

RAFFLE POLICY

SECTION 1 INTRODUCTION

- 1.1 The policy covers the management of raffles under the Deaf Sports & Recreation Queensland. It does not apply to raffle conducted by the association-members independently.
- 1.2 The policy also covers any individual who is not a member of the affiliated association-member, but who applied for individual membership in accordance with constitution of Deaf Sports and Recreation Queensland.
- 1.3 The policy was formulated to prevent possible legal actions and abuse against the Deaf Sports & Recreation Queensland and its affiliated association-members.

SECTION 2 OBJECTIVES

- 2.1 The main objective of conducting raffles is to raise funds for Deaf Sports & Recreation Queensland and its affiliated association-members.
- 2.2 The association-member shall receive funds through commission. The rate of commission shall from raffle to raffle be determined by the representatives.
- 2.3 After all expenses and commission paid, the profit shall go to the Deaf Sports & Recreation Queensland for the furtherance of its objectives.

SECTION 3 DUTIES OF DEAF SPORTS and RECREATION QLD

- 3.1 DSRQ through the Finance Committee shall organise all preparation of raffle tickets and selection of prizes.
- 3.2 DSRQ shall maintain records of tickets issued and returned, to whom and list of ticket numbers.
- 3.3 DSRQ shall reconcile all cash receipts upon receiving. A cash reconciliation sheet shall be supplied upon supplying for this purpose.
- 3.4 DSRQ shall prepare and supply nametags to any association-member who requests them for door to door selling. The nametags shall remain property of DSRQ at all times. Upon completion of a round of raffle, the association-members shall return them to the office of Deaf Sports and Recreation Queensland.

SECTION 4 DUTIES OF ASSOCIATION/MEMBERS ENTERING IN RAFFLE WITH DEAF SPORTS and RECREATION QLD

- 4.1 The association-member shall conduct the selling in a lawful matter and shall not contravene the Charitable and Non-Profit Gaming Act 1999. The Act can be obtained from the GoPrint at Woolloongabba. Where in doubt, the association-member can check with DSRQ office.
- 4.2 All tickets, whether sold or unsold must be returned by the closing date. The association-member shall, within its power, endeavour to collect all tickets.

- 4.3 In perusal to 3.3, each association-member shall record list of person tickets are allotted. Upon receipt of returned tickets, sold or unsold. The person responsible shall confirm each returned books, sold and unsold.
- 4.4 Once commission is received by the association-member, the matter of using the commission is at the association-member's discretion.
- 4.5 If the committee of association-member determine that the commission goes toward state, national or international representation, the association-member shall maintain a frozen fund under the name of any individual selling the raffles and/or distribute equally.
- 4.6 For any individual member of DSRQ (for example, not a member of any association-member as explained by constitution), the fund shall be maintained by DSRQ as per Fundraising Policy.

SECTION 5 MISSING BOOKS

- 5.1 This section shall prevent legal actions against DSRQ and/or its affiliated association-members.
- 5.2 In case of missing books, the association-member shall have two options;
 - 5.2.1 The association-member shall pay for the missing book/s
 - 5.2.2 The association-member shall sign a Statutory Declaration, witnessed by a staff of Deaf Sports and Recreation Queensland, that the missing book/s has not been sold. If the Statutory Declaration eventually proved false, DSRQ shall not be liable for breach of the Acts.