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# Introduction

The Minis & Juniors are, at present, the only junior rugby club in Jersey. As such, to provide our players with competitive rugby, we need to travel off-Island.

Currently, we enter teams in the Sussex Waterfall and League competitions for boys from U12s to Colts (U18s) age groups.

Players in U9s to U11s and U12-U18 Girls have the opportunity to take part in friendlies, festivals and ‘pitch up and play’ fixtures.

This Guide aims to help Managers navigate how to organise an off-Island trip, what to expect, where to go for help and how to ensure we safeguard the young people in our care.

Good preparation is key to ensuring that the trip goes smoothly, and that players and volunteers alike have a great experience!

This Guide should be read in conjunction with the Policies and Risk Assessments which can be found on the M&JS website: [Safeguarding | JRFC Minis & Juniors (minisandjuniors.je)](https://www.minisandjuniors.je/information-resources/safeguarding/)

# Planning your trip

## Confirm trip details

Where are you travelling and is the trip to a Sussex Waterfall/League game, festival or a friendly fixture?

For Sussex games, flights are booked months in advance and the number of seats is fixed.

For festivals and friendlies, seek approval from M&Js Committee to participate in the fixture via the [Chair](mailto:mandj-chair@jrfc.je) and book seats with Wayte Travel (air travel) or alternative provider. For festivals, complete the entry form and contact [mandj-treasurer@jrfc.je](mailto:mandj-treasurer@jrfc.je) to arrange payment of the entry fee. All bookings must be been done in conjunction with the Travel Coordinator.

Inform parents of the date and check players’ availability.

## Who is travelling #1: Adults

Each trip needs a minimum of 3 Responsible Adults who all must have a valid DBS. These can be Coaches, the Squad Manager or other travel support (e.g. parents who are coaches in other groups or parents who have volunteered their services and undergone a DBS check).

Number of adults must meet RFU ratios of adults to children (see travel risk assessment).

NOTE – we travel with 3 responsible adults, which is sufficient to maintain the travel ratio, even if one needs to remain with an injured player.

Managers don’t need to travel to every fixture but need to ensure cover as above.

## Requirements for named Responsible Adults

One Responsible Adult to be nominated as group leader.

One Responsible Adult to be First Aider (they must hold an in-date RFU First aid qualification or equivalent). Any medication should be handed to the Group Leader or First Aider for safe keeping.

No alcohol to be consumed for the duration of the trip.

Adults should ensure as far as possible that the group stays together and do regular headcounts. Further specific advice can be found in the travel risk assessment.

## Who is travelling #2: Players

Selection is the responsibility of the Coaching team, not the Manager. Always refer any parental queries around selection to your Lead Coach.

Communicate selection decision to the whole squad and travel details only to those selected to travel.

Ensure parents have entered medical information and emergency contact details in GMS.

## Who is travelling #3: Supporters

It’s great to have travelling supporters to cheer on our teams at away fixtures.

Any parents or other supporters wishing to travel are welcome to book the same flights as the group and you can offer them a seat on the coach (there is usually plenty space but check if in doubt). Occasionally we may have spare airline seats on the group booking, which you can make available to parents – check with the Travel Coordinator first.

Throughout the trip, players remain the responsibility of the responsible adults. Parents should respect this and not seek to take their child away from the group.

Do encourage parents to let family members living nearby have details of any away trips so they can come and support – it really does make a difference!

## Communication with parents

Send itinerary to parents in good time, including:

* Full travel details with timings
* Travel attire – white shirt and club tie, dark trousers and M&Js top for league games. For younger groups it may be more appropriate to travel in kit, with a change of clothes for afterwards
* Playing kit – we have match shirts for U12s and above, but players will need their own socks and shorts
* What to bring:
  + Boots, mouth guard, empty water bottle (if travelling by air) something warm and waterproof to wear when not on the pitch
  + Towel to shower after the game – no toiletries over 100ml (many managers buy a cheap shower gel on arrival in London)
  + Food – it is usual for the host club to provide post-match lunch for league games, but otherwise players may need a packed lunch/snacks
  + Money – small amount of cash or card to buy food if necessary.

