

# **Touring Policy**

**Document Issue Date** : January 2017

**Document Author(s)** : Richard Bourne & Nicola Rawnsdon

**Document Review Date**: January 2018

**Document Owner**: SRFC Chairman

## Contents

<b>SRFC TOURING POLICY</b>	<b>2</b>
<b>Tour Requirements</b>	<b>3</b>
<b>Tour Guidelines for Organisers</b>	<b>4</b>
<b>SRFC Tour Banking Details</b>	<b>5</b>

## Attachments

Salisbury RFC - Tour Approval Document  
Salisbury RFC - Tour Planning Checklist  
Salisbury RFC - Tour Risk Assessment  
Salisbury RFC - Consent for Tours

### **SRFC Touring Policy**

Salisbury RFC's Touring Policy describes the guidelines and requirements established by the Club, for members considering the organisation of a tour, for SRFC players of any age.

This policy supports and should be used in conjunction with the guidance from the RFU.

Please consult the following documents when applicable:

#### **Touring with Children and Vulnerable Adults (A Safeguarding Guide)**

[http://www.englandrugby.com/mm/Document/General/General/01/31/93/06/SafeguardingUpdates\\_RFU\\_Version3\\_colour\\_English.pdf](http://www.englandrugby.com/mm/Document/General/General/01/31/93/06/SafeguardingUpdates_RFU_Version3_colour_English.pdf)

#### **Outgoing Tour form, for any overseas tours**

[http://www.englandrugby.com/mm/Document/Governance/ClubSupport/01/30/44/69/Outgoing\\_Tour\\_Form\\_Neutral.pdf](http://www.englandrugby.com/mm/Document/Governance/ClubSupport/01/30/44/69/Outgoing_Tour_Form_Neutral.pdf)

#### **Tour Insurance**

<http://englandrugbyinsurance.co.uk/tours>

For the purpose of this policy document, "a tour" is defined as, "A body of Club members that, as an organised travelling group, stay away overnight for the purpose of playing rugby".

## Tour Requirements

**All Tours must be approved.** This is particularly relevant from a personal insurance point of view. Initial Approval must be sought from the SRFC Board of Directors, using the form provided later in this document (Salisbury RFC Tour Approval Document). SRFC requires that all tours are organised for the benefit and safety of members, and to protect the name of Salisbury Rugby Football Club. This is to ensure that SRFC's high standing and image is maintained at all times and that members' interests are properly represented. Approval will not be unreasonably withheld. Tour Approval documents should be submitted at least six months before the intended touring date.

For tours with young players, the agreed Tour committee has the additional responsibility of becoming guardian to the players for the period of the tour. Parents at home will look to the Club for assurance that their child will be safe in the widest sense. It is required therefore that sufficient adults tour with the party so that the youngsters are adequately protected. The SRFC Safeguarding Officer should be consulted, to identify the appropriate safeguarding measure for the tour. This will ensure that the correct adult: child ratio is met and the correct number of Disclosure Barring System (DBS) approvals are in place prior to the Tour.

Depending on the tour destination, a tour may also require further Approval from the Rugby Football Union and in some cases from International Rugby Governing Unions.

Foreign tours (including to Eire) must also be approved by the Rugby Football Union, via the SRFC Club Secretary. [*Note: It remains RFU policy that rugby should only be played during set periods of the year. Playing outside of these times requires special approval*]. In some cases, the RFU will require additional approval from International Rugby Governing Unions. This can normally be achieved through a Tour Company.

All Tour funds must be banked with the Club, currently with Royal Bank of Scotland, which will hold the funds on behalf of the tour members involved. Tour accounts outside the Club's banking system are not permitted.

Where Junior/Midi/Mini tours in particular are involved, careful and sensitive consideration must be given as to how all members of the age group squad can have the opportunity of going on the tour regardless of their parents' financial ability. Fundraising must be given due consideration.

