



PEEBLES HIGH SCHOOL (PHS) LOTTERY

Registration Number SBT SL021

CONSTITUTION AND RULES

Purpose:

PHS Lottery was formed as an initiative of PHS PTA, with the objective to raise funds for the benefit of Peebles High School pupils. After every draw the net surplus is transferred to the PHS charity Friends of Peebles High School (SCIO) and funds are subsequently released by way of donation in response to formal requests from school management. Ratification is by majority decision during Parent Council Meetings. Historically, funds have been provided to purchase school equipment and learning resources.

Constitution:

The PHS Lottery is defined by the Gambling Commission as a Small Society Lottery. It is registered with Scottish Borders Council and a financial return is supplied to them, subsequent to each draw. Other regulatory aspects stipulate that:

- a) The lottery must retain at least 20% of income for its established beneficial objective. Therefore, prizes and expenses cannot exceed 80% of income and
- b) Maximum income for a single lottery must not exceed £20,000 and annual income for all draws must not exceed £250,000 and
- c) No single prize may exceed £25,000 and whilst rollover prizes are permitted, again they must not exceed £25,000 in value and
- d) Lottery participation is only available to persons over the age of 16 years.
- e) The Promoter of the Lottery is Friends of Peebles High School Treasurer David Flynn, assisted by Eric Nightingale. They are contactable at: admin@peebleshslottery.org.uk

Rules:

1. **JOINING:** The lottery is open to all parents, staff, pupils and friends of the school over the age of 16 years. Application is made by completion of the relevant application form displayed on the PHS Lottery page of the school website. Following completion please forward it for the attention of the Promoter at the email address quoted above and you will be provided with the relevant Lottery Bank Account details, for setting up your regular payment.
2. **TICKET PRICE:** Tickets cost £6 per draw and there is no restriction on the number of tickets that may be purchased by any one participant.
3. **PAYMENT METHOD:** Payment can be made by Standing Order or if preferred, by Faster Payment Instruction into the PHS Lottery Bank Account (details provided upon return of a completed entry form). Should any other method of payment be preferred it may be accommodated at the discretion of the PHS Lottery Administrators.
4. **ENTRY INTO LOTTERY:** Should any participants, prior to the draw date, pay an amount less than the minimum ticket price, or an amount that is not divisible by £6, their shortfall or surplus contribution will be carried forward for aggregation and participation in future draws at the

discretion of the Lottery Administrators. Members who failed to increase their £3 quarterly contribution (the original ticket price) to cover the £6 minimum ticket price will only be included in the June and December draws.

5. **DRAW FREQUENCY:** Four times per year, in March, June, September and December and the exact date of the next draw will be communicated at the time of the latest draw.
6. **DRAW LOCATION:** Draws will be performed by at least two of the people identified in paragraph e) of the constitution, using a random number generator at a location deemed appropriate by the promoter or via a digital meeting if circumstances require.
7. **PRIZES:** The Lottery aims to maintain at least 75% of income to meet its beneficial objectives. There is no desire to release greater than 25% of income per annum as prizes. Prizes currently awarded at the quarterly draws consist of a 1st prize of £100, a 2nd prize of £50, a 3rd prize of £25 and a 4th prize entitling the winner to an additional entry in the next draw (subject to a minimum subscription of £6 being paid in both the prizewinning draw and the subsequent draw). All ticket holders will share an equal chance of winning any one of these prizes. Multiple ticket holders therefore have the opportunity of winning one or more of these prizes. Amendment to prizes may be achieved with the agreement of the PHS Parent Council and will be communicated to lottery members at least one month in advance of the next draw.
8. **LOYALTY REWARD “Buy six tickets get one free”:** From March 2022, member loyalty will be rewarded. Every time a member has made a contribution equivalent to the purchase of six tickets over a consecutive period, they will be given an additional free ticket in the next draw. Any break in membership will result in the loss of accrued loyalty rewards.
9. **PAYMENT OF PRIZES:** Prizes will be awarded by cheque and they will be posted to the winner’s recorded address within one week of the draw. If all attempts to contact a winner fail, after a period of six months the prize will be retained by the PHS Lottery to meet its beneficial objectives.
10. **PUBLICATION OF WINNERS:** The winning participants will be formally notified in writing within one week of the draw. Their names will also be published on the Parent Council social media pages.
11. **PRIZES NOT BANKED:** Should a winner fail to bank their prize cheque within 6 months of the issue date, their prize will be forfeited and the funds will be retained by the PHS Lottery to meet its beneficial objectives.
12. **DEFAULT AND ARREARS:** Any participant who defaults on payment will be excluded from the relevant draw. Participants in arrears are discussed in rule 4. The Lottery Administrators wish to emphasise the importance of meeting the minimum ticket price requirement, as an under-payment can lead to administrative burden being placed upon them.
13. **HOW TO LEAVE:** Lottery participants are free to leave the lottery at any time by cancelling their standing order. Email notification to the Lottery Administrators would also be appreciated.
14. **DISPUTES:** In the event of any dispute, complaints should be addressed in writing to the Lottery Promoter. Dispute resolution will be handled by the School Parent Council, independent of any persons contained within sub- paragraph (e) of the constitution and their decision will be final.
15. **PRESENTATION OF LOTTERY ACCOUNTS:** A Receipts and Payments Account and Statement of Balances will be prepared by the Treasurer for presentation at the Parent Council AGM.
16. **AVOIDANCE OF CONFLICT:** The Lottery Promoter, Treasurer, Lottery Administrators and their family members may purchase lottery tickets but they will not be eligible to win prizes.
17. **CHANGES TO CONSITUTIONAL RULES:** These will be proposed by the Lottery Promoters for the consideration and approval of the current post holders of the PHS Parent Council. Communication of any changes to rules will be communicated to members via the PHS Website.