

Class D Gaming Licence - 50/50 Checklist for Managers



What you need first...

Pre-Application Information

Organization Information - "**SOMHA Team Year**" (e.g., SOMHA Pre-Novice 1 2014-15)

Mailing Address - "**PO Box 1785, Oliver, BC V0H 1T0**"

Name and addresses of 3 people on your team who are responsible for the team affairs, (i.e., manager, treasurer, 50-50 person typically)

What to do....

- Complete Application On-line at: <https://www.gaming.gov.bc.ca/licences/classD.htm>**
Use Step-by-step Guide prepared by SOMHA (*Gaming manual.pdf*)
It's very well laid out and takes only minutes
- Print your Class D Gaming License Information**

Your Application will be approved in 1-3 days

Once Approved you are able to begin your gaming (50/50) draws

At Each Game (following each draw)

- Complete a new *Gaming Reporting Forms.pdf* (which includes Ticket Reconciliation, Prize Winners and Cash Count Worksheets) **Please remember to use a blank form for each game
- File those two completed pages for safekeeping (will be used at the end of the year)

At the End of the Season (following the last 50-50 draw of the year)

- Using the information from all the completed *Gaming Reporting Forms.pdf*, you will need to complete the *Gaming Event Revenue Report.pdf*
This form essentially is filed with BC Gaming and closes your Class D 50/50 license.
- Please send your completed *Gaming Event Revenue Report.pdf* and all your *Gaming Reporting Forms.pdf* and your printed *Class D Gaming License* to your SOMHA Divisional Director for review prior to submitting to the Province. This is to ensure accuracy before it is filed.

All Documents necessary are found under "Forms & Manuals ⇒ Gaming Documents" at SOMHA.com