



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

SPORT AND RECREATION MANAGEMENT POLICY

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Document Number	1
Document Name	Sport Management Policy
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Date of Approval	
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Related Policies	Recruitment & Selection Policy, Leave Management Policy. Transport Policy, Wellness Management Policy, Health and Productivity Policy, SHERQ Management Policy.

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SIGN OFF

I. Head of Department

This Sport and Recreation Management Policy has been recommended by Mr A.A. Fani in my capacity as Head of Department for Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the contents of this Policy.


The development of the policy on Sport and Recreation Management Policy will ensure the department is able exercise its powers in compliance with the law and guide decision- making in the department.

Recommended	
Designation	Head of Department Mr A.A. Fani
Date	07/12/2022

II. Executive Authority

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the lives of the staff by effectively rendering services that it is expected to provide. We have envisaged a Department that has the required capacity to respond adequately to challenges of its staff.

I therefore trust that the guidance from this Sport and Recreation Management Policy will contribute to the effective integration of sport management.

Signed	
Designation	Hon. Member of the Executive Council: Mr Z.A. Williams
Date	17. 01. 2023

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1. PREAMBLE

The Department has identified a need for a Sport and Recreation Management policy that will guide, support and encourage the participation of employees in different sports and recreation codes as part of corporate responsibility and social transformation. Realizing the need for a healthy and productive workforce the Department seeks to afford as many employees as possible, an opportunity to participate in sports and recreational activities. Sport and recreation can be used as a means to manage diversity and fostering integration of people from diverse backgrounds. All employees are therefore encouraged to take responsibility for their own physical fitness and health by maintaining a lifestyle that would contribute meaningfully to their well-being.

2. OBJECTIVES OF THE POLICY

- 2.1 To provide operational guidelines to the employees of the Department on matters related to sport and recreation.
- 2.2 To promote a healthy organizational culture and sense of belonging.
- 2.3 To manage, support and encourage participation of employees in sports and recreational activities.
- 2.4 To promote social transformation programs and initiatives that seek to increase staff morale.
- 2.5 To promote work life balance and team building amongst the employees.
- 2.6 To establish organizational support mechanisms to maintain the existence of sports and recreation in the Department.
- 2.7 To promote better understanding and close collaboration with other government departments.
- 2.8 To ensure that the level of participation in sport and recreation is increased.
- 2.9 To clarify roles and responsibilities of the stakeholders in relation to sports and recreation in the Department

3. DEFINITIONS

Terms and definitions that will be used throughout the procedure that need clarification for the reader, this can also include any keywords. Include also technical terms, abbreviations that maybe used in this document.

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Word/Term	Definition (with examples if required)
<i>Ability</i>	<i>That which is within the individual that represent potential</i>
<i>Sport</i>	<i>An activity that requires a significant level of physical involvement and in which participants engage in either a structures 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.</i>
<i>Recreation</i>	<i>A guided process of voluntary participation in any activity which contributes to the improvement of general health, wellbeing and the skills of both the individual and society. It includes activities such as participation in choirs, traditional games and any other activity which the Department may deem recreational.</i>
<i>Sporting activities</i>	<i>The playing of games, practice sessions, pre-approved team activities and sporting codes sanctioned by the Department</i>
<i>Recreational activities</i>	<i>Voluntary participation in any activity such as choir practices, choir competitions and any other activity which the Department may deem a recreational activity</i>
<i>Employee</i>	<i>Means any person who is employed by the Department on a permanent or contractual basis and includes a person who is on a learnership and internship programme. Contractors employed by the Department are excluded.</i>
<i>Participation</i>	<i>Refers to all traveling, accommodation and participation in the actual sporting and recreational activities.</i>
<i>Voluntary</i>	<i>Means employees will participate in sporting and recreational activities out of their own free will</i>
<i>Sport Kit</i>	<i>Refers to the common wear that the participants will wear when representing the Department in different sporting codes</i>
<i>Tournament</i>	<i>Refers to sport/recreational event where more than two (2) teams or sporting codes are participating</i>
<i>Financial Support</i>	<i>Refers to the money that may be spent by the Department, related to participation in sport and recreational activities</i>
<i>Refreshments</i>	<i>Refers to meals and soft drinks, excluding alcohol</i>

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<i>Departmental Logo</i>	<i>Refers to the emblem of the Cooperative Governance & Traditional Affairs</i>
<i>Designated Groups</i>	<i>This refers all previously disadvantaged groups such as Africans (Black, Coloured, Indian and Chinese); Women; People with Disabilities (PWD's) as per Employment Equity Act of 1998 (amended)</i>

4. SCOPE OF APPLICATION

This policy shall apply to all employees of the Department of Cooperative Governance and Traditional Affairs of the Eastern Cape who are already participating or wish to participate in sport and recreational activities.

