

# *Raffle* **Raffle**

## **Terms and Conditions**

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# Raffle

## Terms and Conditions

Effective April 1, 2002

### A. General Provisions

- (i) All Raffles conducted in the province of Manitoba must be licensed by the Manitoba Gaming Control Commission (Commission) or by another person or authority as named by the Lieutenant Governor in Council.
- (ii) The Commission may license charitable organizations and religious organizations to conduct a Raffle within the province of Manitoba in accordance with Section 207 (1) (b) of the Criminal Code (Canada).
- (iii) All licensees must follow the requirements of The Gaming Control Act and Regulations, and these Raffle Terms and Conditions. The Commission can change any of the terms and conditions of a licence at its discretion when appropriate.

### B. Penalties

- (i) Every person who violates or fails to comply with any term or condition of a Raffle licence issued by the Commission is guilty of an offence and is liable, upon summary conviction, to a fine in addition to any other remedy or action the Commission may take with respect to the violation or failure to comply.
- (ii) The Commission may suspend or cancel a licence without notice at any time for the breach of any terms and conditions or, if in the opinion of the Commission, it is in the public interest to do so.

### Definitions

In these Terms and Conditions:

“**Raffle**” means a lottery scheme where a prize(s) is awarded or given away by selling a chance of winning to a number of persons for a fraction of the value of the prize(s). Winners are chosen by random selection described in the licence application.

“**Ticket**” means a card or slip of paper which the holder has purchased in a Raffle as proof of the chance to win.

### 1. General

#### 1.01

No person convicted of a criminal offence shall be involved in any way in a licensed lottery operation if, in the opinion of the Commission, the integrity of the Raffle could be compromised by that person's involvement.

#### 1.02

The licensee must notify the Commission in writing about anything that has, is, or is likely to, compromise the honest conduct and management of the Raffle.

#### 1.03

The Commission or its representative(s) may, at any time before during or after the Raffle, audit or inspect anything related to the Raffle. This includes, but is not limited to, buildings, expenses, recipients of funds, documents and records.

## 1.04

During an audit or inspection, the Commission or its representative(s) must be given free access at all times and shall be allowed to remove anything considered relevant to the audit or inspection.

## 1.05

Licensees may only use marketing services which are provided by a supplier who is registered with the Commission.

# 2. Use of Funds

## 2.01

Funds generated from a Raffle must be used for the advancement of education, religion, health, the relief of poverty, or must benefit the community through the promotion of sport, recreation, culture, or any other area considered appropriate by the Commission.

## 2.02

An organization raising Raffle funds to purchase, build or renovate real property shall ensure the proceeds from the subsequent sale, mortgaging or other disposition of that property by the organization (up to an amount equal to the value of funds raised by the Raffle) are used for a charitable or religious purpose.

## 2.03

An organization using Raffle funds to purchase, build or renovate property owned by the applicant must have a “dissolution clause” that comes into effect should the organization fold or wind up its activities. This clause must be included as a specific provision for distribution of assets in the organization’s constitution and/or in the Articles of Incorporation, which ensures the organization’s assets are used for charitable purposes upon winding up.

## 2.04

An organization raising funds for a future capital project may place Raffle funds into an interest bearing investment or bank account until they have sufficient funds to begin the project. Special reporting will be required while those funds are invested outside of the organization’s Raffle bank account.

# 3. Fees & Expenses

## 3.01

Licensees must pay licence fees set by the Commission.

## 3.02

Only actual and reasonable expenses will be allowed and may not exceed twenty percent (20%) of anticipated gross revenue. Prizes and licence fees are not to be included within this 20% limit.

# 4. Licence Applications

## 4.01

An organization applying for a Raffle licence must provide all information required on the application form. In addition, the Commission may request any other information it feels is necessary.

## 4.02

Organizations may be licensed to conduct, or be a participant in the licensed conduct of:

- a) Only one (1) Raffle with a prize value more than \$350,000 per calendar year; and
- b) Only two (2) Raffles with prize values between \$125,000 and \$350,000 per calendar year; and
- c) An unlimited number of Raffles with prize values under \$125,000.

## 4.03

A licence to conduct a Raffle will generally be granted to a single organization. This organization must retain full responsibility for the operation of each Raffle event. Joint applications by two (2) or more organizations will be considered.

## 4.04

Rules governing the Raffle must be included with the application and must state:

- a) Any age limit for the purchase of tickets or winning of prizes;
- b) If members of the organization, or persons involved in the conduct or management of the Raffle may or may not purchase tickets;
- c) Any other restrictions attached to the winning of a prize(s); and
- d) How unclaimed prizes will be handled.

