

# Guernsey Rugby Academy – Travel Request Procedure 2025/2026

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## Costs and charges:

**Away trip player contribution for parents: £110**

**Travelling Supporter rate: £195**

Actual cost of flights to the Academy:

- Away matches: Adults **£175**, Juniors (U16) **£162**
  - Home matches: Adults **£190**, Juniors (U16s) **£177**
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## Travel Request Information

- Club covers the cost of 2 travelling coaches or managers per fixture
  - One of the travelling adults must be first aid qualified
  - Adequate time taking UK travel time and possible delays should be considered when requesting flights. For example: If travelling at 07.00 to Gatwick, the 16.25/17.05 may be a viable option for the return journey. If choosing to travel to Gatwick on the 10.15 flight, the return leg should be booked on the 19.40.
  - 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 after 12pm on Friday preceding fixture, Academy will be charged in full so any changes to be notified as early as possible
  - Name changes can be made free of charge until 12pm Friday preceding fixture. Please email [travel@guernseyrugbyacademy.com](mailto:travel@guernseyrugbyacademy.com) with details.
  - In the case of a no-show at the airport or should a player pull-out after the cut-off for changes of 12pm on the preceding Friday, parents will still be invoiced. Once a player has committed to travel, they are liable to be charged, so please ensure all parents are aware of this.
  - HOME GAMES: The booking procedure as below is also applicable to teams travelling to Guernsey to play a fixture. The travel booking request form should be submitted with the same information and the booking will be processed by the travel coordinators. The Academy provides a subsidy of £2,400 towards the total cost of travel and the visiting team must cover any outstanding balance. Academy players pay £40 for home games which covers pitch fees and the cost of officials.
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## Procedure

1. Age group manager to email travel form to the new email address: [travel@guernseyrugbyacademy.com](mailto:travel@guernseyrugbyacademy.com) which will be administered by Bethan and Claire.
2. Provisional list of names to be included in booking form (can be changed later), including dates of birth of all passengers.
3. The age group manager should be the lead booker name – even if they are not travelling. This is to aid administration and ensure the correct bookings are allocated to the correct age group.
4. Please include travel dates required and first choice/second choice flight times
5. Availability will be checked and if possible, flights will be booked and confirmation sent to the age group manager.
6. Any name changes must be notified by to the email address above by 12pm on the Friday preceding the fixture by sending the updated spreadsheet with revised passengers highlighting new passengers in **yellow** and those removed in **red**.

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7. Invoices will be sent to parents within 48 hours with a 14-day payment deadline.
8. Automatic reminders will be sent every 7 days until settled
9. If any invoices remain unpaid, no further travel will be allowed for that player until payment is received
10. Travel to and from the airport by coach or any alternative method of transport, should be booked by managers/coaches and confirmation emailed to [travel@guernseyrugbyacademy.com](mailto:travel@guernseyrugbyacademy.com). The invoice will be forwarded to the Treasurer to settle payment.