

Title: Tours Policy		Version/Revision	1 of 2020
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	11/23/2020
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IN CRUCE SALUS

HOLY CROSS HIGH SCHOOL

INCOMING & OUTGOING TOURS POLICY

The tours policy is informed by:

- Sandy Valley High School's Incoming and Outgoing Tours Policy

A Outgoing Tours

1. Touring is a privilege for the top teams in the school. In order both to retain their exclusivity value and to accommodate the financial demands being made on parents in these times, it has become necessary to limit tours on the following basis:
 - 1.1 No under 14 group will undertake a tour in the normal course of events.
 - 1.2 At under 15 level, only teams representing **summer sports (athletics, cricket, diving, swimming, synchronized swimming, water polo, squash, tennis) will be allowed to tour.**
 - 1.3 At under 16 level, **only teams representing winter sports (hockey, netball, rugby, cross country) will be allowed to tour.**
 - 1.4 ALL tours must be sanctioned by the School's Senior Management Team before pupils or parents are informed of the tour, and a budget agreed to with the **School Business Manager** must be passed before any indication is given concerning likely tour costs.
 - 1.5 Except under the most exceptional of circumstances, no team will be allowed to undertake more than one tour per year
- 2 A tour is NOT regarded as part of the standard educational programme and therefore a tour may NOT be funded from normal school fee income OR from the Pupil's Excursion Fund.
3. **A rebate or exemption of any type or nature on school fees does NOT include any reduction of or rebate on tour fees, and any parent who agrees to the selection of his/her son/daughter as member of a touring group will be expected to pay the tour fee where possible, or to engage actively in tour fund raising activities where it is not possible for him/her to meet the fee (or the full fee).**
- 4 Except under the most exceptional circumstances no pupil will be allowed to accompany a tour group unless the tour fee has been settled in full prior to departure.

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("Settled" includes payment by a sponsor, a touring fund, income from an uncle, aunt or grandparent and the like.)

5. Staff accompanying a tour may be given up to **R75** per day as a subsistence allowance if needed. This need not be costed into players' expenses, but must be budgeted for in advance by the teacher in charge of the sport, and the amount claimed against the general budget of that activity.
6. Staff travel and accommodation, on the other hand, **is** included as part of the overall tour cost to be borne by the pupils going on tour. The cost of accommodating staff is on the understanding that staff member are staying with the team and are regarded as being 'on duty.'

B Incoming Tours

1. All incoming tours must be sanctioned by the School's Senior Management Team.
2. One incoming tour per sport per age group per annum should not be exceeded if Sandy Valley is required to host the visitors. It might happen that a 1st team accepts more than one tour in trying to accommodate requests from schools who have hosted Sandy Valley on previous tours, but this should be the exception and not the rule, and should not occur with teams other than the 1st team.
3. When accepting a tour, it must be clearly understood by the tour operator/visiting school that we shall host a maximum of **three** staff, and that wives and remaining staff should be booked into a B&B or similar accommodation at their own expense. An exception to this ruling is made where the cost of hosting is built into the fee paid by the tour operator of the visiting school (usually only in the case of overseas tourists).

NB: If you are even thinking of arranging a tour, obtain a TOURS PROSCRIPT which sets out in greater detail the 'rules' of touring and provides a number of useful hints for those arranging tours.

