



Newark Rugby Club Youth & Mini Tour Guidelines

The following document sets out the club's advice to all mini and youth teams thinking of touring. The tour guidance given must be read in conjunction with the requirements of the Rugby Football Union (RFU). The tour guidance given is the advice of the club and is taken from previous tour experience.

Tour Fund Raising

All tours are expected to be primarily self-funding. In all cases, age groups wishing to fund raise must coordinate with the committee and in particular, sponsorship committee. This is to ensure: -

1. Individual age group fundraising does not occur at the expense of general club fundraising.
2. All people being asked to donate to a fundraising activity are fully aware what they are being asked to donate to.
3. That outside companies, business etc. are approached in a coordinated manner and that multiple approaches to the same organization do not occur.
4. That requests for donations (e.g. signed shirts or similar) on behalf of the club are coordinated and not duplicated.

In general, individual age group fund raising is not to be undertaken at a 'whole club' event such as the Bonfire Night, Summer Ball, Christmas Draw or any other organised event as this will directly impact upon general club fund raising. Any request to fund raise at such an event must be presented in writing to, and formally agreed by, both the Executive Committee in the first instance and also by the relevant event organizing committee if such body exists (i.e. Fundraising Committee etc.). If the above guidelines are not adhered to the committee reserve the right to put any funds raised to use for the benefit of the club in general.

Outline Planning & Permission to Tour

The following steps should be taken before permission to tour is sought from the committee.

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 **DBS** (CRB) checked.
3. The organising group should set out the aims and objectives of the tour (squad conditioning, end of season fun etc.).
The required strength and number of games etc.
4. Decide on the timing and location of the tour (e.g. overseas 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 **BOARD**; to 'present' their tour plans for approval. Following approval from the **BOARD**, the relevant permission to tour, if touring outside the UK, from the 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?
7. Before booking any tour, check with other club members/age groups for feedback. Getting advice from groups that have made mistakes in the past can save costs!!

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 DBS checked adults and tourists must be established. The RFU has specific guidance on this issue, which should be sought. The Club recommends a minimum of 1 adult per 8 children. (If parents are traveling remove from equation) 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 as Newark RUFC players and the relevant RFU registration documents must be taken on tour. 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.

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 Newark RUFC account and all cheques should be payable to the club.** All payments should be receipted. In order to spread the burden of payments, saving schemes to enable families to pay over the course of a season may prove beneficial. The club may fund extraordinary payments, for instance to help an individual to tour in case of financial hardship, any request must be made in writing before tour is arranged.

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. 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.

Kit

Please make sure all touring kit (playing & casual) is cleared via the club shop. Whilst varying designs and colours are often used on tours, all purchases must be cleared and ratified through Newark RUFC. This can be done via the club shop.

N.B "Newark Rugby Club is the proprietor of the name and logo, "Newark RUFC, Newark Rugby and all associated intellectual property rights. No permission is given in respect of the use of any of them and such use may constitute an infringement of the holder's rights."

Quick Admin Checklist

1. Permission for any **tour must be requested** in writing to Newark RUFC Club Secretary. The tour information document (Checklist) must be completed to provide all information required.
2. For overseas tours, permission to be sanctioned by RFU (Newark RUFC to administer)
3. Request to tour **must be put to the BOARD, 3 months prior to tour date.**
4. All Tour Kit to be sanctioned and only purchased through the Club shop.
5. Risk Assessment to be completed and signed off by Newark RUFC
6. All coaches and AGCs must have an up to date and valid DBS (CRB check). A ratio of 1:8 is a club recommended minimum standard for players/staff.
7. All monies must be paid into the Newark RUFC account and all cheques should be payable to the club
8. Make sure all relevant Insurances are in place
9. Be Inclusive! Touring should be fun and everyone should enjoy the experience!
10. All forms and permission slips with medical information to be completed with a copy held by tour organiser and another into the Office.



Tour Checklist to be completed and returned to Club Office for submission to the Board for Permission to Tour

(Request to tour must be submitted to the Board, 3 months prior to tour date)

		DETAIL
Age Group		
Tour Location & Dates		
Lead Tour Organiser Name		
Additional Tour Support Roles & Responsibilities:		
	First Aider	
	Safeguarding	
	Coach 1 Name	
	Coach 2 Name	
Costs		
Total Tour Cost: - to include accommodation, travel, tour shirts any other costs need to be detailed:		
	Accommodation Cost £	
	Travel Cost £	
	Tour Shirts £	
	Other Costs £	
Price per Child to be charged		
Tour Sponsors – (Confirm if invoice required)		
	Name & Address of Sponsor	
	Sponsorship Amount £	
Any other information		

The above “TOUR CHECKLIST” is available in spreadsheet (Excel) format by selecting the following link

LINK = <http://www.newarkrugby.com/documents/182019>



NEWARK RUFC - TOUR RISK ASSESSMENT

(Risk Assessment to be completed and signed off by Newark RUFC)



SUBJECT	ISSUE TO BE CONSIDERED	POTENTIAL IDENTIFIED RISK	RISK (HIGH/MED/LOW)	ACTION TO REMOVE OR CONTROL RISK
PLANNING OF TOUR	VENUE & LOCATION			
	DATE			
	TEAM - AGE GROUPS INVOLVED			
STAFF & VOLUNTEERS	DBS CHECKED & SCREENED			
	CONDUCT			
	RATIO OF STAFF TO CHILDREN			
	NUMBERS OF VOLUNTEERS			
	PARENTS			
SUPERVISION	SUPERVISION ROTA			
	OVERNIGHT ARRANGEMENTS			
	DBS CHECKS OBTAINED			
TRANSPORT	FORMS OF TRANSPORT			
	SUPERVISION WHILST TRAVELLING			
ACCOMMODATION	VENUE & LOCATION			
	SECURITY			
	ROOM ALLOCATION			
	CATERING			
EMERGENCY PROCEDURES	FIRST AID PROVISION			
	LOCAL MEDICAL SERVICES/HOSPITAL			
TRAVELLING ABROAD	MEDICAL ISSUES			
	VACCINATIONS			

You may wish to add to the above list of issues per your own individual tour. You may also find it helpful to complete a risk assessment more than once, initially in the planning stages and then again nearer the time.

The above RISK ASSESSMENT document is available in spreadsheet (Excel) format at the following link

LINK = <http://www.newarkrugby.com/documents/181993>

THE “TOURING WITH CHILDREN” DOCUMENT FROM THE RFU IS AVAILABLE AT THE FOLLOWING LINK

LINK = <http://www.newarkrugby.com/documents/182018>