

# **BOURNEMOUTH RUGBY FOOTBALL CLUB**

## **TOUR POLICY**

### **Tour Guidelines – Junior Section**

#### **Introduction**

These guidelines have been designed specifically to support individuals intending taking young players away on tour. The guidelines focus on a step-by-step process of planning ensuring that the young players 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
BRFC	Bournemouth Rugby Football Club
RFU	Rugby Football Union

#### **Acknowledgments**

*BRFC would like to thank the RFU, the Child Protection in Sport Unit and the ASA for kind permission to adaptation of materials from Safe Sport Events and Safe Sport Away.*

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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.

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### **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 if possible.

#### **1.2 Purpose of the Tour**

Identify the purpose of the tour:

- Social
- Training
- Competition
- Combination of the above

#### **1.3 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

#### **1.4 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

#### **1.5 Who**

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

- 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?

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### *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 manager 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

### **1.6 Risk Assessment**

A risk assessment will need to be carried out for:

- Tour activities e.g. ice skating, cinema...
- 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 15 - 17 for Sample Risk Assessment

### **1.7 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.

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

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### **1.8 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

### **1.9 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 18 - 19 For Financial Planning Sheet

### **1.10 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.

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### 2 Communication

#### 2.1 *with Parents*

Parents will need to be informed of all details of 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

#### *From Parents*

- Completed and signed consent form. (Consent Form – page20.)
- Completed and signed medical form (Medical Form – page 21)
- Completed and signed codes of conduct (Young Person Code of Conduct – Page 22.)
- 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 players and their parents to agree final details and provide an opportunity for questions.

#### 2.2 *with Players*

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

- Purpose if the tour
- Dates, times and venue
- Codes of conduct (Young Person Code of Conduct – Page 22.)
- 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

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### 2.3 *with Staff*

Staff briefing:

- Purpose of the tour
- Roles and responsibilities

All staff must be clear on their roles and responsibilities and expectations for them fulfilling their role

- 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 (Staff Code of Conduct page 23)

- Training needs

All staff must have completed the RFU GPCP course and have a clear understanding of the RFU Child Protection Policy and procedures for the tour

- Supervision of players
- Staff/player ratios
- Full list of players, summary of medical details and emergency contacts (Summary Information Sheet page 24)
- Emergency procedures

All staff must be clear on the emergency procedures and the lines of communication

- RFU Child Protection Policy

## 3 **Staff and Supervision**

### 3.1 *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). (Page 25 - 26)

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

### 3.2 *Codes of Conduct*

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 must have signed up and be working to the RFU Coaches Code of Conduct. On tour they are also expected to adhere to the staff codes of conduct. (Coaches Code of Conduct page 27)

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### **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

### **3.3 *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 8 years old. However consideration needs to be given to what if... And how many staff does there need to be if there is an emergency i.e. a minimum of 2 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 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

### **3.4 *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
- Completed the RFU GPCP 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

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- Have copies of player details and emergency contacts
- Have copies of staff contact details
- Have copy of home contact

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

### ***3.5.1 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, nighttime 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 are 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 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

### ***3.5.2 Club Home Contact***

The Tour Manager/Leader must appoint a “club home contact”. The person will be based back in the location of the club and be contactable at all times for the duration of the tour. The club home contact will be required if an emergency occurs. Ensure they have:

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- List of players, contact details and medical information.
- List of staff, their contact details.
- Full itinerary.
- Name, address and contact details for the accommodation and venues used on the tour.
- For tours abroad – copies of passport numbers, travel documents and ticket.

### 4 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.
- 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](http://www.dvla.gov.uk/drivers/drmbus.htm) or contact the DVLA and request fact sheet INF 28

If using a self-drive minibus to transport children, it is highly recommended that a second authorised driver travel in the minibus on journeys of more than 4 hours. Drivers who also do other work must not work longer than 10 hours in one day of which only 4 hours should be spent driving. No single journey is to be longer than 2 hours without taking a minimum 15-minute break. If driving for 4½ hours the accumulated length of breaks should be at least 45 minutes. More information is available in the RoSPA publication “Minibus Safety, A Code of Practice”, *During breaks the driver should not be required to supervise children.*

### 5 Accommodation

It is important that the accommodation is visited prior to the tour and that it is safe, clean and secure, although it is appreciated that this, sometimes, is impossible. If not possible to visit the accommodation try to contact any similar organisations who have previously used it.

