

RUGBY AFRICA TRAVEL POLICY

Tickets

- Booking of tickets for Rugby Africa competitions, trainings and events will be done by Rugby Africa with our travel agency (TBD).
- As soon as Rugby Africa receives booking confirmations, these will be sent to you so that you may undertake administrative procedures inherent to the journey.
- Rugby Africa will take care of the booking and payment of the group tickets and a person will be designated by each union to be responsible for issuing the tickets and make any changes.
- The number of people covered by Rugby Africa are:
 - Match officials
 - Rugby Africa Staff (if applicable)
 - National squads comprised by the number of persons indicated in the tournament manual.
- Tickets will be booked from the capital city or main hub of the country of departure to the capital city of the host country or to the airport nearest to the competition venue if it is different. If a Union wishes to change its point of departure and/or return, it will have to make a request with Rugby Africa. This can only be accepted if the cost of tickets is not higher than the normal ones.
- Any additional person will be taken care of by the Union in terms of air transport, local transport, accommodation and food. Rugby Africa will not make any booking for those additional people. For airline tickets, you can if you wish get in touch with our travel agency (TBD), for hotels, their details will be provided in the various tournament manuals.
- The **lists of names of delegations' members** should be sent to Maëlys Robin maelys.robin@rugbyafrique.com **45 to 30 days before the departure date for the competition**. The **final list** will have to be sent within a period given by the airline company and will be **between 15 and 7 days** (this will be specified for each flight). Before the tickets are issued, changes will be allowed free of charge. Once the tickets have been issued, any change requested will be paid by the Union. Rates for these changes depend on the companies and will be specified before each journey.
- If the tickets have been booked by Rugby Africa, the teams will be taken care of by the Host Union from the day of their arrival to the day of their departure.
- If the tickets have been booked by the Union, if the best travel plan has been chosen, they will be taken care of from the day of arrival to the day of departure. If the travel plan chosen increases the length of stay, the Union will pay for the extra days.
- If during the journey, the Union must spend one or several nights at a hotel and this is independent of its will, Rugby Africa will provide financial assistance for accommodation and meals.
- If a team does not take part in a competition without any valid reason, Rugby Africa will demand full refund of airline tickets from the Union.
- If a team does not participate in a competition due to visa rejection, or no file deposit, the total refund of tickets taken by Rugby Africa will be required from it.
- If a team does not participate in a competition due to visa rejection, or no application, the total refund of tickets paid by Rugby Africa will be required from it

Visas

- The cost of visas to enter the country hosting the competition will be paid by the Union. It cannot be settled or refunded by Rugby Africa.
- The cost of airport taxes to enter or exit the country hosting the competition will be paid by the Union. It cannot be settled or refunded by Rugby Africa.
- Each union must apply for the necessary visa and other administrative formalities and ensure that all members of their delegations are vaccinated as per the host country's regulations. Unions must pay for the incurred costs.
- Unions must make sure whether or not they need a transit visa while en route to the host country. Unions are responsible for the related costs.
- The Host union will try its best to negotiate with local authorities so that visas are delivered upon arrival at the airport at a minimal fee or free of charge. Meanwhile Rugby Africa strongly recommends that guest unions are prepared well in advance should they need to apply for their visas before departure. The host union will inform Rugby Africa and the guest unions about the cost of visas and other taxes.

Health and safety

- Accommodation and restaurants will be assessed and approved by Rugby Africa ahead of the tournament in order to ensure safe and comfortable conditions to the teams. However Rugby Africa cannot be held liable should any health or safety incident arise in a hotel and/or in a restaurant and should it be rightfully or wrongfully attributed to the accommodation and/or catering conditions.
- While respecting all anti-doping laws and regulations, Rugby Africa strongly recommends that unions make themselves aware of the health and sanitary risks present in the host country (malaria, non-drinkable water, etc). Players should be aware of the potential risks and should take preventive measures (mosquito repellent, mineral water only, etc)
- A tournament doctor will be appointed by the host union and will be available for the teams. Consultation, medication and hospitalization fees will be borne by the guest union.
- The nature of terrorist attacks is such that Rugby Africa cannot be held liable in the event of an attack being perpetrated in the country /city of the competition whether directed against all or some of the teams or not.
- Rugby Africa shall not be held liable for any damages, injuries, loss of life resulting of natural disasters
- Rugby Africa reserves the right to cancel, postpone or relocate tournaments should health and safety conditions of the host country become too threatening.

Insurance

Unions must take insurance for their teams for the entire duration of their stay in the host country. A copy of the insurance policy form will be requested by the representative of Rugby Africa and/or World Rugby.

Rugby Africa travel insurance only covers passengers while travelling from airport of departure to airport of arrival and back.

Expenses

Administrative Office - Tel: +27 21 928 7152
 SARU House - Tygerberg Park,
 163 Uys Krige Road – Platteklouf - Cape Town, 7500 – South Africa

No other expenses except for those mentioned above can be paid by Rugby Africa.

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