



SOUTHPORT RFC TOUR GUIDELINES and PROCEDURES

Please note RFU Touring Regulations before planning tours, many tours require Lancashire Rugby or RFU permissions <http://www.englandrugby.com/governance/game-support/rugby-tours/resources-and-forms/>

Southport RFC both supports and actively encourages the organization of rugby tours across both Mini, Junior and Senior Sections of the club. The aim, in all cases, is to design a tour suitable for all participants, and for it to be an enjoyable and rewarding experience for all involved. Receiving incoming tour parties is an important part of rugby, and also requires thought and planning.

General Guidelines

1. Southport Rugby Football Club (referred to as SRFC onwards) actively encourages all members to tour and believes touring to be an ideal way to promote bonding, foster friendships and teamwork and facilitate the understanding of other cultures.
2. It is the sole responsibility of parents /guardians of both Mini and Junior players to ensure that their sons/daughters maintain a high standard of behaviour throughout the tour and to take sole responsibility for their own behaviour. Any parent /guardian not taking seriously the above responsibilities may be requested to leave tour immediately.
3. It is the responsibility of SRFC to ensure that all tours are well organized, with an emphasis on SRFC's "Duty of Care" for all tourists. All mini and youth tours need to have a nominated safeguarding person/ officer for the duration of the tour who will liaise with and be supported by the club safeguarding officer in the event of any safeguarding issues.
4. All tours will be organised within the guidelines of the RFU and within the spirit of the game of Rugby Union. Please note that both incoming and outgoing tours involving overseas clubs or schools require permissions from both Lancashire Rugby and the RFU – see <http://www.englandrugby.com/governance/game-support/rugby-tours/resources-and-forms/>
 - a. Overseas clubs are defined as being from elsewhere than the home unions – Irish, Welsh and Scottish Unions.
5. There is be a requirement for all Tours to be signed off by a member of the club's Management Committee. This will usually be their Head of Section. The sign off should include agreement on itinerary, budget and merchandising. Anything significant to any of the above should be signed off as and when it occurs. The Tour Manager will be accountable for preparing a budget for the tour (which should be approved as outlined above), fundraising as appropriate and the collection of tour fees. Expenditure should be approved by the Section Chairman prior to being incurred. Payments will be made in accordance with SRFC's payment processes.
6. A Tour Manager will be named and it will be his/her sole responsibility to organise the tour and manage it on a day-to-day basis. The Tour Manager may co-opt other members of the tour party to assist with these duties.
7. SRFC will hold a Bank Account for the Club and each age group in the Juniors Section shall be able to hold funds for their age group "ringfenced" for tour purposes.
8. The Tour Manager will be accountable for preparing a budget for the tour (which should be approved as outlined above), fundraising as appropriate and the collection of tour fees. Expenditure should be approved by the Section Chairman prior to being incurred. Payments will be made in accordance with SRFC's payment processes.
9. All Tour merchandise must be ordered through the SRFC shop. Permission to deviate from this requirement may only be granted by the agreement of SRFC's Committee.
10. All members of the tour must be paid up members of SRFC and all players must be registered with the RFU.

