



dpwr

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DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POLICY TITLE : DEPARTMENTAL EMPLOYEE SPORTS AND RECREATION (ES&R) POLICY

POLICY Ref. No. : S1/P/ Departmental Employee Sports and Recreation

1. PREAMBLE

- 1.1. The Departmental ES&R Policy is taking into consideration all policy frameworks that are relevant to sports and recreation with a view to integrate these into the health and wellness programmes within Department of Public Works and Roads.
- 1.2. The Department of Public Works and Roads is therefore committed to maximizing the potential of human capital, and creating an effective and efficient Public Service that is responsive to the needs of the public through a policy that promotes among others; the physical wellness of all employees in the Department.

2. SCOPE OF APPLICATION

- 2.1. This policy is applicable to all employees within Department of Public Works and Roads.

3. POLICY STATEMENT

- 3.1. The Department of Public Works and Roads(DPWR) realizes that the wellness and wellbeing of its employees rests among other, on the promotion of physical wellness of its employees. The DPWR is therefore committed to maximizing the potential of human capital, the effectiveness and efficiency of the Public Service through a policy that promotes the physical wellness of all employees in the Department.

4. OBJECTIVES

- 4.1. The objective of Departmental ES&R policy is to promote clear guidelines in managing the health and wellness of employees through promotion of fitness, exercise, recreation and relaxation in the workplace.
- 4.2. To create a positive environment that is conducive for active participation of Public Servants in activities that promote healthy lifestyle through corporate sport and recreation.

5. PURPOSE

The purpose of this policy is to:

- 5.1. Provide guidance to Departmental Management in managing the participation of employees in sport and recreational activities;
- 5.2. Fostering unity and teambuilding through sport and recreation activities;
- 5.3. Improve the quality of life of employees in the Department; and
- 5.4. Provide assistance to employees who wish to participate in specific sporting codes, sporting activities and recreational activities.

6. LEGISLATIVE FRAMEWORK

- 6.1. The Departmental ES&R Policy is underpinned by the following policy frameworks:
 - Constitution of the Republic of South Africa, 1996
 - Public Service Act, (No. 103 of 1994) as amended
 - Public Service Regulations, 2001 as amended
 - The Labour Relations Act (No. 66 of 1995) as amended
 - Public Service Code of Conduct
 - Basic Conditions of Employment Act (No. 75 of 1997) as amended
 - Treasury Regulations, 2002 as amended
 - Public Finance Management Act, 1999
 - The Occupational Health and Safety Act (No. 85 of 1993)
 - Compensation for Occupational Injuries and Diseases Act (No. 130 of 1993)
 - White Paper on Sports and Recreation, 1998
 - Sports and Recreation Strategic Plan, 2012
 - Sports and Recreation Amendment Act (No. 18 of 2007)
 - Employee Health and Wellness Strategic Plan for the Public Service, 2008
 - Wellness Management Policy for the Public Service, 2009
 - SHERQ Management Policy for the Public Service, 2009
 - National Transport Policy

7. ABBREVIATIONS

DPWR	-	Department of Public Works and Roads
ES&R	-	Employee Sport and Recreation
HOD	-	Head of Department
CFO	-	Chief Financial Officer
HRM	-	Human Resource Management
EHW	-	Employee Health and Wellness
SRC	-	Sport and Recreation Committee
COIDA	-	Compensation for Occupational Injuries and Diseases Act
PWD	-	Persons with Disabilities

8. DEFINITIONS

- 8.1. **Department** – Department of Public Works and Roads, North West Province.
- 8.2. **Sport** – all forms of physical activity that requires a significant level of physical involvement and in which participants engage in either structured or unstructured activities to improve physical fitness, mental well-being, social cohesion and obtaining results at the end of the competition.
- 8.3. **Recreation** – refers to voluntary participation in any activity which contributes to the improvement of general health, fun, beneficial to physical and mental well-being of individual and society. It includes activities such as participation in choirs, walking, jogging, running, indigenous games (like kgati, diketo, ect) and any other recreation activity which may be sanctioned.
- 8.4. **Sporting activities** – the playing of games, practice sessions, pre-approved team activities of the sporting codes sanctioned by the department.
- 8.5. **Employee** – any person who is employed by the department, on a permanent or contractual basis and including a person in a learnership or internship programme. Contractors and consultants employed by the department are excluded.
- 8.6. **Voluntary** – means participation of employees in sporting and recreational activities out of their free will.

