

SOMHA 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

The screenshot shows the homepage of the British Columbia Gaming Policy and Enforcement Branch. The left-hand navigation menu is highlighted in dark blue. Under the 'Online Service' section, there are links for 'Apply online', 'Application status', 'Criminal complaints', and 'And more'. A red arrow points from the text 'Click on Online' to the 'Online Service' link in this menu.

2) Click on Apply Online

Click on Apply Online

The screenshot shows the 'Online Service' page. The left-hand navigation menu is highlighted in dark blue. Under the 'Apply Online' section, there are links for 'Gaming Grants', 'Gaming Licences', and 'Special Approvals'. A red arrow points from the text 'Click on Apply Online' to the 'Apply Online' link in this menu.

3) Enter any character in the Search Field and hit enter.

The screenshot shows the 'Organization Search' page on the Ministry of Finance website. The page header includes 'Ministry of Finance' and 'Gaming Policy and Enforcement Branch'. A search box is present with the letter 'S' entered. A red arrow points to the search box with the text 'Put any character in Search and press enter'. The search results area is currently empty.

4) Click on New Applicant

The screenshot shows the 'Organization Search' page with the 'New Applicant' button highlighted in yellow. A red arrow points to this button with the text 'Click on new Applicant'. The search field still contains the letter 'S'. The search results area is empty.

5) ENTER NAME OF TEAM = MUST BE **SOMHA (NAME OF TEAM) 2014-15** |
IE. SOMHA JR COYOTES PEEWEE REP 2014-15 OR SOMHA NOVICE #1 2014-15

B.C. Home

Finance
Gaming Policy and Enforcement Branch
Online Service

Resources
→ Pre-Application

Online Service » Organization Printer Version

Ministry of Finance
Gaming Policy and Enforcement Branch *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.

185% 10:40 AM 24/09/2014

6) Enter Applicant (Manager/Team Treasurer - whoever is filling out application) Mailing/Physical Address:

Name:
The organization's name should be as it appears on your constitution and/or certificate of incorporation (if applicable).
SOMHA NOVICE #1 2014-2015

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: Mailing * Effective Date: 24-Sep-2014 * Unit: * Street: 6227 97TH STREET

* City: Osoyoos * Province/State: British Columbia * Country: Canada * Postal / Zip Code: V0H1V5

Add Delete Cancel

Address Type	Effective Date	Address
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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:

When you hit add it will look like this:

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:

Add Delete Cancel

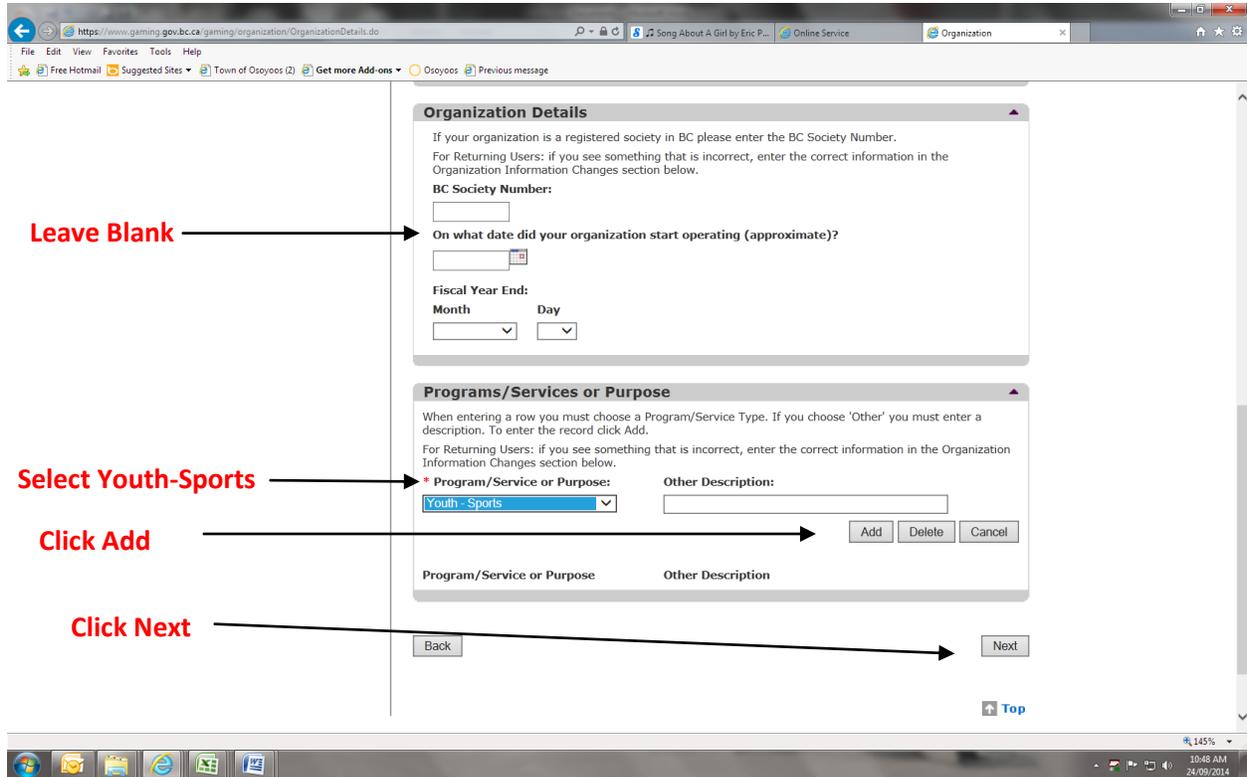
Address Type	Effective Date	Address
Mailing	24-Sep-2014	6227 97TH STREET, Osoyoos, BC, Canada, V0H 1V5

