

MORE THAN A GAME



COMMUNITY
RUGBY

HOW TO
ORGANISE
AN OVERSEAS TOUR

A FIVE MINUTE GUIDE

HOW TO ORGANISE AN OVERSEAS TOUR

Dear Tour Organiser,

A club tour or school tour is an exciting way in which to build the team spirit and identity of a team of players. It provides a rare opportunity for everyone to get to know one another better, and to establish a common style and purpose as well as making friendships at home and abroad which can last a lifetime. Consider the aim of your tour carefully and address the following questions to clarify the purpose.

Is this to be: development exercise for players / coaches, training activity or part holiday / relaxation and will the tour be pre-season, mid-season or post-season.

A word of caution: wherever you travel you will be seen by the general public to be ambassadors for your club, country and the game. Please therefore ensure that the proper importance is placed on the maintenance of good behaviour and discipline on and off the pitch, so as to permit other clubs / schools the opportunity to undertake a similar trip in the future. I wish you a happy and successful tour.

Terry Burwell, Community Rugby and Operations Director.

CHECKLIST

1. APPOINTMENT OF OFFICIALS

Identify Tour Organising Committee (to include Tour Secretary, Treasurer, Promotions Manager, Press Officer, Tour Party Manager and Tour Captain when appointed) and Tour Management Party (to include Tour Manager, Coach(es), Doctor / Physio and Tour Captain). Establish terms of reference for all.

2. RESEARCH

Collect data on prospective host Unions / Clubs from RFU and other contacts. Obtain copies of tour reference material - see reference section. For foreign countries try to write in their language.

3. TIMETABLE

Decide dates of meetings, establish deadlines for administrative arrangements, travel - distance, destination, proposed dates, numbers in party, level of formality; obtain permission to tour from RFU via Constituent Body Secretary; find information on (forms attached) any necessary inoculations; decide on whether to produce a tour brochure and arrange outline plan of promotional events.

4. TRAVEL & ACCOMMODATION

It is highly recommended that you consult a specialist travel agent or tour operator. Note the earlier you make your reservations the less the trip will cost. Agree mode of travel, distances to be travelled, type of accommodation required - Hotel, Motel, B&B, billets or another; establish requirements for training, team rooms, make note of the time changes, clarify and confirm tour agreement with hosts, include financial arrangements (you should clearly understand who is going to pay for what to avoid unpleasant surprises!) and replacement procedures.

5. ITINERARY OF TOUR

Plan frequency of games; allocate sufficient free time, build in sufficient training sessions, decide where, when & how to entertain your hosts.

6. INSURANCE

Personal, Holiday, Liability, Death & Disability, holiday, accident, loss of clothing & equipment. See attached

7. AVAILABILITY OF PLAYERS

First establish availability of those suitable for the tour; select squad; appoint captain and ensure sufficient reserves on standby.

8. PERSONNEL ADMINISTRATION

Produce a tour party nominal roll with addresses, telephone numbers ready for circulation to all tour members, write pen portraits for host Union / Club, issue emergency contact addresses and phone numbers for tour locations for the use of relatives and friends, complete next of kin forms (manager takes 1 copy, second copy to retained by tour secretary).

9. PRE - SEASON TOUR TRAINING PREPARATION

In conjunction with tour manager draw up detailed plan, circulate to players and management party, implement plan and incorporate sufficient fitness testing sessions.

10. KITTING OUT

Design tour motif, badge, autograph sheet etc, issue of items of clothing - blazers, slacks, tracksuits, bags etc, order medical kit, training equipment; remember to take club flag and plenty of additional studs (differing lengths), laces and label. Decide on appropriate gifts to exchange. For IRFB regulations see sponsorship leaflet attached.

11. DOCUMENTATION

Ensure valid passports and visas (especially for those without British/EEC passports); pay attention to the import and immigration regulations of host country on currency, acceptable visa stamps etc. collect medical, dental forms and inoculation certificate (where required).

12. TOUR PARTY DUTIES

Establish and agree all duties required of officials, players and baggage master. Draw up 'Duty Boy' roster to ensure adequate assistance for the management officials from assembly to dispersal. Example duties: Manager: i/c committees; keeps tour diary & accounts; discipline; press, Coach: second i/c: playing tactics, training & selection with manager, Physio/Doctor: Physical welfare & fitness of players; often baggage man, Captain: Playing efficiency of team; players' spokesman; discipline.

13. PRESS LIAISON

Confirm press reporting structure and procedures whilst on tour.

14. ASSEMBLY PRIOR TO DEPARTURE

Complete final medical checks by doctor, fitness test and tour photograph.

15. ON TOUR

Maintain tour diary, maintenance of accounts, contact essential officials / embassies etc, distribute gifts, maintain good PR.

16. REPORT BACK

Reconcile accounts, present reports to Club, RFU and sponsors and send letters of thanks to host clubs. On larger tours it is well worth dealing with those en route to the next destination.

AIM OF TOUR:

WHAT LEVEL OF OPPOSITION

HOW LONG (DAYS)

WHAT COST PREFERRED DATES

PREFERRED LOCATIONS SPONSORSHIP



TOUR SCHEDULE PLANNER

COUNTDOWN - MONTHS TO TAKE OFF																	
18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
◆									◆								
◆									◆								
		◆								◆							
			◆									◆					
						◆								◆			
									◆						◆		
																◆	
																	◆
		◆															
									◆								
										◆							
																	◆
															◆		
																	◆
																	◆

HAVE YOU GAINED RFU PERMISSION TO TOUR?
DON'T FORGET TO SEND A REPORT



RECOMMENDED ACTION TIMES

WHAT YOU SHOULD KNOW . . .

LOCAL SEASONS

USA

No specific season except for the north east, where snow prevents rugby from December to February.

CANADA

East: split season i.e., August to November & March to June; far west: as for the UK.

SOUTH AMERICA

March to September.

AUSTRALIA

March to September.

BERMUDA

Late September to mid March.

WESTERN EUROPE

Mid September to mid June.

FAR EAST

September to April.

WEST INDIES

Anytime.

NORTH AFRICA

Late September to early June.

SOUTH AFRICA

March to September.

FIJI & TONGA

March to September.

REFERENCE MATERIAL

MEDICAL & HEALTH

Check on vaccinations required and make sure that everyone is given a tetanus booster before you go (see booklets referred to below).

'Before you go' see SA40 and 'While you are there' see SA11, available from your Local DHSS Office, or H.M. Stationery Office or telephone 0800 555 777 and place your order any time, free of charge.

INSURANCE

Death and total disability, team kit, luggage, money and cancellation - see RFU.

OVERSEAS TOUR INSURANCE SCHEME

(copy attached)

For further information contact:

James Winterbottom
Community Rugby and Operations Department
Rugby Football Union
Twickenham
TW1 1DS
Direct Tel. No. 020 8831 6681

Or

Marsh Sports group
Mount Pleasant House
Lonsdale Gardens
Tunbridge Wells
Kent TN1 1NU
Tel : 01892 553169
Fax : 01892 553161/2

