

# POLICE GENERAL ORDERS

## CHAPTER 11

### WELFARE AND SPORT

20/01  
04/06

#### 11-01 Welfare Committee - Junior Officers

No Welfare Committee shall be formed without the authority of the Commissioner.

#### 11-07 Police Welfare Fund - Control and Management

09/14  
05/17  
19/19  
04/24

##### Police Force Ordinance, Cap. 232

The Police Welfare Fund (PWF) was established in 1953 under section 39 of the Police Force Ordinance, Cap. 232, Laws of Hong Kong which provides for the establishment and sets out the purpose of the Police Welfare Fund. The Police Force (Welfare Fund) Regulation, Cap. 232 Subsidiary Legislation regulates the administration of the Fund.

##### Police Welfare Fund Management Committee

2. For the purpose of the Police Welfare Fund, the Commissioner has been constituted as a corporation sole named "Commissioner of Police Incorporated" since 19 November 1999. He has delegated his authority for management of the Police Welfare Fund to the Police Welfare Fund Management Committee referred to as the "Management Committee" hereinafter in accordance with Section 39J of the Police Force Ordinance, Cap. 232.

3. The Management Committee shall comprise the following:-

Chairperson : Deputy Commissioner of Police, Management (DCP MAN)

Members : Director of Personnel & Training (DPT)  
Assistant Commissioner of Police Personnel (ACP P)  
Chief Superintendent of Police Personnel Services and  
Staff Relations (CSP PS&SR)

Treasurer : Financial Controller (FC)

Secretary : Executive Officer, Support Services 1 Personnel  
Services Staff Relations (EO SUP SEV 1 PS&SR)

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4. The Management Committee shall be responsible for:-
- (a) formulating and reviewing policies with regard to the Police Welfare Fund, including policies relating to income and expenditure;
  - (b) monitoring and, when necessary, directing all disbursements from the Police Welfare Fund in accordance with the provisions of the Police Force Ordinance, Cap. 232;
  - (c) considering annual budgets and half-yearly reviews of income and expenditure; and
  - (d) considering capital expenditure exceeding the cost of \$500,000 per item and not dealt with under paragraph 6 below.
5. The Management Committee shall meet half-yearly or as often as directed by the Chairperson.

**Police Welfare Fund - General Authority for Expenditure**

6. The Commissioner of Police Incorporated has delegated his authority to DCP MAN, DPT and ACP P to authorise loans, grants and other items of expenditure without a set limit.

7. CSP PS&SR has been delegated the authority for approval of loans, grants and other items of expenditure up to maximum of \$100,000 per case generally.

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8. Senior Superintendent Foundation Training Centre (SSP FT) of Police College, Senior Force Welfare Officers (SFWOs), Senior Superintendent of Police, Catering, Clubs and Sports (SSP CCS), Superintendent of Police, Catering, Clubs and Sports (SP CCS) and Force Welfare Officers (FWOs) are authorized to approve loans, grants and other items of expenditure up to the maximum amounts decided by the Management Committee from time to time.

**Police Welfare Fund - Procurement Procedures**

9. Procurement by Personnel Services & Staff Relations Branch
- (a) for services or purchases up to \$20,000 a FWO/SP CCS/SP SR has complete discretion but he/she will normally seek more than one quotation in accordance with the policy and criteria decided by the Police Welfare Fund Management Committee (if urgent, by telephone) and then select the best offer;
  - (b) for services or purchases over \$20,000 but not exceeding \$50,000, a SFWO/SSP CCS/SSP SR will normally seek a minimum of five quotations from firms capable of meeting the requirement and then select the best offer;
  - (c) for services or purchases over \$50,000 but not exceeding \$100,000 the CSP PS&SR will normally seek a minimum of five quotations from firms capable of meeting the requirement and then select the best offer;
  - (d) for services or purchases over \$100,000 but not exceeding \$500,000, the CSP PS&SR will normally seek a minimum of five quotations from firms capable of meeting the requirement and submit his/her recommendation to ACP P for approval;
  - (e) for expenditure over \$500,000 but not exceeding \$1.36M, the CSP PS&SR will normally seek a minimum of five quotations from firms capable of meeting the requirement and submit his/her recommendation to DCP MAN for approval;

