

## GENERAL RULES of PLAY LOONIE & LOONIE DRAW BRANCH 594 – November 1, 2021

In accordance with new Provincial rules, any Service Club or Legion who wishes to engage in progressive jackpot draws, such as Loonie & Toonie Draws, must apply and be approved for a lottery license through their municipality. The Executive of Branch 594 have instructed the Lottery Committee to proceed in accordance with these new rules.

- To encourage **members** to come to our branch on a regular basis we have an Attendance Draw for members only, which is considered a Progressive Jackpot Raffle (Loonie and Toonie); a multiple-draw game where the prize may be either won or carried over from one draw to the next.
- All references in this document to “Membership Chair” shall include “or designate appointed by Branch Executive”.
- The Branch, the Membership Chair (MC), and Bar Stewards (BS) helping with the raffle will keep records of, manage and secure the following:
  - all assigned raffle numbers including contact information for the players, (MC)
  - the payments received from each player for each number for all draws, (BS)
  - weekly or daily sign-in (“the logbook”) of players, if applicable, (BS)
  - ticket number drawn, (BS)
  - if a prize was awarded, and if so, name of winner, (BS)
  - draw date, and (BS)
  - any other characteristic from the draw process. (BS)
- The Branch Membership Chair is the sole person responsible to administer, manage and control the members numbers and assigned tokens (No one, other than the Membership Chair is allowed to remove tokens, input new tokens or make changes to the members’ numbers and membership status (paid-up/not paid-up/deceased).
- All paid-up members of Branch 594 are assigned a unique number, by the Membership Chair, that will be embossed/written on a plastic token(disc) to be put into the drum. (ask the Bar Steward for the book to confirm your number if you are in doubt).
- Only paid-up members are eligible to participate in the Loonie & Toonie Draws.
- The Membership Chair is responsible to keep all contact information for each paid-up member for the benefits of these raffles.
- The drum holding all of the eligible tokens with the paid-up member’s numbers will be locked at all times and only unlocked by the Bar Steward conducting the draw, or the Membership Chair when checking and updating the tokens.
- **The Membership Chair shall check the tokens, and create a revised list of “Paid-Up Members” on a monthly basis or more frequently as needed.**

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- The lock for the drum will have 3 keys: 1 remains in the office safe; 1 remains with the Membership Chair; and 1 remains on the master ring located in the main safe and given to the Bar Stewards with their cash drawers. It is returned to the main safe at the end of the night shift and secured with the Bar Steward(s) cash drawer.
- The drum will be located at all times in view of all patrons in the lounge room.
- The unique number will be used by each member to sign in to the daily (Loonie) and weekly (Toonie) draw record books
- When a Member is at the branch, they can enter the draw/s by paying \$1 for Daily (Loonie) or \$2.00 for the Weekly (Toonie).
- Members must sign their name and enter their number. Please do not print.
- Members can only sign in for themselves
- **Making a purchase is recommended but not required to participate.**
- For both the **Loonie and the Toonie Raffles**, the maximum prize is **\$2500** and the maximum pot is \$5000.
- Once the Loonie & Toonie draws have been pulled, the Bar Steward on duty checks the records for each draw to see if the member assigned to the number pulled has signed in for the draw period.
- The Bar Steward may also check the “paid-Up Member’s List” to ensure the accuracy of the name registered to the number drawn.
- The winner will receive 50% of the amount of the pot, up to a maximum of \$2500.
- The other 50% of the amount of the pot, to a maximum of \$2500, is retained by the Branch and deposited into the Lottery Trust Account for Loonie & Toonie, for use on approved charitable purposes outlined in the licence application, minus allowable expenses.
- The list of approved charities outlined in the license application will be posted in the Lounge area, along with these General Rules and Loonie & Toonie Rules of Play.
- Should the pot for either raffle accumulate to over \$5000, a token will continue to be drawn from the drum until a winner is declared for the draw, and the balance of the pot, over and above \$5000, will be rolled over to begin the next raffle pot.
- **If there is any issue or concern raised by any member with respect to the Loonie & Toonie draws, the Bar Steward(s) or whomever the issue/concern is raised with shall immediately, the same day or the immediate day following the day the issue was raised, notify the Bar Chair, reporting the details of the concern and the contact information of the person(s) raising the concern.**

