



Roncalli College Sports Handbook

Philosophy



Sport is vital to the health and wellbeing of all people. At the College we encourage all students to play at least one sport, primarily to keep themselves physically active and healthy but also to forge relationships with other students (therefore developing and extending their peer group), staff (who they are able to see in a different light) and other adults in the community (who can be another source of mentoring). In reality, over 80% of students play sport for the College, with many playing 2 or 3 sports.

Whilst the College employs a full time Sports Co ordinator (Jose Zandbergen) who works tirelessly beyond the hours she is employed for, it is members of the community that ensure that sport thrives at the College. The College has an open mind to all sports and encourages any students and parents who are interested in developing a sport at the College to contact them for steps on how to get their passion off the ground.

It is important to revel in the competitive element of sport but also realise that we are a small College and the competitors are kids; sport at the College is another vehicle to grow them as compassionate, resourceful and resilient, community minded young adults. The development of personalities in a constructive manner should be the prime objective of any team and sport at the College.

| | |
|---|-----------|
| Philosophy | 2 |
| Finance | 4 |
| Monies Held | 4 |
| Fundraising applications | 4 |
| Health and Safety | 5 |
| First Aid Certificates | 5 |
| First Aid Kits | 5 |
| Injuries and Incidents | 5 |
| Concussion | 5 |
| Health and Safety Processes: SAP Forms | 6 |
| Child Protection Policy | 7 |
| DEFINITION: Child abuse: | 7 |
| PREVENTION: | 8 |
| RESPONSE: | 8 |
| Police Vetting | 8 |
| Communication with players | 8 |
| Overlapping of summer and winter codes | 9 |
| Uniform | 9 |
| Badges and Colours | 10 |
| Badges | 10 |
| Colours | 11 |
| Black and Whites | 11 |
| Dealing with aspects of behaviour | 11 |
| Complaints Procedure | 15 |
| Principles for addressing concerns | 15 |
| Process for addressing concerns: | 15 |
| Using the Vans | 16 |

Finance

Monies Held

All funds raised for sport should be held in the College's accounts. Board policy dictates that any monies being used for the support of a College sport or sports event should be held by the College. Accounts should be supplied for payment to the College Office and all Treasurers are encouraged to contact Catherine Kelly, the College's Business Manager, for advice as to protocols and copies of accounts.

Fundraising applications

The changing nature of trusts and funding bodies has meant that there has been increasing pressure on them from numerous bodies. The most successful applications appear to be those that ask for contributions towards material items such as equipment and uniforms that have a lasting impact.

Feedback from them is that any applications to funding providers are done through the College as joint applications. These are done 3-4 times a year and this can be clarified by contacting Catherine Kelly the Business Manager at c.kelly@roncalli.school.nz.

Each application must consist of

1. A short blurb outlining the reason and purpose of the application. This should outline exact costs and detail other fundraising efforts that the sport is undergoing to contribute towards these costs. It should also designate a preferred supplier.
2. 2 quotes
3. Minutes and a resolution from a committee meeting that committed to the application

Health and Safety

First Aid Certificates

In a variety of businesses, employees are provided with opportunities to complete First Aid Certificates. Individual sports should be proactive in keeping a register of those in their community who have these qualifications. It is desirable that every team have at least 1 adult that has certified knowledge of First Aid.

First Aid Kits

It is expected that individual sports will make provisions in their budget for First Aid Kits. The College has some First Aid kits that can be borrowed for specific tournaments. These can be organised and booked through the College Office.

Injuries and Incidents

It is expected that all managers/coaches keep a record of injuries and inform the College through the [link provided](#) by the Sports Coordinator. This enables the Health and Safety Officer to look for patterns and pass on information to other appropriate parties; as these are College teams the College tends to be the first stop for information requests.

The injuries that should be reported are those when a player is forced from the court/field due to injury and are unable to take part in this or future fixtures for a period of time, and professional medical advice has been obtained (doctor/physio etc).

When an injury occurs that the coach is particularly worried about, the coach/manager should contact the parent immediately via text or phone and, if appropriate, request that the parent pick the player up for further medical treatment.

Concussion

Of particular concern is if any player that may be suspected of concussion. In this case the parent should be informed **immediately** of suspicions by the coach or manager.

Refer to the Health and Safety Policy 'Managing Minor & Moderate Injuries' through School Docs link.

