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Department : Public Safety
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

SPORTS AND RECREATION POLICY

**"Managing Sport and Recreation in
the workplace"**

**NORTHWEST PROVINCE:
DEPARTMENT OF PUBLIC SAFETY
HUMAN RESOURCES POLICY**

POLICY NO: HR2009/012
NAME OF POLICY: SPORTS AND RECREATION POLICY
EFFECTIVE ON:
DATE OF REVIEW : APRIL 2012

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PREAMBLE

The Department of Public Safety in the North West Provincial Government ("the Department"):

RECOGNISES and ascribes to the following principles and values:

- Sport is an investment in the health, vitality and productivity of its employees.
- Sport contributes to the overall improvement in the quality of life, physical, mental and moral wellbeing of its employees.
- Because of its visibility, sport can play an enormous part in redressing gender inequalities and discrimination against the disabled and minorities.
- Successful athletes serve as role models for the youth of the province – as achievers, unofficial ambassadors, as individuals committed to equality and fairness in competition.

TAKES COGNISANCE of the impact of sport on:

- Health.
- The economy: Physical activity has a favourable effect on productivity levels.
- Crime: Delinquent behaviour is associated with low self-esteem, and success in sport and recreation work to improve self-esteem.
- Nation-building.
- International relations.

1. ABBREVIATIONS AND DEFINITIONS

CFO: Chief Financial Officer.
SRF: Sport and Recreation Forum.
PSCBC: Public Service Co-ordinating Bargaining Council.

Department: Department of Public Safety, North West.

Sport: any activity that requires a significant level of physical involvement and in which participants engage in either a structured or unstructured environment for the purpose of declaring a winner, though not solely so; purely for relaxation, personal satisfaction, physical health, emotional growth and development.

Recreation: a guided process of voluntary participation in any activity which contributes to the improvement of general health, well-being and the skills of both the individual and society. It includes not only sporting activities, but also activities such as participation in choirs, traditional games and any other activity which the Department may deem recreational.



Sporting activities:	the playing of games, practice sessions, pre-approved team activities of the sporting codes sanctioned by the Department.
Recreational activities:	voluntary participation in any activity such as choir practices, choir competitions, and any other activity which the Department may deem a recreational activity.
The Department:	The North West Department of Public Safety
Employee:	means any person who is employed by the Department on a permanent or contractual basis and includes a person who is on a learnership or internship programme. Contractors employed by the Department are excluded.
Sanctioned sporting codes:	A list of sporting codes compiled by the Sport and Recreation Forum and agreed to by the Department, of the codes which will be participated in during any particular financial year.
Head of office:	means the Senior Manager (salary level 13 and higher) of the specific office.
Participation:	refers to all travelling, accommodation and participation in the actual sporting and recreational activities.
Voluntary:	means employees will participate in sporting and recreational activities out of their own free will.
Sport kit:	refers to the common clothes that participants will wear when representing the Department in different sporting codes.
Recreational uniform:	refers to the common clothes that participants will wear when representing the Department in different recreational activities, e.g. choir uniforms.
Departmental logo:	refers to the emblem of the North West Department of Public Safety
Tournament:	refers to a sports/recreational event where more than two teams or sporting codes are participating.
Financial support:	refers to money that may be spent by the Department, related to participation in sport or recreational activities.
Financial year:	refers to the annual financial cycle starting 1 April of each year and ending on 31 March of the following year.
Interdepartmental tournament:	refers to a tournament that involves other government departments.
Refreshments:	refers to meals and soft drinks, excluding alcohol.

Objective code:

is a financial term that is used to describe the purpose of specific transactions.

2. PURPOSE AND OBJECTIVES

2.1 The purpose of this policy is to:

- (a) Promote participation in sport and recreation;
- (b) Promote the adage: a healthy body encourages a healthy mind;
- (c) Promote employee wellness and health;
- (d) Promote sport and recreation as a de-stressing and relaxation methodology;
- (e) Provide assistance to employees who wish to participate in specific sporting codes, sporting activities and recreational activities;
- (f) Improve the quality of life of employees in the Department; and
- (g) Support the Employee Wellness Programme of the Department.

