

Community Raffle

APPLICATION GUIDE FOR YOUTH SPORTS

- This guide is intended to assist **youth sports teams** in completing the Community Raffle application.
- This is not a comprehensive guide. These instructions are meant to highlight sections of the Community Raffle application that related specifically to youth sports teams. For additional assistance with sections not included in this document, please refer to the [Community Raffle Application Guide](#).
- The information contained in this guide is instructional and does not replace the Raffle Terms and Conditions.

SECTION A: Organization Information

In order to be eligible for a Community Raffle licence, organizations must be either charitable or religious in nature. Youth sports teams are generally considered charitable organizations as they provide a significant benefit to the community. All organizations must provide background information to support their status as a charitable organization.

5. **Background Information:** When submitting a new application, organizations are expected to provide background documents supporting their status as a charitable or religious organization. Youth sports teams are expected to provide the following documents:
- Letter of support
 - The letter must come from your official association and be signed by authorized representatives.
 - Official team roster
 - Only the *official* team roster will be accepted. Handwritten or incomplete rosters will not be accepted.

A sample letter of support and team roster is included with this application guide.

6. **Current Executive:** A minimum of two executive members (or their equivalent) must be included in order for the application form to be considered complete. Equivalent executive positions include Head Coach, Assistant Coach, Manager or Trainer. At least one of these individuals must also appear on the official team roster. Each person must be prepared to respond to inquiries regarding this application.

SECTION B: Use of Profits

9. **How will the profits from this raffle be used? (Please be specific):** The proceeds from your raffle cannot be used for personal gain of any kind. Any uniforms, equipment or supplies purchased using lottery profits must remain with the team.

Examples of eligible use of profits:

- Ice rental costs
- Tournament registration fees
- Player equipment (helmets, sticks, pants, uniforms, etc.) *So long as the equipment remains with the team*
- Supplies (medical kits, safety equipment, training equipment)

Examples of ineligible use of profits:

- Equipment intended for personal use (i.e. socks or personalized jerseys)



Liquor and Gaming
Authority of Manitoba

www.LGAmanitoba.ca

SECTION C: Raffle Information

10. Raffle Type: The two most common raffle types for youth sports teams are percentage payout (commonly referred to as 50/50), and regular raffle.

If you want to conduct a 50/50 raffle at all home games throughout the season, you would complete section 10D of the Community Raffle application form.

If you have a merchandise prize or series of prizes and want to hold a single draw at the end of the season, you would complete section 10B of the Community Raffle application form.

Draw Information (Schedule)

If you would like to conduct a raffle on an ongoing basis, please include a schedule with your application and indicate the approximate time of each draw.

For example, if you plan to conduct a 50/50 raffle at every home game throughout the season, simply indicate the approximate time of the draw (3rd period of all home games), along with the location of your home arena.

You must then include a copy of your schedule when submitting the application form. If you only have a partial schedule (first half of season), or you do not have a schedule at all, you must provide an estimate of how many games will be played.

Ticket Information

No matter what type of raffle you are conducting, you must provide details on the tickets you will be using. You must identify the maximum number of tickets available for sale, along with the cost per ticket and the anticipated gross revenue. These calculations should be based per game and not for the entire season.

	Single Tickets	Discounted Tickets	Totals
Number of tickets per game	150	150	300
Per ticket price	\$2	3 for \$5	-
Anticipated gross revenue (per game)	\$300	$(150/3) \times \$5 = \250	\$550

SECTION E: Submission

Your application can be submitted by email, fax or in person. Please do not submit incomplete applications. Your application must include all applicable supporting documents, including:

- Letter of support
- Official team roster
- Schedule (if applying for an ongoing raffle)
- Application form with signed certification page

SECTION F: Certification

At least one member of the executive must sign the application form. It does not matter which executive signs, as long as the individual is listed on the official team roster. The raffle chair cannot sign unless they are also identified as a member of the executive on your official team roster.

