



## Club, Sub-Union or Union Tour Approvals - Procedures

### Incoming tours:

Note: Either the visited Union or the touring team can initiate the process to secure tour approval for an incoming tour. ***This process should be initiated 6 weeks before travel.***

1. Club/Union makes an application for tour approval through provincial Union. The application must include a list of arranged fixtures and a club contact person (for each of the clubs involved in the tour).
2. Once the provincial Rugby Union has approved the tour, they forward the application to Rugby Canada for national Union consideration. Providing the required information (see above) and the appropriate signature(s) providing provincial Union approval are in place, Rugby Canada approval will normally be granted.
3. Assuming approval has been granted, Rugby Canada forwards the approved documentation to the relevant National Union for their approval.
4. Any subsequent correspondence (ie: response from the Union to be visited) will be forwarded to the relevant provincial Union.
5. The visited Union or club shall be fully responsible for ensuring the proper administration and control of the match(es) they are hosting.

### Out of country tours:

Note: The touring club or Provincial Union is responsible for initiating the process to secure tour approval for an outgoing tour. ***This process should be initiated 6 weeks before travel.***

1. Club/Union makes an application for tour approval from its Provincial Union. The application must include a list of arranged fixtures and a club contact person (for each of the clubs involved in the tour).
2. Once the Provincial Rugby Union has approved the tour, they forward the application to Rugby Canada (attention Bob Kreasul) for National Union consideration. Providing the required information (see above) and the appropriate signature(s) providing provincial Union approval are in place, Rugby Canada approval will normally be granted.
3. Assuming approval has been granted, Rugby Canada forwards the approved documentation to the relevant National Union(s) for their approval.
4. Any subsequent correspondence (ie: response from the Union to be visited) will be forwarded to the relevant provincial Union.



5. It is the touring club's responsibility to ensure that they have the appropriate documentation completed and in their possession before they leave Canada.

## International Rugby Board – Excerpt from Game Regulations

### 16.2 Matches, tours and tournaments below National Representative level

- 16.2.1 A Rugby Body or Club shall not play a Match or Matches against any Rugby Body or Club or other team(s) that are not affiliated (temporarily or otherwise) to a Union or against teams that contain players that are not members of a Union without the prior written consent of the CEO.
  - 16.2.2 When consideration is being given to a Match, Series of Matches or tour involving teams below National Representative level (e.g. Provincial, State, County, District, Club or other Rugby Body) from more than one Union, written permission to arrange such Matches or tours must first be obtained from the Secretary of the organiser's Union, who in turn, subject to permission being granted by his Union, will seek the agreement of the secretary of the other Union.
- 16.2.3 No Match, tour, or Series of Matches below National Representative level (eg Provincial, State, County, District, Club or other Rugby Body) shall be arranged or permitted to take place between teams from different Unions or one Union without the prior written agreement of the secretary of each of the Unions or Union concerned and the secretary of the Union within whose territory such Match, tour or Series of Matches is due to take place.
- 16.2.4 The visited Union shall be fully responsible for ensuring the proper administration and control of Matches or tours.
- 16.2.5 For the avoidance of doubt, the instigation, negotiation or arrangement of a Match, Series of Matches, tournament or tour to the country of another Union by a "composite" or "scratch" team is prohibited unless the specific written permission of the Unions concerned and the CEO has been granted.
- 16.2.6 For the purposes of Regulation 16.2.5 a "composite" or "scratch" team is one which is neither:
  - (a) a Club team; nor
  - (b) a National Representative Team or the team of a Rugby Body.
- 16.2.7 When any tournament is planned where it is proposed that teams, at any level, from two or more Unions will participate, the approval of the Unions concerned must be obtained in writing through the Secretaries of those Unions before applying for the consent of the Council or finalising the arrangements or issuing invitations..



- 16.28 Any Match, Series of Matches, tour or tournament which does not fully comply with the requirements of the Bye-Laws, Regulations and Laws of the Game shall be deemed unofficial. The Union within whose territory such an unofficial event takes place (and the visiting Union or Unions) and/or the Union or Unions of participating Provincial, County, District, Clubs or Rugby Bodies will be held responsible and will be liable to sanction in accordance with the Regulations and/or Bye-Laws.

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