

Clark University
Brienne Smith and Fiona Walsh
950 Main Street
Worcester, MA 01610

April 5, 2022

Dear Brienne and Fiona,

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:

August 8-11, 2022 - Rome

Teams: One College Women's team.
Sport program: We will arrange 1 game.
Accommodation: Hotel accommodation located approx. 20-25 minutes' drive from the center of Rome. The double- and twin-bedded rooms come with Wi-Fi and flat-screen TVs, plus tea and coffeemaking facilities as well as a private bathroom. There's a restaurant and a bar, both with outdoor seating, plus a lobby lounge. Other amenities include a fitness center, a sauna and an outdoor pool.
Meals: Daily breakfast and dinner is included. We have booked 16 rooms for 2 people each.
First meal: Dinner, August 8, 2022
Last meal: Breakfast, August 11, 2022
All meals will be served in the hotel.
WiFi costs: Free of charge
Accomm. Address: Holiday Inn
Viale Castello della Magliana, 65,
00148 Roma RM, Italy
Phone: +39 06 65581
Website hotel: [Click here](#)

August 11-14, 2022 – Montecatini-Florence area

Teams: One College Women's team.
Sport program: We will arrange 1 game.
Accommodation: Four-star hotel accommodation in Montecatini, located less than one hour from Florence. Rooms for 3 people all with private bathroom and TV, air conditioning, telephone and mini bar. The Hotel is located in the historic center, close to clubs and shops, despite the proximity our rooms still allow silence and tranquility. The hotel offers a lounge, reception and restaurant. We have booked 1 double and 6 triple rooms.
Meals: Daily breakfast and dinner is included.
First meal: Dinner, August 11, 2022
Last meal: Breakfast, August 14, 2022
All meals will be served in the hotel.
WiFi costs: Free of charge
Accomm. Address: Hotel Ariston
Via Alessandro Manzoni, 30,
51016 Montecatini Terme PT, Italy
Phone: +39 0572 79535
Website hotel: [Click here](#)

PREMIER INTERNATIONAL TOURS

August 14-16, 2022 - Venice

Teams: One College Women's team.
Sport program: We will arrange 1 game.
Accommodation: Set 2 kilometers from Venezia Mestre train station, this traditionally styled, family-run hotel is 8 miles from St. Mark's Basilica. Rooms, doubles and triples, offer free Wi-Fi, and flat-screen TVs with satellite channels and a private bath room. Complimentary amenities include a breakfast buffet and parking. There's also a guest lounge and a business center. We have booked 6 triples and 7 double rooms.
Meals: Daily breakfast and dinner is included.
First meal: Dinner, August 14, 2022
Last meal: Breakfast, August 16, 2022
All meals will be served in the hotel.
WiFi costs: Free of charge
Accomm. Address: Hotel Venezia
Piazza 27 Ottobre, 91,
30172 Venezia VE, Italy
Phone: +39 041 985533
Website hotel: [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 notice that drinks (such as bottled water, sodas) during the meals are not included. We have requested that our groups be served with tap water on the table, however, in some countries this might not be offered. For breakfast tea and coffee is 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 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 group has a private bus available).
- Translate where necessary.
- Make sure group behaves correctly; attend opening, finals, award ceremonies, and other organized activities.
- Mediate in case of damages or conflicts with/to accommodation, busses, etc. Make sure to make a report of 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 recommend collecting approx. \$10.00-\$20.00 per person (local currency) for each guide for the trip.

L&J GROUP, Inc.

Ground transportation:

During your stay a private buss 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 sight-seeing). You have a maximum of 800 kilometers available. 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 10 hours. This is usually used for long transfers from country to country.
- Each day the bus driver must have an 11 hours 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. \$5.00-\$10.00 per person for this.

Air transportation/flights:

The following flights have been booked for your group:

TP 218	07AUG	Boston-Lisbon	615PM 545AM (+1)
TP 834	08AUG	Lisbon-Rome FCO	725A 1120A
TP 863	16AUG	Venice-Lisbon	1145A 155P
TP 215	16AUG	Lisbon-Boston	545P 820P

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 seat together. These requests **cannot** be guaranteed. Lufthansa will assign seats at the time of ticketing.

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 with 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 on 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.

