

Class B Poker Event Gaming Licence Application Guide

This guide will provide you with step-by-step instructions on how to complete an application for a Class B gaming event licence using the Gaming Online Service (GOS). Some common errors will be pointed out; however, you are responsible for reading and understanding the Licensed Charitable Gaming Rules for your event before applying.

Applying for a licence and reading through this document should take 15-30 minutes.

Throughout the application process, you'll see clickable 'Help' or 'Question Mark' icons:

Clicking these symbols will open another window with more information.

The 'Help' icons located at the top right-hand corner of each screen will show you general government help information. The 'Help' icons located within the Online Service pages will give you additional information and/or tips related to the subject matter at hand.

The Licensed Charitable Gaming Rules can be found on the Gaming Policy and Enforcement Branch website at https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms.

If you have any questions or need further assistance, please contact the Licensing Division at gaming.licensing@gov.bc.ca or 250.387.5311 ext. 1.

13. Read and agree to the Terms and Conditions......21

14. Select how you will pay the processing fee......22

8.

1. Before you start your online application

Before starting a licence application, familiarize yourself with important, related information, including: organization eligibility; prize restrictions; eligible uses of net gaming proceeds; application processing times and more.

The above information is available on the Gambling Event Fundraising page on the Gaming Policy and Enforcement Branch (GPEB) website (https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising).

Additional notes about completing your online application:

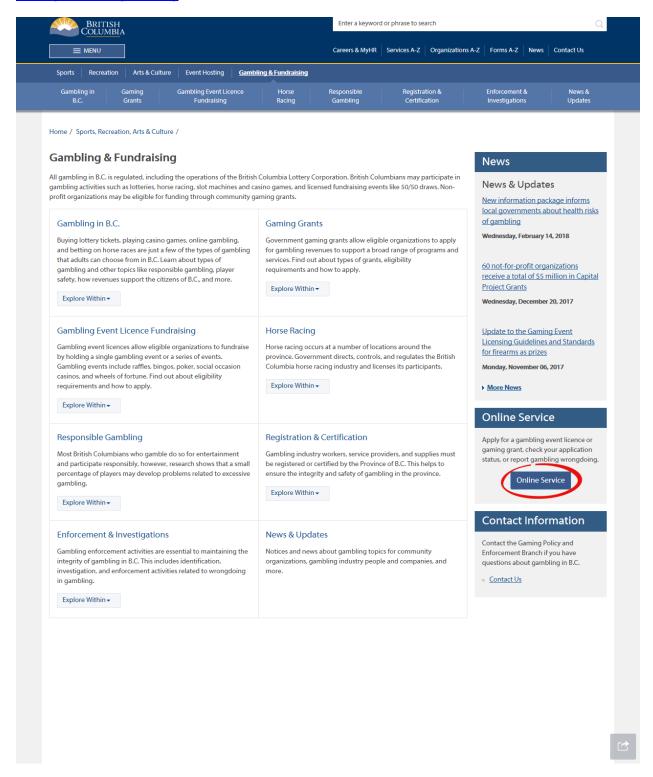
- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time.
- Please be aware that you may run into issues if you take longer than 30 minutes to complete your application.
- We recommend applicants use a Windows-based computer with the Google Chrome web browser. Applicants may experience submission problems when using other web browsers such as Internet Explorer or Firefox
- Do not click your web browser back button or refresh button while completing your application.
- Do not copy and paste from other documents into the application fields.
- Application fields that allow for multiple lines of text have limits of 4,000 characters including spaces and punctuation.

