



Norwich Union RFC

Tour Policy

October 2015

TOUR POLICY

The word tour will encompass; tours, rugby tournaments/competitions and festivals and any additional activities included in the trip.

It is Norwich Union RFC responsibility to ensure that all tours that involve young people under the age of 18 years of age or seniors are organised and run well, with particular attention towards A DUTY of CARE and SUPERVISION to young people at all times.

This involves:

- travel to the destination
- travel to training and playing venues
- training/practice sessions
- matches and at all other times they are in your charge.

The following details are what Norwich Union RFC requires for it to give its permission for a tour to precede.

Tours will not be permitted to any country or region where there is apparent unrest or the likelihood of unrest.

When arranging a tour the organisers should consider carefully the costs involved so making it affordable to all those wishing to go.

Procedure for Permission to Tour

Club members must submit their application to tour to the organiser not less than three months prior to the start of the proposed tour.

The organiser must inform all tour members of tour details including travel and accommodation arrangements, costs, fixtures, insurance etc. Two months before tour date.

Tours that are to take place outside the United Kingdom and Ireland and have the agreement of the Club's Committee must also get ratification from both Norfolk RFU and written approval from the RFU for the tour to go ahead.

Applications are made on the 'RFU Notification of Proposed Overseas Tour' form which is completed by the tour organiser,

signed by the Norwich Union RFC Honorary Secretary and Chairman, then sent to Norfolk Honorary Secretary who countersigns it and forwards it to the RFU.

Signed

Michelle Knight

Hon Secretary on behalf of Norwich Union RFC committee