



TOUR GUIDELINES



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TOUR
GUIDELINES



RFU TOUR GUIDELINES

Introduction

These guidelines have been designed to support clubs taking young people away on tour. The guidelines focus on a step-by-step process of planning ensuring that the young people have a positive and safe experience when on tour.

Definitions of Terms

Young Person/Player	Person under the age of 18
Staff	Refers to all adults in position of supervision i.e. coaches, volunteers, team managers, welfare officer etc
Parent	Parent/carer/legal guardian
RFU	Rugby Football Union

Acknowledgments

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WHERE TO START

The following checklist provides the framework for planning a tour. Each section needs to be managed and fulfilled.

Section	Action	By Who	By When	Comments/Budget
1.Planning	1.2 Purpose of tour 1.3 When 1.4 Where 1.5 Who 1.6 Risk Assessment 1.7 Itinerary 1.8 Kit 1.9 Cost Over 18's			
2.Communication	2.1 With Parents 2.2 With Players 2.3 With Staff 2.4 Codes of Conduct while on Tour			
3.Staff and Supervision	3.1 Staff Screening and checks 3.2 Codes of Conduct 3.3 Ratios of staff to players 3.4 Roles and Responsibilities 3.5 Supervision 3.6 Club Home Contact			
4.Transport	Forms of transport Supervision			
5.Accommodation Venue	5.1 Risk Assessment 5.2 Room Allocation 5.3 Catering 5.4 On Arrival			

Section	Action	By Who	By When	Comments/Budget
6.Emergency procedures	In an Emergency Welfare Procedure			
7.Insurance				
8.Travelling Abroad	Further considerations			

1. PLANNING

When planning for a tour it is advisable to set up a working group.

- Appoint a tour manager/leader.
- Allocate clear tasks/roles and responsibilities to members of the group.
- Ensure there is an agreed plan identifying what needs doing, by when and by whom.
- Ensure there is time given to the planning process prior to leaving for the tour.
- Involve young people in the planning.

PURPOSE OF THE TOUR

Identify the purpose of the tour. Is it:

- social?
- training?
- a competition?
- a combination of the above?



WHEN

Once the purpose has been agreed the date/time of year for the tour needs to be identified. The following areas need to be considered:

- The club’s competition/league fixtures calendar.
- School term times, exam times and sporting calendars.
- Cultural considerations i.e. religious festivals.
- Duration of the trip.

WHERE

The planning group need to consider and identify:

- rugby facilities.
- accommodation.
- non-rugby activity venues, if appropriate, i.e. is there a cinema, ten pin bowling etc?
- location of above in relation to each other and the club.

Arrange a pre-visit if possible to assess the suitability of the venue/facilities.

WHO

The purpose of the trip will determine who will be going on the trip.

The squad

- What age are the players?
- What gender are the players?
- Is the squad mixed gender?
- How many players will there be in the tour squad?
- Do any of the players have specific requirements i.e. dietary, players with a disability.

Disabled Players

A higher standard of care may be necessary for players who have a known disability. In this situation it is necessary to:

- obtain written permission from a medical practitioner and parent.
- ensure that the medical practitioner and parent have a detailed itinerary of matches and activities.
- ensure the tour manger and staff have the relevant information to support the player/s.
- have full details of the disability and medical requirements.
- establish arrangements for a carer, if necessary, and plan for relief.

RISK ASSESSMENT

A risk assessment will need to be carried out for:

- tour activities e.g. ice skating, cinema etc.
- the venue/accommodation.
- the facilities i.e. pitches changing rooms etc.

Risk assessment is an examination of what can cause harm to players or staff. The aim is to ensure that no players or staff come to any harm or become ill. You need to decide if the hazard is significant and whether the precautions taken are satisfactory to ensure the risk of harm is small.

Hazard – means anything that can cause harm.

Risk – is the chance, high or low, that someone can be harmed from the hazard.



Five Steps to Risk Assessment:

- Step 1** Look for and identify the hazards.
- Step 2** Identify who might be harmed and how.
- Step 3** Evaluate the risk and decide if the precautions are adequate or more needs to be done.
- Step 4** Record your findings.
- Step 5** Review your assessment and revise if necessary.