Updated August 2015

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PROTOSCRIPT: SCHOOL TOURS

1. SPECIAL PROVISIONS IN THE CASE OF INCOMING TOURS

1.1 *General prescriptions:*

- 1.1.1 No **TOUR OF ANY SORT** may take place without the prior permission of the School Management Team.
- 1.1.2 No **OVERSEAS** tour may take place without the prior approval of the Governing Body.
- 1.1.3 Tour management is always chosen by the **School Management Team**.
- 1.1.4 The norm will be to play against other schools rather than clubs while on tour.
- 1.1.5 For a **LOCAL** tour, the school **will make a small daily contribution (S and T) to staff who are necessarily part of the tour party.**
- 1.1.6 **An OVERSEAS tour may not cost the school any money at all: i.e. S and T is NOT paid.**
- 1.1.7 **Any costs incurred which would not have been incurred if the tour had not taken place, must be met by the tour group.**
- 1.1.8 Tour fundraising must be such that it does not interfere with whole-school fundraising.
- 1.1.9 **10% of funds raised in such a way that the school is involved, even peripherally, or from any activity which in any way makes use of a school facility, a school function or a school crowd/audience, must be paid into the School Development Fund.**
- 1.1.10 The tour must be a valid EDUCATIONAL experience, otherwise one can legitimately question why the school is involved or letting it go ahead at all. This means that:
 - 1.1.10.1 Educationally valid excursions need to be built into the itinerary.
 - 1.1.10.2 Educationally acceptable behaviour must be demanded at all times.
- 1.1.11 No pupil who has left the school (usually Matrics or Grade 7s after they have written their final exams) may be part of the touring party.
- 1.1.12 The best players (in the school for a 1st team tour, in the age group for an under-age tour) are to be chosen.
- 1.1.13 No pupil may be allowed to go on tour unless the tour fee has been paid up or an acceptable and legally binding undertaking to pay has been received by the school, but money paid for the tour may NOT be accepted for the purposes of settling the tour debt and then transferred to the learner's school fee account/debt.
- 1.1.14 Where it is impossible for a chosen player to meet the cost of touring, the school may use various measures to solicit the requisite funding, other than using other parents' school fee payments: see section 5 below.
- 1.1.15 Tour management (i.e. staff going on tour in a supervisory capacity) is jointly responsible for the organization of the tour. This includes at least co-responsibility for aspects such as a tour brochure, tour kit, fundraising, budgeting, following up on payments by tourists, vetting the itinerary, etc.
- 1.1.16 Staff accompanying the tour are on duty, not on holiday, and can therefore not reasonably be expected to contribute other than in respect of own minor personal expenses. It is therefore reasonable to expect that the tour budget in respect of outgoing tours will include the cost of travel and

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accommodation for staff accompanying the tour (i.e. the tour must cover the cost of travel, accommodation, meals, hospitality reciprocation, insurance, excursions, etc. for Management).

1.2 ***Specific expectations:***

- 1.2.1 All members of the touring party must be given a reasonable/realistic amount of game time.
- 1.2.2 Care needs to be taken not to overburden the itinerary: however fit they are, team members cannot deliver appropriate performances if the tour is too long or the fixture list too crowded.
- 1.2.3 The budget must make provision for all reasonable expectations, and an overseas tour should include at least medical insurance and lost baggage insurance.
- 1.2.4 Local tours as well as overseas tours need to make provision for entertainment, excursions and meals on 'free' days.
- 1.2.5 The Budget must be submitted to the School and passed by the school before any action is taken which commits anyone to any payment of any nature, including payment of deposits, making of firm bookings or the ordering of any items of any nature whatsoever.
- 1.2.6 No parent may be informed of costs until the budget has been passed by the school.

1.3 ***Actions expected of the teacher in charge of the activity***

- 1.3.1 Work through the details of this Protoscript.
- 1.3.2 A Tour Budget must be submitted to the Business Manager at least six weeks before the start of any tour, or two weeks before an Excursion or outing.
- 1.3.3 Once the tour has been approved, it is the responsibility of the organizing teacher to:
 - 1.3.3.1 Draw up a Tour List, including the names of all on the tour and, if pupils are to sleep over away from home, an emergency contact number should parents need to be contacted during the tour. This form is to be handed to the Fees Administrator before any payments are due. If pupils are likely to make only one payment each, please use form A: if more than one payment is to be made by each participant (e.g. a deposit and one or two monthly payments), please use form B.
 - 1.3.3.2 Draw up a tour itinerary and information sheet for parents, submit it to the relevant Director in charge of the pillar concerned for approval and then circulate it to all parents of those going on tour.
 - 1.3.3.3 Ensure that indemnity forms are completed and handed in.
- 1.3.4 Transport will be investigated and arranged by the Sports Administrator ON REQUEST.
- 1.3.5 Any cash to be taken on tour must be requested from the Bursar at least THREE WORKING DAYS prior to departure.
- 1.3.6 ***REMEMBER THAT THIS IS A SCHOOL TOUR AND YOUR RESPONSIBILITIES INCLUDE PROTECTING AND ENHANCING THE GOOD NAME OF THE SCHOOL. THE BEHAVIOUR, MANNERS AND DEMEANOUR OF THOSE ON TOUR ARE PART OF YOUR 'JOB', AND YOU CANNOT AVOID THIS RESPONSIBILITY.***

