



Community Bingo Terms & Conditions



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COMMUNITY BINGO TERMS & CONDITIONS

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SECTION: 1. GENERAL INFORMATION**1.1 DEFINITIONS****1.1.1** In this handbook:

- a) “AGLC” means Alberta Gaming, Liquor & Cannabis. AGLC is the province’s gaming authority, responsible for licensing and regulating charitable gaming activities.
- b) “Bingo game” means a game that is counted as a unit of play with a prize offering (one game of bingo).
- c) “Bingo licence” means a licence issued by AGLC to a charity authorizing the charity to conduct one or more bingo events.
- d) “Bingo prize” means cash, merchandise, or other award(s) given to bingo players in conjunction with an approved bingo program.
- e) “Bingo program” means the elements or aspects that are used or required to deliver events by a licensed charity.
- f) “Bingo scheme” means play that is tied to a bingo game, but which has its own criteria to win an additional or separate prize.
- g) “Bonanza” means a special game of bingo in which numbers are pre-called, followed by a break in the calling of numbers, and the game is completed at a later time in the bingo program.
- h) “Community bingo” means a licensed charity that is individually licensed to conduct bingos from its own facility, no more than three days per week.
- i) “Event” means the bingo games, bingo schemes, and promotions that are conducted by a licensed charity during a specified period of time during the day (e.g., a morning event, an afternoon event, an evening event, a late-night event). Other gaming activities may be allowed during an event.
- j) “Event expenses” means the direct costs incurred by a licensed charity to conduct a bingo event. Such costs may include paid staff, supplies, advertising, services, and meal costs incurred by volunteers to work at an event, etc.
- k) “Financial/inventory control system” means a system to account for all the revenues and costs of holding an event, including but not limited to the inventory, sales, prizes, giveaways to players, expenses, and proceeds of an event.
- l) “Gross bingo revenue” means the funds raised in an event through the sale of bingo cards and bingo schemes.

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- m) "House rules" means the specific rules that are adopted by a licensed charity to govern the operation of community bingo events, and which must comply with these policies.
- n) "Licensed charity" means a charitable or religious organization holding a licence that authorizes it to conduct an event.
- o) "Minor" means a person under the age of 18 years.
- p) "Net revenue" means gross bingo revenue less bingo prizes.
- q) "Pre-mark game" means a special game with separate card sales and involving a pre-call of bingo numbers either through the calling of numbers drawn from the blower (e.g., as with a bonanza) or through other predetermined criteria (e.g., odd/even) and pre marked by players.
- r) "Proceeds" means the net bingo revenue less bingo related approved expenses.
- s) "Progressive jackpots" means a game of bingo or bingo scheme in which the prize accumulates until the game or scheme is won.
- t) "Promotion" means any activity within a facility designed to attract new players or to maintain current player levels. (e.g.; a contest, draw, giveaway etc.).
- u) "Rules of play" means the rules governing the operation of the bingo program.
- v) "Special events" means games of bingo played outside of the regular bingo program.
- w) "Special games" means an individual game or series of games played on paper cards purchased separately from regular games.

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SECTION: 1. GENERAL INFORMATION**1.2 LEGISLATION AND BOARD POLICY**

- 1.2.1 Licensed charities, and registered gaming suppliers, must operate in accordance with the Gaming, Liquor and Cannabis Act, the Gaming, Liquor and Cannabis Regulation, Board policies established under the legislation, including the policies of the Community Bingo Terms & Conditions, the Charitable Gaming Policies Handbook, and all federal, provincial and municipal requirements.
- 1.2.2 Board policies related to bingo, pull ticket and facility licence activities are conditions of the licence. This includes policies that are approved or amended after the bingo licence, pull ticket licence or facility licence is issued.
- 1.2.3 Any activity not specifically permitted in these policies is prohibited.
- 1.2.4 Non-compliance with the legislation, Board policies or federal, provincial, or municipal requirements may result in disciplinary action up to and including suspension or cancellation of licence or registration.