See page 12 for sample risk assessment

ITINERARY

To ensure that the parents, players and staff have a clear understanding of the tour it is a good idea to produce an itinerary. These should include:

- the purpose of the tour.
- a day-by-day list of activities with times, venues, transport arrangements.
- a balanced programme of playing matches and relaxation time.
- clarification of accompanied and directed time.
- key contacts i.e. team manager, welfare officer.

KIT

Provide the parents and players with a list of kit required.

- Playing kit.
- Non playing kit.
- Is there tour dress code for after matches?
- Are there any specific requirements relating to time of year or venue i.e. warm clothing/suntan lotion/ dress code for host rugby club.
- Identify which items will be supplied by the club and which need to be supplied by the player.

COST

The cost of the trip will need to be established.

- How much will the transport cost?
- How much will the accommodation cost?
- How much will food/meals cost?
- Are there any kit costs?
- Will the staff need paying?
- What contingency monies are required?
- What spending money do the players need?
- What policy will be set for players/staff managing spending money?
- How much will the whole tour cost?
- How much are the players expected to pay?
- Can the club subsidise the tour?
- Who will be responsible for managing the tour accounts?

See page 13-14 for sample financial planning sheet for tours.

OVER 18s

- The same process for planning, communication, staff, accommodation needs to be followed as best practice.
- Over 18s must be made aware of the ground rules for the tour prior to their signing up for it, where these differ from what is allowed by law e.g. smoking, alcohol, sleeping arrangements.
- Parental consent is not required for over 18s, but it is important that they complete and sign the form themselves, as you require the same information from them. You may wish to consider having a separate re-worded (in the first person) form for over 18s to sign.
- Leaders do have a duty of care for over 18s, although the courts are prepared to accept that they may be assumed to be more responsible.



STEPS TO FOLLOW WHEN ASSESSING RISKS

1. Venue or activity potential hazards, e.g:
 - Walking in city streets
 - Travelling by ferry
 - Loss of passport
 - Unsuitable hotel
2. List groups of people who are especially at risk from the significant hazards you have identified, e.g:
 - Pupils
 - Students
 - Group leader
 - Non-teaching staff
 - Teachers
3. List existing controls or note where the information may be found, e.g:
 - Ensure sufficient supervision
 - Know details of consulate
 - Clear guidance to pupils
 - Exploratory visit
4. How will you cope with the hazards which are not currently controlled under point 3?
List the hazards and the measures taken to control them.
5. Continual monitoring of hazards throughout visit.
Adapt plans and then assess risks as necessary.

SAMPLE FINANCIAL PLANNING SHEET FOR RUGBY TOURS

CENTRE _____					
Date(s) of Tour: _____		Cost per head for Tour: _____		Destination: _____	
No of Participants: _____					
Leaders: _____	Other Adults: _____	Members U12: _____	12-20: _____	20+: _____	

EXPENDITURE	PROPOSED	ACTUAL	INCOME	PROPOSED	ACTUAL
TRAVEL: Car/ Minibus/Coach/ Rail/Sea/Air:			PARTICIPANTS		
persons : £			persons : £		
persons : £			persons : £		
persons : £			Staff/Adults		
Vehicle/Coach Hire			persons : £		
Fuel			persons : £		
VENUE: Entrance Fees/ Accommodation			DONATIONS		
persons : £			a)		
persons : £			b)		
persons : £			SPONSORSHIP		
			a)		
			b)		
OUTGOINGS:			c)		
a) Insurance			d)		
b)			FUND RAISING		
c)			a)		
d)			b)		
SPECIAL EXPENSES			OTHER INCOME		
a)			CLUB SUBSIDY		
b)					
OTHER EXPENSES			TOTAL		
			Surplus		
			Approved by Management Committee: _____ Date: _____		
TOTAL					
Excess					

Approved by Management Committee:

Date:

SAMPLE REGISTER OF PARTICIPANTS AND INSTALMENTS RECEIVED

Date of event: Destination: Cost of Activity:

