



P: 03 688 0025
M: 021 876 081
E: vince@timaruclubs.co.nz
A: 99 Douglas Street, Timaru

Timaru Town & Country Club Inc.

Section Raffle Policy

Purpose

To ensure raffles conducted by Club Sections are operated consistently, fairly, and in accordance with Club operational and financial requirements.

Raffle Operations

1. All section raffles shall be coordinated through the Club's appointed Raffle Convenor or Assistant Raffle Convenor.
2. Sections wishing to conduct a raffle must complete the approved Application for Raffles process and obtain approval prior to the raffle being conducted.
3. The Raffle Convenor, Assistant Raffle Convenor, or their delegate shall coordinate the raffle schedule to ensure fair and equitable access for all sections.
4. Raffle ticket sales may commence from 4.00pm unless otherwise approved.
5. The standard closing time for raffle sales is 6.00pm.
6. The Executive Member on duty may approve the continuation of raffle sales beyond 6.00pm where circumstances warrant.
7. Club promotional activities, including the Members' Draw and Winning Wall, shall take priority between 6.00pm and 7.00pm.
8. The microphone, iPad, and any other equipment required for Club promotional activities must be made available when required by Club staff or the Executive Member on duty.
9. The Executive Member on duty may proceed with the Members' Draw and Winning Wall regardless of whether raffle sales are continuing.

Financial Accountability

10. At the conclusion of the raffle session, the Section shall provide the Executive Member on duty with all raffle proceeds and any supporting documentation relating to the raffle.
11. The Executive Member on duty shall verify the information provided and ensure that all funds, records, reconciliation sheets, and relevant documentation are handed to the duty bar staff or other authorised Club employee for processing through the Club's financial systems.
12. No raffle funds are to leave the Club premises with Section members unless specifically authorised by the Executive Committee.
13. All raffle proceeds are Club funds and must be deposited and recorded through the Club's approved financial systems.
14. Following processing and reconciliation, the Club shall credit the applicable Section account with the net proceeds of the raffle and provide details of those proceeds through the Section's monthly financial reporting.





P: 03 688 0025
M: 021 876 081
E: vince@timaruclubs.co.nz
A: 99 Douglas Street, Timaru

Authority

15. The Executive Member on duty is authorised to make operational decisions regarding the application of this policy on the day.
16. The decision of the Executive Member on duty shall be final.

Review

17. This policy may be reviewed and amended by the Executive Committee from time to time.

Adoption

Adopted by the Executive Committee on: _____ 3rd June 2026 _____

Signed: *Vy Kerridge*
President

Signed: *M. Randall*
General Manager

