

## **Surrey Minor Hockey Association Individual Team Gaming Licenses**

Below are the instructions on how to obtain a gaming license for any team gaming activities – Class D license - ie raffles, 50/50 draws etc.

- Please advise the gaming coordinator that your team is applying for a license. Email [gaming@surreyminorhockey.com](mailto:gaming@surreyminorhockey.com)
- Please do not apply as Surrey Minor Hockey. Apply as your team name for example: “Surrey Minor Hockey Atom Canucks”
- Please forward a copy of your gaming license via email to [gaming@surreyminorhockey.com](mailto:gaming@surreyminorhockey.com) or by mail to Surrey Minor Hockey Association PO Box 171, Surrey, BC V3T 4W8.
- At the conclusion of your gaming event you are required as part of your gaming license to fill out a ‘Gaming Event Revenue Form’ please forward a copy to the Surrey Minor Hockey Gaming Coordinator and to the Gaming Policy and Enforcement Branch – Licensing and Grants Division.

### **Information from the Gaming Policy and Enforcement Branch – Licensing and Grants Division**

#### **Gaming License Information for Sport’s Teams**

**Sports Teams are eligible for Class D licenses only.**

The Guidelines can be found on the following 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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The non-refundable application processing fee is \$10.00

### **A Note About Loonie Stick Raffles**

There are two versions of the Loonie Stick Raffle, one that is eligible for licensing and one that is not.

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.

Non Eligible Loonie Stick Raffle: The prize consists of a hockey stick and 50 percent of gross sales. As sales occur, for every ticket sold a loonie is attached to the stick.

This is ineligible for a licence, as it is not possible to combine regular type raffles, which must have prizes of set value and percentage type raffles, which must have the prize as a percentage of gross sales.

## 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.

The screenshot displays two parts of the application interface. The top part is a 'Search Results' window with a table containing one entry: '198-Kingston, Prince George, BC, Canada, V2L 1C3'. A 'Select' button is positioned to the right of the entry. Below this is a yellow 'New Applicant' button. The bottom part is a 'Search' window with instructions on how to use the search function, including the use of wildcards. It features two input fields: 'Name' (containing '%Your%Organization%Name%') and 'L&G File #'. 'Search' and 'Clear' buttons are at the bottom right.

L&G File #	Name:
	Your Organization Name
198-Kingston, Prince George, BC, Canada, V2L 1C3	

**New Applicant**

**Search**

Please use the **Search** function to determine if your organization exists.  
If more then one result appears for your search please select the applicable record.  
If your organization does not appear this list please refine your search or click New Applicant.

Use the % sign (wildcard) before and after specific words to assist in your search (eg: %test%).

**Name:**  OR **L&G File #**

Avoid using punctuation marks (i.e. periods, apostrophes) or words that are often abbreviated (i.e. St for Saint, BC for British Columbia) as these may restrict your search.

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)

**Gaming Information and Services** *Know your limit, play within it.*

**Organization Search** [Help ?](#)

All fields with an asterisk (\*) must be completed.

**Search Results**

**New Applicant**

**Search**

Please use the **Search** function to determine if your organization exists.  
If more than one result appears for your search please select the applicable record.  
If your organization does not appear this list please refine your search or click New Applicant.

Use the % sign (wildcard) before and after specific words to assist in your search (eg: %test%).

**Name:** [?](#)

Avoid using punctuation marks (i.e. periods, apostrophes) or words that are often abbreviated (i.e. St for Saint, BC for British Columbia) as these may restrict your search. OR **L&G File #**

Your Organisation Name - 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.

**Gaming Information and Services(TRN)** *Know your limit, play within it.*

**Organization** [Help ?](#)

All fields with an asterisk (\*) must be completed.

**Organization**

\* **Name:**  
The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).  
Your organisation Name - 2009/2010

**Addresses**

When entering a row you must enter the Address Type, Effective Date, Street, City, Province, Country, and Postal Code. To enter the record click Add.  
For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

\* **Address Type:**  **\* Effective Date:** 23-Jul-2009  **Unit:**  **\* Street:** 1234 Anywhere Rd

\* **City:** Victoria **\* Province/State:** British Columbia **\* Country:** Canada **\* Postal / Zip Code:** V9A 1A1

**Address Type** **Effective Date** **Address**

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

Gaming Information and Services(TRN) *Know your limit, play within it.*

Organization Help ?