## **LOONIE DRAW**

- The **LOONIE DRAW** is drawn **daily** at 6 pm
- The daily entrance fee to the Loonie Draw is \$1.00 in cash (no credit or debit accepted)
- The last chance for a paid-up member to enter the Loonie Draw is at 5:59pm daily
- Only paid-up members of Branch 594 are permitted to play
- Only those members who paid for that draw are eligible to win.
- The Bar Steward on duty will rotate the drum several times directly before the draw takes place.
- The draw is done by a patron of the Legion and conducted and witnessed by the Bar Steward on duty.
- A token(disc) is chosen from the drum and, if the person to whom the number is registered has paid for that particular draw, the winner is declared.
- If the drawn token's registered member did not pay for that draw, there is no winner and the amount collected for that draw is added to the following draw.
- Once the Loonie Draw (daily) has been pulled, the Bar Steward on duty checks the Loonie Draw record for that draw to see if the member assigned to that number has signed in for that draw period, as outlined in the General Rules.
- **The Bar Steward then declares the winner/non-winner and records both in the written record (which is kept in a separate binder, not in the sign-in binders, held behind the bar and accessed only by the Bar Stewards, Lottery Committee and/or Senior Executive Officers) and on the white board displayed behind the bar, the token number and name assigned to the drawn token as well as whether the draw was won or carried over to the next draw.**
- **The Bar Steward will verify the amount of money received and reconcile it to the number of names in the sign in book from the last draw and just prior to the 6pm draw.**
- **The maximum prize allowed is \$2,500, as stated in the General Rules.**
- **The Bar Steward will notify the Branch Office of the amount won and by whom. The Bar Steward will notify the member that they won, referencing the book of all paid-up members, their unique numbers and their contact information, prepared by the Membership Chair.**
- **The Branch Office will verify the amount won with the amount wagered on each draw from the previous winning date.**

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- The Branch Office will issue a cheque in the amount of the prize and made out to the winner of the draw.
- The Branch Office will attach a claim form to the cheque, and put them into the Bar Stewards cash register draw. They will remain there until picked up by the winner. .
- The winner must sign a claim form and fill in all of the required information on the claim form, prior to receiving a cheque in the amount won for that draw.
- The Bar Steward on duty shall sign off as witness on the claim form.
- The fully filled out, endorsed and witnessed claim form will be placed in the cash register draw by the Bar Steward for reconciliation by the Branch Office the following business day.

### TOONIE DRAW

- The TOONIE DRAW is drawn 1 time per week, on Fridays at 6pm
- The entrance fee to the Toonie Draw is \$2.00 in cash (no credit or debit accepted)
- The last chance for a paid-up member to enter the Toonie Draw is at 5:59pm on Fridays
- Only paid-up members of Branch 594 are permitted to play
- Only those members who paid for that draw are eligible to win.
- The Bar Steward on duty will rotate the drum several times directly before the draw takes place.
- The draw is done by a patron of the Legion and conducted and witnessed by the Bar Steward on duty.
- A token(disc) is chosen from the drum and, if the person to whom the number is registered has paid for that particular draw, the winner is declared.
- If the drawn token's registered member did not pay for that draw, there is no winner and the amount collected for that draw is added to the following draw.
- The Bar Steward will follow the same procedure with the Toonie Draw as performed for the Loonie draw in terms of verifying the winner/non-winner and recording the outcomes in the book and on the whiteboard behind the bar.
- The maximum prize allowed is \$2,500, as stated in the General Rules.
- The winner must sign a claim form and fill in all of the required information on the claim form, prior to receiving a cheque in the amount won for that draw.
- The Bar Steward on duty shall sign off as witness on the claim form.

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- The fully filled out, endorsed and witnessed claim form will be placed in the till by the Bar Steward for reconciliation by the Branch Office the following business day.

For information about services to help with problem gambling in Ontario, visit [www.connexontario.ca](http://www.connexontario.ca) or call ConnexOntario at 1-866-531-2600..