



Rugby right on your doorstep

Haywards Heath Rugby Football Club Touring Policy

Touring is a great tradition at any rugby club, it provides an opportunity for great rugby and great fun. Haywards Heath Rugby Football Club both supports and encourages the organisation of Rugby Tours. The aim is to design the tour for and around the children of the club, ultimately for their enjoyment and benefit.

GENERAL

- 1) Haywards Heath Rugby Football Club (HHRFC) actively supports and encourages the organising of Rugby Tours for both Mini and Junior sections. This is considered to be an ideal way to promote bonding, foster friendships and facilitate an understanding of other cultures and different attitudes.
- 2) It is the Club's responsibility to ensure that all tours arranged for both Mini and Junior sections are well organised, with an emphasis on a duty of care and supervision to all the children at all times whilst in our care.
- 3) All tours will be organised in accordance with RFU regulation 10, subsequent guidelines and policies. All tours are organised within the ethos and spirit of our beloved game. All persons whilst on tour are reminded that they are representing HHRFC and are expected to dress, behave and act accordingly.
- 4) There is a requirement for **ALL** tours to be signed off by the Club Secretary, Club Safeguarding Officer and then ultimately the Club Chairperson. For tours overseas the tour must be approved by the Club, CB, RFU and the host countries RFU or equivalent. All necessary forms must be completed in a timely manner, specifically the RFU Notification of Proposed Overseas Tour Form - see RFU website for details.
- 5) Each child must be accompanied by a parent/guardian or a nominated adult chaperone. (See ratios below)
- 6) Both Mini and Junior sections will have a named "Tour Manager(s)" who will have overall responsibility for the Tour organisation and day to day administration whilst on Tour. For overseas tours a UK single point of contact is to be named. Other Tour members may be co opted in to help.
- 7) There is a requirement that at least two of the touring adults should hold an accredited, up to date first aid certificate and at least one touring adult has attended the RFU "Play it Safe" safeguarding course. A minimum of three qualified coaches are required for the rugby aspect of the tour. "Qualified" means as per the Clubs policy for coaches in age groups.



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8) It is mandatory that all those directly involved with the tour (i.e. coaches, managers, first aiders and any individuals helping with the children) will hold a valid RFU enhanced DBS certificate. Where children are not travelling with their parents/guardians, all adults with responsibility for the welfare of the children must be DBS certified.

9) All children must be paid up members of HHRFC and be registered with the RFU.

10) The Club expects all Coaches / Managers / Parents / to act appropriately, responsibly and sensibly whilst supervising and in the presence of the touring children. They must act as role models at all times.

11) Tour Organisers must be aware that any noted/reported misconduct whilst on tour may lead to the RFU imposing sanctions on the Club and possibly withdrawing permission for future touring. Misconduct will be viewed very seriously and any adults or children who are disruptive may be asked to leave the Tour and subsequently the Club. Any resulting additional costs incurred will be met by the parent concerned and if the child is being chaperoned, the parent may be required to collect and escort their child home. No refund will be given in these circumstances.

12) During the evenings it will be a requirement that adults will share the supervising of the children. In these instances there will be the expectation that those “nominated” individuals will refrain from drinking alcohol. There must be two nominated adults per night in case of an emergency.

13) **It is imperative that the consumption of alcohol by tourists who are under the UK legal drinking age is strictly forbidden, in any circumstance.** This rule applies overseas irrespective of the legal age limit in any particular country, regardless of parental consent being given or implied.(see note 11 above)

14) Tour Managers are responsible for promoting this policy document to all age group parents, who themselves must individually take responsibility to read, understand and adhere to the policy. Parents/Guardians must sign to say they have read this Touring policy.

15) In all cases, prior consent for any tour must be obtained from the Club's Secretary, Safeguarding Officer and Chairperson.

MINI SECTION (U6's - U11's)

Mini Tours will only take place within the United Kingdom and Channel Islands (excludes Northern Ireland) with the aim that all age groups travel together.

However there may be times when this is not possible.



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- 1) Each child is to be accompanied by a parent/guardian or nominated responsible adult. No adult may have responsibility for more than three children. 1 - 3 ratio.
- 2) The parent/guardian/nominated adult is responsible for the safety, welfare and behaviour of the children in their care at all times, except during training and playing a match when the coaches take on the responsibility.

JUNIOR SECTION (U12's - Colts)

- 1) Junior Tours will be permitted within the United Kingdom and Overseas.
- 2) There must be sufficient, responsible coaches, managers and adults on tour so as to ensure the welfare and control the safety of the children. In general terms this means that no adult may have responsibility for more than 6 children. 1 - 6 ratio.
- 3) The parent/guardian/nominated adult is responsible for the safety, welfare and behaviour of the children in their care at all times, except during training and playing a match when the coaches take on the responsibility.

EQUALITY & DIVERSITY

An invitation to Tour must be extended to all members relevant to the specific age group.

Organisers must be aware of and consider costs in order to be equitable and affordable to all.

HEALTH & SAFETY

Accommodation must be suitable in relation to the age group and must be assessed to be adequately safe and hazard free. Where possible, a risk assessment should be undertaken prior to the Tour. If this has not been possible prior to the Tour commencing the Tour Manager must conduct a dynamic risk assessment when required.

Parents may share accommodation with their own children, this includes those parents that may also be coaches/team officials. No adult is to share accommodation with a child if they are not directly related or appointed in law as their parent. If children are in a room on their own care should be taken in controlling things such as, access to mini bars, satellite television etc.

Parents of all those children travelling with a guardian must complete the requisite Medical Information and Permission to Tour form, which the Tour Manager will hold.



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INSURANCE

Players are covered whilst playing matches and training whilst on tour within the Home Nations under the RFUs Accidental Death & Permanent Disability Insurance scheme. This only relates to the potential risks within the rules of the game of rugby. Separate player insurance is likely to be required for tours outside the Home Nations. In the case of tours outside the Home Nations individual travel insurance must be organised by the parents in order to provide 24 hour cover for non rugby related accidents, to include repatriation costs following accident or injury etc. If touring involves potential hazardous activities such as canoeing, climbing or abseiling for example, then the organisers of these events must supply written evidence that health & safety control measures are in place and that appropriately trained personnel are in attendance at all times. They must also have an adequate insurance policy in place to cover accident, medical expenses and public liability etc.

POST TOUR REPORT

A brief report is to be submitted by the Tour Manager to the RFU, CB and Club Committee. These will promote and support younger age groups in planning their future tours.

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Key Contacts:

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