



**agriculture &
rural development**

Department:
Agriculture and Rural Development
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



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Programme	Administration
Compiled by	Directorate: Human Resource Development
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1. PREAMBLE

The Department of Agriculture and Rural Development in the North West Provincial Government ("the Department") :

- i. **recognizes and ascribes to the following principles and values :**
 - a) Sports are an investment in the health, vitality and productivity of its employees.
 - b) Sports contributes to the overall improvement in the quality of life, physical, mental and moral wellbeing of its employees.
 - c) Because of its visibility, sport can play an enormous part in redressing gender inequalities and discrimination against the disabled and minorities.
- ii. **takes cognizance of the impact of sports on :**
 - a) Health
 - b) The economy : Physical activity has a favourable effect on productivity levels.
 - c) Crime : Delinquent behaviour is associated with low self-esteem, and success in Sport and Recreation work to improve self-esteem.
 - d) Nation-building.

2. PURPOSE AND OBJECTIVES.

2.1. The purpose of this policy is to :

- i. Promote participation in sports and recreation.
- ii. Promote the adage : "a healthy body encourages a healthy mind".
- iii. Promote employee wellness and health.
- iv. Promote sports and recreation as a de-stressing and relaxation methodology.
- v. Offer assistance to employees who wish to participate in specific sporting.
- vi. Provide coded, sporting activities and recreational activities.
- vii. Improve the quality of life of employees in the department, and
- viii. Support the Employee Wellness Programme of the Department.

2.2. The objectives of this Policy are as follows :

- i. Ascertaining the sports and recreation needs through a needs-assessment exercise amongst employees.

- ii. Consulting with relevant stakeholders in regard to sporting codes, sporting facilities, recreation and recreation facilities etc, in order to give effect to the implementation of this policy.
- iii. Upliftment of women and the disabled through sport and recreation.
- iv. Encouraging sport and recreation excellence, and
- v. Marketing of sport and recreation within the Department.

3. PRINCIPLES

Sporting activities are crucial for -

- i. Health
- ii. Wellness
- iii. Teambuilding
- iv. Quality of life, and
- v. Developing social skills.

4. ABBREVIATIONS AND DEFINITIONS

CFO - Chief Financial Officer.

SRC - Sport and Recreation Committee.

PSCBC - Public Service Co-ordinating Barraging Council.

Department - Department of Agriculture and Rural Development (DARD).

Sports - Any activities that require 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 individuals and department. It includes not only sporting activities, but also activities such as participation in gym, aerobics, traditional dance, indigenous games and any other activities 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 and Province.

Recreational Activities - Voluntary participation in any recreational activities within the Department.

The Department - The North West Department of Agriculture and Rural Development.

Employee - Means any person who is employed by the Department on a permanent or contractual basis and includes a person who is on a learnership (contractual obligations to be considered) or internship programme. Contractors employed by the Department are excluded.

Sanctioned Sporting Codes - A list of Sporting Codes compiled by the sports and Recreation Committee and agreed to by the Departmental executive of the codes which will be participated in during any particular financial year.

Head of Office - Mean 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.

Sports Kit - Refers to common clothes that participants will wear when representing the Department in different sporting codes.

Recreational Uniform - Refers to common clothes that participants will wear when representing the Department in different recreational activities.

Departmental Logo – Refers to the emblem of the Department of Rural, Environment and Agricultural Development.

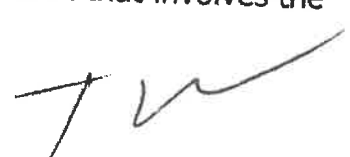
Tournament – Refers to a sports/recreational event where more than two teams or sporting codes are participating.

Financial Support – Refers to money that may be spent by the Department, related to participation in sport or recreational activities.

Financial Year - Refers to the annual financial cycle starting 1 April of each year and ending on 31 March of the following year.

Inter-departmental Tournament - Refers to a tournament that involves other Government Departments.

Inter-district Tournament – refers to a tournament that involves the departmental districts.



Refreshments - Refers to meal and soft drinks, excluding alcohol provided to sports and recreation participants.

Objective code - Is a financial term that is used to describe the purpose of specific transactions.

