



HIGHLAND RFC TOUR POLICY & GUIDLINES

Introduction

The following document sets out the club's advice to all teams thinking of touring. The tour guidance given must be read in conjunction with the requirements of the Scottish Rugby Union (SCOTTISH RUGBY). The tour guidance given is the advice of the club and is taken from previous tour experience.

All age Grades:

Highland RFC actively supports and encourages the organising of Rugby Tours for all sections of the club. It is considered to be an ideal way to promote bonding, foster friendships and facilitate an understanding of other countries and cultures.

It is the Club's responsibility to ensure that all tours arranged for all sections are well organised, with Youth and Minis tours offering emphasis on a **Duty of Care and Supervision** to all the children always whilst in our care.

Outline Planning & Permission to Tour

The following steps should be taken before permission to tour is sought from the Club Committee and is for guidance only and is not exhaustive, or in any set order of priority.

Establish a tour organisation group, for Youth and Minis this is likely to be made up of Coaches and parents.

The Group should identify

- a. Tour Manager
 - b. First Aid Officer
 - c. Child Welfare Officer (For Youth and Minis)
2. Establish roles and responsibilities of the group. All adults who will have a supervisory role on the tour for Youth and Minis **MUST** be PVG checked.
 3. The organising group should set out the aims and objectives of the tour (squad conditioning, end of season fun etc.). The required strength and number of games etc.
 4. Decide on the timing and location of the tour
 5. Establish provisional numbers likely to tour
 6. Establish likely cost of tour and how it will be funded.

At this stage, the tour organising group should approach the Club Committee; to 'present' their tour plans for approval. Subject to approval from committee, the relevant permission to tour, if touring outside the UK should be obtained from the SCOTTISH RUGBY (i.e. Permission to Tour Form), completed and submitted, with confirmation to the committee.

If any of the above criteria is not met by the Tour Group, then Highland RFC Committee, will not sanction the proposed tour."

Your Tour

There are many specialist tour companies that can assist in organising your tour and arrange games, accommodation and travel and if any age group is planning a tour organised by a specialist company then that company must be ABTA & IATL registered.

It is imperative that all aspects of the tour meet your tour aims and requirements. Whether organising a tour yourself or using a specialist tour operator, please ensure that the following are checked: -

1. The accommodation is suitable for your tour party, including size, location, facilities, and other likely guests. If possible arrange a site visit or references.
2. Facilities exist either on site or nearby for 'extra-curricular' activities. After playing several games or rugby the tourists will need space to unwind.
3. All welfare needs are catered for e.g. sleeping arrangements, meals, travel etc.
4. Number of games to be played and squad sizes.
5. If touring outside the UK, are 'age-groups' and law variations in the host country the same as UK.
6. Venue of games, how far will you travel for each fixture?
7. Before booking any tour, check with other club members/age groups for feedback. Getting advice from groups that have made mistakes in the past can save costs!!

Membership & Tour Fund Raising

All tours are expected to be primarily self-funding and all who go on tour should be fully paid members of the club and pay the appropriate agreed tour fee.

In all cases, groups wishing to fundraise must coordinate with the Head of Sponsorship and Club Committee.

This is to ensure: -

1. Individual age group fundraising does not occur at the expense of general club fundraising.
2. All people being asked to donate to a fundraising activity are fully aware what they are being asked to donate to.
3. That outside companies, business etc. are approached in a coordinated manner and that multiple approaches to the same organization do not occur.
4. That requests for donations (e.g. signed shirts or similar) on behalf of the club are coordinated and not duplicated.

In general, individual group fund raising is not to be undertaken at a 'whole club' event such as the Senior Home games, Sevens Tournaments, Charity Touch Tournaments or any other organised event as this will directly impact upon general club fund raising.

Any request to fund raise at such an event must be formally agreed to by both the Club Committee in the first instance and by the relevant event organizing committee. (i.e. Tournament Organising Committee).

If the above guidelines are not adhered to the committee reserve the right to put any funds raised to use for the benefit of the club in general.

Funding

Establish budget costs and establish how payments are to be made and who will control and administer the tour funds. Deposits for places are essential for cash flow to allow travel/hotel deposits to be paid. All monies must be paid into the Highland RFC account and all cheques should be payable to the club. All payments should be receipted. In order to spread the burden of payments, saving schemes to enable families to pay over the course of a season may prove beneficial.

The club may fund extraordinary payments, for instance to help an individual to tour in case of financial hardship, any request must be made in writing before tour is arranged.

