

FRU TOUR PROCEDURES

A. Introduction

The FRU maintains these guidelines for the following purposes:

1. to balance the needs and abilities of all clubs with the needs of representative sides and tourists in order to both improve playing skills and gain recognition for rugby in the FRU.
2. To coordinate communication between the participating clubs and the Union.
3. To ensure the supervision and administration of social arrangements for visiting teams.
4. To assist with the administrative arrangements for visiting teams.

It is imperative that the club recognize that touring brings your team and our union under the spotlight when the tour involves international players. Whether the tour is abroad or you are hosting a traveling team, you will be evaluated against the most exacting standards of play and social behavior. Of course, you will be judged by your peers as well, as poorly organized tours (both hosting and traveling) leave a legacy hard to reclaim.

The following notes have been assembled to give you guidelines and checklists on issues that you will need to be aware of and responsible for in order to have a successful tour.

B. All Tours –Incoming and Outgoing

1. Receive permission from USAR for international tours
2. For non-international tours, complete tour form and submit to executive committee three months prior to incoming/outgoing tours (if past this deadline, please still submit). Tours must be approved by Executive Committee.
3. For international tours, complete tour form and submit to executive committee six months prior to incoming/outgoing tours (if past this deadline, please still submit). Tours must be approved by Executive Committee.

C. Outgoing Tours

1. General Rules

- a. Teams from the FRU planning to tour outside the jurisdiction of USAR must secure the approval of the FRU Executive Committee. Failure to receive approval may result in cancellation of matches by the FRU. Additionally, for

many international unions, if you fail to tour with the necessary letters of approval, you may find yourselves in a foreign country with no team to play.

b. Each touring club shall have a central source of communication one person in charge, usually known as Tour Organizer. For select sides, this position can also be the Select Side Manager.

c. No collegiate club will be allowed to tour outside the continental United States unless accompanied by a responsible adult appointed by their university administration.

d. Generally, FRU executive Committee needs six months prior to the tour to process tour applications. Final review and approval will occur within the last two months prior to departure. This time is necessary as after your club receives approval, you should send a copy of this letter to each team of club you are playing prior to your travel. The following information, as a minimum, must be submitted to the FRU Executive Committee Chairman initially in order to process the application:

1. Travel itinerary; i.e. dates of departure and arrival, opposing club names and addresses, match dates, and travel dates (from one fixture to another) while on tour.
2. The number of people in the touring party.
3. Name, address, etc. of your club/team Tour Coordinator and the name of address of the travel agent or coordinator.
4. Name, address, telephone numbers of the host clubs.
5. Collegiate teams must provide the name, address, telephone number and position at the college of the person accompanying the tour.
6. A summary of the finances for the tour, including the estimated expenses and the means by which these expenses will be paid (i.e., method of funding, individual funding and fund-raising events, etc.)

Included in this Handbook is a Tour Application Form. Please use this to provide the above information.

f. As mentioned above, you should send a copy of the final approval by FRU to your host clubs. It is also a sound recommendation that you travel with a copy of the approval form.

g. Finally, after your tour we ask that you complete a Tour Report so that we can all learn more of the clubs that you played.

2. General Organization

a. The three key individuals involved in running a tour are the Tour Organizer, the Tour Manager and the Team Captain. The combination of any of these functions places increased burdens and responsibilities on any individual, and may result in problems. Generally, the duty of each is as follows:

1. **Tour Organizer:** This person is responsible for planning every facet of the tour off the field, whether he assumes the details himself or delegates them to assistants or travel agencies. This includes communication with hosts, airlines, hotels, etc. It is vital that all commitments be in writing, well in advance. During the tour the Tour Organizer should be able to maintain continued contacts regarding all travel and lodging arrangements; however, this should not extend to the daily functioning of the tour, as this is primarily the purpose of the Tour Manager.

2. **Tour Manger:** This person is in charge of overseeing the well-being of the members of the touring party, from departure to return. All facets of the tour are included: discipline, equipment, and even making sure all teammates are assembled before each game.

3. **Team Captain:** This person is responsible for the team on the field. It is suggested that the Captain be included in the selection process. Finally, both the Captain and Tour Manager should be expected to speak at public functions after the games, etc., so both must be prepared!

b. Planning is absolutely essential for a successful tour. Outlined are common issues important to all tours.