5. LEGISLATIVE FRAMEWORK

- i. The Constitution of the Republic of South Africa
- ii. Public service Act, 1994 (as amended)
- iii. Employment Equity Act, 1998
- iv. Basic Conditions of Employment Act, 1999
- v. Public Service Regulations, 2016 (as amended)
- vi. Public Finance Management Act, 1999
- vii. Treasury Regulations, 2002 (as amended)
- viii. Labour Relations Act, 1995 (as amended)
- ix. Occupational Health and Safety Act, 1993
- x. Compensation for Occupational Injuries and Diseases Act, 1993
- xi. White paper on Sports and Recreation; and
- xii. The Public Services Code of Conduct.
- xiii. National Transport Policy

6. SCOPE OF APPLICATION

- i. This policy is applicable to all the employees of the Department.

7. POLICY STATEMENT

- i. The Department is committed to improving the Health, Wellness and Quality of Life of its employees through Sports and Recreation.

8. NEEDS ASSESSMENT

- i. In order to determine what sports and recreational activities employees wish to engage in, a need assessment exercise shall be conducted.
- ii. This need assessment exercise will be monitored and co-ordinated by the SRC.
- iii. The needs assessment exercise may take the form of questionnaires, focus discussion groups or any other methodology which the SRC deems appropriate.
- iv. The SRC shall analyse the information flowing from the needs assessment exercise and disseminate the results within the Department.

9. CRITERIA FOR PRIORITIZING SPORTS CODES AND RECREATIONAL ACTIVITIES

- i. The following criteria should be utilized in determining the sporting codes which the Department will ascribe to :
 - a) Popularity.
 - b) Membership.
 - c) Degree of Transformation.
 - d) Existence of administrative support and sporting structures within the province.
 - e) Existence of well-structured Codes of Conduct for players within the department.
 - f) Empowerment of disadvantaged groups, and
 - g) Promotion of traditional dance and indigenous games.

10. HUMAN RESOURCE CONSIDERATIONS

- i. The attendance of sporting and recreational activities during working hours shall be regulated through the recording of these absences in a Sports and Recreation Leave of Absence Register.
- ii. The attendance of sporting and recreational activities during working hours shall include the playing of games, traditional dance rehearsals, practice sessions for sports and other pre-approved and recreation activities.
- iii. In the event where the participants need practice sessions in preparation for official functions, The Head of Department or Directorate or the relevant senior manager, may grant permission for the participants to leave their place of work early. The relevant senior manager must however ensure that services delivery is not compromised as a result of the earlier release of staff.
- iv. The attendance of sporting and recreational activities outside of working hours shall be a voluntary decision by the employee, a decision made for the love and passion for the sporting codes.
- v. Each sanctioned sporting code/recreational activity in the Department shall be governed by a separate code of conduct.
- vi. In the event where participants need to take leave for official competition, the Departmental leave policy will apply (Special Leave).
- vii. The Public Service Code of Conduct and Disciplinary Code shall apply before, during and after sports and recreational events.



11. MEMBERSHIP

- i. Employees shall be allowed to participate in no more than two sanctioned sporting codes within the Department.
- ii. Employees shall be allowed to participate in no more than two recreational activities within the Department.
- iii. Employees shall be limited to participation in no more than two other sporting structures within the North West Province.

12. TEAM MANAGEMENT

- i. 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 off their time and expertise for the love of the particular sporting code or recreational activity.
- ii. Team Managers shall have the following responsibilities :
 - a) Establish the team or club for a specific sanctioned code.
 - b) Compile and submit a list of members to the SRC for record purposes.
 - c) Attend to the needs to the spring code or club.
 - d) Develop a code of conduct for the specific sanctioned sporting code.
 - e) Ensure the safekeeping of sports kits.
 - f) Submit reports and minutes of meetings to the Director: Human Resource Development.
 - g) Submit action plans for each financial year, to the SRC.
 - h) Advise the Director: Human Resource Development on the amount to be budgeted for in the next, financial year, for sport and recreation activities.
 - i) Submit rosters for sporting / recreational activities to the SRC timeously.
 - j) Team managers shall ensure that proper planning and organization precedes participation in sporting and recreational activities, including the booking and authorization procedure for accommodation, travelling, sport kit and venues.



