

the dr&pw

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Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## **DEPARTMENTAL POLICY ON SPORT AND RECREATION**

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## 1. DEFINITIONS

Unless otherwise indicated, the following terms shall be defined as follows:

"Department"	Department of Roads and Public Works, Northern Cape Province
"Sport"	Means an activity that requires a significant level of physical involvement and in which participants engage in either a structured or unstructured environment, for purposes of declaring a winner, though not solely so; or for pure relaxation, personal satisfaction, physical health, emotional growth and development
"Physical Recreation"	Means a guided process of voluntary participation in any physical activity that contributes to the improvement of general health, well-being and skills of both the individual and the society
"Non-physical Recreation"	Means recreation defined as any activity, other than physical and sporting activities, which contributes to the general health, total well-being and economic, social and developmental dimensions of the individual
"HOD"	Head of Department
"SMS"	Senior Management Service
"MMS"	Middle Management Service
"HCM"	Human Capital Management
"KRAs"	Key Responsibility Areas

## **2. INTRODUCTION**

Sport and recreation forms an integral part of the physical and psychological preparation and conditioning of employees. Physical fitness is achieved through physical training programmes, which include sport and recreational activities. It is not always possible to attain the required state of physical preparedness only by physical training. In order to supplement physical training, employees participate in sport and recreational activities.

This policy is for employees in the Department of Roads and Public Works who participate in Departmental sporting and recreational activities for the purpose of relaxation, personal satisfaction, physical health, emotional growth, and development.

Sport ought to be harnessed to add value to the workplace as a large portion of our time is spent at work. Sport can contribute to lowering tension, fatigue and general anxiety in the workplace, thus leading to increased productivity.

## **3. REGULATORY FRAMEWORK**

- 3.1. The Constitution of the Republic of South Africa (Act No. 108 of 1996), section 215 and 217,
  - 3.2. The Public Service Act, Act 103 of 1994
  - 3.3. The Directive on Leave of Absence in the Public Service.
  - 3.4. The Public Finance Management Act, Act No. 1 of 1999.
  - 3.5. The Sports Commission Act, Act No.109 of 1998.
  - 3.6. The National Sport and Recreation Act, Act No. 110 of 1998.
  - 3.7. The Skills Development Act, Act No. 97 of 1998.
  - 3.8. The Occupational Health and Safety Act, Act No. 85 of 1993.
  - 3.9. The Compensation for Occupational Injuries and Diseases Act, Act No. 130 of 1993.
  - 3.10. The Employment Equity Act, Act No. 55 of 1998.
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- 3.11. The Boxing and Wrestling Control Act, Act No. 39 of 1954, as amended.
- 3.12. The South African Institute for Drug-Free Sport Act, Act No. 14 of 1997.
- 3.13. Relevant collective agreements.

#### **4. OBJECTIVE AND SCOPE**

The Sport and Recreation policy of the Department of Roads and Public Works, Northern Cape Province, shall strive to pursue the following objectives:

- 4.1. To encourage, through sport and recreation, the spirit of togetherness that is required among employees to better realize the mission and strategic objectives of the Department;
- 4.2. To create an opportunity for employees to enhance their general health and fitness levels;
- 4.3. To function as a wellness programme aimed at minimizing the levels of stress and fatigue among employees;
- 4.4. To foster interracial and cross cultural relations among employees on all levels and to facilitate equity and respect in the Department through sport and recreation;
- 4.5. To develop and maintain the love and support for sports and recreation among employees, for them to further pass this on to their families and communities;
- 4.6. To facilitate communication outside the formal structures of the Department; and
- 4.7. To implement policy, assign responsibilities and prescribe procedures to ensure successful management and execution of sporting and recreational activities.

#### **5. PRINCIPLES, VALUES AND PHILOSOPHY**

- 5.1. This policy is intended to reflect the department's commitment to the principles, goals and ideals described in the department vision and core values.
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- 5.2. When applying this policy, the Department as employer, shall be fair, consistent and responsible.

## **6. SCOPE OF APPLICABILITY**

This policy is applicable to all employees within the Department.

All employees of the Department should take responsibility for their own physical fitness and health by maintaining a lifestyle that promotes optimal health and fitness.

They should be given the opportunity to maintain fitness standards through participation in regular exercise programmes.

This policy aims at providing guidelines to employees and their managers / supervisors who wish to participate in Departmental sport and recreation activities.

