



POLICY ON SPORTS TOURING

RECORD MANAGEMENT					
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1. PURPOSE

The Board of Governors (Board) places ethical behaviour and good governance at the centre of its culture. The governance of the Rondebosch Boys' High School's (RBHS) **sports tours** is a fundamental component of this practice to ensure the long-term sustainability of RBHS.

2. PRINCIPLES

- 2.1. Sports tours should form an essential part of the RBHS "Higher and Wider" motto and contribute significantly to the holistic education in which we believe.
- 2.2. Tours should provide scholars with opportunities they may otherwise not have had and can help in promoting RBHS as an institution of excellence.
- 2.3. Sports tours should motivate players, build school spirit and stimulate improvement in sport.
- 2.4. Sports tours should have cultural and educational value and form part of a wider extra-curricular programme.
- 2.5. Sports tours should have an educational component in which boys are expected to participate.
- 2.6. Other sporting disciplines should be allowed, in appropriate circumstances, to join in with a sports tour.
- 2.7. Tours should generate suitably strong competition amongst the scholars, and overseas tours should be seen as a culmination of reaching the highest level of achievement at RBHS.

3. CONDITIONS FOR PARTICIPATION

- 3.1. The participation of a scholar in a tour is dependent on their other extra-mural activities and commitment to the academic programme, and no scholar is to confine themselves exclusively to the preparation for such a tour. In the event of a scholar's academic performance being below par, permission to tour may be withheld.
- 3.2. Dates and duration of tours must be carefully considered so as not to clash with the regular school programme. Taking days off school for such activities is not permissible in terms of Department of Basic Education policy.



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3.3. For the duration of the tour, the RBHS school rules and the Code of Conduct apply. Where necessary, disciplinary procedures may be followed immediately after the conclusion of the tour.

3.4. While on tour, any scholar involved in a serious breach of discipline may be suspended immediately from participation in the tour by the Tour Manager, and, where possible, in consultation with the Headmaster. This shall be a precautionary suspension, after a summary investigation and interview of all parties involved have been held. Such suspension may be partial or total. Any altered travel arrangements in respect of the suspended scholar shall be for the account of the scholar's parents and/or guardian.

3.5. Tours should be organised and arranged well in advance, so that parents can make the necessary arrangements. This is also critical for the planning of the year calendar.

4. ANNUAL TOUR SETTING

4.1. RBHS will retain a record of tours and festivals that are usually attended in the annual sport cycle and these will be reflected on the RBHS Blue Card.

4.2. The process of granting permission for new local and international tours is as follows:

4.2.1. The staff member in charge of a sport approaches the Head of Sport with a proposal and report, in which the Tour Manager is nominated. The Tour Manager is usually the Staff member in charge of the sport;

4.2.2. Upon approval by the Head of Sport, the proposal is submitted to the Headmaster;

4.2.3. Once a local tour has been approved by the Headmaster, the proposal is reported to the Management Committee;

4.2.4. In the case of an international tour, after consultation with the Chairperson of the Board, this is reported to the Board; and

4.2.5. Only once these procedures have been complied with, may the tour be put on the calendar.



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5. OVERSEAS TOUR CYCLE

5.1. Overseas tours will be undertaken by the four major team sports. These sports may invite a sport from another code, but from the same season, to accompany them on their tour. Other sporting codes may apply to the Headmaster to join an approved international tour through in terms of clause 4.2.

5.2. The overseas tour cycle is:

- 2019 Hockey
- 2020 Rugby
- 2021 Water Polo
- 2022 Cricket

5.3. The cycle is repeated every four years. Changes to the tour cycle must follow the procedure as set out in clause 4.2. Sporting codes may exchange touring years in agreement with the Headmaster, without increasing their overall tour frequency.

6. OVERSEAS TOURS

6.1. Overseas sports tours are the prerogative of the first team of a particular sport. This principle may be reviewed under special circumstances.

6.2. Sports going on tour require the permission of their Provincial or National Unions. This permission should be obtained as timeously as possible by the Tour Manager.

6.3. The squad should be announced as soon as possible after permission has been granted to go on tour.

6.4. The coaches will prepare the team, assist with organisation and help with fund raising and discipline on tour.

6.5. Each member of the touring squad is guaranteed selection in at least one third of the tour matches, subject to illness or injury.



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6.6. The cost of the accompanying staff is to be built into the tour costs. A reasonable S&T allowance is to be paid to the staff accompanying the tour, the determination of which shall be determined by the prevailing exchange rate. The number of staff accompanying the tour will be determined by the size of the touring party. The usual ration is 7-10 scholars per staff member. The duration of a tour is determined by the Head of the sport and the Deputy in charge of Sport.

6.7. Timing Guideline for arrangements for overseas tours

6.7.1. **12 Months prior** to the commencement of the tour:

- Investigate feasibility of the tour;
- Obtain quotes of estimated costs of the tour;
- Meet with the parents;
- Allow parents to vote on the feasibility of a tour;
- Present results to the Board;
- Obtain permission from the Headmaster if academic time is to be lost; and
- Hold a second meeting with the parents to give feedback on the voting and elect a Tour Committee.

6.7.2. **9 Months** before the tour:

- Committee to choose and interview Tour Operator; and
- Apply for passports and visas, where possible and applicable.

6.8. **6 Months** before the tour

- Branding to be finalised; and
- Kit to be ordered.

6.9. **4 Months** before the tour

- Team (players, reserves, coaches and staff) to be finalised.

6.10. The Tour Operator must arrange appropriate standby and emergency medical services at events with the host parties. This is to be confirmed, in writing, by the Tour Operator prior to departure.

7. DOMESTIC TOURS AND FESTIVALS

Once approval has been obtained, costs may be incurred against the tour with regard to transport, accommodation and tournament fees as well as other relevant costs.



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8. COSTS

All costs are to be divided equally between the all the scholars participating in the tour. Any exception to this must be approved by the Head of sport. The following are to be built into the costs of a tour:

- 8.1. All Travel, including flights, car hire, bus hire, train trips, airport taxes and the like;
- 8.2. Fuel, Petrol and/or Diesel, where appropriate;
- 8.3. Accommodation;
- 8.4. Tournament fees;
- 8.5. Tour kit arranged by coach/manager;
- 8.6. Provision for a contingency fund, for example medical emergency, motoring costs, excess baggage, unforeseen and unexpected expenses;
- 8.7. Additional meals not covered by the tournament fee, where applicable;
- 8.8. Masters' allowance/stipend;
- 8.9. Foreign exchange commission payable on funds made available to coach or manager for the duration of the tour;
- 8.10. Additional parent meetings, where the costs of the introductory initial meeting with parents in respect of the tour, are to be covered by the budget allocated to that particular sport;
- 8.11. Gifts for host(s);
- 8.12. Additional costs payable in respect of breakaways; and
- 8.13. Green fees, caddies fees and the like, where applicable.

9. COMMUNICATION

- 9.1. Once the tour costs have been established, a letter to the tour parents must be prepared and distributed to parents of scholars in the tour group, two months prior to departure, if possible. The letter must divulge the following information:



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- 9.1.1. Travel details (e.g. flights and times);
 - 9.1.2. Cost and payment deadline, with a cost payment structure, if applicable;
 - 9.1.3. Fixture details, if available;
 - 9.1.4. Accommodation details;
 - 9.1.5. Name and contact details of accompanying staff member(s);
 - 9.1.6. Whether bedding and towels are required;
 - 9.1.7. The name and contact details of the person in charge of obtaining information required;
 - 9.1.8. A list of the information required for the tour; and
 - 9.1.9. Relevant immigration and passport requirements, if applicable.
- 9.2. The manager must ensure that they are aware of any medication/medical conditions that the scholars need to take while on tour. The tour manager is to ensure that the tourists meet with the Headmaster or Head of sport prior to departure.

10. PAYMENTS

- 10.1. The payment deadline for all tour monies should be two weeks before the tour departure.
- 10.2. As far as is reasonably possible, payments should be made by RBHS by EFT.
- 10.3. Upon the payment deadline, the Head of the sport must check on the progress of payments and address outstanding payments.

11. TEAM TRAVEL

- 11.1. All members of a team are required to travel together and on the same flight, where relevant. The Head of sport must approve of a team travelling with anyone other than a staff member, for example the coach or parent.
- 11.2. All travel bookings are to be made on the assumption that the team will travel together.



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11.3. Parents must obtain permission for scholars to not travel with the team. If a parent approaches the school before the teams' flights are booked, separate arrangements may be made.

11.4. Parents of scholars not travelling with the team will be responsible for making changes to secured bookings, at the parents' cost.

11.5. Scholars travelling separately will be appropriately discounted for the travel costs not incurred on tour.

12. SURPLUS FUNDS

12.1. Any excess funds after the tour will be held until RBHS is satisfied that there are no outstanding tour payments to be made.