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1.3 LICENSED CHARITY

1.3.1 Licensed charities:

- a) are responsible for becoming familiar with, and operating in compliance with, the legislation and the policies referred to or contained in the Community Bingo Terms & Conditions;
- b) must ensure that all records, reports, and financial/inventory control system forms as required by AGLC or its representatives are completed and accurate; and
- c) must ensure that all communications (written or oral) with AGLC or its representatives are accurate.

1.3.2 The licensed charity must ensure that all bingo executive members, paid employees and volunteers understand their respective roles and responsibilities.

1.3.3 The licensed charity must immediately notify AGLC through the Customer Care Line at 1-800-561-4415 if it suspects or has evidence of the following:

- a) cheating at play;
- b) theft by players, patrons, volunteers or paid staff;
- c) robbery or attempted robbery;
- d) passing of counterfeit money;
- e) any breach of security or procedures; or
- f) any other activity which is inconsistent with, or in contravention of these policies.

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1.4 AGLC CONTACTS

1.4.1 Written communication may be addressed to the following:

Regulatory Services
50 Corriveau Avenue
St. Albert, Alberta, T8N 3T5

1.4.2 AGLC can be contacted through the Customer Care Line at 1-825-480-4755.

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SECTION: 2. COMPLYING WITH THE BINGO LICENCE**2.1 APPLICATION PROCESS**

- 2.1.1 A bingo licence authorizes an eligible charitable organization to conduct a bingo event(s). Licensed charities are responsible for delivering bingo events in Alberta.
- 2.1.2 There are three categories of licenses for community bingo events. This includes bingo events that are:
- a) \$20,000 or less annual gross bingo revenue – up to 12-month licence period;
 - b) \$150,000 or less annual gross bingo revenue – up to 24-month licence period; or
 - c) over \$150,000 annual gross bingo revenue – up to 24-month licence period.
- 2.1.3 Community bingo applications must be submitted 30 days prior to the proposed date of the first bingo event for the licence period.
- 2.1.4 A licensed charity must:
- a) pay a licensing fee of \$10 per event in advance of being issued a bingo licence when its annual gross bingo revenue is \$150,000 or more;
 - b) report all bingo games separately;
 - c) use a financial/inventory control system; and
 - d) submit financial reports as required by AGLC.
- 2.1.5 Licence amendments must be submitted, in writing and signed by an executive officer, for AGLC approval.
- 2.1.6 If a licensed charity's bingo licence expires, is suspended, or cancelled by the Board of AGLC, the licensed charity must stop conducting events.
- 2.1.7 Licensed charities that conduct pull ticket sales refer to the Pull Tickets Terms & Conditions.
- 2.1.8 A valid liquor licence is required by a licensed charity for liquor to be sold and consumed in its facility where bingo is conducted. If the licensed charity and landlord is not the same entity, a written agreement between the landlord and licensed charity is required for the sale and consumption of liquor in the facility.

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SECTION: 2. COMPLYING WITH THE BINGO LICENCE**2.2 MEDIA BINGO LICENCE**

2.2.1 For media bingo, the licensed charity must ensure that all bingo events are conducted and managed completely within Alberta.

2.2.2 To conduct a media bingo event, the licensed charity's supporting documentation must include the following information with the application:

- a) location of where the bingo event will be conducted;
- b) the defined sales period for the bingo cards being sold for the bingo event;
- c) Sales Agent Agreement, including the amount of commissions, if any, paid to sales agents or retailers;
- d) the method of distribution and selling media bingo product including any markings intended to be used on the media bingo product;
- e) the method of tracking and disposing unsold media bingo product, including the schedule for re-circulation of product, if applicable;
- f) the method of collecting and recording sales and receipts;
- g) expenses (administrative and event);
- h) the rules of play (refer to Community Bingo Rules of Play and House Rules);
- i) method of age verification;
- j) the form and name of medium used (e.g.: radio, TV, YouTube, etc.);
- k) supplier (blower and paper);
- l) how to obtain a recap of the called bingo numbers;
- m) method and time limit to declare a possible winner, and claim the prize; and
- n) procedure for handling any media bingo transmission failures.

