

### Staff Lottery Constitution

1. The staff lottery is a Small Society Lottery under the terms of the Gambling Act 2005. The conduct of the lottery is regulated by the Lottery Committee.
2. Entry into the lottery is limited to staff employed by the Mid Cheshire Hospitals NHS Foundation Trust. Payment of entry fees can only be made by a deduction from salary or, in the case of bank staff, by payment of the correct amount to the charity office each month together with Trust ID and proof of working for the Trust that month. No prizes shall be paid or delivered by the promoters to any person other than the person to whom the winning number was allocated.
3. Members may join or leave the lottery at any time. Joining the lottery can be effected by completion and submission of an application which gives authority to deduct the appropriate amount from salary. Withdrawal will be by one month's notification, via email to Payroll or the Charity, or on ceasing to be employed by the Trust.
4. Draws will be held monthly. Each draw will be undertaken by the charity administrator with an independent witness using the Harlequin CRM lottery module. Whenever possible the draw will take place within a ward or department at Leighton Hospital to ensure transparency and to help promote participation in the lottery.
5. At each draw the appropriate number of winning numbers will be drawn and allocated to the prizes available in order of prize value. No number is eligible to win more than one prize in any draw.
6. The entry list to the monthly draw will be compiled by Payroll based on their ability to make the necessary deductions from salary. Only names on the Payroll list will be entered into the draw. The Charity will add the bank staff entries each month on receipt of £2 per chance from bank staff up to a maximum of five chances and allocate bank staff their temporary lottery numbers for that draw only. Numbers assigned by the Harlequin CRM lottery module to bank staff will be the lowest available at the time.
7. All winners will be notified by email. Winners may elect for anonymity as part of the application process. All winning numbers and prizes will be published onto the Trust's intranet.

8. The lottery will maintain the value of prizes available as close to 50% of the monthly takings as possible, or in the case of Super Draw months, 100% of the monthly takings. Prize breakdown as a percentage of the prize pot is 50% (first prize), 25% (second prize), 15% (third prize) and 10% (fourth prize).

9. Chances will cost £2.00 each per month. Members may purchase up to a maximum of five chances.

10. Accounts will be produced annually.

11. The entry fee can be varied at any time if participants are notified in advance and ensuring that the value of prizes against takings is maintained.

12. Upon receipt of an authority to deduct an amount from salary, a notification of the allocated chance number(s) will be sent when Payroll confirm the deduction will be made. Numbers are assigned by the Harlequin CRM lottery module on Payroll confirmation and will be the lowest available at the time. These numbers will not change as long as the player remains in the lottery.

13. After prize deductions from the monthly takings, all proceeds go to MCH Charity for the benefit of the General Fund.

14. Overall management of the lottery shall remain the responsibility of the \*\*\*\* committee which will review the constitution on an annual basis and which will take decisions on entry fees, prize pots and how money raised from the lottery is spent.

15. The legislation governing private lottery states that other than prize money and after the deduction of reasonable set up costs, the costs of printing and stationery are the only costs which may be charged against the lottery proceeds.

16. Participants agree that prize monies can be paid using the bank details held in the Trust payroll system. In the case of a bank staff player, a BACS transfer will be made on receipt of the player's bank details.

17. Responsible gambling – the evidence is clear that participation in charity lotteries is significantly lower risk, even negligible, in comparison to participation in several other types of gambling. Prevalence figures indicate that problem gambling among Charity lottery players is and has remained low over time. We are aware of our responsibilities towards our lottery players to make our staff lottery as safe as possible by having a range of clear, and in many cases simple steps to minimise the risks of players developing problem gambling behaviour:

- ✓ We have player registration so that player behaviour can be monitored.
- ✓ We limit prize size.

- ✓ We limit the number of chances per person in each draw.
- ✓ We emphasise the funds going to good causes.
- ✓ We make the gap between playing a game of chance and winning/losing as long as possible.
- ✓ We allow players to easily leave the lottery at any time and a clear process for them to do so.