



TOUR GUIDANCE

FOR UNDER 18 RUGBY



Introduction

Touring and travelling are embedded in rugby and has been a tradition that many of us have had the privilege and opportunity to be part of due to our involvement and participation in rugby. These are great life experiences and an important part of the game itself.

However there are also responsibilities that are attached to this privilege, to ensure that we are all great role models and ambassadors for the sport when we are touring and visiting other rugby clubs.



Standards, Values and Behaviours

We all have a responsibility, both on and off the field, to promote high standards of behaviour in the Game, as well as uphold the values, spirit and image of Welsh rugby.

Our strategic vision is to encourage people to be true to rugby's values and provide role model leadership within the community. Club Officials and Coaches have a key role to play in providing leadership within the game, in shaping safe and inclusive rugby environments.

Children have a responsibility to be respectful to the opposition when touring as representatives of their club or school. It is important that they report any inappropriate behaviour or concerns to the Team Manager or another member of the Coaching Team.

They should understand their responsibilities and adhere to any guidance and the Codes of Conduct, as they are acting as an ambassador for their sport and on occasions, their country.

If there is unacceptable or inappropriate behaviour reported then this will be referred to the WRU Disciplinary Team to decide on how these issues are addressed. This could result in individuals or clubs being sanctioned and include a range of sanctions such as suspensions and fines in more serious matters.

Parents should be made aware of the above and completed a consent form detailing any medical issues that the Team Manager should be aware of. Parents should also have the name and contact details of the Team Manager in the event of an emergency.

Coaches, Staff or Volunteers need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all have an itinerary.



Staff and Children Ratios

It is important that there is an adequate number of 'staff to children' ratio on any away trip or tour. To ensure the safety of the team, consideration needs to be given to the following:

- Gender, age, ethnicity and ability of the team
- Children with special needs, medical requirements or with disabilities
- The duration of the journey
- The competence and likely behaviour of the children
- The number of Staff, Parents, Coaches and Team Managers
- The experience of the staff supervising young people
- The need for enough staff to deal with an emergency (minimum of 2)
- The minimum requirement of a ratio of 1:10 for a team of over 8 year olds
- The need for the ratio to be increased for young players, depending on the above factors and considerations



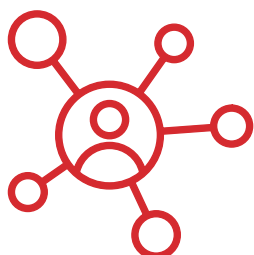
Communication with Parents

The following information needs to be clarified and communicated to parents and the team when travelling to a fixture for the day:

- Method of transport
- Pick up point(s)
- Time of departure and return
- Destination and venue
- Competition details
- Name and contact details of Team manager and coaches responsible for the teams on the day
- Contact details and any medical requirements for the members of the team
- Kit and equipment list and requirements
- Cost implications i.e. cost of transport, competition fee and pocket money required

Information required from Parents/Guardians/Carers:

- Written consent form accepting the Code of Conduct
- Detailing any specific medical information
- Written consent for emergency medical treatment
- Signed photographic consent form
- Special dietary requirements
- Agreement to pay the fee



Managing Overnight Stays and Emergency Planning

Those responsible for organising overnight stays should establish the purpose of the trip, confirm the dates, location, and duration. You should also conduct a risk assessment, and have an emergency contingency plan, and the Team Manager should take responsibility to manage this plan.

The trips can vary from travelling to play local sides to travelling further afield in this country or abroad as part of an organised rugby tour, festival or event. Obviously if they are travelling as part of an organised tour they are likely to be staying overnight.

When taking young people away from the home club, there is a need to consider how we manage our duty of care for the children or young people in the team.

It is extremely important that the plans are communicated to everyone. Children should be aware of the travel plans, venue and time for collection, time of return and any costs.

The first action should be to appoint a responsible adult with clear roles and responsibilities to manage this process, this is usually the role of the Team Manager.

