidelity" is a term describing certain types of wireless networks.

kk) "Wireless" means telecommunications in which electromagnetic waves (rather than some form of wire) carry the signal over part or the entire communication path. The distances involved may vary in length.

ll) "Wireless Camera" means a surveillance camera used as a video recording device that transmits signals wirelessly.

SECTION: 1. GENERAL INFORMATION

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), must 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.

1.2.6 Facility licensees, licensed charities and registered gaming workers must comply with all federal, provincial and municipal laws.

1.2.7 Approved Gaming Service Providers (see Subsection 1.19.4), while providing gaming services, must ensure that the services provided are delivered in a manner consistent with Board policy and legislative requirements governing facility and gaming licensees. *(Added Mar 2016)*

1.2.8 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.

SECTION: 1. GENERAL INFORMATION

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 background checks pursuant to Section 9 of the Gaming and Liquor Regulation (see also Sections 4.8 and 4.9). *(Amended Mar 2016)*

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.

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 must not be used for any other gaming activity other than those approved by the AGLC.

SECTION: 1. GENERAL INFORMATION

OBJECTIONS

New Casino Facility or Relocation of an Existing Casino Facility

1.3.9 The AGLC will post all applications for the following types of facility licences on its website at aglc.ca: *(Amended Nov 2017)*

a) a new facility; and

b) the relocation of an existing licensed facility.

1.3.10 The following information will be posted on the AGLC website: *(Amended Nov 2017)*

a) name of the applicant;

b) name of the existing and proposed (if different from the existing facility name) facility;

c) legal and municipal addresses of the existing and proposed facilities;

d) licence(s) applied for; and

e) the date that a written objection must be received by the AGLC.

1.3.11 All objections must be submitted in writing and received by the AGLC within 21 calendar days from the date the application is posted on the AGLC website in order for the objection to be considered during the current licensing process. *(Amended Nov 2017)*

1.3.12 The applicant will be notified in writing of all objections received.

1.3.13 The applicant will be given 14 days from the date of notification to respond in writing to the objection; an extension may be requested by the applicant. No licence(s) will be issued until the objection and the applicant's response, if any, have been considered by the Board.

1.3.14 The applicant and the person(s) filing the objection will be advised in writing of the Board's decision.

1.3.15 If no objections to the issue of a licence are received within the 21 calendar days the AGLC will continue with the licensing process.

1.3.16 *(Deleted Nov 2017)*

1.3.17 *(Deleted Nov 2017)*

1.3.18 *(Deleted Nov 2017)*

SECTION: 1. GENERAL INFORMATION

1.3.19 *(Deleted Nov 2017)*

1.3.20 *(Deleted Nov 2017)*

1.3.21 *(Deleted Nov 2017)*

Other Gaming Licence(s)/Registrations

1.3.22 If any written objection to an application for a gaming licence or registration is received by the AGLC, the following policies apply:

a) The applicant will be notified in writing of all objections received.

b) The applicant for the licence/registration will be given 14 days from the date of notification to respond to the objection; an extension may be requested by the applicant;

c) The objection and the applicant's response, if any, will be submitted to the Chief Executive Officer (CEO) of the AGLC for consideration. Should an objection to the issue of a licence/registration be received by the AGLC without sufficient time to consider the objection, a new licence/registration may be issued and the objection will be considered by the CEO at the earliest possible date.

Objections Received Past Specified Deadlines

1.3.23 Any objection to an application for a licence/registration received after the specified time frames noted above will not be taken into consideration. The objector(s) will be advised accordingly.

SECTION: 1. GENERAL INFORMATION

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.

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 (3) 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) must ensure that all records, reports and financial control forms as required by the AGLC or its representatives are complete and accurate; and

c) must 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 website at aglc.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 website at aglc.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

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

1.4.13 Further information about the GAIN program may be obtained on the AGLC website at aglc.ca or by contacting the AGLC at 1-866-307-7499 (toll free).

SECTION: 1. GENERAL INFORMATION

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
3, 7965 - 49 Avenue
Red Deer, Alberta T4P 2V5
Fax Number: 403-314-2660

Alberta Gaming and Liquor Commission
100 - 11039 - 78 Avenue
Grande Prairie, Alberta T8W 2J7
Fax Number: 780-832-3006

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

SECTION: 1. GENERAL INFORMATION

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 aglc.ca.

SECTION: 1. GENERAL INFORMATION

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.

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.

SECTION: 1. GENERAL INFORMATION

1.7 DEAL US IN CASINO STAFF TRAINING

(Amended Apr 2016)

1.7.1 For the purposes of this section, "Deal Us In" means a social responsibility training program designed to educate Casino Facility Licensees and their staff on how to recognize the differences between responsible and problem gambling behaviour and appropriately respond to someone who may have a problem with their gambling.

1.7.2 A Casino Facility Licensee must meet Deal Us In Casino Staff Training certification requirements. Equivalency will not be granted for certification offered in other provinces.

1.7.3 Persons requiring Deal Us In certification(s) must be certified within 30 days of the employment start date for all new hires to positions identified in Subsections 1.7.9 and 1.7.11.

1.7.4 Deal Us In certification(s) are valid for a period of five (5) years from the date of successfully completing the program(s).

1.7.5 Deal Us In certification(s) must be maintained by successfully repeating the Deal Us In Phase One and/or Phase Two certification program(s) (including passing the exam[s]) before the certification expiration date.

1.7.6 Casino Facility Licensee staff must provide proof of Deal Us In certification(s) at the request of an AGLC Inspector. Failure to present proof of Deal Us In certification may result in disciplinary action. Proof of Deal Us In certification includes: *(Amended Oct 2016)*

a) paper printed versions that have a QR code;

b) the personal information page printed from the staff member's SMART account;

c) a plastic card (that does not have a QR code);

d) clear images of any of the above (i.e. image, photograph or screen shot) saved on the staff member's mobile device/phone.

1.7.7 It is the responsibility of the Casino Facility Licensee to ensure:

a) all staff in their premises who are required to have Deal Us In certification(s) (see Subsections 1.7.9 and 1.7.11) are certified

in accordance with the requirements identified in Section 1.7; and

b) at least one (1) Deal Us In Phase One and Phase Two certified staff member is on shift at all times.

1.7.8 Casino Facility Licensees must keep a log of employees who are Deal Us In certified, including the following information:

a) which phase(s) of certification the employee has completed;

b) employee name as it appears on the certification card;

c) SMART Training registration number; and

d) expiry date.

Note: Logs are subject to review by the AGLC.

Deal Us In Phase One Certification

1.7.9 Deal Us In Phase One certification is mandatory for all full-time and part-time registered gaming workers. This includes:

a) games managers (major and minor casinos);

b) pit supervisors, pit bosses, and dealers;

c) directors of security, managers of security, security guards, surveillance managers, and monitor room personnel;

d) slot managers, slot supervisors and slot operators (slot attendants, slot cashiers and slot cash room attendants);

e) cash cage advisors and count room advisors; and

f) casino managers and Casino Facility Licensee representatives.

Note: Deal Us In Phase One certification is acceptable in lieu of Reel Facts certification at casinos where staff may have involvement with VLT patrons.

1.7.10 A minimum score of 80% on an AGLC administered examination is required for Deal Us In Phase One certification.

Deal Us In Phase Two Certification

1.7.11 Deal Us In Phase Two certification is mandatory for individuals working full-time or part-time as a registered gaming worker in the following positions:

a) casino supervisors;

b) managers; and

c) security staff.

1.7.12 Deal Us In Phase One certification is a prerequisite for Deal Us In Phase Two certification.

1.7.13 A minimum score of 80% on an AGLC administered examination is required for Deal Us In Phase Two certification.

1.7.14 Deal Us In certification is not required for staff working full-time or part-time as:

a) kitchen staff;

b) bus persons;

c) cleaning staff; or

d) volunteers.

GUIDELINES

1.7.15 Deal Us In certification options are found on the SMART Training website. For more information on Deal Us In, contact:

SMART Training Programs

Alberta Gaming and Liquor Commission

50 Corriveau Avenue

St. Albert, Alberta

T8N 3T5

Toll Free: 1-877-436-6336

Fax: 780-651-7626

Website: smartprograms.aglc.ca

SECTION: 1. GENERAL INFORMATION

1.8 SELF-EXCLUSION PROGRAM

(Amended Oct 2017)

1.8.1 Casino facility licensees must have application forms (Form 5474) available for anyone wishing to participate in the Self-Exclusion Program (SE). A sample form is available on the AGLC's GameSense website at gamesenseab.ca. *(Amended April 2016)*

1.8.2 Enrolment into the SE program must be completed in accordance with the procedures outlined in the AGLC's Casino and Racing Entertainment Centre (REC) Self-Exclusion Program Manual. *(Amended April 2016)*

1.8.3 *(Deleted April 2016)*

1.8.3.1 The casino facility licensee is responsible for ensuring employees with Deal Us In Phase Two certification assist patrons in signing up for the SE program. *(Added April 2016)*

1.8.4 Casino facility licensees must display all required signage, brochures, and other print material pertaining to the SE program in a prominent location within the licensed facility. *(Amended April 2016)*

1.8.5 The SE Program Manual, signage, brochures and other print materials are available from the licensees' designated GameSense Advisor or the AGLC's St. Albert Office. *(Amended Oct 2015)*

1.8.6 Casino facility licensees must designate a senior staff member as their SE Program Administrator. The SE Program Administrator will:

a) be responsible for ensuring the SE program is delivered at their casino in accordance to the AGLC's CTCOG and the SE Program Manual; and

b) serve as the liaison between the licensee and the AGLC in matters that pertain to the SE program.

1.8.7 The casino facility licensee must exclude the SE applicant from all casino loyalty program mailings and/or receiving/participating in other promotions offered by the licensee while the applicant is an active SE program participant.

1.8.8 Once the completed SE agreement is received at the AGLC, and has been correctly entered into the Gaming Information Network (GIN) System, an Exclusion bulletin will be sent to all licensed casinos in Alberta. *(Amended April 2016)*

SECTION: 1. GENERAL INFORMATION

1.8.8.1 It is the responsibility of the facility licensee to ensure that an up to date list of SE participants is maintained and available to surveillance and monitor room personnel, as well as all Deal Us In Phase Two certified staff by means of either:

a) A computer with access to GIN; or

b) A printed binder. It is the responsibility of the SE Program Administrator to update the binder every two weeks, inserting all new SE bulletins and removing any expired bulletins. *(Amended April 2016)*

1.8.9 In the event of a re-enrolment, the enrolment process must be repeated in order to keep the file and photograph up to date.

1.8.10 Casino facility licensees, employees and agents must prohibit all persons enrolled in the SE program from entering or remaining in a licensed casino facility. Failure to do so may result in the casino facility licensees being charged under Section 34.2 of the Gaming and Liquor Regulation.

1.8.11 SE participants are allowed to enter any casino to perform specific work related duties only. Upon completion of these work related duties, the person is required to depart the facility immediately or be considered in violation of their SE agreement.

1.8.12 If a patron identified on a current SE Bulletin enters a licensed casino, it is the responsibility of employees to verify the patron's identity and then ask the patron to leave the premises immediately and follow the procedures specified in Subsection 1.8.13.

1.8.13 If a patron identified on a current SE Bulletin refuses to provide the employee with a suitable form of picture identification to verify the person's identity, the employee will ask the patron to leave the premises immediately and follow the procedures specified in Subsection 1.8.13.

1.8.14 The facility licensee will notify the AGLC of all program breaches by completing an AGLC SE Re-Entry Report as per the instructions outlined in the AGLC Facility SE Re-Entry Procedures section of the AGLC's Casino and REC Self-Exclusion Program Manual.

1.8.15 In the event a patron refuses to leave the facility, employees should inform the patron that the police will be called and then take no further action with the patron until the police arrive. Staff should

SECTION: 1. GENERAL INFORMATION

immediately phone the local police agency and seek their assistance in the removal of the person from the premises.

SECTION: 1. GENERAL INFORMATION

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 must:

b) 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;

c) if the child requires attention, immediately contact the local Police Service and Emergency Medical Services (EMS);

d) ensure a casino facility employee remains with the child until Police, EMS or the child's parent(s)/guardian(s) arrive;

e) 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;

f) 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;

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

h) the Casino Facility Licensee must consider, taking into account the circumstances, banning the parent(s) or guardian(s) from the facility property.

SECTION: 1. GENERAL INFORMATION

1.9.5 The Casino Facility Licensee must 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 must be forwarded to the AGLC.

SECTION: 1. GENERAL INFORMATION

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 must not employ minors in the casino facility when a casino is being conducted.

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

1.10.4 Casino facility licensee staff are required to obtain valid identification and verify proof of age whenever a person who appears to be under 25 years of age attempts to enter a casino facility. If unsatisfied a person is at least 18 years of age, licensee staff must refuse entry or ask the person to leave. *(Amended October, 2015)*

1.10.4.1 For the purposes of Subsection 1.10.4, valid primary identification must:

a) have a photo;

b) have a name;

c) have a signature;

d) be Government issued;

e) include date of birth;

f) not be expired;

g) have a unique identifier number; and

h) be an original (not a copy). *(Amended October, 2015)*

1.10.5 If the identification appears not to be genuine, licensee staff must request a second piece of identification. Valid secondary identification must:

a) have a name;

b) be Government issued;

c) have a unique identifier number;

d) include date of birth. *(Amended October, 2015)*

SECTION: 1. GENERAL INFORMATION

1.10.5.1 Identification requirements and identity verification for the Anti-Money Laundering program are listed under Section 18.6. *(Added July, 2015)*

1.10.5 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.

1.10.6 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.

1.10.7 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.

1.10.8 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.

SECTION: 1. GENERAL INFORMATION

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.

a) In exception to the above, a casino facility licensee may accept a cheque that is: *(Added Mar 2017)*

i) a "Casino" cheque - issued from the casino facility licensee's bank account, which has "verified win" or "non-verified win" imprinted on the face of the cheque (see Section 18.13), and is made payable to the bearer; or *(Added Mar 2017)*

ii) a Cash Call cheque (see Section 1.20).

b) Casino or Cash Call cheques may be accepted at an open gaming table in exchange for casino chips. *(Amended Mar 2017)*

c) Should a player wish to cash a Casino or Cash Call cheque and there are insufficient chips at the table, play will continue without delay until a "fill" is brought to the table. *(Amended Mar 2017)*

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 Casino or Cash Call cheques must be as follows: *(Amended Mar 2017)*

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 Casino and Cash Call cheques or purchase them back from the charity with cash prior to the conclusion of the count. *(Amended Mar 2017)*

b) Should the float be significantly depleted, the operator must be responsible for replenishing the float:

i) the operator may provide more cash; or

SECTION: 1. GENERAL INFORMATION

ii) purchase back the Casino or Cash Call cheques for cash.
(Amended Mar 2017)

SECTION: 1. GENERAL INFORMATION

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;

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.

SECTION: 1. GENERAL INFORMATION

1.13 HOURS OF OPERATION

1.13.1 Casino table games are allowed to operate a maximum of 17 consecutive hours, commencing no earlier than 10:00 am, and ending no later than 3:00 am. The Casino Facility Licensee must: *(Amended Nov 2017, Amended Jan. 2015)*

a) upon the initial commencement of casino events in the facility, submit a schedule of the casino's hours of operation to the AGLC; and

b) each time the hours of operation change, provide a schedule of the new casino hours of operation to the AGLC, advisors, and charitable organizations scheduled for events at least two (2) weeks in advance of the date the new hours of operation take effect. *(Added Nov 2017)*

1.13.2 Gaming Terminals are allowed to operate a maximum of 17 consecutive hours commencing at 10:00 am, and ending no later than 3:00 am (see also Subsection 13.1.13). *(Amended Jan. 2015)*

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 *Deleted, Jan. 2014*

1.13.5 Casinos are allowed to operate 7 days a week.

1.13.6 All casinos must be closed on Christmas Day.

SECTION: 1. GENERAL INFORMATION

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 must 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).

1.14.5 Casino Facility Licensees must submit any staff uniforms that are not in conjunction with these guidelines to the AGLC for approval.

SECTION: 1. GENERAL INFORMATION

1.15 ADVERTISING

1.15.1 Advertising refers to the use of media to externally communicate a message to a wider audience, including but not limited to: *(Amended Mar 2016)*

a) newspapers;

b) magazines;

c) e-mail;

d) social media;

e) radio;

f) television;

g) internet; and

h) signage.

1.15.2 The purpose of these policies is to provide parameters under which casino facility advertising activities may take place in accordance with the *Gaming and Liquor Act*, Gaming and Liquor Regulation and Board policies. *(Amended Mar 2016)*

1.15.3 These policies are conditions of the facility licence applying to casino facility licensees, and are conditions of the Electronic Games – Casino Retailer Agreement. Casino facility licensees are responsible for ensuring their advertising is, at all times, in compliance with these policies. *(Amended Mar 2016; Amended Jan. 2015)*

1.15.4 *(Deleted Mar 2016)*

1.15.5 Advertising, filming, recording, or broadcasting (e.g. live streaming) of electronic games (including electronic table games) must be submitted to the AGLC for approval. (For further information on electronic games, see Section 13.) The proposal must not include advertising on: *((Amended Oct 2017); Amended Mar 2016)*

a) any online gaming service provider or promoter's site including, but not limited to, a play-for-free site or a play-for-money site;

b) a site with a direct link to an online gaming site (free or pay); or

c) a "fantasy sports" site or a site with a direct link to a "fantasy sports" site.

1.15.6 With the exception of the provisions in Subsection1.15.5 and 1.15.9 c), advertising that complies with these policies is permitted without the prior approval of the AGLC. Advertising may focus on any one (1) game or activity in the casino facility, or any combination of games or activities. *(Amended Oct 2017; Amended Mar 2016; Amended Jan. 2015)*

Basic Principles

1.15.7 Advertising must: *(Amended Mar 2016)*

a) be within the limits of good taste and propriety;

b) be accurate and verifiable; and

c) within the parameters of the CTCOG, comply with any requirements of the Canadian Radio-Television and Telecommunications Commission and any other regulatory body having related jurisdiction.

1.15.8 Advertising must not: *(Amended Mar 2016)*

a) encourage or promote irresponsible play;

b) depict excessive or prolonged periods of play of table games or electronic games;

c) convey the impression that playing or winning will improve an individual's status or standing;

d) be targeted at minors; or

e) be used to disparage or discredit another company, business or product.

Elements of Advertising

1.15.9 Gambling Scenes:

a) the activities shown in any advertising using a casino setting must be within the normal bounds of those which are permitted in the province;

b) a legal setting must be presented, and only table games and non-gaming activities may be shown, any scene depicting an electronic game must be approved by the AGLC; *(Amended Oct 2017)*

c) with prior approval of the AGLC, gaming activities within a casino facility may be filmed or recorded to develop media

clips for advertising purposes. Any filming, recording or broadcasting (e.g. live streaming) of gaming activities that are not solely for advertising purposes must adhere to the policies set out in Section 1.25; and *(Added Oct 2017)*

d) media clips, photographs or other representation depicting real life patrons must be in accordance with the *Personal Information Protection Act (PIPA)* of Alberta and other applicable legislation. *(Amended Oct 2017)*

1.15.10 Minors:

a) advertising must not appeal specifically to minors or be placed in any medium that is targeted specifically to minors;

b) minors or persons who may be reasonably mistaken for minors may not be depicted in casino advertisements;

c) the use or imitation of children's fairy tales, jingles, nursery rhymes, songs, musical themes or fictional characters is not permitted; and

d) advertising may not be placed at venues (such as sports arenas) which are used primarily by minors.

1.15.11 Personal Endorsements:

a) 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;

b) no well-known personality (e.g., an athlete or a youth-oriented musical group) or look-alike with strong appeal to minors may be used in casino advertising; and

c) the age of personalities and their current standing in the public eye should be taken into account when assessing appeal to minors.

1.15.12 The casino facility licensee is not limited in the amount of their advertising expenses and is fully responsible for all advertising costs. Advertising costs may not be directly or indirectly charged to charities. *(Amended Mar 2016)*

1.15.13 The interpretation and enforcement of these policies are the responsibility of the AGLC: *(Amended Jan. 2015)*

SECTION: 1. GENERAL INFORMATION

a) the casino facility licensee is responsible for ensuring advertisements meet the requirements of these policies; and *(Amended Jan. 2015)*

b) failure to comply with the spirit and intent of these policies will result in sanctions by the Board. Sanctions include, but are not limited to: *(Amended Jan. 2015)*

   i) warnings;

   ii) the requirement that the casino facility licensee remove advertising;

   iii) the requirement that all further advertising covered by these policies be submitted in advance to the AGLC for approval; *(Amended Jan. 2015)*

   iv) suspension of advertising privileges for specified periods; or

   v) any other sanctions determined by the Board consistent with the *Gaming and Liquor Act.*

SECTION: 1. GENERAL INFORMATION

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 policies is to provide parameters under which promotional activities may take place in accordance with the authority of the Gaming and Liquor Act, the Gaming and Liquor Regulation and Board policies. *(Amended Jan 2015)*

1.16.3 These policies are conditions of the casino facility licence and conditions of the Electronic Games - Casino Retailer Agreement. Casino facility licensees are responsible for ensuring their promotions are at all times in compliance with these policies. *(Amended Jan 2014; Amended Jan 2016)*

1.16.4 Excluding electronic games, promotions are permitted without the prior approval of the AGLC if the intended promotional activity is covered by or directly referred to in these policies. *(Amended Jan 2016)*

1.16.5 Basic Principles:

a) Promotions must be conducted within the limits of good taste and propriety.

b) Promotions may focus on any one (1) game or activity in the casino facility, or any combination of games or activities, in the casino facility authorized by the AGLC.

c) Casino facility licensees must 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.

d) The licensed charity conducting a licensed casino event must not pay the costs associated with a promotion. Any promotional activity that results in the charities' revenue being reduced is prohibited.

SECTION: 1. GENERAL INFORMATION

1.16.6 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 play on gaming terminals provided either specifically from the casino facility licensee or a third party, such as a hotel, are permitted. *(Amended Jan 2015)*

b) The casino facility licensee must purchase the casino gaming chips from an open table game for distribution to players in exchange for "coupons" (see Subsection 1.16.6 a)). 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).

d) Coupons must be printed for each separate promotion. Mechanical or electronic reproductions of coupons or similar items must not be accepted by the casino facility licensee operating the given promotion.

e) Coupons or similar items for play on gaming terminals may only be redeemed from a slot cashier. *(Amended Jan 2015)*

1.16.7 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) *Deleted Jan 2015*

1.16.8 Player Reward Programs

a) Player tracking and player reward programs are allowed, however, these programs must be submitted to the AGLC for approval prior to their implementation. The program submissions must include the following conditions:

i) the casino facility licensee must maintain a current record of patrons who are participants in the Self-Exclusion (SE) program and exclude any SE participants from all casino marketing; *(Amended Oct 2017)*

ii) the casino facility licensee must ensure that any proposal is in compliance with the *Personal Information Protection Act;* *(Amended Oct 2017)*

iii) the casino facility licensee must provide access to an annual win/loss statement and include a statement that indicates the annual win/loss statement for patrons involved in the player reward program is available to the AGLC upon request; and

iv) the casino facility licensee must include a statement indicating that a patron may be removed from the player reward mailing list at the player's request.

b) Casino facility licensees may provide incentives to players under the player reward system. Incentives may include meals, concert tickets, accommodations, etc. The price of the incentives, or the advertised discounted price, must be included in the total cost of promotions for the casino facility licensee.

1.16.9 Interpretation and Enforcement:

a) The interpretation and enforcement of these policies are the responsibility of the AGLC. *(Amended Jan 2015)*

b) Failure to comply with these policies will result in sanctions by the Board. Sanctions include, but are not limited to: *(Amended Jan 2015; Amended Jan 2016)*

i) warnings;

SECTION: 1. GENERAL INFORMATION

ii) the requirement that the casino facility licensee cease promotions;

iii) the requirement that all further promotions covered by these policies 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.

SECTION: 1. GENERAL INFORMATION

1.17 TOURNAMENTS

1.17.1 Applications for tournaments must be submitted using the Casino Tournament Approval Application (Form RS/GAM 5544) and will be considered providing the following information is received with the application at least ten (10) business days prior to the intended event: *(Amended Oct 2017; Amended Mar 2016)*

a) sample entry form;

b) complete rules of play;

c) eligibility and disqualification criteria;

d) complete prize structure;

e) proposed advertising or promotion schemes;

f) amount of compensation to the charity;

g) if the event will be filmed, recorded, or broadcast, an event media plan is required (see Subsection 1.25.1); and

h) any third party agreements for sponsorship or for the provision of gaming services related to assisting with managing and/or promoting tournaments (see Subsection 1.19.4 a)).

Note: Gaming Service Providers (see Section 1.19) not currently approved must successfully complete background checks as outlined in Section 4.9.

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

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

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

a) in tournaments where entry fees are $150.00 and less, 10% of the revenue generated must be allocated as compensation to the licensed charity;

SECTION: 1. GENERAL INFORMATION

b) in tournaments where entry fees are greater than $150.00, 2.5% of the revenue generated must be allocated as compensation to the licensed charity; and

c) the remaining revenue generated must be allocated to the Casino Facility Licensee in order to pay all prize amounts.

1.17.5 Approval from the AGLC is required if a Casino Facility Licensee proposes to charge an administration fee which is not subject to the charity compensation. *(Amended Mar 2016)*

1.17.6 *(Deleted Mar 2016)*

1.17.7 *(Deleted Mar 2016)*

1.17.8 *(Deleted Oct 2017)*

1.17.9 *(Deleted Oct 2017)*

1.17.10 Casino Facility Licensees must not use, or be affiliated with, online gaming sites (free or pay) to:

a) *(Deleted Mar 2016)*

b) *(Deleted Mar 2016)*

c) qualify participants for its tournaments (i.e., select tournament participants are determined through online, free or pay, poker tournaments); or

d) supplement tournament prize money.

SECTION: 1. GENERAL INFORMATION

1.18 EQUIPMENT IN CASINOS

1.18.1 A Casino Facility Licensee must not allow computers in any area of a casino facility unless prior approval has been received from the AGLC.

1.18.2 Only equipment and/or gaming apparatus approved in writing by the AGLC may be utilized in a casino facility.

1.18.3 All gaming related equipment is subject to inspection by the AGLC. Casino operators may be required to replace or repair worn or used equipment.

SECTION: 1. GENERAL INFORMATION

1.19 RELATIONSHIP WITH GAMING SUPPLIERS AND GAMING SERVICE PROVIDERS

1.19.1 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.

1.19.2 The Board may approve, in writing, a Casino Facility Licensee or any other person noted in Subsection 1.19.1 to deal in gaming supplies, whether or not they are registered in Alberta.

1.19.3 Any person providing Gaming Supplies in Alberta must be registered as a Gaming Supplier pursuant to section 40(1)(a) *Gaming and Liquor Act*. *(Amended Mar 2016)*

1.19.4 To ensure integrity in gaming activities occurring under a gaming licence and in the operation of a licensed facility under a facility licence, facility licensees must only utilize Gaming Service Providers approved by the AGLC to provide gaming services including but not limited to: *(Added Mar 2016)*

a) assisting with managing and/or promoting events such as poker tournaments;

b) background checks;

c) ATMs; or

d) payment processing services.

1.19.5 The AGLC, at its discretion, may conduct any background checks that it considers necessary or appropriate with respect to the registration of Gaming Suppliers or the approval of Gaming Service Providers. *(Added Mar 2016)*

SECTION: 1. GENERAL INFORMATION

1.20 CASH CALL MACHINES

1.20.1 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.

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.

SECTION: 1. GENERAL INFORMATION

1.21 NEW GAME APPROVAL PROCESS

1.21.1 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.

1.21.2 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.

1.21.3 The approval process for a new gaming activity involves four (4) major steps, as follows:

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;
- 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

SECTION: 1. GENERAL INFORMATION

- 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.

SECTION: 1. GENERAL INFORMATION

1.22 PATENTED GAMES

1.22.1 Casino Facility Licensees may provide "patented games" 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 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)

SECTION: 1. GENERAL INFORMATION

1.23 AUDIT

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

1.23.2 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.

SECTION: 1. GENERAL INFORMATION

1.24 MAJOR EXHIBITIONS AND SUMMER EVENTS

1.24.1 The AGLC may issue a casino licence to all eligible Agricultural Societies and charitable or religious organizations which operate major exhibitions or summer events. The dates of the exhibition or summer event must be for a minimum of four days in duration. *(Amended Jan. 2014)*

1.24.2 The casino event shall be held at a licensed casino facility in the same community as the exhibition/summer event and may be held for the duration of the exhibition/summer event. *(Added Jan. 2014)*

SECTION: 1. GENERAL INFORMATION

1.25 EVENT MEDIA PLAN

(Added Oct 2017)

1.25.1 With prior approval of the AGLC, gaming activities within the licensed casino facility may be filmed or recorded.

1.25.2 The casino facility licensee must submit to the AGLC an event media plan that includes, but is not limited to:

a) the name and responsibilities of the media company;

b) a game integrity protection summary;

c) event coverage and hours of the filming, recording or broadcasting; and

d) the anticipated use of the filmed, recorded or broadcast materials.

1.25.3 The media company may be required to be approved as a Gaming Service Provider (see Section 1.19).

1.25.4 The use of any casino facility surveillance equipment for the purpose of filming or recording any gaming activity as part of the event media plan is not permitted.

1.25.5 Any filming, recording or broadcasting of a casino event that may involve casino facility patrons must be in accordance with the *Personal Information Protection Act (PIPA)* of Alberta and other applicable legislation.

SECTION: 1. GENERAL INFORMATION

1.26 BANNED ENTRY (ACCESS MANAGEMENT)

(Added Aug 2017)

1.26.1 Pursuant to Section 34.3 of the Gaming and Liquor Regulation, no person is permitted to enter or remain in a licensed casino facility in Alberta that:

a) is enrolled in a Self-Exclusion program referred to in Section 34.2 of the Gaming and Liquor Regulation;

b) has been charged with, or convicted of or believed on reasonable grounds to be involved in an offence under Section 209 of the *Criminal Code (Canada)*; or is a person referred to in Section 34.1(1)(c) of the Gaming and Liquor Regulation;

c) has been charged with, or convicted of or believed on reasonable grounds to be involved in an offence under Section 462.31 of the *Criminal Code (Canada)*;

d) is charged with, convicted of or believed on reasonable grounds to be involved in a terrorist activity as defined in the *Criminal Code (Canada)*; or

e) has engaged in an activity, observed by the facility licensee, by an employee or agent of the facility licensee or by the Commission, which the licensee, employee, agent or Commission consider to be a detriment to the integrity of or lawful conduct of gaming activities at a licensed facility.

1.26.2 Following from 1.26.1 e) a person deemed by the AGLC to be a detriment to the integrity of or lawful conduct of gaming activities, is one that participates in activities at a casino that includes, but is not limited to:

a) threatening the safety of the public or casino staff;

b) compromising the rules of play as outlined in Section 10; or

c) believed on reasonable grounds, to be criminal in nature.

1.26.3 Casino facility licensees, registered gaming workers, employees and agents must prohibit a patron that falls under the criteria in Subsection 1.26.1 from entering or remaining in a licensed casino facility.

SECTION: 1. GENERAL INFORMATION

1.26.4 Casino facility licensees, registered gaming workers, employees and agents witnessing a patron participating in any activity described in Subsection 1.26.3 must follow the procedures outlined in Section 5.8.

1.26.5 Patron(s) being identified as a detriment to the integrity of or the lawful conduct of gaming activities will be banned by the AGLC from all licensed casino facilities.

1.26.6 Patrons banned by the AGLC will be notified in writing as to the reason for the ban and the duration of the ban.

1.26.7 The AGLC will maintain a database on the casino Gaming Information Network (GIN) that identifies all banned patrons.

1.26.8 It is the responsibility of the casino facility licensee to ensure registered gaming workers, employees and agents of the casino are aware of patrons who have been banned.

1.26.9 Casino facility licensees, registered gaming workers, employees and agents identifying a banned patron in the casino facility must inform the games manager or director/manager of security who then must follow the procedures outlined in Subsection 5.8.1 c).

1.26.10 Banned patrons found in a licensed casino facility are contravening Section 34.3 of the Gaming and Liquor Regulation and must be asked to leave the premises immediately.

1.26.11 In the event a banned patron refuses to leave the casino, the facility licensee must notify local law enforcement to attend the casino and remove the patron.

1.26.12 Discrepancy Reports (see Section 5.10) must be submitted to the AGLC within 72 hours on all banned patrons who attempt to enter or are found in a casino facility.

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 website at aglc.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 Century 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 must 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;

SECTION: 2. LICENSED CHARITY

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.

SECTION: 2. LICENSED CHARITY

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 website at aglc.ca.

2.2.2 Casino revenue from non-electronic table games can be used to pay prizes and approved expenses needed to operate the casino event. The remaining gaming funds from non-electronic table games 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, which are provided by the AGLC, must be deposited to the Licensed Charity's casino bank account. *(Amended Jan. 2015)*

2.2.3 Casino proceeds must 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 (2) executive members of the licensed group must sign the letter of request for the change in the use of proceeds.

2.3 DISBURSEMENTS OF CASINO PROCEEDS

2.3.1 All disbursements of casino proceeds must 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 for an extension of this time period must include a supporting business plan. The business plan must 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 must be made by cheque, signed by two (2) current members of the group's executive. The cheques must 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 must 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 Subsection 2.3.3 a) to c), the following conditions apply:

SECTION: 2. LICENSED CHARITY

i) investments made as stated in Subsection 2.3.3 a) and b) must 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 must be identified on financial reports;

iii) all interest, dividends or other income earned becomes part of casino proceeds and must be retained in the separate interest bearing account or must 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 must be transferred back to the casino account to be disbursed.

SECTION: 2. LICENSED CHARITY

2.4 LICENSED CHARITY'S ROLES AND RESPONSIBILITIES

2.4.1 The Licensed Charity must 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:

i) each games pit;

ii) cash cage;

iii) count room;

iv) volunteer/charity worker lounge; and

v) staff lounge.

c) any special conditions required by the Board;

d) the House Rules of the casino facility which must not conflict with the CTCOG; and

e) all municipal, provincial and federal laws.

2.4.2 Licensed Charities must 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 must 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 Agreement with the Casino Facility Licensee of their choice. The following conditions apply:

a) a Licensed Charity must not solicit or accept any financial inducement from a Casino Facility Licensee to enter into a Casino Facility Agreement;

b) a Casino Facility Licensee must not offer or give any financial inducement to a Licensed Charity to enter into a Casino Facility and Service Agreement;

c) a Licensed Charity must 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 must 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 (1) year. Where such contracts have been signed, charities are advised to seek their own legal advice on the legality and enforceability of these contracts.

2.5.2 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 350 or more slot machines, 65% of the net table game casino proceeds, and

d) for casinos outside Edmonton, Calgary and St. Albert with 349 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 349 or less to 350 or more, 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 from the charity pool at the end of each quarter. The amount paid will be based on the casino facility operator fees from that quarter.

2.5.6 The Casino Facility Licensee may keep table game surpluses generated at casino events to cover table game deficits which may occur at subsequent casino events. Net accumulated surpluses that exist at the end of each pooling period will be collected by the AGLC through electronic funds transfer.

2.5.7 The Casino Facility Licensee may request an adjustment to its fixed 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 must 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 350 or more slot machines 65%; and all others 75%.

SECTION: 2. LICENSED CHARITY

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

SECTION: 2. LICENSED CHARITY

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 (1) year. Where such contracts have been signed, charities are advised to seek their own legal advice on the legality and enforce ability of these contracts.

2.7.2 The fee stated on an advisor's contract must be the actual amount charged to the charity upon the conclusion of the casino event, as indicated on the CasinoTrack Reconciliation of Casino Win/Loss and Pool Contribution form.

SECTION: 2. LICENSED CHARITY

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) pool administration costs; and

d) any other expenses approved by the Board.

2.8.2 The following expenses must 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: $1175 (GST included) *(Amended July, 2014)*

ii) All others: $705 (GST included) *(Amended July, 2014)*

b) Cash cage advisor fees to a maximum of:

i) Edmonton, St. Albert and Calgary: $1445/event (plus applicable taxes) plus $45/hour for each extra hour the table games are open longer than 14 hours/day (e.g. if table games are open for 16 hours on Day 1 and 17 hours on Day 2, an advisor may earn an extra 5 hours pay or $225); *(Amended July, 2014)*

ii) All others: $1043/event (plus applicable taxes) plus $45/hour for each extra hour the table games are open longer than 14 hours/day. *(Amended July, 2014)*

c) Count room advisor fees to a maximum of:

i) Edmonton, St. Albert and Calgary: $573 (plus applicable taxes)

ii) All others: $535 (plus applicable taxes)

2.8.3 Where casino net proceeds are insufficient to cover food and refreshment expenses and advisor fees, the Casino Facility Licensee will reimburse the charity for these costs. The Casino Facility Licensee will be reimbursed for these costs through a reduction of

the regular AGLC electronic funds transfer, which collects the net casino proceeds.

2.8.4 The pool administration costs and casino licence fees will be paid out of the pool by the AGLC at the end of the pooling period, prior to the distribution of casino proceeds.

SECTION: 2. LICENSED CHARITY

2.9 CASINO POOLING

2.9.1 Casino pooling means the collection of all casino proceeds (see Subsection 2.2.2) (and/or losses) over a three (3) month period of time (as specified in Subsection 2.9.3) from events held in a licensed facility or facilities. The proceeds are placed into two (2) separate pools as follows:

Pool A - Table Game Proceeds: refers to the funds remaining after the payment of approved prizes and approved casino event expenses; and

Pool B - Commissions from Electronic Games: refers to the commissions paid to the Licensed Charities from Electronic Games played on slot machines (see Subsection 16.7.1 c)). *(Amended Jan. 2015)*

2.9.2 Casino pools are administered by the AGLC for the benefit of the Licensed Charities.

2.9.3 Licensed Charities must pool casino proceeds (and/or losses) within the same pooling period as follows:

a) Licensed Charities conducting casinos in communities with two (2) or more Casino Facility Licensees must pool net casino proceeds (and/or losses) with all charities licensed in the same community within the same pooling period (Exception: Century Casino in Calgary does not pool its table game proceeds with other casinos in Calgary);

b) Licensed Charities conducting casinos in St. Albert and Camrose must pool net casino proceeds (and/or losses) with all charities within the same pooling period; and

c) Licensed Charities must submit net casino proceeds to the Casino Facility Licensee at the end of each casino event. The facility licensee must deposit the net casino proceeds the next business day. The AGLC will obtain the net casino proceeds from the facility licensee through electronic funds transfer. The AGLC will notify the Casino Facility Licensee of the required amount of the transfer.

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 After the pooling period is over, the AGLC will provide each Licensed Charity with a statement of distribution of pooled funds. This statement will include the following information:

a) the total pooled funds received;

b) any re-imbursement of event losses;

c) the interest earned on pooled funds;

d) the final payments made to the AGLC for the quarterly license fees and the pool administration costs;

e) GST payment to casino facility operator;

f) other adjustments as required;

g) the number of charity shares; and

h) the amount disbursed to each charity.

2.9.6 The AGLC will deposit these funds to each charity's approved casino bank account through electronic funds transfer (EFT). If unable to make an EFT, the AGLC will mail a cheque to the Licensed Charity for deposit to its approved casino bank account.

2.9.7 Advances to any Licensed Charity from the pool prior to the end of the pooling period are prohibited. *(Amended Jan. 2015)*

a) In the event Pool A is in a deficit position at the end of the pooling period, the AGLC will administer the pool as follows:

b) applications from charities for reimbursement of food and refreshment expenses and advisor fees will be added to the overall pool deficit;

c) claims for the charities' portion of the float losses will be added to the pool deficit;

d) pool administration costs and licence fees will be added to the pool deficit; and

e) once the overall Pool A deficit has been calculated, the deficit will be offset by an equal amount from Pool B containing the commissions from Electronic Games played on slot machines accumulated during the pooling period. *(Amended Jan. 2015)*

SECTION: 2. LICENSED CHARITY

Note: If the commissions from slot machines do not offset the deficit, each charity will be required to reimburse an equal share of the deficit to the pool. *(Amended Jan. 2015)*

SECTION: 2. LICENSED CHARITY

2.10 FINANCIAL REPORTS

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 A Licensed Charity will receive the required financial report forms to complete from the AGLC. The Licensed Charity must complete and submit the required financial report within 60 days from the mail-out date, along with the supporting documents as indicated in the report. *(Amended July, 2014)*

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

a) bank statements;

b) cancelled/imaged cheques; and

c) invoices/receipts.

2.10.4 All casino records are subject to review and/or audit by the AGLC and must be maintained in a manner acceptable to the AGLC. *(Amended July 2014)*

2.10.5 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.

2.11 CONSOLIDATED GAMING ACCOUNT

2.11.1 If a Licensed Charity has more than one (1) 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 (1) 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 (i.e., 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 All payments from the Consolidated Gaming Account for approved charitable or religious purposes must be made by cheque, signed by two (2) current members of the group's executive. The cheques must 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.

2.11.6 Gaming proceeds must 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 2.11.6 a) to c), the following conditions apply:

i) investments made as stated in Subsection 2.11.6 a) and b) must 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 must be identified on financial reports;

iii) all interest, dividends or other income earned becomes part of gaming proceeds and must be retained in the separate interest bearing account or must 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 must be transferred back to the Consolidated Gaming Account to be disbursed.

2.11.7 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.

SECTION: 2. LICENSED CHARITY

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.

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
- 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

iv) count room supervisor.

SECTION: 3. VOLUNTEER/CHARITY WORKERS

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 casino event may receive credits to help offset the cost of participating in the approved charitable program conducted by the licensee including eligible:

a) membership, registration, competition, affiliation or insurance fees to tournaments or competitions, or to local, provincial, national or international governing bodies when the fees are related to a group's specific charitable objectives, and individual members of the group do not also pay the fee; and/or

b) travel expenses.

3.2.3 The credits must not:

a) exceed 10% of the casino proceeds generated per casino licence;

b) be redeemable for any form of payment listed in Subsection 3.2.1; and/or

c) be used for any social or recreational purposes or any purposes not listed in Subsection 3.2.2.

3.2.4 The charitable group may transfer the credits 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 (e.g., an amateur athlete participating in a structured and developmental sport); or

c) to another AGLC licensed group. Transfers of $5,000 or more, to other licensed groups, require prior AGLC approval.

3.2.5 The group issuing the credits must maintain records of the credits. The records are subject to review by the AGLC, and must include a ledger with the following information:

a) the names of the volunteers earning the credits;

b) whether the volunteer is a member or non-member of the group;

c) the dates the volunteer earned the credits;

d) the credit and cash value of the credits;

e) the date the credits were issued, redeemed or transferred;

f) the purpose(s) for which the credits were redeemed (if applicable); and

g) the name of the payee to whom the cheque was written.