All fields with an asterisk (\*) must be completed.

**Organization**

\* **Name:**  
The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).

**Addresses**

When entering a row you must enter the Address Type, Effective Date, Street, City, Province, Country, and Postal Code. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

\* **Address Type:**  \* **Effective Date:**  \* **Unit:**  \* **Street:**

\* **City:**  \* **Province/State:**  \* **Country:**  \* **Postal / Zip Code:**

Address Type	Effective Date	Address
Physical	23-Jul-2009	1234 Anywhere Rd, Victoria, BC, Canada, V9A 1A1

- **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.

**Organization Details**

If your organization is a registered society in BC please enter the BC Society Number.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

**BC Society Number:**

**On what date did your organization start operating (approximate)?**

**Fiscal Year End:**

**Month:**  **Day:**

- **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.

**Programs/Services or Purpose**

When entering a row you must choose a Program/Service Type. If you choose 'Other' you must enter a description. To enter the record click Add.

For Returning Users: if you see something that is incorrect, enter the correct information in the Organization Information Changes section below.

\* **Program/Service or Purpose:**  \* **Other Description:**

Program/Service or Purpose	Other Description
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- **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.

Application Selection Help ?

All fields with an asterisk (\*) must be completed.

**Application Type**

\* Please select an Application Type

<input type="radio"/>	Grant	Government gaming grants are available through the Bingo Affiliation Grant Program, Community Gaming Grant Program (includes grants for PACs/DPACs and Major Capital Projects), and the BC150 Volunteer Incentive Program.
<input checked="" type="radio"/>	Licence	Gaming Event Licences to manage and conduct Ticket Raffles, Independent Bingos, Social Occasion Casinos, Wheels of Fortune, No Limit Texas Hold'em Poker and Limited Casinos.
<input type="radio"/>	Special Approvals	Approval request forms (includes Fairs and Exhibitions, request to use gaming revenue for out-of-province travel and major capital projects).

## PAGE 3: LICENCE TYPES

- **Step 1:** Select Class D licence type.
- **Step 2:** Click on the “Next” button to continue.

**Licence Types**

Application processing times differ for each licence type. Estimated application processing times are available in the [Guidelines](#) for each licence type.

\* Please Select a Licence Type

<input type="radio"/>	Class A	A Class A licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate more than \$20,000 in total projected sales. Each application for a Class A licence must be accompanied by a non-refundable \$50 processing fee.
<input type="radio"/>	Class B	A Class B licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate \$20,000 or less in total projected sales. Each application for a Class B licence must be accompanied by a \$25 non-refundable processing fee.
<input type="radio"/>	Class C	A Class C licence may be issued to an eligible agricultural fair or exhibition, which must be conducted in conjunction with an approved fair or exhibition. Each application for a Class C licence must be accompanied by a non-refundable processing fee based on the following fee structure:  <ul style="list-style-type: none"> <li>- For a ticket raffle: \$150</li> <li>- For an independent bingo: \$150</li> <li>- For wheels of fortune and limited casino: \$25 for each operator supplying equipment or gaming tables, plus \$150 for the first wheel or table and \$50 each additional wheel or table</li> </ul>
<input checked="" type="radio"/>	Class D	A Class D licence may be issued for a gaming event or series of gaming events that will generate \$5,000 or less in total projected sales. Each application for a Class D licence must be accompanied by a \$10 non-refundable processing fee. Note: payment can only be made using a credit card, and must be paid during the process of submitting this application.

## PAGE 4: EVENT TYPES

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

All fields with an asterisk (\*) must be completed.

**Event Types**

Application processing times differ for each licence type. Estimated application processing times are available in the [Guidelines](#) for each licence type.

