



Highland RFC

Mini & Junior Club Touring Policy 2024/25

Touring is a great tradition at any rugby club, it provides an opportunity for great rugby, team building and great fun. Highland Rugby Football Club both supports and encourages the organisation of Rugby Tours. The aim is to design the tour for and around the children of the club, ultimately for their enjoyment and benefit.

GENERAL

- 1) Highland Rugby Football Club (HRFC) actively supports and encourages the organising of Rugby Tours for both Mini and Junior sections. This is considered to be an ideal way to promote bonding, foster friendships and facilitate an understanding of other cultures and different attitudes.
- 2) It is the Club's responsibility to ensure that all tours arranged for both Mini and Junior sections are well organised, with an emphasis on a duty of care and supervision to all the children at all times whilst in our care.
- 3) All tours will be organised in accordance with SRU Guidance-on-away-and-overnight-trips, <https://scottishrugby.org/wp-content/uploads/2022/10/Guidance-on-away-and-overnight-trips.docx> and HRFC guidelines and policies. All tours are organised within the ethos and spirit of our club and game. All persons whilst on tour are reminded that they are representing HRFC and are expected to dress, behave and act accordingly.
- 4) There is a requirement for ALL tours to be signed off by the Club Secretary, Club Safeguarding/CPO Officer and ultimately the Club President. Overseas the tour must be approved by the above, SRU and the host countries Rugby Union or equivalent. All necessary forms must be completed in a timely manner, specifically the SRU Notification of Proposed Overseas Tour Form. See SRU website link below.
- 5) Each child must be accompanied by a parent/guardian or a nominated adult chaperone. (See ratios below).
- 6) Both Mini and Junior sections will have a named "Tour Manager(s)" who will have overall responsibility for the Tour organisation and day to day administration whilst on Tour. For overseas tours a UK single point of contact is to be named. Other Tour members may be co-opted in to help.
- 7) There is a requirement that at least two of the touring adults should hold an accredited, up to date first aid certificate and at least one touring adult has attended SRU safeguarding training. A minimum of three qualified coaches are required for the rugby aspect of the tour. "Qualified" means as per the SRU and Club policies for coaches in age groups.
- 8) It is mandatory that all adults directly involved with the tour (i.e. coaches, managers, first aiders and any individuals helping with the children) will be a member of the club PVG scheme.
- 9) All children must be paid up members of HRFC and be registered on SCRUMS.
- 10) The Club expects all Coaches / Managers / Parents / to act appropriately, responsibly and sensibly whilst supervising and in the presence of the touring children. They must act as role models at all times.



- 11) Tour Organisers must be aware that any noted/reported misconduct whilst on tour may lead to the SRU 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 and subsequently the Club. Any resulting additional costs incurred will be met by the parent 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.
- 12) 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. There must be two nominated adults per night in case of an emergency.
- 13) **It is imperative that the consumption of alcohol by tourists who are under the UK legal drinking age is strictly forbidden, in any circumstance.** This rule applies overseas irrespective of the legal age limit in any particular country, regardless of parental consent being given or implied. (see note 11 above).
- 14) Tour Managers are responsible for promoting this policy document to all age group parents, who themselves must individually take responsibility to read, understand and adhere to the policy. Parents/Guardians must sign to say they have read this Touring policy.
- 15) In all cases, prior consent for any tour must be obtained from the Club’s Secretary, Safeguarding Officer and President.

MINI SECTION (U6's - U12's)

Mini Tours will only take place within the United Kingdom and Channel Islands with the aim that all age groups travel together.

Where this is not possible, proposed transport arrangements must be disclosed prior to club ‘Consent to Tour’ being requested.

- 1) Each child is to be accompanied by a parent/guardian or nominated responsible adult. No adult may have responsibility for more than three children. 1 : 3 ratio.
- 2) The parent/guardian/nominated adult is responsible for the safety, welfare and behaviour of the children in their care at all times, except during training and playing a match when the coaches take on the responsibility.

YOUTH SECTION (U13 – U18)

Youth Tours will only take place at U14 or U16 age groups.

- 1) Each child is to be accompanied by a parent/guardian or nominated responsible adult. No adult may have responsibility for more than eight children. 1 : 8 ratio.
- 2) The parent/guardian/nominated adult is responsible for the safety, welfare and behaviour of the children in their care at all times, except during training and playing a match when the coaches take on the responsibility.

EQUALITY & DIVERSITY

An invitation to Tour must be extended to all age group members. Organisers must be aware of and consider costs in order to be equitable and affordable to all.



HEALTH & SAFETY

Accommodation must be suitable in relation to the age group and must be assessed to be adequately safe and hazard free. Where possible, a risk assessment should be undertaken prior to the Tour. If this has not been possible prior to the Tour commencing the Tour Manager must conduct a dynamic risk assessment when required.

Parents may share accommodation with their own children, this includes those parents that may also be coaches/team officials. No adult is to share accommodation with a child if they are not directly related or appointed in law as their parent. If children are in a room on their own care should be taken in controlling things such as, access to mini bars, satellite television etc.

Parents of all those children travelling with a guardian must complete the requisite Medical Information and Permission to Tour form, which the Tour Manager will hold.

INSURANCE

Players are covered whilst playing matches and training whilst on tour within the Home Nations under the SRUs Accidental Death & Permanent Disability Insurance scheme. This only relates to the potential risks within the rules of the game of rugby. Separate player insurance is likely to be required for tours outside the Home Nations. In the case of tours outside the Home Nations individual travel insurance must be organised by the parents in order to provide 24 hour cover for non rugby related accidents, to include repatriation costs following accident or injury etc. If touring involves potential hazardous activities such as canoeing, climbing or abseiling for example, then the organisers of these events must supply written evidence that health & safety control measures are in place and that appropriately trained personnel are in attendance at all times. They must also have an adequate insurance policy in place to cover accident, medical expenses and public liability etc.

POST TOUR REPORT

A brief report is to be submitted by the Tour Manager to the Club Trustees Board. This will be used to promote and support age groups in planning their future tours.

Highland RFC July 2024

Key Contacts:

CPO/Safeguarding	cpo@highlandrugbyclub.com
Director of Mini & Micro Rugby	dommr@highlandrugbyclub.com
Director of Youth Rugby	doyr@highlandrugbyclub.com
Director of Ladies & Girls Rugby	ladiesandgirlsrugby@highlandrugbyclub.com
Club Secretary	secretary@highlandrugbyclub.com
Operations Manager	operations@highlandrugbyclub.com
Club President	president@highlandrugbyclub.com

Resources;

Club Website	www.Highlandrugbyclub.com
Club Tour	
SRU Safeguarding	https://scottishrugby.org/clubs-and-schools/safeguarding/safeguarding-policy/
SRU Permission to Tour	https://scottishrugby.org/clubs-and-schools/safeguarding/advice-for-clubs/downloads/

Travel Insurance insurance.	Scottish Rugby Union may be able to offer guidance with travel
Highland RFC Insurance agent;	daniels@macdonaldgroup.uk