3.2.6 Groups transferring credits to other licensees must issue a volunteer credit receipt as a means of exchange. The volunteer credit receipt must include the following information:

<u>Group providing the credits/issuing the volunteer credit receipt</u>

a) the name of the licensed group;

b) the serial number;

c) the date of issuance;

d) the credit and cash value of the volunteer credit receipt;

e) the name and telephone number of the person the volunteer credit receipt was issued to;

f) whether the recipient is a member or non-member of the group issuing the volunteer credit receipt;

g) the expiry date (not to exceed one year from date of issuance);

h) an authorizing signature verifying the information is correct; and

i) the name of the licensed group receiving or redeeming the credits.

Group receiving the credits

j) the redemption date;

k) the redemption purpose;

l) an authorizing signature verifying the information is correct; and

m) the name and account number of the gaming account to which the payment was deposited.

3.2.2 – 3.2.6: Amended, Jan. 2014

3.2.7 The group issuing the credits must retain the information in Subsection 3.2.6a) to i), and provide it to the AGLC upon request. The group receiving the credits must retain the information in Subsection 3.2.6j) to m), and provide it to the AGLC upon request. All credits earned, received and redeemed must be reported separately on the group's gaming financial report.

3.2.8 Transfers must be made from one gaming account to another gaming account.

3.2.9 A volunteer credit system is not an eligible charitable program.

3.2.10 Groups cannot make it compulsory to volunteer at casino events. Additionally, all volunteers must be given equal opportunity to earn credits by volunteering at casino events.

3.2.7 – 3.2.10: Added, Jan. 2014

3.2.11 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.

3.2.12 Volunteer staff and charity workers shall work only in positions specified on the Casino Volunteer / Charity Worker Approval and Sign-In form.

3.2.13 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.

3.2.14 Volunteer staff and charity workers shall wear a name badge while on duty showing first or common name, position, and date of casino.

3.2.15 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.

3.2.16 Volunteer staff and charity workers are prohibited from consuming liquor, being under the influence of liquor or using illicit substances.

3.2.17 Volunteer staff and charity workers are prohibited from cashing cheques or extending credit.

3.2.18 Personal possession of chips by volunteer staff and charity workers is prohibited and shall be reported immediately to the AGLC by the general manager.

SECTION: 3. VOLUNTEER/CHARITY WORKERS

3.3 GENERAL MANAGER AND ALTERNATE GENERAL MANAGER

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

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

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) ensures the casino facility licensee or designate provides a cheque at the end of the event for the cost of the advisor fees and concession fees;

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 Section 5.8);

vii) reports immediately to the Investigations Branch any volunteer in personal possession of casino chips; and

viii) returns remaining chips to the casino facility licensee or designate 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; and

x) after the conclusion of all related tasks, all cash including the opening bankroll and the event proceeds are to be returned to the casino facility licensee. Verification of the return of this cash is to be obtained from the casino facility licensee's designated individual.

SECTION: 3. VOLUNTEER/CHARITY WORKERS

c) Security:

i) ensures secure handling and storage of chips and cash at all times during the casino event.

SECTION: 3. VOLUNTEER/CHARITY WORKERS

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:

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) at the end of the day, transfers cash to general manager for secure overnight storage or transfer to casino facility licensee.

SECTION: 3. VOLUNTEER/CHARITY WORKERS

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;

d) ensures the general manager, banker or advisor witnesses all player cash-outs over $200;

e) ensures trays are put in cash drawers and the drawers are locked when leaving cash cage;

f) at the end of a shift, accounts for and transfers all chips and cash for which he or she is responsible to the banker.

3.5.2 The cashier must not:

a) sell chips;

b) exchange U.S. currency for chips or cash; and

c) exchange traveller's cheques for chips or cash.

SECTION: 3. VOLUNTEER/CHARITY WORKERS

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.

SECTION: 3. VOLUNTEER/CHARITY WORKERS

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.

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; and

f) generates Master Revenue Report and Count Room Drop Box Verification on CasinoTrack system.

SECTION: 3. VOLUNTEER/CHARITY WORKERS

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.

SECTION: 3. VOLUNTEER/CHARITY WORKERS

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;

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.

SECTION: 3. VOLUNTEER/CHARITY WORKERS

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.

SECTION: 3. VOLUNTEER/CHARITY WORKERS

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.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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, excluding floor space allocated for the operation of Gaming Terminals, meeting the requirements of a Class A Minors Prohibited licence as set forth in the AGLC's Licensee Handbook(*); *(Amended Jan. 2015)*

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 the AGLC's Licensee Handbook (*); and

iv) space for a GameSense Information Centre. The AGLC is responsible for the installation, staffing and operation of these centres *(Amended Oct 2015; Added Aug. 2013)*.

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) a cashier area for VLTs, if applicable (can be combined with the slot cash cage); *(Added Jan. 2015)*

iv) volunteer or charity worker table game count room;

v) slot soft count room;

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

vii) security desk;

viii) monitor room (see Section 5.6 regarding the optional off-site monitor room);

ix) volunteer lounge (required only for facilities which use volunteer charity workers);

x) staff lounge;

xi) administrative office(s);

xii) room for security staff and equipment;

xiii) secure CCTV viewing room independent of the monitor room;

xiv) chip storage area (*);

xv) vault/safe;

xvi) communications equipment room/technician room (*);

xvii) access to training room(s) on or off the casino facility site;

xviii) performance stage in the bar/lounge for live entertainment such as music or other entertainment approved by the AGLC; and

xix) AGLC server room(s), which must include: *(Added Jan 2017)*

- steel clad (or equivalent) entry doors with viewer and tamper resistant hinges (if hinges are exposed outside of server room);
- deadbolt locking mechanisms with minimum 1 inch deadbolt;
- secured, non-transparent windows (if applicable);
- dedicated fulltime CCTV camera coverage of all external doorways and any window areas that must

capture clear identifiable footage of all persons entering and exiting server rooms;

- an uninterrupted power supply (UPS);
- a fire suppression system, fire alarms and proper rated fire extinguishers;
- water detection sensors; and
- a card lock system or a key lock system, having all keys stamped "DO NOT DUPLICATE" or be the "ABLOY" type.

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.

Note: The ceiling heights of casino facilities operating as of October 22, 2001, are grandfathered, 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 (*);

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.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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) a full GameSense Information Centre location agreeable to the AGLC. *(Amended Oct 2015; Added Aug. 2013)*

d) renovations must be within the existing building envelope (see subsection 15.1.5 for definition of building envelope);

e) renovation requests that include additional electronics or table games will be based upon:

i) consumer demand and consideration of regional market conditions (see Subsection 13.1.12 a) i) regarding allocations of additional Gaming Terminals); and *(Amended Jan. 2015)*

ii) for First Nation casino facilities, the additional facility standards outlined in Subsection 16.2.5 e).

e) Deleted July 2014

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 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 three (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 15th 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.

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.

4.1.11 Casino Facility Licensees must complete the Alberta Progressive Jackpot Receipt Form (Form GPS/6593) for local area and stand alone progressive wins over $25,000.00 and all wide area progressive jackpot wins. One copy of the form must be provided to the jackpot winner and another to the AGLC.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

4.2 MINIMUM SIZES

4.2.1 For a major casino with 16 or more table games and slot machines at a number allocated by the AGLC, 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 (2) separate designated work surfaces must be supplied);

g) slot machine - 25 square feet per slot (*);

h) VLT – 25 square feet per VLT (*); *(Added Jan. 2015)*

i) poker table - 200 square feet per table (*);

j) games tables (back to back) including pit and transition areas - 300 square feet (*);

k) communications equipment room/technician room - 150 square feet (*);

l) 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; and

m) GameSense Information Centre – 120 square feet. *(Added Aug., 2013; Amended Oct 2015)*

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

4.2.2 For minor casinos with less than 16 table games and slot machines at a number allocated by the AGLC, 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) VLT – 25 square feet per VLT (*); *(Added Jan. 2015)*

i) poker table – 200 square feet per table (*);

j) games tables (back to back) including pit and transition areas - 300 square feet (*);

k) communications equipment room/technician room - 150 square feet (*);

l) 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; and

m) GameSense Information Centre – 120 square feet. *(Added Aug. 2013; Amended Oct 2015)*

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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.

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) that registered gaming workers meet the requirements of their position as defined in Section 6 – Registered Gaming Workers;

c) that registered gaming workers conduct all games in accordance with the rules of play as specified in Section 10, Rules of Play; and

d) any conditions placed on a patron in accordance with Section 18 are adhered to. *(Added Aug 2017)*

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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 over service 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 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.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

4.6 SIGNAGE REQUIREMENTS

4.6.1 The casino 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) "If you gamble, use your GameSense" (Responsible Gambling poster); *(Amended Apr 2016)*

f) "Your games. Your choice." (VLT Rules of Play and Gaming Irregularities poster); *(Amended Apr 2016)*

g) "GameSense Self-Exclusion" poster; *(Amended Oct 2017; Added Apr 2016)*

h) the Video Surveillance poster;

i) a "No Minors Allowed" sign (on the exterior of each entrance);

j) "The Collection of Your Personal Information" (Anti-Money Laundering (AML) poster); *(Added Apr 2016)* and

k) 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 Section 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 10.3.8.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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 are responsible for checking and verifying potential gaming workers' photo identification to confirm the worker's identity. The facility licensee is required to document the verification of the photo identification, along with the identification type and number (if applicable), on the applicant's personnel file. This information must be made available to the AGLC upon request. Acceptable forms of identification include an Alberta Operator's Licence, Alberta Identification Card, Passport, Armed Forces Identification Card, Certification of Indian Status Card, Canadian Citizenship Card, Permanent Resident Card and comparable, government-issued photograph identification from other jurisdictions.

4.7.4 Casino Facility Licensees are 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;

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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.

4.7.5 A Casino Facility Licensee must maintain the integrity of gaming and ensure that only lawful gaming activities are conducted in the licensed casino facility.

4.7.6 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.

4.7.7 A Casino Facility Licensee cannot promote or recommend the services of an advisor.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

4.8 CASINO FACILITY LICENCE

4.8.1 The Board may issue a casino facility licence for a period of up to six (6) years, as specified on the licence.

4.8.2 The licence fee for a casino facility is $500 per year (i.e. if a 6 year licence is issued the fee would be $3,000). 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 An "Applicant" referred to in this section includes a Casino Facility Licensee that is applying for a new casino facility Licence for the existing licensed facility. *(Added Mar 2016)*

4.8.4 An Applicant will be contacted by the AGLC at least one hundred and eighty (180) days prior to the expiration of an existing casino facility Licence. Such Applicants must submit the Licence/Registration Application Package by the indicated deadline. *(Added Mar 2016)*

4.8.5 Applications are subject to review and approval by the Board. The Applicant is responsible to pay for the actual cost of the background checks pursuant to section 28 of the *Gaming and Liquor Regulation*. *(Amended Mar 2016)*

4.8.6 The Licence/Registration Application Package consists of the following:

a) Applicant Disclosure (form 5553);

b) Associated Applicant Disclosure (form 5554);

c) Personal Applicant Disclosure (form 5561); and

d) $10,000 deposit or another specified amount to cover the cost of the background checks pursuant to section 28 of the *Gaming and Liquor Regulation*.. *(Amended Mar 2016)*

4.8.7 The AGLC will open a background check maintenance file after the issuance of a casino facility Licence. This will include, but is not limited to: *(Amended Mar 2016)*

a) ensuring that the background check file information is current and to obtain updated financial information, including annual audited financial statements. The AGLC may also request additional information as deemed necessary;

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

b) monitoring financial covenants including Debt to Equity Ratio of not greater than 2.5; and the Minimum Continuing Net Working Capital Position (MCNWCP). MCNWCP is defined to be, at minimum, the sum of necessary casino cash floats and one month's interest expense, direct costs, operating expenses payable to third parties, and trust or restricted funds less contra accounts or have sufficient credit facilities in place to cover any shortfalls that may occur;

c) annual indices updates as deemed necessary by the AGLC on all individuals who have provided personal disclosures; and

d) the AGLC may request updated information relating to any associated entity or individual associated with the Applicant.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

4.9 BACKGROUND CHECKS

4.9.1 A thorough background check is conducted on an applicant, the applicant's associates and any key employees of the applicant as defined by the AGLC pursuant to section 9 and 9.1 of the Gaming and Liquor Regulation and Subsection 1.19.5. *(Amended May 2017; Amended Mar 2016)*

4.9.2 The background check is to ensure criminal interests, or those who otherwise would be a detriment to the integrity or lawful conduct of gaming in the province, are prevented from operating, having a financial interest in or having an association with a casino facility licence. *(Amended Mar 2016)*

4.9.3 An applicant's key employees 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: *(Amended May 2017; Amended Mar 2016)*

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; and

e) any other person holding a key position as determined by the AGLC.

4.9.4 An 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 (1) 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;

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 (1) 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.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

4.9.5 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.

4.9.6 A corporation is affiliated with another corporation if:

a) one (1) 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.

4.9.7 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*).

4.9.8 The AGLC may refuse to allow an applicant to have a casino facility licence if, in its opinion, the applicant has misled the AGLC or provided inaccurate or incomplete information. *(Amended Mar 2016)*

4.9.9 The 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 background checks 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. *(Amended Mar 2016)*

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

4.9.10 The AGLC may refuse to issue a casino facility licence, or may terminate a casino facility licence if the AGLC is satisfied the applicant, any of the applicant's key employees or associates, or any person or entity connected to or associated with the applicant: *(Amended May 2017; Amended Mar 2016)*

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 (5) 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.

e) If within five (5) 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 applicant, any of the applicant's key employees or any of the applicant's associates has been cancelled by the issuing authority. *(Amended May 2017; Amended Mar 2016)*

4.9.11 Notwithstanding Subsections 4.9.1 through 4.9.10, the AGLC may refuse to allow an applicant to have a casino facility licence. *(Amended Mar 2016)*

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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 pursuant to section 30.1 of the *Gaming and Liquor Regulation*. *(Amended Mar 2016)*

4.10.2 The casino facility licence is cancelled 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.

4.10.3 Pursuant to section 30.2(1) of the *Gaming and Liquor Regulation,* a proposed sale, assignment or transfer of a portion of a business: *(Amended Mar 2016)*

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.

4.10.4 Pursuant to section 30.2(2) of the *Gaming and Liquor Regulation,* a sale, assignment or transfer of 5% or more of a business: *(Amended Mar 2016)*

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 Casino Facility 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 pursuant to section 30.2(3) of the *Gaming and Liquor*

Regulation and per Subsections 4.10.3 and 4.10.4 of these Terms and Conditions: *(Amended Mar 2016)*

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 Pursuant to section 30.2(4) of the *Gaming and Liquor Regulation,* 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*. *(Amended Mar 2016)*

4.10.7 Pursuant to section 30.3(1) of the *Gaming and Liquor Regulation,* 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, *(Amended Mar 2016)*

a) the licensee must report the financial interest to the AGLC; and

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

4.10.8 Pursuant to section 30.3(2) of the *Gaming and Liquor Regulation*, the Board may, in respect of a financial interest requiring its approval as per Subsection 4.10.7: *(Amended Mar 2016)*

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 Pursuant to Section 30.3(3) of the *Gaming and Liquor* Regulation, 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*. *(Amended Mar 2016)*

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 who has acted in accordance with the law, with honesty and integrity, and in the public interest;

b) would not be a detriment to the integrity or lawful conduct of gaming activities or provincial lotteries; *(Added Mar 2016)*

c) is a person whose background, reputation and associations will not result in adverse publicity for the Province of Alberta and it's gaming industry;

d) has adequate business competence and experience for the roles or position for which application is made.

e) 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;

f) 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

g) 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.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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;

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 as defined in Subsection 4.9.3. *(Amended May 2017)*

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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;

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.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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 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.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

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.

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

4.14 CASINO SECURITY ACCESS PROVISIONS

4.14.1 Access to areas in a casino facility, designated by the AGLC to be a restricted area, must be in accordance with these policies and the Licensed Casino Facility – Access Provisions table shown at the end of this section. *(Amended Oct 2017; Amended Jan 2017)*

4.14.2 Casino facility licensee registered gaming workers, employees, or external parties are only permitted access to restricted areas within the casino facility to perform duties necessary to meet their specific job requirements (see Licensed Casino Facility – Access Provisions table). Restricted areas include, but are not limited to the: *(Added Oct 2017;)*

a) monitor room;

b) volunteer cash cage and count room;

c) games pit areas; and

d) AGLC server rooms.

4.14.3 Entry logs must be maintained to record all registered gaming workers, employees, or external parties accessing the monitor room or AGLC server rooms. The entry log must include the individual's name, AGLC registration number (if applicable), date, entry and exit times, reason for access, and the individual's signature.

Note: Monitor room and AGLC server room entry logs must be retained until destruction is authorized by the AGLC. *(Added Oct 2017)*

4.14.4 Access approval for casino facility licensee's non-registered gaming workers (e.g. maintenance personnel) to any restricted area in the casino facility is subject to the following: *(Amended Oct 2017; Added Jan 2017)*

a) The Casino Manager must submit a written request to the AGLC's Regulatory Services Division with the following information:

i) name of casino;

ii) name of employee;

iii) access period (must not exceed 12 months);

iv) areas to be accessed;

v) reason for access; and

vi) a completed Consent to Records Check form prepared by the individual applying for access approval.

Note: Access approval requires a minimum of three (3) weeks from receipt of the completed Consent to Records Check form.

4.14.5 Registered gaming suppliers and gaming terminal dealers must ensure their employees requiring access to restricted areas within the casino facility have undergone a recognized security screening as a condition of employment. *(Added Oct 2017)*

4.14.6 Access approval for other external parties (e.g. auditors and contractors) contracted by the casino facility licensee or the AGLC to provide services that require entry to any restricted area in the casino facility is subject to the following: *(Amended Oct 2017; Amended Jan 2017; Amended Jan. 2015)*

a) The Casino Manager will submit a written request to the AGLC's Regulatory Services Division with the following information:

i) name of casino;

ii) name of external party;

iii) date(s) access requested;

iv) areas to be accessed;

v) reason for access;

vi) a completed Consent to Records Check form prepared by the external party; and

vii) if applicable, Non-Canadian external parties to provide a current criminal records check from their jurisdiction of residence.

Note: Access approval requires a minimum of three (3) weeks from receipt of the completed Consent to Records Check form. *(Added July 2014)*

4.14.7 Requests for time sensitive access approval for external parties to enter any restricted area in the casino facility, during times when the area is operational, must be made to the AGLC's Regulatory Services Division prior to entry (AGLC phone number: 1-800-561-4415). *(Amended Oct 2017; Amended Jan 2017; Added July 2014)*

SECTION: 4. CASINO FACILITY LICENSEE REQUIREMENTS

4.15 EMERGENCY PLAN

4.15.1 In accordance with the *Occupational Health and Safety Code*, casino facilities must have an Emergency Response Plan that, at a minimum, includes:

a) identification of potential emergencies;

b) procedures for dealing with the identified emergencies;

c) identification of, location of and operational procedures for emergency equipment;

d) emergency response training requirements;

e) location and use of emergency facilities;

f) fire protection requirements;

g) alarm and emergency communication requirements;

h) first aid services required;

i) procedures for rescue and evacuation; and

j) designated rescue and evacuation workers.

4.15.2 The emergency plan must be formulated in collaboration with affected workers and must identify the designated workers who will provide rescue services and supervise evacuation procedures in an emergency.

4.15.3 The casino facility must ensure that the designated rescue and emergency workers are trained in emergency response appropriate to the work site and the potential emergencies identified in the Emergency Response Plan.

4.15.4 Exercises relevant to the work site that simulate the potential emergencies identified in the Emergency Response Plan must be repeated at appropriate intervals to ensure designated rescue and evacuation workers are current and competent.

AGLC
Alberta Gaming & Liquor Commission
Choices Albertans can trust.

LICENSED CASINO FACILITY – ACCESS PROVISIONS TABLE **ATTACHMENT 4.14**

Amended Oct 2017

	Monitor Room	Cash Cage	Count Room	Games Pit Area	AGLC Server Room
Alberta Gaming and Liquor Commission (AGLC)					
Board Member, CEO/Vice President	X	X	X	X	X
Investigators/Inspectors	X	X	X	X	X
Technicians	X	X	X	X	X
Casino Facility Licensee					
Key Employees (e.g. CEO, CFO, VP, controller)	X A			X A	X A
Casino Manager/Acting Casino Manager	X			X	X
Director/Manager Security	X	X	X	X	X
Security Guards	X B	X	X	X	X B
Surveillance Manager	X				
Monitor Room Personnel	X				
Games Manager	X	X B	X B	X	
Casino Facility Operator Representative		X B	X B		
Pit Supervisor	X B			X	
Pit Boss	X B			X	
Dealer				X	
Anti-Money Laundering (AML) Manager or equivalent	X B	X B		X B	
Non-Registered Gaming Workers (e.g. maintenance personnel)	X B,C	X B,C	X B,C	X B,C	X B,C
Licensed Charity					
Charity General Manager/Alternate		X	X	X	
Banker		X			
Cashier		X			
Chip Runner				X	
Count Room Supervisor			X		
Count Room Workers (i.e., sorter, counter, recorder and amalgamator)			X		
External Parties					
Police Officers	X B	X B	X B	X B	
Cash Cage Advisor		X	X B		
Count Room Advisor			X		
Registered Gaming Suppliers/Gaming Terminal Dealers	X B,D,G	X B,D,G	X B,D,G	X B,D,G	X B,D,G
Other External Parties (e.g. auditors, contractors)	X B,E,G	X B,E,G	X B,E,G	X B,E,G	X B,E,G
Cleaners	X B,G	X B,G	X B,G	X B,G	X B,G
Other persons when authorized in writing by designated staff within AGLC's Regulatory Services	X B,F,G	X B,F,G	X B,F,G	X B,F,G	X B,F,G

A. Must have successfully undergone an AGLC background check (see Subsection 4.9.1).
B. Access authorized to perform specific job related duties only (see Subsection 4.14.2).
C. As per access approval policy for Non-Registered Gaming Workers (see Subsection 4.14.4).
D. As per access approval policy for Registered Gaming Suppliers/Gaming Terminal Dealers (see Subsection 4.14.5).
E. As per access approval policy for Other External Parties (see Subsection 4.14.6).
F. As per time sensitive access approval policy (see Subsection 4.14.7).
G. Must be accompanied, at all times, by a casino facility licensee key employee, casino manager/acting casino manager or registered gaming worker(s) whose access to the secure area is authorized in the above table.

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 (see subsection 5.6 regarding the optional off-site monitor room): *(Amended July 2015)*

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 (1) back-up box per facility;

d) have telephones as well as internally and externally monitored alarm systems in each of the following areas: *(Amended Sept. 2015)*

i) security desk;

ii) table game cash cage;

iii) table game count room;

iv) each games pit area;

v) monitor room;

vi) slot cash cage (may also contain the VLT cashier area); slot count room;

vii) poker/craps cash cage; and

viii) VLT cashier area; *(Added Jan. 2015)*

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 installed: *(Amended Sept. 2015)*

i) at all entrances and exits; including the entrances to the table game and slot count rooms, and table game, slot and poker/craps cash cages, and

ii) on the inside of table game, slot and poker/craps cash cage windows;

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 PTZ (Pan/Tilt/Zoom) camera that must provide clear identification of persons entering or exiting the casino; *(Amended Jan 2017)*

ii) cash cage (table games): requires one (1) cashier wicket to remain fully operational with emergency lights, two (2) dedicated cameras, one (1) of which must be a PTZ (Pan/Tilt/Zoom) camera, a bill counter and the Casino Track computer. The dedicated cameras must provide clear identification of patrons, chips and cash values; *(Amended Jan 2017)*

iii) count room (table games): requires emergency lighting, two (2) bill counters, the Casino Track computer and two

(2) dedicated cameras, one (1) of which must be a PTZ (Pan/Tilt/Zoom) camera;

iv) cash cage (slot operations) – may also contain the VLT cashier area: requires one (1) cashier wicket to remain fully operational with emergency lights and two (2) dedicated cameras, one (1) of which must be a PTZ (Pan/Tilt/Zoom) camera. The dedicated cameras must provide clear identification of patrons, TITO tickets and cash values; *(Amended Jan 2017; Amended Jan. 2015)*

v) VLT cashier area (if applicable): a dedicated camera is required overhead of the VLT cashier's area and supplemented by one or more secondary cameras to capture an unobstructed view that must provide clear identification of the patrons. *(Amended Jan 2017; Added Jan. 2015)*

vi) slot bank: requires emergency lighting, electronic bill counter and two (2) dedicated cameras, one (1) of which must be PTZ (Pan/Tilt/Zoom) camera; and

vii) monitor room: requires emergency lighting, CCTV matrix and keyboard, time/date generator, dedicated video recorders for each of the cameras required pursuant to Subsection 5.1.2j) i) – vi) and four (4) 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.

5.1.4 The use of a Wi-Fi network in the casino must be approved by the AGLC. This network must be for non-gaming purposes such as in the administrative and/or corporate offices (e.g. office staff use of a wireless network for laptops, printers, scanners etc.).

SECTION: 5. SECURITY STANDARDS

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) floor plan of each premises showing the placement of all surveillance equipment; and

c) a description of the surveillance equipment and its capabilities for each casino facility location.

SECTION: 5. SECURITY STANDARDS

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.

5.3.3 Access to the table games cash cage must be through a secured area consisting of two (2) 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 (*).

SECTION: 5. SECURITY STANDARDS

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.

5.3.9 The count room must be equipped with plexi-glass 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. (*)

SECTION: 5. SECURITY STANDARDS

5.4 BILL COUNTER PATRON CASH OUTS

5.4.1 Cash payouts made directly to the patron from a bill counter may be done for large cash outs of more than 50 bills under the following conditions:

a) the decision to provide bill counter patron cash outs is at the discretion of the casino facility licensee;

b) the bill counter(s) must be provided by the casino facility licensee and approved by the AGLC; and *(Amended Nov. 2013)*;

c) the required security and surveillance measures is the responsibility of the casino facility licensee.

5.4.2 The bill counter(s) used for patron cash outs must have the following features:

a) counterfeit detection;

b) denomination detection;

c) display(s) are visible by the patron, cashier and dedicated CCTV camera(s);

d) the bill counter(s) shall be located in a permanent position on the cash cage counter, or in a location approved by the AGLC, with the display(s) visible by patrons, the cashier and CCTV camera;

e) one (1) dedicated CCTV camera meeting the requirements of Section 5.5 must be positioned to provide a clear unobstructed view of the numbers on the bill counter(s) display and the ability to identify bill denominations for each bill counter;

f) the facility licensee is responsible for routine maintenance of and repair of bill counters they provide for patron cash outs;

g) in the event of a patron cash out bill counter malfunction, the bill counter shall be removed from the cash cage and shall not be returned for use in the cash cage until it has been repaired and tested.

SECTION: 5. SECURITY STANDARDS

5.5 CCTV CAMERA COVERAGE AND MONITORING

5.5.1 The casino facility licensee shall provide a colour CCTV (closed circuit television) system that has (see Section 5.6 regarding the optional off-site monitor room): *(Amended July 2015)*

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) Each video camera must be installed in a manner that will prevent the power source from being tampered with or disabled.

c) All of the cameras on the gaming floor must be enclosed in ceiling domes with the exception of stationary cameras dedicated to individual Gaming Terminals and table games. *(Amended Jan. 2015)*

d) All cameras must be linked to video recorders direct or via quad or matrix switchers and be recorded in real time [30 images per second] 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 Recording Device (DVRD) must record at 30 images per second per camera with a minimum pixel image Common Interchange Format (CIF) recording;

ii) the DVRD must provide for seven (7) days continuous storage for each and all cameras attached to it in the gaming floor area;

iii) the DVRD may house a built-in Security Data Container (SDC) or utilize external storage devices such as a Network Attached Storage (NAS) device or Redundant Array of Independent Disks (RAID) attached storage;

iv) the DVRD must archive recorded data to a CD, DVD or flash drive 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; *(Amended Jan 2017)*

v) the DVRD 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 vii));

vi) cameras linked to a DVRD 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 images per second.

e) All PTZ (Pan/Tilt/Zoom) cameras must provide clear identification of players, pit staff, cash/chip values, game number, and playing card value (pips) at all the table games. *(Amended Jan 2017)*

f) Cameras dedicated to the game area, Gaming Terminal area, cash cages and count rooms must be 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. *(Amended Jan 2017; Amended Jan. 2015)*

g) Non-gaming areas, Gaming Terminal 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. *(Amended Jan. 2015)*

h) The monitoring system must have a picture generator that must generate precise, easily identifiable colour pictures of the subject from any camera. *(Amended Jan 2017)*

5.5.2 Each pit, Gaming Terminal area and poker room must provide camera coverage as required by the AGLC. The cameras providing such coverage must be a PTZ (Pan/Tilt/Zoom) camera . These must be installed to provide coverage of all table games and Gaming

Terminals. The facility licensee must provide the actual number and placement of the cameras as required by the AGLC. Cameras must provide 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. *(Amended Jan 2017; Amended Jan. 2015)*

a) High limit games (maximum bet over $100), games with progressive jackpots, and Let it Ride games require a dedicated camera to provide an overall view of the playing surface. High limit tables must be viewed with a PTZ (Pan/Tilt/Zoom) camera that must provide clear identification of all players, staff, table numbers, cash, chip values and playing card value (pips), at all times. *(Amended Jan 2017)*

b) Each craps table must be viewed by a dedicated PTZ (Pan/Tilt/Zoom) camera from both ends of the table that must provide clear identification of players, pit staff, cash/chip values and dice. *(Amended Jan. 2015)*

c) A roulette table requires a dedicated camera to provide an overall view of the playing surface. The table must be viewed with a PTZ (Pan/Tilt/Zoom) camera that must provide clear 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. When an automatic chip stacker is used, an additional dedicated camera is required for each roulette table to ensure an uninterrupted view of the wheel and the layout. *(Amended Jan 2017)*

d) A double layout hand held baccarat table with table limits over $200 requires a minimum of two (2) dedicated cameras to provide an overall view of the playing surface. The table must be viewed with at least two (2) PTZ (Pan/Tilt/Zoom) cameras that must provide clear identification of all players, staff, table numbers cash, chip values and cards in player's hands, at all times. *(Amended Jan 2017)*

e) A single layout hand held baccarat table requires a dedicated camera to provide an overall view of the playing surface. The table must also be viewed with a PTZ (Pan/Tilt/Zoom) camera that must provide clear identification of all players, staff, table

numbers, cash, chip values and cards in player's hands, at all times. *(Amended Jan 2017)*

f) All wide area progressive slot machines must be viewed by a dedicated camera that must capture all patrons and employees at the slot machine, supplemented by a PTZ (Pan/Tilt/Zoom) camera that must provide clear identification of the patron and slot machine screen. *(Amended Jan 2017; Amended Nov. 2013)*

g) Electronic table games, where the cash in limit exceeds $1,000, must be viewed by a dedicated camera that must capture all patrons and employees at the electronic table game, supplemented by a PTZ (Pan/Tilt/Zoom) camera that must provide clear identification of the patron and electronic table game display. *(Amended Jan 2017; Added Jan. 2015)*

h) All other Gaming Terminals must be viewed by a PTZ (Pan/Tilt/Zoom) camera that must provide clear identification of the player and Gaming Terminal screen. *(Amended Jan 2017; Amended Jan. 2015; Added Nov. 2013)*

i) Cameras must be strategically placed so that there are no blind spots in the Gaming Terminal area and the cameras must provide for clear identification of all staff, players and customers. (*) *(Amended Jan. 2015)*

j) An interim close of a table game may be completed under the requirements of surveillance for table view which allows for the clear identification for the locking of the game table tray and participating staff members. An Interim Close Card will be placed under the lid of the tray prior to locking.

5.5.3 A dedicated camera must be installed so there is complete, full-time coverage of each entry/exit (not required for "emergency only" exits) that must provide clear identification of all individuals entering or leaving the premises. *(Amended Jan 2017)*

5.5.4 Camera requirements for ticket redemption kiosks (TRK) are as follows:

a) a dedicated camera(s) is required for each TRK, that must provide a clear image of the face of the TRK and clearly identify all patrons and employees accessing the TRK to confirm the transactions conducted at the kiosk. *(Amended Jan 2017)*

b) cabling (minimum CAT 5) connected to a surveillance system, and linked to video recorders, as specified in Section 5.5.1 d), must be provided. The AGLC will install the camera on top of each TRK.

5.5.5 A dedicated camera is required overhead of each cashier's position and must be supplemented by one (1) or more secondary cameras to capture an unobstructed view that must provide clear identification of the patron. Each cash cage, count room, slot cash cage and count room and poker/craps cash cage must have a PTZ (Pan/Tilt/Zoom) camera(s) installed to provide complete coverage of all areas. *(Amended Jan 2017)*

5.5.6 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 350 or more slot machines.

5.5.7 If the casino facility has at least 700 slot machines and/or 40 table games, there must be at least two monitor room personnel on duty Fridays, Saturdays and Holiday Sundays from 1900 hours to 0300 hours, or until all monies are secured and all casino staff and volunteers have exited the casino. *(Amended Apr. 2014)*

5.5.8 Casino facilities with 15 table games or less and 349 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 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. *(Amended Mar 2016)*

5.5.9 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).

SECTION: 5. SECURITY STANDARDS

5.5.10 All CCTV systems' recordings must be retained for a minimum of seven (7) days and shall be made available for review upon request by any AGLC Inspector. The video recording of an event must be provided to an AGLC Inspector in a format removable from the casino upon request.

5.5.11 The monitor room must have the override capability and control of all cameras at a casino facility including the security department monitors.

5.5.12 The monitor room must maintain radio communications with the casino facility's security personnel (see Section 5.6 regarding the optional off-site monitor room). *(Amended July 2015)*.

5.5.13 The monitor room is to be treated as a high security area, and access is permitted to authorized personnel only, as detailed in Section 4.14 Casino Security Access Provisions.

5.5.14 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.

5.5.15 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.

5.5.16 Any use of a wireless camera must be approved by the AGLC. Wireless cameras must not be utilized for the monitoring of gaming or gaming related activities.

5.6 OFF-SITE MONITOR ROOM

(Added July 2015)

5.6.1 With the prior approval of the AGLC, Casino Facility Licensees may utilize an off-site monitor room. Casino Facility Licensees must submit to the AGLC:

a) a proposal for an off-site monitor room that meets the facility and security requirements in this handbook;

b) a surveillance plan (see also Section 5.2); and

c) a Business Continuity Plan in the event of a disruption or failure affecting the operational ability of the off-site monitoring room.

5.6.2 The approved off-site monitor room operates under the Casino Facility Licence and comprises part of the restricted non-gaming area of the casino facility.

a) The Casino Facility Licensee must demonstrate proof of the right to occupy and control the premises for the approved off-site monitor room, including full access to the premise during casino operating hours and compliance with the requirements under Subsection 14.9.5; and

b) All areas of the licensed facility which are governed by the Facility Licence are subject to AGLC policy.

5.6.3 The minimum requirements for the provision of an off-site monitor room include, but are not limited to:

Note: Additional requirements may be necessary based on an assessment by the AGLC of the proposal for the off-site monitor room.

a) A secure CCTV viewing room at the primary casino location:

i) capable of acting as a backup monitor room;

ii) two workstations with monitoring equipment;

iii) monitoring equipment must be able to provide adequate viewing of the activity on the gaming floor and other areas of the licensed facility as provided for in this handbook;

iv) digital cameras are recorded on Network Video Recorders (NVRs);

v) entrances and internal space require camera coverage connected to the CCTV system; and

vi) facility requirements and security standards as provided for in Sections 4 and 5 of this handbook or any other section of the CTCOG.

b) The surveillance servers and NVRs must be located at the primary casino location along with all storage of surveillance video; and

c) Off-site monitor room:

i) the location of the off-site monitor room requires prior approval of the AGLC;

ii) seamless digital surveillance video in real time must be streamed direct from the casino facility to the off-site monitoring room using a dedicated closed (private) fiber optic connection. No other links are authorized unless approved by the AGLC;

iii) the monitoring equipment must be able to provide adequate viewing of the activity on the gaming floor and other areas of the licensed facility as provided for in this handbook;

iv) seamless real time communications with the casino facility's security personnel must include:

- digital radio voice communications streamed using the dedicated closed (private) fibre optic connection; and
- an internal telephone system.

v) minimum staffing levels, registration of staff and staff duties at the off-site monitor room, per facility, are the same as for an on-site monitor room;

vi) casino security access provisions to the off-site monitor room are as provided for in CTCOG Section 4.14;

vii) casino access provisions for the AGLC as specified in CTCOG Section 1.12 applies to the off-site monitor room;

viii) entrances require camera coverage connected to the CCTV system; and

ix) facility requirements and security standards as provided for in Sections 4 and 5 of this handbook or any other section of the CTCOG.

5.7 COUNTERFEIT MONEY PROCEDURES

5.7.1 The following procedures shall be implemented when suspect counterfeit money is identified:

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;

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 or email at investigators.mailbox@aglc.ca; and

v) advises general manager of the occurrence.

Monitor room personnel:

vi) 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.

ii) maintain seizure in a secure place ensuring continuity until such time item(s) turned over to a police officer;

iii) contact local enforcement agency and follow their directions;

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

v) 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 or email at investigators.mailbox@aglc.ca.

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

SECTION: 5. SECURITY STANDARDS

Discrepancy Report. The counterfeit bill will be turned over to casino security. Security will:

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

ii) submit a counterfeit checklist to the AGLC, within 24 hours, via fax to St. Albert at (780) 447-8914 or email at investigators.mailbox@aglc.ca.

SECTION: 5. SECURITY STANDARDS

5.8 ILLEGAL ACTIVITIES

(Amended Dec 2017)

5.8.1 If an illegal activity occurs or is suspected to have occurred (e.g. theft, cheating at play, money laundering) at a licensed casino facility, the following procedures must be implemented:

a) casino facility licensee staff witnessing an illegal or suspected illegal activity must:

i) notify their immediate supervisor at the first opportunity in such a manner, where appropriate, not to alert the suspect(s);

ii) continue to perform duties in a normal manner so that the suspect(s) is not alerted;

iii) document the details of the incident, including, but not limited to the:

- type of illegal activity and the time it occurred;
- description of the suspect(s);
- game being played, including the table or gaming terminal machine number;
- suspect(s) position at the table (if applicable);

iv) collect statements from witnesses, including their contact information, if available; and

v) complete a Discrepancy Report (see Section 5.10).

b) the supervisor notified of an illegal or suspected illegal activity must:

i) immediately notify the games manager and/or the director/manager of security and instruct monitor room staff to retain evidence of the illegal activity and suspect(s) (see Subsection 5.8.1 d));

ii) continue to perform duties in a normal manner so that the suspect(s) is not alerted;

iii) make notes pertaining to the incident, providing as many details as possible, including any personal observations; and

iv) complete a Discrepancy Report as soon as possible (see Section 5.10).

c) the games manager and/or director/manager of security must:

i) alert security staff of the illegal or suspected illegal activity, providing them with a description of the suspect(s) (see Subsection 5.8.1 e));

ii) attend the monitor room to view suspect(s) activities, and to confirm the illegal or suspected illegal activity, if possible;

iii) if satisfied the video recording captured the 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 1-800-561-4415 (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 is of a single cheat at play or a suspected illegal activity 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 and report the matter to the AGLC Hotline immediately; and

v) prepare a Discrepancy Report (see Section 5.10), collect other Discrepancy Reports written by staff pertaining to the incident and immediately submit them all to the AGLC's Investigations Branch at: investigators.mailbox@aglc.ca.

d) monitor room staff, upon becoming aware of an illegal or suspected illegal activity, must:

i) ensure continuous surveillance of the suspect(s) is being maintained, document the suspect(s) activities, and make notes of the occurrence;

ii) ensure that the suspect(s) is being recorded by more than one camera to provide clear identification of the suspect(s) and other elements associated with the incident (e.g. cards, money, chips, table game/gaming terminal, vehicle information, licence plate, transactions, associates and/or non-gaming area); and

iii) securely retain all video evidence of the subject(s) and incident and submit to the AGLC's Investigations Branch at sftp.aglc.ca and notify investigators.mailbox@aglc.ca.

e) security guards investigating an illegal or suspected illegal activity must make detailed notes of the incident, including but not limited to:

i) personal observations;

ii) date and time of incident;

iii) particulars of any conversation with suspect(s);

iv) vehicle information and licence plate number (where applicable); and

v) names of any persons witnessing the incident or having contact with the suspect(s).

5.8.2 In a situation where there is clear and present danger to casino staff, property or patrons, immediately contact the law enforcement agency of jurisdiction.

SECTION: 5. SECURITY STANDARDS

5.9 CHIP INVENTORY CONTROLS

5.9.1 Casino chips must be designed in a manner that identifies, and is unique to, each casino facility.

5.9.2 A casino facility must only accept its own chips in exchange for cash, chips or bets. Accepting chips from another casino facility is prohibited.

5.9.3 Each casino facility licensee shall maintain security of all chip inventories.

5.9.4 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.

5.9.5 A Discrepancy Report shall be used to document the removal or the addition of chips from the inventory (see Section 5.10). Signatures are required from both the casino facility licensee representative and the general manager.

5.9.6 Purchases of new chips shall be submitted for the approval of the AGLC (see Section 9.11).

SECTION: 5. SECURITY STANDARDS

5.10 DISCREPANCY REPORTS

(Amended Dec 2017)

5.10.1 It is a condition of both the registration and licensing that casino facility licensees, registered gaming workers, and other casino employees immediately report illegal or suspected illegal activities (e.g. cheat at play, theft, money laundering, etc.) to the AGLC Investigations Branch (see Section 5.8).

5.10.2 Suspicion or evidence of procedures inconsistent with or in violation of the CTCOG, and overages or shortages of gaming chips or cash in excess of $200.00, not including proven compensating errors, require immediate investigation and corrective action by the casino facility licensee, games manager, director/manager of security, advisor(s) and/or the general manager. A Discrepancy Report that provides details of the occurrence must be submitted to the AGLC.

5.10.3 The following Discrepancy Report forms (see Section 11) must be completed for the purposes specified:

a) Discrepancy Report – Form 5425 (2013 Sep) must be used for all non-electronic gaming discrepancies;

b) Gaming Discrepancy Report Electronic Devices – Form 6619 (2014 Jun) must be used for all electronic gaming device (gaming terminal) discrepancies.

For casinos in Red Deer, Calgary and Southern Alberta, Discrepancy Reports must be sent directly to:

The Alberta Gaming and Liquor Commission
Suite 110, Deerfoot Atrium Building
6715 - 8 Street N.E.
Calgary, Alberta T2E 7H7
Fax: (403) 292-7302
Email: inspectionsgaming@aglc.ca

Note: For Discrepancy Reports pertaining to illegal activities (see Section 5.8) use investigators.mailbox@aglc.ca.

SECTION: 5. SECURITY STANDARDS

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

The Alberta Gaming and Liquor Commission
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5
Fax: (780) 447-8912
Email: inspectionsgaming@aglc.ca

Note: For Discrepancy Reports pertaining to illegal activities (see Section 5.8) use investigators.mailbox@aglc.ca.

SECTION: 5. SECURITY STANDARDS

5.11 AGLC SERVER ROOMS

(Added Jan 2017)

5.11.1 AGLC server rooms include all primary server rooms and secondary network closets within a casino facility.

5.11.2 AGLC server rooms must be secure and dedicated for that purpose only and meet all requirements set out in Subsection 4.1.2c).