## **7. PROCEDURES**

1. The needs of the public and the Department's service delivery responsibilities take precedence over sport and recreation. The latter should not be allowed to jeopardize service delivery to the clients of the Department.
  2. Where an employee is absent for part of the day due to sport and recreational activities, the manager / supervisor must record such time off in a register and special leave forms must be completed for every eight (8) hour fractions taken or appropriate time must be worked back.
  3. Sports officials that want more hours to practice have to work more hours during the week to cover their workload and the appropriate time must be worked back.
  4. Committee meetings will be regarded as official working hours.
  5. No Departmental event involving sports and recreation shall be staged without the prior approval of the HOD or his delegate.
  6. The approval of itineraries, trips and the use of state vehicles must remain the responsibility of all Managers / delegates in line with existing delegations and
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- prescripts. Trip Authorization forms shall be completed and signed for sporting trips by the managers who are involved in sporting activities.
7. The Director: HCM shall be the Programme Manager of Sports and Recreation in the Department.
  8. There shall be district office and head office structures constituted by representatives elected from their respective substructures. Portfolios shall be allocated in terms of an election process.
  9. The regional manager, who is responsible for all activities and employees in the region, shall control each region. In the case of Head Office, the responsibility rests with the Director: HCM.
  10. The regional and Head Office structures, shall nominate delegates who will constitute the Departmental Sports and Recreation Committee, which will in turn be accountable to the Director: HCM and shall provide her with monthly reports.
  11. The Departmental Sport and Recreation Committee shall develop a constitution under the ambit of this policy to govern the operations of the different structures.
  12. The management, promotion and co-ordination of Departmental sporting and recreational activities will be the responsibility of the Departmental Sports and Recreation Committee who must ensure that club infrastructure exists and that it is properly managed.
  13. The Departmental Sports and Recreation Committee must identify priority sport and recreation codes to which the Department's resources will be focused, monitor their progress and intervene where necessary.
  14. The Committee shall submit a year program / proposal to the Director: Corporate Services and the costs involved for purposes of budgeting. The budget must be submitted to the Accounting Officer for approval annually before the start of the new financial year.
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15. The Sport and Recreation Committee will have its own financial account in order to fund sporting and recreational functions and events.
  16. The Departmental financial rules and regulations shall apply in respect of all funding of, and payment for, resources and services rendered.
  17. The Departmental sports and recreation events are treated as official and the rules and regulations applicable to the workplace also apply thereto.
  18. Rules and regulations applicable to preparations for and staging of Departmental sports and recreation events shall be uniform throughout the Department.
  19. Notices of Departmental sport and recreational activities shall originate from the desk of the chairperson and channeled through the Departmental line of command not less than 14 days before the date of such an event unless circumstances call for a special meeting.
  20. The Departmental Sports and Recreation Committee as well as its sub-structures shall hold a general meeting once every month, or as the need arises.
  21. Minutes of meetings are official documents, which shall be kept and made available whenever required.
  22. Events falling within the jurisdiction of the District offices shall be organised by the respective regional organisers.
  23. Officials who are in possession of subsidised vehicles must utilise those vehicles to travel to and from Departmental sport and recreational activities, and they must provide free transport to official passengers traveling to and from the same destination.
  24. Officials, whose remuneration packages make provision for a motor vehicle allowance, are to utilise their own vehicles when participating in Departmental sport and recreation activities and they must provide free transport to official passengers traveling to and from the same destination.
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25. Managers play a monitoring role and are mandated to address issues of non-compliance. Employees who do not comply with these rules as well as the Policy on Working Hours to Accommodate Operational Needs will be subject to disciplinary procedures.

26. Sanctions for non-compliance will be addressed as follows:

- The Senior Management Service
  - Addressed within the ambit of Performance Agreements (KRA's and CMC's, as applicable).
  - Ministerial Directive: Disciplinary Code and Procedure for SMS apply, as applicable.
  
- Managers, Supervisors and Employees
  - Addressed within the ambit of Performance Agreements (KPA's, CMC's and GAF's as applicable).
  - Departmental Disciplinary Code and Procedure for MMS, Supervisors and Employees apply, as applicable.

## **8. ROLES AND RESPONSIBILITIES**

- Employees:
  - Maintain a 40-hour workweek.
  - The Department cannot be held responsible for any damage, loss and / or injury.
- Senior Managers / Managers / Supervisors:
  - Regulate and monitor the working hours of employees in terms of the Policy on Working Hours to Accommodate Operational Needs.
  - Must ensure that time taken off is recorded in a register and maintain and update such a register.
  - Must ensure that Special leave forms are completed for every eight (8) hour fraction taken.
  
- The Director: HCM
  - Shall be the Head and Programme Manager of Sports and Recreation.

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- The HOD:
  - Shall allow at least four (4) working days a year for sport and recreation purposes where employees will be regarded as on duty. However, should an additional day/s be required, prior approval need to be obtained from the HOD in writing.
  - Shall appoint the Sport and Recreation Committee members.

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## **9. MONITORING AND EVALUATION**

- 1) The Accounting Officer is the official who has overall responsibility for the proper implementation and monitoring of this policy.
- 2) The Directorate Policy and Planning will monitor and evaluate compliance and impact of these guidelines by all employees partaking in sports and recreational activities.

## **10. POLICY ADOPTION AND REVIEW**


1. This policy will be effective as from date of approval by the accounting officer..
2. This policy shall be assessed in one year from its effective date to determine its effectiveness and appropriateness.
3. This policy may be assessed before that time as necessary to reflect substantial organisational etc. changes at the Department or any change required by law.
4. Deviations from this policy must be approved by the Accounting Officer.

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**11. APPROVAL**

  
This policy is approved / ~~not approved~~  
Comments:

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ACCOUNTING OFFICER

16/01/2012  
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DATE