An analysis of the likely risks encountered when touring (i.e. Risk Assessment) needs to be undertaken. A view must be taken by the Tour committee, to identify and understand the impact of the risks, and ensure that the outcome of any issues that may arise are minimised. The SRFC Tour Risk Assessment form (see later) must be submitted, normally along with the SRFC Tour Approval document. The Risk Assessment may evolve, and should be reviewed and updated at least one month prior to touring. The SRFC Safeguarding Officer (currently Vicki Wainwright) will support you with completing the Risk Assessment.

In addition to this Policy, all touring parties are required to comply with, The SRFC Codes of Conduct Policy this can be found on the Salisbury RFC website, in the Information section.

[www.salisburyrfc.org](http://www.salisburyrfc.org)

## Tour Guidelines for Organisers

- **Confirm** that there is adequate interest from within the targeted age groups (the tour should be available to all in the age group and on a first come first served basis) Form a a Tour Committee, including the appointment of a Tour Treasurer.
- **Commit** the detailed organisation of the Tour committee, well in advance of the intended tour date.
- **Advertise** the tour to your targeted club audience, at least six months in advance of the tour date. Adequate time must be given for all to raise/save the necessary funds, so knowledge of the total cost of the tour must be confirmed early on.
- **Secure binding commitments (financial or other) from members deciding to tour, normally in the form of non-returnable deposits.** The financial viability of the tour, and thus the enjoyment of the majority, must not be put at risk by certain members changing their minds. Group fundraising activities will allow all participants to contribute to the funds required for a successful tour.
- **Liaise with the Director of Rugby for your section and seek approval on methods of raising funds.** There is much experience of this within the club and indeed many methods in use for the benefit of the Club as a whole. It is vital that there is no conflict over the raising of funds from given sources. The Club gives useful advice on do's and don'ts.
- **Have you adequate insurance?** Talk to SRFC Finance Director (Currently Richard Bathurst).
- All of the touring party must be fully paid up members of SRFC.
- When arranging fixtures take care to ensure that you will be playing at the correct level.
- It is advisable that "Tour Rules" (Code of Conduct), are published well in advance of departure specifically for the tour party, so that each tourist knows what is expected of them whilst away. It will make managing discipline much easier for the Tour committee.
- **Ensure** specific responsibilities are share amongst the Tour Committee and other suitable touring adults whilst away. Young people must always be properly supervised. The sharing of these responsibilities will release some of your time so that you can enjoy yourself too.
- Seek guidance and advice from members that have been through this organisation process before. You will find it very helpful.

## **SRFC Tour Banking Details**

**Your Tour Treasurer must agree with SRFC Finance Director on how the tour funds will be handled and managed.** You are accountable to the club and thus to the Inland Revenue and Customs and Excise (VAT). How you account for funds is crucial in respect of the club's liabilities. You are responsible for accurate and honest accounting.

The following facilities are provided to the Tour Treasurer:

- You will be able to pay funds into the SRFC account, using a Paying-in book, provided to your Age Group. This is the preferred method for the tour treasurer to deposit funds.
- You may transfer funds into the account by online transfer. Any transaction **MUST** be accompanied by a suitable reference, containing your Age Group (e.g. U8), and normally the Surname of the person depositing the funds (e.g. U8 Whitehead). This will allow the account manager to identify the destination for the funds. Up to ten age groups are being managed at any one time. We do not want your funds to be incorrectly given to another age group.
- Your bills will be settled by the Accounts department at the Club, either by online transfers or by cheque, whichever method is preferred by your Supplier
- The balance of your tour funds will be monitored and tracked, both by yourselves and by the manager of the account. Periodic reconciliation of your funds will be arranged by the manager of the account
- At the end of the tour when all payments have been made and received a full detailed income and expenditure schedule will need to be signed by the tour manager and submitted to the accounts department at SRFC.

