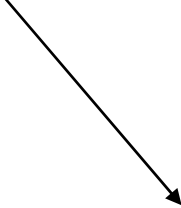


GDMHA GAMING LICENCE MANUAL

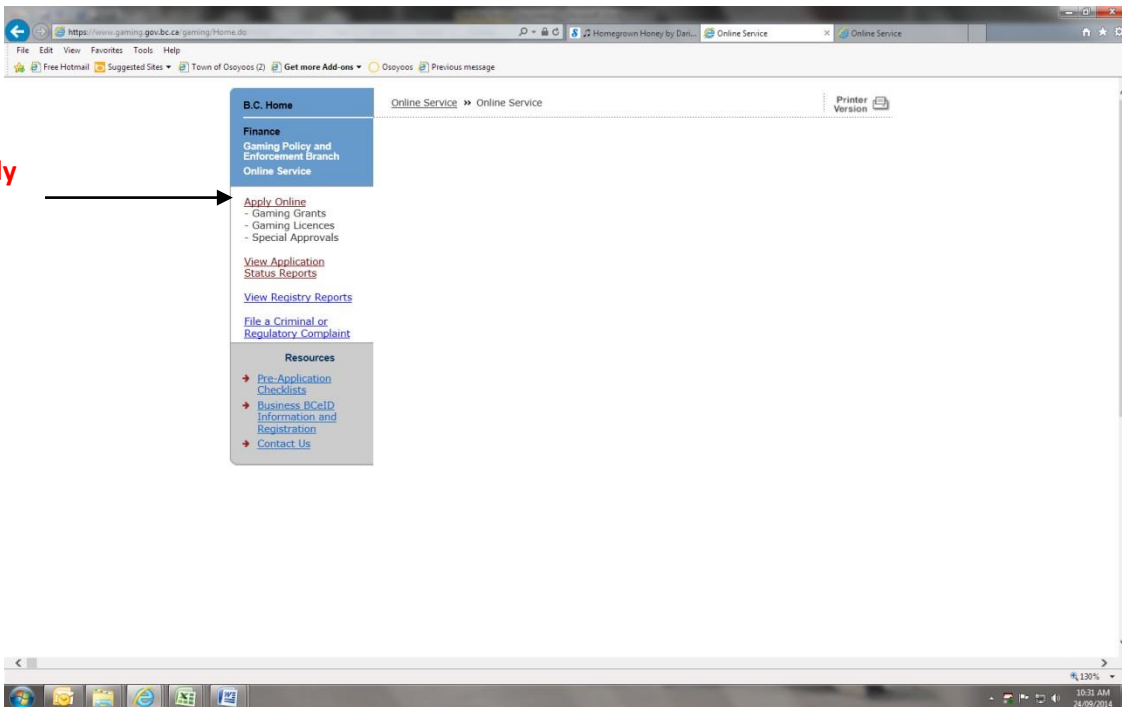
1. Go to the Gaming Licence Website at <https://www.gaming.gov.bc.ca/> and then click on the Dark Blue Screen. See below

