



A user's guide to
CATCH THE ACE

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CATCH THE ACE: A SUMMARY

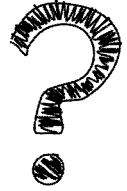
What is a Catch the Ace progressive raffle?

- A progressive, multiple-draw raffle lottery in which participants purchase tickets for a chance to win:
 1. A percentage of the proceeds from the sale of tickets from one draw; and
 2. The draw winner also gets a chance to win a progressive (cumulative) jackpot by selecting a card from a standard deck of 52 playing cards.

How is Catch the Ace played?

- The person who holds the winning ticket selected in each draw automatically wins 20% of the money that has been raised. The winning-ticket holder is invited to draw a card from a standard 52-card deck. If the Ace of Spades is selected, in addition to winning a percentage of the proceeds from the draw, the person will win the progressive jackpot;
- If the card selected is not the Ace of Spades, the selected card is removed from the deck and the progressive prize portion of the ticket sales for that draw is rolled over into the progressive jackpot for the next scheduled draw;
- The lottery continues until such time as the Ace of Spades has been selected and the progressive jackpot has been awarded. At that point, the event and licence is concluded. If the licensee wishes to conduct another Catch the Ace event, a new licence must be obtained;
- Immediately prior to the draw, the ticket sales for the draw, the draw prize and the current progressive jackpot amount will be announced;
 - Prizes will be awarded by CHEQUE ONLY

CATCH THE ACE: FREQUENTLY ASKED QUESTIONS



How is the prize split?

- 20% of event ticket sales – awarded to the winning ticket of each draw
- 30% of even ticket sales – allocated to the progressive jackpot
- 50% of event ticket sales – retained by licensee and from which all allowable expenses will be paid

Is this type of raffle licensed by the province only or can the municipality license them? And if so, how does the municipality license it if they don't know if the progressive amount will be over \$50,000?:

- Both the province and the municipality can license this type of raffle. In order to receive a licence for Catch the Ace from a municipality, charities must ensure that the overall prize board will not exceed \$50,000. This will be achieved by providing a schedule of events, which outlines gross sales per draw.

Does the winner have to be present to collect their prize and pick a card from the deck, regardless of whether they use stub tickets or roll tickets?

- The bearer of the ticket must be present for draws when using **roll tickets**, also known as double-numbered tickets. The licensee must outline the amount of time the winner has to claim their prize in the rules of play. **Roll tickets** must be sold only the day of the event;
- If **stub tickets** are used, the licensee shall require purchasers to provide their name and contact information and to indicate in a designated area on the stub, the envelope number selected by the purchaser in the event that his or her ticket is drawn. The licensee must also set out a procedure to be followed in the event that the envelope number indicated on the ticket has already been chosen and is no longer available. **Stub tickets** may be sold in advance;
- By purchasing the ticket, winners agree to the use of their name and likeness for publicity purposes.

As this is a progressive game, do the tickets purchased each night stay in for the draw the following week?

- No, tickets are sold for a single draw. After the draw is completed, the non-winning tickets are removed from the container, kept for the prescribed time and then destroyed.

What materials are needed to run a catch the ace?

- One deck of cards;
- 52 identical sealable opaque envelopes;
- Poster board to displayed all 52 envelopes on;
- Cash boxes with lock and key (envelopes and cash must be locked when not in use);
- Video camera with sound.

How should I prepare for the draw?

- A standard deck of 52 playing cards will be shuffled face-down, then placed in identical, opaque envelopes;
- The sealed envelopes will then be shuffled and randomly numbered from one (1) to fifty two (52);
- The entire procedure will be videotaped and the recording will be posted on the organization's website and/or their social media account and retained for 6 months;
- The envelopes will be on display in a secure display case for every draw.

Can I run a Catch the Ace event while hosting another lottery scheme?

