**Sample Procedures for Club Lotto**

1. Draw are held weekly at 10pm on a Monday night (Tuesday night on the bank holiday weekends) at various public area in the town.
2. Tickets are distributed through club promoters each Tuesday (Wednesday on bank holidays).
3. To win or share the jackpot, one must correctly match four numbers from thirty with those numbers drawn. There is a runner up prize fund to be shared among those correctly matching three of the four numbers drawn.
4. All tickets (sold or unsold) must be returned to the central location prior to the draw on each Monday night.
5. If tickets are not returned before the meeting in the public area takes place, an effort is made to locate them and try to include them in the draw.
6. Prior to the draw, all tickets (sold or unsold) leave the public area and are brought to the checking area (the draw does not take place here) by a club official. Additional checkers will be waiting to assist in sorting the tickets into sold and unsold.
7. Tickets not included when the tickets leave the premises are deemed null and void.
8. Tickets with no numbers selected or incorrect amount selected (i.e three or five numbers) are deemed null and void.
9. Tickets are distributed among customers of the public area for a house draw of two €10 notes. Club committee members do not receive tickets for this draw.
10. The manager/proprietor of the premises draws four numbers and also draws the tickets for the house draw.
11. Club officials bring the winning numbers to the checking area.
12. Tickets are checked for match 3 or match 4 Jackpot winning combinations.
13. A second check is carried out to ensure that all the winners have been identified.
14. A results sheet is drawn up for distribution to local shops and newsagents.
15. Winners receive their prizes through the promoter with the following weeks tickets. For publicity purposes, a Jackpot winner may have their photograph taken with the club officials for the local papers.
16. The tickets for the following weeks draw are printed on the Tuesday morning and available for collection by the promoters on Tuesday afternoon from the central location.