



# BRACKNELL RUGBY FOOTBALL CLUB

## CLUBHOUSE AND GROUNDS

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## BRACKNELL RFC TOUR POLICY

The BRFC Executive Committee has set the following tour policy for adherence by all age groups and teams. It has been formed from information available from other RFU affiliated Clubs and the RFU website at the following link:

<http://www.rfu.com/managingrugby/rugbytours>

### General

The BRFC Executive Committee requires all Club Tour proposals to be approved by the Executive Committee. Approval must be gained from the Executive Committee prior to any financial commitment being made to tour. Allow at least 30 days for Executive Committee Approval to tour. Application form should be submitted to the Honorary Club Secretary [secretary@bracknellrugbyclub.com](mailto:secretary@bracknellrugbyclub.com) The minimum recommended periods of notice to tour are:

- For Home Nation (England, Scotland, Wales and Northern Ireland) at least 4 weeks after planning starts for initial Exec Committee approval of tour fundamentals and at least 6 weeks prior to touring for final Exec Committee signoff. 2 weeks after the tour a Tour Report needs to be provided to the Exec Committee.
- For International Tours or hosting international teams at least 4 weeks after planning starts for initial Exec Committee approval of tour fundamentals and at least 8 weeks prior to touring for final Exec Committee signoff. 2 weeks after the tour a Tour Report needs to be provided to the Exec Committee.

The BRFC Executive Committee reserves the right to decline permission of the proposed tour if:

1. The tour proposal is submitted late, or
2. The age group/team has failed to submit a report for a previous tour, or
3. The age group is unable to confirm that it has taken out the required insurance or
4. The tour interferes with the Clubs (or an opposition Clubs) senior playing programme or commitment to a competition or fixtures.
5. The tour is not in the Club's interests or the players' overall interests or any other substantial reason.

It is important that the welfare of tourists and the Club's liability be fully addressed in the tour proposal and this can be achieved by following the RFU guidelines in the following document:

- [Tour Guidelines](#) (PDF 1.7MB) [Touring\\_with\\_children.pdf](#)

The BRFC's Tour Application template can be found on the Club Website under Documents. Any other Forms required by the RFU or Berks RFU will also need completing when gaining the RFU's approval for Overseas Tours and hosting Overseas Clubs and can be obtained by following the relevant embedded RFU links in this policy document.

## 1 Tour Policy

Bracknell RFC supports and encourages the organisation of tours in all the age groups and teams both incoming and outgoing. Tours increase bonding within the team and offer invaluable insight into the ethos of rugby, be it on national or international scale. The aim for the Mini and Junior section of the Club is to design the tour for and around the children of the Club ultimately for their enjoyment and benefit. A tour is any activity that requires a stay of one or more nights. There are requirements all sections must abide by:

1. All tours must conform to RFU guidelines, [arranging-a-tour](#)

It is the Club's responsibility to ensure that all tours are well organised.

- a) The emphasis for Mini and Junior sections of the club is on the Duty of Care and Supervision to all children at all times whilst in our care.
  - b) Each child must be accompanied by a parent/guardian or a nominated adult chaperone. No adult may have responsibility for more than three playing child tourists. Tour managers and parents must ensure that suitable sleeping arrangements/rooming is provided and that the consent form (See Appendix 1 of the BRFC Tour Application Form) has been completed for the child.
  - c) It is mandatory that all those directly involved with a mini and junior tour (i.e. Coaches, Managers, first aiders and any individual helping with children) will have a current verified CRB.
- 2) All playing tourists must be paid-up members. NB, this is essential as insurance will NOT cover non- members
  - 3) A Tour Manager should be appointed who will have the responsibility for the tour organisation and day to day administration whilst on tour. Other tour members may be co-opted in to help.
  - 4) Full Travel and Sports injury insurance is mandatory (the RFU recommends Marsh Insurance, which covers this (see Insurance section at page 9)
    - a) Players are covered whilst playing matches and training whilst on tour within the Home Nations under the RFUs Accidental Death and 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 age group/team or parents in order to provide 24 hour cover for non rugby related accidents, to include repatriation costs following accident or injury etc.

