



the denc

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NORTHERN CAPE PROVINCE
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DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION

**SPORTS AND RECREATION POLICY
01 SEPTEMBER 2014
HUMAN RESOURCE MANAGEMENT: EH&W
VERSION 01**

"A PROSPEROUS AND EQUITABLE SOCIETY LIVING IN HARMONY WITH OUR NATURAL RESOURCES"

TABLE OF CONTENTS

DEPARTMENT OF ENVIRONMENT AND NATURE CONSERVATION.....	1
1. CONCEPTUAL BACKGROUND	3
1.1 INTRODUCTION.....	3
1.2 LEGISLATIVE REQUIREMENTS.....	3
2. POLICY STATEMENT AND APPLICATION SCOPE	5
2.1 POLICY STATEMENT	5
2.2 APPLICATION SCOPE.....	9
3. POLICY FRAMEWORK.....	10
3.1 IDENTIFICATION AND CONSULTATION OF STAKEHOLDERS.....	10
3.2 TIMEFRAMES	10
3.3 IMPLEMENTATION STRATEGY	10
The implementation date for this policy is 01 September 2014.....	13
3.4 FINANCIAL IMPLICATIONS.....	13
3.5 COMMUNICATION	13
3.6 COMPLIANCE, MONITORING AND EVALUATION (M&E).....	13
3.7 POLICY REVIEW.....	14
3.8 POLICY IMPACT	14
3.9 INTERIM MEASURES	14
4. ADOPTION OF POLICY	15



1. CONCEPTUAL BACKGROUND

1.1 INTRODUCTION

Sports and recreation form part of the overall physical and psychological well-being of employees. Research proves that individuals who actively participate in sports and recreation had significantly lower levels of negative affect (emotions), somatic symptoms, symptoms of depression and pessimistic life orientation and significantly higher levels of positive affect, sense of coherence and self-efficacy beliefs. They also manifested higher levels of purpose and autonomy. In addition, sports and recreation can be used as a medium to achieve specific outcomes that are positive such as developed physical fitness and self-esteem, improved health which leads to promote team spirit at work and on social level, decreased stress levels and absenteeism.

This policy is meant for DENC staff who participate in sports and recreation activities for the purposes of relaxation, personal satisfaction, physical health, emotional growth and development.

DEFINITIONS

“DENC” means the Department of Environment and Nature Conservation

“Employee” means a person appointed in terms of section 9 the Public Service Act 1994 and the Employment of Educators Act 76 of 1998.

“HOD” means Head of a Department

“Senior Manager” means a member of the senior management service who is tasked with Championing the Sports and Recreation programme.

“Sports and Recreation Committee” means the committee appointed by the HOD to ensure the development and co-ordination of sports and recreation programmes

1.2 LEGISLATIVE REQUIREMENTS

- Constitution of the Republic of South Africa, Act 1996
- Sports and Recreation Amendment Act 2007 (Act No.18 of 2007)
- Occupational Health and Safety Act, 1993 and Regulations (Act No. 85 of 1993)
- Employment Equity Act 1998 (Act No55 of 1998)
- Basic Conditions of Employment Act 1997 (Act No. 75 of 1997) as amended
- Public Service Act, 1994 (Proclamation No 103 of 1994)
- Public Service Regulations, 2001
- Compensation for Occupational Diseases and Injuries Act, 1993 (Act No.130 of 1993)
- Public Finance Management Act 1999 (Act No 1 of 1999)
- White Paper on Sport and Recreation 1998, 2012
- Skills Development Act 1998 (Act No. 97 of 1998)
- Directive on Leave of Absence in the Public Service



- Employee Health and Wellness Strategic Framework, 2008
- Departmental Special Leave Policy
- Departmental HIV & AIDS, TB and STI Policy
- Departmental Health and Productivity Management Policy
- Departmental Wellness Management Policy
- Departmental SHERQ Management Policy
- Departmental Policy on Working Hours and Overtime
- Relevant Collective Agreements
- Draft DPSA Guidelines on the Institutionalization of Sports and Wellness in the Public Service

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2. POLICY STATEMENT AND APPLICATION SCOPE

2.1 POLICY STATEMENT

The DENC's Employee Health and Wellness Programme aims to promote the benefits of improved health and fitness, and encourage the voluntary involvement of employees in programs aimed at improving their overall health and fitness. Management recognizes the importance of all employees being aware of the benefits of being physically active and encourages participation in Sports and Recreation activities.

