

Risk Control Tasks to be Completed: Lotteries/Raffles/Skill Contests	Yes	No	N/A
Risk Control:			
Ensure that a gaming licence is in place as dictated by the gaming authority in your club's jurisdiction;			
If your club engages a lottery or raffle manager, ensure that your club enters into a formal contract with the manager, which clearly defines the financial and contractual responsibility of the club and the manager;			
Ensure that all aspects of the lottery or raffle are conducted in full accordance with the requirements of the licence and the particular rules of the lottery or raffle;			
Where your club engages in a skills contest, engage the services of an insurance underwriter to underwrite the contest. The services should be itemized in a formal contract, specifying the rights and obligations of each party;			
If there are specific requirements determined by the underwriter for a skills contest, ensure that the requirements are followed to the letter and that the underwriter is satisfied with your club's efforts to meet these requirements prior to the contest getting underway;			
Ensure that your club has a "fall-back" position in the event of the failure of the project; this involves setting up a communications strategy to deal with the possible repercussions of a failed project.			
Finance Controls			
Contact insurers <u>at least four weeks prior to the event</u> to ensure that the event is registered in your club's files;			
Additional liability insurance riders may be purchased locally if deemed necessary;			