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:

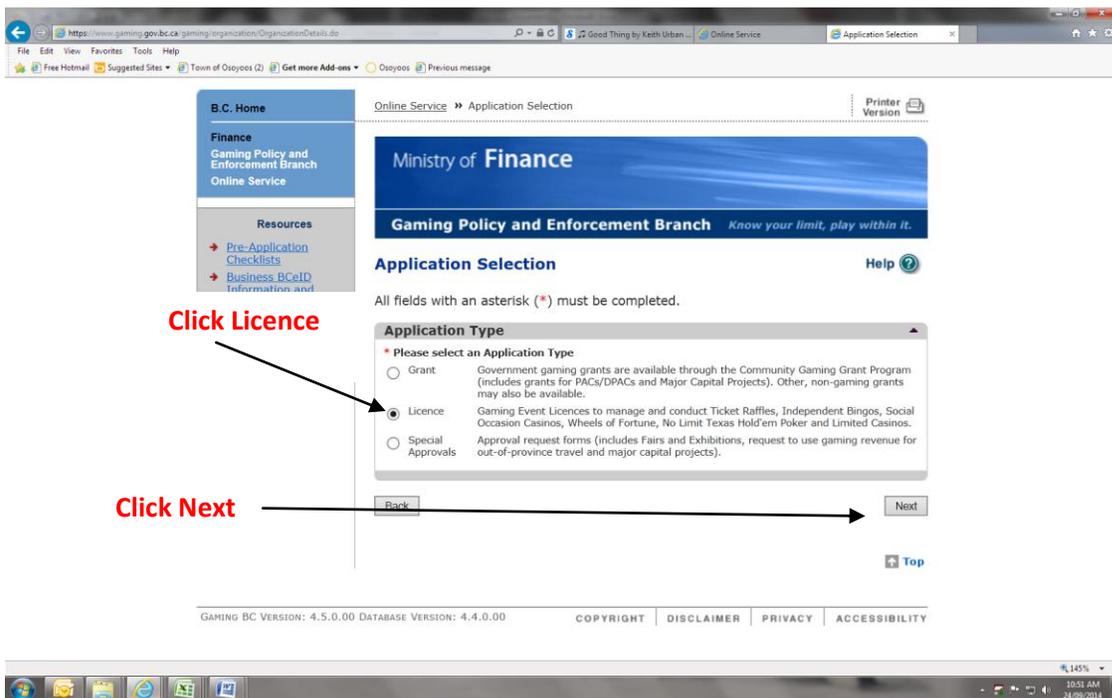
On what date did your organization start operating (approximate)?

7) Leave Organization Detail Blank

8) Move onto Program/Services or Purpose and select Youth Sports from Drop Down Menu. Select Add. Hit Net.



9) Click on Licence and then Click Next.



