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JAPAN TOUR POLICY BOOKLET

Revised March 2017



ラグビーを通じた友情
FRIENDSHIP THROUGH RUGBY

01. INTRODUCTION

This policy booklet contains information pertaining to the Wahroonga Rugby Club tour to Japan. The policy booklet is reviewed periodically and amended as necessary. When players and adults are invited to join a Japan Tour they must abide by the provisions of this document.

02. HISTORY OF THE SANDA – WAHROONGA RELATIONSHIP

The special relationship between Wahroonga Rugby Club and Sanda Rugby (Japan) stemmed from the vision of Dr. Shigeki Taba (1942-2010). Following a visit to Sanda's sister city, The Blue Mountains, in 1996, Dr. Taba – a passionate rugby man – pursued a dream to establish a rugby relationship with an Australian junior rugby club. Reciprocal tours and international competition would become a firm basis for understanding, friendship and preparation for later life.

Sanda Rugby contacted The Blue Mountains City Council, which then referred them to David Campese who, as then patron of WRC, organized contact with WRC. Following this initial contact in 1996, and with much hard work by both rugby clubs, Dr. Taba's vision became a reality with the first tour from Wahroonga to Sanda taking place in the following year, 1997.

Each year our clubs take turns visiting each other. The 8-10 day tour is a combination of rugby games, sightseeing and various formal and informal functions. It provides a wonderful opportunity for touring players to gain valuable rugby experience. Both players and adult tourists are billeted with local families, and are therefore immersed in a different culture, customs and way of life for the duration of their visit.

03. TOUR AIMS

The Japan Tour provides a valuable opportunity for players to gain:

- ★ valuable rugby knowledge from the technically correct and highly drilled Japanese players;
- ★ an understanding of Japanese culture and customs by visiting places of interest; and
- ★ an understanding of Japanese family life by being billeted with a family from Sanda Rugby Club.

Adults will also experience the Japanese way of life by accompanying the players each day whilst carrying out their allocated duties and by being billeted with a Japanese family.

04. TOUR NUMBERS

Tour numbers are determined each tour year in consultation with the Sanda Rugby Club. Tour numbers are limited by the number of host families in Japan. In past years we have been able to take every player who applied. We hope to be able to take 2 x 16 player squads (U11 and U12) again this year. Rugby tourists are usually accompanied by a parent group of between 8-10 adults.

The Wahroonga Rugby Club President or his/her representative will also travel. Places for players will normally be allocated equally across the two age groups, unless one age group is undersubscribed. In this case additional places may be allocated to the other age group.

05. TOUR DATES

The tour to Japan occurs during the September / October school holidays. The departure date is normally the Thursday / Friday before the school holidays commence in order to arrive at Sanda for a complete weekend of rugby. Players may need to request leave from school for these days and this should be done well in advance of the departure date.

05. PLAYER SELECTION

To make application, players need to complete the **Japan Tour Player Application Form** and submit their application on or before the due date. Applications are open to all players in the relevant age groups, irrespective of grading or capability. If the number of applications exceeds the number of places available, player tenure with WRC may be taken into account. In this case applications will be considered and determined by the Tour Selection Committee formed to determine adult selections (see Section 6 below).

06. ADULT SELECTION

Adult selections will be determined by a Tour Selection Committee comprising the WRC President, and 2 other people nominated by the committee; one of whom is a current committee member. Preferably at least 1 person on this committee will have toured previously to Sanda.

The Tour Convenor and the Club President (or his / her nominated representative) are automatic selections for the Japan Tour. All other positions must be applied for.

Adults wishing to tour **MUST** apply for one or more of the Tour positions by completing a **Japan Tour Adult Application Form**.

After receiving all the Japan Tour Adult Application Forms, the Tour Selection Committee will select the successful applicants based on the information supplied and the following criteria:-

- contribution to Wahroonga Rugby Club;
- current role at Wahroonga Rugby Club;
- previous roles at Wahroonga Rugby Club;
- coaching qualifications and experience;
- referee / touch judge qualifications and experience;
- experience as a doctor, nurse or related medical professional;
- ability to speak Japanese;
- previously been on a Wahroonga Rugby Club tour to Japan;
- the family has previously billeted Japanese tourists;
- experience in teaching and supervising children (eg teacher, scout leader); and
- any other relevant information the applicant includes in their application.

Where appropriate, the Tour Selection Committee will also seek the input from the Age Coordinator, Coaches and Managers of the Under 11 and Under 12 age groups.

The adult selection will be based on the contribution that the family has made to WRC and not solely the contribution by the adult applying to go on the Japan Tour.

Only in exceptional circumstances will two adult members of the same family be selected for a Japan Tour. The Wahroonga Rugby Club President will have sole discretion in these circumstances.

An adult who has assisted with an inbound Japan Tour is not automatically selected for an outbound Japan Tour.

The billeting, tour gear, gift and fundraising organisers are all jobs predominantly done before the Japan Tour departs and so if a person who applies for one of these positions also wishes to go on the Japan Tour then they **MUST** also apply for a position on the Tour (eg a manager may also organise the gear for the tour).

Adults will be advised of the tour position allocated to them and their position will be secured when they accept and pay their deposit.

The Translator MUST also apply for another position on the Tour.

Adults of Under 11 players who have applied to go on the Japan Tour will be given some preference, where possible; as this age group requires more looking after. They are also the future of the tour.

Ideally, the parent tourists will include at least one parent who has been previously on the Japan Tour. This is important to maintain and strengthen existing relations and to provide assistance to the Tour Convenor. Their experience is also invaluable in providing leadership and communication. For these reasons previous tour experience will be taken into account when considering applications. However an adult who has been on a previous Japan Tour is not guaranteed a place on a future Japan Tour.

The tour needs to take at least 2 mothers; one from each age group, who can offer the players that extra 'TLC' (tender loving care) whilst carrying out their other allocated duties.

07. ADULT ROLES

The following table describes the various adult roles. The final role allocations will be made once adult selections are finalised. There is an expectation that each adult will undertake at least one pre-tour role and one tour role (eg fundraising organiser and age group manager). Some roles may be undertaken by more than one adult or may be shared. All roles must be fulfilled amongst the adult tourers.

Position	Description
Tour Convenor	<ul style="list-style-type: none"> Oversee all aspects of the Tour arrangements. Liaise with Sanda Tour Convenor both pre-tour and on-tour. Assist with Adult Selection for outbound Japan Tour. Arrange itinerary in consultation with the Sanda Tour Convenor. Obtain Australian Rugby Union permit to travel. Organise travel arrangements, letters, health forms and information day. Organise monies (receive/bank/track/pay money pre-tour). Maintain receipts/records on tour.
Assistant Tour Convenor	<ul style="list-style-type: none"> Assist the Tour Convenor both pre-tour and on-tour. Learn the Tour Convenor's position in order to take over the organising of the Japan Tour for the following two years.
WRC President (or his/her representative)	<ul style="list-style-type: none"> Represent the outbound Japan Tour group. Make speeches and presentations, and accept gifts. Assist with Adult Selection for outbound Japan Tour.
Medical Officer	<ul style="list-style-type: none"> Supervise general health of the outbound Japan Tour group. Organise first aid kit. Keep health forms and supervise and record medications taken/given. Be available to provide medical assistance at all games and complete accident/injury reports. Talk to adults and players about any medical concerns or problems.
Head Coach	<ul style="list-style-type: none"> Arrange/co-ordinate pre-tour training and training and games while on tour. Liaise with Sanda Head Coach. The Head Coach will be selected from one of the age group coaches and can be applied for in conjunction with an age coach position.
U12 Coach U11 Coach	<ul style="list-style-type: none"> Coach at pre-tour training and at training and games while on tour. Organise rugby playing kit.
U12 Manager U11 Manager	<ul style="list-style-type: none"> Keep personal contacts and home stay family details. Hold and distribute spending money. Hold passports, copies of passports and tickets. Distribute ribbons to opposing teams. Supervise age group each day and ensure that discipline is maintained.
Referee	<ul style="list-style-type: none"> Referee and touch judge games.
Social Media/Photographer	<ul style="list-style-type: none"> Create a 'Sanda Tour 2015' Facebook group to share important information prior to departure and post daily updates on tour. Take photos/video during each tour day and post on Facebook/WRC Website. Keep a log of daily activities/happenings, notable and fun stuff, to be copied for tourers on return. Submit tour article to local paper.
Translator (speaks Japanese)	<ul style="list-style-type: none"> Communicate with the Japanese on behalf of tour members especially for illness or injury. Translate at official functions.

Position	Description
<i>Billeting Organiser **</i>	<ul style="list-style-type: none"> • Liaise with Sanda Tour Convenor to determine home stay groupings. • Distribute, collect and consolidate home stay forms and information.
<i>Tour Gear Organiser **</i>	<ul style="list-style-type: none"> • In conjunction with the WRC Gear Steward organise/order tour clothing and accessories and distribute to adults and players. • Issue individual invoices for all tour gear orders. • Distribute WRC playing jerseys prior to the tour, and maintain appropriate records. • Collect WRC playing jerseys at conclusion of tour and arrange for return to WRC Gear Steward. • Organise training aids and supplementary equipment (eg spare mouthguards, socks and tape).
<i>Gift and Awards Organiser **</i>	<ul style="list-style-type: none"> • Select and source gifts for host families and make up packages. • Organise Sanda Club gift including wine. • Organise plaques, ribbons and player awards and take to Japan to distribute at games.
<i>Fundraising Organiser **</i>	<ul style="list-style-type: none"> • Organise all aspects of tour fundraising.

** Pre-tour roles.

In addition to the above roles each adult (with the exception of the Tour Convenor and the WRC President) will be given the responsibility for a small group of players to supervise each day. This is especially necessary at the airports, going through customs, at toilet stops and at shopping centres. Adults will also need to monitor how players are spending their money (eg excessive lollies, bulky items that will be difficult to return to Australia and prohibited items).

08. TOUR/TEAM CAPTAINS

Team Captains will be chosen for each age group by the Head Coach, in consultation with the President, team coaches and team managers. The usual captain's duties of leadership and good behaviour will be expected as well as some extra social duties such as visiting the Sanda Mayor.

The Under 12 Team Captain is usually, but not always, the Tour Captain and has the added duties of speaking at the Welcome and Farewell Ceremonies and presenting the plaques to the opposing Club teams.

09. BILLETING

All adults and players will stay with a Sanda family as this is the most convenient option for our Japanese hosts. Staying at hotels requires extra pickups / drop offs and, in the past, even when transport was pre-arranged, our Japanese hosts felt obliged to do the transporting themselves which was a significant inconvenience.

Children will be billeted in pairs, with a nominated friend, or with their accompanying adult. All efforts will be made to put similar aged Wahroonga and Sanda players together, however, due to the lesser number of Japanese families this may not always occur. Where possible, requests to stay with a particular host family will be granted.

Host family allocations are organised by the Billeting Organiser prior to the tour departing Australia.

10. GIFTS

Each Sanda host family is given official WRC gifts, one from each adult and player staying with them. These gifts are pre-wrapped and carried by the adults and players to Japan. The gifts are presented on arrival at the host family's home.

A special gift is also given to the Sanda Rugby Club at the Welcome Ceremony and plaques and ribbons are presented to the opposing Japanese players at each game. Special player awards are also awarded.

To cover the cost of these gifts, a gift fee is charged to all touring adults and players.

Gifts are organised by the Gift Organiser and host family gift packages are given to each adult and player prior to the departure date.

11. TOUR GEAR & UNIFORM

MANDATORY GEAR – PLAYERS	
Polo Shirt x 2	Wahroonga Rugby Club Supporters Polo Shirt embroidered for the tour (approximate cost \$35 each)
Cap	Wahroonga Rugby Club gold and black cap embroidered for the tour (approximate cost \$15)
Smart casual long pants or shorts	No rips or frayed hems
Sports shoes	Clean sports shoes
Tour commemorative jersey	Specially designed tour jersey, which will be used as an alternate playing jersey during the tour (approximate cost \$70)
WRC playing jersey	To be distributed prior to the tour and returned to the age group manager prior to departure from Sanda
WRC playing shorts	A minimum of two pairs
WRC playing socks	A minimum of two pairs
Head gear	Mandatory in Japan (no headgear – no play)
Mouthguard	Mandatory (no mouthguard – no play)
Drink bottles x 2	It can be quite hot in Japan at this time of year, so it is important to have adequate water on hand
Tour back pack	Embroidered with tour number and name (approximate cost \$40)
Tour track suit	Embroidered for the tour (approximate cost \$50)

MANDATORY GEAR – ADULTS	
Polo Shirt x 2	Wahroonga Rugby Club Supporters Polo Shirt embroidered for the tour (approximate cost \$35 each)
Cap	Wahroonga Rugby Club gold and black cap embroidered for the tour (approximate cost \$15)
Smart button-up, collared shirt	Preferably white or light in colour, for formal functions. Men will also require a WRC tie (approximate cost \$20)
Tour back pack	Embroidered with tour number and name (approximate cost \$40)

OPTIONAL GEAR	
Tour commemorative jersey	Specially designed tour jersey (approx. cost \$70)

Tourers will be advised what needs to be worn on each day of the tour, for playing, sightseeing and functions. A detailed gear list is included in the Tour Information Pack which will be issued closer to the departure date.

12. Fundraising

All adults and players are expected to partake in any combined/group tour fundraising. Any tourist who chooses not to participate in fundraising efforts will not receive the benefit of funds raised. Fundraising is organised by the Fundraising Organiser prior to the tour departing Australia.

13. Costs

The total cost of the Japan Tour varies from year to year, however every effort is made to minimise the tour cost, and it represents very good value for all the inclusions. As a guide, the costs for 2015 were \$2,177 per U11 player, \$2,599 per U12 player and \$2,600 per adult. These costs were comprised as follows:

Cost Item	Player (11 and under)	Player (12 years)	Adult
Airfare	\$1,014	\$1,336	\$1,336
Transport to Sydney Airport	\$10	\$10	\$10
Land Content (all transport, tours, meals etc.)	\$450	\$450	\$550
Spending money	\$250	\$250	\$250
Gifts Levy	\$50	\$50	\$50
Gear	\$200	\$200	\$200
Travel Insurance	\$153	\$153	\$153
Inbound tour levy	\$50	\$50	\$50
TOTAL (Players)	\$2,177	\$2,499	\$2,599

Travel insurance is mandatory for each tourist. The Club will arrange a group insurance policy.

Fundraising offset

Tour costs (with the exception of spending money) can be offset by any money generated through coordinated fundraising efforts. Any funds raised will be shared evenly amongst the players (not the touring adults). Depending on the tourists' fundraising efforts, the cost offset can be significant. A tourist who does not participate in fundraising activities will not benefit from the fundraising offset.

Deposit

A deposit of approximately \$500 is required to secure a position. This deposit will only be refunded if the position of the adult or player is able to be filled AND WRC has not paid any out of pocket expenses that it is unable to recoup. The final balance is due in July.

14. Tour Behaviour Guidelines

All adults and players travelling to Japan must abide by the tour behaviour guidelines which are as follows:-

- Under no circumstances is any player to bring, purchase, supply or consume any alcohol or tobacco;
- Under no circumstances is any adult or player to bring, purchase, supply or consume any illegal drugs;
- Under no circumstances is any adult or player to bring, purchase or supply pornographic material including DVDs, videos and computer movie clips;
- Under no circumstances is any adult or player to bring, purchase or supply prohibited items;
- All adults and players are to abide by the Australian Rugby Union Behaviour Guidelines and are not to bring the game, or Wahroonga Rugby Club, into disrepute;
- All players are to play all games in a spirit of competitive friendliness. The purpose of the Japan Tour is to have fun and enjoy rugby camaraderie;
- All adults and players are to promote Wahroonga Rugby Club;
- All adults and players are to advise without delay their Age Manager, the Medical Officer and the Tour Convenor in the event of illness or the need for medical attention or special medication;
- All rubbish, from whatever source, must be taken with the adult or player and disposed of in the appropriate manner and not left on playing ovals, in change rooms or on buses;
- All adults and players are to respect the homes and places they visit and ensure that the premises and surroundings are left as they were found. Any damage to any item is to be paid for by the adult or the player causing such damage;
- All adults and players should ensure they treat their hosts with the greatest respect;
- All adults and players are to respect the belongings of others and report losses or thefts, without delay, to their Age Manager and the Tour Convenor; and
- Anti-social and/or malicious behaviour at any time will not be tolerated.

Any breach of these Guidelines may result in the adult or player involved either:

- losing game time; and/or
- being asked to return home on the first available flight at their own expense; and/or
- forfeiting consideration for selection on future tours.

15. Private/Shadow Tours

The club does not sanction non-touring parents organising their own tours to coincide with the club tour. The Japanese are traditionally wonderful hosts and take enormous pride in their organisation. Relatives appearing unwittingly in an impromptu capacity at various venues can be objectively construed as a lack of foresight on the part of our Japanese hosts and cause great embarrassment.

One of the integral virtues of the tour is that it stimulates the development of individual independence and resilience via a full immersion cultural exchange. (The genesis of such an objective being separation from family). Consequently, parents need to be mindful that shadow touring can disturb the momentum of the immersion program and its benefits.

There will be an official touring party of adults who will care for and support your child. If parents have reservations that their child will not be able to manage without them, it may be preferable their child remain at home.

END OF DOCUMENT