



## Highland Rugby Football Club Youth & Mini Tour Guidelines

The following document sets out the clubs advice to all mini and youth teams thinking of touring. The tour guidance given must be read in conjunction with the requirements of the Scottish Rugby Union (SRU) <https://scottishrugby.org/guidance-and-policy-templates/>. The tour guidance given is the advice of the club and is taken from previous tour experience.

### Tour Fundraising

All tours are expected to be self-funding. In all cases, age groups wishing to fundraise **must** coordinate with the Director of Sponsorship whose contact email address is [sponsorship@highlandrugbyclub.com](mailto:sponsorship@highlandrugbyclub.com).

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 organisation do not occur.
4. That requests for donations on behalf of the club are coordinated and not duplicated.
5. 'Just Giving' and/or 'GoFundMe' or similar Social media based sites should only be used for a specific fundraising events e.g. sponsored run/swim/cycle/walk. Such events will require to be approved in writing by the Trustees and must be linked to the HRFC Bank Account.

In general individual age group fundraising is not to be undertaken at a 'whole club' event such as home 1st XV matches or any other whole club organised event as this will directly impact upon general club fund raising. Any request to fund raise at such an event must be presented in writing to, and formally agreed by the Trustees. Any requests should be emailed to the Club Secretary at [secretary@highlandrugbyclub.com](mailto:secretary@highlandrugbyclub.com). 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.

Funds raised in excess of actual tour costs must be held in the club accounts and can be used as follows (please discuss with your fundraising team and parents prior to electing).

1. Funds stay with the kids age group as they progress through the club.
2. Funds stay with the age group to support future years travel.
3. Funds donated to club fundraising project e.g. (floodlights on pitch 2).
4. Funds are maintained in a Discretionary Equal Opportunities Account to ensure all squad members have the opportunity to tour.



## **Outline Planning & Permission to Tour**

The following steps should be taken before permission to tour is sought from the Trustees.

The list below is for guidance only and is not exhaustive, or in any set order of priority.

1. Establish a tour organisation group, to include a clearly identified a). Tour Manager b). First Aid Officer c). Child Welfare Officer d). Tour Treasurer.
2. Establish roles and responsibilities of the group. All adults having a supervisory role on the tour MUST be PVG checked and confirmed with the age group CPO.
3. The organising group should set out the aims and objectives of the tour (squad development, end of season fun etc). The required strength and number of games etc.
4. Decide on the timing and location of the tour (e.g. overseas or UK).
5. Establish provisional numbers likely to tour
6. Establish likely cost of tour and how it will be funded.
7. At this stage, the tour organising group should approach the Trustees to 'present' their tour plans for approval. Once approved, the organisers should complete the SRU permission to tour documentation, <https://scottishrugby.org/rules-and-regulations/permission-to-play/tour-approvals-scratch-matches-and-close-time/>. Please note that if touring outside Scotland and/or outwith the Rugby season, these permissions must be obtained.

## **Where To Tour**

There are many specialist tour companies that can assist in organising your tour and arrange games, accommodation and travel. 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 of 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 Scotland, 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!!



## Supervision

Keeping the tourists safe, entertained and amused while traveling and not playing is just as important as when involved in fixtures. Prior to touring the ratio of PVG checked adults and tourists must be established. The SRU has specific guidance on this issue, which should be sought. The Club recommends a minimum of 1 adult per 8 children. (If non PVG checked parents are traveling remove from equation). The supervising adults should be either an SRU qualified coach, or should hold some other, similar qualification/experience (e.g. teacher, scout leader etc). At least two SRU qualified coaches must be included in the party. All tourists must be fully paid up members of the club and registered as Highland RFC players on SCRUMS. Reference should be made to the Club Code of Conduct Guides.

IT MUST 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 WHILST ON TOUR. HRFC TRUSTEES RECOMMEND ADULTS REFRAIN FROM CONSUMING ALCOHOL WHILST ON TOUR AND IN A SUPERVISORY ROLE OF ANYONE UNDER THE AGE OF 18..

## Funding

Establish budget costs and determine 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 Rugby Football Club Bank of Scotland Account no.16352668 Sort Code 80 22 60 using a name, U(age group & destination) (Date of Travel) e.g. John Smith U16Milan Oct 23. Any cheques should be payable to the club.**

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 your tour is arranged.

## Invoicing and Payments

If invoices need to be issued to companies providing sponsorship, please contact the Treasurer [treasurer@highlandrugbyclub.com](mailto:treasurer@highlandrugbyclub.com). with details of the sponsor name, address, email and details of the sponsorship arrangement. Invoices will be sent directly from the Club. VAT at a rate of 20% may have to be added, in broad terms this will be when the sponsor is receiving something in return. To determine VAT treatment, please liaise with the Treasurer.

Payments for Tour costs can either be made direct from HRFC bank account on request to the Treasurer, alternatively on presentation of receipts, reimbursements can be made by the Treasurer to the organising team.



