

# Conducting a Casino

Once a group has been found eligible, there are several processes involved in conducting a casino event.

- Slotting Casino Event Dates;
- Choosing and/or Contacting a Casino Facility;
- Securing Casino Advisors;
- Receiving Notification of the Specific Casino Dates;
- Obtaining a Casino Licence; and
- Conducting the Casino Event.

## 1. Slotting Casino Event Dates

The AGLC's licensing Support Section sends a slotting letter to each group found eligible to conduct a casino event. The letter and attached information include:

- the quarter and year the casino event will occur;
- a date when the computerized random slotting draw for specific casino dates is scheduled;
- a "List of Elected Executive" form to update the AGLC on any changes to a group's elected executive; and
- a list of Alberta casino facilities and their contact information.

## 2. Choosing and/or Contacting a Casino Facility

Once a group receives slotting information, it may contact a casino facility in its area to make arrangements for the casino event. Groups may choose a casino facility to hold their events if they are in a location with more than one facility. For all other groups, the slotting letter advises which casino facility to contact.

Groups may consider the following when choosing a facility:

- parking
- volunteer lounge area
- proximity to volunteers
- volunteer hospitality
- volunteer security
- relationship with facility staff
- helpfulness, responsiveness of facility
- atmosphere of facility
- size of facility

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Casino facilities cannot offer groups a guaranteed minimum return, nor any financial inducement to sign a “Casino Facility and Service Agreement” with them.

## The PHYSICAL ENVIRONMENT

Volunteers planning to work a casino event may wish to be aware of the casino environment. Casinos today are considered to be part of the entertainment industry. While each casino facility is distinct, volunteers can expect to find:

- possible smoking area (check municipal bylaws)
- noise
- activity
- some quiet periods when volunteers must be standing by
- a variety of lighting, lots of flashing lights
- varying room themes and décor
- food and beverage service areas
- entertainment areas
- electronic surveillance equipment

After choosing and/or contacting a casino facility, the facility will forward a package of information to each group slotted for a casino event in the quarter. Casino facility material varies but will normally include:

- “Casino Facility and Service Agreement” form;
- “Assignment and Appointment of Attorney” form;
- “Float Agreement” form;
- Promissory Note for float loan;
- “Casino Pooling Trust Agreement;”
- Information sheet(s);
- Volunteer job descriptions;
- Restaurant food and beverage service available;
- Catered food and beverage service available;
- Hotel information for groups that are travelling.

## The CASINO FACILITY and SERVICE AGREEMENT

The “Casino Facility and Service Agreement” confirms the casino booking. It also establishes fixed fees or charges, excluding the GST, for the operation of the casino as follows:

- it must include a provision that, at the end of the casino, it will be determined if the total fixed fees and charges of the casino facility exceeds:

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- 50% of net table game proceeds — Edmonton and Calgary casinos;
  - 65% of net table game proceeds — St. Albert casino;
  - 65% of net table game proceeds — casinos outside Edmonton and Calgary with 300 to 400 slot machines; and
  - 75% of net table game proceeds — for casinos outside Edmonton, Calgary, and St. Albert with 299 or less slot machines.
- if the fees and charges exceed the net proceeds above, the casino facility will only be entitled to payment of an amount equivalent to the 50%, 65% and 75% of the net casino proceeds identified;
  - GST (if applicable) is paid only on the actual revenue received by the casino operator and is calculated on the total amount retained by the casino operator at the end of the quarter. The charity pool pays a portion of this using the same formula as is used to calculate the charity's portion of the proceeds (50%, 35% or 25%);
  - the group's portion of the GST will be paid out of the pool to the casino facility at the end of the pooling period.

A group's previous casino chairperson may have already signed an agreement with the casino facility where it held its last event. In this case, a group will want to check its records to avoid placing itself in jeopardy by signing contracts at two different facilities.

The group's casino chairperson signs and returns the agreement to the casino facility a minimum of 30 days before the casino date draw.

## 3. Securing Casino Advisors

Advisors are independent registered gaming workers directly accountable to the AGLC. They ensure licensed groups comply with policies related to cash cage and count room activities.

The AGLC provides groups with a list of advisors. licensed groups hire advisors to assist them in the conduct of a casino event. Advisors are responsible for providing relevant information, assistance, and guidance to a group so that all required financial controls are met, including completion of the financial control forms.

Casino advisors are licensed as:

1. cash cage advisor; or
2. count room advisor; or

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3. dual — advisors employed in minor casinos where only one advisor is present must hold both cash cage and count room registrations

## Casino Advisor Duties:

- ensure the group conducts the casino event in accordance with the CTCOG;
- identify and report circumstances surrounding any shortages by submitting a Discrepancy Report;
- work cooperatively with the casino facility licensee and volunteers to ensure a professional casino operation for the overall benefit and integrity of charitable gaming;
- train volunteers in position duties and prescribed procedures;
- report directly to the general manager (volunteer position filled by a bona fide member of the licensed group); and
- remain in the casino facility while on duty and be available to the group at all times.

### Additional Duties of the CASH CAGE ADVISOR:

- train volunteers in:
  - position duties;
  - security awareness and practices including chip handling, alarm and counterfeit procedures;
  - cashier's prescribed procedures;
- provide an independent check on cash cage operations, procedures and security;
- ensure volunteers complete the duties of payouts, fills, credits, opening and closing procedures;
- record transactions of \$10,000 and more; and witness, assist or verify various cash cage transactions.

