



Oakhill College and Prep Sporting, Academic and Cultural Tours Charter Guiding Principles towards the Funding and Organization of Tours

PREAMBLE

There are various designations of tours falling into either local or international categories, and the organizing responsibilities currently reside within the respective sport, academic and cultural departments.

Tours costing less than R5 000 per student, are organized by the respective body/staff member in charge of that department/MIC of the Sport, together with such assistance that he or she may decide to co-opt.

Notwithstanding the above, the objectives and principles described below apply equally to all tours and the guiding principles of good governance and disclosure should be adhered to.

OVERVIEW AND OBJECTIVES

Based on the experience from recent tours, it is evident that there is a need to establish some guiding principles to assist stakeholders (Staff and Parents) with the organization and funding of such tours so as to ensure:

- that the existence of such an important experience is maximized in the future.
- create and maintain a knowledge base, which is available to the stakeholders in the future, by producing a Tour Charter with guidelines to ensure processes are put in place so as to achieve maximum benefit at minimum cost.
- to reduce the time and associated cost of committee members expended on organizing tours and to make the experience pleasurable for all the stakeholders. The Charter encourages the promotion of internal tours and festivals in which all scholars and staff members are able to participate.
- to have a forward rotational plan of overseas tours to allow the parents and school to budget and plan ahead.

APPROACH TO FUNDING TOURS

Selection Policy

- Oakhill adopts a merit based selection policy in selecting the teams or tour members.
- School accounts must be up to date, or the Bursar must give approval for the pupil to go on tour.
- The pupil and family must uphold the Oakhill Code of Conduct.
- There is to be a maximum number of staff and Bursary Students as a percentage (to be determined) of the total tour cost.

Funding Principles

Every tour, whether overseas or local, should be self-funding.

Principle 1: Bursary Students & Development Players

- In the case of Bursary Students on local tours, the cost of the tour is incorporated into the overall budget of the tour that is covered by all tour members, save for those bursary students where parents have agreed to contribute towards tours.
- For international tours Bursary Students would be expected to cover a minimum of 50% of the tour cost through personal sponsorship, private funding etc.

Principle 2: Fund Raising

The following fundraising options would apply:

- for an individual for an overseas tour.
- where all involved in the event share the money equally.
- where the opportunity is afforded to all and those who struggle financially use this opportunity to a maximum.

Principle 3: Staff Allowances

- Staff Costs are included in both overseas and local tour costs

Principle 4: Financial Control and Accountability

- All funds are to be controlled by the School Bursar and the tour finance sub-committee in a School account.
- In cases of substantial amounts deposited (\geq R200 000) for significant periods (\geq 3 months) interest would accrue to the Touring Fund.
- No monies will be paid out until the relevant monies have been received from the tourists involved, especially in the case of overseas tours, according to the deadline.

OVERSEAS TOURS - GUIDING PRINCIPLES

Overseas tours remain on the compendium of learning experiences offered by the School and will continue to be scheduled and run under the School's banner. An attempt to assist in the organisation and management of tours is submitted under the guise of "Guiding Principles" below:

Starting the Process

Based on the rotating system the School Executive will expect the particular Department to submit its intention, through the Teacher in Charge of the tour at least 9-12 months in advance of the planned tour date.

Tour Operator/s will be required to provide at least 2 detailed quotations based on location, itinerary, period away, proposed budget and pupil numbers.

Provisional approval by the School Executive is required before the process can continue and the Executive reserves the right to reject a tour proposal.

If a tour is approved, the School Executive (represented by the Headmaster) will have the mandate to determine which staff will tour and the specific duties of these staff members.

Defining the tour: itinerary, costs and number, and final approval

With the provisional approval of the School Executive, the Tour Manager will invite parents to become involved through a general meeting to launch the tour. The tour itinerary, quotes and budgets that have been accepted by the Executive will be put to the general meeting. A vote will be taken at this General Meeting to decide on whether the tour should proceed.

The General Meeting will elect a Tour Committee to assist the staff in the early planning of the tour.

Once final details have become available, the tour committee will submit the final proposal to proceed with the tour to the College Executive. Reference should be made as to how the tour costs of bursary students and 'development' players are to be covered either by the school, sponsors or by the tour committee.

A "Time Line" is to be drawn up showing when all payments would be due.

No commitments to travel companies or tour operators can be made until this request has been submitted and a formal response has been provided. Also all initial non-refundable deposits due from pupils must have been paid to the school before any commitments are made.

The tour committee is responsible for sorting out the remaining needs such as passports, visas, insurance, kit, pocket money, site-seeing in free time, gifts, etc. and needs to present a proposal which covers all of this.

Organisational Responsibilities

The Headmaster will appoint all supervisory and technical staff, according to established ratios:

- 1 adult to 10 students for tours in the College
- 1 adult to 8 students for tours in the Prep

Note: Depending on the age of the students and behavioral concerns the school holds the right to send an additional staff member at the discretion of the Executive Committee.

The number of male and female staff members that will accompany the tour party will be proportional to the number of male and female students on tour.

A Tour Committee will be formed and will include at least 2 parents.

A quorum at all meetings will be 75% of those entitled to attend. The voting will be one vote per tour member.

Application to Tour

- Tour participation is voluntary.
- Application forms are handed out at the initial general meeting with a published deadline date.
- Selection process: provisional tour party to be selected according to criteria for selection by relevant tour manager and staff.
- Selected tourists are issued with an acceptance form (which has a due date) and an invitation to second general meeting where the planning committee will be constituted.
- Acceptance forms which include the payment timeline must be signed and handed in by the due date.

Application & Acceptance Forms

Tour participation is voluntary up to the stage of signing and returning an Application Form by due date. (Non-submission of the form by this date may preclude the student from the tour party). Application does not automatically determine that a student will go on tour.

Signature of the Application Form binds the parent to the terms and conditions stipulated on the form which will govern the following:

- Budgeted amount involved (supported by a detailed breakdown of budget costs and supporting quotes).
- Amount and timing of deposits (supported by a "Time Line").
- The procedure by which such amounts must be paid.
- Withdrawal criteria: withdrawal of a student from the tour due to matters outside of the control of the participant, such as injury (or other reason as agreed by the Committee at the time), will result in any deposits being fully refunded unless the Tour Fund has suffered financial loss due to cancellation of bookings. Withdrawals due to any other reasons, will result in the member forfeiting their contributions to date.
- Should any Disciplinary Action be taken by the school which results in the pupil being taken off the team or removed from the tour, then there will be no refund due.
- The anticipated involvement and effect of fund raising ventures.
- The tour itinerary – preliminary.
- The composition of the team, tour management and coaches.
- The exchange rate policy ie impact of any significant exchange rate fluctuations, and how they will be dealt with.
- The manner in which any surplus / deficit will be dealt with.
- The cost of any insurance (travel, political, etc).

Financial Management

All monies will be paid into the main school account with clear reference to the particular tour. The funds will be managed by the Bursar and the finance sub-committee. Allocation from any available Development Player Provision account arising from whatever source will be decided by the School Executive at least 6 months prior to the departure date.

The finance sub-committee shall maintain a separate income and expenditure statement and shall reconcile quarterly with the bursar so as to ensure correct payment and allocations, as well as accurate forecasts are made to the participants.

Note: While it is recognized that successful fundraising efforts and sponsorships can significantly reduce the participating member's individual tour cost, and that sound economic thinking was applied to the choice of the touring option chosen, there may well be situations where an invited participant is at risk of withdrawing due to the affordability factor. In principle, every effort will be made to assist such members, as has been the case in the past, through, *inter alia*, providing bridging finance, so as to ensure that touring teams are representative in the broadest sense of the term.

Payment schedules

A deposit of 25%, or higher if deemed necessary by the Tour Committee, of the total cost of the tour must accompany the tour member's application form to confirm the student's place on the tour. This shall be made on the date prescribed on the Acceptance Form. Due dates of staged payments will also be conveyed to the parents with all payments to be completed 2 months prior to the commencement of the tour.

The balance of requirements (actually incurred and projected for offshore) shall be fully paid 30 days prior to departure date.

Non-payment of the installments on due date will attract interest at the prime overdraft rate and may result in forfeiture of amounts paid to date and exclusion from the tour. Offshore expenditure shall be fully reconciled within 14 days of returning and a provisional wrap-up of tour costs will be issued within 30 days of the return date. The final audited result will be issued within 60 days of return.

Tour management will be responsible and accountable for ensuring that disbursements made, are supported by vouchers. Within 60 days of the tour returning, the tour fund will be closed.

Sponsorships

Sponsorships are encouraged, but due concern must be paid to the image of the school, its logo and any message that is portrayed.

Design, colour etc of tour clothing / bags etc have to be approved by the School Executive Committee before being ordered.

Fundraising is to be done at the discretion of the Tour Committee and the School Executive Committee.

Communication

Regular reports (including minutes of meetings) will be submitted to the School Executive. A repository of all information related to the organization of the tour needs to be created and maintained on the School IT infrastructure. A web site should be created as soon as possible to create and maintain interest and excitement. Communication with the school and parents must be encouraged during the tour and daily updates should ideally be posted on the website.

Appeal Procedure

Any concerns must be addressed to the Manager in writing, and failing satisfactory resolution, an approach, also in writing, may be made to the Headmaster whose decision will be final.

Cancellation of a tour

The Committee has the right to cancel any arrangements at any time, although such decision must first be motivated to the Tour Group and School Executive within 7 days of such decision being recommended to the entire Tour Committee. Any funds collected will be disbursed within 30 days thereafter, net of any expenditure that may have been incurred and interest earned.

Tour Rotation

The rotation of tour parties will be at the discretion of the Executive Committee.