

INBOUND TOURS PLANNING PROTOCOL

1. **Purpose**—the purpose of this protocol is to provide adequate lead times for the planning of tours, game arrangements , travel plans—including the need to get the most economical fares, apply for visa, advice to stakeholders and interested groups, publicity, entry into calendars and onto web sites.
2. **Reviewed**: Annually
3. **Planning Timeline**
 - 3.1 ***October***

Meetings – local and joint meetings
Unions bring proposed dates for following year to get agreement
Number of games and likely locations discussed and agreed, as far as is possible
Each Union advises who the official contact person will be for all Tour arrangements
 - 3.2 ***October/November***

Host Union consults, as needed, with local and other Unions re possible fixtures and dates
Issue a formal invitation to inbound teams along with a Draft Tours Agreement
 - 3.3 ***December***

Host Union advises progress and probable fixture details. Acceptance of invitation and terms of Draft Tour Agreement
 - 3.4 ***February***

Follow up, as needed, when schools resume re probable fixtures
Touring Union Check requirements for travel e.g. Visas/passports
Touring Union seek approval from senior body
Flight bookings made as early as possible by Touring Union
 - 3.5 ***March***

Final date for confirmation of all dates, venues, local teams, etc
Senior Unions advised of all fixtures for the appointment of referees
Australian Schools RU holds AGM—late March, early April-- which is advised of final arrangements
 - 3.6 ***April***

Tours agreement amended as necessary, checked, finalised and signed/accepted via email
Deposits paid for fares/travel
 - 3.7 ***May***
 - 3.8 Date, venue and time for Joint Executive meeting set by Host Union
Notify host Union of Billeting requirements, accommodation for officials, within Tour Agreement Parameters.
 - 3.9 ***May to August***

Regular contact:
Notify senior union of match official requirements
Submission of documentation for Visas as soon as team named ensuring complying with local requirements e.g. time to process applications Problem solving
Touring union secures appropriate Travel & medical insurance for sporting teams
Assistance with local agencies e.g. travel, accommodation, catering and meals
Names of Team Management
Other officials who may be travelling with the Touring party
Fundraising/Player levies
Team contingency funds for emergencies, medical, dental, travel, land costs, etc.
Touring Party Lists
Communication of arrival and departures, flights and transfers
 - 3.10 ***September/October***

Tour occurs