2.1.1 PRINCIPLES

The purpose of this policy is to:

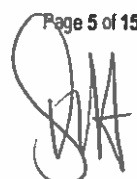
- (a) guide the DENC on who can participate in Sports and Recreation activities,
- (b) guide the activities of the sports recreation committee,
- (c) outline the specifications on the sports kits, equipment and facilities to be used,
- (d) guide on the approval and utilization of official transport,
- (e) guide the of participants/ employees in terms of leave, reporting of injuries, misconduct and Disciplinary action and training developments.

2.1.1 PARTICIPATION IN OFFICIAL SPORTS AND RECREATION ACTIVITIES

- (a) All employees in the DENC may participate in sports and recreation activities on voluntary basis.
- (b) An employee is regarded as being on official duty for a period during which he or she, on authorization by the immediate supervisor: -
 - (i) Participates in sports and recreation that is recognized by the Department;
 - (ii) Participates as a competitor, coach, manager or official at a national or provincial sporting and recreation event;
 - (iii) Participates in a match or competition, either as an athlete, technical officer, official or helper;
 - (iv) Participates in sports and recreation as a competitor against a foreign team or competitor.
- (c) Rules and regulations applicable to preparations for and staging of Departmental sports and recreational events shall be uniform throughout the Department
- (d) Notices of Departmental sport and recreational activities shall originate from the desk of the chairperson and channelled 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
- (e) Events falling within the jurisdiction of the district offices shall be organized by the respective regional organizers

2.1.2. SPORTS AND RECREATION MEETINGS

- (a) Departmental Committee meetings will be regarded as official working hours



- (b) If an employee attends a meeting of a sporting code that is practiced in the Public Service, an employee will be considered to be on duty and no special leave will be applicable.
- (c) The Departmental Sports and Recreation committee as well as its sub-structures shall hold a meeting every quarter or when a need arises
- (d) Minutes of meetings are official documents which shall be kept and made available when required
- (e) If an employee attends sport and recreation meeting of a sporting code that is not recognized in the Public Service, he or she must take annual leave or enter into service arrangements with his or her supervisor

2.1.3. SPORTS KITS AND RECREATION UNIFORMS

- (a) 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.
- (b) Sports kits or recreational uniforms may be purchased as required and shall be utilized only for the intended purposes.
- (c) Sports kits or recreational uniforms may only be purchased for sanctioned sporting codes or recreational activities.
- (d) Requisitions for sports kits or recreational uniforms shall be forwarded to the Chief Financial Officer through the Departmental Sports and Recreation Committee.

2.1.4. SPORTS AND RECREATION EQUIPMENT AND FACILITIES

- (a) The EHW unit shall be responsible for purchasing, and maintenance of sports & recreation gear and equipment (such as Soccer kits, Netball kits, Volley-ball kits, soccer balls, whistles, stop watches, chess boards and pieces, table tennis equipment, gymnasium equipment, pulse measure, etc.)
- (b) All sporting gear is to be returned to the EHW unit on the first working day after the sporting activities have taken place.
- (c) Should an official resign from the Department and fail to return any sporting equipment/kit, an amount equivalent to the value of the sporting equipment/kit shall be recovered from the official through HRM.
- (d) It is the responsibility of each Sports Coordinator to ensure the safekeeping of that particular sporting code's equipment and kit and to ensure that participants return the equipment and the kit.
- (e) All sporting equipment shall remain the property of the Department and an updated register of such equipment/inventory will be kept by the Supply Chain Management and EHW units.
- (f) The Department's equipments and facilities shall be utilized solely for Departmental sporting activities and / or team building sessions (should there be any availability of such).

2.1.5. SPORTS ACTIVITIES

- (a) The HRM unit shall approve /disapprove participation in all sporting games with other Departments or organizations, including after hours and weekends.



- (b) The Department shall provide transport; accommodation, meals and refreshments for all officials participating in approved games and recreation activities including after hours and weekends.
- (c) Any approved sports and recreation after hours and weekends shall not be regarded as overtime and employees shall not claim for overtime and overnight allowances.

