



### **Leighton Buzzard Rugby Football Club Limited Youth and Mini Tour Guidelines and Procedures**

LBRFC is fully supportive of all age groups going on tour.

The following sets out the clubs advice to all Mini and Junior teams thinking of touring. This guidance must be read in conjunction with the RFU requirements.

#### **Planning and Approval to Tour**

The following steps should be taken before permission is sought to tour from the General Committee (GC):

1. Establish a tour organising group, which should seek to identify the following:
  - Tour Manager
  - First Aid Officer
  - Child Welfare Officer
2. Establish roles and responsibilities for the group. All adults who will have a supervisory role on the tour MUST be CRB checked.
3. Decide on the timing and location of the tour.
4. Establish the likely cost of the tour and set out how it will be funded.
5. Establish provisional numbers likely to tour – both youngsters and adults.

**At this stage, the tour organising group should provide these plans to the Company Secretary for approval to tour.**

## **Fundraising**

Tours for individual age groups must be self-financing.

In general, individual age group fund raising is not to be undertaken at a 'whole club' event which would directly impact upon general club fund raising.

There must be a coordinated procedure for fundraising so that there is no impact on other efforts undertaken by the club to secure sponsorship or funding, i.e. local companies must not be asked by 'several' people representing LBRFC Ltd for funds or sponsorship.

**Any and all fundraising must have had the approval of the GC, and NO FUNDS must be kept by an individual or group other than the main company account. All funds raised must be presented to the Company Treasurer for ring-fencing within the club account.**

## **Finance Guidance for Tour**

*Where a tour is planned and funds have been collected please complete the following:*

- 1. Pay the money into the club account with NatWest Bank
  - Account Number: 45504563
  - Sort Code: 53-70-11*
- 2. Make sure the payment is made with a reference of the age group going on tour e.g. Under 11's to ensure the money is appropriately ring fenced*
- 3. Keep a copy of the paying in slip and email [treasurer@buzzardrugby.co.uk](mailto:treasurer@buzzardrugby.co.uk) with the details of the payments to ensure the money is accounted for correctly*
- 4. The club have one payment run at the end of each month and therefore at least two weeks notices before the month end is required to get any cheques raised e.g. if a tour payment is required for the middle of April, you will need to email [treasurer@buzzardrugby.co.uk](mailto:treasurer@buzzardrugby.co.uk) by the middle of March at the latest to ensure the cheque is raised on time*
- 5. It would also be helpful if you email [treasurer@buzzardrugby.co.uk](mailto:treasurer@buzzardrugby.co.uk) with a list of key dates for deposits and final payments for all tour costs to avoid last minute requests for payment and the risk of missing payment deadlines*

## **Tour Kit**

All tour kit must be sanctioned and only purchased through the club shop, unless specific permission given by GC to do otherwise.

### Quick Checklist:

1. Approval for any tour must be requested in writing to the LBRFC Ltd Secretary
2. Request to tour must be 3 months prior to the tour date.
3. Tour Fundraising Plan to be proposed with request to tour.
4. All tour kit to be sanctioned by General Committee and only purchased through Club Shop, unless specific permission given by GC.
5. All coaches/parent helpers/staff must be CRB checked. A ratio of 1:8 is a club recommended minimum standard for players/adult 'helpers'.
6. All monies must be paid into the LBRFC Ltd account and all cheques should be made payable to the club.
7. Ensure all relevant insurances are in place.
8. Enjoy!!