



Selby RUFC Tour Guidance Form

Before arranging a Tour, please read the RFU Tour Guide document. All the information you need to address is contained within this document. However, there are a few additional Club procedures that should be followed.

- Consents

- The relevant Tour Request Form should be completed and forwarded to the Chair of Youth at least SIX WEEKS prior to departure (youthchair@selbyruffc.com). The Chair of Youth will check all relevant information and send this on to the Yorkshire RFU to obtain permission to tour. If permission is not obtained, the Tour group will not be covered by Insurance and will be unable to travel. All current documents are available on our website under Information/Touring with Children.
- A copy of the Tour Request Form should also be sent to the Clubhouse Manager to record in the Club's diary.
- Parental Tour Consent forms must be completed and signed by all participants, even if the parent is travelling with the child. This document is also available on our website.
- The Tour Manager should appoint a Club Home Contact. This person will be based back in the locality of the Club and not be part of the tour and have access to all Tour Consent forms and a detailed itinerary. The Club Home Contact will be required if an emergency occurs – please give the Clubhouse Manager their contact details via clubhouse@selbyruffc.com.

- Financing Tours

- Fundraising for Tours plays a big part of the arranging a tour and common sense and safety procedures should be followed at all times.
- Tour Funds – Managers or other team members should not retain any monies, this is for your security and protection. These should be paid into the Club's bank account either via Bank Transfer (Bank: LLOYDS TSB Account Number: 00157782 Sort Code: 30-17-80) or across the Bar leaving full details. After paying in any monies, inform our finance administrator (Jenny Webster) of the amount and date paid in and for which tour it is for via email admin@selbyruffc.com and keep a record for yourself.
- Any invoices that need to be paid should be forwarded to Finance and TWO members of your Tour Team will need to authorise payment. NB Jenny only works Wednesdays so please be mindful of payment dates and at least one week's notice must be given of impending payment deadlines.
- Invoices from the Club's bank account will not be paid unless there is sufficient funds in your Tour account to cover payments.

- Tour Hoodies/Tops
 - If you are planning to have Tour Tops with Selby RUFC logo, please email comms@selbyruffc.com in the first instance. Clothing takes a few weeks to arrive so you will need to ensure orders are placed accordingly.
 - It is part of our on-going sponsorship with Kukri that we place any badged clothing orders through them. If we do not, we are in breach of our contract which will have serious implications across the Club going forward. If they cannot source the items you require, you can look elsewhere but we must approach Kukri first.
 - Playing kit should be in the club colours – red, gold and green.
- Car Parking
 - Whilst we appreciate parents may need to leave their cars at the Club, we would encourage tour participants to be dropped off and picked up wherever possible.
 - Cars that are to be left should be parked on the gravel area and as a group – our car park is used on a Saturday morning by our Tenants and obstructing their use is not acceptable.
 - Please be aware that the gates will be locked overnight and if you are expecting an early start/late return, arrangements should be made to have them opened.
- Adult Consumption of Alcohol
 - If adults are going to be drinking alcohol once the children are in bed, all adults should be sensible and responsible. It is advisable to nominate one or two people who would be able to drive in an emergency and who can be in charge. The guidance within the RFU Tour Guide relating to supervision still applies accordingly.
 - Parents should be reminded that it is a tour for their child's benefit, not a justification for excessive drinking and the outcome that arises from that. We are living in a new era of child safeguarding and the lessons children learn from adults on tours should be considered.
 - Whilst we would not want to curtail the enjoyment of all those on Tour and all the experience and memories it brings to the children, we would like to remind you that everyone on the Tour is representing the Club and should behave in an appropriate manner that does not put the Club's reputation at risk.

We wish you an amazing, memory making time with your Team.

Selby RUFC
 Youth Tour Guidelines
 March 2019