



1. Before doing anything, ensure you will have sufficient coaches on tour to supervise a tour squad.
2. Set up an organising team: ideally an organiser, a treasurer (essential), a fundraiser(s) and a tour manager. Make sure each knows their role and responsibilities - for example, the tour manager should be responsible for the behaviour of the squads during the tour.
3. Set up your fixtures - a good local contact is an enormous help. After you've set up one fixture, there's every chance the club you're playing will help you contact other clubs nearby. Also ask other coaches at HRUFC, many have toured before and will have good contacts. Bear in mind playing time restrictions with different age groups: for example, they can't play 3 matches in 3 days!
4. Sort out your accommodation. If in a hostel or hotel, try to ensure all the rooms are close together, ideally in one section of the building. Work out how you will feed the squad through the tour. The older the squad gets, the more likely they are to want to stay in a holiday park, rather than be cooped up in a hotel. These can be booked at very reasonable cost if booked early, but bear in mind, all individual chalets will need supervising adults.
5. Sort out transport. Bear in mind if it's a long trip, it's good to ask for a coach with a DVD/toilet
6. Payments: Set out the cost of the tour to parents as early as possible. Try to offer parents payment by instalments. Bear in mind some parents may find payments difficult to come by: you may wish, as a squad, to implement a policy that every squad member who wants to tour should be able to, regardless of ability to pay (ie: that the squad as a whole would cover any shortfall: you would need to agree this with all organisers).
7. Set up a special bank account for the tour: the tour treasurer should keep up to date and open records of all payments received and money paid out
8. Ensure all the boys are insured for the duration of the tour through an RFU approved insurer (available from the RFU site)
9. Draw up a full tour schedule and arrange a meeting for parents, so everybody is aware of the plans, the venues and the schedule and is able to ask questions. Add postcodes for all venues for GPS: parents and family members often want to come along to matches.
10. Adults: ensure that all coaches and parents who will in any way be supervising the squad are CRB checked. This is a must. They can fill in CRB checks through the club. You must also have at least one trained first aider on tour.
11. Fundraising: fundraising can bring down the cost of a tour substantially. There are lots of ideas - but if you are planning to raise money through schemes at the club, you need permission from the management committee: an individual squad's fundraising should not undermine the club's own ability to raise money.

12. Funding of squad members: Any money raised from fundraising should go to reduce the cost of the tour only to 1) the squad members on tour, 2) their coaches and 3) any parents who are directly supervising youngsters on the tour. This means that if a parent is the supervising adult in a chalet of boys, he or she should receive the same discount as coaches and squad members. Any other parents who are joining the tour - whilst very welcome - should not benefit from fundraising and should pay the full cost of the tour.
13. Draw up a risk assessment based on all `segments` of the tour. This includes supervision of the squad whilst travelling, an assessment of the accommodation, supervision of the squad during `downtime`, facilities and supervision at the matches, any visits or extras being laid on, collection of the squad at the end: all segments should be properly risk assessed. It should also cover first aid information (kit and first aiders) (risk assessment forms available from the club or on RFU website)
14. When all your documentation is together, send your tour schedule, treasurer's report, risk assessment and insurance form to the club's management committee for approval. If you are going abroad this will need to go to the RFU for approval. This process can take up to 8 weeks.
15. NOTE: DIFFERENCES FOR AN OVERSEAS TOUR
  - a. You MUST obtain approval from the union of the country you are visiting in writing. This is a first step. It comes BEFORE you can apply for Sussex / RFU approval as its part of the supporting documentation needed. This can also take 8 weeks or even more. If you are using a travel company, they can help with this
  - b. You will need Sussex CB approval and RFU approval. Send the documentation to Sussex Hon Sec who will approve and forward to RFU. The RFU will need reports on financial, playing and general that must be completed and returned to the RFU within 30 days of the final tour fixture (forms are included in this PDF, and on the RFU website). This process can take up to 8 weeks
16. Draw up a list of `do's and don'ts` and make it clear to parents and players what will be the disciplinary effects of breaking the rules, especially in regard to activities other than rugby, including drinking alcohol and behaviour in public.
17. Ask! There are plenty in the club who have been on tours and have organised them. If you are unsure of anything please ask, rather than guess.
18. Whilst all the above needs to be done, never forget that the aim of the tour is to give your youngsters a wonderful experience: so build plenty into the tour to ensure it's something they will never forget. This can mean presenting them with polo shirts to tour in, or their first club tie, or special `tour shirts` for matches, tour trophies (set up a presentation ceremony) etc. etc. Also designate one of the coaches to be in charge of entertainment: anything from taking along games and activities, song sheets on the coach, to silly exercises and forfeits, wooden spoons etc. etc.
19. Finally read the RFU tour guidelines from start to finish. These are included in this PDF, or can be read on the RFU website. This is only a guide, but the ultimate responsibility rests with the tour organiser (arrangements) and tour manager (playing and behaviour). Thus RFU guidelines should be followed.