5.11.3 Server room entrance door(s) must always be closed and secured.

5.11.4 The Casino Manager and/or Director/Manager of Security are responsible for the security of AGLC server rooms.

5.11.5 AGLC server rooms are high security areas and as such, access to AGLC server rooms is restricted to authorized personnel only (see Section 4.14).

5.11.6 The Casino Facility Licensee must:

a) maintain a server room key/access card log, accounting for all keys/access cards, recording staff names, registration numbers (if applicable), dates of issuance and dates of collection of keys/access cards;

b) maintain server room entry logs, recording staff name/registration number (if applicable), name of authorized individual date/time of entry and reason for entry;

c) retain key/access card logs and server room entry logs until destruction is authorized by the AGLC;

d) immediately report misplaced, lost or stolen server room keys/access cards to AGLC Investigations Branch; and

e) immediately replace the server room keys and lock mechanisms upon request of the AGLC.

SECTION: 6. REGISTERED GAMING WORKERS

6.1 REGISTRATION

6.1.1 In this Subsection, an "applicant" means an individual applying for registration as a gaming worker pursuant to the Gaming and Liquor Regulation. *(Amended May 2017)*

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 – 16 or more table games);

d) games manager (minor casinos – 15 or less table games);

e) pit supervisor;

f) pit boss;

g) dealer;

h) director of security;

i) manager of security;

j) security guard;

k) surveillance manager;

l) monitor room personnel;

m) slot manager;

n) slot supervisor; *(Added Jan. 2015)*

o) slot operator:

i) slot cashier;

ii) slot attendant; and

iii) slot count room attendant; *(Added Jan. 2015)*

p) casino manager; and

q) casino facility operator representative.

6.1.3 Casino Facility Licensee personnel not registered with the AGLC are prohibited from engaging in the following:

a) entering the pit areas of the casino games floor;

b) conducting or managing gaming activities;

c) making decisions relating to dispute resolution of gaming irregularities;

d) conducting financial transactions for, or on behalf of, a patron in excess of $200 per Gaming Day; and

e) performing any duty for which there is already an identified work function associated with a registered gaming worker position. *(Added, July 2015)*

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

6.1.5 Applications for registration as a casino worker may be obtained from the AGLC (see Subsection 6.1.19).

6.1.6 Pursuant to section 9 of the Gaming and Liquor Regulation, key employees of the casino facility as listed under Subsection 4.9.3 are subject to background checks as specified in Section 4.9. *(Amended Mar 2016)*

6.1.7 To be registered as a gaming (casino) worker, the applicant must: *(Amended Mar 2016)*

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.

6.1.8 Pursuant to section 10(1) of the Gaming and Liquor Regulation, the Board may refuse to register an Applicant as a casino worker, if the

applicant or an applicant's associates, fail to pass a records check. *(Amended Mar 2016)*

6.1.9 Pursuant to section 10(1) of the Gaming and Liquor Regulation, a person does not pass a records check if the individual: *(Amended Mar 2016)*

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

i) an offence under the *Criminal Code* (Canada), the *Excise Act* (Canada), the *Food and Drugs Act* (Canada) or the *Controlled Drugs and Substances Act* (Canada); or

ii) an offence under a foreign Act or regulation that, in the Board's opinion, is substantially similar to 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 (5) years prior to the submission of the application, been serving a term of imprisonment of three (3) years or more.

6.1.10 Pursuant to section 11 of the Gaming and Liquor Regulation, the Board may refuse to register an Applicant if the Board is satisfied that the applicant has within the five (5) years prior to the submission of the Application contravened: *(Amended Mar 2016)*

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.

6.1.11 Pursuant to section 13 of the Gaming and Liquor Regulation, 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 key employees or associates or any other person or entity with connections to the applicant: *(Amended May 2017; Amended Mar 2016)*

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.

6.1.12 Notwithstanding Subsections 6.1.7 through to 6.1.10 above, the Board may refuse to register an applicant.

6.1.13 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 6.1.13.

6.1.14 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 *Controlled Drugs and Substances Act* (Canada);

c) the *Excise Act* (Canada)

d) the *Food and Drugs Act* (Canada);

e) a foreign Act or Regulation that is substantially similar to an offence referred to in a), b), c), or d) above;

f) the *Gaming and Liquor Act* (Alberta); or

g) the Gaming and Liquor Regulation (Alberta).

6.1.15 If a registered gaming worker is charged or convicted, as described in Subsection 6.1.13, the Board may take disciplinary action including, but not limited to, suspension or cancellation of the registration.

6.1.16 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.

6.1.17 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.

6.1.18 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.

6.1.19 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.

6.1.20 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.

SECTION: 6. REGISTERED GAMING WORKERS

6.1.21 Applications for registration as a gaming worker (Form LIC/GAM 5422) may be obtained by emailing the AGLC at gaming.registrations@aglc.ca. A copy of the application may also be accessed on the AGLC website at aglc.ca.

6.1.22 The registration application will only be processed if:

a) it is complete in all the information requested;

b) the information in the application is truthful; and

c) there is a security clearance attached to the application for registration and the clearance is dated within three (3) months of the application date.

6.1.23 Any changes to personal information (for example, address or surname) provided to the AGLC must be reported immediately in writing, by email to gaming.registrations@aglc.ca, by fax to 780-447-8912 or by telephoning the AGLC Registration Unit at 1-800-272-8876.

SECTION: 6. REGISTERED GAMING WORKERS

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.

6.2.6 Advisors employed in rural casinos where only one (1) advisor is present MUST hold both cash cage and a count room registration.

6.2.7 Games managers must work a minimum of 56 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 two-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 four (4) opening procedures and a minimum of four (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.

6.2.8 The AGLC 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.

6.2.9 Registered gaming workers shall not be under the influence of liquor or drugs or consume liquor, or use an illicit substance while on duty.

6.2.10 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.

6.2.10.1 Advisors are not permitted to provide advisor services at a licensed casino facility where they are employed by the facility licensee in any unregistered position, or at any casino owned by the same casino facility licensee. *(Added Aug. 2014)*

6.2.11 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.

6.2.12 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.

6.2.13 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 5.9.2).

6.2.14 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 - print size must be clearly visible with block style printing only; *(Amended Nov. 2013)*

iv) employee first name only - print size must be clearly visible with block style printing only; and *(Amended Nov. 2013)*

v) registration expiry month.

Card Back (Optional):

i) full name;

ii) authorizing company signature;

iii) company data - i.e., employee number; and

iv) company conditions of employment.

c) Two (2) 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, or damage to, 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.

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

6.2.16 Cashing cheques or extending credit is prohibited anywhere on the gaming floor except as per Section 1.20, Cash Call Machines.

6.3 CASH CAGE AND COUNT ROOM ADVISOR

6.3.1 Interested applicants for the cash cage or count room advisor position must submit a letter to the AGLC, providing the following information:

a) name and address of the applicant;

b) $100 payment to cover administrative costs; and

c) a security clearance (the AGLC is not responsible for the cost of the clearance).

6.3.2 On receipt of the documentation as per Subsection 6.3.1, applicants will be required to write an exam and achieve a minimum score of 75%.

6.3.3 Applicants failing to achieve the minimum score will be allowed to re-write the exam according to the following:

a) applicants failing to achieve the minimum score on their first attempt:

i) will not be permitted to re-write the exam for three (3) months from the date the exam was written; and

ii) must make written application to the AGLC requesting approval to re-write the exam; the applicants will not be required to submit the $100 administration fee or provide a security clearance.

b) applicants failing to achieve the minimum exam score on their second attempt:

i) will not be permitted to re-write the exam for six (6) months from the date the second exam was written; and

ii) must make written application to the AGLC requesting approval to re-write the exam; the request must include the $100 administration fee and an updated security clearance.

c) applicants failing to achieve the minimum exam score on their third attempt:

i) will not be permitted to re-write the exam for one (1) year from the date the third exam was written; and

ii) must make written application to the AGLC requesting approval to re-write the exam; the request must provide a written explanation as to why the applicant should be allowed to re-write the exam, the $100 administration fee and an updated security clearance. *(Amended Jan. 2015)*

d) applicants failing to achieve the minimum exam score on their fourth attempt:

i) will not be permitted to re-write the exam for two (2) years from the date the fourth exam was written; and

ii) must make written application to the AGLC requesting approval to re-write the exam; the request must provide a written explanation as to why the applicant should be allowed to re-write the exam, the $100 administration fee and an updated security clearance. *(Amended Jan. 2015)*

6.3.4 Upon successful completion of the exam, a thorough background check into the successful applicant will be conducted. The background check process is described in Section 4.9 of the CTCOG. *(Amended Mar 2016)*

6.3.5 The AGLC will issue a temporary training registration for a period of six (6) months for the positions of a cash cage advisor or a count room advisor upon successful completion of the exam. A registration will be issued upon completion of the background check and a training period which includes: *(Amended Mar 2016)*

a) three (3) event opening procedures;

b) three (3) event final day closing procedures;

c) three (3) banker shift changes;

d) one (1) full event, and

e) for the count room two (2) full count room events.

6.3.6 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.

6.3.7 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.

6.3.8 Cash cage advisors and count room advisors cannot promote themselves as the favoured or preferred advisor for any specific casino facility.

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

6.3.10 Cash cage and count room advisors must hold a current registration with the AGLC. Advisors may not hold any other gaming registrations, except as a registered charity worker at a Host First Nation charitable casino. *(Amended Aug., 2014)*

6.3.11 Cash cage advisor duties are defined as follows:

a) ensure procedures are consistent with CTCOG and documents are verified as required;

b) access the Casino Gaming Information Network (CGIN) website periodically and when directed to, view AML Program information and updates; *(Added Aug 2016)*

c) 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;

d) ensure cash cage entrance is locked and access provisions enforced;

e) train, advise and ensure volunteers abide by 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;
- counterfeit money procedures; and
- AML procedures. *(Amended Aug 2016)*

iii) cashiers do not accept chips from another casino facility;

iv) cashiers lay out incoming chips, in the following manner:

- laid flat side by side and not overlapping so they can be easily read by surveillance measures;
- highest denomination in descending order to the lowest denomination; and
- if space is required for chip quantities of more than 20 of the same denomination, stacks of 20 chips shall be confirmed and placed in a chip rack in clear view of surveillance measures.

v) cashiers count out by hand all cash payouts, in the following manner:

- fanning out the bills lengthways in groups of 10;
- not more than 10 groups at a time;
- bills overlapping with the denominations clearly visible on each bill, so that the denomination is visible to surveillance measures; and
- if space is required for bill quantities of more than 10, of the same denomination, stacks of 10 bills shall be placed to the side in clear view of surveillance measures.

vi) cashiers may directly make cash payouts to patrons using a bill counter for large cash outs of more than 50 bills

subject to the conditions of Section 5.4. However, cash outs of 50 bills or less may be prepared using a bill counter in order to verify the amount before counting out by hand as per Subsection 6.3.11 d) v); and

vii) cashiers, when using a bill counter for patron cash outs, comply with the following procedures:

- the bill counter shall be tested by the advisor daily prior to use by running a bundle of 100 bills through the bill counter twice;
- the tests shall be documented in CasinoTrack on a Discrepancy Report noting the date, time, result and the name and registration number of the advisor. Any malfunction shall be reported to the casino facility licensee and the bill counter shall not be used until repaired;
- when counting patron cash outs, bill denominations shall be counted separately from highest to lowest denomination;
- patron cash outs shall be counted twice for verification in view of the patron and be witnessed and verified by the advisor;
- total amount of the cash out shall be announced and confirmation received from the patron. In the case of a dispute, the cash out will be verified by manual count; and
- bills shall be passed to the patron on the counter.

f) provide an independent check on cash cage operations and procedures;

g) ensure volunteers and charity workers complete the following duties: payouts, fills, credits, opening and closing procedures;

h) assign general manager or banker to witness player cash-outs during absence;

i) report directly to general manager, including all errors or procedural irregularities in the cash cage and submit a

Discrepancy Report with details to the AGLC as required (see Section 5.10); *(Amended Jan. 2015)*

j) ensure any discrepancy in excess of $200 is reported to the AGLC (see Section 5.10); *(Amended Jan. 2015)*

k) record the cash transactions as specified in Subsection 5.10.2;

l) 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;

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 cash-outs of dealer tips (if applicable).

m) 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.

Note: 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.

n) direct procedures to be followed to isolate source of any accounting discrepancy that may occur;

o) obtain signature of general manager on all Discrepancy Reports;

p) 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 (see Section 5.10);

q) adhere to the AML policies specified in Section 18; *(Added July, 2015)*

r) inform volunteers of the AML duties of a cash cage advisor and AML Volunteer (Charity) Program Information; and *(Amended Aug 2016; Added July, 2015)*

s) ensure volunteers and charity workers do not use electronic communication devices to take pictures or video while in the cash cage. *(Added July 2015)*

6.3.12 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 a

Discrepancy Report with details to the AGLC as required (see Section 5.10); *(Amended Jan. 2015)*

e) ensure any discrepancy in excess of $200 is reported to the AGLC (see Section 5.10); *(Amended Jan. 2015)*

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

   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;

k) remain in the casino facility while on duty; and

l) ensure volunteers and charity workers do not use electronic communication devices to take pictures or video while in the count room. *(Added July 2015)*

SECTION: 6. REGISTERED GAMING WORKERS

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

i) The games manager ensures chips from another casino facility are not accepted.

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 (see Sections 5.8 and 5.10);

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 or delegate registered gaming worker proxy and submit a discrepancy report;

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) tips are accepted only at table games;

   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 the supervision of a pit boss, pit supervisor or games manager;

   iv) each person eligible for tips places tips on table behind paddle or in a designated container marked “Tips”

   v) all collected tips are secured by an elected representative of the staff; and

   vi) tips are pooled and equitably distributed amongst staff eligible to receive tips as specified in the facility licensee’s established tip policy.

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;

SECTION: 6. REGISTERED GAMING WORKERS

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 AGLC as required (see Section 5.10); *(Amended Jan. 2015)*

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 (1) 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 AGLC at the close of the casino; *(Amended Jan. 2015)*

   iv) remains in the casino facility and is available during the meal break; and

   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.

SECTION: 6. REGISTERED GAMING WORKERS

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;

i) ensure movement of chips in pit is consistent with this handbook, and that chips from another casino facility are not accepted;

j) as required, acknowledge money/colour change for all transactions over $500

k) when six (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 (1) 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;

n) ensure the operational duties detailed in Subsection 9.1.3 of the CTCOG are carried out; and

o) in a casino with 15 or less table games, perform the duties listed under Subsection 6.10.7b) to d). If these duties are undertaken, they are the only functions this person may perform for the duration of that specific casino event.

SECTION: 6. REGISTERED GAMING WORKERS

6.6 PIT BOSS

6.6.1 The pit boss is responsible to the pit supervisor for supervision of no more than three (3) types of games. Supervision restrictions are as follows:

a) for open table games, shall supervise no more than eight (8) tables, including a maximum of four (4) Mini-Baccarat (single layout, maximum limit $200) games;

b) for mini-baccarat (double layout) games, shall supervise no more than two (2) double layout Mini-Baccarat tables, which shall count as two (2) regular tables, plus two (2) other table games.

c) when Roulette is included, shall supervise no more than four (4) Roulette tables, plus for Tile Pai Gow, shall supervise no more than three (3) Pai Gow tables where there is a single dealer, plus three (3) other table games;

d) When Progressive and novelty games (i.e., Ultimate Texas Hold'Em, 3 and 4 Card Poker, Texas Shoot Out, Wild 6 Card Poker, etc.) are included, shall supervise no more than five (5) novelty games. If four (4) or less novelty games are included, shall supervise no more than eight (8) tables with a maximum of four (4) novelty games, plus three (3) other table games.

e) When Handheld Baccarat is included, shall supervise no more than three (3) Handheld Baccarat tables, plus five (5) other table games.

f) When Texas Hold'em, 7 Card Stud, or Omaha poker games are included, shall supervise no more than six (6) open poker games.

g) When $1000 or $500 limits are in place shall supervise no more than four (4) games at that betting limit. If one (1) game is open shall supervise no more than one (1) game and three (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, and that dealers do not accept chips from another casino facility;

d) if monitoring games with card shuffling, observe shuffles to ensure they are conducted in accordance to Sections 9.8, 9.9 or 9.10;

e) acknowledge money-change for cash and colour-change for chips for all transactions over $500;

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 AGLC as required (see Section 5.9); *(Amended Jan. 2015)*

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; and

h) in a casino with 15 or less table games, perform the duties listed under Subsection 6.10.7b) to d). If these duties are undertaken, they are the only functions this person may perform for the duration of that specific casino event.

SECTION: 6. REGISTERED GAMING WORKERS

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 and ensures chips from another casino facility are not accepted. With CasinoTrack system a dealer may not open more than one (1) 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 $500.

f) monitor player activity for unlawful behaviour;

g) wear pocket-less 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);

j) ensure cards are kept in good condition at all times;

k) there shall be:

i) one (1) 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 (1) dealer for Roulette, or when there are 5 or more players, a minimum of two (2) dealers (1 dealer and 1 chip stacker);

iii) one (1) dealer for Sic Bo [when the game is busy a minimum of two (2) dealers is recommended (1 dealer and 1 wheeler)];

iv) three (3) staff for double layout Mini-Baccarat games (1 head dealer and 2 dealers);

v) one (1) dealer for Pai Gow Tiles ,or when there are 3 or more players, a minimum of two (2) dealers (1 head dealer and dealer); and

vi) one (1) dealer and one (1) stickman for craps, or when there are 6 or more players, two (2) dealers and one (1) stickman.

l) after each instance of handling chips or cash all registered casino personnel shall “dust off” and

m) in a casino with 15 or less table games, perform the duties listed under Subsection 6.10.7b) to d). If these duties are undertaken, they are the only functions this person may perform for the duration of that specific casino event.

SECTION: 6. REGISTERED GAMING WORKERS

6.8 DIRECTOR OF SECURITY

6.8.1 The director 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 which are consistent with the CTCOG;

b) preparing a surveillance plan;

c) hiring and training security guards and monitor room personnel;

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;

h) ensuring, in the event of adding, relocating or reconfiguring games, the camera coverage meets all AGLC standards as specified in Section 5.4;

i) reviewing all requests by casino staff, security or an AGLC Contractor for access to any AGLC server room in accordance with Section 4.14; and *(Ameded Jan 2017; Added Jan. 2015)*

j) contacting the AGLC immediately of any suspected theft, cheating at play or other illegal activity (see Sections 5.8 and 5.10). *(Amended Jan. 2015)*

SECTION: 6. REGISTERED GAMING WORKERS

6.9 MANAGER OF SECURITY

6.9.1 The 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 which are consistent with the CTCOG;

b) preparing a surveillance plan;

c) hiring and training security guards and monitor room personnel;

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;

h) ensuring, in the event of adding, relocating or reconfiguring games, the camera coverage meets all AGLC standards as specified in Section 5.4;

i) reviewing all requests by casino staff, security or an AGLC Contractor for access to any AGLC server room in accordance with Section 4.14; and *(Amended Jan 2017; Added Jan. 2015)*

j) contacting the AGLC immediately of any suspected theft, cheating at play or other illegal activity (see Sections 5.8 and 5.10). *(Amended Jan. 2015)*

SECTION: 6. REGISTERED GAMING WORKERS

6.10 SECURITY GUARD

6.10.1 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.

6.10.2 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 or until all monies are secured and all casino staff and volunteers have exited the casino. *(Amended Apr. 2014)*

6.10.3 In casinos with 15 table games or less, a minimum of two (2) security guards are normally required to be on duty between the hours of 10:00 am to 3:00 am or until all monies are secured and all casino staff and volunteers have exited the casino. If another registered gaming worker completes the duties outlined in Subsection 6.10.7b) to d), there must be one (1) registered security guard on duty with this individual. *(Amended Apr. 2014)*

6.10.4 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.

6.10.5 Hired security guards must be registered with the AGLC. Registered casino security guards may hold a dual registration only with a Racing Entertainment Centre security guard position.

6.10.6 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; and

c) Police Security Clearance.

6.10.7 Specific duties of a security guard are to:

a) protect chips and cash by:

i) identifying chip runners prior to games opening;

ii) upon the request of the general manager, assist volunteer chip runners with chip transfers when the chip runner is physically unable to transfer the chips;

iii) escort chip runners from cash cage to pit entrance for fills, and the reverse for credits; and *(Amended Jan. 2015)*

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;

f) provide security when cash boxes and bill acceptors are pulled from Gaming Terminals and taken to the count room; *(Added Jan. 2015)*

g) provide security related to Gaming Terminals as requested by the slot manager or slot supervisor; *(Added Jan. 2015)*

h) upon request from the director or manager of security (see Section 4.14), provide an escort for approved casino staff, security or an AGLC Contractor to access any AGLC server room; *(Amended Jan 2017; Added Jan. 2015)*

i) assume crowd control duties (i.e., fire regulations) during casino;

j) be trained in the use and operation of CCTV equipment;

k) provide any assistance required by pit supervisor in monitoring suspicious activities. If cheating at play is suspected, must ensure games manager and AGLC are advised immediately and secure all evidence for prosecution (see Section 5.8); *(Amended Jan. 2015)*

l) provide Discrepancy Reports as required (see Section 5.9);

m) be knowledgeable in all games procedures;

SECTION: 6. REGISTERED GAMING WORKERS

n) follow procedures set out on counterfeit money and cheating at play; and

o) remain on duty, and be alert, until all monies are secured and all casino staff and volunteers have exited the casino.

SECTION: 6. REGISTERED GAMING WORKERS

6.11 SURVEILLANCE MANAGER

6.11.1 The Manager of Surveillance is responsible for the surveillance of the casino facility. Specific responsibilities include:

a) developing and implementing policies and procedures regarding surveillance operations which are consistent with the CTCOG;

b) preparing a surveillance plan;

c) hiring and training monitor room personnel;

d) ensuring the security guard duties are operated independently from the monitor room personnel duties;

e) ensuring all surveillance equipment is in proper working order;

f) ensuring, in the event of adding, relocating or reconfiguring games, the camera coverage meets all AGLC standards as specified in Section 5.4; and

g) contacting the AGLC immediately of any suspected theft, cheating at play or other illegal activity (see Section 5.8). *(Amended Jan. 2015)*

SECTION: 6. REGISTERED GAMING WORKERS

6.12 MONITOR ROOM PERSONNEL

6.12.1 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 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 table games; *(Amended Jan. 2015)*

ii) Gaming Terminals; *(Added Jan. 2015)*

iii) cash cage and count room;

iv) floor security procedures;

v) slot areas; and

vi) 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;

SECTION: 6. REGISTERED GAMING WORKERS

h) monitor and respond to Gaming Terminal alarms; *(Added Jan. 2015)*

i) 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;

j) notify the security guard and/or games manager when detecting persons in the casino who are prohibited from entering or remaining in the casino;

k) secure, label, and control all casino tapings for a minimum period of seven (7) days;

l) maintain a control log for all tapes secured identifying the tape by control number, the event date and the employee operating the camera equipment;

m) liaise with AGLC personnel to stay abreast of trends in casino cheat-at-play methodology, suspects, and other casino security concerns;

n) maintain a log of suspects and their activity in the format prescribed by the AGLC; and

o) perform administrative and clerical functions inherent in the above duties.

SECTION: 6. REGISTERED GAMING WORKERS

6.13 SLOT MANAGER

(Amended Jan. 2015)

6.13.1 The slot manager is responsible to games manager for supervision of the Gaming Terminal operation. A slot manager, or slot supervisor, must be present from opening of the slots and VLTs until closing of the Gaming Terminals and all related duties are completed. Specific responsibilities include:

a) be responsible for all areas of the Gaming Terminal operation, including staff operations and financial controls;

b) maintain and record schedules for Gaming Terminal personnel;

c) ensure that Gaming Terminal personnel perform prescribed duties;

d) ensure slot cashier and attendant(s) are aware of the type and denominations of casino chips, and that they do not accept chips from another casino;

e) settle customer disputes based on technical recommendations;

f) ensure hand pays are made to jackpot winners;

g) ensure drop count is conducted and provide drop count figure to AGLC Systems personnel;

h) conduct inquiries into customer claims or complaints and request a technician when required; and

i) in a casino with 15 or less table games, perform the duties listed under Subsection 6.10.7b) to d). If these duties are undertaken, they are the only functions this person may perform for the duration of that specific casino event.

j) contact the AGLC immediately of any suspected theft, cheating at play, or other illegal activity (see Sections 5.8 and 5.10).

SECTION: 6. REGISTERED GAMING WORKERS

6.14 SLOT SUPERVISOR

(Added Jan. 2015)

6.14.1 The slot supervisor is responsible to the slot manager for supervision of the Gaming Terminal operation. The job description below identifies the duties which the slot supervisor may assist the slot manager with; however, the overall responsibility for these duties remains with the slot manager. In the absence of the slot manager, a slot supervisor must be present from opening of the slots and VLTs until closing of the Gaming Terminals and must ensure that all related duties are completed. Specific responsibilities include:

a) ensure that Gaming Terminal personnel perform prescribed duties;

b) ensure slot cashier and attendant(s) are aware of the type and denominations of casino chips, and that they do not accept chips from another casino;

c) settle customer disputes based on technical recommendations;

d) ensure hand pays are made to jackpot winners;

e) ensure drop count is conducted and provide drop count figure to AGLC Systems personnel;

f) conduct inquiries into customer claims or complaints and request a technician when required;

g) in a casino with 15 or less table games, perform the duties listed under Subsection 6.10.7b) to d). If these duties are undertaken, they are the only functions this person may perform for the duration of that specific casino event; and

h) must ensure slot manager and AGLC are advised immediately of any suspected theft, cheating at play or other illegal activity (see Sections 5.8 and 5.10).

SECTION: 6. REGISTERED GAMING WORKERS

6.15 SLOT OPERATOR (SLOT CASHIER)

(Amended Jan. 2015)

6.15.1 The slot operator (slot cashier) works in the slot cash cage and is responsible to the slot supervisor. Duties are to:

a) provide change to customers and redeem coin for cash;

b) maintain and balance a float;

c) validate and pay TITO tickets in accordance with Section 16.5 and, if applicable, VLT cash-out tickets in accordance with Sections 17.5 and 17.6;

d) record all hand pays and keep hand pay form for balancing float; and

e) in a casino with 15 or less table games, perform the duties listed under Subsection 6.10.7b) to d). If these duties are undertaken, they are the only functions this person may perform for the duration of that specific casino event.

SECTION: 6. REGISTERED GAMING WORKERS

6.16 SLOT OPERATOR (SLOT ATTENDANT)

(Amended Jan. 2015)

6.16.1 The slot operator (slot attendant) works on the gaming floor and is responsible to the slot supervisor. Duties are to:

a) be familiar with basic operation of each game and provide assistance and information to customers regarding game rules, casino rules, etc.;

b) perform TITO paper (slot) and ticket stock (VLT) refills, clear paper jams, clean screens and button panels and report malfunctions or maintenance requirements of Gaming Terminals to the slot manager;

c) call in the slot supervisor to handle any customer disputes;

d) make hand pays to jackpot winners; and

e) in a casino with 15 or less table games, perform the duties listed under Subsection 6.10.7b) to d). If these duties are undertaken, they are the only functions this person may perform for the duration of that specific casino event.

SECTION: 6. REGISTERED GAMING WORKERS

6.17 SLOT OPERATOR (SLOT COUNT ROOM ATTENDANT)

(Added Jan. 2015)

6.17.1 The slot operator (slot count room attendant) works in the slot count room and is responsible to the slot supervisor. In accordance with approved count room procedures, duties are to:

a) ensure all cash boxes / bill acceptors are in the Count Room prior to processing;

b) empty all contents from cash boxes / bill acceptors into sorter;

c) fill cassettes for the replenishment of TRKs;

d) open soft count batches for appropriate gaming day;

e) run soft count verification reports;

f) verify all redeemed tickets are batched;

g) close all soft count batches and freeze batches;

h) export files to AGLC head office;

i) complete required reports and documentation related to the functions of the count room; and

j) in a casino with 15 or less table games, perform the duties listed under Subsection 6.10.7b) to d). If these duties are undertaken, they are the only functions this person may perform for the duration of that specific casino event.

SECTION: 6. REGISTERED GAMING WORKERS

6.18 CASINO MANAGER

6.18.1 Only one (1) 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.

SECTION: 6. REGISTERED GAMING WORKERS

6.19 CASINO FACILITY OPERATOR REPRESENTATIVE

6.19.1 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;

c) must comply with the *Gaming and Liquor Act*, the *Gaming and Liquor Regulation* and Board policies;

d) shall not have any authority for rulings or decisions on casino table games; and

e) 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 OPENING – FIRST DAY

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; and

iv) entering the system access code that is printed on the casino licence;

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

b) records details of opening cash bankroll on CasinoTrack system.

SECTION: 7. OPERATING PROCEDURES - CASH CAGE

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

SECTION: 7. OPERATING PROCEDURES - CASH CAGE

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.

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:

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, or assisted, 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.

Note: If the chip runner is physically unable to transfer the chips, the General Manager may request the assistance of Security.

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;

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.

Note: If the chip runner is physically unable to transfer the chips, the General Manager may request the assistance of Security.

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

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 – FIRST DAY

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;

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:

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.

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 day's 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:

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.

7.4.2 Cash Transfer - Banker to Cashiers as per Subsection 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:

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): see Subsection 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;

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: see Subsection 7.3.6.

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. *(Amended June, 2015)*

- Master Revenue, to be signed by the Count Room Supervisor and the Count Room Advisor, for distribution to the casino facility licensee, licensed charity. *(Amended June, 2015)*
- Reconciliation of Casino Win/Loss and Pool Contributions, to be signed by the Count Room/Cash Cage Advisor and the General Manager, for distribution to the licensed charity. *(Amended June, 2015; Amended Oct, 2015)*

iv) if written changes are made to the reports noted above and are not entered in CasinoTrack, the amended reports must be submitted to the AGLC. *(Added June, 2015)*

SECTION: 8. OPERATING PROCEDURES - COUNT ROOM

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.

8.2.3 The drop box count shall be conducted in the Count Room as follows:

a) Count Room Advisor ensures all required staff (reference Subsection 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 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.

e) The Counter, for each denomination of bills, and starting with the highest denomination, shall 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;
- 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;

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 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 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

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.

SECTION: 8. OPERATING PROCEDURES - COUNT ROOM

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.

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.)

SECTION: 8. OPERATING PROCEDURES - COUNT ROOM

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; and

ii) one copy to casino facility licensee. *(Amended June, 2015)*

If written changes are made to the reports noted in Subsection 8.4.1d) above and are not entered in CasinoTrack, the amended reports must be submitted to the AGLC. *(Added July, 2015)*

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) 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 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):

- 3 tables at opening and closing; and
- 6 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):

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

c) facility licensees may request approval from the AGLC to reduce the number of minimum games required to be open (below the minimums specified above) in extenuating circumstances (e.g. labour disputes, adverse weather).

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 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:

i) Lucky Sevens;

ii) Multiple Action Blackjack;

iii) Hole Card Blackjack;

iv) Canadian (21) Stook;

v) Extreme 21;

vi) Spanish 21;

vii) Three Card 21;

viii) Lucky Lucky Bonus;

ix) Under the Gun Bonus;

x) Straight 8s;

xi) Lucky Ladies;

xii) Blackjack Switch; and

xiii) Two Fisted Poker 21.

b) Mini Baccarat:

i) Dragon Bonus;

ii) ABC Baccarat Side Bet;

iii) EZ Baccarat;

iv) Lucky Lucky Bad Beat; and

v) Hand-Held Mini Baccarat.

c) Poker:

i) Five Card Show Hand;

ii) Texas Hold'Em: Bonus, Ultimate, Pineapple and Crazy Pineapple;

iii) Seven Card Stud, High/Low Split;

iv) Omaha Hold'Em, High/Low Split;

v) Bad Beat Poker Pots;

vi) Three Card Poker;

vii) Four Card Poker; and

viii) Lucky Lucky Flop.

d) Pai Gow Poker:

i) Fortune Pai Gow; and

ii) Emperor's Challenge.

e) Other Table Games:

i) Red Dog;

ii) Super Pan Nine; and

iii) Casino War.

iv) Roulette;

v) Sic Bo;

vi) Approved Wheels of Fortune;

vii) Caribbean Stud Poker - Progressive;

viii) Caribbean Draw Poker - Progressive;

ix) Tile Pai Gow;

x) Craps;

xi) Let It Ride;

xii) Big Raise Hold'Em;

xiii) Wild Jackpot Poker;

xiv) Texas Shootout;

xv) Triple Shot (Bonus); and

xvi) Cash Crib.

SECTION: 9. OPERATING PROCEDURES - GAMES FLOOR

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 Section 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:

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.

9.2.10 Automated Progressive Bet Management systems approved for use in Alberta may be utilized on all table games provided a request for approval is submitted to the AGLC detailing the intended game and associated game pay table.

SECTION: 9. OPERATING PROCEDURES - GAMES FLOOR

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;

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

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.

SECTION: 9. OPERATING PROCEDURES - GAMES FLOOR

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 allowed to place bets for dealers in a designated space on the betting square or layout that identifies the bet as a dealer bet.

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.

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 Section 9.12).

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

SECTION: 9. OPERATING PROCEDURES - GAMES FLOOR

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.

9.5.8 Where the maximum limits are set at more than $100, the games manager must alert the Monitor Room so the conditions set out in Subsections 5.5.2 and 5.5.8, as applicable, 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) Casino or Cash Call cheques (as provided for in Section 1.11). *(Amended Mar 2017)*

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

9.6.3 The dealer must call to pit boss all transactions.

9.6.4 The dealer must 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 must place cash on table for pick-up by dealer;

b) dealer must count cash onto the table from left to right in front and slightly above chip tray;

c) dealer must 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;

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 must place chips on table for pick-up by dealer.

b) dealer must “breakdown” chips as required to count.

c) once chips are counted, dealer must 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 Casino or Cash Call cheques: *(Amended Mar 2017)*

a) player must place the Casino or Cash Call cheque (see Section 1.11) on the table;

b) dealer must announce the dollar value on the Casino or Cash Call cheque;

c) pit boss must verify the dollar value on the Casino or 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

v) dealer must place the Casino or Cash Call cheque into drop box.

NOTE: Care must be taken when inserting Casino or Cash Call cheques into drop box to avoid mutilating.

e) should a player wish to cash a large Casino or 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 *(Amended Mar 2017)*

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.

SECTION: 9. OPERATING PROCEDURES - GAMES FLOOR

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.

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:

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.

e) After the shuffle, cards may be cut up to 60%.

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.

SECTION: 9. OPERATING PROCEDURES - GAMES FLOOR

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.

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.

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;

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).

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

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;

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 of the table game (excluding poker) 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;

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;

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 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.

9.8.9 Alternate 4, 6 or 8 deck shuffle:

a) take the unused cards from the shoe and randomly place in the discard rack, 1/3 each to the top, centre and bottom;

b) divide the cards into two equal stacks (A & B). Separate the cards allowing a space for a third stack (C);

c) take 3/4 of a deck from each stack (A & B) and riffle once; the shuffled cards will now become stack C. Take 3/4 of a deck from the new shuffled stack C and 3/4 of a deck from the stack on the left (A) and riffle one time. Take 3/4 of a deck from the centre stack (C) and 3/4 of a deck from the right stack (B) and riffle one time. Alternate this process and continue until all cards are shuffled, a total of seven riffles. Stacks A and B are

now completely shuffled into stack C as the only remaining stack;

d) divide the cards into two equal stacks again;

e) place cut card in centre of the table. Take 3/4 of a deck from each stack and riffle one time. **DO NOT LACE**. Place the shuffled cards on top of cut card. Repeat this process until all cards are shuffled, a total of four riffles.

f) shuffle check is then called by the dealer and verified by the pit boss; and

g) once verified, the cards are fully interlaced and the cut card is presented to the players.

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;

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).

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;

c) the deck will be shuffled once more in the same manner as above in b); and

d) the dealer then deals one card in rotation for each player at the table and then to themselves from left to right in front of his/her tray until the number of cards for each player and dealer is correct. The dealer then passes each hand to the player in the same fashion and counts down the remaining cards in the stub to ensure each hand has 52 cards in play. Once cards are counted and deemed correct, the dealer will instruct the players to look at their cards.

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.

SECTION: 9. OPERATING PROCEDURES - GAMES FLOOR

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.

SECTION: 9. OPERATING PROCEDURES - GAMES FLOOR

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:

a) House Rules are established on how the bets are handled;

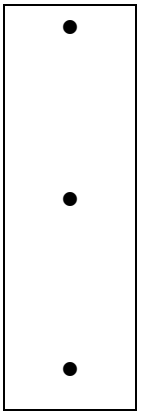
b) on games where the seated player has the option of taking an additional card(s) players do not object to having another player on their square(s);

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;

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.

SECTION: 9. OPERATING PROCEDURES - GAMES FLOOR

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: 9. OPERATING PROCEDURES - GAMES FLOOR

9.14 GRATUITIES (TIPS/TOKENS)

9.14.1 All registered gaming workers, with the exception of those serving in the role of Games Manager, Advisor, Security Manager, Casino Manager and Slot Manager, are eligible to receive tips.

9.14.2 All tips must be pooled.

9.14.3 Each casino facility licensee must have a written tip policy that indicates:

a) who is eligible to receive tips (e.g. dealers only, or all registered gaming workers as specified in Subsection 9.14.1);

b) how tips will be distributed (e.g. divided proportionally by hour, by shift, by day, by casino event, by week, by individual games (e.g. craps, poker, blackjack, etc.) or by pit; and

c) it is the casino facility's tip policy and not that of the AGLC.

9.14.4 Casino facility licensees allowing the distribution of tips to staff other than dealers must submit to the AGLC for approval a proposed plan that details the internal control procedures that will be put in place to ensure that the integrity of the games are not compromised.

9.14.5 It is the responsibility of the casino facility licensee to ensure:

a) tips received at table games in the form of chips are exchanged from lower denominations to higher denominations, under supervision of a pit boss, supervisor or Games Manager;

b) each person eligible for tips places tips on table behind paddle or in a designated container marked "Tips". Tips that are collected at table games shall be secured by an elected representative of the staff; and

c) tips are distributed only among staff eligible to receive tips according to the casino facility's established policy.

9.14.6 Tips in the form of chips that are redeemed at the volunteer cash cage must be redeemed by the cash cage advisor at the staff window. This transaction must be witnessed by the designated tip committee and the general manager or banker. The amount must be redeemed in the denominations identified by the tip committee. The advisor may use a bill counter to facilitate this transaction provided

the bill counter can be viewed by a surveillance camera during the transaction.

SECTION: 10. RULES OF PLAY

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.

10.1.5 Limits

a) Betting limits shall be established between the range $2 -$2000.

b) Two (2) hand minimum table limits are double the minimum table wager. Three (3) hand minimum table limits are five (5) times the minimum table wager to the maximum table wager

(as set out in the house rules). The maximum table limit must always be played for four (4) hands or more.

c) A maximum of eight (8) $1000 tables and four (4) $2000 tables are allowed.

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

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

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

g) 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.

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 of any value (table minimum applies) and receives only one (1) additional card. Hit-card is placed at right angles to first cards dealt. If dealer makes a Blackjack, player only loses the original bet (casino facility licensee must receive prior AGLC approval to place the double down card face down). 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.

i) each time a pair is split, player must put up a separate equal bet;

ii) Aces may be split once or more as determined by the House Rules, and are limited to one (1) 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 up to the original in value and receives only one (1) 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;

f) Insurance: If dealer shows an ace, before any players draw a card, dealer shall ask Insurance. Player may put up any amount

up to a maximum of 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.

g) 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.

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.

h) 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
- 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.

<u>Exceptions</u>:

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:

- 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:

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.

d) 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.

e) 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 choses to participate, an additional $1.00 bet is to be placed in the designated area on the layout.

b) The player controlling the square may participate in this option. A player who is playing an adjacent square may place two additional bonus bets should the player(s) who control the square(s) 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.

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.

i) should the third card be a seven, the player will be paid accordingly to the bonus table;

ii) if the third card is not a seven, the player will receive the lesser payout; and

iii) play will then proceed as normal to the next player.

f) Each player shall be entitled to only one payout from the bonus paytable.

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.

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 - $1000.

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.

vii) Players have the following options:

- hit;
- stand;
- double down;
- pair splitting; and
- insurance.

viii) Surrender is NOT an option in Multiple Action Blackjack.

ix) 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.

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 established between the range of $2 - $1000.

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

iii) Two hand minimum table limits are double the minimum table wager. The maximum table limit must always be played for three hands or more.

iv) A maximum of four $2 - $1000 tables are allowed.

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

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;
- dealer then takes one card before dealing second face-up card in same order to each player; and
- dealer then takes a second card (face-up if the first dealer card is face down or face down if the dealer's first card was dealt face up) and slides the face down card beneath the exposed card.

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.

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 finer 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 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.
- 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;
- 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 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 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. 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.

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

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:

- 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

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
- 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.

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.

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

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).

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 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 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 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.

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.

iii) A player must complete the first betting square before playing the next betting square.

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).

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.

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).
- 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 finer 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.

vii) 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 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;

viii) Player must use hand signals to indicate:

- Hit - draws additional cards. A Blackjack can be hit or double down.
- Stand - draws no additional cards.

ix) 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.

x) 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.

xi) 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).

xii) Once player has double down the third time, player's only option is to stand or rescue.

xiii) Rescue - Player may rescue (forfeit ½ the total wager) after double down, and double-double down, as long as player's hand does not bust.

xiv) 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.

xv) 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 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.

xvi) 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.

xvii) 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 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 THREE CARD 21

a) General Description

i) Three Card 21 is played with four, five, six or eight standard decks of cards.

ii) Cards are dealt from a shoe by a dealer or from an AGLC approved automatic shuffle machine.

iii) Only the dealer may touch the cards.

b) Object of the game

i) Each player receives 3 cards to achieve higher total point value per hand than the dealer's 3 cards 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.

iv) A player hand and dealer hand will consist of three cards.

v) A separate wager called the Lucky Lucky may be made in addition or as the original bet.

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) Limits

i) Betting limits shall be:

1 hand	$5-100
2 hands	$10-100
3 or more hands	$100 per hand

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 their 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.

e) Pay offs

i) Winning hands are paid off at one to one.

ii) Lucky Lucky bet is paid off according to pay schedule.

f) Sequence of Play

i) 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 replacing the deck in the shuffler. An alternate shuffle will be done should in automatic shuffler have mechanical problems.

ii) Players shall place bets prior to hands being dealt.

iii) Dealer will deal one card to all players and then take one card for the dealer hand until all hands consist of two cards.

iv) Player's only option of doubling down is available after receiving two cards.

v) Dealer will then deal third card to all players and take their third card after all players receive third card.

vi) Payoffs will then be made left to right.

vii) Lucky Lucky portion of games will be settled with those player hands remaining on the table.

g) Irregularities

i) A player may never have more than 3 cards.

ii) 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.

h) Payout Schedule

i) Even money for initial wager

ii) Payout Table for Luck Lucky

7-7-7 suited	200 to 1
6-7-8 suited	100 to 1
7-7-7 not suited	50 to 1
6-7-8 not suited	30 to 1
Three card 21 suited	15 to 1
Any three card 21	3 to 1
20	2 to 1

All other Hands will result in a loss.