**M&Js cannot accept responsibility for loss or damage to personal items, including phones, electronics, cash, cards and other valuables** (see also sections on insurance and travel disruptions).Whenever possiblevaluables should not be left in the changing room. They should be collected up and kept in a secure bag which should remain near the manager.

We travel with hand luggage only so distribute playing shirts at the training session before the game or at the airport prior to departure and collect them either on arrival in Jersey or the following week at training. Managers don’t have to wash the kit every time, parents are generally happy to help by doing the laundry a couple of times a season, but if you’d rather do it you can claim for washing powder (as you can for shower gel if you buy it).

## Behaviour and core values:

A close-up of red text

Description automatically generatedBe very clear that it is a privilege to represent the Minis & Juniors by travelling to away fixtures, and everyone is expected to behave appropriately.

Consider reminding everyone of this before departure.

Anyone whose behaviour does not meet the required standard may be excluded from future travel.

# Before travel

## Medical and Travel Consent

Consent to travel and details of any medical conditions are entered by parents at registration.

Managers should check this information has been entered before travel.

Download squad register from GMS and have a copy to hand in case of injury or other reason to contact parents urgently.

## Cost of trip and Payment

Travel is subsidised by the Minis & Juniors, through our generous sponsors and by travel grant funding received from Jersey Sport. A parental contribution is requested, which is typically less than half the actual cost of the trip.

Payment required **in advance** – no exceptions. Responsible (DBS-checked) adults travel for free.

A link will be created on the M&Js website for parents to pay – if it doesn’t appear contact the [Travel Coordinator](mailto:don.gardener@jrfc.je) or the [Chair](mailto:mandj-chair@jrfc.je). When a parent makes a payment, you will receive a copy of the confirmation by email so you can check everyone has paid.

Players in the same age group will pay the same per trip throughout the season, to ensure fairness.

The older the player, the lower the parental contribution, reflecting that older players typically travel more often, as they will have a higher number of fixtures and fewer players in their squad.

Cost must never be a barrier to participation, so contact [Kevin Gollop](mailto:kevin.gollop@jrfc.je) if you identify a player/family who may need support from the Inclusion Fund.

## Travel arrangements

Airlines vary, but typically you will need to provide Brenda at Wayte Travel with names of everyone in the party at least 10 days before travel (for air travel).

Names may be changed for free up to the Monday prior to travel, after which they may still be changed up to midday on the Friday for a fee. No further changes are permitted after this time.

Ensure you have flight times/numbers, coach pickup points/times/driver’s telephone number which will be provided to you by the Travel Coordinator. Establish a point of contact at destination (host club), including phone number in case of travel delay.

## Photographic ID

Photo-ID is not required for those aged 15 and below, however this is sometimes questioned by airline staff. Wayte Travel advises travelling with a list of names of those under 16 with their date of birth on M&Js letterhead.

Everyone 16 and over needs photo ID for travel to the UK and Guernsey. Everyone needs a passport to travel to France.

## Non-travelling contact person

It’s a good idea to have someone in Jersey who has a copy of your itinerary, contact details for travel/away club and full list of travellers with emergency contact details

This person can assist with arrangements in case of travel disruptions, whilst responsible adults manage the group on the ground.

# The Trip

## On the day - Jersey Airport

Aim to arrive 90 mins before departure.

Airline handling agents should provide boarding passes for both outward and return journeys.

Photo ID only required for passengers aged 16 and over. At security, an adult must be present if a player needs to be searched.

## In Heathrow Airport

When exiting Terminal 5 arrivals turn right and walk to the end past ‘Trains’.

Exit by M&S (if time permits stop at M&S for food shopping before boarding the coach) and head straight across the zebra crossings until final lane which is the coach pick-up area. If it’s not there call the coach driver.

On some occasions a larger coach is provided which will be held at the offsite coach park. Call the coach driver who will then proceed (10 minutes away) to bus stop 16. On exiting the terminal turn immediately left on exit and walk to the very end (i.e. do not cross the zebra crossings). Check with driver that they know the destination.

All pick up points will be confirmed by the Travel Coordinator prior to travel.

Pick up points for other airports such as Gatwick and Southampton will be advised by the Travel Coordinator.

