

Oxfordshire RFU

County Club Tour Guidelines

The following document sets out the clubs advice to all mini and junior teams thinking of touring. The tour guidance given must be read in conjunction with the requirements of both the Oxfordshire Rugby Football Union (ORFU) and the Rugby Football Union (RFU).

At the time of writing, the following contacts are correct for tour information:-

ORFU
Colin Baldwin
Secretary
ORFU
colinbaldwin@therfu.com
<http://clubs.rfu.com/clubs/portals/OxfordshireRFUCB>

David Witts
Safeguarding Officer
ORFU
david.witts@ccfe.ac.uk
<http://clubs.rfu.com/clubs/portals/OxfordshireRFUCB>

RFU
James Winterbottom
Community Rugby and Operations Dept
RFU
Twickenham
TW1 1DS
020 8831 6681
JamesWinterbottom@RFU.com
www.rfu.com

The tour guidance given is the advice of the club and is taken from previous tour experience. It should not be taken as forming the requirements of ORFU and RFU and the advice of both bodies should be sought.

Excellent resource from the RFU can be found at
<http://www.rfu.com/ManagingRugby/RugbyTours/TourResourcesAndForms.aspx> and
<http://www.rfu.com/ManagingRugby/RugbyTours/TouringChecklist.aspx>

The Club committee must agree all tours and permission must be sought and received from the ORFU utilizing the following forms:

- a) ORFU Permission to tour form, covering supervisors details, etc.

Oxfordshire RFU

County Club Tour Guidelines

Outline Planning & Permission to Tour

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

1. Establish a tour organisation group, likely to be made up of Coaches and parents. The Group should identify
 - a. Tour Manager
 - b. First Aid Officer
 - c. Child Welfare Officer
2. Establish roles and responsibilities of the group. All adults who will have a supervisory role on the tour MUST be CRB checked.
3. The organising group should set out the aims and objectives of the tour (pre-season conditioning, end of season fun). The required strength and number of games etc.
4. Decide on the timing and location of the tour (overseas pre-season or UK at Easter).
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 Committee, to 'present' their tour plans for approval.

Following approval from committee, the relevant Permission to Tour Formss from ORFU, and if touring outside the UK, RFU should be obtained, completed and submitted, with confirmation to the committee.

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 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.

Oxfordshire RFU

County Club Tour Guidelines

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 CRB checked adults and tourists must be established. ORFU has specific guidance on this issue, which should be sought. The Club currently recommends a minimum of 1 adult per 5 children.

The supervising adults should be either an RFU qualified coach, or should hold some other, similar qualification/experience (e.g. teacher, scout leader etc).

At least one RFU qualified coach must be included in the party.

All tourists must be registered Club players and the relevant RFU registration documents must be taken on tour.

Prior to touring a tour 'Code of Conduct' should be produced and should be signed by each tourists and their parents/guardian. *(a sample/code is attached)*. Reference should be made to the Club/RFU Good 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 ON AN RFU TOUR.

When all supervisors are in place, a supervisory 'pyramid' plan should be established. This should set out who is responsible for the tourists for all times when on tour, 24 hours per day for the duration of the tour. This will nominate the key supervisory members of the tour, cascading down from the 'tour manager' to the other coaches and supervisors. All of the supervisory team should be issued with a plan showing the times at which, and for whom, they are responsible.

The plan should identify at least one 'sober' person for each day (and night) of the tour. Supervising adults should avoid drinking alcohol in front of the tourists and should exercise discretion and moderation. Remember that you will be seen as a role model by the children and your behaviour should reflect this.

Non-supervising adults, and indeed tourists can be nominated tasks such as kit care etc

If parents are accompanying the tour, they can only be responsible for children, including their own, at specific times allocated within the documented plan and with the permission of the nominated supervisors. *(a sample plan is attached)*

In addition to the code of conduct mentioned above, all parents/guardians of all tourists should complete a consent form which should be carried by the tour manager at all times as they relate to provision of medical treatment etc. These forms are available with the RFU overseas tour information pack. *(a sample form is attached)*

It is the responsibility of the nominated supervisors to ensure that the health and safety of all tourists is maintained and that the tour 'Code of Conduct' is maintained.

Oxfordshire RFU

County Club Tour Guidelines

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 Club account and all cheques should be payable to the club. All cash or standing order payments should be receipted and/or counter signed in an account book.

In order to spread the burden of payments, saving schemes to enable families to pay over the course of a season may prove beneficial.

Whilst the club may fund extraordinary payments (for instance to help an individual to tour in case of financial hardship), all tours should primarily be self - financing.

Insurance

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

Currently, the RFU 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 with either ORFU or RFU. If touring outside of the UK it is essential that insurance is put in place for all players. The RFU can assist with arranging suitable insurance. Playing insurance for tours outside of the UK is mandatory.

Travel insurance should also be arranged, whether touring inside or outside of the UK. The RFU again may 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.

Touring

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