- 8.7. **Sanctioned sporting codes** – a list of sport codes agreed and sanctioned by Employee Health and Wellness office and Sport and Recreation Committee for participation in a particular financial year.
- 8.8. **Participation** – refers to taking part in sanctioned sport and recreation activities including meetings, related travelling and accommodation.
- 8.9. **Sports and Recreational attire** – refers to the uniform clothes (playing attire) that Participants wear when representing the Department in different sporting codes and recreational activities.
- 8.10. **Departmental logo** – refers to the official emblem of the North West Department of Public Works and Roads.
- 8.11. **Equipments** – refers to tools used by the various sporting and recreational codes.
- 8.12. **Refreshments** – refers to meals and soft drinks, excluding alcohol.
- 8.13. **Tournament** – refers to a sport/recreational event where more than two teams or Sporting codes are participating.
- 8.14. **Financial support** – refers to money that may be spent by the Department, related to participation in sport or recreational activities.
- 8.15. **Financial year** – refers to the annual financial cycle starting from 01 April of each year and ending on 31 March of the following year.
- 8.16. **Injury on duty** – means a personal injury sustained as a result of an accident arising out of and in the course of an employees' employment and resulting in a personal injury, illness or the death of an employee.
- 8.17. **First Aider** – a person trained in giving first aid.

9. POLICY PRINCIPLES

- 9.1. **Voluntary Participation** – Employees shall voluntarily participate in the sport and recreation activities without any remuneration.
- 9.2. **Performance Focus** – result in improved holistic wellness and healthy lifestyles among employees.
- 9.3. **Flexibility & Adaptability** – promoting customized sport and recreation codes in the workplace.
- 9.4. **Needs of Designated Groups** – promoting access to all sport and recreation activities for designated groups e.g. People with Disabilities (PWD)

10. NEEDS ASSESSMENT

- 10.1. In order to know what sports and recreational activities employees wish to engage in, a needs assessment exercise shall be launched in the Department by the EHW unit, to determine this.
- 10.2. This needs assessment exercise will be monitored and coordinated by the EHW unit.
- 10.3. The EHW office shall analyse the information from the needs assessment exercise and disseminate the results within the Department.

11. MANAGEMENT OF SPORT AND RECREATIONAL ACTIVITIES

11.1. Participation in official sport and recreation activities.

- 11.1.1. All employees in the Department may participate in sport and recreation activities on voluntary basis.
- 11.1.2. All employees who voluntarily participate in sport and recreation activities shall do so upon completing departmental registration forms.
- 11.1.3. The attendance of sport and recreational activities during working hours shall be regulated through recording of these absences in a Sport and Recreation leave of absence Register and strictly monitored by Supervisors/Managers.
- 11.1.4. Non-attendance of registered officials must be reported by Supervisors/Managers to the relevant EHW office or Sports and Recreation Committee.
- 11.1.5. The Public Service Code of Conduct and Disciplinary Code shall apply before, during and after sport and recreation events.
- 11.1.6. The attendance of sport and recreation activities during working hours shall include the playing of games, practice sessions of sport, choir practices, choir performances and other pre-approved sport and recreation activities.
- 11.1.7. In the event where participants need to take leave for official competition, Departmental leave policy will apply (Special Leave).

11.2 Sports and Recreation time

- 11.2.1. If an employee attends a sport and recreation meeting of a sporting code that is practiced in the department, an employee will be considered to be on duty and no special leave will be applicable.
- 11.2.2. Employees who participate in departmental sport and recreational activities shall be given at least two hours per week, every Wednesday from 14h30 – 16h30 (except public holidays) to practice and participate in such activities as provided for in the Provincial Employee Sports and Recreation(ES&R) Policy and the DPSA Guidelines on Institutionalization of Sports and Wellness.
- 11.2.3. Choirs in the Department have been granted special approval to practice on Tuesday from 14h30 – 16h30 (except public holidays).
- 11.2.4. In the event where the participants need practice sessions in preparation for an official competition, the office of EHW should seek permission for the participants from the HOD or relevant Senior Manager, who may grant permission for the participants to leave their place of work early, however the relevant Senior Manager must ensure that service delivery is not compromised as a result of the early release of staff.
- 11.2.5. The attendance of official sporting and recreational activities outside of working hours shall be approved by the HOD.

11.3. Sports, Recreational attires and Equipments

- 11.3.1. A standardized sports and recreational attire 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.
- 11.3.2. Sports and Recreational attire as well as basic Equipments shall be purchased as required by relevant codes and be utilized only for the intended purposes.
- 11.3.3. The Sports and Recreational attires and Equipments shall be procured through existing Supply Chain Management processes.
- 11.3.4. All sporting equipments and attire shall remain the property of the Department and such equipment and attire will be kept by the office of EHW.
- 11.3.5. Requisitions for Sports, Recreational attires and Equipments shall be forwarded to the HOD through office of EHW subject to availability of funds.

