

## NOTIFICATION OF PROPOSED OVERSEAS TOUR

**THIS NOTIFICATION MUST BE COMPLETED AND SENT TO YOUR CONSTITUENT BODY NOT LESS THAN ONE MONTH PRIOR TO THE START OF THE PROPOSED TOUR. THE NOTIFICATION WILL THEN BE RETURNED TO THE TOURNAMENTS & COMPETITIONS DEPARTMENT, RUGBY FOOTBALL UNION, TWICKENHAM, TW1 1DS**

Please note we will not accept "Organised by tour operator" as a response to any question.

1. (a) **NAME OF CLUB** *(or County if applicable)*

\_\_\_\_\_

(b) **TOUR MANAGER** *(correspondence address)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel Nos: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (M) \_\_\_\_\_

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

Position in Club/County \_\_\_\_\_

2. **CONSTITUENT BODY/COUNTY:** \_\_\_\_\_

3. **COUNTRY(IES) TO BE VISITED:** \_\_\_\_\_

4. **DATES OF PROPOSED TOUR** from: \_\_\_\_\_ to: \_\_\_\_\_

5. **HOST CLUB ACTING AS ORGANISER OVERSEAS**

\_\_\_\_\_

6. **NAME OF HOST CONTACT:**

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel Nos: (H) \_\_\_\_\_ (B) \_\_\_\_\_ (M) \_\_\_\_\_

Email Address: \_\_\_\_\_

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

7. **MATCHES TO BE PLAYED**

Opposition Date Venue Age Group

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Age group(s) travelling: \_\_\_\_\_

8.

**COMPOSITION OF PARTY**

No of Players: \_\_\_\_\_ Non-players (parents/supporters): \_\_\_\_\_

Staff/Coaching staff: \_\_\_\_\_ (CRB checked, where applicable)

**9. INSURANCE DETAILS**

I confirm that the RFU Travel Insurance Policy has been effected: YES / NO

If Yes

Please state the Marsh Insurance policy number: \_\_\_\_\_

If no

I **attach a copy of the Travel Insurance Policy** that has been effected for the proposed Tour

**10. COUNTRY TO BE VISITED (HOST UNION \_\_\_\_\_)**

*NOTE: The Union (Country) that you intend to tour may have different regulations (for example regulations relating to age-grades) and may also be trialing different law variations. It is therefore advisable to check these details with your host club prior to travelling.*

I confirm that approval has been obtained from the Host Union (eg if you are playing in France you will require FFR approval).

Name of Official giving permission \_\_\_\_\_

Official Position \_\_\_\_\_

**NB: Failure to obtain Host Union approval could result in your match being cancelled**

**11. DECLARATION ON BEHALF OF CLUB**

I confirm that the Tour Manager has, where applicable, completed a risk assessment for this tour and received parental consent for each player (Ref: RFU Tour Guidelines). On behalf of the Club I can confirm that the committee fully endorses this tour application.

Signed: \_\_\_\_\_

**Club Secretary or Chairman/President**

Print name (capitals): \_\_\_\_\_

Date: \_\_\_\_\_

**NB: This notification will NOT be valid without the endorsement of your Constituent Body**

Constituent Body: \_\_\_\_\_

Signature of Hon Secretary: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: The RFU reserves the right to decline permission of the proposed tour if:**

- a. The form is submitted late**
- b. The form is incomplete**
- c. The club has failed to submit a report for a previous tour**
- d. The club is unable to confirm that it has taken out the required insurance**