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Policy overview:	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 off-shore.

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

2. Scope

This policy covers all umpiring members approved to represent the programme off-shore.

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 incumbent must ensure they are fit and well prepared for their off-shore assignment. The incumbent must also follow the Code of Conduct while abroad and represent the programme with the utmost respect.

The NUS are responsible for managing the selection process for off-shore assignments.

5. Procedures

Procedure	Responsibility	Form / Tool
Selection, appointment and endorsement process of member to off-shore assignment	SNZ UIC / NUS / SNZ	
Appointed member to liaise with SNZ office for travel 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 off-shore assignment	Appointed member	

6. Other Things To Consider

- Luggage allowance
- Travel Insurance (SNZ)
- Gift Exchange
- Visas
- Vaccinations
- Pandemic Protocols
- MIQ Protocols