

Appendix F



GAMING EMPLOYEE REGISTRATION

Terms and Conditions

Definitions

In these terms and conditions:

- a. **“Act”** means *The Alcohol and Gaming Regulation Act, 1997*, as amended from time to time.
- b. **“Applicant”** means a person who has applied for a Certificate of Registration as a gaming employee or a renewal of a Certificate of Registration as a gaming employee.
- c. **“Certificate of Registration”** means a Certificate of Registration as a Gaming Employee issued by IGR.
- d. **“Commission”** means the appeal body mandated to hear appeals of IGR’s regulatory licensing and registration decisions.
- e. **“IGR”** means Indigenous Gaming Regulators Inc.
- f. **“Investigation”** means an inquiry or review conducted by IGR to determine the eligibility of an applicant to be registered or of a gaming employee to continue to be registered, and includes but is not limited to, an inquiry or review relating to the honesty and integrity and financial history of an applicant.
- g. **“Registrant”** means a person who holds a valid Certificate of Registration.
- h. **“Regulations”** means *The Gaming Regulations, 2007*, as amended from time to time.
- i. **“Relatives”** include both immediate and extended family such as spouse (including common law), brother, sister, parent, child, grandparent, grandchild, great grandparents, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, first cousin, brother-in-law, sister-in-law, spouse’s grandparents, family relationships resulting from First Nations’ customary adoptions, and person in the household for long periods of time and who the gaming employee supports.
- j. **“SLGA”** means the Saskatchewan Liquor and Gaming Authority.
- k. **“Valid Certificate of Registration”** means a registration that is currently active; insomuch as it applies to the registered person, employee category and place of employment displayed on the Certificate. A Certificate of Registration that has expired, is under suspension or has been revoked is not valid.

NOTICE

An applicant or gaming employee is responsible for understanding and complying with the provisions of the Act, the Regulations, and the terms and conditions of registration.

A gaming employee who operates in breach of any term or condition herein may be subject to a suspension or cancellation of his/her certificate of registration.

Additional information and questions about clarification regarding any of these terms and conditions may be directed to:

Manager Licensing & Registration
Indigenous Gaming Regulators
Phone: (306) 477-5700, Fax: (306) 477-5718
Email: registration@igr.ca

1. Application of Terms and Conditions:

- 1.1. You are required to comply with all the terms and conditions of your registration in order to retain your Certificate of Registration. In some cases, IGR may excuse you in writing from certain terms and conditions.
- 1.2. IGR may amend, vary, or repeal and substitute any term and condition of registration when a certificate of registration is issued, renewed or at any time during the period of registration.
- 1.3. A gaming employee must not, by his/her actions, cause the employer to violate any IGR terms and conditions or standards by which the employer is licensed.

2. Information and Forms:

- 2.1. You must provide IGR with any information and complete any forms IGR considers necessary to determine whether you are qualified to perform the requirements of the intended job. Examples of information IGR may request include a description of your work experience and training, originals of official education transcripts, certificates, diplomas or degrees. IGR may request this type of information prior to granting a Certificate of Registration or at any time during your period of registration.
- 2.2. You must provide information to IGR as soon as possible after it has been requested.
- 2.3. You are required to provide IGR with written consent for IGR to obtain, on an on-going basis, any information from any person or any source it considers necessary. (You are providing this consent by signing Part II of the application form.)
- 2.4. The information you provide to IGR must be complete and accurate.
- 2.5. A gaming employee must provide IGR with verification of his/her criminal history within 7 days of a request.

3. Certificate of Registration (Tag):

- 3.1. Every Certificate of Registration issued by IGR is the property of IGR.
- 3.2. A Certificate of Registration is issued for a period of one to three years. Expiry dates appear on certificates.
 - Continuity of holding a valid Certificate of Registration can be accommodated through the submission of a Registration Renewal Application. A completed renewal application should be received by IGR at least forty-five days prior to the expiry date listed on a Certificate of Registration to accommodate continuity of registration.
- 3.3. Your Certificate of Registration is issued in conjunction with a particular employer operating under a gaming licence (licensee). In the event that the employer's gaming licence becomes inactive, your Certificate of Registration subsequently becomes invalid during the period that the licence is inactive and must be returned to IGR.
- 3.4. Your Certificate of Registration will remain valid unless it has expired, been suspended or cancelled, if you are in default of any fee related to your registration, or if you are no longer employed by the licensee in a position that requires gaming registration.
 - If your Certificate of Registration is suspended or cancelled you are required to return it to IGR immediately.

4. Conflict of Interest

- 4.1. A conflict of interest is any situation in which a gaming employee, either for himself or herself or another person(s), promotes or attempts to promote a private or personal interest which results or appears to result in the following:
 - a conflict or interference with the exercise of his/her duties; or
 - a gain or advantage by his/her position.

- 4.2. An applicant or gaming employee must disclose to their employer and IGR the names of all relatives who work at the same gaming location. This includes relationships entered into after the submission of an application for registration and extending throughout the period of registration.
- 4.3. A gaming employee must, at all times, seek to eliminate actual or perceived conflicts of interest while working with relatives in the same gaming area or at the same gaming location.

