

Teams who wish to sell 50/50 or raffle tickets during their home games MUST apply for a Class D BC Gaming License.

Richmond Minor Hockey Association will NOT be responsible for applying for the Gaming Licence. Board Members should NOT be listed as Responsible Persons.

Managers/Parents/Coaches etc are responsible for BOTH the APPLICATION and the GAMING LICENCE REVENUE REPORT.

You will be required to fill in the GAMING LICENCE REVENUE REPORT.

In order for you to fill in this form, you will need to track the dates and amounts of each draw.

An example of the report is attached so you can see what information you will need to complete the report.

Generally the information is on or used to obtain the Gaming Event Licence.

Once you know your home ice times you can apply for the gaming licence.

Here is the link:

<http://www.gaming.gov.bc.ca/licences/classD.htm>

Please ensure that you have read the guidelines and standard procedures.

To apply, you'll be required to submit:

- Completed online application form for a Class D Gaming Event Licence; and
- A non-refundable \$10 processing fee, payable by credit card only over a secure Ministry of Finance payment system.

Information you'll be required to put on your application includes:

- The full name and address of your group or organization and its general purpose;
- The event location, date and time;
- Type of gaming event (raffle, bingo) and the amount of tickets/sales pricing and prize details; and
- How the net proceeds (funds) will be used to benefit the community, a specified third party, or the group or organization.

Click the "Apply Online" link

Type in your team name using the following format:

Association - Division - Team - Number - Name - Year
(RMHA) (Peewee) (A) (1) (Blues) (2013-2014)

Example: RMHA Peewee A1 Blues 2013-2014

Click Search

Select "New Applicant"

Name: Will be your team name - RMHA Peewee A1 Blues 2013-2014

Address: Will be the team manager or person applying for the Licence's mailing address

Organization Details: Leave this blank

Programs / Services or Purpose: Select Youth Sports

NEXT

Application Type: Licence

NEXT

Licence Type: Class D

NEXT

Event Types: Ticket Raffle

NEXT

Raffle Types: Percentage Draw (50/50)

NEXT

Draw Percentage: 50/50

Ticket Details:

Start: Date of you first Home Ice Game

End: March 15, 2013

Ticket Prices:

1 for \$2.00 – 300 tickets - Add

3 for \$5.00 – 540 tickets - Add

7 for \$10.00 – 2450 tickets - Add

Draw Information:

EXAMPLE:

Every Friday (home ice day of the week) during the 3rd Period of the Game at Richmond Ice Centre (home ice rink location) in the Forum.

14000 Triangle Road, Richmond BC

NEXT

Use of Proceeds Details:

The proceeds will be used by the hockey team to pay for ref fees and tournament costs.

NEXT

Officers Responsible:

Select: Officer Responsible, Submitter, and Contact Person – Manager – List information – ADD

Select: Officer Responsible – Other (Parent / Treasurer) – List information – ADD

Select: Officer Responsible – Other (Parent / Coach) – List information – ADD

Delivery Method:

Enter Email Address

NEXT

Terms and Conditions Details:

Read and Agree

NEXT

Fee Amount and Payment Method

Credit Card Payment

NEXT

Enter Credit Card Info – PAY

Print the Statement so you can get reimbursed by the team.

CONTINUE

Print the Web Confirmation so you have the Application ID in case you need to follow-up with your application.

DONE

After the last draw date / last day of the licence you will need to complete the Gaming Licence Revenue Report.