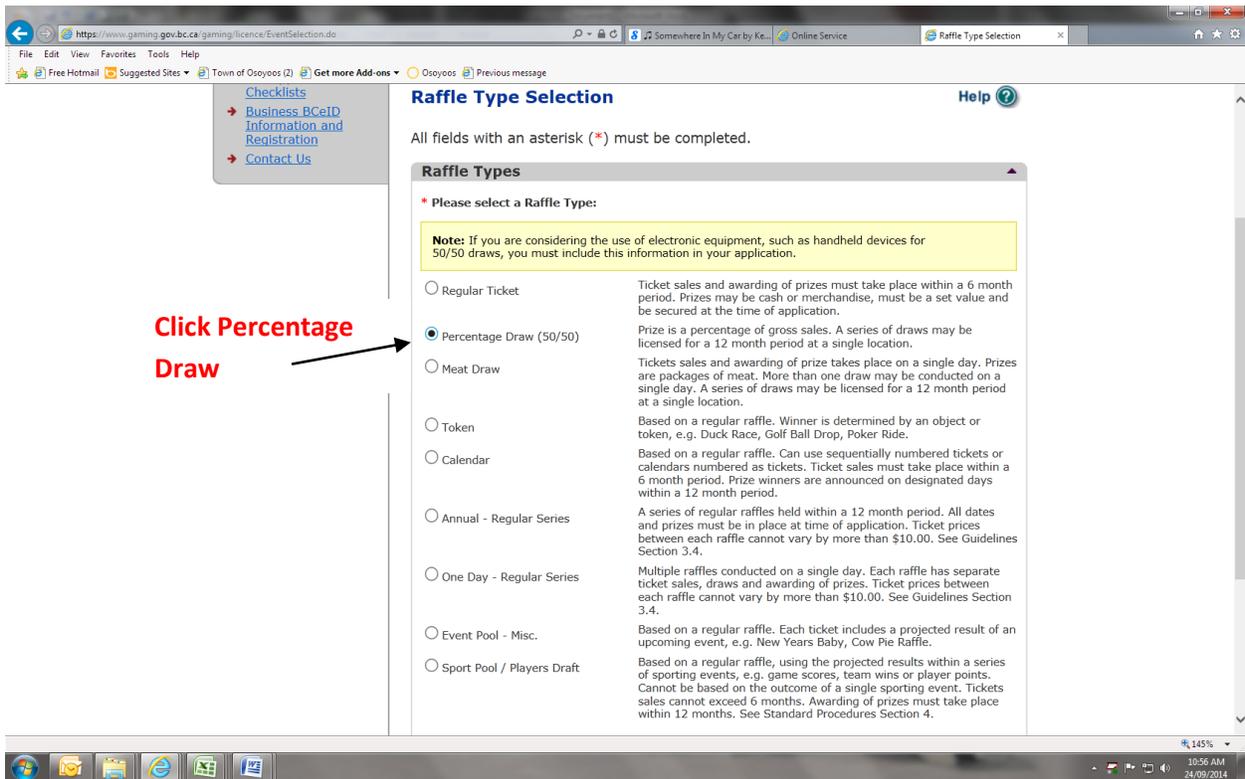
10) Click Class D and then Next.

The screenshot shows a web browser window at the URL <https://www.gaming.gov.bc.ca/gaming/organization/ApplicationSelection.do>. The page title is "Licence Type Selection". On the left, there is a navigation menu with "Resources" including "Pre-Application Checklists", "Business BCeID Information and Registration", and "Contact Us". The main content area has a header for "Gaming Policy and Enforcement Branch" with the slogan "Know your limit, play within it.". Below the header, it says "Licence Type Selection" and "All fields with an asterisk (*) must be completed.". A box titled "Licence Types" contains the following text: "Application processing times differ for each licence type. Estimated application processing times are available in the [Guidelines](#) for each licence type." followed by "Please Select a Licence Type". There are four radio button options: Class A, Class B, Class C, and Class D. Class D is selected. Below the options are "Back" and "Next" buttons. Red text "Click Class D" with an arrow points to the Class D radio button. Red text "Click Next" with an arrow points to the Next button.