2.2 The objectives of this policy are as follows:

- (a) Ascertaining the sport and recreation needs through a needs assessment exercise amongst employees;
- (b) Consulting with relevant stakeholders in regard to sporting codes, sporting facilities, recreation and recreation facilities etc, in order to give effect to the implementation of this policy;
- (c) Upliftment of women and the disabled through sport and recreation;
- (d) Fostering unity and teambuilding through sport and recreation;
- (e) Encouraging sport and recreation excellence; and
- (f) Marketing of sport and recreation within the Department.

3. PRINCIPLES

- 3.1 Health;
- 3.2 Wellness;
- 3.3 Teambuilding;
- 3.4 Quality of life; and
- 3.5 Developing social skills.

4. LEGISLATIVE FRAMEWORK

- 4.1 The Constitution of the Republic of South Africa;
- 4.2 Public Service Act, 1994 (as amended);
- 4.3 Employment Equity Act, 1998;
- 4.4 Basic Conditions of Employment Act; 1997
- 4.5 Public Service Regulations, 2001 (as amended);
- 4.6 Public Finance Management Act, 1999;

- 4.7 Treasury Regulations, 2002 (as amended);
- 4.8 Labour Relations Act, No 85 of 1995
- 4.9 Occupational Health and Safety Act, of 1993;
- 4.10 National Transport Policy;
- 4.11 Compensation for Occupational Injuries and Diseases Act, 1993;
- 4.12 White Paper on Sport and Recreation; and
- 4.13 Public Service Code of Conduct

5. SCOPE OF APPLICATION

This policy is applicable to all the employees of the department.

6. POLICY STATEMENT

The Department is committed to improving the health, wellness and quality of life of its employees through sport and recreation.

7. NEEDS ASSESSMENT

- 7.1 In order to know what sports and recreational activities employees wish to engage in, a needs assessment exercise shall be launched in the Department, to determine this.
- 7.2 This needs assessment exercise will be monitored and coordinated by the Sport and Recreation Forum (SRF).
- 7.3 The needs assessment exercise may take the form of questionnaires, focus discussion groups or any other methodology which the SRF deems appropriate.
- 7.4 The SRF shall analyse the information flowing from the needs assessment exercise and disseminate the results within the Department.

8. CRITERIA FOR PRIORITIZING SPORTS CODES AND RECREATIONAL ACTIVITIES

The following criteria should be utilized in determining the sporting codes which the Department will ascribe to:

- 8.1 Popularity;
- 8.2 Membership;
- 8.3 Degree of transformation;
- 8.4 Existence of administrative support and sporting structures within the province;
- 8.5 Existence of well-structured Codes of Conduct for players within provincial, local or club level;

8.6 Empowerment of disadvantaged groups; and

8.7 Promotion of indigenous games.

9. HUMAN RESOURCE CONSIDERATIONS

9.1 The attendance of sporting and recreational activities during working hours shall be regulated through the recording of these absences in a Sport and Recreation Leave of Absence Register.

9.2 The attendance of sporting and recreational activities during working hours shall include the playing of games, practice sessions for sport, choir practices, choir performances and other pre-approved sport and recreation activities.

9.3 In the event where the participants need practice sessions in preparation for official competition, the head of the office or directorate or the relevant senior manager, may grant permission for the participants to leave their place of work early. The relevant senior manager must however ensure that service delivery is not compromised as a result of the earlier release of staff.

9.4 The attendance of sporting and recreational activities outside of working hours shall be a voluntary decision by the employee, a decision made for the love and passion for the sporting code.

9.5 Each sanctioned sporting code/recreational activity in the Department shall be governed by a separate code of conduct.

9.6 In the event where participants need to take leave for official competition, the Departmental leave policy will apply.

9.7 The public service code of conduct and disciplinary code shall apply before, during and after sports and recreational events.

