General Criteria, Guide to the Draw Process and Terms and Conditions of Membership

1. Introduction

1.1 The following are the Terms and Conditions of the CFSLA Lottery. By completing the joining form and/or renewal form, you agree that you have read and understood these terms and they apply to and govern your participation in the Lottery.

1.2 If you do not accept the Terms and Conditions detailed, you should not accept them and should not complete the 'Joiners Form', in which case you will not be eligible to participate in the Lottery.

1.3 CFSLA ("the Lottery") is a weekly subscription draw.

1.4 The CFSLA is licensed with the Gambling Commission, number 18/00019/GAMB1

1.5 The person responsible for promoting the Lottery ("Responsible Person") is Lesley Baillie; CFSLA Treasurer.

1.5 The CFSLA will store and process your data in accordance with the provisions of the Data Protection Act 2018 (https://www.legislation.gov.uk/ukpga/2018/12/contents) and Clackmannanshire Council's Record Management Policy.

2. Terms and Condition of Membership

2.1 The lottery draw will cost £1.20 a month.

2.2 Contributions will be automatically deducted from an employee's salary monthly.

2.3 Lottery subscriptions will be transferred directly into the CFSLA bank account by each of the participating Council's payroll departments. Payments will not be accepted direct from an employee.

2.4 The Lottery is only open to persons aged 16 and over. If, on completion of age verification, the employee is shown to be underage, any stake paid will be returned but any prize that might otherwise have been won will not be paid.

2.5 It is each employee's responsibility to keep their payroll department notified of any change in address or telephone number.

2.5 CFSLA cannot accept any responsibility for any loss, delay or theft of any payment or communication sent by post, direct from a bank or building society, fax or email.

2.6 You may contact the CFSLA lottery on cfsla@clacks.gov.uk to request a winners' list. CFSLA will contact you as soon as possible by telephone or letter if you are a lucky winner.

2.7 No substitute will be offered for any prize in the Lottery.

2.8 CFSLA reserves the right to reclaim any prizes issued in error.

2.9 If the winner is deceased at the time of the draw, the draw will be redrawn.

2.10 Any prize unclaimed for a period of 6 months from the date of the draw will be deemed to be, and applied as if it were, a donation to the CFSLA lottery fund.

2.11 CFSLA reserves the right in its absolute and sole discretion to reject an application to enter the Lottery or to terminate an individual's entry, subject to acting reasonably at all times.

2.12 The winners names will be displayed on the CFSLA website following the draw. www.cfslalottery.org.uk. Winners details will also be issued direct to each council to publicise internally within their own Council.

2.13 If you are a lucky winner, your name will be used in promotional material. if you do not wish your name to be disclosed you must inform the CFSLA by contacting them on cfsla@clacks.gov.uk.

2.14 After agreement at a Committee Meeting CFSLA may change the rules of the Lottery at any time and at their discretion but will post the new rules on their website, www.cfslalottery.org.uk before the changes take effect.

2.15 Any changes to the weekly / monthly contributions or draw amounts will be published 4 weeks before any change, on the CFSLA website www.cfslalottery.org.uk and each participating Council notified.

3 The Draw Process

3.1 The draw will take place at Clackmannanshire Councils Kilncraigs office, Alloa or as an online via MS Teams.

3.2 Twelve draws will be completed throughout the year, aligned to each calendar month. The draw frequency will be dependant on the timescales associated with receiving the CFSLA payroll deductions monthly file from each of the participating Council's payroll departments.

3.3 Five draws will be undertaken for each monthly draw, as follows:

i. £1,000 Draw - All Council (Clackmannanshire, Falkirk, Stirling and Pensioners)
ii. £250 Draw – Clackmannanshire Council
iii. £250 Draw – Stirling Council & Central Scotland Assessors
iv. £250 Draw – Falkirk Council
v. £250 Draw – Pensions (All Councils)

3.4 Monthly paid employees will have 4 entries into a monthly draw for their council and also a further 4 entries in a second draw for £1,000 for all contributors.

3.5 Each employee is allocated a computer generated unique random number for each draw, which is subsequently used as a random sort sequence.

3.6 Winning entries will be selected by a means of an online random number generator which will be selected by a non-CFSLA member. From 2021winning numbers have been selected by the Pensions Team at Falkirk Council.

3.7 Matching the winning numbers to the lottery members will be undertaken by 2 members of the lottery committee, with where possible a randomly selected witnesses. Details of the witnesses will be recorded against the monthly draw spreadsheet.

3.8 Persons who organise the draw data and are directly involved in conducting the monthly CFSLA draw, are not eligible to participate in the Lottery.

3.9 Details of the persons selecting the winner numbers and involved in checking the winner details will be recorded against the monthly draw file.

4 Payment of Funding

4.1 The winners details (name and payroll number) will be provided to each of the participating Council's Payroll Service, with a request for contact details.

4.2 The winner will be contacted by telephone and asked to confirm their employee number.

4.3 Once the employee number has been verified, the winner will be asked if they wish to be paid by bank transfer or by cheque.

4.4 For payments by bank transfer, the winner will be asked to send 2 emails, the first with their bank account number, the second with their sort number. Payments will be made based on these numbers. If the winner supplies incorrect bank details and the payment is subsequently made to an incorrect accounts, no further payment will be made to the winner.

4.5 Where the winner requests to be paid by a cheque, they will be asked to supply an address, where the cheque will be sent to.

4.6 Where the winner cannot be contacted by telephone, the cheque will be issued direct to the address held by the winners payroll department.