



LIVERPOOL FC CAMPS

International
Academy
United Kingdom



AIRPORT TRANSFERS GUIDE

2024

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INTRODUCTION

Thank you for booking an airport transfer with us.

This guide will explain exactly how to prepare your child for their journey to our camp, whether they are an experienced flyer or not. You may want to print this document for their reference while they are travelling or translate it into their language.

It's also a good idea to complete the contact details section of the child's passport in case it is lost or stolen.

If you have any questions after reading this, please contact us or your authorised agent.

1. UNACCOMPANIED MINORS

Some flights require young people under a certain age to be booked on an Unaccompanied Minor Service, while for others it is optional. You must inform us if you have booked an Unaccompanied Minor Service with the airline for your child. We take the safety and well-being of unaccompanied minors very seriously and our airport team will be there to assist your child every step of the way.

To enable us to provide a safe and comfortable journey for your child, please follow the steps below:

ARRIVALS

For those using the Accompanied Minor service, please provide the airline with the following details when booking your flight:

Name: Nick Ticehurst

Email: transfers@liverpoolfccamps.com

Address: 60-62 Clapham Road, London, SW9 0JJ

Contact Number: +44 (0)7794 356 849

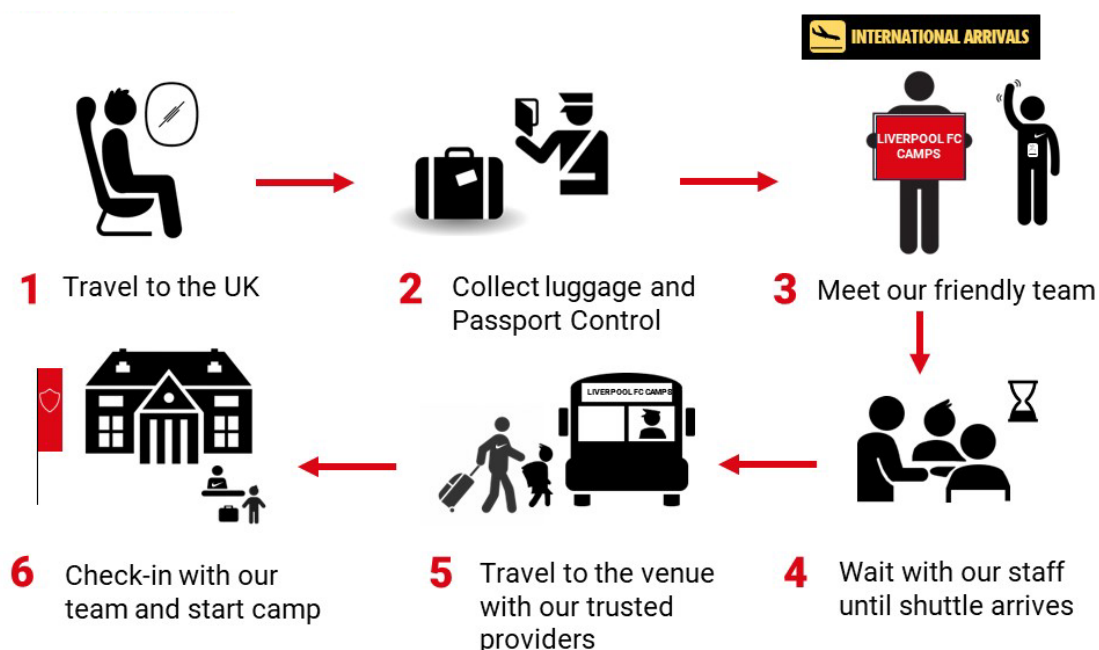
Relationship to Player: Transfers Operations Manager

DEPARTURES

If your child is departing the UK on a flight as part of an airline's Unaccompanied Minor Service, please complete and print [the form at the end of this guide](#) and ensure your child has a copy to present on departure.

