

## ST. MARK PARISH / ROYAL CANADIAN LEGION BRANCH 97

### CATCH THE ACE LOTTERY

#### RULES OF PLAY

##### Event details

The prize structure shall be as follows:

- 20% of event ticket sales — awarded to the bearer of the winning ticket at each draw
- 30% of event ticket sales — allocated to the progressive jackpot
- 50% of event ticket sales — retained by the licensee and from which all allowable expenses will be paid

##### Ticket Sales

1. Must be at least 18 years of age to play.
2. Tickets are \$5.00 each.
3. Tickets will be available at the Royal Canadian Legion Branch 97, 141 Henry Street West, Prescott, St. Mark Church, 160 Dibble Street West, Prescott Farmer's Market on Saturdays and from Committee members.
4. Ticket sales will occur Tuesday, Wednesday and Friday from 3:00 p.m. to 7:00 p.m., Thursday from Noon to 7:00 p.m. and Saturday from 2:00 p.m. to 6:00 p.m. at the Royal Canadian Legion Branch 97, Prescott Farmer's Market on Saturdays during operating season and from Committee members.
5. Draw will take place on Thursday at 12:00 p.m.
6. The ticket purchaser must complete ticket stub, including name, contact information, and one (1) envelope number (all information clearly printed). Enter a valid envelope number from the list of available numbers on display at the sales locations.
7. The ticket purchaser will be responsible to ensure their ticket is filled out completely.
8. Tickets are only valid for the weekly draw in which they were purchased.
9. The ticket purchaser does not have to be in attendance at the draw to win.

##### Lottery Method

A standard deck of playing cards (the 2 through to the Ace of diamonds, hearts, clubs and spades totaling 52 cards) shall be each placed in identical, opaque envelopes and sealed. Those sealed envelopes shall be shuffled, randomly numbered from one (1) to fifty-two (52) and be on public display, in a secure fashion at each draw.

In the event that the ticket drawn does not have an envelope number or has an invalid number, one (1) attempt to contact the ticket holder at the phone number shown on the ticket. This person will be asked to select a number from the remaining envelopes and that card will be revealed. If unsuccessful in making contact the lowest remaining envelope number will be chosen.

In the event that the ticket drawn does not have a name or phone number written on the ticket, the ticket number will be advertised on the lottery Facebook Page and the person holding the ticket will have 24 hours to present themselves along with their ticket stub at the Royal Canadian Legion Branch to collect their winners. If the period of time has elapsed without the prize being awarded, another ticket will be drawn from that week's sales.

##### Ticket Sales and Draw

1. Immediately prior to the draw, the ticket sales for the draw, the draw prize and the current progressive jackpot amount shall be announced.

2. In the event that the Ace of Spades is not drawn, the licensee shall immediately destroy the card selected by the winner of the draw. The licensee shall maintain a log to record the destruction of all cards. The log shall include the draw date, complete card details and verification by the bona fide member who destroyed the card, and by another bona fide member in charge of the lottery licence.
3. All draws shall be video recorded by the licensee in order to ensure raffle integrity.
4. Video recordings shall be secured by the licensee and made available to the licensing authority upon request. All video recordings shall be maintained for at least 30 calendar days after the draw date, after which they shall be deleted.
5. The video recording shall be in high definition (minimum resolution - 720p) in a well-lit environment, have an unobstructed view of all raffle activities and show:
  - a. Selection of the winning draw ticket;
  - b. Selection of the envelope by the bearer of the winning draw ticket;
  - c. Reveal of playing card within selected envelope; and
  - d. Destruction of the playing card.

Once sales for a draw have closed, a ticket shall be selected as the winning ticket for that draw. The number on the ticket will be announced at the draw. The owner of the winning ticket shall be awarded 20% of the event ticket sales. The corresponding envelope listed on the winning stub ticket shall be opened to determine if it contains the Ace of Spades. If the Ace of Spades is drawn, the owner of the winning ticket shall be awarded the progressive jackpot. If the Ace of Spades is not drawn, 30% of the event ticket sales shall be added to the progressive jackpot for the next draw.

The winning ticket holder will be notified by phone and advised when they can claim their prize at the Royal Canadian Legion Branch 97. A photo ID will be required to claim any prize. All prizes awarded will be paid by cheque to the person named on the winning ticket.

### **Control Procedures**

1. Tickets shall be unique from draw to draw through the identification of the Draw Week.
2. There shall be no duplicate ticket numbers for all draws under a licence. Tickets shall be sequentially numbered for the duration of the draw to avoid duplicate ticket numbers.
3. Tickets are only eligible for the draw for which they are purchased. At the conclusion of the draw, all non-winning tickets shall be removed from the container. Non-winning tickets shall be destroyed after 30 calendar days.
4. Winning tickets shall be kept in accordance with the requirements outlined in the Raffle Terms and Conditions.
5. The licensee shall keep a record of all draws recording the characteristics for all tickets in play.

### **Reporting Requirements**

Catch the Ace report (Form 6044), along with all supporting documentation shall be submitted to the licensing authority within seven (7) calendar days after every fourth draw.