

**BA-PHALABORWA MUNICIPALITY****HUMAN RESOURCES****SPORTS AND RECREATION POLCIY**

---

**Revision History**

Revision	Date	Author	Reason For Change
1.0	SEPTEMBER 2014	MOKOENA SS	NEW



**BA-PHALABORWA MUNICIPALITY**

## **SPORTS AND RECREATION POLICY**

## TABLE OF CONTENT

## PAGE NO

1. Preamble .....	4
2. Legislative back ground:.....	4
3. Definition of terms .....	4-5
4. Objectives of the policy .....	5
5. Scope of the policy.....	5
6. Content of policy .....	5
6.1. Establishment of the sports and recreation committee	5
6.2. Terms of reference of the Sports and Recreation Committee .....	5-6
6.3. Team management .....	6
6.4. Responsibilities of the Coaches and or team Managers	6-7
6.5. Responsibilities and obligations of the employer .....	7
6.6. Responsibilities and obligations of the employees .....	7
6.7. Human Resources considerations.....	7-8
6.8. Financial considerations.....	8-9
6.9. Injuries while participating in sporting codes.....	9
6.10. Sport kits and recreational uniforms.....	9-10
7. Implementation and monitoring .....	10
8. Communication .....	10
9. Review of the policy.....	10
10. Dispute resolution .....	10
11. Approval of the policy.....	10

## 1. PREAMBLE

1.1. The Ba-Phalaborwa Municipality invest in the physical health, mental and moral wellbeing of its employees for vitality and productivity. Only a healthy working class can contribute positively to the achievement of the municipality's Integrated Development Plan's objectives hence the promotion of employees' wellness through participation in different sporting codes.

## 2. LEGISLATIVE BACKGROUND

The Constitution of the Republic of South Africa, Act 108 of 1996  
 The National Sport and Recreation Act (Act 110 of 1998)  
 The White Paper on Sport and Recreation, South Africa, 1998  
 The South African Sports and Commission Act, 1998 (Act no. 109 of 1998)  
 The Municipal Systems Act, 32 of 2000 as amended  
 The Municipal Structures Act, 117 of 1998 as amended  
 The Occupational Health and Safety Act, 85 of 1993 as amended  
 The Compensation for Occupational injuries and diseases Act, 30 of 1993  
 The Basic Conditions of Employment Act, 75 of 1997 as amended  
 The Employment Equity Act, 55 of 1998 as amended  
 The main collective agreement on the conditions of service  
 The Ba-Phalaborwa Employee awareness program policy

## 3. DEFINITION OF TERMS

**Sports** refers to "any activity that requires a significant level of physical involvement and in which participants engage in either structured or unstructured environment for the purpose of declaring a winner"

**Sporting activity** refers to "The playing of games, practice sessions and pre-approved team activities of the sporting codes sanctioned by the municipality"

**Sporting code** refers to the different sporting disciplines

**Recreation** refers to " 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.

**Recreational activities** refers to " voluntary participation in any activity such as football, rugby, netball, choir competition which the municipal may declare as recreational activity.

**Municipality refers to** "Ba-Phalaborwa Municipality

**Employee refers** "any person employed by the Ba-Phalaborwa Municipality on a permanent or contractual basis (including internship programs)

**Tournament refers** to "a sports/recreational event where more than two teams or sporting codes are participating"

**Financial support refers to** "the money that may be spent by the Municipality related to participation in sport"

**Voluntary refers** to "participating in any sporting activity willingly without any pressure"

#### **4. OBJECTIVES OF THE POLICY**

4.1. The objective of this policy is to promote the employees' health well-being in order to improve service delivery, promote team spirit, boost the morale and cooperation amongst employees, which shall lead to a relaxed environment.

#### **5. SCOPE OF THE POLICY**

5.1. The policy is applicable to all employees of Ba-Phalaborwa Municipality including interns.

#### **6. CONTENT OF THE POLICY**

##### **6.1. ESTABLISHMENT OF THE SPORTS AND RECREATION COMMITTEE**

6.1.1. The Sports and Recreation Coordinator will coordinate the establishment of a Sports and Recreation Committee which shall coordinate the needs assessment in order to identify the sporting codes and recreational activities that the municipality will engage with.

