

Know the following before you apply for a Chase the Ace-style lottery licence:

- Professional Licensing and Regulatory Affairs (PLRA) issues gaming licences to eligible charitable and religious organizations in Yukon.
- Before you apply for a charitable gaming licence, you must first complete the Eligibility for Gaming Licensing Questionnaire so that PLRA can confirm you are eligible to hold a gaming event. Not all charitable organizations are eligible.
- After PLRA has confirmed your eligibility with you, you can begin the application process.
- Yukon's *Lottery Licensing Act* regulations include terms and conditions that any organization holding a Chase the Ace-style lottery must follow. It's worthwhile to review these before you apply.
- You must complete the application form in full and provide all required supporting materials listed in the checklist.
- Make sure to submit your completed application package at least 30 days before you propose to start selling lottery tickets.
- Conducting a gaming event (bingo, raffle or Chase the Ace-style lottery) without a licence is an offence under the *Criminal Code of Canada*.

For more information on how to apply for or hold a Chase the Ace-style lottery in Yukon, please visit [our website](#).

Supporting documentation checklist

- Copy of the organization's meeting motion authorizing your application for a chase the ace licence.
- Copy of the proposed rules of play. (See the rules of play document included with this package for more information.)
- A mock-up of the proposed ticket. (Sample provided with this package for your reference.)
- Copy of the termination plan. (See the termination plan document included with this package for more information.)
- Payment information form.
- A completed copy of the Travel Itinerary Form, if required.

Questions? Email: charitablegaming@yukon.ca
Phone: 867-667-5111 (toll free in Yukon: 1-800-661-0408, ext. 5111)

Return your documents and fees to:

Mail: Professional Licensing and Regulatory Affairs, C-5
Box 2703, Whitehorse, Yukon Y1A 2C6

Courier or dropoff: Professional Licensing and Regulatory Affairs, C-5
307 Black Street, Whitehorse, Yukon Y1A 2N1



CHASE THE ACE LICENCE APPLICATION

Choose one: Mail licence Hold licence for pickup

Confirm eligibility

We have completed the Eligibility for Gaming Licensing Questionnaire and Professional Licensing and Regulatory Affairs (PLRA) has confirmed our eligibility to apply for a lottery licence.

Organization details

Name of your organization

Address

Postal code

Banking information – Total revenue must be deposited to the bank account of the society and payment of all expenses and disbursements shall be made from this account.

Name of financial institution

Account number

Address of financial institution

Designated person information

Person organizing and running this chase the ace lottery. All future correspondence will be with this person.

Last name

First name

Email

Phone

Mailing address (if different from above)

City

Prov./terr.

Postal code

Country

Draw dates/locations

Location of draws

How often will draws occur

Daily Weekly Other: _____

Lottery start date

Note: a lottery licence can't exceed one year

YYYY/MM/DD

Time of draw

Note: can't exceed seven hours

From _____ a.m. p.m. to _____ a.m. p.m.

Ticket and jackpot information

Tickets

Price of ticket: \$ _____ each or at a discounted price of \$ _____ for _____ (# of) tickets.

Jackpot

Enter your maximum jackpot amount: \$ _____. (Must not exceed \$100,000).

Proposed use of proceeds

You can only use your lottery proceeds to support your organization's charitable purpose. You cannot use gaming proceeds for programs or items that also receive any government funding.

Provide details here on what you will use your proceeds for. Be as specific as possible. If you plan on using any proceeds for travel, make sure to complete a Travel Itinerary Form and include this with your application.

6. Licence fee

The licence fee for Chase the Ace-style lotteries is \$100 plus 1% of your total ticket sales. You must provide the \$100 fee with this application but we will only complete payment if we approve your application. You can provide PLRA the 1% of total ticket sales within 30 days of when your licence ends.

I have included the payment information form.

7. Signature and authorization

We, the undersigned president and treasurer, certify that the foregoing and all documents supplied are correct and that we have been authorized to make this application on behalf of the organization, and authorize any inspector of the Registrar of Lotteries to examine and make copies of all records relating to this application and any licence issued pursuant thereto including the account records at the financial institution referred to above and any other financial institutions or locations where such records may be held.

President name (print)

Treasurer name (print)

Signature

Signature

Phone

Phone

Email

Email

Personal information is collected, used, and disclosed under the authority of Section 15(a)-(c) of the *Access to Information and Protection of Privacy Act* and under the Act associated to the profession related to the licence or certificate being requested. It will be used for the purposes of these Acts and their regulations including but not limited to eligibility of registration and licensure, practice assessment, and complaint-related matters. It will also be used to maintain a public register and for research and statistical purposes related to human resource planning. The latter is shared in a non-identifiable form only. For further information about the collection of this information, contact Professional Licensing and Regulatory Affairs (PLRA), Community Services, Government of Yukon, by mail at P.O. Box 2703, Whitehorse, YT, Y1A 2C6, by phone at 867-667-5111, or by email at inquiry.plra@yukon.ca



CHASE THE ACE-STYLE LOTTERY
TICKET FORMAT – SAMPLE

The sample ticket below shows the information you must include on your Chase the Ace-style lottery tickets. This information is required under *Lottery Licensing Act* regulations. You can introduce your own design elements but your printed tickets must contain the following information.

