



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.

World Rugby, of which the SRU is a member, **requires all tours and matches** outside the host country (ie Scotland in our case) 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.

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 then ensure that the appropriate permissions from the SRU are obtained.

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 submit their proposals, including an outline budget, to the Rugby Club's Board of Trustees**. The Board will then assess the appropriate planning and approvals required. This will include assessment of:

- Requirement for an outline budget,
- Proposals for Fundraising (see Fundraising Policy),
- 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

Tour Costs

Plans for tour and proposed budget requirements must be submitted to the Trustee Board for Agreement prior to starting the funding process.

Base tour costs must include travel, accommodation, food/ drinks. These will vary depending on tour being proposed. Costs will be met from a combination of the following:

- At least 50% of cost from parents,
- Sponsorship (please note that is is VATable),
- Fundraising limited to general fund raising activities,
- 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. Under no circumstances can monies be held in a personal or non club account. Monies raised for a specific tour will be treated as a restricted fund, however should there be funds left over then they will be returned to the Clubs general fund for use of the wider playing section.

Small Grant Support for Tours

The Club Trustees oversee fundraising within the club. The Club will normally make an appropriate budget provision for particular circumstances to enable all participants to take part. A grant may be offered based on a submission from the Touring Party with detailed breakdown of tour costs and requirements. 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/S2 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 the Trustee Board.

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, or Club Secretary. Club officials will then ensure that appropriate permissions are obtained for the fixture.

Jean McKeown

President / Chair

First Issued: May 2018

Reviewed: March 2019, August 2025

Last Reviewed: June 2026

Two Attachments to follow:

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



Permission to Tour Application Form

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

	Leaving	Returning	Nights Away
Dates of Travel			
	Match 1	Match 2	Match 3
Date of Match			
Opponents			

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

Name			
Email		Mobile No.	
Signature		Date	

Club Approval

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



Permission to Host Application Form

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

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

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