

Salisbury RFC

TOUR POLICY

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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

Tour Insurance

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

Outgoing Tour form, for any overseas tours

http://www.englandrugby.com/mm/Document/Governance/ClubSupport/01/30/44/69/Outgoing_Tour_Form_Neutral.pdf

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 youth 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 will support you with completing the Risk Assessment.

In addition to this Policy, all touring parties are required to comply with, SRFC's Code of Conduct Policies these can be found on the Salisbury RFC website, in the About / Key Document section.

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 Tour Committee, including the appointment of a Tour Treasurer.
- **Commit** to the organisation of a Tour committee well in advance of the intended tour date. Ensure group includes qualified First Aiders to attend Tour.
- **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). SRFC expect all tours to arrange RFU Tour Insurance unless otherwise agreed.
- 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" are published well in advance of departure, 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 shared 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.

Risk assessment must be completed at least 6 weeks before departure and forwarded to safeguarding officer & Club Secretary for approval. Any recommendations provided by SRFC Safeguarding officer or Club Secretary must be acted upon.

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 SRFC accountant to identify the destination for the funds. We do not want your funds to be incorrectly allocated to another Tour group.
- Your bills will be settled by the SRFC accountant, 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 SRFC accountant. Periodic reconciliation of your funds will be arranged by the Finance Director
- 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 Finance Director.

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 Rawnson - Club Secretary

clubsecretary@salisburyrfc.org

Safeguarding Officer -

safeguarding@salisburyrfc.org

**Salisbury RFC
Tour Approval Document**

<u>Tour Policy Requirement</u>	<u>Response</u>
Playing age group	
Proposed tour dates	
Proposed tour destination	
Proposed accommodation type	
Expected tour costs	
RFU 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 DBS clearance	
Number of qualified First Aiders going on Tour	
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?	

Approvals		
SRFC Club Secretary		
RFU (Tours outside of United Kingdom)		

**Salisbury RFC
Tour Planning Checklist**

Section	Action	Notes (inc Budget)	Who	When
Planning	Purpose of Tour			
	Where			
	When			
	Who			
	Itinerary			
	Luggage			
	Cost to participants			
	Tour Codes of Conduct			
	CB / RFU permission			
	DBS Checks for supervising adults			
Communication	With parents			
	With Players			
	With Tour Committee			
	With Tour Venue			
	With Tour Accommodation			
	During Tour			
Supervising adults	DBS Checks			
	Codes of Conduct issued			
	Ratio of Adults to players			
	Roles & Responsibilities of Tour Committee			
Supervision	'Duty Officer' Rota			
	Overnight arrangements			
	SRFC Club Contact			
Risk Assessments	Carried out and actions completed			
	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			
	British Embassy contact details (if abroad)			
Insurance	RFU Travel Insurance			
	RFU Player Insurance			
Travelling Abroad	Medical Issues			
	Vaccinations			

RISK ASSESSMENT

The Tour Management Team			
Hazard	Risk Level (Assess - LOW / MEDIUM / HIGH)	Management	Additional Action
Health & Fitness (physical and emotional) of the Tour Management Team	Inadequate stamina to care for group. Local illness. Existing ailments Bad example.	Tour leader to check health & fitness of Tour management team. Have back up personnel in readiness. Give instructions on expected behaviour (i.e. drinking, drugs)	Agree a clear roster for 'duty officer' of Tour management team
Equipment	Poor clothing. Poor footwear. Inadequate luggage. Organisation of personal equipment	Tour leader to ensure adequate kit available for activities First aid kit to be accessible at all times.	
Training	Lack of experience or training may lead to poor event.	Tour leader to have appropriate knowledge re: the activity of their tour. There should be a first aider available at all times	SRFC Safeguarding Officer & Tour Leader to check qualifications of Tour Management Team
Communications	Unable to communicate between group and backup/ office/ rescue	Mobile phones to be carried by Tour Management team at all times .	Regularly check phones for signal and battery life.
Low adult Numbers	Participants could be left without adequate supervision.	Check there are sufficient adults to provide sufficient ratio for activities. Additional first aid supplies to be available for all travelling adults.	Tour leader to check adult numbers before tour is confirmed.
Safeguarding	If Adults are not DBS checked or have completed Safeguarding qualification risks may occur	Coaches & Tour Management to be DBS checked & aware of Tour safeguarding policy. Tour leader to complete RFU safeguarding course.	No one adult should be left alone with children at any time.