- Only blanket raffles are allowed to run in conjunction with Catch the Ace;
- No other lottery sales are permitted at the place of draw (ex. A charity cannot sell meat raffle tickets the same night the Catch the Ace draw is taking place).

How should I announce Catch the Ace winners on my website or social media?

- Please refer to the Goderich Lions webpage as a great example. The link can be found here: <http://www.goderichlions.ca/catch-the-ace/>

What if we have more questions?

- There is a great deal of useful information available on the AGCO website, www.agco.on.ca. However, if you need further information, please contact the Town Clerk at (905) 892-2607, ext. 315, or the Administrative Assistant to the Clerk at ext. 322.

HOW DO I ENSURE THAT A \$50,000 PRIZE VALUE IS NOT EXCEEDED?

The organization must ensure that a prize value of \$50,000 is not exceeded prior to a licence being issued. Calculations must reflect the potential of a full, 52 draw raffle.

SELLING TICKETS FOR \$2.00

- At \$2.00 per ticket, a maximum of 960 tickets may be sold per week. Calculation illustrated below:

Ticket Cost	# of Tickets	Total Payout
\$ 2.00	960	\$ 1,920.00
50%	20%	30%
\$ 960.00	\$ 384.00	\$ 576.00
	52	
	\$ 19,968.00	\$ 29,952.00
		\$ 49,920.00

SELLING TICKETS FOR \$5.00

- At \$5.00 per ticket, a maximum of 384 tickets may be sold per week. Calculation illustrated below:

Ticket Cost	# of Tickets	Total Payout
\$ 5.00	384	\$ 1,920.00
50%	20%	30%
\$ 960.00	\$ 384.00	\$ 576.00
	52	
	\$ 19,968.00	\$ 29,952.00
		\$ 49,920.00

SELLING TICKETS FOR \$10.00

- At \$10.00 per ticket, a maximum of 192 tickets may be sold per week. Calculation illustrated below:

Ticket Cost	# of Tickets	Total Payout
\$ 10.00	192	\$ 1,920.00
50%	20%	30%
\$ 960.00	\$ 384.00	\$ 576.00
	52	
	\$ 19,968.00	\$ 29,952.00
		\$ 49,920.00

CATCH THE ACE RAFFLE DOCUMENTS TO BE SUBMITTED AT APPLICATION

Application for a Catch the Ace lottery will be submitted using the standard AGCO raffle lottery application form. Supporting documentation will include:

- Confirmation of unique ticket serialization (documented process showing how the licensee will ensure there are not duplicate tickets for all draws)
- Ontario Problem Gaming Helpline name and phone number (1-888-230-3505) to be included in Rules of Play, in all print advertising and on all stub tickets
- Proposed Draw schedule and sales plan
- Sample ticket
- Use of net proceeds (please identify specific project, not your organization's mandate or purpose)
- Rules of play to include but not limited to:
 - Advertisement that all raffle draws will be video recorded in order to ensure raffle integrity
 - Tickets may be purchased by cash only
 - Ontario Problem Gaming Helpline name and phone number (1-888-230-3505)
 - Exit strategy to ensure playing card security
 - Severe weather policy
 - Conflict of interest guidelines
 - Draw procedures
 - Maximum ticket sales per person
- Recorded process for preparing and storing the numbered envelopes
- Letter of credit when prize value reaches \$10,000
- Your organization's intended draw procedure

CATCH THE ACE RAFFLE DOCUMENTS TO BE SUBMITTED FOR REPORTING

TO BE INCLUDED WITH REPORT (within seven calendar days from every fourth draw, and the last draw)

- Video recording of each draw
- Deposit slips
- Cheque stubs
- Bank statements (as soon as available)
- Copy of the winning tickets
- Catch the ace logs
- Destruction log for all cards to include draw date, complete card details , destruction process and verification by the bona fide member who destroyed the card and another bona fide member in charge of the lottery licence
- Use of proceeds (if any)
- Record of all draws recording the sequence numbers and other characteristics for all tickets in play



3. Details of Prizes Paid Out

Canadian Dollars				
Total Number of Tickets Sold	Total Receipts	Total Draw Prizes	Total Progressive prizes accumulated	Progressive Prize Accumulated Since Last Report
970	\$ 4850.00	\$ 970.00	\$ 1455.00	\$ 1455.00

Note: Attach a list of all prize winners and winning tickets (labelled Question 3).

