

Raffle Rules

1. **Licensee:** The Raffle shall be conducted by the Licensee (Sherwood Park Minor Hockey Association) pursuant to a license from the Alberta Gaming and Liquor Commission, and in accordance with the Criminal Code of Canada, Alberta Gaming and Liquor Act and Regulations, AGLC Policy, AGLC Raffle Terms and Conditions, and other rules set forth as follows.
2. **Date and Location of Draw(s):** Winners will be drawn on January 26, 2024, at the SPMHA Main Office, 590 Broadmoor Boulevard, Sherwood Park Alberta.
3. **Rules:** These are the Official Raffle Rules and are available upon request.
4. **Minor Children:** ***No tickets shall be sold to a person under the age of 18.*** All ticket sellers will advise ticket purchasers not to write the name of a person under the age of eighteen (18) years of age due to the Public Trustees Act.
5. **Tickets:** The cost of each ticket shall be ten dollars (\$10). Twelve-thousand five hundred (12,500) tickets shall be printed and available for sale. Total ticket value shall be \$125,000.
6. **No Refunds:** All ticket sales are final.
7. **The Draw:** A ticket stub containing the ticket serial number of each sold ticket shall be placed in a draw container. The draw will take place at noon on January 26, 2024 at the SPMHA Main Office. This draw is open to the public.

The Draw shall be conducted as follows:

- i. One ticket per prize will be manually drawn at random.
- ii. The draw container shall be clear and large enough for tickets to move freely within when rotated.
- iii. At least two Executive Members of the Licensee and three members of the general public who are not members of the Licensee shall be present to witness each Draw.
- iv. The Draw can be made by any person who does not own a ticket or a share of a ticket in the Draw.
- v. The arm of the person making the Draw must be bare of all clothing and jewelry below the elbow, and must exhibit his/her draw arm and both sides of his/her open hand immediately prior to making each Draw.
- vi. Only the person making the Draw may put their arm/hand into the Draw container. When selecting a winner, the person making the Draw must look away from the container.
- vii. Winning tickets shall be immediately exhibited to the Draw witnesses and held for inspection;
- viii. The licensee shall record the Draw in its entirety on video or electronic recording device and on prizes paid out form.
- ix. ***The winning ticket shall then be returned to the Draw container for opportunity to win subsequent prizes.***
- x. The first ticket drawn will be for First prize, the second ticket drawn will be for Second prize, the third ticket drawn will be for Third prize, concluding with Third Prize

- 8. Winner Notification:** The Raffle Chairperson will notify individual winners using the contact information provided on their ticket stub. Notification shall occur immediately concluding the draw by phone. Winners will have one year from the date of the draw, to claim their prize by presenting the winning ticket in person to receive their prize. Should any prize remain unclaimed by midnight, April 26, 2024 the Sherwood Park Minor Hockey Board of Directors will vote as to allocation of unclaimed prizes and gain approval from Alberta Gaming and Liquor Commission prior to expenditure of any unclaimed prizes.
- 9. The Prizes:** Prizes are not transferable and must be accepted as awarded with no substitutions. Prizes to be awarded:

 - a. First prize of \$20,000 written as a cheque from the SPMHA Gaming Account
 - b. Second prize of \$3,500 written as a cheque from the SPMHA Gaming Account
 - c. Third prize of \$1,500 written as a cheque from the SPMHA Gaming Account
- 10. Cancellation:** The licensee may rescind, cancel, amend or revoke the Raffle, subject to the prior approval of AGLC. The minimum dollar amount for ticket sales for the association to determine that the raffle must be extended or cancelled with the approval of AGLC is \$10,000 and the date of the extension to be filed must be prior to January 7th, 2024. Without limiting this generality, the licensee reserves the right to cancel or modify the raffle and/or these official rules, in whole or in part and without notice, if the licensee determines that fraud or technical or other failures have threatened or destroyed the integrity of the raffle.
- 11.** Notice advising ticket purchasers, in the event a winning ticket stub has more than one name on it, the licensed charity shall award the prize to only one of the individuals identified on the ticket, the first name appearing on the ticket, and that the licensed charity and the AGLC are not responsible for any disputes which may arise between the different individuals whose names appear on the ticket stub.
- 12.** Ticket purchasers must be 18 years of age or older. Members of the SPMHA Executive Board are not eligible to purchase tickets.
- 13. These rules are intended to clarify operating policies for this raffle, and do not supersede any document or policy set by the Alberta Gaming and Liquor Commission.** In the instance that these rules challenge policy set out by AGLC, then AGLC rules and policy shall take precedence.
- 14. Contact Information:** Complaints, comments, or concerns should be addressed to: Brad Hunka, Raffle Chairperson c/o SPMHA, P. O. Box 3058 Station Main, Sherwood Park Alberta, T8H2T1. Additionally, Lesley Chase, SPMHA Administrator, may be contacted at 780-467-8492 or admin@spmha.ab.ca .

