

## Terms and Conditions of Membership of the Hospice Lotteries Association

By becoming a member of the Hospice Lotteries Association, you agree to be bound by its Terms & Conditions.

The Directors of the HLA may amend these terms and conditions without giving prior notice. The amended terms and conditions will be circulated to members via the HLA website within 14 days of any such amendments being adopted.

<b>1.0</b>	<b>Eligibility of membership</b>
1.1	<p>Membership to the Hospice Lotteries Association (HLA) will be accepted from an organisation; being the hospice charity, it's trading subsidiary or a partnership of hospices.</p> <p>To be eligible to join the HLA, organisations must either:</p> <ol style="list-style-type: none"><li>1. Directly operate and manage a society lottery for the benefit of their own charitable purposes, or</li><li>2. Have a financial interest in a society lottery which is either:<ol style="list-style-type: none"><li>i. Operated by an organisation that is wholly owned by a partnership of hospices</li><li>ii. Operated by an organisation that distributes proceeds from a shared society lottery scheme</li></ol></li></ol>
1.2	<p>All lotteries operated by HLA members must operate under a current and valid Gambling Commission Licence or Local Authority Permit.</p>
1.3	<p>Further to Clause 1.1, member organisations may contract the services of an External Lottery Manager (as defined in the Gambling Act 2005) however External Lottery Managers are ineligible for Membership of the HLA.</p>

1.4	Applications for membership from an individual or supplier of goods/services are not accepted.
<b>2.0</b>	<b>Disclosure of changes to membership details</b>
2.1	To disclose to the HLA any material changes that affect the overall management, or operation, of the society lottery from those detailed on the application of membership.
<b>3.0</b>	<b>Contact details</b>
3.1	The HLA maintains a list of contacts from each member organisation. These contacts are regarded by the HLA as representatives of the member organisation.
3.2	Members are required to maintain up-to-date lottery personnel contact details using the Member's Area of the HLA website, or by notifying the HLA by email <a href="mailto:info@hospicelotteries.org.uk">info@hospicelotteries.org.uk</a>
3.3	Member organisations and their representatives are not permitted to use the contact information of other member organisations made available by the HLA for promoting non-HLA events.
3.4	<p>The HLA may share contact information with third party organisations in the following circumstances:</p> <ul style="list-style-type: none"> <li>I. For the purpose of furthering the promotion of members' lottery performance</li> <li>II. To provide a list of attendees at HLA events</li> <li>III. For the provision of membership benefits i.e. IBAS</li> <li>IV. If requested by regulatory bodies</li> </ul> <p>The HLA does not sell member details to any third party.</p>
<b>4.0</b>	<b>Confidentiality</b>
4.1	To maintain at all times confidentiality relating to all HLA business matters. Discussion with and/or disclosure of any HLA business to third parties should be

	agreed in advance with the Chair of the HLA or in the Chair's absence, the Vice-Chair or any other Director nominated by the Chair.
4.2	Member representative's website log-in credentials must be kept secure and must not be shared with any other member representative or non-member individual.
4.3	Content on the HLA forum must not be shared with non-member organisations or individuals.
<b>5.0</b>	<b>Conduct</b>
5.1	Representatives of the member organisation should maintain the highest level of professional conduct whilst representing the HLA or attending HLA events and at no time bring the Hospice Lotteries Association into disrepute.
<b>6.0</b>	<b>Decisions</b>
6.1	To abide by the Hospice Lotteries Association's decisions and opinions when representing, or being party to, the Hospice Lotteries Association business matters particularly when these are in the public domain.
<b>7.0</b>	<b>Subscriptions</b>
7.1	To pay the non-refundable subscriptions as may be set from time to time by the Hospice Lotteries Association within thirty days of notification.
7.2	Subscriptions remaining unpaid after 30 days from the due date will result in the membership being cancelled and access to the Member's Area of the HLA website will be blocked.
<b>8.0</b>	<b>Attendance at meetings/conference</b>
8.1	Members are actively encouraged to send representative(s) to attend occasional meetings, training sessions and the annual conference. Members will be required to confirm attendance in advance and the HLA reserves the right to reclaim costs incurred by a member's representative(s) failing to attend without reasonable notice.

8.2	The HLA may request a deposit to be paid in advance of an event. The deposit will be refunded upon the member's representative attending the event.
<b>9.0</b>	<b>Participation and sharing</b>
9.1	To maintain the HLA's ethos of sharing and co-operation, representatives are expected to share member's lottery related data, knowledge, experience and ideas.
9.2	<p>Lottery Data:</p> <p>Lottery data may be regarded as commercially sensitive and the HLA promises to use it responsibly. Data held on the HLA website will be kept secure using SSL encryption and is only accessible by current member representatives and the administrators of the website.</p> <p>Any data shared with non-member organisations will be anonymised and will be in the form of statistics.</p>
9.3	<p>Knowledge, experience and ideas:</p> <p>Representatives attending events are encouraged to participate in 'sharing' discussions with their amount of input being determined by their level of experience and expertise.</p>
9.4	The HLA Board of Directors reserves the right to decline a subscription renewal if the representatives of a member organisation do not demonstrate a reasonable commitment to the sharing ethos of the HLA.
<b>10.0</b>	<b>Hosting facilities</b>
10.1	If suitable rooms and facilities are available to the member organisation, the HLA may make reasonable requests that these may be made available for HLA meetings and events. Member organisations should make every reasonable endeavour to assist in providing facilities in such circumstances.

<b>11.0</b>	<b>Costs of attending</b>
11.1	<p>The cost of annual subscription to the HLA does not include the cost of attending meetings, conference and training sessions.</p> <p>The cost of attending events, per attendee, will be published by the HLA at the time of invitation. Lunch/refreshments may incur an additional expense. Receipts will be given to allow representatives' expenses to be reclaimed from the member organisation dependent upon their own reimbursement policies.</p>