#### *5.1 Risk Assessment*

Risk Assessments on the accommodation should ensure:

- Meets basic fire regulations.
- Accessible for all players and staff.
- Clear policies adhered to on smoking and alcohol.

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- It meets health and safety requirements i.e. electrical appliances have up to date safety certificates, fire extinguishers are available and in date.
- It is near to the rugby club/pitches where matches will be played.
- There are 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.
- Recreational room or facility available for the players and staff to relax.
- The accommodation can meet any religious/cultural requirements from the players or staff.

### ***5.2 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 players room in an emergency.
- All rooms must be accessible in case of an emergency.
- If the rooms have Sky TV ensure there is no access to unsuitable channels.
- If rooms have a mini bar ensure there is no access to alcohol.

### ***5.3 Catering***

Catering is a vital part of any residential 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.

### ***5.4 On Arrival***

- Sort out the accommodation.
- Familiarise players and staff venue/s
- 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.
- Fire drill.

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### 6 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 a member of staff accompanies any player going to hospital.
- Complete an incident form once the situation is resolved (Incident Report Form page 28)

If the Club Home Contact is involved, they will:

- Contact parents and keep them up to date with information.
- Liase with the tour manager, the Club Chairman or Secretary 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 Club Welfare Officer
- Complete an incident form (Welfare Incident Report Form page 29)
- The Club Welfare Officer along 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 Club Welfare Officer will contact Social Services, the police, the RFU Ethics and Equity Officer as required.

### 7 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 liasing with accommodation venues and host clubs on their insurance cover.

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The types of insurance to consider and enquire about are:

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

When liaising with insurers make clear:

- Nature of the activity
- Age of participants
- Travel arrangements
- What the insurance covers
- Who the insurance covers

### **8. Travelling Abroad**

All of the sections within this document apply to planning a tour abroad. There are, however, additional areas, which will need to be managed.

Ensure that you follow the planning guidelines in Section 1. Planning guidelines specific to overseas tours are in pages 31 – 34.

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### **STEPS TO FOLLOW WHEN ASSESSING RISKS**

#### **1. Venue or activity e.g. a another city/ going to the cinema**

**Potential Hazards:**

**eg**

- 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, eg:**

- Young people
- Students
- Group leader
- Staff

#### **3. List existing controls or note where the information may be found, eg:**

- Ensure sufficient supervision
- Know details of consulate
- Clear guidance to young people
- Exploratory visit

#### **4. How will you cope with the hazards, which are not currently controlled under (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.

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### HAZARD

<b>MINIMAL</b>	<b>LOW</b>	<b>MODERATE</b>	<b>HIGH</b>	<b>CRITICAL</b>
Results in very minor injuries	Results in minor injuries; e.g. slight cuts, minor fractures etc.	Results in injuries; e.g. severe cuts, minor fractures etc.	Causes disease, severe injuries; e.g. bone fractures etc.	Causes disease, loss of limb severe injuries; e.g. major bone fractures or death.
No first aid or medical treatment required	Requires first aid.	Requires first aid or medical treatment.	Requires medical treatment.	Requires medical treatment, hospitalisation and/or medical retirement
No lost time	No lost time.	Lost time <7days	Lost time <3 months	Lost time <3 months
Damage to plant/equipment etc. <£10	Damage to plant/equipment etc. range £10 -£100	Damage to plant/equipment etc. range £100 - £300	Damage to plant/equipment etc. range £300 - £5000	Damage to plant/equipment etc. £5000>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

