

Class D Gaming Licence - Tournament Raffle Checklist for Managers



What you need first...

Pre-Application Information

Organization Information - **"SOMHA Team Tournament Year"**
(e.g., SOMHA Pre-Novice Tournament 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 tournament affairs, (i.e., manager, treasurer, tournament chair typically)

What to do....

Complete Application On-line at: <https://www.gaming.gov.bc.ca/licences/classD.htm>

Print your Class D Gaming License Information

Your Application will be approved in 1-3 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.pdf* (which includes Ticket Reconciliation, Prize Winners and Cash Count Worksheets)

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 license for the Tournament Ticket Raffle.

Complete *Tournament Financial Report* as provided by the SOMHA Tournament Coordinator

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 Tournament Coordinator along WITH your completed *Tournament Financial Report* 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