



Trips & Tour Checklist¹

For Overnight Trips and Travel Abroad



Taking a team on a rugby tour can be an amazing experience for the players and coaches with the potential for great bonds and lasting memories. However, it is important to plan well to ensure that the experience is positive for everyone.

The guidance below **must** be followed when taking children or young people away on an overnight trip or tour. This includes travel ratios, rooming arrangements and the safeguarding requirements for all adults with a supervisory role.

This form should be completed by the tour organiser and CWO

General Details

Dates of Tour	
Team Travelling (e.g. P5, U12 Girls, Boys, Mixed etc.)	
Coach ² responsible for coordinating the trip (Name & contact details) (known as 'tour organiser')	
Number of players travelling	
Name and address of host club for the tour (if more than 1 complete the table at Appendix 2)	
Primary contact for host club (Name & contact details)	
Accommodation for the tour (Name & address) (if more than 1 complete the table at Appendix 3)	

¹ Updated July 2025

² We use the term '**coach**' when someone is 'working' with a team, however you may have other names or roles such as 'helper', 'assistant', 'manager', etc., but nonetheless you are taking some responsibility for supporting the development of children and young people.

Governance

- Has permission for the tour been received from your club executive? ☐
- Is the CWO aware of the tour? ☐
- Are all supervising adults IRFU Safeguarding Approved (i.e. Active Vetting & Current Safeguarding Training recorded in RugbyConnect – see Appendix 1) ☐
- If you are planning to participate in matches outside Ireland, has an application been submitted to the Branch³ to which your club is affiliated? (Please note this must be done a minimum of 1 month in advance) ☐
- If you are planning to participate in matches outside of the Home Nations⁴, has permission for the tour been obtained from the Union(s) to be visited? ☐

Communication – Parents⁵ & Supervising Adults

- Has someone been appointed as a 'designated club contact' to be available at all times, in case of emergencies? ☐
Name: _____ Contact Number: _____
(Their number should be distributed to parents and the touring party)
- Is there an alternative to the 'designated club contact'? ☐
Name: _____ Contact Number: _____
(Their number should be distributed to parents and the touring party)
- Has the tour itinerary been distributed to parents & supervising adults? ☐
(This should include dates & times, travel arrangements, details of accommodation, host club contacts and the designated club contacts)
- Has a completed Trips & Tour Consent Form been received for each participant and been shared, as necessary, with the relevant supervising adults? ☐
- Have insurance arrangements for the tour, including travel and health insurance, been explained to the parents & supervising adults? ☐

³ Branch – Connacht, Leinster, Munster and Ulster

⁴ Home Nations – England, Ireland, Scotland and Wales

⁵ We use the term **parent(s)** when referring to someone who has legal parental responsibility for a child, this includes guardians and carers too

Accommodation/Host Clubs

- Does the tour organiser have knowledge of the venue(s) and its suitability to accommodate players, coaches and accompanying adults? ☐
(It will be necessary to check if any of the touring party have additional needs including accessibility and/or dietary requirements)
- Has the venue(s) been alerted to any access requirements, special diets or food allergies among the touring party? ☐
- Does each participant have their own bed? ☐
- Have the room assignments been agreed? ☐
- Has the supervision plan for the sleeping arrangements been communicated to the supervising adults? ☐
(Players should be roomed with other players and adults on their own or with other adults. The rooms for the supervising adults should be within a reasonable distance of the players' rooms.)

Supervision

- Has the recommended ratio of 1 supervising adult to 4 children been met? ☐
- Has the full list of supervising adults been completed in Appendix 1? ☐
- Has consideration been given to player age/gender⁶/additional needs and the supervision ratio adjusted accordingly? ☐
- Has the club's policy on alcohol and smoking been communicated to everyone in the touring party? ☐
(Supervising adults should not consume alcohol while on duty)

Emergency/Medical Procedures

- Is there anyone with medical training/first aid? ☐
- If they are not a supervising adult, have their details been added to Appendix 4? ☐
(They should be made known to the touring party)
- Do supervising adults have access to specific medical consent and information for each participant so that it can be shared with medical professionals as needed? ☐

⁶ Clubs should aim for a mix of male and female supervising adults, especially where girls are involved

- Contact details for emergency services in the country you are travelling to (if more than 1 complete the table at Appendix 5): ☐

Police: _____ Ambulance: _____ Fire: _____

(These numbers should be distributed to the touring party)

- Contact details for Irish⁷/UK⁸ Embassy or Consulate in the country you are travelling to ☐

(if more than 1 complete the table at Appendix 5):

Address: _____

Contact Number: _____

(These numbers should be distributed to the touring party)

Other Considerations

- Have the Codes of Conduct been discussed & distributed to the touring party? ☐
- Has a specific 'tour contract' been developed with the participants? (This should be written up and distributed to parents and the touring party) ☐
- Has the club's policy on mobile phones, social media, photography & videos been communicated to everyone in the touring party? ☐
- Have the host club's policies/protocols regarding mobile phones, social media, photography & videos been checked & communicated to everyone in the touring party? ☐

⁷ <https://www.ireland.ie/en/dfa/embassies/>

⁸ <https://www.gov.uk/world/embassies>

Appendix 1 - Supervising Adults

Name	Contact Details	Role (e.g. coach, parent supervisor, first aider, physio etc.)	Active Vetting	Current Safeguarding Training
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐
			☐	☐

Appendix 2 - Additional Host Clubs

Name	Address	Primary Contact (Name & contact details)	Arrival Date	Departure Date

Irish Rugby Football Union

10-12 Lansdowne Road | Ballsbridge | Dublin 4 | D04 F720

T +353 01 6473800 | **F** +353 01 6473801

www.irishrugby.com   



IRFU

Appendix 3 - Accommodation

Name	Address	Arrival Date	Departure Date

Appendix 4 – Medical Training/First Aiders (outside of supervising adults)

Name	Contact Details	Training (e.g. first aid, GP, physio etc.)

Appendix 5 – Emergency Contacts

Country/Address (if applicable)	Type (e.g. police, ambulance, fire, embassy, consulate.)	Contact Number

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