2. ARRIVALS

FLIGHT ARRIVAL PROCEDURE



Please ensure your child is familiar and comfortable with this procedure and has all the documents required to enter the UK. When your child enters the arrival hall, they will need to look for our staff holding a Liverpool FC Camps sign. Our staff will do their best to be clearly visible to everyone walking into the hall. Please tell your child to look carefully around the arrivals hall for our Liverpool FC Camps sign, as sometimes the hall is very busy with other pick-ups and passengers.

If your child cannot find our staff, they should go to the information desk and call our transfer telephone number at (+44) 0 7794 356 849. They must not leave the arrivals hall without our staff under any circumstances.

Once your child has been met by our team, they will be escorted to a waiting area where they will wait under our supervision for the transfer vehicle to arrive. The wait time can vary. We have a pre-planned schedule of transfers from the airport to the

camp, which is carefully managed on the day to minimise disruption caused by any flight delays. However, sometimes flight delays (to your flight or another flight) can cause an extended wait at the airport. In this event, your child will be supported by our airport team throughout.

Transport to the camp will be operated via car, minibus, or private coach. On arrival at the camp, your child will be escorted to the registration area, where our on-site team will sign them in, show them around and continue to look after them for the duration of their stay. We will ask them to call you to let you know that they have arrived safely.

HOW TO IDENTIFY OUR STAFF

Our staff will be wearing Nike uniforms and ID badges and will be holding a sign that looks like this. Please show this to your child or print it to take with them so they remember what to look for.



3. DEPARTURES

FLIGHT DEPARTURE PROCEDURE



On departure, our camp team will ensure that your child is packed and ready to leave the camp in plenty of time to arrive at the airport before their flight departure time. Your child is responsible for collecting all their belongings and documentation. We will aim to have your child at the airport at least 3 hours before their scheduled flight time.

Our airport team will escort your child from the camp to the airport and assist with the check-in process. They will direct your child to the security screening and wait until they are no longer visible. At security, we hand over responsibility to the child unless you have an Unaccompanied Minor service booked with the airline.

CANCELLED FLIGHTS ON DEPARTURE

If your child's flight is cancelled on the day, we will ensure they are supported until an alternative flight is booked, and your child is checked in. It is your responsibility to contact the airline or travel agent to understand what alternative flights may be available, however, the decision must be made in agreement with the Nike Sports Camps team to ensure we are able to accommodate your child and provide a transfer service for the new flight time. There will be an additional charge to you for accommodation, transport and staffing. You may be able to claim for costs incurred for flight curtailment from either the airline or your Insurance provider.

4. AIRPORT MEETING POINTS

If you have booked our Airport Drop Off or Airport Collection service, please meet our team at the below location at your arranged time.

If you are the parent/guardian please bring photographic Identification (passport or driving licence).

AUTHORISING SOMEONE ELSE TO COLLECT

If you would like someone other than a parent to collect your child from the airport, please let us know by email at **transfers@liverpoolfccamps.com** at least 3 days before the collection date (but ideally sooner). We will then send you a "parental consent release form" to complete with the details of the person collecting your child. Please return this to us by email for our records.