2.1.6. UTILIZATION OF OFFICIAL TRANSPORT

- (a) The HRM unit shall authorize the use of official transport for approved sports activities.
- (b) Officials who are in possession of subsidized vehicles must utilize those vehicles to travel to and from Departmental sport and recreational activities and they must provide free transport to official passengers travelling to and from the same destination
- (c) Officials, whose remuneration package makes provision for a motor vehicle allowance, are to utilize their own vehicles when participating in Departmental sport and recreation activities and they must provide free transport to official passengers travelling to and from the same destination
- (d) Employees using their own transport do so at own costs and risk and the Department will not be liable for any damage that may occur.
- (e) Employees utilizing the arranged official transport shall be required to sign an indemnity form prior to utilizing the transport. In the event of an accident, employees will claim from the Road Accident Fund (RAF).

2.1.7. SPORTS AND RECREATION TIME

- (a) Employees who participate in Departmental Sports and Recreation activities shall be given at least two (2) hours per week, every Wednesday from 14h00 – 16h00 (except Public Holidays) to practice and participate in such activities.
- (b) Employees must seek their supervisors' permission. Supervisors are expected to apply their minds responsibly, taking into consideration matters of priority, (without losing focus of the strategic importance of a healthy mind and body in an organization), when deciding whether to approve or disapprove requests for employee(s) to partake in a sport or recreational activity.
- (c) Sports and recreation coordinators of the different sporting codes and the EHW unit shall be responsible to monitor the attendance of registered participants within the specific official allocated time.

2.1.8. REPORTING INJURIES

- (a) In case employees sustain injuries while engaged in sport and recreation during the official allocated sports time, such injuries shall be regarded as injury on duty.
- (b) Employee(s) shall be responsible to report his/her injuries to the HRM unit in order to complete the necessary documentation related to Injury on Duty. Should an employee be unable to report his/her injuries, the Departmental, Committee Members, Colleagues, First Aid Officers, Sports Coordinators must immediately



inform the HRM unit and they must ensure that the employee receives necessary Injury on Duty documentation, complete and submit to the HRM unit.

- (c) In case employees sustain injuries after office hours or during weekends on sports 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.
- (d) The Department shall not be held responsible for injuries sustained after hours or weekends as a direct result of non-authorized games and recreation activities.

2.1.9. LEAVE

- (a) 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
- (b) 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
- (c) In cases where employees participate in the National; Provincial; and International Sports events representing the Department, the HOD should approve / disapprove that event. Responsible Manager(s) shall grant special leave to employee(s) who are actively participating in sport activities.
- (d) Sick leave due to injuries sustained during sports activities shall be treated as normal sick leave in terms of the provisions of sick leave in the Public Service, including PILIR provisions.
- (e) If an employee attends sports meetings of sporting codes that are not recognized in the Department or Public Service, he or she must take annual leave.
- (f) If an employee attends sports meeting of a sporting code that is practiced in the Public Service, in respect of which prior permission was granted by the HRM unit for a sport activity to take place, that employee will be considered to be on duty and no special sport leave will be applicable.

2.1.10. MISCONDUCT AND DISCIPLINARY ACTION

- (a) 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 and Overtime will be subject to disciplinary procedures
- (b) Should any participant commit any misconduct during Sports and Recreation allocated time, disciplinary action shall be taken against him/her, in terms of the approved Disciplinary Procedures of the Department.

2.1.11. TRAINING AND DEVELOPMENT

The Human Resource Management unit shall facilitate sport and recreation related training and development in the following areas:

- First Aid Training;
- Other approved sport and recreation related training.



2.1.12. HUMAN RESOURCES MATTERS

- (a) Employees (including contract workers and interns) who want to participate in the Departmental Sports and Recreation activities shall enlist their names to the respective Sports and Recreation Coordinators by completing the relevant Departmental form (once developed).
- (b) Sports and Recreation Coordinators shall be responsible for enlisting; updating and keeping attendance registers.
- (c) Participants are not allowed to wear their Sports and Recreation attire when performing their official duties, since this shall be in contrary to the Dress Code.
- (d) Should an employee be granted permission to attend sports or recreational activities, but fail to attend; he/she should submit a written report the next day, (or the following official working day if next day falls on a weekend or an official holiday), to his/her supervisor and Sports Coordinator.
- (e) In case the employee leaves the Department through a transfer, resignation, or retirement, his or her membership will automatically be terminated.

2.2 APPLICATION SCOPE

This policy will apply to all officials of the Department of Environment and Nature Conservation who are engaged in any officially sanctioned sporting activity.