1. **Evaluation:** Before traveling, three general issues should be assessed:

a) Can the necessary funds be raised in time,

b) Can a strong and fit team be ready to travel for what may be an extended period of time

c) Are there enough responsible people available to share in the duties that are required to take on the considerable organization and efforts involved with travel?

Only when you are satisfied on all points should you approach the FRU Executive Committee.

2. Notification: The Tour Organizer should notify the FRU Executive Committee Chairman of the team's plan to tour. The FRU Executive Committee must advise USAR that the proposed touring team (and match opponents) are in good standing. Final approval for international tours must go through USAR.

3. Finance: A party of 30, going to Europe for two weeks will, without any difficulty, tally expenditures in excess of \$40,000. Most of this will have to be borne by the touring club and its supporters. You may be able to reduce this with contributions, arrangement of private accommodations, host meals, etc. Assess your needs at the very beginning and keep in mind that bills will have to be paid during the tour. In addition, extra funds should be taken for use in emergencies. Be liberal in your estimates of expenses!

4. Travel: Consult a reputable travel agent whom you trust. For internal travel in European countries, public transportation is generally of a high standard and there are often incentives for foreign travelers. Cost and reservations can and should be obtained in advance. Many clubs also use a hired bus for the duration of their stay in a particular country.

5. Accommodations: There are a variety of sources, ranging from private homes to student hostels or inexpensive hotels. Confirm reservations and cost in advance. You may also consult with your hosts or your travel agent for other sources.

6. Fixtures: Mismatching of strengths in fixtures can ruin a tour. Some overseas unions have expressed concern about the scheduling of games that resulted in lopsided scores. There is no reason why games cannot be arranged with teams of comparable playing abilities. It is easy to overestimate one's own strength, particularly by overlooking normal tour attrition during a heavy

program of matches and hospitality. While on the tour, seek advice after each game from your hosts and, if necessary, telephone ahead to your next hosts and let them know if you do not think you are strong enough to cope with the team they are putting out against you.

7. Relaxation: There is invariable a tendency to be too venturesome in planning fixtures. Playing on and off the field takes a considerable toll, with even more injuries and late nights sapping playing strength. Five matches in two weeks for a party of 25 players should be the absolute maximum, particularly when there is travel between fixtures. Rest days, therefore, are of great importance. Some sightseeing can be planned in advance, particularly as rest stops on long bus trips. Ask your hosts for suggestions.

8. Kit: A clean, well turned out team builds confidence, spirit and reputations. Take at least one full set plus five spares (jerseys, shorts, socks) for each team. Training kits (old jerseys, track suits, etc.) are the individual player's responsibilities. Take along black boot polish, brushes, spare laces, etc. Off the field, there will be official functions to which blazer, sportcoats, nonjeans, shirt and tie should be worn.

9. Tour Brochure: This is an excellent promotional piece that need not be too elaborate. Basically, it should contain profiles of your club and each player with photographs. Local advertisers should be vigorously canvassed with a view to recovering much of the costs before leaving. Some host clubs will allow you to sell copies at a nominal amount. Messages of good will from local rugby and community dignitaries should be included.

10. Mementos: It is customary to offer some record of your visit to each host club, the most common being a club or college crest in plaque form. Additional items can be badges, ties, etc. for those who play against you and for their officials. Gifts should also be given to families who host individual players: no cash, though!

11. Insurance: Some countries have national health programs under which visitors would be eligible for medical treatment. Despite this, it is vital that you carry adequate protection. Baggage and personal effects insurance can also be useful.

12. **Medical Kit:** This need not be too elaborate, but can save many minor irritations. Aspirin, ACE bandages, tape, Vaseline, gauze pads, disinfectant for cuts are obvious items. A complete list is available elsewhere in this Handbook. All items should be kept sealed to avoid difficulty in Customs clearance.

13. **Traveler's Checks:** For protection, funds should be in the form of traveler's checks. Checks in the local currency should be purchased prior to departure.