Incident Severity Scale

| SEVERITY RANKING | IMPACT ON PARTICIPATION | INJURY | ILLNESS | SOCIAL/ PSYCHOLOGICAL DAMAGE | SEVERITY RANKING | EQUIPMENT DAMAGE | ENVIRONMENTAL DAMAGE |
|--|--|--|---|---|------------------|------------------|--|
| 1 | MINOR/SHORT TERM IMPACT on individual/s | Splinters, insect bites, stings | Minor irritant | Temporary stress or embarrassment | 1 | Minor cost | Littering |
| 2 | that doesn't have large effect on | Sunburn, scrapes, bruises, minor cuts | Minor cold, infection, mild allergy | Temporary stress or embarrassment with peers | 2 | >\$50 | Minor damage to environment that will quickly recover |
| <i>Severity scale 3 & above to be recorded on National Incident Database</i> | | | | | | | |
| 3 | participation in activity /programme. | Blisters, minor sprain, minor dislocation Cold/heat stress | Minor asthma, cold, upset stomach, etc | Stressed. Beyond comfort level. Shown up in front of group. | 3 | >\$100 | Scorched campsite, plant damage |
| 4 | MEDIUM IMPACT on individual/s that may prevent participation in the activity / programme for a day or two. | Lacerations, frostnip, minor burns, mild concussion mild hypo/ hyperthermia | Mild flu, migraine | Stressed, wants to leave activity, a lot of work to bring back in. | 4 | >\$500 | Burnt shrubs, cut live branches, washed group dishes in stream, etc |
| 5 | | Sprains & hyper-extensions, minor fracture | Flu, food/hygiene related diarrhoea/ vomiting | Distressed, freezes on activity, requires 'emotional rescue', does not want to participate again | 5 | >\$2,000 | Walked through sensitive ecological area destroying some plant life, toileting close to water course |
| <i>Any workplace incidents at grade 6 and above need to be reported to Dept of Labour.</i> | | | | | | | |
| 6 | MAJOR IMPACT on individual/s that means they cannot continue with large parts of the activity/ trip/ programme. | Hospital stay < 12 hours fractures, dislocations, frostbite, major burn, concussion, surgery, breathing difficulties moderate hypo/ hyperthermia | Medical treatment required, hospital stay < 12 hours eg., serious asthma attack, serious infection, anaphylactic reaction | Very distressed, leaves activity and requires on site counselling, unwilling to participate in activity ever again. | 6 | >\$8,000 | Destroyed/ killed some example of flora/fauna |
| 7 | | Hospital stay > 12 hours eg, arterial bleeding, severe hypo/ hyperthermia, loss of consciousness | Hospital stay > 12 hours eg, infection or illness causing loss of consciousness, serious medical emergency | Therapy/ counselling required by professional | 7 | >\$20,000 | Killed, destroyed or polluted small area of environment |
| 8 | LIFE CHANGING effect on individual/s or death. | Major injury requiring hospitalisation e.g., Spinal damage, head injury | Major illness requiring hospitalisation e.g., heart attack | Long term counselling/ therapy required after incident | 8 | >\$50,000 | Killed example of protected species |
| 9 | | Single death | Single death | Post-traumatic stress disorder, changed profession because of incident, | 9 | >\$250,000 | Fire or pollution etc resulting in area of wilderness being destroyed |
| 10 | | Multiple fatality | Multiple fatality | Suicide because of incident | 10 | >\$1,000,000 | Major fire or pollution causing serious loss of environment or life |

Health and Safety Processes: SAP Forms

Every team that attends a specific tournament or event that involves taking students away for more than a day will complete a full EOTC set of documents. These will be organised and filled out by the staff liaison attached to each sport. It is expected that each player will have made arrangements to pay their share of tournament costs **BEFORE** going on the trip.

Child Protection Policy

Any adults working with children have a duty of care for them. This is in the way they directly work with the players to create a healthy, safe and inclusive environment that fosters belonging and skill development, but also in observing the wellbeing of players generally.

The College has a Child Protection Policy under which all coaches and managers must operate. Below is an excerpt for your information. The complete policy is available on the [College website](#) through School Docs.

RONCALLI COLLEGE POLICY STATEMENT - CHILD PROTECTION

RATIONALE

Roncalli College (the school) accepts that children have a fundamental right to have their needs met in an environment safe from abuse and neglect.

The school accepts its responsibility under the legislation for engaging in safe employment practices and playing a role in the prevention and identification of child abuse and neglect.

