



CROSS UNION MATCH APPROVAL GUIDELINES

1st August 2014

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A. KEY POINTS

- Constituent Bodies (CBs) have delegated authority to authorise **both** incoming and outgoing tours on behalf of the RFU. Should CBs wish to continue to utilise the services of the RFU, they may do so, although there is no obligation to notify the RFU.
- This applies to matches between schools, colleges and universities, and community club rugby (adult and age-grade). Therefore, appropriate applications must be made to their relevant CB as follows:
 - Club and university matches – to the geographical CB
 - Schools and college matches – to the ERFSU
- The templates for club and university incoming tour and outgoing tour forms are set out in the appendices to this guidance. The schools and colleges templates are available with advice and guidance from schools@therfu.com.
- CB officials are covered by the CBs Directors & Officers Liability insurance, providing the person authorising the tour is an authorised representative of the CB.
- English clubs will be covered by the RFU Death & Catastrophic Injury Insurance regardless of whether playing in England or in another Union (subject to conditions of the Policy). However, when travelling to another Union the club should ensure that appropriate travel insurance is in place and such other additional insurances as they think appropriate, including for non-rugby activities, legal, medical and repatriation costs as may be required. **It is not the responsibility of the CB to ensure that the appropriate insurance is in place.** For advice on what additional insurance may be appropriate we recommend that clubs consult with an insurance advisor.
- For age-grade tours outside England, it is important to remember that the club will play to the host Union's rules and regulations and may face players of a different age band. In advance of the tour, clubs should ensure that they are aware of those rules and regulations and communicate with the opposition to ensure a balanced and safe match. It is advisable for the CB to remind the club of this but it is ultimately the club's responsibility. CBs can refer clubs to the Age Grade Guidance for further information (www.rfu.com/regulations)
- It is the club's responsibility to ensure that all safeguarding practices are followed and the Tour Manager should liaise with the Club Safeguarding Officer on this matter. Please see Touring with Children Guide (www.rfu.com/managingrugby/rugbytours) and the RFU Safeguarding Policy. (<http://www.rfu.com/managingrugby/safeguardingchildren>).
- CBs are not required to authorise applications from Premiership and Championship clubs. These are authorised by the RFU.
- It is the club's responsibility to ensure the tour application form (both incoming and outgoing) provides complete and accurate information.

B. OUTGOING TOURS

When authorising outgoing tour applications it is recommended that CBs undertake the following checks:

- Have all sections of the form been completed?
- Has the Club Declaration been signed by the club?
- Is the match schedule reasonable? (i.e. no matches on consecutive days for age-grade tours, unless the tour party is large enough to accommodate)
- It is not the responsibility of the CB to ensure that the host Union's approval is in place prior to granting CB approval. The CB's responsibility is simply to ensure that it is comfortable with the English club touring to another Union. Should the CB wish to do so they can grant approval, subject to the host club obtaining approval from their host Union.
- If matches involved in the tour are regular fixtures (i.e. regular cross-border fixtures with the Home Union clubs), consider if it is appropriate to grant a blanket approval for a series of matches, or specific period or league, and whether such approval should be subject to any conditions. Please see section D below for more background on matches between Home Union clubs.
- Is the disciplinary record of the club such that the touring team can be considered good ambassadors for the RFU and CB, and expected to uphold the core values of the game?
- If all of the above points are satisfactorily covered, then it is reasonable to assume that the tour can be authorised.
- If a club has any disciplinary, safeguarding, player welfare or any other concerns in relation to any of the above points or about the club generally, CBs may consider it appropriate to withhold approval, or grant approval subject to certain conditions.