3. Checklist

a. Confirmation, in writing of the following:

1. USAR and FRU permission to tour (carry with you on the tour!).
2. Host club's confirm fixtures and permission from their own Unions.
3. Air transportation and payment dates.
4. Ground transportation on tour, costs and payment dates.
5. Accommodations and costs.
6. Follow up your letters to hosts with a phone call just prior to departure.

b. Funds available for:

1. Transportation costs air and ground/
2. Accommodation costs.
3. Meal costs.
4. Emergency fund -individually and as a team.
5. Personal pocket money, in traveler's checks.

c. Kit:

1. Matching uniforms (shorts, socks, jerseys)
2. Training kit.

3. Blazer and tie.

d. Tour Brochure:

1. Program due dates, advertising copy.
2. Incoming funds due date and payment of printer due date.
3. Arrange delivery well before departure.

e. Mementos:

1. For clubs/players/officials.
2. Design, payment, and collection.

f. Passports, visas and vaccinations, as required.

g. Insurance

h. Medical Kit

4. Post-Tour Report

Within 30 days of the completion of the tour, a report must be sent to the FRU Tours Chairman. This report should discuss the tour, give highlights and any problems or recommendations. This report will also serve to help others who tour this same area in the future.

Incoming Tours

1. General Rules

a. Union teams bidding on a touring team game must indicate to the FRU Executive Committee what they are prepared to do in hosting a match with a touring team, i.e. reception committee on arrival, providing of directions to practice field, assistance in transportation to the match, and appropriate post-game festivities. The FRU Executive Committee decisions of approval/disapproval are final. Failure to receive permission may result in cancellation of referees and of the match.

b. Visiting teams must get permission to tour within the FRU jurisdiction from the FRU Executive Committee.

c. The Executive Committee shall communicate approval/denial along with other pertinent details to teams wishing to tour within the jurisdiction of the Union.

d. Any team wishing to tour within the jurisdiction of the Union must present evidence to the Executive Committee of permission to tour from their home Union. Deviation from this rule can result in game cancellation.

e. The Executive Committee determines who the opponents of touring teams shall be. In cases where a touring team requests a specific opponent and the Executive Committee deems that opponent to be unsuitable, the Committee may designate another opponent or withhold match approval, or both.

f. The Union shall assume no financial or other level obligations relative to touring teams unless a) a Union team is playing the visitor or b) a specific request from a member club is put to the Executive Committee. In both cases, or in any other case, the Executive Committee must approve by a majority vote.

g. Copies of all correspondence initiated by union teams relative to inviting touring teams to the FRU should be sent to the Union Secretary and the FRU Executive Committee as a matter of record.

h. The Executive Committee, when informed of an internal tour arranged between an FRU team and a touring team may, if it feels it is necessary in order to avoid misunderstandings, communicate to the visitor's home Union any doubts which may exist as to the FRU's host club's ability to provide: a) adequate competition and b) accommodations, transportation, financial arrangements, etc.

i. When the Union Select Side is acting as a host to a touring side, the President of Union shall appoint a Match Organizer and a Team Manager. Their respective duties are:

1. Match Organizer: Arranges a venue, referees, and other duties pertinent and ancillary to the match and not covered in the nomenclature of the Team Manager's functions. Also includes fund raising duties in collaboration with the FRU Treasurer.

2. Team Manger: Issues and collects uniforms, secures a team trainer and physician, training supplies, and injury contingencies.

2. General Procedures

a. Incoming clubs and Select Sides must submit their itinerary including dates of matches, dates on which they move from one host to another, to the FRU Executive Committee for approval.

b. Provide the name, address and telephone number of the Tour Coordinator.

3. Pre-Tour Communication

a. One member of the host club should be appointed as the Tour Coordinator. It shall be their function to handle all arrangements with the touring side.

b. It shall be the duty of the Tour Coordinator to secure a copy of the itinerary of the touring team and work around that.

c. The Tour Coordinator should make clear to the touring side what the limits are of the host club's liabilities.

d. The Tour Coordinator should make clear to the touring side the extent to the host club's financial resources so that there are no misunderstandings of what the touring team can expect in the way of hospitality.

e. The Tour Coordinator should notify the FRU Executive Committee of the club's plans to host. As the FRU Executive Committee interacts with the USARS Executive Committee, the FRU Executive Committee must advise that the proposed hosting team (and match opponents) are in good standing, and in return, the USAR provides the FRU with: a) notice that the touring club is in good standing with its home Union and has permission to tour, and b) the touring side has received USAR approval to tour. USAR sanctions will be placed on clubs who allow incoming tours without having received proper approval.

