Class 4 gambling in clubs

A guide for those who govern, manage or work for clubs with a licence to operate gaming machines in New Zealand

Te Tari Taiwhenua Internal Affairs
The purpose of this booklet is to provide general information to those who govern, manage or work for clubs with a licence to operate class 4 gaming machines ("pokies"). The information provided is not meant to be exhaustive. If you have any further questions, please visit our website www.dia.govt.nz/gambling, contact us on 0800 257 887, or seek independent legal advice. Published February 2019.
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Our licensing forms

Your club holds both an operator licence and a venue licence. This means you need to submit different licensing forms depending on whether you’re applying for/changing something as an operator or as a venue.

Forms for an operator licence relate to the overall governance of your club’s gaming operation. Forms for a venue licence relate to your club’s gaming room and day-to-day management of your club’s gaming operation.

How do I apply for a new licence to operate gaming machines at my club when I don’t already have a licence?

If you are a single-venue club (the most common type), you will need to submit a:

- GC1A New Class 4 Operator’s Licence (Category A)
- GC3 New Class 4 Venue Licence
- GC5 Class 3 and 4 Key Person Applicants Personal Information for each person applying to be a key person (only one form per person if they have multiple roles)
- Any other documents as outlined on the applications.

If you are a multi-venue club, you will need to submit a:

- GC1B New Class 4 Operator’s Licence (Category B)
- GC3 New Class 4 Venue Licence for each of your venues
- GC5 Class 3 and 4 Key Person Applicants Personal Information for each person applying to be a key person (only one form per person if they have multiple roles)
- Any other documents as outlined on the applications.

How do I renew my club’s licence?

If you are a single-venue club, you will need to submit a:

- GC7 Category A Club Renewals Gaming Machine Account Summary
- Any other documents as outlined on the application.

If you are a multi-venue club, you will need to submit a:

- GC6 Category B Renewals Gaming Machine Account Summary
- Any other documents as outlined on the application.
How do I update the list of approved key persons for my club (including new people, removing people, or changing roles)?

If you are updating the list for the **operator** licence, you will need to submit a:

- GC2 Key Person Amendments/Notifications
- GC5 Class 3 and 4 Key Person Applicants Personal Information for each new person applying to be a key person (does not need to be completed if there are no new key persons)
- Any other documents as outlined on the applications.

If you are updating the list for the **venue** licence, you will need to submit a:

- GC4 Venue Licence Key Person Notifications
- GC5 Class 3 and 4 Key Person Applicants Personal Information for each new person applying to be a key person (does not need to be completed if there are no new key persons)
- Any other documents as outlined on the applications.

How do I update other information about my club’s gaming operation not related to key persons?

If you are making updates to the **operator** licence, you will need to submit a:

- GC2A Class 4 Operator’s Licence Non-Key Person Amendments/Notifications
- Any other documents as outlined on the application.

If you are making updates to the **venue** licence, you will need to submit a:

- GC4A Class 4 Venue Licence Amendments & Non-Key Person Notifications
- Any other documents as outlined on the application.

Visit [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling)

Search class 4 gambling forms

Email the completed and signed applications with all attachments to gambling.licensing@dia.govt.nz.

All licensing applications will be invoiced upon receipt.
Licence renewal

How do we renew our licence?

Your club must apply to us annually to renew its gaming licence if its licence is only valid for 12 months.

Submit the GC7 licence renewal application if your club operates gaming machines from one venue (the most common type of club). The GC7 application can be found on our website.

The renewal application outlines what documents you need to include with the form, including audited financial accounts and auditor’s statement.

What if my club has a three year licence?

If your club has been granted a three year licence, you only need to submit a GC7 application every three years.

Look on our website if you would like to find out how your club can apply for a three year licence.

Visit www.dia.govt.nz/gambling
Search class 4 three year licences

What if we are a multi-venue club?

If your club operates gaming machines from more than one venue, you must submit the GC6 application found on our website.

Where do we find all the gaming machine forms?

All the required and optional forms to use for your club’s gaming machine operation can be found on our website.

Visit www.dia.govt.nz/gambling
Search class 4 licence renewal forms

Who do I talk to if I have more questions?