Any problems ring driver.

When departing for return flight from Heathrow or Gatwick, if a player loses a boarding pass they will issue another at departure gate.

## Paperwork needed for Sussex fixtures

For all Sussex Waterfall/League fixtures, you will need to complete a match card. Before travel, fill in names and RFU numbers of all players in the matchday squad and print a copy. The home team will do the same.

Immediately following the game, complete your match card with the score and details of any red/yellow cards. Both home and away teams’ match cards need to be signed by a home and away official (coach or manager) and by the referee.

On return to Jersey, scan match card and send to your league coordinator within 24 hours:

U12/U13/U14 Martyn Amess [m.amess@sussexrugby.co.uk](mailto:m.amess@sussexrugby.co.uk)

U15/U16/Colts Steve Briscoe [s.briscoe@sussexrugby.co.uk](mailto:s.briscoe@sussexrugby.co.uk)

## Match reports

Please try to complete a match report after every fixture – there is a template in the Information and Resources section of the website which explains what to include and where to send the final report. You do not have to write the report yourself, but please make sure somebody does it – whether coaches, parents or the players themselves!

Every season our sponsors give the M&Js a huge amount of money to subsidise travel so please name them in any match reports as it is vital that we thank them for their generous support.

# When the unexpected happens

## Insurance and travel disruptions

We do not insure against travel delays or disruptions, simply because it is not cost-effective to do so.

Players and volunteers are insured against serious injury [by the RFU](https://www.howdengroup.com/uk-en/RFU-england-rugby-insurance-centre) and in addition, Jersey has [reciprocal health arrangements](https://www.gov.je/health/travelling/pages/othercountries.aspx) in place. There is no insurance in place via the M&Js or the RFU which covers loss or damage to personal property or valuables. Parents and travelling volunteers may therefore wish to consider taking out additional travel insurance.

In the event of a disruption meaning the groups cannot return to Jersey as planned, liaise with the airline who in most cases will arrange overnight accommodation. If this is not possible, the responsible adults will need to arrange hotel accommodation as necessary. Contact the [Chair](mailto:mandj-chair@jrfc.je) and [Travel Coordinator](mailto:don.gardener@jrfc.je) for support and advice at the earliest opportunity, as well as your non-travelling contact, who can keep parents updated.

## Injury reporting

Incidents and injuries requiring first aid attention should be reported using the PROactive App. All First Aiders should have access to the app and have been trained in its use. Any serious injury, defined as one which results in a player being admitted to hospital (but excludes those discharged the same day) or death which occurs within 6 hours of a game finishing or any injury involving artificial grass pitches or sports goggles should be reported to the RFU.

For information and support please contact the Rugby Safe Lead.

## Unused flights

Let the Travel coordinator know if you travel without using all the seats in your booking, as we can claim back the airport tax.

# Key contacts

|  |  |  |  |
| --- | --- | --- | --- |
| United Coaches | Zaid Rasool | 07825 617904 | [zaid.rasool@unitedcoaches.co.uk](mailto:zaid.rasool@unitedcoaches.co.uk)  [sales@unitedminibuses.co.uk](mailto:sales@unitedminibuses.co.uk) |
| Travel Coordinator | Don Gardener | 07700 749535 | [don.gardener@jrfc.je](mailto:don.gardener@jrfc.je) |
| Club Safeguarding Officer | Claire White | 07797 749393 | [safeguarding@jrfc.je](mailto:safeguarding@jrfc.je) |
| Wayte Travel | Brenda de Oliviera | 07797 795013  01534 626532  01534 626500 | [brenda@waytetravel.co.uk](mailto:brenda@waytetravel.co.uk) |
| Rugby Safe Lead (to report injuries) | Andy Clarke | 07797 724362 | [andy.clarke@jrfc.je](mailto:andy.clarke@jrfc.je) |
| Minis & Juniors Chair | Michelle Clark | 07797 744405 | [mandj-chair@jrfc.je](mailto:mandj-chair@jrfc.je) |

# And finally….

There is no such thing as a silly question – if you need help, don’t hesitate to ask.

Enjoy your trip!