4. Welcome

a. A committee of the club members (the more the better) should meet the tourists at their arrival point, i.e. bus station, trains station or air terminal.

b. The host club should be prepared to offer the tour party a small reception with refreshments and snacks, etc. on the eve of their arrival.

c. A formal reception is appropriate for touring sides from outside the United States.

5. Transportation

1. For touring sides without their own transportation, the host club shall make every effort to get the tourists to training sessions, the match, after-match socials, etc.
2. For touring sides with their own transportation, the Tour Coordinator shall see that the tourists have maps and directions to all functions and, if possible, have a host club guide.

6. Accommodations

1. If available, and especially with the touring sides from outside the U.S., the host club should provide lodging in the club members' homes. The Tour Coordinator should have a list prepared in advance, matching the hosts with the tourists.
2. The host club, through the Secretary or Tour Coordinator, should be prepared to communicate hotel and motel rates to the tourists so they may obtain the best possible accommodations dependent on their financial resources.
3. This list should be made available to the Tour Manager so that in emergencies they may be able to contact quickly a player or players.

7. Match

1. The Tour Coordinator should show the match field to the Coach and Tour Manager well in advance of the game.
2. The pitch must be properly marked and well-lined with appropriate flags or cones.
3. If possible, there should be separate dressing rooms with showers, or arrangements for shower facilities.
4. One person should be appointed to make sure that the dressing rooms are locked during the match.
5. The touring side should have a choice of a maximum of 3 balls for the match. Both sides should agree on the selection; any disagreement to be settled with a decision by the referee.
6. The arrangement of the referee's arrival should be such that he will be available before the game with enough time for questions or laws interpretations.

7. Without exception, the referee should be invited to the post-game festivities.

8. A trainer and physician should be available, along with transportation in the event of emergencies.

8. After-Match Functions

1. Social arrangements are a matter of style, but no touring side should be ignored following a match win or lose! Both liquid and food should be provided.

2. Token gifts are usually exchanged, and the host team should be prepared to exchange pins, ties, t-shirts, etc.

3. Mounted crests, banners, plaques, etc. are usually considered to be necessary and appropriate, and the host team should be prepared to offer of these to the Tour Manager, Captain, Coach, or club President. Other items that might be presented or exchanged are a rugby ball (autographed and with the score of the game), suitable touch-flags or a club jersey.

9. Extra to Be Considered

1. A match brochure of your game with names of players is good, especially for touring sides from outside the U.S.

2. A sightseeing trip to points of local interest and/or to meet local dignitaries (a trip to the local Chamber of Commerce should be able to produce a tourist information packet that is usually much appreciated).

3. A key to the city.

10. Post-Tour Report Within 30 days of the completion of the tour, a report must be sent to the FRU Tours Chairman. This report should discuss the tour, give highlights and any problems or recommendations. This report will also serve to help others who may play the same club.

11. Forms and Questionnaires

1. Tour Application Form

Included in this section is a sample form that either outgoing or incoming teams should use when considering a tour (or hosting a traveling team). Please complete this entirely, and submit it with any other pertinent available information.

2. Touring Side Questionnaire

For incoming tours: Please see to it that this form is given to the incoming team. We are interested in knowing what your opinions are of our Union, and what can be done to improve any problems.

REQUEST FOR PERMISSION TO TOUR

Date: _____

To: _____, Secretary of Florida rugby union

From: _____

I have reviewed and approved the **incoming** **outgoing tour of:**

Name of Club: _____

Address: _____

City, State, Country: _____

for the following host clubs/unions (information required for each fixture):

Name of Clubs: _____

Addresses: _____

Cities/Countries: _____

Telephone #s: _____

The touring party will include the following number of persons: _____

Incoming tours: Medical coverage at all fixtures? Yes No
Doctor EMT

Outgoing tours: Are you taking a referee with you? Yes
 No

Is s/he planning to officiate while on tour? Yes
 No

Is this her/his only function on tour? Yes No

Please inform the Director of Referees of your intention to take a referee

Arrival/departure dates and itinerary are as follows:

Should this meet with your approval, please sign three (3) copies and return two (2) copies to me within five (5) days, on or before _____, 19 _____. If this tour is not approved, please contact me immediately.

Approved by: _____

Date: _____

Approved by:

Secretary

Date: