



SCRFC EXCURSIONS POLICY

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1. Introduction

Terms used;

“the Club”, “SCRFC”;	- Stirling County Rugby Football Club.
“tourist”	- an age grade person (U18 and below) who is a participant of the excursion.
“excursion”	- any journey or tour where the travel is organised by the club – outside of normal away matches at other rugby venues.
“Tour Director”	- lead organiser and person responsible for the safety and well-being of all “tourists”.
“Tour Coaches”	- additional club coaches assisting the Tour Director on the excursion.
“parent”	- will be used in place of “parent/guardian” throughout.

The details contained within this document provides advice to whoever is in charge of the group, but the main aim is to ensure the safety and well-being of any group going on an excursion.

Outlined below are some of the main points which should be read alongside the policy document.

1. All excursions involving groups staying away overnight must have the following forms and a complete programme.
 - a. Club Director’s approval form
 - b. Parental Consent Form
 - c. Personal Consent Form
 - d. See Appendix 1 for an example
2. Normal travel arrangements to away games should be notified to the player and parental consent will be assumed. However, a list of all those travelling on club organised transport should be left at the club in an agreed place.
3. All adults accompanying groups shall be Disclosure Scotland Checked.

1.1. *Definition*

Excursions, for the purpose of this Policy, are seen as any journey which takes a group of young people away from the club beyond a “normal” away fixture. In order to minimise the risk it is important that all the necessary preparatory work is done and every precaution should be taken to ensure the safety of participants during each excursion.

1.2. *Policy Statement*

The club is keen to support rugby excursions that will help to develop our rugby players, provide fun for all concerned and maintain the social experience of touring that is such an important part of the game. The purpose of this guidance is to avoid any unnecessary risks to the safety of tourists or risks to the club’s reputation and/or financial position.

‘No person engaged upon an official excursion should be placed at unreasonable risk or should place others at risk by participating in that excursion’

The achievement of this aim requires a common-sense approach to planning the excursion. The responsibility for ensuring that this planning is properly carried out lies firmly with the appropriate person organising the excursion. Travel arrangements for tours will be organised in consultation with the Club directors and appropriate convenor(s).

1.3. *General Aims / Framework*

a) Personal Capability

The Tour Director shall always take into account the personal capabilities of the individual participants. Clear information on the excursion programme should be made available to parents to ensure consent as no activity should make demands beyond the physical and emotional capabilities of the individual.

b) Social Inclusion

The Tour Director shall try to minimise barriers to participants e.g. ability to pay.

c) Impact on the Club

The Directors are keen to ensure that club funds are used fairly across different age groups. It is important that Junior excursions do not conflict with school commitments and that players are kept 'busy' to avoid any disciplinary issues. The fundraising activities for large excursions need to take account of the remainder of the club and the potential for the continuous demands/requests for monies across the club membership.

d) Clothing/Equipment

Individuals must be adequately clothed and equipped to cope with the demands of the excursion and conditions likely to be encountered. Parents shall be provided with a clothing/equipment list that shall meet the minimum requirements of the excursion.

e) Supervision

There must always be a level of supervision adequate for the needs of individuals and the demands of the excursion and conditions likely to be encountered.

f) Insurance

The Tour Director shall ensure the excursion has adequate insurance.

g) Contingency Planning

There must be thought given to possible problems and how they can be tackled e.g. bad weather, accidents, etc. See example risk assessment forms - see Appendix 5.

h) Communication

All individuals participating in an excursion must be well informed at all times particularly about routes, timings and contingency planning.

i) Parental Consent

Detailed information must be given with adequate notice to parents from whom WRITTEN PARENTAL CONSENT MUST ALWAYS BE OBTAINED for tourist. If a tourist has not had written consent provided, then they shall not be permitted to join the excursion.

j) Official Approval

All excursions must be formally approved by the President of the Club. This approval takes place in phases;

- Firstly, approval to organise an excursion. A preliminary tour plan/agenda with proposed budget/fund raising plans/etc. See approval form on page 15
- Secondly, a quarterly report/update is required to be given to the President on the status of planning/fund raising/etc.

2. Areas of Responsibility – “In loco parentis”

The Tour Director stands in the place of the parent and undertakes a duty of care to the tourists equal to the duty of care of a reasonable parent. The Tour Director shall ensure sufficient Tour Coaches are taken on the excursion to act in this manner. This duty requires planning and anticipation, as well as making Tour Coaches aware of their own responsibilities.