13. INJURIES AND DAMAGES

- i. Although the Department supports sports and recreational activities, employees should note that participation is voluntary.
- ii. Injuries sustained whilst training, playing or participating, or travelling to and from the event or engaging in other related activity, will be submitted to the Compensation Commissioner in terms of the Compensation for Occupational Injuries and Diseases Act as the Department has no jurisdiction to consider these claims itself.
- iii. 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 abide by the decision of the Compensation Commissioner.
- iv. Any sick leave which has to be applied for due to a sports injury will be deemed to be sick or special leave consideration of an employee.
- v. 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.

14. RESPONSIBILITIES AND OBLIGATIONS

- i. The responsibilities and obligations of the Department shall be :
 - a) To create an environment within the workplace that is conducive to fostering participation in sport and recreation.
 - b) To implement and popularize this policy.
 - c) Encourage employees to participate in sports and recreation activities.
 - d) To list the priority sport codes or recreational activities based on the results of the needs assessment and utilizing the criteria in paragraph 8.
 - e) To communicate sports and recreation issues to staff.
 - f) To advise on issues of sports, recreation and this policy.
 - g) To be a think-tank on any issue related to sports and recreation.



- 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 Office of the Premier, North West Department of Arts, Culture and Sports, National Sports Commission, National Department of Sports and Recreation, Local Authorities, Local and Provisional federations and clubs, other government departments, non-government organizations.
- l) Ensure that all sanctioned sporting codes are governed by separate code of conduct.
- m) Ensure the establishment of one team per sporting code, representing employees across all components within the Department, and
 - ii. The SRC shall meet on a quarterly basis or as and when a need arises.
 - iii. The composition of the SRC shall be representative of all the programmes within the Department, gender and disability properly representative.

15. SPORTS KITS AND RECREATIONAL UNIFORMS

- i. 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.
- ii. Sports kits or recreational uniforms maybe purchased as required and shall be utilized only for the intended purposes.
- iii. Sports kits or recreational uniforms may only be purchased for sanctioned sporting codes or recreational activities.
- iv. Depending on availability of budget, requisitions for sports kits or recreational uniforms shall be budgeted for and procured through the correct channels.

16. FINANCIAL CONSIDERATIONS

- i. The Department may provide financial support subject to the availability of funds budgeted for sport and recreational activities.
- ii. Due to financial constraints, participation in sporting or recreational activities is restricted to events taking place within the North West Province. Playing or

competing with teams in other provinces and outside the country is subjected to the approval of the Head of Department.

- iii. Efforts shall be made to acquire the most economical means of accommodation and transport. Due to budgetary constraints, employees may not claim subsistence and travel allowance for participating in sport and recreational activities.
- iv. The Department may provide catering and transport to departmental officials who want to go to a sport or recreation event as spectators.
- v. The Department may create an objective code for sports and recreation activities where funds will be centrally controlled or under the Directorate: Human Resource Development.
- vi. District managers are to make provision in their budgets for the funding of sports and recreational activities. Such funds are to be transferred to the objective code to be created.
- vii. The Department may make funds available in respect of the following :
 - a) Sports kits or recreational uniforms for sports codes or recreational activities.
 - b) First aid for sports codes or recreational activities.
 - c) Employees membership fees for sports and recreation competitors.
 - d) Travelling and accommodation, and
 - e) Refreshments, during inter-departmental and inter-districts tournaments.
- viii. Funding requests shall be forwarded to the Director: Human Resource Development at least 20 working days before the actual event.
- ix. The Tournament for inter-provincial sport and recreational activities shall only be considered if approved by the Head of Department.
- x. The normal procurement procedure shall apply to all financial requests.

17. DISPUTE RESOLUTIONS

- i. Any dispute arising from the provisions of the policy shall firstly be dealt with by the SRC.
- ii. The Director: Human Resource Development shall advise relevant parties on best practices in attempt to resolve this dispute.

18. MONITORING AND REVIEW

- i. The Directorate: Human Resource Development in conjunction with the Policy Unit shall monitor and ensure adherence to all policy provisions and report on specific cases as and when required to do so.
- ii. If and when this policy or provision is reviewed, the amended policy thereof will supersede the previous one.