Each ticket must:

- be printed by a commercial printer;
- have two parts: a stub for the draw and a ticket to give to the purchaser; and
- be consecutively numbered with the ticket number printed on both parts.

The purchaser part of each ticket must have the following additional information printed on it:

- the name, address and contact information of licence holder;
- the licence number;
- prize breakdown;
- the ticket price; and
- the name of printer.

Sample ticket:

TICKET STUB	PURCHASER PART
Ticket #0000	Name of organization Address of organization • Email and phone number of organization Prize structure Initial draw winner: 20% of ticket sales for the day Accumulating jackpot: 30% of ticket sales for the day Organization: 50% of ticket sales for the day Name of printer Tickets: \$ _____ each, or _____ for \$ _____ Licence #0000-000 Ticket #0000



CHASE THE ACE-STYLE LOTTERY RULES OF PLAY – MINIMUM REQUIREMENTS

Your rules of play explain how you will run your lottery. You must submit these with your licence application package. If you are approved for a licence, you will have to display these at your events.

The following identifies the minimum information your rules of play must contain. If you choose, you can also include additional rules, provided they comply with the *Lottery Licensing Act* regulations.

Chase the Ace-style lottery rules of play must state:

- the dates, time periods and location for your events;
- the maximum jackpot (no more than \$100,000);
- what card wins the jackpot (the specified card);
- how you will run the initial (ticket) draw, including:
 - that ticket holders must attend the initial draw to win that day's prize and the chance to draw the winning card for the jackpot;
 - that before you draw for the winning ticket:
 - you will announce that day's initial prize amount;
 - you will announce the jackpot amount;
 - that after you draw the winning ticket:
 - you will announce the winning ticket number at least three times within 15 minutes of the initial draw;
 - you will draw a new ticket if no winner comes forward after 15 minutes;
- how you will run the jackpot draw, including:
 - that only the initial draw winner can draw for the jackpot (no proxies);
 - that you will show the winning card is in the deck before the jackpot draw happens;
 - that you will shuffle the deck after you have shown the winning card;
 - that if the winning card isn't drawn, you will record the card that was drawn, destroy it and show the deck still contains the winning card;
- your termination plan;
- how and when you will award prizes;
- any age limit for playing; and
- your complaint process, including the name and contact information of the person you have designated to address any complaints that may occur.

Note: Professional Licensing and Regulatory Affairs (PLRA) is not responsible for the content of your rules of play. However, PLRA will review the rules of play you provide to ensure they contain all elements that are legally required before issuing your licence.



Termination plan information

Professional Licensing and Regulatory Affairs (PLRA) requires you to develop a detailed, fair and transparent termination plan as part of the terms and conditions of your licence.

Typically with Chase the Ace-style lotteries, the lottery ends when a participant draws the specified winning playing card. However, there are some circumstances where you may want or need to end your lottery before this happens. These circumstances are:

- if the jackpot has reached the maximum amount;
- if PLRA directs you to because we have determined that ending the lottery is in the public interest; or
- any time your organization has decided to put your termination plan into action.

PLRA recommends you identify the following in your termination plan.

- How you will advertise that you are ending the game.
- The date, time, and location of the final draw.
- How and when you will verify the winning tickets during the final draw.
- How you will award the jackpot prize if the participant who draws the initial winning ticket does not draw the specified card. Include:
 - whether you will automatically award the jackpot to whoever wins the initial draw;
 - whether you will have subsequent ticket draws until someone draws the specified card;
 - whether you will offer consolation prizes to subsequent ticket draw winners;
 - how many subsequent ticket draws/consolation rounds you will hold;
 - if you offer a consolation prize, what the amount will be for each consolation prize; and
 - whether the ticket draw winner who pulls the specified card will also win a consolation prize.

Sample termination plan

In accordance with an amendment to the Chase the Ace-style lottery licence for _____, the following rules will apply for the final draw on _____.

NAME OF YOUR ORGANIZATION

DATE

1. Ticket sales will take place _____ from _____ on _____.
2. Licence holder will verify winning ticket within 15 minutes of the initial draw.
3. Licence holder will announce winning ticket number a minimum of three times within 15 minutes of drawing the ticket.
4. After the licence holder verifies the first ticket drawn, the ticket holder will have the opportunity to choose a card. If the ticket holder draws _____, the ticket holder wins both the initial draw and the accumulating jackpot. The lottery then ends.
5. If the first winning ticket holder does not draw _____, he or she will receive the initial draw prize for _____. The licence holder will destroy the card that was chosen.
6. The licence holder will not hold any subsequent draws until the preceding draw is complete.
7. For any subsequent ticket draw that is required, licence holder will repeat the 15-minute verification/announcement process.
8. Subsequent validated ticket holders will have the opportunity to choose a card. Each subsequent validated ticket holder who does not draw the _____ will receive a _____ consolation prize.
9. The validated ticket holder who does draw the _____ will only win the accumulating jackpot.

WHERE

TIME

DATE

SPECIFIED CARD

SPECIFIED CARD

DATE

SPECIFIED CARD

AMOUNT

SPECIFIED CARD

Important note: This sample plan assumes that, if the initial draw winner doesn't choose the specified card, the licence holder has chosen to have subsequent draws and offer consolation prizes with each subsequent draw. A licence holder could also opt to automatically award the jackpot draw to the initial draw winner OR hold subsequent draws but not offer consolation prizes.