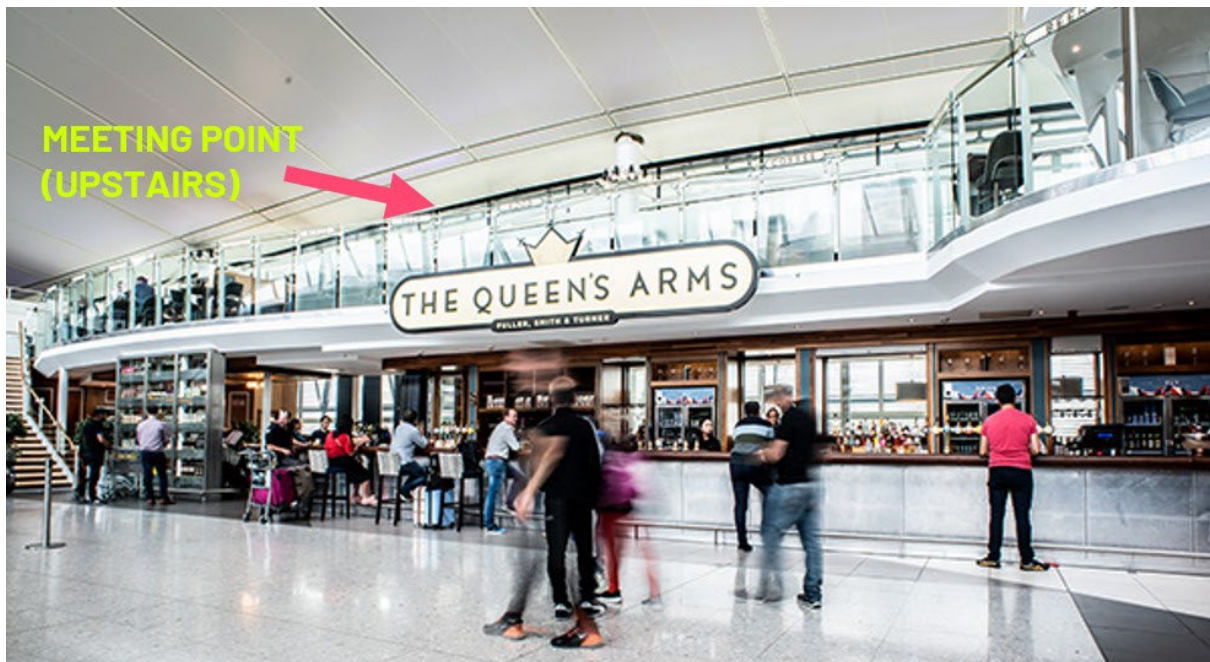
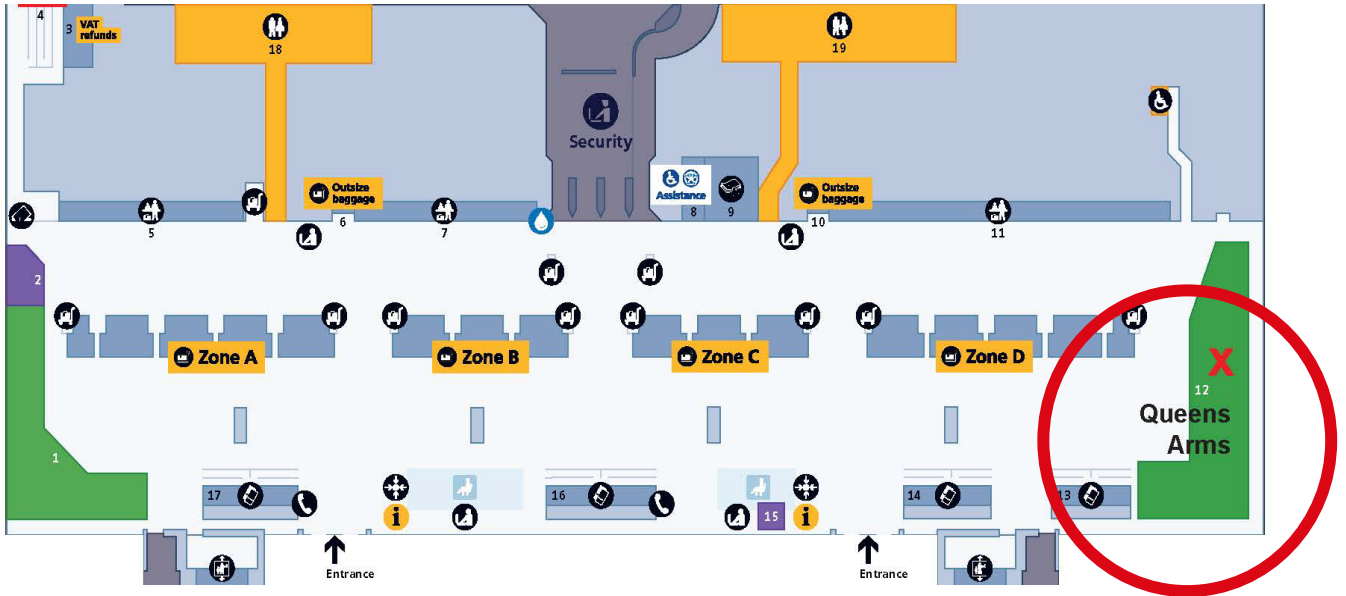
In addition, the person collecting your child must bring with them to the airport:

