

## **Gymnastics Canada Gymnastique**

### Authorization to Travel - **Form A**

#### *For non-national team events/activities*

## **REQUEST TO PARTICIPATE IN AN EVENT AND/OR ACTIVITY OUTSIDE OF CANADA**

**GCG Approved Events/Activities are defined as events and/or activities for which GCG has received an invitation from a foreign National Federation.<sup>1</sup>**

**GCG Approval does not imply that the participant is representing CANADA and/or GCG in the said approved event or activity.**

### **INSTRUCTIONS – CLUBS**

1. An Authorization form must be submitted for **ALL ACTIVITIES** that will occur outside of Canada.
  - a. Activities include, but are not limited to, competitions, training camps, clinics, courses, etc.
2. An authorization form is required for each activity and for each club.
3. To apply for Authorization, the event or activity must meet the following minimum requirements:
  - a. Be approved by Gymnastics Canada.
  - b. All participants must be in good standing with their respective PTO, GCG and FIG.
  - c. Coaches must be of legal age and must be NCCP Level 2 certified when coaching Provincial Stream, Athletes (JO) and Level 3 when coaching National Stream Athletes.
  - d. Judges must be of legal age and include their category level.
  - e. Should the Event Directive/Call to Meet state that a club is required to supply a judge then it is the responsibility of the club to ensure this requirement is met. The following options exist:
    - i. The club ensures the participation of a Canadian judge by registering and either covering the full cost of the judge's participation or by collaborating with other Canadian Clubs attending to cover the judge's costs.
    - ii. The club is fully responsible for paying any fees or penalties associated with not registering a judge for an event as per the event Directive/Call to Meet.
    - iii. The club may collaborate with the local organizing committee and/or other Canadian clubs attending to split the fees or penalties associated with not bringing a judge.
    - iv. In the event that GCG is sending a national team delegation to the same event, the club may make a request to have the GCG assigned judge also judge the club level portion of the event and cover a portion of this judge's total costs.
4. For events/activities in all other countries, GCG must have received an official invitation from the Host National Federation or the request will not be processed. (see footnote 1)

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<sup>1</sup> At no time will a Canadian club or PTO contact a foreign National Federation (NF) directly to acquire an official invitation. The foreign host organizing committee must make the request for official invitation through its respective NF. The NF will then send the official invitation to GCG. Should a Canadian club or PTO receive an official invitation directly from a foreign club the invitation from the NF must be included with this request.

5. For US based events/activities, a list of USAG approved events/activities can be found on the [USAG website](#).
6. The form must be **typed**.
7. If a request is for more than 10 participants, you must attach an additional list of participants with the Authorization form.

**Along with this form, you must attach:**

- a. **Additional list of participants (if more than 10).**
- b. **Payment – See Appendix A.**
- c. **Trampoline Gymnastics – Attach a copy of the official results from the event in which the athlete met the required score to be eligible to participate at an international event.**
8. **An incomplete form will not be processed until all information and payment is received. It is the responsibility of the applicant to ensure the form is complete.**
9. A \$50 Authorization fee is applicable to all Authorization requests. The Payment Form, in Appendix A, along with the original Authorization form must be sent to your respective [Provincial / Territorial Federation / Organization \(PTO\)](#) for approval and signature. Note that only credit card payments are accepted.

**A club and/or group participating in an international activity without GCG'S approval will first receive a written warning from Gymnastics Canada. After which, clubs will be fined \$500 for every additional non-compliance activities.**

**INSTRUCTIONS – PTO's**

1. If a PTO is requesting Authorization to travel for a PTO team, the required documents requested in the Club section must also be submitted to GCG. No Club signing authority is required in this case.
2. Prior to approving and signing a form received from a club, the PTO must ensure that:
  - a. All registered participants are in good standing.
  - b. All participants meet GCG's minimum criteria described in the *Instructions – Clubs* section. .
3. GCG **MUST HAVE RECEIVED** the complete request and payment a minimum of 30 days prior to the **REGISTRATION deadline for the event**.
4. Requests received after the deadline may be processed at GCG's discretion.
  - a. *A non-refundable, additional late handling fee of \$100 will be applied to all requests received between 29-21 days before the event registration deadline.*
  - b. *Requests will not be accepted with less than 20 days before the event registration deadline.*
  - c. *Incomplete forms will not be processed.*
5. The signed form and the payment form must be **sent by e-mail** to the GCG's offices at [mdegrasse@gymcan.org](mailto:mdegrasse@gymcan.org).