### PROBABILITY

<b>MINIMAL</b> (unlikely to occur)	<b>LOW</b> (could happen but unlikely)	<b>MODERATE</b> (may happen in time)	<b>HIGH</b> (likely to happen within next 12 months)	<b>CRITICAL</b> (likely to happen any time)
Excellent safety controls & monitoring. Highly supervised	Controls effective	Causation and hazards happen infrequently.	Hazards occur intermittently or events with accident potential happen occasionally	Hazards exist permanently and adequate controls rarely applied
Detailed working procedures & highly skilled employees	Work routines and awareness adequate Highly trained and skilled staff	Controls, work routine & supervision normally adequate but could be improved	Inadequate controls, work routine and supervision poor or could be improved	Lack of supervision, training, procedures or equipment inadequate.
Hazards are high profile, staff training and awareness good	Hazards have high profile	Accidents have happened some time in the past	Hazard awareness adequate, but not fully controlled. Procedures not always adhered to.	Hazards not always appreciated. Procedures not always adhered to.
No accident history	No accident history		Accidents have happened several times in the past.	Accidents occur frequently.
<b>0.25</b>	<b>0.5</b>	<b>1</b>	<b>2</b>	<b>3</b>

### RISK RATING

<b>No Further Action</b>	<b>No Further Action at This Time</b>	<b>Take Steps to Reduce or Eliminate Hazards</b>	<b>Reduce or Eliminate Hazards as Soon as Possible</b>	<b>Immediate Action Required Now</b>
Continue to monitor	Continue to monitor	Undertake more detailed assessment such as JHA	Seek specialist advice	<b><u>CONSIDER STOPPING ACTIVITY</u></b> Seek specialist advice.
Reassess if any significant changes	Reassess if any significant changes.  Have long term plans to eliminate or reduce hazards.	Try to eliminate or reduce hazards as soon as practicable.  Reduce work routines and training.  Increase controls	Undertake more detailed assessment such as JHA.  Try to eliminate or reduce hazards as soon as reasonably practicable.  Reassess work routines and training. Increase awareness & controls.  Increase monitoring	Undertake more detailed assessment such as JHA  Try to eliminate or reduce hazards immediately  Reassess work routines and training. Increase awareness & controls.  Monitor constantly
<b>0.25 – 1</b>	<b>1 – 2</b>	<b>2 – 4</b>	<b>4 – 9</b>	<b>9 – 15</b>

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**RISK ASSESSMENT RECORD**

Location of activity to be assessed: \_\_\_\_\_ Tour to: \_\_\_\_\_

Date of Visit \_\_\_\_\_ Activity to be assessed \_\_\_\_\_

What hazards exist (what can go wrong)	What harm do the hazards present to children and other persons?	Hazard Minimal Low Moderate High Critical	Probability Minimal Low Moderate High Critical	Risk Rating	What precautions have already been taken to control the risk?	What additional control measures are required?	Date additional control measures to be implemented by?

Assessors name \_\_\_\_\_

Assessors signature \_\_\_\_\_

Date \_\_\_\_\_

Review date \_\_\_\_\_

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### FINANCIAL PLANNING SHEET FOR RUGBY TOURS

Date(s) of Tour:		Cost per head for Tour:		Destination:	
No of Participants:					
Leaders:	Other Adults:	Members U12:	12 – 20:	20+	
<b>EXPENDITURE</b>	<b>PROPOSED</b>	<b>ACTUAL</b>	<b>INCOME</b>	<b>PROPOSED</b>	<b>ACTUAL</b>
<b>TRAVEL:</b> Rail/Car/Minibus/ Coach/ Sea/Air			<b>PARTICIPANTS:</b>		
..... persons : £			..... persons : £		
..... persons : £			..... persons : £		
..... persons : £			..... persons : £		
Vehicle /Coach Hire			Staff/Adults		
Fuel			..... persons : £		
<b>VENUE:</b> Entrance Fees/ Accommodation			..... persons : £		
..... persons : £			<b>DONATIONS</b>		
..... persons : £			a)		
..... persons : £			b)		
<b>OUTGOINGS:</b>			<b>SPONSORSHIP</b>		
a) Insurance			a)		
b)			b)		
c)			c)		
d)			d)		
<b>SPECIAL EXPENSES</b>			<b>FUND RAISING</b>		
a)			a)		
b)			b)		
<b>OTHER EXPENSES</b>			<b>OTHER INCOME</b>		
			<b>CLUB SUBSIDY</b>		
<b>TOTAL EXPENDITURE</b>	£	£	<b>TOTAL INCOME</b>	£	£
Excess of expenditure over income	£	£	Surplus of income over expenditure	£	£

Approved by Management Committee ..... Date .....

