

Lakeville Hockey Association
Charitable Gambling (License #02059)

Gambling Manager Position

This is a paid position. The Gambling Manager is the person who is in charge of day-to-day activities of the organization's gambling operation. The Gambling Manager must:

- ☐ Be licensed by the Minnesota Gambling Control Board
- ☐ Have a \$10,000 bond
- ☐ Have attended a Gambling Manager seminar and passed a written test
- ☐ Attend a continuing education class every calendar year

The Gambling Manager duties include but are not limited to:

1. Attending and presenting the current and budgeted income/expense figures at the monthly Lakeville Hockey Association board meeting
2. Completing and filing monthly charitable gambling tax returns
3. Assuring that the organization is in compliance with all statutes and rules related to lawful gambling
4. Reviewing and monitoring the conduct of games
5. Supervising and disciplining gambling employees
6. Ensuring all receipts and disbursements have been properly accounted for in compliance with statute and rule requirements
7. Processing payroll and filing monthly, quarterly and annual taxes
8. Ensuring that all inventory records have been reconciled each month
9. Supervising all licensing and reporting requirements
10. Assuring that illegal gambling is not conducted at a permitted premise