

The Coopers' Company & Coborn School

Senior Rugby Tour New Zealand & Hong Kong 2010

Code of Conduct

All these regulations are designed for the safety of all members of the tour party whilst travelling and abroad, and for the trip to be enjoyable, safe and successful for all.

All the following tour regulations are non negotiable

- Pupils regardless of age, are subject to the regulations whilst in the care of staff who act in loco parentis for the duration of the tour. Acceptance of these regulations implies that both parents and pupils understand it to be a basic condition of the contract of the tour.
- All regulations that follow are a requirement for the safety of those involved, and the enjoyment of all participating.
- Behaviour must always reflect the high standard at The Coopers Company & Coborn School, and must always respect the regulations laid down by the proprietors of accommodation used. Consideration of other guests is of paramount importance.
- The tour is non smoking, and anyone found doing so will find his participation in tour activities and inclusion in future trips in doubt.
- Pupils must take personal responsibility for their possessions at all times, and take suitable precautions against pick pockets. The school does not accept responsibility for personal effects.
- We recommend £500-£600 per pupil for the tour. This should be handed to Mr Brooks (cheques payable to CCCS) this will be converted to sterling travellers cheques and NZ\$ purchased at strategic points of the tour and distributed to tourists.
- Pupils are required to attend all prearranged meetings, meals on time, and be present at all roll calls.
- Pupils are not permitted to use hotel room telephones where charges are payable.
- Dress code will be published by tour management team each evening for the following day and must be adhered to.
- When given free time pupils should go around in groups of four or more people.
- The laws, traditions, customs and rules of host countries must be observed at all times.
- All pupils will be required to rendezvous at the appointed place/time as directed by tour management team.

On the pitch the referee, right or wrong, is always right.

I

Off the pitch tour management, right or wrong, are always right.

- Pupils are required to observe and follow any/all safety instructions given whilst participating organised activities.
- Pupils are not permitted to enter the water (including pools, lakes, rivers & sea) unless supervised by a member of the tour management team.
- Pupils are not permitted to take sole control of ANY motorised mode of transport, this item is a direct stipulation from the schools insurance company.
- Pupils must respect the quiet atmosphere of hotels, billets, aircraft, and public areas. Unnecessary noise of any kind may cause great offence to other residents, passengers, members of the general public.
- After lights out, pupils are required to remain in their own rooms until morning. Under no circumstances are pupils to leave their allocated hotel rooms or billeted accommodation.
- Any dispute arising that involves touring squad member/s, must be notified to a member of the tour management team immediately who will take appropriate steps to resolve any dispute.
- Pupil's rooms will be regularly checked, and must be clean and tidy at all times.
- For the smooth running and success of the tour, all pupils will need to ensure that they get a good night sleep in preparation for the following days activities.
- Pupil's are required to make themselves aware of hotel, billet & transport emergency procedures at the earliest opportunity (including fire exit routes and assembly points). Pupils are required to abide by international civil aviation rules & regulations.
- Pupils are required to wear seatbelts at all times when travelling regardless of local laws.
- "Tour trophies" taken without the owners consent are stolen property and will be dealt with accordingly.
- The tour manager/director has the authority to reduce a pupil's participation in any activity should there be unsatisfactory behaviour either witnessed or reported to senior management team.
- Pupils are reminded that rugby is a contact sport and played with a commitment to win, however respect and a sportsman like attitude will be extended at all times before, during and after games. Please remember that your opposition are also your billeting hosts.

Alcohol & Drugs

- There will be no alcohol consumed on the tour, anyone found doing so will be dealt with by members of the tour senior management team and may find themselves being repatriated back to the UK at the full expense of their parent/guardian. This rule applies to all year groups, including year 13 leavers.

On the pitch the referee, right or wrong, is always right.

II

Off the pitch tour management, right or wrong, are always right.

- Any pupil found not in control due to the consumption of alcohol or controlled substances will be dealt with by members of the tour management team and may find themselves being repatriated back to the UK at the full expense of their parent/guardian.
- No alcoholic drinks are to be taken into hotel rooms or billets
- Pupil's are not permitted to use or be in possession of any banned substances or those that are considered to be illegal.

On the pitch the referee, right or wrong, is always right.

Off the pitch tour management, right or wrong, are always right.

Parents are required to accept full responsibility for any damage or costs incurred by their child/charge due to his conduct and/or actions, whether intentional or not. Any claims made by third parties against a pupil, or the school as a result of his actions, must be met by the pupil's parents in the event that they are not properly covered by insurance.

A serious breach of these regulations or of the normal rules of acceptable behaviour may result in the pupil being repatriated to the UK at the sole expense of his parents/guardian. The decision to repatriate a pupil is the discretion of the tour manager/director of rugby. This is no appeal against this decision.