12. ROLES AND RESPONSIBILITIES

12.1. The office of Employee Health and Wellness

As the main custodian of the Departmental ES&R Policy, shall:

- 12.1.1. Popularize the policy and advise management on efficient ways of implementing the policy.
- 12.1.2. Set up the Departmental Sports and Recreation Committees.
- 12.1.3. Encourage all staff to participate in sport and recreation activities.
- 12.1.4. Advise programme managers on the amount to be budgeted for in the next financial year, for sport and recreation activities.
- 12.1.5. Budget for the internal and external sport and recreation activities.
- 12.1.6. Facilitate and promote participation in all the activities that advance the course of Corporate Sports and Recreation, e.g. Public Service Day, Government Leagues, Inter-departmental activities, fun-walks, fun-runs ect.
- 12.1.7. Liaise with relevant stakeholders on sports and recreation matters.
- 12.1.8. Have representatives at National League meetings, workshops, seminars and other related gatherings on rotational basis.
- 12.1.9. Mainstream gender and disability issues into the Department's Sport and Recreation Programme.
- 12.1.10. Ensure that employees interested in participating in sports and recreational activities are registered through EHW office and only registered employees are released to participate.
- 12.1.11. Be responsible for all the administrative matters relating to Departmental sports and recreation activities.
- 12.1.12. Ensure that the sports and recreational assets of the Department are well taken care of.
- 12.1.13. Ensure that timely notice of sporting/recreational activities is given to management.
- 12.1.14. 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.

- 12.1.15. Ensure adherence to Public Service Code of Conduct as employees remain responsible on a playing field for their conduct and not to put the Department into disrepute.
- 12.1.16. Report to the relevant senior managers after each sports or recreational event.
- 12.1.17. Submit action plans for the next financial year to management.

12.2. Sport and Recreation Committee

12.2.1. The Head of Department(HOD) shall appoint the Departmental Sports and Recreation Committees.

12.2.2. Departmental and District Sport and Recreation Committees shall consist of the following portfolios:

- **Chairperson**
- **Deputy Chairperson**
- **Secretary (appointed from office of EHW)**
- **Deputy Secretary**
- **Men Soccer Coordinator**
- **Ladies Soccer Coordinator**
- **Netball Coordinator**
- **Tennis Coordinator**
- **Volleyball Coordinator**
- **Recreational Coordinator (appointed from office of EHW)**

12.2.3. The criteria for electing the committee will be as follows:

- Sub-District offices will appoint or elect two or three representatives who will participate in the District Committee elections to serve in different portfolios/positions.
- The elected District Committee will participate in the Departmental Committee elections to serve in different portfolios/positions.
- Whereby after the elections it is found that there is a district/office which is not represented in the Departmental/District committee, then a representative will be nominated by that district/office to serve as an additional member for purposes of information flow from the Committee to the District/office and from the office/District to the Committee.

12.2.4. The terms of reference for the SRC shall be as follows:

- Encourage employees to participate in sports and recreation activities;
- Submit rosters for sporting/recreational activities to EHW office timeously;
- Ensure that participants adhere to the prescripts of this policy as well as the code of conduct for the sanctioned sporting codes or recreational activities.
- To advise on issues of sport, recreation and this policy.
- To arrange and coordinate sports and recreation activities.
- Ensure safekeeping of sports kits, recreational uniforms and other related equipment.
- Ensure that all sanctioned sporting codes are governed by a code of conduct in consultation with EHW office.
- Ensure the establishment of one team per sporting code, representing employees across all components within the Department.
- Report to the relevant senior managers after each sports or recreational event.
- The SRC shall meet on a monthly basis.
- The term of office for the Departmental SRC shall be three consecutive financial years.
- Committee members will not be eligible to serve more than two terms as Executive Members of the SRC.

12.3. The Manager/Supervisors

The Line Manager/Supervisor is responsible for:

- 12.3.1. Making employees aware of the content of the policy and compliance thereof.
- 12.3.2. Encourage employees to take part in the departmental sport and recreation activities and give them time off to participate in sanctioned activities being mindful of service delivery imperatives.
- 12.3.3. Provide transport for participants to participate in sport and recreational activities being mindful of service delivery imperatives.

12.4. The Employee

The employee shall:

- 12.4.1. Voluntarily participate in the departmental sport and recreational activities of their own choice without any remuneration.
- 12.4.2. Shall be allowed to participate in no more than one sanctioned sporting code in case of being selected for participation in National competition.

- 12.4.3. Portray and maintain the professional image of the department through acceptable conduct during sport and recreational activities.
- 12.4.4. Be expected to prioritize their work based on their Performance Indicators, which will be monitored by their supervisors at all times.
- 12.4.5. Register to participate in sport and recreation activities as only registered sport and recreation participants will be released to participate in sport and recreation activities on Wednesday or Tuesday respectively.

