



MRFC Guidelines for Rugby Club Tours

PLANNING & PRE-TOUR APPROVAL

- Prepare a detailed budget including transport, accommodation, meals, insurance, merchandise etc.
- Check position with Scottish Rugby Approval for tours and any rugby events out with the season window.
- Identify funding required to cover expenditure including fundraising plans, sponsorship, player / parent contribution and contingencies if not achieved
- Hold a pre-tour meeting with club Board before progressing with any bookings or merchandise / MRFC branded product commitments.
- Per the Constitution, Club strips will be worn when representing the Club in all games
- All fundraising should be deposited through Club channels to cover accountability and stewardship for all club related activities
 - o Please keep in mind the club is required to regularly report all fundraising (ie raffle, scratchcards, bonus ball etc) under our Small Lotteries permit.
 - Please ask for clarification or further information if required by emailing treasurer@musselburghrfc.club

OTHER CONSIDERATIONS

- **Documentation:**
 - o Collect signed parental consent forms (for youth teams).
 - o Ensure all players have medical information on file.
- **Risk Assessment:**
 - o Conduct a comprehensive risk assessment for travel, accommodation, matches, and activities.
 - o Prepare an emergency response plan.
- **Merchandise / MRFC Branded items :**
 - o Obtain approval from Board prior to ordering any merchandise or MRFC products to adhere to any club supplier agreements in place, benefit from favorable pricing and potential VAT reimbursement
- **Supervision:**
 - o Maintain a safe adult-to-player ratio
 - o Ensure all supervising adults comply with safeguarding policies.
- **Medical:**
 - o Bring a qualified first-aider and a medical kit.
 - o Carry all medical information and ensure medication is managed properly.
- **Insurance:**
 - o Ensure all participants are covered by suitable travel and sports insurance.
- **Accommodation:**
 - o Room players by age/gender and supervise appropriately.
- **Meals & Nutrition:**
 - o Accommodate dietary restrictions.
- **Suggested Communications**
 - o Before - Hold a parents'/guardians' meeting (for youth tours) & provide a full itinerary, contact details, kit list, and expectations.
 - o During - Keep parents/guardians updated through a communication channel (e.g., group messages). Have a designated point of contact for emergencies.
 - o Post-Tour - Hold a post-tour meeting to discuss positives and areas for improvement. Collect feedback from players, parents, and staff.

CONDUCT & CULTURE

- All behaviour and activity should follow MRFC Code of Conduct & Player Charter