Initial considerations should include:

- **Purpose of the trip.**
- **Who will be going, Children? Staff? Parents?**
- **How much will it cost?**
- **How much spending money is required?**



Touring outside of Wales

If the group i.e. Club, School etc. are going on tour outside Wales then they must seek the permission of the WRU.

The following must be submitted to the WRU from the respective Club via Adam Taylor (ataylor@wru.wales) for Youth Tours

Please note any Mini and Junior Tours, permission is to be sought from your respective Regional Officer.

- **Dates**
- **Venues**
- **Dates of Fixtures**
- **Opposition**
- **Number of Tourists**

The following provides good practice guidance for issues to consider when taking teams on tour:

- Produce an itinerary giving as much detail as possible
- Establish what insurance cover is required
- Ensure you have sufficient staff to manage and look after the children and young people
- Ensure that if you are supervising children in regulated activity that you are appropriately vetted and DBS checked to the appropriate level (Enhanced)
- Coaches need to be vetted, qualified and competent
- Coaches need to be briefed on the Coaches Code of Practice
- Ensure that you consider the catering needs of the children and young people
- Obtain written permission from the parents/guardians or carers for transporting and supervising
- Ensure that there are emergency contact numbers for all the team and staff



- Ensure that the Team Manager is aware of the WRU Safeguarding Policy and guidance on these issues
- Ensure children and staff are briefed on the standards of behaviour and the Codes of Conduct
- Ensure there is clear lines of communication with all parties involved
- Ensure that there is a club contact available i.e. a member of the club who is not travelling away, who will act as contact point if required. (The CSO or a Club Official may be an appropriate person to fulfil this role)
- Ensure that the coaching and management team are fully aware of their responsibilities to safeguard children
- Ensure that parents are aware and briefed on the WRU Guide for Parents

Overnight Stay Checklist

It is good practice to use an Overnight Stay Checklist to ensure that the various safeguarding and organisational issues are managed effectively (see below).

			
Purpose of the Trip	Planning	Communication with parents	Transport
☐ Competition ☐ Training ☐ Social ☐ Other (specify)	☐ When ☐ Where ☐ Who (staff / volunteers / participants) ☐ Risk assessment of activity	☐ Destination, sport and accommodation details (address / telephone) ☐ Name/number of lead club/ school link or team manager ☐ Drop off/pick up times ☐ Transport arrangements ☐ Competition details ☐ Kit and equipment list ☐ Emergency procedures, home contact ☐ Consent form ☐ Information re medical conditions (including allergies) or impairments, and medication ☐ Code of conduct ☐ Safeguarding arrangements (reporting concerns, supervision etc.) ☐ Process for parent contacting coach or young person ☐ Process for young person contacting parent	☐ Drop off/pick up times ☐ Journey times and stopping points ☐ Supervision ☐ Suitability and accessibility ☐ Drivers checked ☐ Insurance

Accommodation

Whatever the accommodation, the Team Manager should ensure that the children are safe. All children must know which room(s) staff are in and how to contact them if required. If rooms are equipped with satellite TV, inappropriate programmes may be available. It may be possible to have these programmes disconnected. Check the accommodation policy for extras on bills, breakages and lost keys. All accommodation must be clean and with access to sufficient toilet and bathing facilities.

It is not acceptable for:

- **Children to share a bed**
- **Male and female children to share a room**
- **Staff to share a room with children**

Checks must be made to ensure that the needs of children with disabilities are met. For wheelchair users, it is important to check access to the building, room and bathroom facilities.

On all occasions, there must always be a minimum of two responsible adults present. This ensures there is supervision in the event of an accident or incident that requires one of the adults to leave the group to accompany a child.

There are some coaches who are not 18 years of age, and although they may be suitably qualified and vetted, they should not be relied upon to have responsibility for safeguarding issues. They should be allowed to develop their sense of belonging and responsibility rather than depending upon them to take full responsibility for managing a group of children. They can only supplement the adult coaches supervising the activity.



Conclusion

We hope that you have a safe trip and a great experience, but please remember that you are rugby ambassadors and are representing your school or club and the Welsh Rugby Union.



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