

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

## **Terms & Conditions for Membership of 500 Club Monthly Prize Draw**

### **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**

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 or downloaded from the website :-

[www.savethesparc.org](http://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](mailto:sparc500club@gmail.com).

### **3. Allocation of Draw Number (s)**

Once the 500 Club Administrator has 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. Members should keep the details of their Draw Numbers in a safe and secure place.

### **4. Payment Options**

The Application Form provides for payment of entry to the Monthly Prize Draw by either:

#### **4.1 Monthly Standing Order**

or

#### **4.2 Cheque (paying for 12 months membership in advance)**

or

#### **4.3 On-line Bank Transfer (paying for 12 months membership in advance)**

### **5. If you are paying by Monthly Standing Order ( STO):**

5.1 A Standing Order Mandate will be emailed or posted to you once the Membership Application has been received and will contain a Reference Number which will need to be forwarded to your bank. As an applicant you can instruct your bank or building society to make the requisite payment on a monthly date to suit you by either:

-forwarding the hard copy of the completed and signed Standing Order Mandate to your 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.

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

Should you wish to cancel your STO, you will need to notify the bank or building society and also inform the 500 Club's Administrator at Enterprise House in writing or by email.

## **6. Payment by Cheque**

If you choose this payment option, the cheque should be enclosed with the completed Application Form in the 500 Lottery Envelope provided and handed in to Enterprise House for the attention of the 500 Club Administrator.

Once the cheque has been cleared and your payment has been received in the 500 Club bank account your Draw ticket number(s) will be included in the next monthly prize draw.

## **7. Payment by On-Line Bank Transfer**

If you select this payment option, the 500 Club Administrator will forward you a Reference Number in writing or by email for you to use when setting up the On-Line Transfer. It is important that you await the receipt of this Reference Number prior to setting up the Bank Transfer as it will enable the Administrator to identify the receipt of your payment on the 500 Club bank statement.

Once your payment has been received in the 500 Club bank account your Draw ticket number or numbers will be included in the next monthly prize draw.

## **8. 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 by the 5<sup>th</sup> 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 by the 5<sup>th</sup> 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
- the SpArC website
- the Notice Board in the Reception area of SpArC
- in local 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.