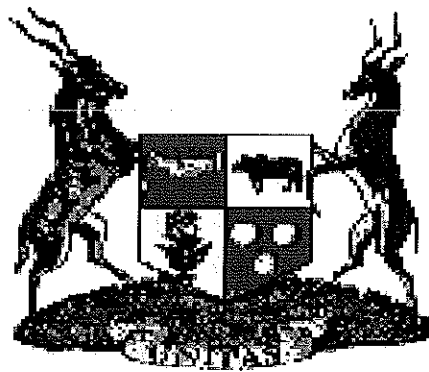


*RUSTENBURG  
LOCAL  
MUNICIPALITY*



POLICY: SPORT PARTICIPATING  
OF THE RUSTENBURG LOCAL  
MUNICIPALITY

**MINUTES: MAYORAL COMMITTEE / COUNCIL**

**DATE:** 16/4/2003

538. POLICY: SPORT PARTICIPATION OF THE RUSTENBURG LOCAL MUNICIPALITY  
CC  
(Directorate: Corporate Support Services) (16/12/B)(7304)(SMdP/lp)

**ACTION**

- 1. That the proposed Policy: Sport Participation of the Rustenburg Local DCS  
Municipality, as attached to the minutes be approved; (Annexure 3 pages 9 –  
12)
- 2. That the said Policy be submitted to the Local Labour Forum after approval. DCS

*minutes cl* *30/9/03*  
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**POLICY: SPORT PARTICIPATION OF RUSTENBURG LOCAL MUNICIPALITY**

(16/12/B)

1. **AIM**

The aim of the Policy is to provide a uniform and consistent approach throughout the Council, for employees and councillors to participate in sporting activities.

2. **SCOPE**

The scope of the policy includes all sporting activities wherein the Rustenburg Local Municipality participates either as a team or as individuals and wherein the team / employee / councillor concerned is (a) either representing Rustenburg Local Municipality as a municipality, or (b) has been selected to represent a region, province or the country, with the proviso that the team / employee is a member, in good standing, of the relevant sporting authority.

3. **LEGISLATION**

The following legislation is applicable to employees, who have been appointed in accordance with Conditions of Employment as approved by the Bargaining Council (It is not applicable to councillors) :

Special leave on full salary for sporting events, is covered in clauses 16.17.3 and 16.17.4 of the Conditions of Employment as follows:

"16.17.3 Special leave on full pay not exceeding three working days per event may be granted to an employee to enable such employee to take part in a bona fide sports meeting at provincial and higher level.

16.17.4 Special leave granted in terms of Clause 16.17.3 shall include any time actually and necessary taken up by travelling for the purpose for which the leave is granted."

For employees appointed on fixed term contracts, the approval of leave is regulated by means of specific stipulations in their individual contracts. This includes Directors as well as employees in the Executive Offices.

4. **POLICY**

4.1 **Guidelines**

4.1.1 **Group Guidelines**

- (a) Any sporting activities where the Rustenburg Local Municipality as a group is represented and / or involved, must comply with the requirements of non-discrimination including, but not limited to non-discrimination on the basis of race, gender, disability, religion, etc.
- (b) The Rustenburg Local Municipality accepts the concept of self-sustainability and management of Sports- and Recreation Clubs.

#### 4.1.2 Directorial Guidelines

The Rustenburg Local Municipality acknowledges that Directorates may manage their sport and recreation function to meet their unique requirements and this function will be based on the following principles:

- (a) All Sport and Recreation Clubs will manage their own participation and administrative activities. The Council will however retain responsibility and authority over Municipal assets and facilities.
- (b) Council will not contribute to the operating expenditure of Sport and Recreation Clubs, outside any amount that may be approved on future annual operating budgets.
- (c) Sponsorship of sporting events / teams / individuals will only be allowed if approved by the Municipal Manager and if it is not in conflict with the Council's Code of Conduct and the principles contained in other relevant Policies.

### 5. APPROVED SPORTING ACTIVITIES

5.1 The following activities will be acknowledged for employees to participate in:

- (a) Volleyball.
- (b) Netball.
- (c) Soccer.
- (d) Tennis.
- (e) Rugby.
- (f) Basketball.
- (g) Swimming.
- (h) Fishing.
- (i) Golf.
- (j) Snooker.
- (k) Darts.
- (l) Squash.
- (m) Boxing.
- (n) Athletics.
- (o) Cricket / Indoor Cricket.
- (p) Cycling.

5.2 Any employee / councillor who wishes to initiate any further municipal-related external or internal sporting activity should apply to the Directorate Corporate Support Services. The feasibility of the proposal will then be investigated and the necessary steps for the up-date of the Policy will be taken, if applicable.

#### 5.3 Selection of Rustenburg Local Municipality Teams

5.3.1 Selection to identify participants to represent Rustenburg Local Municipality as team members or individuals, will be on merit alone.

## 6. COSTS

### 6.1 Transport

Participants to and from sporting events will be responsible for their own transport arrangements and any related costs.

### 6.2 Accommodation and meals

Participants in sporting events will be responsible for the organising and all costs for accommodation and meals during the journey to and from approved competitions and for the duration thereof.

### 6.3 Clothing and Accessories

Participants in sporting events will be responsible for all clothing necessary to participate in any sporting vent.

## 7. LEAVE

- 7.1 Any leave and time-off for sporting activities, including practice sessions as well as specific events, undertaken by employees, will only be provided in accordance with the Conditions of Employment and the Policy: Attendance of Employees.

This implies that no time-off or special leave on full pay will be provided, unless it is in accordance with Clauses 16.17.3/4 of the Conditions of Employment. Employees may however apply for vacation leave, which will be considered under the provisions of the Conditions of Employment or the stipulations of individual fixed term contracts, where applicable, and the Policy: Attendance of Employees.

### Documentation

The following documentation is needed for proper control and administration:

- Duly completed and approved leave form.
- Duly completed and signed attendance register.
- Letter of proof of provincial / national status, when applicable.

### 7.3 Procedure

Procedure for any application and consideration for leave for sporting activities, will be in accordance with the Conditions of Employment or the stipulations of individual fixed term contracts, where applicable, and the Policy: Attendance of Employees.

## 8. MEDICAL COVERAGE

Participants in sporting events, including practice sessions, will be personally responsible for any medical coverage in the event of an accident or injury. No sporting injury will be covered by the Injury-on-duty coverage of the Municipality.

## 9. DISCIPLINE

Discipline and behaviour on and off the field should at all times be maintained. The Council's Code of Conduct and Disciplinary Procedure will apply, should any employee transgress such Code of Conduct.

10. **ADMINISTRATIVE UP-KEEP**

The Directorate Corporate Support Services will be responsible for the administrative up-keep of the Policy.