970 tickets x \$5.00 = 4850.00

4. Details of Administrative Expenses

Item	Name and Address of Payee	Cost
Premises Rent		\$
Operational Plan (security, police, armoured car, etc.)		\$
Licence Fee	Determined once lottery has concluded	\$ 3% of prize value
Other (specify)	Supplies	\$
Total Administrative Expenses:		\$
Net Proceeds Derived:		\$
Progressive Carry-Over to Next Draw:		\$

Note: Attach a list of Use of Net Proceeds Derived (labelled Question 4).

5. Details of Lottery Trust Account Deposit

Name of Financial institution in which the Trust Funds are deposited	
Branch Name	Branch Number (if applicable)

Branch Address

Street Number	Street Name	Street Type	Direction
Suite, Floor, Apt.	Lot, Concession, Rural Route	City, Town, Municipality	Postal Code

Canadian Funds

Date (YY/MM/DD)	Balances	Amount (\$ CAN)
	Opening Balance:	\$
	Balance as of last Report:	\$
	Balance as of this Report:	\$



Declaration

We, the undersigned, as two Principal Officers of the _____
 _____ Charitable Organization certify that this report is a
 correct statement of the lottery funds referred to herein.

	Charitable Organization Chairperson	Charitable Organization Secretary/ Treasurer
Signature	# 1	# 2
Print Name in Full		
Title	President of the organization	Secretary of the organization
Address		
Business Telephone	()	()
Date of Signing		

NOTE : All winning tickets for the full progressive prize including the name, address and telephone number of the winner must be submitted with this report.

DETERMINING YOUR RULES OF PLAY

Your rules of play govern how you will run your lottery. You must submit these with your licence application package.

EXAMPLE OF 'RULES OF PLAY'

THE RULES OF PLAY MUST BE POSTED AT THE LOCATION OF THE DRAW AND BE READILY AVAILABLE TO THE PUBLIC.

For example:

<Organization name> CATCH THE ACE RULES OF PLAY

- Ticket purchasers must be 18 years of age or older and be in Ontario at the time of purchase;
- Total of <#> of tickets printed;
- Only <#> tickets have been printed for each round of draws. Unsold tickets from previous rounds will be carried over to subsequent draws;
- Sales shall not exceed the set limit for each week plus the carry over count;
- As soon as the round sells out – it will be announced on <location>;
- The Maximum prize total to be awarded is CDN\$50,000;
- Ticket price is <price>;
- reserve the right to limit the number of tickets sold per person;
- <Organization name> reserve the right to limit the number of tickets sold per person. The limit will be <#>;
- Weekly draws will be held <day> nights at <time> at <location in full>;
- Ticket sales will not be sold after <time>;
- All draws will take place at the <location>, at <time>. Occupancy load for the locations is <amount> persons;
- All prizes will be paid by cheque in Canadian Funds;
- (If using roll tickets) The winner has <amount of time ex. 10 minutes> to claim their prize;
- (If using stub tickets) Winners have up to <time line ex. 1 year> after the date of the draw to claim their prize;
- One deck of 52 playing cards will be placed in individual envelopes and randomly numbered 1 to 52 inclusive and will be on a display board at the weekly draw location;
- Storage for the board will be placed in a locked area at the <location>. <names of persons> will be responsible for the removal and care of the board;
- Purchaser must complete the ticket including name, telephone number, email address and envelope number from the list of available numbers on the Available Numbers Control Sheet;
- The ticket purchaser is responsible for ensuring the ticket is filled out completely;
- The weekly winner shall be selected by drawing one ticket from a drum containing all of the tickets sold that week;