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- (f) for expenditure over \$1.36M, the CSP PS&SR will invite firms or contractors known to be capable of meeting the requirement to submit tenders in writing by a given date. This will be supplemented by a newspaper advertisement when considered necessary by the Chairperson, Police Welfare Fund Tender Board, and on all occasions when less than five firms or contractors capable of doing the work are known. Selection of the most suitable offer for all tenders of procurement or services with an expenditure over \$1.36M shall be submitted to the Police Welfare Fund Tender Board for consideration and approval. The Police Welfare Fund Tender Board is constituted as follows:-

Deputy Commissioner of Police, Management	-	Chairperson
Financial Controller	-	Member
A Senior Force Welfare Officer	-	Member
Chief Supplies Officer, Stores Management	-	Member
Executive Officer, Support Services 1, Personnel Services & Staff Relations	-	Secretary

- (g) When a major construction project is proposed, it will be necessary to consult the Architectural Services Department first for advice from an authorised architect or contractor before tenders are invited. In addition, a donor or his/her representative may be invited to sit on the Tender Board when a specific project for which a donation has been received is to be considered. A professional officer from the Architectural Services Department or another department may also be invited when technical advice is considered necessary.

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10. Procurement by the Police Band

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- (a) for services up to \$50,000, a SFWO and Director of Music have complete discretion but they will normally seek more than one quotation (if urgent, by telephone) and then select the best offer;
- (b) for services costing over \$50,000 but not exceeding \$100,000, SSP FT of Police College will seek a minimum of five written quotations from firms capable of meeting the requirement and then select the best offer;
- (c) for services costing over \$100,000 but not exceeding \$500,000, SSP FT of Police College will seek a minimum of five written quotations from firms capable of meeting the requirement and then submit his/her recommendation through CSP PS&SR to ACP P for approval;
- (d) for expenditure over \$500,000 but not exceeding \$1.36M, SSP FT of Police College will normally seek a minimum of five written quotations from firms capable of meeting the requirement and then submit his/her recommendation through CSP PS&SR to DCP MAN for approval;
- (e) for expenditure over \$1.36M, SSP FT of Police College will invite firms or contractors known to be capable of meeting the requirement to submit tenders in writing by a given date. This will be supplemented by a newspaper advertisement when considered necessary by the Chairperson, Police Welfare Fund Tender Board and on all occasions when less than five firms or contractors capable of doing the work are known. Selection of the most suitable offer will be made by the Police Welfare Fund Tender Board as stipulated in para. 9(f) above.

11. The waiver of tender procedures which would normally require the attention of the Tender Board, shall only be approved by the Commissioner of Police personally.

**Police Welfare Fund - Estimates**

12. The annual estimates of income and expenditure shall be prepared by FC in conjunction with CSP PS&SR in January each year. The estimates shall be submitted to the Management Committee for approval in March of the same year. Following approval of the estimates, funds may be expended during the financial year in accordance with the allocations set out in the estimates.

13. In October/November, FC in conjunction with CSP PS&SR shall prepare the revised estimates of the Fund's income and expenditure for submission to the Management Committee for endorsement. A final statement of account (un-audited) shall be submitted to the Management Committee as soon as possible after the 31<sup>st</sup> day of March each year.

**Police Welfare Fund - Control of Expenditure**

14. With the exception of the items for which grants are made in one single payment per annum, expenditure from recurrent items shall not exceed 50% of the approved annual provision during the first six months of the financial year. Where this limit is exceeded, the personal endorsement of ACP P shall be sought.

15. When the expenditure under a particular item is in excess of the approved provision and can be justified, CSP PS&SR shall seek ACP P's authority for virement between expenditure items and obtain additional funds from the Management Committee drawn from available cash balances in the Welfare Fund.

16. The total amount of loans granted to officers shall not exceed the prescribed limit for each financial year. As prescribed by Police Force (Welfare Fund) Regulation, Cap 232 the repayment of loans should not exceed 48 monthly instalments. Under normal circumstances, a loan shall be repaid within 10 months.

17. In an exceptional case where it is manifestly for the benefit of the Police Force that expenditure shall be immediately incurred, and time does not permit authority being obtained in the usual way, the CSP PS&SR, a SFWO or SSP CCS may, on their own responsibility, incur the expenditure but will at once take the necessary steps to apply for covering authority explaining the reasons that induced departure from the ordinary course.

**Police Welfare Fund - Accounts**

18. The accounts shall be kept in accordance with normal government accounting procedures by the Finance Division and shall be subject to audit by the Director of Audit.

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**11-08 Police Welfare Fund – Procedures for Personal Loan or Grants**

The applicant shall apply on the prescribed form and must provide complete and accurate information as required in the application.