Uploading Documents:

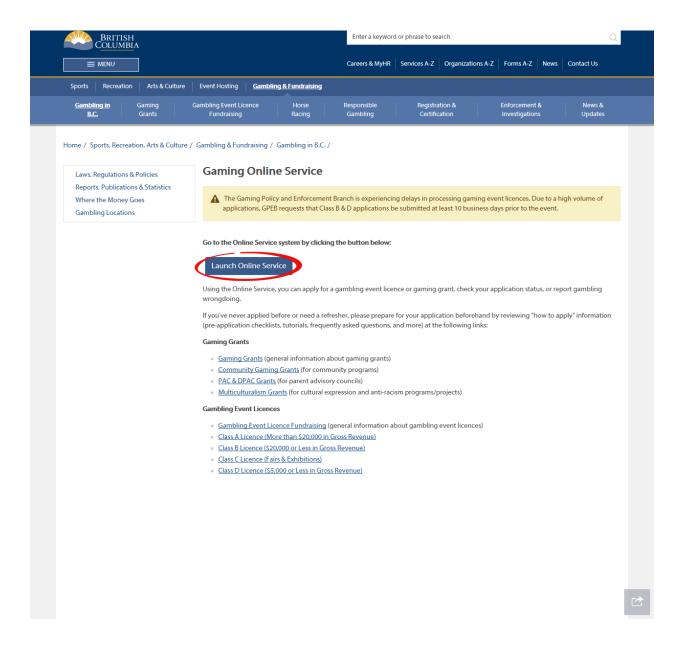
- Make sure that any supporting documents you attach are in one of the following formats:
 - o DOC, DOCX, XLS, XLSX, PDF, JPG
 - Each attachment should have a file extension matching one of the above;
 attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical documents can be made by any of the following methods:
 - Scanning the document using a scanner.
 - Taking a digital photo of the document and saving it as a JPG file.
 - Using a PDF scanner app available on most smart phones.

2. Visit the GPEB website and click on the "Online Service" link

You can start a licence application by visiting the GPEB website at www.gov.bc.ca/gambling. Look for and click the "Online Service" link as shown below.



3. Click "Launch Online Service" on the Gaming Online Service web page



4. Click "Gaming Licences" on the Online Service web page



View Registry Reports

View Application

Status Reports

File a Criminal or Regulatory Complaint

Resources

- → Pre-Application Information for **Gaming Grants**
- → Pre-Application Information for Gambling Event Licences
- Business BCeID Information and Registration
- → Contact Us

Use the left hand navigation bar to start an online application or to select another service option. An overview of the options is provided below. If you have a Business BCeID that has been registered for use with the Gaming Online Service, scroll to the bottom of this page to Additional Services for Organizations with a BCeID.

Apply Online

Select one of the links under Apply Online on the left to submit community gaming grant and gaming event licence applications, or to request special approvals (out-of-province travel, capital project, and fair/exhibition). Some types of applications may take a while to complete. Please prepare for your grant or licence application by reviewing the Pre-Application Information for Gaming Grants or the Pre-Application Information for Gambling Event Licences before you start your online application.

View Application Status Reports

After you submit an application, you can track where it is in the approval process - select View Application Status Reports.

View Registry Reports

When you select View Registry Reports, a window will open for you to select one of three current gaming registry reports:

- 1. Personnel Registry lists registered gaming workers in B.C.
- 2. Equipment Registry lists certified gaming equipment and lottery schemes.
- 3. Corporate Registry lists registered companies and senior officials in B.C.

File a Complaint

Select File a Criminal or Regulatory Complaint to submit a complaint or allegation of criminal or regulatory wrong-doing in gaming or horse racing in B.C. If you do not wish to file an official complaint under the Gaming Control Act but wish to submit feedback or have a question of a general nature, you can submit the question by sending an e-mail, see Contact Us.