**It is imperative that a letter of thanks is sent to any company or individual providing sponsorship.**

### **Playing Insurance**

Currently, the SRU playing insurance covers players whilst on an approved tour. The Personal Accident section of the Club Accident Insurance Scheme operates wherever the insured team is playing, i.e. both in Scotland and out with.

The Policy has a 'Travel Extension' in respect of approved Tours out of the UK. This provides emergency medical cover (amongst other benefits). The Travel Extension operates outwith the UK as the expectation is that within the other parts of the UK (England, Wales and Northern Ireland) emergency medical assistance will be provided by the NHS as it is in Scotland.

### **Travel Insurance**

Travel insurance should also be arranged, whether touring inside or outside of the UK. The club insurers, MacDonal Group may be able to advise of suitable policies. Specialist sports tour companies also exist who may be able to offer advice.

The UK Global Health Insurance Card (GHIC) lets you get necessary state healthcare in EU countries, and some other countries, on the same basis as a resident of that country. This may be free or it may require a payment equivalent to that which a local resident would pay.

The UK GHIC has replaced the existing European Health Insurance Card (EHIC). If you have an existing EHIC you can continue to use it until the expiry date on the card. Once it expires, you'll need to apply for a UK GHIC to replace it.

You can apply for a new card up to 9 months before your current card expires. A UK GHIC is free and lasts for up to 5 years. Apply for your new card through the NHS website. Avoid unofficial websites – they may charge you a fee to apply.

If you have rights under the Withdrawal Agreement, you can choose to apply for a new UK EHIC instead. **The UK GHIC is not a replacement for travel insurance.** We advise you to have private travel and medical insurance for the duration of your trip.

We also recommend you check Foreign Travel Advice on <https://www.gov.uk/foreign-travel-advice> for the country you're visiting.

**ALL** insurance documents **MUST** accompany the tour party at all times.



## Touring is For Fun

Tours are primarily held to grow team/squad cohesion, develop relationships between squad members and with host clubs and 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.

## Kit

Please make sure all touring kit (playing & casual) is cleared via the club shop. Whilst varying designs and colours are often used on tours, all purchases must be cleared and ratified through Highland RFC. This can be done via the club shop and/or Operations Manager.

[operations@highlandrugbyclub.com](mailto:operations@highlandrugbyclub.com)

## Quick Admin Checklist

1. Permission for any **tour must be requested** in writing to Highland RFC Club Secretary. The tour information document must be completed to provide all information required.
2. For tours outwith Scotland, permission to be sought from SRU.
3. Requests to tour **should be 6 months prior to tour date**.
4. All Tour Kit to be sanctioned and only purchased through the Club shop.
5. Risk Assessment to be completed and signed off by CPO and Highland RFC (SCIO) Trustees.
6. All coaches and parent helpers require valid PVG clearance. A ratio of 1:8 is a club recommended minimum standard for players/staff.
7. All monies must be paid into the Highland RFC account and all cheques should be payable to the Highland RFC.
8. Make sure all relevant Insurances are in place
9. Be Inclusive! Touring should be fun and everyone should enjoy the experience!
10. All forms and permission slips with medical information to be completed with a copy held by tour organiser and another into the Office.
11. Ensure SRU Safeguarding documentation is understood and requirements fulfilled alongside club requirements.

Contacts;

[Secretary@Highlandrugbyclub.com](mailto:Secretary@Highlandrugbyclub.com)

[President@Highlandrugbyclub.com](mailto:President@Highlandrugbyclub.com)

[Sponsorship@highlandrugbyclub.com](mailto:Sponsorship@highlandrugbyclub.com)

Director of Youth Rugby - [doyr@highlandrugbyclub.com](mailto:doyr@highlandrugbyclub.com)

Director of Mini/Micro Rugby - [dommr@highlandrugbyclub.com](mailto:dommr@highlandrugbyclub.com)

Child Protection Mini/Micro - [minipco@highlandrugbyclub.com](mailto:minipco@highlandrugbyclub.com)

Child Protection Junior Rugby - [LadiesandGirlsrugby@highlandrugbyclub.com](mailto:LadiesandGirlsrugby@highlandrugbyclub.com)



Tour Checklist to be completed and forwarded to Club Secretary for Permission to Tour:

Age Group	
Tour Location & Dates	
Lead Tour Organiser Name	
Additional Tour Support Roles & Responsibilities :	
	First Aider
	Safeguarding
	Coach 1 Name
	Coach 2 Name
Costs	
Total Tour Cost: - to include accommodation, travel, tour shirts any other costs need to be detailed:	
	Accommodation Cost £
	Travel Cost £
	Tour Shirts £
	Other Costs £
Price per Child to be charged	
Tour Sponsors – (Confirm if invoice required)	
	Name & Address of Sponsor
	Sponsorship Amount £
Any other information	