5. Good Character and Experience/Training:

- 5.1. In order to obtain to be registered as a gaming employee, you must be of good character and be suitably experienced or trained to meet requirements of the job. You must continue to be of good character in order to maintain your suitability for registration. IGR requires the prospective employer of the applicant to confirm that the applicant is suitably experienced or will be suitably trained in the gaming position applied for before being permitted to work in that position.
- 5.2. IGR may conduct any background check, interview or investigation that it considers necessary or appropriate.
- 5.3. A gaming employee must not, by his/her actions, cause their employer to violate any IGR terms and conditions or standards by which the employer is licensed.

6. Citizenship Requirement:

- 6.1. In order to register as a gaming employee, you must be a Canadian citizen, or if non-Canadian you must satisfy the legal requirements to work in Canada.
- 6.2. As a non-Canadian applicant, you will be required to provide proof of authorization from the Government of Canada for you to work in Canada. In this case, IGR will advise you of the required documents of proof.

7. Minimum Age:

- 7.1. To work as a casino employee, you must be at least nineteen (19) years of age on the date your Certificate of Registration is issued.
- 7.2. To work in a bingo hall or any other type of gaming operations, you must be at least sixteen (16) years of age on the date your Certificate of Registration is issued.

8. Categories of Employment:

- 8.1. You may work only in the employee category or categories specified on your Certificate of Registration.
- 8.2. In order to change the category in which you are registered, you will require a new (replacement) Certificate of Registration; one that corresponds to the new category. This change can be initiated by submitting a completed Application for Change of Certificate of Registration to IGR at least thirty (30) days prior to the desired date of change. Application forms are available from the Manager Licensing & Registration, IGR. Your replacement Certificate of Registration will display the new job category; however, the expiry date will be unchanged. There is no fee associated with a change of category process.
- 8.3. A gaming employee must notify IGR prior to changing positions in the same category for which they are registered.

9. Restriction from Playing:

- 9.1. You are not permitted to play any game or lottery scheme at the venue or premises in which you are employed, nor in any gaming venue managed or operated directly by your employer or on behalf of your employer.

10. Requirement to Wear Tag:

- 10.1. You are required to wear your Certificate of Registration Tag and ensure the certificate can be viewed by the public at all times while working at the gaming establishment in your registered position.

11. Notification of Change:

- 11.1. A gaming employee must notify IGR in writing within 7 days of any matter, action or conduct that may be reasonably assumed to be of importance to IGR, including but not limited to:
 - behavior that relates to the employee's honesty and integrity;
 - disciplinary action by the employer which relates to the gaming employee's honesty and integrity;
 - instances of non-compliance with the employer's policies which call into question the gaming employee's honesty and integrity;
 - being investigated in connection with, or detained, arrested, charged or convicted of any criminal, drug, gaming, customs, income tax offence, or any offence related to a government financial assistance program;
 - being sued in a civil proceeding;

- being the subject of a bankruptcy proceeding;
 - being the subject of a gaming investigation, other than as an applicant;
 - being banned from any casino;
 - a change of address;
 - a change of name; or
 - a change in citizenship.
- 11.2. A gaming employee must notify IGR within 7 days if they change positions within the same category in which they are registered.

12. Number of Certificates Held:

- 12.1. A person may hold only one Certificate of Registration issued by IGR.
- 12.2. A person may also hold a Certificate of Registration issued by Saskatchewan Liquor and Gaming Authority.

13. Penalties:

- 13.1. A registrant who breaches any of the terms and conditions specified in the *Act*, and its *Regulations*, or any terms and conditions imposed by IGR, or any of the terms and conditions that may be imposed by the Commission is subject to suspension or revocation of the registrant's Certificate of Registration, and or a monetary penalty between \$100 and \$10,000.
- 13.2. If an applicant or gaming employee has misled IGR, failed to provide information or provided inaccurate information, IGR may take disciplinary action or impose sanctions including, but not limited to, the denial, suspension or cancellation of a registration, and/or the imposition of a monetary penalty.

14. Annual Fees:

- 14.1. No fee is required for registration in the Event Manager Category or the Charitable Gaming Category. An initial registration fee and annual fees apply to Saskatchewan Indian Gaming Authority (SIGA) Table Games employees. Invoices for fees are sent directly to SIGA.
- 14.2. The annual fee for the first year must be paid upon submission of the application for a Certificate of Registration, unless the prospective employer has agreed to pay the fee. In the latter case, the prospective employer will receive an invoice for the fee.
- 14.3. The annual fee for the second year must be paid before the first anniversary date on which the Certificate of Registration was issued. Similarly, the annual fee for the third year must be paid before the second anniversary date.
- 14.4. There is no separate fee to renew a Certificate of Registration, as the renewal date will coincide with an annual fee assessment date.
- 14.5. Annual fees are not refundable.