

## Application for Electronic Raffle System (ERS) Administrator

Please allow two-four weeks for processing.

**Please note: A paid ERS administrator must hold a valid raffle worker registration with AGLC. Volunteer ERS administrators are not required to be registered with AGLC.**

### Application Status

<input type="checkbox"/> First-time Application	<input type="checkbox"/> Re-applying for Registration No. _____
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Surname (Please Print)	First Name	Middle Name (in full)
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Other Alias(es)

*A Registered Gaming Worker must be a Canadian Citizen, Permanent Resident or landed immigrant or a citizen of a foreign country who has received a work/study permit from Federal authorities.*

<input type="checkbox"/> Canadian Citizen	<input type="checkbox"/> Other (Describe)
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Date of Birth (Year/Month/Day)	Place of Birth (City/Town/Province/Country)
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Mailing Address	City/Town	Province	Postal Code
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Contact Phone	Email Address
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Same as mailing address

Home Address	City/Town	Province	Postal Code
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Are you currently or have you ever been charged with a criminal offence? If YES, provide details.  Yes  No

Date of Charge or Conviction	Place of Charge or Conviction	Offence	Outcome

1. Answer **"Yes"** even if:
  - i. The charges were dismissed or subsequently downgraded to a lesser charge.
  - ii. You completed an alternative measures or other similar program.
  - iii. You were charged but not convicted.
  - iv. You did not serve any time in prison.
  - v. The investigation, charges or offences happened in another jurisdiction.
2. Answer **"No"** if:
  - i. You received a pardon under the provisions of the Criminal Records Act (Canada) or similar legislation, or if any records relating to a charge or conviction have been expunged or otherwise officially sealed by a court or government agency.
  - ii. You were charged under the provisions of the Young Offenders Act (Canada) or other similar legislation.
  - iii. You have never been charged with a criminal offence.

**I certify that:**

- All information provided as part of the application is truthful and complete.
- Any criminal charges or convictions will be reported to AGLC immediately.
- I authorize AGLC to undertake a criminal records check or inquire with any police agency to determine my eligibility to be registered as a gaming worker.
- I understand that a false statement or failure to meet AGLC conditions may result in my registration being refused or cancelled.
- I have read and understand the ERS administrator requirements as outlined on page three of this application.

Applicant's Signature

Date

**ALL APPLICANTS MUST ATTACH BOTH OF THE FOLLOWING TO THIS APPLICATION**

**1. Identification:**

- For first time applicants born in Canada, attach a copy of one of the following: birth certificate, Canadian passport, government issued Indian Status Card or Alberta Identification Card.
- For first-time applicants born outside Canada, a copy of one of the following Immigration documents: Canadian passport, Permanent Resident Card, landed immigration document, current work/study permit, or official Canadian Citizenship Certificate (front and back).

**\*Please note: Operator (Drivers) Licences are not accepted for identification purposes.**

**2. Criminal Records Check:**

- Current criminal records check from local City police or local RCMP detachment (dated within three months of issue).
- On-line or third party criminal records checks will NOT be accepted with the exception of Edmonton Police Service (EPS) or Calgary Police Service (CPS).

**Protection of Privacy**

The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to Charitable Gaming Licensing.

Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request.

**Direct any questions about this collection to:**

AGLC FOIP Coordinator  
50 Corriveau Avenue  
St. Albert, AB T8N 3T5  
780-447-8600 or toll free at 1-800-272-8876

**AGLC Contact Information**

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

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

Website: [aglc.ca](http://aglc.ca)  
Email: [gaming.registrations@aglc.ca](mailto:gaming.registrations@aglc.ca)

## ERS Administrators – Requirements

Raffle Terms & Conditions states:

- 4.2.6 An individual(s) must be designated as the ERS administrator. The ERS administrator is a volunteer or paid position who manages the operation of the ERS hardware and software. The ERS administrator must have a level of expertise and requisite training in the operation of the ERS hardware and software (event set-up, reports generation, troubleshooting, etc.).
- 4.2.7 Any individual being paid to manage the operation of the ERS hardware and software where the authorized TTV exceeds \$20,000 must hold a valid raffle worker registration for the ERS administrator function prior to working in this position. An individual being paid to manage the operation of the ERS hardware and software where the authorized TTV is \$20,000 or less does not require AGLC registration.
- 4.2.8 In the case of a volunteer ERS administrator, where the authorized TTV of the raffle is \$100,000 or more, the charitable organization must provide a records check (dated within the last three months of the application) for the volunteer ERS administrator with the licence application.

For the purposes of subsections (above), a person does not pass a records check if the person:

- a) 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);
  - ii. an offence under the *Controlled Drugs and Substances Act* (Canada), other than under section 4(1) of that Act for possession of any substance included in Schedule II to that Act, or
  - iii. an offence under a foreign Act or regulation that, in the opinion of the Board, is substantially similar to an offence referred to in sub-clause i. or ii.

and, in the opinion of the Board, the offence is sufficiently serious that it may detract from the orderly or lawful conduct of activities authorized by an electronic raffle licence;

- b) has, within the five years prior to being employed by an electronic raffle licensee, been serving a term of imprisonment of three years or more; or
- c) in the opinion of the Board, has committed any act that is contrary to the public interest or that detracts from the integrity with which electronic raffle-related activities are to be conducted in Alberta.

An ERS Administrator must notify the AGLC and the licensee immediately when 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 *Income Tax Act* (Canada);
- e) the *Controlled Drugs and Substances Act* (Canada);
- f) a foreign Act or Regulation that is substantially similar to an offence referred to in a), b), c), d) or e) above
- g) the *Gaming, Liquor and Cannabis Act* (Alberta) or *Gaming, Liquor and Cannabis Regulation* (Alberta)

If an ERS Administrator is charged or convicted, as described above, the AGLC may take action including, but not limited to, refusal to register, or suspension or cancellation of the registration.

4.1.10 Training must be provided to the licensed charitable organization and ERS administrator(s) by the registered gaming supplier in the use of the equipment and software it supplies. This includes, but is not limited to, the computer identified as the server, stationary computer terminals/kiosks, a random number generator, handheld computing devices, and all printers. The licensed charitable organization must provide this training to all personnel actively using the equipment at a raffle event.

4.2.10 An ERS administrator must be:

- a) available during ticket sales and present at the draw to offer assistance with the system and volunteers; and
- b) present during a bearer ticket raffle event.

4.2.11 All equipment must be set up prior to the event and the ERS administrator must verify that the ERS is working properly, networks are connected, and the system is configured with event details (date, time, etc.).

4.2.12 Once the ERS is configured and the raffle event is live, only the ERS administrator may:

- a) add or remove authorized accounts to access the ERS. Any changes made to the ERS must be logged;
- b) provide a temporary password to permit remote access for technical support on the ERS. A discrepancy report, identifying the individual given access and the reason for granting access, must be submitted to AGLC immediately;
- c) restart equipment and adjust settings/parameters during the raffle; and
- d) compile the draw and ensure all eligible electronic entries are available for selection, if an RNG is being used.

Raffle Terms & Conditions is available at [aglc.ca](http://aglc.ca).

Any changes to personal information must be reported to AGLC immediately by email to [gaming.registrations@aglc.ca](mailto:gaming.registrations@aglc.ca) or by calling the Registrations Unit at 780-447-8600 or toll free at 1-800-272-8876.

#### **NOTICE TO APPLICANTS**

Registration is subject to all information provided on the application being truthful and complete.

The registration could be suspended or cancelled if an individual fails to comply with the above, is charged with, or convicted of, a criminal offence.

#### **RE-APPLYING**

Registration can only be completed by reapplying. When reapplying, you will not be required to provide identification.