Click on Online

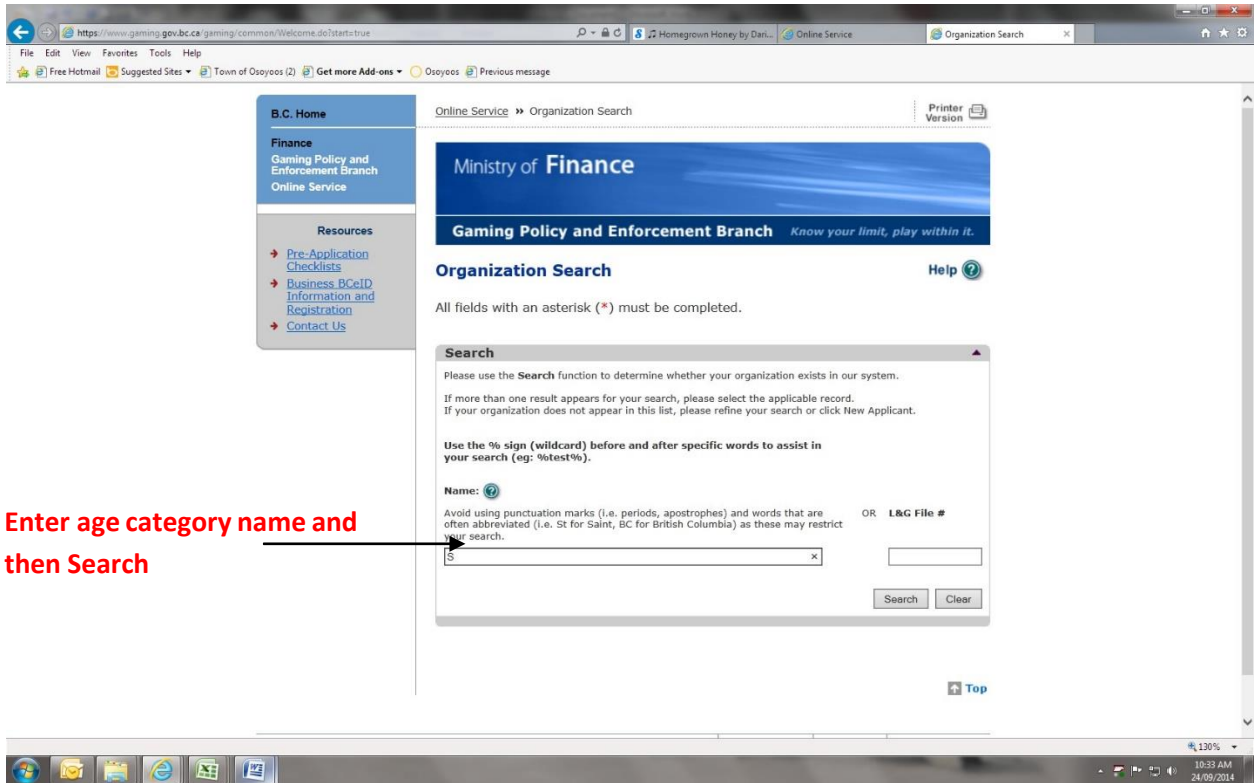


2. Click on Apply Online

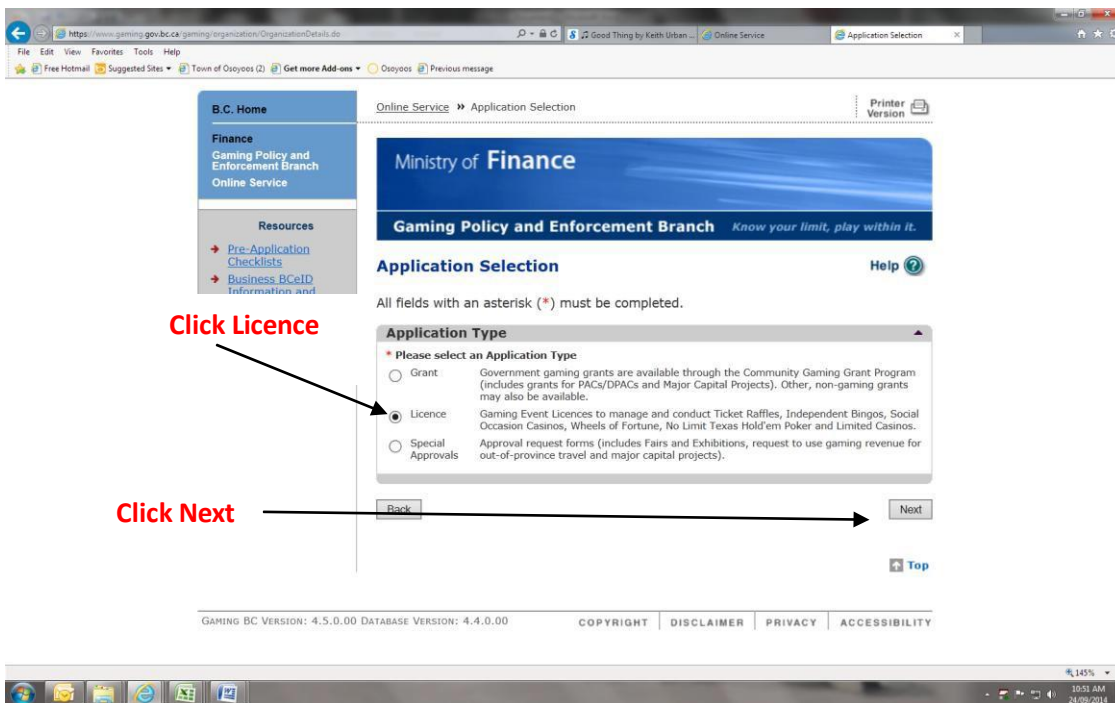
Click on Apply Online