3. Supervision

Supervision is the major responsibility which the Tour Director and Tour Coaches will undertake. There are no occasions during an excursion when these individuals may abdicate this responsibility, and the position of being “in loco parentis” cannot be delegated. In terms of establishing levels of supervision it is important that a common-sense approach is adopted. The Tour Director must take into consideration the following factors:-

- The duration, nature and location of the excursion.
- The conditions (including weather) and circumstances which are likely to be met.
- The ages, personal capabilities and characteristics of the participants.
- The needs of the Tour Coaches
- The ratio of adult:young person shall be
 - a. U18 to U15; 8 to 1
 - b. U14 to U12; 6 to 1
 - c. U11 and younger; 5 to 1

The Tour Director shall ensure that Tour Coaches are assigned as “Tour Fathers” for groups of tourists for the duration of the excursion

4. Non-Rugby Activities

Where the excursion is planning to have what could be deemed outdoor activities which have a potential for risk (eg rock climbing, sailing, go-karting, etc) then the Tour Director shall ensure that the commercial centre providing the activity is appropriately licensed and the instructors hold the relevant qualifications.

5. Mixed Sex Excursions

When excursions last several days and have tourists/coaches of mixed sexes, there must be at least one male and one female leader with the group and separate sleeping arrangements must be made.

6. Insurance

A copy of the Insurance policy for excursions involving overnight stays should be left in the club office. Details of such policies should be available to parents on request.

Scottish Rugby provides full cover for excursions outside of the home countries. This should be obtained in an appropriate timeframe prior to the excursion. Scottish Rugby provides these details once they have given permission for the excursion to the foreign country. The Tour Director shall ensure the cover provides Organisers Indemnity cover, in addition to the normal & typical baggage/medical/accident cover.

7. Planning and Communication

7.1. Contingency Planning

Changing circumstances may require even the best planned excursions to be altered at the last minute. This could be due to any one of a number of factors and cannot be ignored.

1. Firstly, the group should be made aware that the primary objective may not be attainable and last minute alterations may be necessary.
2. Secondly, the decision to change plans is the responsibility of the Tour Director and must always be made in the interests of safety. They must not be swayed by the enthusiasm of the group in trying to achieve what was planned if by doing so the level of safety is reduced.
3. Thirdly, there must be a home based contact that must have a list of contact addresses/telephone numbers for parents. The home based contact should be a director, convenor or experienced volunteer at the club. He/she must be advised as soon as possible of any alteration to the planned programme - especially if it means a change in time of return. (The Tour Director should also have a copy of the participants address/telephone numbers with him/her at all times and Immediate Action Card - see Appendix 5).

7.2. Communication

It is important that all coaches are fully conversant with the aim of the different phases of the excursion (Eg specific activities on each day) and know of all the arrangements at all times.

Roles and responsibilities for all coaches must be clarified and clearly communicated and understood by all. The Tour Director must make a clear allocation of roles and responsibilities of all involved.

8. Consent Forms

Parental consent forms are required to be completed for all tourists. (See Appendix 1 for sample consent letter).

Tourist consent forms are required to be completed by all tourists in addition to parental consent forms. This will detail the expected conduct/ethos required on the excursion.

In the case of participants who looked after and accommodated children, arrangements should also be made to obtain permission from Social Services.

9. Foreign Excursions

9.1. *General*

Where an excursion is to a country out with the UK, additional preparations require to be attended to. In particular, there must be even greater care given to the choice of leaders as these require enhanced levels of leadership skills and abilities. Further guidance is available from the directors of the club.

9.2. *Parent's Meeting*

Information to parents must be by way of holding at least one parents evening where a thorough explanation can be given and full discussion take place. Information given to parents must be realistic and fair, and at an early stage of planning so that they can make their decision on a properly informed basis, not only in regard to the safety of their children, but also in regards to their financial commitment.

9.3. *Programme*

A full programme outlining the excursions accounting for all periods of time from departure time to arrival back to the club and/or suitable location including set periods of free time must be submitted to the President before the excursion is approved.

9.4. *Kit, equipment and gifts*

Any procurement of kit/etc must be sourced through the club shop unless otherwise approved by Club President. This is to maximise any opportunity with any of the club's sponsorship deals with any manufacturer(s) at the time.

9.5. *Passports*

Passports must be obtained in sufficient time before the excursion. It may be preferable to have all young people on a group passport, even where they have their own passport. Visas should also be obtained in good time where necessary.

9.6. *Medical Cover*

Leaders should obtain and ensure all tourists and tour coaches have EHIC cover whilst in Europe.

9.7. *Finance*

Usually a trip abroad involves handling large sums of money. All money shall be collected, receipted and banked in an efficient manner. The Club Junior Account must be used for all monies.