### Additional Duties of the COUNT ROOM ADVISOR:

- provide an independent check on count room procedures and security;
- witness rake and drop box count and direct procedures to be followed to isolate any discrepancy; and
- witness various count room transactions.

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## ADVISOR FEES

Advisor fees are typically paid by cheque (from the group's casino account) at the conclusion of the casino event. The AGLC sets the maximum fee from gaming funds that advisors may charge a group. Advisors set their own fees within the maximum.

Advisor fees from gaming funds to a maximum of:

### 1. Cash Cage Advisor

- a) Edmonton, St. Albert and Calgary casinos: \$1,445 per event (plus applicable taxes) plus \$45/hour for each extra hour that table games are open longer than 14 hours per day (e.g. if table games are open for 16 hours on Day 1 and 17 hours on Day 2, an advisory may earn an extra 5 hours pay or \$225).
- b) All others: \$1,043 per event (plus applicable taxes) plus \$45/hour for each extra hour that table games are open longer than 14 hours per day.

### 2. Count Room Advisor

- a) Edmonton, St. Albert and Calgary casinos: \$573 (GST included)
- b) All others: \$535 (GST included)

An advisor with dual registration used at a minor casino is entitled to charge both the cash cage and count room advisor fee.

Groups are required to secure the following advisors:

<b>MINOR Casinos (except Century Casino Calgary)</b>	<b>MAJOR Casinos and Century Casino Calgary</b>
<ul style="list-style-type: none"><li>• one cash cage advisor and one count room advisor; or</li><li>• one advisor with dual registration with the AGLC in both the cash cage and count room</li></ul>	<ul style="list-style-type: none"><li>• one cash cage advisor; and</li><li>• one count room advisor</li></ul>

## 4. Receiving Notification of Specific Casino Dates

The AGLC normally conducts a randomized computer draw for groups' specific casino dates five months prior to the start of the assigned quarter. For example, a slotting draw in August assigns dates for the January, February, March quarter of the following year.

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Groups slotted in the same quarter are then notified by the AGLC of their specific casino dates by mail. Along with notification of specific event dates, each group receives a package of information from the AGLC that normally includes:

- a calendar showing all casinos booked within the same quarter, names of the groups, and their casino dates;
- “Casino Licence Application” form;
- “Casino Volunteer Worker Application” forms; and a
- List of Registered Casino Advisors.

## 5. Obtaining a Casino Licence

Groups slotted for casino event dates must submit the following completed forms to the AGLC’s licensing Support Section a minimum of 60 days prior to the casino:

- “Casino Licence Application” form;
- “Charitable Organization Casino Bank Account Declaration” form complete with original, unaltered, voided cheque from the casino account; and
- appropriate “Casino Volunteer Worker Application” forms (see below)

### “CASINO VOLUNTEER WORKER APPLICATION” FORMS

“Casino Volunteer Worker Application” forms should be submitted to Licensing Support at least 60 days prior to the event for volunteers filling the following five key positions:

- general manager
- alternate general manager
- banker
- count room supervisor
- cashier

For any changes to the key positions, groups must advise the AGLC directly by faxing the volunteer worker application form to licensing Support. The names of all other casino volunteers will be entered directly into the CasinoTrack system on site during the casino event, by a key position volunteer or the advisor.

All casino volunteers must show photo identification at the casino event.

### CASINO LICENCE APPLICATION CHECKLIST

To eliminate processing delays for the issuance of a casino licence, groups must ensure they can answer each item in the following checklist affirmatively:

- Application and required minimum number of volunteer forms are completed and submitted 60 days prior to event days.
- Both president and treasurer have signed the application.
- Casino bank account number and name of financial institution are included.

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- A minimum of one (1) and a maximum of four (4) volunteers are indicated for each of the key volunteer positions.
- An individual that is paid by the organization cannot work in a key position.
- Each form is completed in full (incomplete forms will be returned).
- Workers assigned to one position at the beginning of the casino cannot change to another position during the event.
- All required supporting documentation has been included.

Licensing Support will process the group's "Casino Licence Application" and issue a casino licence approximately four (4) to six (6) weeks prior to the casino dates.

Included with the licence are some essential documents and information:

- Casino Information Sheet;
- the Casino Licensee Terms & Conditions and Operating Guidelines;
- any relevant updates to the licensing process; and a
- "Request for Casino Licence" for groups choosing to apply for a future casino licence.

## 6. Conducting the Casino Event

### CASINO EVENT EXPENSES

The licensed group is responsible for the following expenses:

- food and refreshments for volunteers while working at the casino to a maximum (from gaming revenue) of:
  - Edmonton, St. Albert and Calgary casinos —\$1175 (GST included)
  - All others —\$705 (GST included);
- cash cage advisor and count room advisor fees;

### DOCUMENTS for the FACILITY

The group must bring the following documents to the casino facility:

- the Casino Licence;
- Casino gaming account cheques (check with the casino advisor on the number required);
- the Casino Gaming Account deposit book;
- the advisors' contact information; and
- some blank "Casino Volunteer Worker Application" forms.