

Sporting Destinations Ltd.
East Grinstead Sports &
Country Club
Saint Hill Road
East Grinstead
West Sussex
RH19 4JU
England

Telephone
+44 (0) 845 337 9180

Fax
+44 (0) 845 337 9181

email

steve@sportingdestinations.co.uk

website

www.sportingdestinations.co.uk

Planning Your Sports Tour

“A One Stop Shop for all your Touring Needs”

STAGE ONE (Formulate a Plan)

Formulate an idea in your own mind to include.

1. Where in the world do you wish to tour?
2. What time of year do you wish to tour?
3. Is your chosen sport played in that country at that time of year?
4. How long do you wish to be on tour including travelling time?
5. What age range do you wish to attract for the tour?
6. What type of tour are you thinking off?
 - a. Single Gender, One Sport Tour (For example -Rugby, Netball, Hockey)
 - b. Single Gender, Multi Sports Tour (For example Cricket & Hockey)
 - c. Mixed Gender, One Sport Tour (For example Hockey, Football)
 - d. Mixed Gender, Multi Sports Tour (For example Rugby & Netball)
7. What is the aim of your tour?
 - a. Pre- Season Training
 - b. Post –Season Reward
 - c. Team Building
 - d. Social Tour
8. What type of opposition are you looking for?
9. How many fixtures do you wish to play for each sport?
10. How many people do you wish to take on tour?
 - a. For Student Groups One Teacher per Ten Students
 - b. How Many Male / Female Staff per Group
11. Preferred means of Travel.
 - a. Fly
 - b. Coach & Ferry
 - c. Coach & Euro Tunnel
12. What type of accommodation and meal basis for your group?
13. What budget are you looking at for your tour?

Once you have formulated your plan, we recommend you share your ideas with colleagues and friends.

STAGE TWO (Seek Professional Assistance)

Contact Sporting Destinations a fully bonded licence holder with the Civil Aviation Authority, a member of Association of British Travel Agents and Assured Member of the School Travel Forum. You will talk directly to a specialist tour co-ordinator from either the Long Haul or Short Haul Teams, who has detailed knowledge of your preferred destination and of the sporting opportunities available. They will talk to you to make sure they

understand your exact requirements and that you are aware of all the possibilities available.

Tailoring an Itinerary

Once we have all the information, your tour co-ordinator will tailor-make a tour to suit your specific requirements and send you a Quotation Pack, which contains a draft itinerary, features and prices, tour requirement form, booking form and booking terms and conditions.

Your draft itinerary can be amended as many times as necessary to suit your requirements at this stage of the planning.

Flights.

We will always use the best airline available for your route to ensure the best start for your tour. We have no control of flying times, but it is very important that groups adhere to their stated check in time before departure. We always request group block seating, but this is down to the discretion of each airline.

Accommodation.

We can offer a range of accommodation: hostels, hotels or apartments all of which are fully checked against our Due Diligence procedures. We will provide you with a description of facilities and costs.

Billeting (Staying with host families) is available for some destinations and offer a great way of experiencing the country, forging international friendships and keeping cost down. Please check your school policy on billeting before requesting it. Where billeting with host families is arranged, it is the responsibility of the tour staff to supervise and organise activities should any of the host families be unable to look after students at any time during the tour. We must stress that this supervision is not the responsibility of the host family, host school or Sporting Destinations Ltd. We would not advise billets throughout, as they could make the tour very fragmented.

Organising Sports Fixtures.

We work closely with overseas sports associations and ground handlers who have expert knowledge on the level of play of local teams. If you have your own contacts we will be happy to liaise with them. The most significant lessons are learned in competitive and challenging encounters, rather than easy victories or hard defeats. We therefore work carefully to ensure that the fixtures we organise for you are with teams of the same age group and standard, taking the lead from you regarding your standards. We also recognise the importance of cultural and social touring experiences and therefore aim to organise post-match hospitality wherever possible.

Free places for staff.

Free places are available to teachers, tour leaders or helpers on school tours and are normally based on **One** free place for every **Ten** students (depending on age of children)

STAGE THREE (Set the Ball Rolling)

Once your quotation pack has been received, take time to study the quote and make sure it meets with all your requirements. Take time to talk to colleagues/friends. We are happy to discuss with you, over the phone or in person, any points you might have. When you are happy with your quote,

you will need to gain permission from your School, Governors, Local Authorities or Club Committee as appropriate.

1. Form a Tour Committee
2. Put together tour costing and a payment schedule
3. Fund Raising Target and ideas
4. Code of Conduct for Staff/Coaches and Players
5. Decide on a Tour selection policy for players.

STAGE FOUR (Sell the Idea to Others)

To help sell the tour to parents, players or committee members we suggest that you organise an open evening and invite Sporting Destinations along to do a PowerPoint presentation to the audience on the tour planned.

To achieve this you will need to send out invitations to your chosen group or a general letter to everyone. Give parents an outline plan, rough cost and a reply coupon to say whether they will be attending the meeting or not.

At the meeting, after the PowerPoint presentation, discuss the itinerary, costing, fund-raising ideas and code of conduct for staff, parents and players. Explain exactly what you expect from everyone involved.

We suggest that you tell all present what the selection process will entail, deadline date for passenger names and when a non-returnable deposit of £100 is required. Also tell them what the minimum number of passengers would be for the tour to move forward.

We also suggest that you tell the parents that you will require the following to help with the tour:

1. General Tour Committee members.
2. Fund Raising Committee and ideas.
3. Any Sponsorship contacts
4. General Helpers

STAGE FIVE (Make your Booking)

As soon as you are happy with the tour arrangements, return a completed Booking Form along with the non-returnable deposit of £100 per person. As soon as we receive this we will proceed with your reservation, make the necessary travel and accommodation arrangements and contact our ground handlers with your tour requirements.

We will then forward you a Booking Pack, which includes a Confirmation Invoice detailing all services to be provided.

STAGE SIX (Keep the Ball Rolling)

We suggest you have regular committee meetings and keep the parents/group updated on fund raising events and deadlines.

Health and Safety – All schools are now required to carry out a risk assessment for any tour. This has to be completed by the Tour Leader well in advance of the visit. You can be assured that because Sporting Destinations is a School travel Forum assured tour operator we comply to an externally verified Code of Health and Safety Practice to maintain a Safety Management System. This should cover the main requirements for your Risk Assessment such as accommodation, transport and excursions.

Please note that we are unable to supply copies of our own risk assessments to third parties.

Inspection Visits - We fully appreciate the complexity of arranging a school trip, which is why you can rely on us to assist in making your planning as easy as possible. If you decide that you would like to visit a destination prior to booking with us, then we would be happy to assist in making the arrangements at a suitable cost or there may be a familiarisation trip planned that fits your requirements.

Permission To Tour – RFL, RFU and Overseas Rugby Union require you to inform them that you are intending to tour. Once again it is suggested that you contact them to have your tour approved.

UK Airport Transfers – This is an area that most team leaders forget to organise, the transport of the group to and from the airport. In our opinion the best way to make sure all the group arrive at the airport in time for their flight is that they all travel together, this way you are certain that all the group will arrive at check in on time and not be stuck in traffic. Most airports require groups to check in 3 to 4 hours before departure time. We are happy to arrange this for you with our preferred coach companies, but Nine out Ten times, you'll find you will be able to obtain a better price from a local coach company that is used by the school/club regularly.

Tour Merchandise – This is another area, which is sometimes left to the last minute. Remember that for large groups you will need to order your merchandise early and have it delivered to the school/Club in term/open time. Trying to give out merchandise at the airport or on the coach is a nightmare.

We recommend that you arrange a final tour meeting evening for parents and tour members to run over the arrangements, give out emergency contact numbers and give out the tour merchandise. We are happy to attend this to answer any last minute questions.

Insurance – It is vital that you have adequate travel insurance for your tour. This must ensure that you are fully covered against unexpected cancellation charges, medical expenses arising abroad, loss of luggage and money and personal liability claims. Your insurance must also cover all the sports that you are playing on tour. Most schools either have their own travel insurance policy or one is provided by their LEA. Similarly many sports clubs also have their own policies. If your group does not have insurance, please call us for advice.

STAGE SEVEN (The Final Countdown)

In the run up to a tour, your tour co-ordinator will be available to answer questions at all times. We fully appreciate the complexity of arranging overseas tours, which is why you can rely on us to assist in making your planning as easy as possible.

Your full and Final Balance is due **10** weeks before your departure date.

Most groups request a final presentation evening, where we will give a full presentation on the tour. The Group Leader hands out the kit and answers any last minute questions from the tour party, and of course thanks to all the people who have helped you get this far.

A Final Tour Pack will be sent out approximately **2** weeks prior to departure date. This will contain a full itinerary, contact list detailing all phone

numbers and addresses regarding the tour, final passenger and rooming list, tour summary, luggage labels and local information.

STAGE EIGHT (On your Way)

Sporting Destinations will always aim to have a representative at Gatwick or Heathrow airport to answer any last minute questions and assist your check-in. Airline tickets are normally given out at the airport, by our staff, if flying from Gatwick or Heathrow Airport.

We believe that the Tour starts when the group first gather in their touring kit, be it as they leave the school/Club or first meeting at the airport and ends when they arrive home safely.

STAGE NINE (At Last on Tour)

When you arrive at your destination our local ground handler will be there to meet & greet you and give your group a run-down of everything you need to know, where to eat and drink, the best beaches, where to find the hottest entertainment and the coolest pool. Our local reps will then be available throughout your tour, to answer any questions and help in any way possible.

STAGE TEN (Peace of Mind)

Once you are on tour, and for your peace of mind, our local ground handler will be on call 24 hours a day, backed up by the knowledge that one of the Sporting Destinations Executives are always available in the UK. In the unlikely event that anything should go wrong whilst you are on tour, our 24 Hour Emergency Duty Manager in Surrey **07715 174017** will also be available to you and your passengers.

We also recommend that you set up before you leave the UK, a Tour Party Telephone Tree, where you phone one person, who then phones two or three people etc, so information is passed quickly around the parents. We suggest that the first person on the tree is normally a member of staff/Committee that is available in the UK for the duration of your Tour.

STAGE ELEVEN (What was all the fuss about?)

Sporting Destinations pride ourselves on the quality and personal service that we offer our clients, from the first phone call making an enquiry to the time you arrive back home.

We therefore would appreciate you taking a few moments to complete our tour questionnaire as we value your views, We would also be most grateful if you would send us a copy of your tour report and photos that we can use on our website or new brochures.

We are always happy to visit you again after the tour to discuss your tour and look over your thousands of photos and **who knows you may want to do it all over again!**