**11-09 Formation Welfare Grant from the Police Welfare Fund**

09/14

A payment shall only be made on the authority of the Chairperson of Junior Officers Welfare Committee or, in the case of PHQ Units, the designated holder of the grant. These payments shall be supported by a numbered receipt, the number being entered in the cash book.

2. The cash book shall be balanced monthly. It shall be presented to STA MA with supporting receipts for checking at the time of payment of the grant.

**11-10 Police Welfare Fund - Force Retirement Souvenirs, Official Tea Parties and Retirement Preparation Seminars**

13/11

Retirement tea parties shall be organized by Major Formations/Formations in order to present retirement souvenirs to eligible officers once every quarter or once every four months during the calendar year, subject to the preference of the Major Formation Commander concerned.

01/06  
09/14

**11-11 Police Welfare Fund - Hospital Allowance**

A daily allowance shall be payable to officers who are hospitalized as a result of injuries sustained in the course of duty or in physical exercises which are part of their training programme.

**11-17 Formation Messes, Canteens and Recreation Rooms**

Formation Commanders shall ensure that all messes, canteens and recreation rooms situated in premises within their command are efficiently managed. They shall also ensure that all accounts and inventories, which are subject to inspection and audit by the Internal Audit Section, are properly kept.

2. A Formation Commander shall forward a copy of the constitution and rules for every recreational facility situated in premises within his command to the Commissioner (Attn: CSP PS&SR) for approval.

**11-18 Police Clubs and Associations**

No recreational, sporting or other association or club which uses the name or colours of the Police Force shall be formed, or canteen or similar institution opened, without the authority of the Commissioner.

2. The organizing Committee or any such institution or association shall, at the time of seeking authority for the formation of the body, submit a copy of the proposed constitution, by-laws and rules.

3. The controlling body of any such institution or association shall submit to the Commissioner (Attn: CSP PS&SR) for his consideration any proposed amendment to the constitution, by-laws or rules of the organization.

**11-19 Police Psychological Counselling Service**

07/04 The Police Psychological Counselling Service is a voluntary service open to all Force members. Police Psychological reports shall not be included in disciplinary proceedings without the prior approval of ACP P.

**11-20 Priority Assessment System - Management of Officers with Acute or Serious Mental Health Problems**

Officers suffering from acute or severe mental health problems shall be managed under the Priority Assessment System.

08/07 **11-21 Post Shooting Stress Management, Post Shooting Mandatory Interview Service and Post Critical Incident Psychological Support Services**

07/12 Attendance to see the Senior Police Clinical Psychologist (SPCP1) shall be mandatory for any officer who:-

- (a) has discharged a firearm; or
- (b) is himself shot.

2. Referral of such an officer to the SPCP shall be made by the officer's Formation Commander as soon as is practicable together with pertinent facts of the incident. An officer so referred shall attend as directed.

08/07 3. The TSRO shall ensure that officers are referred for the Post Shooting Mandatory Interview Service and other Post Critical Incident Psychological Support Services as appropriate.



## WELFARE AND SPORT

**11-22 Sport**09/14  
06/23

Where an officer has been directed to take part in a sporting event (e.g. whilst undergoing training at Police College or PTU), such participation shall be construed as being incidental to his employment for the purposes of the Pensions Ordinance (Cap. 89), the Employees' Compensation Ordinance (Cap. 282) or any other Ordinances.

01/06

**HONG KONG POLICE SPORTS COUNCIL**

2. Police sports clubs are formed to promote a Healthy Lifestyle concept and sporting activities within the Force. They are officially registered under the Societies Ordinance (Cap. 151) and are affiliated to the Hong Kong Police Sports Council which hereinafter will be referred to as the "Sports Council".

3. The Sports Council shall comprise the following officers:-

Chairperson : An officer appointed by the Commissioner. Such officer shall not stand for election to any affiliated Police sports club chairpersonship. If the officer is a chairperson of any Police sports club by the time when he/she is appointed as the Sports Council Chairperson, his/her sports club chairpersonship shall terminate upon the end of the tenure or one year after he/she has taken up the Sports Council chairpersonship, whichever is earlier.

Vice-Chairperson : An officer appointed by the Chairperson.

Treasurer : An officer appointed by the Chairperson.

Members : Eight persons elected among the Chairperson of the Police sports clubs by mutual election.

10/08

Ex-Officio : Superintendent, Catering, Clubs & Sports Personnel Services & Staff Relations Branch (SP CCS PS&SR).