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SECTION: 2. COMPLYING WITH THE BINGO LICENCE**2.3 MINORS**

2.3.1 Minors, accompanied by an adult, may play regular bingo games for cash and/or merchandise prizes, excluding special games and schemes, subject to the following requirements:

- a) licensed charity has \$150,000 or less annual gross bingo revenue;
- b) regular game cards do not exceed \$1 per card;
- c) prizes for regular games and door prizes do not exceed \$50 each; and
- d) House Rules indicate minors are allowed to play bingo.

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SECTION: 2. COMPLYING WITH THE BINGO LICENCE**2.4 PROMOTIONS**

2.4.1 Promotions must comply with the following:

- a) the licensed charity must conduct the promotion;
- b) no purchase is necessary;
- c) items can be provided by registered suppliers of equipment, services, supplies, or premises in accordance with a written agreement between the licensed charity and supplier;
- d) the actual cost of all items are recorded under expenses, unless donated, on financial reports;
- e) only patrons present at the event during which the promotion takes place may receive any item;
- f) total retail value of all items must not be more than \$50 for each one hundred persons, or portion of that, attending the event. The value can be accumulated to offer one promotion per event. For example, if 350 players are in attendance, the retail value of the promotional items cannot exceed \$200. This could be one item of \$200, or a series of items with a total retail value of up to \$200;
- g) promotions do not include food, beverages or other merchandise sold on a regular basis at the concession and given free or at a reduced cost to players by concession operators; and
- h) the licensed charity cannot subsidize concession items, other than provided for in (f) above.

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SECTION: 3. STAFFING**3.1 GENERAL**

- 3.1.1 Bonafide members of the licensed charity, as defined in its bylaws;
- a) must be assigned to fill the key volunteer positions of the bingo event which include: bingo chairperson, bonanza and/or special games controller, paymaster, cashier, or any other position requiring access to the secured cash area (cash cage); or
 - b) may work in an optional paid or volunteer position which include bingo coordinator, cashier and caller. Refer to Subsection 3.2.1 e) – g).
- 3.1.2 As an option, the licensed charity may use non- members, known to the licensed charity in non-key or paid positions.
- 3.1.3 A licensed charity that has members with a disability may accept outside volunteer help for all positions.
- 3.1.4 Members of the licensed charity filling a volunteer position must not be paid. This includes, but is not limited to:
- a) payment for working gaming events;
 - b) providing services to the licensed charity; and
 - c) receiving money, goods, or services for personal use, from individuals that provide the facility, services, equipment, or supplies to events sponsored by that volunteer's licensed charity.
- 3.1.5 The licensed charity, through its volunteer bingo chairperson, must:
- a) decide upon all matters relating to conduct of the event;
 - b) in case of a dispute or discrepancy determine the winners; and
 - c) verify prize amounts and ensure all prizes are paid.
- 3.1.6 The licensed charity must ensure
- a) all volunteer and paid staff sign an attendance form before starting work;
 - b) confirm that the identity and source of all volunteers is known to the licensed charity; and
 - c) volunteers are assigned to positions for which they are qualified.
- 3.1.7 Access to the secured area where cash is stored (cash cage) during a bingo event is limited to the bingo chairperson, cashiers, controllers, and other volunteers during the period their specific job duties require their presence.

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- 3.1.8 With the exception of sellers/checkers, volunteer and paid staff must work one position at a time. If a volunteer is to fill a second position, the accounting procedures for the first position must be completed and verified before filling the second position.
- 3.1.9 Gift certificates must not be used as a form of payment for paid staff.
- 3.1.10 All bingo workers (volunteers and paid staff) must not use or be under the influence of liquor, cannabis or illegal drugs while on duty. Any use of prescription (including cannabis for medical purposes) or off-the-shelf medications while working an event must be consistent with the facility licensee's policies and procedures regarding their use and must not interfere with the ability of volunteers/workers to perform their duties.
- 3.1.11 Paid bingo workers may not play bingo at any time during the event they are working.
- 3.1.12 Volunteer workers may play bingo only after all duties related to that event are completed.

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SECTION: 3. STAFFING**3.2 POSITION DESCRIPTIONS**

3.2.1 Licensed charities may use the position descriptions listed below. The cashier, seller/checker, and bingo chairperson cannot be the same individual.

- a) **Bingo Chairperson** is a volunteer position that is responsible for the bingo operation. This includes, but is not limited to:
 - i) supervising all staff;
 - ii) assigning duties to volunteer staff;
 - iii) secure handling of cash;
 - iv) ensuring compliance with financial/inventory controls, and
 - v) notifying AGLC of any cheating, or other problem.
- b) **Controller** is a volunteer position that;
 - i) supervises card sales for special games with separate sales (e.g. bonanzas, wild card, etc.); and
 - ii) calculates prize payouts.
- c) **Paymaster** is a volunteer position that supervises the awarding of prizes.
- d) **Seller/Checker** is a volunteer position that sells cards to players. This position;
 - i) accounts for cash from sales;
 - ii) exchanges regular paper cards;
 - iii) verifies winning cards; and
 - iv) may sell more than one type and price of special game card at one time.
- e) **Bingo Coordinator** may be a volunteer or paid position, and reports to the charity's executive. A bingo coordinator may be a paid position when the licensed charity generates over \$150,000 in annual gross bingo revenue. Only one person maybe paid as the Bingo Coordinator. This position
 - i) coordinates all bingo events;
 - ii) coordinates volunteers and paid staff;
 - iii) orders and manages bingo products and supplies;
 - iv) conducts event reconciliations;
 - v) completes financial reports when required;

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- vi) ensures bank deposits are completed, and
 - vii) engages with AGLC.
 - f) **Cashier** may be a volunteer or paid position that reports to the bingo chairperson. A maximum of two persons per event may be paid for these duties. The position's duties must be identified in the licensed charity's job description.
 - g) **Caller** may be a volunteer or paid position that reports to the bingo chairperson. Only one person per event may be paid for this position. The position follows the approved bingo program.
- 3.2.2 Members of the licensed charity with signing authority can volunteer in any of these positions but are not permitted to be paid.

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SECTION: 4. BINGO EVENTS**4.1 BINGO PROGRAM**

- 4.1.1 Operation of a bingo event is the responsibility of the licensed charity and cannot be delegated. The bingo event must be conducted in compliance with:
- a) the approved bingo licence, (including any conditions placed on the licence by AGLC);
 - b) the approved bingo program;
 - c) the licensed charity's approved rules of play and house rules; and
 - d) these Terms & Conditions.
- 4.1.2 The financial return to eligible licensed charities from charitable gaming should be maximized for the benefit of the charitable and religious organization, the programs or activities they deliver, and the communities in which those programs or activities are undertaken.
- 4.1.3 No more than two bingo events will be licensed in the same facility on any day.
- 4.1.4 The licensed charity must post the approved bingo licence and bingo program in a prominent place in the facility.
- 4.1.5 Licensees must comply with the AGLC Standard Rules of Play contained in the [Community Bingo Rules of Play and House Rules](#).
- 4.1.6 Licensees must establish and maintain licensee rules of play and house rules which must be:
- a) consistent with the Community Bingo Rules of Play and House Rules;
 - b) submitted to AGLC for approval, including any additions or revisions; and
 - c) posted in the facility during the bingo event for convenient viewing by players.
- 4.1.7 AGLC, at its discretion, may require amendments be made to licensee rules of play or house rules if it deems a rule jeopardizes the integrity of a bingo game or prevents the game from being conducted in alignment with the intended manner.

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SECTION: 4. BINGO EVENTS**4.2 BINGO CARDS AND SALES****BINGO CARDS**