C. INCOMING TOURS

When authorising incoming tour applications it is recommended that CBs undertake the following checks:

- Have all sections of the form been completed?
- Has the Club Declaration been signed by the club?
- Is the match schedule reasonable? (i.e. no matches on consecutive days for age-grade tours, unless the tour party is large enough to accommodate).
- Is the proposed activity in accordance with RFU Regulation 15 (i.e. is the tour in-season or out of season Pre-Approved Activity?)
- It is the responsibility of the host club to obtain the approval of the visiting Union. The visiting club should facilitate this or clubs can contact the visiting Union directly. CBs can refer clubs to the International Unions contact sheet attached to this guidance. The CB can ask for confirmation of the visiting Union's approval prior to granting CB approval, or can state that CB approval is subject to the visiting Union's approval.
- If matches involved in the tour are regular fixtures (i.e. regular cross-border fixtures with the Home Union clubs), consider if it is appropriate to grant a blanket approval for a series of matches, or specific period or league, and whether such approval should be subject to any conditions. Please see section D below for more background on matches between Home Union clubs.
- Is the disciplinary record of the club such that the club can be considered good ambassadors for the RFU and CB, and expected to uphold the core values of the game?

- If all of the above points are satisfactorily covered, then it is reasonable to assume that the tour can be authorised.
- If a club has any disciplinary, safeguarding, player welfare or any other concerns in relation to any of the above points or about the club generally, CBs may consider it appropriate to withhold approval.

D. TOURS TO AND FROM IRELAND, SCOTLAND & WALES

One of the key changes to RFU Regulation 10 is that cross-border matches with Irish, Scottish and Welsh sides (Home Unions) must now have approval like any incoming or outgoing tour to and from England. As previously drafted, the regulations granted an automatic blanket pre-approval for all incoming and outgoing matches between the Home Unions. This approach did not accord with the requirements of IRB who require both the host and visiting Unions to approve such cross-border matches.

We recognise that this may potentially create further workloads for CBs, particularly for those CBs whose clubs, schools or educational institutions regularly play cross-border matches with Scottish and Welsh clubs. To alleviate this burden, RFU Regulation 10.5(d) and 10.6(b) permits CBs to provide approvals on a blanket basis as they think fit. For example, if a CB bordering Scotland wanted to pre-approve a series of matches between English clubs and Scottish clubs, it would be open to that CB to provide a blanket approval to the English club to avoid the need to obtain approval on a match by match basis.

Each CB can, therefore, determine internally, at its own discretion, whether it wishes to grant any approvals on a blanket basis and, if so, what conditions (if any) it wishes to impose on such approvals. For example, a CB may wish to have the right to revoke the approval in the event of any disciplinary issues arising.

While insurance for travel, medical and repatriation costs is not always necessary for matches in other Home Unions, it is suggested that clubs seek advice from an insurance advisor on what additional insurance may be appropriate, depending on the tour destination and method of travel.

TOUR APPLICATION FORMS



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 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.



INCOMING 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 HOST CLUB(S)/COUNTY

(B) HOST CLUB OFFICIAL RESPONSIBLE FOR ORGANISING TOUR

Name: _____

Address: _____

Telephone Numbers: (H) _____ (M) _____

Email: _____

Position held in club/county: _____

2. CONSTITUENT BODY/COUNTY: _____

3. NAME AND ADDRESS OF VISITING CLUB/TEAM:

Name: _____

Address: _____

Telephone Numbers: (H) _____ (M) _____

Email: _____

Position held within the club: _____

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

4. DATES OF PROPOSED TOUR

From: _____ To: _____

5. MATCHES TO BE PLAYED (including against other English clubs)

NB. In relation to age grade rugby, clubs are reminded of the need to comply with RFU Regulation 15 at all times including the regulations relating to out of season activity.

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

6. COMPOSITION OF PARTY

Number of Players: _____

Number of Staff/Coaching Staff: _____

7. VISITING UNION’S APPROVAL

It is the responsibility of the host club to obtain the approval of the visiting Union. The visiting club should facilitate this or you can contact the Union directly.

Approval by your CB will be subject to you obtaining the visiting Union’s approval and the CB may withhold approval until such time as it is provided with written confirmation of the visiting Union’s approval.