Secretary : Executive Officer, Catering, Clubs & Sports 1 Personnel Services & Staff Relations Branch (EO CCS 1 PS&SR).

**Responsibilities**

4. The Sports Council shall be responsible for:-
- (a) encouraging and promoting sports within the Force;
  - (b) coordinating and directing the Force sporting effort both within and outside Hong Kong;
  - (c) promoting the concept of Healthy Lifestyle within the Force;
  - (d) providing guidance to sports clubs in respect of composition, election procedures, budgets, uniforms and overseas tours;
  - (e) considering annual budgets from all sports clubs within the Force and making a formal submission to the Commissioner for a suitable allocation from the Police Welfare Fund;
  - (f) monitoring the expenditure and accounts of the sports clubs; and
  - (g) advising the Commissioner on all matters involving the sports clubs, including the consolidation of events, statistics and annual reports with recommendations if required, and reviewing policy where necessary.

**Administration**

- 11/10  
05/17
5. The Sports Council operates under a set of guidelines governing the following issues: Membership, Budgets, Accounts, Overseas Tours, Honorary Officials, Visits by Overseas Sports Teams, Funds Derived from Non-Government Sources, and Award for Force Sports.

**Frequency of Meetings**

6. The Sports Council shall normally meet quarterly or more often as directed by the Chairperson.

**Terms of Office**

7. The term of office for each elected member shall be two years from the 1st day of August in the election year until the 31st day of July in the second year that follows. If a Sports Council member vacates his office during his term of office, the vacancy shall be filled by a Member elected among the Chairpersons of the Police sports clubs. The election may be conducted by ballot in sealed envelope. If no nomination is made, the Sports Council may appoint a Police sports club Chairperson to fill the vacancy.

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**Election**

8. (a) In July of the election year, the Chairperson of the Sports Council shall convene a meeting of the Chairpersons of all the Police sports clubs for the purpose of election to Sports Council membership;
- (b) The Secretary shall give fourteen clear days notice for the meeting;
- (c) Nominations may be made before or at the meeting. Each nomination must be proposed by, and seconded by, a Police sports club Chairperson. If made before the meeting, the nominations must be delivered to the Secretary; and
- (d) Election at the meeting may be conducted by a show of hands or by ballot as determined by the Chairperson of the Sports Council.

**Ad Hoc Committees and Sub-Committees**

9. The Chairperson may appoint members and other persons to serve on ad hoc committees or sub-committees for specific purposes.

**Accounts**

10. The accounts shall be kept in accordance with guidelines issued from time to time by the Senior Treasury Accountant, Management Account (STA MA) and shall be subject to audit by the Internal Audit Division.

**Responsibilities of Sports Club Chairpersons**

11. The Chairperson of a Police sports club is responsible for:-
- (a) running the club in accordance with its constitution and the guidelines provided by the Sports Council;
- (b) forwarding an annual written report on the activities of his club to the Sports Council; and
- (c) ensuring that accounts are kept in accordance with the constitution, council guidelines and guidelines issued from time to time by STA MA. The audited accounts shall be submitted to STA MA within three months after the end of each financial year. A copy of the accounts shall be forwarded to the Internal Audit Division and Secretary of the Police Sports Council (EO CCS 1 PS&SR).

**Affiliated Sports Clubs**

- 07/04 12. The following 33 clubs are currently affiliated to the Hong Kong Police Sports Council:-  
10/08  
11/10  
05/17  
05/18  
08/19
- Police Adventure Club
  - Police Archery Club
  - Police Athletics Club
  - Police Badminton Club
  - Police Basketball Club
  - Police Bodybuilding & Powerlifting Club
  - Police Boxing Club
  - Police Chinese Wushu Club
  - Police Cycling Club
  - Police Dragon Boat Club
  - Police Football Club
  - Police Football Referees' Club
  - Police Golfing Society
  - Police Hockey Club
  - Police Judo Club
  - Police Karate-Do Club
  - Police Lawn Bowls Club
  - Police Orienteering Club
  - 11/10 Police Rope Course Club
  - Police Rowing Club
  - Police Rugby Football Club
  - Police Sailing Club
  - Police Shooting Club
  - 10/08 Police Snooker Club
  - Police Squash Club
  - Police Sub-Aqua Club
  - Police Swimming Club
  - Police Table Tennis Club
  - Police Taekwondo Club
  - Police Tennis Club
  - Police Tenpin Bowling Club
  - Police Tug of War Club
  - Police Volleyball Club