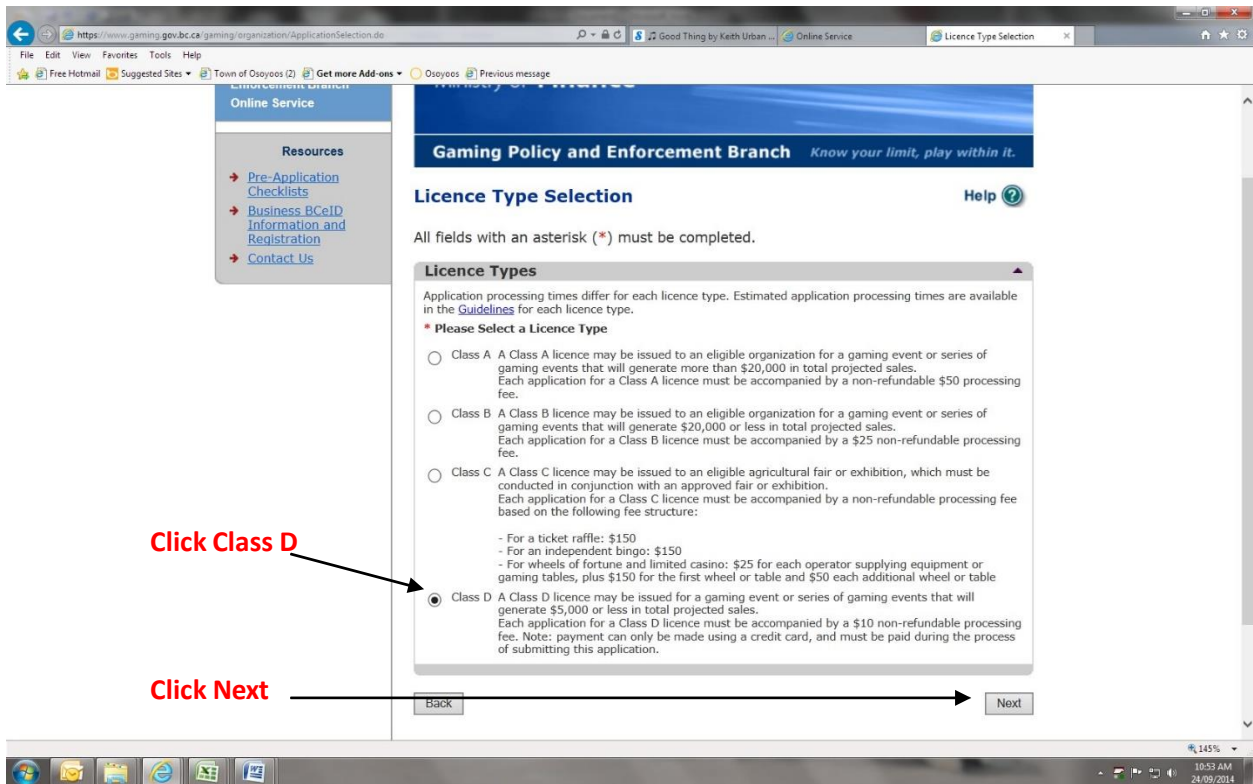
3. Enter your age category's name in the Search Field and hit enter. (Eg. U7 Rockets - GDMHA)