10.1.18 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) The player controlling the square may participate in this option. A player who is playing an adjacent square may place two additional bonus bets should the player(s) who control the square(s) decide to abstain.

c) All bets will be placed prior to dealer dealing any cards.

d) Each player shall be entitled to only one payout from the bonus paytable.

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.

10.1.19 UNDER THE GUN BONUS

a) If a player chooses to participate, an additional wager must be placed in the designated area on the layout.

b) The player controlling the square may participate in this option. A player who is playing an adjacent square may place two additional bonus bets should the player(s) who control the square(s) decide to abstain.

c) All bets will be placed prior to dealer dealing any cards.

d) Each player shall be entitled to only one payout from the bonus paytable.

e) Only the first two cards dealt to a player will comprise the hand used for determining the bonus payout.

f) Qualifying for a jackpot hand bonus payout is dependant on the first two cards both having an index value under 9 (i.e. 2, 3, 4, 5, 6, 7, or 8).

g) Jackpot hands are considered a black pair, red pair, or straight, being achieved with the first two cards being dealt to a player and will be paid according to the Bull's Eye bonus.

h) Players qualifying for the Bulls Eye bonus without a jackpot hand will be paid even money for wagers $4 and below, and 3 to 1 for wagers $5 and over.

i) Under the Gun Bonus Payable

Jackpot Hands		Bull's Eye Bonus	
Black Suited Pair	20 to 1	X 25	500 to 1
Black Pair	10 to 1	X 5	50 to 1
Red Straight Flush	7 to 1	X 5	35 to 1
Red Flush	6 to 1	X 5	30 to 1
Any Straight	4 to 1	X 5	20 to 1

j) The decision to offer the "Under the Gun" option is at the discretion of the casino facility licensee. If a casino chooses to offer "Under the Gun" it will be clearly posted on a designated space on the table.

k) Bonus wager limits will be established by the house between a $1 minimum and a $50 maximum. (If there is a maximum payout established the amount must be posted at each Under the Gun game.)

l) Payoffs will be made in a manner consistent with that of Blackjack.

10.1.20 STRAIGHT 8'S

a) If a player chooses to participate, an additional wager is to be placed in the designated area on the layout.

b) The player controlling the square may participate in this option. A player who is playing an adjacent square may place two additional bonus bets should the player(s) who control the square(s) decide to abstain.

c) All bets will be placed prior to dealer dealing any cards.

d) Each player shall be entitled to only one payout from the bonus paytable.

e) Players will qualify for a winning "Straight 8's" bonus by using their first two dealt cards and the dealer's up-card.

f) Bonus Paytable:

8-8-8 (Suited)	200 to 1
8-8-8 (mixed suits)	50 to 1
5-6-7	25 to 1
any 3 of a kind	5 to 1
any two 8's	3 to 1
any total of 8, 18, or 28	2 to 1
any pair	2 to 1

g) The decision to offer the "Straight 8's" bonus option is at the discretion of the casino facility licensee. If a casino chooses to

offer "Straight 8's" it will be clearly posted on a designated space on the table.

h) Any variations to the above paytable must be submitted to Casino Programs and approved prior to use.

i) Payoffs will be made in a manner consistent with that of Blackjack.

10.1.21 LUCKY LADIES

a) If a player chose to participate, an additional wager is to be placed in the designated area on the layout.

b) The player controlling the square may participate in this option. A player who is playing an adjacent square may place two additional bonus bets should the player(s) who control the square(s) decide to abstain.

c) All bets will be placed prior to dealer dealing any cards.

d) Each player shall be entitled to only one payout from the bonus paytable.

e) Player's will qualify for a winning "Lucky Ladies" bonus by using their first two dealt cards. (If player has a pair of queen of hearts the dealer's hand will be applied for the maximum payout if the dealer's hand is a Blackjack.)

f) Bonus Paytable

Winning Hand	2 Decks	4 decks	6/8 Decks
Pair Queen of Hearts (with Dealer Blackjack)	1000 to 1	1000 to 1	1000 to 1
Pair of Queen of Hearts	200 to 1	150 to 1	125 to 1
Matched 20	25 to 1	20 to 1	19 to 1
Suited 20	10 to 1	9 to 1	9 to 1
Any 20	4 to 1	4 to 1	4 to 1

g) Only the highest qualifying hand is paid. (i.e. pair of Queen of clubs is paid as a matched 20)

h) The decision to offer the "Lucky Ladies" bonus option is at the discretion of the casino facility licensee. If a casino chooses to offer "Lucky Ladies" it will be clearly posted on a designated space on the table.

i) Payoffs will be made in a manner consistent with that of Blackjack.

10.1.22 BLACKJACK SWITCH

a) General Description

i) Blackjack Switch is played with four, six, or eight standard decks of 52 cards.

ii) A separate optional bonus bet wager may be made which will entitle the player to a bonus payout.

iii) Blackjack Switch is played according to standard Blackjack rules as set forth in 10.1

b) Definitions

i) "Hand" means to the first two hands of two cards as designated on the Blackjack Switch layout, or the independent hand being played after the decision to switch cards has been made.

ii) "Blackjack" or "Natural" means the original two cards dealt to a player with a point value of 21.

iii) "Super Match Wager" means an additional wager that will be paid on the player's first four cards, the two hands of two cards, against an approved posted paytable. This outcome of this wager is not dependant on the player dealer outcome.

c) Object of the Game

i) Players attempt to achieve a higher point value hand than the dealers without exceeding a value of 21.

ii) If point value 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.

iv) If the dealer draws to a point total of 22, all remaining wagers will be considered a push except a Blackjack.

v) Players may choose to switch the second card of their hand with their other hand.

d) Betting and Limits

Bet (both hand wagers must be equal in value)	$5-$100
Super Match Wager	$5-$100

(or as established by the House within these limits)

e) Payout Schedule

i) Hand wagers are be paid off at 1 to 1.

ii) Blackjack pays 1 to 1.

iii) Insurance is paid off at 2 to 1.

iv) Super Match will be paid off in accordance with the following paytables:

- Super Match Paytable (4 or 6 decks)

Four of a Kind	40 to 1
Two pair	8 to 1
Three of a Kind	5 to 1
Pair	1 to 1

- Super Match Paytable (8 decks)

Four of a Kind	50 to 1
Two pair	7 to 1
Three of a Kind	5 to 1
Pair	1 to 1

v) Additional paytables must be approved by the AGLC.

f) Sequence of Play

i) The dealer shall fully inspect all decks of playing cards before shuffling. Where a card is missing or flawed, it shall be replaced.

ii) Standard four, six, or eight deck shuffles must be used.

iii) Casino facility licensee may use an approved automated shuffler.

iv) Players shall verbally declare the intention to switch cards corresponding with their hand when the dealer directs them to do so (player are not permitted to touch the cards at any time).

v) Basic play of Blackjack Switch shall be in accordance with 10.1h).

vi) Dealers draw on soft 17.

vii) A switched blackjack loses against a dealer's blackjack and pushes against a dealer's 21 or 22.

g) Settlement

i) Bets are paid, or taken, starting with player on the dealer's right and continuing left.

ii) If dealer makes blackjack, dealer shall pick up losing bets and pay winning insurance bets.

iii) Bonus wagers must be settled prior to the dealing of additional cards.

10.1.23 THREE CARD BLACKJACK

a) General Description

i) Three Card Blackjack is played with one standard deck of 52 cards.

ii) A separate optional bonus bet wager may be made which will entitle the player to a bonus payout when the player's hand contains an Ace.

iii) Cards are dealt from AGLC approved automatic shuffle machine.

b) Object of the game

i) Each player receives three cards to achieve higher total point value per hand than the dealer.

ii) A player hand and dealer hand can use two or three cards to determine hand value.

iii) Blackjack is of higher value than twenty-one.

iv) No hand value can exceed twenty-one.

v) Dealer's hand value must be of seventeen or higher for Dealer to qualify.

vi) Any hand containing an Ace and a Face Card or Ten is a Blackjack.

vii) A separate wager called the Ace Plus may be made as an optional bet and is paid according to an approved paytable.

c) Point Value of Cards

i)	Aces	1 or 11
ii)	Face Cards and Tens	10
iii)	2 to 9	Face Value

d) Betting limits shall be:

i)	1 hand	$5-100
ii)	2 hands	$10-100
iii)	3 or more hands	$100 per hand

Note: A casino facility licensee may set their 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.

e) Pay-offs

i) If dealer does not qualify and the player does not have Blackjack, both the Ante and Play wager are a push.

ii) When the dealer qualifies the higher point value hand will win. If player point value hand is higher than dealer, player will be paid 1 to 1 on both the Ante and Play bet.

iii) A Player's Blackjack will be paid 1 to 1 on the Ante and the Play wager if the Dealer qualifies. Only the ante wager will be paid 1 to 1 if the Dealer does not qualify (Play wager is a push).

f) Sequence of Play

i) The dealer shall fully inspect both decks of playing cards before shuffling. Where a card is missing or flawed, it shall be replaced.

ii) A casino facility licensee must have the cards used to play Three Card Blackjack dealt from an approved automated shuffler. A box cut or riffle may be done to prior to placing the deck in the shuffler.

iii) A casino facility licensee shall be permitted to use a second deck of cards to play the game, provided that:

- each deck of cards complies with the requirements of 10.14.6 a) above;
- the backs of the cards in the two decks are of different colour;
- one deck is being shuffled by the automated card shuffling device while the other deck is being dealt or used to play the game;
- both decks are continuously alternated in and out of play, with each deck being used for every other round of play; and
- the cards from only one deck shall be placed in the discard rack at any given time.

iv) Ante and Ace Plus wagers must be placed prior to the dealing of any hands.

v) The dealer shall deliver the stacks of three cards dispensed by the automated dealing shoe face down to players from left to right to those players who have placed an Ante 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 and then open one card.

vi) After all cards have been dealt Players must make either a Play wager of equal value to their Ante wager to remain in competition to the dealer's hand, or fold their hand and forfeit the Ante wager.

vii) After player wager decisions are handled dealers will open their remaining two cards and settle all player hands and Ace Plus wagers according to the Rules of Play.

viii) 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.

ix) 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.

g) Irregularities

i) A player may never have more than 3 cards.

ii) 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.

h) Payout Schedule

i) Ante and Play wagers will be settled at 1 to 1.

ii) Payout Table for Ace Plus

AAA	100 to 1
AAT	20 to 1
AAX	10 to 1
ATT	5 to 1
ATX	3 to 1
AXX	2 to 1

"A" corresponds to any Ace;

"X" corresponds to any card value 2 through 9; and

"T" corresponds to any 10 or face

card 10.1.24 TWO FISTED POKER 21

a) General Description:

i) Two Fisted Poker 21 is a bonus wager that is made in conjunction with the game of blackjack.

ii) Players must play two hands of blackjack in order to be eligible to place a bonus wager.

iii) The bonus wager will entitle the players to a bonus payout when the player's first two cards of their two hands record as one of the four card poker hands required for payment.

iv) The utilization of an AGLC approved Progressive Bet Management system may be used in conjunction with this game.

v) Bonus wager limits shall be established by the House between a $1 minimum and a $10 maximum. (If there is a maximum payout established the amount must be posted at each game.)

vi) Each player shall be entitled to only one payout from the bonus paytable.

vii) Dealer shall settle bonus wagers prior to commencing regular blackjack play.

viii) Alternate paytables must be approved by the AGLC.

ix) Bonus Paytable

Suited Four of a Kind	100% of jackpot
Straight Flush	150 for 1
Four of a Kind	75 for 1
Straight	10 for 1
Flush	8 for 1
Two Pairs	6 for 1
Three of a Kind	4 for 1

Pair of Jacks or Better	1 for 1

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 (2) 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. The 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:

i)	Face Cards and Tens	0
ii)	Aces	1
iii)	2 to 9	Face Value

b) When cards in a hand are added together, only last digit counts, e.g., 8 + 9 = 17 -- total for hand is 7.

SECTION: 10. RULES OF PLAY

10.2.4 Betting and Limits

a) Betting limits per space shall be $5 - $1,000.

b) A maximum of four (4) $500 and four (4) $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 (1) player; and

iii) sets a maximum tie bar bet.

d) A house rule may also be established that sets an aggregate limit for each baccarat table that does not exceed $12,000.

e) A casino facility licensee may set minimum limits for each table higher than the minimum listed above.

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

g) 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.

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

i) In cases where squares being played are adjacent and bet value is equal, a single commission is permitted.

j) Bets are placed in front of numbered box corresponding to player's position at the table.

k) Betting limits and house rules shall be clearly posted at each table.

l) Players must pay 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 units of $10 are not wagered. Commission shall be placed in designated area on layout or paid out of a winning bank hand.

m) 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 Section 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.

- 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 (2) 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	
When total of 1st two cards is:	**Player**
0, 1, 2, 3, 4, 5	Draws a card
6, 7	Stands
8, 9	Natural, Declares Hand

BANKER HAND		
When total of 1st two cards is:	**Draws when Player's third card is:**	**Stands when Player's third card is:**
0, 1, 2	Draw's 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.

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.

Payout Schedule 1

Spread	Payoff
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

Spread	Payoff
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

h) Dragon Bonus wager will lose on all spread distances not covered by the pay schedule and wagers not corresponding with the winning side.

i) Payoffs will be settled in a manner consistent with that of Baccarat.

10.2.9 ABC BACCARAT SIDE BET

a) If a player chooses to participate, an additional wager is placed in one (1) of the designated areas on the layout.

b) Players may make wagers on either the A, B, or C betting position.

c) Only the players with a baccarat wager controlling the square may participate in this option. No other player may take this bet should a player decide to abstain.

d) Winning wagers will be paid 2 to 1, and are paid according to the corresponding combined Player and Banker hand value in accordance with standard baccarat hand values, i.e.

Player hand 3 + 2 + 2 = 7

Bank hand 10 + 7 = 7

combined hand value; (Player hand = 7) + (Bank hand = 7) = 4

e) Category values of the ABC Baccarat Side Bet are as follows;

A = 1, 3, and 5

B = 2, 7, and 9

C = 4, 6, and 8

f) Players will lose only ½ of their wager if the combined hand value totals zero (0); all other wagers that match the corresponding hand value will receive a payment of 2 to 1.

g) Payoffs will be settled in a manner consistent with that of Baccarat.

h) ABC Baccarat Side Bet rules must be posted at each table where the game is offered.

10.2.10 EZ BACCARAT

a) General Description

i) EZ Baccarat is procedurally identical to Baccarat with the exception that there is no commission required and any three card Bank hand totalling seven is barred from payment.

ii) EZ Baccarat must be administered and adhered to in the manner prescribed in these guidelines for existing baccarat games; as detailed in Sections 10.2 and 10.14.

b) Object of the Game

i) Bet on the hand that comes closest to nine. The side with nine, or closest to nine, wins.

ii) Player has option of betting on the player hand or bank hand, tie bar, Dragon 7 Insurance and/or Panda 8 bet (Dragon and Panda wager must have either a Player or Banker wager made to play this bet). *(Amended Nov., 2013)*

iii) All hands are played according to the Tables of Play, with no deviation allowed.

c) Point Value of Cards

i) Cards are valued as follows:

Face Cards and Tens	0
Aces	1
2 to 9	Face Value

ii) When cards in a hand are added together, only last digit counts, e.g. 8 + 9 = 17 -- total for hand is 7.

d) Betting and Limits

i) Betting limits per space shall be $5 - $1,000.

ii) House rules must be established that:

- limit the number of spaces each player can play;
- set the minimum bet if multiple squares are bet by one (1) player;

- set a maximum tie bar bet.
- set limits that do not exceed .025 of the maximum bet per square on the Dragon 7 Insurance bet and 0.04 per square on the Panda 8. *(Amended Nov., 2013)*

iii) A casino facility licensee may set minimum limits for each table higher than the minimum listed above.

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

v) Live camera monitoring must be in effect when high limit games over $100 are offered.

vi) Bets are placed in front of numbered box corresponding to player's position at the table.

vii) Betting limits and house rules shall be clearly posted at each table.

viii) Players may not place new bets until dealer has finished collecting losing bets and paying winning bets.

e) Payout Schedule

i) Winning bets are paid one to one.

ii) When the hands tie, bets on player and bank are pushes. Winning tie bar bets are paid eight to one.

iii) Dragon 7 Insurance bet pays 40:1 and is paid to bets placed on this wager when the Bank has three cards totalling 7 that beat the Player hand.

iv) Panda 8 bet pays 25:1 and is paid to bets placed on this wager when the Player has three cards totalling 8 that beat the Banker hand. *(Added Nov., 2013)*

v) Colour conversion payouts may be used, provided the dealer announces Conversion Payout.

f) Sequence of Play

Standard baccarat procedures must be used for EZ Baccarat and adhere to existing standards detailed above; 10.2 through 10.2.7, and 10.14 for handheld games.

SECTION: 10. RULES OF PLAY

g) Tables of Play

i) Neither player nor bank has any choice as to whether or not to draw a third card.

ii) Rules are dictated by value of each hand:

PLAYER HAND	
When total of 1st two cards is:	**Player**
0, 1, 2, 3, 4, 5	Draws a card
6, 7	Stands
8, 9	Natural, Declares Hand

BANKER HAND		
When total of 1st two cards is:	**Draws when Player's third card is:**	**Stands when Player's third card is:**
0, 1, 2	Draw's 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 (2) cards is 6 or more.
- player side must draw a third card if the value on initial two (2) 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 (2) cards is 2 or less.
- bank cannot draw a third card if the value of initial two (2) cards is 7 or more.
- when value of bank's initial two (2) 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 (2) cards, these are naturals, no further cards are dealt. Natural 9 wins over natural 8.

vii) If the bank side has a winning three card hand totalling 7; all bank pays will be barred.

10.2.11 BAD BEAT BACCARAT (Baccarat Side Bet)

a) If a player chooses to participate, an additional wager is placed in one (1) of the designated areas on the layout.

b) Players may make wagers on either the Player Bad Beat or the Banker Bad Beat betting position.

c) The decision to offer the Bad Beat bonus side bet is at the discretion of the casino facility licensee. If a casino chooses to Bad Beat Baccarat will be clearly posted on a designated space on the table.

d) Only the players with a baccarat wager controlling the square may participate in this option. No other player may take this bet should a player decide to abstain.

e) Winning wagers are paid according to the approved paytable on hands with a numerical hand value difference of one (1) point.

f) Alternate paytables must be submitted for approval to the AGLC prior to use.

g) Payoffs will be settled in a manner consistent with that of Baccarat.

h) Limits must be set within existing minimums and maximums.

i) Bad Beat Baccarat rules must be posted at each table where the game is offered.

j) Paytable will be as follows:

9 over 8	30 to 1
8 over 7	20 to 1
6 over 5	6 to 1

5 over 4	3 to 1
4 over 3	3 to 1
3 over 2	3 to 1
1 over 0	3 to 1

10.2.12 DRAGON BONUS BACCARAT (Commission Free) *(Added Mar., 2014)*

a) General Description

i) Dragon Bonus Baccarat is a commission free baccarat game that is procedurally identical to Baccarat with the exception that any winning three-card Banker hand is a push.

ii) Dragon Bonus Baccarat must be administered and adhered to in the manner prescribed in these guidelines for existing baccarat games; as detailed in Section 10.2.

b) Object of the Game

i) Bet on the hand that comes closest to nine. The side with nine, or closest to nine, wins.

ii) Player has option of betting on the player hand or bank hand, tie bar, Dragon Bonus and/or Fortune 7 bet (Dragon and Fortune 7 wager must have either a Player or Banker wager made to play this bet).

iii) All hands are played according to the Tables of Play, with no deviation allowed.

c) Point Value of Cards

Cards are valued as follows:

Face Cards and Tens	0
Aces	1
2 to 9	Face Value

d) Betting and Limits

i) Betting limits per space shall be $5 - $1,000.

ii) House rules must be established that:

- limit the number of spaces each player can play;

- set the minimum bet if multiple squares are bet by one (1) player;
- set a maximum tie bar bet.
- set limits that do not exceed .025 of the maximum bet per square on the Fortune 7 and 0.04 per square on the Dragon Bonus.

iii) A casino facility licensee may set minimum limits for each table higher than the minimum listed above.

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

v) Live camera monitoring must be in effect when high limit games over $100 are offered.

vi) Bets are placed in front of numbered box corresponding to player's position at the table.

vii) Betting limits and house rules shall be clearly posted at each table.

viii) Players may not place new bets until dealer has finished collecting losing bets and paying winning bets.

e) Payout Schedule

i) Winning bets are paid one to one. When the hands tie, bets on player and bank are pushes.

ii) Winning tie bar bets are paid eight to one.

iii) Fortune 7 bet pays 40:1 and is paid to bets placed on this wager when the Bank has three cards totalling 7 that beat the Player hand.

iv) Dragon Bonus pays according to the approved paytable.

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 ($1,400/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 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 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.

SECTION: 10. RULES OF PLAY

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.

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.

SECTION: 10. RULES OF PLAY

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 (2) 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 (3) 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.

r) Hand - One (1) game in a series; one (1) deal; the cards held by a Player; or, the best five (5) cards of a player's holding.

s) Misdeal - To deal a hand of poker incorrectly, including:

   i) dealing to at least two (2) players more cards than they are entitled to, and

   ii) dealing to at least two (2) 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.

ee) Stake - Funds with which a player enters the game.

ff) Straddle Bet - Any optional blind posted by the player on the left of the big blind. The number of straddles permitted is determined by the House Rules.

Note: Minor variations to the straddle bet defined above must be submitted in writing to the AGLC for approval. The submission must include the straddle bet name, a description of the straddle and proposed House Rules.

gg) String Bet - Making two (2) 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

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 Section 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 (1) player does not want to change limits, they do not change.

c) If blind is to be dropped for insufficient players (six (6) 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 (2) 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;

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 (2) 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 (1) deck of cards per game shall be used. Each poker game shall have two (2) 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 (1) round.

c) Only single deck riffle-shuffle shall be used (see Section 9.8).

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 (2) trays are used to hold the chips;

ii) one (1) 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 (1) opener or closer card is prepared for the two (2) 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;

vi) up to four (4) raises (as set out in the house rules) shall be allowed per betting round unless only two (2) 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 (3) 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.

c) Rake Off - 10% to a maximum of $7. *(Amended Nov 2017)*

d) The Play:

i) each player receives two (2) cards dealt face-down and one (1) 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 (1) 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 (3) cards are dealt face-up, one (1) 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 (5) cards of his seven (7);

ii) Best low hand is determined first:

- low hand has an eight (8) as a qualifier - the highest card which can be used in a low hand is an eight (8);
- where three (3) or more of the seven (7) cards are higher than an eight (8), 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 (5) card hand of the seven (7) cards is used and splits the pot with the winner of the low hand;

iv) Each player may use different five (5) 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: *(Amended Nov 2017)*

i) 10% to a maximum of $7; or

ii) 10% to a maximum of $3 where 6 players or less are playing at the commencement of the deal; or

iii) for open limit games, 10% 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 (3) 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 (1) 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;
- 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 (3) community cards are dealt face-down. Dealer turns the three (3) cards face-up in the centre of the table (the flop).

iv) When playing Crazy Pineapple one (1) of the three (3) 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 (5) card hand consisting of the player's two (2) hole cards and the five (5) community cards wins the pot.

ii) All players are entitled to see all active players hands (as set out in the House Rules) 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 (1) position in a clockwise rotation.

10.3.12 Omaha Hold'em, High/Low Split

a) Number of Players: 2 to 10

b) Approved Table Limits: $1 to $50 or $50 to $100. Betting structure to be determined and posted at each table.

c) Rake Off: *(Amended Nov 2017)*

i) 10% to a maximum of $7; or

ii) 10% 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, 10% 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 (3) 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 (1) 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 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 (3) community cards are dealt face down. Dealer turns the three (3) 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 (2) hold cards and three (3) of the five (5) community cards in making up each of the high or low hands.

iii) best low hand is determined first:

- low hand has an eight (8) as a qualifier -- the highest card which can be used in a low hand is an eight (8);

- where three (3) or more community cards are higher than eight (8), a low hand is not possible and the high hand wins all;
- 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 (5) card hand consisting of the player's two (2) hold cards and three (3) of the five (5) community cards wins and splits the pot with the winner of the low hand.

v) Each player may use different two (2) 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 (1) 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:

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 (1) 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 (1) 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:

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 (3) 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.

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 (3) aces and two (2) tens (or higher as set by House Rules) at the showdown but loses to another player with four (4) 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 $50,000. 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) Cash storage procedures must be submitted to the AGLC for approval for any Bad Beat Poker Pot that reaches the $50,000 limit.

r) 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.

s) 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.

t) 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 (1) 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 (2) 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 (1) 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.

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.

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 (1) 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;
- 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:

  the player retrieves it, or requests the dealer to turn it face-up;

  the hand has not touched any discards; and

  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.

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 (1) 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.

ii) the number of players that can be accommodated by making up a new deck is two (2) 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.

10.3.16 Settlement

a) Ties: At the showdown, if two (2) 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 (5) 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;

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

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 *(Amended Nov 2017)*

For a player at the showdown to hold a higher ranking poker hand than any of the other players.

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:

  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 (3) of a kind, full houses, four (4) of a kind, or five (5) 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);
- Royal Flush. (Note: A natural Royal Flush is higher than one (1) 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:

  First four (4) cards $1-$100

  Fifth card "Table Stakes"

  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 (1) 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 (2) cards are dealt face - up, one (1) 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 (2) 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;

- 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 (3) 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.

10.3.19 Lucky Lucky Flop

a) Lucky Lucky Flop is an optional bonus wager where players use the first three (3) community cards dealt to compete against an approved paytable.

b) Lucky Lucky Flop can only be offered in conjunction with Hold'em style poker games and where approved automated shufflers are being used.

c) If a player chooses to participate, an additional wager is to be placed in the designated area on the layout.

d) Betting limits shall be established between the range of $1-$25.

e) Bonus Paytable

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 and 19	2 to 1

18 or less	Loss

f) Payouts must be witnessed and approved by a supervisor where the jackpot payout exceeds $100 to any one (1) individual.

g) Participation on this bonus wager is only open to those individuals who have a poker hand.

h) Players are not permitted to make multiple wagers and only entitled to one (1) payout from the bonus paytable.

i) Casinos will report Lucky Lucky Flop results via CasinoTrack and maintain activity logs on jackpot winners exceeding $1000.

j) Casino facilities shall address any issues relating “table stakes” or “cash in play” in the House Rules established for Poker in conjunction with this use of this game.

k) Poker games offering Lucky Lucky Flop must have signs prominently displayed that detail the betting limits and the bonus paytable amounts.

l) A request for approval, detailing the procedures to be used in accordance with Lucky Lucky Flop, must be received by Casino Programs prior to implementation.

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) Cards 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 $3 to $1,000.

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.

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 the commission 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.

d) Both the two card and five card hands must be higher in value than the banker's hands 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 must 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, regardless of how many players are at the table:

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; and

iii) the seven stacks of seven cards must be dealt in front of the tray; and

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.

SECTION: 10. RULES OF PLAY

d) Two options are available for 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 the 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
- 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 the 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, the same procedures as 10.4.7 (a)(b)(c) are followed.

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 with an amount of cards other than seven, all hands are dead.

SECTION: 10. RULES OF PLAY

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 chart located at the back of this section. 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.

c) If it is discovered during settlement that the house hand is set wrong, the 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 the cards being dealt.

SECTION: 10. RULES OF PLAY

10.4.9 Player/Banker Procedure

a) All players have 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 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 his/her 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 his/her 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.

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.

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 his/her own cards, the hand will play.

f) If any player exposes his/her own hand, the hand will play.

10.4.12 FORTUNE PAI GOW

a) If a player chooses 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 the dealer dealing any cards.

d) Each player shall be entitled to only one payout from the bonus paytable.

e) Players will qualify for an Envy Bonus on Fortune Bets of $5 or more when other players are dealt a hand of 4 of a Kind or better in that round of play. Only other players who have placed Fortune Bets will receive the Envy Bonus.

f) Bonus paytables must receive prior AGLC approval and be posted at each game in use.

g) The decision to offer the Fortune Bonus option is at the discretion of the casino facility licensee. If a casino chooses to offer Fortune Bonus it will be clearly posted on a designated space on the table.

h) Payoffs will be made right to left and must be settled prior to the commencement of the next hand of play.

SECTION: 10. RULES OF PLAY

10.4.13 EMPEROR'S CHALLENGE

a) Emperor's Challenge is standard Pai Gow Poker with the option of offering 2 bonus wagers in conjunction with play; Emperor's Treasure and/or Pai Gow Insurance.

b) Emperor's Treasure is an optional bonus wager where players compete against an approved paytable by using any combination of their 7 dealt cards to achieve a qualifying hand.

   i) Any player who wagers $5 or more on the Emperor's Treasure wager can qualify for an Envy Bonus payment; which is predetermined according to a posted approved payout schedule.

   ii) Envy Bonus payments are paid to all players except the player who has the qualifying bonus hand.

   iii) Minimum wager threshold amount can be determined at the discretion of the casino facility licensee.

c) Pai Gow Insurance is an additional bonus wager that has players compete against an approved paytable:

   i) Players will receive payment according to the total of their 7 cards obtaining one of the hand ranking depicted on the approved paytable.

   ii) The ace is always considered the high and the joker is always considered an ace.

   iii) Qualifying hands cannot contain a pair or better.

d) Paytables must have prior AGLC approval prior to use.

e) Bonus bet limits are established as a minimum $1 to a maximum of $25.

f) All approved paytables must be approved and posted in plain view at the Emperor's Challenge table.

10.5 OTHER TABLE GAMES

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

Alterable limits shall be established between $1 - $1000.

e) Payout Schedule

Spread	Pays
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

  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.

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.

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.

d) Betting and limits

i) Betting limits shall be established $3 - $1000.

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.

SECTION: 10. RULES OF PLAY

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;
- 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

  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.

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 established $3 - $1000.

ii) Two hand minimum limits are double the minimum table wager. The maximum table limit must always be played for three hands.

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 ½ of their wager;
- 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.

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.

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.

d) The casino facility licensee is permitted to utilize the progressive jackpot feature developed for use in conjunction with Three Card Poker.

i) A separate optional wager may be made which will entitle a player to the allocated portion of the progressive jackpot when the player achieves the qualifying hand.

ii) Casino facilities shall ensure the $1000 seeding requirement is made immediately following the payment of the progressive jackpot.

iii) All progressive jackpot requirements not previously discussed must be adhered to as they appear in Subsection 4.1.9.

iv) Should the casino facility licensee choose to remove Three Card Poker (Progressive), a plan must be developed and submitted to the AGLC to deal with any progressive funds accrued. The casino will not be permitted to reinstate the game for a period of one (1) year from the date of removal.

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.

e) "Progressive Wager" refers to the additional wager that may be placed by a player, in the amount of one (1) dollar, which will award the progressive jackpot to a player for the qualifying hand of a straight flush with an ace, king, and queen of spades.

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 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.

10.6.4 Betting and Limits

Ante	$3 - $100
Play	$3 - $100 (equal to ante)
Pair Plus	$5 - $50
Progressive	$1

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

	Ante Bonus Paytable Plus	Pair
Pair		1 to 1
Flush		4 to 1

SECTION: 10. RULES OF PLAY

Straight	1 to 1	6 to 1
3 of a Kind	4 to 1	30 to 1
Straight Flush	5 to 1	40 to1

Paytable 2

	Ante Bonus Paytable	Pair Plus
Pair	1 to 1	
Flush	4 to 1	
Straight	1 to 1	6 to 1
3 of a Kind	3 to 1	25 to 1
Straight Flush	4 to 1	40 to1

Paytable 3

	Ante Bonus Paytable	Pair Plus
Pair	1 to 1	
Flush	4 to 1	
Straight	1 to 1	5 to 1
3 of a Kind	4 to 1	30 to 1
Straight Flush	5 to 1	40 to 1

Paytable 4

	Ante Bonus Paytable	Pair Plus
Pair	1 to 1	
Flush	3 to 1	
Straight	1 to 1	6 to 1
3 of a Kind	4 to 1	30 to 1
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.

g) Progressive Jackpot: Qualifying hands and payouts shall be: Ace, King, and Queen (spades) receives 100% of posted progressive jackpot.

10.6.6 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:

i) Amount of payout;

ii) Date;

iii) Time;

iv) Table number;

v) Winning hand;

vi) Dealer's signature;

vii) Pit supervisor's signature; and

viii) 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) 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.

e) The Games Manager will record the jackpot as part of the records kept by the casino facility licensee and submitted to the AGLC on a monthly basis.

f) The Games Manager will prepare the cheque and complete the payout slip.

g) Once the Games Manager has paid out the player, he/she will insert the top jackpot key and turn to the right, verifying the progressive amount.

h) The Games Manager will activate the "Process Jackpot" function on the progressive computer.

i) The Games Manager will record Jackpot Payouts on CasinoTrack.

10.6.7 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 entered on CasinoTrack.

b) As part of daily closing procedures, the pit supervisor will ensure that the hardcount meter is recorded and this information is entered on CasinoTrack.

c) The hard count will be balanced prior to turning in daily computer summary to the Advisor.

SECTION: 10. RULES OF PLAY

10.6.8 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 (1) 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.

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 card shall be removed from the from the device and reshuffled with any cards already dealt.

SECTION: 10. RULES OF PLAY

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 - $50

ii) Outside $1 - $2000

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 and money chips may be used on the inside provided there are no available colours. Only one person at a time may use money chips on the inside. 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.

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.

SECTION: 10. RULES OF PLAY

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.

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.

ROULETTE LAYOUT

PAY-OFF ACCORDING TO STAKING POSITIONS

A Straight up 35:1
- bet is placed on a single number

B Split 17:1
- bet splits 2 numbers

C Street 11:1
- bet covers 3 numbers in a row

D Corner 8:1
- bet covers 4 numbers

E Basket 6:1
- bet covers 1, 2, 3 and both zeros

F Line 5:1
- bet covers 6 numbers in two rows

G Column 2:1
- bet covers 12 numbers

H Dozen 2:1
- bet covers 12 numbers

I Low number 1:1
- bet covers numbers between 1-18

J High number 1:1
- bet covers numbers between 19-36

K Red / Black 1:1
- bet covers red or black numbers

L Odd / Even number 1:1
- bet covers odd or even numbers

M Zero Split 17:1
- bet splits both zeros

LIMITS

Inside	Outside	
$0.25 - $25	$1 - $1,000	Individual casinos may establish their own Roulette limits through House Rules within these ranges. Limits must be clearly posted.

10.8 SIC BO

10.8.1 General Description:

Sic Bo can be played either as a three dice game, or a wheel of fortune played on a light-up display board with a keyboard to illuminate winning bets.

a) Three Dice Game:

i) Dice being utilized in conjunction with Sic Bo must be operated in accordance with the guidelines set forth in 10.15.3 a) and b); and

ii) All automated or manual mechanisms used for determining the resting position of the dice must be approved for use by the AGLC.

b) Wheel of Fortune:

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.

10.8.2 Object of the Game.

Each Player attempts to select the individual number or combination of numbers that shall appear on the dice or wheel.

10.8.3 Betting and Limits

Big and Small	$1 to $1000
All Other Bets	$1 to $100

10.8.4 Payoffs – see 10.8.1 Attachment 1

10.8.5 Procedures

a) Dealer shall announce "No more bets." Bets shall not be accepted after dealer's announcement.

b) Only dealer shall spin indicator, throw balls, or control the dice apparatus.

c) When utilizing dice, a secure encasement will house the three dice.

SECTION: 10. RULES OF PLAY

d) Dice must be contained in a secure environment which systematically or manually causes the dice to “shake””, “tumble”, or “drop” from a position of rest to a resultant position of rest.

e) Dice cannot be handled or thrown by any dealer or player.

f) 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.

g) Dealer picks up all losing bets (does not sweep). Bets shall be picked up from player to dealer, outside in.

h) 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.

i) 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.

j) After all bets have been paid, dealer shall turn off illumination and commence a new game.

k) Casino facility licensee shall ensure that all lighting equipment is functioning properly at all times.

PAYOFFS

Singles		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	
Two Dice		Any two of the three dice combination match selection, pays 5 to 1.	
Combinations		Selected 2 of a kind appear out of three dice as a pair (Double), pays 8 to 1	
Total Number of Three Dice		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
Triples and Any Triple		Triples pay	150 to 1
		Any Triple pays	24 to 1
Big and Small	Big	Total of dice is 11 to 17 pays	1 to 1
	Small	Total of dice is 4 to 10 pays	1 to 1

January 30, 1998

SAMPLE

SECTION: 10. RULES OF PLAY

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.

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: $3 - $50

Bet:	$6 - $100
Progressive:	$1

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:

	Stud	Draw
1 Pair or less	1 to 1	1 to 1
2 Pairs	2 to 1	1 to 1
3 of a Kind	3 to 1	2 to 1
Straight	4 to 1	3 to 1
Flush	5 to 1	5 to 1
Full House	7 to 1	7 to 1
4 of a Kind	20 to 1	20 to 1
Straight Flush	50 to 1	50 to 1
Royal Flush	100 to 1	100 to 1

d) Progressive jackpot: Qualifying hands and payouts shall be:

Royal Flush (any suit)	100% of posted progressive jackpot
Straight Flush (any suit)	10% of posted progressive jackpot
Four of a Kind	$500
Full House	$100
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.

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.

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".

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.

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 Dealer Draw Rules, which are:

i) 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

ii) 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)

iii) 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.

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:

i) Amount of payout;

ii) Date;

iii) Time;

iv) Table number;

v) Winning hand;

vi) Dealer's signature;

vii) Pit supervisor's signature; and

viii) 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.

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, the Alternate Hand Shuffle shall be used. This shuffle will be done in emergency situations only, when the automatic shuffler has mechanical problems.

g) The Alternate Hand Shuffle will be done as follows:

i) 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;

ii) the deck will be shuffled twice as above, and stripped top to bottom 5 times;

iii) the deck will be shuffled once more in the same manner as above in b); and

iv) the dealer then deals one card in rotation for each player at the table and then to themselves from left to right in front of his/her tray until the number of cards for each player and dealer is correct. The dealer then passes each hand to the player in the same fashion and counts down

the remaining cards in the stub to ensure each hand has 52 cards in play. Once cards are counted and deemed correct, the dealer will instruct the players to look at their cards.

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

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 may 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 $100.

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.

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:

Pair of 10's or better	1 to 1
2 Pairs	2 to 1
3 of a Kind	3 to 1
Straight	5 to 1
Flush	10 to 1
Full House	15 to 1
4 of a Kind	25 to 1
Straight Flush	100 to 1
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.

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.

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.

SECTION: 10. RULES OF PLAY

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.

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.

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;

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.

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).

10.11.11 Bonus Payout Schedule

a) Operators may use either of these two paytables;

<u>Bonus Paytable 1</u>

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

<u>Bonus Paytable 2</u>

Three of a Kind	$5
Straight	$25
Flush	$50
Full House	$200
Four of a Kind	$400

SECTION: 10. RULES OF PLAY

Straight Flush	$2000
Royal Flush	$10,000

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) 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

10.12.3 Betting and Limits

a) Betting limits per space shall be:

Bet: $3 - $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.

SECTION: 10. RULES OF PLAY

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 posed 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.

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.

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.

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.

SECTION: 10. RULES OF PLAY

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;

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.

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.

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.

SECTION: 10. RULES OF PLAY

10.13.4 Betting and Limits

a) Betting limits shall be established between the range of $3 - $1000.

b) Where players play more than one hand, limits are as follows: double the table minimum for two hands, and the table maximum for three hands.

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

$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.

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 try).

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:

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.

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.

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.

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 tanking 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.

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:

SECTION: 10. RULES OF PLAY

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.
- 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 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.

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.

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.

10.14 HANDHELD MINI-BACCARAT

10.14.1 General Description

a) Handheld Mini-Baccarat is played on a double layout or a 9 spot 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.

c) 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 Subsection 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.

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, e.g., 8 + 9 = 17 -- total for hand is 7.

10.14.4 Betting and limits

a) Betting limits per space shall be established between $5 - $1000.

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.

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 pay correct commission when betting on the bank hand. The commission is calculated at 5% of bank 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 or paid out of a winning bank hand.

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).

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.

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 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;"

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. Exception: When there are no Player wagers, the House may choose to have the Banker Hand delivered and exposed prior to the Player hand.

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.

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.

b) Rules are dictated by value of each hand (see next page):

SECTION: 10. RULES OF PLAY

PLAYER HAND	
When total of 1st two cards is:	**Player**
0, 1, 2, 3, 4, 5	Draws a card
6, 7	Stands

BANKER HAND		
When total of 1st two cards is:	**Draws when Player's third card is:**	**Stands when Player's third card is:**
0, 1, 2	Draw's 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.

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."

c) If card(s) exposed prematurely the card(s) will remain in play in accordance with Table of Play.

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.

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

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

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.

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.

SECTION: 10. RULES OF PLAY

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).

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.

v) "Fire Bet" shall mean an optional wager players can make in conjunction with other AGLC approved craps game wagers. The objective of Fire Bet is to see how many Unique Points (a two dice total of 4, 5, 6, 8, 9 or 10) the shooter can achieve before they Seven-Out.

Note: Rolling the same Unique Point more than once will only count as one Unique Point towards the payoff threshold. *(Added Jan 2017)*

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:

- 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.

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.

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

i) Amounts shall be established between $3 - $1000 (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 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.
- 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.

vi) 3/4/5 Pass Line and Come Bets

- The following is the payoff for each point number:

- If the point is 4 or 10, odd bets are placed up to 3 times the flat bet.
- If the point is 5 or 9, odd bets are placed up to 4 times the flat bet.
- If the point is 6 or 8, odd bets are placed up to 5 times the flat bet.

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) $3 minimum and $1000 maximum.

ii) Minimum bet on the Pass Line is $3 and a maximum bet on Pass Line, Don't Pass or Field is $1000.

iii) Player may place any or all numbers after point is established.

- 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 $1,000.00 on numbers 4, 5, 9 and 10.
- Place bet maximum will be $1,200.00 (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;

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

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
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
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.
- 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;

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.

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

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;

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.

10.15.13 FIRE BET *(Added Jan 2017)*

a) Basic Requirements

i) All craps tables that offer the Fire Bet option must have a designated betting and tracking area on the table layout for the Fire Bet.

Note: The Fire Bet tracking area must be secure from the players' reach.

ii) The casino facility licensee must provide markers to track Unique Points as they are won.

iii) Fire Bet House Rules must be posted in the casino facility. In addition to Subsection 10.15.11 c), the Fire Bet House Rules must address procedures to be followed in the event a Fire Bet is still in play at the end of the casino facility licensee's approved operartional hours.

Note: Extending a roll past the approved operational hours will not be allowed.

