

GUERNSEY RUGBY ACADEMY

TRAVEL GUIDANCE NOTES FOR TEAM MANAGERS 2026/2027



FIXTURES

Age Groups U7-U11s – 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.

Age Groups U12-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.

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

1. 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 should be referred to the Academy's Safeguarding Officer.
2. 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.
3. Travel requests should be submitted as early as possible. The Travel Co-coordinators will make early bookings up to 3 months prior to the travel date. It noted that waterfall system can make early bookings challenging.
4. Flights and other travel arrangements **must only** be made centrally through the Travel Co-ordinators. 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.

Modes of Travel

1. 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.
2. If travelling by coach this should be booked by the manager. There are multiple coaches available with varying capacity so prices vary enormously. Please do not request a coach larger than you need and please obtain two quotes.
3. Transport should not be booked for a weekend trip unless the group is covering the complete cost with no additional cost to the Academy.
4. Parents/guardians can be offered flights at a fixed cost of £195pp and coach travel at **full cost**, where space allows, supporter places should be included at the time of the travel request. Only Academy representatives with valid DBS checks can supervise players during the length of the trip.

FINANCIAL COSTS

1. All travel costs will be invoiced within 48 hours of departure directly by email to the parent/guardian of the player(s) and payment is due within 14 days.
2. 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 below). If an additional official wishes to travel then the full costs will need to be organised by the relevant age group.
3. For the 2026/2027 season the travel contribution is **£110.00** per player per trip.
4. The Manager should make a list of the players and coaches travelling and share this with the Travel Coordinators by emailing travel@guernseyrugbyacademy.com as early as possible. The Travel Coordinators MUST be informed of any name changes BY 12PM on the Friday prior to travel if on the Sunday. It should be noted that once a player / parent has confirmed willingness to travel, they are financially committed and should a player be booked on a flight but fail to arrive at the airport, or cancel after 12pm on the Friday preceding travel, they will be charged in full.
5. If a player needs support from the Academy's Inclusion Fund, then the Inclusion Officer (Fiona Rice) should be approached by the Team Manager for a case review by the Inclusion Committee. Where support is agreed, funds to 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. Inclusion support is handled in strictest confidence.
6. In the event of non-payment, the Treasurer will inform the Team Manager and the player 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.
7. Team Managers should ensure that the final names of squad members are provided to the Travel Co-ordinator at least 7 days before travel. The squad must include a DBS checked adult with RFU's Level 3 Emergency First Aid in Rugby Union (EFARU) qualification or equivalent.
8. 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-ordinators 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	as per leagues
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

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 when 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

TRAVELLING 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 Rugby Safe Lead within 24 hours of return to Guernsey (it is recommended you travel with a blank injury form so you can complete on the flight back).

MATCH REPORTS

The Travelling officials are responsible for production of a match report in line with separate Match Report Guidance Notes. This includes 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.