10. MEMBERSHIP

10.1 Employees shall be allowed to participate in no more than two sanctioned sporting codes within the department.

10.2 Employees shall be allowed to participate in no more than two recreational activities within the Department.

10.3 Employees shall be limited to participation in no more than two (2) other sporting structures within the North West Province.

11. TEAM MANAGEMENT

11.1 Sporting coaches and managers for the sanctioned sporting codes or recreational activities will be appointed from the ranks of employees. This will be done on a voluntary basis where employees are prepared to give off their time and expertise for the love of the particular sporting code or recreational activity.

- 11.2 Team managers shall have the following responsibilities:
- (a) Establish the team or club for a specific sanctioned sporting code;
 - (b) Compile and submit a list of members to the SRF for record purposes;
 - (c) Attend to the needs of the sporting code or club;
 - (d) Develop a code of conduct for the specific sanctioned sporting code;
 - (e) Ensure the safekeeping of sports kits;
 - (f) Submit reports to relevant programme managers;
 - (g) Submit action plans for the next financial year, to the SRF;
 - (h) Advise programme managers on the amount to be budgeted for in the next; financial year, for sport and recreation activities; and
 - (i) Submit rosters for sporting/recreational activities to the SRF, timeously.
- 11.3 Team managers shall ensure that proper planning and organization precedes participation in sporting and recreational activities, including the booking and authorization procedures for accommodation, travelling, sport kit and venues.

12. INJURIES AND DAMAGES

- 12.1 Although the Department supports sport and recreational activities, employees should note that participation is voluntary and injuries sustained whilst training, playing or participating, or travelling to and from the event, or engaging in any related activity, will be submitted to the Compensation Commissioner in terms of the Compensation for Occupational Injuries and Diseases Act and the Department has no jurisdiction to consider these claims itself.
- 12.2 Regarding injuries sustained during participation in sports and recreational activities in terms of this policy, claims will be referred to the Compensation Commissioner for consideration. Participants must note that the Department has no jurisdiction over injuries on duty and must abide the decision of the Compensation Commissioner.
- 12.3 Any sick leave which has to be applied for due to a sport injury will be deemed to be sick or special leave to be deducted from the sick or special leave consideration of an employee.
- 12.4 The Department will not be liable for any damages linked to sports/recreation participation; this includes damages that may arise from travelling, accommodation and participation in the actual sporting or recreational activities.

13. RESPONSIBILITIES AND OBLIGATIONS

- 13.1 The responsibilities and obligations of the Department shall be:
- (a) To create an environment within the workplace that is conducive to fostering participation in sport and recreation.
 - (b) To oversee the establishment of the SRF.
 - (c) To encourage stakeholder participation and management for the purpose of involving the Department in the sporting/recreational environment in the province
 - (d) To ensure the development of sporting/recreational policies and codes for the sanctioned sporting codes or recreational activities.
 - (e) To ensure that employees are given time off for participation in sporting/recreational activities.
- 13.2 The obligations and responsibilities of the employee shall be:
To utilize opportunities granted/created for participation in sporting/recreational activities:

- (a) To fully participate in the needs assessment exercises;
- (b) To adhere to the prescripts of this policy as well as the codes of conduct for the sanctioned sporting codes or recreational activities;
- (c) To ensure that timely notice of sporting/recreational activities is given to management through the SRF; and
- (d) To ensure that the assets of the Department are well taken care of.