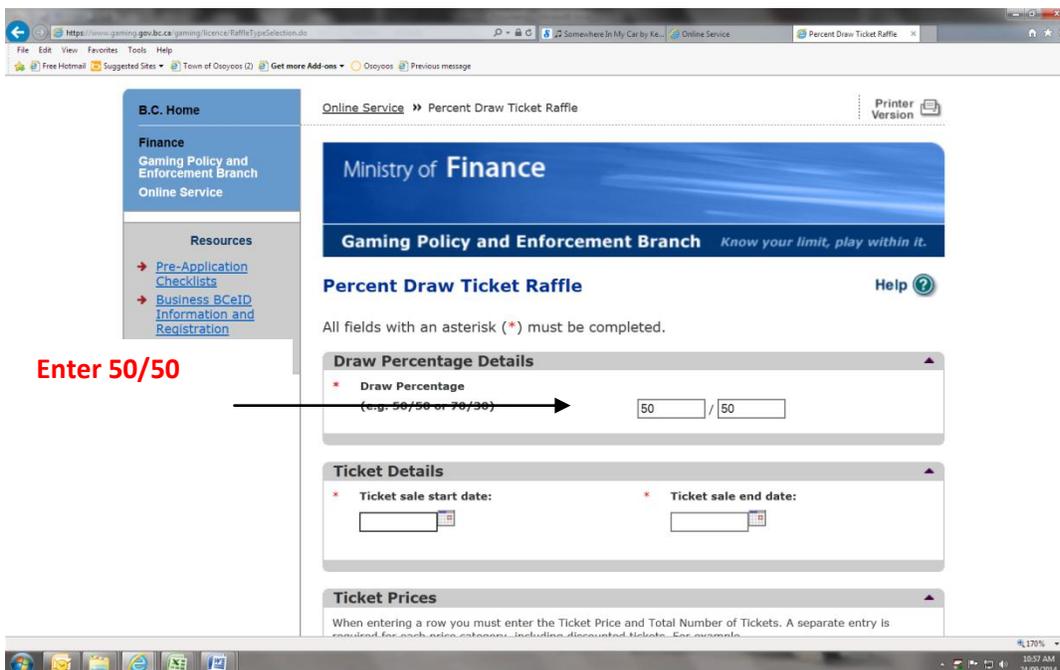
11) Click Ticket Raffle and Next.

The screenshot shows a web browser window at the URL <https://www.gaming.gov.bc.ca/gaming/licence/LicenceTypeSelection.do>. The page title is "Event Selection". On the left, there is a navigation menu with "Resources" including "Pre-Application Checklists", "Business BCeID Information and Registration", and "Contact Us". The main content area has a header for "Ministry of Finance" and "Gaming Policy and Enforcement Branch" with the slogan "Know your limit, play within it.". Below the header, it says "Event Selection" and "All fields with an asterisk (*) must be completed.". A box titled "Event Types" contains the following text: "Application processing times differ for each licence type. Estimated application processing times are available in the [Guidelines](#) for each licence type." followed by "Please select an Event Type". There are two radio button options: Ticket Raffle and Independent Bingo. Ticket Raffle is selected. Below the options are "Back" and "Next" buttons. Red text "Click Ticket Raffle" with an arrow points to the Ticket Raffle radio button. Red text "Click Next" with an arrow points to the Next button. At the bottom of the page, there is a footer with "GAMING BC VERSION: 4.5.0.00 DATABASE VERSION: 4.4.0.00" and links for "COPYRIGHT", "DISCLAIMER", "PRIVACY", and "ACCESSIBILITY".

12) Click Percentage Draw and Next.



13) Under the Draw Percentage Details Enter 50/50



14) Enter Ticket Sales Start Date and End Dates.

(Note: I did the closet next weekend - I am filling out application on Wed. Sept 24th, 2014 so I entered Sat. Sept 27th and my end Date is the last weekend of March 8, 2015)

Resources

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

Gaming Policy and Enforcement Branch

Know your limit, play within it.

Percent Draw Ticket Raffle

Help ?

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

Draw Percentage Details

* Draw Percentage (e.g. 50/50 or 70/30) /

Ticket Details

* Ticket sale start date:

* Ticket sale end date:

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,

- The Ticket Price may be 1 for \$2.00 and the total number of tickets is 500. Then click Add.
- The Ticket Price for another may be 5 for \$10.00 and the total number of tickets is 500. Then click Add.

15) Ticket Prices

(This is for entire season - can be amended by calling licence if you think you will get close your number)

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,

- The Ticket Price may be 1 for \$2.00 and the total number of tickets is 500. Then click Add.
- The Ticket Price for another may be 5 for \$10.00 and the total number of tickets is 500. Then click Add.
- Ticket sales by arm's length are not permitted.

