



THE RFL GUIDE TO TOURING

Planning Your Tour

Whilst it is for you to determine the appropriate arrangements for any tour, the following document acts as guidance as to the steps that should be covered when preparing to go on tour.

- Submit the Touring Application within 3 months of the tour and submit to the RFL
- A risk assessment should be completed and retained
- A child welfare plan should be carried out and retained

Communication

It is essential to meet with players and parents/guardians in the early stages of planning of the tour, as they can be cautious when their children are away, therefore careful planning and preparation is imperative.

Regular updates should be given and a final meeting prior to the tour is essential in order for any questions to be answered.

Parents/Guardians

Parents should be given a detailed description of the tour well in advance. An itinerary should be given including the following:

- Dates, times, details of transport
- Destination and accommodation details
- Room allocations
- Contact details for the tour manager and an emergency home contact from the club. (The appointed home contact should be available for parents to contact should they have any queries whilst their child is on tour).
- All parents should sign a consent form for non-rugby league activities, permission for photography and medical treatment.
- Should be informed of meal arrangement and advise of any dietary requirements for their children,
- Kit and equipment list
- Competition details
- Spending money for players (including currency needed)
- A list of personnel attending the tour
- Copies of the code of conduct and tour safeguarding policy should be included.

Players

It is necessary to communicate the following with the players:

- The behaviors expected of them
- Itinerary and room allocation
- Rules whilst on tour
- Emergency procedures

Volunteers and Supervision

All volunteers should:

- Be aware of the RFL Safeguarding Policy:
<http://rflmedia.therfl.co.uk/docs/RFL%20Safeguarding%20Policy.pdf>
- Be aware of the responsibilities expected of them
- A rota of supervision must be communicated to all volunteers.

- It is a requirement that all volunteers attending a tour have a valid DBS:
http://www.therfl.co.uk/the-rfl/child_welfare/dbs_formally_crb

Club Home Contact

There should be a home point of contact that should have a detailed itinerary, a list of all members of the touring group and a list of all emergency contact details.

Child Welfare Officer

A Child Welfare Officer (CWO) should be appointed for the duration of the tour in order to deal with any concern's players may have and to deal with any incidents accordingly.

Accommodation

It is important that when you plan for room allocations the following are taken into consideration:

- Age
- Gender
- Supervision
- No player should share a room with a member of staff unless it is their parent/guardian

On Arrival

- On arrival, be sure to check the rooms for damage and safety. Ensure that no alcohol is present in the room.
- Check there is a safe place for valuables
- Arrange a group meeting to discuss rules/curfews and outline safety procedures.

Insurance

- Check with The RFL that the relevant Personal Accident cover is in place
- Travel insurance can be obtained by contacting Bartlett Insurance Brokers on 0113 259 3616 or by email DAney@bartlettgroup.com

Travelling Abroad

- Ensure you have an overseas contact and their details
- Consider the climate. Are any precautions needed?
- Have you considered the cultural traditions of the touring country?
- Are any Vaccinations/ medications needed?
- Be aware of people's religious backgrounds. Can you accommodate to these?

Emergency Situations

All important documents should be kept together safely in a folder and taken to all trips and training sessions should anything be needed in an emergency.

In case of an emergency:

- Make sure you have details of the British Embassy
- Ensure you have photocopies of all players/Staff/volunteers' passports.
- Ensure that when travelling within the EU everyone has EHIC cards. Further information can be found on: <https://www.ehic.org.uk/Internet/startApplication.do>
- Inform the appointed home contact and contact the emergency contact as soon as possible
- Notify insurers
- Notify the RFL at tours@rfl.uk.com

Additional Information and Documents

Further information can be found on <https://thecpsu.org.uk>

Risk Assessments, Child Welfare Plans and Code of Conduct forms can be found on:
http://www.therfl.co.uk/more/clubs/manage_your_club/touring