**RFU guidance-draft Agency letter from Tour Organiser(s) to CASC**

Dear [Club Chairman],

As you know [ we are/I am organizing ] a tour to [ ] on behalf of club members in [month and year ] (1).We will be holding fund raising events to raise the money necessary to pay for our Tour expenses such as travel ,meals and accommodation. These Tour expenses will be met entirely from our fund raising and personal contributions of members who will be going on the Tour. Club funds will not be used to pay for any of these expenses.

We have agreed that the Club will act as our agent for holding the funds we will collect in the Club bank account. At our request the club will pay specific Tour expenses out of such funds. You will account to us for the funds held on our behalf net of any Tour expenses we instruct you to pay. Since the Club is acting as our agent in respect of the funds we collect we confirm that the funds do not belong to the Club but are ours to be used for the purpose of meeting Tour expenses. As such they will not be recorded in the Club accounts but the Club will keep a memorandum note of the money we raise and pay over to them and any expenses paid on our behalf.

We agree to pay £1 commission to you for carrying out your role as agent. Please confirm your agreement to these arrangements by signing, dating and returning to [me/us]a copy of this letter.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tour Organisers

The Club agrees to act as agent in the matters and on the terms described above.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Club] Chairman on behalf of the Club

1. Please describe the Tour in detail including group of members e.g. juniors and location.