



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](http://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:

<b>Ticket Cost</b>	<b># of Tickets</b>	<b>Total Payout</b>
\$ 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:

<b>Ticket Cost</b>	<b># of Tickets</b>	<b>Total Payout</b>
\$ 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:

<b>Ticket Cost</b>	<b># of Tickets</b>	<b>Total Payout</b>
\$ 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 APPLICATION

- Application for a Catch the Ace will be submitted using the Application to Manage and Conduct a Raffle Lottery;
- A blank copy of this application can be obtained through the Clerk's department or found on the Town of Pelham Website;
- Please indicate on the application that it is a Catch the Ace event.

 <p>Alcohol and Gaming Commission of Ontario Gaming Registration and Lotteries 96 Sheppard Ave. E., Suite 200 Toronto, ON M2N 3K4 416-325-8700 1-800-622-2876 toll free in Ontario / sans frais en Ontario</p>	<p>Commission des alcools et des jeux de l'Ontario Inscription pour les jeux et loteries 96, av. Sheppard Est, bureau 200 Toronto, ON M2N 3K4</p>	<p>Group Identification Number (GIN) Numéro d'identification d'organisme (NIO)</p> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div>	<p>Application to Manage and Conduct a Raffle Lottery Demande de permis pour administrer et conduire une tombola (tirage)</p>
* Catch the Ace *			
<p>We, the undersigned, as two principal officers of record (organization)</p> <p>#1 _____</p> <p>#2 _____</p> <p>Address _____</p> <p><u>Address of organization</u></p> <p>apply for a licence to manage and conduct a Raffle Lottery from the premises municipality known as _____</p> <p><u>Location of Catch the Ace event:</u></p> <p>and situated in the Municipality of _____</p> <p><u>Town of Pelham</u></p> <p>between the dates specified, and for the charitable or religious objects and purposes, and in the manner described herein.</p> <p>1. The Charitable or religious objects or purposes to which proceeds are to be donated are described as _____</p> <p><u>List of specific organizations and objectives</u></p> <p><u>in accordance with AGCO Regulations.</u></p> <p>2. The total value of all prizes to be awarded in the Raffle Lottery for which this application is made will be \$ _____ <u>TBD</u> _____ cash value, or merchandise or articles at equivalent market retail value. Merchandise prizes are described as _____</p> <p><u>Canadian funds paid by cheque</u></p> <p>3. Closing date for the sale of the tickets will be <u>determinant</u> _____ and the draw for a winner or winners will be made at (address) _____</p> <p><u>Location of Catch the Ace</u></p> <p>on (date) _____ <u>date</u> _____ at (time) _____ <u>time</u> _____</p> <p>If a series of draws, beginning date _____ <u>date</u> _____ ending date _____ <u>unknown</u> _____ Number of draws _____ <u>ex. 1/week</u> _____</p> <p>4. A winner or winners will be determined by (describe) _____</p> <p><u>i.e. Draw of ticket</u></p> <p>and the name(s) and address(es) of the winner or winners will be published (describe) _____</p> <p><u>i.e. webpage, social media, local newspaper</u></p> <p>5. The total number of tickets to be printed will be _____ <u>ex. 500</u> _____ and all tickets will be numbered consecutively from _____ <u>001</u> _____ to _____ <u>0500</u> _____ Price per ticket \$ _____ <u>5.00</u> _____</p>		<p>Les soussignés, qui sont deux principaux dirigeants de (organisme) _____</p> <p>Adresse _____</p> <p>font une demande de permis pour administrer et conduire une tombola (tirage) dans les locaux connus dans la municipalité sous le nom de _____</p> <p>et situés dans la municipalité de _____</p> <p>entre les dates indiquées, à l'intention des œuvres religieuses ou de bienfaisance spécifiées et de la manière décrite dans les présentes.</p> <p>1. Les profits seront répartis aux œuvres religieuses ou de bienfaisance suivantes. _____</p> <p>2. La valeur totale de tous les prix qui seront attribués dans le cadre de la tombola (tirage) pour laquelle cette demande est faite sera de _____ \$ en espèces, ou une valeur équivalente au détail. Les prix de valeur au détail consisteront en _____</p> <p>3. La date finale pour la vente de billets sera le _____ et le tirage du ou des gagnant(s) sera fait au (adresse) _____</p> <p>le (date) _____ à (heure) _____</p> <p>S'il y a plusieurs tirages, première date _____ dernière date _____ Nombre de tirages _____</p> <p>4. Le ou les gagnants seront déterminés (préciser) _____</p> <p>et le nom et l'adresse du ou des gagnant(s) seront connus par (préciser) _____</p> <p>5. Le nombre total des billets qui seront imprimés sera de _____ et tous les billets porteront des numéros consécutifs allant de _____ à _____ Prix du billet _____ \$</p>	
Certificate / Attestation			
<p>We (name)/Nous soussignés(nom) _____ <u>Two (2) Signing officers</u> _____</p> <p>of (organization) /de organisme) _____ <u>Organization</u> _____</p> <p>of (municipality)/de (municipalité) _____ <u>Town of Pelham</u> _____ of the county/du comté de _____ <u>Regional Niagara</u> _____</p> <p>jointly and severally, hereby certify that/attestons collectivement et individuellement que:</p>			
<p>1) We have read, and have in our possession, and agree to comply with, the provisions of Schedule A-Terms and Conditions under which the Lottery Licence is issued.</p> <p>2) We have read over this application.</p> <p>3) All facts stated and information furnished herein are true and correct.</p> <p>4) We are the holders of the offices with descriptive title as set out and appearing under our respective signatures below.</p> <p>5) If a licence is granted, we undertake to comply with all the terms and conditions of such licence.</p>		<p>1) Nous avons lu les dispositions de l'annexe A- modalités inhérentes à la délivrance d'un permis de tombola (tirage), que nous les avons en notre possession et que nous acceptons de nous y conformer,</p> <p>2) Nous avons lu la présente formule,</p> <p>3) Tous les faits indiqués et les renseignements fournis dans les présentes sont vérifiées et exacts,</p> <p>4) Nous assumons les fonctions correspondant aux titres spécifiés sous nos signatures respectives ci-dessous,</p> <p>5) Si un permis est délivré, nous engageons à en observer les modalités.</p>	
<p>Signed/Signature _____</p> <p>Print Name/Nom en lettres moulées _____</p> <p>Title/Titre _____ <u>President of organization</u> _____ <u>Secretary of organization</u> _____</p> <p>Bus. Telephone No. N°. de tél. d'aff. _____</p> <p>Date/Date _____</p> <p>Witness (sign) Témoin(signature) _____</p>			

## 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.