SECTION: 10. RULES OF PLAY

b) Betting and Limits

i) After a Seven-Out occurs and prior to establishing the first Unique Point a player may place a Fire Bet wager in the designated Fire Bet betting area.

ii) If a Fire Bet is a call bet, dealers must bring that bet to the Fire Bet tracking area through the betting area.

iii) The player must play either a Pass Line bet or Don't Pass bet on the same roll that they place a Fire Bet wager.

iv) The dealer will move the Fire Bet wager from the betting area to the tracking area just prior to or immediately after the roll it is made on.

v) Players may remove a Fire Bet wager in its entirety prior to the first Unique Point being established.

vi) Players may increase a Fire Bet wager prior to the first Unique Point being established, provided they have a Pass Line bet or Don't Pass bet on the same roll they are increasing their Fire Bet wager.

vii) The combined bet may not exceed the Fire Bet maximum limit.

viii) The dealer will move any additional wagers to the tracking area just prior to or immediately after the roll they are made on.

ix) Once the first Unique Point is established no other changes to the Fire Bet will be allowed.

x) A Fire Bet wins when the minimum number of Unique Points are obtained, as prescribed by the casino's posted Fire Bet paytable, prior to a Seven-Out occurring.

xi) Betting limits shall be established between the range of $1 - $25.

xii) Players are not allowed to play multiple wagers on the Fire Bet.

xiii) The player is paid only on the highest payout level met, as per the casino facility licensee's posted Fire Bet paytable.

c) Payout Schedule

i) Fire Bet payoffs will be made according to paytable I or 2:

Paytable 1

3 Unique Points – 7 for 1

4 Unique Points – 30 for 1

5 Unique Points – 150 for 1

6 Unique Points – 300 for 1

Paytable 2

4 Unique Points – 25 for 1

5 Unique Points – 250 for 1

6 Unique Points – 1000 for 1

Note: The Fire Bet paytable must be posted on or near the craps table.

d) Sequence of Play

i) A new Fire Bet round can only begin after a Seven-Out and prior to the first Unique Point being established.

ii) Once the first Unique Point is established, the Fire Bet is considered in play.

iii) The Boxman is responsible for keeping track of the Unique Points (4, 5, 6, 8, 9 or 10) by marking each Unique Point on the layout as it is won.

Note: Only one marker per Unique Point is permitted. Rolling a Unique Point more than once does not count as an additional Unique Point.

iv) Unique Points do not have to be made in any specific order.

v) If a Seven-Out occurs prior to achieving the minimum number of Unique Points needed to win the Boxman will

ensure all Fire Bet wagers are removed from the tracking area before accepting new Fire Bet wagers.

vi) If a Seven-Out occurs after the minimum number of Unique Points to win has been achieved (as per the casino facility licensee's posted Fire Bet paytable), the Boxman will ensure all Fire Bet wagers:

- are paid according to the casino facility licensee's paytable; and
- are removed from the tracking area before accepting new Fire Bet wagers.

vii) If all six Unique Points are achieved the Boxman will ensure:

- all Fire Bet wagers are paid according to the casino facility licensee's paytable, immediately after the winning roll is resolved;
- all Fire Bet wagers are removed from the tracking area before the craps game in play continues;
- the Fire Bet markers remain on the layout; and
- no new Fire Bet wagers are accepted until a Seven-Out occurs.

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) An automatic shuffler approved by the AGLC may 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 ½ 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.

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:

- Royal Flush
- Straight Flush
- 4 of a Kind
- Full House
- Flush
- Straight
- 3 of a kind
- 2 pair
- Jacks or better

iv) Pair of Jacks is the lowest possible winning

10.16.3 Betting and Limits

a) Betting limits shall be:

Bet: $3 - $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.

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.

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.

<u>Poker Pay Table</u>

Jacks or better	1 to 1
Two pair	3 to 2
3 of a Kind	2 to 1
Straight	4 to 1

SECTION: 10. RULES OF PLAY

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

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.

d) The casino facility licensee is permitted to utilize the progressive jackpot feature developed for use in conjunction with Four Card Poker.

i) A separate optional wager may be made which will entitle a player to the allocated portion of the progressive jackpot when the player achieves the qualifying hand.

ii) Casino facilities shall ensure the $5000 seeding requirement is made immediately following the payment of the progressive jackpot.

iii) All progressive jackpot requirements not previously discussed must be adhered to as they appear in Subsection 4.1.9.

iv) Should the casino facility licensee choose to remove Three Card Poker (Progressive) a plan must be developed and submitted to the AGLC to deal with any progressive funds accrued, and the casino will not be permitted to reinstate the game for a period of one (1) year from the date of removal.

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.

e) "Progressive Wager" refers to the additional wager that may be placed by a player, in the amount of $1.00, that will award the progressive jackpot to a player for the qualifying hand of a Four (4) Aces.

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 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.

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	$3 - $100
Play	$3 - $100 (equal to ante)
Aces Up	$3 - $25
Progressive	$1

10.17.5 Payout Schedule

a) The approved payout schedule shall be posted at each table:

Paytable *(Amended Nov 2017)*

	Ante Bonus Paytable	Aces Up Bonus
4 of a kind	25 to 1	50 to 1
Straight flush	20 to 1	40 to 1
3 of a kind	2 to 1	9 to 1
Flush		6 to 1
Straight		4 to 1
Two pair		2 to 1
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 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.

g) Progressive Jackpot: Qualifying hand and payout shall be: Four (4) aces receives 100% of posted progressive jackpot.

10.17.6 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:

i) Amount of payout;

ii) Date;

iii) Time;

iv) Table number;

v) Winning hand;

vi) Dealer's signature;

vii) Pit supervisor's signature; and

viii) 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) 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.

e) The Games Manager will record the jackpot as part of the records kept by the casino facility licensee and submitted to the AGLC on a monthly basis.

f) The Games Manager will prepare the cheque and complete the payout slip.

g) 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.

h) The Games Manager will activate the "Process Jackpot" function on the progressive computer.

i) Games Manager will record Jackpot Payouts on CasinoTrack.

10.17.7 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 entered on CasinoTrack.

b) As part of daily closing procedures, the pit supervisor will ensure that the hardcount meter is recorded and this information is entered on CasinoTrack.

c) The hard count will be balanced prior to turning in daily computer summary to the Advisor.

10.17.8 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 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 Section 10.17.6 a) above;

ii) the backs of the cards in the two (2) decks are of different colour;

iii) one (1) 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 (1) 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 (3) to five (5) times, and squares.

e) After completing the shuffle, the dealer releases the deck completely and uses one (1) hand to cut the cards once in a forward movement onto the cut-card, the bottom card of the deck remaining concealed and never 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 (5) 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 (5) cards face down to each of the other players who has placed a wager. The dealer

shall then deliver a stack of six (6) cards face down to the designated area for the placement of the dealer's cards.

i) After the stacks of five (5) cards to players and six (6) cards to the dealer has been dispensed and delivered in accordance with this section, 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, the dealer will add himself/herself to determine the total number of hands to be dealt;

   iii) the cards must be dealt directly in front of the tray;

   iv) once all of the hands have been dealt, the dealer will count down the remaining cards and place them into the discard rack;

   v) 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;

   vi) starting again on the dealers left, the dealer will deliver the first stack of cards to appropriate spot on table; and

   vii) 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 up to THREE (3) 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.

10.17.9 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 (1) 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 (1) 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.

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 automatic shuffler approved by the AGLC may be used.

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 paytable that will not be dependant on the player dealer outcome.

f) "Community Cards" means the three cards dealt to the centre of the table that will be used to make up player and dealer five card hand.

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
Royal Flush	500 to 1
Straight flush	100 to 1
4 of a kind	50 to 1
Full House	20 to 1
Flush	15 to 1
Straight	10 to 1
3 of a kind	7 to 1
Two pair	3 to 1
8's or Better	1 to 1

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 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 10.18.6 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 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.

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.

SECTION: 10. RULES OF PLAY

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.

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.

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	$3 - $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.

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.

SECTION: 10. RULES OF PLAY

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 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.

SECTION: 10. RULES OF PLAY

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.

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 ever 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.

SECTION: 10. RULES OF PLAY

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.

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	$3 - $100
Blind	$3 - $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 (Ante plus Blind)

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.

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 paytable 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 paytable 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.

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.

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.

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.

SECTION: 10. RULES OF PLAY

10.21 TEXAS SHOOTOUT

10.21.1 General Description:

a) Texas Shootout is played with six (6) standard decks of 52 cards.

b) A separate optional bonus bet wager may be made that entitles the player to a bonus payout.

c) A standard six (6) deck shuffle is required.

10.21.2 Definitions

a) "Hand" means the best five-card poker hand resulting from the use of the hole cards and community cards.

b) "Community Cards" mean the cards dealt to the centre of the table that will be used to make up the player and dealer five-card hands.

c) "Fold" means to surrender wagers prior to resolving the outcome of the hands.

d) "Side Bet Wager" means the bonus bet that pays players for designated poker hands.

e) "Envy Bonus" is an additional payment to players who make a Side Bet wager over $5 on designated hands.

10.21.3 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 Shootout, in order of highest to 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 Shootout correspond to the standard poker hands as described in 10.3.6c), with the exception that Five (5) of a Kind is the best possible hand before a Royal Flush.

d) Betting and Limits:

Wager	$3 - $100
Side Bet	$3 - $100

10.21.4 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 the AGLC must be used and posted at each table.

c) In order for a player to compete against the dealer, a wager of any amount, within the posted minimum and maximum wagers, must be made.

d) The bonus bet may only be played when a wager is being played.

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 the dealer's hand.

Envy Bonus Paytable:

5 of a Kind (suited)	$1000
Royal Flush	$250
Straight Flush	$50
5 of a Kind	$10

10.21.5 Sequence of Play:

a) The dealer shall fully inspect both decks of playing cards before shuffling. Where a card is missing or flawed, the deck shall be replaced.

b) A casino facility licensee may use an approved automated shuffler or use a standard six (6) deck shuffle for the cards used in Texas Shootout.

c) All wagers shall be placed prior to the dealing of any hands.

d) If the facility licensee chooses not to use an automated shuffler, the dealer will deal one (1) card to all players and then

one to him/herself, in a clockwise manner. The deal shall continue in this manner until all players and the dealer have four (4) cards.

e) After players review their cards, they can either fold and forfeit their wager, match their wager by splitting their cards to make two (2) separate hands, or discard two (2) cards by placing them face down and remain in the game.

f) Upon the determination of the players' intention to remain in the game, the dealer will burn one (1) card prior to exposing the five (5) community cards.

g) After the river card has been exposed, hands will be settled by the house in a counter clockwise direction, 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.

h) After the settlement of all wagers, the dealer shall immediately collect the cards and place them into the discard rack.

i) 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.

10.22 CRAZY 4 POKER

10.22.1 General Description:

a) Crazy 4 Poker 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 Crazy 4 Poker tables.

10.22.2 Definitions:

a) "Hand" refers to the five cards dealt to a player; from which four are used to comprise the best four card poker hand possible.

b) "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.

c) "Super Bonus wager" means the required wager that is equal in value to and made in conjunction with the Ante wager. Super Bonus wagers cannot lose if they consist of a straight or better and will be paid in accordance with the approved paytable. Hands that are less in value than a straight will push if they tie and lose when beat by the dealer's hand.

d) "Play wager" is the wager that must be made if players wish to remain in competition against the dealer after reviewing their hand. The wager amount must be equal in value to the Ante wager unless the hand contains a pair of aces or better. If the player's hand contains a pair of aces or better they are permitted to wager up to three time the amount of their Ante wager. If players choose not to make a Play wager they must forfeit their Ante and Super Bonus wagers.

e) "Queens Up wager" means an additional wager that will be paid against the approved posted paytable which is not dependant on the player dealer outcome.

10.22.3 Object of the Game:

a) Players attempt to achieve a higher four card poker hand than the dealer using the five cards dealt.

b) The rank of the cards used in Crazy 4 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 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 Crazy 4 Poker correspond to standard poker hands as described in 10.3.

10.22.4 Betting and Limits:

Ante	$5 - $100
Super Bonus	$5 - $100
Play	$5 - $100
Queens Up	$5 - $100

(or as established by the House within these limits)

10.22.5 Payout Schedule

a) The approved bonus payout schedule shall be posted at each table:

Super Bonus Paytable

Four Aces	200 to 1
Four of a Kind	30 to 1
Straight Flush	15 to 1
Three of a Kind	2 to 1
Flush	3 to 2
Straight	1 to 1

Queens Up Bonus Paytable

Four of a Kind	50 to 1
Straight Flush	30 to 1
Three of a Kind	9 to 1
Flush	4 to 1
Straight	3 to 1

Two Pair	2 to 1
Pair of Queens (or Better)	1 to 1

b) Queens Up Bonus payoffs will be paid independent of dealer player outcome.

c) Additional paytables must be approved by the AGLC.

10.22.6 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 Crazy 4 Poker dealt from an approved automated shuffler. 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 10.20.6 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) Ante, Queens Up, and Super Bonus wagers must be placed prior to the dealing of any hands.

e) The dealer shall deliver the stacks 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 have placed a wager. The dealer shall then deliver a stack of five cards face down to the designated area for the placement of the dealer's hand.

f) After examining his or her cards, the player has the option to make a Play wager or fold his or her hand and forfeit the Ante and Super Bonus wager.

g) After player wager decisions and pays are handled dealers will open their hands.

h) All wagers shall then be resolved according to the best four card poker hand compared against the dealers four 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.

i) 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.

j) 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.

10.22.7 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.

SECTION: 10. RULES OF PLAY

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.

10.23 CASH CRIB

10.23.1 General Description:

Cash Crib is played with one standard deck of 52 cards.

a) A separate optional bonus bet wager may be made which will entitle the player to a bonus payout when the player's hand corresponds to the approved bonus paytable.

b) A separate optional bonus bet wager may be made which will entitle the player to a bonus payout when the player's hand corresponds to the approved bonus paytable.

c) Cards are dealt from an AGLC approved automatic shuffle machine.

10.23.2 Definitions:

a) "Open Wager" is 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) "Show Wager" is an additional wager, which may vary in value up to three times the Open wager, and must be made if a player opts to remain in competition against the dealer.

c) "Go Wager" means an additional wager that will be paid against a bonus paytable that will not be dependent on the player dealer outcome.

d) "Open Wager Bonus" means an additional paytable that rewards the players dependent on the point value of their hand and is not dependent on dealer outcome.

e) "Starter" is the community card that all players remaining in the game utilize as the fifth cards comprising their hand.

f) "Fifteen" each combination of cards totalling 15.

g) "Pair" means two cards of the same rank.

h) "Run" means three or more cards in numerical sequence of each other.

i) "Flush" means a four card hand of the same suit or five cards of the same suit when using the Starter card.

j) "His Nobs" means a "Jack" in a player's hand is of the same suit as the Starter card.

k) "Triplet" means three cards of the same rank.

l) "Quads" means four cards of the same rank.

m) "Double Run" means a run of three, or four, with a pair.

n) "Triple Run" means a run of three with a one card Triplet or a two card Pair.

o) "Push" means when dealer hand and player hand values are identical; resulting in no payment on or removal of wager.

10.23.3 Object of the Game:

a) Each player uses five cards to achieve higher total point value per hand than the dealer.

b) Point values of hands are determined according to the following rules for counting:

Fifteen	2 points
Pair	2 points
Run	1 point for each consecutive card
Flush	4 points (with Starter 5 points)
His Nobs	1 point
Triplet	6 points
Quads	12 points
Double Run (a run of three cards with one duplicated card)	8 points
Double Run (a run of four cards with one duplicated card)	10 points
Triple Run (a run of three cards with one card Triplet)	15 points

Triple Run (a run of three cards with two Pair)	16 points

10.23.4 Point value of cards:

Aces	1
Face Cards and Tens.	10
2 to 9	Face Value

10.23.5 Betting and Limits:

Open Wager	$2 - $100
Show Wager	$2 - $300
Go Wager	$2 - $50

Note: A casino facility licensee may set their limits within the minimum and maximum ranges set above.

10.23.6 Payoffs:

a) Payoffs for winning Open wagers and Show wagers will be paid off at one to one.

b) If dealer has 4 points or less the Show wager is a push, and the Open wager will be paid or taken according to the higher point valued hand between the dealer and Player; tied hands are a push.

c) When the Dealer has five points or more, both wagers will be resolved according to the highest point value hand between the player and dealer.

d) Players are eligible for a bonus payment on the Open Wager when the hand value has 12 or more points and will be paid independent of player dealer outcome according to a posted paytable.

10.23.7 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.

SECTION: 10. RULES OF PLAY

b) A casino facility licensee must have the cards used to play Cash Crib dealt from an approved automated shuffler. 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) the backs of the cards in the two decks are of different colour;

ii) one (1) deck is being shuffled by the automated card shuffling device while the other deck is being dealt or used to play the game;

iii) both decks are continuously alternated in and out of play, with each deck being used for every other round of play; and

iv) the cards from only one (1) deck shall be placed in the discard rack at any given time.

d) Open wagers, and Bonus wagers where applicable, must be placed prior to the dealing of any hands.

e) The dealer shall deliver stacks of five (5) cards face down to players from left to right to all players who have placed an Open wager and then deliver another five (5) cards facedown to the dealer's hand position.

f) Players will review their hands and discard one (1) card and place a Show wager should they wish to remain in competition against the dealer's hand, or fold their hand and forfeit all wagers.

g) Dealers will collect forfeited hands, wagers, and cards that have been discarded prior to removing the remaining stub of cards from the automated shuffler.

h) Dealer will place top card from the remaining stub into the discard rack and place next card face up on the designated space on the table marked STARTER.

i) Dealer will reveal their five (5) card hand and keep those four cards that will achieve the highest point value total.

j) After discarding the dealer's fifth card, the dealer will proceed around the table, starting on his/her right, and resolve all wagers in the prescribed manner.

k) 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.

l) 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.

10.23.8 Irregularities:

a) A player may never have more than five (5) cards.

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.

SECTION: 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

11.21 Electronic Gaming Device Discrepancy Report *(Added Jan. 2014)*

11.22 Electronic Games – Casino Retailer Application Form *(Added Jan. 2014)*

11.23 Electronic Games – Casino/REC Certificate of Insurance Form (updated annually) *(Added Jan. 2014)*

11.24 Pre-Authorized Debit (PAD) Agreement for Business (Electronic Games – Casino Retailer) Form *(Added Jan. 2014)*

11.25 Electronic Games – Casino Retailer Agreement *(Added Jan. 2014)*

11.26 Alberta Progressive Jackpot Receipt

AGLC Alberta Gaming & Liquor Commission

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 Overage/Minus Shortage*	(1.4)	Plus: Caribbean Poker Payouts *(by chips only)*	(1.11)
TOTAL NET WIN/LOSS	(1.5)	Minus: Caribbean Poker Hard Count	(1.12)
CASH *Plus Overage/Minus Shortage*	(1.6)	CHIPS *Plus Overage/Minus Shortage*	(1.13)
ADJUSTED NET WIN/LOSS	(1.7)	TOTAL	(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

**** Complete this section only when using Regular Casino Chips during Regular Casino Operating Hours ****

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 *(Minus Overage/Plus Shortage)*	(2.6)
Day 3 Rake	$(2.3)		
TOTAL POKER RAKE	(2.4)	TOTAL	(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 *[Enter $5,000 in POT #2 (3.9) when Royal Flush is won]*	0	(3.9)
Plus:	Balance Forward *[Pot Balance from Previous Event]*	(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

Entry Fee:	No. of Players	_____	X	Entry Fee	_____	= $_____
Re-Buys:	No. of Re-Buys	_____	X	Re-Buy Fee	_____	= $_____
Add-Ons:	No. of Add-Ons	_____	X	Add-On Fee	_____	= $_____
Cumulative Fee:						$(4.1) _____
Maximum Allowable:	No. of Tables	_____	X	$3,250/Table		= $(4.2) _____

SPLIT:
- 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 Minus $3,000/table/day — Surplus or Deficit (5.4) _____

SECTION 6 — DISBURSEMENT OF FUNDS

◆ FACILITY LICENSEE

Facility Licensee's Portion *[of (1.5)]* *[Edmonton/Calgary (1.5) x 0.5; St. Albert (1.5) x 0.65; Others (1.5) x 0.75]*	(6.1)	
Facility Licensee's Portion *[75% of (2.4)]*	(6.2)	
Poker Rake Differential *[from (2.6)]* *[PLUS Overage/MINUS Shortage]*	(6.3)	
Facility Licensee Portion *[from (4.5)]*	(6.4)	
Equals: Net Facility Licensee Portion	(6.6)	
Minus: Approved Facility Licensee Expense [Excluding GST]	(6.7)	
Equals: Event Surplus/(Deficit)	(6.8)	
Plus: Previous Accumulated Surplus/(Deficit) *[(6.20) from Previous Event]*	(6.9)	
Equals: Current Surplus/(Deficit)	(6.20)	
Facility Licensee Portion *[from (5.2)]*	(6.5)	
Craps Surplus/(Deficit) *[from (5.4)]*		
Plus: Craps Accumulated Surplus/(Deficit) *[(6.22) from Previous Event]*	(6.21)	
Equals: Current Craps Surplus/(Deficit)	(6.22)	

(If this is the last event of the quarter, the facility licensee must pay any surplus (5.9) to the trustee)

Note: GST will be paid by the Trustee (out of pooled funds) to the facility licensee before disbursing the pool. The amount paid is based on the facility licensee's fees from the quarterly period.

◆ CHARITY POOL

Charity's Portion *[of (1.5)]* *[Edmonton/Calgary (1.5) x 0.5; St. Albert (1.5) x 0.35; Others (1.5) x 0.25]*	(6.10)	
Charity's Portion *[25% of (2.4)]*	(6.11)	
Less Cash Shortage/Add Cash Overage *[from (1.6)]*		
Charity's Portion *[from (4.6)]*		
Charity's Portion *[from (5.3)]*		
Net Charity's Portion	(6.12)	

◆ EXPENSES

*Concession	(6.13)	
**Cash Cage Advisor	(6.14)	
***Count Room Advisor	(6.15)	
Total Expenses *[(6.13) plus (6.14) plus (6.15)]*	(6.16)	
Pool Contribution *[(6.12) minus (6.16)]*	(6.17)	
Previous Pool Balance *[(6.19) from Previous Event]*	(6.18)	
Current Pool Balance *[(6.17) plus (6.18)]*	(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

A. CASH		
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. CHEQUES		
1) Facility Fee *[(6.1) if positive; "0" if negative + (6.2) ± (6.3) + (6.4) ± (6.5) ± (1.13)]*		
2) Caribbean Poker *[(1.12) minus (1.11)]*		
3) Pool Contribution *[from (6.17); if negative, enter "0"]*		
4) Concession (Actual)		
5) Cash Cage Advisor (Actual)		
6) Count Room Advisor (Actual)		
7) Outside Concession Expenses (if applicable)		
8) Float Replacement *[from (1.9)] or [in case of Casino Loss, from C.1 - Event Loss Procedure]*		
Total Cheques		
Total Cash minus Total Cheques		
C. ADDITIONAL FUNDS		
1) Funds from Trustee to Charity *[from E.3 Note 1 - Event Loss Procedure]*		
2) US Exchange Charity *[from (1.10) Charity's bank will credit account]*		
3) Funds from Charity's other sources required to cover balance of "Event" expenses		
BALANCE (should be "0")		

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 x 5% = Total GST.
3. Trustee writes cheque for GST to facility licensee.

COPIES: 1 - Licensee 2 - Casino Facility Licensee 3 - Trustee 4 - AGLC (to be faxed upon completion of event)

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) NAME	NO.	TOTAL CASH FILLS	TOTAL CHIP CREDITS -	U.S. EXCH. + / -	CASH REQUIRED =	CASH TO BANKER -	OVER / SHORT =
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
TOTALS							NET O\S

SECTION 2 - BANKER (S) OVER/SHORT (AGC1089)

	CASH OVER / SHORT	CHIPS OVER / SHORT
1ST BANKER	$	$
2ND BANKER	$	$
3RD BANKER	$	$
NET OVER / SHORT	$	$

SECTION 3 - FILL CLERK(S) OVER / SHORT (AGC2060)

NAME	OVER / SHORT
1.	$
2.	$
3.	$
4.	$
5.	$
6.	$
NET OVER / SHORT	$

SECTION 4 - COUNT ROOM OVER/SHORT (AGC1091)

	OVER / SHORT
SECTION 1 - DROPS	$
SECTION 4 - SUMMARY	$
NET OVER / SHORT	$

SECTION 5 - OVER / SHORT SUMMARY

	NET OVER / SHORT
CASHIERS	$
BANKER - CASH	$
BANKER - CHIPS	$
FILL CLERK	$
COUNT ROOM	$
TOTAL OVER / SHORT	$

SECTION 6 - DAILY CHIP SUMMARY

CLOSING BANK INVENTORY	$
FILL SLIP NO:	
CLOSING GAME INVENTORY (AGC 1090)	$
SUB TOTAL	$
LESS: ORIGINAL OPENING INVENTORY	$
CHIPS: OVER / OUTSTANDING	$

SECTION 7 - DAILY CASH SUMMARY

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	$

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

BANKER'S DAILY MASTER CHIP/CASH CONTROL (AG1089)

Form used by Banker to record:

- Opening Chip Inventory and Cash Bankroll
- Opening fills to games and Cashier(s)
- Other transactions with Cashier(s) and Count Room
- Next Days' Opening Cage Bankroll and daily bank deposits
- Game Closers on final day

Instructions:

a. Banker, at beginning of day/shift, completes heading information:
   - from Fill Slips marked *Opening Chip Inventory*, records details on line one of sections one and three, and running balance section four.
   - for *Opening Cage Bankroll*, on first line of sections five and seven and running balance, section eight.

b. During shift, all transfers of chips/cash (fills/credits) between Banker and Cashier(s) and Count Room are recorded by Banker. Banker adjusts the running balance for each entry.

c. At First Day Closing, Banker records:
   - Closing Cage Chip Inventory,
   - Next Days Opening Bankroll, and
   - bank deposits.

   Banker adjusts running balances for each entry.

d. At Final Day Closing, Banker records:
   - Game Closers,
   - Closing Cage Chip Inventory, and
   - bank deposits.

   Banker adjusts running balances for each entry.

e. Any balance remaining in Running Balance sections (four and eight) are either an overage or shortage. Amounts are recorded on Daily Summary, section two -- Banker(s).

f. At end of shift/day, after all transactions are complete, Banker and Cashiers' Cage Advisor sign where designated.

Alberta
GAMING AND LIQUOR COMMISSION

BANKER'S DAILY MASTER CHIP/CASH CONTROL **00000**

Name of Organization _____

Date _____ Shift _____

PLEASE READ AND SIGN

WE HEREBY CERTIFY THAT ALL ITEMS ENTERED ON THIS DOCUMENT HAVE BEEN MADE BY THE UNDERSIGNED, AND ARE CORRECT AND ACCURATE IN EVERY MATERIAL PARTICULAR TO THE BEST OF OUR KNOWLEDGE AND ABILITY AND HAVE BEEN COMPLETED AND SUPPORTED BY DOCUMENTS REFERRED TO ON THIS FORM.

BANKER: _____

CASHIER'S CAGE ADVISOR: _____

CHIPS

(1)			(2)	(3)	(4)
FILL/CREDIT SLIP NUMBER	TIME	TRANSACTION WITH	FILLS TO (-)	CREDITS FROM (+)	RUNNING BALANCE
TOTALS					

CASH

(5)			(6)	(7)	(8)
FILL/CREDIT SLIP NUMBER	TIME	TRANSACTION WITH	FILLS TO (-)	CREDITS FROM (+)	RUNNING BALANCE
TOTALS					

FORM/LIC/GAM/5409(95/11) **Original - To Alberta Gaming and Liquor Commission** **Enter Required Information on Daily Summary - A.G. 1095**

CASHIER'S DAILY RECORD (AG1085)

Form is prepared by Cashier to record all transactions during shift/day between Cashier and Banker.

Instructions:

a. At beginning of shift, Cashier completes heading information. In section one, (Cash Fills) enters Fill Slip serial number, time and total value of opening fill.

b. During shift, Cashier records:
   - all interim cash transfers from Banker (fills) in section one, and
   - all chip transfers to Banker (credits) in section two.

c. At end of shift/day, Cashier:
   - enters totals for Section one and two.
   - completes section three *Summary*.
   - uses section four as necessary.
   - signs with Banker and Cashiers' Cage Advisor.

Alberta
GAMING AND LIQUOR COMMISSION

CASHIER'S DAILY RECORD 00000

NAME OF ORGANIZATION: _____ DATE: _____

CASHIER'S NAME: _____ NO.: _____ TIME: IN _____ OUT _____

1. CASH FILLS

FILL SLIP NO.	TIME	AMOUNT
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
TOTAL CASH FILLS		$

2. CHIP CREDITS

CREDIT SLIP NO.	TIME	AMOUNT
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
TOTAL CHIP CREDITS		$

3. SUMMARY

TOTAL CASH FILLS (SECTION 1)	$
LESS: TOTAL CHIP CREDITS (SECTION 2)	$
SUB-TOTAL	$
EXCHANGE ON U.S. CURRENCY	
TOTAL U.S. $_____ X _____ = (RATE OF EXCHANGE)	
CASH REQUIRED	
LESS: CLOSING CASH CREDIT	
(CREDIT SLIP NO._____)	
OVER/SHORT	

4. EXPLANATION REQUIRED FOR ALL OVERAGE/SHORTAGES: ***(A DISCREPANCY REPORT MAY BE REQUIRED)***

PREPARED BY:

CASHIER _____

WITNESSED/VERIFIED:

BANKER _____

CASHIER'S CAGE ADVISOR _____

LIC/GAM/5404

MASTER REVENUE REPORT (AG1088)

Prepared by Count Room Advisor assisted by Count Room Supervisor. Used to calculate individual game performance.

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 = [Column (2) *Opener* **+** Column (3) *Fills*] **-** [Column (4) *Credits* **+** Column (5) *Closer*]

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.

T.T.L.	DROP	WIN	LOSS
$100	$200	$100	--

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.

T.T.L.	DROP	WIN	LOSS
$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.

T.T.L.	DROP	WIN	LOSS
[$100]	$200	$300	--

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 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 possible causes, making the game more secure.

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
							Rake	xxxx	xxx
Pok 1	5,000	3,000	0	4,000	**4,000**	**4,000**	1,875		
Pok 2	10,000	5,000	0	9,000	**6,000**	**6,000**	2,950		
Pok Tot	15,000	8,000	0	13,000	**10,000**	**10,000**	**4,825**		

    d. The rake is counted and recorded separately at all times.

        i. rake box is pulled at the same time as the drop boxes.

MASTER REVENUE REPORT -- Continued

ii. rake box is counted in the count room and should be the first box counted.

iii. chips are recorded and immediately transferred to the Banker so that Banker can reconcile their chip inventory without waiting for the entire count to be completed.

e. Should an interim pull be needed for the rake box, regular procedures for conducting an interim pull are followed.

A

MASTER REVENUE REPORT

00000

GAMING CONTROL BRANCH

NAME OF ORGANIZATION: _____ DATE: _____

GAME & NO.	OPENER	FILLS	CREDITS	CLOSER	T.T.L.	DROP	WIN	LOSS	%

PREPARED BY:
(COUNT ROOM ADVISOR)

ASSISTED BY:
(COUNT ROOM SUPERVISOR)

AGC 1088 (Rev. Nov. 91)

Original - To Gaming Control Branch

COUNT ROOM RECONCILIATION (AG1091)

Prepared by Count Room Supervisor to record and summarize Count Room transactions.

Instructions:

a. Count Room Supervisor completes heading information and, for all counts, enters:
   - in section one required information from Drop Box Count Cards.
   - in section two, the value of each cash transfer to Banker (fills), together with Fill Slip number and time of transfer.
   - in section three, the value of each bank deposit prepared.

b. At end of day, totals for sections one, two and three are entered and section four, Summary of Cash, is completed.

c. Count Room Supervisor and Count Room Advisor sign.

A **COUNT ROOM RECONCILIATION** 00000

GAMING CONTROL BRANCH

NAME OF ORGANIZATION: _____ DATE: _____

CASINO LOCATION: _____

1. DROP COUNTS

DROP COUNT NO.	TIME START	TIME FINISH	SERIAL NUMBER BEGINNING	SERIAL NUMBER ENDING	$ VALUE OF COUNT CARDS	TOTAL CASH	OVER/SHORT
				TOTALS:	$	$	$

2. FILLS TO BANKER

FILL SLIP NO.	TIME	AMOUNT
	TOTAL FILLS TO BANKER	$

3. DEPOSIT SUMMARY

CANADIAN	"U.S."	TOTAL
	TOTAL DEPOSITS	$

4. SUMMARY

TOTAL CASH FROM DROP COUNTS (SECTION 1)	
LESS: TOTAL FILLS TO BANKER (SECTION 2)	
SUB TOTAL	
LESS: NEXT DAY OPENING CAGE BANKROLL (FILL SLIP NO. _____)	
NET CASH FOR DEPOSIT	
TOTAL DEPOSITS (SECTION 3)	
OVER/SHORT	

COUNT ROOM SUPERVISOR COUNT ROOM ADVISOR

AGC 1091 (Rev. Nov. 91)

Original - To Gaming Control Branch

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 =	
		TOTAL CASH $				**TOTAL CASH** $	
		ADD TOTAL CHIPS $				**ADD TOTAL CHIPS** $	
COUNT ROOM ADVISOR		**TOTAL DROP** $		COUNT ROOM ADVISOR		**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 =	
		TOTAL CASH $				**TOTAL CASH** $	
		ADD TOTAL CHIPS $				**ADD TOTAL CHIPS** $	
COUNT ROOM ADVISOR		**TOTAL DROP** $		COUNT ROOM ADVISOR		**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 =	
		TOTAL CASH $				**TOTAL CASH** $	
		ADD TOTAL CHIPS $				**ADD TOTAL CHIPS** $	
COUNT ROOM ADVISOR		**TOTAL DROP** $		COUNT ROOM ADVISOR		**TOTAL DROP** $	

AGC 287 (Rev. Dec. 90)

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. =	
TOTAL CHIPS $		X $ 1. =	
		COIN =	
		TOTAL CASH $	
SIGNATURE		**ADD TOTAL CHIPS $**	
SIGNATURE		**TOTAL DROP $**	
SIGNATURE			
SIGNATURE			

AGC 1092 (Rev Nov 91)**ORIGINAL** 000000

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
ORIGINAL	
X$ 500. =	
X$ 100. =	
X$ 25. =	
X$ 5. =	
X$ 1. =	
X$ .50 =	
X$ =	
COIN =	
TOTAL $	
SIGNATURE	DO NOT WRITE IN THIS AREA
SIGNATURE	
SIGNATURE	
SIGNATURE	
SIGNATURE	
	0000000

LIC/GAM/5402

GAME OPENER CARD

GAME AND NO.		DATE	
PIT NO.		TIME	
DUPLICATE		**ADJUSTMENT TO CLOSING COUNT**	
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 =	
TOTAL $		**ADJUSTED TOTAL $**	
		SIGNATURE	
		SIGNATURE	
		SIGNATURE	
		SIGNATURE	
		SIGNATURE	
		0000000	

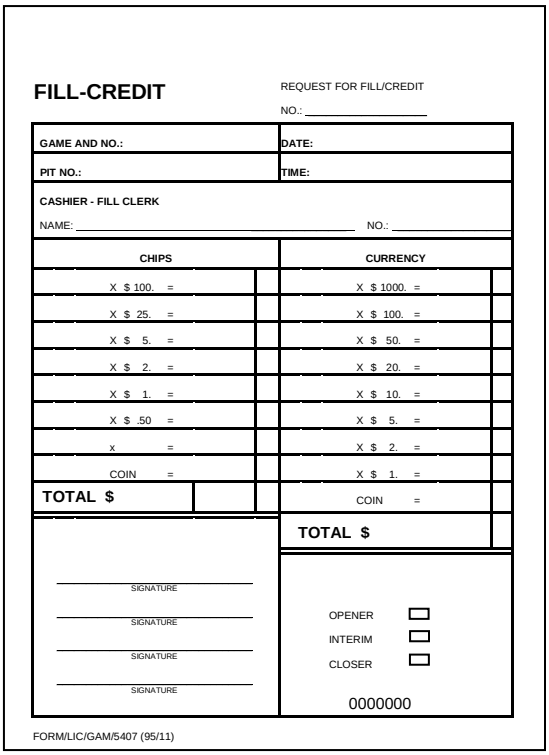
LIC/GAM/5402

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 1st da	2 / 3	22
2nd day	1	29
Chip Transfer -		
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
Chip/Cash Transfer		
Banker to Banker	3	24
Cashier to Banker (Credit)	2 / 2	27 / 30
Cash Transfer		
Banker to Cashier (Opener)	5 / 2	23 / 29
Banker to Cashier (Fill)	2	24
Count Room to Banker (Interim Fill)	9 / 3	27 / 29
Closing Cage Bankroll 1st day	4	28
2nd day	3	30



FILL-CREDIT

REQUEST FOR FILL/CREDIT
NO.: _____

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. =	
TOTAL $		COIN =	
		TOTAL $	

SIGNATURE
SIGNATURE
SIGNATURE
SIGNATURE

OPENER ☐
INTERIM ☐
CLOSER ☐

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:

a. Chip Runner completes heading information.

b. Pit Supervisor, witnessed by Dealer, counts chips/coin at each game

c. Chip Runner records quantity and value of each denomination in appropriate boxes. These should agree with those recorded by Pit Supervisor on Closer Card.

d. When all counting is completed and verified, values of each denomination for each game are added and entered under *Total*.

e. Chip Runner signs and delivers to Banker at end of shift.

f. 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.: (CHIP RUNNER) _____ SIGNATURE:

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
TOTAL $	**TOTAL $**	**TOTAL $**

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
TOTAL $	**TOTAL $**	**TOTAL $**

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
TOTAL $	**TOTAL $**	**TOTAL $**

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
TOTAL $	**TOTAL $**	**TOTAL $**

AGC 1090 (Rev Jul 91) **Original - To Gaming Control Branch** **PAGE TOTAL $** _____

PIT SUPERVISOR'S GAMES REPORT (AG1087)

Prepared by Pit Supervisor to maintain a record, with running balance, of all opener, fill, and credit transactions at each game.
An activity monitor for Pit Supervisor.

Instructions:

a. Pit Supervisor completes heading information, and using one section for each game in pit, enters:
   - game and number,
   - total value of opening fill under *Running Balance* alongside *Game Opener*, and
   - time game opened.

b. During shift, all chip transfers (*fills/credits*) between games and Banker are recorded by Pit Supervisor as specified on the form. Pit Supervisor adjusts the running balance and has Chip Runner initial.

A

PIT SUPERVISOR'S GAMES REPORT

GAMING CONTROL BRANCH

NAME OF ORGANIZATION: DATE:

PIT NO.:

GAME AND NO.

			RUNNING BALANCE	**TIME**
GAME OPENER $				
REQUEST NO. & TIME ORDERED	FILL	CREDIT		TIME COMPLETED CHIP RUNNER INITIAL

GAME AND NO.

			RUNNING BALANCE	**TIME**
GAME OPENER $				
FILL/CREDIT NO. & TIME ORDERED	FILL	CREDIT		TIME COMPLETED CHIP RUNNER INITIAL

GAME AND NO. _____

			RUNNING BALANCE	**TIME**
GAME OPENER $				
FILL/CREDIT NO. & TIME ORDERED	FILL	CREDIT		TIME COMPLETED CHIP RUNNER INITIAL

GAME AND NO. _____

			RUNNING BALANCE	**TIME**
GAME OPENER $				
FILL/CREDIT NO. & TIME ORDERED	FILL	CREDIT		TIME COMPLETED CHIP RUNNER INITIAL

GAME AND NO.

			RUNNING BALANCE	**TIME**
GAME OPENER $				
FILL/CREDIT NO. & TIME ORDERED	FILL	CREDIT		TIME COMPLETED CHIP RUNNER INITIAL

GAME AND NO.

			RUNNING BALANCE	**TIME**
GAME OPENER $				
FILL/CREDIT NO. & TIME ORDERED	FILL	CREDIT		TIME COMPLETED CHIP RUNNER INITIAL

AGC1087 (Rev. 5/91)

AGLC
Alberta Gaming & Liquor Commission

CHARITY: _____
CASINO: _____
DATE: _____

SECTION 1 DAILY POKER RAKE SUMMARY - OPTION 3 (FLEXIBLE HOURS - SEPARATE CHIP INVENTORY)

CHIPS		RAKE	
Closing Chip Inventory	$ _____	Poker T.T.L.	$ _____
Minus Opening Chip Inventory	$ _____	Minus Poker Drop	$ _____
Chips Shortage/Overage	$ _____	Rake Over/Short	$ _____
		Poker Rake	$ (1.1) _____

	Hours		Basic Fee	Additional Fee*	Maximum Table Fee
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

Entry Fee:	No. of Players	_____	X	Entry Fee	_____ =	$ _____
Re-Buys:	No. of Re-Buys	_____	X	Re-Buy Fee	_____ =	$ _____
Add-Ons:	No. of Add-Ons	_____	X	Add-On Fee	_____ =	$ _____
Cumulative Fee:						$ (2.1) _____
Maximum Allowable:	No. of Tables	_____	X	$3,250/Table	=	$ (2.2) _____

SPLIT: 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]* _____
TOTAL OPERATOR PORTION (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]* _____
TOTAL CHARITY PORTION: (4.2) _____

_____
Signature of Authorized Casino Facility Licensee Representative

COPIES: 1 - Casino Facility Licensee 2 - Trustee 3 - AGLC (to be faxed upon completion of event)

BAD BEAT POKER POT FINANCIAL CONTROL FORM

TYPE OF GAME _____

DATE/TIME	***DAILY AMOUNT***	***RUNNING BALANCE***	***DEALER/NUMBER SIGNATURE***	***PIT BOSS/NUMBER SIGNATURE***	***GAMES MGR/NUMBER SIGNATURE***

FORM TO BE KEPT IN POKER PIT FOR INSPECTION ON REQUEST
WHEN WON - TO BE KEPT BY CASINO FACILITY OPERATOR AS PERMANENT RECORDS

BAD BEAT POKER POT WINNING FORM

TYPE OF GAME _____ ***NO. OF PARTICIPANTS***_____ ***NON-PARTICIPANTS***_____

DATE _____ ***LAST RUNNING BALANCE.....*** ***$***_____

TOTAL CONTRIBUTIONS TO WINNING..... ***$***_____

TOTAL BAD BEAT POKER POT..... ***$***_____

PARTICIPANTS:

AMOUNT WON	***NAME***	***SIGNATURE***	***PIT BOSS/SUPERVISOR SIGNATURE***

NON-PARTICIPANTS:

GAMES MANAGER PRESENT_____
(PLEASE PRINT)

SIGNATURE_____

FORM TO BE SUBMITTED TO AGLC ON WINNING

BAD BEAT POKER POT NON-PARTICIPANT FORM

TYPE OF GAME: _____

DATE COMMENCED: _____

DATE WON: _____

I, the undersigned do not wish to participate in this Bad Beat Poker Pot. I understand that no Bad Beat contributions will be taken from poker pots which I have won. I further understand that I will have absolutely no rights to any monies awarded for this Bad Beat Poker Pot.

