



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

CASINO VOLUNTEER WORKER APPLICATION

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

NAME OF ORGANIZATION Calgary and District Square and Round Dancers Association	AGLC ID# <i>(if known)</i> 87003	DATE(S) OF CASINO May 15 & 16, 2019						
KEY POSITIONS: (must check one) <input type="checkbox"/> General Manager <input type="checkbox"/> Alt General Manager <input type="checkbox"/> Banker <input type="checkbox"/> Count Room Supervisor <input type="checkbox"/> Cashier Paid staff of the licensed organization can work, provided: a. they are members of the organization as defined by their bylaws; b. they volunteer their services outside normal working hours; c. they do not fill the following positions: General Manager, Alternate General Manager, Banker, Count Room Supervisor; d. no individual shall work more than one position during the licence period of the casino; and e. all personnel shall be eighteen (18) years of age or older.								
PARTICULARS OF VOLUNTEER <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Surname</td> <td style="width: 33%;">First</td> <td style="width: 33%;">Middle (Full)</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> </tr> </table>			Surname	First	Middle (Full)			
Surname	First	Middle (Full)						
Other or Maiden Name	Phone Numbers:							
	Home: () Work: ()							
Date of Birth (yy/mm/dd):	Place of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>						
HAVE YOU EVER BEEN CHARGED OR CONVICTED OF A CRIMINAL OFFENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No No individual is eligible to work in a casino if charged or convicted, within the last five years, of a criminal offence related to narcotics or to acts of dishonesty, including but not limited to offences involving fraud, currency, or gaming and betting or those against the rights of property (such as theft, robbery, forgery), or fire arms and offensive weapons, or an indictable offence for an act of violence against a person. If five years after conviction an individual is still under sentence for such an offence, approval shall not be given under this application until completion of sentence. AGLC may contact police for relevant information about the applicant. If an individual has received a pardon under provisions of the <i>Criminal Records Act</i> , this policy will not apply.								
I certify that the information in this application and any attachments are true, correct and complete to the best of my knowledge and belief. I understand that any false statement made in this application and any attachments may disqualify me from working at a casino. I hereby consent to and authorize the AGLC to undertake a criminal record check, with any police agency, to determine my eligibility to be involved in gaming facilities, in accordance with AGLC policies. An applicant may also be required to obtain and provide a criminal record check from a police agency. <p style="text-align: center;">NOTE: Any person enrolled in a Self-Exclusion Program is restricted from volunteering at a casino event.</p>								
_____ Signature	_____ Date							
<small>The personal information you are providing on this application is collected under the authority of the <i>Gaming and Liquor Act</i>, Gaming and Liquor Regulation, and section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i>. The information is strictly for the use of the AGLC for authorized purposes only including assessing your eligibility for a licence and the processing of your application in compliance with AGLC policy. The personal information you provide is managed according to Alberta's <i>Freedom of Information and Protection of Privacy Act</i> under which you have a right of access to your personal information. If you have any questions about the collection or use of this information, please contact: Regulatory Division Alberta Gaming and Liquor Commission, 50 Corrivue Avenue St. Albert, Alberta T8N 3T5 Telephone: 780-447-8600 Toll-free: 1-800-272-8876 Fax: 780-447-8911 or 780-447-8912</small>								

Calgary & District Square & Round Dancers Association – Casino Information Sheet

Location: Elbow River Casino – 218 29 Avenue SE, Calgary, AB

Dates: Wednesday, May 15 and Thursday, May 16, 2019

Volunteer Parking: Park in the lot CLOSEST to the casino.

Volunteer shift times are:

Day Shift: 11:00 a.m. to 7:00 p.m.

Evening Shift: 6:30 p.m. to close (3:15 a.m.)

Count Room: 11:00 p.m. to close (3:15 a.m.)

Please arrive at Casino 15 minutes before your shift time. If you have to cancel your volunteer shift, please call Brenda Ryder at 403-990-2662 as soon as possible.

Positions for day and evening shifts: 1 General Manager, 1 Alternate General Manager, 1 Banker, 2 Cashiers, and 2 Chip Runners

Count Room requires: 1 Supervisor and 5 Counters

Food and Beverage – Outside food and beverage items are not permitted. There is a stocked refrigerator with snacks and non-alcoholic beverages. Purchases from the restaurants can be charged to the volunteer account.

Position Descriptions:

GENERAL MANAGER/ALTERNATE GENERAL MANAGER

- Responsible for total operation of casino including gaming floor, security, cashier's cage and count room.
- Ensures a sufficient number of volunteers for each day.
- Must be present in the Casino at all times during table game operations.
- Ensures signed cheques are available to pay expenses on the beginning of the first day.
- Controls drop box keys.
- Substitutes in volunteer positions on their breaks and in unavoidable staffing emergencies,
- General Manager/Alternate is not expected to fill staff positions under normal circumstances.
- Should review Casino Terms and Conditions booklet before casino.

BANKER

- Controls Cashier's cage floats of chips and cash.
- Assisted by Cash Cage Advisor
- Busy only during opening, volunteer shift changes and closing of casino.
- Keeps track of all cash/chip transfers on Casino Track.
- Mathematical skills helpful.

CASHIER

- Cashes in chips for players and makes change.
- Cashier has own float - does not share cash/chip float with anybody.
- This position is quite challenging, and requires concentration and accuracy.
- This position not recommended for color blind volunteers.
- Good manual dexterity is helpful.

CHIP RUNNER

- Courier (runner) for chip orders (requests) from casino games.
- Volunteer must be prepared to move around.
- Position is usually busy at opening and closing of casino.
- Volunteer must be able to carry up to five pounds of chips.

COUNT ROOM SUPERVISOR

- Works with Count room Advisor in recording cash counts and game wins and losses.
- Administrative skills useful, good math (number) skills are very helpful.
- Not required to handle cash.

COUNT ROOM STAFF

- Sorts, amalgamates, counts and verifies all cash from table game drop boxes.
- Cash handling skills are an asset.
- Volunteers should be good working with their hands,