

Class D Gaming Licence - Tournament Raffle Checklist for Managers



What you need first...

Pre-Application Information

Organization Information - "Golden District Minor Hockey Association
L&G #101859

Name and addresses of 3 people on your team who are responsible for the tournament affairs, (i.e., manager, treasurer, tournament chair typically)

What to do....

- Complete Application On-line at: <https://www.gaming.gov.bc.ca/gaming/common/Welcome.do;jsessionid=node01p8wn7ldriqsy1vkm0dnymlq711294.node0?start=true>
- Print your Class D Gaming License Information

Your Application will be approved in 3-5 days

Once Approved you are able to perform your Raffle Table Draw

At the End of the Tournament (when all ticket draws are done)

- Complete a new **Gaming Reporting Forms** (which includes Ticket Reconciliation, Prize Winners and Cash Count Worksheets)
- Using the information from all the completed **Gaming Reporting Forms**, you will need to complete the **Gaming Event Revenue Report**
This form essentially is filed with BC Gaming and closes your Class D license for the Tournament Ticket Raffle.
- Please send your completed **Gaming Event Revenue Report** and all your **Gaming Reporting Forms** and your printed **Class D Gaming License** to your GDMHA Treasurer along WITH your completed **Tournament Financial Report** for review prior to submitting to the Province. This is to ensure accuracy before it is filed.