3. POLICY FRAMEWORK

3.1 IDENTIFICATION AND CONSULTATION OF STAKEHOLDERS

This policy document was distributed to staff members within the department and their feedback and inputs are included where changes were suggested and motivated. Information sessions were also held as part of the consultation process. The recognized Labour Unions are not excluded in the process as they do have shop stewards within the department, and them being part of the departmental staff, thus had the opportunity to participate in the process. Furthermore, it needs to be mentioned that the department cannot negotiate with the Unions (Organized Labour) as a separate entity on this policy. Especially, because there are matters of mutual interests that must be dealt with in the formal structures created for this purpose, such as the Provincial Bargaining Council.

3.2 TIMEFRAMES

In June 2014 a draft of this policy was submitted to the departmental Corporate Policy unit to analyse and comment on the policy.

3.3 IMPLEMENTATION STRATEGY

This policy will be implemented in conjunction with the four EHW policies especially the Wellness Management policy. The implementation of this policy will follow the result base model outlining the Sports and Recreation management programme inputs, process, outputs, outcomes and impact indicators as per DPSA criteria. Implementation of this policy needs the department to develop an efficient and effective M&E system to monitor and review progress and results of the implementation.

In implementing the Sports and Recreation policy, key role players will be the following:

(a) The Head of Department

- (i) Shall appoint the Sports and Recreation Committee

(b) The Designated Senior Manager

- (i) Shall be the Programme Manager for Sports and Recreation

(c) Senior Managers, Managers and Supervisors

- (i) Regulate and monitor the working hours of employees in terms of the Policy on Working Hours and Overtime
- (ii) Must ensure that time taken off is recorded in a register and maintain and update such a register
- (iii) Must ensure that Special Leave forms are completed for every eight (8) hour fraction taken



(d) Employee Health and Wellness Unit

- (i) Mobilize resources for the Fund's internal and external Sport and Recreation activities
- (ii) Develop procedures and strategies on the Department's Sports and Recreation activities.
- (iii) Monitor and Evaluate the Department's Sports and Recreation programmes.
- (iv) Facilitate and promote participation in all activities that advance the course of Corporate Sports and Recreation, e.g. Inter-Departmental activities, fun-walks and runs.
- (v) Set up the Department's Sports and Recreation committee.
- (vi) Liaise with relevant stakeholders on Sports and Recreation.
- (vii) Develop and manage programmes that aim at promoting corporate recreation.
- (viii) Have representatives at provincial and national meetings, workshops, seminar and other related gatherings.
- (ix) Ensure maximum participation of People with Disabilities in the Department's Sport and Recreation activities.
- (x) Mainstream Gender issues into the Department's Sport and Recreation programme.
- (xi) Include life/personal coaching and executive coaching as part of employee wellness (EAP) programmes.

(e) The Sports and Recreation Coordinators

- (i) Sports Coordinators shall ensure that all registered Sports and Recreation participants attend sports and recreation practice during the allocated sports time.
- (ii) It is the responsibility of each Sports Coordinator to ensure the safekeeping of that particular sporting code's equipment and kit and to ensure that participants return the equipment and the kit.
- (iii) Sports and recreation Coordinators shall be responsible to monitor the attendance of registered participants within the specific official allocated time.
- (iv) Sports and Recreation Coordinators shall be responsible for enlisting; updating and keeping attendance registers.

(f) The Employee should

- (a) Maintain a 40 hour work week

(g) The Sports and Recreation Committee

The Sports and Recreation Committee which shall be responsible for:

- (i) Coordination of needs assessment exercise within the Department
- (ii) Listing the priority sports codes or recreational activities based on the results of the needs assessment



- (iii) Ensuring proper coordination of Sports and Recreational activities
- (iv) Encouragement of employees to participate in sports and recreation activities
- (v) Communicating sports and recreation issues to staff
- (vi) Being a think tank on any issue related to sport and recreation;
- (vii) Determining time-off roster for each sporting code in terms of practice sessions and games or competitions
- (viii) Ensuring safekeeping of sports kits, recreational uniforms and other related equipment;
- (ix) 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 etc
- (x) Ensuring the establishment of one team per sporting code, representing employees across all components within the Department
- (xi) The Team Captains/ Sports and Recreation Coordinators shall make up the Sports and Recreation Committee
- (xii) The Departmental Sports and Recreation Committee shall develop a constitution under the ambit of this policy to govern the operations of the different structures/ codes
- (xiii) The Sports and Recreation Committee will have its own financial account in order to fund sporting and recreational functions and events
- (xiv) In the absence of Regional Heads/ Managers at the regional offices, the Sports and Recreation Committee shall liaise with the EHW Committee members stationed at the different regional offices and reserves in arranging sports and recreation related activities
- (xv) The Departmental Sports and Recreation Committee must identify priority sports and recreation codes to which the Department's resources will be focused, monitor their progress and intervene where necessary
- (xvi) The Committee shall submit an annual programme/ proposal to the Director: HRM&D and the costs involved for the purposes of budgeting. The budget must be submitted to the Accounting Officer for approval annually before the start of the new financial year

