

Sports & Arts in the Community (SpArC) South West Shropshire (Charity Reg. 1170997)

Terms & Conditions for Membership of 500 Club

1. Membership qualifications

The Club is open to all members of the SpArC Leisure Centre, Friends of SpArC Theatre, staff , family and friends and members of the local community as well as others wishing to support the Centre. However, members must be aged 16 years or older and proof of age must be provided where requested.

2. Application Forms & Standing Order Mandates

2.1 Blank Membership Application Forms together with a 500 Club Envelope may be obtained from the Reception Desk at the SpArC Centre, or Enterprise House from the 12th April 2021 onwards or downloaded from the website www.savethesparc.org

2.2 The application form must be signed and fully completed by applicants in black ink to ease photocopying , enclosed in the 500 Lottery Envelope provided and handed in to Enterprise House or emailed to sparc500club@gmail.com.

2.3 The Standing Order Mandate will be emailed once the membership application has been received and will contain a reference number and this will need to be forwarded to the applicant's bank. Applicants must arrange a monthly membership payment date of the 5th of each calendar month to qualify for the inclusion of their allocated numbers in the following month's Draw. Failure to do so will result in membership applicants being requested to complete another Mandate Instruction leading to delay in membership enrolment. If, for whatever reason, a Member's monthly subscription fails to reach the SpArC Charity's Bank Account by the 5th of the month, his or her allocated numbers will not be entered into the following month's Draw and this may lead to the Trustees cancelling the 500 Club Membership.

An applicant may instruct their bank or building society to make the requisite payment on the due date by either:

-forwarding the hard copy of the completed and signed Standing Order Mandate to their bank or building society

or

-setting up a Standing Order Mandate using an on-line banking facility. If this option is chosen the reference number referred to above must be included in the Mandate instructions issued to the bank or building society.

If the applicant has no access to email or a printer, a confirmation letter and standing order mandate will be posted to the address given on the application form.

2.4 It will be the sole responsibility of Members or their authorised representatives to notify the Administrator of any changes to the address and contact details shown on the Application Form, as well as changes to the Standing Order Mandate Instructions (for example, any change to the Member's Bank or Building Society account details). Should a Member transfer his or her banking or building society arrangements to an alternative provider, the Member should immediately notify the 500 Club Administrator at Enterprise House either by email or phone.

Should a Member wish to cancel his or her STO, it will be the Member's responsibility to notify the bank or building society and **also** inform the 500 Club's Administrator at Enterprise House in writing by email.

3. Allocation of Draw Number (s)

Once the 500 Club Administrator has successfully checked and processed the Application Forms, applicants will receive by email or post confirmation of their enrolment as Members together with notification of the Draw Number/s they have been allocated and a standing order mandate. Members should keep the details of their Draw Numbers in a safe and secure place.

4. The Monthly Draw

The draws will take place 12 times a year with 6 prize-winners per draw.

The total annual prize monies paid out will be 47.5% of the gross annual membership subscriptions received.

Potentially, with 500 members, the Club would provide a gross income of £48k per annum, which, after deducting the total annual prize monies of £22800 (47.5%), and the SpArC Charity's donation of £4250 (8.8%) as a contribution towards covering the costs of administering the Lottery, will yield a net annual contribution to the Charity's funds of £ £20950. This sum will be exclusively used to invest in improving the provision of SpArC's Sports, Theatre and Arts services to your Community.

The monthly prize monies paid out for each of the 11 months other than December will be 32.5% of the total gross membership subscriptions received on the 5th of the previous month. The allocation of this sum will be as follows:

- first prize 12.5%
- the two second prizes 6.25% each
- the three third prizes 2.5% each

However, the prize monies paid out in the "bumper" December Christmas Draw will be 212.5% of the membership subscriptions received on the 5th November. The allocation of this sum will be as follows:

- first prize 62.5%
- the two second prizes 37.5% each

- the three third prizes 25% each

The Draw will be held on the first Monday of each month normally at SpArC. In the event of it having to be held elsewhere, the alternative venue will be advertised in advance. Should the first Monday of a month be a Bank Holiday in England, the Draw will take place on the first weekday following the Monday which is not a Bank Holiday in England.

The “mechanics” of the Draw will be as follows:

- The first unique number to be “drawn” will be for the first prize
- The second and third numbers “drawn” will be for the two second prizes
- The fourth, fifth and sixth numbers to be “drawn” will be for the three third prizes

Winners will be contacted by an email or letter sent by the Trust’s Treasurer or Deputy Treasurer confirming the details. Payment of prize monies will be by cheque or on-line bank transfer whichever method the prize-winners choose . The payments will be arranged by the Treasurer and countersigned by the Deputy Treasurer.

The names of the winners will be posted each month on the Save the SpArC Facebook page and website and included in press releases. Should it prove not possible to contact a winner, the prize money will be donated to the SpArC Charity funds after a period of 6 months from the date of the Draw.

In the case of any dispute the decision of the Trustees of the Sparc Charity will be final.