



## **OUTGOING TOUR PERMISSION** **(FOR OVERSEAS\* TOUR OR MATCHES)**

(\*including Scotland, Ireland and Wales)

**THIS APPLICATION MUST BE COMPLETED AND SENT TO HAMPSHIRE RFU NOT LESS THAN 6 WEEKS PRIOR TO THE START OF THE PROPOSED TOUR/MATCH. Where required, it will then be forwarded to the RFU, Twickenham, to obtain appropriate authorisation.**

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

1. (a) **NAME OF CLUB** \_\_\_\_\_ (CB : HAMPSHIRE RFU)

(b) **TOUR MANAGER** (*contact details*)

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

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

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

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

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

3. **DATES OF PROPOSED TOUR** From: \_\_\_\_\_ to: \_\_\_\_\_

4. **HOST UNION IN COUNTRY TO BE VISITED** \_\_\_\_\_

*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.*

### **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.**

**NB: Failure to obtain Host Union approval could invalidate your playing insurance**

### **5. HOST CLUB/CONTACT ACTING AS ORGANISER OVERSEAS**

**Name of host contact:** \_\_\_\_\_

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

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

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

*(Please note, we will not accept UK tour operator details but they may provide you with appropriate details for this section)*

### **6. MATCHES TO BE PLAYED**

Opposition :	Date :	Venue :	Age Group/s
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Age group(s) travelling:** \_\_\_\_\_ (see guidance notes about country-specific age grade regulations)

### **7. COMPOSITION OF TOURING PARTY**

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

Staff/Coaching staff: \_\_\_\_\_

*(Please note, for ALL Youth tours (players under 18 yrs) please refer to the RFU Safeguarding Policy for the appropriate ratio of DBS checked adults to Players. ALL members of Tour staff with responsibility for supervision of players under 18 years or who have access to player details **MUST** be have enhanced RFU DBS clearance)*

**8. SAFEGUARDING (PLAYERS UNDER 18 YEARS)**

I confirm that a tour checklist has been signed off by the Club/County Safeguarding Officer and a copy is attached  
**YES / NO**

**9. INSURANCE DETAILS**

I confirm this tour will be covered by either:

(a) RFU Travel Insurance Policy – copy attached **YES/NO**

**OR**

(b) Independent Travel Insurance – copy attached (see guidance notes for required cover) **YES/NO**

**10. DECLARATION BY THE 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, received written parental consent for each player under the age of 18, has completed the Tour Checklist which has been signed off by the club/county Safeguarding Officer and that the Touring with Children Guidance 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 Club Committee fully endorses this tour application.

Signed: \_\_\_\_\_ **Club Secretary/Chairman**

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

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

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

Constituent Body: **HAMPSHIRE RFU – APPROVAL:**

Authorised signatory: \_\_\_\_\_

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

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

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

- a. The form is submitted late, incomplete or contains any false declarations
- b. The club has failed to submit a report for a previous tour where it has been requested
- c. The club is unable to confirm that it has taken out the required insurance or has made satisfactory safeguarding assessments (for players under 18 years)

Send this completed application (plus, for Youth tours, signed tour checklist and list of players/supervising adults) in electronic or hard copy to: [hampshirerugby@yahoo.co.uk](mailto:hampshirerugby@yahoo.co.uk) Or Hampshire RFU County Office, Buddens Yard, Station Road, Wickham, Hampshire, PO17 5JA. Telephone enquiries to: 01329 833022. For advice on Youth tours, please contact [safeguarding@hampshirerugby.com](mailto:safeguarding@hampshirerugby.com)