

FUNDRAISING/GAMING POLICY

Cranbrook Minor Hockey Association ("CMHA") relies on gaming funds as a major source of the Association's overall revenue. Failure to meet the requirements set out by the BC Gaming Policy and Enforcement Branch ("GPEB") may result in suspension or revocation of a gaming event Licence, refusal of future gaming event Licences and/or denial of future access to gaming grants or funds. It is, therefore, fundamentally important that this policy is strictly adhered to when raising funds.

Many businesses make substantial contributions to CMHA through sponsorship of teams, jerseys and other donations. The CMHA Gaming Director will provide a list of these corporate sponsors. Teams shall not approach these sponsors for additional funding.

All teams, groups or committees who wish to conduct any gaming event (i.e. 50/50, square boards, tournament raffles, hockey pools, etc.) **MUST** submit an application to the CMHA Gaming Director for review (prior to applying for a gaming event Licence) to confirm that the application conforms with this policy and the GPEB Licenced Charitable Gaming Rules.

Once approval is obtained from the CMHA Gaming Director, a Licence Application may be submitted to the GPEB for a Class D gaming Licence.

Teams/tournaments may **ONLY** submit a Licence Application under their team/tournament name. Under no circumstance should any team or tournament submit a Licence Application under the CMHA name or organization number. If your team/tournament submits multiple Licence Applications, you must use the same profile that you've created for your first Licence Application for any subsequent Licence Application(s).

Any team official or CMHA member that carries out a gaming event without a Licence could be made a member not in good standing.

Responsibilities:

The Team/Tournament Manager is responsible for:

- completing a Gaming Pre-Approval Form and submitting the Form to the CMHA Gaming Director;
- If participating in a tournament/event that is offering multiple gaming events (ie. 50/50 and a raffle), you will need a separate License for each type of gaming you are conducting;
- applying for the appropriate gaming Licence(s) (Class D);
- ensuring that all rules for Ticket Raffles are adhered to;
- keeping all financial records in accordance with the GPEB rules, including tracking total sales, value of purchased & cash prizes, value of donated prizes and all expenses associated with the Licence and event (receipts must be kept);

- disbursing gaming funds appropriately as per the Licence Application;
- submitting the Gaming Event Revenue Report to the GPEB within 60 days following the event; and
- submitting all documentation and copies of the Gaming Event Revenue Report to the CMHA Gaming Director 60 days following the event;
- confirming to the CMHA Gaming Director how funds were distributed and, if not all funds can be distributed, providing excess funds to the CMHA Treasurer.

Procedures:

1. Contact the CMHA Gaming Director (cmhagaming23@gmail.com) for the Gaming Pre-Approval Form.
2. Review "Licensed Charitable Gaming Rules" on the GPEB website (see <https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising>).
3. Complete the Gaming Pre-Approval Form and submit to the CMHA Gaming Director via email.
4. Once approval is granted by the CMHA Gaming Director, the team/tournament manager may apply for the Gaming Licence(s) by completing the GPEB application for the appropriate Licence(s).
5. Forward a copy of the Licence(s), once received, to the CMHA Gaming Director.
6. Upon completion of the tournament/event, submit the Gaming Event Revenue Report to the GPEB within 60 days following the event, and provide a copy, along with all records of the gaming event (including confirmation of how funds raised at the tournament/event were distributed), to the CMHA Gaming Director.