OUTGOING TOUR FORM

THIS FORM MUST BE COMPLETED IN FULL AND SENT TO YOUR CONSTITUENT BODY AS SOON AS POSSIBLE, AND IDEALLY NO LESS THAN ONE MONTH PRIOR TO THE START OF THE PROPOSED TOUR.

1. (a) **NAME OF CLUB/COUNTY**

_____

(B) **CLUB OFFICIAL RESPONSIBLE FOR ORGANISING TOUR**

Name: _____

Address: _____

_____

_____

Telephone Numbers (H) _____ (M) _____

Email: _____

Position held in Club/County: _____

2. **CONSTITUENT BODY/COUNTY:** _____

3. **COUNTRY(IES) TO BE VISITED:** _____

4. **HOST CLUB IN OTHER UNION:** _____

5. **NAME AND ADDRESS OF HOST CONTACT:**

Name: _____

Address: _____

_____

_____

Telephone Numbers (H) _____ (M) _____

Email: _____

(Please note, we will not accept UK tour operator details)

6. **DATES OF PROPOSED TOUR**

From: _____ To: _____

7. **MATCHES TO BE PLAYED (including against other English Clubs)**

NB. The Union that you intend to visit may have different regulations (for example regulations relating to age-grades), adopt different age branding or be trialling different law variations. In advance of the tour, Clubs should ensure that they are aware of the Rules and Regulations applicable in that Union and communicate with the opposition to ensure a balanced and safe match.

Opposition	Date	Venue	Age Group
_____	_____	_____	_____
_____	_____	_____	_____

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8. COMPOSITION OF PARTY

For age-grade tours, please refer to the RFU Safeguarding Policy (page 13) for the appropriate ratio of DBS checked adults to Players.

Number of Players: _____

Number of Staff/Coaching Staff: _____
(DBS checked, where applicable)

9. HOST UNION'S APPROVAL

It is the host Club's responsibility to ensure that host Union approval is in place prior to the match being played.

It is the touring Club's responsibility to ensure that CB/RFU approval is granted prior to travelling.

10. DECLARATION BY TOURING CLUB

On behalf of the touring Club, I hereby confirm that:

(a) All Players are covered by the appropriate insurance with adequate cover for rugby activity, travel, and any other non-rugby activities undertaken on the tour, including legal, medical and repatriation costs.

(b) The Club agrees that the RFU or CB shall have the power to take disciplinary action in relation to players and other personnel in respect of all matches involving its Clubs regardless of whether the match is played in England or in another Union.

(c) The Club has completed a Risk Assessment and that the Touring with Children and Vulnerable Adults Guide has been followed in relation to all age-grade tours.

(d) The information and statements set out in this form are true and correct.

(e) The committee fully endorses this tour application.

Signature of Club Secretary or Chairman/President: _____

Print name and title: _____

Date: _____

11. CONSTITUENT BODY APPROVAL

Constituent Body: _____

Signature of Honorary Secretary or other CB authorised official: _____

Print name and title: _____

Date _____

12. CONDITIONS OF APPROVAL OR BLANKET APPROVAL (if relevant)

NB. RFU Regulation 10.5(d) and 10.6(b) permits CBs to provide approvals on a blanket, pre-approval basis for a match or series of matches as the CB determines in its absolute discretion. CBs are also permitted to grant approval subject to such additional conditions as it deems appropriate.

Please set out below any additional conditions of approval or details of any blanket approval for a match or series of matches.

_____

_____

_____

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