



TOUR POLICY

1. The club has an enviable reputation for organising tours for mini and junior players and each age group is encouraged to organise an annual tour as a way of encouraging the players and parents to get to know each other and experience the joys of touring.
2. In mini rugby, it is the club's preference to organise tours that span a number of age groups. This has the benefits of parents and children getting to know parents outside their age group and helps reduce the cost.
3. Old Colfeians RFC is a family club, and tours should encourage family members to join the tour to support their child, and to look after their welfare whilst on tour.
4. Unaccompanied children are allowed but the parent or legal guardian must nominate a guardian for the child for the duration of the tour and the guardian must take responsibility for the welfare of the child for the duration of the tour. The guardian should not normally be the tour organiser or age group coach (both of whom have their hands full).
5. Each age group going on tour should appoint a person to be responsible for organising the tour at that age group, or for liaising with the tour organiser if a number of age groups are going together (the 'tour manager').
6. Every tour must be self funding, and tour manager/ organisers should budget to cover the cost of the tour in full, plus a provision for emergencies, or to provide limited free places to members who otherwise would not be able to tour.
7. The choice of location for a tour (and therefore the cost) should be made with a mind to being as inclusive as possible to all members of the club, regardless of their financial means.
8. Sponsorship is of course welcome. If age groups organise fund raising within the club on behalf of their own tour, the fact that the contributions are for a specific age group fund must be made clear to anyone contributing.
9. 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.
10. Tour Managers should make all tour participants (including players, parents/guardians) aware that the club does not provide tour insurance and they should recommend that participants take out relevant insurance. The standard RFU insurance for affiliated Clubs may cover National (but not International tours), it should be noted that this cover is of limited benefit and for example, does not include cover for travel, accommodation, associated tour activities, or parents/guardians. The Marsh policy document is at this link: http://www.rfu.com/ManagingRugby/Insurance/ClubAdministrators/~media/Files/2010/ManagingRugby/Insurance/OfficialsCoaches/2010-2011_CoverSummary_v1white.ashx). The tour manager should contact the RFU to confirm cover for each tour. Marsh offers tour insurance at additional cost and it may be that the tour manager will wish to consider offering this group option, the proposal form and further details are on the club website at this link: <http://www.ocrfc.co.uk/childwelfare.php>. It should be noted by all tour participants that the club will not accept responsibility for any loss, or damages howsoever caused, as a result of the failure of any tour participant to take out any or adequate insurance cover.
11. The parent or legal guardian of every player on tour should complete a Consent Form prior to departure. This form gives consent for medical treatment to be administered if necessary. The organisers should also ensure they are aware of any medical issues of tourists, such as regular medication taken, asthma, etc.
12. Organisers are responsible for organising suitable fixtures, with the primary objective of safety. Some countries age group rules differ from the RFU's, and every effort should be made to ensure that players are not put at risk by playing against opposition who are outside of their age group. If on arrival, tour

organisers find that playing the opposition would put the children's safety at risk, the game should not go ahead.

13. Organisers are responsible for ensuring the accommodation is suitable and safe for children. The club would encourage organisers to inspect facilities before the tour to assess their suitability. The cost of this should be built into the tour budget.
14. A wealth of experience exists in the club of members who have organised tours, both on a "self service" basis and by using travel agents. Members organising tours are encouraged to talk to their colleagues in older age groups, who have organised tours in the past. If tours are organised on a self service basis, consideration should be given to what happens if the coach company, airline or other provider goes bust or is unable to fulfil its contract – in other words how will members get their money back.
15. The primary responsibility of the club in organising a tour is the safety of the players, both on and off the pitch, and sporting and non sporting activities must be organised with safety in mind.
16. Tour managers should provide tour details, including a risk assessment and insurance decision/ position to their section chairman and the safeguarding officer.
17. May we remind you as Tour Manager you are personally responsible for the good behaviour of the party both on and off the pitch. Unfortunately, what used to be described as high spirits when applied to rugby tours is today often included in the category of hooliganism. The tour manager should highlight the no alcohol for under 18 year olds law (and where relevant for make those on tour aware of any other drinking laws). The club is certain that you will ensure that the good name of Old Colfeians RFC and the Rugby Football Union is upheld by members of your party.

(Updated 19 Dec 2010)