

**LIMPOPO PROVINCIAL GOVERNMENT
DEPARTMENT OF SPORT, ARTS AND CULTURE**

POLICY ON SOCIAL CLUB

1. PREAMBLE

Productivity is crucial in any organization and performance is enhanced when employees work in a healthy and friendly atmosphere. Teamwork is important in any workplace and should be maintained at all times. Employees' clubs should be encouraged and introduced in the workplace to facilitate participation in sport and also serve as forums for talent identification and further development into competitive sport, entertainment and other social activities.

2. PURPOSE

- 2.1 To promote the creation of a healthy and friendly atmosphere and team building in the workplace.
- 2.2 To harness sport in order to add value to the workplace, as most of the time is spent at work.

3. LEGAL FRAMEWORK

- a) Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
- b) The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996).
- c) Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
- d) White paper on Sport and Recreational South Africa, 1993: Getting the nation to play.
- e) South Africa Sports and Commission Act, 1998 (Act No. 109 of 1998).
- f) National Sport and Recreation Act, 1998 (Act No. 110 of 1998).

4. OBJECTIVES

- 4.1 To enhance the well-being of employees and improve service delivery in the department.
- 4.2 To promote team spirit, morale and cooperation amongst employees.
- 4.3 To promote a healthy and balanced lifestyle, to eliminate or at least minimize stress-related disorders and diseases.
- 4.4 To create a relaxed and socializing environment where all employees can relate on a friendly-basis.
- 4.5 To improve interpersonal relations and effective communication amongst employees.

5. MAJOR PRINCIPLES

5.1 Voluntarism

Participation in any social club activity is voluntary. Employee's participation in any sport or recreational activity during working hours will be regarded as being on official duty, if authorization has been granted.

5.2 Eligibility

All employees of the Department of Sport, Arts and Culture are eligible to take part in any approved sport, recreational codes, cultural activity or social club activity.

6. INSTITUTIONAL ARRANGEMENTS

6.1 The overall co-ordination of the policy rests with the unit EAP, HIV & AIDS.

6.2 Sub-branches shall be responsible for technical arrangements regarding activities relevant to the section.

6.3 Co-ordination of activities at district level rests with the responsible managers in collaboration with the district administrative officers.

7. POLICY PROVISIONS

The Department:

7.1 May form a sport and recreational club where different sporting codes can be introduced

7.2 Shall encourage the establishment of a team in any sporting code or recreational activity

7.3 Shall once the club has been formed, establish a committee that is governed by its constitution, to regulate the sport and recreational activities

7.4 Shall ensure that the committee has a patron who shall either be a Senior Manager or General Manager to serve as an Accounting Officer and overseer

7.5 May have other social activities such as braais, tea clubs, traditional dance, choral society, indigenous games and other recreational activities

7.6 Shall develop its policy for employees who have to partake in national and provincial sports events

7.7 Shall organize departmental sports and recreational activities either once a quarter or half yearly during the week or weekends.

7.8 Shall provide First Aid service during events.

- 7.9 Shall encourage Strategic Business Units (SBUs) managers to organize activities that will promote team work and eliminate or a least reduce stress and burnout
- 7.10 Practice sessions shall be limited to two per month on a Wednesday
- 7.11 Participants shall ensure that they get prior approval from their supervisors before they participate in sports and recreational activities.
- 7.12 A register shall be kept for all officials who will be taking part in social activities to promote accountability.
- 7.13 All officials who will not be taking part in social activities will be expected to be in the office. Non-participants would not be allowed to be spectators if events take place during working hours.
- 7.14 Injuries sustained during approved departmental sports or recreational activities shall be regarded as occupational injuries and shall as a result, be subject to Occupational Health and Safety Procedure guidelines and the Compensation for Occupational Injuries and deceases Act, 1993 (Act No. 130 of 1993).
- 7.15 The Department shall meet once a year and compete against Strategic Business Unit and districts and even other departments.

8. FINANCIAL ARRANGEMENTS

- 8.1 The department shall determine how funding of its social club activities will be raised to sustain the clubs and its activities.
- 8.2 Departmental transport shall be used to ferry employees registered and participating in social activities and the costs incurred by the responsible components.
- 8.3 Sponsorships and donations shall be sought from external sources for cultural, sports and recreational activities through the approval of the Accounting Officer.
- 8.4 Funds will be used for First Aid services, equipment, uniform and other logistics during social club activities.

9. BEREAVEMENT

- 9.1 The affected employees or directorate shall inform Human Resource Management and Strategic Planning of their loss as soon as possible.
- 9.2 Every employee is expected to contribute the agreed minimum amount for condolences as outlined underneath:

Head of Department

R50-00

General Managers	R40- 00
Senior Management Service Members	R30-00
Managers	R20-00
Deputy Managers	R20-00
All other staff members	R10-00

- 9.3 Contributions will only be made in respect of employees of the department.
- 9.4 Contributions for immediate family members (spouses, children and parents) shall be made per sub-branch.
- 9.5 All contributions shall be collected before the day of the funeral to be sent to the bereaved family by a delegation appointed by Head of department a day before the funeral.
- 9.6 A memorial service shall be held at the home/community of the bereaved before the funeral takes place. The most senior official (Senior/General Manager) in charge of the unit the departed colleague worked shall represent the Department and also identify a co-worker who will speak on behalf of fellow co-workers.
- 9.7 The Head of Department or delegate, preferably the senior official from the affected sub-branch shall represent the Department on the day of the funeral.
- 9.8 Transportation to the funeral shall be co-coordinated by transport unit in the department and a list of officials should be submitted to the Manager EAP, OHS & HIV/AIDS two (2) days before the funeral.

10. EMPLOYEES INVOLVED IN ACCIDENTS

- 10.1 The department should ensure moral support in the form of visitation, cards, and flowers.
- 10.2 The department should facilitate completion of claims with the Road Accident Fund.
- 10.3 For officials who were on duty the department shall:
 - (a) Provide transportation from the hospital if needed.
 - (b) Arrange transportation for a month in case there is follow-up consultation.

11. SPECIAL DAYS (BIRTHDAYS, WEDDINGS,)

Branches & Sub-branches should make own arrangements as agreed within the team.

12. MONITORING AND EVALUATION

The implementation of the policy will be monitored by the division EAP, OHS and HIV / AIDS.

13. POLICY IMPLEMENTATION

The policy shall come into effect on the first date of the month following the month in which the Executing Authority approved it.

14. AMENDMENT OF POLICY

The policy shall be amended as and when necessary and it shall follow the initial process of policy development.

~~Recommended/Not recommended~~



Head of Department

2008/07/08

Date

~~Approved/Not approved~~

H. J. Mashamba
Member of Executive Council

8/07/2008
Date