Name		Deposit	Instalments	Total Paid
	Date			
	Receipt No			
	Amount Paid			
	Date			
	Receipt No			
	Amount Paid			
	Date			
	Receipt No			
	Amount Paid			
	Date			
	Receipt No			
	Amount Paid			
	Date			
	Receipt No			
	Amount Paid			
	Date			
	Receipt No			
	Amount Paid			
	Date			
	Receipt No			
	Amount Paid			
	Date			
	Receipt No			
	Amount Paid			

2. COMMUNICATION

With parents

Parents will need to be informed in detail on the tour. They will need a pack of information including:

- Purpose of the tour
- Dates, times and venues
- Relevant forms i.e. consent forms, medical forms etc
- Accommodation details including address, contact numbers and details of sleeping arrangements
- Staff names, roles and responsibilities and contact details
- Full itinerary
- Transport details
- Insurance details
- Supervision details including:
- Codes of conduct and consequence of them being breached
- Emergency procedures and contacts
- Welfare Policy
- Kit list
- Cost of the tour and when/how monies needs to be paid
- Spending money for the players
- Contact details for the club home contact (see page 26)





From parents:

- Completed and signed consent form (see sample form – page 16)
- Completed and signed medical form (see sample form – page 17)
- Completed and signed codes of conduct acceptance (see Young Person Code of Conduct – page 18)
- Specific dietary requirements
- Any information about the player that the staff may need to know i.e. a bereavement etc.

You will need to organise a meeting/briefing for both, inviting the players and their parents to agree final details and provide an opportunity for questions.

With players

It is good practice to meet with the players prior to the tour to discuss and agree:

- the purpose of the tour
- Dates, times and venue
- Codes of conduct (See Page 18 for Code of Conduct)
- Expectations of players and staff
- The itinerary
- Supervision and safety
- Accommodation and room allocation
- Who to speak to if they are worried, unhappy or homesick
- Emergency procedures.

With staff

Staff briefing.

- Purpose of the tour.
- Roles and responsibilities – all staff must be clear on their roles and responsibilities and expectations for this.
- Codes of Conduct – all staff must sign up to and adhere to the code of conduct and be clear of the consequence if this is breached (see page 19 for Code of Conduct)
- Training needs

All staff must have completed the SPYP course and have a clear understanding of the RFU Child Protection Policy and procedures for the tour, including:

- Supervision of players
- Staff/player ratios
- Full list of players, summary of medical details and emergency contacts (see page 20 for Sample Summary of Information Sheet)
- Emergency procedures – all staff must be clear on the emergency procedures and the lines of communication
- RFU Child Protection Policy

SAMPLE

Parental/Carer Consent Form for Rugby Tour

Copy to be taken by tour/team manager and copy to be retained by Home Contact.

Name of young person	Date of birth
Dates of tour	
Emergency contact name	
Relationship to young person	
Home address	
Tel home	
Tel work	
Mobile	

- I have received comprehensive details of the above tour and am aware of the RFU Policies and guidelines in relation to tours.
- I consent to my child taking part in the activities indicated.
- I agree to be at the pick-up/drop off point at the agreed time.

Signed – parent/carer
Printed
Date

RFU TOUR

Medical information

1. Does your child experience any conditions requiring medical treatment and/or medication?

Yes ☐ No ☐
If yes please give details;

2. Does you child have any allergies?

Yes ☐ No ☐
If yes please give details;

3. Does you child have any specific dietary requirements?

Yes ☐ No ☐
If yes please give details;

4. Please provide any further information you feel is necessary

- I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition other than those detailed.
- I consent to my child receiving medical treatment which in the opinion of a qualified medical practitioner may be necessary.

Signed – parent/carer	
Printed	Date



YOUNG PERSON CODE OF CONDUCT

You must:

- treat others with the same respect and fairness that you would like them to show you.
- demonstrate fair play on and off the field.
- look out for the welfare of yourself and others.
- challenge behaviour which is not okay.
- talk to a member of staff if you have a concern.
- be on time when meeting the team.

