

Guernsey Rugby Academy

Travel Booking Procedure 2026/2027



Costs and charges:

- Away trip parental contribution: £110 per player
- Cost to the Academy – away matches: Adults £190, Juniors £175
- Cost of coaches – variable

Reminders:

- Club covers cost of 2 travelling coaches or managers per fixture
- One of the travelling adults must be first aid qualified
- Only 5 free flight changes can be made per season so every effort must be made to play fixture, including looking for alternative venues
- If a flight change/cancellation is made less than 14 days preceding the fixture date, the Academy will be charged in full - this charge will be passed on to the player who committed to the travel, unless a replacement can be found.
- Name changes can be made free of charge - until 12pm Friday preceding fixture through Claire Wakefield or on the day with Aurigny.
- If players are no shows or pull-out last minute without replacement, parents will still be invoiced in full.

Procedure:

1. Age group manager to email travel request sheet to Claire Wakefield at travel@guernseyrugbyacademy.com.
2. Include dates required and first choice/second choice flight times
3. Claire will book flights directly with Aurigny at our Academy fixed fares.
4. Claire will confirm flights booked and flight reference number.
5. Any name changes must be notified to Claire **by 12pm on the Friday before the fixture.**
6. If any name changes are made on the day at the airport, Claire must be notified so that the correct invoicing can be arranged.
7. Invoices will be sent to parents within 48 hours of travel, payable within 14 days, after which automated reminders will be sent every 7 days until settled.
8. If any invoices remain unpaid, no further travel will be allowed for that player until payment is received.
9. Travel to and from the airport by coach or any alternative method of transport, should be booked by managers/coaches and confirmation emailed to Claire. The invoice will be forwarded to the Treasurer to settle payment directly.