



Rugby right on your doorstep

Tour Planning Checklist

| Section | Action | Notes | By Whom | By When | Budget |
|------------------------|---|-------|---------|---------|--------|
| Section | Action | | | | |
| Planning | Purpose of tour | | | | |
| | Where | | | | |
| | When | | | | |
| | Who | | | | |
| | Itinerary | | | | |
| | Luggage | | | | |
| | Cost to participants | | | | |
| | Codes of Conduct while on Tour | | | | |
| | CB/RFU permission | | | | |
| | DBS Disclosure forms issued as needed to supervising adults | | | | |
| Communication | with Parents | | | | |
| | with Players | | | | |
| | with Tour Staff | | | | |
| | with host venue | | | | |
| | with host accommodation | | | | |
| | On tour | | | | |
| Staff | DBS checks and screening | | | | |
| | Codes of Conduct | | | | |
| | Ratios of staff to players | | | | |
| | Roles and responsibilities eg Tour manager and Tour treasurer | | | | |
| Supervision | Supervision rota | | | | |
| | Club Home Contact and full contact details of tourists | | | | |
| | Overnight arrangements | | | | |
| Risk Assessment | Carried out and actions completed (possibly more than once) | | | | |
| Transport | Forms of transport | | | | |
| | Supervision | | | | |
| Accommodation | Accommodation | | | | |
| | Security | | | | |
| | Room Allocation | | | | |
| | Catering | | | | |
| | On Arrival | | | | |



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|-----------------------------|---------------------------------|--|--|--|--|
| Emergency Procedures | First Aid & Physio provision | | | | |
| | Local medical services/hospital | | | | |
| | Incident reporting | | | | |
| | National Emergency numbers | | | | |
| | British Embassy contact details | | | | |
| | (if travelling abroad) | | | | |
| Insurance | Travel Insurance | | | | |
| | RFU Insurance | | | | |
| | Personal accident | | | | |
| Travelling Abroad | Medical issues | | | | |
| | Vaccinations | | | | |