(h) Communications Unit

Communications unit shall be responsible for:

- (a) Internally Communicating the Departmental, Provincial and National Events (should there be any) and branding sports kit and related sports and recreation material.

(i) Human Resources Management

- (a) Administrating the Injury on Duty matters and the Compensation thereof.
- (b) Coordinating Occupational Health & Safety matters for participants while they are involved in the Departmental Sports and Recreation activities during the official allocated time.
- (c) All other activities as identified

An implementation plan will be drafted which will outline how and when this policy will be implemented. The plan will be drafted two months after the implementation date of this policy. In order to ensure adequate implementation of this policy the human resource unit will compile an infrastructure investment (in terms of human capital) and policy management plan. The plan will be updated on an annual basis and will contain details on future guidelines for this policy. The financial implications if any will be indicated on the plan in order to ensure that funds are available or availed.

The implementation plan is subjected to the following:

The implementation date for this policy is 01 August 2014

3.4 FINANCIAL IMPLICATIONS

The Department shall provide financial support subject to the availability of funds budgeted for sport and recreational activities. The Human Recourse Management (HRM) unit shall, in conjunction with the Sports and Recreation Committee makes provision in their budget for the funding of sport and recreational activities. The Department may create an objective code for sports and recreation activities where funds will be centrally controlled. Efforts should be made to acquire the most economical means of accommodation and transport. The Department may fund or subsidize persons who want to go to a sport or recreation event as spectators. Employees may not claim subsistence and travel allowance for participating in sport and recreational activities. The normal procurement procedure shall apply to all funding requests. The Department may make funds available in respect of the following:

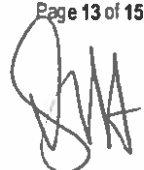
- sports kits or recreational uniforms for sports codes or recreational activities;
- first aid kits for sport codes or recreational activities;
- employees' membership fees for sports and recreation competitions;
- hiring of venues;
- travelling and accommodation
- referees' fees (if applicable); and
- refreshments, during inter-departmental tournaments.

3.5 COMMUNICATION

The DENC shall keep all staff informed of the latest developments in the Sports and Recreation Policy and programmes through existing communication structures i.e. staff meetings, through the intranet, sports and recreation committee membership announcements and official circulars

3.6 COMPLIANCE, MONITORING AND EVALUATION (M&E)

Regular monitoring of progress on Sports and Recreation programmes should be conducted annually to the DPSA through Office of the Premier. These reports will inform implementation, monitoring and evaluation, and future planning. An effective, efficient and implementable monitoring and evaluation system is required if this Sports and Recreation Policy is to be successful in measuring achievements of the policy objectives.



3.7 POLICY REVIEW

This policy will be reviewed when the need arises or in case of the occurrence of extenuating circumstances (political mitigation, or pronouncement by legislation and/or regulations). The contact person for this policy will be required to submit all relevant information pertaining to this policy in conjunction with a signed memo with all amendments (addition or omission) during the third quarter annually.

The exception, the Policy development unit will be conducting all extenuating reviews throughout the year, therefore it is paramount that any new information received be submitted to this unit, in order to coordinate the review process of this policy.

3.8 POLICY IMPACT

The desired effect of this policy is to enhance individual physical and psychological well-being of staff and improve productivity

3.9 INTERIM MEASURES

This is an interim document for this Department until such time that a provincial policy has been developed.

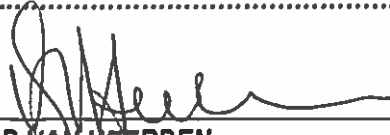
The Sports and Recreation policy shall be implemented according to the Employee Health and Wellness Strategic Framework by the DPSA.



4. **ADOPTION OF POLICY**

Approved / ~~Not Approved~~
Comments:

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D VAN HEERDEN
HEAD OF DEPARTMENT

DATE



10/10/10

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