

MILBORNE ST ANDREW 100 CLUB20th April 2017

Dear Member,

Thank you for your continued support to the MSA 100 Club. The manner in which this lottery fund is both governed and implemented is due to change imminently. The aim of this note is to inform you of those changes and provide you with a formal set of rules and regulations. The key points to note are:

- With effect from 1st February 2017 the draws will take place on a monthly basis providing members with even more opportunities to win.
- The first draw in the New Year will take place on Thursday 9th February 2017 (note the date change from the January MSA Reporter) and then the second **Wednesday** of each month from thereon in.
- The price of a ticket will remain the same i.e. £5 per draw.
- Door to door cash collections will be phased out, with an emphasis on members paying by BACS or Bank Standing Order.
- For those that have already paid in advance, your subscriptions will be carried forward.

Aim

The MSA 100 Club is a Small Society registered lottery fund established by the MSA Sports Club. By mutual agreement the proceeds of the lottery fund are split equally between the MSA Sports Club and St Andrew's Church.

Rules**Governance**

1. The MSA 100 Club is registered as a small society lottery fund operating under the Gambling Act 2005. It is registered with the North Dorset District Council on an annual basis.
2. The promoter is appointed by the MSA Sports Club.
3. The MSA 100 Club is managed by a voluntary committee of at least four people, which includes a Chairman and Treasurer who are appointed by, but not necessarily members of, the MSA Sports Club and 2 other Church committee members who are appointed by, but not necessarily members of, the St Andrews PCC.
4. A separate MSA 100 Club bank account is set up to deal with all subscriptions, prizes and other fees associated with the MSA 100 Club.
5. The proceeds of the MSA 100 Club are split equally between the MSA Sports Club and St Andrew's Church, following payment of any expenses such as the annual lottery registration fee and any advertisement charges. The latter must be directly associated with the MSA 100 Club.
6. Annual accounts are to be produced, independently verified and published to all members at the end of January each year.
7. The MSA 100 Club Committee reserves the right to alter the Rules of the MSA 100 Club from time to time, as may be necessary, but at least one month's written notice must be provided to all members.

Member Registration

8. Members must be 18 years of age or older.
9. All members must fill in a membership form (see attached) to confirm that they agree to abide by these rules which must be returned to the MSA 100 Club Treasurer.
10. Subscriptions are to be £5 per month per ticket and may be paid up to 12 months in advance.

11. Multiple tickets may be purchased.
12. Subscriptions are to be paid by BACS, Bank Standing Order, cheque or cash as follows;
 - a. **BACS.** BACS payments should be made on the 1st day of each month and are to be sent to Sort Code 56-00-35 Account No 16909674 using MSA 100 and your initials and surname as the reference i.e. MSA100_ASMITH.
 - b. **Bank Standing Order.** Bank Standing Orders (see form attached) should be arranged for the 1st day of each month and sent to the member's bank. The tear off slip is to be returned to the MSA 100 Club Treasurer at the address provided on the form.
 - c. **Cheque or cash.** Cash and cheque payments will only be accepted for 6 or 12 month subscriptions. Cheques should be addressed to the Treasurer. Cash payments are to be made in person by arrangement with the Treasurer. Cheques are to be made payable to 'MSA 100 Club'.
13. All subscriptions are to be made by no later than the end of the preceding week of the draw. i.e. before midnight on the Sunday.
14. Draws are to take place on the second **Wednesday** of each calendar month unless notified otherwise. Members will NOT be included in the monthly draw if the appropriate subscription has not been received by midnight of the Sunday preceding the draw.
15. Members can cancel their entry of the lottery at any time. Refunds of subscriptions for draws that have taken place will not be refunded, however a refund of advance subscriptions will be permissible.

The Draws and Prizes

16. A draw will take place at the Royal Oak or other public place at 8pm on the second **Wednesday** of each calendar month unless notified otherwise.
17. The draw will be conducted by three people, consisting of at least two MSA 100 Club Committee members.
18. Prizes will be dependent on how many members have subscribed for that particular draw based on the following:

| | |
|----------------------------|--|
| Between 75 and 100 members | First Prize £100. Second Prize £50. Third Prize £10. |
| Less than 75 members | First Prize £100. Second Prize £25. No Third Prize. |

Prize limits are to be announced at the venue of and prior to the draw taking place.

19. Winners will be notified either directly during the draw or by email or telephone. Payment of prize winnings will be made by bank transfer or cheque.
20. A list of winners is to be promulgated in the MSA Reporter and in the Royal Oak unless members specifically request that they remain anonymous.
21. The payment of prize winnings is to be made no later than the last working day of the month of the draw.

Chairman MSA 100 Club
 Mr Paul Sutcliffe
 14a The Rings
 Milborne St Andrew
 DT11 0HY
 Tel: 07762 214910

Attachments:

1. MSA 100 Club Membership Form.
2. Bank Standing Order Form.

MSA 100 CLUB MEMBERSHIP FORM

Full Name:

Address:

.....

.....Postcode:

Telephone: Email:

I wish to be a member of the MSA 100 Club.

I wish to buy (Qty) numbers in the monthly prize draw and;

- *Enclose the tear off slip from the completed standing order form and have instructed my bank to pay £5 per ticket per month.
- *Have paid by BACS for a 6 month period at £30 per ticket.
- *Have paid by BACS for a 12 month period at £60 per ticket.
- *Enclose a cheque for a 6 month period for £30 per ticket.
- *Enclose a cheque for a 12 month period for £60 per ticket.
- *Agree to pay the Treasurer in cash for a 6 month period at £30 per ticket.
- *Agree to pay the Treasurer in cash for a 12 month period at £60 per ticket.

I have read, understood and agree to abide by the aforementioned rules as defined above. I *authorise/do not authorise my name to be displayed in the MSA Reporter and/or Royal Oak if I am a winner.

*please delete as appropriate.

Signed: Date

MSA 100 Club Treasurer:

Dr Andrew Mott
Barton Hill Cottage, Little England, Milborne St Andrew, DT11 0JU
Tel: 01258 837208

Lottery Numbers allocated: (Office use only).....

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MSA 100 CLUB STANDING ORDER FORM

Standing Order (Send to YOUR bank)

To the Manager (name of bank)

Bank Address
.....
.....

This is a **new Standing Order**

Please pay:

| | |
|------------|-----------------------------|
| Account | Milborne St Andrew 100 Club |
| Bank | Nat West Bournemouth |
| Sort Code | 56-00-35 |
| Account No | 16909674 |

the sum of £..... (in figures) (in words)

commencing on the first day of (month) (year) and a like sum every
*month/quarter/year until further notice and debit my account with each payment when made.
(*delete as appropriate).

My bank account name

My bank account number

Signed Date

Address

.....

Alternatively use the details above to start or amend a standing order via your online banking service.

-----**TEAR SLIP HERE**-----

Please return to:

The MSA 100 Club Treasurer
Dr Andrew Mott
Barton Hill Cottage, Little England, Milborne St Andrew, DT11 0JU
Tel: 01258 837208

From:

.....

.....(your full name and address)

I have instructed my bank (name)(account no) to make
regular payments by Bank Standing Order to the MSA 100 Club commencing (month/year).

Signed Date