##### **6.2. TERMS OF REFERENCE OF THE SPORTS AND RECREATION COMMITTEE**

The Sports and Recreation Committee shall:

6.2.1. Coordinate the needs assessment exercise within the municipality by distributing questionnaires to all employees for completion on the type of sports codes and recreational activities they are interested in.

- 6.2.2. Analyse the information received in order to list the priority sport codes or recreational activities based on the results of the needs assessment
- 6.2.3. Encourage employees to participate in sports and recreation activities
- 6.2.4. Communicate and coordinate issues of sports and recreation as well as the content of the policy
- 6.2.5. Ensure the establishment of one team per sporting code and representing the employees across all components within the municipality
- 6.2.6. Determine a time off roster for each sporting code in terms of practice session and games opportunities
- 6.2.7. Determine the sporting codes and recreational activities in terms of:-
  - (a) The popularity of the sporting code
  - (b) The membership
  - (c) The degree of transformation
  - (d) The existence of the administrative support and sporting structures within the district
  - (e) Empowerment of disadvantaged groups
  - (f) Promotion of indigenous games

### **6.3. TEAM MANAGEMENT**

- 6.3.1. The sporting coaches and or managers of the sanctioned sporting codes and recreational activities shall be voluntarily appointed and shall be prepared to give off their time and expertise for the love of a particular sporting code or recreational activity.
- 6.3.2. Voluntary Sporting coaches and or managers shall register their names with the Sports and Recreation Committee specifying the sporting code or recreational activity interested in.
- 6.3.3. No overtime shall be paid to employees for participating into the sporting activities after hours or during weekends.

### **6.4. RESPONSIBILITIES OF THE COACHES AND OR TEAM MANAGERS**

- 6.4.1. Establish the team or club for a specific sanctioned sporting code or recreational activity
- 6.4.2. Submit a list of members of that particular sporting code or recreational activity to the Sport and Recreation Committee
- 6.4.3. Attend to the needs of the sporting code or club

- 6.4.4. Develop a Code of Conduct for the specific sanctioned sporting code or recreational activity
- 6.4.5. Submit action plans to the Sport and Recreation Committee
- 6.4.6. Submit reports to the Sports and Recreation Committee
- 6.4.7. Advise the Sports and Recreation Committee of the amount to be budgeted for that particular sporting code and or recreational activity
- 6.4.8. Submit rosters for sporting and recreational activities to the Sport and Recreation Committee.
- 6.4.9. Ensure that proper planning precedes participation in sporting and recreational activities.

## **6.5. RESPONSIBILITIES AND OBLIGATIONS OF THE EMPLOYER**

- 6.5.1. To create an environment within the workplace that is conducive to fostering participation in sport and recreation
- 6.5.2. To encourage stakeholder participation and management for the purpose of involving the municipality in the sporting and recreational environment in the District
- 6.5.3. To ensure the development of sporting and recreational policies and codes for the sanctioned sporting codes and recreational activities
- 6.5.4. To ensure that employees are given time off for participation in sporting and recreational activities
- 6.5.5. To oversee to the establishment of the Sports and Recreation Committee

## **6.6. RESPONSIBILITIES AND OBLIGATIONS OF THE EMPLOYEES**

- 6.6.1. To participate fully in the needs assessment exercises to ensure that the best sporting codes and recreational activities are sanctioned by Council
- 6.6.2. To utilise opportunities granted or created for participation in sporting and recreational activities
- 6.6.3. To adhere to the prescripts of the Sports and Recreation Policy as well as the Code of Conduct for the sanctioned sporting codes and or recreational activities.
- 6.6.4. To timely give notice of sporting and or recreational activities to Management through the Sport and Recreation Committee
- 6.6.5. To participate in not more than one sporting code as sanctioned by the municipality.
- 6.6.6. To participate in not more than one recreational activity as sanctioned by the municipality

- 6.6.7. To participate in not more than one any other sporting structures in the district to allow for service delivery.