*Ticket Price (eg: 2 for \$3.00) for \$

*Total Number of Tickets:

Add Delete Cancel

Ticket Price (eg: 2 for \$3.00)	Total Number of Tickets:	Total Ticket Sales
		Total Projected Sales \$0

Draw Information

You must enter the dates and times of all draws or the frequency and time of all draws and the location which includes name of place and full address (e.g. 50/50 draws held on Friday between the hours of 5 and 7 pm and Saturday between the hours 2 pm and 10 pm at The Big Hall, 550 Main Street, Victoria BC.)

*Date/Time/Frequency/Location of All Draws:

16) Add your next Ticket Quantities

1 for \$1 (Quantity 500), 3 for \$2 (Quantity 1500), 15 for \$5 (Quantity 4500) = \$3000

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,

- The Ticket Price may be 1 for \$2.00 and the total number of tickets is 500. Then click Add.
- The Ticket Price for another may be 5 for \$10.00 and the total number of tickets is 500. Then click Add.
- Ticket sales by arm's length are not permitted.

*Ticket Price (eg: 2 for \$3.00) for \$

*Total Number of Tickets:

Add Delete Cancel

Ticket Price (eg: 2 for \$3.00)	Total Number of Tickets:	Total Ticket Sales	
1 for \$1	500	\$500	Edit
3 for \$2	1500	\$1000	Edit
15 for \$5	4500	\$1500	Edit
Total Projected Sales		\$3000	

Draw Information

You must enter the dates and times of all draws or the frequency and time of all draws and the location which includes name of place and full address (e.g. 50/50 draws held on Friday between the hours of 5 and 7 pm and Saturday between the hours 2 pm and 10 pm at The Big Hall, 550 Main Street, Victoria BC.)

*Date/Time/Frequency/Location of All Draws:

17) Draw Information

Enter this in: Draws will be during every teams home games at the Sun Bowl Arena 9301 Hummingbird Ln, Osoyoos, BC and the Oliver Arena 7723 362 Ave, Oliver, BC V0H 1T0

Draw Information

You must enter the dates and times of all draws or the frequency and time of all draws and the location which includes name of place and full address (e.g. 50/50 draws held on Friday between the hours of 5 and 7 pm and Saturday between the hours 2 pm and 10 pm at The Big Hall, 550 Main Street, Victoria BC.)

*Date/Time/Frequency/Location of All Draws:

Draws will be during every teams home games at the Sun Bowl Arena 9301 Hummingbird Ln, Osoyoos, BC and the Oliver Arena 7723 362 Ave, Oliver, BC V0H 1T0

Back Next

↑ Top

GAMING BC VERSION: 4.5.0.00 DATABASE VERSION: 4.4.0.00

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18) 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

19) **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

20) First Person Responsible. Enter All Information. (If you dont have a team title Select Other)

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**

Manager Brianne Hillson

Address

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

6227 97th Street British Columbia Osoyoos V0H1V5

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

250 - 495 - 4607 250 - 495 - 5134 - - -

e-mail

brigabrieau@hotmail.com x (e.g. John.Doe@home.com)

Add **Delete** **Cancel**

Enter Information

Click Add

21) Enter Second Person 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**

Other Devon Hillson

Address

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

6227 97th Street British Columbia Osoyoos V0H1V5

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

250 - 689 - 0591 250 - 495 - 5134 - - -

e-mail

devon_hillson@hotmail.com x (e.g. John.Doe@home.com)

Add **Delete** **Cancel**

Enter Information

Click Add

22) Enter Your Third Officer Responsible

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

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	
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
R 3 Officer's
Responsible



24) Delivery Method

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"/>

Delivery Method

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

Select your preferred delivery method:

- e-mail [brigabrieau@hotmail.com] [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



25) 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

185%

12:03 PM 24/09/2014

26) 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

185%

12:06 PM 24/09/2014

27) Enter Payment Information

Internet Payments Program

Credit Card Payment

Payment Information

Invoice/Order Number: 7693011
Amount: \$10.00 CAD
Credit Card Type: VISA
Credit Card Number:
Expiration Date: 01 / 2014

28) When Goes Through You Will Get A Receipt

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

Payment Complete [Help](#)

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:	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		

29) 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:	XXXXXXXXXXXXXXXXXX	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		

Click Next → [Continue](#)

[Top](#)

30) Confirmation

Online Service

Resources

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

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

OK