For all enquiries, call us on 0800 257 887 or email gambling.licensing@dia.govt.nz

We must receive your renewal application prior to the expiry date of your current licence. If we do not receive your application before it expires, you may need to re-apply for your licence as a brand new application. If this is not done within six months, you may lose your machines if your local territorial authority operates under a sinking lid policy for gaming machines or gaming venues.
Key persons

Who is a ‘key person’?

A ‘key person’ is someone who exercises significant influence in the management of your club, and/or distribution of the gaming money (net proceeds). These key persons are usually (but not limited to) the:

- president
- vice-president
- secretary
- treasurer
- club manager
- members of the Net Proceeds Committee (see the ‘Net Proceeds Committee’ section for more information)

Key persons need to be approved by our gambling inspectors if they are involved in your club’s gaming machine operation. If any key person changes (for example, if a key person leaves the committee, or a new committee member is appointed) the club must notify us as soon as possible.

What do we need to do if a key person changes?

We hold a list of your club’s approved key persons that will need to be updated if someone new is appointed. To make changes to our records, your club will need to submit:

- a GC2 Class 4 Operator’s Licence Key Person Amendments / Notification application
- individual GC5 Class 3 and 4 Key Person Amendments/Notification applications for each key person who is new or who has changed roles (excluding the venue manager).

If the venue manager has changed, then a GC4 Class 4 Venue Licence Key Person Amendments/Notification application must be submitted to us, along with a GC5 Personal Information Form for the new venue manager.

Your club’s key person records must be up to date at all times.

All licensing application forms should be emailed to: gambling.licensing@dia.govt.nz
Authorised purpose

What is an authorised purpose?

An authorised purpose statement details how net proceeds from your club’s gaming machine operation can be spent. The authorised purpose statement becomes part of your club’s class 4 gambling licence and all payments made from net proceeds must follow this statement.

Most of this authorised purpose statement outlines how the club can apply net proceeds to the club’s property and its operations, but also enables the club to distribute funds to certain community groups.

In general, your club determines what its authorised purpose is when it applies for or renews its licence. Before we approve your club’s authorised purpose, we will need to ensure it fits with the definition outlined in the Gambling Act 2003. Amendments to your club’s authorised purpose can be made upon application.

What can be included in an authorised purpose statement?

Generally speaking, authorised purposes are for the provision and betterment of club facilities or the benefit of club members. This might include providing funds for subsections of your club (such as a sports team) to enable those subsections to attend tournaments. It can also include other items you wish to fund, provided they meet the definition of an authorised purpose.

Please note authorised purposes cannot cover the bar facilities or services contracted to an outside provider.

Here is an example of a simple authorised purpose:

**SAMPLE CLUB INC**

1. Provision, maintenance and development of club buildings, furniture, fittings, grounds and equipment. Funds for building extensions, renovations or construction of new premises where the principal purpose is for direct use by society members. Excludes purchase of buildings or property for commercial or investment purposes. Excludes bar areas. Includes payment of club mortgages and general administration costs.

2. Wages or salaries of staff whose position is entirely dedicated to supporting the non-commercial purposes of the club. Excludes bar staff.

3. To provide financial assistance for RSA activities including Anzac Day and Poppy Day expenses, welfare, and general administration expenses. Excludes the provision of alcohol, food or entertainment.

4. Donations to recognised charitable or amateur sporting organisations or bona fide youth organisations within the community to further the objects of these groups. Excludes payments to professional sportspersons.

What is the difference between gaming machine expenses and authorised purpose payments?

Gaming machine expenses are direct expenses incurred from running the gaming machine operation, such as the cost of electricity to run the machines, or to cover the wages of staff managing the operation (see the ‘Gaming Machine Expenses’ section).
Authorised purpose payments are payments made using the net proceeds from your club’s gaming operation. These payments must conform to your club’s authorised purpose statement as outlined on its licence, and as determined by the Net Proceeds Committee (NPC). These payments do not include costs related to running the club’s gaming operation. An example of an authorised purpose payment would be the replacement of the club building’s roof.

**How are authorised purposes payments made and recorded?**

Authorised purpose payments can be paid in the same manner as the gaming machine expenses. Best practice is to pay these directly from the dedicated gaming account based on an invoice.

Authorised purpose payments are often confused with gaming machine expenses when accounting to us at licence renewal time. In simple terms, most authorised purpose payments are expenses incurred in running the club (not the gaming machines), so care needs to be taken to ensure they are properly categorised.