- The person conducting the draw will then open the envelope corresponding to the number noted on the selected ticket. If the envelope does not contain the Ace of Spades the envelope and the card will be destroyed. The weekly winner will receive 20% of the weeks ticket sales. If the envelope contains the Ace of Spades the winner will receive the value of the Ace of Spades pool and 20% of the weeks ticket sales. Once the Ace of Spades is selected the lottery ends;
- In the event the ticket purchaser failed to enter an envelope number on the ticket, the person conducting the draw will select the lowest even number envelope. In the event there is no even number envelope then the lowest uneven numbered envelope shall be selected;
- In the event the envelope number listed on the ticket has already been selected in a previous draw, the next highest number will be selected;
- Tickets are only valid for the draw they were purchased for;
- Once the draw is complete, the non-winning tickets are removed from the draw container and a new series of tickets will be sold for the next draw date;
- The ticket sequence used that week and the winning ticket number will be entered into the "Ticket Log". Subsequently, the stubs will be removed from the drum, placed into sealed containers and retained in a secured area for a minimum of 30 days. Winning tickets will be retained until 30 days after the conclusion of the licence;
- The winning name, ticket number, envelope and card selected will be posted on the following:
 - <Social media page name>
 - <website url>
 - <physical location>
- All draws will be video recorded to guarantee the integrity of the draw;
- The Ontario Problem Gambling telephone number is: 1-888-230-3505;
- In the event of storms, power outages or other catastrophic event(s) which cause a cancelation, the raffle will continue as usual on the following regularly scheduled draw day.

CONTROL PROCEDURES

TICKETS

- Tickets are sold for a single draw;
- Tickets must be unique from draw to draw;
- There must be no duplicate ticket numbers for all draws under a licence. There must be a documented process in place showing how the licensee will ensure there are no duplicate tickets for all draws;
- Tickets are only eligible for the draw for which they are purchased ;
- After the draw is completed, the non-winning tickets are removed from the container, kept for 30 days and destroyed;
- The licensee will keep a record or log of all draws recording the sequence number and other characteristics for all tickets in play;

DRAW PROCESS

- Immediately prior to the draw, the ticket sales for the draw, the draw prize and the current progressive jackpot amount must be announced;
- In the event that the ace of spades is not drawn, the licensee will immediately destroy the card selected by the winner of the draw. The licensee must maintain a log to record the destruction of all cards. The log must include:
 - The draw date
 - Complete card details
 - Verification by the bona fide member who destroyed the card and by another bona fide member in charge of the lottery licence
- All draws will be recorded by the licensee;
- Video will capture the ticket draw and selection of the card;
- Participants will be advised in the Rules of Play that all raffle draws will be video recorded in order to ensure raffle integrity;
- Video recordings must be secured by the licensee and made available to the licensing authority upon request. All video recordings must be maintained for at least 30 calendar days after the draw date, after which they may be deleted or destroyed;
- The video recording shall be in high definition (minimum resolution - 720p) in a well-lit environment, have an unobstructed view of all raffle activities and show:
 - Selection of the winning draw ticket;
 - Selection of the envelope by the bearer of the winning draw ticket;
 - Reveal of playing card within selected envelope; and
 - Destruction of playing card

PRIZE BOARDS UP TO \$50,000:

- Municipal licensing authorities may issue licenses for Catch the Ace events with a prize board up to \$50,000. As part of the application process, applicants will submit a proposed draw schedule and sales plan outlining the maximum sales and prizes per draw to ensure the cumulative prizes do not exceed \$50,000 for the licence period. Municipalities may charge up to 3% of prizes for the licence fee;
- Prize boards over \$50,000 will be referred to the AGCO to obtain a licence.

LICENCE FEE

- Licence fee is 3% of the total prize value – due after the final draw;
- This is payable to the Town of Pelham from the organization's designated lottery account.