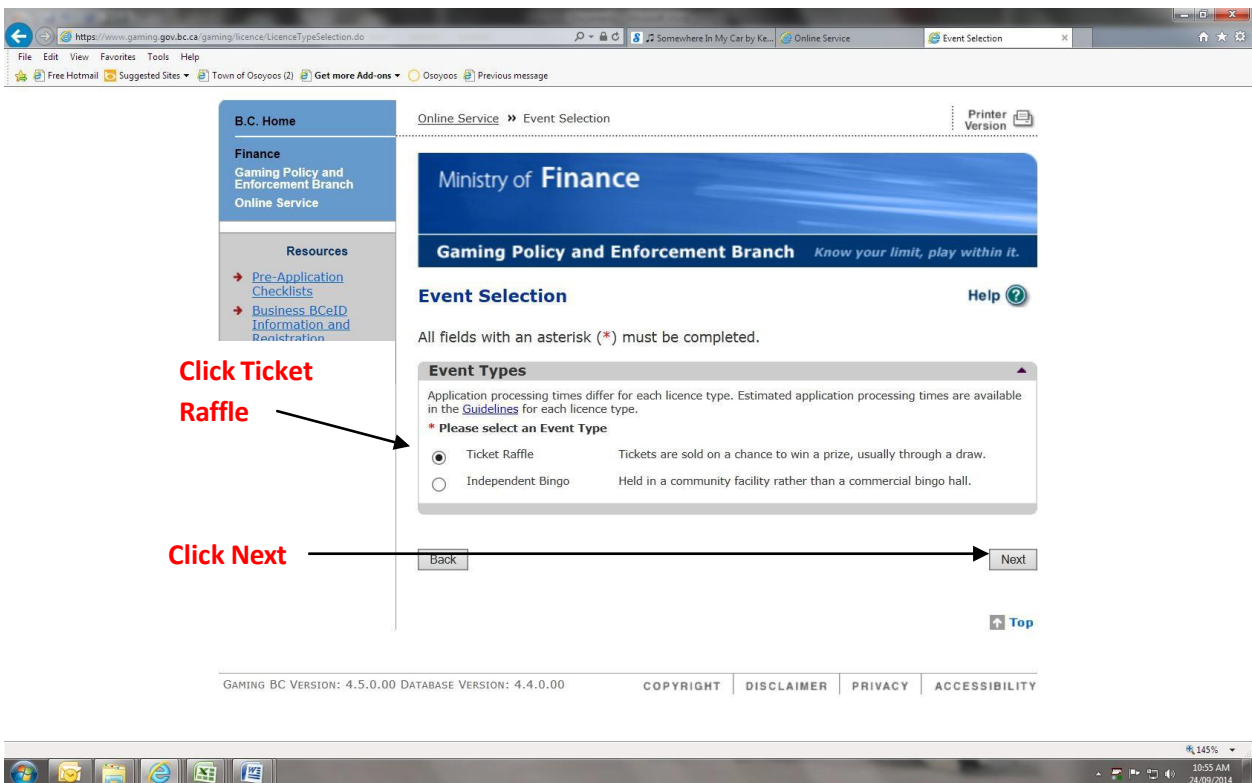
4. Click on Licence and then Click Next.



5. Click Class D and then Next.



6. Click Ticket Raffle and Next.



7. Click Percentage Draw and Next.

B.C. Home
Gaming Policy and Enforcement Branch
Online Service

Resources
[Pre-Application Information for Gaming Grants](#)
[Application Submission Guides, Forms and Resources for Charitable Gaming Event Licences](#)
[Business BCeID Information and Registration](#)
[Contact Us](#)

Online Service » Raffle Type Selection Printer Version

Gaming Policy and Enforcement Branch
Gaming Online Service (GOS)

Raffle Type Selection Help

GBC ID: 770753 U9 Rockets - GDMHA

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

Raffle Types

* Please select a Raffle Type:

- Regular Ticket
Ticket sales and awarding of prizes must take place within a 6 month period. Prizes may be cash or merchandise, must be a set value and be secured at the time of application.
- Percentage Draw (50/50)
Prize is a percentage of gross sales. A series of draws may be licensed for a 12 month period at a single location.
- 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.
- Token
Based on a regular raffle. Winner is determined by an object or token, e.g. Duck Race, Golf Ball Drop, Poker

Click Regular Ticket

8. Under the Draw Percentage Details Enter 50/50

Ticket Details

* Ticket sale start date: 19-Jan-2024 **Enter the start and end date for your tournament** * Ticket sale end date: 21-Jan-2024

Ticket Prices

When entering a row you must enter the Ticket Price and Total Number of Tickets. A separate entry is required for each price category, including discounted tickets. For example, ... may be 1 for \$2.00 and the total number of tickets is 500. Then click Add. ... for another may be 5 for \$10.00 and the total number of tickets is 500. Then click Add. ... rm's length are not permitted.

Enter ticket prices, and then ADD

*Ticket Price (eg: 2 for \$3.00) *Total Number of Tickets:

for \$

Ticket Price (eg: 2 for \$3.00)	Total Number of Tickets:	Total Ticket Sales
20 for \$20	5000	\$5000
Total Projected Sales		\$5000

This amount for a Class D can NOT exceed \$5000

9. Enter Final Draw details

Final Draw Details

* **Final Draw Date:**
 21-Jan-2024 10 : 00 AM

* Enter Location Name and/or Address information. (For multiple-single day raffles enter this information on the first event and enter 'same location' in the 'Location' field for all subsequent events.)

Location Name:
 Golden Arena

Unit: 1410 **Street:** 9th St. S.

City: Golden **Province/State:** British Columbia **Country:** Canada **Postal / Zip Code:** V0A1H0

10. Enter Prize Table Donations - do not enter any Silent Auction items!

Raffle Prize

* **How will you be providing a description and value of your prize(s) to the Gaming Branch?**

Online Entry
 Attach

Enter Prize Information

*When entering a row you must enter the Prize Description, Number of Prizes, and Prize Value. (The 'prize donated' checkbox is an optional field, select it if the prize is being donated.) To enter the record click Add.

Prize Description: **Is this prize donated?** **Number of Prizes:** **Prize Value:** **Add** **Delete** **Cancel** Click Add after each entry

Prize Description	Donated	Number of Prizes	Prize Value	Total	
Boys Baskey	<input checked="" type="checkbox"/>	1	\$45	\$45	Edit
Mom Basket	<input checked="" type="checkbox"/>	1	\$60	\$60	Edit
Total Value of all Prizes				\$105	

13. Enter what the Use of Proceeds will be Used For.

https://www.gaming.gov.bc.ca/gaming/lic/PercentDrawTicketRaffle.do

Online Service » Net Use Of Proceeds

Printer Version

Ministry of Finance
Gaming Policy and Enforcement Branch
Know your limit, play within it.

Net Use Of Proceeds

Help ?

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

Use of Proceeds Details

* Please describe in detail how you intend to use the proceeds generated from this Gaming Licence:

To purchase track suits, team activity nights, travel, and year end celebration

Enter Information

Click Next

14. **NEXT STEPS VERY IMPORTANT.** Need 3 People For Class D. First Person will be whoever is filling out form. You will check off that you are the Officer Responsible, Submitter and Contact Person. The Second/Third Person will just be an Officer Responsible (If you don't do it this way you will get errors)