- 4.2.1 Printed single cards or sheets of cards must be used, each having five vertical columns, with five squares in each column. One letter from the word BINGO appears over each column. All squares must have a number, except the free centre square. To play the game of bingo, players mark each square as the corresponding letter/number on it is called.
- 4.2.2 Bingo cards for the visually impaired (Braille cards), if approved for use by the licensee, must meet the format requirements detailed in Subsection 4.2.1. The licensee's rules of play must indicate the pricing structure and verification procedure for these cards.
- 4.2.3 To ensure sales are conducted in a random manner and that staff, players and sellers do not know the card layout before the cards are sold:
- folded cards must be used for bingo games with pre-called numbers that are determined at the event level (e.g., odd/even, bonanza, wild card, 6-4-baseball);
 - folded and sealed bingo cards must be used for games with predetermined or set numbers (e.g., odd/even, 6-4 baseball, wild card) and the linked games;
 - volunteers or paid staff must not open folded or sealed cards. Folded and sealed cards may only be opened by the player who has purchased the cards; and
 - folded cards must be secured at all times.
- 4.2.4 Bingo cards not controlled by volunteers or paid staff, must be kept in a secured area. The bingo paper/inventory storage area must be accessible from the secured cash area (cash cage) with strictly controlled access.

SALES

- 4.2.5 Cash, debit cards, credit cards and/or gift certificates issued by the licensee will be accepted for admission and bingo card sales.
- Granting credit, other than the use of a credit card for bingo card sales and/or bingo event admission, or accepting cheques is prohibited.
 - Bingo card sales and/or bingo event admission paid for using a credit card must be made through a dedicated terminal for gaming sales.
 - Bingo card sales and/or bingo event admissions done through a third-party must have sales deposited/transferred to the charity's dedicated bingo account on a regular basis.

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- 4.2.6 U.S. currency may only be exchanged for the amount of the bingo products being purchased, subject to house rules. All U.S. currency must be included with the event deposit.
- 4.2.7 Bingo sales or schemes must not be advertised or promoted to persons located outside Alberta.

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SECTION: 4. BINGO EVENTS**4.3 PRIZES**

4.3.1 All prizes in the bingo program must be awarded.

4.3.2 Players win only if they have the correct card pattern for the game of bingo and, in the case of a bingo scheme, if the correct bingo card pattern was complete as specified in the rules of play. A player with a valid winning card(s) must be paid a prize.

4.3.3 Both cash and non-cash prizes must be:

- a) funded by admission charges and/or card/sheet sales (event revenue). These must be generated from event revenue of the event the prize is awarded; or
- b) seeded cash prizes as permitted in Subsection 4.3.5; and/or
- c) donated non-cash prizes must be identified on financial control forms.

4.3.4 Seeding of a bingo game prize is permitted subject to the following conditions:

- a) regular and special games must only be seeded using event revenue from the event the prize is awarded;
- b) progressive games and/or schemes may be seeded using event revenue from the event the prize is being awarded or from non-gaming funds for the progressive prize contribution. If non-gaming funds are used:
 - i) the seeding amount must only be used for the initial contribution (opening balance), all additional contributions must come from event revenue from the event the contribution is made; and
 - ii) non-gaming seeded funds cannot be revoked.
- c) The method of seeding of a game or scheme must be consistent from event to event and be included in the Rules of Play.

4.3.5 If non-cash prizes are awarded:

- a) they must not be provided by suppliers of equipment, services, supplies, or premises;
- b) prize value must be the retail value;
- c) the licensed charity must pay all prize costs, unless donated;
- d) when completing financial reports, the actual prize costs must be recorded under Prizes, unless donated; and
- e) donated prizes must be separately identified.

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- 4.3.6 There may be no more than one progressive element per bingo game or bingo scheme.
- 4.3.7 Progressive jackpots and/or schemes can have a minimum or guaranteed progressive contribution using seeding (see seeding procedures 4.3.4) prize. Prize payouts for these games should ensure licensed charities receive a financial benefit.
- 4.3.8 The value of the accumulated progressive prize must be added to the prize contribution for the event and make up the total value of the progressive prize pool eligible to be won at the event; if won, the total value of the progressive prize pool must be paid out in full. If not won, the total value of the progressive prize pool (prior event balance plus the current event prize pool contribution) must be carried over to the next event.
- 4.3.9 The licensee's rules of play may require that a player's eligibility to win a progressive prize is based on the player achieving (completing) and declaring (announcing) their bingo on specific criteria which is stated in the rules of play for the progressive game/scheme. For example, the rules of play may indicate that the progressive game/scheme is won if a player completes the required pattern and declares bingo:
- a) on a Loonie Pot number(s) as determined at the event;
 - b) on the number that appears after the fireball is drawn;
 - c) within a specific amount of numbers (e.g., within 48 numbers being called);
 - d) on a specific number of numbers (e.g., on the 56th number called);
 - e) on a double-digit number (e.g., N44);
 - f) on a specific square positioned on the bingo card (e.g., the bottom or top square under the "B" Column); or
 - g) on a number starting or ending in a particular number (e.g., starting or ending in the number 7 (O72 or N47)).
- 4.3.10 If there is no declaration of bingo on the progressive game or scheme criteria as specified in the rules of play, the caller must ask players, at least two times, if anyone has a bingo on the required criteria (announcing to players what the criteria is) for the progressive element of the game/scheme and pause to recognize any bingos after each ask. If there is no response, the caller may announce to players that the progressive element of the game/scheme is closed, and that play will continue for the event prize associated with the game/scheme.

