

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 November 2025

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, tournament raffles, hockey pools, meat draws 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 to your event as possible.

Online Application How To:

- 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 one with L&G #109703
- 4) Scroll down to the bottom of this page, you do not need to enter or update any of this information, just click on *next* on the bottom right
- 5) Select 'License' then click on *next*
- 6) Select '**Class D**' then click on *next* ***If you are wanting to a larger 50/50 where tickets sales are expected to be more than \$5000 but under \$20,000, you will need a class B through CMHA'S*
- 7) Select 'Ticket Raffle' then click on *next*
- 8) Choose your type – either 50/50 or Regular Ticket (this is for raffle table and loonie stick draws)- and click *next*.

50/50 Draws (Online or In Person Ticket Sales, and Pick a Player Board)

****Each draw requires its own license- if you are doing 50/50 and also pick a player, you will need to apply for two licenses separately)***

- 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 continued instructions on 50/50 skip down to # 6 below

Regular Raffle (Raffle Table, Loonie Stick Etc.)

****Each draw requires its own license- if you are doing a raffle table and also a loonie stick draw you will need to apply for two licenses separately)***

- 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)*ignore the early bird draw option
- 5) You can do either **online** or **attach**.

Entering Online- Prize Description 'raffle basket' number of prizes is the number of Baskets in your draw, then the total value of each basket

**If your baskets all vary greatly in their value it may be easier to add them separately*

Attaching Document- Attach a typed document detailing your baskets and their value

- 6) Enter how gaming proceeds will be used : Needs to be consistent with what was on your preapproval form (tournament fees, ice costs) You cannot use gaming proceeds for swag, or team parties/meals etc.

7) You will need to enter information for **THREE** people. One contact person, one submitter and two or three officers. One person can be all three roles. Please note, **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	✓		

- 8) Agree to the terms and then click *next*
- 9) Enter credit card information and click *next*
- 10) Submit receipts to your division head/team treasurer for refund.

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

**You need to keep a list of names 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

