

**COMMUNITY DEVELOPMENT
(SPORT AND RECREATION)**

**8 REVISED EMPLOYEES AND
COUNCILLORS SPORT POLICY**

1 STRATEGIC THRUST

Good Governance and Service Delivery Excellence.

2 OBJECTIVE

To afford Section 79 Committee the opportunity to appreciate the revised Employees AND Councillors Sport Policy document as requested by the committee that the policy be reviewed to include and accommodate councillors.

3 SUMMARY

- (1) The Council Employees and Councillors Sport Policy (ECS POLICY) seeks to provide a sound, healthy and caring working climate, an environment whereby both Council employees and councillors develop a positive self image, a sense of belonging and oneness, corporation, dedication, accountability and begin to internalise the vision of the Council for better work productivity and job performance enhancement.
- (2) Furthermore, it seeks to create an all-inclusive formal and recognized participative opportunity for all in the Council namely councillors, senior managers and employees in general without any form of discrimination.
- (3) The Joburg Games Policy that was adopted by Council on 27 May 2004 as item number 48 provides participation opportunities for both Joburg Community Games as well as Joburg Employee Games and thus Employee Sport Policy seeks to provide participative guidelines for councillors and employees of the Council.
- (4) The policy as it stands provides managerial guidelines on key management aspects such as time-off, support means/resources, budget, insurance, indemnity, injuries, benefits, conduct and discipline, recognition and acknowledgement of good performance that impact positively on the image of the City of Johannesburg.
- (5) Employees and Councillors Sport has a potential of contributing towards the following possible spin offs.
 - (a) Continual promotion of positive organisational image along the vision of making Johannesburg a World Class African City and South African Sporting Capital.

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- (b) Promotion of racial, cultural, social integration among employees of the Council and reduction as well as eradication of discrimination and exclusion tendencies.
- (c) Continual promotion and enhancement of employees and councillors positive attitude and mind set.
- (d) Betterment and enhancement of service delivery levels.

The Employee Sport Policy was developed and approved by the Mayoral Committee on 1 December 2005, as reflected above. The implementation process has transpired realities which include the exclusion of councillors in sporting activities in the city. Thus therefore, necessitating a review of the policy hence the promulgation of the version that serves as an annexure to this report, the "The Employees and Councillors Sport Policy."

4 POLICY IMPLICATIONS

To be in compliance with Conditions of Service, Insurance, Labour Relations and Human Resource policies of the Council and exist in line with Joburg Games Policy number 48, dated 2004/05/27 to address Council Employees and Councillors Sport needs in particular.

5 LEGAL AND CONSTITUTIONAL IMPLICATIONS

Comments from legal Services

- (1) The policy seeks to formalise the participation of employees and councillors in Council sporting and recreational activities and events.
- (2) Participants in Categories A and B i.e. sporting activities not initiated by Council, will be required to sign indemnity forms.
- (3) The question of insurance cover for body or fatal injuries sustained by participants under Category C i.e. Wellness Activities, should be referred to Risk Finance Services.

6 FINANCIAL IMPLICATIONS

Comments from Finance are as follows:

Required expenditure can only be incurred in terms of the Council's approved operating budget. Departments and MOE's would make allocations into a vote number, under a line item, 'employees and councillors sport.

COJ: SECTION 79 COMMITTEE

2008-01-05

COJ : MAYORAL COMMITTEE 2005-12-01

COJ : COMMUNITY DEVELOPMENT ROADS AND PARKS COMMITTEE 2005-11-30

COJ : MUNICIPAL ADMINISTRATION 2005-11-07

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7 COMMUNICATIONS IMPLICATIONS

The Community Development: Sport and Recreation Directorate will communicate the progress of the implementation plan to all role players mentioned below:

- (1) Office of the City Manager.
- (2) City Administration Departments.
- (3) Corporate Services Departments.
- (4) Municipal Owned Entities.

8 OTHER DEPARTMENTS CONSULTED

Comments and inputs received from the under mentioned departments and offices are incorporated into this policy and as such the policy enjoys support from mentioned departments.

- (1) Office of the City Manager.
- (2) Risk Finance Services.
- (3) 7 Council Regions
- (4) Corporate and Shared Services.

Comments from Occupational Health and Safety Office (OHASA) read as stated below.

The Compensation Commissioner would not cover injuries as accidents on duty if such injuries arises whilst playing sport. Injuries must arise out of the normal course of duty if such cover should be obtained from the Compensation Commissioner.

It is recommended that insurance cover be obtained from Risk Finance Services (RFS) in order to cover such activities and events.