https://www.gaming.gov.bc.ca/gaming/licence/NetUseOfProceeds.do

Submission Information

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

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

*Business Phone Ext *Home Phone Cell Phone

15. First Person Responsible. Enter All Information. (If you don't have a team title Select Other)

The screenshot shows a web browser window with the URL <https://www.gaming.gov.bc.ca/gaming/licence/NetUseOPProceeds.do>. The page title is "Officers Responsible". Below the title is a paragraph of instructions: "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." There are three checkboxes under the heading "*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)", and "Contact Person (member of the organization that the Branch can contact regarding this application)". Below this are three input fields: "*Position" (a dropdown menu with "Manager" selected), "*First Name" (text input with "Briane"), and "*Last Name" (text input with "Hillson"). The "Address" section includes: "Unit" (text input with "6227"), "*Street" (text input with "97th Street"), "*Province" (dropdown menu with "British Columbia" selected), "*City" (dropdown menu with "Osoyoos" selected), and "*Postal Code" (text input with "V0H1V5"). The phone section includes: "*Business Phone" (text input with "250 - 495 - 4607"), "Ext" (text input), "*Home Phone" (text input with "250 - 495 - 5134"), and "Cell Phone" (text input). The "e-mail" section has a text input with "brigabrieau@hotmail.com" and a small 'x' icon. At the bottom right are "Add", "Delete", and "Cancel" buttons. A red bracket on the left side of the form is labeled "Enter Information". A red arrow points from the text "Click Add" to the "Add" button.

16. Enter Second Person Responsible.

The screenshot shows the same web browser window as in the previous image, but the page title is "Submission Information". The "Officers Responsible" section is still visible. The instructions paragraph is the same. Under the heading "*Type", the checkboxes are: "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)", and "Contact Person (member of the organization that the Branch can contact regarding this application)". Below this are three input fields: "*Position" (a dropdown menu with "Other" selected), "*First Name" (text input with "Devon"), and "*Last Name" (text input with "Hillson"). The "Address" section includes: "Unit" (text input with "6227"), "*Street" (text input with "97th Street"), "*Province" (dropdown menu with "British Columbia" selected), "*City" (dropdown menu with "Osoyoos" selected), and "*Postal Code" (text input with "V0H1V5"). The phone section includes: "*Business Phone" (text input with "250 - 689 - 0591"), "Ext" (text input), "*Home Phone" (text input with "250 - 495 - 5134"), and "Cell Phone" (text input). The "e-mail" section has a text input with "devon_hillson@hotmail.com" and a small 'x' icon. At the bottom right are "Add", "Delete", and "Cancel" buttons. A red bracket on the left side of the form is labeled "Enter Information". A red arrow points from the text "Click Add" to the "Add" button.

17. Enter Your Third Officer Responsible

18. Once You Have All Three Entered It Should Look Like Below.

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**

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

e-mail (e.g. John.Doe@home.com)

Position	Name	Officer Resp.	Submitter	Contact	
Manager	Brianne Hillson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
Other	Devon Hillson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>
Owner	Terry Deol	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Edit"/>

3 Officer's Responsible



19. Delivery Method

Delivery Method

* Results can be delivered to you by one of the following methods.

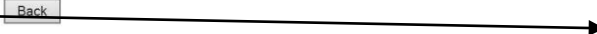
Select your preferred delivery method:

- 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.](#))

Select E-Mail and Enter Your Email Address



Select Next



20. Agree with Terms and Conditions

Resources

- [Pre-Application Checklists](#)
- [Business BCeID Information and Registration](#)
- [Contact Us](#)

Gaming Policy and Enforcement Branch *Know your limit, play within it.*

Terms and Conditions

Help ?

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

Terms and Conditions Details

issued by the General Manager, whether published or issued before or after the date of this application.

- The applicant understands and confirms that any information submitted herein may be disclosed by GPEB publicly, in compliance with the Freedom of Information and Protection of Privacy Act.
- The applicant understands that this is only an application and that the applicant can only conduct a gaming event if and when the application may be approved and a licence has been issued by GPEB.

I/WE EXPRESSLY ACKNOWLEDGE THAT I/WE HAVE READ THIS APPLICATION AND UNDERSTAND THE RIGHTS, OBLIGATIONS, TERMS AND CONDITIONS SET FORTH HEREIN, AND BY CLICKING ON THE ACCEPT BUTTON EXPRESSLY CONSENT TO BE BOUND BY ITS TERMS AND CONDITIONS SET FORTH HEREIN.

