



## Rugby Tours Policy

### Introduction

The Club recognises the value of rugby tours in furthering team spirit and promoting development goals in addition to setting a target and reward for work during the season. It also recognises its responsibility to ensure that any tour is properly organised, has appropriate permissions and insurance cover and is risk assessed from the perspectives of overall safety and the protection of vulnerable individuals including children.

Linlithgow Rugby Club requires any tour involving either an **overnight stay** or matches or tournaments involving **teams from outside Scotland** (including incoming and outgoing tours), to go through either a ***Permission to Tour*** process or a ***Permission to Host*** process. The Club Board will ensure that any appropriate permission from the SRU is also obtained.

*World Rugby*, of which the SRU is a member, requires all tours to be officially sanctioned by the appropriate governing bodies. The Rugby Club must seek approval from these bodies for any rugby tour. This will ensure that full insurance cover can be provided for all participants.

### Permission to Tour

If a team or group is considering a tour, either involving an overnight stay, or a match / matches outside Scotland, the first step is to contact either the **Director of Rugby** or the **Director of Youth Rugby**. They will guide the individual through the process.

The next step is to complete a ***Permission to Tour*** form (copy is attached to this policy) and hand this to the Director of Rugby or Director of Youth Rugby. They will then assess the appropriate planning and approvals required. This will include assessment of:

- Tour supervision plans,
- Travel and accommodation plans,
- Group insurance requirements,
- Child or vulnerable person protection issues.

For all tours involving anyone under the age of 18, the Club's **Child Protection Officer** will be involved in these assessments.

The final step is to obtain appropriate permissions from the sports governing body, the SRU. **Specific permission is required from the SRU**, through the Club's Secretary or President, for all rugby matches or tournaments involving teams from outside Scotland. This includes incoming and outgoing tours.

## Tour Supervision and General Behaviour

### Leadership Group

A leadership group will be clearly identified for each tour and they will be responsible for ensuring that the group is appropriately briefed and supervised in accordance with the criteria identified for group and individual safety and for the protection of vulnerable individuals.

### All Tour Members

When travelling on tour, all participants are in effect travelling ambassadors for the Club and their sport. They will be briefed by the Leadership Group, before leaving, on what this means in respect of their behaviour during the tour.

### Guidance for Tours

Excellent guidance for touring parties can be found on Scottish Rugby's website at the following address:

[https://s3-eu-west-1.amazonaws.com/sru-files/files/guidance\\_on\\_away\\_overnight\\_trips.pdf](https://s3-eu-west-1.amazonaws.com/sru-files/files/guidance_on_away_overnight_trips.pdf)

## Tour Costs

Rugby tour costs will be met from a combination of the following:

- specific tour sponsorship,
- specific tour fundraising by the touring squad,
- small grant support from Club funds (see below),
- the balance payable by participating individuals.

All monies raised for tours should be held in the appropriate Rugby Club bank account to protect the liability of individuals and to ensure proper financial accounting.

## Small Grant Support for Tours

The Club will normally make a budget provision of £1,000 for an annual touring grant fund and may award grants in the range of £250 to £400 per rugby tour. Official Club rugby tours will normally be based around the following three squads / age groups:

- **Senior players** - alternate years to France or Wales - recognises the long term playing links on international 6 Nations' weekends.

- **u18 squad** - celebrating 6 years of secondary school rugby and, hopefully, a graduation to senior rugby.
- **S1 squad** - celebrating the graduation from Mini Rugby to secondary school rugby.

## Tour Report

The Tour Leadership Group should provide a short report on the tour identifying what went well and any lessons learned from the experience. This should be submitted to either the Director of Rugby or Director of Youth Rugby within a week of the tour group return.

## Incoming Touring Teams

All matches involving teams from outside Scotland must be sanctioned by the two national governing bodies. A ***Permission to Host*** form (a copy of form is attached to this policy) should be completed in the first instance and handed to either the Director of Rugby or the Director of Youth Rugby. Club officials will then ensure that appropriate permissions are obtained for the fixture.

First Issued: May 2018

Reviewed: March 2019

Last Reviewed: August 2025

### Two Attachments to follow:

- Permission to Tour application form
- Permission to Host application form



## Permission to Tour Application Form

<b>Team to Travel</b>		<b>Name of Lead Coach / Applicant</b>	
<b>Number of Players</b>	<b>Number of Coaches</b>	<b>Number of Officials</b>	<b>Others</b>

	<b>Leaving</b>	<b>Returning</b>	<b>Nights Away</b>
<b>Dates of Travel</b>			
	<b>Match 1</b>	<b>Match 2</b>	<b>Match 3</b>
<b>Date of Match</b>			
<b>Opponents</b>			

Specific permission is required from the SRU, through the Club's Secretary, for all rugby matches or tournaments involving teams from outside Scotland. This includes incoming and outgoing tours. More information can be found on the [SRU's website](#)

### Applicant Lead Coach Details

<b>Name</b>			
<b>Email</b>		<b>Mobile No.</b>	
<b>Signature</b>		<b>Date</b>	

### Club Approval

<b>APPROVALS</b>	<b>Dor / DoYR</b>	<b>CPO</b>	<b>Secretary / President</b>
SIGNATURE			
DATE			
<b>ACTIONS</b>			
SRU Permission	YES / NO	Date	
Grant Support	YES / NO	Amount	



## Permission to Host Application Form

<b>Team Hosting</b>		<b>Name of Lead Coach / Applicant</b>	
<b>Visiting Team</b>		<b>Country of Visiting Team</b>	
<b>Date of Match</b>		<b>Timing of match</b>	

Specific permission is required from the SRU, through the Club's Secretary, for all rugby matches or tournaments involving teams from outside Scotland.

### Any Additional Relevant Information

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### Club Approval

<b>APPROVALS</b>	<b>Dor / DoYR</b>	<b>CPO</b>	<b>Secretary / President</b>
SIGNATURE			
DATE			
<b>ACTIONS</b>			
SRU Permission	YES / NO	Date	
Grant Support	YES / NO	Amount	