PURPOSE

The school is committed to modelling and providing a safe environment, free from physical, emotional, verbal or sexual abuse.

The school recognises the important role and responsibility that all staff have in identifying and responding to suspected child abuse or neglect and in responding appropriately to concerns about the wellbeing of a child.

The school is committed to working with other children related agencies to improve the well-being of vulnerable children.

DEFINITION: Child abuse:

Child abuse is a broad term which includes physical, emotional and sexual abuse and neglect which is the direct consequence of a deliberate act or omission by an adult and which has the potential to cause or effect serious harm to a child.

- **physical** could look like
 - any type of physical punishment or assault that leaves bruising or cuts
 - hitting, beating, biting, burning
 - strangulation (which may not leave marks)
 - the nature or intensity of training is consistently inappropriate for the age or causes physical harm to them
- **emotional abuse**, bullying or harassment may be in person or online and may include
 - rejecting , ignoring or isolating
 - degrading or humiliating
 - verbally abusing or terrorising
 - constantly communicating in person, by phone, text or online
- **sexual abuse** in a team environment might include

- allowing sexualised bullying of a player, for example pulling down a players pants
- targeting others because of a perceived sexual orientation and labelling them
- encouraging sexually suggestive games such as removing clothing or encouraging players to behave in a sexually inappropriate way
- **neglect** is the failure or omission to care for a child. This failure or omission to care can be physical, emotional, medical or educational or involve a lack of supervision.

PREVENTION:

Set Clear Rules - make it clear what is acceptable touching and children's privacy

Parental Responsibility- where possible ask parents to supervise their own children in changing rooms and ensure that there is more than one adult in the room.

Personal Contact - Limit unnecessary personal contact between adults and children. as a coach or manager you can become trusted by the player and if it is necessary to do things of a personal nature

- have another adult present
- where possible get consent of the child or parent
- explain what you are doing and why

Privacy - Ensure that photographic images and video are taken and held with consent

Be Aware of Others- it is okay to ask questions if we see

- an adult or older child consistently seeking time alone or having especially close relationships with children
- buying gifts or giving money to children for no apparent reason
- overstepping children's personal boundaries such as having child sitting on their lap or consistently using them for demonstrations

RESPONSE:

Sometimes players will see you as an adult they can trust and may reveal concerns:

1. Gather the facts: listen carefully to what the player is saying; DO NOT interview the player. The only thing you should ask is who/ where/ when ? Once you have established the facts DO NOT question them further.
2. Reassure the player that they have done the right thing. Don't promise not to tell anyone else; say instead that you 'will keep them safe'
3. Share your concerns with the Director of Wellbeing (Ellen Walsh e.walsh@roncalli.school.nz) or the Deputy Principal (Mark Pribis m.pribis@roncalli.school.nz)

Police Vetting

All coaches and managers should be Police vetted and this is compulsory if they are involved in an overnight trip / tournament, especially if there is no staff member present. Applications are processed by the College Office. There is a small cost and this is attributed to the sport.

Communication with players

Clear and frequent communication is required between all individuals (stakeholders) involved with a team; players, coaches, managers, parents/caregivers, College staff. Social media is a widely accepted means of communicating with these stakeholders along with the more traditional telephone calls and emails. The following expectations should be fulfilled when establishing communication processes with your teams:

1. All communication should be able to be accessed by all stakeholders involved with the team as required. Closed groups where players/parents/the committee/ the College are excluded, are not to be used.
2. There needs to be a permanency and record of correspondence so that it can be referred to again by those involved. As a result social media sites in which the communication is temporary (like Snapchat) are not appropriate.
3. Communication between coaches and players should be of an informative nature, relevant to the organisation and implementation of games and practices. At no stage should a coach/manager make personal comments to any player(s) with regards to their appearance, behaviour or relationships that would be regarded as being outside the boundaries of the sport/team.
4. In depth feedback and feedforward about an individual player's performance or behaviour should be delivered face to face, preferably with a manager or assistant coach present. This may be followed up with an email to clarify expectations or next steps.
5. Should a coach/manager/player/ parent feel that inappropriate communication has taken place then the committee should be informed in the first instance and then the Deputy Principal of the College, in the second, the the option of following the College's complaints procedure.