5. LEGISLATIVE FRAMEWORK

- 5.1 The Constitution of the Republic of South Africa of 1996;
- 5.2 Basic Conditions of Employment Act of 1997;
- 5.3 Compensation of Occupational Injuries and Diseases Act of 1993;
- 5.4 DPSA Strategic Policy Framework on Employee Health and Wellness of 2008;
- 5.5 Public Service Act of 1994;
- 5.6 Occupational Health and Safety Act of 1993;
- 5.7 Public Service Regulation of 2001 as amended
- 5.8 Labour Relations Act of 1995;
- 5.9 National Strategic Plan on HIV, TB and STI's (2017-2022);
- 5.10 White Paper on Sport and Recreation of 1998/2012;
- 5.11 Sport and Recreation Amendment Act of 2007;
- 5.12 National Development Plan (Vision 2030);
- 5.13 National Strategic Plan on HIV, STIs and TB (2017-2022);
- 5.14 Approved Departmental Employee Wellness Pillar Policies;
 - 5.14.1 HIV&AIDS, TB and STI's Management approved in 2013;
 - 5.14.2 Safety, Health, Environment, Risk and Quality (SHERQ) approved in 2016;
 - 5.14.3 Wellness Management approved in 2014;
 - 5.14.4 Health and Productivity Management (draft).

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6. CONSULTATION PROCESS WITH STAKEHOLDERS

A number of affected stakeholders including employees at all levels have been consulted throughout the review process and their inputs, comments have been obtained and incorporated into this Policy. Management of the Department have been consulted for inputs, buy-in and adoption.

7. POLICY STATEMENT

- The Department of Cooperative Governance and Traditional Affairs realizes that from time to time employees and prospective employees need to be encouraged to participate in sport activities in order to promote their physical, social and emotional wellbeing and that will contribute to a healthy workforce. Therefore, the Department is committed in promoting an active lifestyle amongst employees and providing opportunities to belong to a group and construct new social networks.

8. POLICY PRINCIPLES

The guiding principles underpinning this policy include the following:

8.1 Equity

Equal access at all levels of employment including senior and executive management.
Equality and Non-discrimination.

8.2 Transparency

The Sport Management and Recreation activities are open and fair.

8.3 Participation

All departmental employees may participate in the Sport Management and Recreational activities in the Department.

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8.4 Accountability

All line managers and Employees will be required to account for non-adherence to the provisions of this policy. Non-compliance will be dealt with in terms of the Disciplinary Code and Procedures.

9. CONDITIONS FOR PARTICIPATION

- 9.1 Participation in Sports and Recreation is open to all employees of the Department.
- 9.2 Participation shall remain an individual choice and under no circumstances shall an employee be forced to participate against his/her own will.
- 9.3 ~~Employees wishing to participate shall register with the Sports and Recreation Committee.~~
- 9.4 Employees registered for sports and recreation shall as a basic rule attend sports and recreational activities including practices and rehearsals as set out in this policy.
- 9.5 Employees with disabilities should indicate their participation so that necessary arrangements should be made to accommodate them.
- 9.6 The Head of Department or a delegated official shall request an employee to remain in office or on duty and not to partake on a particular day if work requires.
- 9.7 Employees participating in sports and recreation during working hours shall be regarded as being on official duty if such participation has been authorized by the Head of Department.
- 9.8 Participation after hours, on week-ends and public holidays shall be regarded as official if authorized by the Head of Department.
- 9.9 Participants shall claim S& T after their participation to Sport and Recreational activities.
- 9.10 ~~Participants and teams shall not participate when visible intoxicated or suspected to be under the influence or any other illegal substance as the safety of all participants is a priority on duty, so disciplinary measures will apply.~~
- 9.11 Injury during participation shall be regarded as injury-on-duty if such participation has been authorized by the Head of Department and this also include practices and rehearsals.

10. INSTITUTIONAL ARRANGEMENT FRAMEWORK

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The Department shall appoint a Sports and Recreation Committee that will ensure the smooth running of related activities in the Department. Individual codes committees will report to the Departmental Committee

10.1 COMPOSITION OF THE COMMITTEE

10.1.1 The Committee shall be composed of the following;

10.1.1.1 Two (2) members from the departmental choir.

10.1.1.2 One (1) designated member from Employee Wellness Unit.

~~10.1.1.3~~ Two (2) members from each sports code.

