



NLD Touring Checklist

Please use this document in conjunction with the RFU Touring with Children guidance

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General requirements

- 1) Investigate tour options with group/age group/squad.
- 2) Gather quotations and put an outline plan together.
- 3) Present to club senior committee for approval in principle – this is important at this stage, prior to any bookings/payments being made, in case there have been any issues within the club previously which would prevent a tour taking place.
- 4) Once approval in principle has been given, bookings can be made and plans/fundraising etc started.
- 5) If you are planning to tour within England, you do NOT need to obtain RFU permission via NLD.
- 6) If you are planning to tour anywhere else you DO NEED to obtain RFU approval via NLD, as well as written permission via the club you are visiting from their Union to play in their country.
- 7) If you plan to host an incoming tour from outside England you need both permission from the RFU via NLD and written approval from the home nation of the incoming team.
- 8) Once all risk assessments etc have been completed, your club Safeguarding Officer should sign these off. Permission to tour should then be signed off by a Club Senior Official e.g. Chairman, Secretary, President.
- 9) U13s and below are not permitted to tour out of season.

Outgoing tours within England

- 1) Ensure tour application/parental consent forms have been completed.
- 2) Complete tour risk assessment form.
- 3) Ensure everyone who will be in a supervisory role hold a valid RFU DBS certificate, whether they are a coach, parent etc – this is a legal requirement. Please note that as with club roles, DBS checks from other agencies are not applicable.
- 4) Investigate and risk assess venue and location – this may be done remotely or via a third party tour company.
- 5) Ensure ratio of staff to children is adequate. The RFU recommends a minimum ratio of adult to children of:
 - 1:10 for children over 8 years old aged at least 9
 - 1:8 for children under 8 years old aged 7 and 8
 - 1:6 for children under 7 years old
- 6) Ensure that you have coaches, parents, players and spectators codes of conduct in place and that everyone has read and signed up to them, include the consequences of these being breached.
- 7) Ensure you have a robust supervision rota in place, especially for overnight supervision. There must be an absolute minimum of two DBS checked people in a supervisory role at any one time who have not consumed and are not under the influence of alcohol. Everyone in a supervisory role must understand their responsibilities.
- 8) Ensure you have adequate first aid/physio provision travelling with you.
- 9) Ensure you have a stay at home contact in place.
- 10) Ensure you have an incident reporting procedure.
- 11) Plan any matches so that age grade players do not play full matches on consecutive days – they can either play a full match one day then have a day of rest, or play half one day and half the next, but they must have a full day of rest after a full match prior to playing another full match.
- 12) Ensure that emergency and repatriation procedures are in place.
- 13) Ensure that your club officers have approved the tour.

Outgoing tours outside of England

- 1) Ensure tour application/parental consent forms have been completed.
- 2) Complete tour risk assessment form.
- 3) Ensure everyone who will be in a supervisory role hold a valid RFU DBS certificate, whether they are a coach, parent etc – this is a legal requirement. Please note that as with club roles, DBS checks from other agencies are not applicable.
- 4) Investigate and risk assess venue and location – this may be done remotely or via a third party tour company.
- 5) Ensure ratio of staff to children is adequate. The RFU recommends a minimum ratio of adult to children of:
 - 1:10 for children over 8 years old aged at least 9
 - 1:8 for children under 8 years old aged 7 and 8
 - 1:6 for children under 7 years old
- 6) Ensure that you have coaches, parents, players and spectators codes of conduct in place and that everyone has read and signed up to them, include the consequences of these being breached.
- 7) Ensure you have a robust supervision rota in place, especially for overnight supervision. There must be an absolute minimum of two DBS checked people in a supervisory role at any one time who have not consumed and are not under the influence of alcohol. Everyone in a supervisory role must understand their responsibilities.
- 8) Ensure you have adequate first aid/physio provision travelling with you.
- 9) Ensure you have a stay at home contact in place.
- 10) Ensure you have an incident reporting procedure.
- 11) Plan any matches so that age grade players do not play full matches on consecutive days – they can either play a full match one day then have a day of rest, or play half one day and half the next, but they must have a full day of rest after a full match prior to playing another full match.
- 12) Ensure that emergency and repatriation procedures are in place.
- 13) Ensure that your club officers have approved the tour. You will then need to apply to the RFU via NLD for permission to tour and play in another country (this includes Scotland, Wales and Ireland). You need to submit your application at least one month prior to the date you are touring at certain checks need to be made. Forms can be found at <http://www.englishrugby.com/governance/game-support/rugby-tours/resources-and-forms/>
- 14) Your host club in the union you are visiting must apply to their Union for written permission for you to tour and play in their country. You need to submit this with your risk assessments, insurance details etc with your application to tour.

Incoming tours within England

- 1) Ensure that any match schedule is reasonable, plan any matches so that age grade players do not play full matches on consecutive days – they can either play a full match one day then have a day of rest, or play half one day and half the next, but they must have a full day of rest after a full match prior to playing another full match.
- 2) Complete tour risk assessment form.
- 3) Ensure everyone who will be in a supervisory role hold a valid RFU DBS certificate, whether they are a coach, parent etc – this is a legal requirement. Please note that as with club roles, DBS checks from other agencies are not applicable.
- 4) Ensure that you have coaches, parents, players and spectators codes of conduct in place and that everyone has read and signed up to them, include the consequences of these being breached.
- 5) Ensure you have adequate first aid/physio provision.
- 6) Ensure you have an incident reporting procedure.
- 7) Ensure that emergency and repatriation procedures are in place.
- 8) Ensure that your club officers have approved the tour.

Incoming tours from outside of England

- 1) Ensure that any match schedule is reasonable, plan any matches so that age grade players do not play full matches on consecutive days – they can either play a full match one day then have a day of rest, or play half one day and half the next, but they must have a full day of rest after a full match prior to playing another full match.
- 2) Complete tour risk assessment form.
- 3) Ensure everyone who will be in a supervisory role hold a valid RFU DBS certificate, whether they are a coach, parent etc – this is a legal requirement. Please note that as with club roles, DBS checks from other agencies are not applicable.
- 4) Ensure that you have coaches, parents, players and spectators codes of conduct in place and that everyone has read and signed up to them, include the consequences of these being breached.
- 5) Ensure you have adequate first aid/physio provision.
- 6) Ensure you have an incident reporting procedure.
- 7) Ensure that emergency and repatriation procedures are in place.
- 8) You will need to complete an incoming tour application form and submit to NLD at least one month prior to your tour party arriving. Please ensure that all adults in the visiting party complete the incoming tour consent form.
- 9) You will need to give a copy of your tour approval to the visiting club for them to submit to their home Union as proof that they have permission to play in England.
- 10) Ensure that your club officers have approved the tour.