8. HOST CLUB DECLARATION

On behalf of the host club, I hereby confirm that:

- (a) All activity will comply and be played in accordance with RFU Regulations, IRB Regulations and IRB Laws of the Game.
- (b) CB approval will be subject to completion of Schedule 1 (Incoming Tour Consent Form) which has been signed by all members of the visiting tour party.
- (c) CB approval of the tour will be subject to the club obtaining the visiting Union’s approval prior to the start of the tour and the CB is entitled to withhold approval until such time as it is provided with written confirmation of the visiting Union’s approval.
- (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: _____

9. CONSTITUENT BODY APPROVAL

Constituent Body: _____

Signature of Honorary Secretary or other CB authorised official: _____

Print name and title: _____

Date: _____

10. 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.

TOUR PERMISSION LETTERS

Below is a selection of Permission letters for your reference should you wish to grant approval subject to certain conditions:

OUTGOING

Permission Granted – no complications

Dear xxx

PERMISSION TO TOUR OVERSEAS
Saracens RFC U15s
FRANCE; 15 – 18 August 2014

With reference to your above application, we have pleasure in granting you permission to tour overseas.

We wish the team a safe and enjoyable tour.

Permission Granted, subject to Host Union Approval

With reference to your above application, we have pleasure in granting you permission to tour overseas, subject to receipt of the following prior to departure:

- *Host Union Approval. Please confirm that your host club has Host Union approval in place prior to the match(es) being played.*

Host Contact and Match Details

With reference to your above application, we have pleasure in granting you permission to tour overseas, subject to receipt of the following prior to departure:

- *Host club details – please provide the name and contact details of your host.*
 - *Please provide details of your matches to be played; opposition, date, venue, and age-group.*
-

Player Welfare

“With reference to your above application, we have pleasure in granting you permission to tour overseas, subject to the following Player Welfare concern being addressed prior to departure:

- *We notice that you are intending to schedule two games in two days with a small squad. The RFU do not advise players to play matches on consecutive days and recommend that you consider increasing your squad size or that you contact your host club with a view to borrowing some players to fulfil these fixtures (or build in a rest day between match days).*

Or

- *As your travelling squad is very small to accommodate this schedule we would like to remind you that the welfare of the players is of the utmost importance, and therefore suggest that you contact your host clubs with a view to possibly borrowing some players to fulfil these fixtures.*
-

INCOMING

Permission Granted – no complications

Dear xxxxx,

PERMISSION TO RECEIVE AN INCOMING TOUR
Wimborne RFC U14
Incoming Club: RC Fleurs PB
Tour Dates: 3rd – 4th May 2014; Match Date: 4th May 2014

With reference to your above application, we have pleasure in granting you permission to receive the above incoming tour.

We hope you have enjoyable match.

Permission Granted, subject to Visiting Union Approval

With reference to your above application, we have pleasure in granting you permission to receive the above incoming tour, subject to the confirmation of the following:

- *Visiting Union Approval. Confirmation that approval has been received from the Visiting Union.*
-

Permission Granted, subject to Schedule 1

With reference to your above application, we have pleasure in granting you permission to receive the above incoming tour, subject to the receipt of the following:

- *Completed Schedule 1 (Incoming Tour Consent Form) signed by all members (aged 18+) of the tour party. This must be received prior to kick-off.*
-

Permission Granted subject to Host Contact and Match Details

With reference to your above application, we have pleasure in granting you permission to receive the above incoming tour, subject to receipt of the following prior to match day:

- *Visiting club contact details*
- *Fixture details. Please provide details of opposition, date, age-grade, and venue of your fixture(s).*

INTERNATIONAL UNIONS

International Unions – Updated July 2014

Below is our current list of Union contacts with whom we have had dealings in relation to tour permissions. Please note these details are subject to change and, therefore, for further information please refer to www.irb.com