**Formation of a New Club**

13. Any officer may propose the formation of a new sports club. The steps outlined below must be followed:- 03/20

- (a) prepare a document for submission to the Sports Council, detailing the name of the proposed club, its aims, a draft constitution, a list of officers for the committee posts (comprising at least the Chairperson, Vice-Chairperson, Secretary and Treasurer) and a detailed list of budget requirements;
- (b) once this has been submitted to the Sports Council, a decision will be made on whether or not to award temporary affiliation;
- (c) if approved, the chairperson must submit notice of temporary affiliation and the proposed club's constitution to the PHQ Licensing Office for registration under the Societies Ordinance;
- (d) once registered, the club must resubmit its proposal to the Sports Council for permanent affiliation.

**11-27 Care and Disposal of Welfare Items**

Welfare inventory items are recorded in a computerized Police Welfare Inventory Record System managed by SCO HQ P. The records should be verified upon receipt from SCO HQ P. Copies of the records should be kept on file by the respective Formations for a minimum of three years for audit purpose.

2. SCO HQ P writes to STA MA who, in turn, is to seek approval from the Secretary for Financial Services and the Treasury who is the authority to write off any loss or damage to welfare items.

3. Formation Commanders are to preserve safely all welfare items on their charge. They are to ensure that each item is kept in a good state of repair and promptly report to CSP PS&SR (Attn: SCO HQ P) any loss or damage. In all cases of loss or damage, other than through fair wear and tear, the Formation Commander is to conduct an enquiry.

**11-28 Gifts and/or Donations to Police Messes**

11/09 The Secretary for the Civil Service and the Secretary for Security have delegated their authority to authorise the acceptance of gifts/donations to Police Messes to the Commissioner of Police subject to the criteria set out in paragraph 56 of FPM 6-32.

2. The Commissioner of Police has delegated the authority for the acceptance of gifts and/or donations for value not exceeding \$1,000 from a member of the Mess. In respect of donations from non-Force members, the occasions should be limited to those which mark the departure of the donor from the mess. The level of delegation of authority to grant permission to accept gifts or donations to police messes is laid out at FPM 3-04 to officers holding the rank of Chief Superintendent (normally the DC of the District in which the Mess is situated), and in respect of the value not exceeding \$1,000 for a donation from a non-member of the Mess, ACPs (RC or equivalent) or above.

10/08 3. In respect of gifts/donations where the amount or other circumstances exceed the limits as  
13/10 set out, application for approval to accept should be addressed to Commissioner of Police (Attn.: SP D), who shall seek the necessary permission in accordance with the Acceptance of Advantages (Chief Executive's Permission) Notice 2010.

4. All donations to Police Messes have to be properly documented and an annual return showing the value of donations, name and status of donors and the nature of the occasions on which donations are made are to be forwarded to the Commissioner of Police (Attn.: CSP PS&SR) by 1st November of each year. CSP PS&SR shall forward a consolidated return to CSB and Security Bureau for their information. Nil returns are required.

**11-32 Police Children's Education Trust and Police Education and Welfare Trust**

The Police Children's Education Trust (PCET) and the Police Education and Welfare Trust (PE&WT) are established in 1967 under Chapters 1119 and 1120 of the Laws of Hong Kong respectively. The Commissioner is the Trustee of the two Trusts by statute. Both Trusts award scholarships and bursaries to children of police officers. Application requirements and procedures are normally announced for general notice during July and August each year. Application has to be made in the prescribed form with supporting documents required and submitted before the designated closing date.

**11-33 Donation to Police Welfare Fund (PWF), Police Children's Education Trust (PCET) and Police Education and Welfare Trust (PE&WT)****Donation from Within the Force**

Serving police officers or civilians attached to the Force who wish to donate to the PWF, PCET or the PE&WT should write to the Commissioner of Police (CSP PS&SR) for his consideration of acceptance.

**Donations from Members of the Public**

2. No donation from members of the public should be accepted without the prior approval of the Commissioner of Police or as delegated.

**11-34 Hong Kong Police Arts Council**

09/14

Police arts clubs are formed to promote arts and cultural activities within the Force. They are officially registered under the Societies Ordinance (Cap. 151) and are affiliated to the Hong Kong Police Arts Council which hereinafter will be referred to as the "Arts Council".

