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<b>Policy overview:</b>	This policy outlines the touring guide process.

## **Touring Guide Policy**

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### **Touring Guide**

#### **1. Background and Purpose**

The Softball New Zealand (SNZ) Umpiring Programme touring guide provides information for travelling members who represent the programme offshore.

The objective of this policy is to ensure travelling members are well-informed about their offshore engagement and all necessary arrangements are in place.

#### **2. Scope**

This policy covers all SNZ umpiring members who are currently financial and have permission from their UIC, RDU & SNZ Chief Umpire to represent the programme overseas.

#### **3. Policy Statement**

The touring guide process is an integral part of representing the national umpiring programme abroad. Being an ambassador of the programme and umpiring to the best of one's abilities is paramount.

#### **4. Responsibility**

The selected umpire must ensure they are fit and well prepared for their offshore assignment. The umpire must also follow the SNZ Umpire's Code of Conduct while abroad and abide by the rules and regulations of the overseas event. The selected umpire must represent the programme with the utmost respect.

The NUS are responsible for managing the selection or confirmation process for offshore assignments.

## 5. Procedures

Procedure	Responsibility	Form / Tool
Selection, appointment and endorsement process of member to offshore assignment	SNZ UIC / NUS / SNZ	
Appointed member to liaise with SNZ office for travel arrangements. If self-funded the SNZ office must be made aware of the arrangements	Appointed member / SNZ UIC	
Appointed member to liaise with host tournament liaison officer	Appointed member	
Appointed member to provide tour report to SNZ UIC within three weeks of the end of the offshore assignment	Appointed member	See previous reports for guidance

## 6. Other Things To Consider

- Passport is current
- Luggage allowance
- Travel Insurance (Check with SNZ for coverage under their blanket policy)
- Gift Exchange
- Visas including ESTA's
- Vaccinations
- Pandemic Protocols
- MIQ Protocols