



Trip Process Document – Junior World Cups

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We have used the word ‘you’ in this document as our expectation is that athletes able to fence for Great Britain should be encouraged to take personal responsibility for their actions. We strongly encourage the parents of athletes to work with us to develop this skill in our fencers as we believe that independence, self-confidence and resilience are the attributes that are necessary for our future World Class athletes.

1. Selection

Selection for GB trips will be published on the British Fencing website according to a pre-published schedule. It is your responsibility to check the website for selection information.

2. Acceptance and Payment

You will receive an automated email using the email address that you have entered into the Fencing Trips website for that purpose. This email will contain your payment options (Full Price or Officials & Hotel Only) and a required payment date. There may only be a few days for you to choose whether to accept the selection and make the appropriate payment in full. This is to ensure that we keep flight prices and hotel costs as low as possible. We would encourage you to plan your season and raise sufficient funds in advance of selection dates. It is your responsibility to check your emails. British Fencing does not provide a check and chase service.

3. Contact Details

You are responsible for ensuring that the details on the Fencing Trips Website are up to date – You will be liable for the costs of any erroneous booking or entry made on your behalf as a result of your incorrect details (eg wrong passport details, nicknames instead of real names).

4. Travelling with Squad

If you intend to travel with the squad you must pay the entire ‘Full Price’ amount requested by the automated email BY THE DEADLINE DATE. Your flight, hotel, transfers, officials costs are then covered, and all bookings will be made on your behalf. You will then be entered. If you do not pay in time, **your place will be offered to a reserve.**

5. Independent Travel

If you decide that you **have to travel independently**, contact Sport80 (gary@sport80.com) to discuss the options that they can offer you. You will still need to pay the entire ‘Officials &



Hotel' amount requested, to cover the cost of officials, by the automated email BY THE DEADLINE DATE. You will then be entered. If you do not pay in time, **your place will be offered to a reserve. You must inform the Team Manager of your travel arrangements.**

Please note that independent travel can be booked with Sport80 at any time (eg prior to Selection dates). This is done at your own risk and will confer no selection rights and will not suffice as evidence of subsequent acceptance of selection.

6. Independent Booking

If Sport80 cannot provide a suitable travel option, and you wish to **book** independently you should contact the Team Manager authorisation to book your own flights and transfers only. Any request for independent booking of travel must be accompanied by the comparative quotes from Sport80, or an email from Sport80 confirming that independent booking is appropriate. If the comparative cost is less than £30 per person then independent booking will not be authorised.

You must still pay the entire 'Officials and Hotel' amount requested, to cover the cost of officials, by the automated email BY THE DEADLINE DATE. You will then be entered. If you do not pay in time, **your place will be offered to a reserve. You must inform the Team Manager of your travel arrangements.** Independent travel bookings will be subject to an additional £30 fee, which will be levied directly by Sport80 after the trip, if travel is not booked through them. In this situation there will be a £30 administration charge. This is to cover the cost of the financial reconciliation and administrative services that Sport80 will still be delivering to each athlete. British Fencing reserve the right to charge an additional fee in the event of repeated, unauthorised, independent bookings.

7. Entry & Exit Points

Please note that if you travel independently, you will join the trip at the hotel at a designated time. The TM will not be responsible for you until that point. You will leave the trip at a pre-agreed time, at which point the TM will no longer be responsible for you. If your independent travel bookings have been made by Sport80 there is help available through them should there be an issue (eg missed/delayed flights etc).

8. Travel Disruption

Please note that any costs incurred as a result of resolving travel issues (eg cancelled flights) will be passed on and we expect you to be responsible for making claims against your Travel Insurance policy.

9. Cancellations Fees



Once you have confirmed your acceptance of your place by paying the appropriate amount, you will be liable for any cancellation fees. For example, if you do not attend the competition without notifying the TM and BF, you will be liable for a fine to the FIE of €500.

10. Hotel Bookings

All bookings for official hotels for squad members and officials must be made through Sport80. This helps to ensure that when the booking is made the whole squad can be accommodated at the best rate. Parents chaperoning minors for independent travel should make official hotel bookings via Sport80. We respectfully request that parents do not make independent hotel bookings for themselves at the official hotel until the TM has confirmed the squad has been booked in.

Any requirement for athletes to stay independently of the Squad will require specific authorisation* and will not be permitted for cost reasons alone.

* Authorisation requests should be sent with all details attached to the relevant Weapon Coordinator and Team Manager (if assigned). Please cc headoffice@britishfencing.com.

Appendix A

On the 29th July 2014 we announced that British Fencing and Sport:80 had entered into a partnership for Sport:80 to provide British Fencing with a proficient and holistic management approach to our overseas trips.

Sport:80 have worked with the volunteers and BF staff to put in place procedures. The service being provided includes assistance with planning, costing and delivering our trips as well as manage all aspects of the administration process. This not only takes a significant, unsustainable burden from volunteers, but also delivers much faster financial reconciliations and breakdowns that fencers and parents demand. British Fencing does not have the resources to support this work internally.

Sport:80 are working with our existing team of Trip Administrators (TAs) and Chef d'Equipe (CdEs)/Team Managers, who continue to give up their valuable time as volunteers, to support our young fencers in their pursuit of sporting excellence and to gain valuable experience of overseas tournaments.

Our wish is that all fencers use the services of Sport:80 if selected to fence at Junior World Cups; if there are extenuating circumstances not to do so please contact Sport:80 or your Trip Administrator. Here is a summary of the reasons and key benefits of doing so:

1. Athletes are travelling to represent their country and should therefore be managed and travel as a team.



2. TAs and CdEs give up their time as volunteers and the less trip-related management they have to worry about, the more time they have to look after the team. A fragmented approach to trip planning leaves volunteers and fencers potentially vulnerable.

3. In the event of sudden changes during a trip the CdE only needs to call one number for immediate 24/7 support for the team. The added burden of having to support fencers who may have booked flights etc themselves introduces unnecessary risk into the situation.

4. Fencers travelling alone and meeting up or departing from a variety of locations can cause delay and distress to the team as well as themselves. This can impact negatively on an athlete's performance.

5. Sport:80 has extensive experience of planning overseas travel for groups. Their knowledge, expertise and extremely supportive organisation make them an ideal partner for British Fencing.

6. Sport80 are taking over the bulk of the financial administration for the management of officials expenses. This will result in timely financial reconciliations after each trips and refunds being processed faster. Invoices will be available for those that require them. This is a service that has been requested by many parents and athletes.

We must stress that our partnership with Sport:80 is centred around improving efficiency, economies and effectiveness to deliver greater value and performance gains to all of our stakeholders. Please support them as they support British Fencing, and help us to create a viable and sustainable trip management service for the future.

We do understand that in some situations fencers will not be able to book their travel and accommodation through Sport80. All feedback from fencers and parents is welcomed and encouraged.

Sport:80 can be contacted as follows: Gary Hargraves - gary@sport80.com - 07768 243046. Jonny Turner - jonny@sport80.com - 07837 776119