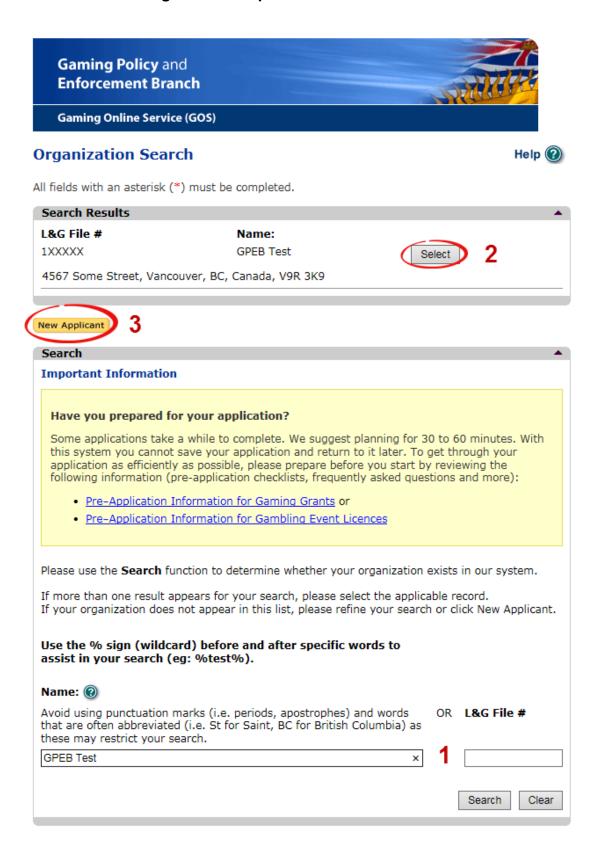
Additional Services for Organizations with a BCeID

PLEASE NOTE:

The Gaming Online Service no longer supports the use of Business BCeID. Grants and Licensing applicants should not use their BCeID in their online application. You can submit your application without a BCeID here. For reporting questions related to your Gaming Account please contact either Community Gaming Grants or Gaming Policy and Enforcement Licensina.

↑ Top

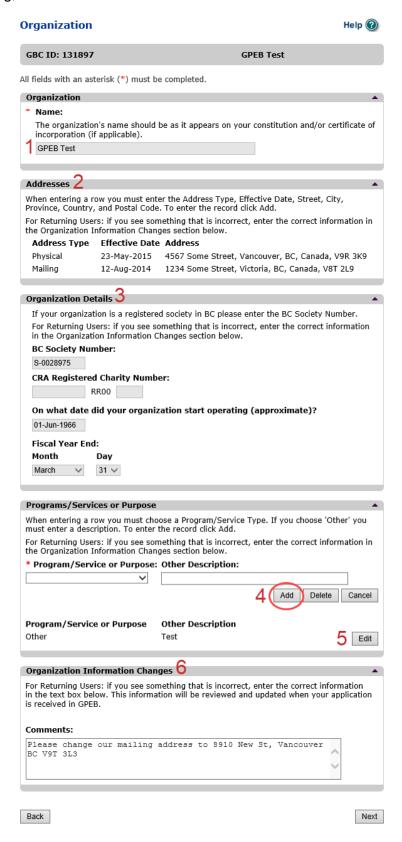
5. Search for the organization's profile or create a new one



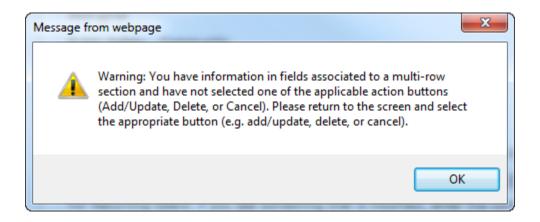
	T T T T T T T T T T T T T T T T T T T	
1	Organization Search	If the organization has applied before, enter the organization's name in the "Name" search bar or the organization's L&G number in the "L&G File #" bar if one has been issued and click on the "Search" box. **Not all organizations need or will be issued an L&G number.** If the organization is applying for the first time, enter the name you would like to use in the "Name" bar and click on
		the "Search" box.
2	Select Profile	If the organization's profile appears, click on the "Select" box. If you are returning and it doesn't appear, try searching for keywords surrounded by the percent character (%). E.g. %Rotary Club%
3	New Applicant	If it is the organization's first time applying and nothing appears, click on the yellow "New Applicant" button. If a profile appears, the name is in use. You will need to use a name unique to the organization.

6. Enter the organization's details

If you are returning, ensure that the information is correct and click "Next".