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- 4.3.11 The conditions for participating in a paid scheme (e.g., loonie pot, full card insurance, etc.) must be as follows:
- a) cost to play is stated in the licensee's rules of play;
 - b) a player participating in the paid scheme must have a sales receipt to play and to be eligible to win the paid scheme;
 - c) to win the prize pool, the criteria, as determined in the rules of play, must form part of the required pattern for the game being played and the player(s) must declare their bingo at the time the criteria is met. If a valid bingo is declared on more than one bingo card for the scheme, the prize pool must be divided equally by the number of valid winning bingo cards and paid out accordingly.
- 4.3.12 Schemes may be played, with specified games of bingo in the bingo program, under the following conditions:
- a) the licensee's rules of play must specify the game(s) in the bingo program to which each scheme applies;
 - b) the event contribution of a progressive scheme must be added to the accumulated progressive jackpot(s) prize pool at each event. The prize pool(s) may be awarded once per event, and must be split equally among multiple winners if the players declared a valid bingo on the progressive scheme at the same time;
 - c) in the case of a loonie pot scheme, one loonie number must be used when only one Loonie Pot is conducted. One loonie number or a separate loonie number per prize pool may be used when multiple Loonie Pots are conducted;
 - d) the licensee's rules of play must specify how the scheme will be awarded and if the criteria involves a number to win, how the number is determined and must include that:
 - i) the specified number(s) must be announced by the caller and be posted in the licensed facility for viewing by all players; and
 - ii) the specified number(s) must remain the same throughout the event;
 - e) each time the scheme meets the criteria to win the caller must announce that the progressive is available to be won. In the case of a loonie pot scheme, each time the caller draws the loonie number(s) ball from the blower, the caller must announce letter-number combination of the ball and indicate that it is the loonie number (e.g., "Your next number is B-13, which is the Loonie Pot number.").

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4.3.13 The licensee's rules of play must not indicate that:

- a) the Loonie Pot:
 - i) must be won in a specified amount of numbers;
 - ii) may not be won on free cards distributed in the hall; or
 - iii) may not be won on reverse numbers (e.g., B-15 reverses to G51).
- b) a game with a "Houdini" style playing convention:
 - i) may not be won on reverse numbers (e.g., B-15 reverse to G-51); or
 - ii) must be won in a specified amount of called numbers.

4.3.14 Licensees may use the fireball scheme for regular games or for special games as follows:

- a) one additional bingo ball may be added to the blower as a fireball. This ball:
 - i) must be of a different color from all the other balls in the blower;
 - ii) must not be a numbered ball;
 - iii) must be purchased from the same supplier and manufactured by the same manufacturer as all other balls being used in the blower, to ensure that the fireball is made from the same material and is of the same shape, size and weight as all other balls in the blower;
 - iv) may only be used in connection with the conduct of a bingo game; and
 - v) must not be inserted into the blower for the purpose of awarding promotional items;
- b) the licensee's rules of play must specify that the numbered ball that appears after the fireball determines that a bingo declared on that ball would be eligible for the fireball prize;
- c) to win the fireball scheme, the number called immediately after the fireball has been drawn from the blower must complete the required pattern for the bingo game being played and the player(s) must declare their bingo when that number is called;
- d) to determine the fireball number the caller must:
 - i) draw the fireball from the blower, announce that the fireball has been drawn, and state that a valid bingo declared on the next number called will receive the fireball prize; and

