



YOUTH RUGBY TOUR PREPARATION GUIDELINES

1. Discuss **why** you want to tour, where you want to go, how many tourists, what you want to achieve, costs, fund-raising, logistics etc
2. Go to Hants RFU website and download tour documents. **Apply to HRFU for initial approval for the tour...** <http://www.hampshirerugby.co.uk/safeguarding/tours.html>
3. Inform your Club Safeguarding Officer of your intention to tour (if players under 18 years)
4. Decide and organise appropriate insurance – RFU or independent? This must cover:
 - Playing rugby and any other specified activities
 - Public liability
 - Civil liability
 - Personal liability
 - Travel (baggage, money, curtailment/cancellation – esp if overseas)
 - Repatriation (esp if overseas)
 - Medical and emergency (EHIC if in EEC/Switzerland)
5. Organise permission to play rugby in host country. Your Tour Operator may get this for you, or your Host Club, or you may have to apply for it yourself – either way, you will need written confirmation (e-mail is fine). Check age grade regulations/variations in host country/region.
6. Ensure **all adults** with responsibility for supervising players under 18 years have **current RFU DBS clearance**.
7. For an overseas outgoing or incoming tour, fill in and send to **Hampshire RFU** appropriate Tour Application Form and accompanying paperwork **at least 6 weeks** before you are due to go. **DO NOT** send directly to the RFU. For any other tours, send at least 1 week before you intend going.
8. Organise accommodation, activities, matches, risk assessment, fund-raising, etc.
9. Before you go, **You must have:-**
 - **confirmation of authorisation to tour from Hants RFU**
 - all consent/medical forms signed (take with you on tour and leave a copy with the DBS cleared home contact). If you go abroad, make sure you have the consent forms with you **at all times** –often doctors will not treat an injured player until they have seen the signed parental consent form (and the EHIC card if in the EEC)
 - signed CSO Tour checklist (for players under 18 years)
10. Go on tour. Have a great time!

Further information on Touring with Children can be found on the England Rugby website:
http://www.englandrugby.com/mm/Document/General/General/01/31/70/61/SafeguardingUpdates_RFU_Version3_colour_English.pdf