Financial Controls

1. Volunteers for cash count and deposit verification shall be solicited from the general membership to participate in stub collection and financial reconciliation events held at the SPMHA Main Office at 590 Broadmoor Boulevard in Sherwood Park, AB.
2. Five dates and times for ticket and fund collection shall be determined by the Raffle Chairperson, and advertised to the volunteer sellers through the website www.spmha.ab.ca. Sellers will also be contacted through their corresponding Division Director who serves on the minor hockey Board of Directors through email. Any outstanding financial issues (cheque returned insufficient funds, ticket stubs returned without payment, or any other issues) shall be resolved in person with the seller, raffle chairperson, or Lesley Chase. SPMHA maintains a membership database which contains all contact information for volunteer sellers.
3. Any funds collected shall be counted and verified by volunteers, and remain in a locked safe located within the minor hockey office at the SPMHA Main Office until such time as the treasurer physically brings the deposit to the bank.
4. Deposits shall be verified by Brad Hunka and Lesley Chase for accuracy, and be prepared by Lesley Chase. Deposits shall be made in a timely manner following each stub collection and financial reconciliation event.
5. Payment of prizes shall be by cheque drawn from the SPMHA Gaming Account. All Prizes shall be signed for by winners according to AGLC procedures. No cash shall be used for prizes.

Ticket Distribution and Collection

6. Twelve-thousand five-hundred (12,500) tickets shall be printed in sequential order and stapled in batches of ten (10) for a total of one-thousand, two-hundred and fifty (1,250) ticket booklets.
7. Each booklet of tickets shall be recorded on inventory control worksheet. SPMHA has recorded one thousand two-hundred and fifty volunteer sellers. Volunteer sellers shall be assigned one booklet of tickets. More tickets may be requested by sellers and subsequently recorded. Any tickets remaining after sales shall be held in case lost or stolen tickets require replacement.
8. Each team shall have the coach or manager assign a volunteer to act on behalf of the volunteer sellers on their hockey team. This team volunteer shall be responsible for attending a ticket distribution meeting. Volunteer sellers are also requested to attend individually for best communication.
9. Distribution meeting dates shall be set by the raffle chairperson once ticket printing has been completed, and advertised through the website www.spmha.ab.ca and also through each division director via email. The meeting will also be open to any volunteer seller who would like to attend and gather the appropriate information. At least two members of the SPMHA Board of Directors shall also attend each distribution meeting.
10. The team representative shall verify and sign for each team's tickets, shall distribute tickets to individual sellers on the team (approximately 15 sellers per team) have them

sign the inventory control, and shall convey all information to each seller as discussed at the distribution meeting.

- 11. LOST OR STOLEN TICKETS** - It is the duty of the individual volunteer seller, as well as the team volunteer, to report any lost or stolen tickets immediately to the raffle chairperson. The raffle chairperson shall also immediately report any discrepancies to AGLC (to the inspector appointed to the raffle). A written discrepancy report shall be submitted to the AGLC inspector within 3 days of any instance. The discrepancy report shall contain the serial number of each ticket in question, the name, address, and contact information of the volunteer seller of the tickets, and an explanation of how the instance occurred.
 - a. Lost or stolen tickets that have not been sold: the licensed group shall advertise within the market area that those tickets have been reported lost or stolen, and will no longer be eligible for the final draw on February 24, 2023.
 - b. Lost or stolen tickets that have been sold: the licensed group shall contact the purchaser and replace the lost or stolen ticket or tickets with a new ticket showing a different serial number. The licensed group shall also advertise in the market area that the previous lost or stolen tickets shall no longer be eligible for the draw.
 - c. The licensed group shall maintain a report of all lost or stolen tickets, to include date reported, names and contact information of purchasers, and actions taken to recover or replace all tickets. This report shall be provided to AGLC inspector prior to and at the draw.
- 12. Final Ticket Reconciliation** shall be Thursday, February 16, 2023, to allow for advertising in the market area and reporting to AGLC prior to the draw.

Advertising and Promotion

1. Advertising shall be through the following methods:
 - a. Website www.spmha.ab.ca shall post on their home page:
 - i. Information to include distribution and collection dates and locations
 - ii. Information to include selling procedures
 - iii. Information to include raffle rules
 - iv. Information to include collection procedures
 - v. Shall promote ticket sales; however, no tickets will be available to purchase through the website.
 - b. Posters placed in local ice rinks and at the minor hockey office at 590 Broadmoor Boulevard.
 - i. To include selling procedures
 - ii. To include promotion of sales
 - iii. Separate posters to include information for Lost or Stolen tickets, and to advertise any lost or stolen tickets that are not eligible for the draw
 - c. Advertising placed in the *Sherwood Park News* to declare any lost or stolen tickets that shall not be eligible for the draw.