GRAVESHAM
LOTTERY

Starting a Syndicate

Why a syndicate?

Syndicates can be a great way to play the lottery and support your local community. They offer:

- More chances to win
- Buy tickets with friends and colleagues
- Play the lottery as a team, business or department

Step-by-step guide

1. Choose a syndicate manager
2. Everyone signs the syndicate agreement (there's a blank agreement included at the end of this document)
3. The syndicate manager signs up for the tickets collecting monies from syndicate members as/when is appropriate.
4. That's it. You're now safely playing as a syndicate

The syndicate manager

The syndicate manager is responsible for:

1. Owning the account that buys the tickets
2. Collecting funds from syndicate members
3. Making sure the Syndicate Agreement is up to date
4. Letting the syndicate know if/when they win

Best practice advice

- If you have more than 20 participants/tickets required in your syndicate we recommend that you use the one-off payment option for a set period as you can purchase in bulks of up to 20 against your account and just go through the purchase process as many times as required. (We may contact you in the interest of safeguarding/gambling to be sure you are happy with your purchase – nothing to worry about just due diligence on our part).
- If you pay by monthly Direct Debit you will need to wait around 10 working days for payment to clear before tickets are entered into draws. If you want to set up a monthly plan, a recurring debit card may be a better option so you don't have to wait for tickets to be entered/ payments to clear. This will only be viable if you want 20 or less tickets.
- You can only have one payment plan on any one account. If you set up a monthly payment plan and wish to add/remove tickets, then the changes you make will not take effect till the next successful payment date.
- If you choose to buy tickets as a one-off payment you can purchase 1 month (5weeks), 3 months (13 weeks), 6 months (25 weeks), or a year (52 weeks). As an example, you may wish to purchase 20 tickets for one month making a one-off payment of £100 for 5 weeks of draws. When tickets either win or are due for renewal the account owner will receive an email to advise of this and take action.
- When picking ticket numbers select 'choose for me'. You will receive a Ticket Purchase Confirmation email that lists all of the ticket numbers you have placed. You can print this and use it to delegate numbers to each team member, if this is part of your process. Also attach it to your agreement for transparency. If you want to change the numbers chosen you can do so by logging into your account. Changes must be made before 11.59pm on the Friday night before the Saturday draw to be entered.

- Occasionally there may be special prize draws. If won, it is up to you how you award the prize. It will be won against a specific ticket number within your syndicate. This should be part of your syndicate agreement. Either the person who holds the number wins or you hold your own, separate, additional draw for this prize.
- Cancellation/remove/reduce tickets – You can end a monthly card payment plan by logging into your online account and going to 'Your Account', 'Your Tickets' then 'Cancel' and then 'select' each ticket you wish to remove and click remove at the bottom. If you select all of the tickets this will then end your payment plan with us and no more funds will be taken. *If you pay by Direct Debit then you will need to ensure this has been done three working days before your payment date, otherwise we advise that you cancel your Direct Debit with your ban.

If you have any other questions or need a hand online, call us on 01474 634436

A syndicate is an external agreement between the team and the syndicate manager and you will find a supporting legal document on the next page for you to use to manage your syndicate should you wish. The draw takes place at 8pm every Saturday and the results are posted on the lottery website after this time.

SYNDICATE AGREEMENT

Syndicate name

Syndicate manager

Start date **End date**

Players (include name and address)	Contribution per draw	Share of winnings	Signature and date

SPECIAL ARRANGEMENTS

It's best to record any specific arrangements that your syndicate has agreed upon and will abide by. Attach extra pages if needed. Example arrangements to consider; what if someone fails to pay? What happens when someone leaves the syndicate?

Witness signature **Date**

Witness name **Occupation**

Address