COJ: SECTION 79 COMMITTEE

2008-01-05

COJ : MAYORAL COMMITTEE 2005-12-01

COJ : COMMUNITY DEVELOPMENT ROADS AND PARKS COMMITTEE 2005-11-30

COJ : MUNICIPAL ADMINISTRATION 2005-11-07

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IT IS RECOMMENDED

- [1 That the revised Employees and Councillors Sport Policy document as Annexure A of the report be adopted.**

- 2 That Departments and MoE's make annual allocations to a vote number and under the line item "employees and councillors sport.]**

(SPORT AND RECREATION)
(COMMUNITY DEVELOPMENT)
(ACTING MANAGER: POLICY AND RESEARCH)
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(M/3244/2005)
(nmt)

THE NEXT ITEM FOLLOWS THE ANNEXURES TO THIS ITEM

**CITY OF JOHANNESBURG
COMMUNITY DEVELOPMENT
SPORT AND RECREATION**

**EMPLOYEES AND COUNCILLORS SPORT
POLICY**

NJH MASEKO 21 January 2008

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2. INTRODUCTION

GLOSSARY		EXPLANATION
1.	ECS POLICY	Employees and Councillors Sport Policy
2.	Employee and Councillors Sport	Employee and Councillors Sport concept is used here to cover sport, recreation, arts, cultural employee programmes, events and activities.
3.	Employees and Councillors wellness	Employees and Councillors wellness will refer to sport and recreation activities that stand to promote the intellectual, emotional and physical fitness to enhance one's job performance or productivity levels.
4.	Sport	As defined by Sport and Recreation South Africa White Paper Policy: as any activity that requires 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; or purely for relaxation, personal satisfaction, physical health, emotional growth and development.
5.	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, well-being and the skills of both the individual and society.
6.	Participation	Participation will refer to the actual physical, emotional and intellectual involvement in Employee and Councillors Sport Activities i.e. sport, recreation and aquatics programmes and events.
7.	Participation time	This refers to the authorized actual time or period devoted for training/practices, actual games, competitions, tournaments and other events or activities.
8.	Game period	Will refer to the actual hours spent in any event that may or may not require special leave.
9.	City Participation	(1) The Council shall stage its City Wide sport and recreation activities (Games/Events and Programmes) e.g. Joburg Employee Games, Annual Council Leagues, Council campaign based events e.g. HIV/AIDS (2) Team Joburg constituted by various sporting codes shall represent the City in any external activity/event such as Provincial, National, Continental and International Municipal Games, Corporate Invitational Games etc.
10.	Colours	This refers to recognition awarded to Council employees and Councillors representing Provincial or National teams or Clubs.
11.	Codes	Kind of sporting codes e.g. Soccer, Cricket, etc.
12.	Team Joburg	Employee Sport Teams duly recognized and assigned to represent the Council in external competitions e.g. Two Oceans, Comrades Marathon, SAMSRA Games (South African Municipal Sport & Recreation Association) etc.
13.	Central	All teams within Jorison Place, Thuso House, Metro Centre
14.	PWD's	Persons With Disabilities

2. INTRODUCTION

Employees and Councillors Sport concept to include sport, recreation, arts and cultural activities, programmes and events.

Prior to 1996, various disparities existed in terms of erstwhile Council's work conditions, benefits and privileges that led to numerous employee problems such as de-motivation and low self esteem, uncertainty, high levels of absenteeism, and ultimate poor service delivery levels that created an organizational negative image.

Employee and Councillors Sport was then developed to be a vehicle or instrument that could be utilized to contribute towards change in mindsets, better self esteem and constantly promote employee and councillors general wellness towards better productivity and job performance.

The concept of Employee and Councillors Sport can serve as useful investment in the health, vitality and productivity of both employees and councillors. Other potential benefits include the overall improvement in the quality of life, physical, mental and moral well being of Councillors and employees of the Council.

The Sport and Recreation Directorate shall take the responsibility of coordination and management of needs and support resources for both Team Joburg and Core Administration Teams on behalf of the Council and Core Departments respectively.

3. POLICY OBJECTIVES

- a) The policy seeks to provide participative opportunities for Council staff members that have a need and an interest in sport and recreational activities.
- (b) To identify talent that will need to be further developed for better use in the field of sport and recreation to the benefit of both Council and employees.
- (c) To promote positive life styles through various campaigns and programmes e.g. Health and Fitness
- (d) To provide ambassadorship role for promotion of positive organizational image
- (e) To make Employees and Councillors Sport an additional instrument or platform that can be utilized for various City campaigns.
- (f) To promote the spirit of team building among employees and councillors.

4. PARTICIPATION CATEGORIES AND CONDITIONS

Participation by Council employees and councillors in sport, 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 employees i.e. employees taking part in Provincial or National teams or clubs and category C caters for internal Council activities and external Council participation in Municipal as well as corporate competitions.

