

Victoria Police Manual – Procedures and Guidelines

Police clubs and functions

Source Policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPM Conflict of interest
- VPM Donations and sponsorship

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and Guidelines

1. Definitions

Police clubs – clubs formed for sporting/recreational or social purposes that are identifiable as representing Victoria Police.

Specific purpose functions or events – functions or events organised under police auspices (but not by a police club) or that may be identifiable as representing Victoria Police.

Non-police clubs, functions or events – organised clubs, functions or events involving employees but that are not identifiable as representing Victoria Police.

Representing Victoria Police – a club, function or event is considered as representing Victoria Police if:

- 'police' or other words or symbols which may be associated with Victoria Police or areas within the Victoria Police are used in the club or function/event's name, constitution or promotional material
- the activities conducted or monies raised predominantly benefit Victoria Police employees
- there is a perception that the club, function or event represents Victoria Police or its employees.

2. Establishment and conduct of tea clubs

Tea clubs are funded by employee contributions whose primary purpose is to provide refreshments for consumption in the workplace, small social functions or purchase of gifts. They may be established with the approval of a Work Unit Manager, who may put into place conditions for its conduct.

3. Establishment and conduct of police clubs

3.1 *Before seeking approval*

- Consult the Sports Administrator, Fitness and Lifestyle Unit, HRD, for guidelines and advice on establishing clubs
- Hold an inaugural meeting for the prospective club and elect a committee
- Establish a constitution that follows the model rules for an incorporated association. Also consider incorporation. Seek advice from the Fitness and Lifestyle Unit.
- Clubs wishing to use the police badge or other insignia identifiable as representing Victoria Police on stationery, clothing or other items should submit samples with the club's application for approval.

3.2 *Approval*

Sporting and recreational clubs – applications require the approval of:

- Local Area Commander
- Sports Administrator
- Manager, Fitness and Lifestyle Unit.

Social clubs – applications require the approval of:

- Local Area Commander
- Manager, Fitness and Lifestyle Unit.

Conditions of approval – approval:

- Is conditional upon serving employees maintaining representation on the committee
- Will not be given to clubs seeking to raise money through the conduct of commercial enterprise:
 - involving the general public (except for charitable purposes)
 - using premises where a licence or permit to sell or consume alcohol is required.

Changes to constitution – amendments to a club’s constitution require the approval of the Manager, Fitness and Lifestyle Unit.

3.3 Conduct of club

- Police club committees are responsible for ensuring that the club is conducted according to their constitution, the conditions of approval and this instruction.
- If a club wishes to use the police badge or other insignia identifiable as representing Victoria Police on stationery, promotional items, clothing or other articles, they require approval by Media and Corporate Communications in accordance with the **VPMP Corporate communications**.
- Local Area Commander is to approve functions or events held by a police club.
- Police clubs are to prepare an annual report of activities and a set of audited annual accounts within three months of the financial year ending and submit them to:
 - social clubs – Senior Manager
 - sporting or recreational clubs – Sports Administrator.

4. Conduct of specific purpose functions

The following conditions apply to specific purpose functions:

- To be organised and conducted by a properly formed committee
- To be approved by Local Area Commander; submit a report seeking approval, including the following:
 - the purpose of the function
 - how the function will be funded, including any use of sponsors or donations
 - how funds raised will be disbursed
 - the use of any names or words which may be identifiable as representing the Victoria Police

- Committee is to ensure compliance with the **Professional and ethical standards**, taxation provisions and proper accounting principles
- Any use of the police name, badge or other insignia identifiable as representing Victoria Police on stationery, promotional items, clothing or other articles is to be approved by Media and Corporate Communications in accordance with the **VPMP Corporate communications**
- The committee is to submit a report of activities, a set of audited accounts within three months of the financial year ending to the Local Area Commander.

5. Responsibilities for police clubs and functions

5.1 *Liability of Victoria Police*

Victoria Police will not be liable for any loss, debt, or claim for damages resulting from the activities of any police club or specific purpose function or event. Approval of a club or function does not mean or imply that Victoria Police permits or approves the decisions, actions or non-actions of employees, committee members or participants of any police club or specific purpose function or event.

5.2 *Local Area Commander's responsibilities*

- Ensure approved police club and specific purpose function committees comply with the conditions of their approval, and the requirements of these instructions.
- Ensure the activities of police clubs or specific purpose functions do not compromise Victoria Police and that no conflict of interest occurs.
- Take action if they believe that a police club or function has not been operating according to these procedures
- Advise the committee of proposed or existing police clubs or specific purpose functions to comply with the approval procedures. If they refuse to do so, direct the club or function not to operate.

6. Withdrawal of approval

6.1 *Notification*

If an employee believes that a club, function or event may be operating inappropriately, they should advise:

- social clubs or specific purpose functions – Local Area Commander
- sporting and recreational clubs – Sports Administrator.

6.2 Investigation and withdrawal

- The relevant member above should investigate the matter. If they find the club or function is or has been operating inappropriately:
 - police club – recommend to the Manager, Fitness and Lifestyle Unit that the club's approval be withdrawn
 - specific purpose function – ensure that any functions proposed by the same committee members are not approved.
- Where a club or function's approval is withdrawn, advise the Police Conduct Unit, Professional Standards Command.

7. Non-police clubs or functions

All employees (on or off duty) involved in managing or organising non-police clubs, functions or events:

- are subject to the **Professional and ethical standards**
- are not to use any names, symbols or words that may be identifiable as representing the Victoria Police
- should ensure that proper accounting procedures are maintained.

Further Advice and Information

For further advice and assistance regarding these Procedures and Guidelines, contact the Fitness and Lifestyle Unit, Wellbeing Services, Health Safety and Wellbeing Division, HRD.

Update history

Date of first issue	22/2/10	
Date updated	Summary of change	Force File number
21/01/13	Updated to reflect organisational governance and structural changes.	FF-074790
01/07/19	Instrument names amended to reflect updated conflict of interest policy	FF-135496
02/08/19	Instrument names amended to reflect updated donations and sponsorship policy.	FF-140620