

# GUERNSEY RUGBY ACADEMY



## AWAY TRAVEL GUIDANCE NOTES FOR TEAM MANAGERS

### FIXTURES

1. **Age Groups U7-U12s – Festivals** The Team Manager and Lead Coach are responsible for finding and recommending fixtures> These will be approved within the Academy's strategy for the season and will be signed off by the Chair. The Team Manager is responsible for the fixture arrangements which include confirming date, venue and securing entry by payment of fees.
2. **Age Groups U13-Colts – Leagues** Teams will be entered in relevant youth leagues organised by Sussex RFU. The Team Manager and Lead Coach are responsible for ensuring they are familiar with fixtures dates, the rules of the competition and proactively liaise with the league fixture coordinator to ensure fixtures are fulfilled wherever possible.
3. Fixtures should as far as possible be confirmed at the beginning of the season so parents/guardians and players can be advised and budget accordingly. Good records of each fixture should be maintained for the up-coming squad to assist fellow Team Managers.

### TRAVEL: FLIGHTS / LOGISTICS

4. All away travel will be made in accordance with the RFU Touring with Children Guide <https://www.englandrugby.com//dxdam/c1/c19cb3d3-55e8-4e33-a852-444841098db6/safeguardingtour.pdf>

Any questions refer to the Academy's Safeguarding Officer.

5. The travel contribution includes medical insurance cover for players whilst in the UK only, under the RFU Club Insurance Policy. Further treatment in Guernsey is not covered. Travelling adult supporters, other than coaches and managers, requesting cover will not be covered on the Academy's medical insurance.
6. Ideally travel requirements should be known in August so the Travel Co-coordinator can make early bookings for the following season. It is noted that waterfall league systems can make this problematic, but the earlier the age group Team Manager books a more favourable price can be achieved.
7. Flights and other travel arrangements **must only** be made centrally through the Travel Co-ordinator. No flights will be booked by the Travel Co-ordinator without firm fixture confirmation and full details; such as date, flight time requirements, number of seats and ground transport arrangements. Managers must advise the Travel Co-ordinator if their squad size is reduced from agreed squad size for any fixture so seats may be cancelled, and a refund obtained, for which a six-week lead in time is required.

#### Modes of Travel

Mode of ground travel should be considered based on the age of the players, distance to travel and cost. It is important to make sure you think of the most cost effective option.

Coaches: should be booked via our Travel Co-ordinator. There are many sizes of coach available so prices vary enormously. Please do not request a coach larger than you need.

Transport should not be booked for a weekend trip unless the group is covering the complete cost with no additional cost to the Academy.

8. Parents/guardians can be offered flights and coach travel with the squad at **full cost**, where space allows, but the Academy will not make separate bookings for unique arrangements requested by any traveller. Only Academy representatives with valid DBS checks can supervise players during the length of the 'tour'.

9. The Academy is not liable for any uninsurable out of pocket expenses incurred due to any travel delays. The Academy can also not be responsible for lost valuables; there is no real need for players to be taking i-pads, smart phones etc.

## **FINANCIAL COSTS**

10. All travel costs should be paid across when the squad is announced and in any event before 14 days of travel.
11. Generally two travelling Academy Officials (one of which must be Level 3 First Aid qualified) are paid for by the Academy (see table for ratios by age grade); if an additional official wishes to travel then the full costs will need to be organised by the relevant age group.
12. For the 2021/2022 season the travel contribution is £80.00 per player per trip. It should be collected by the Team Manager and passed to the Academy Treasurer with completed reconciled paperwork in good time to facilitate banking cheques to clear BEFORE date of travel.
13. The Manager should make a list of the players and coaches travelling and indicate alongside the name how payment is made. If no payment is included then a reasonable explanation should be given on the list and payment should be obtained a.s.a.p. (See form below). If adjustments in selection are made this will be reimbursed by the Treasurer upon request and only when airline refunds have been achieved. It should be noted that once a player / parent has confirmed willingness to travel, they are financially committed.
14. If a player needs support from the Academy's Inclusion Fund, then the Inclusion Officer (Fiona Rice) or the Chair (Rupert Pleasant) should be approached by the Team Manager for a case review by the Inclusion Committee. Where support is agreed, a cheque for the value of the agreed sum (a contribution may be requested from the parent/guardian) will be issued by the Inclusion Officer for the Team Manager to pay to the Treasurer with all other travel contributions. It goes with out saying that this support is extremely confidential.
15. Any squad member who arrives at the airport without having paid in full will be allowed to travel so as not to jeopardise the trip but they will not be eligible for future selection until the Academy is fully re-reimbursed for the costs. In some circumstances, phased payments can be agreed in discussion with the Inclusion Officer.
16. Team Managers should ensure that names of squad members are provided to the Travel Co-ordinator ten days before travel.
17. Players must be registered with the RFU through GMS, have a RFU ID card and be a paid up member of the Academy to play in any fixture or friendly match. The Travel Co-ordinator will not accept bookings where this is not the case having cleared all names with the Membership Secretary.

