

Rochester Institute of Technology Women Soccer (RIT)
Elizabeth Masterson
51 Lomb Memorial Drive
Rochester, NY 14625

February 24, 2023

Dear Liz,

We are pleased to confirm all your team's arrangements for your tour to Europe. Please discuss and/or share the contents of this with all your participants. This is very important, and all of your participants should understand its contents.

Accommodation, meals and sport:

May 15-19, 2023 – London

Teams: Women's college soccer
Sport program: Two games per team will be arranged, one in each location. In addition to this we have included 1 training session with an EPL coach and one training session with your own coaching staff. These sessions can take place in either London or Manchester.
Accommodation: This hotel is 15 minutes from Central London, 9 miles from Windsor Castle and 10 miles from the Royal Botanic Gardens, Kew. All rooms –offer free Wi-Fi, flat-screen TVs and minifridges, plus tea and coffeemaking facilities. The hotel also has a casual Italian restaurant and a relaxed cafe/bar, along with a gym. For now, we have booked 2 double rooms and 6 triple rooms.
Meals: Daily breakfast and dinner are included.
First meal: Dinner May 15, 2023
Last meal: Breakfast May 19, 2023
All meals will be served in the hotel.
WiFi costs: Free of charge
Accomm. Address: Holiday Inn London – Heathrow Bath Road
276 Bath Rd, Sipson
West Drayton UB7 0DQ
United Kingdom
Phone: +44 20 3962 5800
Website hotel: [Click here](#)

May 19-22, 2023 – Manchester

Teams: Women's college soccer
Sport program: Two games per team will be arranged, one in each location. In addition to this we have included 1 training session with an EPL coach and one training session with your own coaching staff. These sessions can take place in either London or Manchester.
Accommodation: Off the M6 motorway, this straightforward hotel set in a Georgian building is 1.1 miles from Haydock Racecourse, 5 miles from St Helens town center and 20 miles West of Manchester. The rooms feature free Wi-Fi and flat-screen TVs, as well as iPod docks, work desks, and tea and coffeemaking facilities. Hotel amenities include an restaurant, a bistro and a casual lounge bar.

There's also a health center with an indoor pool, sauna and steam room, plus a gym; spa treatments are available for a fee. For now, we have booked 2 double rooms and 6 triple rooms.

Meals: Daily breakfast and dinner is included.
First meal: Dinner May 19th, 2023
Last meal: Breakfast May 22nd, 2023
All meals will be served in the hotel
WiFi costs: Free of charge
Accomm. Address: Mercure Haydock Hotel
Penny Ln, Haydock,
Saint Helens WA11 9SG,
United Kingdom
Phone: +44 1942 559940
Website: [click here](#)

The above-mentioned accommodations may require a cash damage/security deposit in local currency (approx. \$ 100.00-\$400.00) from the group upon arrival and check in, so please be prepared for this. This deposit is refundable upon check out provided there is no damage to the accommodation/rooms. Please note that drinks (such as bottled water, sodas) during the meals are not included. We have requested that our groups be served tap water on the table, however, in some countries this might not be offered. For breakfast tea and coffee are included and in most cases milk & juice.

Guide services:

A representative (tour manager) will be with your group throughout your stay. This person is the main contact between your group and Premier International Tours. If problems arise, please discuss these with the tour manager first before you call our offices since they are on the ground and more able to resolve issues at the destinations.

Your representative will help plan your daily schedule and help in the event of any unforeseen problems or changes. This representative is not a professional city tour guide(s), although he/she will have general knowledge of the cities you are staying in and the surrounding areas. Please find below a job description of our representatives.

- Be with the group from arrival till the last evening. Join them during transfers to the accommodation, location where meals are served, fields, game events and excursions.
- Discuss the program in advance with club contact. Create a good relationship with the club contact and driver (if the group has a private bus available).
- Translate where necessary.
- Make sure the group behaves correctly; attend opening, finals, award ceremonies, and other organized activities.
- Mediate in case of damage or conflicts with/to accommodation, busses, etc. Make sure to make a report on this.
- Support the group in case of visit police station (theft) and/or hospital.

It is very important that the group leader sits down with the guide upon arrival and discusses the daily program and sightseeing activities planned. Then, during the trip the group leader should also discuss each day with the guide the program for the next day in case of any last-minute changes so the guide can communicate any changes to other parties (hotel staff for meals, bus driver, etc.)

Please note that it is customary to tip the guide at the end of the trip if the guide has done a good job. We highly recommend collecting approx. \$3.00-\$5.00 per person per day (local currency) for each guide for the trip.