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1.4 **Funding of tours**

- 1.4.1 A tour budget must be drawn up and submitted to the School Business Manager as one of the first actions in arranging a tour.
- 1.4.2 The budget must propose all income sources as well as all expected expenditure as per the relevant pro forma.
- 1.4.3 No proposal to tour will be accepted unless the budgeted tour income is equal to or exceeds the budgeted tour expenditure.
- 1.4.4 It is permissible to take into account possible unforeseen eventualities when budgeting, and balance the budget by spreading tour fees across one player per team/group fewer than the projected number of tourists, provided that this does not inflate the costs of individual tourists by more than **5%** or **R250.00**, whichever shall be the greater.
- 1.4.5 Where there are real and compelling reasons why a particular player who cannot meet the tour fee should be allowed to accompany the team without paying the (full) amount, the following procedures will be followed in the stated order:
 - 1.4.5.1 The parent will be strongly encouraged to become involved in tour fundraising initiatives together with other parents where this is appropriate.
 - 1.4.5.2 Potential donors (e.g. a well-disposed past pupil or benefactor) may be approached by the school and requested to fund the player, either fully or partially, dependent on inputs in 3.5.1 above.
 - 1.4.5.3 Utilizing fund-raising specifically aimed at the tour;
 - 1.4.5.4 Allowing a family member to pay for the tour without first expecting such person to meet any outstanding school fees, or withdrawing a fee exemption (total or partial);
 - 1.4.5.5 Requiring the rest of the tour group to pay a small excess, provided it does not increase the cost of the tour by more than 5%
 - 1.4.5.6 The school "Tours Fund" may be approached for a grant; the value (if any) to be commensurate with the response of the parent to the initiative envisaged in 3.5.1 above.
 - 1.4.5.7 The action envisaged in 3.5.5 above may be invoked only once all the other avenues have been exhausted and the player concerned is regarded as deserving of such assistance.
- 1.4.6 The final decision in respect of the above strategies will be taken by the players' coach, the Head: Extra Murals and the School Business Manager sitting together.

1.5 **Specific tasks to be allocated to individuals (usually staff members or parents) involved in the organization of the tour:**

You need to have specific people (name them) responsible for the following:

- 1.5.1 Responsibility for final tour itinerary.
- 1.5.2 Responsibility for ensuring that all the necessary insurances are in place.
- 1.5.3 Taking **legal** responsibility for safety/welfare of the tourists.
- 1.5.4 Responsibility for the final draft of a tour brochure (assuming there is one.)
- 1.5.5 Responsibility for the final budget.

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- 1.5.6 Responsibility for ensuring that all tourists pay their fees timeously.
- 1.5.7 Responsibility for ensuring that every tour member gets reasonable playing time.
- 1.5.8 Responsibility for tour discipline/behaviour/dress. (NB. All school rules apply at all times to those on tour.)
- 1.5.9 Responsibility for pre-, post- and on-tour publicity.
- 1.5.10 Responsibility for organizing tour gifts – both unofficial from tourists to hosts and official from the School to host schools/opposing teams. There should be an official gift to the school plus gifts to the opposing coach(es) at every match.