The account is currently,

Royal Bank of Scotland  
Sort Code: 16-00-21  
Account No: 41132078

**If in doubt about anything please seek advice from the SRFC Director of Rugby for your section.**

Useful email address:

**Nicola Rawnsdon clubsecretary@salisburyrfc.org**

**Vicki Wainwright safeguarding@salisburyrfc.org**

**Salisbury RFC  
Tour Approval Document**

<b>Tour Policy Requirement</b>	<b>Response</b>
Playing age group	
Proposed tour dates	
Proposed tour destination	
Proposed accommodation type	
Expected tour costs	
Is your Tour covered by Insurance, for playing and for travel?	
Name of tour organiser	
Name of tour treasurer	
Other tour management team members	
Number of age group players going on tour	
Number of adults going on tour with DBC clearance?	
Methods in place to secure attendance on tour? (e.g. deposits required etc.)	
Proposed fund raising methods	
Fundraising target value	
What is planned if insufficient funds are raised by this means?	
What sponsorship has been arranged/is proposed?	
Will you be complying with the SRFC Code of Conduct?	
Have you attached the SRFC Risk Assessment?	
Have you consulted the Safeguarding Officer?	
Have you completed the Tour Planning Checklist?	

<b>Approvals</b>		
SRFC Club Secretary		
RFU (Tours outside of United Kingdom)		

# Tour Planning Checklist

Section	Action	Notes	By Who	By When	Budget
Section	Action				
Planning	Purpose of tour				
	Where				
	When				
	Who				
	Itinerary				
	Luggage				
	Cost to participants				
	Codes of Conduct while on Tour				
	CB/RFU permission				
Communication	CRB Disclosure forms issued as needed to supervising adults				
	with Parents				
	with Players				
	with Tour Staff				
	with host venue				
	with host accommodation				
Staff	On tour				
	CRB checks and screening				
	Codes of Conduct				
	Ratios of staff to players				
Supervision	Roles and responsibilities eg Tour manager and Tour treasurer				
	Supervision rota				
	Club Home Contact				
Risk Assessment	Overnight arrangements				
	Carried out and actions completed (possibly more than once)				
Transport	Forms of transport				
	Supervision				
Accommodation	Accommodation				
	Security				
	Room Allocation				
	Catering				
	On Arrival				
Emergency Procedures	First Aid & Physio provision				
	Local medical services/hospital				
	Incident reporting				
	National Emergency numbers				
Insurance	British Embassy contact details (if travelling abroad)				
	Travel Insurance				
	RFU Insurance				
Travelling Abroad	Personal accident				
	Medical issues				
	Vaccinations				

Salisbury RFC <age group> and <date of tour>  
Tour Risk Assessment

At least 3 Risk assessments will need to be conducted and forwarded to [safeguarding@salisburyrfc.co.uk](mailto:safeguarding@salisburyrfc.co.uk), one when planning, one part way through planning and one just before departure

**Introduction and Notes**

**Crisis Management** is: “The processes and systems put into place to foresee, avoid; and, in the worst case, handle a crisis of whatever nature.”

- Royal Geographical Symposium on Crisis Management.

**Risk Assessment** is: the number one element for successful crisis management.

**Other elements include:**

- Establish Legal Position and Insurance
- Establish medical “umbrella”
- Establish local contacts – local reps., ferry companies etc.
- Arrange best possible local communications
- Devise and write backup and emergency procedures
- Share and discuss experience and ideas, and regularly revise Crisis Management

The attached Risk Assessment is edited especially for **Salisbury <age group>**

Each section is analysed for Hazards and the attendant Risks. Under Management we look at how to manage the Risks, and under Additional Action we recommend future procedures.

The assessment includes:

1. The Operations Team
2. The Participants
3. The Environment
4. The Local Population
5. Health
6. The Activity
7. Travel and Transfers
8. Accommodation

Please feel free to ‘cut and paste’ as you need to. Please contact Vicki Wainwright CSO with any queries.