10.1.1.4 The term of office for the Committee shall be one year (June to May).

11. ROLES AND RESPONSIBILITIES

11.1 SPORT AND RECREATION COMMITTEE

11.1.1 Communicate and implement the policy and its work procedures

11.1.2 Encourage employees to participate in sports and recreation

11.1.3 Arrange and coordinate events as per schedules and plans submitted by the various codes

11.1.4 Interact with external stakeholders including government departments and municipalities

11.1.5 Ensure that the Department is represented at provincial level during sports activities.

11.1.6 Compile and submit lists or amended lists of registered codes, members of the teams with their PERSAL and identity numbers as well as the portfolios of the officiating members to Employee Wellness Unit for record purposes.

11.1.7 Compile and submit action plans and schedules of activities on an annual basis to the Employee Wellness Unit

11.1.8 Organize official transport for team members during events

11.1.9 Develop Sports and Recreation Code of Good practice to which all members are expected to comply

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11.1.10 Develop procedures for participation in sport and recreation that will be in line with this policy

11.2 EMPLOYEE WELLNESS UNIT

- 11.2.1 Work hand in hand with the Committee to ensure support and the effective implementation of the policy
- 11.2.2 Make sure that the budget is available for sports and recreation for departmental, provincial and national events by engaging with the Department
- 11.2.3 Compile and submit annual expenditure reports to the Chief Financial Officer (CFO)
- 11.2.4 Safeguard all sports and recreation assets and ensure safety of members
- 11.2.5 Assist in preparing incidents reports in cases of injury to members
- 11.2.6 Prepare and process claims in cases of injury of duty
- 11.2.7 Provide first aid kit during events

11.3 LINE MANAGERS

- 11.3.1 Line managers shall ensure that all employees comply with this policy
- 11.3.2 Line managers shall monitor that this policy is implemented equally with other policies, transport policy, leave policy etc

12. FINANCIAL CONSIDERATION

The Department shall make budget available through Employee Wellness (Employee Relations) for the provision of the following;

- 12.1 Kits and uniforms for members and maintain the budget for cleaning of sport kits.
- 12.2 First Aid Kit.
- 12.3 Membership fees for competitions.
- 12.4 Hiring of venues and facilities.
- 12.5 Travelling and accommodation.
- 12.6 Catering/Refreshments during tournaments- home and away games.

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12.7 National and provincial events shall be catered for but shall depend on the availability of budget to contribute to a particular financial responsibility.

13. SPOT KITS AND RECREATIONAL UNIFORMS

13.1 A standardized sport kit or recreational uniform for all codes with the Departmental logo shall be utilized at all times during the games

13.2 Requisitions for sports kits and recreational uniforms shall be forwarded to the CFO through the Director (Employee Relations and Wellness) and the Chief Director: Corporate Services.

13.3 The Professional image of the Department must be portrayed and upheld at all times when officials are wearing these uniforms.

13.4 The Department has a responsibility to ensure that the sport kits remain clean and in condition that is in line with Health and Safety required standards.

14. TRANSPORT

The Fleet Management Policy must be adhered to at all times. Managers must ensure proper implementation of the Fleet Management Policy and give guidance about transport issues.

15. MEMBERSHIP

15.1 Only registered departmental officials are allowed to be members of the sport fraternity and choir of the department

15.2 Employees shall be allowed to participate in more than one (1) sporting code within the Department.

16. COMMUNICATION / EDUCATION OF THE POLICY

Corporate Communication shall be responsible for communicating all departmental events related to sport and recreation and shall also brand sports kit and other related materials. It is the responsibility of the members to uphold the image of the Department.

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The Department shall communicate the Sport and Recreation Management Policy to all its employees through workshops, intranet Virtual meetings and workgroups. A copy of the policy shall be uploaded on the website of the Department.

17. MONITORING, EVALUATION AND REPORTING

The Employee Wellness Unit constantly monitor the implementation and effectiveness of this policy and shall report any deviations to the Head of Department in writing.

18. POLICY REVIEW

The policy shall be reviewed to factor in changes in legal frameworks, organizational development, political and economic trends and as well as outcomes of monitoring and evaluation

19. APPROVAL OF THE POLICY

The policy will be approved by the Member of Executive Council (MEC), at the recommendation of the Head of Department as per the updated departmental Delegations and the policy will become official on the date it is signed by the Executing Authority (i.e. MEC for Cooperative Governance and Traditional Affairs).

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20. **VERSION CONTROL AND CHANGE HISTORY**

Version Control	Date Effective	Approved By	Amendment
Start from	YYMMDD (the date the policy takes effect)	Contact person – full name & title.	Include any superseded procedures and what the amendment is to the document.
2022		MEC Z. Williams	

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