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| **Card Jackpot Raffle Information and Conditions** |
| **What is a Card Jackpot Raffle?**  A *Card Jackpot Raffle* typically involves the use of a pack of 52 playing cards plus at least one joker. The cards are placed face down on a board. The winning subscriber to a raffle is given an opportunity to try to select the Joker from the board for a chance to win a prize. Should the selected card be the Joker, the prize is awarded and the game ends. Should the Joker not be selected the selected card is returned to the board and displayed face up, with the prize jackpotting and the game continued on another occasion.  A prize includes anything of value or benefit.  A *Card Jackpot Raffle* may include variations of the above, including the awarding of other prizes in addition to the jackpot prize or the replacement of cards with another object.  It should be noted that the specific provisions of the *Lotteries Act 1964* will ultimately determine the eligibility or otherwise of any lottery application.  **When is a permit required?**  Where a promotional activity fits into the above description of *Card Jackpot Raffle* then a lottery permit is required.  **How do I apply for a permit?**  The application form is available from the ACT Gambling and Racing Commission's (the Commission) website at [www.gamblingandracing.act.gov.au.](http://www.gamblingandracing.act.gov.au/)  The approved application form in its entirety must be completed and signed by the promoter, or their agent, and be lodged with the Commission with the relevant fee and supporting documentation (such as rules or terms and conditions of the game of  *Card Jackpot Raffle*).  An application may be posted (if paying by cheque) or emailed (if paying by credit card) to the Commission at the addresses listed at the end of this document.  Processing of the application will not commence without the payment of the determined fee.  Seven working days should be allowed for processing once the Commission has received all information.  **Conditions of Approval** |
| Pursuant to Section 7(3) of the *Lotteries Act 1964*, the Commission may impose conditions on an approval of *a Card Jackpot Raffle*  in order to protect the interests of subscribers to the lottery.  The following information states the specific conditions that apply to *Card Jackpot Raffle* approvals.  **Specific Conditions** |
| The applicant (or their agent) must fully and accurately complete the approved application form to the satisfaction of the Commission.  Agents acting on behalf of an applicant must include a letter of authority from the promoter conducting the lottery.  The completed application form, including attached rules or terms and conditions must be accompanied by the determined fee.  **Persons Not Permitted to Participate in a Card Jackpot Raffle**  The following persons are excluded from participating as a player in any *Card Jackpot Raffle*:   1. the applicant or organiser of the Card Jackpot Raffle and their employees and contractors; 2. the owners/occupiers of any venue used for the conduct of the Card Jackpot Raffle and their employees and |

1. contractors,
2. the organisation conducting the Card Jackpot Raffle and their employees and contractors;
3. persons under the age of 18 years; and
4. intoxicated persons.

A player shall not participate:

1. in any sales related to the conduct of a Card Jackpot Raffle for the session;
2. in the organisation or conduct of a Card Jackpot Raffle during the session; or
3. in the administration of a Card Jackpot Raffle for the session.

# Terms and Conditions

A copy of the terms and conditions of the Card Jackpot Raffle must accompany your application. The terms and conditions must be printed on the advertising of the lottery and must be made available on request at the venue. If the terms and conditions cannot be placed on the advertising media, reference must be made to a place where the terms and conditions are available. The terms and conditions must include:

* how to enter the lottery;
* the start time and date of the lottery;
* the closing time and date of the lottery;
* the time and date of the draw;
* the address/location where the draw will take place;
* the full prize details and their values, including an estimate of the total prize value;
* if the winner is not required to be present at the draw, the manner in which winners will be notified.
* full details of the name of the promoter and their ABN/ACN;
* the name of the beneficiary of the proceeds of the Card Jackpot Raffle; and
* how the proceeds of the ticket sales will be disbursed eg. 70% to the prize pool, 30% to the fishing club.

# The Draw and Selection of the Winners

The determination of the winner must be undertaken in a fair and transparent manner with each participant at a particular stage of the raffle having an equal chance of winning the lottery.

If more than one prize is being determined at a draw, the major prize must be drawn first (to ensure that all entries have a chance of winning that prize) unless winning entries are eligible to be redrawn.

It is permissible to have as a condition of the draw that the winner must be present however they must be allowed a minimum of three minutes to claim a prize.

Selection of the winner and selection of a card in a Card Jackpot Raffle must take place in the presence of patrons attending the raffle.

The board or method of display of the cards must be kept securely in the charge of a responsible person and must not be altered or tampered with.

Cards used in a Card Jackpot Raffle must not be manipulated or bear distinguishing marks to enable players to identify a card prior to selection. At the beginning of each game (that is, when a fresh deck of cards is provided for use in the raffle), all cards including those that are identified as triggering the payment of a prize (eg the Joker) must be checked by the organiser as being available for selection by participants. Once selected, all cards including minor prize winning cards must remain visible to the participants unless otherwise approved by the Commission.

All prizes must be awarded. Should the raffle be played in a way that results in only part of the jackpot being won, the remaining jackpot amount must be rolled over to be included as part of the new jackpot amount at the next raffle draw. The raffle sessions must continue until all accrued prize amounts have been awarded.

All prizes in the lottery must be distributed or allocated as approved.

# Prizes

The Commission will refuse to approve an application where the Commission considers the prizes to be inappropriate eg. tobacco products or dangerous goods.

The winner of a prize must not be charged an administrative or delivery fee upon receipt of their prize.

If a prize involves travel all relevant information must be included in the terms and conditions of the lottery or on the ticket. Details of departure point and destination, the number of people included in the fare, class of travel, inclusion of transfers, name

and location of accommodation, duration of stay, inclusions, date by which travel must be taken, availability, transferability, restrictions and spending money must be listed if applicable.

For the purposes of these conditions and calculating the application determined fee, the total prize value is calculated as the summation of the values of all possible prizes that could be attained based on the prize allocation options.

The value of individual prizes is the usual or recommended retail or market value of the goods or services offered as the prize.

# Variation to Approval

Any variation to the application after the Commission has commenced its processing must be submitted in writing and be accompanied by the determined fee for a variation. The Commission must approve a variation to the promotion before any amendment can be implemented.

In addition, if a *Card Jackpot Raffle* is to be cancelled prior to the draw of prizes, the Commission must be immediately advised in writing including the following information:

° the date, or proposed date, on which ticket sales will cease;

° arrangements for disbursement of any remaining prize pool.

A copy of the variation form can be obtained from the Commission website at [www.gamblingandracing.act.gov.au .](http://www.gamblingandracing.act.gov.au/)

# Permit number

Once an application has been approved the Commission will issue the applicant with a permit number. All entry forms and advertisements must include the permit number issued for that promotion

# Records

All records concerning the game of *Card Jackpot Raffle*, including entries, number of tickets sold and game operators, details must be kept for a minimum period of twelve months after the determination of the results.

Financial statements must be drawn-up and retained for a period of 12 months after the determination of the results. The financial statements must provide a detailed record of all income and expenditure associated with the conduct of the raffle.

The Commission may request that you provide these records at any time.

# Contacting the Commission About Your Lottery

Completed applications may be mailed or emailed to:

The Lotteries Officer

ACT Gambling and Racing Commission GPO Box 158

CANBERRA ACT 2601

Email: [lotteries@act.gov.au](mailto:lotteries@act.gov.au)

Telephone enquiries can be directed to the Lotteries Officer on telephone 02 6207 0361.