* I agree to the terms and conditions as stated above:

Back Next

21. Click For Credit Card Payment

Gaming Policy and Enforcement Branch
Online Service

Resources

- [Pre-Application Checklists](#)
- [Business BCeID Information and Registration](#)
- [Contact Us](#)

Ministry of Finance

Gaming Policy and Enforcement Branch *Know your limit, play within it.*

Payment

Help ?

Fee Amount and Payment Method

The non-refundable processing fee is \$10.00.

Please choose the method of payment from the following options. If you choose 'Cheque Payment' submit your payment to Licensing & Grants Division, Gaming Policy and Enforcement Branch, PO Box 9310, Stn. Prov. Govt., Victoria, B.C. V8W 9N1. Note, payment must be received before your application will be processed. Pursuant to Government Policy, a \$30 handling fee will be charged for any NSF cheques.

You may pay by credit card or forward a cheque if you are applying for a Class A, B, or C gaming event licence. If you are applying for a Class D gaming event licence you can only pay by credit card. To proceed with submitting your application please select the option below and click next.

* Payment Method

Credit Card Payment

Back Next

Top

22. Enter Payment Information

The screenshot shows a web browser window with the URL https://www.beanstream.com/scripts/Payment.Payment.asp?merchant_id=117482160&tmType=7&tmOrderNumber=7693011. The page title is "Internet Payments Program". The main heading is "Credit Card Payment". Below this is the "Payment Information" section. The form contains the following fields and values:

- Invoice/Order Number: 7693011
- Amount: \$10.00 CAD
- Credit Card Type: VISA (dropdown menu)
- Credit Card Number: (empty text input field)
- Expiration Date: 01 / 2014 (dropdown menus)

At the bottom of the form are two buttons: "Cancel" (blue) and "Pay Now" (yellow).

23. When Goes Through You Will Get A Receipt

The screenshot shows a web browser window with the URL <https://www.gaming.gov.bc.ca/gaming/PaymentComplete.do?mdd=1055177&SessionKey=BCEPvod00000000000000000041>. The page title is "Gaming Policy and Enforcement Branch Know your limit, play within it." The main heading is "Payment Complete". Below this is the text "Retain this copy for statement verification." and a green box containing the message "Your payment was processed successfully. Thank-you." The receipt details are as follows:

Date:	24-Sep-2014 12:08 PM	Transaction Type:	Purchase
Card Type:	Visa	Amount:	\$10.00 (CAD)
Card Number:	XXXXXXXXXXXXXXXXXX	Invoice Number:	448474
<i>Note: The above card number is hidden for privacy</i>			
Approval Code:	402030	Response Message:	Approved
Host Date/Time:	24-Sep-2014 12:08 PM	Sequence Number:	0
ISO Response Code:	00	Term Number:	Y20665992001
Response Code:	000		

24. Before continuing, print this screen as your receipt. Then hit Continue

Retain this copy for statement verification.

Your payment was processed successfully. Thank-you.

Date:	24-Sep-2014 12:08 PM	Transaction Type:	Purchase
Card Type:	Visa	Amount:	\$10.00 (CAD)
Card Number:	XXXXXXXXXXXXXXXX	Invoice Number:	448474

Note: The above card number is hidden for privacy

Approval Code:	402030	Response Message:	Approved
Host Date/Time:	24-Sep-2014 12:08 PM	Sequence Number:	0
ISO Response Code:	00	Term Number:	Y20665992001
Response Code:	000		

[Continue](#)

Click Next →

[Top](#)

25. Confirmation

Gaming Policy and Enforcement Branch *Know your limit, play within it.*

Confirmation

[Help](#)

Web Confirmation

Application ID 1041995
Branch Gaming Policy and Enforcement Branch

Thank you for your application.

Please note, if you have indicated that any documents required for this application are to be submitted by mail, your application cannot be processed and will remain in "Pending" status until they are received.

Pursuant to Government Policy, a \$30 handling fee will be charged for any NSF cheques.

All documents (including cheque payments) should be mailed to:

Licensing & Grants Division
Gaming Policy and Enforcement Branch
P.O. Box 9310, Stn. Prov. Govt.
Victoria, B.C.
V8W 9N1