Insurance

There are two aspects of the tour that will require insurance, playing and travel.

Currently, SCOTTISH RUGBY playing insurance covers players whilst on tour within the UK, however, prior to touring all group managers should check that this is still the case. If touring outside of the UK it is essential that insurance is put in place for all players.

Playing insurance for tours outside of the UK is mandatory. Travel insurance should also be arranged, whether touring inside or outside of the UK and Scottish Rugby will be able to advise of suitable policies.

Specialist sports tour companies also exist who may be able to offer advice. If any tourist is opting out of the tour 'block' insurance cover, for instance if they hold an annual travel insurance policy, written confirmation from their parent/guardian must be obtained, along with a copy of the insurance documents. If traveling within the EU the E111 reciprocal medical care forms should be completed, or held, by all tourists. It goes without saying that all insurance documents must accompany the tour party at all times.

Kit

Please make sure all touring kit (playing & casual) is cleared by the Club Committee and purchased via Club Contracted Kit Supplier or the club shop.

Whilst varying designs and colours are often used on tours, all purchases must be cleared and ratified through Highland RFC.

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No permission is given in respect of the use of any of them and such use may constitute an infringement of the holder's rights."

Supervision (Youth and Minis)

Keeping the tourists safe, entertained and amused while traveling and not playing is just as important as when involved in fixtures. Prior to touring for Youth and Minis the ratio of PVG checked adults and tourists must be established. The SCOTTISH RUGBY has specific guidance on this issue, which should be sought and adhered to. For Youth and Mini tours the Club recommends a minimum of 1 adult per 5 children. (If parents are traveling remove from equation) The supervising adults should be either a Club qualified coach, or should hold some other, similar qualification/experience (e.g. teacher, scout leader etc.).

At least one SCOTTISH RUGBY qualified coach must be included in the party. All players must be registered to Highland RFC on the Scottish Rugby Player Database and players relevant SCOTTISH RUGBY registration documents must be taken on tour. Reference should be made to the Club/SCOTTISH RUGBY Code of Conducts.

During the evenings it will be a requirement that adults will share the supervising of the children. In these instances there will be the expectation that those "nominated" individuals will refrain from drinking alcohol.

IT SHOULD BE REMEMBERED THAT, REGARDLESS OF THE COUNTRY BEING VISITED AND THE LOCAL CUSTOMS, ALCOHOL IS NOT PERMITTED TO BE CONSUMED BY ANYONE UNDER THE AGE OF 18 ON AN CLUB TOUR AUTHORISED BY SCOTTISH RUGBY

Discipline

Tour Organisers must be aware that any noted/reported misconduct whilst on tour will be dealt with under the club's disciplinary procedures and may lead to the SCOTTISH RUGBY imposing sanctions on the Club and possibly withdrawing permission for future touring. Misconduct will be viewed very seriously and any adults or children who are disruptive may be asked to leave the Tour. Any resulting additional costs incurred will be met by the tourist or parent of the child concerned and if the child is being chaperoned, the parent may be required to collect and escort their child home. No refund will be given in these circumstances.

Touring

Tours are primarily held to derive enjoyment from the game of rugby. Please ensure that your tour is fun for all your tour party, from players to the coach driver, and everyone else along the way.

Post Tour Report

A brief report is to be submitted by the Tour manager to the Club Committee. These will promote and support groups in planning their future tours.

Quick Checklist

1. Permission for any tour must be requested in writing to Highland Club Secretary and agreed by Club Committee.
2. For overseas tours, permission to be sanctioned by SCOTTISH RUGBY
3. Request to tour must be 6 months prior to tour date.
4. Tour Fundraising Plan to be proposed with request to tour.
5. All Tour Kit to be sanctioned by the Club Committee and purchased through the approved club kit supplier or Club shop.
6. Risk Assessment to be completed tour organising committee and signed off by Tour Manager
7. All coaches/parent helpers/staff must be PVG checked. A ratio of 1: 8 is a club recommended minimum standard for players/staff.
8. All monies raised must be paid into the HIGHLAND RFC account and all cheques should be payable to the club. Full accounting for all expenditure shall be recorded and reported by the Tour Organising Group via Club Treasurer to the Club Committee and any deficit in funding shall be paid by the Tour Organising Group.
9. Make sure all relevant Insurances are in place
- 10. Be Inclusive! Touring should be fun and everyone should enjoy the experience!**