Day by Day Itinerary

Putting together your day-by-day itinerary is a complicated process since there are various items/tour components to take into consideration which makes it a multi-step process.

1. We create a provisional itinerary which will be similar to the itinerary included in the proposal you received from us before booking your tour. After that, we would like to know at least 90 days before departure which specific excursions your group would like to book. We will not be able to book these excursions right away because we need to wait for the game schedule which will be available approx. two weeks before departure. So, they are subject to availability at that time.
2. Then we start working on your team's game schedule.

It is common that we won't know your team's game schedule until approx. 1-3 weeks prior to your departure because:

- a) Many international teams - local teams at your travel destinations - will only find out 3-4 weeks prior to your tour dates what kind of league games they need to play and when they are available to play against your team.
- b) Many of the clubs in Europe use community/municipal courts and these cities won't release these courts 2-3 weeks prior to the assigned games.
- c) After your games are assigned, we need some additional days to plan the excursions you would like to have pre booked.

This is all time consuming since it is a lot like a puzzle which will come together bit by bit/piece by piece. This the reason we are not able to send you the final itinerary as soon as you and your travelers would like. We strive to have a final itinerary available between 1-3 weeks prior to departure.

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.) persons 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.

Additional steps:

Please make sure your participants have, or are getting, passports. VERY IMPORTANT: Most countries now require travelers to have a passport that is valid more than 90 days after your trip return date. If your passport expires within 90 days of your trip return date you should apply for a new one. [Click here](#) for more information about passports and/or visas. Sometimes it can take up to 11 weeks to receive your passport.

Please let us know if any of your travelers need special meals like vegetarian gluten free, etc.

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.

PREMIER INTERNATIONAL TOURS

Final payment:

Please notice 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.

Yours in Sports,

Loek van Zijl
President L & J Group, Inc. DBA Premier International Tours

ZTL Charges

ZTLs are charges for Motor Vehicles to enter the Historical Centers of many Italian towns and cities, and below is our guide of costs, and ways to avoid some of these charges.

Rome

In Rome, for tourist buses, there are 2 ZTL areas. ZTL Area 2 is anywhere within the outer Ring Road, which will include your Hotel. ZTL1 is the "Centro Storico", (Historic Centre).

ZTL 2 is between €42.00 & €55.00 per day, with the cheaper version available online via your Driver / Tour Manager (TM). ZTL 1 is between €85.00 & €200.00 per day dependant on the number of days booked and method of booking.

ZTL1 can be avoided by using the Metro (600 yards from Parco Tirreno Hotel)

As of 2019, buses now have to pre-book and pre-pay for a time slot permit to enter the city to drop off their passengers. If you are delayed on your journey and miss your slot then, tough, you lose your slot. And your money! If travelling from afar then it is better to book an afternoon permit to give extra time in case of delays on the journey to Rome. Once the thirty minutes has expired the bus must leave the city. If it is required to return later in the day to collect the passengers then another permit must be purchased. These thirty-minute permits cost €160.00 each

Mestre & Venice

Mestre is usually our base for groups visiting Venice and has a small ZTL zone, with a daily charge of €80.00 to €120.00 approx. If you are staying in Mestre we would usually recommend that you take the Service Bus from close to your hotel to Venice for €3.00 each way.

Visits into Venice by bus can be expensive, between €270.00 & €490.00 a day dependant on your vehicle, and should be clarified with your Driver / Tour Manager for accurate information prior to departure. Parking is charged extra at €21.00

Pisa

Being dropped off west of the Leaning Tower near Pisa San Rossore train station avoids the ZTL zone and is only 400 to 500 metres to walk to the Tower. The other recommendation is to park the bus in the Via Pietrasantina Coach Park for a small fee with a 10-minute walk to the Tower.

Siena

In Siena the historical centre is small and buses can get very close, less than half a kilometre from the centre without charge. The ZTL for Sienna ranges between €105.00 & €130.00 per day including parking.

Florence

Florence has the most diverse and complicated ZTL in Italy! Like Rome it has a general ZTL for entering the City limits and another for the Historical centre, and rates vary by day, by season, by religious dates. Tariffs can range from €120.00 to €480.00 (Easter Sunday for example), plus the charge for entering City limits.

