



TOUR POLICY

This policy concerns tours and other organised trips arranged by members of Woodbridge RUFC.

Finance

Anyone organising a tour for a group of Age Grade players or adult players is responsible for making all the arrangements including; funding, organising and paying for accommodation, transport and insurance, together with fees from host Clubs, other venues and any other costs.

Woodbridge RUFC is not permitted to act as a Bank or Travel Agency and therefore cannot arrange any funding, underwrite any costs or hold/manage money for the tour or trip.

The Club strongly advises anyone responsible for making arrangements to collect suffice funds in advance of paying deposits or making other payments: Any shortfall in the funding for the trip will be the responsibility of the person organising the trip, not the Club. It is also recommended that a bank account is arranged specifically for this purpose so that all funds and expenditure can be identified and accounted for easily.

Insurance

RFU insurance covers general arrangements for rugby played at Clubs. Members organising a tour or similar trip are advised to have insurance in place to sufficient to cover all aspects of tour arrangements.

All players are advised to have personal insurance in place to cover injuries, particularly for tours and trips outside the United Kingdom (see Overseas Tours, page 2 below).

Player Safety

The RFU requires a Risk Assessment to be completed for all tours and other organised trips involving Age Grade players. Before completing the Risk Assessment, organisers should speak to the Club Junior Chairperson, the Club Safeguarding Officer and the Club Rugby Safe Officer to understand what needs to be included when writing a Risk Assessment. All volunteers travelling on the tour must be DBS checked and have completed their online Headcase and Safeguarding modules on GMS. Tour manager is responsible for checking this is up to date. For RFU advice on touring with children visit the following link.

<https://www.englandrugby.com//dxdam/24/24ce0656-9478-4b26-9964-77d44bbeb4e3/Touring%20with%20children.pdf>

For tours involving only adult players and members over 18 years, a written Risk Assessment should be completed in consultation with the Club Rugby Safe Officer and Club Secretary.



A copy of the finalised Risk Assessment should be emailed to the Club Secretary before the tour or trip.

Overseas Tours

The RFU require permission is obtained for tour overseas which must be done through Eastern Counties Rugby Union. An 'Outgoing Tour Application form' can be found at www.ecrurugby.com. Points to note:

1. Approval from the host Union of the country being visited is required. This can be obtained the Club or by contacting the host Union directly. Contact details of worldwide Unions can be found on the World Rugby website at <https://www.world.rugby/organisation/membership>.
2. Clubs that are affiliated to the RFU will be insured by the RFU's Death & Catastrophic injury insurance for playing rugby while on an overseas tour, providing RFU approval has been granted and the Club's policy is up to date. This insurance does not cover temporary injury, loss of earnings, medical and legal expenses or any other type of injury not mentioned in the policy. You will need to obtain travel insurance (which will cover you for any repatriation costs should a player become injured during the match and need specialist travel home). The Club recommends this is obtained through England Rugby Insurance 0121 698 8001.
3. Eastern Counties Rugby Union will either write to the applicant (the 'Tour Manager') confirming approval providing the application is completed correctly with sufficient information, or will forward on to the RFU approval where appropriate.
4. It is important to keep a hard copy of the application. A copy should also be provided to the Club Junior Chairperson or the Club Secretary as appropriate.