\* **Please select an Event Type**

<input checked="" type="radio"/> Ticket Raffle	Tickets are sold on a chance to win a prize, usually through a draw.
<input type="radio"/> Independent Bingo	Held in a community facility rather than a commercial bingo hall.

## PAGE 4: RAFFLE TYPES

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

**Raffle Types**

\* **Please select a Raffle Type:**

<input type="radio"/> Regular Ticket	Ticket sales and awarding of prizes must take place within a 4 month period. Prizes may be cash or merchandise, must be a set value and be secured at the time of application.
<input checked="" type="radio"/> Percentage Draw (50/50)	Ticket sales and awarding of prize takes place on a single day. Prize is a percentage of gross sales. More than one draw may be conducted on a single day. A series of draws may be licensed for a 12 month period at a single location.
<input type="radio"/> Meat Draw	Tickets sales and awarding of prize takes place on a single day. Prizes are packages of meat. More than one draw may be conducted on a single day. A series of draws may be licensed for a 12 month period at a single location.
<input type="radio"/> Token	Based on a regular raffle. Winner is determined by an object or token, e.g. Duck Race, Golf Ball Drop, Poker Ride.
<input type="radio"/> Calendar	Based on a regular raffle. Can use sequentially numbered tickets or calendars numbered as tickets. Ticket sales and awarding of prizes must take place within a 4 month period. Prize winners are announced on designated days within a 12 month period.
<input type="radio"/> Annual - Regular Series	A series of regular raffles held within a 12 month period. All dates and prizes must be in place at time of application. Ticket prices between each raffle cannot vary by more than \$10.00. See Guidelines Section 3.4.
<input type="radio"/> One Day - Regular Series	Multiple raffles conducted on a single day. Each raffle has separate ticket sales, draws and awarding of prizes. Ticket prices between each raffle cannot vary by more than \$10.00. See Guidelines Section 3.4.
<input type="radio"/> Event Pool - Misc.	Based on a regular raffle. Each ticket includes a projected result of an upcoming event, e.g. New Years Baby, Cow Pie Raffle.
<input type="radio"/> Sport Pool / Players Draft	Based on a regular raffle, using the projected results within a series of sporting events, e.g. game scores, team wins or player points. Cannot be based on the outcome of a single sporting event. Tickets sales cannot exceed 4 months. Awarding of prizes must take place within 12 months. See Standard Procedures Section 4.

**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.*

**Officers Responsible**

Each application requires a Contact Person, a Submitter and 1-3 Officers Responsible (e.g. 1 for B Licences, 3 for D Licences and 2 for everything else). Individuals can have multiple roles; simply select multiple "Type" checkboxes when you are completing their information.

**\*Type**

**Officer Responsible** (board member of the organization who is responsible to ensure the organization complies with all conditions, guidelines, rules and policies of the Gaming Policy Enforcement Branch)

**Submitter** (member of the organization authorized to complete and submit this application)

**Contact Person** (member of the organization that the Branch can contact regarding this application)

**\*Position** **\*First Name** **\*Last Name**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Address**

**Unit** **\*Street** **\*Province** **\*City** **\*Postal Code**

\_\_\_\_\_  
\_\_\_\_\_  
British Columbia  
\_\_\_\_\_  
\_\_\_\_\_

**\*Business Phone** **Ext** **\*Home Phone** **Cell Phone**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**e-mail**

\_\_\_\_\_ (e.g. John.Doe@home.com)

Position	Name	Officer Resp.	Submitter	Contact	
Other	Jane Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>
Other	John Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>
Other	Peter Doe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

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

**Delivery Method**

\* Results can be delivered to you by e-mail or by Canada Post, or you can view them by signing onto the Gaming Online Service with a Business BCeID.

Select your preferred delivery method:

**e-mail**  (e.g. John.Doe@home.com) (Ensure that your e-mail is set up to allow messages that are sent from the Gaming Policy and Enforcement Branch. See [E-mail Tips](#) for more information.)

**Canada Post** (Your organization's mailing address will be used. If we do not have a mailing address on file, the physical address will be used.)

**Gaming Online Service** using your Business BCeID. (Refer to [Business BCeID Information and Registration](#).)

- **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.**