Gaming License Information for Sport's Associations and Teams

Sports Teams are eligible for Class D licenses only.

The Guidelines can be found on our website at:
http://www.hsd.gov.bc.ca/gaming/licences/index.htm

Required Financial Reporting: Gaming Event Revenue Report

You are required to submit the Gaming Event Revenue Report, for each license you receive. This report is due within 90 days after the expiration of your organization's gaming licence.

To fill out a Gaming Event Revenue Form, please click on this link:
http://www.hsd.gov.bc.ca/gaming/licences/docs/form-event-revenue-rpt.pdf

This form can be faxed to (250) 356-8149.

Class D Gaming Licence Summary

Any group of 3 or more people may be eligible to receive a Class D Gaming event Licence if the funds are being raised to benefit a community and/or third party within British Columbia, or an eligible general purpose of your group or organization that provides direct benefit to a third party or the broader community.

There are restrictions that have been imposed on a Class D licence noted below:

- total projected gross ticket sales cannot exceed $5,000;
- single ticket price cannot be more than $2.00;
- no single prize awarded can exceed a fair market value of $500;
- minors cannot buy or sell tickets; and
- You must apply on-line, paying with credit card. The "non-refundable" application processing fee is $10.

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A Note About Looney Stick Raffles

Eligible Loonie Stick Raffle: The prize consists of a hockey stick with a set amount of cash in loonies attached.

This is eligible for a licence as a regular ticket raffle as there is a set prize value.

Instructions For Online Application

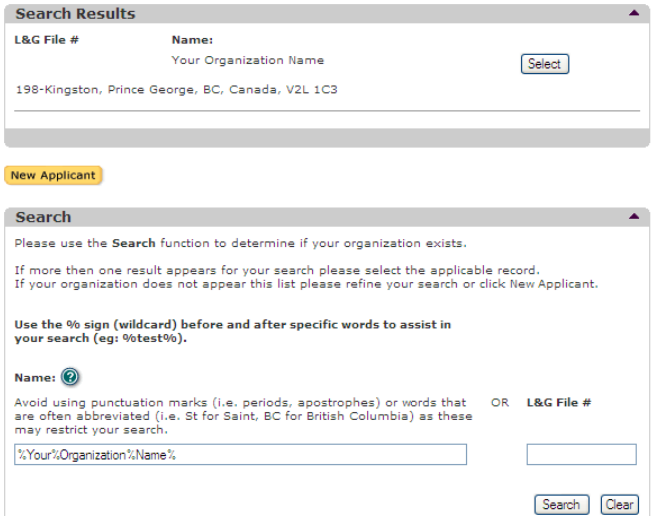
You can apply for our licenses from our webpage - or start from the following link: https://eservice.pssg.gov.bc.ca/gaming/common/Welcome.do?start=true

If your organization has had a gaming licence before, please search for your organization profile. Use the % sign (wildcard) before and after specific words to assist in your search (e.g.: %Your%Organization%Name%).

* *NOTE* *Sports teams should NOT apply under their team association organization profile. Only a board member or member(s) acting on behalf of the association are permitted to apply on the associations organization profile.*

We recommend teams that change their membership every year create a new organization in our system.

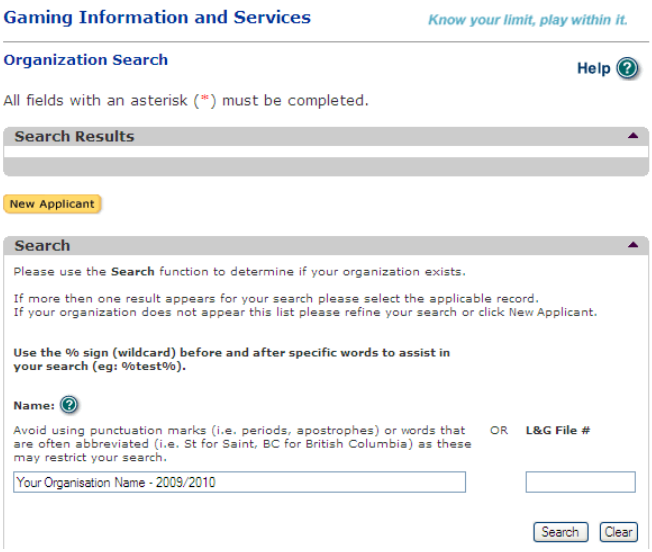
Please **select your organization's name** and **proceed to Page 2, Step 5** of the instructions.



