

# Joseph Baker Workman Charity 100 Club Rules

## General

1. The name of the Lottery is the "100 Club" but will not be limited to 100 tickets. Hereafter it will be referred to as "the Lottery"
2. The purpose of the Lottery is to raise funds for Joseph Baker Workman Charity hereafter called "the Charity",. The Charity location is The old School Room, Charlton

## Membership

3. Numbers for the Lottery will be available for purchase by any trustees or residents and contacts of residents of Charlton or the surrounding villages, who are over the age of 16. Each number will be reserved in the name and address of the participant and will not be transferable.
4. Subscription for one number / ticket shall be £30 per year, payable either by monthly or annual standing order or by cheque or cash.
5. A minimum of 50 numbers will need to be sold in order for the lottery to take place. Should this limit not be reached all amounts paid will be refunded. The maximum number of numbers available will be capped at 300; however this may be amended in future by the Lottery Secretary.
6. The Lottery will be run on an annual basis, starting on the 15<sup>th</sup> September each year. Admission to the draw will commence in the month of receipt of the subscription payment. Participants wishing to join after the start of the normal Lottery membership year will be charged a pro-rata amount for the rest of the subscription year and will be entered in the next available draw following payment.
7. A number is eligible for inclusion in the draw so long as the subscription is paid up to date and Participants will retain their allocated number(s) until such time as they leave the Lottery or it is disbanded.
8. Participants wishing to leave the Lottery should do so at the end of the Lottery membership for that year. Refunds will not be given. A participant will be deemed to have left the Lottery if his or her renewal of subscription remains unpaid for a period of one month.
9. There is no limit to the number of numbers which may be purchased by a participant

## Administration

10. The Lottery will operate as a "Small Lottery" as defined by the Gambling Act 2005, and registered with Wychavon Licensing Section. It will be administered by the Lottery Secretary as appointed by the Trustees.
11. In line with legislation, at least 20% of all funds raised will go to the Charity. Funds raised will be split between the Prize Fund and the Club Development Fund; however a small proportion of the funds may be used to cover administrative costs. All surplus funds will go to the Charity.
12. The rules of the Lottery will be available via The Charity website and any changes will be notified to Participants via the Charity website.
13. The Lottery will consist of 1 jackpot draw at Christmas and 11 monthly draws in the other months of the year.
14. Each monthly draw will be made using an online random number generator and will be witnessed by no less than one members of the trustees in addition to the Lottery Secretary. The winning numbers will be minuted in the trustees minutes.
15. 15) The Lottery's accounts will be maintained and available for inspection on request to the Treasurer of the Charity.
16. 16) The Lottery Secretary will submit a return every three months to the Wychavon Licensing Section.
17. 17) The Lottery Secretary reserves the right to exclude any participant who does not confirm to the rules from the Lottery, and declare any associated tickets and winnings null and void.
18. 18) Participants have the right to appeal to the Trustees of the Charity, who will have the final decision in any matter requiring adjudication. The Trustees shall have power to amend or revoke these rules at their absolute discretion.

## Prizes

19) On average we expect approximately 50% of Lottery income will be paid as prizes (depending on the number of numbers sold. The Prizes will be not be dependent on the number of numbers currently active for the Lottery, provided the minimum number of numbers ( see 5. Above) have been sold.

20. The Lottery Secretary will make all reasonable efforts to pay or post prizes to the winners within a reasonable period after the monthly draw.
21. The winner of each draw will be notified by e-mail or by telephone call. Winners will be contacted by the Lottery Secretary as soon as possible after the draw and paid by cheque, which will be sent to the last known address held by the Lottery Secretary. It is the responsibility of the participant to advise the Lottery Secretary of any change of address. A list of prize winning numbers for each draw will be published on the Charity website.
22. 22) Any prize cheque not cashed within 6 months will be deemed a donation to the Charity.