



## YOUTH RUGBY TOUR PREPARATION GUIDELINES

### 1. Define your Tour Objectives

Discuss why you want to tour, where you want to go, how many tourists will be involved, what you aim to achieve, costs, fundraising plans, logistics, etc.

### 2. Download Tour Documentation

Access all required tour documents via this link: [NLD Rugby Tours](#)

### 3. Submit Initial Tour Application

Apply to NLD RFU for preliminary approval of your tour.

### 4. Notify Club Safeguarding Officer (CSO)

If players under 18 years are involved, inform your Club Safeguarding Officer of the tour details.

### 5. Arrange Appropriate Insurance

Decide between RFU-provided insurance or independent coverage. Ensure your insurance covers:

- a. Rugby activities and other specified activities
- b. Public liability
- c. Civil liability
- d. Personal liability
- e. Travel (baggage, money, curtailment/cancellation, especially for overseas tours)
- f. Repatriation (for overseas tours)
- g. Medical and emergency coverage (EHIC/GHIC)

### 6. Obtain Host Country Approval

Organise permission to play rugby in the host country. This may be facilitated by your tour operator, the host club, or you may need to apply directly. Ensure you receive written confirmation (email is sufficient) and review any age-grade regulations or variations in the host country or region.

### 7. Ensure DBS Clearance

Verify that all adults responsible for supervising players under 18 years have current RFU DBS clearance.

### 8. Submit Final Tour Application

For overseas tours (outgoing or incoming), complete and submit the appropriate Tour Application Form and related paperwork to NLD RFU at least 6 weeks before departure. Do not send these directly to the RFU. For domestic tours, submit the application at least 3 weeks before the tour date.

### 9. Finalise Logistics

Organise accommodation, activities, matches, risk assessments, and fundraising as needed.

### 10. Pre-Tour Essentials

Before departure, ensure the following:

- a. **NLD RFU approval:** You have confirmation of authorisation to tour.
- b. **Consent/medical forms:** All forms must be signed, with a copy taken on tour and left with a DBS-cleared home contact. For overseas tours, have consent forms and EHIC/GHIC cards with you at all times, as medical treatment may require these.
- c. **CSO checklist:** For tours involving players under 18 years, have a signed CSO Tour checklist.

### 11. Enjoy Your Tour!

Have a fantastic time!