- b) 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 and 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.
  - c) Insurance should be applied for at least 6 weeks in advance as the RFU Permission to Tour Form, for overseas tours, requires the policy number (see insurance section at page 9).
  - d) If touring in Home Nations, sports injury is covered by the RFU, provided we adhere to the guidelines.
5. If/when a commitment is made to a third party (such as Tour Company, Accommodation provider etc) there should be a written agreement from individual tourists that they will bear any costs if they cancel and acknowledge that deposits are non-refundable. Every Tour must be self-funding. A Tour Account must be produced and must be managed through the relevant Club bank account. The club laws do not permit any other form of bank account other than the formal age group/team account. The Tour finance staff needs to ensure that the tour is cash flow positive ie. Receipts always exceed payments made.
  6. Tours must be as inclusive as possible, regardless of players' financial situation.
  7. If playing contact rugby, both incoming and outgoing tours in UK must occur during the rugby season  
  
(Sep – Apr) and overseas must be in the host nation's respective season
  8. All Tour proposals must be approved by the BRFC Executive Committee in line with the appropriate period of notice.
  9. Sponsorship can be organized by any section or age group with the monies being used solely for that section/age group for reducing the tour costs. Tour Plans should indicate where the proposed sources of sponsorship will come from so that potential clashes with Club sponsorship initiatives can be avoided or where necessary minimised through careful management.
    - b. If there are any fundraising activities being undertaken then the Exec and the Tourists need to understand what happens if this fails, such that tourists provide a written agreement to bear the costs.
  10. BRFC Rugby has a Club kit shop which should be used for all tour kit purchases. Orders can be placed via the kit shop manager, who will also be able to help with any items which are not normal stock. Tour kit will be competitively priced through our kit shop supplier and will usually include the Club logo. Sponsors logos, team names and dates can be added onto the kit. A minimum of six weeks notice is required to produce shirts and other kit.
  11. A medical form must be filled by any player (senior) or parents (junior). This is to alert the Tour Manager/First Aider of any pre-existing conditions and their approval to medical treatment being provided to them in case of emergency. See Appendix 1
  12. At least two RFU Qualified First Aiders must be on tour and present at all training and fixtures. The nominated First Aiders should take a First Aid kit and complete accident reports, as necessary.

13. A full list of all players and tourists contact details must be provided prior to the departure and held by the tour manager during the Tour. A copy must be given to the Tour Coordinator and also the Honorary Club Secretary to hold in case of emergency.
14. If organizing a tour in Europe, an EHIC card is mandatory for each participant. These should be arranged by the player (senior) or the player's family (juniors) at least 4 weeks before the Tour
15. A tour report must be submitted to the Executive Committee upon two weeks of return. For overseas tours, an RFU Tour Report form should also be completed and returned to the Tournaments and Competition Department at the RFU, see RFU website. These post tour reports will promote and support other age groups/teams in planning their future tours.
16. If touring outside UK Home Nations, RFU permission is required. The RFU Notification of Proposed Overseas Tour must be completed and signed off by the Club Secretary, Chairman or President at least 8 weeks before the Tour. The Form should be sent to Berkshire RFU Honorary Secretary, [sec.berksrfu@gmail.com](mailto:sec.berksrfu@gmail.com) . Allow at least 6 weeks to get permission.
17. For incoming Tours, please ensure you have applied to receive the Tour from the RFU, booked the pitches, the referee and the clubhouse for hosting the team(s) after the fixture. It is customary to provide visitors with hospitality and the Club age group should arrange to cover the costs for the visitors' meal. An approach for assistance from the Club Treasurer should be made to explore the potential for the Club to cover the meal costs.
18. All members including coaches/managers/parents and players must abide by the Code of Rugby whilst on tour and adults have a responsibility to act as role models whilst representing the Club.
19. 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. Any resulting additional costs incurred will be met by the parent or adult 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. The cost to cover any damage or breakage or other costs will fall completely to the individual concerned and in no way will the club be held responsible.
20. During the evenings it will be a requirement that adults will share the supervising of children. In these instances there will be the expectation that those "nominated" individuals will refrain from drinking alcohol so that they are fit to cover any incident or emergency that may occur.
21. It is imperative that the consumption of alcohol by tourists who are under the UK legal drinking age is strictly forbidden. This rule applies abroad irrespective of the legal age limit in any particular country.
22. Age Group/Team Managers are responsible for promoting this policy document to all tourists, who themselves must individually take responsibility to read, understand and adhere to the policy.
23. An invitation to tour must be extended to all members relevant to the specific age group/team. Organisers must be aware of and consider costs in order to be equitable and affordable to all.
24. Accommodation must be suitable in relation to the age group/team and must be assessed as adequately safe and hazard free. Where possible, a site visit and a risk assessment should be undertaken.

