

## Regulation 11

### TOURS - MATCHES AGAINST CLUBS FROM OUTSIDE THE RFU

#### *Sponsor Governance Committee*

- 1101 All of this Regulation applies to every Age Grade not just adult. Permission is ALWAYS required to play a match against a team from any other Union EXCEPT Wales, Scotland and Ireland, whether AT HOME OR AWAY. No Tour is to be arranged in the Northern Hemisphere for any Age Grade team which is outside the Youth Structured Season. RFU Regulation 3 is relevant. The necessary Application Forms can be found at [www.rfu.com](http://www.rfu.com) - go to community rugby - club management - useful forms; they are also printed in the RFU Handbook.
- 1102 Any Club Officer, Official or Member considering organizing an Overseas Tour outside the Six Nations is strongly advised to discuss the prospective Tour with the Executive Director prior to entering into any financial commitment.
- 1103 At Annex A is a local version of the application form to play overseas. This can be copied for submission to the County Office. All application forms are to be fully completed especially Question 5 the name of the Host Club, Q6 the Host Club's Contact's name, address, telephone numbers and e-mail address and Q7a the matches to be played. Forms are to be submitted to the County Office as soon as all the information is available ideally at least six weeks before an outgoing tour and three months before an incoming tour (note the need to obtain signatures of incoming tourists on Schedule 1 of the Incoming Tour Form). Application Forms must be signed by one of the Club Secretary or the Club Chairman or the Club President. The signature of any other Club Officer or Official (including the Club's Youth Chairman) is not acceptable. For an outgoing Tour, the approval (see Q10) of the Union to be visited must be obtained before submission of the form and if you have it in writing this should be enclosed with the form.
- 1104 No outgoing tour application can be considered without details of the insurance cover obtained at Q9. Clubs are strongly advised that if they take out tour insurance with any company other than the RFU broker then the policy must cover refund of medical costs and repatriation to the UK (which costs can be significant) as well as an extended stay for an "escort" to remain in the country with any injured person. If Tour Insurance has been effected through the RFU Insurance Brokers the policy number and the reference number must be entered on the Form. If going to Europe ensure that all members of the party have a European Health Insurance Card (EHIC). Further advice can be found at [www.dh.gov.uk/travellers](http://www.dh.gov.uk/travellers).
- 1105 If a Club chooses to employ a commercial rugby tour operator then the Organiser is strongly advised to confirm the exact terms of their contract. Have fixtures actually been arranged against suitable opposition? Is there someone in-country or is there a rear-link UK telephone contact who can actually resolve problems in the overseas country such as finding alternative opposition or facilities if a host club fails to fulfill what is expected of them. (This has happened to one of Hampshire's Clubs.) Don't forget the weight of the playing strips could incur an excess baggage charge. And check whether the physio will be charging for his/her services on tour.
- 1106 Organisers of tours for young people must read, and follow, the RFU Publication entitled "Tour Guidelines" which should be held by the Club Child Welfare Officer. All Team Managers and coaches accompanying a tour involving players in any age group up to Under 18 are to have enhanced CRB clearance; this must be confirmed on the application form at Q1.b. This is not essential for parents accompanying their children however Clubs should be aware that these parents may often share a duty of care for the other children in the tour party. No Tour will be approved for any age group Under 18 if the matches to be played are outside the RFU Youth Structured Season - the dates of which are published in the RFU Handbook – unless the dates are within the normal playing season of the Union

being visited. Particular care must be taken to ensure that the age group of the opposition is appropriate and is shown at Q7; not all other Unions have age banding identical to the RFU and some allow contact at an earlier age than the RFU Continuum. Tour Organisers must obtain a signed Parental Consent Form from the parent or guardian of any child under the age of 18 years. A template is available from the RFU website as above. Organisers should also be aware of any of the children's medication or allergies. Photo consent forms are also essential. They are also advised that a photocopy of each child's passport page be retained by the Tour Leader to facilitate the replacement of any lost or stolen passport. Alternatively an Age Group squad (providing all those included are British) may travel on a collective passport – an application form is obtainable from the Post Office at least six weeks before departure.

Annex A to Regulation 11

**NOTIFICATION OF PROPOSED OVERSEAS TOUR  
(HAMPSHIRE RFU VERSION)**

**THIS MUST BE COMPLETED AND SENT TO  
THE COUNTY OFFICE, BUDDENS YARD, STATION ROAD, WICKHAM PO17 5JE  
PREFERABLY NOT LESS THAN SIX WEEKS PRIOR TO THE START OF THE PROPOSED TOUR.  
IT WILL THEN BE SUBMITTED TO THE RUGBY FOOTBALL UNION**

Please note "Organized by tour operator" will not be accepted as a response to any question.

1.a Club \_\_\_\_\_ RFC

1.b Tour Manager Name \_\_\_\_\_

Address \_\_\_\_\_

Tel No (H) \_\_\_\_\_ (W) \_\_\_\_\_

(F) \_\_\_\_\_ (M) \_\_\_\_\_

E-mail \_\_\_\_\_

Position in Club \_\_\_\_\_

**Tours involving Children Under 18 years of age**

I confirm that the RFU Publication "Tour Guidelines" has been read and understood. I also confirm that the Club Officials accompanying children under 18 years of age have enhanced CRB clearance and that consent forms have been signed for each child by a parent or guardian.

Signed \_\_\_\_\_

2 Constituent Body **HAMPSHIRE RUGBY FOOTBALL UNION LIMITED**

3 Country(ies) to be visited \_\_\_\_\_

4 Dates of Proposed Tour \_\_\_\_\_

5 Host Club \_\_\_\_\_

6 Host Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Tel No (H) \_\_\_\_\_ (W) \_\_\_\_\_

(F) \_\_\_\_\_ (M) \_\_\_\_\_

E-mail \_\_\_\_\_

7.a **Matches to be played**  
**Opposition** \_\_\_\_\_ **Date** \_\_\_\_\_ **Venue** \_\_\_\_\_  
\_\_\_\_\_

7.b **Details of the age grades involved** (E.g. Adult, U.19, U.14, U.12, U.9 etc.)  
\_\_\_\_\_

**8 Composition of Party**

Players \_\_\_\_\_ Non-Players (parents/supporters) \_\_\_\_\_

Staff/Coaching Staff \_\_\_\_\_ (remember CRB declaration above)

9a **I confirm that the RFU Travel Insurance Policy has been affected** YES or NO

9b **If YES**  
**The Marsh Insurance Policy Number is** \_\_\_\_\_

9c **If NO**  
**I attach a copy of the Travel Insurance Policy that has been affected**  
*Do not submit the Form until insurance details are known.*

10 *Please note the consent of an official of the Union to be visited is always required*

**Country (Union) to be visited** \_\_\_\_\_  
*Do not submit the Form if the name of the official is not known (it is not the same as the person in Q6)*

I confirm that approval has been obtained from *(please attach a copy of any written consent received)*

Name of Official of the above Union \_\_\_\_\_

Whose Official Position is \_\_\_\_\_

**11 Declaration on behalf of the Club**

I confirm that the Tour Manager has completed a risk assessment relevant to the Age Grade (s) for this tour and received parental consent for each player. On behalf of the Club I can confirm that the Committee fully endorses this tour application

**Signed** \_\_\_\_\_  
**Club Secretary or Chairman or President**

**Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
*Do not bother to submit the Form if it has not been signed by one of the above.*  
*The signature of a Youth Section Official is not acceptable.*

**HAMPSHIRE RUGBY FOOTBALL UNION LIMITED**

**ENDORSEMENT BY**

**Signature** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_