Overlapping of summer and winter codes

It is understandable that tension does exist during the shoulders of the seasons whilst one is building to the end and another is looking to prepare for the next. It is the College's view that the national sports tournament weeks indicate the last week of summer/ winter codes. It is therefore expected that summer sport takes priority over winter sport until the end of Summer Sports Tournament week. TICs, Coaches and Managers are expected to support players in honoring their commitments in the face of any pre-season expectations, from a College team or other team that may be in conflict with a College commitment.

Uniform

With many of our students and families playing multiple sports, this can become a costly business for parents. Whilst the College acknowledges that students. teams and sports like to have their aspect of 'branding' through sports attire, where possible the College tries to endorse the idea that

items of sports attire can be used when representing the College across sports. There are some compulsory items that all students are asked to purchase at Year 9, that can be used for all sports, that are a consistent style and colourway:

- the Roncalli College tracksuit jacket that they wear to and from and around school during the winter.
- Polo shirt and rugby shorts for PE

Optional items that are consistent with this style that may also be worn for PE are:

- Roncalli College hoodie that has the surname of the student printed on the back
- Roncalli College cap/bucket hat endorsed by the Cancer Society that students may wear at school
- Roncalli College track pants that match the compulsory jacket that are sold at a discounted price at the beginning of the year for a limited time.

These pieces of College uniform are sourced from XCM and as a result maintains the consistent style and colourway.

The College asks that XCM be given the opportunity to quote for aspects of onfield/court/playing/competing uniform in a bid to try and have consistency across sports in terms of colour and style. They are a long term supplier of the College and have proven to be flexible and reliable.

The relationship with XCM also results in a rebate paid back to the College that comes in the form of clothing and gear. Applications for **playing uniforms only, sourced from XCM** can be made through [this link](#) where a decision will be made by the Deputy Principal, Business Manager and Principal as to the allocation of this rebate. Decisions on these will be guided by:

- the Catholic ethos of the College to ensure that we look after those less fortunate
- approved applications in the past
- timeline of need
- current access to resources within the sport
- fundraising efforts of the sport/team

You will need to source a design mock up and quote from XCM and send this to j.zandbergen@roncalli.school.nz to accompany your application.

You are welcome to source off field items peculiar to specific teams and sports and have these 'branded' from other suppliers. Please bear in mind the extra cost that this places on parents of students who play in multiple teams and sports. Where possible it is desired that different teams within the same sport have coordination, meaning that player movement between teams allows for the use of similar clothing.

Badges and Colours

The College is proud of the effort that it's sportspeople put into their sport and the following achievements. We recognise our sportspeople in the following ways:

Badges

A maroon, gold and blue bar is awarded to any player who

- regularly trains and practices to represent Roncalli College AND
- plays in at least 4 games of an organised competition for the premier/First/ Senior A team OR
- represents Roncalli College in at least two major events (championships, regattas, meets etc) eg. rowing- Canterbury/ South Island/ Maadi Cup, athletics/ swimming- Aoraki, Canterbury, South Island, National Championships

Colours

Colours are awarded to students who have excelled in their chosen sport. In order to be considered, sportspeople must be nominated either by their governing committee or the teacher in charge of the sport with accompanying evidence. Nominations are to be presented to Miss Zandbergen, the Sports Coordinator.

There are different criteria by which students have deemed to achieve this status and each candidate is considered on an individual basis by a committee formed from members of senior management and the Sports Coordinator.

Black and Whites

This is a premier recognition for those sportspeople who

- are selected in a New Zealand team and represent their sport at an event (paper teams do not count)
- win a New Zealand title

Again, nominations should come from the respective committees or the teacher in charge of the sport with accompanying evidence and each candidate is considered on an individual basis by a committee formed from members of senior management and the Sports Coordinators.

Other Awards

Individual sports may recognise achievements such as playing a number of games with an award in consultation with the College. For example a player that plays 13 UC Championship games or 20 half games for the First XV will be awarded a cap. These are not part of the College uniform and are unable to be worn as such unless during a College sanctioned event or exchange.

Dealing with aspects of behaviour

It is expected that the individual sports take some role in managing expectations and behaviour of players, coaches, managers and parents citing the expectations in the Roncalli Sports Code of Conduct. In the first instance this should involve the staff liaison for that sport and the Roncalli College Sports Co-ordinators.

All sports should have a clear process for dealing with failure to meet expectations. If advice is required or there are continued or unresolved issues, then the College Senior Leadership Team should be contacted for support.

