

# Raffle Guidelines

The British Horse Society hold's a central Gambling License which allows us to operate our Raffle activity across the country.

**Our licenses are issued under Part 5 of the Gambling Act section 104, they are as follows:**  
**Operating License – Number 000-005101-N-308661-005**  
**Remote Operating License – Number – 000-005101-R-310634-004**  
**Main Lottery Contact – Laura Pepper, Director of Fundraising**

In order to maintain our license we need to follow a set of rules and guidelines.

**Please be aware of all the guidelines when performing any raffle activity.**

**One day – Small scale table top raffles in one location and performed on the same day.**

**We very much encourage this form of fundraising** as it's a great way of raising local money and awareness. Please do make sure though that we don't sell to people under 16 years of age and consider the following rules put down by the Gambling Commission:

## The Rules

- You may not deduct more than £100 from the proceeds in respect of the expenses incurred in organising the lottery, such as the cost of printing tickets, hire of equipment and so on*
- You can not spend more than £500 on prizes (but other prizes may be donated to the lottery)*
- You cannot rollover prizes from one raffle to another*
- All tickets must be sold at the location during the event, and the result made public while the event takes place.*

**Any Raffle larger than the above activity which spreads over a period of time must be managed from Head Office in conjunction with the Regional Development Officer/Director. This will in turn be managed by our External Lottery Manager such as CFP.**

**Overall summary of the rules which govern us:**

## **As part of the British Horse Societies - Protection of Children and the Vulnerable Policy**

- We must take all steps to ensure that our lotteries do not attract young people.
- We must prevent anyone under 16 years of age playing the raffle activities.
- When designing the marketing and advertising we must not appeal to people under 16 years of age and they must be excluded from any direct mailing.
- All tickets/online tickets must state that players must be over 16 years of age.
- Any player who provides dishonest information regarding their age automatically forfeits the right to any prize. This fact should also be stated on the reverse of all tickets, on all entry forms and online.
- Any player that is found to be under 16 years of age will have any monies paid in relation to the lottery returned to them. If there is a doubt over age the raffle ticket seller must ask for ID.
- All efforts must be made to ensure that vulnerable people are protected too. If there is any doubt as to the purchasers understanding of a raffle, or if they show signs of confusion, every effort must be made to ensure that they fully understand that they are participating in gambling activity. You should not sell them a ticket if you are at all unsure as to their understanding of this.

## **As part of the British Horse Societies - Fair and Open Draws Policy**

- All draws are conducted in plain sight of several members of staff and at the address shown on the ticket.
- All draws are conducted at random using either a random number generator or using a blind draw.
- Winners results must be published on our website and anyone can ask for this information at any time.
- Rules are published on websites, on entry forms and the reverse of raffle tickets.

## **As part of the British Horse Societies - Law and Disorder Policy**

- We must keep a record of all tickets that have been distributed and chances sold.
- Each raffle must have a completed return showing details of any monies sent in for tickets or online donations received and the expenses against this.
- No tickets must be sold in the street, walking around a show ground etc. Every raffle activity must stay in the same place within a solid structure.

## **As part of the British Horse Societies - Players Queries and Complaints Procedure**

### **Verbal complaints**

All complaints should be taken down and recorded on file for 3 years. These complaints must be relied to Head Office and the issue must receive a written letter in reply detailing the steps that were taken to help resolve the matter.

### **Written Complaints**

Initial complaints and queries are to be responded to within 48 hours of receipt of the complaint. Information on the individuals contact details, address and details of the administrator that has dealt with the complaint needs recording. Also the nature of the complaint needs recording and the steps that were taken to resolve it.

## **As part of the British Horse Societies - Responsible Gambling/ Problem Gambling Procedure**

The British Horse Society has put in place the following procedures to encourage people to gamble responsibly and seek help should gambling become a problem;

We need to make sure that:

- The Gambleaware helpline number and website address is included on all tickets, entry forms to lotteries and online. Our website address is included on all tickets.
- We advertise the information on our website encouraging people to gamble reasonably. We also have information on our website dedicated to encouraging people to gamble responsibly, and recognise the signs of problem gambling.
- We need to restrict the number of raffle books we sell to only 5 per person, 60 online chances and 10 lottery numbers should we do this type of game.
- Players can request a self exclusion from our database for further lottery mailings.
- Players can request the number of books or chances they would like for an individual lottery and also the number of lotteries they would like to participate in on a yearly basis.

**The full list of policies and procedures is available at the British Horse Societies Head Office, please contact Laura Pepper on [laura.pepper@bhs.org.uk](mailto:laura.pepper@bhs.org.uk) or Telephone 02476 840545**

#### Extra guidance note:

##### Selling alcohol – raffle related

If you are running an event that is selling alcohol you need to either:

- Arrange a temporary event license from your local authority – usually take 3 weeks and cost's around £25.00
  - Arrange for someone with a personal license (landlord) to sell alcohol at the event.

##### Raffle Prizes – donated bottles

Donated bottles of wine etc are fine to be raffled. The only time we may need to check with your local authority is when the raffle only has alcoholic prizes which we have bought especially.