12.2. If the final balance amounts to the sum of a minimum of R200 per player for domestic tours and R500 per player for international tours, the balance will be repaid to the parents, provided that the relevant bank details are supplied to RBHS when requested.

12.3. If the final balance is less than R200 or R500, as the case may be, the available funds will accrue to a collective tour fund for that sporting discipline.

13. FUND RAISING

13.1. A budget in respect of the total costs of the tour, in terms of clause 8, must be drawn up by the appointed member of the committee as a priority before any fundraising begins or monies are paid in by parents.

13.2. This budget must be approved by the Headmaster in consultation with the Bursar. This will allow RBHS to monitor expenses and income.

13.3. This budget must be published for all parents to see and have access to.

13.4. Parent committees will form the basis of any fundraising and organisational activities for overseas tours only.

13.5. This committee may be chaired by a parent, but any decision must be passed through the Head of sport and the Headmaster.



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- 13.6. The Headmaster or their appointed representative must form part of the committee, and is appointed Tour Manager. This may be the person in charge of the sport or a coach.
- 13.7. The committee may be comprised as follows: Chairperson (parent), Treasurer (parent with accounting background), staff including the Tour Manager, one person from the marketing department (for branding etc.) The Chairperson and Treasurer of the parents' committee should compile a fundraising activities' report for the guidance of subsequent tour groups. The Chairperson may recommend any updating or amendment of this policy to the Headmaster.
- 13.8. Fund raising by the parents, by way of drives, sponsorship and the like, is not allowed unless such a drive has been proposed to and allowed by the RBHS management committee.
- 13.9. Where fund raising is allowed, boys in the tour squad must be involved.
- 13.10. All fundraising must be paid into a banking account approved by RBHS in writing.
- 13.11. The tour squad would be responsible for raising the necessary funds and scholars whose parents are unable to afford the tour would be expected to make an appropriate contribution.

14. COMPLIANCE WITH SAFETY REGULATIONS

The contents of the Western Cape Education Department policy with regard to compliance with safety regulations are to be noted. Refer also to GN 1040 of 12 October 2001: Regulations for safety measures in public schools.

- 14.1. The Headmaster shall ensure that the Tour Manager takes responsibility for compliance with this policy.
- 14.2. RBHS must take measures to ensure the safety of scholars during any school activity, including insuring against accidents, injuries, general medical expenses, hospitalisation and theft that may occur, depending on the availability of funds.
- 14.3. The educator-scholar ratio must be at least one adult per 30 scholars. The RBHS policy is for the educator-scholar ratio, as set out, to be at least one adult per 7-10 scholars.



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14.4. RBHS must take measures to ensure that:

- 14.4.1. If a scholar is on medication and will require medication during the course of the tour, the parent has seen to it that the scholar has sufficient quantities of the medication for the duration of the tour;
- 14.4.2. If it is necessary for a scholar to carry a doctor's prescription for medication, the parent has provided the scholar and the Tour Manager with certified copies of such prescription;
- 14.4.3. A parent is advised to report to the school, in writing, the medical condition of a scholar;
- 14.4.4. Before a tour, the Headmaster provides the Tour Manager with a report on the medical condition of a scholar; and
- 14.4.5. A parent is informed about any travelling to or through a high-risk disease area during the course of the school activity.

14.5. RBHS must take measures to ensure that, if a scholar is injured or falls ill during the course of a school activity and requires medical treatment, the Tour Manager:

- 14.5.1. Takes measures to contact the parent of the scholar concerned in order to obtain consent for such medical treatment; and
- 14.5.2. Determines whether or not to consent to such medical treatment, if they are unable to contact the parent of the scholar.

14.6. Immediately after returning from a school activity, the Tour Manager must submit a report to the Headmaster if any of the following has occurred:

- 14.6.1. An accident;
- 14.6.2. An injury to a scholar, educator or driver or to any other person; or
- 14.6.3. Any act of misconduct on the part of a scholar, educator or driver or of any other person.

14.7. The report must include the following information:

- 14.7.1. The nature of the incident;
- 14.7.2. The nature of the injury, if applicable;



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14.7.3. The time, date and place of the incident;

14.7.4. Procedures that were followed in dealing with the incident; and

14.7.5. The name of the supervising educator.

14.8. The Headmaster must submit the report to the official who approved the school activity and to the Chairperson of the Board.

15. ADOPTION

The Board hereby adopts this policy. For an behalf of the RBHS Board of Governors:

Name: _____

Role: _____

Signature: _____

Date: _____