You must not:

- smoke.
- swear or use inappropriate language.
- engage in sexual behaviour.
- consume alcohol or illegal drugs.
- leave the site for any reason unless accompanied by a member of staff.

STAFF CODE OF CONDUCT

- All tour staff must respect the rights, dignity and worth of every young person with whom they work with and treat them equally within the context of Rugby Union.
- All tour staff must place the physical and emotional well being of all young players above all other considerations, including the development of performance.
- The relationship that tour staff develops with the players with whom they work must be based on mutual trust and respect.
- All tour staff must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players.
- All tour staff should clarify with the young players and their parents/ carers what is expected of them both on and off the rugby field and also what they are entitled to expect from the coach.

Tour staff must not:

- share a room with a player.
- smoke.
- consume alcohol or take illegal drugs.
- engage in sexual activity with each other or with players.
- engage in inappropriate physical contact.
- make sexually suggestive comments to a player even in jest.
- swear or use inappropriate language.
- arrange to meet a player on your own.

SAMPLE
SUMMARY OF INFORMATION ABOUT YOUNG PERSONS
AND ADULTS ON TOUR

Surname	Forename	Date of Birth
Address		
Next of Kin	Contact tel number	
Relevant Medical Information		
Passport Number		

Surname	Forename	Date of Birth
Address		
Next of Kin	Contact tel number	
Relevant Medical Information		
Passport Number		

Surname	Forename	Date of Birth
Address		
Next of Kin	Contact tel number	
Relevant Medical Information		
Passport Number		

Surname	Forename	Date of Birth
Address		
Next of Kin	Contact tel number	
Relevant Medical Information		
Passport Number		

Surname	Forename	Date of Birth
Address		
Next of Kin	Contact tel number	
Relevant Medical Information		
Passport Number		

Surname	Forename	Date of Birth
Address		
Next of Kin	Contact tel number	
Relevant Medical Information		
Passport Number		

3. STAFF AND SUPERVISION

Staff Recruitment and screening

All staff working on the tour must have been recruited using the RFU Policy and Procedures for the Welfare of Young People in Rugby – Recruitment and Selection of Staff, Coaches and Volunteers section 12 page 20 (see pages 24-25).

All screening processes and checks must be complete and satisfactory prior to going on Tour.

Codes of Conduct (see page 19)

All staff must sign up to and adhere to the Staff Code of Conduct. If staff breach the code of conduct this could result in disciplinary proceeding taken by the club and RFU.

All coaches will have signed up and be working to the RFU Coaches Code of Conduct (see page 26). On tour they are also excepted to adhere to the staff codes of conduct.

Staff must not:

- consume alcohol.
- smoke.
- use recreational or illegal drugs.
- provide alcohol, cigarettes or illegal drugs to the players.
- use inappropriate or foul language.
- condone poor practice or behaviour by any players or staff.



Ratios of staff to players

It is important to recognise the necessity for high ratios of staff to players.

In general terms a ratio of 1:10 is a minimum standard for players over eight years old. However consideration needs to be given to any possible scenario. e.g. How many staff does there need to be if there is an emergency? i.e. a minimum of two staff in any situation to deal with an emergency.

If the players are younger or have a disability there needs to be a higher ratio taking into considerations the needs of the team and players.

When identifying the number of staff and who to recruit consider:

- gender, age, ethnicity and ability of the players/team.
- Players with special needs or medical requirements or who are disabled.
- The competence and likely behaviour of the players.
- The number of Team Managers, Assistants, Coaches and specialist staff.
- The experience of the staff in supervising young people
- Supervision when travelling – the duration of the journey.

Roles and responsibilities

The Tour Manager/Leader must appoint key roles within the staff including:

- Team Manager
- Deputy Tour Manager/Leader
- Head Coach and coaches
- Welfare Officer
- Tour support officers
- First Aider

All Staff must:

- attend an induction/tour briefing.
- have completed the SPYC course.
- be familiar with the RFU Child Protection Policy and specifically for the tour.
- be familiar with the emergency procedures.
- know and understand the chain of reporting for any welfare issues or other emergency issues.
- have copies of player details and emergency contacts.
- have copies of staff contact details.
- have a copy of home contact.