## 4.05

An organization must ensure enough funds are available to award all prizes offered. The organization may be required to provide a prize guarantee in a form satisfactory to the Commission.

## 4.06

A licence applicant can ask, in writing, for an exemption from any term or condition. The applicant must satisfy the Commission that compliance with the term or condition would cause unreasonable hardship.

# 5. Tickets

## 5.01

A draft or hand drawn copy of the proposed Raffle ticket must be given to the Commission with each application. The ticket must have two (2) separate parts, each detachable from the other.

Part 1 to be retained by the person buying the ticket, must include:

- a) The name and address of the organization;
- b) The location of the draw(s);
- c) The time and date of the draw(s);
- d) The description and value of the prize(s) and the way the prize(s) will be awarded;
- e) The number of the ticket;
- f) The total number of tickets printed;
- g) The price of the ticket;
- h) A space for the licence number, to be shown as MGCC-\_\_\_\_RF;
- i) Any restrictions that may be placed on the awarding of prizes; and
- j) An indication that all draws are open to all ticket holders.

Part 2 to be retained by the licensee, must include:

- a) The name, address and telephone number of the purchaser; and
- b) The number of the ticket.

Any other format may be submitted for consideration with each application and must be approved in writing by the Commission.

## 5.02

Tickets must be consecutively numbered with an identifiable beginning and end.

## 5.03

Each Raffle ticket must be sold individually for the price indicated. Multiple discounted prices will only be allowed if a way of ensuring financial accountability is provided in writing by the applicant, and approved in writing by the Commission.

# 6. Conduct

## 6.01

A Raffle licence may not be transferred, assigned, lent or borrowed.

## 6.02

The approved application and the Terms and Conditions for the operation of a Raffle form a part of the licence. Any change to a Raffle licence must be applied for and approved in writing by the Commission before advertising or selling any tickets.

## 6.03

Raffle draw(s) shall only be held on the location(s), date(s) and time(s) specified in the application or approved amendment. All draws must be open to all ticket holders. A copy of the current approved licence, amendments, and the rules for the Raffle (as specified in 4.04) must be posted or available during sales and at the time and location of the draw(s).

## 6.04

Raffle tickets shall not be advertised or sold outside the province of Manitoba.

## 6.05

Licensees must ensure all advertising accurately reflects the licensed Raffle and must include the organization's name and licence number.

## 6.06

Licensees must ensure that each ticket purchased has the same chance to win.

## 7. Prizes & Winners

### 7.01

The stated values of the prize(s) being offered must be based on retail value (excluding taxes). The applicant must give written proof of the prize value(s) from the supplier.

### 7.02

All prizes offered in the Raffle must be awarded as approved with the licence. The total number of prizes advertised and awarded must be the same as the total number of winning tickets drawn.

### 7.03

A list of Raffle winners must be completed, signed, and witnessed at the time of the draw(s) and be given to the Commission with the financial report.

### 7.04

Winners must be advised of the results of the Raffle draw in person, by telephone, or if required, by registered mail. This notice must explain how the prize can be claimed.

### 7.05

Within ten (10) days following the final Raffle draw(s) the licensee must advertise (in at least the same market), a list of winners' names, ticket numbers and prizes won, along with the draw date, organization's name and licence number. This information must also be made available to any member of the public upon request.

## 8. Records & Reporting

### 8.01

Licensees must keep complete and accurate records of the Raffle. These records must include seller control information. Seller control information must also be available for inspection by the Commission, or any Raffle participant, prior to and at the time of the draw.

### 8.02

All records relating to the conduct and operation of a Raffle, including unsold tickets and ticket stubs must be kept by the licensee for at least three (3) years after the Raffle draw, unless otherwise approved in writing by the Commission.

### 8.03

All licensees must:

- a) Maintain a separate bank account for the deposit of all Raffle revenue;
- b) Deposit all Raffle revenue into that account, immediately upon receipt; and
- c) Pay out all donations and expenses by cheque directly from that account to the supplier of goods and services, or the charitable objectives as approved in the licence.

### 8.04

Licensees must submit required financial reports on approved forms. Reports must be complete and accurate and must include copies of all applicable bank statements.

### 8.05

Within sixty (60) days after the final Raffle draw, all licensees must submit required financial information on approved forms (as per 8.04) and disburse all funds as per the approved Raffle application.

### 8.06

Licensees must give the Commission supporting documentation for the use of Raffle profits upon request. This documentation shall include but is not limited to, invoice copies, receipts, and written acknowledgements from each recipient.

### 8.07

Upon written request from the Commission the licensee must provide an independent audited financial statement or financial review of its Raffle operations.

# Raffle



**Manitoba Gaming  
Control Commission**

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