



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT
OF
PUBLIC WORKS

Policy Name	Sport and Recreation Policy
The revision/ version of the Policy	01
Domain	Employee Wellness Programme

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1. ACCRONYMS

EH&W	Employee Health and Wellness
HOD	Head of Department
HR	Human Resource
MEC	Member of the Executive

2. INTRODUCTION

The Department of Public Works is committed to ensuring that employees in the department are healthy and enhance good interpersonal relations in the workplace to ensure that goals and objectives of the department are achieved in a friendly environment.

To achieve the above, the department introduces this policy in order to promote wellness in the workplace. Wellness is viewed in a holistic manner encompassing physical, spiritual, emotional and social well-being.

The department strives to create a healthy and caring context in order to enhance service delivery through team building programmes that include amongst others social activities that will build positive relations. Participation in all social wellness activities will be done on a voluntary basis.

3. PURPOSE OF THE POLICY

- Provides guidelines regarding sport and recreation activities and participation therein
- Helps to promote an active lifestyle amongst employees and market the department
- Create /promote a healthy balanced workforce
- Promote wholesome and healthy activities for recreation and relaxation from work
- Boost employee morale within the Department.
- To provide opportunities to belong to a group and construct new social networks.

4. AUTHORITY OF POLICY

This policy is authorized and issued by the Executive Authority.

5. SCOPE AND APPLICATION



This policy applies to all Department staff and their immediate family (as defined), contract workers and interns while employed by the department, to the extent provided for herein. This policy does not apply to consultants or contractors

6. DEFINITION OF TERMS AND ABBREVIATIONS

CFO: Chief Financial Officer

SRC: Sport and Recreation Committee.

Department: Limpopo Department of Public Works

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 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.

Employee: means any person who is employed by the Department on a permanent or contractual basis and includes a person who is on a learner ship or internship programme. Contractors employed by the Department are excluded.

Sanctioned sporting codes: A list of sporting codes compiled by the Sport and Recreation Committee 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 Limpopo Department of Public Works.

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.

Interdepartmental tournament: refers to a tournament that involves other government Departments.

Refreshments: refers to meals and soft drinks, excluding alcohol.

7. POLICY PRONOUNCEMENT

The Limpopo Department of Public Works is committed to the physical, social and emotional well-being of its employees and to ensuring a healthy workforce by promoting an active lifestyle amongst employees and providing opportunities to belong to a group and construct new social networks.

8. GOVERNING PRESCRIPTS

The directives contained in this policy are issued in accordance with the following provisions:

- Constitution of the Republic of S.A.-Chapter 2: Section 27- right to have access to health care services
- Public Services Regulations, 2001-Code of conduct of the public service
- Labour Relations Act 66 of 1995- Schedule 8: disciplinary Procedure
- PSCBC Resolution 2 of 1999- disciplinary code and procedure
- Public Service Act, 1994.
- Occupational Health and Safety Act and Regulations-Section 2 of the General Safety Regulations.
- White Paper on Sport and Recreation, 1998 Sport ought to be harnessed to add value to the workplace, as a large portion of time is spent at work. Sport can contribute to lowering tension, fatigue and general anxiety in the work place, and increasing productivity.
- The DPSA National Employee Health and Wellness Strategic Framework.

9. NEEDS ASSESSMENT

9.1 In order to know what sport and recreational activities employees wish to engage in, a needs assessment exercise shall be launched in the Department, to determine this.

9.2 This needs assessment exercise will be monitored and coordinated by the Wellness unit assisted by the Sport and Recreation Committee (SRC).

9.3 The needs assessment exercise may take the form of questionnaires, focus discussion groups or any other methodology which the wellness



unit.

9.4 The Wellness unit shall analyse the information flowing from the needs assessment exercise and disseminate the results within the Department.

10. CRITERIA FOR PRIORITIZING SPORTING CODES AND RECREATIONAL ACTIVITIES

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

- 10.1. Popularity;
- 10.2. Membership;
- 10.3. Degree of transformation;
- 10.4. Existence of administrative support and sporting structures within the province;
- 10.5. Existence of well-structured Codes of Conduct for players within provincial;
- 10.6. Empowerment of disadvantaged groups; and
- 10.7. Promotion of indigenous games.

11. HUMAN RESOURCE CONSIDERATIONS

- 11.1 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.
- 11.2 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.
- 11.3 In the event where the participants need practice sessions in preparation for official competition, the committee should seek permission not later than 10 working days from the HOD, who may grant permission for the participants to leave their place of work early. The affected senior manager or manager or supervisor must however ensure that service delivery is not compromised as a result of the earlier release of staff. Work comes first.
- 11.4 The public service code of conduct and disciplinary code shall apply before, during and after sports and recreational events.

12. SPORTS AND RECREATION ACTIVITIES

- 12.1 SPORTS: SOCCER, VOLLEYBALL, NETBALL, and other sanctioned codes.
- 12.2 RECREATIONAL ACTIVITIES: CHORAL MUSIC, TRADITIONAL MUSIC and other sanctioned codes.

13. TEAM MANAGEMENT

13.1 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 of their



time and expertise for the love of the particular sporting code or recreational activity.

13.2 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 SRC for record purposes;
- (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/senior managers;
- (g) Submit action plans for the next financial year, to the SRC;
- (h) Advise GM: Corporate services 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 SRC, timeously.
- (j) Monitor employees in their sporting codes sign registers before and after an activity to ensure that people are where they said they will be

13.3 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.

14. INJURIES AND DAMAGES

14.1 Although the Department supports sport and recreational activities, employees should note that participation is voluntary.

14.2 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.

14.3 Any leave which has to be applied for due to a sport injury will be deemed to be special leave.

14.4 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.

15. SPORT AND RECREATION COMMITTEE

15.1 A Sport and Recreation Committee is to be established within the Department

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

- (a) To coordinate the needs assessment exercise within the Department;
- (b) To implement and popularize this policy;
- (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;
- (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 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.

15.3 The SRC shall meet quarterly and when there is a need.

15.4 The composition of the SRC shall be representative of all the sanctioned sporting codes.

16. MEMBERSHIP

16.1 Employees shall be allowed to participate in no more than one sanctioned sporting / recreational codes within the department.

17. SPORTS KITS AND RECREATIONAL UNIFORMS

17.1 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.

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

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

17.4 Requisitions for sports kits or recreational uniforms shall be forwarded to the CFO through the senior manager (Wellness) and GM Corporate services.

17.4 The professional image of the department must be portrayed and upheld at all times when officials are wearing this recreational uniform representing the department on or off the field.

18. ROLES AND RESPONSIBILITIES

- **The Role of the Employee**

The Professional image of the department is portrayed and maintained through acceptable conduct during sporting or recreational activities.

Employees participating in the teams will be expected to furnish their own sporting gear unless specialised gear is required. The department may furnish the required accessories, e.g., balls, netball gear when teams are fully established and functional.

Employees are expected to prioritise their work based on their PI s, which will be monitored by supervisors at all times.

Employees should request permission from their supervisors all the time before leaving their workstations for sports and recreational activities.



Employees should respect the decision of the supervisors, and always prioritise service delivery to sports.

- **The Role of a Manager/supervisor**

The Line Manager shall ensure that all employees comply with the policy. Line Managers will be responsible for making employees aware of the contents of the policy.

Line managers shall manage performance of all employees including employees who participate in sports.

Line managers shall be able to decide if the employee can go to sports or not basing his/ her decision only on service delivery which is measurable and objective not on subjectivity.

Line managers shall monitor this policy through analysing attendance registers submitted by Team managers to them.

Line managers shall ensure that this policy is implemented equally with other policies; transport policy, leave policy, etc.

- **Employee Health and Wellness unit**

The Wellness unit shall populate the policy and advise management on the efficient ways of implementation.

To do random checks, through sporting sites visits, to ensure that the policy is correctly implemented.

To encourage all staff to participate in sports.

To monitor and report to management on the implementation of this policy.

- **Monitoring, Evaluation, and Reporting**

The Employee Health and Wellness Programme and Line Managers will constantly monitor and evaluate compliance to the policy and its effectiveness.

Employee wellness shall report monthly on the implementation of the policy.

19. Time for sports and recreational activities

Sporting activities shall take place as practicable, for example: once every two weeks, meaning one hour and half will be allocated for sports. Actual time for sports could be 15h00 to 16h30 or a mutually acceptable time. Such detail will be determined and agreed upon with Management. The day for sports and recreational activities may be changed based on the departmental needs and management decisions. The Department will have the opportunity to compete against other departments in similar sporting codes that may be introduced. Participants for all activities (choir, soccer, etc) shall not travel more than 10km for practice with other teams /chorists.

No spectators are allowed during sport and recreational activities, only registered participants will be allowed to participate.

20. Exception (s):

The following recreational activities may practice beyond the stipulated time for sports, only if the request and permission is granted by the Head of



Department or relevant Authority, through the employee Health and wellness unit.

21. FINANCIAL IMPLICATIONS

The Department shall budget annually for sport and recreation facilities/activities.

The Department may create guidelines for social wellness activities and sports and recreation activities where funds will be centrally controlled.

The Department may make funds available in respect of the following:

(a) sports kits or recreational uniforms for sports codes or recreational activities only for provincial and national tournaments;

(b) first aid kits for sport codes or recreational activities;

(d) hiring of venues;

(e) travelling and accommodation for players, NO S&T.

(f) referees' fees; and

(g) Refreshments, during inter-departmental tournaments.

Funding requests shall be forwarded to the GM: Corporate Services at least 30 working days before the actual event.

Tournaments for inter-provincial sport and recreational activities shall only be considered if approved by the CFO and HOD.

The normal procurement procedure shall apply to all funding requests.

22. TRANSPORT

The Transport policy shall be adhered to at all times.

Managers shall ensure proper implementation of the Transport policy and give guidance about transport issues

23. Code of Ethics

The Code of Ethics shall apply to all extramural activities and events, and shall govern the conduct of players and spectators.

- Participation in the activities shall be free of any form of discrimination.
- All participants are to be treated with respect.
- All outcomes and interpretations from sports officials should be treated as final.
- No humiliating remarks shall be made at any time to opposing players, other employees or sporting officials.
- Players and spectators shall not make harassing remarks from the sidelines.

23.1 Alcohol and Drug Abuse



- No individuals and/or teams who arrive visibly intoxicated or suspected to be under the influence, or in possession of alcohol or any other illegal substance will be permitted to participate as the safety of all participants and spectators is a priority on duty, so disciplinary measures will apply and will be sent home immediately.
- All employees are expected to abide by the Code of Conduct for all employees appointed under the Public Service Act of 1994.

23.2 Game Conduct

- There will be no drinking of alcohol or exhibition of unacceptable behavior by participants or spectators during official games or events.
- Any player or spectator, who physically assaults, verbally/sexually harasses or engages in a physical fight with any employee or sports official will be subjected to the Departments' Disciplinary Code and Procedure.

24. POLICY LIMITATION(S):

24.1. The department shall not pay / or fund spectators.

24.2. Participants shall not claim S&T.

24.3. Participants shall not travel to another workstation for routine practice, e.g. Cost centre to another cost centre, or HO to District office which is 20km far from the place of work only to practice. Participants shall practice within reasonable distance and create their own teams. Example: employees from HO or Capricorn shall not travel every Wednesday to practise choral music with a District which is more than 10km from their own workstations, this will save time and costs.

24.4. Employees shall travel to practice together in distances more than 10km from their workstations only when permission has been granted by Head of office, based on the need and request submitted.

25. MONITORING AND EVALUATION

The Employee Health and Wellness unit shall frequently monitor and evaluate the implementation of the policy.

26. GRIEVANCE/DISPUTE RESOLUTION

Any grievance or dispute arising out of the implementation of this policy which has failed the SRC should be dealt with by following grievance procedures in terms of the relevant Collective Agreement or dispute resolution mechanism in the Public Service.

27. INCEPTION DATE



The inception date of this policy is after approval by the Executive Authority.

28. POLICY REVIEW

This policy shall be reviewed as and when required..

APPROVED



EXECUTIVE AUTHORITY

25/07/13
DATE