1	Organization Name	Enter the name of the organization. The name used must be the organization's legal name as it appears on the organization's Constitution or be unique to the organization if not incorporated.
2	Organization Address	Select "Physical" or "Mailing" from the address type menu and enter the organization's address information. You must add at least one address. Manually enter the date the organization started using this address or click the calendar icon to select a date. Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
3	Organization Details	Within this section you can enter the following:
4	Programs and Services	Select a program or service that best describes the organization from the drop down menu. If there isn't one, select "Other" and include a description in "Other Description". Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
5	Editing an Entry	Any entry with an "Add", "Delete", or "Cancel" option may be edited after clicking "Add". Click "Edit" and enter the new information. Click "Update" to load the changes. You will not be able to proceed unless you have clicked "Update".
6	Organization Information Changes	This box only appears for returning applicants. If you notice any errors with the organization information, or if the information has changed, you can request changes here.



Error Window

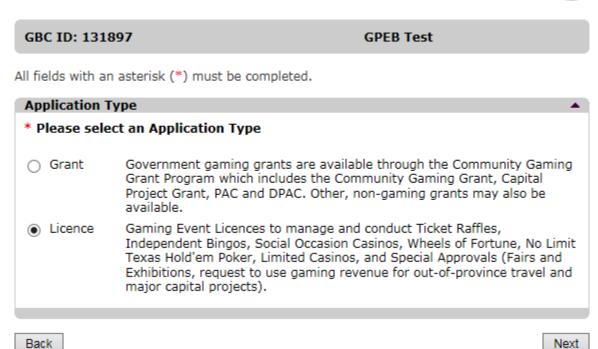
If this box ever appears during your application it means there is information in one of the areas with the "Add", "Cancel", or "Delete" options that has not been uploaded.

All text boxes of these sections must be blank to leave the page. Clicking "Add" clears these boxes and uploads the information as an entry. "Delete" or "Cancel" clears the boxes.