The Excursion shall have a budget set out at the early planning stages – to be approved by the Club President.

9.8. *Additional Responsibilities*

It is recognised that the Tour Director has additional responsibilities when undertaking an excursion abroad, because of different laws and customs or because of the distance away from home.

Guidelines for tourists and tour coaches must be set especially with regard to time keeping, alcohol, drugs, conduct and discipline etc. before the group departs. These guidelines should be drawn up agreed between the Tour Director, tour coaches and the group.

Tour Directors shall carry the following items:-

1. Photographs or passports of all members of the group
2. Copy of EHIC cards
3. Emergency contact numbers

10. Emergency Procedures

It is important that these procedures are implemented as quickly and efficiently as possible.

There are 3 sets of procedures for,

1. Tour Director
2. Home based contact
3. For President/nominated Director of the club.

All persons should carry a copy of the appropriate Immediate Action Card whilst the Excursion is taking place (see reference on page 19 onwards).

10.1. *Report of Accident / Incident by Third Party to the Club*

The Club President / nominated Director or Home based contact should first try to contact the group.

IF NO CONTACT;

- Check programme/itinerary.
- Alert emergency services; find out if they have any information about suspected incident.

YES: Deal with incident as Emergency Action Card.

NO: Call the Club President to advise on implementation of emergency procedures.

IF CONTACT IS MADE;

- Ascertain whether an incident has occurred.

YES: Deal with incident as Emergency Action Card.

NO: Correct information/current situation passed on to anyone who had been informed of suspected incident.

10.2. *Late Return of Group*

The **return time**, as left with the Home contact, is effectively the latest time that the group can return before emergency procedures are implemented. This should not be **later than 2 hours** after the **expected return time**.

If the group is later than the **return time**, firstly try to contact the group on their mobile phone or at destination of excursion.

IF CONTACT IS MADE;

- Deal with situation and implement emergency action if required.

IF NO CONTACT;

- Check programme / itinerary
- Contact emergency services and check with them.

11. Parental Consent Form

Tour Details: _____ Tour Dates: ___/___/___ to ___/___/___

I agree to (PRINT NAME of child) _____ taking part in the above-mentioned activity and, having read the supplied Tour information sheet, agree to his/her participation in any or all of the activities described. I acknowledge the need for obedience and responsible behaviour on his/her part. **I understand my child will not be permitted to take travel on the trip/tour unless I have completed and signed this form and returned it the organiser.**

Medical Information (Please inform the Tour Director of any change prior to the trip)

1. Does your child suffer from any conditions requiring medical treatment (eg Asthma, Diabetes, Epilepsy, Joint problems, etc), including medication? YES NO

If YES, give details:

2. Has your child been in any contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may become contagious or infectious? YES NO

If YES, give details:

3. Is your child allergic to anything (eg. food and/or medication)? YES NO

If YES, give details:

4. Has your child received a tetanus injection in the last five years? YES NO

5. Please outline any special dietary requirements your child has.

Declaration of Parent/Guardian

I/We can be contacted on the following telephone numbers.

Home:	Mobile 1:	Mobile 2:
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If not available then contact the following person:

Name:	Tel. No.:
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Details of family doctor:

Name:	Tel. No.:
Address:	

I agree to my child going on the Tour and receiving any emergency medical treatment,(e.g. Including anaesthetic), as considered necessary by the medical authorities present.

Signature: _____ Date: ___/___/___

PLEASE RETURN THIS FORM TO THE TOUR DIRECTOR ON OR BEFORE ___/___/___

12. Excursion Application Form to be submitted to the Club President

Excursion Name			
Details of rugby matches /tournaments / etc.		Planned Date(s) of matches / tournaments at host club(s)	
Host club(s) details/contact name/address/ Telephone No./websites			
Departure date/time from SCRFC			
Return date/time to SCRFC			
Plan Budget costs <ul style="list-style-type: none"> • Travel • Accomodation • Tour Kit • Sundries • Fundraising • Tour Fees 			
Fall back plans			

THE GROUP – Young Persons

Age Range	Male	Female
U18 – U15		
U14 – U12		
U11 and younger		

THE GROUP – Adults

	Name	First Aid trained (Y/N)	Disclosure checked (Y/N)	Vehicle driver on Tour (Y/N) – registration number
Tour Director				
Tour Coach				

Stirling County RFC Excursions Policy

Tour Coach				

(Add more rows as required)

