



Guidelines for Selling Raffle Tickets and/or Gaming License Request

1. Request for gaming license must be email to treasurer@terraceminorhockey.ca request must included Ticket Start Date and Ticket End date, Price per Ticket and total number of tickets, Draw Location Name, address, and time of the draw, Prize Description, is it donated, number of prizes and Prize Value (still need prize value even if donated) Tickets should be 1 for \$10 format and not offer discounted tickets
2. These Requests must be made be email giving at least 3 weeks before your selling date begins or these requests will be rejected and not processed by the treasurer
3. You must track every ticket sold and costs of the raffle and winner's signing sheet to the treasurer no more than 5 days after the raffle
4. Where the method of selecting the winner is by drawing a ticket from some form of container, the following requirements must be met by the person responsible for selecting winning tickets:
 - Must be 19 years of age or older;
 - Cannot own a ticket or own a share of a ticket in the draw;
 - Must not wear jewelry or clothing on the arm reaching into the container (arm must be bare from the elbow to the hand);
 - Must not be able to see the printed information on tickets in the container; and
 - Must select the tickets in a manner in which the witnesses are satisfied that the person is not influencing the outcome of the draw
5. Draws should be completed in order of 1st prize- 3rd prize and draw order must be announced prior to starting the draw
6. t the time of the draw(s), a list of winners must be completed, signed and witnessed by at least two volunteers; one of whom is a board member of the organization or a person authorized by the board. The list must contain the:
 - Date and time of the draw;
 - Record of each ticket stub or counterfoil drawn;
 - Ticket serial number; and
 - Name, email/ mailing address and telephone number of the prize winner
7. Organizations are responsible for contacting, and must make every effort to notify, prize winners. Within 10 days of the selection of prize winners, excluding calendar and single day raffles, the organization must:
 - Notify prize winners of the results, this notice must explain how the prize can be claimed; and
 - Make public the winners' names, ticket number(s) and prizes won.
8. All raffle funds must come to the treasurer before any prize money will be awarded to winner as these funds must get deposited into THMA gaming account then the team can apply to have the funds returned to their team accounts.
9. All Raffle tickets must be reconciled to the records for sold and unsold tickets. All ticket stubs must to returned to treasurer once raffle completed with signed winner's sheet



10. Where lost or stolen tickets occur, the ticket numbers for those lost or stolen must be voided as part of the ticket reconciliation. To allow maximum sales, the sequence of numbers may be extended by issuing new tickets to account for those lost or stolen within the approved licence limits. If the stub (portion retained by licensee) of a purchased ticket is lost by the organization, the organization must contact the purchaser to notify them and issue a new ticket number to be included in the draw. The new ticket must be ordered through the same company who printed the original set of tickets. The lost ticket number(s) should then be voided. TMHA must be notified if tickets are lost or stolen; should be emailed to treasurer@terraceminorhockey.ca and be provided how and why these tickets were lost
11. Winner's control sheet attached

Any Other Questions please email treasurer@terraceminorhockey.ca