25. Tour Managers should explain how travel insurance requirements will be met so that the Club can be indemnified against any claims against it as a result of the tour – RFU Marsh Insurance or Tourists to arrange own
26. No person connected with the tour will make any commitment on behalf of the Club.

Additional Requirements for Mini and Junior age groups:

- 1) All parents performing supervisory activities (coaching, transporting children...etc) must hold an RFU CRB
- 2) At least one coach must be registered to RFU Level 1 or beyond and be experienced at coaching a squad before, during and after a fixture.
- 3) In all cases, prior consent for any tour must be obtained from the Club's Executive Committee.
- 4) Ideally the team should nominate one person to oversee and advise on safeguarding issues
- 5) Parents and siblings should be encouraged to attend.
- 6) Unaccompanied children are permitted on tours, providing a nominated guardian has been appointed by their parent.
  - a) A formal letter must be written by the parent/guardian of those children travelling with a chaperone and copies given to the Tour Manager and the nominated chaperone – see Appendix 1
  - b) There must be sufficient, responsible coaches, managers and adults on tour so as to ensure the welfare and to control the safety of the children. In general terms this means that no adult may have responsibility for more than three children.
  - c) 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.
- 7) Mini Tours will only take place in the UK.
- 8) Junior Tours will be permitted within the UK and abroad.

Further Info:

Through the application of this policy we plan in the long term to build up a list of UK and overseas contacts which we hope will be to the benefit of the club in planning and hosting future tours.

RFU Overseas Tour Form must be used for international tours and can be found at the links in the resources section of this policy document.

Additional RFU Tour guidance information is also provided on the following pages and includes details on how to apply for permission for an overseas tour, hosting an incoming tour, checklist to assist tour planning, details on tour insurance, helpful RFU tour resources and forms and the BRFC Tour Approvals Template (see BRFC website documents section).

Phil Crookall BRFC Honorary Club Secretary [secretary@bracknellrugbyclub.com](mailto:secretary@bracknellrugbyclub.com)

On behalf of the BRFC Executive Committee.

The following notes are taken from the RFU website and can be found at <http://www.englandrugby.com/governance/game-support/rugby-tours/arranging-a-tour/>

## GOING ON TOUR.

Whether you are an England international or a part time player for your local side, going on tour is a fantastic way to build team spirit, morale and identity. It provides a rare and exciting opportunity for players and coaches to get to know each other that little bit better and helps to establish a common style and purpose.

Tours often provide memories and friendships that will last a lifetime; the camaraderie and banter can be second to none. But you must consider the aim of your tour carefully.

Will the tour be seen as a development exercise for players and coaches to experiment with new training techniques in a different environment, or will the tour be solely for fun and relaxation purposes?

You must also consider when you want to go on tour. It could be pre-season, mid-season or post-season. Destination is also a key factor and must be well thought-out.

Alternatively, hosting a touring team provides an opportunity to play against new opposition and make new friends from around the world.

When planning an overseas tour or hosting a team from another country (of any level or any age, male or female) you need to obtain RFU approval. If you're planning on touring with children and/or vulnerable adults it is essential that you read our [Touring with Children and Vulnerable Adults Guide](#).

If the incoming or outgoing tour is within the Home Nations (England, Scotland, Ireland and Wales), RFU approval is not required (for any age or level of the tour) as this is covered by a mutual agreement between the Unions, however the RFU highly recommend that travel insurance is purchased, especially if travelling to Ireland. BRFC Executive Committee requires all tours to be approved by the Executive Committee of the Club prior to making any financial commitment.

## Tour Checklist

Tours are a long-standing tradition of rugby and the best tours are usually the result of good planning. This simple checklist will help you get started...