1. A copy of the parental consent release form
2. Photographic identification (passport or driving licence)

HEATHROW AIRPORT (LHR) MEETING POINT

Terminal 2

Level 5 - Check-In (Departures) > The Queens Arms (2nd Floor)



5. OUT-OF-HOURS TRANSFERS

On rare occasions where an out-of-hours transfer has been pre-arranged with our office staff at a set time agreed in advance, your child may be met by one of our trusted transport partner drivers. In this instance, they may be holding a board with your child's name rather than a Liverpool FC Camps sign and they may or may not be wearing our uniform.

6. FORMS

These forms, along with any immigration documents you require to enter or leave the UK are vitally important. Please make sure your child is aware that these documents must be kept safe and accessible throughout their journey.

If you are using our Airport Transfer Service please print out and complete the [Player Solo Travel Consent Form](#). Every child must have this form and present it to UK border control.

UNACCOMPANIED MINOR INFORMATION FORM

Children using the Unaccompanied Minor Service on departure from the camp must travel with a completed copy of [this form](#). Our staff will not be able to hand over your child to the airline without this completed form, including details of the person meeting the child in their destination country.

Please note: you do not need these documents if you are flying with your child and using our Airport Drop-Off and Collection Service.

PLAYER SOLO TRAVEL CONSENT FORM

FOR ALL CHILDREN FLYING ALONE. Please complete and print out this document for your child to carry with them when travelling alone. They will need to show at Border Control on arrival, and to airport staff if they get lost.

To Border Control: This child will be met in the airport arrivals hall by Liverpool FC Camps staff.

Child First Name:
Child Last Name;
Child First Language(s):
Course Provider: Liverpool FC Camps / CMT Learning Ltd.
Course Venue: (please tick) Radley College <input type="checkbox"/> Repton School <input type="checkbox"/>
Course Name: (e.g. Tennis + English)
Airport Staff Contact Phone No: 07794 356 849
UK Camp Head Office Phone No: +44 (0)1514 596 196
Parent Contact Name:
Parent Contact Phone no:

ARRIVAL INFORMATION	DEPARTURE INFORMATION
UK Airport Arrival Date:	UK Airport Departure Date:
Flight Number:	Flight Number:
City and Country of Origin:	City and Destination Country:

CONSENT DECLARATION

Parent Name: _____ I consent to my child [name]:

travelling to the UK alone for the purpose of attending Liverpool FC Camps

Signature: _____ Date: _____

UNACCOMPANIED MINOR INFORMATION FORM

If your child is or departing the UK on a flight as part of an airline's Unaccompanied Minor Service, this form must be completed, printed and your child must have a copy to present on departure.

CHILD DETAILS		
Child First Name:		
Child Last Name:		
Child First Language(s):		
Child Age:	Child's Gender:	
Permanent Address:	City:	Country:
CHILD FLIGHT DETAILS		
Final Destination:		
Flight Date:		
Flight Number:		
Flight Time		
AUTHORISED PERSON TO MEET CHILD AT DESTINATION DETAILS		
Authorised Person's First Name:		
Authorised Person's Last Name:		
Permanent Address:	City:	Country:
Relationship to Player:		
Telephone Number:		
Email Address:		

ANY QUESTIONS?

Thanks for reading. Hopefully, you now have all the information you need.

You can find more information in our Booking Terms and Conditions, which you should also read in full. These are available online, in your order confirmation or through your authorised agent. Also, don't forget to read the Parent Information Pack, which you should have already received. If you have any questions at all, please contact us or your authorised agent by phone or email.



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