If your organization does not appear in this list please refine your search or click **New Applicant** and **proceed to Page 1, Step 1 of the instructions**.

PAGE 1: NEW APPLICANT.

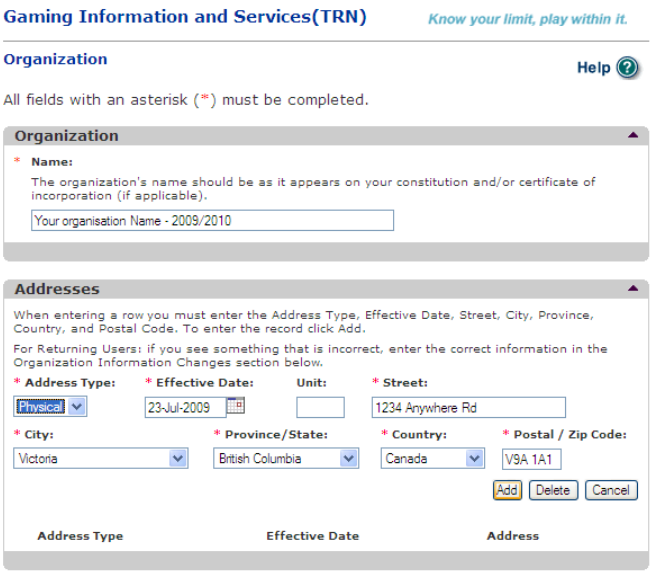
- **Step 1:Key in your organization name and the fiscal year**
  (i.e., BC Hockey Minors Team – 2009/2010)



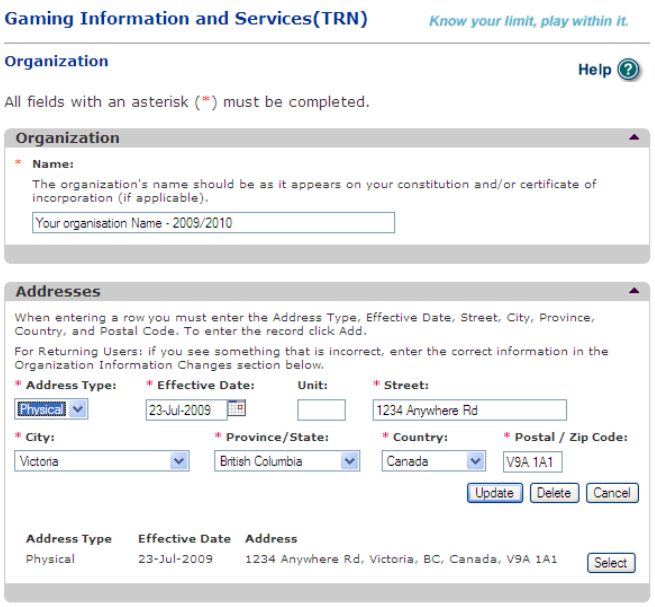
Page 2: ORGANIZATION. Please note all fields with an asterisk (*) must be completed. In a case where you have clicked the "Edit" button you must click the "Update" button in the field in which you were entering information before you can proceed to the next page.

- **Step 1:** **Organization Name:** <Your organization Name> – 2009/10

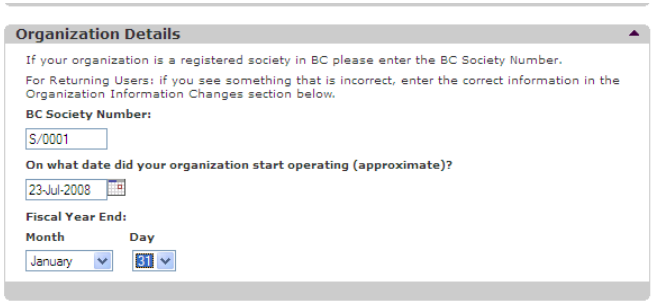
- **Step 2a:** **Address:** Key in your current physical and/or mailing address. Click the "Add" button to upload onto the application.