DATE	***NAME*** (PLEASE PRINT)	***SIGNATURE***

AGLC
Alberta Gaming & Liquor Commission

WEEKLY CRAPS RECONCILIATION

FACILITY NAME: _____ DATE: From _____ To _____

Day	Date	No. of Tables	Opener	Fills	Credits	Closer	TTL	Drop	Win/Loss	Operator Portion 75%	Charity Portion 25%
Mon											
Tue											
Wed											
Thu											
Fri											
Sat											
Sun											
Weekly Total									(1.1)	(1.2)	(1.3)
Previous Week											
Accumulated Total											
Final Quarter Total											

This section to be completed only at the END of the quarter.

*CHEQUE TO CHARITY POOL $ _____ *Charity will receive 25% of Win/Loss, plus accumulated surplus at the end of the quarter (if any).*

*OPERATOR RETAINS $ _____ *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.

_____
Signature of Authorized Casino Facility Licensee

Copies: 1 - LICENSEE 2 - AGLC (to be faxed weekly) 3 - TRUSTEE (quarterly with cheque)

AGLC
Alberta Gaming & Liquor Commission

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.

This Section to be completed only at the END of the quarter.

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

COPIES: 1 - Casino Facility 2 - AGLC (to be faxed weekly with Craps Reconciliation)

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.

AGLC
Alberta Gaming & Liquor Commission

FACILITY CHIP INVENTORY CONTROL FORM

Organization: _____ Date: _____

	OPENER			CLOSER	
	CHIP COUNT	VALUE		CHIP COUNT	VALUE
F 100.00 B			F 100.00 B		
F 25.00 B			F 25.00 B		
F 5.00 B			F 5.00 B		
F 1.00 B			F 1.00 B		
F 0.50 B			F 0.50 B		
F TOTAL B			F TOTAL 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** _____

AGLC
Alberta Gaming & Liquor Commission

Website: aglc.ca

DISCREPANCY REPORT

CHECK ONE: ☐ BINGO ☐ CASINO

NAME OF ORGANIZATION	LICENCE NO.
FACILITY WHERE EVENT HELD	DATE

TIME

DETAILS

ACTION
(if any)

(USE ADDITIONAL PAGES IF NECESSARY)

NORTH OF RED DEER TO: Alberta Gaming and Liquor Commission
Compliance and Social Responsibility
50 Corriveau Avenue
St. Albert, Alberta T8N 3T5
Telephone: 780-447-8600
Fax: 780-447-8912

RED DEER AND SOUTH TO: Alberta Gaming and Liquor Commission
Compliance and Social Responsibility
#110, 6715 - 8th Street NE
Calgary, Alberta T2E 7H7
Telephone: 403-292-7300
Fax: 403-292-7302

NAME AND TITLE OF PERSON REPORTING (PLEASE PRINT)

SIGNATURE OF PERSON REPORTING

WHITE - AGLC CANARY - LICENSEE (IF APPLICABLE) PINK (PERSON REPORTING)

CONFIDENTIAL WHEN COMPLETED

AGLC
Alberta Gaming & Liquor Commission

ELECTRONIC GAMING DEVICE DISCREPANCY REPORT

CHECK ONE: ☐ CASINO/REC ☐ VLT ☐ BINGO ☐ OTHER

DATE:	TIME:	FACILITY NAME:
RETAILER/LICENCE #:		TERMINAL/UNIT #:
GAME DESCRIPTION:		DENOMINATION:

1. Credit/Dollar Amount in the terminal at the time of the incident: $	6. Has the terminal been disabled or powered off? ☐ DISABLED ☐ POWERED OFF
2. Was the amount witnessed by facility staff? If YES, attach their statement(s) ☐ YES ☐ NO	7. AGLC Hotline Ticket number:
3. Amount wagered at the time of the incident: $	8. Time Hotline contacted: ☐ AM ☐ PM
4. Credit/Dollar Amount cashed out (if applicable): $	9. Camera coverage of the terminal incident? If YES, retain for AGLC. If NO, why? ☐ YES ☐ NO
5. Has the customer received a payout? ☐ YES $ ☐ NO	

CUSTOMER NAME:	PHONE NUMBER:	ADDRESS:
COMPLAINT:		
*Use additional pages if necessary		

ACTION TAKEN (IF ANY):
*Use additional pages if necessary

NORTH OF RED DEER TO:
Alberta Gaming and Liquor Commission
Compliance and Social Responsibility
50 Corriveau Avenue
St. Albert, AB T8N 3T5
Telephone: 780-447-8600
Fax: 780-447-8912

RED DEER AND SOUTH TO:
Alberta Gaming and Liquor Commission
Compliance and Social Responsibility
110, 6715 – 8 Street NE
Calgary, AB T2E 7H7
Telephone: 403-292-7300
Fax: 403-292-7302

NAME AND POSITION OF PERSON REPORTING
(PLEASE PRINT)

SIGNATURE OF PERSON REPORTING

WHITE – AGLC
CONFIDENTIAL WHEN COMPLETED

CANARY – LICENSEE (IF APPLICABLE)

PINK – (PERSON REPORTING)

AGLC
Alberta Gaming & Liquor Commission

ELECTRONIC GAMES - CASINO RETAILER APPLICATION

☐ **NEW INSTALLATION** ☐ **CHANGE OF OPERATOR**

I. PREMISES

LOCATION NAME: _____

STREET ADDRESS OF LOCATION: _____

MAILING ADDRESS (IF DIFFERENT): _____

IF RURAL LOCATION PLEASE SUPPLY LEGAL DESCRIPTION: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE: _____ FAX: _____

II. BUSINESS ENTITY OPERATING THE PREMISES

☐ SOLE PROPRIETORSHIP ☐ PARTNERSHIP ☐ CORPORATION ☐ PUBLICLY TRADED CORPORATION

☐ NON-PROFIT/OTHER (SPECIFY): _____

BUSINESS ENTITY NAME: _____

ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE: _____ FAX: _____

III. DIRECTORS/SHAREHOLDERS/SIGNING AUTHORITIES

LIST DIRECTORS/SHAREHOLDERS WHO HAVE A DIRECT OR INDIRECT INTEREST AND INDICATE THEIR % OF OWNERSHIP. IF THE BUSINESS ENTITY IS PUBLICLY TRADED, ONLY LIST DIRECTORS/SHAREHOLDERS WHO OWN 15% OR MORE OF THE COMPANY SHARES. SPECIFY WHO MUST SIGN WHEN TWO OR MORE SIGNATURES ARE REQUIRED.

	NAME	HOME #	CELL #	SIGN AUTH Y/N
1.				
2.				
3.				
4.				

*If space is insufficient, please continue on a separate page.

IV. ON SITE CONTACTS (Day/Night Managers)

	NAME	TITLE
1.		
2.		
3.		
4.		

*If space is insufficient, please continue on a separate page.

PLEASE COMPLETE INFORMATION ON REVERSE SIDE

The applicant authorizes the Alberta Gaming and Liquor Commission to obtain credit or general information reports about the applicant or any partner, officer or shareholder of the applicant which may assist the Alberta Gaming and Liquor Commission. Misrepresentation or failure to reveal information may be deemed cause for refusal or revocation of an agreement and/or possible criminal prosecution. The application and issuing of a retailer agreement is subject to Alberta Gaming and Liquor Commission approval. Non-approval voids the application.

Date: _____ Signature: _____

Name: _____
(please print)

The information you are providing on this application form is collected under the authority of the *Gaming and Liquor Act*, Gaming and Liquor Regulation, and the *Freedom of Information and Protection of Privacy (FOIP) Act*, section 33(c). This information is strictly for the use of the Alberta Gaming and Liquor Commission in assessing your eligibility. Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact:

Alberta Gaming and Liquor Commission
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5
Telephone: 780-447-8600 or Toll-free: 1-800-272-8876

For Office Use Only

Retailer Number:

AGLC Alberta Gaming & Liquor Commission

ELECTRONIC GAMES - CASINO/REC CERTIFICATE OF INSURANCE

(Only this Certificate will be accepted)

NAME AND ADDRESS OF INSURED: _____

_____

NAME AND ADDRESS OF PREMISES TO BE INSURED: _____

_____

NAME AND ADDRESS OF AGENT/BROKER: _____

_____

SCHEDULE OF COVERAGE	INSURANCE COMPANY	POLICY NUMBER	EFFECTIVE DATE MM/DD/YY	EXPIRY DATE MM/DD/YY
A. General Liability				
B. Property Insurance				

PARTICULARS OF COVERAGE – <u>COMPLETE EACH CATEGORY AS COVERAGE APPLIES</u> (details on back page)

A. GENERAL LIABILITY - The following coverage features are **<u>mandatory</u>** for Electronic Games - Casino Retailers and Racing Entertainment Retailers.

Please check to confirm coverage: <u>Limits of Liability</u>

☐ Employees as Additional Insureds ☐ Personal Injury $_____Inclusive Limits

B. PROPERTY INSURANCE - The following coverage features are **<u>mandatory</u>** for all Retailers.

Limit of insurance exclusive for AGLC Supplied Equipment and Fixtures: $_____

Please check to confirm coverage:

☐ All Risk/Broad Form Coverage ☐ Replacement Cost

☐ Alberta Gaming and Liquor Commission is Loss Payable on all Supplied Equipment and Fixtures provided by the AGLC.

☐ Alberta Gaming and Liquor Commission is Additional Named Insured on all Supplied Equipment and Fixtures provided by the AGLC.

The undersigned hereby represents to Alberta Gaming and Liquor Commission that the above policies are accurately described and have been issued to the Named Insured. The undersigned further represents that these policies are endorsed to provide thirty (30) days advance written notice of cancellation or material change restricting coverage to:

Alberta Gaming and Liquor Commission, 50 Corriveau Avenue, St. Albert AB T8N 3T5

This certificate is executed and signed by the insurer, or authorized Agent/Broker:

_____ SIGNATURE OF AUTHORIZED REPRESENTATIVE

_____ INSURANCE COMPANY OR AGENT/BROKER

_____ PRINTED NAME OF AUTHORIZED REPRESENTATIVE

_____ TELEPHONE DATE

_____ FAX

AGLC as Loss Payable and Additional Named Insured

The insurance policy must identify the Alberta Gaming and Liquor Commission (AGLC) as a Loss Payable and Additional Named Insured with respect to all Supplied Equipment and Fixtures.

REQUIREMENTS FOR ALL

General Liability

- Commercial General Liability – not less than $2,000,000 inclusive per occurrence against bodily injury and property damage including loss of use thereof. Such insurance shall include employees as additional insureds and personal injury.

Property Insurance

- Property Insurance is required for all Video Lottery Terminals (VLTs), Lottery Ticket Terminals, Slots, Event Management Systems (EMS), Electronic Bingo equipment, and signs and fixtures provided by the AGLC. Coverage shall be on an All Risk/Broad Form and Replacement Cost basis, and the AGLC shall be added as a Loss Payable and Additional Named Insured.

NOTE: Terminal insurance does not include any cash in the terminals. The retailer is responsible for all cash in the terminals under their Retailer Agreement.

Thirty (30) days advanced written notice of cancellation or material change restricting coverage to your insurance policy must be given to AGLC.

VIDEO LOTTERY REQUIREMENTS

Breakdown of Property:

- $25,000 per vlt
- $2,500 i-LINK™
- AGLC Communication Hardware
  - $1,200 (1 – 6 vlts)
  - $2,400 (7 – 10 vlts)
  - $3,600 (15 – 18 vlts)
  - $4,800 (19 – 24 vlts)
  - $6,000 (25 – 30 vlts)
- $2,000 Telus Communication Equipment
- $800 Cabling

ELECTRONIC BINGO REQUIREMENTS

- $3,950 per SQL Server (server, monitor, keyboard and UPS)
- $1,255 per Client (POS or Caller) Station (CPU workstation, touchscreen monitor and UPS)
- $500 per thermal printer
- $1,048 per laser printer
- $10,000 network cabling cabinet
- $9,000 - $20,000 LAN wiring
- $200 per data switch
- $400 Gecko network switch
- $1,575 per fixed base unit (Gecko)

LOTTERY TICKET REQUIREMENTS

- $10,000 for ticket terminal and related equipment

KENO REQUIREMENTS

- $10,000 for ticket terminal and related equipment
- $900 per TV
- $395 for TVCU (controller)
  (Note: If a ticket terminal already exists, $395 plus $900 per TV additional insurance is required for KENO)

Use of Information

The information you provide on this form is collected under the authority of the Gaming and Liquor Act, Gaming and Liquor Regulation, and the Freedom of Information and Protection of Privacy (FOIP) Act, section 33(c). The information is strictly for the use of the Alberta Gaming and Liquor Commission in assessing eligibility. Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request. If you have any questions about the collection or use of the information, please contact:

Alberta Gaming and Liquor Commission
50 Corriveau Avenue
St. Albert, AB T8N 3T5
Telephone: 780-447-8600 Toll-free: 1-800-272-8876
Fax: 780-447-8910

AGLC
Alberta Gaming & Liquor Commission

50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5

Telephone 780-447-8600
Fax 780-447-8910
aglc.ca

PRE-AUTHORIZED DEBIT (PAD) AGREEMENT FOR BUSINESS (ELECTRONIC GAMES - CASINO RETAILER)

1. Retailer Information

Retailer's Corporate Name _____

Retailer Doing Business As _____

Retailer Number

2. Retailer Bank Account Information*

Financial Institution Name (the "Bank") _____

Branch Name _____

Branch Address _____

City, Province, Postal Code _____

**This information can be obtained from your bank branch.*

Bank Number		

Transit Number				

Account Number											

Attach a sample cheque for this account marked "Void".

3. Pre-Authorized Debit (PAD) Agreement

In consideration for Alberta Gaming & Liquor Commission (AGLC) entering into a retailer agreement with the Retailer, the Retailer hereby authorizes AGLC to debit the account identified above for the **invoiced variable amount** owed to AGLC by the Retailer under such retailer agreement. Each debit by the Bank shall be the same as if the undersigned had personally issued a cheque (or order) in favor of AGLC. Any delivery of this Authorization to the Bank constitutes delivery by the Retailer. The Retailer agrees to give advance written notice to AGLC of any change with respect to the account against which Pre-Authorized Payments are to be drawn.

This agreement and the Authorization shall remain in full effect until it is revoked or until such time as there is no retailer agreement in force with AGLC or until AGLC no longer employs this arrangement, for whatever reason, for receipt of payments from the Retailer. This agreement applies only to the method of payment between the Retailer and AGLC. This agreement does not affect the retailer agreement or any other contract respecting goods or services between the Retailer and AGLC. The Retailer may revoke its authorization at any time for this payment method, subject to providing notice of 30 days to AGLC.

The Retailer has certain recourse rights if any debit does not comply with this Agreement. For example, the Retailer has the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on recourse rights, a sample cancellation form, or further information on right to cancel a PAD Agreement, contact any financial institution or visit www.cdnpay.ca.

The undersigned Retailer hereby agrees to waive the 10 day pre-notification requirement as set out in the Canadian Payment Association - Rule H1. This authority is to remain in full effect until such time as the Electronic Games - Casino Retailer Agreement is terminated by the AGLC, or the Retailer requests termination in writing of the Electronic Games - Casino Retailer Agreement, or until the AGLC no longer employs this arrangement, for whatever reason, for receipt of payments from the Retailer.

Dated this _____ day of _____, 20___ Effective date:_____

Retailer:_____

Per:_____ Name/Title:_____
Sign Name Print Name and Title

Per:_____ Name/Title:_____
Sign Name Print Name and Title

Bank verification of Bank Account Signatory/ies is required

ELECTRONIC GAMES - CASINO RETAILER AGREEMENT

PARTIES TO THE AGREEMENT:

ALBERTA GAMING AND LIQUOR COMMISSION, (the "AGLC")

and

_____ (the "Casino Retailer")

Preamble:

- Pursuant to Section 207 of the *Criminal Code* R.S.C. 1985, c.C-46, it is lawful for the Province of Alberta to conduct and manage lottery schemes;
- Pursuant to the provisions of the *Gaming and Liquor Act* (Alberta), the AGLC has been authorized to conduct and manage provincial lotteries, which includes Electronic Games on Gaming Terminals, in the Province of Alberta; and
- The AGLC intends to install Gaming Terminals and conduct and manage Electronic Games within the Casino Retailer's Premises.

THE PARTIES agree as follows:

1. **Distribution:** Subject to the terms and conditions contained in this Agreement, the AGLC has agreed to install one or more Gaming Terminals, together with certain related Fixtures and signs within or about the Casino Retailer's business Premises described in the Casino Retailer Information Schedule A.

2. **Schedules:** The following schedules, as they may be amended from time to time, form part of and are incorporated as integral parts of this Agreement and any obligations or rights set out in such schedules form part of the Agreement as if they were fully set out in the main body of this Agreement:

Label	***Schedule:***	***Version of Schedule Applicable at Signing****
A	Casino Retailer Information	A01
B	Casino Retailer Obligations	B01
C	General Terms	C01
D	Termination & Liability	D01

**Note: Copies of the current applicable version of each of these schedules can be obtained by contacting the AGLC.*

3. **Casino Retailer Obligations:** The Casino Retailer agrees to perform the promises and covenants set out in the Casino Retailer Obligations, Schedule B.

4. **The AGLC's Obligations:** In consideration of all the services to be performed by the Casino Retailer under this Agreement, the AGLC agrees that it will:
(a) provide Gaming Terminals for installation in the Premises. The number and type of Gaming Terminals provided by the AGLC will be in accordance with policies established by the AGLC from time to time. In the event of changes in policy regarding the allocation or placement of Gaming Terminals, the AGLC may adjust the number or type of Gaming Terminals provided to the Premises;
(b) pay for the initial installation of internal data lines and Gaming Terminals;
(c) pay for rental charges of data communications services required for the operation of the Gaming Terminals;
(d) provide and install Supplied Equipment and provide point of sale material and such other promotional materials as the AGLC may from time to time determine to be appropriate; and
(e) provide supplies which the AGLC deems necessary for the Casino Retailer's performance of this Agreement.

5. **Ownership of Supplied Equipment:** The Casino Retailer agrees that the Supplied Equipment and anything provided by the AGLC is the sole property of the AGLC and may be suspended or removed by the AGLC at any time. The Casino Retailer is a bailee only of the Supplied Equipment and has no property interest in it.

6. **Prevailing Facts and Records:** In the event of any inconsistency between any records generated by the Casino Retailer, by the Gaming Terminals or by the Central Computer System, the final record will in each case be determined by the information and records generated by the Central Computer System and the Casino Retailer will be bound thereby and account to the AGLC on the basis of information generated by the Central Computer System.

7. **Amendment of Agreement by the AGLC:** The parties agree that the AGLC has the right, in its discretion and at any time, to unilaterally amend, revise or supplement the terms of this Agreement (including but not limited to replacement of any Schedule to this Agreement) provided that:
(a) no such amendment, revision or supplementation will take effect under the Agreement as against the Casino Retailer until the latter of:
  (i) seven (7) days after notice of such amendment, revision or supplementation has been given to the Casino Retailer; or
  (ii) the date specified in such notice on which the amendment will take effect.
(b) for greater certainty, if the Casino Retailer has not served notice of termination of the Agreement, any use by the Casino Retailer of the Supplied Equipment at any time after the latter date determined under Section 7(a) shall conclusively be deemed to be agreement to and acceptance of the said amendment, revision or supplementation by the Casino Retailer.

NOTWITHSTANDING THE DATE OF EXECUTION, the parties have made this Agreement effective _____
Date

ALBERTA GAMING AND LIQUOR COMMISSION

Per: _____

Name: _____Insert Name_____
Vice President, Lottery and Gaming Services

CASINO RETAILER

_____
CASINO RETAILER

_____
Witness Signature

Per: _____
Casino Retailer Signature

Print Name: _____

Name: _____

_____
Head Office Address of Casino Retailer

Electronic Games - Casino Retailer Agreement
Casino Retailer Information Schedule "A" (Version Number: A01)

Effective Date of Schedule: (Date)

This schedule sets out the particulars of the Casino Retailer's Premises for the Agreement and is incorporated by reference into the Electronic Games - Casino Retailer Agreement with **<insert retailer name>**. This schedule may be amended from time to time in accordance with the terms of the Agreement. A copy of the current applicable version of this schedule can be obtained by contacting the AGLC.

CASINO RETAILER INFORMATION:
Address for Service of Casino Retailer under Agreement:

Mailing Address: _____

Phone Number: _____

Facsimile Number: _____

Email Address: _____

Signatory: _____

Note: Information for the Casino Retailer or the Premises may be changed by giving notice of the change to AGLC under section C9.

Retailer Number:		**Civic Address:**	
Premises Name:			

Electronic Games - Casino Retailer Agreement
Casino Retailer Obligations Schedule "B" (Version Number: B01)

Effective Date of Schedule: (Date)

This schedule sets out particular Casino Retailer obligations for the Agreement and may be amended from time to time in accordance with the terms of the Agreement. A copy of the current applicable version of this schedule can be obtained by contacting the AGLC.

The Casino Retailer promises and agrees:

B1. **Access to Premises:** to allow the AGLC and any person, firm or corporation acting on its behalf, access to the Premises for the purposes of installing or repairing Supplied Equipment, the purposes of investigating any public complaints, criminal or otherwise, and for the purposes of ensuring compliance of the Casino Retailer with this Agreement and the terms and conditions, rules and regulations, policies, instructions, directives, operating manuals, standards and guidelines as Prescribed by the AGLC.

B2. **Advertising & Notices:** to install, post and display prominently at such location(s) within or about the Premises signs or promotional material as may be required by the AGLC such as rules of play, point of sale, redemption and other promotional material relating to Gaming Terminals as may from time to time be designated or provided by the AGLC, and to use no signs or promotional material relating to Gaming Terminals which are not provided or approved by the AGLC.

B3. **Availability:** to have trained staff available for payment of winnings to Players during all hours and days of licenced gaming.

B4. **Banking & Proceeds:** to make deposits of all monies received from Electronic Games less winnings paid and remuneration as Prescribed in a bank account designated by the AGLC at the times designated by the AGLC. The AGLC reserves the right to request payment by certified cheque, payable to the AGLC, of any amount due from the Casino Retailer to the AGLC. The Casino Retailer acknowledges that all monies received from Electronic Games less winnings paid and remunerations as Prescribed are the property of the AGLC and that the Casino Retailer receives, holds and deals with the same as bare trustee for the AGLC.

B5. **Compliance:** to provide the services in this Agreement in accordance with terms and conditions, rules and regulations, policies, instructions, directives, operating manuals, standards and guidelines as Prescribed by the AGLC.

B6. **Consent:** to undergo and permit a complete security screening, including financial reliability, by the AGLC, or any other person, firm or agency performing a security screening service at the request of the AGLC.

B7. **Employee Training:** to attend or to appoint one or more employees acceptable to the AGLC who will attend such training sessions as the AGLC will from time to time require in order to ensure that the Casino Retailer and their employees are properly trained in the operation of the Gaming Terminals and for the performance of such other services as the Casino Retailer is required to perform.

B8. **Exclusiveness:** to not, without the prior written consent of the AGLC, in any way promote any other gaming activity or engage in any activities in competition with the Electronic Games conducted and managed by the AGLC.

B9. **Facility Standards:** to meet the facility standards requirements as Prescribed in the terms and conditions, rules and regulations, policies, instructions, directives, operating manuals, standards and guidelines provided by the AGLC.

B10. **Financial Security:** to obtain, if required by the AGLC and at the Casino Retailer's expense, financial security on such terms and in such amount as may be required by the AGLC, to cover the obligations of the Casino Retailer to the AGLC.

B11. **General Compliance:** to comply with the terms and conditions, rules and regulations, policies, instructions, directives, operating manuals, standards and guidelines of the AGLC respecting Electronic Games, Gaming Terminals, casino facility licences, liquor licenses and the provisions of this Agreement.

B12. **Granting Credit:** not to offer loans, grant credit or provide advances on credit cards to enable a person to play Electronic Games.

B13. **Hold Harmless:** to hold harmless the AGLC from any and all third party claims, demands, or actions for which the Casino Retailer is legally responsible, including those arising out of negligence, wilful harm, or crimes by the Casino Retailer or the Casino Retailer's employees or agents. This hold harmless will survive this Agreement.

B14. **Hours of Operation:** to not change the hours during which the Premises are open for business without giving prior notice to the AGLC.

B15. **Indemnity:** to indemnify the AGLC from any and all costs as a result of a breach by the Casino Retailer of any provisions of this Agreement or of the terms and conditions, rules and regulations, policies, instructions, directives, operating manuals, standards and guidelines of the AGLC.

B16. **Insurance**: that the Casino Retailer will, without limiting the obligations or liabilities under this Agreement and at the Casino Retailer's own expense, provide and maintain the following insurance in forms and amounts acceptable to the AGLC:
- (a) commercial general liability in an amount not less than $2,000,000 inclusive per occurrence against bodily injury and property damage including loss of use thereof. Such insurance shall include blanket contractual liability, personal injury, and employees as additional insured;
- (b) property insurance on all Supplied Equipment provided by the AGLC. Coverage will be on an All Risk/Broad Form and Replacement Cost basis;
- (c) the AGLC will be added as loss payable and additional named insured with respect to all Supplied Equipment provided by the AGLC;
- (d) all required insurance will be endorsed to provide the AGLC with 30 days advance written notice of cancellation or material change; and
- (e) the Casino Retailer will provide the AGLC with evidence of all required insurance in the form of a completed AGLC Certificate of Insurance.

B17. **Location:** to provide at the Premises, the location(s) approved by the AGLC for installation of any Supplied Equipment.

B18. **Maintenance:** to refill ticket stock, clear bill and ticket jams, clean screens and button panels as instructed by the AGLC in the day to day maintenance of the Gaming Terminal and to perform no other mechanical or electrical maintenance thereon unless directed to do so by the AGLC.

B19. **Manual Maintenance:** to maintain and make available to its employees, a copy of any Prescribed manuals as applicable.

B20. **Minors:** to not permit a person under the age of 18 years to play an Electronic Game and to maintain an age controlled (18+) environment for Gaming Terminals.

B21. **Movement of Supplied Equipment:** to not move the Supplied Equipment without the approval of the AGLC.

B22. **On-Site Security:** that the Casino Retailer will:
- (a) be responsible for the on-site security of any Supplied Equipment or other property of the AGLC on the Premises and, without limiting the generality of the foregoing, the Casino Retailer will not and will not permit a person to:
  - (i) remove a Gaming Terminal from the Premises or place a Gaming Terminal in the Premises without the prior written consent of the AGLC; or
  - (ii) manipulate or attempt to manipulate a Gaming Terminal in an effort to influence the outcome or payout of an Electronic Game; or
  - (iii) activate or attempt to activate a Gaming Terminal by fraudulent means.
- (b) immediately notify the AGLC of any suspicious activity or any activity which may be deemed to have a wrongful intent.

B23. **Payment of Winnings:** to ensure Players receive payment of winnings in accordance with policy and guidelines as Prescribed by the AGLC.

B24. **Physical Responsibility:** to be responsible for the physical security of and to exercise due diligence in the operation and care of the Supplied Equipment and to immediately notify the AGLC of any malfunction, loss, or damage to the Supplied Equipment.

B25. **Play of Gaming Terminals:** to permit play of Gaming Terminals only during the days/hours as Prescribed by the AGLC.

B26. **Promotional Events:** to not use any Gaming Terminal to conduct promotional events without the prior written approval of the AGLC.

B27. **Provision of Outside Cabling:** to provide, at the Casino Retailer's expense and in the area of the Casino Retailer's Premises selected by the AGLC, outside cabling to bring the required services from the street to the Premise's utility room as Prescribed by the AGLC. Except as otherwise provided herein, the AGLC will not be responsible for any costs whatsoever incurred by the Casino Retailer in connection with the installation and removal of outside cabling.

B28. **Provision of Electrical Services:** to provide, at the Casino Retailer's expense and in the area of the Casino Retailer's Premises selected by the AGLC, the dedicated electrical circuit(s) as Prescribed by the AGLC. Except as otherwise provided, the AGLC will not be responsible for any costs whatsoever incurred by the Casino Retailer in connection with the installation and removal of electrical wiring and outlets.

B29. **Records:** to maintain current and accurate records of all amounts of monies paid into any Gaming Terminal by Players, of all Credits paid to Players from any Gaming Terminal and of all withdrawals of monies removed from any Gaming Terminal in conformity with the terms and conditions, rules and regulations, policies, instructions, directives, operating manuals, standards and guidelines of the AGLC. Such records shall be available and may be removed upon request from the Premises as so required by the AGLC for inspection and/or audit.

B30. **Reasonable Courtesy:** to provide reasonable courtesy to Players and at such standards as may be reasonably expected of a prudent business person.

B31. **Repairs & Losses:** to be responsible to the AGLC for the cost of repairing any Fixtures or signs destroyed, damaged, defaced, lost or stolen while on the Premises and in the care of the Casino Retailer and for the cost of any repair to the Gaming Terminals other than repair necessitated by normal wear and tear or by defect in the manufacturing or by defective maintenance service provided by the AGLC or by the AGLC's employees, agents or contractors.

B32. **Risk of Loss:** to bear the risk of loss and be responsible for lost, stolen and missing monies relating to the operations of the Gaming Terminals.

B33. **Safety:** to be responsible for and to ensure the personal safety of all representatives of the AGLC while they are located on the Casino Retailer's business Premises.

B34. **Sales Volume:** to maintain the projected or anticipated volume of sales and comply with the profitability guidelines and consumer demand criteria as Prescribed by the AGLC.

B35. **Staff:** as Prescribed by the AGLC, to prohibit casino personnel from playing Gaming Terminals where employed. Volunteer staff, charity workers and registered casino advisors are prohibited from playing Gaming Terminals for the duration of the casino event where they are working.

B36. **Status:** to acknowledge that the Casino Retailer is not an employee, agent, representative, joint venture or partner of the AGLC and will not represent or hold himself out to be other than an independent contractor pursuant to this Agreement.

B37. **Utilities:** to be responsible for the payment of all utility charges in connection with the operation of Supplied Equipment.

Electronic Games - Casino Retailer Agreement
General Terms Schedule "C" (Version Number: C01)

Effective Date of Schedule: (Date)

This schedule sets out general terms for the Agreement and may be amended from time to time in accordance with the terms of the Agreement. A copy of the current applicable version of this schedule can be obtained by contacting the AGLC.

C1. **Assignment:** this Agreement may be assigned by the AGLC. Any assignment or attempted assignment by the Casino Retailer of this Agreement without the prior written consent of the AGLC renders this Agreement null and void.

C2. **Definitions:** In the Agreement:

(a) **"Agreement"** Means this Electronic Games - Casino Retailer Agreement and includes any schedules as amended from time to time.

(b) **"Central Computer System"** Means the computer(s) to which all AGLC Gaming Terminals are connected and which records all data relating to the operation of each of the Gaming Terminals so connected.

(c) **"Credits"** Means the amount of money determined by a Gaming Terminal to be payable to a Player as a result of the Player's operation of the Gaming Terminal.

(d) **"Electronic Game" M**eans a lottery scheme played on a Gaming Terminal in which, upon payment of lawful currency, a person by chance may receive credit(s) that can be redeemed for further play or money.

(e) **"Fixtures"** Means auxiliary equipment and supplies required for the operation of the Gaming Terminals, including but not limited to the clerk validation terminal, i-LINK™ (Video Lottery site controller) if applicable, Ticket Redemption Kiosks, Validation PCs, Audit PCs, Security PCs, additional system hardware (ticketing, digital signage and gaming terminal support), stools, money handling equipment, printer, communications equipment and cabling.

(f) **"Gaming Terminal"** Means a computer, video device or machine that is used, or could be used, to play a lottery scheme as defined in the Criminal Code (Canada) where, on insertion of money or a token or on payment of any consideration a person may receive or be entitled to receive money, either directly from the computer, video device or machine or in another manner.

(g) "**Last Known Address"** Means the last postal address, the last facsimile number or the last email address provided by the Casino Retailer to the AGLC in Schedule A or by subsequent notice under section C9.

(h) **"Player"** Means a person 18 years or older who has paid lawful currency in exchange for the privilege to play a Gaming Terminal;

(i) **"Premises"** Means the Casino Retailer's Premises described in Schedule A for operation of the Supplied Equipment.

(j) **"Prescribed"** Means as adopted in writing from time to time by the AGLC;

(k) **"Supplied Equipment"** Means the Gaming Terminals, signs (includes video signage as well as terminal and non-terminal signage) and Fixtures which may be provided by the AGLC.

C3. **Entire Agreement:** this Agreement constitutes the entire Agreement between the Casino Retailer and the AGLC and supersedes all prior Agreements, oral or written, among the parties and can only be modified or amended as set out in paragraph 7 of this Agreement; saving and excepting that terms and conditions, rules and regulations, policies, instructions, directives, operating manuals, standards and guidelines of the AGLC as Prescribed by the AGLC to the Casino Retailer will be binding upon the Casino Retailer to the same extent as if incorporated into and forming part of this Agreement.

C4. **Gender/Number:** the masculine gender where used will include the feminine or neuter or vice versa and the singular will include the plural where the context requires.

C5. **Intellectual Property:** the Casino Retailer agrees that the AGLC and its respective licensors, if any, own all intellectual property rights including all patents, trademarks, copyrights and industrial designs in all of the Supplied Equipment.

C6. **Interruption of Postal Service:** except during periods of a postal strike or of a general interruption of postal services any notice given by registered mail will be deemed to have been received on the second business day following posting of the same. In the case of service by facsimile transmission a notice will be deemed to have been received on the next business day following the day of sending. In the case of service by email a notice will be deemed to have been received on the next business day following the day of sending.

C7. **Law:** this Agreement will be construed and enforced in accordance with, and the rights of the parties shall be governed by, the laws of the Province of Alberta.

C8 **Remuneration:** The Casino Retailer is not entitled to other remuneration with respect to services supplied pursuant to this Agreement except such amounts by way of commission based on a percentage from time to time established by the AGLC.

C9. **Service of Notice on the AGLC:** any notice permitted or required to be given by the Casino Retailer to the AGLC in relation to this Agreement may be provided by any reasonable means, such as courier, fax, registered mail, ordinary mail, e-mail as prescribed or personal delivery to the head office of the AGLC located at 50 Corriveau Ave, St. Albert, Alberta, T8N 3T5, Fax: 780-447-8910.

C10. **Service of Notice on Casino Retailer:** Any notice permitted or required to be given by the AGLC to the Casino Retailer in relation to this Agreement may be given to the Casino Retailer at its Last Known Address and may be provided by any reasonable means, such as courier, fax, registered mail, ordinary mail, e-mail or personal delivery to the Casino Retailer at the Premises.

C11. **Severance:** if any covenant or term or the application to any person, or to any circumstances, to any extent is held invalid or unenforceable, the remainder of this Agreement or the application of the term, covenant or condition to any person or circumstances, other than those as to which it is held invalid or enforceable, will not be affected and each term, covenant and condition hereof will be valid and enforceable to the full extent permitted by law.

C12. **Waiver:** no waiver by the AGLC of the covenants, agreements or obligations of the Casino Retailer will be deemed to be a waiver of any subsequent breach of such, or any other, covenant, agreement or obligation under this Agreement, nor will any single or partial exercise of any right, power, or privilege hereunder preclude any other right, power or privilege.

Electronic Games - Casino Retailer Agreement
Termination & Liability Schedule "D" (Version Number: D01)

Effective Date of Schedule: (Date)

This schedule sets out the provisions addressing termination of and liability under the Agreement and may be amended from time to time in accordance with the terms of the Agreement. A copy of the current applicable version of this schedule can be obtained by contacting the AGLC.

D1. **Duration of Agreement:** The Agreement continues until terminated in accordance with these provisions.
D2. **Termination by Casino Retailer:** The Casino Retailer may terminate the Agreement on seven (7) days' written notice to the AGLC.
D3. **Termination by the AGLC Without Cause:** The AGLC may terminate this Agreement without cause or reason on seven (7) days written notice to the Casino Retailer.
D4. **Termination by the AGLC with Cause:** The AGLC may terminate this Agreement without notice upon the happening of any of the following events:
   (a) failure of the Casino Retailer to comply with the terms and conditions, rules and regulations, policies, instructions, directives, operating manuals, standards and guidelines of the AGLC respecting Electronic Games, Gaming Terminals, casino facility licences, liquor licences, or the provisions of this Agreement;
   (b) failure of the Casino Retailer to pay monies due to the AGLC pursuant to the terms of this Agreement;
   (c) the Casino Retailer sells, reorganizes, fails to remain actively involved in, or changes the nature of the business conducted by the Casino Retailer or a significant portion thereof or interest therein;
   (d) the Casino Retailer is a body corporate, other than a corporation the shares of which are publicly traded, if the principals of the corporation at the time of the signature of this Agreement fail to remain actively involved in the business or if voting control of the Casino Retailer changes;
   (e) the Casino Retailer or any of its principals or senior employees are charged or convicted of a criminal or federal offence;
   (f) the bankruptcy or insolvency of the Casino Retailer or if a receiver or liquidator is appointed over some or all of the assets of the Casino Retailer or in the event any of the assets of the Casino Retailer are seized or distrained upon;
   (g) the Casino Retailer is no longer entitled to occupy the Premises in which the Supplied Equipment is located;
   (h) the discovery by the AGLC of any misrepresentations made by the Casino Retailer on the application form or any other documents required to be submitted to the AGLC;
   (i) the Casino Retailer or any employees or agents engaging in or permitting any activity in the Premises that is contrary to any municipal bylaw or any Act or regulation of Alberta or Canada or engaging in any activity that detracts from the integrity with which gaming activities are to be conducted in Alberta;
   (j) the Casino Retailer or any employees or agents hindering, obstructing or impeding an AGLC Inspector in the performance of the Inspector's duties.
D5. **Election to Remove:** Upon the happening of any of the events under D4 above, the AGLC may, instead of terminating this Agreement, elect to remove one or more Gaming Terminals from the Premises.
D6. **Suspension:** The AGLC may, without terminating this Agreement, immediately suspend the Casino Retailer's ability to operate the Supplied Equipment where there has been a breach of this Agreement by the Casino Retailer, or where the AGLC anticipates there will be a breach of this Agreement by the Casino Retailer or for any reason.
D7. **Continuing Obligations of Casino Retailer:** Notwithstanding the termination of this Agreement for any reason, the Casino Retailer will be obligated to account to the AGLC and pay and deliver to the AGLC all monies and property of the AGLC. The provisions of this paragraph shall survive the termination of this Agreement and will remain enforceable until complied with by the Casino Retailer.
D8. **Limitation of Liability on the AGLC:** The Casino Retailer acknowledges that the AGLC shall not be liable to the Casino Retailer for any loss or injury resulting from:
   (a) fire or other occurrence resulting from the installation, use or removal of the Supplied Equipment or any internal data lines or other facilities installed for the operation of the Supplied Equipment;
   (b) failure or malfunction of the Supplied Equipment or any internal data lines or other facilities installed for the operation of the Supplied Equipment;
   (c) reasonable defacement of the Premises necessarily associated with installation, repair or removal of the Supplied Equipment or any internal data lines or other facilities installed for the operation of the Supplied Equipment;
   (d) interruptions or cessations of the operation of any Supplied Equipment on the Premises and any resulting loss of business to the Casino Retailer whether from any Gaming Terminal or otherwise, whether or not such loss or injury is as a result of the negligence or deliberate act of the AGLC, its servants or agents.

Alberta Progressive

Jackpot

RECEIPT

PLAYER Information

Player's Signature

Date

Player's Name (Print)

Player's Identification

CASINO/REC Information

Casino/REC Name (Print)

Casino/REC Phone Number

JA Number

Machine Number

Casino/REC Staff Signature

Casino/REC Slot Supervisor Signature

Casino/REC Staff Name (Print)

Casino/REC Slot Supervisor Name (Print)

PAYOUT Information

Please clearly indicate method of payment.

☐ **Cash** Amount $

☐ **Cheque** Amount $

Cheque #

☐ **Balance Paid by AGLC Cheque** Amount $

Cheque #

AGLC Alberta Gaming & Liquor Commission

FORM GPS / 6593 (2012 - Sept)

TOP COPY - PLAYER

BOTTOM COPY - CASINO

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 Vice President, Regulatory Services 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 Vice President 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.

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.

SECTION: 12. ENFORCEMENT OF LEGISLATION

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.

12.1.16 A decision of the Board under the *Gaming and Liquor Act* is final.

SECTION: 12. ENFORCEMENT OF LEGISLATION

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.

SECTION: 12. ENFORCEMENT OF LEGISLATION

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 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 it wishes to be present and make representations at the Board hearing or if it will submit a written presentation to the Board and not personally attend the hearing.

SECTION: 12. ENFORCEMENT OF LEGISLATION

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 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.

SECTION: 12. ENFORCEMENT OF LEGISLATION

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.

SECTION: 12. ENFORCEMENT OF LEGISLATION

12.5 ADMINISTRATIVE SANCTIONS

12.5.1 The Board has established administrative sanctions for specific violations of the *Gaming and Liquor Act*, *Gaming and Liquor Regulation* and Board policy. Penalties may vary from the listed sanctions at the discretion of the Board, depending on the circumstances of the violation.

SECTION: 13. ELECTRONIC GAMING

13.1 GENERAL

13.1.1 The authority to conduct and manage provincial lotteries, which includes Electronic Games on Gaming Terminals, is contained in the *Criminal Code* (Canada) and the *Gaming and Liquor Act* (Alberta). *(Amended Jan. 2015)*

13.1.2 Gaming Terminals, including slot machines and VLTs, are installed in a licensed casino facility subject to the terms and conditions of the Electronic Games – Casino Retailer Agreement between the Casino Facility Licensee (Casino Retailer) and the AGLC. A sample of the Electronic Games – Casino Retailer Agreement is located in Section 11. *(Amended Jan. 2015)*

13.1.3 The AGLC installs the following types of Gaming Terminals within a licensed casino facility for the purpose of conducting and managing Electronic Games: *(Added Jan. 2015)*

a) Slot machines, including electronic table games (see Section 16); and

b) Video Lottery Terminals (VLTs) (see Section 17).

13.1.4 Space and services provided for the operation of Gaming Terminals is the sole responsibility of the Casino Facility Licensee and does not involve the charity licensee volunteers. The Slot Manager is responsible for the supervision of operations for Gaming Terminals in a licensed casino facility as set out in Section 6.13. *(Amended Jan. 2015)*

13.1.5 The AGLC is authorized to conduct security inspections and enforcement activities. Violations of the Casino Terms & Conditions and Operating Guidelines may result in: *(Amended Jan. 2015)*

a) penalties as set out in Section 12.5, Penalty Guidelines; and

b) any of the following as provided for in the Retailer Agreement: *(Added Jan. 2015)*

i) termination of the Retailer Agreement by the AGLC with cause;

ii) election to remove one or more Gaming Terminals; or

iii) suspension of the Casino Retailer's ability to operate the Supplied Equipment.