4.1 Category 'A' Participation

Colours: National or Provincial representation. e.g. Bafana-Bafana, Proteas, etc.

Benefits: Employees and councillors under this category shall be eligible to the following benefits viz.

- Special leave
- Recognition and acknowledgement through internal and external publications.
- The Council may support an employee and councillors financially or in kind
- These employees and councillors shall always act as ambassadors of the Council.

Indemnity: The Council shall be indemnified against any claim as a result of participation under this category.

4.2 Category 'B' Participation

Corporate Games, Company Leagues or Competitions.

This category caters for participation in sport leagues formed out of the Council's jurisdiction by employees and councillors whose membership is subjected to conditions as shall be laid by the constitution of those league competitions. e.g. Community clubs and Associations.

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

- Special leave.
- Recognition and acknowledgement through internal and external publications.
- On request, the Council may support an employee and councillors financially or in kind.
- These employees and councillors 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 employees and councillors sport activities within the Council i.e. MoE's and Core Departments and externally in Provincial, National, Continental and Inter-National Municipal competitions as well as corporate competitions with selected participants representing the Council as Team Joburg.
- (b) The primary objectives of this category is to provide employees and councillors an opportunity for the following:
 - Social harmonization of the organization: de-stressing, 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,
 - Provide equal opportunity to learn through participation.
 - "Team activities" Participation for fun, enjoyment, putting the organization/department first than participation to win.
 - Wellness for better productivity.
 - Promote Council Ambassadorship in Municipal and Corporate Games or Competitions Provincially, Nationally, Continentally and Internationally.

(c) Participation Time

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

- **Training/Practice Time-off**

Participants under this category shall be granted a maximum time-off of 2 hours once in a week for purposes of practice or training preferably Wednesdays.

- **12 Days in a year for training/practice** (12 Days conclusion is calculated as follows. 2hrs x 4 weeks x 12 months equals to 96 hrs then divide by 8 working hrs equals to 12 days.)

(d) Transport

- MoE's shall provide transport to ferry their teams to practice/training venues and to attend external Local Municipal or Corporate Games or competitions and Sport and Recreation Directorate to take care of the Core Departmental Teams.
- Sport and Recreation Directorate shall also provide transport to Team Joburg for purposes of representing the Council in external Metros and Corporate Games, competitions or any sport and recreation activity.

(e) Apparel/Uniform

- 7 Regions and the MoE's shall have their own apparel/uniform bearing their respective colours.
- 7 Regions, MoE's and Sport and Recreation Directorate shall provide apparel/uniform to their respective teams.
- Sport and Recreation Directorate shall also provide apparel/uniform for Team Joburg.

(f) Equipment

MoE's, Departments and Sport and Recreation Directorate shall provide the necessary equipment to their respective teams for the sole purpose of benefiting and enhancing team's performance. Such equipment shall remain Council property and no employee and or councilor may claim ownership there-upon.

(g) Catering

Sport and Recreation Directorate shall be responsible for both Team Joburg and Core Department Teams. MoE's and Regions will be responsible for their own teams.

(An implementation plan will have to be developed).

(h) Council owned facilities/venues

Waiver of or exemptions 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

Participants under this category shall 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 participants submit their names, employment numbers, department, event date/s, time, venue/place, and a brief event purpose report not later than 7 days before event date.

- Insurance cover will be arranged on a need basis and participants must meet the above stated conditions before embarking on any event.
- Accidents occurred as a result of an organized and authorized event, shall be treated as incidents specifically covered by an insurance policy other than COID Insurance.
- Injuries must be timorously recorded and reported accordingly to an appropriate CoJ Sport and Recreation Management Committee/office and Risk Finance Services (RFS)
- A separate insurance cover for Councillors is available with Risk Finance Services.

(h) Special Leave

When participants 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, application for special leave shall be made in terms of Human Resources and Risk Finance Services requirements or conditions.

5. INVITATIONS

- Sport and Recreation Directorate and MoE's shall have the latitude of accepting and honouring invitations from Local Municipalities, Metropolitan Councils, Corporate Clubs, Associations or any government structure such as SAPS and Correctional Services Department etc.
- Sport and Recreation Directorate and MoE's shall also have the latitude to invite organizations as noted above for purposes of engaging in sport and recreation activities.
- The Council shall enjoy the latitude of engaging other Metros, Corporate Companies in sport and recreation activities as and when deemed appropriate.