<b>The Operations Team</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Management</b>	<b>Additional Action</b>
Health & Fitness (physical and emotional) of the Operations Team	Inadequate stamina & reserves to care for group. Local Illness. Existing ailments Bad example.	Operations manager to check health & fitness status of staff. Have back up personnel in readiness. Give instructions on expected behaviour (i.e. drinking, drugs)	Regular training courses.  Regular written reports.
Operation Team Members' Personal Equipment	Poor clothing. Poor footwear. Inadequate luggage. Organisation of personal equipment	Operational managers to ensure all the team have adequate clothing and footwear. First aid kit is kept up to date and accessible at all times.	Regular written reports.
Training	Lack of experience and/or training will lead to poor service to participants	Strategic Tour manager to have appropriate qualifications re: the activity of their tour. There should be a first aider available at all times SRFC to provide specific written guidelines and training where necessary.	SRFC Safeguarding Officer to check qualifications – pre-tour.
Communications	Unable to communicate between group and backup/ office/ rescue	A mobile phone for each tour manager. .	Regularly check phones for connections, battery supplies, carry cases.
Low adult Numbers	Participants could be left without adequate supervision.	Check there are sufficient adults support to offer high ratio where 'high risk' activities may occur. Additional first aid equipment to be kept for adults during all games and activities.	Tour manager to list adult numbers before tour starts.
All coaches to be DBS checked and qualified in Safeguarding.	If not DBS checked or have Safeguarding Certificates risks may occur with Safety	All Senior coaches to hold RFU Safeguarding certificate and be DBS checked	Check with CSO for details
All adults responsible for groups of children to be DBS checked and aware of Tour Safeguarding Policy	Lack of knowledge could put tour at risk	Tour manager to ensure Tour Safeguarding Policy to be shared with all adults accompanying tour.	
<b>The Participants</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Management</b>	<b>Additional Action</b>

Health & Fitness	<p>Pre-existing medical conditions.</p> <p>Poor levels of fitness put the participant and the group at risk</p> <p>Personal injury or accident.</p>	<p>Consent forms to be completed by parents and returned. This form will include a Medical Section. Appointed tour First Aider to liaise in advance of the event with any adult or child who may need additional attention.</p> <p>Tour manager briefs participants effectively on all potential hazards. Tour manager is aware of all follow up procedures should an accident occur.</p>	<p>Report from tour leaders and participants after the tour will help update files.</p> <p>Check tour insurance for both personal effects and medical, and include details on the consent form.</p>
Personal Equipment	<p>Poor clothing and kit.</p> <p>Poor footwear.</p> <p>Waterproofs inadequate.</p>	<p>Easy to read Kit List.</p> <p>Options to rent the more expensive gear.</p> <p>Offer place to leave kit while on tour if too much is brought.</p>	<p>Report from tour leaders and participants after the tour will help SRFC update 'tour' information</p>
Attitude & Behaviour	<p>Personality problems can upset the group dynamic.</p>	<p>Good briefing in the information packs and on arrival from the tour leaders</p>	<p>Ensure they are trained specifically.</p>
Loss of Belongings	<p>Loss of luggage or personal items.</p>	<p>Tour Leader to ensure all luggage has been moved on effectively and check verbally with participants that they have all personal effects.</p>	<p>All adults are trained sufficiently and also to provide efficient back-up. Complete all relevant paperwork for follow up.</p>

<b>The Environment</b>			
<b><i>Hazard</i></b>	<b><i>Risk</i></b>	<b><i>Management</i></b>	<b><i>Additional Action</i></b>
Travelling time	Travel Sickness.	Sensible and safe routes suited to participants. Knowledgeable adults who are able to adapt the programme for safety reasons.  Tour manager to keep Operations team up to date with any problems with the route.	
Sea	Falling overboard	Close supervision of all players whilst on the ship. Clear instructions given with checks completed every 30 minutes on board	
Climate	Constant bad weather can ruin a tour. Some bad weather is part of the challenge.  Medical implications dealt with under Health - below.	Choose travel dates to suit local weather patterns, but be prepared because of unpredictability of weather. Check participants have adequate clothing and water-proofs.	Ensure notes re possibility of poor weather go to all participants.
Several of the above	Continuation of tour.	In all cases give detailed safety briefing of local complications. Tour manager to remain vigilant throughout activities and make regular inspections of the environment.	Provide effective training and manuals for all adults.