Codes of Conduct

On entering the College, all parents and students sign a document for players regarding expectations and behaviour. This can be used as a reference for all parents and players. In addition there is a coaches and administrators Code of Conduct that can be used and held by individual sports for their reference.



Roncalli College Sports Code of Conduct- Players

Name: _____

Year: _____

Roncalli College recognises that sport and recreation are an integral to the holistic education of young people and looks to ensure that those involved are provided with opportunities to participate and succeed to their highest potential and guided by the principles of Fair Play and Gospel values to develop their character.

“All those involved in secondary school sport (students, teachers, coaches, officials, spectators) have the right to enjoy their sport in a healthy and positive environment that values above all else, respect for fairplay principles in sport.” (New Zealand Secondary Schools Sports Council)

By signing this form, players at Roncalli College will:

- Treat coaches, referees and officials with respect and use manners and the appropriate channels when communicating with them.
- Treat opposition players with respect regardless of their ability, attitude or actions.
- Encourage supporters to be positive and/or constructive in their comments or actions
- Wear the uniform that is approved or sanctioned by the Roncalli Sports Committee
- Uphold fairplay as a Roncalli value
- Attend all practices and games as required or inform the coach of my unavailability **with at least 48 hours prior notice**. This will enable the coach to make arrangements for replacement players or changes to times to be organised.
- Respect the environment in which practices and/or games take place, leaving them tidy, clean and damage free.
- Finalise payment arrangements within the designated time frame.
- Commit to supporting fundraising initiatives in some way.

REQUIREMENTS FOR ACADEMIC PROGRAMME

Whilst recognising the benefits of students competing in sport at Roncalli, it is also recognised that attending Roncalli College signals a commitment to fulfilling academic potential. Therefore by signing this form, students involved in sport at Roncalli College will:

- Attend all timetabled classes for my academic programme. Absences will be fully accounted for and communicated to the College.
- Complete all assignments and tasks as set down by the classroom teacher within due dates.
- Inform the classroom teacher (and the Academic Advisor if away from school seeking leave) where sports commitments may prevent attendance in timetabled classes or completion of assessments tasks **with at least 3 days prior notice**.

I also understand that should I fail to meet any of the expectations detailed above I accept the consequences and measures put in place by the College as a result.

Signed: _____ (Student) _____ (Date)

_____ (Parent/ Caregiver) _____ (Date)



Roncalli College Sports Code of Conduct- Parents

Name: _____

Roncalli College recognises that sport and recreation are an integral to the holistic education of young people and looks to ensure that those involved are provided with opportunities to participate and succeed to their highest potential and guided by the principles of Fair Play and Gospel values to develop their character.

“All those involved in secondary school sport (students, teachers, coaches, officials, spectators) have the right to enjoy their sport in a healthy and positive environment that values above all else, respect for fairplay principles in sport.” (New Zealand Secondary Schools Sports Council)

By signing this form, **all those involved in sport** at Roncalli College will:

- Behave in such a manner as to be held as a Roncalli College role model for parents and players.
- Treat players, coaches, referees and officials with respect and use manners and the appropriate channels when communicating with them.
- Treat opposition players with respect regardless of their ability, attitude or actions.
- Encourage supporters to be positive and/or constructive in their comments or actions.
- Uphold fair play as a Roncalli value.
- Ensure that your player respects the environment in which practices and/or games take place, leaving them tidy, clean and damage free.
- Be mindful of the fact that sport is a vehicle for providing opportunities and experiences for growing young adults into meaningful and constructive members of society.
- Be supportive and proactive in any fundraising initiatives to support the sport that your player is involved with.

I also understand that should I fail to meet any of the expectations detailed above I accept the consequences and measures put in place by the College as a result.

Signed: _____ (Parent) _____ (Date)

_____ (Sport)



Roncalli College Sports Contract- Coaches and Managers

Sporting code: _____

As a representative of Roncalli College there are expectations and responsibilities that you must adhere to. While aiming to achieve sporting success is an important goal, you must also follow the 'Roncalli Cares' values and 'Sports Code of Ethics'.