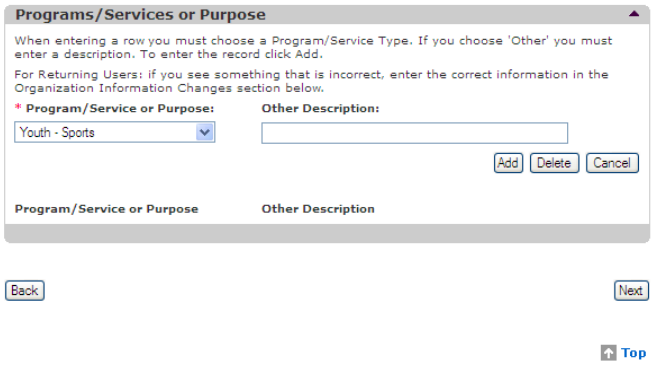
- **Step 2b:** To edit an address, click the “Edit” button to make your amendments and then the “Update” button to complete.



- **Step 3:** **Key in Organization Details.** If you are organisation is registered with BC Corporate Registry please fill in the society number. If not, move forward to the next field.



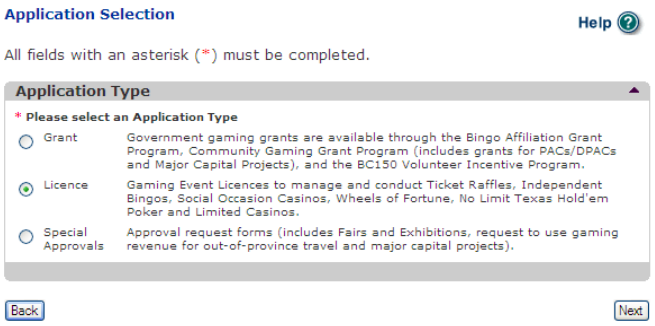
- **Step 4:** **Key in Programs/Services or Purpose.** Select a program from the drop down arrow box that meets the criteria of your organisation. Click the “Add” button to upload onto the application.



- **Step 5:** **Click on the "Next" button to continue.** Please note you will not be able to continue on the next page until all fields with an asterisk (*) are completed or if you see an "Update" button on the page, please click on it to allow you to proceed.

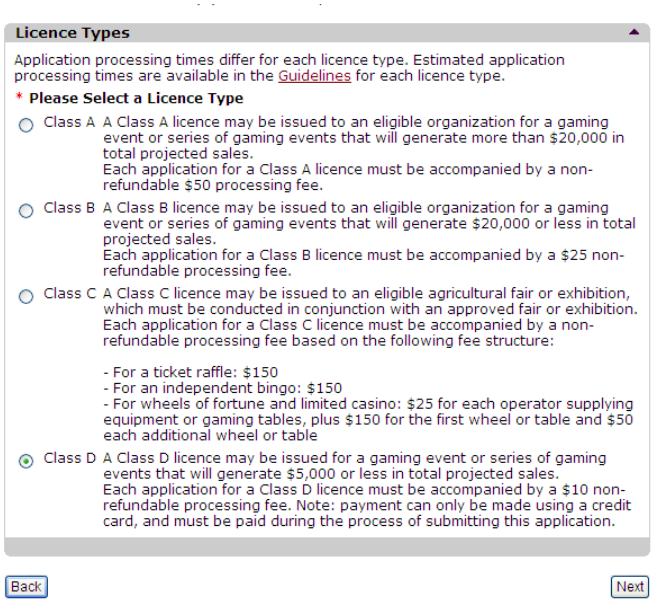
PAGE 2: APPLICATION TYPE.

- **Step 1:** **Select Licence.**
- **Step 2:** **Click on the "Next" button to continue.**



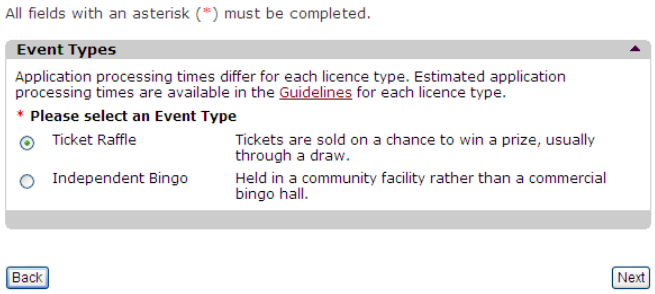
PAGE 3: LICENCE TYPES

- **Step 1:** **Select Class B or D licence type.**
- **Step 2:** **Click on the "Next" button to continue.**



