

# THEMBISILE HANI LOCAL MUNICIPALITY



# WORKPLACE SPORTS POLICY

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1.

<b>GLOSSARY EXPLANATIONS</b>		
1	Employee	Employee means any person, excluding an independent contractor who works for the Municipality and who received, or is entitled to receive, or is entitled to receive any remuneration
2	ESP Policy	Employee Sports Policy
3	Employee Sport	Employee Sports Concept is used here to cover sport
4	Employee Wellness	Recreation activities that stand to promote the intellectual, emotional, Physical fitness to enhance one's job performance or productivity levels.
5	Sport	Any activity that requires a significant level of physical involvement and in which participants engage in either a structured or unstructured environment
6	Recreation	Sport and Recreation South Africa white paper defines recreation as 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 the society.
7	Participation	Participation will refer to the actual physical, emotional and intellectual involvement in employee sports.
8	Participation Time	This refers to the authorised actual time or period devoted for training or practice, actual games, tournaments or competition.
9	Game period	Will refer to the actual hours spent in any event that may or may not require special leave.
10	Municipal Participation	<p>(1) Council may stage its Municipal Employee activities (Games/events and programmes)</p> <p>(2) Hani Sports Club constituted any various sporting codes may represent the Municipality in any external activity/event such as Provincial National and International Municipal Games, Corporate Invitational Games ect.</p>

11	Colours	This refers to recognition awarded to municipal employees representing Provincial or National teams.
12	Codes	Kind of sporting codes e.g Soccer, Netball, Pool ect.
13	Thembisile Hani Sports Club	Employee Sports affiliation body, duly recognized by Council.
14	Central	Central sports and Recreation
15	Core Teams	Sports Teams from Core Administration Departments
16	PWDs	Persons with disabilities

## 2. INTRODUCTION

Workplace sports concept is to include sport, Recreation, Arts and Cultural Activities programmes and events.

Workplace sports was developed to be a vehicle instrument that could be utilized to contribute towards change in employee mind-sets, better self-esteem and constantly promote employee/ employer general wellness towards better productivity and job performance.

The concept of workplace sport can serve as a useful investment in health, vitality and productivity of employees/employer. Other potential benefits includes the overall improvement in the quality of life, physical, mental and moral wellbeing of the employees of council.

The Thembisile Hani Local Municipality Sports and Recreation club shall take the responsibility of coordination and management of needs and support resources for both Municipal team on behalf of council.

### 3. MEMBERSHIP APPLICATION

A standardized application form must be used in all sporting codes and the contribution of R100 a month must be collected from a member who has joined any sporting code.

### 4. POLICY OBJECTIVE

- a) The policy seeks to provide participative opportunities for municipal staff members/Cllrs that have a need and interest in sports and recreation activities.
- b) To identify talent that will be further developed for better use in the field of sports and recreation to the benefit of both municipal and employees
- c) To promote positive life styles through various campaigns and programmes e.g. health and fitness.
- d) To promote ambassadorship role for promotion of positive organisational image.
- e) To make workplace sport an additional instrument or platform that can be utilized for various Municipal campaigns.
- f) To promote the spirit of team building among employees/employers.

### 4. PARTICIPATION CATEGORIES AND CONDITIONS

Participation by Council employees/employer in sports and recreation programmes, events and activities are in three categories i.e. A, B and C.

Both A and B categories cater for external participation by council participants i.e employees part in National, Provincial, Continental and Inter-national Games

#### 4.1 Category A Participation

Colours: resemble the Thembisile Hani LM logo or colours.

Benefits: Employees under this category shall be eligible for the following benefits viz:

- Special leave
- Recognition and acknowledgement through internal and external publications
- On request council may support an employee financially or in kind
- These employees shall also act as council ambassadors

Indemnity: the council shall be indemnified against any claim arising as a result of such participation under this category.

## **4.2 Category B Participation**

### **Corporate Games, Company Leagues or Competitions.**

This category caters for the participation in sports leagues formed outside of council jurisdiction by employees/employers and whose membership is subjected to conditions as shall be laid by the constitution of those league competitions. Eg. Community Clubs and Associations.

Benefits: Employees under this category shall be eligible for the following benefits viz:

- Special leave
- Recognition and acknowledgement through internal and external publications
- On request council may support an employee financially or in kind
- These employees shall also act as council ambassadors

Indemnity: the council shall be indemnified against any claim arising as a result of such Participation.

## **4.3 Category C Participation**

### **Wellness activities**

- a) This category caters for employee sports activities within the council i.e. externally in Provincial, National, Continental and Inter-National Municipal competitions as well as corporate competitions with selected participants representing council as municipal teams.

- b) The primary objective of this category is to provide employees an opportunity for the following:

Social harmonisation of the organisation: distressing, closing barriers of race, gender, culture, disability etc.

Mass participation i.e. participation without exclusion and with less emphasis on competition.

Promote “One common vision” team effort team building.

Provides equal opportunity to learn through participation.

“Team activities” Participation for fun, enjoyment putting the organisation/ department first than participation to win.

Wellness to better productivity.

