



## Allendale Community Centre Lottery and Raffle Policy.

---

### 1. Types of Lotteries and Raffles

Lotteries and raffles held at events are classed as Incidental Lotteries and do not require a licence. This includes tombolas, raffles and sweepstakes.

Larger or regular lotteries and non-incidental raffles require registration with the local authority.

**Purpose** All lotteries and raffles run by Allendale Community Centre are to raise unrestricted funds to support the work of the charity.

### 2. Registration

Allendale Community Centre holds a Small Society Lottery Registration with Dorset Council (number 15397), granted on 27 January 2026. This registration allows us to run both lotteries and non-incidental raffles.

### 3. Statutory Rules for Incidental Lotteries, Raffles, Tombolas and Sweepstakes

Incidental lotteries can only be run to raise money for charity – not for private gain.

They can be held alongside events such as:

- Fetes and fairs
- Fundraising dinners
- Festivals and similar one-off events

Key rules:

- The lottery must not be the main purpose of the event.
- Tickets can be sold to anyone attending the event (including children).
- Physical tickets must be provided.
- There is no limit on ticket price or discounts (e.g., buy one get one free).
- Tickets can only be sold at the event location while the event is taking place – no advance or online sales.
- Up to £100 can be deducted from proceeds for running costs (e.g., printing tickets).

- Up to £500 can be used for prizes (or donated prizes of any value). Prizes cannot roll over.
- The draw must take place during or at the end of the event and participants must be told when it will happen.

#### 4. Statutory Rules for Lotteries and Non-Incidental Raffles

- Tickets can be sold to people aged 16 and over.
- Every ticket must clearly show: the name of our charity, ticket price, the organiser's name and address, and the draw date (or how it can be determined).
- At least 20% of proceeds must go directly to Allendale Community Centre.
- We can recover up to 80% of ticket sales for prizes and expenses.
- No single prize can exceed £25,000 (even if donated).
- Maximum ticket sales: £20,000 per single lottery or £250,000 in any one year.
- Tickets must be paid for before entry into the draw and must each cost the same.
- Tickets can be sold door-to-door, online, by telephone or face-to-face, but **not** in the street.
- Full details of each lottery must be sent to Dorset Council within three months of the draw.

#### 5. Friends of the Allendale Lottery (FAL)

The Friends of the Allendale Lottery launches this year with the first monthly draw in **June 2026**. It is a type of lottery specified in paragraph 4.

The Lottery Team comprises the Centre Manager, Finance Manager, an Administrator and a nominated Trustee. They are not permitted to participate in any ACC lottery or raffle draws.

Lottery Administrator responsibilities:

- Checking and recording payments to the dedicated FAL bank account
- Maintaining the participant list and allocated numbers
- Maintaining a list of past participants and numbers
- Processing entry forms
- Allocating numbers (lowest available first)
- Issuing tickets by email
- Checking eligibility, recording winners and retaining records for 6 years
- Determining which numbers are eligible for the draw each month and keeping a record of these
- Keeping and scanning the entries

Lottery Team's responsibilities:

- Conducting the draw using a certified random number generator.
- Recording the draw (photograph/screenshot, initialled by two people)
- Publishing winning numbers and postal areas on the ACC website

- Submitting returns to Dorset Council
- Any other regular operational tasks

Finance manager`s responsibilities:

- Notifying winners by email and paying prizes
- Creating and overseeing the bank account for the FAL
- Reporting the FAL in the monthly Finance Report.

Trustees` responsibilities:

- Setting prize amounts, the cost of tickets and the number of tickets.
- Approving and publishing the Lottery Terms & Conditions and this Policy on the website
- Reviewing this Policy and the Terms & Conditions
- Nominating a Trustee to be on the Lottery Team once a year (or as required).

## 6. Complaints

All complaints relating to lotteries or raffles will be handled in accordance with Allendale Community Centre`s standard Complaints Procedure.

## 7. Participants and Donors in Vulnerable Circumstances

We take our safeguarding responsibilities seriously. All aspects of this Policy will segue and comply with the ACC Safeguarding Policy. We must treat all participants and donors fairly and enable them to make informed decisions.

- Anyone under 18 or an adult lacking capacity is automatically considered vulnerable.
- We will not exploit lack of knowledge, vulnerability or need for support.
- If we become aware that someone cannot make an informed decision, we will not accept (or will return) their entry or donation.
- All communications will be clear, inclusive and accessible.
- Staff and volunteers will be trained to recognise signs of vulnerability and respond respectfully.

## 8. Statutory Provisions

This policy is written in accordance with the **Gambling Act 2005** and Gambling Commission guidance.

## 9. Version Control - Approval and Review

This policy will be reviewed periodically, or following an incident, change in legislation, or other significant factors. It will also be reviewed as part of any safeguarding incident investigation, to test that

it has been complied with and to see if any improvements might realistically be made to it.

<b>Version No</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Main Changes</b>	<b>Review Period</b>
1.0	Board		Approved	May 2027