Richmond Gymnastics Association
Townmead Road, Richmond TW9 4EL
Tel: 020 8878 8682 | **Email:** rga@richmondgymnastics.co.uk

DOCUMENT CONTROL

DOCUMENT AUTHOR

The author of the Travel Funding Guidelines is the RGA Management Team

DOCUMENT LOCATION

Richmond Gymnastics Association\Richmond Gymnastics Association Team Site - Documents\Shared\Policies

DOCUMENT HISTORY

The following versions of the document have been produced.

Version	Description of Change	Date
V1.0	Baselined document (Final)	02/2024
V2.0	Updated	08/2025
V2.0	Reviewed with no changes	09/2026

DOCUMENT APPROVALS

The following individuals have been identified as approvers of the Travel Funding Guidelines.

Name	Role	Date
Salme Naylor	Director of Coaching	09/2026
Melanie Sanders	Operations Manager	09/2026
Tracey Brown	GfA Manager	09/2026
Chris Brockbank	Board member	09/2026

Richmond Gymnastics Association
Townmead Road, Richmond TW9 4EL
Tel: 020 8878 8682 | **Email:** rga@richmondgymnastics.co.uk

Travel Funding Guidelines

Event travel, accommodation & payments guidelines for squads and invitational groups at Richmond Gymnastics Association (RGA) attending competitions, displays and other external events.

Letting you know in advance

RGA will always give parents as much notice as possible about upcoming events that require payment. It will produce a competition calendar at the start of the year that will be regularly updated as the information becomes available and communicated to parents via their squad reps or coach. RGA will also use Spond to give advance notice for competitions and events. Attendance to these competitions will be calculated through Spond, and once booked, parents will not be able to change their mind.

Due to the nature of gymnastics, we sometimes only find out about events at late notice or make decisions on gymnasts entering events with limited time available. We will communicate with you as soon as possible.

Gymnasts will only be entered into competitions and events if they are fully up to date with all other fees and payments to RGA and in full training.

Entry payments

RGA will email you with details of payments required which must be paid via your RGA membership account. If a payment request causes you problems, please do get in touch confidentially:
salme@richmondgymnastics.co.uk
finance@richmondgymnastics.co.uk

Travel & Accommodation

Local/regional competitions:

Parents are expected to arrange travel and accommodation for themselves and their children, where necessary. Any gymnasts who are struggling with transport can speak to their coaches and the club for assistance. We will always do our best to help.

National competitions & competitions further afield:

Travel:
RGA will let you know in advance what the travel arrangements for these events are. Sometimes the gymnasts will be required to travel as a group, booked by RGA; if so parents, if they wish to attend, will be required to

organise their own transportation. Sometimes parents will be required to organise their own transportation for their gymnasts. Any gymnasts who are struggling with transport can speak to their coaches and the club for assistance. We will always do our best to help.

International competitions:

Travel:

RGA will let you know in advance what the travel arrangements for these events are. Gymnasts will be required to travel as a group booked by RGA; parents, if they wish to attend, will be required to organise their own transportation separate to the gymnasts.

Accommodation:

Gymnasts will, in the majority of cases, be required to stay in the team hotel, booked by RGA. This helps with team cohesion, planning and ensuring we have everyone where we need them. Gymnasts will normally stay with their parents when attending local and regional competitions and National Finals but for all other events the gymnasts will stay in a room with other RGA gymnasts in a separate hotel to their parents. This is also age related and will be decided by the Head of Delegation per competition.

Accommodation costs:

We often have parents telling us they can find a cheaper deal! However, the cheaper price is often for booking a limited number of rooms or for rooms that are part of a non-refundable booking.

We always ensure we book a proportion of non-refundable rooms together with refundable ones, which can result in slightly higher prices but is an important safety net in case gymnasts get injured etc.

Gymnasts' accommodation costs will also always include a proportion towards their coach(es) accommodation costs. Coaches' costs will be equally distributed among all gymnasts who are entered into the competition.

Please don't ask to book your own rooms, as this can make cost calculations and organising the trip very difficult, and it can also result in unnecessarily awkward situations.

Withdrawals:

If a partnership has to withdraw for any reason (including, but not limited to, illness; injury; personal circumstances; partners leaving; or partnerships not being ready), payments that have been made for the competition cannot be refunded. Once gymnasts have been entered into competitions and payments have been made to competition organisers, we are unable to get refunds under any circumstance.

Richmond Gymnastics Association
Townmead Road, Richmond TW9 4EL
Tel: 020 8878 8682 | **Email:** rga@richmondgymnastics.co.uk

International competitions:

RGA will look after all travel and accommodation and provide you with an expected cost for the whole trip well in advance. Please note, this may change, but should not be by a considerable amount.

International Travel & Accommodation:

All gymnasts will be required to travel as a group (often by coach and then plane). They will be looked after by coaches and welfare officer(s), and parents will not be permitted as part of the official delegation. Parents must be aware of this and happy for their children to be part of the official delegation, where they will be looked after and expected to follow instruction from coaches and other official officers of the club.

Gymnasts' international travel:

We use a travel expert to find the best group bookings, although we often have parents telling us they can find a cheaper deal! The price you see online is for a limited number of seats. Once a certain number are sold, the next seats are released and will be more expensive. So the online price for a few seats is not a true reflection of what it will cost.

A group booking allows more flexibility and allows us to provide names closer to departure allowing us to make changes due to injury/ withdrawals- also potentially offering spare seats to parents to keep prices down.

Group bookings guarantees that the gymnasts can be accommodated on the same flight, avoiding logistical difficulties- this couldn't be guaranteed if we made separate bookings.

It ensures that the flights are properly protected and we are supported if the flights schedules are changed, delayed or cancelled.

Parents' international travel:

RGA will not book flights for parents as this can significantly affect the cost of flights for gymnasts. When gymnasts' flights have been booked, RGA will notify parents as soon as possible about the flight number.

Parents' international accommodation:

RGA will not book accommodation for parents and also asks parents not to book into the team hotel as this can make training, trips and preparation very difficult when abroad. When team accommodation is booked, RGA will inform parents which hotel we are in so that parents may book into a nearby hotel.

Gymnasts' international trip costs:

Richmond Gymnastics Association
Townmead Road, Richmond TW9 4EL
Tel: 020 8878 8682 | **Email:** rga@richmondgymnastics.co.uk

Gymnasts' international trip costs will always include a proportion towards their coach(es) trip costs. These costs will be equally distributed among all gymnasts competing at the event.