



Policy	CGHA-013
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Revised	—
Board Approval	December 10, 2025
Review	Annually

## **RAFFLE OPERATIONS POLICY**

This Raffle Operations Policy applies to: All members, volunteers, and organizers involved in raffle activities under [Clarington Girls Hockey Association] (“CGHA”).

### **1. Purpose**

The purpose of this policy is to ensure that all raffle operations conducted by the CGHA comply with the Alcohol and Gaming Commission of Ontario (AGCO) regulations and all applicable municipal, provincial, and federal laws.

This policy provides clear guidelines for the planning, approval, operation, and reporting of all raffles - paper based or electronic - to ensure transparency, accountability, and integrity.

### **2. Scope**

This policy applies to all raffles operated by CGHA, including:

- 50/50 draws
- Prize raffles
- Electronic raffles (eRaffles)
- Any other game of chance approved by AGCO

This policy applies to board members, volunteers, and any third parties involved in raffle management or ticket sales.

### **3. Eligibility and Licensing**

- The Organization must maintain Charitable Gaming Eligibility Confirmation with AGCO.
- Electronic raffles require approval from the AGCO under a separate licensing process (municipalities cannot issue these licenses).
- A valid raffle license must be obtained before ticket sales begin.
- The license number must appear on all tickets, advertisements, and electronic sales platforms.

#### **4. Roles and Responsibilities**

Board of Directors:

- Approves all raffle events and ensures policy compliance.
- Designates a Raffle Chair/Coordinator for each event.
- Reviews and approves all final financial reconciliation reports.

Raffle Chair/Coordinator:

- Oversees the full operation of the raffle.
- Ensures all volunteers are trained on AGCO rules and this policy.
- Maintains complete and accurate financial and ticket records.
- Ensures prize draws are fair, transparent, and compliant.

Volunteers and Ticket Sellers:

- Must comply with AGCO regulations and this policy.
- Are prohibited from purchasing tickets if they are directly involved in selling, drawing, or managing the raffle.

#### **5. Raffle Operations Procedures**

1. Pre-Approval
  - Submit a Raffle Application Form to the Board or Fundraising Committee.
  - Obtain the applicable AGCO or municipal raffle license.
2. Ticketing and Sales
  - Tickets must include:
    - License number
    - Draw date
    - Ticket price
    - Total number of tickets printed
    - Prize description
  - Electronic raffles must use an AGCO-approved system.
  - Sales must stop prior to the draw time stated on the license.

### 3. Sales Procedures

- Tickets may only be sold by authorized volunteers aged 18 or older.
- Ticket sellers must not purchase tickets from the book/roll they are selling.
- Online sales, if permitted, must follow AGCO electronic raffle rules and must use an approved platform.
- Results must be recorded, verified, and made publicly available.

### 4. Draw Procedure

- All draws must be witnessed by at least two authorized individuals.
- Winners must be selected randomly and announced as stated on the license.
- Results must be recorded, verified, and made publicly available.

### 5. Financial Controls

- All raffle revenues must be deposited into the designated Lottery Trust Account in accordance with AGCO rules.
- All expenses, prizes, revenues, and distributions must be recorded and retained.
- A financial report must be submitted to AGCO within required timelines.

### 6. Prizes

- Prizes must be awarded exactly as advertised.
- Substitutions require both AGCO approval and CGHA Board approval.

## 6. Electronic Raffle Requirements

- Only AGCO-approved electronic raffle vendors and systems may be used.
- System access must be restricted to authorized personnel.
- A testing and training period must occur before the raffle goes live.
- All data, ticket logs, and draw results must be retained for a minimum of two years.

## 7. Conflict of Interest

Individuals involved in raffle operations - including selling, drawing, financial processing, or oversight - are not permitted to purchase tickets or benefit from raffle proceeds.

## **8. Compliance and Enforcement**

Failure to comply with this policy or AGCO regulations may result in:

- Removal from raffle-related duties
- Revocation of volunteer privileges
- Disciplinary action as determined by the CGHA Board
- Reporting to AGCO where required

## **9. Record Retention**

All raffle records - including applications, ticket, sales logs, reconciliations, draw reports, and financial statements - must be retained for a minimum of two years following the raffle date.

## **10. Policy Review**

This policy will be reviewed annually by the CGHA Board to ensure compliance with AGCO requirements and charitable gaming best practices.