

Beverley Civic Society 100 Club Rules

UPDATED DRAFT FOR REVIEW - September 2026

1. Status and purpose

The Beverley Civic Society 100 Club is operated by Beverley Civic Society as a Small Society Lottery registered with East Riding of Yorkshire Council, registration number GSR864348996. The purpose of the 100 Club is to raise funds to support the Society's work to preserve and enhance the character of Beverley.

2. Administration

The 100 Club is operated on behalf of the Society by its Executive Committee. The Executive Committee may appoint individual members to undertake day-to-day administration.

3. Eligibility

Participants must be aged 16 or over and resident in Great Britain (England, Scotland and Wales). Membership of Beverley Civic Society is not required. Individuals, businesses and organisations may participate, subject to these Rules.

4. Entries and draw numbers

Each draw number costs £5 per month. Participants may hold more than one number. Draw numbers are allocated by Beverley Civic Society and remain allocated while participation remains active. After three consecutive months without payment, an inactive number may be reallocated by the Society.

5. Payment

Ongoing payments are made by monthly Standing Order using the unique payment reference allocated by the Society. Participants are recommended to set their Standing Order for the 25th of each month. Where necessary, a new participant may make the first payment by bank transfer after receiving that reference, but must also establish a Standing Order for subsequent monthly payments.

6. Eligibility for each draw

To be included in a monthly draw, the appropriate payment must have been received in the 100 Club bank account by the last calendar day of the preceding month. No payment means no entry in the following month's draw. There are no arrears to pay. If payment resumes, the number(s) become eligible for the next draw for which payment is received by the normal cut-off.

7. Adding or reducing entries

A participant wishing to add or reduce entries should notify the Society. Additional draw numbers will be allocated before the Standing Order is increased. When entries are reduced, the participant should reduce the Standing Order accordingly; the Society will normally withdraw the most recently allocated number(s). The participant's existing unique payment reference will continue to be used.

8. Ending participation

A participant may stop participating by cancelling the Standing Order. Formal notice to the Society is not required, although participants are welcome to notify the Society. The Society may issue a courtesy notification where an expected payment is not received.

9. Draws

Draws will be physical and conducted publicly. They will normally take place at a Beverley Civic Society monthly members' meeting. Where no such meeting is held, or where circumstances require, the draw may take place at another publicly announced time and venue. An Executive Committee member will facilitate the draw and a Society member, guest speaker or other attendee will normally be invited to draw the winning numbers.

10. Winning numbers

Each draw will have the number of prizes specified in the current prize structure published by the Society. Prizes will be drawn in descending order of value, with the highest-value prize drawn first, followed by each subsequent prize in turn. Each individual draw number may win only one prize in a particular draw and will not be returned to the pool after being selected. A participant holding more than one number may win more than one prize in the same draw if different numbers held by that participant are selected.

11. Prize allocation

Across the year, approximately 50% of 100 Club income will be allocated to prizes and approximately 50% to Beverley Civic Society. At 100 paid draw numbers, the launch prize structure is £60, £40 and £20 for an ordinary draw and £500, £250 and £150 for a Star Draw. As participation grows, the Executive Committee may vary the number and/or value of prizes, including introducing additional prizes, in order to maintain the intended overall 50/50 allocation. The current prize structure will be published by the Society and made available to participants before the relevant draw. Prize values will be rounded down to the nearest whole £1 where necessary.

12. Star Draws

Star Draws are planned for June and December and use the same payment and eligibility rules as ordinary monthly draws. The first Star Draw will take place in June 2027.

13. Founding Members

A Founding Member is a participant whose first payment is received in time for their number(s) to be included in the inaugural November 2026 draw. For that draw, payment must be received by 31 October 2026.

14. Notification and payment of prizes

Winners will be contacted directly using the contact details held by the Society. Prizes are paid by bank transfer only. Winners will be asked to provide the bank account details needed to make the payment; such details are not required when joining.

15. Unclaimed prizes

The Society will make up to two attempts to contact a winner. A prize will be held for six months from the date of the draw. If it remains unclaimed after six months, the prize will be treated as a donation to Beverley Civic Society. A winner may also choose at any time to donate their prize back to the Society.

16. Publication of winners

Results will be published in the Beverley Civic Society monthly newsletter and on the 100 Club page of the Society's website. For individual winners, published information will normally be limited to first initial and surname, winning draw number and prize. For a business or organisation, the organisation name, winning draw number and prize may be published.

17. Data protection

Personal information will be used to administer participation in the 100 Club, manage draw entries and payments, contact participants, pay prizes and publish limited winner information in accordance with these Rules. Information will be handled in accordance with the Society's Privacy Policy.

18. Exceptional circumstances and errors

The Executive Committee may postpone or reschedule a draw where reasonably necessary and may take reasonable steps to correct genuine administrative errors, while seeking to preserve the fairness and integrity of the draw.

19. Amendments

The Executive Committee may amend these Rules where reasonably necessary. Participants will be given appropriate notice of material changes.

20. Closure

The Executive Committee may discontinue the 100 Club by giving participants at least three months' notice where reasonably practicable. The notice will state the date of the final draw. Any payments received for participation after the announced final draw will be refunded.

21. Disputes

Any question or dispute concerning the operation of the 100 Club will be considered by the Beverley Civic Society Executive Committee and determined in accordance with these Rules.