7. Select Licence

Application Selection





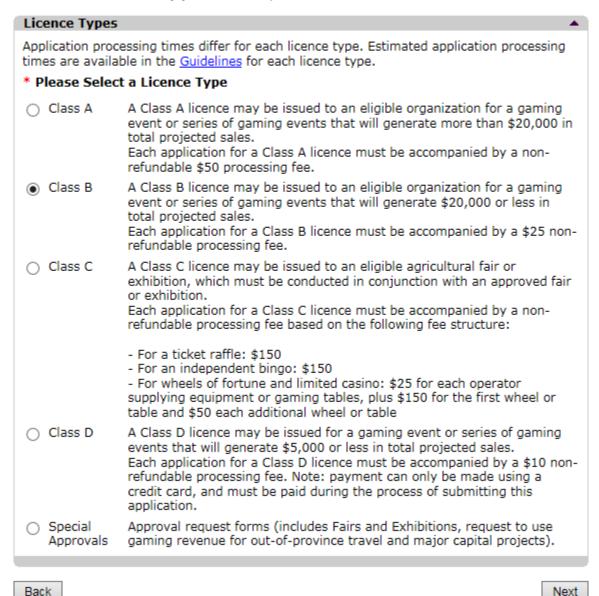
8. Select Class B Licence

Licence Type Selection



GBC ID: 131897 GPEB Test

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



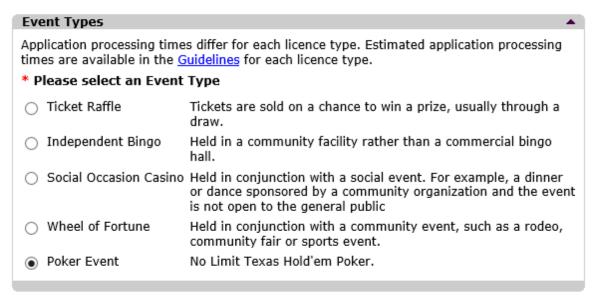
9. Select Poker Event

Event Selection



GBC ID: 131897 GPEB Test

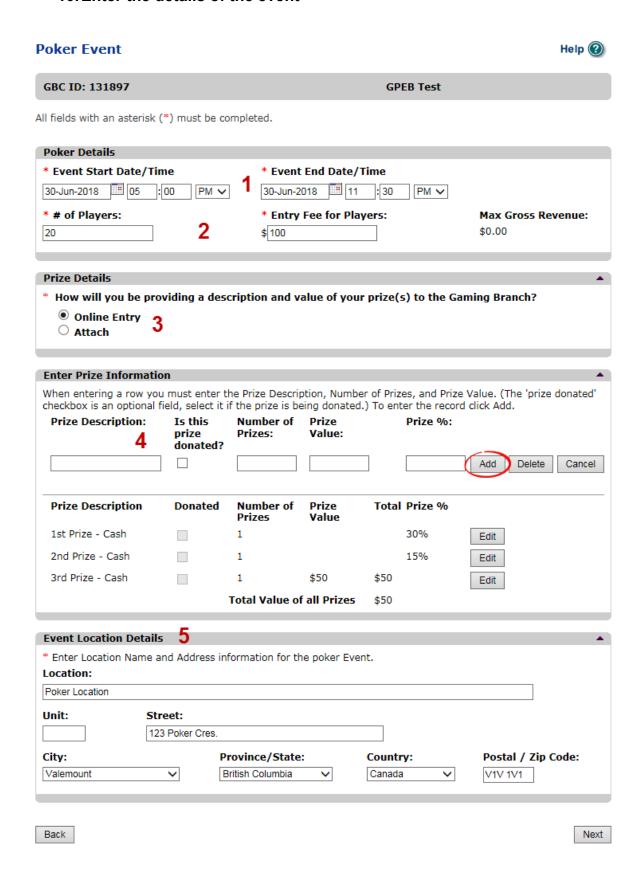
All fields with an asterisk (*) must be completed.



Back

Next

10. Enter the details of the event



1	Poker Event Date	Manually enter the date of the poker event or click the calendar icon to select a date. Include the hour and minutes. Only enter one event at a time, you will have the option to enter more dates on the next screen.
2	Players and Entry Fee	Enter the maximum number of players for this event and the entry fee per player. No single event may have more than 100 players and the entry fee may not exceed \$100.
3	Poker Prize	Select if you will be entering prizes online or attaching a prize list. If you attach a prize list it must clearly show the fair market value of each prize and whether it is donated.
4	Prize Details	Enter a description of each prize, the number available and the value. Prizes may be a set amount or percentage of gross sales. No single prize may have value greater than \$1000 and the total value of all prizes for the event cannot exceed \$2000. Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
5	Poker Location	Enter the date, time and location of the final draw. Draws must be held in a public place and cannot be held in a private residence. A venue cannot host more than one licensed poker event per week.

Select

Poker Event List



GBC ID: 131897 GPEB Test

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

Poker Event List

This section indicates each individual raffle entered and the total projected sales for each raffle.

Start date: End date: Total Projected

Sales:

M PN

Total gross revenue for all events: \$2000.00

Click here to add an additional poker.

Add Poker

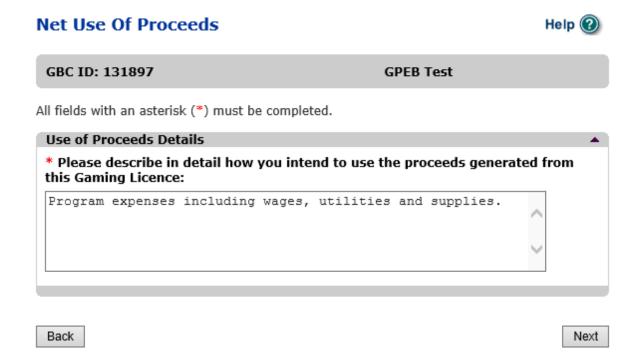
Back

Next

Delete

1	Edit an Event	If there is an error in the event details click on the "Select" button to open the poker event page. From there, the details of the event can be edited.
2	Add an Event	Click on "Add Poker" to create another poker event on a different date. You will be taken to a new poker details screen like the one you just filled in. A location may only host one poker per week and an
		organization may have up to 52 poker events in a 12 month period.