The club must ensure that it applies and/or distributes net proceeds to authorised purposes regularly and frequently so that there is no accumulation of funds in the dedicated gaming account. It is a condition of your club’s licence that a minimum of 37.12% of net proceeds is applied or distributed to authorised purposes each financial year. This is tested at each annual licence renewal along with an assessment of the financial viability of the club’s gaming machine operation. However, you should check your licence to confirm this amount as it may differ.

We have developed a spreadsheet that can help your club to keep track of these payments. The spreadsheet helps to:

- easily identify funds available for authorised purposes each month
- monitor the percentage of distributed authorised purposes on a monthly basis
- understand the difference between authorised purposes and direct costs of gaming
- avoid over-distribution of authorised purposes
- complete the renewal application.

Visit [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling) Search record keeping for gambling operations

**What if my club makes grants to community groups?**

Your club may also choose to award grants to outside community groups using net proceeds. In such cases, we recommend as best practice that sufficient documentation is maintained to show why the payment of funds was approved, and to evidence that the funds were spent for the purpose for which they were provided. Any unspent funds must be returned to the gaming machine account.

For more information on authorised purpose payments, please visit our website.

Visit [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling) Search authorised purpose guidelines
Net Proceeds Committee

What is a Net Proceeds Committee?

A Net Proceeds Committee (NPC) is a group of at least three people who make decisions on how the money gained from your club’s gaming operation after expenses \( \textit{net proceeds} \) is spent. For a lot of clubs, the NPC is made up of the same people who are office holders and/or part of the club’s elected committee.

Members of the NPC are considered key persons, and need to be added to our list of your club’s key persons. This means that if all of your club’s committee is on the NPC, this increases the number of key persons we need to be notified about.

How does the NPC decide where the net proceeds go?

Net proceeds from your club’s gaming operation can either be spent on certain club expenses \( \textit{applied} \) and/or awarded to a non-profit community group through a properly documented process \( \textit{distributed} \). This all depends on what the authorised purpose of your club is, which is outlined on your club’s gaming licence (see the ‘Authorised Purpose’ section for more).

Sections 106 and 52A of the Gambling Act 2003, and the Gambling (Class 4 Net Proceeds) Regulations 2004 Part 1 detail the requirements for the application and/or distribution of net proceeds. Take a look at these regulations if you want a deeper understanding of the NPC’s responsibilities.

What records does the NPC have to keep?

The NPC must maintain a detailed record of every decision made about the application or distribution of net proceeds, including the amount paid and the purpose of the payment. These detailed records or schedule should be included in the club’s meeting minutes, or the NPC meeting minutes if separate minutes are completed.

All of these payments must be signed off by the NPC \textit{prior} to the actual payment or spending occurs. The NPC members must sign the minutes or schedule to confirm they have approved the spending.

How are conflicts of interest managed?

It is best practice for your club to keep and maintain a register outlining the conflicts of interest of the committee members. A conflict of interest can be:

- **Actual**: where the conflict already exists
- **Potential**: where the conflict is about to happen, or could happen
- **Perceived**: where other people might reasonably think that a person has been compromised.

Your club should have a set procedure that outlines how conflicts are managed. We expect all declared conflicts and the action taken to mitigate the particular conflict to be included in the meeting minutes.

All financial records relating to the NPC’s decisions must be made available to members.
Gaming machine expenses

What are gaming machine expenses?

Gaming machine expenses refer to expenses relating to running the gaming machine operation. These expenses can include direct and indirect costs.

> Direct costs

Direct costs are costs that are traceable to the gaming operation. These costs can include compliance and licensing fees, gaming machine duty, problem gaming levy, EMS, service and repairs of gaming machines etc. These costs are incurred by the gaming machine operation only.

> Indirect costs

Indirect costs are expenses that are not directly traceable to the gaming operation, but incurred with other club activities. Your club is able to allocate these costs such as staff wages, cleaning, insurance, accountants fee and electricity as they relate partly to the gaming machine operation.

For example, if a staff member is tasked with duties related to the gaming machine operation which takes up 30% of that person’s time, then 30% of that person’s wages should be apportioned as gaming machine expenses.

How are gaming machine expenses paid and recorded?