## Authorization to Travel - Form A

### PARTICIPATION TO AN EVENT AND/OR ACTIVITY OUTSIDE OF CANADA

#### 1. Discipline

- |   |  |
|---|--|
| <input type="checkbox"/> Aerobic Gymnastics<br><input type="checkbox"/> Acrobatic Gymnastics<br><input type="checkbox"/> Gymnastics for all<br><input type="checkbox"/> Men's Artistic Gymnastics | <input type="checkbox"/> Rhythmic Gymnastics<br><input type="checkbox"/> Trampoline Gymnastics<br><input type="checkbox"/> Women's Artistic Gymnastics |
|---|--|

2. <u>Applicant's General Information</u>		
Name of Club / Affiliation	Contact Person	
Address		
City	Province	Postal Code
Telephone	Email	

3. <u>Event/Activity Information</u>		
Name		
City	Country	Date
Host Federation:		Registration Deadline:
Intended date of Departure: (dd/mm/yyyy)		Intended date of Return: (dd/mm/yyyy)

<b>Participant Information*</b>						
All individuals must be registered participants in good standing with their PTO, GCG and FIG						
Name	Date of Birth (dd/mm/yyyy)	Role** (A/C/J/M)	NCCP # (C)*** or Judge level <i>if applicable</i>	TG use only: Check discipline:		
				TRA/ SYN	TUM	DMT

\*\*A: Athlete    C: Coach    J: Judge    M: Manager

\*Under no circumstances will a minor aged athlete be given Authorization to travel without an adult.  
 \*Under no circumstances will athletes be authorized to travel out of country without a coach. At a minimum 1 coach must be named on this form if an athlete is listed. If the athlete is being coached at an event by a coach from another club, a letter to this effect must be attached to this application and signed by both clubs.  
 \*\*\*Minimum coaching level: Level 2 if coaching Provincial Stream Athletes, and Level 3 if coaching National Stream Athletes.

It is the responsibility of each club to ensure knowledge of the rules and regulations applicable to the activity they are attending and to provide all necessary documentation to the organizing committee.

GCG Authorization to travel and participate to an event and / or activity outside of Canada does not provide GCG insurance coverage – liability and sport accident. Clubs / participants must ensure that they are covered by their Provincial federation insurance. Provincial liability will respond in the case of an incident / accident. While the liability coverage extends to outside of Canada, an accident policy does not. Those traveling outside of Canada must purchase travel medical coverage if not provided by the Provincial federation.

In making this request to travel the club, and all participants agree to abide by the rules and regulations of FIG and of Gymnastics Canada.

Signature: \_\_\_\_\_  
**Club signing authority**

Signature: \_\_\_\_\_  
**PTO President and/or CEO**

**For GCG office use**

Date Received	Request Status
Note	
Program Director Approval:	Date
Payment Received YES / NO	Late Penalty Received YES / NO

## APPENDIX A – AUTHORIZATION TO TRAVEL PAYMENT FORM

Please complete the following credit card payment form.

Method of Payment	Name of Card Holder	Credit Card #	Expiry Date
VISA			
Master Card			

Proof of payment will be sent via e-mail. Please provide an e-mail address:

\_\_\_\_\_

I, \_\_\_\_\_ (*name of card holder*), authorize Gymnastics Canada to charge the amount of \$50 to my credit card in payment of the attached Authorization Request Form.