I have discussed the Code of Conduct with my son/charge and understand that contravention of the regulations may result in my son being repatriated at my expense should the tour manager/director of rugby consider it necessary.

Pupil Name.....

Parent's signature..... Date.....

Pupil's signature..... Date.....

On the pitch the referee, right or wrong, is always right.

III

Off the pitch tour management, right or wrong, are always right.

Coopers' Company & Coborn

Senior Rugby Tour

New Zealand & Hong Kong

17th July 2010 – 7th August 2010



Tour Hand Book

Coopers Company & Coborn
Senior Rugby Tour
New Zealand & Hong Kong 2010

7th July 2010

Dear All

We just have 10 days to go before we embark upon our fantastic tour of New Zealand. With just a few finishing touches to organise we are set to go.

I hope that by the end of this week everyone will have picked up their kit, and although we will be very careful in sorting things out please ensure that you have been given your kit as listed below.

I am sure you will all agree with me that it looks fantastic and its going to give a great impression of our side as we go off – all you have to do now is ensure that your fitness level is maintained and win the matches!

A couple of pages enclosed with this newsletter for last minute checks etc – please read these and come back to me if you have any queries. The very very good news is that thanks to our team (and many of your parents too) our fundraising efforts have been astonishing. We have a some additional money which will be taken with us on tour and used for tourists benefit – this will allow us to pay for a few drinks together with entry into some unplanned attractions/excursions and perhaps even a meal or two.

REMEMBER

The coach will be departing from school at 12:00 with an ideal arrival time at Heathrow between 13:45 and 14:15. It's going to be a busy check in so we need to be prompt to ensure that it is as painless as possible! Please be at school by 11:15 so that we have time to get ourselves organised, please remember we will **NOT** wait for any late arrivals, you will need to make your own way to Heathrow if the coach has already departed !!!!

Look forward to seeing you all on Saturday 17th July.

Mr Marshall
Director of Rugby
Tour Manager

New Zealand & Hong Kong 2010

Last minute things

Kit

Check through the kit you have received – make sure it has your initials and not those of a team mates (if you have please return to Mr Brooks asap)

You should have the following items plus your own personal clothing

- Match shirt x 2 (to be collected next week)
- Match shorts x 2 (to be collected next week)
- Match socks x 2 (to be collected next week)
- Track suit x 2
- Track pants * 1
- Training top x 1
- Fleece x 1
- Hoodie * 1
- Thermal undershirt * 1
- T Shirt x 2
- Polo Shirts x 2
- Fleece lined winter jacket x 1
- Dress Shirt * 1
- Tour Tie * 1 (to be collected next week)
- Tour Blazer * 1
- Tour Rucksack * 1
- Tour kit bag (logo'd and named) * 1
- Flight bag (Edwin Doran) * 1
- Boot bag * 1

Packing make sure you do not exceed your baggage allowance as you will be required to pay any penalties personally at the time of each flight check-in. 20kg's

Remember Medicines – prescription (if required) and a small first aid kit, some pain relief and ibuprofen – glasses, contact lenses.

Mouthguard (preferably 1 spare “boil in the bag too”)

RUGBY BOOTS plus spare studs & spanner (please ensure that your boots are in reasonable condition as it may not be possible to replace them at short notice

if they become unwearable **(your boots must be clean and free of mud, NZ Customs will confiscate dirty boots!!!!)**

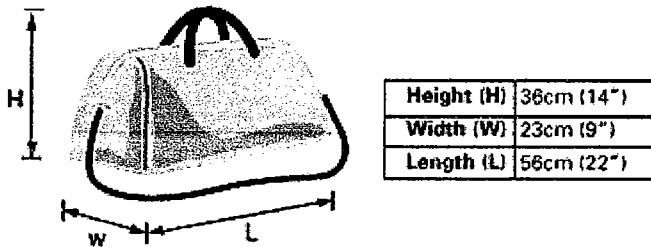
Gifts for hosting families, we have purposely left this to the imagination and discretion of the individual tourist.

Checked Luggage

No more than 20kgs hold luggage, a tour holdall has been provided for you to use.

Cabin/hand Luggage

You can bring **1** cabin bag not exceeding 56x36x23cm (22x14x9 in) in size. These dimensions include wheels, handles and side pockets.



The total weight entitlements of your cabin baggage are as follows:

Class	Weight
Economy Class	7kg (15lbs)

Hand luggage – don't bring any liquids in hand luggage (unless they meet with airport requirements ie under 100ml each item and carried separately in a clear plastic bag)

You will be given luggage tags by us from the tour operator on the day we leave but it is advisable if you have your own tags to put these on your luggage too.

Make sure you can identify your luggage easily! Including hand luggage

Your rucksack is recommended to be flat packed in your suitcase and then carried separately once we get to the other end.