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- ii) must remove the fireball to display the next numbered ball on the hall monitors and ensure that this number remains to be the next number called.
- 4.3.15 All uncapped progressive jackpots must be awarded at least once during each year of the licence period. If not awarded, the jackpot must be awarded at the last event of each year of the licence period. Playoff rules must be included in the Rules of Play.
- 4.3.16 If the licensee sets a cap on its progressive jackpot prize pool the licensee's rules of play must state:
- a) the cap amount;
 - b) fully explain how the progressive prize pool is won when the cap is reached; and
 - c) how prize pool contributions over and above the cap are handled.
- Once value of the progressive jackpot reaches the capped amount, progressive jackpot must be played off at the following event the capped amount was reached.
- 4.3.17 If a group ceases bingo, all jackpots must be awarded at the last event as outlined in the Rules of Play.
- 4.3.18 For all games and/or schemes with a progressive component, when the progressive jackpot prize is won and eligibility of the winner(s) confirmed, the bingo chairperson (or designate) must payout the progressive prize to the winner(s);
- a) winner(s) are required to sign (provide their signature and print their name, address and phone number) on the progressive prize pool control sheet confirming the winning player(s) has received the prize.
 - b) if the prize is cash, then it must be physically counted in front of the winner(s).
 - c) if the prize is paid by cheque, the cheque number and amount are recorded on the progressive prize pool control sheet.
- 4.3.19 If a licensed charity intends to revise the structure (any aspect) of a progressive bingo game or scheme, the licensed charity must get AGLC approval before implementing the change. In addition, the licensed charity must play off an existing accumulated prize pool before implementing any changes.

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SECTION: 5. SUPPLIERS**5.1 EQUIPMENT AND BINGO PAPER**

5.1.1 All bingo equipment and bingo paper must be supplied by or purchased from a registered gaming supplier to conduct bingo events and pull ticket games.

- a) With the exception of the requirements in 4.2.3 b), licensed charities with \$20,000 or less annual gross bingo revenue, are not required to purchase bingo equipment or paper from a registered gaming supplier.

5.1.2 Any proposals for bingo gaming equipment and supplies must be made by the gaming supplier directly to AGLC for approval. Costs associated with the approval process are the responsibility of the gaming supplier.

5.1.3 When an approved verification unit (blower) is required to be used, it must be owned or rented by the licensed charity.

5.1.4 When required, events must be audio/video recorded with equipment with the capability to store 14 days of events internally (e.g., on an internal hard drive) or externally (e.g., on VCR tapes, DVD, etc), with the exception of the following;

- a) licensed charities with \$20,000 or less annual income do not require audio/video recording of the events.

When audio/video is used the camera must be focused directly on the ball chute of each blower.

5.1.5 The licensed charity must ensure the verification unit (blower) is in proper working condition. A record showing when, and by whom, the check is done, must be maintained.

NOTE: The check confirms the unit's manufacturer's seals have not been tampered with, and the wiring harness is secure.

5.1.6 Only one set of bingo balls per blower must be used at any time. Callers must not be assigned individual sets of balls. Bingo balls must be:

- a) of equal weight and size;
- b) kept clean at all times;
- c) in good condition and free from cracks, indentations or other imperfections; and
- d) of a different colour for each letter group.

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- 5.1.7 The caller must:
- a) operate the unit according to these Terms & Conditions; and
 - b) describe the verification procedures that will be used for the event to the players.
- 5.1.8 All bingo equipment must be kept in good repair.