ID cards should be designed with photos, allocated and worn by tour staff at all times.

Supervision

All supervision procedures must be agreed prior to going on tour.

- The players should not be left unsupervised at any time i.e. daytime rota, night time rota, and allocation of group leaders.
- All rotas must be communicated to the staff and players with relevant contact details i.e. mobile numbers of staff on duty.
- Overnight on call supervision is provided for all players and accommodation is regularly patrolled.
- 24-hour medical care must be provided.
- Fire alarm procedures are clearly communicated to all staff and players.
- Clear boundaries and rules are agreed and set regarding meal times, bed times, lights out etc.



Supervision whilst travelling

- The Team Manager is responsible for the players and staff at all times including maintaining good discipline.
- The driver should not be responsible for supervision.
- All of the players and staff should be made familiar with emergency procedures within the vehicle i.e. emergency door.

The Team Manager needs to consider the following:

- The level of supervision necessary on double decker buses and coaches i.e. one supervisor on each deck.
- The safety of the group when crossing the road.
- Clarity of the ground rules when the team is in transit – the main cause of accidents is misbehaviour.
- Sufficient and supervised stops.
- In the event of a breakdown or accident the players and staff remain under the management and supervision of the Team Manager.
- Head count when the players are getting on and off any form of transport.

Club home contact

The Tour Manager/Leader should appoint a club home contact. The person will be based back in the location of the club. The club home contact will be required if an emergency occurs. Ensure they have:

- a list of players, contact details and medical information.
- a list of staff, their contact details.
- the full itinerary.
- the name, address and contact details for the accommodation and venues used on the tour.
- copies of passport numbers, travel documents and tickets – for tours abroad.

4. RECRUITMENT AND SELECTION OF STAFF, COACHES AND VOLUNTEERS

It is of vital importance that all staff, coaches and volunteers are of the highest calibre and are safe to work with children and young people. Consequently it is crucial that stringent and reasonable steps are taken to prevent people from entering the sport of rugby union who may pose a threat to the safety and welfare of young people.

The following recruitment principles should be followed:

Advertising

If any form of advertising is used to recruit staff, it should reflect the:

- Responsibilities of the role.
- Level of experience or qualification required (e.g. working with children is an advantage).
- RFU/RFUW stance on Child Protection.

Applications

All adults who are in contact with young people, whether paid or voluntary, will complete an application form.

After a position has been offered the person must complete a CRB application form. Until the CRB Certificate has been received that person cannot work unsupervised.



Training

Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of poor practice or concerns of possible abuse.

The RFU/RFUW strongly recommends that:

- all adults who have regular contact with or have responsibility for young people complete the Safeguarding and Protecting Young People (SPYP) Course. (page 28 - Codes of Conduct)
- all adults who have a coaching responsibility for young people attend an appropriate RFU Coaching Course.

It is vital that all staff working with young people in the sport of rugby union are conversant with:

- Player centred coaching techniques.
- How to work with young people safely and effectively.

Monitoring and Appraisal

At regular intervals all professional staff will receive structured formal supervision. Volunteers should at least be given the opportunity to receive formal or informal feedback. In both instances this will enable managers and the member of staff to:

- identify training needs.
- set new goals.
- highlight concerns about inappropriate behaviour.

5. GOOD PRACTICE IN THE RUGBY SETTING

It is the aim of the RFU/RFUW that all young people enjoy the game in a safe enjoyable setting. The following section sets out good practice procedures which all those involved in the delivery of the game of rugby union to young people should adhere to.

Codes of good conduct for coaches and officials

Codes of conduct will ensure that all children and young people and the individuals who work with them will enjoy the game in a safe environment. When working with young people coaches and officials must adopt the following guidance:

1. They must always be publicly open when working with young people. They must avoid situations where the adult and an individual child are alone and/or unobserved, e.g. individual skill session after a team training session. They must work in pairs and never alone with a group or individual.
2. Rugby is a physical game. Situations will occur when, in order to teach or coach certain techniques, it is necessary to make contact with the player. However the following must apply:
 - Parents and young players must be made aware of situations in which this may happen when they join the club.
 - Physical handling must only be used for safety reasons or where there is no other way of coaching the technique and always with the permission of the child/young person and their parent/carer.
3. Any contact or touching which is inappropriate (not directly related to the coaching context) or is aggressive is poor practice and is unacceptable.
4. If groups are to be supervised in changing rooms, always ensure that individuals work in pairs and that gender is appropriate. Children/young people must not change at the same time or in the same place as adults.
5. Where mixed teams compete away from home they must always be accompanied by at least one male and one female adult.
6. Volunteers and professionals must respect the rights, dignity and worth of all and treat everyone with equality.

