

## **Tour Policy**

The word tour will encompass; tours, rugby tournaments/competitions and festivals and any additional activities included in the trip.

It is the Club's responsibility to ensure that all tours that involve young people under the age of 18 years of age are organised and run well, with particular attention towards a duty of care and supervision to these young people at all times. This involves: travel to the destination, travel to training and playing venues, training/practice sessions, matches and at all other times they are in your charge. The Committee will not approve any tour where travel or playing arrangements require school children to be taken out of school.

The following details are what the club requires for it to give its permission for a tour to precede.

### **Mini Section (U7 to U12)**

Mini tours will normally only be permitted to be arranged within the United Kingdom. However, tours outside the UK can be allowed at the discretion of club's General Committee. Approval for any such tour must be obtained before any arrangements are considered.

For any tour the aim will be that all age groups will tour together. However, there may be times when this is not possible.

Each child must be accompanied by at least one parent/guardian or a responsible nominated adult, with the exception where there are brothers or sisters attending the tour as players. There must always be a ratio of children to adults of 3:1. Parents/guardians or nominated adult will be responsible for the safety, welfare and behaviour of their children at all times other than when playing matches or training, when the coaches will be responsible.

It is a requirement that at least one adult on the tour holds an accredited and current first aid qualification.

All coaches and managers are expected to act responsibly while supervising young people in their care.

### **Junior Section (U13 to U16)**

On junior tours the Club will nominate a 'Tour Manager' who will be responsible for the day to day administration of the tour as required/directed by the club committee. Junior players will be under the care and control of the tour manager, coaches and chaperones. There has to be sufficient responsible coaches and adults (chaperones) recommended ratio of 4:1 to supervise and control the safety and welfare of the players.

These coaches/chaperones must be of sound sensible character, members of Maidstone Rugby Club and must act responsibly when supervising young people. During the evenings on tour it will be a

specific requirement that the responsible adults will share the chaperone duties. When required to supervise on any particular evening you are expected to act responsibly and not drink any alcoholic beverage.

It is a requirement that at least one adult on the tour holds an accredited and current first aid qualification.

Junior tours will only be permitted to take place in the United Kingdom and Mainland Europe.

Children that cause a discipline problem or who are disruptive can be returned home.

If this occurs then the relevant parent(s)/guardian(s) will be expected to either, come and collect them, or pay any costs incurred by members of the tour party in escorting the young person home.

It is mandatory that all adults involved in a tour for and including players who are under 18 years of age must have current accreditation from the Criminal Records Bureau as outlined in the Club's Child Protection Policy.

### **Colts (U17 to U19)**

On Colts tours the Club will nominate a 'Tour Manager' who will be responsible for the day to day administration of the tour as required/directed by the club committee.

Colts are considered to be adults (over 18 years of age), however, there must be sufficient coaches and chaperones (recommended ratio of 6:1) available to provide adequate safety, supervision, control and leadership.

These coaches/chaperones must be of sound sensible character, members of Maidstone Rugby Club and must act responsibly when supervising young people. During the evenings on tour it will be a specific requirement that the responsible adults will share the chaperone duties. When required to supervise on any particular evening you are expected to act responsibly and not drink any alcoholic beverage.

It is a requirement that at least one adult on the tour holds an accredited and current first aid qualification.

Any colt player who has not reached his 18th birthday will be classed as a minor and subject to the conditions outlined in the above Junior Section criteria.

Colts can tour in the United Kingdom and Mainland Europe.

### **Adults**

The Club will appoint a Tour Manager who will be responsible for the day to day administration of the tour as required/directed by the club committee. All people taking part in an adult tour are expected to behave in a responsible manner and do nothing that would bring the club's name into disrepute. All arrangements relating to the tour must be submitted to the club's Executive Committee for approval. There are no restrictions on where adult tours can take place.

## **General Requirements**

Tours will not be permitted to any country or region where there is apparent unrest or the likelihood of unrest.

When arranging a tour the organisers should consider carefully the costs involved so making it affordable to all those wishing to go.

## **Procedure for Permission to Tour**

Each team or group of teams must firstly submit their application to tour to their relevant section Committee (Mini, Junior/Colts, or Senior) not less than three months prior to the start of the proposed tour giving all details of the travel and accommodation arrangements, costs, fixtures, insurance etc. The Chairman of that section will then submit the application to the Club's General Committee for approval. The club reserves the right to refuse to give permission to any team or group of teams to tour if it has just cause to do so.

Tours that are to take place outside the United Kingdom and Ireland and have the agreement of the club's General Committee must also get ratification from both Kent County RFU and written approval from the RFU for the tour to go ahead. Applications are made on the 'RFU Notification of Proposed Overseas Tour' form which is completed by the tour organiser, signed by the club Honorary Secretary and Chairman, sent to Kent Honorary Secretary who countersigns it and forwards it to the RFU.

Remember that the RFU requires a minimum of not less than three months' notice of the tour for it to give its permission. Additionally Managers should be aware that proposed tours to South Africa require a 12 months' notice period.

## **Club Code of Conduct & Child Protection Policy**

All tourists, including parents, coaches and chaperones, must sign that they have read and understand the Club's Code of Conducts and abide by the Club's and the RFU's Child Protection Policy. Should any person break that code, or policy, they will be asked to leave the tour and may be dismissed from the Club. Parents will be responsible for any costs incurred in the collection, or repatriation, of their child and all adults asked to leave the tour will be responsible for their own cost of returning home.

Any person asked to leave a tour will not receive a refund on the original cost of that tour.

## **Accommodation**

Accommodation must be suitable in relation to the age of the young people. It must be safe, secure and free of potential hazards.

Under no circumstances should adults (other than parents of young children) share rooms with young people.

## **Medical Information**

Each young person (under the age of 18) must have written authorisation from his/her parent(s)/guardian(s) for the tour organiser or management to give permission for medical treatment including anaesthetics in the event of any emergency situation.

Written details of any medical condition suffered by any young person touring, along with any prescribed medication (giving clear instructions for administering) must be handed to the tour organiser or management prior to the commencement of the tour.

## **Insurance**

Players are covered for playing matches and training while on tour (maximum 31 days) under the RFU's Accidental Death & Permanent Disability Insurance scheme. However, cover is limited to rugby playing risks only. The Club requires that Tour Insurance must be arranged, whatever the destination, to provide 24 hour cover for non-playing accidents, non-playing personal, personal effects and medical expenses (including any repatriation costs following an accident or injury). You are free to get this cover from any insurance company or broker you wish. However, this can be arranged through Royal & Sun Alliance 0845 6780070, the providers of the RFU Insurance scheme.

If the tour includes any potentially hazardous activities (i.e. canoeing, climbing, abseiling, bungee jumping, archery etc) then the organisers of these specific events must provide written evidence that all activities are undertaken under the control of appropriate qualified staff and they are fully covered by an insurance policy against accident, medical expenses and public liability, etc.

## **Tour Report**

Following the tour the Tour/ Team Manager should submit a brief tour report. This is for the benefit of the younger year groups coming through such that successful tours might be repeated and less successful tours avoided. The Report should cover:

- How the tour was organised and who with,
- Method of travel and quality,
- Type of accommodation and quality
- Clubs played, quality of Rugby, reception & facilities
- Cost & any other useful hints.

This tour policy is binding on all club members.

No unauthorised tours will be permitted.

**Maidstone Rugby Club Executive Committee**