**Bracknell Rugby Football Club**



Tour Policy – Senior Teams

**Introduction**

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. At Bracknell RFC we like to encourage our teams to Tour.

Bracknell RFC Executive Committee has set the following tour policy for adherence by all Senior 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>

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. A tour is any activity that requires a stay of one or more nights.

* The Bracknell RFC Executive Committee requires all Senior 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).
* All tours must conform to RFU guidelines.

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.
* 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, [secberkscrfu@gmail.com](mailto:secberkscrfu@gmail.com) Allow up to 3 months to get permission.

The Bracknell RFC Executive Committee reserves the right to decline permission of the proposed tour if any of the following condition exist:

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

**General Requirements**

* Tours will not be permitted to any country or region where there is apparent unrest or the likelihood of unrest. Safety should be at the forefront of all planning.
* It is important that the welfare of touring team 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 Bracknell RFC’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.
* All playing tourists must be paid-up members. NB, this is essential as insurance will NOT cover non-members.
* 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.
* 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 team account. The Tour finance staff needs to ensure that the tour is cash flow positive i.e. Receipts always exceed payments made.
* Tours must be as inclusive as possible, regardless of players’ financial situation.
* 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.
* Sponsorship can be organized by any section with the monies being used solely for that section 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.
* 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.
* Bracknell RFC Rugby has an online Club kit shop which should be used for all tour kit purchases. Orders can be placed via the club kit shop 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.
* 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.
* 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.
* 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.
* An invitation to tour must be extended to all members relevant to the specific team. Organisers must be aware of and consider costs in order to be equitable and affordable to all.
* Accommodation must be suitable in relation to the team and must be assessed as adequately safe and hazard free. Where possible, a site visit and a risk assessment should be undertaken.
* No person connected with the tour will make any commitment on behalf of the Club.
* 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 vulnerable adults it is essential that you read the RFU Touring with Children and Vulnerable Adults Guide.

**Procedure for Permission to Tour**

Each tour group must obtain permission from the club to tour as follows:-

* Firstly submit their application to tour to their relevant person – Club Honorary Secretary not less than three months prior to the start of the proposed tour by completing the Club’s ‘Tour Application’ form. Completing all details of the travel and accommodation arrangements, costs, fixtures, insurance etc.
* Tours that are to take place outside the United Kingdom and Ireland and have the agreement of the Club Executive Committee must also get ratification from the relevant RFU bodies. Relevant applications are made via downloading the form(s) which should be completed by the tour organiser/manager and signed by the Club Honorary Secretary and Chairman, which then need to be sent to Berkshire RFU Secretary who will obtain consent from the Constituent Body and forwards it to the RFU.
* Remember that Berkshire RFU and the RFU usually requires a minimum of three months’ notice of the tour for it to give its permission.
* 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 Bracknell RFC Tour Approvals Template which is located on the club website.
* Completed tour forms should be sent to Clubs Honorary Secretary by email [secretary@bracknellrugbyclub.com](mailto:secretary@bracknellrugbyclub.com)

**Insurance**

* Players are covered for playing matches and training while on tour (maximum 31 days) under the RFU’s Accidental Death & Permanent Disability Insurance scheme. However, cover is limited to **rugby playing risks only**.
* The Club requires that Tour Insurance must be arranged, whatever the destination, to provide 24-hour cover for:-
  + Non-playing accidents.
  + Non-playing personal.
  + Personal effects.
  + Medical expenses (including any repatriation costs following an accident or injury). This is also a requirement of the RFU.
* You are free to get this cover from any insurance company or broker you wish. However, this can be arranged through the providers of the RFU Insurance scheme.
* If the tour includes any potentially hazardous activities (i.e. canoeing, climbing, abseiling, bungee jumping, archery etc) then the organisers of these specific events must provide written evidence that all activities are undertaken under the control of appropriate qualified staff and they are fully covered by an insurance policy against accident, medical expenses and public liability etc.
* Full Travel and Sports injury insurance is mandatory.
* 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.
* 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.

**Club Code of Conduct & Welfare Policy**

* All tourists, coaches and managers, must remember that they fall under all RFU and Bracknell RFC policies and codes.
* All members including coaches/managers/players must abide by the Code of Rugby whilst on tour and have a responsibility to act as role models whilst representing the Club.
* 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 anyone who is disruptive may be asked to leave the tour. Any resulting additional costs incurred will be met by the adult concerned.
* 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.
* Any person asked to leave a tour will not receive a refund on the original cost of that tour.

**Medical Information**

* A medical form must be filled by any player. 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.
* If organizing a tour in Europe, an EHIC card is mandatory for each participant. These should be arranged by the player at least 4 weeks before the Tour.
* 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.

**Tour Report**

Following the tour, the Tour/Team Manager must submit a brief tour report to the Executive Committee with 2 weeks of the return date. These post tour reports will promote and support other age groups/teams in planning their future tours.

The Report should cover:

* How the tour was organised and who with.
* Method of travel and quality.
* Type of accommodation and quality.
* Clubs played, quality of Rugby, reception & facilities.
* Cost & any other useful hints.

**Key Points/Reminders**

* THIS TOUR POLICY IS BINDING ON ALL CLUB MEMBERS.
* NO UNAUTHORISED TOURS WILL BE PERMITTED.
* FAILURE TO ADHERE TO THIS POLICY COULD RESULT IN DISMISSAL FROM THE CLUB.