09/12

2. The Arts Council shall comprise the following officers:-

Chairperson : An officer appointed by the Commissioner of Police. Such officer shall not stand for election to any affiliated Police arts club chairpersonship. If the officer is a chairperson of any Police arts club by the time when he/she is appointed as the Arts Council Chairperson, his/her arts club chairpersonship shall terminate upon the end of the tenure or one year after he/she has taken up the Arts Council chairpersonship, whichever is earlier.

Vice-Chairperson: An officer appointed by the Chairperson

Ex-Officio : Superintendent, Catering, Clubs & Sports Personnel Services & Staff Relations Branch (SP CCS PS&SR)

Secretary : Executive Officer, Catering, Clubs and Sports 2 Personnel Services and Staff Relations Branch (EO CCS 2 PS&SR)

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05/17

Members : The elected Chairpersons of all arts, cultural and recreational clubs within the Force that are officially affiliated to the Council.

**Responsibilities**

3. The Arts Council shall be responsible for:-
- (a) encouraging and promoting arts in the Force;
  - (b) coordinating and directing Force arts and cultural activities both within and outside Hong Kong;
  - (c) providing guidance to arts clubs in respect of constitution, election of officials, accounts/expenditure;
  - (d) considering annual budgets from all affiliated arts clubs, and ultimately to make recommendations to the Commissioner for suitable allocation to be made from the Police Welfare Fund;
  - (e) monitoring the expenditure and accounts of the arts clubs; and
  - (f) advising the Commissioner on all matters involving the arts clubs, including the consolidation of events, statistics and annual reports with recommendations if required, and by reviewing policy where necessary.

**Administration**

- 09/12 4. The Arts Council operates under a set of guidelines governing the following issues:  
05/17 Membership, Budgets, Accounts, Overseas Visits, Honorary Officials, Funds Derived From Non-Government Sources and Annual Force Colours Award for Arts.

**Frequency of Meetings**

- 11/11 5. The Arts Council shall normally meet half-yearly or when required as directed by the Chairperson.

**Responsibilities of Arts Club Chairpersons**

- 09/12 6. The Chairperson of a Police arts club is responsible for:-
- (a) running the club in accordance with its constitution and the Arts Council guidelines;
  - (b) ensuring that the accounts are kept in accordance with the constitution, Arts Council guidelines and guidelines issued from time to time by the Senior Treasury Accountant, Management Account (STA MA). The audited accounts shall be submitted to STA MA within three months after the end of each financial year, copying to the Internal Audit Division and Secretary of the Arts Council (EO CCS 2 PS&SR).
- 09/10  
09/12



## WELFARE AND SPORT

**Affiliated Arts Clubs**

7. The following 24 clubs are currently affiliated to the Hong Kong Police Arts Council:- 07/04
- |  |       |
|--|-------|
| Police Children Air Cadet Corps 606 Squadron             | 10/08 |
| Police Children Girl Guides                              | 09/10 |
| Police Children's Choir                                  | 11/11 |
| Police Children's Scouting Groups                        | 05/17 |
| Police Chinese Culture Club                              | 05/18 |
| Police Choir   | 07/21 |
| Police Debate and Speech Club                            | 05/22 |
| Police English Club                                      | 04/24 |
| Police Filming Club                                      |       |
| Police Guitar Folk Song Club                             |       |
| Police Handicraft Club                                   |       |
| Police Harmonica Club                                    |       |
| Police History Club                                      |       |
| Police Horticulture Club                                 |       |
| Police Information and Communications Technology Society |       |
| Police Magic Club  |       |
| Police Model Flying Club                                 |       |
| Police Nautical Club                                     |       |
| Police Painting and Calligraphy Club                     |       |
| Police Philatelic Club                                   |       |
| Police Photography Club                                  |       |
| Police Pop Music Club                                    |       |
| Police Tea Art Club                                      |       |
| Police World Cultures Club                               |       |

**Formation of a New Club**

8. Any officer may propose the formation of a new arts club. The steps outlined below must be followed:- 03/20
- (a) prepare a document for submission to the Arts Council, detailing the name of the proposed club, its aims, a draft constitution, a list of officers for the committee posts (comprising at least the Chairperson, Vice-Chairperson, Secretary and Treasurer) and a detailed list of budget requirements;
  - (b) once this has been submitted to the Arts Council, a decision will be made on whether or not to award temporary affiliation;
  - (c) if approved, the Chairperson must submit notice of temporary affiliation and the proposed club's constitution to the PHQ Licensing Office for registration under the Societies Ordinance; and
  - (d) once registered, the club must resubmit its proposal to the Council for Arts permanent affiliation.