The Participants

Hazard	Risk Level (Assess - LOW / MEDIUM / HIGH)	Management	Additional Action
Health & Fitness	<p>Pre-existing medical conditions.</p> <p>Poor levels of fitness put participants 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. Tour First Aider to liaise in advance of the event with any adult or child who may need additional attention.</p> <p>Tour leader briefs participants on all potential hazards.</p> <p>Tour leader is aware of all procedures should an accident occur.</p>	<p>Provide RFU Insurance details to Tour participants at least 6 weeks in advance of travel.</p>
Personal Equipment	<p>Poor clothing and kit.</p> <p>Poor footwear.</p> <p>Waterproofs inadequate.</p>	<p>Produce & distribute 'Recommended Kit List'.</p>	
Attitude & Behaviour	<p>Personality problems can upset the group dynamic.</p>	<p>Briefing by Tour Leader before Tour departure</p>	<p>Issue SRFC Code of conduct to all Tour participants</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>	
Lost Children	<p>Child becomes separated from Group</p>	<p>Clear instructions given as to where children should be. Supervision of children scheduled and communicated to parents.</p>	<p>Headcount checks at appropriate times throughout the Tour.</p>

The Environment			
Hazard	Risk Level (Assess - LOW / MEDIUM / HIGH)	Management	Additional Action
Travelling time	Travel Sickness.	Sensible and safe routes suited to participants. Knowledgeable adults who are able to adapt the programme for safety reasons. Tour leader to keep adults & children up to date with any problems regarding the route.	
Sea	Falling overboard	Close supervision of all players whilst on the ship. Clear instructions given and checks completed every 30 minutes on board	Players to travel in kit to make them easily recognisable
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.

The Local Population			
Hazard	Risk Level (Assess - LOW / MEDIUM / HIGH)	Management	Additional Action
Negative Attitude to visitors	Petty theft, mugging. Religious-Cultural hostility, especially in Ireland	Staff vigilance in accommodation blocks Mainly need advice for urban areas. Good pre-tour briefing & tour leading	
Health & local disease within local population	D and V	Separate eating facilities for tour party, when this is necessary for health reasons and culturally acceptable.	Ensure all pre-meds are dealt with prior to travel.

Health			
Hazard	Risk Level (Assess - LOW / MEDIUM / HIGH)	Management	Additional Action
Sharing bottles	Several illnesses may occur 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
Food / other allergies	Allergic reaction	Tour members to advise of any allergies in advance as part of Tour consent form	Tour First Aider to be aware of response required for allergic reactions

The Activity			
Hazard	Risk Level (Assess - LOW / MEDIUM / HIGH)	Management	Additional Action
Playing Rugby	Serious injury. . Sprains & Strains, hydration problems Altitude	Medical Kit & First Aider present and rescue procedures considered. Good advice with regard to hydration, sleep, prohibition of intoxicants etc. Contact details for rescue services.	
Games with Locals	Minor risk of ball game injuries.	First Aider to be present with medical kit.	Avoid physical contact between adult and child
Non-Rugby Activities	Serious & non-serious injury	Acquire & check risk assessment of each planned activity from provider.	

Travel and Transfers			
Hazard	Risk Level (Assess - LOW / MEDIUM / HIGH)	Management	Additional Action
Local Transfers	Accident and injury.	Vehicles to be licensed well maintained and insured. Drivers to hold valid driving licence.	
	Poor weather conditions	All transfers to be carried out with large safety time margins.	

Accommodation			
Hazard	Risk Level (Assess - LOW / MEDIUM / HIGH)	Management	Additional Action
Rooms	Poor quality accommodation	Ensure rooms have adequate facilities. Carefully plan room allocation	
Sleeping arrangements- sleep walking	Children only sharing bedrooms with children or their own parent.	Adults on 'night duty' to check on children before end of evening.	
Fire Escapes	No escape in emergency	Tour Leader to check accommodation complies with "local" health and safety standards (i.e. fire escape, smoke alarm) Beware of Fire hazard	

Please provide a list of the adult personnel, including Tour Leader, Tour Safeguarding Officer, Tour First Aider and all adults attending the tour and in what capacity ie. 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 :-

- Photo's may be taken and published on SRFC's website
- My child must adhere to the Player's Code of Conduct Policy
- RFU Tour Insurance has been arranged and I have received a summary of this policy.

Medical declaration

My child has special medical needs Yes / No

My child has Food / other allergies Yes / No

Name of Doctor Surgery

Doctor's telephone no

Please give full details of medical needs and allergies -

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

Date.....

Emergency contact phone no.....