#### **6.7. HUMAN RESOURCES CONSIDERATIONS**

- (a) Although the sporting codes and recreation activities shall have been sanctioned by council, participation in same shall be voluntary in nature.
- (b) No employee shall be disciplined for refusing to participate in the sporting codes and or recreation facilities.
- (c) Employees shall attend practices for different sanctioned sporting codes and or recreational activities passionately at their own time.
- (d) Participating employees shall be granted a special afternoon off when they have to play with other municipalities or departments at a district level.
- (e) They shall be granted not more than three special leave days on full pay for participation in the competitions, which days shall also include travelling.
- (f) The Municipal Manager shall approve participation in sports at a district/provincial and or national government for a particular sporting code and or recreation facility as submitted to by the Sports and Recreation Committee.
- (g) Employees attached to that particular sporting code/recreational activity shall apply special leave with their relevant directorate, which shall not be refused unreasonably.
- (h) In order for the said leave to be treated as special leave, the applicant shall attach the invite as approved by the Municipal Manager and signed by the Head of department.

#### **6.8. FINANCIAL CONSIDERATIONS**

- (a) A budget should be made available under the directorate Corporate Services and aligned to the Employee Wellness Program in the Human Resources division.
- (b) The said budget shall cater for the following:-
  - (i) 2 Sporting kits and or recreational uniform for different codes
  - (ii) First Aid kits for the different sporting codes



- (iii) Employees membership for sports and recreation competitions
  - (iv) Referees' fees
  - (v) Provision of common transport if the competition is outside Ba-Phalaborwa's municipal area.
- (c) Each employee shall make use of his/her departmental vote for accommodation reservation as approved by the Head of department.
- (d) The stay and travelling claims shall also become the responsibility of their respective directorates.
- (e) The allocated budget shall only cover employees who will be participating in the sanctioned sporting codes and or recreational activities. No employee shall be covered by the budget as a spectator to the sporting or recreational event.
- (f) The Supply chain management policy shall apply in acquiring all the services mentioned above.

#### **6.9. INJURIES WHILE PARTICIPATING IN SPORTING CODES AND OR RECREATIONAL ACTIVITIES**

- (a) An injury that occurs during participation in sports, and that has been approved in terms of this policy shall be treated as an injury on duty in terms of the Ba-Phalaborwa's leave policy.
- (b) It shall be reported to the Compensation Commissioner in terms of the Compensation for Occupational Injuries and Diseases Act and Ba-Phalaborwa Municipality will have no jurisdiction to consider the claims.
- (c) Injuries sustained during training or initial participation in sports as approved in terms of this policy, be it during weekdays or weekends, shall also be reported in terms of the Compensation for Occupational Injuries and Diseases Act.
- (d) Any sick leave applied due to sport injury shall be regarded as a special sick leave in terms of the Collective agreement on the conditions of service and the Ba-Phalaborwa leave policy and shall be regulated as such.
- (e) The Occupational Health and Safety Officer shall avail herself for every sporting code games in order to witness cases of injuries and to act promptly.

#### **6.10. SPORT KITS AND RECREATIONAL UNIFORMS**

- (a) As per the allocated budget above, standardised kits or recreational uniform for all sanctioned sporting codes and recreational activities shall be purchased following the Supply Chain Management policy, which responsibility shall be borne by the Occupational Health and Safety Officer.
- (b) The kits and uniform shall be printed the Ba-Phalaborwa Municipality's logo in promoting the municipality.
- (c) The kits and uniform shall be worn solely for the intended purpose and shall be kept clean at all times by the employee allocated same.
- (d) The sport kits and the recreational uniform shall be submitted to the Directorate Corporate Services for budgetary purposes by the Sports and Recreation Committee.
- (e) The Sport and Recreation Coordinator will be responsible for the taking care of the sporting kits as follows:
  - Safe keeping of the kits
  - Ensure the kits are always clean
  - Ensure the kits are available for use
  - Collected the kits after the game

## **7. IMPLEMENTATION AND MONITORING**

The policy will be implemented and become effective once approved by Council.

## **8. COMMUNICATION**

The policy will be communicated to all employees using a full range of communication methods available in the municipality.

## **9. POLICY REVIEW**

The policy shall be reviewed in a three year circle and revised whenever it is necessary.

## **10. DISPUTE RESOLUTION**

Any dispute arising from the application of this policy shall be handled in terms of the grievance procedure as outlined in the SALGBC as well as the Labour Relations Act, 55 of 1995.

**11. APPROVAL OF THE POLICY**

The policy shall be implemented on approval by Council.

\_\_\_\_\_  
**APPROVAL**

\_\_\_\_\_  
**DR SEBASHE SS**

\_\_\_\_\_  
**EFFECTIVE DATE**

\_\_\_\_\_  
**DATE OF COUNCIL APPROVAL**