Ground transportation:

During your stay a private bus will be available exclusively for your group. The motor coach can be used for excursions and all local transportation (such as transfers to/from the friendly game locations and for sightseeing). You have a maximum of 700 kilometers available per bus. The following restrictions have been set by the European transportation departments:

- The bus driver can drive a maximum of 9 hours per day and can be on duty for 12 hours (so 3 hours wait/rest time during a day). Twice a week the driver may use the bus for 10 hours. This is usually used for long transfers from country to country.
- Each day the bus driver must have an 11-hour rest period between his transportation duties.
- During transfers every 4 hours the driver must make a 45-minute required rest stop.

It is also customary to tip the bus driver if you have a private bus throughout the trip and the same bus driver throughout the trip. We recommend approx. \$2.00 - \$3.00 per person per day (local currency) for this, see below for when you have different bus drivers:

- If you only have the driver one day and no special services – tipping isn't necessary
- If you have a driver for 2 or more days – highly recommend tipping
 - You can ask the tour manager to check with the driver on day one if they will be with you the whole trip and if not, they can confirm when the change will be made. Based on this you can tip accordingly.

Air transportation/flights:

We have booked the following flights for your group:

May 14 Toronto-London Gatwick with TS 122 10:45PM departure and 10:45AM May 15 arrival.

May 22 Manchester-Toronto with TS 207 1:25PM departure and 4:05PM arrival.

Seat assignments:

Around 90 days before departure we will send the team manager or coach a list to fill out with the official names (as per passport) for the airline. Passengers can add seat requests to this spreadsheet such as 'window seat' or 'aisle seat' or who wants to be seated together. These requests **cannot** be guaranteed. British Airways will assign seats at the time of ticketing. Passengers can access their reservation using their PNR/Record Locator and last name online at the airline's website (American Airlines) to change their seating assignments.

Check in:

Passengers can check in for their flight online 24 hours prior to their departure.

Airline Tickets:

Airline tickets will be forwarded to the group leader approx. 2-3 weeks prior to departure after the final names have been supplied to us by the group leader and we have received full payment from all travelers. When airline tickets are sent, we will also include instructions on how, when and where the group passengers can check in and how to make flight changes while traveling if necessary. Groups will check in at the airport, allow for 3 hours prior to departure.

Information for flights in case of flight changes or cancellations:

Please note that your group is booked through the group departments of airlines under group fare guidelines and conditions. Many times, we must go through the group department of the airline to change flights for the group or individual passengers, etc. Therefore, please follow these guidelines regarding any flight cancellations or changes during the trip.

- In case of any flight delays that will result in missing a connection or any flights that are cancelled, always first work with an airline representative at the airport to fix the issue and get the group on other flights.
- If any individuals want to change flights (dates only, routing changes not permitted), then individuals should contact the airline first to see if the change can be made. If the change cannot be made by the airline, contact us and we will contact the airline group department and attempt to make the change. Please note that the group departments of airlines are closed at the weekends, so we have some limitations.

Sightseeing activities/excursions:

Included below are the excursion options we offer. We offer the service to pre-book 1 or more of these excursion options but not later than **90 days** prior to departure.

Referees:

For your games a referee(s) will be provided.

People not booking arrangements through Premier International Tours:

Please be aware that we cannot provide any transportation from or to the airport or for any pre-arranged group tour activities (sightseeing excursions, etc.) or any transportation arranged for the group for individuals which did not book the tour package with Premier International Tours. Because of liability/law issues with our suppliers (Bus Company, etc.) people who booked their own flights and accommodation are not allowed to just join the group on bus transfers arranged for the group. If you have anyone who wants to join the group later in the booking stage, please contact us no later than **90 days before the departure** date and we will try to accommodate the requests.

General Participation Conditions:

We again strongly encourage your participants to review the General (Cancellation) Conditions and General Information document on your group website page to make sure all participants are aware of/understand these conditions to avoid any misunderstandings.

Final payment:

Please note that delayed payments (within 6 weeks prior to departure) must be done by cashier's checks or credit cards. We will release the travel documents and travel information after receipt of full payment of ALL travelers.

Group arrangements:

This is a group tour arrangement. The participant prices are based on the number of people traveling. If this number goes up or down the participant prices will be adjusted as per your proposal.



Documents you will receive from us:

- Final itinerary: 1-3 weeks prior to departure.
- Airline tickets: 2-3 weeks prior to departure.

Should you have any questions please do not hesitate to contact me.