### Tour Planning

- Appoint officials and agree terms of reference:
  - Tour secretary
  - Treasurer
  - Promotions manager
  - Press officer
  - Tour party manager
  - Tour captain

- Coach(es)
- Doctor/physio
- Baggage master
- Decide dates of meetings and establish deadlines for administrative arrangements
- Obtain permission to tour from RFU via Constituent Body Secretary
- Produce a tour brochure
- Arrange promotional events

### **Research**

- Collect data on prospective host Unions
- Speak to prospective host clubs
- Agree with a tour operator:
  - Destination
  - Dates
  - Numbers in party
  - Mode of travel
  - Type of accommodation (hotel, motel, B&B, billets, etc)
  - Requirements for training and team rooms
- Clarify and confirm tour agreement with hosts including financial arrangements and reserves policy
- Find visa and inoculation requirements

### Tour itinerary

- Plan games, training sessions and free time
- Decide where, when & how to entertain your hosts

### **Insurance**

- Personal
- Holiday
- Liability
- Death & disability
- Accident
- Loss of clothing & equipment

### **Kitting out**

- Design tour motif
- Issue of items of clothing - blazers, slacks, tracksuits, bags, etc
- Order medical kit
- Assemble training equipment
- Take club flag
- Purchase spare studs (differing lengths), laces, labels, etc
- Decide on appropriate gifts to exchange

### **Personnel administration**

- Establish availability suitable players
- Select squad
- Ensure sufficient reserves on standby
- Plan and agree pre-tour training including sufficient fitness testing
- Produce a tour party roll with addresses, telephone numbers, emergency contacts
- Produce addresses and phone numbers for tour locations
- Complete next of kin forms
- Write pen portraits
- Establish and agree all duties required of officials, players and baggage master
- Draw up a duty roster
- Confirm press reporting procedures

### **Documentation**

- Ensure valid passports and visas
- Check import and immigration regulations
- Arrange currency
- Collect medical, dental forms and inoculation certificate

### **Assemble prior to departure**

- Complete final medical checks by doctor
- Complete fitness test
- Take tour photograph

### **On tour**

- Maintain a tour diary
- Record expenses and keep accounts
- Contact essential officials/embassies, etc
- Distribute gifts
- Maintain good conduct and PR

### **Report back**

- Reconcile accounts
- Report to club, RFU and sponsors

Send letters of thanks to host clubs

### **Tours Insurance**

Thinking about your team's next rugby tour? Will it be a European escapade, a West Country campaign, or perhaps a sunnier experience in an exotic land? Whatever the chosen destination, one thing you need to remember to pack is a specialist rugby club tour insurance policy.

This specialist rugby club tour insurance policy provides affiliated RFU clubs with a range of covers including personal accident, medical and emergency travel expenses, personal baggage and money, cancellation, curtailment, and travel delay.

To apply simply complete the [Tour Application Form](#) (PDF 268kB)

Or for further information, please call 0207 760 8972 or email [rugby.football.union@marsh.com](mailto:rugby.football.union@marsh.com).

Matches on the Channel Islands and Isle of Man

Matches played in the English Clubs' Championship (RFU Leagues) are covered to play rugby by the RFU's annual insurance policy. Matches on the Channel Islands are further covered by a specific Marsh insurance policy. Details are available through the relevant league secretary or the RFU's Tournaments & Competitions department.

Teams playing matches outside the RFU leagues – e.g. 2nd XVs, age grade and vets teams – are responsible for their own insurance cover. This can be arranged through Marsh and should be in place prior to departure.

Further details are available via Marsh:

Telephone: 0207 760 8972

Email: [rugby.football.union@marsh.com](mailto:rugby.football.union@marsh.com)

To read more about the policy schedule and wording, please download the following:

[Channel Islands rugby tours – policy wording](#) (PDF 364kB)

[Channel Islands rugby tours – policy schedule](#) (PDF 52kB)

### **Tour Resources and Forms**



The following forms and resources are available to download for anyone considering hosting or going on tour. It is important to print off and fill in the relevant forms and return them to the RFU as soon as possible in order to give your tour official sign off. Please note each form has details of where it should be returned to.

Before you go on tour

- [Child Consent Form For A Rugby Tour](#) (PDF 91kB)
- [Permission For Schools To Tour](#) (MS Excel DOC 756kB)
- [Outgoing Application Form For Clubs](#) (PDF 216kB)
- [Tour Insurance Summary](#) (PDF 305 kB)
- [Tours Insurance Application Form](#) (PDF 117kB)
- [Tour Insurance Policy Document](#) (PDF 157 kB)
- [Cross Union Match Approval Guidelines](#) (PDF 216kB)
- [Cross Border Fixtures form](#)

Touring with children

- [Touring with Children - A Safeguarding Guide](#) (PDF 257kB)

Hosting a touring team

- [Application To Receive An Incoming Tour For Clubs](#) (PDF 244kB)
- [Application To Receive An Incoming Tour For Schools](#) (MS Word DOC 25kB)