All gaming machine expenses must be paid from the dedicated gaming account based on an invoice or part thereof. Best practice is to pay these directly from the dedicated gaming account. If this is not possible, apportioned payments can be paid from the general account and subsequently reimbursed from the gaming machine account.

If expenses are paid from and reimbursed to the general account, this should be done based on an invoice and completed at least monthly. A clear and accurate schedule must show every transaction and be kept for audit purposes. Essentially, we should be able to follow every dollar from your dedicated gaming account to the invoice that it paid.

We have a sample set of accounts on our website titled ‘Standard Accounts - Clubs’ which may assist in determining what are direct/indirect gambling machine costs.

Visit [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling) Search [audited financial statements](http://www.dia.govt.nz/gambling)

The costs of conducting class 4 gambling must be minimised in order to maximise the funds applied to authorised purposes. This means your club’s gaming machine expenses should remain as minimal as possible to ensure the maximum amount of net proceeds is applied or distributed back to the club or to community groups.
Cash float

Your club is required to provide a cash float for the gaming machine operation. This must be enough money to pay out prizes, bank GMP and complete hopper refills.

There is no longer a requirement to provide a separate float for this purpose, however we recommend you keep it separate as it allows better control over the funds utilised in the gaming operation.

Regardless of whether a separate float is provided or not, any cash float used in the gaming operation must be reconciled at least once every seven days. All transactions affecting the balance of the float must be recorded so a full reconciliation can be made.

Discrepancies identified in the cash float can indicate a gaming machine malfunction, errors by staff in conducting hopper refills or cancelled credits, or theft of money. It is important that discrepancies are fully investigated immediately to establish their cause.

The float is neither a gaming machine expense nor an authorised purpose, and must not be provided from gaming income. The float must be provided from the club’s general funds.
Banking of GMP

What are the responsibilities of the venue manager?

The venue manager is responsible for ensuring the full amount of gaming machine profits (GMP) is banked into the dedicated gaming machine account each week. The amount of GMP to be banked is calculated by the Electronic Monitoring System (EMS).

Venue managers must access the EMS each week to obtain the correct GMP figure. The figure calculated by the EMS must be banked, regardless of calculations made by other cash management programmes that some clubs use. EMS calculates GMP each Monday and the monetary amount is required to be banked within five working days (usually the following Friday).

Visit [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling) Search [ems](http://www.dia.govt.nz/gambling)

Banking GMP into the club’s general account does not constitute banking of GMP as required by the Gambling Act 2003. If GMP is banked to the general account, it must be transferred to the dedicated gaming account within the prescribed timeframe for banking.

What is a ‘late banking’?

A ‘late banking’ is when the venue manager fails to bank the full and correct amount of GMP into the club’s dedicated gaming account within the required time frame. A venue manager who breaches this requirement is liable upon conviction to a fine not exceeding $5,000. Continued breaches are generally dealt with by way of issuing an Infringement Offence Notice (ION) for $2,500 for each offence.

Your club is required to immediately disable the gaming machines and notify us if the GMP is not banked within the required timeframes (late banking) or not banked at all. Our ‘Misuse (Late Banking) of GMP’ policy sets our approach for dealing with such instances. This is strictly applied to all operators within the class 4 sector, not just clubs.

Please send all late banking notifications to [late.banking@dia.govt.nz](mailto:late.banking@dia.govt.nz)

Visit [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling) Search [misuse late banking policy](http://www.dia.govt.nz/gambling)

What happens if our club gets a negative GMP figure?

In any case where a negative amount of gaming machine profits is established for any venue for any week, the venue manager must deduct that amount from the banking for the following weekly period or periods that have positive amounts and record the adjustment.
Harm prevention and minimisation

A key focus area for us is to ensure all gambling operators fulfil their obligations in preventing or minimising harm from gambling. We are available to assist if you need guidance in this area, and both Clubs NZ and the Health Promotion Agency (HPA) provide resources and assistance for clubs on this topic.

Visit [www.google.co.nz](http://www.google.co.nz)  
Search [hpa gamble host resources](http://www.google.co.nz)

What are my club’s responsibilities to prevent or minimise harm?

You must ensure a person who is fully-trained in harm prevention and minimisation is on duty at all times the gaming machines are operating. Training of staff can be completed by your club where the knowledge is available or training packages/resources are available through Clubs NZ and the Health Promotion Agency (as above). Details of the training should be recorded outlining who was trained, who delivered the training, material used in the training and when participants will receive refresher training.