6. SPORTING CODES/ACTIVITIES

CoJ Sporting Codes or Activities	Year/target
<u>Current</u> Chess, Cycling, Darts, Dragon Boat, Golf, Morabaraba, Netball, Pool, Road Running, Rugby, Soccer, Swimming, Tennis, Table-tennis and Volleyball	2007-2008
<u>To be Introduced</u> Aerobics, Angling, Action Cricket, Badminton, Bowling, Basketball, Canoeing, Cycling, Gymnastics, Jukskei, Squash and Yoga	2009 onwards

ANNEXURE

Promotional and Demonstrations Athletics: Field and Track events (PWD's inclusive) Goal ball. (PWD's inclusive) Aquatic Games. (PWD's inclusive) Wheelchair basketball Bowls (PWD's inclusive)	Ongoing
Recreational programmes and activities Aerobics, Gymnastics, Dance, Choral Music, Indigenous activities, art exhibitions etc.	Ongoing

7. INDEMNITY

The Council is indemnified against any claim for partly injuries or death that may arise from participation in sport activity by persons not in the employ of the Council but being dependants, relatives and friends to employees and councillors of the Council or other parties.

8. GENERAL CODE OF CONDUCT

- (a) All Council employees that participate or wish to participate in the Employee Sport shall be subjected to all Council rules and regulations governing staff conduct.
- (b) All councillors that participate or wish to participate in the Employee and Councillors Sport shall be subjected to all Council rules and regulations governing Councillors conduct.

Council policies and any lawful regulation that precludes or forbids any misconduct that carries the potential of damaging the image of the city, redressing progress and gains made or standing against the realization of the Council's mission, vision, aims and objectives shall also be applicable.

- (c) Any form of misconduct shall be subjected to the appropriate form and stages of disciplinary measures of the Council.
- (d) The relevant CoJ Sport Management Committee in consultation with the Sport and Recreation Directorate shall recommend for the establishment of the Appeal Authority as and when required to address unresolved disputes.
- (e) The established Appeal Authority shall finalise all unresolved Employee and Councillors 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.
- Sport and Recreation Directorate, Managers in Regions, and MoE's 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 performance and conduct of players, officials and administrators shall be recognized and encouraged.

10. RECOGNITION/ ACKNOWLEDGEMENT

Achievements realized by Council employees and councillors shall be recognized through some of the following.

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

11. PROGRAMMES AND EVENTS

- (a) Programmes must 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 should be undertaken with the view of enhancing the possible realization of Council objectives and job performance.
- (c) Council events shall be staged for all interested employees and Councillors without any form of discrimination or exclusion unless such exclusion occurs as result job or work requirements.

12. BUDGETS AND FINANCE

A special budget towards Employee and Councillors Sport should be in place and be allocated a vote number, under line item 'Employee and Councillors Sport.' The budget will ensure that all financial and funding transactions can be conducted within financial regulations and procedural requirements of the Council.

13. REVIEW AND AMENDMENTS

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

14. POLICY ANNEXURE'S

- (a) Annexure 'B' Annual Participation Registration Form
- (b) Annexure 'C' Event Notification Form

Source reference

- (1) Sport and Recreation White Paper Policy of 1994-07-01 and revised addition.**
- (2) South African Correctional Services policy on Employee Sport**
- (3) South African Police Services policy on Employee Sport.**

COJ : MAYORAL COMMITTEE 2005-12-08
COJ : COMMUNITY DEVELOPMENT ROADS AND PARKS COMMITTEE 2005-11-30
COJ : MUNICIPAL ADMINISTRATION 2005-11-07

**SOCIAL DEVELOPMENT
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Annexure 'B'

ANNUAL PARTICIPATION REGISTRATION FORM

Any employee AND councillors of the City of Joburg wishing to take part in sport, recreation, aquatics, etc. at any time of the year, in a once off activity or continuous programme, internally or externally shall be required in terms of this policy to complete this form.

Year : _____

Name of Participant : _____

SAP number : _____

Department : _____

Region/MoE/Centre : _____

Activity : _____

Contact details : _____

Departmental/Sectional Head : _____

Participation approval date : _____

Signature : _____

Brief reason for non-approval : _____

I _____ declare that I do understand the significance of a participative opportunity given to me, the benefit I stand to realize, and therefore commit myself to the growth and promotion of the positive organizational image, trustworthy ambassadorship and excellent service delivery.

NB. HR, Authorizing Manager, CoJ Sport Management Committee office and Participant must each have a copy.

COJ : MAYORAL COMMITTEE 2005-12-08
COJ : COMMUNITY DEVELOPMENT ROADS AND PARKS COMMITTEE 2005-11-30
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Annexure 'C'

EVENT NOTIFICATION FORM

EVENT	:	_____
DATE	:	_____
DURATION	:	_____
PLACE	:	_____

PARTICIPANT	:	_____
DEPARTMENT	:	_____
I D NUMBER	:	_____
SAP NUMBER	:	_____
SIGNATURE	:	_____

NB. The Event notification form together with the Council Standard Leave Form must be completed and submitted to HR and Insurance by participants as in Category A, B and C of the policy.