Bring something to keep you occupied on the long flight – 32 hours although Cathay Pacific offer a fantastic entertainment system (have a look at http://www.cathaypacific.com/cpa/en_HK/whatonboard/entertainment for information on this).

Weather

It is WINTER in New Zealand so the weather is cold and the latest weather forecasts can be found at www.yahooweather.com.

See you all Saturday

New Zealand & Hong Kong Senior Rugby Tour July/August 2010

TOUR HANDBOOK

This Handbook provides information and guidance from the management team for the Coopers Company & Coborn Senior Cultural Rugby Tour 2010. It should be read with the Tour Guide produced by our tour operator, Edwin Doran which provides the tour schedule and includes more general guidance.

CONTENTS

1. Tour Aim, Objectives and Rules

2. Personal Welfare

Stay healthy on tour

HIV/AIDS

Help and advice

Rooming and Billeting

3. Kit & Luggage

Luggage

Kit list

Dress code

Electric socket adapter

4. Finance

Meals included/not included in tour price

Sightseeing included/not included in tour price

Spending money

5. Communications

We will have NZ mobile phones supplied to us once we land in Auckland, we will publish the numbers for these on the tour website once we are able to get access to a WiFi connection, please remember these should only be used in cases of a real emergency and not as a way of communicating with your son.

Attachments

- 1 Emergency call tree**
- 2 Dashboard summary of tour itinerary**

GROUND RULES

- On the pitch the referee, right or wrong, is always right.**
- Off the pitch tour management, right or wrong, are always right.**

New Zealand & Hong Kong Senior Rugby Tour July/August 2010

TOUR HANDBOOK

This Handbook provides information and guidance from the management team for the Coopers Company & Coborn Senior Cultural Rugby Tour 2010. It should be read with the Tour Guide produced by our tour operator, Edwin Doran which provides the tour schedule and includes more general guidance.

CONTENTS

1. Tour Aim, Objectives and Rules

2. Personal Welfare

Stay healthy on tour

HIV/AIDS

Help and advice

Rooming and Billeting

3. Kit & Luggage

Luggage

Kit list

Dress code

Electric socket adapter

4. Finance

Meals included/not included in tour price

Sightseeing included/not included in tour price

Spending money

5. Communications

We will have NZ mobile phones supplied to us once we land in Auckland, we will publish the numbers for these on the tour website once we are able to get access to a WiFi connection, please remember these should only be used in cases of a real emergency and not as a way of communicating with your son.

GROUND RULES

- **On the pitch the referee, right or wrong, is always right.**
- **Off the pitch tour management, right or wrong, are always right.**

ENFORCEMENT OF TOUR RULES

Penalties for breaches of tour rules in minor cases may be forfeits, fines or imposed duties; and in serious cases may be exclusion from tour activities including match squads; exclusion from ongoing tour activities; and in worst cases may be sending home (at the expense of parents) and possible school suspension.

The Tour “Court” will judge minor transgressions.

A Disciplinary Hearing of the Tour Management will judge serious offences.

TOUR AIM - Success and safety on and off the field of play

GENERAL RULES OF CONDUCT

- Do not impair own or team performance.
- Do not bring the tour or school into disrepute.
- Do not impair the enjoyment and safety of other tourists or third parties.

More specifically

- Abide by all boundaries and curfews and any “guidelines” laid down by tour management: these are for the good of the tour and your own safety and well being.
- Do not consume alcohol.
- Do not smoke or take any substances other than those specifically prescribed by a GP or Specialist Medical Consultant
- Attend all scheduled meetings on tour: these are compulsory.
- Do not steal: tour “trophy” taken without the owner’s permission are stolen goods.
- Do not cause damage: you or your parents will be required to pay for any damage you cause, either accidentally or otherwise.
- Be polite, respectful, friendly and interested towards hosts and other nationals you meet.
- Whilst travelling by air, you are required to make yourself aware of the emergency procedures of the aircraft and to abide by international civil aviation rules and regulations.
- You will be required to fasten seatbelts whilst travelling by road, regardless of local laws.
- Abide by the practices and rules of hosting homes, schools and hotels.
- In hotels and other public places, do not move or hang around in a large group and do not behave in a noisy, obstructive or abrasive way that might cause nuisance or offence to other people.

- Make sure you pay for **all** services consumed in hotels, such as phone calls outside the hotel: this is your responsibility. Where possible tour management will request hotels to block pay per view TV/mini bar etc.
- Know where and when you are required and be there on time.
- Know what kit you are required to wear and have with you, and do so.

