



HOW TO APPLY FOR A CLASS D GAMING LICENSE FOR TEAM FUNDRAISING

APPLICATION PAGE:

<https://www.gaming.gov.bc.ca/licences/>

FOLLOW THESE STEPS:

- 1) **TEAMS MAY ONLY APPLY FOR CLASS D LICENSES! DO NOT APPLY FOR CLASS A, B OR C.**
- 2) The first page of the online application asks you to search to determine whether your organization exists in the system. Your team WILL NOT exist. Enter 2023-24 RMMHA {team name} and click search.
- 3) The system will now offer you a new option at the top in a YELLOW button: "new applicant". Press this button, then proceed to enter your team's name (ie. 2023-24 RMMHA {team name})
- 4) In the next screen, the "organization name" you enter is your team (i.e.2023-24 RMMHA {team name}) You do not have an incorporation number and you do not have a charitable number. You can ignore those parts of the application.
- 5) Failure to follow these instructions and apply for a license under the Association name is strictly forbidden.

Paragraph 6.4 of our Policy Manual states: "6.4 Gaming Licenses: Teams must apply for a gaming license using their individual team name and season (ie. 2014-15 Ridge Meadows Peewee C2 Rustlers). Teams shall NOT apply under the name Ridge Meadows Minor Hockey Association. Any team found to have done so will be subject to a \$500 fine payable to RMMHA, along with a potential referral to the discipline committee. Each team must supply a copy of their approved gaming license to the Division Manager prior to sales for the event."

- 6) Once you have received the license from the Gaming Branch, email a copy of it to the VP of Admin vpadmin@ridgemeanowshockey.com with a cc to admin@ridgemeanowshockey.com
- 7) Once you have completed your event, you must submit the GERR (Gaming Event Revenue Report) within 90 days. Submit this online here: <https://www.gaming.gov.bc.ca/licensing/reportListSearch.do>
- 8) **Once you have completed the GERR, you must save a copy of it as a PDF** and email it to VP of Admin vpadmin@ridgemeanowshockey.com with a cc to admin@ridgemeanowshockey.com