

Competitions

1. Entry:

- a) Only legal if the skill can reasonably be expected to prevent a significant proportion of participants from receiving a prize and in addition the skill can reasonably be expected to deter a significant proportion of persons who wish to take part from doing so.
- b) Must avoid the forecasting of the results of events.
- c) With tie- breakers, specify criteria and the maximum number of words. NB competition ties may be resolved by a draw rather than a tie- breaker question.
- d) Specify at the point of entry the criteria for the judging of entries.
- e) What (if any) proof of purchase or other cost is required/ involved?

2. Number of entries allowed: specify if restricted.

- a) One per person or household?
- b) Entries not restricted but only one *prize* per person/ household?
- c) Do entries have to be on an official Entry Form?

3. Entry address: is it clearly provided and retainable?

4. Closing date: must be clearly visible before purchase or participation

5. Prizes: number and nature to be clearly stated.

6. Cash alternatives to prizes: specify whether any (how much?) is available.

7. Entry restrictions: any that apply to be specified

- a) Geographical area?
- b) Minimum age? (obtain parental/ guardian's permission if under 16)
- c) Employees and their immediate families of the promoter, its agents or anyone professionally connected with the promotion?
- d) Via third parties or in bulk?

8. Independence of judging

- a) The judges must be competent to judge the subject matter
- b) Judging panel must include at least one member independent of the promoter.

9. Winner notification: specify how and when this will take place.

10. Winner details: specify how names and counties of major winners available, and also the winning answer(s)/ tie- breaker(s).

11. Promoter's name and address: must be given unless otherwise obvious.

12. Publicity: state if you may wish to use winners in any related publicity.

13. Disclaimers: disclaim responsibility for lost, delayed or damaged entries.

14. Retention of Terms and Conditions: does material design allow this?

15. Data collection: ensure data protection legislation requirements followed.

16. Specific issues when targeted at employees

- a) Ensure that employees secure their employees' permission to take part
- b) Alert employees to potential tax issues.