1.6 **Extras:**

It would be usual (but is not prescriptive) to have the following:

- 1.6.1 A special tour kit/clothing item (MUST be passed by the Colours Committee)
- 1.6.2 A Tour Brochure (in respect of overseas tours only)
- 1.6.3 A tour tie (in respect of overseas tours only: this is an 'official' school tour tie, not a unique one for a specific tour, and it may be ordered through the school uniform stockist)

1.7 **Hints:**

Work though the tour itinerary with the Host School or Travel Agent to ensure that you know what is/is not included, for example:

- 1.7.1 Will Tour party be met at the airport/bus terminus/station if traveling by air/bus/train?
- 1.7.2 Does the Driver need to be paid/tipped/accommodated/fed?
- 1.7.3 What is the position with regard to transport:
- 1.7.4 On free days?
- 1.7.5 To matches/fixtures if team is not staying at the school?
- 1.7.6 Which meals will host schools be providing?
- 1.7.7 On which nights is the touring party NOT accommodated by a host school/group/body?
- 1.7.8 Are costs of entertainments/excursions on the itinerary costed into the tour fee?
- 1.7.9 Are costs for teachers/management also part of the all-inclusive fee quoted?
- 1.7.10 What insurances are included?
- 1.7.11 Unforeseen changes:
 - 1.7.11.1 What happens if a tourist gets ill and has to fly home – can his ticket be changed?
 - 1.7.11.2 What happens if a tourist suffers e.g. a family bereavement while on tour – can s/he be sent home at no extra cost?
 - 1.7.11.3 What happens if a tourist has to withdraw for valid reasons shortly before departure: may he be replaced by someone else at no extra cost?
- 1.7.12 Find somebody who has recently visited the area to which you will be touring and find out things like:

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- 1.7.12.1 Are there any special circumstances/problems/dangers/obstacles of which you need to be aware?
- 1.7.12.2 What are 'must see' and 'must do' things in the place(s) you will be visiting, and what does it cost to see/do/visit them? How difficult is it to get there?
- 1.7.12.3 What is the cost of a few common items that the tourists are likely to have to buy, e.g. a meal for a hungry player a cold drink, a movie ticket, a visit to a particular tourist attraction you are likely to visit, a 'show' if you are visiting a cultural centre, a train or bus trip or travelcard in the city you will be visiting?
- 1.7.12.4 Check if there is any way a sponsorship can be found to help keep tour costs down (NB: any sponsor should give **as well as receive** real value: any sponsorship deal which entails clothing items MUST be passed by the Colours Committee, and such sponsored items may only be used on tour, which point needs to be made quite clear to the proposed sponsor IN ADVANCE.)
- 1.7.12.5 Talk to others who have arranged tours before you: they are sure to have a hint or two of their own.

2. SPECIAL PROVISIONS IN THE CASE OF INCOMING TOURS

2.1 *Accommodation of tour staff: incoming tours*

- 2.1.1 It is expected that visiting staff accompanying an incoming tour will be accommodated free of charge by Sandy Valley.
- 2.1.2 An exception to this ruling is made where the cost of hosting is built into the fee paid by the tour operator of the visiting school (usually only in the case of overseas tourists), in which case the tour operator foots the accommodation bill.
- 2.1.3 Staff who accommodate visiting coaches in their own homes on a B & B basis may claim **R60** per person per night.
- 2.1.4 Hosts may claim **R60** per head for supper if that meal is provided by the hosts in their own homes.

2.2 *Entertaining visiting staff during incoming tours*

- 2.2.1 Visiting staff may be taken out for one meal during a tour stay-over. The budget for this meal is **R100-00** per person, and it will be recovered from the budget of the activity hosting the tour. Again, an exception to this ruling is made where the cost of hosting is built into the fee paid by the tour operator of the visiting school (usually only in the case of overseas tourists).
- 2.2.2 No more than three Sandy Valley staff members will be paid for by the School at such a meal (i.e. two coaches and teacher-in-charge.) Others (wives, hosts) may accompany the party if they wish to do so, but they are responsible for their own accounts.

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