Sincerely yours,

Loek van Zijl
President Premier International Tours

SIGHTSEEING IN LONDON

Recommend excursion(s) to pre-book: LONDON STADIUM TOURS & LONDON EYE

LONDON STADIUM TOURS

Price Wembley: Adults \$40.00 (Under 16s/Students \$26.00)

Price Emirates : Adults \$40.00 (Under 16s \$28.00)

Price Stamford Bridge : Adults \$36.00 (Under 15s \$25.00)

THE LONDON EYE

Price: \$39.00 (Under 15s \$32.00)

The London Eye is a giant Ferris wheel on the South Bank of the River Thames in London, England. The entire structure is 35 meters (443 ft) tall and the wheel has a diameter of 120 meters (394 ft). It is the tallest Ferris wheel in Europe, and includes a 30-minute rotation, Samsung interactive capsule guides, and entry to 4D cinema experience.

TOWER OF LONDON

Price: \$42.00 (Under 15s \$22.00)

The massive White Tower is a typical example of Norman military architecture, whose influence was felt throughout the kingdom. It was built on the Thames by William the Conqueror to protect London and assert his power. The Tower of London was built around the White Tower.

WINDSOR CASTLE

Prices: Adults \$34.00 (Under 17s \$21.00)

A visit to the Castle includes the State Apartments, St George's Chapel and Queen Mary's Dolls' House. Windsor Castle is a royal residence at Windsor in the English county of Berkshire. The castle is notable for its long association with the British royal family and for its architecture.

HAMPTON COURT PALACE

Prices: Adults \$32.00; U16's \$18.00

Hampton Court Palace is a royal palace in the London Borough of Richmond upon Thames, Greater London, in the historic county of Middlesex; it has not been inhabited by the British Royal Family since the 18th century.

LONDON DUNGEONS

Prices: Adults \$36.00 (Under 15s \$28.00)

The London Dungeon is a London tourist attraction which recreates various gory and macabre historical events in a gallows humor style aimed at younger audiences. It uses a mixture of live actors, special effects and rides.

HARRY POTTER TOUR

Prices: Adults \$73.00 (Under 15s \$55.00)

People all over the world have been enchanted by the Harry Potter films for over a decade. The wonderful special effects and amazing creatures have made this iconic series beloved to both young and old – and now the doors are open for everyone at the studio where it first began. From breathtakingly detailed sets to stunning costumes, props, and animatronics, Warner Bros. Studio Tour London provides a unique showcase of the extraordinary British artistry, technology and talent that went into making the most successful film series of all time.

Prices and availability for these excursions may change a little by the time of booking

Touristic information Chester/Manchester and Northwest England

Recommend excursion(s) to pre-book: STADIUM TOUR(S)

STADIUM TOURS

Price Old Trafford: Adult \$38.00-Under 16s \$24.00

Price Etihad: Adult \$42.00-Under 16s \$29.00 (Also includes City Football Academy Tour)

Price Anfield: Adult \$27.00, Students \$21.00, Under 16s \$17.00

NATIONAL FOOTBALL MUSEUM

Price: Free of charge

The National Football Museum is a museum at the Urbis building in Manchester city centre founded to preserve, conserve and interpret several important collections of association football memorabilia. The museum was originally situated in Deepdale, Preston, Lancashire, but moved to Manchester in 2012.

IMPERIAL WAR MUSEUM

Price: Free

Visit the award-winning IWM North to discover powerful stories that reveal how war shapes lives, from a soldier's last letter home to the twisted steel of New York City's World Trade Center. Housed in Daniel Libeskind's iconic building representing a globe torn apart by conflict, IWM North offers a free day out like no other.

TRAFFORD CENTER

Price: Free

The Trafford Centre is the largest indoor shopping center in Western Europe and leisure complex in Greater Manchester, England. Situated in the Metropolitan Borough of Trafford, the Centre is situated close to the Trafford Park industrial estate and lies approximately five miles west of Manchester city center.

THE BEATLES MUSEUM

Price: Adult \$25.00, Under 16s \$13.00

The Beatles Story is a visitor attraction dedicated to the 1960s pop group The Beatles in Liverpool, England.

BLACKPOOL PLEASURE BEACH

Price: Vary due to season and opening times

Blackpool Pleasure Beach is an amusement park and resort situated along the Fylde coast in Blackpool, Lancashire, England. It is one of the top twenty most-visited parks in the world.

JORVIK VIKING MUSEUM- YORK

Price: Adult: \$15.00 AND U16 \$12.00

Visitors are taken back to 5:30 pm 25 October 975 AD in a time-capsule, and then embark on a tour of a reconstructed Viking settlement which includes Viking voices speaking in Old Norse, as well as aromas and "life-like animated figures, made by laser technology from skeletons found on the site. "Beyond this is an extensive museum area, which combines an exhibition of some 800 finds from the site with interactive displays and the opportunity to learn about tenth-century life and to discuss it with "Viking" staff.

Prices and availability for these excursions may change a little at the time of booking.