7. Coaches must place the well-being and safety of the player above the development of performance. This means that coaches must adhere to the following guidelines:

- Avoid overplaying of players (particularly talented players). All players need and deserve equal opportunity to play and to rest.
- Remember that children/young people play for fun and enjoyment and that winning is only a part of it.
- Motivate youngsters through positive feedback and constructive criticism.
- Ensure that contact skills are taught in a safe, secure manner paying due regard to the physical development of young players.
- Never allow young players to train/play when injured. If unsure, err on the side of caution.
- Ensure equipment and facilities are safe and appropriate to the age and ability of the players.

8. At least one coach per age group must hold a current RFU coaching award or a recognised award. All other coaches should hold a current RFU coaching award or be working towards one.

9. Coaches must keep up-to-date with knowledge and technical skills and should be aware of their own limitations. Coaches must only work within the limitations of their knowledge and qualifications.

10. Coaches must ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the players.

11. Coaches, managers, volunteers and parents must always promote the positive aspects of their sport (e.g. fair play), and never condone law violations or use of prohibited substances.

12. Coaches and team managers must consistently display high standards of personal behaviour and appearance.

13. Coaches, volunteers and parents must never overtly criticise players or use language or actions which may cause the player to lose self esteem or confidence.

14. Young People must neither be allowed, nor encouraged, to drink alcohol if they are under the legal age to do so.

6. TRANSPORT

Careful consideration must be given to the form of transport required for the tour.

Main Considerations:

- Passenger safety.
- Type of journey, time, distance, stops required.
- Qualifications, competence and training of the driver.
- Number of drivers required.
- Supervision of players whilst travelling (see page 23).
- Suitability of the transport if disabled players are members of the team.
- Insurance cover required.
- Legislation requirements i.e. seat belts in coaches and minibuses, types of licence required drive a minibus.

For information on using and driving minibuses in the UK and abroad, licence requirements and permits visit www.dvla.gov.uk/drivers/drmbus.htm or contact the DVLA and request fact sheet INF 28.

7. ACCOMMODATION

It is important that the accommodation is visited prior to the tour and that it is safe, clean and secure.

Risk Assessment (see page 8-9) and checks on the accommodation should ensure that it:

- meets basic fire regulations.
- is accessible for all players and staff.
- has clear policies adhered to on smoking and alcohol.
- meets health and safety requirements i.e. electrical appliances have up to date safety certificates, fire extinguishers are available and in date.
- is near to the rugby club/pitches where matches will be played.
- has security arrangements to prevent unauthorised visitors.

Further considerations:

- Immediate accommodation area should be exclusively for the team/staff use if possible.
- When booking accommodation check if any other groups are booked in at the same time. If there is, ascertain the name, address and telephone number of the other user(s) and make contact before the visit to give an outline of your programme and how it is to be managed.
- Careful consideration should be given to sharing the accommodation.
- Availability of recreational room or facility available for the players and staff to relax.
- The accommodation can meet any religious/cultural requirements that the players or staff may have.

Room Allocation

Tour manager/leader and the team manager should allocate the rooms prior to arrival at the accommodation. Considerations:

- Same age and gender together.
- Disabled players carers/support to be in adjoining rooms.
- No adult should share a room with a player.
- The same gender should be accommodated on the same floor.
- Staff should only enter a player's room in an emergency.
- All rooms must be accessible in case of an emergency.
- If the rooms have satellite or cable television ensure there is no access to unsuitable channels.
- If rooms have a mini bar ensure there is no access to alcohol.