<b>The Local Population</b>			
<b><i>Hazard</i></b>	<b><i>Risk</i></b>	<b><i>Management</i></b>	<b><i>Additional Action</i></b>
Negative Attitude to visitors	<p>Petty theft, mugging.</p> <p>Religious-Cultural hostility, especially in Ireland</p>	<p>Staff vigilance in accommodation blocks Mainly need advice for urban areas.</p> <p>Good pre-tour briefing &amp; tour leading</p>	
Health & local disease within local population	D and V	<p>No sexual contact.</p> <p>.</p> <p>Separate eating facilities for tour party, when this is necessary for health reasons and culturally acceptable.</p>	Ensure all pre-meds are dealt with prior to travel.

<b>Health</b>			
<b><i>Hazard</i></b>	<b><i>Risk</i></b>	<b><i>Management</i></b>	<b><i>Additional Action</i></b>
Sharing bottles	Several illnesses may be by sharing water bottles	All water bottles to be cleaned thoroughly between games	All players to have their own bottles
Contaminated Food	Outbreaks of food poisoning can ruin a tour	Ensure high levels of food hygiene prevail. Use freezer boxes for perishables, set time limits for carrying of perishables. Increase vegetarian menus.	All players and adults to check 'hand hygiene' before any eating

<b>The Activity</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Management</b>	<b>Additional Action</b>
Playing Rugby	Serious injury. . Sprains & Strains, hydration problems Altitude	Medical Kit, First Aid trained tour leader, and proven rescue procedures in place.  Good advice with regard to hydration, sleep, prohibition of intoxicants etc.  Phone contact with rescue services.	
Supervised excursion on power boats	Serious injury (see additional risk assessments provided by Power Boat company)	Good guiding, tightly controlled mini groups, buddy system. Ensure all participants take extra care getting onto boats  Sensible and safe routes suited to participants with limited or no experience on water.  Life jackets for all involved, with regular checks.  Always attend additional activities with Tour Leader present.	
Games with Locals	Minor risk of ball game injuries.	Tour leader to be present with group's medical kit.	Avoid physical contact between adult and child
High Ropes Course	See additional Risk Assessment Sheet		

<b>Travel and Transfers</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Management</b>	<b>Additional Action</b>
Local Transfers	Accident and injury.  Poor weather conditions	Vehicles are regularly serviced and are also checked.  Vehicles to be licensed and insured. Drivers to hold valid driving licence.  All transfers to be carried out with large safety time margins.	Report from tour leaders and participants after the tour will help update issues on travel problems.  Explain need for safety margins in tour info pack.
Roads and Tracks	Poor routing add to group fatigue and demoralisation.	Recce and choose routes carefully. And/or explain the need for rough track transfers.	Update info packs where necessary.

<b>Accommodation</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Management</b>	<b>Additional Action</b>
Rooms  Sleeping arrangements- sleep walking	Break-ins, Ventilation, Heating, Damp, Bedding (additional Risk Assessments provided by Conway Centre) with room set up and numbers  Children only sleeping with children.	Ensure rooms have suitable locks and are checked for adequate facilities. Regular checks of standards and facilities  Adults on night duty to check children before locking up centre.	Client feedback
Fire Escapes	No escape in emergency	Tour Leaders to check accommodation complies with "local" health and safety standards (i.e. fire escape, smoke alarm) Beware of Fire hazard	
Restaurants	Food poisoning	Regular checks by Tour Leaders of standards and facilities.	

Please provide with this and each Risk Assessment, a list of the adult personnel, including Tour Manager, Tour Safeguarding Officer and all adults attending tour and in what capacity, coach, parent etc.

I give permission for ..... <Players name>

to attend the Under <Age Group>'s Tour to,

.....<destination or tour name>

from <dates>.....to .....

I understand that :-

- There is no insurance for this trip apart from basic RFU insurance and that other medical or travel insurance must be provided by me
- Photo's may be taken and published on SRFC's website
- <my child> .....has to abide by the Codes of Conduct as detailed in the SRFC Codes of Conduct Policy

### Medical declaration

My child has special medical needs Yes / No

Name of Doctor ..... Surgery ..... telephone no .....

Please give full details of medical needs -

I understand that the contact details for the tour are <please specify>.....  
I know and am happy with the itinerary.

Signed .....Print.....  
Parent/Carer of young person travelling.

Date.....

**Emergency contact phone no.....**