



Please note all role descriptions are for guidance only. Please adapt/add to this basic information to ensure it is relevant to your club's requirements.

Tour Manager

Purpose

To ensure that the tour is planned in good time, runs smoothly and everyone enjoys themselves so that the players, team and club can bond and positively enhance its reputation

Key aspects of the role

1. Ensure the tour is compliant

Work with the CB to ensure RFU Regulations are adhered to in good time before departure. Manage the payments process through the club account (not into own account) keeping all appropriate records. If organizing a junior tour agree a code of conduct with the club Safeguarding Officer to make sure everything meets RFU tour guidelines.

2. Lead the organisation of the itinerary

Work with team management and the Fixtures Secretary to decide destinations and itinerary; form and lead a team of volunteers to help the organisation run smoothly; arrange transport, insurance, accommodation/billeting and social activities, visas and vaccinations where necessary.

Is this role for you?

If you are an organized forward-thinker that is good with figures, logistics and people with strong communication skills, you could hold the position that will be responsible for organizing memorable events in the club calendar