14. SPORT AND RECREATION FORUM

14.1 A Sport and Recreation Forum is to be established within the Department.

14.2 The terms of reference for the SRF shall be as follows:

- (a) To coordinate the needs assessment exercise within the Department;
- (b) To implement and popularize this policy;
- (c) Encourage employees to participate in sports and recreation activities;
- (d) To list the priority sports codes or recreational activities based on the results of the needs assessment and utilizing the criteria listed in paragraph 8;
- (e) To communicate sports and recreation issues to staff;
- (f) To advise on issues of sport, recreation and this policy;
- (g) To be a think tank on any issue related to sport and recreation;
- (h) To determine a time – off roster for each sporting code in terms of practice sessions and games or competitions;
- (i) To arrange and coordinate sports and recreation activities;
- (j) Ensure safekeeping of sports kits, recreational uniforms and other related equipment;
- (k) Stakeholder management with relevant stakeholders including the National Sports Commission, National Department of Sports and Recreation, Local authorities, Local and provincial federations and clubs, other government departments, non-governmental organizations;
- (l) Ensure that all sanctioned sporting codes are governed by a separate policy/code of conduct;
- (m) Ensure the establishment of one team per sporting code, representing employees across all components within the Department; and
- (n) Report to the Chief Director: Corporate Services and the relevant senior managers after each sports or recreational event.

14.3 The SRF shall meet on a monthly basis.

14.4 The composition of the SRF shall be representative of all the business units within the Department, gender and disability.

15. SPORTS KITS AND RECREATIONAL UNIFORMS

15.1 A standardized sports kit or recreational uniform for all codes/clubs with the Departmental logo shall be used at all times during games, tournaments and competitions, to promote the image of the Department.

15.2 Sports kits or recreational uniforms may be purchased as required and shall be utilized only for the intended purposes.

15.3 Sports kits or recreational uniforms may only be purchased for sanctioned sporting codes or recreational activities.

15.4 Requisitions for sports kits or recreational uniforms shall be forwarded to the CFO through the SRF.

16. FINANCIAL CONSIDERATIONS

- 16.1 The Department may provide financial support subject to the availability of funds budgeted for sport and recreational activities.
- 16.2 Due to financial constraints, participation in sporting or recreational activities is restricted to events taking place within the North West Province. Playing or competing with teams in other provinces is subject to the approval of the CFO.
- 16.3 Efforts shall be made to acquire the most economical means of accommodation and transport. Due to budgetary constraints, employees may not claim subsistence and travel allowance for participating in sport and recreational activities.
- 16.4 The Department may fund or subsidize persons who want to go to a sport or recreation event as spectators.
- 16.5 The Department may create an objective code for sports and recreation activities where funds will be centrally controlled.
- 16.6 Relevant programme managers will make provision in their budgets for the funding of sport and recreational activities. Such funds will be transferred to the objective code to be created.
- 16.7 The Department may make funds available in respect of the following:
- (a) sports kits or recreational uniforms for sports codes or recreational activities;
 - (b) first aid kits for sport codes or recreational activities;
 - (c) employees' membership fees for sports and recreation competitions;
 - (d) hiring of venues;
 - (e) travelling and accommodation
 - (f) referees' fees; and
 - (g) refreshments, during inter-departmental tournaments.
- 16.8 Funding requests shall be forwarded to the Chief Director: Corporate Services at least 5 working days before the actual event.
- 16.9 Tournaments for inter-provincial sport and recreational activities shall only be considered if approved by the CFO.
- 16.10 The normal procurement procedure shall apply to all funding requests.

17. DISPUTE RESOLUTION

- 17.1 Any dispute arising from the provisions of this policy shall firstly be dealt with by the next senior supervisor.
- 17.2 The Directorate: Human Resource Management shall advise relevant parties on best practices in an attempt to resolve the dispute.
- 17.2 Any contravention of this policy shall be dealt with in terms of the PSCBC Resolution 2 Of 1999 (as amended).

18. MONITORING, EVALUATION AND REVIEW

18.1 The Department shall on an annual basis monitor compliance to this policy by its employees.

18.2 This policy shall be reviewed and amended once every five years, unless circumstances dictate otherwise.

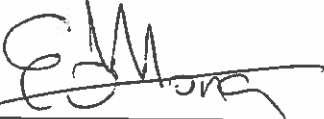
19. RELATED POLICIES

This policy should be read with the Leave Policy, Employee Health and Wellness Policy, Transport Policy, Subsistence and Travel Policy and the Overtime Policy.

20. COMMENCEMENT OF POLICY

This policy shall be implemented by the Department with effect from the date of approval and signature by the HOD.

APPROVED


OB MONGALE
HEAD OF DEPARTMENT

21/09/2009
Date: