



Procedure for running club Raffles.

(To comply with the Gambling Act 2005)

- 1 Raffles should **Start on the 1st of the month and End/drawn on the last day of the month** (where possible) (Draws could be done virtually for members to take part)
- 2 Payments to be by Bank Transfer only into the following account

sort code 20-53-77
account number 23687767
- 3 Any participant who has not paid the fee when Raffle is due to be drawn will be omitted from the draw.
- 4 Raffle will be advertised via

members-of-stockport-radio-society@googlegroups.com
- 5 Ticket price to be assessed by the value of the prize with a MAXIMUM cost of £3.00 per ticket.
- 6 The assessment will done by the "Funding Manager and their assistant".
- 7 Should the value of the prize not be reached, the raffle will still be drawn.
- 8 The draw will be done via a software random name generator, and will be visually recorded.
- 9 The winner will be notified by email or text within 24hrs of the draw taking place.
- 10 Should a prize have to be posted to the winner, then the cost will be deducted from the total income of that raffle.
- 11 Once the draw has been completed the funds shall be transferred to the society's main account.
- 12 Relevant returns required by SMBC licensing, must be submitted by the "Funding Manager" after each lottery held to comply with the Gambling Act 2005, and no later than three months after the raffle is held.
- 13 A pro forma returns is supplied by the licensing authority.