I WILL:

- Uphold fair play at all times
- Uphold 'Roncalli Cares' values at all times
- Accept that the College may carry out a police vetting for my suitability to represent and coach/manage a Roncalli College sports team
- Treat my players with respect and ensure an environment that is positive for their health and wellbeing. This includes using appropriate language, creating an inclusive environment, role modelling positivity even when things are going wrong, addressing issues in a manner that does not involve public humiliation and being solution focused.
- Involve players in decision making where appropriate so they develop them as independent players.
- Treat referees and/or officials with respect and use manners when communicating with them at all times
- Treat opposition players, coaches and supporters with respect regardless of their ability, attitude or actions
- Encourage supporters to be positive, respectful and/or constructive in their comments or actions
- Wear the correct managerial uniform/team gear that is approved or sanctioned by the sporting code/College
- Communicate effectively with all players and parent/caregivers regarding changes in trainings/matches
- Ensure players respect the environment and resources in which practices/games take place, making sure they leave them tidy, clean and damage free
- Complete and keep up to date all necessary EOTC/medical information required by the College Office

If I fail to abide by the above or behave in any manner that is viewed as being of concern by the College, I am committed to working with the Committee and/ or College to address identified behaviours and accept any decision that they may make with regards to my involvement in the sport at the College.

I _____ agree to abide by the expectations set out by the Sports Code of Ethics and will endeavour to meet these requirements on a regular basis. I am fully aware of the consequences if I fail to do so.

SIGNED COACH/MANAGER _____

TEAM _____

DATE _____

Complaints Procedure

On occasions there may be areas of concern. This is especially complex in an environment when the individuals concerned are volunteers and there is often a conflict of interest due coaches and managers often being parents. Should a player, parent, coach, manager or member of the committee have such a concern they should be encouraged to follow these guidelines.

Where possible, all teams should have a manager or an adult consistently involved who is not the coach. In addition, where possible, all sports should have a governing body/ committee and a teacher in charge. In the absence of both of these structures, the concern can be passed directly to the Sports Coordinator for investigation and consideration.

Principles for addressing concerns

- the health, wellbeing and safety of the student/player (s) should always be first and foremost in dealing with any concern, especially in those between player a coach considering the power imbalance that occurs in such a relationship
- details of the concern should remain confidential to the complainant, Committee representatives and respondent. They are not for general discussion.
- details of the steps during the process should be communicated to all parties in a logical and timely manner by the Chairperson of the Committee or in the absence of a committee, the teacher in charge and/or the Deputy Principal.
- any responses to concerns should always be future focused and follow a restorative mindset to rebuild the relationship.
- the Principal has overall jurisdiction in any process involving College sports and may at any time intervene, suggest or ammend a decision that he feels in unjust or has not followed process.

Process for addressing concerns:

1. Any concerns should be passed in the first instance to the team manager to assess. In the absence of a team manager these should be passed to the teacher in charge of the sport. It is preferred that these concerns are presented in the form of an email.
2. The concern will then be presented to the sport's governing Committee for consideration, or in the absence of a committee the teacher in charge will consult with the Deputy Principal. The Committee may also choose to consult with the Deputy Principal for advice.
3. If there is a serious nature to the concern (ie allegations of abuse, theft, assault, sexual misconduct) then these will be passed to the Deputy Principal immediately for further investigation and the College will assume responsibility for this.
4. The details of the concern will be passed to the individual in question **but there should be no details as to who the complainant is in the first instance.** The individual will then be asked to respond to the concern; this may be in writing or verbally.
5. The office holders of the Committee, the assigned sub committee, or in the absence of a committee the teacher in charge and the Deputy Principal, will then examine the details of the concern and determine the following action. This may be to refer to the College senior management for advice or further responsibility and the College's complaints procedure will then be activated.

Using the Vans

Charging for the use of vans (as at Feb 2020)

- The College vans are available for College usage through the booking system in SOBS.
- The reason why the College charges the vans is to cover costs associated with them such as WOF, registration, maintenance, road user charges, insurance and also to build towards the Board's goal of updating every five years.

The following charges are applicable:

- Full Day Use \$75
- Half Day Use \$37.50
- One Period \$15.00
- Two consecutive Periods will be charged at Half Day Usage rates

Fuel Charges are calculated approximately:

- Petrol Van 28c p/km
- Diesel Van 14c p/km
- Diesel Van Road User Charges .08c p/km

The charge out rates for vans are based on daily charge plus fuel calculated against the kilometers driven.

