



Ellingham and
Ringwood RFC

Tour Policy

Introduction

Tours are a long standing tradition of rugby and the best tours are usually the result of good planning.

Ellingham and Ringwood RFC actively promote and encourage individual age groups within the club to organise tours.

The club considers this to be an ideal way to promote bonding and friendship within groups and assist in the personal, coaching and playing development of players.

Approval

This policy was approved by the club's committee in August 2015.

Definition of a tour

For the purposes of this policy a tour is defined as "any Ellingham and Ringwood RFC age group that travels to a game or tournament with an overnight stay".

A tour is still a tour even if the parents accompany the players although the risk factors may be reduced.

Applicability

This policy is applicable to all Mini and Junior age groups, including the Girls section. It will also apply to all tours in the senior section where players under the age of 18 are playing.

Overall management

All tours must be organised and self-funded by the age group.

Public fundraising on behalf of the tour will require club approval prior to commencement of fundraising.

The age group must appoint a Tour Manager who will be accountable for the tour.

The Tour Manager should notify the Mini or Junior Chairman (as appropriate) and the club's Safeguarding Officer as soon as they start the planning process.

Working with HRFU, the Academy Chair will detail all necessary paperwork and processes to be completed.

Players of the touring party must be registered with the club and RFU.

Timings

Tours must be approved by the club and HRFU no later than **6 weeks prior to departure** of the tour. It is up to the tour Manager to make sure that all paperwork and processes have been completed in time.

Practically, this means that tour planning must commence early.

Permission to tour

Attention is drawn to the requirement for all tours to be

signed off on the appropriate RFU form by the club and Hampshire RFU. In addition any international tour also requires the explicit consent and approval of the RFU.

Club approval, including that of the club's Safeguarding Officer and Academy Chair, will only be given subject to the age group's disciplinary record and confirmation from the Tour Manager that all necessary procedures will be undertaken and all relevant club, RFU and Hampshire RFU policies, procedures and guidance followed.

An age group (or individual players) poor discipline record may result in the withdrawal of the club's approval to tour at any stage in the process. It is important that players and Tour Managers are aware of this throughout the season.

Safeguarding requirements

It is the responsibility of the Tour Manager to ensure all safeguarding requirements are fully met prior to the tour and fully observed whilst on tour.

Safeguarding requirements for tours are comprehensive and non negotiable. They must always be followed. Failure to meet the safeguarding requirements for a tour will mean that the club will withdraw approval for the age group to tour.

Further details of these requirements can be found on the RFU website in the document

called "Touring with Children and Vulnerable Adults".

The RFU clearly lays out expectations and best practices for

- Communication
- Volunteers and Supervision
- Accommodation
- Emergency Procedures
- Insurance
- Travelling Abroad
- Risk Assessments
- Planning Checklists

Discipline

Whilst on tour all participants are reminded that they are representing Ellingham and Ringwood RFC.

Any misconduct will be viewed extremely seriously and will be dealt with under the club's Disciplinary Procedures.

Tours are also reminded that any misconduct whilst on tour may lead the RFU / Hampshire RFU to apply serious sanctions to the club as a whole including withdrawing permission for future tours, fines or playing sanctions against the club.