TOUR OBJECTIVES

On the field of play to win by playing well and in the best spirit of sportsmanship
 On and off the field of play to be good ambassadors for the school and English rugby,
 to have a great time and to be safe

RULES OF RISK MANAGEMENT

Safety and security when out and about

- Do not venture into places against advice.
- No player must ever leave another on his own when away from a hotel or other accommodation base.
- Maintain strength in numbers – do not leave main party unless in a group of 4 minimum. In event of any crisis, 2 players stay at scene if necessary and 2 go for help if necessary. Ensure at least one group member has a mobile phone (see Section 5 – communications), with number known to tour management.
- Wait where you are, if you become lost and separated from your group– the group will search for you on the route already followed.
- When walking or sitting, even in a group, avoid very crowded areas and be wary of beggars and hustlers.
- Cover up and secure wallet, mobile phone and camera in risky places.
- Do not make a display of cash or carry large amounts.
- If mugged, do as your attacker demands - do not argue or resist. Your life is more important than your mobile phone or money.
- Maintain vigilance in restaurants – a seemingly innocent tourist or local may be a thief/pickpocket.
- Be normally vigilant when on public transport, as you would be at home.
- NZ does not have any indigenous poisonous animals, however care should be taken if approached by or encountering animals.

Safety in special activities

- Do not swim on your own or without informing **and** accompanied by a member of the tour management: obey all safety notices and guidance's at all times.

- When on trips, stay with guided groups and obey guides' instructions.

Safety and security in accommodation

- Keep hotel room doors locked at all times – do not open to any stranger: if in doubt, phone hotel reception.
- Use hotel room safe if provided
- If you feel at risk of violence or racial or sexual harassment inform tour management at once

Health & Safety related to training and matches

- International Rugby Board (IRB) Rules state that “a player who has suffered concussion or suspected concussion shall not participate in any match or training session for a minimum period of three weeks from the time of injury, and may then only do so when symptom free and declared fit after a proper qualified medical examination.”

PERSONAL WELFARE

Stay Healthy on Tour

- Try to be healthy, fit and well rested when you join the tour.
- Get enough sleep on tour: lack of sleep is a major threat to the success of the tour and your enjoyment of it.
- Get enough rest on tour: everyone needs some rest and quiet time, and touring in a large group for three weeks will cause stresses. Respect the different needs for privacy of fellow tourers.
- Wear sensible clothing for the weather conditions. Daily attire will be dictated by Mr M in advance
- Minimise the risk of traveller's diarrhoea by avoiding high-risk foods such as raw and undercooked meat and fish, and unpasteurised dairy products. Drink bottled water but only from a properly sealed bottle. Wash hands before eating.
- Drink plenty of fluids to avoid dehydration during long haul flights and other journeys.
- Take exercise, including in flight exercises as advised by the airline during long-haul flights to reduce the risk of DVT (deep vein thrombosis).
- Tell tour management and seek medical advice at once if you feel unwell.
- Remember to use any medication you need, including anti-malaria tablets, in accordance with doctor's or manufacturer's instructions.
- Take a small first aid kit for yourself and include some general medicines

(painkillers – paracetamol, ibuprofen, something for stomach upsets, travel sickness)

Luggage

- do not offer or agree to transport any packages or items for strangers during the duration of the tour.
- each tourist should only pack and transport their own belongings at all times in both hand and cargo hold luggage.

HIV/AIDS

- HIV/AIDS is found in New Zealand - do not have sexual contact while on tour.
- When playing rugby or training, report any blood injury to the referee and coach at once and leave the pitch.

Help and Advice

If you have any concerns feel free to discuss with any member of tour staff, he will treat any discussion confidentially. If you still need to speak to another member of staff to discuss a problem, please feel free to do so. When travelling, for example at airports, keep members of staff advised of your whereabouts, if you need to leave the main party for any reason.

Rooming and Billeting

Rooming and billeting arrangements will be advised at the time.

Every effort will be made to avoid the need for any player to be billeted with a family on his own, but this possibility cannot be entirely excluded, depending upon what the host schools are able to arrange.

KIT & LUGGAGE

LABEL AND MARK YOUR CLOTHES – MOST TOUR KIT HAS YOUR INITIALS AND/OR YOUR NAME BUT THINGS LIKE SOCKS NEED TO BE LABELLED.

In addition to kit provided, you should bring

- Rugby boots – regulation rugby studs (your boots must be clean and free of mud, NZ Customs **will** confiscate dirty boots!!!!)
- Body armour, scrum cap, supports (if required)
- Trainers, spare rugby socks, shorts and tops suitable for training
- School navy rugby shorts and red rugby socks
- Chino trousers
- Towel (at least 1 to be used at matches and training, or when swimming)
- Swimming trunks/shorts (speedo's optional !!!)
- Brown/Black shoes (polished at all times!!!)
- Belt that matches colour of shoes
- Warm gloves
- Casual clothing* and footwear (when billeted)
- Underwear
- Spare towel
- Socks