***NB: Fuel charges are dependent on the Cardlink Card petrol/diesel rate at the pump on the day
The km charge ensures that if the van is not returned fully fueled after a trip the next group using the van are not disadvantaged.***

For example

1. School group using Diesel Van for 1 period

- Daily Charge \$15.00
- 13kms start to finish \$ 2.86
- Total Cost \$17.86

2. School group using Petrol Van for 1 day

- Daily Charge \$75.00
- 210kms start to finish \$58.80
- Total Cost \$133.80

As a comparison.....

Smiths Auto Rentals current rates are:

Daily hire charge range from \$110 to \$130 per day depending on the vehicle

Diesel Tax Fee \$8 per 100km

Insurance Excess Reduction \$10 p/day

Plus Fuel

NB: Smiths Auto Rentals do not normally have a half day rate, but because of the relationship with the College they are happy to negotiate a half day rate for 'pickup and 'drop off' around Timaru with less than 20kms travelled in total.

Staff responsibilities

Les Cosgrove

General management and overseeing of the vans- 0272011288
Tracking of WOF and coordination of compliance

Catherine Kelly

All accidents are to be reported to immediately- 0276143823
Insurance
Charging
Registration and WOF payments

Sue Williams

Administrator for booking system

Drivers

Please ensure that:

- All drivers must be over the age of 25, with the exception of College staff.
- Drivers do not use a cell phone while driving this vehicle.
- Each passenger is wearing a seat belt.
- Arms (and other limbs) are inside the van.
- In College vans you are ambassadors for the College, wearing our brand. Drivers and passengers must ensure that their behaviour is such that the College reputation is not damaged in any way.
- The van is left clean – inside and out. Failure to do so is likely to result in an additional charge to the hiring department/group.
- **Do not take the van through a 'car wash'.** This is likely to result in damage to mirrors.

Passenger Numbers:

Eleven/Twelve including the driver.

In case of Accident:

Record all details. Neither admit nor sign anything at the scene of the accident. Contact CKE (027 614 3823) or CCO (027 201 1896) as soon as possible. Contact Police in case of any injuries.

Damage:

Report promptly any damage/required repairs to the Business Manager (CKE) or Head of Grounds staff (Les Cosgrove). Please note that any party that is involved in damage to the van will be expected to contribute to the excess, and/or payment of repair.

Doors and Windows:

Ensure that all five doors are firmly closed. Failure to do so results in the battery being drained. Ensure also that all windows are properly closed.

Fuel:

Van 1- Diesel. Van 2- Petrol. **PLEASE MAKE SURE YOU KNOW WHICH IS WHICH.**

Before returning the van, the **fuel tank must be filled.**

The vans can be filled at any Z/Shell, Caltex, BP, Mobil service station using the DRIVECARD. Give it to the attendant to swipe, there is no pin required. Push "No" when asked for the odometer reading and the simply sign the receipt. **KEEP THE RECEIPT AND PLACE IN THE PLASTIC BAG, WITH THE CARD, IN THE LOGBOOK.**

Oil and Water:

Check these if doing long trips (ie over 200 km) or if you have a particular concern.

| | |
|----------------------------|--|
| Payment for Fuel: | Use the card in the front of the logbook. The ONECARD does not require a pin and can be used at most service stations. |
| Tyre Pressure: | 50psi. |
| Logbook: | Please complete the logbook located in the driver's door accurately indicating clearly which group or department is to be charged. It is very important that you fill in the logbook with BOTH the start and finish odometer reading. |
| Unsealed Roads: | Slow down if driving off-road and/or on unsealed roads. Sump damage is likely to occur otherwise. |
| Keys: | Keys to van are located in the College Office. When returning the van over the weekend please return the van to the College carport behind the Music Block (gate key on ring) and return the van key to the lock box located at the back of the mailbox at Mrs Breen's, 17 Wellington Street. The combination to the lockbox will be given to you when you pick up the van keys. |
| Using the trailers: | Trailers are stored behind the van carport and need to be booked through SOBS. Keys for the trailer padlocks and the padlock for the gate behind the carport (where the trailers are stored) are attached to the van keyrings. Ensure that the doors on the trailers are locked whilst travelling and the jockey wheel is up and locked in place. Check indicators and brake lights when connecting the trailer to the van. |
| Driver Fatigue | It is expected that on all long trips that each van has a driver observer to monitor driver fatigue. This observer should be awake at all times and assist with managing driver fatigue. Drivers who know they are undertaking a trip of any length must prepare adequately to avoid fatigue. |
| Driver's Licence | In order to use the vans the driver's licence must be provided to the Office to be photocopied and kept on file. |