



## Rules and Regulations

Re: Northern Health Staff Lotto 505/50 Draw

This lottery is deemed a “major lottery” by the BC Gaming Commission and is regulated as such. We apply for and receive a gaming license to offer the lottery and must file a complete report to the Gaming Commission at the end of each license period.

Each September, we (the Foundation) apply for a renewed gaming license for an additional one (1) year period ending the following September. Employees wishing to participate in the NH Staff Lotto 50/50 Draw are required to authorize a payroll deduction and **(re)submit** their lotto forms to the NH Payroll Department **each year**. **This is a BC Gaming regulation and only those employees with payroll deductions are allowed to enter the lottery. If employees are on leave, extended leave, holiday, sick leave or extended sick leave and there are no earnings in a given pay period, you will not be entered into the draw for that given pay period.**

Spirit of the North Healthcare Foundation staff and Director are **NOT** allowed to participate in the lottery.

To develop a list of eligible participants, we take the alphabetized master list and expand it so that each individual entry has a number. If you pay \$10 you have two (2) numbers, if you pay \$15 you have three (3) numbers etc. We have a drum that holds numbered chips for each individual \$5 entry and only those individuals who have an amount deducted from their paycheck for that draw are eligible to win.

The winner is selected in a public drawing at approximately 10:00am on the payroll Friday. The draw is supervised by one of the Directors to the Board for the Spirit of the North and a staff member. The winning chip is selected by a member of the public (not involved in the draw and therefore not eligible to win). They witness the matching of the chip number with the corresponding name on the master list and sign a document to that effect.

After the winner is selected, we contact them via telephone. At the end of every second (2<sup>nd</sup>) month, we inform the general staff of NH via All\_USERS email as to who those winner are. The funds are paid on a gaming cheque to the winner and all of the paperwork is subject to public and gaming audits.

This is the process for determining the winner of the NH Staff Lotto 50/50 Draw. We also have, and maintain a list of every draw date, winner, total prize pool, prize awarded and this is provided to the BC Gaming Commission each year.