

Raffles and Lotteries Guidance - Branches and Groups

This document is intended as guidance and is subject to change in line with Gambling Commission regulations and their codes of practice. It highlights the different types of raffles and lotteries and what is needed to run them.

Small society lottery

The Gambling Act 2005 authorises the conduct of small lotteries by societies to raise money for charitable, sporting, and other similar causes, otherwise than for private gain.

- Tickets can be sold to people aged 18 and over (the age limit of 18 is what the MNDA have chosen) Current legislation states tickets can be sold to those who are 16 or over – however as part of our social responsibility commitments, we have chosen not to sell tickets to anyone under the age of 18
- 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 licensing 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) –the good cause being MNDA branch or groups
- 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 website [link](#)
General guidance can also be found using [this link](#)*

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. The expected revenue to be able to use MNDA licences is approx. 50k.

If this has been agreed by the Head of Supporter Care, you will need to complete a lottery return form within 3 months of your raffle / lottery draw date. [You can find the return form using this link.](#)

A simple guide issued by the Gambling Commission that differentiates raffle and lottery types [can be found here.](#)

The fundraising [codes of practice](#) also have information on 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.

Hundred clubs

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 bullet points 2 and 3)

General guidance on 100 clubs can also be found using [this link](#) to the Gambling Commission

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

Suggestions and ideas for 100 clubs

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 standing orders 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, standing order 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.

Samples.

WELCOME TO OUR 100 CLUB!

Welcome to our 100 CLUB – a great way for you to support us whilst having a bit of a flutter! Here's how it works...

You complete and sign the attached membership form and Standing Order mandate for **£2 a month (or £24 annually)** or pay by cheque.

This buys you one membership number (we will allocate), which enters you into the monthly draw. All participants must be over 18.

The draw will take place on **[insert day]** of each month.

If you win, a cheque will be posted to your home address and the name of the winner published **on the Branch's Social media pages**.

The prize money will be **xx%** of the membership fee taken that month. The remaining **xx%** goes to Association to support people affected by MND in our area.

Any queries, please contact **[insert name]** on **[insert phone no.]** or email **[insert contact email address]**.

JOIN OUR 100 CLUB TODAY AND YOU COULD BE OUR NEXT WINNER

Updated August 2023

100 CLUB SIGN UP Membership Number:

Name (to which cheque will be made out should you win)

Telephone no. _____ (daytime) _____ (evening)

Postal address (to which winnings will be sent)

I/we understand that **the MND Association xxxxxx Branch** will forward the completed Standing Order Mandate to the bank indicated and that £2 will be taken from my/our account on the first of each month, or a sum of £24 to be paid annually via cheque or Standing Order and paid into the 100 Club account until I/we advise the bank otherwise.

I/we agree that if we wish to cancel this order I/we will also inform the **MND Association xxxxxx Branch** of this decision.

Signature: _____

Date: _____

<p>Please return this form to [insert details] together with your Standing Order Mandate/cheque so we can update our records THANK YOU FOR YOUR SUPPORT AND GOOD LUCK!</p>

STANDING ORDER MANDATE
YOUR DETAILS:

Full Name:
Address:
Postcode:

Bank Name
Bank Address
Postcode

Sort Code No:

Your Account Number

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PLEASE PAY:

Recipient's name

MND Association xxxxxxx Branch

Recipient's bank and branch name

[INSERT BANK DETAILS]

Recipients Sort Code No.

XX-XX-XX

Recipients Account No.

XXXXXXXX

Date of first regular payment

Amount and frequency thereafter

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Payment Reference (Initial Surname)

£2 monthly	
£24 annually	

Until further notice in writing.

Signature: _____

Date: _____

PURPOSE

The purpose of the 100 Club is to raise funds. The money will be paid into the Branch bank account and used to support people affected by MND

RULES

1. For a cost of £2 per month (i.e., per draw) you will be allocated one number between 1 and 100.
2. A draw will be made every month with a 1st, 2nd and 3rd prize.
3. The prizes will total 45% of the annual income.
4. This will be apportioned as: 1st prize of 20%, 2nd prize of 10% and 3rd prize of 5% for 10 out of 12 months. The prizes for June and December will be higher with a 1st prize of 50%, 2nd prize of 25% and 3rd prize of 15% of the monthly income.
5. The 100 Club is a private lottery and is open to all Association Members. Anyone age 18 or over can join.
6. Numbers are limited to two per household.
7. Payments must be made by standing order (preferably annually) or annual cheque. One month's notice is required for cancellation.
8. Member's numbers will only be entered if their subscription is up to date.
9. If a member has no valid reason for missing a payment, their number may be sold to someone on the reserve list.
10. The draw shall be made by the Branch Chair at the Branch Committee meeting each month.
11. The winning cheque will be posted to the address on your membership application within one week of the draw.
12. The name and numbers for each month's winners will be posted on the Branch's social media site within 3 weeks of each draw.
13. The 100 Club will be run by the officers of the Branch. In case of any dispute the decision of the Committee is final.
14. Unless otherwise advised, a member will be deemed to have left the 100 Club if his/her subscription renewal remains unpaid for a period of one month.
15. If a winner cannot be contacted, the winnings will be placed into Branch funds after six months.