

Raffle Procedures

Reach out to the Gaming Coordinator to start planning your raffle a minimum 15 business days before the event gaming@crmha.ca or 250-850-9321 (call/text)

Raffle Responsibility **New this season**

- Whomever requests the licence is responsible for ensuring all raffle draw tasks and reconciliation pieces are completed and submitted to CRMHA Gaming Coordinator after the draw within a timely matter.
- All raffle reconciliation items are expected to be completed and submitted to the CRMHA office within 5 days of the draw ie:
 - Cash
 - Tickets sold & unsold
 - Prize Winner sheet
 - Reconciliation sheet
 - Ticket control sheet
- It is the responsibility of the individual who requested the licence to contact the Gaming Coordinator with any delays or concerns with reconciliation.

License

- No raffle ticket sales or draws are to take place without first obtaining a license.
- Contact gaming@crmha.ca to request a license.
- Liquor cannot be offered as prizes (however these prizes may be offered as part of a silent auction, which doesn't require a gaming license)

Tickets

- An electronic document (pdf) containing your raffle tickets will be provided by the Gaming Coordinator once your license is granted. Let gaming know if you'd prefer to design and order your own custom tickets.
- You will be responsible for printing and uniformly cutting the strips of tickets. There is a commercial paper cutter in the office.
- PRINT ALL THE TICKETS before the raffle. Whether sold or unsold, they're kept for gaming records.
- Every ticket must have a unique serial number.
- Tickets will be sold according to the license details.

Selling & Purchasing

- Minors **are permitted** to sell tickets if the tickets are \$5 / ticket or less and only if done as a volunteer.
- Minors may purchase tickets if:
 - The minor is 13 years of age or older; or
 - Accompanied by an adult who is the minor's parent or guardian and consents to the sale
 - Unless age limit is otherwise stated
- If a winning ticket bears a minor's name, the prize will be lawfully delivered to the minor's parent, legal guardian, or trustee
- Minors must not participate in any events where a licensee plans to award non-restricted firearms, liquor and/or cannabis gift cards as a prize.
- The people responsible for the operation of the raffle are **NOT** permitted to purchase tickets.
- Board members are not permitted to purchase tickets
- Sell the tickets sequentially in order of the ticket numbers
- During tournaments - When sold, record the purchaser's information on the Raffle Ticket Control Sheet

Drawing Winners

- Draw winning tickets at the time and location specified on the license.
- Ensure each sold ticket is included in the draw.
- Draw the ticket in a public place.
- Immediately before the draw, the counterfoils must be mixed thoroughly in a random manner.
- The person responsible for selecting winning counterfoils must:
 - Not own a ticket in the draw.
 - Not wear jewelry or clothing on the arm reaching into the container. The arm must be bare from the elbow to the hand.
 - Not be able to see the printed information on counterfoils in the container.
- Draw out one ticket from each prize bucket.
- Staple or tape the winning tickets to the back of the prize winner control sheet.
- Record the winner's signature, name, email/ mailing address and phone number on the [prize winners control sheet](#). If not already distributed, the prize winner control sheet is available on the CRMHA website under Policies & Procedures tab.
- *For e-transfer cash prizes:*

- *Do not pay winner's from rep team accounts*
- *Winners will only be paid directly from the CRMHA Gaming Account*
- *Contact the gaming coordinator to facilitate prize payout*
- *Collect all the usual winner information (name, address, phone number)*
- *Winner signature not needed (we can use the e-transfer record as proof of acceptance)*
- *Advise winners that e-transfers may take up to 14 days to process*
- The prize winners control sheet must be signed by 2 volunteers.
- Single-day raffles - Raffle volunteers/organizers are to pre-determine the draw and redraw schedule. Print and post the draw and redraw schedule (set any redraw times that work for you) for public viewing. Winners must be present to claim their prize on single-day-raftles.
- Multi-day raffles - Winner's have 10 days to be successfully contacted. See unclaimed prize section.
- Publicly post the winning ticket #'s during Tournaments
- All draws must be open to all ticket holders who wish to be present at the draw.

Reconciliation

- Complete the [Raffle Reconciliation Sheet](#). The reconciliation sheet must be verified and signed by 2 volunteers.
- Fill in every fillable area on the reconciliation sheet. Leave no blanks. This will ensure nothing is missed.
- Take a photo of the Reconciliation sheet and email it to gaming@crmha.ca
- Seal the cash, the sold tickets, the reconciliation sheet, the ticket control sheet, and the prize winner control sheet in an envelope or ziplock bag labeled with the date and time of the draw and your division/team's name.
- Seal all unsold tickets in a separate labeled bag.
- These tickets must be retained for gaming records. Do not throw out any tickets - sold or unsold.

Unclaimed Prizes

- Unclaimed raffle prizes must be retained and stored by CRMHA for a period of one year (multi-day raffles only).