Your club must have a policy around preventing or minimising the risk of problem gambling (including identifying and dealing with potential problem gamblers), and must actively implement the policy at all times. The venue manager, or a person acting on his/her behalf, is responsible for implementing the policy.

Failure to follow your club’s policy or comply with the harm minimisation requirements could result in a breach of the Gambling Act 2003 and result in a penalty. It is important you take this seriously and seek advice if you are unsure.

One important resource your club can use is an incident register or log book for recording interactions and interventions with patrons. Whilst not mandatory, we consider this to be best practise and an important tool in helping prevent harm. It is a good means of demonstrating how your club implements their policy.

Your club is required to provide information about problem gambling to patrons. This includes:

- pamphlets providing information about the odds of winning
- information about the characteristics of problem gambling
- encouraging players to only gamble at levels they can afford
- how to seek assistance for problem gambling.
What are exclusion orders?

Exclusion orders are available as a means for individuals to take a break from gambling where there are concerns their gambling may be or may become harmful.

There are three different types of exclusion orders:

> **Self-exclusion orders**

A self-exclusion is when an individual who believes they may be experiencing gambling-related difficulties approaches club staff and asks to be excluded from the gaming area for an agreed amount of time (but no more than two years). The venue manager or a person acting on behalf of the venue manager must promptly issue the exclusion order to the person making the request. The only time you can refuse to issue an exclusion order when requested by a gambler is when they have not provided their full name, date of birth, and/or provided a recent photograph (or consented to one being taken).

> **Venue initiated exclusion orders**

A venue initiated exclusion order provides clubs the opportunity to exclude a person from the club’s gaming area when staff believe on reasonable grounds the person may be an actual or potential problem gambler. You may decide to use the venue initiated exclusion order if the individual chooses not to self-exclude.

If you decide to proceed with a venue initiated exclusion order, you must first offer information or advice on problem gambling to the individual. The individual does not have to sign the order for it to be valid—only the venue manager’s (or person acting on their behalf) signature is required.

> **Multi-venue exclusion orders**

A multi-venue exclusion order (MVE) is where a person requests to be excluded from a number of gaming venues at the same time. These are usually sent to your club by a gambling support service provider such as PGF or Oasis.

A request sent to the club from a gambling support service provider is not an exclusion order in itself. This is a request to exclude the identified person from your club and should be treated the same as if the individual had requested this themselves. An exclusion order must be completed once a request has been received. One copy of the exclusion order must be returned to the gambling support service provider who sent the request, and one copy to be retained by the club.

You may find that MVE requests are from persons who are not club members. Despite this, the club has no discretion as to whether or not the exclusion order is issued—it must be done.

For further information on exclusion orders, please visit our website.

Visit [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling)

Search exclusion order guidelines

Can a club member still come into the club for other activities if they are excluded?

An exclusion order prevents a person from entering the gaming area at your club. The person can still access other areas of your club if your gaming area is defined on your licence. If not, your whole club is considered the gaming area, and an excluded person cannot enter the premises at all.
Following a club election, your club may be left with a committee comprised of office holders and personnel who have no previous experience with gambling rules and regulations. It is important your club has procedures in place to ensure knowledge that relates to the gaming machine operation and other types of gambling conducted at your club is passed to the new office holders.

This is particularly important for the named venue manager on your licence, who is usually the club manager. The Gambling Act 2003 places a number of responsibilities on the venue manager that relate to supervising the day-to-day gambling and venue personnel (club staff involved in the gambling operation), the implementation of harm prevention and minimisation initiatives, and for banking the gaming machine profits (GMP).

What can my club do to keep its gaming operation running smoothly?

We recommend your club keeps a detailed record of the gaming machine operations, including information on the:

- club’s harm minimisation policy
- banking of GMP process
- responsibilities of the Net Proceeds Committee and the distribution of net proceeds

You should also include a plan for the how this knowledge will be transferred to the relevant people.
Signage and gaming machine forms

What signage must my club have on display?

Your club must display a copy of the club’s current gaming licence, contact details of the club and where patrons can complain about the conduct of the gambling. This is additional to other requirements related to providing information about problem gambling.

