

SAMPLE ONLY

**ORGANIZATION NAME
RAFFLE – RULES OF PLAY**

Note that a copy of the final, approved rules must be made available to all ticket purchasers. Please do not include red instructions.

1. A maximum of _____ tickets will be sold. Price for tickets will be _____ .
2. Draw will be held on _____ (date) at _____ (time) at _____ (location).
3. Deadline to purchase tickets will be _____ (time) on _____ (date).
4. Only tickets that have been paid for and/or have been verified as paid for are eligible to be entered for the respective draws. **Licensee must indicate what types of payments will be accepted (cash, cheque, debit or credit) and indicate a cut-off date after which no cheques will be accepted.**
5. All prizes to be accepted as awarded. No exchanges, refunds, or returns. Prizes may not be exchanged for any cash value unless otherwise indicated.
6. Winner does not have to be present to win (except for 50/50 draws - see rule #18). Winners will be notified by _____ using contact information provided on the ticket stub. Winners names will be printed in _____ (indicate date of publication and/or website).
7. All purchasers of tickets, and all prize winners, must be at least 18 years of age. Tickets may not be advertised, offered for sale, sold or ordered from outside of Ontario. However, while they are in Ontario, residents of other countries or provinces may purchase raffle tickets sold under a licence issued in Ontario.
8. Board members, executives and employees of _____ (and family members living in their homes) **are/are not** eligible to purchase tickets or win any prizes. Any person with a connection to the licensee, who has any involvement in the management and/or conduct of the licensed lottery event, is not eligible to purchase any tickets or win any prizes. **Licensee must take into account the perception that may result if executives or employees win any prizes.**
9. Prize donors may not purchase tickets or be eligible to win any prizes.
10. Draw will be made by _____ (name & position). This person must be a neutral party who is not eligible to purchase tickets or win any prize and must be 18 or older.
11. Prizes will be awarded to the name on the ticket stub.
12. **Details must be provided regarding the method used for draws ie: what type of container will be used, number of rotations before each draw, etc.**
13. Clearly state the sequence of draws including a list of all the prizes, with values, that will be offered for each draw.

14. Once a winning ticket has been drawn, it will/will not be eligible for any other prizes. **Note that if prizes are drawn from low to high (value), tickets must be re-entered in the draw for all subsequent draws (so that all ticket holders have a chance at the grand prize).**

15. Lottery licence states the number of draws that are to take place for this lottery event. No other draws may take place. If any prize is donated back to the licensee, another ticket may ***not*** be drawn for that prize.

16. Value of prizes is the (approximate) retail value as of the date that any contracts may have been negotiated with suppliers and/or the date that the lottery application is received. Due to economic fluctuations, the market value of the prizes may rise or diminish over time. Neither the winner nor the licensee is entitled to the difference, if any, between the stated and actual market value at the time the prize is awarded. Neither the licensee nor the licensing authority is responsible for any change in value.

17. If vacation packages are offered as prizes the travel agency must be registered with the Travel Industry Council of Ontario. A summary of the vacation package offered must include a full description of all services, including hotel accommodations, meals, complete travel arrangements including points of departure and entry (which must be in Ontario), limousine services (to and from the airport), airline tickets, carriers and boat cruises. You must mention whether tips, taxes are included or not included.

18. When the raffle is a 50/50 draw, the purchaser must be present at the draw in order to collect his or her prize. If the holder of the winning ticket number is not present when the number is drawn, the licensee must draw another ticket and continue to draw until the prize has been won.

Licensee must include details of what time the first draw will occur and exactly how long they will wait before drawing again. Note that if full stub tickets are used with contact info, the winner does not have to be present.

19. Contact info for all winners will be shared with the licensing authority. Contact info for all other ticket purchasers may be shared with the licensing authority.

20. Any prize not claimed will be secured for a period of **six months** from the date of the draw. Every reasonable effort to contact the winner will be made, including: attempting to locate the winner using the contact information provided on the ticket stub, by sending a registered letter and telephoning the individual. If the winner cannot be reached, the licensee must advertise in local newspapers and/or radio stations within 120 days following the draw, setting out a list of the names and city of residence of all winners of any unclaimed prizes.

Any prize not claimed after **six months**, will be donated to a beneficiary approved by the licensing authority.

21. The designated members-in-charge, prize donors and other persons or companies involved in the conduct of the raffle (including insurance companies, legal and accounting firms, call centres, and all Registered Gaming Suppliers) must not purchase tickets or be eligible to win any prize.

Prizes must not be purchased from a business controlled by any of the designated members-in-charge if the licensed lottery event.

22. Designated two (2) bona fide, active members of the licensee to be in charge of, and responsible for, the conduct of the raffle. These people must not be eligible to purchase tickets or win any prize.

Name & title: _____
Name & title: _____