

Guidelines for Acquiring International Tickets via Hove RFC

1. Ensure that Anne Freeman (anne.freeman@hoverugby.club) has your up-to-date contact details.
2. Where applicable¹, ensure that the full club membership of £180.00 is paid for 2018-2019. Please contact Anne for details of payment methods. Anne will confirm to the club's international ticket contact – currently Neil Parker - when the appropriate fee has been paid.
3. Indicate your interest in acquiring international tickets by sending a summary of your request to tickets@hoverugby.club. This does not constitute an application; merely an expression of interest in acquiring tickets.
4. A form will be sent to you. You must complete this form as your official application and return it to the international ticket contact:
 - a. Either directly by email, indicating how and when you expect to make payment and ensuring that you copy Anne Freeman.
 - b. Or - if you wish to make your payment by cheque and/or pay your membership fee along with your application - by post to Anne Freeman at the club and indicating that you have done so by sending a copy of your application form to the international ticket contact by email.
5. Please do not make any applications for tickets before the club membership fee has been paid, where applicable.
6. You must arrange for payment - for the tickets you request - to be made as soon as you return your application form. Your application will not be forwarded to the RFU until you have made payment for the tickets. If your payment has not been received by the club, and confirmed to the international ticket secretary by Anne Freeman, your application will not be made. Payment options are:
 - a. Electronic transfer into the club's Members' Account – sort 20-12-75/account 30909149.
 - b. Credit/debit card at the club. Charges may apply.
 - c. Cash in person at the club. Please ensure you obtain a receipt and that your cash is put into a secure envelope, along with a copy of the receipt and your application form.
 - d. Cheque in person at or by post to the club. Please ensure your cheque is in a secure envelope, along with your application form. Also ensure that you leave sufficient time for the cheque to clear by the closing date.
7. **You must agree to follow RFU regulations for the issue of tickets. These can be found [here](#). You will be asked to confirm that you have read and understood these conditions as part of the application process. Application forms that do not indicate that you have read and accepted the RFU's conditions of sale will be returned to you unprocessed.**
8. There is an admin fee for each application of £10.00 which is not refundable.
9. We need paying up front for tickets at the rate of £90.00 per ticket applied for (this covers the costs of the most expensive tickets).
10. The club will make its international ticket purchases up on **“an as requested and paid for”** basis.
11. After tickets have been received and allocated the following occurs
 - a. You are advised of what you have been allocated and what the financial situation is
 - b. You can choose to collect your tickets or have them posted at your own risk
 - c. You advise us of your bank details and we will refund the difference between the amount you paid in your application and the amount due for your allocation, minus the administration fee. So, for example if you wanted 4 tickets for Game X then you would pay us (4*£90)+£10=£370, at the point of application, and if you then were allocated 4 tickets at £80 you would receive 4*£10=£40 as a refund.
12. We do not encourage any applications for more than four tickets and if you do apply for more, others get dealt with first and only if there are any further tickets will you get in excess of four.
13. There are no guarantees that you will receive any tickets to any match.

The above are the general guidelines for acquiring international tickets through Hove RFC. If you have any specific enquiries after reading these guidelines, please contact tickets@hoverugby.club.

¹ If you are unsure whether you need to pay a membership, please contact Anne Freeman. Generally speaking ALL members are required to pay full membership (currently £180) if they wish to purchase international tickets. There are exceptions, such as life members and, if sponsorship is up-to-date, sponsors. Vice Presidents are expected to make a contribution that will entitle them to buy international tickets.