Catering

Catering is a vital part of any residential facility and every effort should be made to:

- provide regular mealtimes appropriate to the programme.
- provide the caterers with all dietary requirements of players and staff.
- discuss menus with catering providers.

On arrival

On arrival at a venue you should:

- Confirm the accommodation
- Familiarise players and staff with venue/s
- Undertake a briefing meeting on the rules, emergency procedures, programme, expectations, reminder of the consequences if codes of conduct and rules are broken. Introduce the venue staff and ensure that they know who is who and what they are responsible for.
- Undertake a fire drill where applicable

8. EMERGENCY PROCEDURES

In case of emergency staff should have a copy of the player's home contact details and summary of any medical conditions.

If an emergency occurs:

- Remain calm.
- Establish the facts and nature of the situation.
- Ensure all players are safe and supervised.
- Contact the team manager as soon as possible (the team manager will ensure that all relevant personal are contacted i.e. tour manager, parents and home contact).
- Identify if any players/staff are hurt and their immediate medical requirements.
- If medical attention is required call the first aider or 999 for an ambulance.

If abroad ensure you have relevant numbers for emergency services or first aiders.

Staff must be aware of who is the first aid contact either within the staff or on site (accommodation or club).

- Ensure that any player going to hospital is accompanied by a member of staff.
- Complete an incident form once the situation is resolved (see page 34-35).



If the club home contact is involved, they will:

- contact parents and keep them up to date with information.
- liaise with the tour manager and if necessary the RFU.
- report the incident to insurers if required.

Welfare procedure

If there is a Welfare issue:

- Report the incident to the Welfare Officer.
- Complete an incident form (see page 34-35).
- The Welfare Officer with the Tour Manager will decide on a course of action using the RFU Policy and Procedures for the Welfare of Young People in Rugby.
- The Welfare Officer will contact social services the police, the RFU Child Protection Officer as required.

RFU/RFUW INCIDENT RECORD FORM		
Your name		Your position
Child's name	D.O.B.	Male or Female
Child's address		Parents'/carers' names and address
Disability (if applicable)		
Time and date of any incident		
Your observations		
State exactly what the child said and what you said. Remember do not lead the child – record actual details.		
Action taken so far		
Name of the alleged offender		Position in Sport
Relationship between the alleged offender and child		
Name of the alleged offender's position in sport	Marital status	Age
Address		

Continued on next page

External Agencies contacted (date and time)	
Police yes / no	If yes - which: Name and contact number Details of advice given
Social Services	If yes - which: Name and contact number Details of advice given
RFU	Name and contact number Details of advice given
Local Authority	If yes - which: Name and contact number Details of advice given
Other (e.g. NSPCC)	If yes - which: Name and contact number Details of advice given

Continued on next page



Signature: _____ Print Name: _____

Date: _____

The information which you provide on this form will be transferred to the CB Welfare Manager and the RFU's Child Protection Department either of whom may if necessary, provide the information to the relevant police force, social services department or other bodies concerned with the protection of children.

N.B. A copy of this form should be sent to social services or police after the telephone report. This form must be completed as soon as possible and certainly when the event or incident is fresh in the memory. Any delays in completing and forwarding this form may seriously jeopardise the safety, protection and welfare of the child/ young person.

Remember to maintain confidentiality on a need-to-know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

9. INSURANCE

When planning the tour the tour manager/leader must contact the RFU to establish:

- Type of cover required
- Type of cover the club already has

Be clear when liaising with accommodation venues and host clubs on their insurance cover.

The types of insurance to consider and enquire about are:

- Public liability
- Civil Liability
- Personal Accident
- Travel insurance

When liaising with insurers be clear about:

- the nature of the activity.
- the age(s) of participants.
- the travel arrangements.
- what the insurance covers.
- who the insurance covers.

10. TRAVELLING ABROAD

This section applies to planning a tour abroad. There are additional areas, which will need to be managed.

Planning

Ensure that you follow the planning guidelines in section 1.



