

Cranbrook Minor Hockey Association



PO Box 20065
Cranbrook, BC V1C 6J5
cranbrookminorhockey@gmail.com

Step By Step Guide for Applying for Gaming Licenses and Submitting Post Gaming Report

Updated October 2023

CMHA relies on gaming funds as a major source of the 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.

To view the full Fundraising and Gaming Policy, [click here](#)

All teams, groups or committees who wish to conduct any gaming event (i.e. 50/50, square boards, tournament raffles, hockey pools, etc.) **MUST** follow the steps below.

- 1) As soon as you can before your event , complete the CMHA Gaming Pre Approval Form. You need to do **ONE FORM FOR EACH GAMING TYPE**, not just one for each tournament etc. You will need to complete one form for your raffle table and a second form for your 50/50 draws etc. (See attached for a completed copy as an example)
- 2) Submit completed form to cmhagaming23@gmail.com

Once CMHA has approved your request, you can go online and apply for your licenses. Please do this as much in advance as possible.

- 1) Go to <https://www.gaming.gov.bc.ca/gaming/Home.do>
- 2) Click on ‘GAMING LICENSE’ on the left hand menu
- 3) Scroll to the bottom and under ‘Name’ search CRANBROOK MINOR HOCKEY ASSOCIATION, when the search results come up, select the top one with the address listed
- 4) Scroll down to the bottom and click on *next*
- 5) Select ‘License’ then click on *next*
- 6) Select ‘Class D’ then click on *next*

- 7) Select 'Ticket Raffle' then click on *next*
- 8) Chose your type 50/50 or Regular Ticket (for raffle tables and loonie stick draws, ****if doing a loonie/twoonie stick draw, it will need it's own license, it cannot be grouped in with the raffle table) then click *next*

50/50 Draws

- 1) Draw percentage is 50/50
- 2) Enter start and end date
- 3) Enter prices and click add
- 4) Enter the draw information- will you draw every two hours then enter times , at the end of each game and enter times , where will the draw take place etc.

For continue instructions skip down to #9 below

Regular Raffle (Raffle Table, Loonie Stick Etc.)

- 1)Enter your dates (information must be consistent with pre-approval form)
- 2)Enter your ticket prices (information must be consistent with pre-approval form)
- 3)Total number of tickets you have available for sale then click 'add'
- 4)Final Draw Date and Location (Arena where raffle table is being held)
- 5) You can do either **online** or **attach**. Attaching a document might be easier than entering each prize online.

Entering Online- enter each item completing all fields and then click *next*

Attaching Document- Once attached you will have to enter the total value of all the prizes, then click *next*

Continue here.....

- 9) Enter how gaming proceeds will be used : Needs to be consistent with what was on your preapproval form, ei tournament fees etc
- 10) You will need to enter information for **THREE** people. One contact person, one submitter and two or three officers. A person can be all three roles. **This is the tournament staff, NOT CMHA BOARD MEMBERS**

A)**Submitter:** Complete information for the person submitting this form for the license. ** For *Position* select manager or other

B) **Contact Person-**Select a contact person and enter their information

C) **Officer Responsible-** Need 3 (two can be same as above)

Example of what it can look like

Position	Name	Officer Resp.	Submitter	Contact
Manger	Jane Doe	✓	✓	✓
Other	Connor McDavid	✓		
Other	Wayne Gretzky	✓		

11) Agree to the terms and then click *next*

12) Enter credit card information and click *next*

13) Submit receipts to your division head for refund.

**You need to have copies of your approved gaming licenses on hand during the events.

**You need to keep a list of name and contact information for everyone purchasing tickets

**You need to keep a list of the name and contact information for all the winners and submit a post gaming report online.

Submitting Post Gaming Reports

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- 1) Go to <https://www.gaming.gov.bc.ca/gaming/Home.do>
- 2) Select 'Submit Gaming Event Revenue Report' from the menu on the left
- 3) Enter your license # and search
- 4) Enter the information it is requesting from the records you have kept during the gaming.

Do this as soon after the even as possible but it needs to be done within 90 days