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Register and instalment overleaf

### REGISTER OF PARTICIPANTS AND PAYMENT INSTALMENTS RECEIVED

*Date of event ..... Destination ..... Cost of Activity .....*

<i>NAME</i>	<b>DEPOSIT</b>	<b>INSTALMENTS</b>							<b>TOTAL PAID</b>
	Date								
	Receipt No								
	Amount Paid								
	Date								
	Receipt No								
	Amount Paid								
	Date								
	Receipt No								
	Amount Paid								
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	Amount Paid								
	Date								
	Receipt No								
	Amount Paid								

# BOURNEMOUTH RUGBY FOOTBALL CLUB

## TOUR POLICY

### Parental/Carer Consent Form for Rugby Tour

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

<b>Name of Young Person</b>		<b>Date of Birth</b>	
<b>Dates of tour</b>			
<b>Emergency Contact Name</b>		<b>Relationship to young person</b>	
<b>Home Address</b>		<b>Tel Home</b>	
		<b>Tel Work</b>	
		<b>Mobile</b>	

- I have received comprehensive details of the above tour and am aware of the BRFC and RFU Policies and guidelines in relation to tours.
- **I consent to my child taking part in the activities indicated. I acknowledge that the Club will be liable in the event of any accident, only if they have failed to take reasonable steps in their duty of care for my child during the tour.**
- I agree to be at the pick-up/drop off point at the agreed time

<b>Signed – parent/carers</b>	
<b>Printed</b>	
<b>Date</b>	

# BOURNEMOUTH RUGBY FOOTBALL CLUB

## TOUR POLICY

### Medical Information

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

**Yes**

**No**

If yes please give details

--

**2. Does your child have any allergies?**

**Yes**

**No**

If yes please give details

--

**3. Does your 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	

# BOURNEMOUTH RUGBY FOOTBALL CLUB

## TOUR POLICY

### Young Person Code of Conduct

You must not:

- Smoke
- Use foul language
- Engage in sexual behaviour
- Consume alcohol or illegal drugs
- Leave the site for any reason unless accompanied by a member of staff

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
- If you have a concern talk to a member of staff
- Be on time when meeting the team

Signed: .....

Player

Date: .....

Signed: .....

Parent/Guardian/Carer

# **BOURNEMOUTH RUGBY FOOTBALL CLUB**

## **TOUR POLICY**

### **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 develop 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 in fun
- Swear or use inappropriate language
- Arrange to meet a player on your own

Signed: .....

Date: .....

**BOURNEMOUTH RUGBY FOOTBALL CLUB**

**TOUR POLICY**

**SUMMARY OF INFORMATION ABOUT YOUNG PERSONS  
AND ADULTS ON TOUR**

<b>Passport Number</b>							
<b>Relevant Medical Information</b>							
<b>Contact tel Number</b>							
<b>Next Of kin</b>							
<b>Address</b>							
<b>Date of Birth</b>							
<b>Forename</b>							
<b>Surname</b>							

# **BOURNEMOUTH RUGBY FOOTBALL CLUB**

## **TOUR POLICY**

### **RFU – POLICY AND PROCEDURES FOR THE WELFARE OF YOUNG PEOPLE IN RUGBY UNION – SECTION 12 RECRUITMENT AND SELECTION OF STAFF, COACHES AND VOLUNTEERS**

Anyone may have the potential to abuse young people in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. It is essential the same procedure is used consistently throughout the game. Under the Protection of Children Act 1999 all individuals working on behalf of RFU/W are treated as employees whether paid or volunteers

The following recruitment checks must be carried out

#### **12.1 Advertising**

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

- 12.1.1** Responsibilities of the role
- 12.1.2** Level of experience or qualification required ( e.g working with children an advantage)
- 12.1.3** RFU stance on Child Protection

#### **12.2 Applications**

- 12.2.1** All adults who are in contact with young people, whether paid or voluntary, should complete an application form (See appendix 6 in policy).