SECTION: 13. ELECTRONIC GAMING

13.1.6 Only electronic gaming devices authorized by the AGLC are permitted in a licensed casino facility. *(Added Jan. 2015)*

13.1.7 No person is allowed to tamper with Gaming Terminals or other Supplied Equipment. *(Added Jan. 2015)*

13.1.8 The following persons are prohibited from playing Gaming Terminals: *(Added Jan. 2015)*

a) minors (anyone under the age of 18 years);

b) anyone who appears to be intoxicated by liquor or a drug;

c) Volunteer staff and charity workers for the duration of the casino event where they are working; and

d) casino facility staff (see Subsection 6.2.10).

13.1.9 Casino Facility Licensees must complete and submit the following prior to the installation of Gaming Terminals: *(Added Jan. 2015)*

a) Electronic Games – Casino Retailer Application Form;

b) Electronic Games – Casino Certificate of Insurance Form (updated annually);

c) Pre-Authorized Debit (PAD) Agreement for Business (Electronic Games – Casino Retailer) Form, void cheque or equivalent and an Account Verification Letter from the financial institution; and

d) Signed Electronic Games – Casino Retailer Agreement.

Note: All forms are located in Section 11.

13.1.10 Advertising and Promotions for Gaming Terminals: *(Added Jan. 2015)*

a) advertising and promotions conducted by Casino Facility Licensees must be in accordance with Sections 1.15 and 1.16 of this handbook; and

b) at its sole discretion, the AGLC may conduct or participate in advertising and promotions related to electronic gaming activities.

13.1.11 Progressive Jackpot Verification and Payment

a) The Casino Facility Licensee must:

i) notify Hotline immediately at 1-800-561-4415 in the event of a wide area and local area progressive jackpot; and

ii) follow the instructions provided by Hotline for progressive jackpot verification and payment.

13.1.12 Equipment

a) The AGLC will provide the following equipment upon installation of Gaming Terminals in a licensed casino facility: *(Amended Jan. 2015)*

i) a number and mix of Gaming Terminals as determined by the AGLC pursuant to the terminal allocation policies in Section 16, Slot Machines and Section 17, Video Lottery Terminals;

ii) ticket redemption kiosks (TRKs) related to Slot Machine operations (see Section 16, Slot Machines); and

iii) Fixtures including auxiliary equipment and supplies deemed necessary for the operation of the Gaming Terminals.

b) The Casino Facility Licensee must: *(Amended Jan. 2015)*

i) provide electrical service 24 hours per day. For specifications, see Section 16, Slot Machines and Section 17, Video Lottery Terminals;

ii) provide Comprehensive or Commercial General Liability and Property insurance per terms of the Retailer Agreement;

iii) ensure a telephone is available in such proximity to the location of the Supplied Equipment so that an individual who is operating or repairing the Supplied Equipment may simultaneously carry on a telephone conversation and receive instruction regarding equipment operation or maintenance; *(Added Jan. 2015)*

iv) ensure paper supplies for Supplied Equipment are handled and stored in accordance with AGLC procedures; *(Added Jan. 2015)*

v) report any Gaming Terminal 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 5.7 – Theft and Cheating at Play Procedures;

vi) report an unusually high number of TITO ticket paper fills to Hotline immediately at 1-800-561-4415 and verify the operational integrity of the slot machine as instructed by Hotline or through operational bulletins;

vii) provide any customer who is involved in any Gaming Terminal dispute with the gaming irregularities number, 1-800-742-7818. The AGLC investigates all complaints;

viii) ensure that play on a Gaming Terminal that appears to be malfunctioning is discontinued immediately; and

ix) ensure staff awareness that any Gaming Terminal malfunction voids all plays and pays (see Subsections 16.3.5 and 17.3.9).

13.1.13 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.

b) VLT hours are as follows:

i) for a maximum of 17 hours daily between 10 a.m. and 3 a.m., seven (7) days per week; and

ii) only during the hours the casino facility is open to the public.

c) The Casino Facility Licensee must fax a schedule of the hours of operation (see also Section 1.13) to the AGLC Hotline two (2) weeks in advance of any proposed changes for:

i) Gaming Terminals; and

ii) table games.

13.1.14 Ensure all staff responsible for operating Gaming Terminals receive training in the: *(Added Jan. 2015)*

a) operation of the Supplied Equipment including the validation of tickets from Gaming Terminals;

b) general maintenance of Gaming Terminals; and

c) Deal Us In Casino Staff Training program(s) (see Section 1.7). *(Amended Apr 2016)*

13.1.15 Financial Obligations *(Amended Jan. 2015)*

a) all monies received from Gaming Terminals less winnings paid and commissions are the property of the AGLC;

b) the Casino Facility Licensee is a bare trustee for the AGLC;

c) the Casino Facility Licensee will be responsible for the following costs:

i) all utility charges in connection with the operation of the Supplied Equipment, including the provision of the telephone (see Subsection 13.1.8 b) (iii));

ii) replacement of any Supplied Equipment, destroyed, lost or stolen while on the premises and in the care of the Casino Facility Licensee;

iii) damaged, lost or stolen keys, including the costs of key replacement and new locks; *(Added Jan. 2015)*

iv) any lost, stolen or missing monies relating to the operation of the Gaming Terminals; and

v) any repairs to the Supplied Equipment due to damage or physical abuse (repairs not necessitated by normal wear and tear or by defect in the manufacturing or by defective maintenance service by the AGLC or its employees, agents or contractors);

d) payment for monies due to the AGLC is payable through electronic funds transfer;

e) failure to pay invoices may result in termination of the Retailer Agreement and removal of the Supplied Equipment; and

f) the Casino Facility Licensee must have required funds and trained staff available for payment of player's winnings to which players are entitled.

13.1.16 The relocation or temporary relocation of Supplied Equipment requires AGLC authorization: *(Added Jan. 2015)*

a) Casino Facility Licencees planning to undertake renovations or structural changes must also see Subsection 4.1.6;

b) all relocations and temporary relocations of any Supplied Equipment must be completed by AGLC employees or authorized agents;

c) the AGLC will arrange for the installation of all internal data lines to accommodate the relocation and operation of the Supplied Equipment; and

d) the Casino Facility Licensee is responsible for any damage to Supplied Equipment during an unauthorized relocation and must pay all repair or replacement costs (see Subsection 13.1.15 c) v)).

SECTION: 13. ELECTRONIC GAMING

13.2 SECURITY OF AGLC GAMING TERMINAL KEYS

(Added Sept. 2013)

13.2.1 The Casino Facility Licensee must acknowledge in writing the receipt of all Gaming Terminal keys supplied by the AGLC.

13.2.2 AGLC supplied Gaming Terminal keys and/or ASA cards must remain on the casino property at all times.

13.2.3 AGLC supplied Gaming Terminal keys must be securely stored within the casino facility with controlled access.

13.2.4 The Casino Facility Licensee must ensure that a log is maintained of all activities involving the AGLC supplied Gaming Terminal keys. The log will include the date and time the key(s) was signed out, the name and job title of the person using the key(s) and the date and time the key(s) was returned. The log must be retained for two years from the date of the last entry in the log.

13.2.5 The Casino Facility Licensee must ensure that AGLC Hotline is immediately notified when a Gaming Terminal key is damaged, lost, unaccounted for or not turned in at the end of day.

13.2.6 The Casino Facility Licensee is fully responsible for all costs related to replacing Gaming Terminal keys and locks due to damaged, lost or unaccounted for keys.

SECTION: 13. ELECTRONIC GAMING

13.3 ACCESS TO AGLC SERVER OR TITO ROOMS

(Deleted Jan 2017; Added Jan. 2015)

For policy regarding AGLC server room access and security see Sections 4.14 and 5.11.

SECTION: 13. ELECTRONIC GAMING

13.4 CONTACTING THE AGLC

(Amended Jan. 2015)

13.4.1 Key Phone/Fax Numbers

Hotline:	1-800-561-4415
Hotline Fax:	780-740-7014
Alberta Health Services	
Addiction Helpline:	1-800-332-2322
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. Background Check
8. Construction and Licensing

14.1.2 The series of steps in Subsection 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

b) corporation, includes the officers and directors of the corporation.

SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES

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;

g) or any other specified market area as determined by the Board.

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 Subsection 14.1.5; and

b) a "First Nation casino facility," meaning a licensed casino facility situated on an Indian reserve as defined in Subsection 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.

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.

SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES

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 Subsection 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 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 Subsection 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 Subsection 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 *Gaming and Liquor Act*.

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.

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;

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, or another amount specified, pursuant to section 28 of the *Gaming and Liquor Regulation* 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. *(Amended Mar 2016)*

14.2.8 The physical location of the proposed new facility is submitted as part of the valid Expression of Interest required in Subsection 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 complete Expression of Interest (see Subsection 14.2.7) to the final submission (see Subsection 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 Subsection 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 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 Subsection 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 deposit will be returned to the applicant. *(Amended Mar 2016)*

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);

b) have the balance of its deposit returned; and *(Amended Mar 2016)*

c) be advised of the right to request a hearing into the matter, as per Section 94 *Gaming and Liquor Act*.

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 Subsection 14.1.9a); and

b) a Notice of Expressed Interest for a First Nation casino facility as defined in Subsection 14.1.9b).

14.3.2 Following from Subsection 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.

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 Subsection 14.3.4.

14.3.7 Each Expression of Interest must contain information as described in Subsection 14.2.7 and an initial deposit of $10,000.00 or another amount specified to cover the cost of the background checks pursuant to section 28 of the *Gaming and Liquor Regulation*. *(Amended Mar 2016)*

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 Subsection 14.2.10.

14.3.10 An Expression of Interest withdrawn by an applicant will have the balance of its deposit returned. *(Amended Mar 2016)*

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 Subsection 14.3.12 c).

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 deposit returned; and *(Amended Mar 2016)*

c) be advised of the right to request a hearing into the matter, as per Section 94 *Gaming and Liquor Act*.

14.3.13 The AGLC will not consider the applicant referred to Subsections 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.

SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES

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 Subsection 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.

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 Subsection 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 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 deposit returned; and *(Amended Mar 2016)*

c) be advised of the right to request a hearing into the matter, as per Section 94 *Gaming and Liquor Act*.

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.

SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES

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.

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 Subsection 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.

14.5.9 Following from Subsection 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 Subsection 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 deposit returned; and *(Amended Mar 2016)*

c) be advised of the right to request a hearing into the matter, as per Section 94 *Gaming and Liquor Act*.

SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES

14.6 STEP FIVE: ACCEPTANCE OF PROPOSALS

14.6.1 Following Subsection 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 Subsection 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.

14.6.4 The physical location of the proposed new facility, as submitted as part of the valid Expression of Interest required in Subsection 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 Subsection 14.3.4.

14.6.6 Following from Subsection 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 in Subsection 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 Subsection 14.6.3.

SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES

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 Subsection 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

b) have the balance of their deposits returned. *(Amended Mar 2016)*

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.

SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES

14.7 STEP SIX: APPLICANT SELECTION

14.7.1 Following from Subsection 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 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, 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) a proposal to acquire police/peace officer resources to address the impact on policing and traffic flow. Applicants must contact the Police Planning and Contract Coordinator, Public Security Division, Solicitor General and Public Security (SGPS) regarding police peace officer resources and include the information received from SGPS in the proposal; 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 Subsection 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);

b) the balance of their deposit will be returned to them; *(Amended Mar 2016)*

c) be advised of the right to request a hearing into the matter, as per Section 94 GLA.

14.7.10 Following from Subsection 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 deposits returned; and *(Amended Mar 2016)*

SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES

c) be advised that the hearing process can only take place after one applicant has been moved to Step 8: Construction and Licensing.

SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES

14.8 STEP SEVEN: BACKGROUND CHECK

14.8.1 Following from Subsection 14.7.7, the Board may direct the AGLC to conduct a thorough background check into one or more applicants selected in Step Six: Applicant Selection. *(Amended May 2017; Amended Mar 2016)*

14.8.2 The background check 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. *(Amended Mar 2016)*

14.8.3 The background check process is described in Section 4.9 of the CTCOG. *(Amended Mar 2016)*

14.8.4 The AGLC will report the results of the background check to the Board. *(Amended Mar 2016)*

14.8.5 The Board will determine whether an applicant meets the requirements of the background check. *(Amended Mar 2016)*

14.8.6 If the Board determines an applicant meets the requirements of the background check, the Board may initiate Step 8: Construction and Licensing. *(Amended Mar 2016)*

14.8.7 If the Board determines an applicant has failed to meet the requirements of the background check, the application is rejected. Other application(s) may then be subject to background checks, as directed by the Board. No other applicant(s) will be moved to Step 7 until the conclusion of Subsection 14.8.8 c). *(Amended Mar 2016)*

14.8.8 The applicant who had its application rejected in Subsection 14.8.7 will:

a) be advised of the Board's decision and reason(s);

b) have the balance of its deposit returned; and *(Amended Mar 2016)*

c) be advised of the right to request a hearing into the matter, as per Section 94 *Gaming and Liquor Act*.

SECTION: 14. APPLICATION PROCESS FOR NEW LICENSED CASINO FACILITIES

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 Subsection 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.

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 Subsection 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 deposit returned; and *(Amended Mar 2016)*

c) be advised of the right to request a hearing into the matter, as per Section 94 *Gaming and Liquor Act*.

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 RELOCATION OF A CASINO FACILITY

15.1 GENERAL

(Added Nov 2017)

15.1.1 Approval of an expansion or licensing of a relocation of an existing licensed casino facility in a specified community may only be issued after all the respective requirements in this section have been met.

15.1.2 An application for the expansion or relocation of an existing licensed casino facility in a community within a market area is initiated by a casino facility licensee.

15.1.3 In Section 15, 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 Indigenous and Northern Affairs Canada (INAC) located within the provincial boundaries of Alberta.

15.1.4 In Section 15, 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 Indigenous and Northern Affairs Canada (INAC) located within the provincial boundaries of Alberta.

SECTION: 15. EXPANSION OR RELOCATION OF A CASINO FACILITY

15.1.5 The AGLC will not assume any of the costs, expenses or liabilities associated with a licensee's application to expand or relocate a licensed casino facility.

15.1.6 Unless otherwise agreed to by the AGLC, the casino facility licensee is responsible for any costs, expenses or liabilities associated with expanding or relocating a licensed casino facility.

SECTION: 15. EXPANSION OR RELOCATION OF A CASINO FACILITY

15.2 EXPANSION OF A CASINO FACILITY

(Added Nov 2017)

15.2.1 In this section, "expansion" means the significant physical expansion of the gaming or non-gaming (public or restricted) areas (see Subsection 4.1.2) in a licensed casino facility as determined by the AGLC. Such expansion may include an increase in the building envelope or its outer dimensions (for facility renovations or minor structural changes see Subsection 4.1.6).

Note: A building envelope refers to the outer perimeter of the building in which an existing licensed casino facility is located and includes space rented, leased, subleased, sold or otherwise provided to others in the same building. A building's outer dimensions refer to the building height as well as its envelope.

15.2.2 Approval for the expansion of an existing licensed casino facility may only be issued after the requirements in the following steps are completed in order:

1. Initial Assessment
2. Community Support
3. Approval

15.2.3 If at any time the casino facility licensee decides it no longer wishes to pursue the application for the expansion of its casino facility, it must notify the AGLC in writing of its decision to withdraw the application.

STEP 1 – INITIAL ASSESSMENT

15.2.4 A casino facility licensee initiates this step by providing to the AGLC a proposal in writing for the expansion of an existing licensed casino facility.

15.2.5 The proposal must contain all required information related to the expansion of the casino facility, including, but not limited to:

a) a detailed description of the proposed expansion, including all gaming and non-gaming (public or restricted) areas that will be affected;

b) a market assessment, including:

i) a three (3) year revenue forecast, including:

- revenue sources (e.g. slot machines, table games, and other revenue sources, such as a hotel, food and beverage services etc.);
- methods and assumptions used in the market assessment; and
- a risk assessment;

ii) a marketing plan describing how both the financial and non-financial goals will be achieved; and

iii) the estimated economic impact to the community (e.g. jobs, tax revenue);

c) the physical design of the facility, including:

i) the legal address, site plans, drawings, blue prints, etc.;

ii) the impact on traffic and parking in the area;

iii) a description of any additional amenities to the casino such as a hotel, food and beverage services, entertainment, etc.;

iv) the total number of slot machines, table games and other gaming devices envisioned (see Section 16.2 Slot Machine Allocation);

v) a description of the facility's security features; and

vi) the construction costs and schedule;

d) a three (3) year business plan, including:

i) pro forma financial statements, including:

- both income and balance sheet statements;
- revenue streams broken down by slot machines, table games and other gaming and non-gaming revenue sources;
- operational expenses categorized and described in detail; and
- a set of statements for the casino's operations and a combined set of statements for entire facility if hotel or other amenities exist in the existing facility;

ii) three (3) year cash flow projections and sensitivity analysis of projections, including the:

- total financing costs;
- terms of financing; and
- total capital (construction) and operational costs; and

iii) the legal structure of the organization, including:

- a description of any changes in the licensee ownership or legal structure;
- any new directors or officers of the organization; and
- if financing is required, who will be the lender, and what are the terms of the credit agreement, etc.

Note: any change to the legal structure or financial interests of the licensee will be subject to AGLC background checks (see Section 4.9).

15.2.6 Upon receipt of a proposal, which meets all the requirements in Subsection 15.2.5, the AGLC will assess and validate the information to determine whether the proposed expansion has merit.

15.2.7 The assessment process will take into consideration factors such as, but not limited to, the:

a) impact to charities' gaming proceeds should the proposed casino expansion take place;

b) cannibalization of gaming revenues in the market area and surrounding areas resulting from the proposed casino expansion;

c) impact to existing or approved gaming facilities (i.e. casinos, RECs, video lottery retailers and bingo halls) in the existing market area; and

d) financial impacts to local charities, the Alberta Lottery Fund and the AGLC.

15.2.8 The casino facility licensee will be advised if its submission is determined to have merit based on AGLC's assessment of the:

a) completeness and accuracy of information in the submission;

b) feasibility of the proposed expansion of the facility;

c) benefit to charities due to the proposed expansion of the casino facility;

d) projected gross gaming revenue. A significant proportion of the projected gross gaming revenue is expected to be new gaming revenue and not be drawn from other existing or approved gaming facilities; and

e) impact on the viability of existing or approved gaming facilities.

An initial assessment that deems the expansion of an existing licensed casino facility to have merit does not assure the level of success or support of the casino expansion.

15.2.9 If the AGLC deems the expansion to have merit, Step Two: Community Support may be initiated.

15.2.10 A proposal deemed to have merit shall not be considered or promoted as an endorsement by the AGLC of an expansion of the licensed casino facility.

15.2.11 If the AGLC deems the proposed expansion not to have merit, the approval process concludes and the expansion will be rejected.

15.2.12 The casino facility licensee who submitted a proposal that has been rejected by the AGLC will be advised in writing of the:

a) reason(s) for the decision; and

b) process to appeal the AGLC's decision (see Subsection 15.2.27).

STEP 2 – COMMUNITY SUPPORT

15.2.13 Following from Subsection 15.2.9, the AGLC may consider the views of the community including the views, if any, expressed by a council in relation to a proposed casino expansion. If the AGLC is of the view that the community is not in favour the AGLC may refuse to approve a proposed licensed facility expansion at any time throughout the process.

SECTION: 15. EXPANSION OR RELOCATION OF A CASINO FACILITY

15.2.14 The AGLC will:

a) notify the council, through the council's chief administrative officer or municipal clerk or equivalent of the name of the applicant and details of the proposed expansion; and

b) consider any written response of council respecting its views on the proposed expansion of the licensed casino facility in the community.

15.2.15 The AGLC will not consider any conditions placed on or attached to a council resolution respecting a casino expansion in the community.

15.2.16 Applicants are required to issue a public notice in the community advising the community of the proposed casino expansion in the community. The advertisement must:

a) specify the addresses within the community affected by the casino expansion;

b) be approved by the AGLC for its content and layout prior to being published; and

c) be published in at least three issues within two consecutive weeks, where possible, in a newspaper(s) published and circulated in the community where the licensed casino facility is located.

15.2.17 Following from Subsection 15.2.16, the applicant must submit to the AGLC a copy of the complete newspaper pages containing the advertisements.

15.2.18 If the council is silent and there is no significant demonstrated opposition respecting the casino expansion in the community, the AGLC at its discretion may decide to continue the approval process.

15.2.19 If the AGLC at its discretion decides to continue the approval process, Step Three: Approval may be initiated.

15.2.20 If the AGLC at its discretion decides to conclude the approval process for the expansion of the casino facility in the community, the process shall conclude.

15.2.21 The casino facility licensee who made application for the expansion of the casino facility will be advised by the AGLC in writing of the:

a) reason(s) for the decision; and

b) process to appeal the AGLC's decision (see Subsection 15.2.27).

STEP 3 – APPROVAL

15.2.22 Following from Subsection 15.2.19, the AGLC will make a determination respecting the approval of the proposed expansion of a licensed casino facility.

15.2.23 The AGLC may approve the proposed expansion of a licensed casino facility if the casino facility licensee has met all of the other requirements in Section 15.2 and can:

a) demonstrate compliance with the approved 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 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).

15.2.24 If the AGLC decides to approve the expansion of the casino facility, the AGLC will advise the licensee in writing it can proceed with construction.

15.2.25 The AGLC may at its discretion refuse to approve a proposed expansion of a licensed casino facility if:

a) the casino facility licensee has:

i) misled the AGLC; or

ii) provided inaccurate or incomplete information respecting the expansion; or

b) the proposed expansion does not comply with the approved structure and amenity requirements per Subsection 15.2.23; or

c) there is a substantial change to, or circumstance affecting the validity of, the information previously provided; or

d) there is a substantial change to the market.

15.2.26 If the AGLC refuses to approve a proposed expansion under the authority of Subsection 15.2.25, the casino facility licensee will be advised in writing of the:

a) reason(s) for the decision; and

b) process to appeal the AGLC's decision (see Subsection 15.2.27).

15.2.27 If the licensee disagrees with the decision of the AGLC, it may appeal the decision in writing as follows:

a) The AGLC's Vice President of Regulatory Services will consider the letter of appeal from the licensee. If the appeal is rejected, the licensee will receive a letter outlining the reason for the decision.

b) If the licensee disagrees with the decision of the Vice President of Regulatory Services, it may further appeal the decision in writing to AGLC's Chief Executive Officer.

c) The Chief Executive Officer will consider the letter of appeal from the licensee. If the appeal is rejected, the licensee will receive a letter outlining the reason for the decision.

SECTION: 15. EXPANSION OR RELOCATION OF A CASINO FACILITY

15.3 RELOCATION OF A CASINO FACILITY

(Added Nov 2017)

15.3.1 In this section, "relocation" means the relocation of an existing licensed casino facility for the purpose of serving its existing player base or market area; or capturing a new or different player base or market area as determined by the AGLC.

15.3.2 Approval for or licensing of the relocation of an existing licensed casino facility may only be issued after the requirements in the following steps are completed in order:

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

15.3.3 If at any time the casino facility licensee decides it no longer wishes to pursue the application for the relocation of the casino facility, it must notify the AGLC in writing of its decision to withdraw the application.

STEP 1 – INITIAL ASSESSMENT

15.3.4 A casino facility licensee initiates this step by providing to the AGLC a proposal in writing for the relocation of an existing licensed casino facility.

15.3.5 The proposal must contain all required information related to the relocation of the casino facility, including, but not limited to:

a) a market assessment, including:

i) a description of the proposed market area (including a map);

ii) a three (3) year revenue forecast, including:

- revenue sources (e.g. slot machines, table games, and other revenue sources, such as a hotel, food and beverage services etc.);
- methods and assumptions used in the market assessment; and
- a risk assessment;

iii) a marketing plan describing how both the financial and non-financial goals will be achieved; and

iv) the estimated economic impact to the community (e.g. jobs, tax revenue);

b) the physical design of the facility, including:

i) the legal address, site plans, drawings, blue prints, etc.;

ii) the impact on traffic and parking in the area;

iii) a description of any additional amenities to the casino such as a hotel, food and beverage services, entertainment, etc.;

iv) the total number of slot machines, table games and other gaming devices envisioned (see Section 16.2 Slot Machine Allocation);

v) a description of the facility's security features; and

vi) the construction costs and schedule;

c) a three (3) year business plan, including:

i) pro forma financial statements, including:

- both income and balance sheet statements;
- revenue streams broken down by slot machines, table games and other gaming and non-gaming revenue sources;
- operational expenses categorized and described in detail; and
- a set of statements for the casino's operations and a combined set of statements for entire facility if hotel or other amenities exist in new facility;

ii) three (3) year cash flow projections and sensitivity analysis of projections, including the:

- total financing costs;
- terms of financing; and
- total capital (construction) and operational costs; and

iii) the legal structure of the organization, including:

- a description of any changes in the licensee ownership or legal structure;
- any new directors or officers of the organization; and
- if financing is required, who will be the lender, and what are the terms of the credit agreement, etc.

Note: any change to the legal structure or financial interests of the licensee will be subject to AGLC background checks (see Section 4.9).

15.3.6 The physical location of the proposed new facility is submitted as part of the application. It must remain unchanged throughout the process.

15.3.7 The AGLC does not require municipal land use, zoning and development approval for the purposes of the Initial Assessment. Applicants should defer seeking appropriate municipal approvals until advised in writing by the Board as provided for in Subsection 15.3.29.

15.3.8 Upon receipt of a proposal, which meets all the requirements in Subsection 15.3.5, the AGLC will assess and validate the information to determine whether the proposed relocation has merit.

15.3.9 The assessment process will take into consideration factors such as, but not limited to, the:

a) impact to charities' wait times for access to casino events and gaming proceeds in both the existing and new market areas should the proposed casino facility relocation take place;

b) cannibalization of gaming revenues in the proposed new market area and surrounding areas;

c) impact to existing or approved gaming facilities (i.e. casinos, RECs, video lottery retailers and bingo halls) in the proposed new market area; and

d) financial impacts to local charities, the Alberta Lottery Fund and the AGLC.

15.3.10 The casino facility licensee will be advised if its submission is determined to have merit based on the AGLC's assessment of the:

a) completeness and accuracy of information in the submission;

b) feasibility of the proposed new facility;

c) benefit to charities due to the proposed relocation of the casino facility;

d) projected gross gaming revenue. A significant proportion of the projected gross gaming revenue is expected to be new gaming revenue and not be drawn from other existing or approved gaming facilities; and

e) impact on the viability of existing or approved gaming facilities.

An initial assessment that deems the relocation of an existing licensed casino facility to have merit does not assure the level of success or support of the casino relocation.

15.3.11 If the AGLC deems the relocation to have merit, Step Two: Community Support may be initiated.

15.3.12 A proposal deemed to have merit shall not be considered or promoted as an endorsement by the AGLC of a relocation of the licensed casino facility.

15.3.13 If the AGLC deems the proposed relocation not to have merit, the approval process concludes and the relocation will be rejected.

15.3.14 The casino facility licensee who submitted a proposal that has been rejected by the AGLC will be advised in writing of the:

a) reason(s) for the decision; and

b) right to request a hearing into the matter, as per Section 94, *Gaming and Liquor Act*.

STEP 2 – COMMUNITY SUPPORT

15.3.15 Following from Subsection 15.3.11, the AGLC may consider the views of the community including the views, if any, expressed by a council in relation to a proposed casino relocation. If the AGLC is of the view that the community is not in favour the AGLC may refuse to approve a proposed licensed facility relocation at any time throughout the process.

SECTION: 15. EXPANSION OR RELOCATION OF A CASINO FACILITY

15.3.16 The AGLC will:

a) notify the council, through the council's chief administrative officer or municipal clerk or equivalent of the name of the applicant and details of the proposed relocation; and

b) consider any written response of council respecting its views on the proposed relocation of the licensed casino facility in the community.

15.3.17 The AGLC may also choose to consider the views of adjacent communities in the specified market area that may be directly affected by the proposed casino relocation. The AGLC will follow the same process used when considering the views of the community where the proposed new casino facility would be located.

15.3.18 The AGLC will not consider any conditions placed on or attached to a council resolution respecting a casino relocation in the community.

15.3.19 Applicants are required to issue a public notice in the community advising the community of the proposed relocation in the community. The advertisement must:

a) specify the addresses within the community affected by the relocation;

b) be approved by the AGLC for its content and layout prior to being published; and

c) be published:

i) in at least three issues within two consecutive weeks, where possible, in a newspaper(s) published and circulated in the community where the proposed licensed casino facility will be located; and

ii) in at least three issues within two consecutive weeks, where possible, in a newspaper(s) circulated in adjacent communities (communities consulted with as provided for in Subsection 15.3.17).

15.3.20 Following from Subsection 15.3.19, the applicant must submit to the AGLC a copy of the complete newspaper pages containing the advertisements.

15.3.21 At the discretion of the AGLC, if the relocation of a licensed casino facility is essentially for the purpose of attracting the same player base or serving the same market area the requirements outlined in Subsection 15.3.19, regarding issuance of a public notice in the community, may be waived.

Note: All applications regarding the relocation of an existing casino facility will be posted on the AGLC website (see Subsection 1.3.9).

15.3.22 If the council is silent and there is no significant demonstrated opposition respecting the casino relocation in the community, the AGLC at its discretion may decide to continue the approval process.

15.3.23 If the AGLC at its discretion decides to continue the approval process, Step Three: Approval and Licencing may be initiated.

15.3.24 If the AGLC at its discretion decides to conclude the approval process for the relocation of the casino facility in the community, the process shall conclude.

15.3.25 The casino facility licensee who made application for the relocation of the casino facility will be advised by the AGLC in writing of the:

a) reason(s) for the decision; and

b) right to request a hearing into the matter, as per Section 94, *Gaming and Liquor Act*.

STEP 3 – APPROVAL AND LICENSING

15.3.26 Following from Subsection 15.3.23, the Board will make a determination respecting the approval of the proposed relocation of a licensed casino facility.

15.3.27 The Board may approve the proposed relocation of a licensed casino facility if the casino facility licensee has met all of the other requirements in Section 15.3 and can:

a) demonstrate compliance with the approved 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 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).

15.3.28 Pursuant to Section 4 of the Gaming and Liquor Regulation, the Board must decide whether or not to consider any objection made respecting a relocation of a licensed casino facility, and advise the person who made the objection as to the Board's decision in the matter (see Section 1.3).

15.3.29 If the Board decides to approve the relocation of the casino facility, the Board will advise the licensee in writing it can proceed with construction.

15.3.30 The Board may at its discretion refuse to approve a proposed relocation of a licensed casino facility if:

a) the casino facility licensee has:

i) misled the Board; or

ii) provided inaccurate or incomplete information respecting the relocation; or

iii) not constructed the casino facility in compliance with the approved structure and amenity requirements or within the timeframe as outlined in the application package; or

b) there is a substantial change to, or circumstance affecting the validity of, the information previously provided; or

c) there is a substantial change to the market.

15.3.31 If the Board refuses to approve a proposed relocation under the authority of Subsection 15.3.30, the casino facility licensee will be advised in writing of the:

a) reason(s) for the decision; and

b) right to request a hearing into the matter, as per Section 94, *Gaming and Liquor Act*.

SECTION: 16. SLOT MACHINES

16.1 GENERAL

16.1.1 In accordance with the *Gaming and Liquor Act*, slot machines are installed in a casino, a licensed gaming facility, as part of the casino network. *(Added Mar 2016)*

16.1.2 The AGLC conducts and manages the following types of slot machines:

a) "core" slot machines, meaning a slot machine purchased by the AGLC; 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 AGLC to the slot machine manufacturer or vendor.

SECTION: 16. SLOT MACHINES

16.2 SLOT MACHINE ALLOCATION

16.2.1 Slot machine allocation will be done in a manner that achieves the primary objective of network optimization. Network optimization is achieved by allocating slot machines to an eligible casino facility considering the consumer demand in the regional market area served by the casino facility as assessed by the AGLC (see Subsection 16.2.4). *(Added Jan. 2015)*

16.2.2 In this subsection, regional market area refers to the census based Regional Market Zones. The Regional Market Zones include: *(Amended Jan. 2015)*

a) Calgary and surrounding 40 kilometres from city centre;

b) Edmonton and surrounding 40 kilometres from city centre;

c) Fort McMurray and surrounding 40 kilometres from city centre;

d) Grande Prairie and surrounding 40 kilometres from city centre;

e) Lethbridge and surrounding 40 kilometres from city centre;

f) Medicine Hat and surrounding 40 kilometres from city centre;

g) Red Deer and surrounding 40 kilometres from city centre; and

h) Rural will consist of a 100 kilometre radius surrounding a site.

16.2.3 The AGLC determines the number and type of slot machines provided to eligible casino facilities. *(Amended Jan. 2018)*

16.2.4 To achieve network optimization the AGLC may, from time to time, adjust the number and type of slot machines installed in an eligible casino facility considering, but not limited to, the following: *(Amended Jan. 2015)*

a) The provincial Net Sales Per Terminal Hour (NSPTH), Cash Played Per Terminal Hour (CPPTH) and Games Played Per Terminal Hour (GPPTH) values based on slot machine sales trends within Alberta;

b) A review of the Regional Market Zones (see subsection 16.2.2) to determine if consumer demand for the region indicates a need for additional slot machines;

c) For the regions that indicate a positive consumer demand, each facility in the region will be assessed to determine which facility(s) (if any) qualify for additional terminals (Note: for the rural market zones, the individual facility assessment will include any urban site(s) whose location is within the 100 kilometre radius). The review will include, but not be limited to:

i) average facility NSPTH, CPPTH, and GPPTH excluding terminals located in designated smoking areas;

ii) slot capacity during peak hours;

iii) available current floor space or pre-approved renovation floor space (Note: A maximum increase in additional slot machine allocations following renovations will not exceed 25% of the number of existing slot machines or a maximum of 75 slot machines, whichever number is lower);

iv) facility standards (see Section 4.1); and

v) other gaming market considerations.

d) In order to optimize the performance of high limit slot machines, the AGLC will allocate high limit slots considering facility eligibility and may adjust a facility's high limit slot machine allocation considering the details in Section 16.2. *(Added Jan. 2015)*

e) In addition to the facility standards in Section 4.1, a First Nation licensed gaming facility with smoking bylaws in place must also meet the following facility standards if slot machines were added to the facility beyond the initial installation or to be considered for additional slot machines:

i) unless otherwise approved by the AGLC, a gaming floor divided into two distinct areas; a non-smoking area and a smoking area;

ii) a minimum of 70% of the gaming floor is designated as non-smoking;

SECTION: 16. SLOT MACHINES

iii) a minimum of 70% of the total number of slot machines will be situated within the 70% designated non-smoking area; and

iv) the designated non-smoking gaming area must be clearly separated from the smoking area and must be monitored for compliance.

v) The above non-smoking/smoking ratio must be continually maintained or the AGLC may remove slot machines at its discretion. *(Amended Sep 2015)*

16.2.5 The AGLC may remove slot machines from a casino facility and not replace them. *(Amended Jan. 2015)*

SECTION: 16. SLOT MACHINES

16.3 SLOT/ELECTRONIC TABLE GAME STRUCTURE

(Amended Sept. 2015)

16.3.1 Game instructions and pay-out tables are available on each slot terminal and electronic table game.

16.3.2 The minimum and maximum bet may vary by game and denomination.

16.3.3 The AGLC will assign the Casino Facility Licensee to a maximum credit balance/hand pay limit tier which best fits the casino facility. The assigned tier determines the maximum credit balances and hand pay limits for slot machines (not including electronic table games) by denomination as follows:

TIER 1			TIER 2		
Denomination	Max Credit Balance	Hand Pay Limit	Denomination	Max Credit Balance	Hand Pay Limit
$0.01	$1000	$500	$0.01	$1000	$250
$0.02	$1000	$500	$0.02	$1000	$250
$0.05	$1000	$1000	$0.05	$1000	$250
$0.25	$1000	$1000	$0.25	$1000	$1000
$1.00	$2500	$2500	$1.00	$2500	$2500
$5.00	$5000	$5000	$5.00	$5000	$5000

The Casino Facility Licensee must adhere to the assigned tier and may request the AGLC to consider a change of their tier assignment once per year.

16.3.4 Maximum Terminal Credit Balance:

a) When an individual prize amount results in a slot or electronic table game terminal balance equal to or greater than the maximum terminal credit balance, one of the following outcomes will result as dictated by the game rules:

SECTION: 16. SLOT MACHINES

i) a Ticket In Ticket Out (TITO) ticket is produced for the amount of the last win or the amount exceeding the maximum terminal credit balance; or

ii) a hand pay for the amount of the last win.

16.3.5 An individual prize amount over the hand pay limit for the slot or electronic table game will result in a hand pay.

16.3.6 For both 16.3.4 and 16.3.5 above, any remaining credits are left on the slot or electronic table game until either played or cashed-out.

16.3.7 A slot machine or electronic table game malfunction voids all plays and all pay-outs.

SECTION: 16. SLOT MACHINES

16.4 SLOT OPERATIONS

16.4.1 The Casino Facility Licensee must 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 24 hours per day;

16.4.2 Casino Facility Licensees must provide a slot cash cage, physically separate from the licensed charity casino cash cage (see Section 4.2 for further details.)

16.4.3 The AGLC will provide ticket redemption kiosks (TRKs) upon the installation of Slot Machines, where patrons can exchange their slot machine TITO tickets for cash or exchange large denomination bills for smaller denominations, as follows;

a) Casino Facility Licensees will initially be provided one (1) TRK for every 150 slot machines to a maximum of four (4) TRKs; and

b) the AGLC will review TRK usage and may adjust the number of TRKs, up or down, within an individual casino based on the assessment conducted by the AGLC.

16.4.4 The float and financial controls for the slot operation must be maintained separate from all other casino financial transactions and controls.

16.4.5 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:

i) the entire advance must be repaid in cash prior to the completion of a Licensed Charity'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 must be submitted to the AGLC with the other records/reports within seven (7) days after the completion of the casino event.

SECTION: 16. SLOT MACHINES

16.5 PAYMENT OF TITO TICKETS

16.5.1 TITO tickets must be immediately validated and paid when presented subject to the following conditions:

a) a TITO ticket must be redeemed at the location where it was issued;

b) a TITO ticket may be redeemed by the player for up to thirty (30) days from the date of issue (also see subsection 16.5.2);

c) TITO tickets may be redeemed at the slot cash cage or at ticket redemption kiosks (TRKs);

d) TRKs may redeem up to five TITO tickets totaling a maximum of $2,500 in a single transaction; and

e) TITO tickets for slot machines or electronic table games exceeding $2,500 must be redeemed at the slot cash cage. *(Amended Sept. 2015)*

16.5.2 A player presenting a TITO ticket issued more than thirty (30) days prior must be directed to call the Gaming Irregularities Number at 1-800-742-7818.

16.6 TICKET IN TICKET OUT (TITO) TICKET RETENTION AND DESTRUCTION

16.6.1 Validated TITO tickets are to be retained by the casino as the casino's proof of transaction.

16.6.2 TITO tickets that have the following characteristics must be retained for a period of six (6) years from the date of the end of the casino's annual reporting period:

a) tickets that cannot be processed through the IVS system;

b) tickets for which an override is required for validation;

c) tickets included in an unbalanced cashier session; and

d) tickets that have any other extraordinary circumstances (e.g., involved in a customer dispute).

16.6.3 TITO tickets that have been validated by a cashier in a balanced cashier session, or that have been validated through a slot machine or ticket redemption kiosk and have been scanned through the soft count process must be retained for a period of 60 days, after which time they can be destroyed.

16.6.4 If a TITO ticket is required to be removed by an AGLC Inspector, the casino must keep a log of the ticket removed including the ticket validation number, ticket date, date the ticket was removed, and the individual who removed the ticket. The log must also be signed by the casino personnel providing the ticket and the AGLC Inspector removing the ticket. This log must be retained for a period of six (6) years from the date of the end of the casino's annual reporting period.

16.6.5 All TITO tickets must be destroyed using a cross cut shredding device that shreds to a minimum of 4mm or less as follows:

a) Internally

Internal TITO ticket destruction must be completed by a minimum of two (2) casino personnel. A form including the following information must be completed and retained for a period of six (6) years from the date of the end of the casino's annual reporting period:

i) date of destruction;

ii) dates of tickets destroyed; and

iii) signatures of casino personnel carrying out the destruction.

b) Externally

An external party may be contracted to complete the destruction of TITO tickets. A certificate or record of destruction must be retained from the destruction company and a form including the following must be completed and retained for a period of six (6) years from the date of the end of the casino's annual reporting period:

i) date of destruction;

ii) dates of tickets destroyed; and

iii) signatures of casino personnel and the destruction company.

16.7 REMUNERATION

16.7.1 The AGLC pays remuneration related to slot machine operations as follows:

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 AGLC and is 15% of net sales.

b) Net sales is calculated as follows:

i) for core slot machines, net sales is calculated as cash played less cash won less hand pays less progressive increments; *(Amended Jan. 2015)*

ii) for leased slot machines, net sales is calculated as cash played less cash won less hand pays less progressive increments less the cost of the lease. *(Amended Jan. 2015)*

c) The AGLC allocates 15% of the net sales (see Subclause b) above) generated by slot machines to licensed charities. These funds will be collected by the AGLC and must be pooled in accordance with Section 2.9, Pooling (also see Subsection 2.2.2).

SECTION: 16. SLOT MACHINES

16.8 PAYMENT TO THE AGLC

16.8.1 Casino Facility Licensees are invoiced twice weekly and the invoice amount is communicated by fax, local printer or other electronic means. Payment for monies due to the AGLC is payable twice weekly through electronic funds transfer. *(Amended Jan. 2015)*

16.8.2 Failure to pay invoices may result in termination of the Retailer Agreement and removal of the Supplied Equipment. *(Amended Jan. 2015)*

SECTION: 16. SLOT MACHINES

16.9 SLOT TOURNAMENTS

16.9.1 Where market demand and conditions warrant, the AGLC will make available slot machines on the regular casino floor which have the capability to be designated and operated as tournament slots.

16.9.2 The following conditions apply for all slot tournaments:

a) there will be no entry fees;

b) cash or merchandise prizes may be awarded;

c) 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;

d) 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;

e) all commercial advertising and third party sponsorship agreements must be submitted to the AGLC for approval;

f) the AGLC must have a minimum 5 days notice regarding the proposed tournament and be provided with a written proposal, including the tournament rules and regulations; and

g) tournament rules and regulations must be posted prominently within the casino facility during the tournament.

SECTION: 17. VIDEO LOTTERY TERMINALS (VLTS)

17.1 GENERAL

17.1.1 In accordance with the *Gaming and Liquor Act*, Video Lottery Terminals (VLTs) are installed in a casino, a licensed gaming facility, as part of the casino network. *(Amended Mar 2016)*

17.1.2 In this section:

a) "Single Game" means a single spin by the player producing an outcome where the player's wager on the spin results in a win with a prize being transferred to the player's credit meter, or where the player's wager is lost. In the case of a win, game mechanics may result in the game prize being accumulated (i.e. bonus or free spin(s)) with the final outcome of the single game prize being transferred to the player's credit meter; and

b) "i-LINK" means the i-LINK™ site controller.

