



**VHEMBE DISTRICT MUNICIPALITY**

**DRAFT POLICY ON WORKPLACE  
SPORTS AND RECREATION**

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## **1. PREAMBLE**

Vhembe District Municipality is committed to the creation of a safe and healthy working environment, supportive of effective and efficient service delivery, while taking employees personal circumstances, their physical and mental health conditions into account.

## **2. PURPOSE OF THE POLICY**

The purpose of this policy is to provide all employees within the municipality with common guidelines regarding sport and recreation activities and their participation for improvement of their well-being for them to realize their full potential in delivery of quality service to the service consumers.

## **3. SCOPE OF APPLICATION**

3.1 The policy shall be applicable to all employees of the Vhembe District Municipality irrespective of rank, race, gender, age, religion, or physical challenge.

3.2 The municipality shall ensure a healthy and supportive environment for all Employees, including physically challenged employees participating in sport at all levels.

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

- To promote a healthy lifestyle.
- To promote team spirit and cooperation among employees.
- To promote a friendly and supportive working environment.
- To prevent health hazards that may have impact on work performance.
- To promote interdepartmental relationship.
- To promote public private partnership.

## **5. LEGISLATIVE FRAMEWORK**

The legislative framework from which this policy derives its mandate include the following:

- South African Constitution ACT 108 of 1996 [Chapter 2 section 27(i)] Right to health care.
- White Paper on Sport and recreation, 1998: Sport ought to be harnessed to add value to the workplace, as a large portion of time is spent at work. Sport can contribute to lowering tension, fatigue and general anxiety in the workplace, and increasing productivity.
- National Sport and Recreation Act, 1998 (Act No 110 of 1998)
- Compensation of Occupational Injuries and Disease Act, 1993 (Act No 130 of 1993)

## **6. POLICY CONTENT**

### **6.1 POLICY PRINCIPLES**

#### **6.1.1 VOLUNTARISM**

Employees' participation in any sport and recreation activity shall be on voluntary basis.

#### **6.1.2 CONDUCT OF THE PARTICIPANTS**

Participants shall be regarded to be on duty whilst engaged in sport and recreation activities and as such shall conduct themselves (both inside and outside the activity venues) in a manner that supports human worth without bringing the municipality into disrepute.

#### **6.1.3 SERVICE DELIVERY**

6.1.3.1 The municipality shall promote healthy lifestyles, physically and mentally healthy employees so as to promote service delivery and adhere to the Batho Pele principles.

6.1.3.2 Wellness activities shall be provided to support service delivery.

6.1.3.3 There shall always be official(s) manning the office(s) in order for service delivery not to suffer during sport and recreation activities.

### **6.2 TRANSPORT**

Transportation of participants to officially approved sport and recreation activities shall be the liability of the municipality.

### **6.3. INJURIES**

6.3.1 The Municipality shall ensure that the emergency medical services are available to give first aid at the venues where sport and recreation activities take place.

6.3.2 The municipality shall be responsible for any injuries arising from transportation and/or participation in the sports and recreation activities. The drivers of municipal vehicles shall as well be covered..

6.3.3 Participants shall sign indemnity forms to that regard.

## **7. SPORTING CODES**

7.1 The sporting codes which the municipality shall recognise are as follows:

- Soccer (Men and Ladies)
- Netball
- Volley Ball
- Tennis / Table Tennis
- Aerobics
- Traditional and Ballroom Dance
- Choral music
- Fun Walk and Run
- Fishing
- Chess
- Playing cards
- Darts
- Scrabble
- Soft Ball
- Moraba-raba

## **8. MATCH PRACTICES AND COMPETITIONS**

8.1 The municipal matches and competitions shall be held with other Departments and private sectors in order to promote interdepartmental relationship and public private partnership

8.2 The official starting time for sport and recreation shall be 13H00 on Wednesdays only..

8.3 All participating employees shall abide by the allocated time.

8.4 Employees may use their spare time to practice as they so wish.

8.5 Participants shall attend and remain in attendance for the specified times at the identified venue(s) sport and recreation activities.

8.6 Participants who depart from their working stations to attend sport and recreation activities but fail to remain in attendance at the identified venues commit misconduct.

8.7 An attendance register shall be kept for this purpose.

## **9. FINANCIAL MANAGEMENT**

9.1 The Municipality through Employee Wellness Programme will be responsible for budgeting for the recreation and sport equipment.

9.2 Fundraising or donations shall only be sought through the permission of the Municipal Manager.

## **10. COMMITTEES AND THEIR ROLES**

10.1 There shall be a Sports committee to oversee and support sport and recreation activities in the municipality.

- 10.2 Fire Stations and satellite offices shall have their own sub-committees that will liaise with the municipal committee.
- 10.3 The Committees may request for donations for sport and recreation activities where necessary.
- 10.4 The committees shall ensure that all participants adhere to the allocated time.
- 10.5 The chairperson of each sub-committee shall serve as the liaison official between the municipality and its facilities.
- 10.6 The committee shall be constituted as follows:

- Chairperson
- Deputy Chairperson
- Secretary
- Deputy Secretary
- Treasurer
- Captain for each sporting code
- Representative for physically challenged employees
- Two additional members

## **11. ADMINISTRATION OF THE POLICY**

11.1 The Office of the General Manager (Corporate Services) and Senior Manager HRM will be assigned to administer and enforce the policy. The EWP section will be responsible to monitor the implementation of the policy

11.2 All Heads of Departments will be delegated to administer the policy in their own section or local areas,

## **12. DESIGNATED STRUCTURE/ AUTHORITATIVE BODY**

9.1 The Executive council through the office of the municipal manager shall have the authority to approve the policy

## **13. EFFECTIVE DATE OF IMPLEMENTATION**

The effective date of the policy will be the day after the approval by the council.

## **14. POLICY REVIEW**

This policy will be reviewed after every twelve (12) months

## **15. APPROVAL OF THE POLICY**

The policy will be approved by the council

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**LOCAL LABOUR FORUM**

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**DATE**

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**MUNICIPALI MANAGER**

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**DATE**

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**COUNCIL**

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**DATE**