#### **12.3 Checks and References**

- 12.3.1** All adults who have “**regular supervisory contact with young people**” will undertake a CRB Enhanced Disclosure. These adults will include
  - Professional Staff
  - All coaches/assistant coaches
  - Heads of Mini/Midi Rugby sections
  - Heads of Youth Rugby Sections
  - Team Managers
  - All referees who manage mini/midi and youth games
  - Welfare Officers
  - Physiotherapists
- 12.3.2** A minimum of two written references should be taken up and at least one should be associated with former work with young people. If an applicant has no experience of working with children, training is strongly advised

#### **12.4 Interview/induction**

- Where appropriate e.g. all professional appointments for full or part time should undergo formal interview
- All staff, paid or voluntary, must undergo a formal or informal induction in which;
- Coaching qualifications, if applicable are verified
- Training needs are identified
- Appropriate Codes of Conduct and Codes of Good Practice are signed up to
- The roles, responsibilities and expectations of the job are clarified
- Child Protection Procedures are explained and training needs established

# **BOURNEMOUTH RUGBY FOOTBALL CLUB**

## **TOUR POLICY**

### **12.5 Training**

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

The RFU **strongly recommend**

**12.5.1** All adults who have regular contact with young people complete the “**RFU Guide to Best practice and Child Protection**”

**12.5.2** 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 Rugby Union are conversant with**

- **Player centred Coaching techniques**
- **How to work with young people safely and effectively**

### **12.6 Monitoring and Appraisal**

All staff and volunteers should, at regular intervals, be given the opportunity to receive formal or informal feedback. This will enable managers to

- Identify training needs
- Set new goals
- Highlight concerns about inappropriate behaviour

# **BOURNEMOUTH RUGBY FOOTBALL CLUB**

## **TOUR POLICY**

### **RFU**

#### **Coaches Code of Conduct**

1. All rugby coaches must respect the rights ,dignity and worth of every young person with whom they work and treat them equally within the context of Rugby Union.
2. All rugby coaches must place the physical and emotional well being of all young players above all other considerations, including the development of performance.
3. The relationship that a rugby coach develops with the players with whom they work must be based on mutual trust and respect.
4. All rugby coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young players.
5. All rugby coaches must encourage young players to accept responsibility for their own behaviour and performance.
6. All rugby coaches 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.
7. All rugby coaches should work in partnership with others within the game, (officials, doctors, physiotherapists, sports scientists) to ensure the well-being, safety and enjoyment of all young players.
8. All rugby coaches must promote the positive aspects of the sport e.g. Fair Play etc. Violations of the Laws of the Game, behaviour contrary to the spirit of the Laws of the Game or relevant regulations or the use of prohibited techniques or substances must never be condoned.

# BOURNEMOUTH RUGBY FOOTBALL CLUB

## TOUR POLICY

### Tour Emergency Report Form

BRFC Emergency /Incident Report Form		
Your Name	Your Position	
Child's Name	D.O.B.	Male or Female
Child's address	Parents/carers names & address:	
<b>Ethnic Group</b>		<b>Disability (if applicable)</b>
<p><b>1. White</b>    British    Irish    Other    please specify:</p> <p><b>2. Mixed</b>    White /Black Caribbean    White/Black African    White/Asian    Other mixed background    please specify</p> <p><b>3. Asian or Asian British</b>    Indian    Pakistani    Bangladeshi    Other Asian background    please specify :</p> <p><b>4 Black or Black British</b>    Caribbean    African    Other black background    please specify:</p> <p><b>5. Chinese or other Oriental group</b>    Chinese    Other    please specify</p> <p><b>6. Other group not included above</b>    please specify</p>		
<b>Time and date of any incident:</b>		
Nature of the incident		
Your observations:		
Action Taken		
By Who		
When		
Signed:		Print Name:
Role:		Date/Time

Send a copy of the Incident Form to the Tour Manager/ Leader

**BOURNEMOUTH RUGBY FOOTBALL CLUB**

**TOUR POLICY**

**POLICY AND PROCEDURES FOR THE WELFARE OF YOUNG PEOPLE IN RUGBY UNION**

<b>BRFC WELFARE INCIDENT RECORD FORM</b>		
Your Name	Your Position	
Child's Name	D.O.B.	Male or Female
Child's address	Parents/carers names & address:	
<b>Ethnic Group</b>		<b>Disability (if applicable)</b>
<p><b>1. White</b>    British    Irish    Other    please specify:</p> <p><b>2. Mixed</b>    White /Black Caribbean    White/Black African    White/Asian    Other mixed background    please specify</p> <p><b>3. Asian or Asian British</b>    Indian    Pakistani    Bangladeshi    Other Asian background    please specify :</p> <p><b>4 Black or Black British</b>    Caribbean    African    Other black background    please specify:</p> <p><b>5. Chinese or other Oriental group</b>    Chinese    Other    please specify</p> <p><b>6. Other group not included above</b>    please specify</p>		
<b>Time and date of any incident:</b>		
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:		