Before a trip to Florence we suggest you liaise with your Driver / Tour Manager to ask them to price up a proposed visit date(s) for both ZTL charges. Alternatively, train services into the centre from out of town are relatively cheap and regular.

SIGHTSEEING IN ROME AND SURROUNDINGS

Recommend excursion(s) to pre-book:

- The Colosseum

1) **THE COLOSSEUM**

Full price: \$22.00 per person, U18s Free, but all with additional \$ 3.00 booking fee.

The Coliseum in Rome is a grand structure which was built over 2,000 years ago as an amphitheatre to host legendary gladiator contests and other public spectacles. The Coliseum has been partly destroyed and damaged through the years, however, impressive ruins have been preserved and are open to visitors. This grand historic arena was originally built to hold over 50,000 and many of the original outer walls and facade still stand tall today. Please notice that the Colosseum allows us to pre-book this excursion only 12 days before arrival of the group – subject to availability.

2) **TREVI FOUNTAIN**

Price: Free of charge.

The Fontana di Trevi - or Trevi Fountain in English -is a fountain in Rome, Italy. It is the largest Baroque fountain in the city and the most beautiful in the world.

3) **THE PANTHEON**

Price: Free of charge.

Dedicated to the worship of every god, the Pantheon was built by the Emperor Hadrian between 118 and 125 A.D. over the ruins of another temple dating back to 27 A.D. Statesman and General Marcus Agrippa was responsible for the construction of the original church, to whom a dedicatory inscription is clearly visible over today's magnificent portico.

4) **THE ROMAN FORUM**

Price: Price included with Coliseum.

The Roman Forum is a rectangular forum (plaza) surrounded by the ruins of several important ancient government buildings at the center of the city of Rome. Citizens of the ancient city referred to this space, originally a marketplace, as the Forum Magnum, or simply the Forum. Located in the small valley between the Palatine and Capitoline Hills, the Forum today is a sprawling ruin of architectural fragments and intermittent archaeological excavations attracting 4.5 million sightseers each year.

5) **ST. PETERS & THE VATICAN CITY**

Price: Free of charge

St Peter's Basilica in the Vatican City is an iconic and popular landmark of Rome. Regarded as one of the holiest sites in the Christian world, many make a pilgrimage to the cathedral every year to celebrate Mass with the Pope. Building work for this grand structure originally began in 1506 and is the burial site of its namesake Saint Peter, one of the 12 apostles of Jesus. One of the key architects of the Basilica was Michelangelo and some of his original drawings for a section of the Dome were found as recently as 2007.

6) **THE SPANISH STEPS**

Price: Free of charge

With its characteristic butterfly plan, the Piazza di Spagna is one of the most famous images in the world, as well as being one of the most majestic urban monuments of Roman Baroque style.

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

SIGHTSEEING IN FLORENCE

Recommend excursion(s) to pre-book:

- Tower of Pisa
- Uffizi Gallery

1) **Tower of Pisa**

Prices: Leaning Tower \$28.00 - Cathedral admission free

The Leaning Tower of Pisa is the campanile, or freestanding bell tower, of the cathedral of the Italian city of Pisa, known worldwide for its unintended tilt to one side. It is situated behind the Cathedral and is the third oldest structure in Pisa's Cathedral Square after the Cathedral and the Baptistery. The tower's tilt began during construction, caused by an inadequate foundation on ground too soft on one side to properly support the structure's weight. The tilt increased in the decades before the structure was completed, and gradually increased until the structure was stabilized (and the tilt partially corrected) by efforts in the late 20th and early 21st centuries.

2) **The Ponte Vecchio**

Prices: Free of charge.

The Ponte Vecchio ("Old Bridge") is a Medieval stone closed-spandrel segmental arch bridge over the Arno River, in Florence, Italy, noted for still having shops built along it, as was once common. Butchers initially occupied the shops, but the present tenants are jewelers, art dealers and souvenir sellers. The Ponte Vecchio's two neighbouring bridges are the Ponte Santa Trinita and the Ponte alle Grazie.

3) **Palazzo Vecchio**

Prices Museum, Battlements & Tower: \$22.00 Adult, \$18.00 Under 25's

The Palazzo Vecchio ("Old Palace") is the town hall of Florence. This massive, Romanesque, crenellated fortress-palace is among the most impressive town halls of Tuscany.