11. All Managers and Coaches must act as role models at all times whilst on tour.
12. Misconduct on tour will be viewed very seriously and could lead to the RFU imposing sanctions on SRFC and/or withdrawing permission for members to tour in future.
 - i. The influence of alcohol is no excuse for poor behaviour. All adults on tour should be mindful of their alcohol consumption. All adults on tour should assume a group responsibility for other tour members whose judgement may be affected by drinking.
 - ii. Any members of the tour party requested to leave the tour will be expected to finance their own travel home and no refund from the SRFC may be claimed
13. Players are covered within the Four Home Unions under the RFU Accidental Death and Permanent Disability Insurance Scheme. All tours outside of the Home Unions must obtain separate Insurance cover. (Details to be available from the SRFC Hon. Sec. and RFU Website).
14. An invitation to join a tour must be extended to all members of the age group/section that intends to tour. Organisers must be aware of making costs equitable and affordable to all. Any financial hardship cases should be brought to the attention of the Tour Manager and Section Head and will be treated in strict confidence. Financial hardship should not be allowed to prevent a person participating in a tour with their team mates.
15. All tours outside of the Four Home Unions must seek permission of the SRFC Chairman and or Secretary, and the RFU "Notification of Proposed Tour Form" must be completed and signed off by the relevant bodies.
16. Tour Managers will be responsible for promoting this Tour Policy Document to all members of their tour.
17. If a significant and/or serious infection or illness occurs during a planned and approved tour, all affected persons should be evacuated from tour as soon as possible to prevent the spread of any illness to others. The touring party should not visit a host club if a serious or infectious illness has been identified or diagnosed within the party but should attempt to isolate all tourists to prevent the spread of such illness.
18. Any surplus funds from a tour should be passed back to SRFC for use in the purchase of equipment or any other use deemed appropriate by SRFC. It is the duty of the Section Head to make a decision on the size of such funds to be given back to SRFC.
19. In all cases prior consent to tour must be obtained from the Section Chairman of SRFC.
20. The Tour Manager is responsible directly for the Budget and any shortfall SRFC expects to be made up by the Tourists.
21. Any commercial sponsorship obtained by the tour committee is subject to VAT and must be dealt with by the club treasurer. Upon request a VAT invoice will be issued by the club and the funds must be paid to the club. Upon receipt of the funds, the net value will be transferred to the appropriate tour account. A sponsor may receive advertising and branding of tour goods (e.g. leisure wear) in acknowledgement of the funds received. Any person or company may make a donation to the tour; this is deemed non-taxable but the donator may not receive any benefits or advertising in respect of this donation. If you have any queries on this matter please contact the club treasurer.

MINI TOURS

This policy document **RFU Touring with children**

http://www.englishrugby.com/mm/Document/General/General/01/31/93/06/SafeguardingUpdates_RFU_Version3_colour_English.pdf

must be read by all people planning Mini and Junior tours. It is the basis of all tour planning.

In addition there are the SRFC regulations below.

1. All Mini Tours must take place within the Mainland UK and all participating Mini age group members should travel together.
2. Each Mini player should be accompanied by a parent/guardian or nominated responsible adult. No one adult may be responsible for more than 3 children.
3. Where an adult is taking responsibility for a child other than their own, the correct guardianship form must be completed and lodged with the Tour Manager 7 days before the start of the tour.
4. The parent/guardian or nominated adult (see 3 above) is responsible for the safety and welfare of the child at all times except when they are training or playing a match in which case the coaches take on this responsibility.
5. On every tour there should be at least TWO touring adults that are First Aid Accredited.
6. It is **mandatory** that all Tour Managers, Coaches, First Aiders and any other adult assisting with the tour should hold a current Disclosure and Barring Service (DBS) certificate.
7. During the evenings, it will be a mandatory requirement that adults will share the supervision of the children. In these circumstances, there will be an expectation that those "nominated" adults will refrain from excessive consumption of alcohol.
8. Each child is the responsibility of their parents or appointed guardian during the evenings and throughout the tour weekend. At no point does this responsibility fall upon on parents patrolling the campsite during the evenings. Parents on patrol are not expected to (and should not) enter caravans to check on children (they have not had the necessary safeguarding checks to do this). Patrolling parents are there to act as a responsible adult, or to respond to an emergency, in the event that this is needed. In the event of an emergency, or any situation in which a child is in need of assistance, parents on patrol must always enter a caravan in pairs.
9. At the end of each day the Tour Manager along with Coaches, First aiders and other adults involved in running the tour, should meet to discuss any issues that have arisen during the day. The Tour Manager should also ensure that all concerned are fully aware of the next day's activities.

YOUTH TOURS

1. Youth tours are permitted in the UK and abroad.
2. There must be adequate responsible Managers, Coaches and Adults to ensure the suitable welfare and control of all players on tour. No one adult should be responsible for more than 3 youth players and it is the responsibility of the Tour Manager to ensure this is the case at all times.
3. It is imperative that the consumption of alcohol by tourists who are under the UK legal drinking age is forbidden. It is essential that the legal drinking age in any other country being visited is made clear to all tourists and that it is rigorously adhered to.
4. Where an adult is taking responsibility for a young person other than their own, the correct guardianship form must be completed and lodged with the Tour Manager seven days before the start of the tour.
5. There should be at least one touring adult who is First Aid Accredited.
6. The Tour Manager must ensure that ALL tourists i.e. both adults and players are made fully aware of their responsibilities in relation to behaviour and welfare of both themselves and any youth in their charge before the tour commences. These should be clearly reiterated before the tour commences i.e. when the tour is assembled at the departure point.

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