

100 Club – legal information, guidance, suggestions, and ideas

Hundred Clubs

Please note that this document is intended as guidance and is subject to change and in line with Gambling Commission regulation and guidance.

A 100* Club is a form of **private society lottery** or a **small society lottery**. Participants buy numbered tickets which are entered into a regular draw, e.g., 100 tickets for a 100 Club. Members pay a fixed subscription for their number/s. When the tickets are drawn, a percentage of the profit is given as the prize, with the remainder going to the society's good cause.

** 100 members in the group is the suggested minimum to make the club viable.*

The rules that apply to such lotteries depend on how the lottery is promoted. Typically, such lotteries are small in scale and operate **under the rules** of a 'private society lottery' or a 'small society lottery'.

Private society lottery

- You can sell tickets to members of your private society and to people who aren't members of your society. However, **non-members** can only buy tickets on your society's physical premises, for example, at a club house
- You will need to consider which premises you appoint for your club and administration
- Private lotteries must comply with conditions relating to **advertising** which state that 'no advertisement for a private society lottery may be displayed or distributed except at the society premises, nor may it be sent to any other premises'
- Tickets cannot be sold outside the premises to the public, family or friends, and no advertisements for the lottery can be sent off the premises, including text messages, social media, or email
- Given that there is no provision in law for a private society lottery, it's imperative that you have a strict set of rules and procedures in place in case a dispute should arise – this should be documented
- You do not need a licence to operate a private society lottery
- You can only do the draw at your private society's physical location. It can't be done online
- If your club is part of a premises, we recommend that you contact the relevant organisation with specific reference to insurance, legal, health and safety and child protection requirements
- No internal *return* forms need to be completed
- Prizes cannot be rolled over to another lottery

Private society can be:

- ✓ A sports club
- ✓ A community group
- ✓ Any other type of organisation, if they have **not** been created or run for a reason that is connected to gambling

(Branches and groups fit into 2 and 3)

For more information on a private society lottery - see [Gambling Commission website](#)

Small society lottery

- Tickets can be sold to people aged 16 and over
- You **do not** need a Gambling Commission licence to operate a small society lottery
- **You will** need to register with your local licensing authority, and they may want to see a set of rules before considering an application. You can check who your local licencing authority is <https://www.gov.uk/find-local-council>
- A financial return will have to be submitted to your local authority within three months of the latest draw
- At least 20% of the proceeds must be applied to the purpose of the society (good cause) – in essence the MNDA branch or group
- You can sell tickets door to door, online, by telephone or face to face, but you cannot sell tickets in a street (including passages through shopping malls)
- No internal *return* forms need to be completed
- You can roll over prizes / money to another lottery

Your tickets must show:

- ✓ the name of your society
- ✓ the ticket price, which must be the same for all tickets
- ✓ the name and address of the organiser
- ✓ the date of the draw, or information which enables the date to be determined.

For more information on a small society lottery – see Gambling Commission [link](#)

For private society lottery or a small society lottery, you are **not able to use the MNDA main raffle licences to run your club.**

General guidance can be found using [this link](#) to the Gambling Commission website.

If you want to organise a *traditional* raffle / lottery, not a private society lottery or a small society lottery. Then you will need to comply with all the rules and regulations that are issued with the Gambling Commission licences. See [Licence conditions and codes of practice](#)

You will also need to contact the Head of Supporter Care, Shabz Khokhar for permission to use our main licences and complete the return within 3 months of your raffle / lottery draw date.

The return can be found here - [Internal lottery return form](#)

More information can be found here on [How to organise a raffle](#)

And a simple guide issued by the Gambling Commission that differentiates raffle and lottery types can be found here – [Running a lottery – quick guide](#)

The fundraising [codes of practice](#) also have information on the rules and regulations on raffles and lotteries.

To minimise risk, reputational damage, and fines issued by the Gambling Commission, please ensure that you are familiar with the Gambling Commission rules and regulations.

Suggestions and Ideas

1. Before setting up a 100 Club, get an idea of how many members are keen to take part. Highlight the fact that it's an easy way for them to support their Association and that the draw is made regularly, with a good chance of winning. Once you know the level of interest, you will know what size club you need (keep this to a round number for ease). Use Association events to recruit new members. When people move on you will need a strategy for keeping numbers topped up. For example, for a private society lottery, you can ask people at the premises if they wish to join your club – but no advertising.
2. Decide whether to run this as a 'private lottery' or as a 'small society lottery'. Agree the minimum time commitment for participants, e.g., one year. This would allow you to set up direct debits for the collection of subscriptions, thus reducing the administration. Agree how much to charge, the number of winners per month and the split of prize money to profit. A set of rules should be drawn up to ensure that participants are aware of the purpose of the lottery, how it is run and by whom, when each draw takes place, how winner's details are published, and what happens in the event of a dispute or if a participant defaults on their subscription payment, etc.
3. For small society lottery, circulate letters inviting people to join your society lottery – include an entry form, direct debit mandate and a set of your rules which should be signed and returned. Create a numbered spreadsheet of participants, including their name, address, and payment method (you will need to check your Association bank statements to verify that payments have been received before each draw). Print, laminate, and trim numerals that correspond to the number of people playing your lottery. Now you're ready for your first lottery draw!
4. Draw the winning numbers at a meeting so that all aspects of your lottery are transparent. Publish the names of winners on social media/newsletter. Payments to winners should be made promptly, either by posting a cheque to the address provided or in cash.

Don't forget to download the 100 Club sign-up form!