4) **Viareggio**

Prices: Free of charge

Viareggio is a city and comune in northern Tuscany, Italy, on the coast of the Tyrrhenian Sea. It is known as a seaside resort as well as being the home of the famous carnival of Viareggio (dating back to 1873), and its papier-mâché floats, which (since 1925), parade along the promenade known as "Passeggiata a mare", in the weeks preceding Easter.

5) **Siena - Piazza del Campo in Siena**

Prices: Free of charge.

Piazza del Campo in Siena is considered one of the most beautiful places of the world. It has a characteristic shell-shape divided in 9 slices, you can admire this particular form from the top of the tower del Mangia. The Torre del Mangia in Siena requires an admission fee of \$14.00 - U11s Free.

6) **Uffizi Gallery**

Prices: Adults: \$25.00 per person, under 18's Free and Booking fees apply.

The Uffizi Gallery an art museum located in Florence, and among the oldest and most famous art museums of Europe. In high season (particularly in July), waiting times can be up to five hours. Visitors who reserve a ticket in advance have a substantially shorter wait. Tickets can also be purchased from a lesser-used ticket window at the Orsanmichele that serves multiple museums.

7) **Coverciano soccer**

Price: N/A

Coverciano, also known as Casa Italia, located in the quartiere of Florence with the same name, is the central training ground and technical headquarters of the FIGC, the Italian Football Association. The Coverciano is the primary training ground for all Italy national football teams from the U-15 age group and above (including women's), as well as the Italian Armed Forces's representative football team.

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

SIGHTSEEING IN VERONA

1) CASTELVECCHIO & MUSEUM

Price: Adult \$8.00, Child (8-14) \$2.00

On the banks of the Adige, Castelvecchio was built by the Scaligeri in 1354-55, an impressive defensive fortress certain to remind any rivals of the power of the della Scala family. Crossing the river is the beautiful castellated Ponte Scaligero, a 14th-century bridge that's traffic free and a favourite stroll for local families. The castle's main tower and ramparts afford views of the bridge, the city, and surrounding hills. The castle interior has been brilliantly restored and transformed into bright exhibit space by architect Carlo Scarpa, without sacrificing the integrity or history of the castle.

2) ARENA DI VERONA

Price: Arena Entrance Only - Adults \$12.00, U14 \$2.00;

Opera Prices ranging from \$25.00 to \$185.00

One of the largest of its kind and among the best preserved Roman amphitheatres, Verona's arena was built in the reign of Diocletian, about AD 290. Only four arches of the outer wall on the north side have survived, but the vaulting seating is intact and in regular use. Its 44 rows of seating can accommodate 22,000 spectators, and in July and August, it is the home of the Verona Opera Festival, one of Europe's major summer music events ranked with the Bayreuth and Salzburg festivals.

3) CASA DI GIULIETTA

Price: \$8.00 – Expect large crowds

Shakespeare's famous play "Romeo and Juliet" maybe a work of fiction, but that hasn't stopped hundreds of thousands of romantics from making pilgrimage to Verona to see the balcony where Juliet supposedly stood while Romeo declared his love.

This so called Casa di Giulietta, or Juliet's House, actually belonged to the dell Capello family. The house dates from the 13th century and the family coat of arms can still be seen on the wall. The house was in a state of abandon and was overgrown with creepers when the city bought it in the early 1900s, and decided to turn it into Juliet's House taking advantage of the similarity between the names of the house's true owner —Capello— and the Capulets in Shakespeare's play.

4) BASILICA OF SAN ZENO MAGGIORE

Prices: \$4.00

The large 11-12th century Basilica of San Zeno Maggiore is considered the finest Romanesque building in northern Italy. The beautiful main front of alternating strata of brick and white tufa is flanked by a slender Romanesque campanile (1045-1178) and the 14th-century battlemented defensive tower of a former Benedictine abbey. Although you enter through the elegant Romanesque cloister via a gate at the side, be sure to see the bronze doors on the front portal, with outstanding Romanesque reliefs of Biblical and secular scenes.

You can visit all four of Verona's churches (Basilica of San Zeno, The Cathedral Complex, Basilica of Saint Anastasia & Church of Saint Fermo) for \$8.00 per person.

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