In addition:

Further Planning	Action	By Who	By When	Comments/Budget
Authorisation by the club and Twickenham and line manager in the case of professional staff. • Partner abroad if appropriate • Foreign currency • Passports – Check all passports at the planning stage ensuring that all is in order (expiry date etc.) Are they all UK passports? – if not, seek advice re visa requirements • Make a note of passport numbers • Add passport no. onto the summary of participant information sheet which is to be left with the contact at home. (see page 20) • If a preliminary visit isn't possible get as much information as possible on the areas to be visited from:				

Further Planning	Action	By Who	By When	Comments/Budget
• The Foreign & Commonwealth Office's Travel Advice Unit – 0207 238 4503/4504 • Travel advice notices & leaflets are available at www.fco.gov.uk • Central Bureau for Educational Visits and Exchanges – 0207 389 4004 • Other clubs or schools who have used the facilities or been to the areas to be visited • National travel offices • Embassies • Travel agents • The internet, books and magazines • Details of the nearest British Embassy or Consulate in the countries you will be visiting and the telephone numbers. Give these details to the participants also. Try through the Foreign & Commonwealth Office's Travel Advice Unit – 0207 238 4503/4504 • Climate – what to take • Local hazards, local emergencies, local holidays				

Further Planning	Action	By Who	By When	Comments/Budget
• Customs and Excise – a leaflet can be obtained from the Collector of Customs and Excise, Burlington House, Dover, which lists duty and tax free allowances and describes prohibited and restricted goods. NB it is an offence for fireworks or flick knives to be brought into the country. • EHIC, which will cover limited medical expenses within the EU. Registration on these forms must take place prior to the journey. Available in the booklet, Health Advice for Travellers – Leaflet T2 – giving information on reciprocal medical assistance available in the EU countries and available from Post Offices and Travel Agents or Freephone 0800 555777. • If you are going outside Europe, are any injections or special medications needed or advisable? • Is a fitness programme necessary, particularly for out of season tours?				



Further Planning	Action	By Who	By When	Comments/Budget
• Route plans prepared. Are street maps/ plans necessary? • Disclosure checks for additional helpers on the hosting leg. • Briefing of families if the exchange is a homestay and checking out the accommodation for the incoming group. • Special training/ preparation for the group: • Language – List of useful phrases in the language of the country to be visited should be prepared and given to each participant. • Culture considerations – dress codes, local customs, attitudes to gender etc • Drugs, alcohol-usage – what are your rules concerning this? Is everyone, including parents, aware of them? • Food and drink – is the tap water safe to drink in the countries to be visited? Take care with raw vegetables, salads and unpeeled fruit, raw shellfish, underdone meat or fish				

Further Planning	Action	By Who	By When	Comments/Budget
• How to use phones abroad, money required and the code for phoning home • How to carry money and valuables discreetly e.g. money belts, zip armlets etc • What to do in an emergency • Transport Safety Rules – make sure they are aware which side of the road the traffic is				

Tour Manager/Leaders’ paperwork

Ensure you have:

- Travel tickets
- Passports and visas
- A separate list of the passport numbers of all members of the group
- EHIC cards
- Location details of the local hospital/medical services
- Location details and telephone number of the appropriate British Embassies/Consulates

HOSTING

Communication

Follow guidelines in section 2.



Staff and supervision

Follow guidelines in section 3.

The tour manager/leader may consider there is a need for more staff when travelling abroad. All staff must be recruited through appropriate methods.

Transport

Follow guidelines in section 4.

Ensure that when booking transport, there are clear boundaries for the players i.e. if travelling on a ferry where are they allowed to go, what are the rendezvous points, what happens in an emergency.

Accommodation

Follow guidelines in section 5.

On arrival ensure that everyone is clear on:

- Fire exits
- Emergency procedures
- Rendezvous points
- How to contact staff

Emergency procedures

Follow guidelines in section 6.

- Ensure that you have the contact details for the British Embassy.
- Ensure you know how to access medical help and where the nearest hospital.
- Ensure you know relevant procedures at the host club.

Insurance

Follow guidelines in section 7.

Further policies need to cover the following:

- Medical Cover (EHIC).
- Travel insurance to include cover for lost luggage (always check the policy cover).



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