



## Wellingborough RFC Tour Policy

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.

Any team that goes on tour does so as a representative of Wellingborough RFC. Accordingly, the approval of the Club Management Committee is required. If a tour takes place without such approval, the Club's insurance policies do not apply. If a tour takes place after the Management Committee has withheld approval, the players shall no longer be members of the Club.

All requests for tours must be accompanied by a detailed written proposal and budget outlining how costs are to be met by personal contributions and fund raising. The Club will not underwrite any shortfall incurred by a tour.

All players under 18 years of age require written parent or guardian consent to tour.

### **Mini Section (Under 7's to Under 12's)**

Mini tours will not usually be allowed to take place outside of the U.K. There maybe some circumstances where the Club Management Committee will discuss a tour outside of this area however there would need to be a compelling argument for this to take place.

Every child must be accompanied by a parent/guardian or by a responsible nominated adult, with the exception where there may be other siblings attending the tour as players. There must always be a ratio of children to adults of 3:1. Parents/Guardians/Nominated Adults will be responsible for their children at all times other than when the player's coaches are responsible during training and matches.

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

**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.**

### **Junior Section (Under 13's to Under 15's and Under 16's Academy)**

Junior Tours will be organised by an appointed Tour Manager, whose position must be confirmed by the Club Management Committee. Junior Players will be under the care and attention of the Tour Manager, Team Coaches and Responsible Adult Chaperones. There must always be a ratio of children to adults of 4:1 to supervise and control the welfare and safety of young people on tour. These coaches/chaperones must be of sound sensible character, members of Wellingborough RFC and must act responsibly when supervising young people

Junior tours may only take place in the UK, Ireland and mainland Europe. Junior players that are disruptive or cause a serious discipline problem may be returned home. Parents/Guardians are expected to either come and collect the young person or incur the costs of the young person travelling 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.**

### **Academy Section (Under 18)**

Colts Tours will be organised by an appointed Tour Manager, whose position must be confirmed by the Club Management Committee. Those young people on the tour aged 18 and over are considered as adults, however there still needs to be a ratio of 6:1 to provide adequate safety, supervision, control and leadership. These coaches/chaperones must be of sound sensible character, members of Wellingborough RFC and must act responsibly when supervising young people

Colts tours may only take place in the UK, Ireland and mainland Europe

### **Adults**

Adults Tours will be organised by an appointed Tour Manager, whose position must be confirmed by the Club Management Committee. All people on the tour must act in a responsible manner and do nothing that brings the Club's name into disrepute. Adult tours have no restrictions however still need to be agreed by the

### **General Guidelines**

When planning for a tour it is advisable to set up a working group.

- Appoint a tour manager/leader.
- Allocate clear tasks/roles and responsibilities to members of the group.
- Ensure there is an agreed plan identifying what needs doing, by when and by whom.
- Ensure there is time given to the planning process prior to leaving for the tour.
- Involve young people in the planning.

Identify the purpose of the tour. Is it:

- social?
- training?
- a competition?
- a combination of the above?

### **WHEN**

Once the purpose has been agreed the date/time of year for the tour needs to be identified. The following areas need to be considered:

- The club's competition/league fixtures calendar.
- School term times, exam times and sporting calendars.
- Cultural considerations i.e. religious festivals.
- Duration of the trip.

### **WHERE**

The planning group need to consider and identify:

- rugby facilities.
- accommodation.
- non-rugby activity venues, if appropriate, i.e. is there a cinema, ten pin bowling etc?
- location of above in relation to each other and the club.

Arrange a pre-visit if possible to assess the suitability of the venue/facilities.

## **WHO**

The purpose of the trip will determine who will be going on the trip.

### **The squad**

- What age are the players?
- What gender are the players?
- Is the squad mixed gender?
- How many players will there be in the tour squad?
- Do any of the players have specific requirements?  
i.e. dietary, players with a disability.

## **RISK ASSESSMENT**

A risk assessment will need to be carried out for:

- tour activities e.g. ice skating, cinema etc.
- the venue/accommodation.
- the facilities i.e. pitches changing rooms etc.

Risk assessment is an examination of what can cause harm to players or staff. The aim is to ensure that no players or staff come to any harm or become ill. You need to decide if the hazard is significant and whether the precautions taken are satisfactory to ensure the risk of harm is small.

**Hazard** – means anything that can cause harm.

**Risk** – is the chance, high or low, that someone can be harmed from the hazard

## **COST**

The cost of the trip will need to be established.

- How much will the transport cost?
- How much will the accommodation cost?
- How much will food/meals cost?
- Are there any kit costs?
- Will the staff need paying?
- What contingency monies are required?
- What spending money do the players need?
- What policy will be set for players/staff managing spending money?
- How much will the whole tour cost?
- How much are the players expected to pay?
- Who will be responsible for managing the tour accounts?

## **ITINERARY**

To ensure that the parents, players and staff have a clear understanding of the tour it is a good idea to produce an itinerary. These should include:

- the purpose of the tour.
- a day-by-day list of activities with times, venues, transport arrangements.
- a balanced programme of playing matches and relaxation time.
- clarification of accompanied and directed time.
- key contacts i.e. team manager, welfare officer.

## **KIT**

Provide the parents and players with a list of kit required.

- Playing kit.
- Non playing kit.
- Is there tour dress code for after matches?
- Are there any specific requirements relating to time of year or venue i.e. warm clothing/suntan lotion/dress code for host rugby club.
- Identify which items will be supplied by the club and which need to be supplied by the player.

**THIS TOUR POLICY IS BINDING ON ALL CLUB MEMBERS.  
NO UNAUTHORISED TOURS WILL BE PERMITTED.**