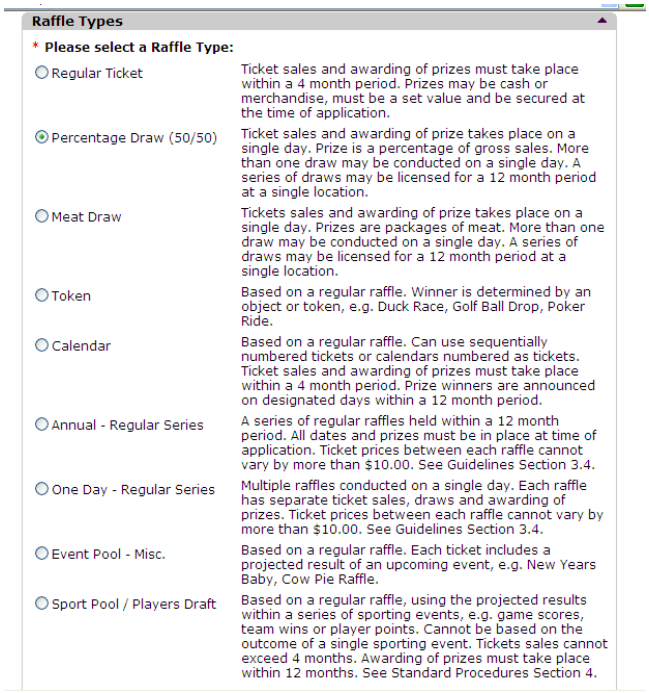
PAGE 4: EVENT TYPES

- **Step 1:** **Select Event Type.**
- **Step 2:** **Click on the "Next" button to continue.**



PAGE 4: RAFFLE TYPES

- **Step 1:** **Select Raffle Type**
- **Step 2:** **Click on the "Next" button to continue.**

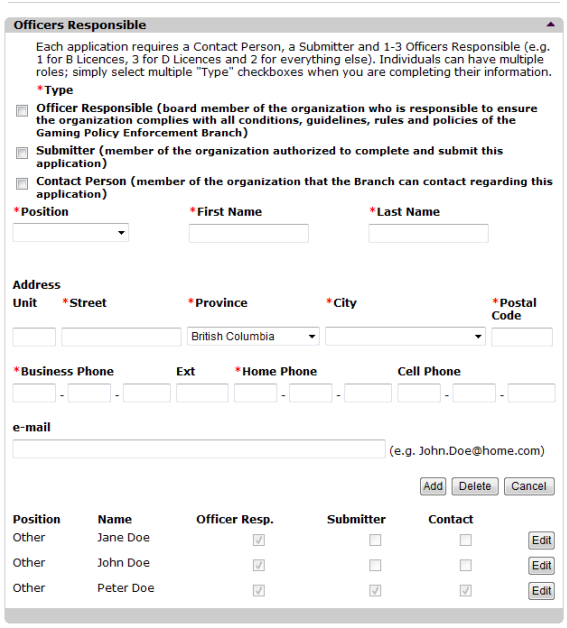


Now that you have selected an appropriate raffle type, please proceed with the application and ensure that all the necessary fields are completed as required (i.e. complete Page 5 and Page 6).

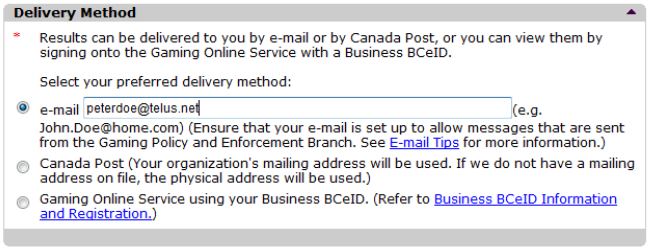
PAGE 7: SUBMISSION INFORMATION

- **Step 1: Enter three names on the submission information complete with each person's title, address and contact phone numbers.**

  NOTE: each application requires - one Contact Person, one Submitter and three Officers Responsible.



- **Step 2: Enter in your choice of delivery method (i.e, via email or Canada Post)**



- **Step 3: Click on the "Next" button to continue.**

Now that you have completed the application details, please proceed with the agreement to the guidelines and then to the payment screen.