12.5. Sport Team Management

12.5.1 The election of Technical Team members will be conducted by EHW office in conjunction with the registered sports participants.

12.5.2. The Technical Team will consist of the following portfolios/positions:

- **Coach**
- **Team Manager**
- **First Aider**
- **Care Taker**

12.5.3. In case of Veteran and Open Age teams, the Sport Code Coordinator for that particular sporting code will assume the responsibility of being a Team Manager in one of the categories.

12.5.4. Technical Teams shall have the following responsibilities:

- Establish the team or club for a specific sanctioned sporting code.
- Compile and submit a list of team members to the SRC for record purposes.
- Attend to the needs of the sporting code or club.
- Ensure the safekeeping of sports kits.
- Ensure that each sanctioned sporting code in the Department is governed by a code of conduct.
- Submit reports to relevant EHW office.

13. UTILIZATION OF OFFICIAL TRANSPORT

13.1. The HRM: EHW unit shall authorize the use of official transport for approved sport and recreation activities.

13.2. The transport policy shall be adhered to at all times.

13.3. In the event of an accident, COIDA provisions shall apply only for approved official trips.

14. MANAGEMENT OF INJURIES

- 14.1. Although the Department supports sport and recreational activities, employees should note that participation is voluntary.
- 14.2. In case participants sustain injuries while engaged in sport and recreation activities during the official allocated time, such injuries shall be regarded as injury on duty.
- 14.3. In case participants sustained injuries after office hours or during weekends on sport and recreation activities arranged by the Department or while representing the Department in an approved event, such injuries shall be regarded as injury on duty.
- 14.4. There shall be a First Aid Kit which is manned by a trained First Aider during activities.
- 14.5. The department shall not be liable for the participant's pre-existing injuries.
- 14.6. Sick leave due to injuries sustained during sports and recreation activities shall be treated in terms of the provisions of sick leave in the Public Service, including PILLIR provisions.
- 14.7. 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.

15. FINANCIAL CONSIDERATIONS

- 15.1. The Department shall budget for sport and recreation activities and facilities in line with the EXCO resolution; minute 6.3.3 (EXCO 07/2011) – Progress report: Workplace Counselling and Testing Campaign will serve as a policy decision that guides departments on the base-budget allocation for EHW units.
- 15.2. The above resolution states that the Departments must optimize organizational support to Employee Health and Wellness Units by aligning their structures to the EHW mandate and setting aside a base budget of 0.5% of the departmental personnel as a budget allocation for EHW Programmes.
- 15.3. Playing or competing with teams in other provinces is subject to the approval of the HOD.
- 15.4. Efforts shall be made to acquire the most economical means of accommodation and transport.

- 15.5. Employees may not claim subsistence and travel allowance for participating in sport and recreational activities.
- 15.6. Relevant programme managers will make provision in their budgets for the funding of sport and recreational activities.
- 15.7. The Department shall budget and offer support for the following:
- Sports and Recreational attires for sporting codes or recreational activities
 - First Aid Kits for sport and recreational activities
 - Employees membership fees for sports and recreation competitions
 - Hiring of venues
 - Travelling and accommodation
 - Referees'/Umpires' fees
 - Training such as Sport coaching and Instructor training and other related trainings
 - Refreshments during inter-departmental tournaments for all officials participating in all approved games and recreation activities including after hours and weekends.
- 15.8. Financial support for Inter-Provincial/National sport and recreation tournaments shall only be considered if approved by the CFO and the HOD.
- 15.9. Funding requests shall be forwarded to the HOD timeously before the actual event.
- 15.10. The normal procurement procedure shall apply for all funding requests.
- 15.11. Requests for sponsorships may be made in line with the approved Departmental Gift and Donation Policy.
- 15.12. Any approved sports and recreation activity after hours and weekends shall not be regarded as overtime and employees shall not claim overtime.

16. GRIEVANCES AND DISPUTES

- 16.1. Any dispute arising from the provisions of this policy shall firstly be dealt with by the SRC.
- 16.2. Any grievance arising out of the implementation of this policy shall be dealt with in accordance with normal grievance procedures in terms of the relevant Collective Agreement or dispute resolution mechanisms in the Public Service.

16.3. The Head: IEHW shall advise relevant parties on best practices in an attempt to resolve the dispute.

17. MONITORING AND EVALUATION

17.1. The Employee Health and Wellness Programme/Unit shall constantly monitor and evaluate the implementation of this policy.

17.2. Ensure adherence to all policy provisions and report on specific cases as and when required to do so.

18. POLICY REVIEW

If and when this policy or any provision of it is amended, the amended policy thereof will supersede the previous one.

APPROVED



MR. M. S. THOBAKGALE
ADMINISTRATOR

25/06/2019
DATE