**GUIDANCE NOTES**

This is a form for use in applying for approval for a rugby tour ‘out of the union’ (outside the auspices of England Rugby / The RFU). A separate form (Incoming tour application form) is to be used to host a visiting club on tour to England from outside the union.

This is an editable MS Word Document. **Please do not PDF this form before sending** – the form will be converted to PDF after approval.

Complete all sections of this form and send to the CB Safeguarding Manager (for age-grade tours) or CB Secretary (for adult tours) as soon as possible (but not less than one month before the start of the proposed tour).

It is the touring club’s responsibility to ensure that CB approval is granted before travelling.

In the section **‘hosting club details’**, tour or travel operator details are insufficient and will not be accepted. Note that for some festivals abroad where arrangements are made exclusively through a travel operator, the host venue (which in most cases will be a rugby club) must still be shown here.

In the section **‘hosting club details’**, it is the host Club’s responsibility to ensure the host union has approved the visit prior to the match being played. If the date of such approval is known this can be shown here – if not known at the time of application then leave blank.

In the section **‘matches to be played’**, note that the union you intend to visit may have different regulations, especially relating to age-grade rugby, or may have adopted different age banding, 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 balanced and safe matches.

In the section **‘composition of touring party’**, please remember to refer to the RFU Safeguarding Policy and the Age-Grade Codes of Practice in relation to the correct ratio of DBS checked adults to players. The **‘half game rule’** must be followed for all age-grade matches whilst on tour.

The section **‘declaration of touring club’** must be completed either by someone who is connected to the tour and who has delegated authority to sign on behalf of the club executive, or by a member of the club’s executive itself. The signature in this section accepts accountability for the statements in that section.

The section ‘**approval by CB’** must be completed by the CB safeguarding manager, the CB secretary or a deputy that has delegated authority from the CB executive to approve out of union tours. The signee must be satisfied that the tour has been diligently planned and that a risk assessment has been completed in accordance with the RFU guidance on **‘Trips, tours and overnight stays’.**

All applications must be accompanied by a risk assessment for review by the CB approver. Any additional conditions that the CB approver deems appropriate should be listed.

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| **Application for (mark x as appropriate)** | **An adult tour** |  | **An age grade tour** |  |

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| **TOURING CLUB DETAILS** |
|  **1** | **Touring club name** |  |
| **2** | **Club official organising the tour** | **Name** |  |
| **Address (including post code)** |  |
| **Tel** | **Landline** |  |
| **Mobile** |  |
| **Email**  |  |
| **Position held in club**  |  |
| **3** | **Constituent Body** |  |

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| **HOSTING CLUB DETAILS** |
| **4** | **Hosting club name** |  |
| **5** | **Hosting club contact** | **Name** |  |
| **Address (including post code)** |  |
| **Tel** | **Landline** |  |
| **Mobile** |  |
| **Email**  |  |
| **Position held in club** |  |
| **6** | **Hosting union** |  |
| **7** | **Date hosting union granted approval**  |  |

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| **TOUR DATES** |
| **7** | **Inclusive tour dates** | **From** |  | **To** |  |
| **8** | **Dates of overnight stays** |  |

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| **TOURING PARTY COMPOSITION** |
| **10** | **Number of players and their age grades** |  |
| **11** | **Number of staff and their roles on tour (coach, helper, first-aider etc)** |  |

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| **TOUR MATCHES** |
| **9** | **Matches to be played (including against any other English clubs)** | **Date** | **Opposition** | **Venue** | **Age grade** |
|  |  |  |  |
| **Date** | **Opposition** | **Venue** |  |
|  |  |  |  |
| **Date** | **Opposition** | **Venue** |  |
|  |  |  |  |
| **Date** | **Opposition** | **Venue** |  |
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| **DECLARATION OF TOURING CLUB** |
| **12** | **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, including legal, medical and repatriation costs. |
| **B** | The club is aware that the RFU or the 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 the Trips, Tours and Overnight stays guidance has been followed.  |
| **D** | The club undertakes to comply with all regulations and rules in respect of age-grade rugby, to abide by the RFU safeguarding policy and to follow the age grade codes of practice.  |
| **E** | The club executive committee fully endorses this tour application. |
| **F** | The information and statements set out in this form are true and correct. |
| **Signature of secretary, chair or president** |  |
| **Print name** |  |
| **Date of signature** |  |

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| **APPROVAL BY CONSTITUENT BODY** |
| **13** | **CB Name** |  |
| **Signature of CB secretary, CBSM or other delegated official** |  |
| **Print name and role** |  |
| **Date approval granted** |  |
| **Any further conditions of approval or details of any blanket approval for a match or series of matches** |  |