## BOURNEMOUTH RUGBY FOOTBALL CLUB

### TOUR POLICY

Name of Accused	Position in Sport	
Relationship between the accused and child		
Ethnic origin (please state as per chart above)	Marital status	Age
Address:		
<b>External Agencies contacted (date and time)</b>		
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	
NGB	If yes – which: 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	

**N.B. A copy of this form should be sent to social services or police after the telephone report. 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.**

# BOURNEMOUTH RUGBY FOOTBALL CLUB

## TOUR POLICY

### OVERSEAS TOUR PLANNING

Further Planning	Action Required	By Who	By When	Complete/Not Complete
<p>Authorisation by the club and Twickenham and line manager in the case of professional staff.</p> <ul style="list-style-type: none"> <li>• Partner abroad if appropriate</li> <li>• Foreign currency</li> <li>• 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</li> <li>• Make a note of passport numbers (photocopy?)</li> <li>• Add passport no. onto the “Summary of participant information” sheet which is to be left with the contact at home. Page 24</li> <li>• If a preliminary visit isn’t possible get as much information as possible on the areas to be visited from:</li> <li>• The Foreign &amp; Commonwealth Office’s Travel Advice Unit – 0207 238 4503/4504</li> <li>• Travel advice notices and leaflets are available at <a href="http://www.fco.gov.uk">www.fco.gov.uk</a></li> <li>• Central Bureau for Educational Visits and Exchanges – 0207 389 4004</li> <li>• Other clubs or schools who have used the facilities or been to the areas to be visited</li> </ul>				

## BOURNEMOUTH RUGBY FOOTBALL CLUB

### TOUR POLICY

Further Planning	Action Required	By Who	By When	Complete/Not Complete
<ul style="list-style-type: none"> <li>• National travel offices</li> <li>• Embassies</li> <li>• Travel agents</li> <li>• The internet, books and magazines</li> <li>• 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 and Commonwealth Office's Travel Advice Unit – 0207 238 4503/4504</li> <li>• Climate – what to take</li> <li>• Local hazards, local emergencies, local holidays</li> <li>• 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.</li> <li>• E111, 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.</li> <li>• If you are going outside Europe, are any injections or special medications needed or advisable?</li> <li>• Is a fitness programme necessary, particularly for out of season tours?</li> <li>• Route plans prepared. Are street maps/plans necessary?</li> </ul>				

## BOURNEMOUTH RUGBY FOOTBALL CLUB

### TOUR POLICY

Further Planning	Action Required	By Who	By When	Complete/Not Complete
<ul style="list-style-type: none"> <li>• Disclosure checks for additional helpers on the hosting leg.</li> <li>• Briefing of families if the exchange is a homestay and checking out the accommodation for the incoming group.</li> <li>• Special training/preparation for the group:</li> <li>• Language - List of useful phrases in the language of the country to be visited should be prepared and given to each participant.</li> <li>• Culture considerations - dress codes, local customs, attitudes to gender etc</li> <li>• Drugs, alcohol-usage – what are your rules concerning this? Is everyone, including parents, aware of them?</li> <li>• 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</li> <li>• How to use phones abroad, money required and the code for phoning home</li> <li>• How to carry money and valuables discreetly e.g. money belts, zip armllets etc</li> <li>• What to do in an emergency .</li> <li>• Transport Safety Rules – make sure they are aware which side of the road the traffic is</li> </ul>				

# **BOURNEMOUTH RUGBY FOOTBALL CLUB**

## **TOUR POLICY**

### **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
- Forms E111
- Location of the local hospital/medical services
- Location and telephone number of the appropriate British Embassies/Consulates

### **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 - Full 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 re 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 be cover the following:

- Medical Cover (E111)
- Travel insurance to include cover for lost luggage (always check the policy cover)