## PLAYERS: RATIOS / EXPECTATIONS

Age Group	No.of adults funded by Academy	Total No. Seats booked	No. of Fixtures
U7s	3	18	2
U8s	3	14	2
U9s	3	14	2
U10s	2	15	2
U11s	2	15	2
U12s	2	16	2
U13s and over	2	18	as per leagues
Colts	2	20	as per leagues
Girls will arrange fixtures to accommodate the blend of ages available and always travel with at least one female adult and risk assessments in place to manage gender issues if travelling with an adult male coach/manager			

## ADVISING PLAYERS OF TRAVEL DETAIL

18. It is recommended that when contacting parents or players to confirm squad selection that the following information should be sent via e-mail:

- Date, venue and fixture details
- Travel details such as flight numbers and coach hire
- Named travelling adults (with current DBS certificates) and their mobile numbers off Island
- Cost inclusive of medical insurance for UK only; injuries requiring follow-up treatment in Guernsey are not covered
- Arrangements for food and drink
- Travelling and playing kit details
- Request any revision to contact details previously provided
- Request any change to personal, dietary or medical circumstances previously provided
- Request that any medication being taken by players is held by or known to Academy Officers (in case injury requires this information to be passed to medical staff)
- Reminder that the Academy will not be responsible for valuables
- Remind all travellers of their code of conduct obligations as they represent the Academy and their Island as they travel and play off Island
- Reminder that costs incurred by the Academy for travel disruption must be reimbursed; there is no travel insurance

Make sure you ask the Travel Co-ordinator for the driver's name and his/her mobile number so you can contact them in case of any last minute changes.

## 19. Travel Kit

Players and coaches from U10s through to Colts should travel in dark (school) trousers, dark shoes, a white shirt and Academy tie both to and from the fixture. It is not acceptable to travel back in playing kit. Upon prior instruction from the Team Manager, this dress code may be modified in exceptional circumstances.

The Coach and Manager responsible for the U7s, U8s and U9s are asked to use their discretion on travel kit when travelling with their squads. It is often easier for these young players to travel in their playing kit and for them to change into an Academy tracksuit to travel back. Remembering always that they are representing both the Guernsey Rugby Academy, Island Rugby and Guernsey.

## **INJURIES**

The Team Manager must ensure that any injury is fully reported to parents/guardians meeting the player in Guernsey and documented by the lead coach for submission to the Safeguarding Officer with 24 hours of return to Guernsey (it is recommended you travel with a blank injury form you can complete on the flight back).

## **MATCH REPORTS**

The Travelling officials are responsible for production of a match report inline with separate Match Report Guidance Notes. This includes a written confirmation that the match fulfilled the RFU's Half Game rules.

In addition, there is a requirement to make a positive confirmation that there have been no injuries, should in the unlikely event there has been an injury then the injury protocols should be followed.

## **POINTS TO REMEMBER**

- If you know you cannot fill all the seats on the flight, reduce the number of seats with the Travel Co-ordinator.
- Always find the most cost effective method of ground transport for the age group.
- Make sure you ask the Travel Co-ordinator for the driver's name and his/her mobile number so you can contact them in case of any last minute changes
- If you have not filled all the seats with players, offer them to parents at the full cost. Ensure the money for trips is handed in to the Treasurer as soon as possible **before** the trip.
- **If in doubt speak to the Travel Co-ordinator**
- Players' behaviour on a trip must be of the highest standard. We do not wish to receive complaints from the airlines, coach/train companies or the club we are visiting about bad behaviour. Please ensure you remind those travelling before they leave Guernsey.

This is also available as a spreadsheet – this can be obtained from Ken Wrigley Andy Creber or Cherie du Plessis

<b>TO:</b>	Academy Treasurer – Ken Wrigley	<b>FROM:</b>	
<b>FIXTURE:</b>		<b>SQUAD:</b>	
<b>DATE:</b>		<b>E-MAIL:</b>	

No.	Name	Amount	Comments (cash, cheque or payment to follow)
1			
2			
3			
4			
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7			
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<b>TOTAL:</b>			