

## **FRIENDS OF BGIFC 100 CLUB – EXPANDED RULES (NOV-16)**

The purpose of the Friends of BGIFC 100 Club is to raise funds for Friends of BGIFC in order to support BGIFC.

### **Rules of the 100 Club:**

1. The stake is £10 per person per year, payable by cash, cheque or Standing Order.
2. One person may hold a maximum of 5 stakes and must be over 16 years of age.
3. The year will run from 1 Dec to 30 Nov. There will be three draws per year in January, April and July.
4. For each draw there will be three prizes. The 1<sup>st</sup> prize is £50, 2<sup>nd</sup> prize £25 and 3<sup>rd</sup> prize £10<sup>1</sup>. Prizes will be paid in cash or by cheque.
5. The draw will be made at either a Friends of BGIFC or BGIFC event or in the presence of the two signatories and an independent witness. It is planned that draws should take place as follows:  
  
January: In the presence of the two signatories and an independent witness  
April: Friends of BGIFC AGM  
July: BGIFC Camp or in the presence of the two signatories and an independent witness.
6. Winners will be contacted after each draw.
7. Winner's names will be published on the Friends of BGIFC website.
8. Money which is not given in prizes or administration fee will benefit Friends of BGIFC.
9. The promoter of the club is Francine Coles. The authorised signatories are Christine Glover and Anne Saywell. The authorised signatories must be the Chair of Friends of BGIFC and a Committee member. Any change in signatories must be notified to the promoter and advised to Wiltshire Council.
10. If necessary the Commissioner for BGIFC reserves the right to suspend the activities of the club. The promoter must bring to the attention of the Chair of Friends of BGIFC and the Commissioner any issues or concerns at the earliest point.
11. Registered under the Gambling Act 2005 with Wiltshire Council LN/000008838.
12. The promoter should maintain a list of paid up stakeholders, ensuring each stake is allocated a unique number. All eligible numbers should be passed to those making the draw. Once a number is drawn the signatories must document and sign the outcome and pass to the promoter who will confirm the winner's name. The signatories will not have access to the membership list linking names with numbers.
13. The promoter is responsible for ensuring that the Return Relating to a Small Society Lottery is completed, signed by signatories and submitted to Wiltshire Council within three months of the draw.

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<sup>1</sup> The promoter may adjust the prizes with the agreement of the Chair of Friends of BGIFC and the Commissioner of BGIFC if there are insufficient stakes purchased to ensure that a minimum of 20% proceeds is given to Friends of BGIFC.

14. Any complaints or challenges must be made in writing to the promoter in the first instance. In the event that the issue cannot be resolved the Commissioner for BGIFC will have the final say.
15. The Friends of BGIFC accounts are prepared on a receipts and payment basis. All income received from stakes must be held as designated funds until all draws the year have taken place. The profit for the year should be transferred to unrestricted funds by 30 September each year.
16. The costs of the scheme will include the initial registration fee (£40) and the subsequent annual fee (£20) payable to Wiltshire Council.