11. Describe the Use of Net Proceeds



12. Submit information of individuals responsible for the event

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

Officers Res	Officers Responsible				
Each application requires a Contact Person, a Submitter and 2 or 3 Officers Responsible (e.g. 2 for A, B & C Licences and 3 for D Licences). Individuals can have multiple roles; simply select the checkboxes that apply when you are completing their information. If your projected sales exceed \$250,000 your Officers Responsible must be registered. *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) 					
☐ Submitte	er (member of the	e organization authorized t	o complete and s	ubmit this application)	
☐ Contact application		of the organization that th	ne Branch can con	tact regarding this	
*Position		*First Name	*Last N	lame	
	~				
Address Unit *St	reet	2 *Province	*City	*Postal Code	
		British Columbia 🗸	J [
*Business P	*Business Phone Ext *Home Phone Cell Phone				
e-mail					
				(e.g. John.Doe@home.com)	
				Add Delete Cancel	
Position	Name	Officer Resp.	Submitter	Contact	
Chair	Applicant One	W		Edit	
President	Applicant One		3	Edit	
Delivery Me	thod			A	
Your application results will be delivered via email. Please enter two email addresses below for notification. *Primary Contact email (one address only, e.g. john.doe@example.com)					
*Alternate Contact email (one address only, e.g. john.doe@example.com)					
Back				Next	

1	Roles	Click the box next to Officer Responsible, Submitter or Contact Person for each role that person will serve. Include their contact information and click "Add" to upload their information. The next individual's information can then be entered. You will not be able to proceed unless you have clicked "Add".
		Poker Applications: An additional Tournament Director role is required for Poker Event applications. The Tournament Director may be a volunteer from your organization or hired. If hired, they must be registered with the Gaming Policy and Enforcement Branch as a Gaming Service Provider.
2	Contact Information	Contact information for each individual must include: a position, first and last name, address, city, postal code and at least one business or home phone number.
3	Number of Members	The Officer Resp., Submitter and Contact columns must each have one box checked.
		Individuals can have one or multiple roles. Poker Applications: Tournament Dir. must have 1 box checked.
		If more or less than the required number of boxes have been checked you will not be able to proceed. Click on "Edit" to reopen a submission and add or remove a role from an individual.
4	Delivery Method	Enter the email address the licence and any correspondence will be delivered to. Up to two email addresses may be entered.

13. Read and agree to the Terms and Conditions

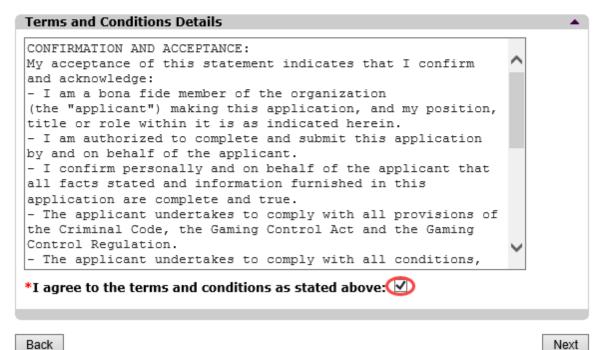
Click the check box to confirm you have read, and agree to, the Terms and Conditions.

Terms and Conditions



GBC ID: 131897 GPEB Test

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



14. Select how you will pay the processing fee

Class B applications require a \$25 processing fee, payable by cheque or credit card.

Payment Help ②

GBC ID: 131897 GPEB Test Fee Amount and Payment Method The non-refundable processing fee is \$25.00. 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 O Credit Card Payment O Cheque Payment Back Next

1	Credit Card Payment	Credit card payments must be made at the time of application and cannot be paid later or over the phone.
2	Cheque Payment	Cheques must be made payable to "Minister of Finance" and mailed to the Gaming Policy and Enforcement Branch. Include the application number issued at the end of the application on the memo line. Processing an application will not begin until payment has been received.