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SECTION: 6. FINANCIAL**6.1 EXPENSES**

- 6.1.1 Licensed charities must verify and record all bingo event expenses and retain original supporting documentation for the expenses. (Including receipts, invoices, etc.). (See CGPH section 4.)
- 6.1.2 Volunteers' out-of-pocket expenses that are incurred to work bingo must be reimbursed to the volunteer through the licensed charity. A voucher or receipt, such as a taxi receipt, must be provided to and retained by the licensed charity.
- 6.1.3 Event expenses must not exceed 10 per cent of annual gross bingo revenue. Facility rent, utilities, and insurance are excluded from the ten percent calculation. Allowable event expenses include the following:
- a) advertising to describe activities in a bingo facility includes newspapers, magazines, radio, television, billboards, signs, posters, flyers, and internet including email messaging and social media. Advertising does not include promotions, which are included in Section 2.4.
 - b) bingo card /paper costs;
 - c) bingo equipment and furnishings (e.g., blowers, tables and chairs);
 - d) bingo license fees, if applicable;
 - e) facility rent, utilities and insurance. A licensed charity may not claim rent, utilities or insurance for its own facility;
 - f) janitorial services;
 - g) wages for approved paid staff;
 - h) cost of bonding hired or volunteer staff, if applicable;
 - i) volunteer meals or refreshments at the facility concession.

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SECTION: 6. FINANCIAL

6.2 BINGO OVER \$20,000 ANNUAL GROSS REVENUE

- 6.2.1 A separate community bingo bank account is required for all licensed charities who are licensed for community bingos with greater than \$20,000 in annual gross bingo revenue.
- 6.2.2 All bingo net revenue must be deposited into the licensed charity's approved bank account within three banking days of the bingo event.
- 6.2.3 All event expenses and approved use of proceeds must be paid from this account in accordance with AGLC's approved methods of payment, outlined in Section 4.4 of the Charitable Gaming Policies Handbook.

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SECTION: 6. FINANCIAL**6.3 BINGO WITH \$20,000 OR LESS ANNUAL GROSS BINGO REVENUE**

- 6.3.1 A designated gaming bank account is not required for bingos with \$20,000 or less annual gross bingo revenue.
- 6.3.2 If a licensed charity only conducts bingo \$20,000 or less in annual gross bingo revenue, the bingo net revenue must be deposited into a bank account and used as follows:
- a) payment of event expenses; and
 - b) proceeds must be spent on charitable purposes.
- 6.3.3 If the licensed charity conducts other types of charitable gaming (not including raffles \$20,000 or less) in addition to bingo \$20,000 or less:
- a) the bingo net revenue must be deposited/transferred into a non-gaming bank account for the payment of event expenses; and
 - b) proceeds must be deposited/transferred into an existing gaming bank account at the end of the licence period, to be spent on approved uses.
- 6.3.4 The financial summary received with the original licence must be submitted to AGLC within 60 days following the end of the licence period. Additional reporting may be required as determined by AGLC.

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SECTION: 6. FINANCIAL**6.4 FINANCIAL RECORDS AND REPORTS**

- 6.4.1 Bingo event records must be kept by the licensed charity for two years after the financial report is submitted.
- 6.4.2 The licensed charity must maintain a financial/inventory control system to account for all inventory, sales, prizes, expenses and proceeds of the events.
- 6.4.3 Requirements for the financial control system for bingo event cash and inventory management controls are as follows:
- a) Handling of all cash and bingo cards at the event level;
 - i) all transfers of cash and bingo cards among paid staff and/or volunteers must be verified with a physical count, witnessed, recorded and signed-off (initialed);
 - ii) all entries on financial and inventory control forms must be completed in permanent ink;
 - iii) amendments/corrections to the figures on control forms must be made by striking through the original entry (“white-out” must not be used) and writing the corrected amount beside the original entry;
 - b) Bingo card inventory controls must also include:
 - i) for supplier full bundles, a count of each full bundle is acceptable;
 - ii) for supplier partial bundles (previously opened), a physical count of each individual card is required; and
 - iii) bingo card inventory must be kept in a secured area and access controlled by the licensed charity.
- 6.4.4 The required event financial/inventory controls forms must be completed by paid staff and/or volunteers throughout the event (start to finish) as transactions occur.
- 6.4.5 For bingo with gross annual sales \$20,000 or more, AGLC forwards gaming financial reports to licensed charities who have 60 days from the mail out date to complete and return the reports.
- 6.4.6 At the end of each yearly financial reporting period, the licensed charity should show positive proceeds from the conduct of its community bingo events.

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