Promotes council ambassadorship in municipal and corporate games or competitions

Provincially, Nationally, Continentally and Inter-Nationally

- c) Participation Time

Participation time refers to the actual authorised time or period devoted for training or practices, actual games competitions, programmes and other events.

Training/Practice Time-Off

Employees under this category shall be granted time-off of 2 hours in a week for the purpose of practice or training preferably Wednesdays, if there is an tournament or games to be played.

- d) Transport

Municipality may budget /provide transport to the municipal teams for the purpose of representing council in external games and corporate games, completions or any sport and recreation activity.

- e) **Apparel/Uniform**

Municipality may provide apparel/uniform for Municipal Team.

**f) Equipment**

Municipality may budget/ provide the necessary equipment to the Municipal teams for the sole purpose of benefiting and enhancing team performance. Such equipment shall remain Council property and no employee may therefore claim ownership thereof.

**g) Catering**

Municipality may be responsible for Municipal team in Catering for all events.

**h) Council owned facilities/Venues**

Waiver of or exemption from access fees to council owned facilities/venues for employees under this category should be applied in relation to future tariff policies of council

**i) Subsistence and Travelling Allowance**

Employees/Employer under this category may be afforded subsistence and travelling allowances at the discretion of the head of department or relevant official of the department.

**j) Insurance**

Risk Finance Services requires that participating employees submit their names, employment numbers, department, event date/s time, venue/place, and a brief event purpose report not later than 7 days before the event date.

- Accidents occurred as a result of an organised and authorised event shall be treated as incidents specially covered by an insurance policy other than COID Insurance.
- Injuries must be timeously recorded and reported accordingly to an appropriate employee sport committee/office and Risk Finance Services (RFS).

## k) Special leave

When an employee under this category are required to take part in external sport, recreation and aquatics events or activities that would have a direct bearing on duty time or working hours, an application for special leave shall be made in terms of Human Resources Section requirements or condition.

## 5. INVITATIONS

- Municipality through the Accounting Officer shall have the discretion of accepting and honouring invitations from Local Municipalities and Corporate Clubs, Associations or any Government Structure such as SAPS, Correctional Services Department etc.
- The Accounting Officer may also have the discretion to invite organisations as noted above for purposes of engaging in sport and recreation activities.
- The Accounting Officer may enjoy the discretion of engaging other Metros, Corporate Companies in sport and recreation activities as and when deemed appropriate.

## 6. SPORTING CODES ACTIVITIES

Sporting Codes or Activities	Year/Target
<b><u>Current</u></b> Soccer, Netball, Volleyball, Pool and Tug of War	ongoing
<b><u>To be introduced</u></b> Chess, Aerobics, Marathon and Yoga	2015/16
<b><u>Promotional and Demonstrations</u></b> Athletics : Field and Track events	Ongoing
<b><u>Recreational programmes and activities</u></b> Aerobics, Gymnastics, Dance, Choral Music, indigenous games, art exhibitions ect.	Ongoing

## 7. INDEMNITY

The Municipality is indemnified against any claim for party injuries or death that may arise from participation in any employee sport activity by persons not in the

employ of the council but being dependents, relatives and friends to employees of council or other parties.

## **8. GENERAL CODE OF CONDUCT**

- a. All council employees or employers that participate or wish to participate in the workplace sport shall be subjected to council rules and regulations governing staff conduct.
- b. Any form of misconduct shall be subjected to the appropriate form and stages of disciplinary measures of council.
- c. The relevant technical support Committee in consultation with the sports and recreation section shall recommend for the establishment of the appeal authority as and when required to address unresolved disputes.
- d. The established appeal Authority shall finalise all unresolved Workplace Sport matters as the ultimate deciding authority.

## **9. MONITORING**

- The monitoring system shall pay attention on individuals and groups in terms of achievements, complaints and challenges, progress and development.
- Managers shall have the responsibility of monitoring good and bad performance and conduct of employees for purposes of recording outcomes in relation to policy objectives.
- Good performances and conduct of player's officials and administrators shall be recognised and encouraged.

### **9.1 RECOGNITION/ACKNOWLEDGEMENT**

Achievements realised by Council employees may recognised through some of the following.

- (a) Publications (Internal and Externally through electronic or print media etc.)
- (b) Awards ceremonies
- (c) Incentives
- (d) Skills enhancement and (Coaching, Training trainers, Referees/ Umpires,
- (e) Events and Disaster Management etc.

## **10.PROGRAMMES AND EVENTS**

- (a) Programmes may be developed on the basis and in line with the Council's vision, mission, aims and objectives in addressing specific needs.
- (b) Events. Both major and minor events may be undertaken with the view of enhancing the possible realization of Council objectives and job performance.
- (c) Municipal events and other events may be staged for all interested employees/ employers without any form of discrimination or exclusion unless such exclusion occurs as result job or work requirements.
- (d) Municipal shall have the latitude of staging their own events and programmes.

## **11.BUDGETS AND FINANCE**

The Thembisile Hani Sports club may do fundraising or ask donations. The municipality may help if there are funds available.

## **12.REVIEW AND AMENDMENTS**

The policy may be reviewed **as when necessary** to ensure that it remains in line with the objectives of the Council and appropriate amendments may be made Council resolutions.