Country	Name of Union	Contact	Position	Email
Argentina	UAR	Sol Iglesias	High Performance Manager	Sol.iglesias@uar.com.ar
		Silvana Lozada	Chief Administrative	silvana.lozada@uar.com.ar
		Sofia James	Administrative Assistant	sofia.james@uar.com.ar
Australia	Australian Rugby (ARU)	Jess Wethered	Administrator	Jess.Wethered@rugby.com.au aru@rugby.com.au
		Leesa Pogson	Program Manager, Operations	Leesa.Pogson@rugby.com.au
Belgium	Belgian Rugby Federation FBRB	Dignate Schot	Secretary	fbrb@rugby.be
Bulgaria	Bulgarian Rugby Federation	Vasil Ivanov-Luchano	President	marketing@rugby.bg office@rugby.bg bfrugby_office@abv.bg
Canada	Canadian Rugby Union	Neil MacDougall		NMacDougall@rugbycanada.ca
Croatia	Croatian Rugby	Dragutin Kamenski	President & General Secretary	Cro.rugby@rugby.hr
Czech Republic	Czech Rugby Union CSRU	Pavel Myšák	General Secretary	rugby@cusc.cz
Denmark	Dansil Rugby Union DRU	Marie Godwin	General Secretary	info@rugby.dk
United Arab Emirates (Dubai)	United Arab Emirates Rugby Association	Mohammed Falaknaz	Chairman	info@uaera.ae
		Ian Bremner		gabbyc@uaerugby.ae
		Ghaith Jalajel	Chief Executive Officer	ianbremner@uaera.ae
France	Federation Francaise de Rugby (FFR)	Alain Doucet Marc Pinte		Alain.doucet@ffr.fr
Finland	Finland Rugby SRL	Stevan Thorne	General Secretary	info@rugby.fi
Germany	DRV	Natascha Evers		office@rugby-verband.de
Hong Kong	Hong Kong Rugby	Craig Wotton	Tournament Director HKFC	info@hkrugby.com
		Robbie McRobbie	Head of Rugby Operations	robbie@hkrugby.com
Italy	Federation Italian Rugby (FIR)	Luca Formilli	Ufficio Tecnico F.I.R.	tecnico@federugby.it
Latvia	Latvian Rugby Federation	Aleksandrs ZUMENTS	President	info@rugbylatvia.com

Lithuania	Regbija Federacija Lithuania	Ieva Lazauskaite Rytis Dovidovicus	Chairman President	info@lrf.lt
Malta	Malta RFU	Pierre AssoPardi Mike Beerman		admin@mrfu.org
Netherlands	Nederlandse Rugby Bond NRB	Job de Jong	Head of Competition	jobdejong@rugby.nl info@rugby.nl
Poland	Polish Rugby Federation	Grzegorz Borkowski	Secretary General	poczta@pzrugby.pl
Portugal	Portugal Rugby	Delfim Barreira Ana Martins	General Secretary Dep. Administrativo	delfimbarreira@fpr.pt anamartins@fpr.pt
Romania	Romanian Rugby	Lucian Lorin	Head of Communication, Marketing and Events	lucian.lorin@frr.ro frr@frr.ro
Singapore	Singapore Rugby Union	Teo Ping Low	President	info@sru.org.sg
Slovenia	Slovenia RFU	Borut Grgic	President	studiomi@siol.net
South Africa	SA Rugby	Christo Ferreira Yandiswa Mbulali		christo@sarugby.co.za yandiswam@sarugby.co.za sarfu@mweb.co.za
Spain	Federation Espanola de Rugby (FER)	Jose Moreno	Secretario General	josem.moreno@ferugby.es secretaria@ferugby.es
USA	USA Rugby	Alli M Salaman Sarah Fullerton Lucy Zugschwert		asalaman@usarugby.org sfullerton@usarugby.org lzugschwert@usarugby.org