13. Check list for Tour Director

Activity	Completed / Date	Still to complete
Set down ground rules for tourists (& parents to understand) participating in the Tour (eg training attendance, match availability, etc)		
Agree a programme of activities with the group.		
Check cost/budget		
Check ratio of Adults:Young persons		
Check availability of facilities, equipment and local experienced staff/instructors		
Tour rugby equipment purchased / hired / loaned		
Tour clothing purchased		
Tour accommodation		
UK insurance cover		
Foreign insurance cover (via Scottish Rugby)		
Scottish Rugby permission to Tour		
Decide on dates and times		
For outdoor Adventure Activities check compliance with Adventure Activities licensing Regulations		
Set down ground rules for participants (tourists & adults) whilst on Tour		
Send out parental consent forms and details of excursion and arrangements to participants		
Collate participants list and give to home base and group leader, contact and emergency control room together with copy of application form and location		
First aid kit (contents/size dependent upon length of tour/location)		
Issue Immediate Action Cards/safety guidelines		
Ensure that charged Mobile phone is carried (if required).		
Collect any money for the trip.		
Inform group of any catering arrangements required e.g. packed lunch/tea.		
Post Tour: Notify Home Base contact & Club President that safely returned.		

14. Approval Checklist for Club President

Excursion Application Form completed	Completed / Date	Still to complete
Cost/budget provided and authorised		
Parents/Guardians written consent obtained/being arranged		
Appropriate transport booked		
Emergency contact procedures arranged		
Appropriate accommodation facilities booked		
Experienced staff/volunteers - participant ratio met (including where applicable SCRO checks confirmed)		
Agreed Excursion Programme supplied		
Insurance cover confirmed		
Procedures for reviewing activity arranged		
Procedures for completing final budget/invoices/timesheets arranged		

Comments

IMMEDIATE ACTION CARD
Guidance for a Serious Accident of Incident
for Home Based Contact / Club President / Nominated Club Director

BE PREPARED - CARRY THIS CARD AT ALL TIMES - YOU MAY BE CONTACTED AT ANY TIME

	Notes (made during a call)
i) INITIAL ACTION: When first contacted make an initial note of:	
a) Who is making the call?	
b) Where can the caller be contacted?	
c) What happened / where / when / to whom?	
d) What happened since the incident?	
ii) SUBSEQUENT ACTIONS	
iii) WELFARE OF PARTY (INJURED AND NON- INJURED)	
iv) EVACUATION OF PARTY	
v) People to Contact:	
a) Club President	
b) Parents	
Avoid making any statement admitting liability Those involved in an incident need not communicate with anyone other than those in an official capacity. Be compassionate with anyone involved. Keep a written record of all relevant facts and preserve any vital evidence.	

A SERIOUS ACCIDENT OR INCIDENT is described as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- Circumstances in which one or more party members might be at serious risk
- A serious illness
- Any situation where parents are unable to be contacted and significant decisions require to be made (eg: invasive surgery)
- Any situation which the Press or Media are, or might be, involved

WARNINGS AND ADVICE

- **DO NOT** speak to the Press or Media under any circumstances until there has been full consultation with the Club President. All Press enquiries should be referred to him/her.
- **ENSURE** that parents and relatives of staff have been advised of the situation. It may be appropriate for you to telephone the parents of any injured pupil after obtaining full information on the nature of the injury, the location (hospital) and likely evacuation arrangements, including dates and times.
- **ENSURE** that arrangements are made for any bereaved parents as Police will only remain for a short while.

IMMEDIATE ACTION CARD
Guidance for a Serious Accident or Incident
for TOUR DIRECTOR or TOUR COACH

BE PREPARED - CARRY THIS CARD AT ALL TIMES - YOU MAY NEED IT AT ANY TIME

	Notes (made during a call)
i) CARE OF THE GROUP	
a) Ensure safety from further danger	
b) Arrange search, rescue, medical care or hospitalisation as necessary	
c) Ensure welfare of all concerned	
ii) NEXT STEPS	
a) Inform immediately the Home-Based contact as soon as possible	
b) Inform the Club President / nominated Club Director	
The person you contact will need to know what has happened and the current situation. Give a telephone number where you can be contacted	
c) In the case of a serious incident, notify the local Police	

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- **ENSURE** that arrangements are made for any bereaved parents as Police will only remain for a short while.
- **DO NOT FORGET** that probably most of the tour party will have their own mobile phones – this can lead to a glut of (potentially) misleading information being passed around and home. This will need to be managed through appropriate control of formal communications to the Tour party as required.

15. Document Revision History

Revision	Date	By	Description
1.0	Apr 2012	NR Waller	Original draft
1.2	7 June 2012	NR Waller	First release to Board members
1.3	31 Aug 2012	NR Waller	First public release