Your club should have guidelines around non-members playing the gaming machines. It is strongly recommended that you display signage outlining what your guidelines are in order to avoid confusion and complaints from patrons.

What are the rules around jackpot signage?

Your club is required to ensure that user manuals or operating instructions for linked jackpot systems are available. It is best practice to display such operating instructions in the gaming room in clear view of patrons.

Every player must be able to clearly view a jackpot display when playing any gaming machine connected to a linked jackpot system. Generally, such information is displayed on a screen in the gaming room, or is available on the display of each machine connected to the jackpot system.

The information displayed should include the jackpot prize amount currently available, each prize level (if more than one), and which gaming machine has struck the jackpot in the event of a win.

What forms do we need to use for our gaming machine operation?

There is information you are required to record as part of your gaming operation. This includes:

- Cancelled credits, short pays and refills
- Gambling equipment fault/player dispute report
- Unpaid prize report
- Weekly gaming machine profits report (only required in exceptional circumstances).

We have templates of these forms on our website that you can use, or you can create your own template as long as they contain the specified information.

We also have other forms available on our website that are optional. These include:

- Cash clearance details report
- Cashless gaming machine analysis
- Daily jackpot turnover report
- Gaming machine analysis report
- Gaming machine analysis spreadsheet
- Weekly banking reconciliation.

Visit [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling)
Search standard gaming machine forms

Visit [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling)
Search standard gaming machine forms
Your club is able to conduct other types of gambling, but there are rules around how these are conducted depending on how much money is involved and the type of gambling.

The different types of gambling that clubs conduct usually fall under class 1, class 2 or class 3 gambling. The class your gambling activity falls under is determined by the value of the **prizes** and the **turnover** (the money left over after prizes and expenses are paid).

> **Class 1**
> Turnover and prizes each less than or equal to $500.

> **Class 2**
> Turnover less than or equal to $25,000 and prizes less than or equal to $5,000.

> **Class 3**
> Turnover greater than $25,000 or prizes greater than $5,000.

For more information, read ‘Gambling fact sheet 2: What class of gambling is your activity?’ and ‘Gambling fact sheet 3: Classes of gambling’ on our website.

Please note, class 3 gambling activities require a licence. Your club must apply to us for this licence.

> **Membership draws**

Your club may conduct membership draws. These are “membership lotteries” as defined in the Gambling Act (Lottery) Game Rules 2004. Lottery game rule 11 provides a dispensation for clubs to conduct these outside of the normal lottery rules in that they can jackpot from week to week for a maximum of three months. Refer to the game rules for full details on how to conduct membership lotteries.

> **Housie**

Your club or subsections of your club may conduct housie. Refer to the Gambling Act (Housie) Game Rules 2004 for full details on how to conduct housie.

> **Raffles**

Your club or subsections of your club may conduct raffles (lotteries). Raffles run within clubs are normally conducted as class 1 gambling with prizes and/or turnover limited to $500, or sometimes as class 2 gambling.
> Poker

Your club or subsections of your club may conduct organised poker games. For details on how to conduct poker games, refer to ‘Fact sheet 13: Poker’ on our website.

Visit www.dia.govt.nz/gambling
Search gambling fact sheets

Poker is also categorised as a prize competition, so please refer to the Prize Competition Game Rules.

Visit www.dia.govt.nz/gambling
Search prize competition game rules

Is there anything we are not allowed to give away as prizes?

It is illegal to offer the following as prizes:

- A firearm, explosive (including ammunition), restricted weapon or airgun
- Liquor
- Tobacco products
- A taonga tuturu
- Vouchers or entitlements to commercial sexual services
- Vouchers or entitlements to any of the other property listed above.

It is important that you adhere to all relevant game rules in relation to any gambling activity as a breach of rules may impact on your club’s ability to hold a class 4 venue licence.
**Contact us**

**Free phone** the Gambling Compliance Group: **0800 257 887** (New Zealand only).

If you have a complaint or an enquiry relating to **gambling compliance**, please email gambling.compliance@dia.govt.nz.

If you have an enquiry relating to **licensing**, please email gambling.licensing@dia.govt.nz.

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You can sign up to our newsletter **Gambits** on our website. Gambits provides information about our recent work and significant issues in the gambling sector.

Visit [www.dia.govt.nz/gambling](http://www.dia.govt.nz/gambling)  
Search gambling group newsletter gambits