SAMPLE LETTER OF SUPPORT

[OFFICIAL LETTERHEAD OF ASSOCIATION]

Date

Liquor and Gaming Authority of Manitoba
Gaming Licence Department
800 – 215 Garry Street
Winnipeg, MB R3C 3P3
Fax: 204-954-9450
Email: gaminglicence@LGAmanitoba.ca

RE: LETTER OF SUPPORT for [TEAM NAME]

This letter is to confirm that the above noted team is a member in good standing within the [ASSOCIATION] for the 2017/2018 season. The [ASSOCIATION] recognizes the need for fundraising activities and supports their application for a lottery licence.

Sincerely,

[NAME]

[TITLE]

[CONTACT INFORMATION]

Official Team Roster

Team: Capital City 7s
Season: 2017-2018
League: Great Plains Sports League
Print Date: 2017-08-05
Division: AA
Jersey Colour: Red/Silver
Category: 7

PLAYERS

#	LAST NAME	FIRST NAME	CONTACT	DOB (yyyy-mm-dd)	REGISTERED	POSITION	STATUS
12	Anderson	Noah	(431) 555-1540	2010-01-30	2017-06-30	Player	Approved
9	Bobby	Ryan	(431) 555-6434	2010-04-15	2017-07-01	Player	Approved
5	Cruz	Jonathan	(431) 555-4793	2010-11-04	2017-06-30	Player	Approved
14	Dubois	Gavin	(431) 555-1143	2010-05-11	2017-06-30	Player	Approved
3	Ebner	Gabriella	(431) 555-4934	2010-02-28	2017-07-03	Player	Approved
7	Fournier	Thomas	(431) 555-9430	2010-12-30	2017-06-30	Player	Approved
10	Greene	Jaymie	(431) 555-4458	2010-08-14	2017-07-01	Player	Approved
19	Hernandez	Aiden	(431) 555-3730	2010-04-15	2017-07-01	Player	Approved
21	Krentz	Emma	(431) 555-5551	2010-04-01	2017-06-30	Player	Approved
1	Louis	Robbie	(431) 555-7949	2010-03-27	2017-06-30	Player	Approved
15	MacDonald	Joshua	(431) 555-1436	2010-07-11	2017-06-30	Player	Approved
20	Nowakowski	Avery	(431) 555-2234	2010-03-17	2017-07-01	Player	Approved
11	Olinyk	Jessie	(431) 555-5197	2010-01-04	2017-06-30	Player	Approved
17	Ramirez	Michael	(431) 555-0943	2010-04-30	2017-07-01	Player	Approved
8	Smith	Sandra	(431) 555-7573	2010-02-12	2017-06-30	Player	Approved
2	Torres	Olivia	(431) 555-1973	2010-02-21	2017-06-30	Player	Approved
4	Weber	Mason	(431) 555-6463	2010-07-24	2017-07-01	Player	Approved

PLAYERS: 17

COACHES/STAFF

-	MacDonald	John	(431) 555-1436	1983-11-19	2017-04-28	Head Coach	Pending*
-	Fournier	Emily	(431) 555-9430	1981-02-04	2017-05-02	Assist. Coach	Pending*
-	Anderson	Eric	(431) 555-1540	1979-05-04	2017-07-02	Trainer	Approved

COACH/STAFF: 3

*Waiting for full certification - Please notify league as soon as status received

League: Great Plains Sports League
Address: 99 Main Street, Capital City, Manitoba R1A 1A1
Phone: (431) 555-0010
Email: president@greatplainssportsleague.ca

Official Team Roster Sample

This is a sample document which can be used as guidance when submitting your application. At a minimum, your official team roster should include the following components:

1. Must be the official roster for the current year (Do not submit unofficial documents or handwritten notes)
2. Team name
3. League name
4. Division and/or age category
5. A list of approved coaches and team staff, including their position titles
6. League contact information