SECTION: 17. VIDEO LOTTERY TERMINALS (VLTS)

17.2 VLT ALLOCATION

17.2.1 VLT allocation will be done in a manner that achieves the primary objective of network optimization. Network optimization is achieved by allocating VLTs to an eligible casino facility considering consumer demand as assessed by the AGLC (see Subsection 17.2.3).

17.2.2 The AGLC determines the number and type of VLTs provided to eligible casino facilities.

17.2.3 To achieve network optimization the AGLC may, from time to time, adjust the number and type of VLTs installed in an eligible casino facility considering, but not limited to, the following:

a) the availability of VLTs;

b) the consumer demand in the regional market area (see Subsection 16.2.2) served by the casino facility as assessed by the AGLC;

c) the consumer demand at the casino facility as assessed by the AGLC, including:

i) average facility sales;

ii) VLT usage during peak hours;

iii) available current floor space or pre-approved renovation floor space;

iv) facility standards; and

v) other gaming market considerations.

17.2.4 The AGLC may remove VLTs from a casino facility and not replace them.

SECTION: 17. VIDEO LOTTERY TERMINALS (VLTS)

17.3 VLT GAME STRUCTURE

17.3.1 A variety of games are offered on VLTs. Game instructions and pay-out tables are available on each terminal.

17.3.2 The pay-out may vary by game and the network will average approximately 92%.

17.3.3 The minimum and maximum bet may vary by game.

17.3.4 The maximum prize that can be won in a Single Game may vary by game and will not exceed $10,000.

17.3.5 When a series of individual prize awards of $1,250 or less result in a terminal balance of $1,250 or more, the VLT automatically produces a cash-out ticket of $1,250.

17.3.6 For individual prize awards over $1,250, the VLT automatically produces a cash-out ticket of a value equal to the individual prize award.

17.3.7 For both subsections 17.3.5 and 17.3.6, players will receive one (1) cash-out ticket leaving the remaining balance on the terminal until either played or cashed-out.

17.3.8 All game hardware and software are tested by an approved independent gaming laboratory prior to installation in the VLTs to verify the pay-out percentage conforms to the approved range.

17.3.9 A VLT malfunction voids all plays and all pay-outs.

SECTION: 17. VIDEO LOTTERY TERMINALS (VLTS)

17.4 VLT OPERATIONS

17.4.1 The i-LINK must be situated at a location other than the volunteer table game cash cage.

17.4.2 The casino facility licensee must provide:

a) One (1) dedicated electrical circuit (115 volt 15 amp. receptacle) at each of the following areas within the premises:

i) the location for the i-LINK; and

ii) the demarcation point (telephone/utility room), where the telephone line enters the building (within 1.2 metres of the router rack).

b) At the VLT(s):

i) one (1) 15 amp/115 volt dedicated electrical outlet for every two (2) VLTs; or

ii) one (1) 20 amp/115 volt dedicated electrical outlet for every three (3) VLTs).

17.4.3 No person is allowed to tamper with the VLTs and/or the i-LINK.

SECTION: 17. VIDEO LOTTERY TERMINALS (VLT)

17.5 PAYMENT OF VLT CASH-OUT TICKETS

17.5.1 VLT cash-out tickets must be immediately validated and paid, when presented at the location where the i-LINK is situated, subject to the following conditions:

a) A cash-out ticket with a face value less than or equal to $1,250 must be redeemed at the location where it was issued;

b) A cash-out ticket with a face value in excess of $1,250 may be redeemed at the location where it was issued or at an AGLC approved cross-validation site (see subsection 17.6);

c) Casino Facility Licensees must have the required funds for payment of all VLT cash-out tickets issued at their location; and

d) A cash-out ticket may be redeemed by the player for up to thirty (30) days from the date of issue (also see subsection 17.5.2).

17.5.2 A player presenting a cash-out ticket issued more than thirty (30) days prior must be directed to call the Gaming Irregularities Number at 1-800-742-7818.

17.5.3 To assist in ensuring prizes are paid to the person who is named on the back of the cash-out ticket, Casino Facility Licensees will, for cash-out tickets originating at their site and in excess of $1,250 that are not paid out the same day issued:

a) Check the back of the ticket to see if the claimant name has been printed on the space provided;

b) If a name has been printed on the back of the ticket, ask the claimant for an acceptable form of I.D. (see Section 5.5.9 a) – d)) and confirm that the name on the back of the cash-out ticket is the same name that appears on the I.D.; and

c) Where a discrepancy exists, the casino facility licensee should not pay the prize and contact the AGLC Hotline (see subsection 13.4) to report the incident and seek further instructions.

SECTION: 17. VIDEO LOTERY TERMINALS (VLT)

17.6 VLT CASH-OUT CROSS-VALIDATION

17.6.1 The AGLC will select and approve a number of cross-validation sites, including casino facilities, throughout the Province for the purpose of validating and paying out VLT cash-out tickets of a value exceeding $1,250 that could not be paid at the originating retail site (see 17.5.1 c)).

17.6.2 Casino cross-validation site selection will be based on an assessment by the AGLC including, but not limited to:

a) Market coverage to meet player needs; and

b) The Casino Facility Licensee's ability to provide the services of a cross-validation site.

17.6.3 Cross-validation sites must ensure all staff responsible for cross validating VLT cash-out tickets from another location receive instruction in cross-validation procedures.

17.6.4 Cross-validation sites must maintain a sufficient float to:

a) Pay, upon validation, all cash-out tickets originating from their own retail site; and

b) Pay, upon validation, cash-out tickets of a value exceeding $1,250 originating from another VLT site.

17.6.5 A player presenting a cash-out ticket issued more than thirty (30) days prior must be directed to call Gaming Irregularities Number at 1-800-742-7818.

17.6.6 To assist in ensuring prizes are paid to the person who is named on the back of the cash-out ticket, a cross-validation site will, for all cash-out tickets originating from another VLT site:

a) Check the back of the ticket to see if a name has been printed on the space provided;

b) If a name has been printed on the back of the ticket, ask the claimant for an acceptable form of I.D. (see section 1.10.4 a) – d)) and confirm that the name on the back of the cash-out ticket is the same name that appears on the I.D.; and

SECTION: 17. VIDEO LOTERY TERMINALS (VLT)

c) Where a discrepancy exists, the cross-validation site should not pay the prize and contact the AGLC Hotline (see section 13.4) to report the incident and seek further instructions.

SECTION: 17. VIDEO LOTTERY TERMINALS (VLTS)

17.7 VLT CASH-OUT TICKET RETENTION AND DESTRUCTION

17.7.1 Cash-out tickets should be retained for a period of 30 days from the date of validation, after which time they may be destroyed.

After the 30 day retention period has lapsed, the validated cash-out tickets should be destroyed. Shredding is the recommended method of destruction subject to the following standards:

a) Straight cut – 3mm or less; or

b) Cross cut – 4mm or less.

SECTION: 17. VIDEO LOTTERY TERMINALS (VLTS)

17.8 REMUNERATION

17.8.1 The AGLC pays remuneration related to VLT operations as follows:

a) Casino Facility Licensees are provided a commission based on a percentage of VLT net sales (cash-in less cash-out) per week. The commission rate is set by the AGLC and is 15% of net sales.

b) Commission due to Casino Facility Licensees is paid weekly.

SECTION: 17. VIDEO LOTTERY TERMINALS (VLTS)

17.9 PAYMENT TO THE AGLC

17.9.1 All cash received from VLTs, less winnings paid, is the property of the AGLC. The AGLC will provide each casino facility licensee with an invoice via the i-LINK every Monday indicating the exact amount payable. If Monday is a statutory holiday, the invoice will be provided the next business day.

17.9.2 The exact amount payable from the invoice must be:

a) deposited in the Casino Facility Licensee's designated bank account the day the invoice is received, during business banking hours; and

b) available for processing to the AGLC.

17.9.3 Failure to pay invoices may result in termination of the Retailer Agreement and removal of the Supplied Equipment.

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.1 AML – DEFINITIONS

18.1.1 In this handbook, the following AML definitions apply:

a) "AML" means Anti-Money Laundering.

b) "AML Administrators" means registered gaming workers designated by the Casino Facility Licensee to enter the required report data into the AML reporting system and/or search patron information. *(Amended Aug 2016)*

c) "AML Key Positions" means games manager, pit supervisor, pit boss (includes poker houseman), slot manager, slot supervisor and cash cage advisor. *(Amended Aug 2016)*

d) "AML Liaison" means the registered gaming worker designated by the Casino Facility Licensee as the main contact between the facility and the AGLC AML Unit, representing the facility on AML matters.

e) "AML Person of Interest" means any person deemed by the AGLC's AML Unit as being a risk to the administration of the AML program. *(Added Aug 2017)*

f) "AML Reporting System" means the application system used by the AGLC to receive, collect, review and submit AML financial transaction reports.

g) "AML Unit" means the AGLC unit responsible for the compliance and regulatory enforcement of the AML program, which includes a designated compliance investigator assigned to the casino facility.

h) "Casino Disbursements (CD)" means a single or multiple payout(s), totaling $10,000 CAD or more in a 24 hour period.

i) "CAD" means Canadian dollar.

j) "CAD Equivalent" means the value of any country's currency in Canadian dollars.

k) "FINTRAC" means Financial Transactions and Reports Analysis Centre of Canada.

l) "FOIP" means the Freedom of Information and Privacy Act.

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

m) "Foreign Currency Exchange Ticket" means an entry in a transaction register or log maintained by the Casino Facility Licensee.

n) "Gaming Day" means the casino daily business hours of between 10:00 am and 3:00 am.

o) "LCT (Large Cash Transaction)" means a single or multiple cash transactions received from a patron totaling $10,000 CAD or more in a 24 hour period which includes buy-ins and foreign currency exchanges.

p) "PTR (Patron Transaction Report)" is the document used to record patron information and all reportable transactions. A PTR is used for three types of reportable transactions: Foreign Currency Exchange (FCE), Large Cash Transaction (LCT), and Casino Disbursement (CD). *(Amended Aug 2016)*

q) "PCMLTFA" means the Proceeds of Crime (Money Laundering) and Terrorist Financing Act.

r) "Property" means any type of real or personal property in a Casino Facility Licensee's possession or control.

s) "SPN (Stop Play Notification)" means a notification issued by the Casino Facility Licensee that immediately suspends all gaming activities.

t) "Terrorist" or a "Terrorist Group" includes anyone that, as one of their purposes or activities, facilitates or carries out any terrorist activity.

u) "Third Party" means the individual who is the beneficial owner of the currency, TITO ticket and/or chips. *(Added Aug 2016)*

v) "UT (Unusual Transaction)" means a financial transaction of any monetary value where a person suspects that the transaction or attempted transaction is related to the commission or attempted commission of a money laundering offence or terrorist financing activity offence.

w) "UTR (Unusual Transaction Report)" is the document used to record and report Unusual Transactions. *(Added Aug 2016)*

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.2 AML - GENERAL

(Amended Aug 2016)

18.2.1 The AGLC, as a reporting entity under the PCMLTFA, has statutory reporting, record keeping and filing obligations to FINTRAC for all traditional casino facilities as well as electronic gaming and dice games in Host First Nations Casinos within Alberta.

18.2.2 Casino Facility Licensees, AML Liaisons, AML Key Positions and AML Administrators must respond to all requests for information by the AML Unit within the specified time frame provided.

18.2.3 AGLC Inspectors and FINTRAC officials may at any time inspect, audit, examine, make copies or temporarily remove any PTR, supporting documents or records that were created for the purposes of complying with Section 18.

18.2.4 AML Key Positions and registered gaming workers completing PTRs, UTRs, and/or supporting documents must ensure all information is recorded in a legible manner.

18.2.5 AML Key Positions must ensure all PTRs are completed by the end of their shift or transferred to another AML Key Position when PTR is still active and/or being tracked.

18.2.6 Receipts for gaming related transactions may only be issued for progressive jackpot wins using the Alberta Progressive Jackpot Win Receipt.

18.2.7 In Host First Nation casino facilities, the Host First Nation Charity is considered the reporting entity as it relates to table games, excluding those involving dice.

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.3 CONFIDENTIALITY AND PRIVACY

18.3.1 All information collected, transmitted, or stored in the AML reporting system is the property of the AGLC and cannot be released without prior written approval of the AGLC.

18.3.2 When collecting, accessing, using, disclosing, storing and disposing of personal patron information on behalf of the AGLC for the purposes of Section 18, Casino Facility Licensees must comply with the provisions of Alberta's FOIP Act.

18.3.3 Photocopying patron credit/debit cards is prohibited.

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.4 FACILITY REQUIREMENTS

18.4.1 Casino Facility Licensees are responsible for the submission of all LCTs, CDs, UTs (completed or attempted) and reporting all incidents related to property owned or controlled by, or on behalf of, a terrorist or terrorist group to the AML Unit. *(Amended Aug 2016)*

18.4.2 Casino Facility Licensees must appoint an AML Liaison responsible for facility compliance with Section 18 and internal facility AML procedures.

18.4.3 Casino Facility Licensees must appoint AML Administrators responsible for data entry into the AGLC AML reporting system. *(Amended Aug 2016)*

18.4.4 All internal facility policy and procedures relating to AML must be submitted to the AGLC prior to implementation; including subsequent amendments. The policy and procedures must not contravene the PCMLTFA, existing AGLC policies, and/or FINTRAC requirements. Internal policy and procedures must include: *(Amended Aug 2016)*

a) name of the designated AML Liaison;

b) names of designated AML Administrators;

c) name designated AML Key Positions responsible for reviewing the accuracy and content of all UTRs prior to submission to the AGLC ; *(Amended Aug 2016)*

d) communication and procedural protocols for issuing an SPN;

e) a work flow plan illustrating the handling of all PTRs, UTRs, and supporting documents, including safeguarding and destruction procedures; *(Amended Aug 2016)*

f) a communication strategy outlining the accurate and timely distribution of patron information within the casino between staff, departments, and cash cages; and

g) be made available in the Charity Cash Cage. *(Amended Aug 2016)*

18.4.5 Casino Facility Licensees must use the PTR to record all reportable transactions. *(Amended Aug 2016)*

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.4.6 Casino Facility Licensees must destroy all PTRs, UTRs, patron tracking records, and supporting documents thirty (30) calendar days from the date of the transaction. *(Amended Aug 2016)*

18.4.7 For all AML reportable incidents involving more than one registered gaming worker, a Discrepancy Report must be completed by each individual as an attachment to the UTR . *(Amended Aug 2016)*

18.4.8 Casino Facility Licensees must obtain prior approval from the AGLC for any procedure that involves the storage, collection, or retention of patron funds.

18.4.9 Casino Facility Licensees must obtain prior written approval from the AGLC for any program or procedure that is used to deliver funds to patrons through non-traditional financial instruments (i.e. cheque, gift certificates, or gift cards).

18.4.10 Casino Facility Licensees must notify the AML Unit within the same Gaming Day of any change of employment status of AML Administrators and/or AML Key Positions that have access to the AML reporting system. *(Amended Aug 2016)*

18.4.11 *(Deleted Aug 2016)*

18.4.12 Casino Facility Licensees are prohibited from conducting denomination exchanges in excess of $1,000 CAD per patron on the same Gaming Day.

18.4.13 Chip redemption at the slot cage for less than $10,000 CAD is prohibited when the charity cash cage is operational.

18.4.14 On single or multiple buy-ins of $3,000 or more involving a high quantity of low denomination bills ($20, $10, and/or $5) AML Key positions must ensure that : *(Amended Aug 2016)*

a) patrons are cashed out in the same denomination bills that the patron used during buy-in; *(Added Aug 2016)*

b) amounts and denomination used during buy-in are recorded on the PTR;

c) surveillance records the patron buy-in(s); and

d) transaction details and patron identity are communicated to the cash cage advisor prior to patron cash-out to ensure accurate return of funds. *(Amended Aug 2016)*

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.4.15 Casino Facility Licensees must begin tracking of table game transactions at a minimum of $3,000 CAD. *(Amended Aug 2016)*

18.4.16 Electronic fund transfers and opening of patron accounts are prohibited.

18.4.17 Casino Facility Licensees must maintain a log of staff training records relating to AML; up to and including subsequent training provided by the AGLC; policy addendums requiring review; and/or any internal training programs related to AML. *(Added Aug 2016)*

18.4.18 Failure to comply with internal procedures receiving AGLC approval may result in administrative sanctions. *(Added Aug 2016)*

18.4.19 Casino facility licensees are required to actively monitor the casino Gaming Information Network (GIN) for AML bulletins that identify persons of interest. *(Added Aug 2017)*

18.4.20 Casino facility licensees must adhere to all directives in AML bulletins in accordance with Subsection 4.4.4 d). *(Added Aug 2017)*

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.5 AML TRAINING & CERTIFICATION

18.5.1 A Casino Facility Licensee must ensure that all registered gaming workers working in the facility maintain a valid AGLC AML certification.

18.5.2 Registered gaming workers must be AGLC AML certified before working in a casino. Equivalency will not be granted for certification offered in other provinces.

18.5.3 A minimum score on the AGLC AML training program examination is required for certification.

18.5.4 AML certification is valid for a period of two (2) years from the date of successfully completing the program.

18.5.5 Valid AML certification must be maintained by successfully repeating the AML training program examination before the certification expiry date.

18.5.6 Additional mandatory training may be required prior to the certification expiry date.

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.6 IDENTIFICATION REQUIREMENTS & IDENTITY VERIFICATION

18.6.1 For the purposes of complying with the PCMLTFA, FINTRAC requirements, and this section, identity verification is the responsibility of the AML Key Position.

18.6.2 Valid primary identification must:

a) have a photo;

b) have a name;

c) have a signature;

d) be Government issued (excluding provincial health care cards); *(Amended Aug 2016)*

e) include date of birth;

f) not be expired;

g) have a unique identifier number; and

h) be an original (not a copy).

18.6.3 If the identification appears not to be genuine, the AML Key Position must request a second piece of identification. Valid secondary identification must:

a) have a name;

b) be Government issued (excluding provincial health care cards); *(Amended Aug 2016)*

c) have a unique identifier number; and

d) include date of birth.

18.6.4 If the primary and secondary identification appear not to be genuine:

a) the transaction must not be completed;

b) an SPN will be issued by the Casino Facility Licensee's AML Key Position;

c) the incident must be immediately reported to local law enforcement and AGLC Hotline; and

d) the AML Key Position must complete a UTR, following the procedures outlined in Subsection 18.11.4. *(Amended Aug 2016)*

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.6.5 When verifying a patron's identity, the identification must be photocopied and attached to the PTR.

18.6.6 If patron information has been previously verified through valid identification and has been entered into the AML Reporting System within the existing calendar year and confirmed by an AML Key Position, the patron is not required to produce identification. An AML Key Position must verify the patron's identity on the PTR. *(Amended Aug 2016)*

18.6.7 Casino Facility Licensees must verify and/or update patron information on the AML Reporting System when alerted to do so. *(Amended Aug 2016)*

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.7 CASH TRANSACTIONS

18.7.1 The following cash transactions require patron identification (as per Section 18.6) and the completion of a PTR (LCT) by an AML Key Position:

a) a single cash buy-in by a patron of $9,000 CAD or more; and

b) multiple cash buy-ins by a patron on the same Gaming Day totalling $9,000 CAD or more.

c) *(Deleted Aug 2016)*

18.7.2 *(Deleted Aug 2016)*

18.7.3 The following cash payouts require patron identification (as per Section 18.6) and the completion of a PTR (CD) by an AML Key Position:

a) a single cash payout to a patron of $9,000 CAD or more; and

b) multiple cash payouts to a patron on the same Gaming Day totalling $9,000 CAD or more.

c) *(Deleted Aug 2016)*

18.7.4 If a patron refuses to provide valid identification as outlined in Section 18.6 or any information required to complete the PTR (CD): *(Amended Aug 2016)*

a) the transaction must not to be completed; *(Amended Aug 2016)*

b) an SPN will be issued by the Casino Facility Licensee, games manager or slot manager; and

c) the AML Key Position will follow the procedures outlined in Subsection 18.11.4.

18.7.5 *(Deleted Aug 2016)*

18.7.6 AML Key Positions must record:

a) multiple cash buy-ins by a patron separately on the PTR (LCT); and

b) multiple cash payouts to a patron separately on the PTR (CD).

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.8 LARGE CASH TRANSACTIONS

18.8.1 PTRs (LCT) and supporting documents detailing single or multiple LCTs by a patron of $10,000 CAD or more occurring within the same Gaming Day must be reported as a LCT to the AML Unit by the AML Administrator within seven (7) calendar days. *(Amended Aug 2016)*

18.8.2 PTRs (LCT) must include:

a) patron name, physical address, occupation, and date of birth;

b) type, place of issue, expiry date and unique identifier number of the identification (if produced); and

c) time and date, game type, table number position for each transaction.

18.8.3 If a patron refuses to provide any information required to complete a PTR (LCT):

a) the transaction must not be completed;

b) an SPN must be issued by the Casino Facility Licensee, games manager and/or slot manager; and

c) the AML Key Position must comply with the procedures outlined in Subsection 18.11.4.

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.9 CASINO DISBURSEMENTS

18.9.1 PTRs and supporting documents detailing all cash–outs, slot jackpot payouts and tournament prizes of $10,000 CAD or more, in one or more transactions within the same Gaming Day, must be reported to the AML Unit by the AML Administrator within seven (7) calendar days. *(Amended Aug 2016)*

18.9.2 PTRs (CD) must include:

a) patron name, physical address, occupation and date of birth;

b) the type, place of issue, expiry date and unique identifier number of the identification produced to verify the name;

c) game location (if known), date, time, transaction type and amount of each transaction; and

d) any additional information as requested on the PTR.

Note: Completion of patron physical description section on the PTR is not required if identity has been verified.

18.9.3 All transactions at the volunteer cash cage for $3,000 CAD or more must be witnessed by a Cash Cage Advisor.

18.9.4 If a patron refuses to provide acceptable identification as outlined in Section 18.6 or any information required to complete the PTR (CD):

a) the transaction is not to be completed;

b) an SPN will be issued by the Casino Facility Licensee, games manager or slot manager; and

c) the AML Key Position will follow the procedures outlined in Subsection 18.11.4.

18.9.5 AML Key Positions must begin tracking of patron payouts at a minimum of $3,000 CAD. *(Amended Aug 2016)*

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.10 FOREIGN CURRENCY EXCHANGE

18.10.1 The AML Key Position must ensure all foreign currency exchange transactions totalling less than $3,000 CAD are recorded on a Foreign Currency Exchange Ticket and contain the following:

a) date;

b) amount;

c) currency of purchase or sale;

d) the method; and

e) the amount and currency of payment made or received.

18.10.2 Single or multiple transactions of foreign currency exchanges totaling $3,000 CAD or more require recording of the patron's identification and the completion of a PTR (FE) by an AML Key Position. All information listed in Subsection 18.10.1 and the PTR (FE) must be submitted to the AML Unit by the AML Administrator within seven (7) calendar days. *(Amended Aug 2016)*

18.10.3 The AML Administrator is responsible for ensuring all Foreign Currency Exchange Tickets are accurate and retained by the casino facility.

18.10.4 To determine whether an LCT in foreign currency is reportable (the equivalent of $10,000 CAD or more) use:

a) the nominal exchange rate provided by the Bank of Canada website (available at www.bankofCanada.ca) for the time of the transaction; or *(Amended Mar 2017)*

b) the actual exchange rate applied when the transaction was processed if no Bank of Canada rate was published for the currency of the transaction. *(Amended Mar 2017)*

18.10.5 Single or multiple foreign currency exchange transactions equivalent to $10,000 CAD or more in a 24 hour period must be reported to the AML Unit by the AML Administrator within seven (7) calendar days. When reporting the transactions: *(Amended Aug 2016)*

a) a separate entry for each type of foreign currency exchanged in a 24 hour period must be submitted; and

b) the CAD value at the nominal exchange rate value (not the cash exchange rate value) must be recorded.

18.10.6 Foreign currency exchange transactions must be refused should a patron fail to provide the required information.

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.11 UNUSUAL TRANSACTIONS

18.11.1 The following are examples (not a complete list) of unusual transactions whether attempted or completed:

a) patron requests a winning cheque in a Third Party's name;

b) acquaintances bet against each other in even-money games and it appears that they are intentionally losing to one patron in the party;

c) patron attempts to avoid the filing of a PTR by breaking up transactions into smaller transactions;

d) patron attends facility in possession of cash and requests a casino cheque with no game play;

e) patron attends a facility with cash purchasing a large volume of chips, participates in limited gambling activity and then requests a casino cheque;

f) patron puts money into slot machines and claims accumulated credits as a jackpot win after minimal play;

g) patron attempts to exchange large quantity of small denomination bank notes for large denomination bank notes;

h) patron uses multiple names;

i) patron takes the full amount of a verified win in large denomination bills, leaves the casino and then returns to the casino shortly thereafter in possession of smaller denomination bills;

j) patron conducts one or more buy ins of $3,000 or more with small denomination bills ($5, $10 and/or $20) of unknown origin; *(Amended Aug 2016)*

k) patron refuses to provide any information required to complete a PTR;

l) chip or cash passing between patrons that is unusual, demonstrates a pattern that may be deemed unusual, or is inconsistent with standard patron gaming activities; *(Amended Aug 2016)*

m) patron has another patron conduct a transaction on their behalf; or *(Amended Aug 2016)*

n) patron occupation doesn't match the aggregate buy-in used for play. *(Amended Aug 2016)*

18.11.2 UTRs and supporting documents detailing unusual transactions must be completed and submitted to the AML Unit by an AML Administrator within seven (7) calendar days of the incident. *(Amended Aug 2016)*

18.11.3 A registered gaming worker who witnesses an actual or attempted UT must immediately notify an AML Key Position.

18.11.4 The AML Key Position witnessing or receiving a report of a UT must:

a) obtain the assistance of security or surveillance to capture video surveillance of the patron(s) involved;

b) attempt to obtain and document all available information on the patron(s) involved (i.e. name, address, date of birth, occupation, description, vehicle licence plate number); *(Amended Mar 2017)*

c) obtain patron identification if possible;

d) not disclose to the patron(s) involved that a UTR is being submitted; *(Amended Aug 2016)*

e) document all relevant details on a UTR; and *(Amended Aug 2016)*

f) ensure all gaming workers and staff involved or having witnessed the transaction complete and submit a Discrepancy Report in conjunction with the incident. *(Added Aug 2016)*

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.12 THIRD PARTY TRANSACTIONS

18.12.1 AML Key Positions must take reasonable measures to determine if any individual is acting on behalf of a Third Party when conducting a LCT or receiving Casino Disbursements or opening of a patron account. If it is determined there is a Third Party involved, the AML Key Position must obtain and record the required information on the Third Party and the Patron. *(Amended Aug 2016)*

a) *(Deleted Aug 2016)*

b) *(Deleted Aug 2016)*

c) *(Deleted Aug 2016)*

d) *(Deleted Aug 2016)*

18.12.2 If an AML Key Position is unable to determine that there is a Third Party involved and has reasonable grounds to suspect that there is a Third Party involved, a UTR must be competed following these procedures: *(Amended Aug 2016)*

a) obtain the assistance of security or surveillance to capture video surveillance photos of the patron(s) involved; *(Added Aug 2016)*

b) document the suspected nature of the relationship between the Third Party and the patron involved in the transaction; and *(Added Aug 2016)*

c) not complete the transaction if the identity of the Third Party cannot be determined. *(Added Aug 2016)*

18.12.3 All Third Party transactions conducted by a casino employee on behalf of a patron at the Charity Cash Cage and/or Slot Bank must: *(Amended Aug 2016)*

a) be conducted by a registered gaming worker; and

b) be recorded in a ledger that details Patron Name, Registered Gaming Worker performing the transaction, and the amount of the transaction(s), date, and time. *(Amended Aug 2016)*

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.13 CHEQUE ISSUANCE

18.13.1 Casino Facility Licensees may issue cheques to patrons for confirmed table winnings and jackpots. Cheques for confirmed winnings:

a) can only be issued to a patron whose play has been fully tracked on a PTR and the win confirmed by an AML Key Position;

b) must have "verified win" imprinted on the face of the cheque; and

c) cannot be issued for poker winnings or TITO tickets.

18.13.2 Casino Facility Licensees may issue cheques for patron convenience and/or security purposes. Cheques being issued to patrons for non-confirmed winnings:

a) can be issued for cashed bank drafts, money orders, certified cheques and/or cash calls;

b) must not be issued for cash from unverified financial sources in excess of $5,000 CAD per Gaming Day; and

c) must have "non-verified win" imprinted on the face of the cheque.

18.13.3 Casino Facility Licensees:

a) must issue all cheques in numerical sequence;

b) must maintain a sequential log of cheques and transactions; *(Added Aug 2016)*

c) must retain a duplicate copy of all cheques;

d) must only issue cheques to patrons meeting the identification requirements outlined in Section 18.6; and

e) are prohibited from issuing a cheque in the name of a Third Party or company.

18.13.4 Casino Facility Licensees are prohibited from issuing cheques in exchange for cash.

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.14 GIFT CERTIFICATES/CARDS

18.14.1 Gift certificates/cards, must be sequentially numbered and a sample must be approved by the AGLC in writing.

18.14.2 Individual gift certificate/card denomination must not exceed $500 in value.

18.14.3 Casino Facility Licensees must maintain a record of all gift certificate/card purchases documenting:

a) purchaser name;

b) amount of gift certificate(s)/card(s) purchased;

c) date of purchase;

d) gift certificate/card number(s); and

e) method of payment.

18.14.4 Purchases by patrons of individual or multiple gift certificates/cards made in cash must not exceed $500 CAD in a single Gaming Day.

18.14.5 Casino Facility Licensees are prohibited from redeeming gift certificates/cards in excess of $500 per patron per Gaming day.

18.14.6 Casino Facility Licensees are prohibited from redeeming gift certificates/cards at a gaming table.

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.15 TERRORIST PROPERTY

18.15.1 Where any patron on a Gaming Information Network (GIN) Terrorist bulletin is found to be in a casino the Casino Facility Licensee must:

a) immediately notify local law enforcement;

b) immediately notify the AML Unit; and

c) the AML Key Position must complete a PTR (UT), following the procedures outlined in Subsection 18.11.4

18.15.2 If there is property in the casino's possession or control that is owned or controlled by or on behalf of a terrorist or a terrorist group, or a listed person, the casino employee and/or the AML Key Position must:

a) immediately notify local law enforcement; *(Added Aug 2016)*

b) immediately notify the AML Unit; and

c) the AML Key Position must complete a PTR (UT), following the procedures outlined in Subsection 18.11.4.

SECTION: 18. ANTI-MONEY LAUNDERING (AML)

18.16 AML REPORTING SYSTEM

18.16.1 The AML reporting system is the platform by which Casino Facility Licensees will submit PTRs and supporting documents of all reportable transactions outlined in Section 18.

18.16.2 The data and information retained in the AML reporting system and all associated hardware is the property of the AGLC.

18.16.3 AML Administrators must not use an additional system, backup system or database to collect or store duplicate records or copies of records of the information entered into the AML reporting system.

18.16.4 AML Administrators responsible for entering information into the AML reporting system must obtain individual access rights to the system from the AGLC.

18.16.5 AML Administrators having access rights to the AGLC AML reporting system are prohibited from:

a) allowing any other person access to the system;

b) allowing any other person use of their AML system account;

c) accessing the system from any location outside the casino; and

d) using the system for purposes outside the scope of identified roles and responsibilities. *(Added Aug 2016)*

SECTION: 19. FINANCIAL AND INFORMATION TECHNOLOGY (IT) STANDARDS

19.1 FINANCIAL REPORTING

19.1.1 Audit Requirements

a) Casino facility licensee's books and records are subject to audit and review by the AGLC and must be maintained in a manner acceptable to the AGLC.

b) The articles/instruments normally subject to audit, include, but are not limited to:

i) books of original entry (including computerized records);

ii) invoices;

iii) bank statements and cancelled cheques or cheque images;

iv) event control and summary sheets;

v) inventory control forms;

vi) contracts, agreements, or similar documents;

vii) payroll records;

viii) Income Tax and Goods and Service Tax (GST) returns;

ix) internal financial controls (see Subsection 19.1.3);

x) annual audited financial statements;

xi) external accountants working paper files;

xii) ownership structure;

xiii) meeting minutes (e.g. board, shareholder); and

xiv) the financial records of any affiliated entity as defined by the Gaming and Liquor Regulation and to which the casino facility licensee has made gaming payments.

19.1.2 Audited Financial Statements

a) Each casino facility licensee must appoint a Professional Accounting Firm (PAF), in good standing, to audit its financial statements annually or as otherwise prescribed in Subsection 19.1.2.

b) The audit of these statements must be conducted in accordance with the Canadian Generally Accepted Auditing Standards.

c) Audited Financial Statements and Management Letter must be submitted to the AGLC within 120 days of the casino facility licensee's fiscal year-end or as otherwise prescribed in Subsection 19.1.2.

d) If the casino facility licensee or related person(s) owns or operates other casino amenities (e.g. hotel, food, and beverage services) which are contained within the building envelope of the licensed facility, the financial statements must cover those operations in addition to the gaming operations.

e) In the event of a licence termination, change in the business entity, or a change in the percentage of ownership of more than 20 percent, the AGLC may require the licensee or former licensee to provide financial statements covering the period since the period covered by the previous standard financial statements.

f) The financial statements must be presented on a comparative basis. Consolidated financial statements may be filed by commonly owned or operated casino facilities; however, separate unaudited financial statements and fixed asset schedules must also be included for each facility.

g) The PAF must express an opinion on the consolidated financial statements as a whole.

h) If a casino facility licensee changes its business year, it must prepare and submit to the AGLC audited financial statements covering the stub (interim) period within 120 days of the end of the stub period. If the new fiscal year end falls within the 120 day period, the financial results for the stub period must be incorporated into the new business year.

i) AGLC has the authority to request special purpose statements prepared by the casino facility licensee at any time during the term of its current licences. These statements may cover a wide spectrum of revenue and expenses, and other performance indicators. AGLC reserves the right to request that

these special purpose statements be audited by the PAF. The casino facility licensee must provide the requested information within 45 days of receiving the request from AGLC.

19.1.3 Internal Financial Controls

a) Each casino facility licensee must have effective financial internal controls. The controls must be designed to ensure that:

i) casino facility licensee and AGLC assets are safeguarded;

ii) financial records are accurate and reliable;

iii) transactions are performed only in accordance with management's general or specific authorization;

iv) transactions are recorded in a manner to ensure appropriate reporting of gaming revenue, fees, and taxes, and to maintain accountability for assets;

v) access to assets is permitted only in accordance with the casino facility licensee and AGLC's specific authorization;

vi) recorded accountability for assets is compared with actual assets at reasonable intervals and appropriate action is taken with respect to any discrepancies; and

vii) functions, duties, and responsibilities are appropriately segregated and performed in accordance with sound practices by competent, qualified personnel.

19.1.4 Information Technology (IT) Security Standards Audit

a) Casino facility licensees must submit an annual IT security standards audit report on its compliance with the AGLC's Information Technology (IT) Standards (see Section 19.2).

b) The casino facility licensee's IT security standards audit report must be completed in accordance with Section 5815 of the CPA Canada Handbook - Assurance and the AGLC Information Technology System Audit Program.

c) Service Organization Control Reports (Type I or Type II) may be provided as audit evidence, if applicable, for systems under a separate audit regime.

SECTION: 19. FINANCIAL AND INFORMATION TECHNOLOGY (IT) STANDARDS

d) The casino facility licensee's IT security standards audit report must be submitted to the AGLC within 120 days of the casino facility licensee's fiscal year-end.

SECTION: 19. FINANCIAL AND INFORMATION TECHNOLOGY (IT) STANDARDS

19.2 INFORMATION TECHNOLOGY (IT) STANDARDS

19.2.1 Casino facility licensees are responsible for maintaining the confidentiality, integrity and availability of data and must ensure their information technology systems (production environment) are secure and protected at all times. At a minimum this protection must address the policies and specifications contained in Section 19.2. These policies and specifications are not intended to guarantee protection against breaches of data, however, they provide minimum standards that must be met.

19.2.2 As information technology systems ("IT systems") evolve, casino facility licensees must ensure their own internal systems and processes are updated to remain current and encompass new technologies and advancements in the protection and security of data.

19.2.3 Information technology systems ("IT systems") in-scope for this section includes any hardware and software (e.g., application) used by a casino facility licensee to conduct its day-to-day operations. The software or hardware can physically reside within the casino (in-house) or be handled by an external entity.

a) Examples of in-scope information technology systems include, but are not limited to:

i) any software used to capture casino facility licensee employee or patron information, including software handled by an external entity;

ii) hardware and software used for the monitoring and protection of the casino operations;

iii) casino payroll systems provided by an external entity;

iv) applications within the casino envelope accessing the casino facility licensee's servers;

v) IT operating systems;

vi) customer/patron relationship management system;

vii) databases;

viii) server room - primary and secondary (extra rooms used for network, server equipment, vendor equipment affecting casino infrastructure);

ix) wiring closet (sometimes an add-on to server rooms);

x) vendor IT-related equipment locations e.g., phones using voice over internet protocol (VOIP); or

xi) desktop and laptop computers, printers and monitors used in the operations of the casino facility.

b) Examples of out-of-scope information technology systems include:

i) financial applications operated by an external entity;

ii) hotel management system;

iii) any Enterprise Resource Planning (ERP) system residing outside of the casino facility not capturing any casino facility licensee's employees or patrons personal information; or

iv) stand-alone systems residing within the casino envelope but do not access the casino servers e.g., Point of Sales in a restaurant.

19.2.4 The casino facility licensee must have written policies and procedures in place which, at a minimum, address the following IT system security control standards:

a) entity level controls;

b) security management controls, which include but are not limited to:

i) logical access controls;

ii) physical access controls; and

iii) environmental controls;

c) system development and change management controls;

d) system operations controls;

e) network management controls; and

f) third party service management controls.

Entity Level Controls

19.2.5 Entity level controls impact all IT systems operations throughout the entire casino facility. These controls must include, but are not limited to:

a) a formal process for developing and reviewing IT system security policies and procedures;

b) providing IT system User and Information Security training to all casino facility licensee executives, employees, and contractors on a regular basis (e.g. yearly or bi-yearly);

c) a three year plan for conducting IT system risk assessments, vulnerability assessments, and penetration testing (at a minimum, one assessment/test must be completed annually);

d) a process for monitoring IT controls and security events (e.g. access logs, changes to production environment etc.); and

e) protocols for critical security incidents and major system failures.

Security Management Controls

19.2.6 Security Management Controls ensure the confidentiality, integrity, and availability of the casino facility licensee's information, data, and IT systems. These controls must include, but are not limited to:

a) Logical Access Controls ensure that only authorized users have access to the casino facility licensee's IT systems, they include, but are not limited to:

i) access to casino facility licensee's IT systems and system accounts must only be granted to users authorized by the licensee, this includes, but is not limited to:

- default accounts;
- service accounts;
- administrator accounts;
- end user accounts;
- remote system access;

- vendor system access; and
- server room access.

Note: Credentials for all vendor supplied accounts (default accounts) must be changed immediately after first use;

ii) user accounts and access privileges must only be granted based on specific job requirements;

iii) all system accounts must be unique, identifiable, and approved by the system owner;

iv) any additions, deletions, or modifications of system accounts or access privileges to an IT system account must be approved by the system owner;

v) upon transfer of an employee or contractor within the casino facility access privileges pertaining to the position previously held which are no longer required for the new position must be revoked within 30 days;

vi) upon termination of an employee or contractor the network access accounts (active directory, domain controller or equivalent) must be disabled immediately and the access to specific systems, applications and infrastructure must be deleted/removed within 30 business days;

vii) employee or contractor user accounts that have been, or are expected to be, idle longer than 90 days must be disabled;

viii) an inventory of all in-scope application accounts (see Subsection 19.2.2) and access privileges must be documented and reviewed semi-annually. Unnecessary accounts or excessive privileges found during the review must be deleted/removed;

ix) a log of all user account access must be kept (for at least one year) and maintained by the casino facility licensee;

x) all IT systems user accounts must be password protected. Passwords must be set according to a defined password standard. The password standard must include, but is not limited to:

- the sharing of user names and passwords is strictly prohibited;
- passwords must be a minimum of 12 characters and must include at least three of the following:

  uppercase characters;

  lowercase characters;

  digits (0-9); or

  special characters (e.g. !, #, $);
- passwords stored electronically must be stored in an encrypted file, protected with a strong password;
- passwords (except service accounts) will automatically expire every 90 days and the same password cannot be reused for at least 6 renewals;
- entering an incorrect password 10 times shall cause the User ID to be locked out; and
- users forgetting their password or who have been locked out of the IT system must positively identify themselves to the IT system administrator when requesting a password reset.

b) Physical Access Controls protects the casino facility licensee's IT Assets from damage by unauthorized physical access, they include, but are not limited to:

i) access to critical IT infrastructure (e.g. server room) must be controlled and monitored;

ii) server room entrance doors must remain secured with automatic door closer and dedicated full-time CCTV camera coverage of all external doorways; and

iii) access logs must be maintained to record all registered gaming workers, employees, or external parties accessing the server room and preserved for at least one year.

c) Environmental Controls protect the casino facility licensee's IT infrastructure (e.g. server room) from damage by environmental conditions, they include, but are not limited to:

i) uninterrupted power supply (UPS);

ii) air conditioning;

iii) humidity control; and

iv) fire detection and control equipment.

System Development and Change Management Controls

19.2.7 System Development and Change Management Controls ensure that only changes authorized by the IT system owner are made to the IT production environment. These controls must include, but are not limited to:

a) a process to ensure any changes and modification made to the IT production environment are approved by the IT system owner; and

b) ensure any changes and modifications made to the IT production environment are logged and preserved.

System Operations Controls

19.2.8 System Operations Controls maintain effective and efficient delivery of agreed IT services and minimize the impact of service outages on the day-to-day business activities of the casino facility. These controls must include, but are not limited to:

a) logs of important activities (e.g. user log-in, changes to software, and databases) conducted in the IT production environment must be maintained and preserved for at least one year;

b) production server hardware and software must be maintained regularly (e.g. applying patches) and their performance, and capacity monitored in real time; and

c) developing procedures for performing, restoring, and testing of IT system backups.

Network Management Controls

19.2.9 Network Management Controls ensure wired and wireless networks are secured. These controls must include, but are not limited to:

a) networks and firewalls are appropriately configured, based on best practices and vendor specifications, to ensure security; and

b) all IT systems have business antivirus software installed and activated. The antivirus software must be patched as required and its definitions must be kept up-to-date.

Third Party Service Management Controls

19.2.10 Third Party Service Management Controls ensure all IT system contractors follow the minimum IT system security standards of the casino facility licensee. These controls must include, but are not limited to:

a) establishing vendor evaluation criteria based on the casino facility licensee's IT system work requirements;

b) evaluating contractors proposals in accordance with the established vendor evaluation criteria (see 19.2.9 a));

c) ensuring the approved contractor understands and agrees to comply with all casino facility licensees IT system security standards; and

d) having oversight of vendor activity to ensure adherence to the management controls.