

Gymnastics Canada

Authorization to Host – Activity

REQUEST TO HOST AN INTERNATIONAL ACTIVITY IN CANADA

INSTRUCTIONS – CLUBS

1. An authorization form must be completed for **ALL INTERNATIONAL ACTIVITIES**¹ that will occur **IN** Canada.
 - a. Activities include, but are not limited to training camps, clinics, and courses which include participants and/or clinicians from a foreign country.
 - b. Please see the **Authorization to Host – Competition** to apply to host a competition with international participation.
2. The form must be **typed**.
3. Along with this form you must submit:
 - a. Official information (flyer, information/registration package, etc.) for the Activity.
 - b. For training camps opened for international participation - A typed list of country/ies to be invited - See Appendix A.
 - c. Payment Form – Appendix B. Note that only credit card payments are accepted.

An incomplete form, or an application missing documents, will be considered incomplete and therefore will NOT be processed until all necessary information, documents and payment are provided.

4. An Authorization fee is applicable to all such requests. The Payment Form, along with the Authorization form must be sent to your respective **Provincial/Territorial Federation/Association (PTO)** for approval and signature. Please view the following table for authorization fees. Select one that applies to your request:

Check	Type of Events	Fee
	Activities including international clinicians/course conductors, not open to international participation	\$50
	Single country club training camp	\$100
	Multiple country club training camp	\$150

5. **GymCan must receive all authorization to host activity requests no later than 60 days prior to the first day of the activity.** Requests received after the deadline may be processed at GymCan's discretion in which case a non-refundable late handling fee of \$100 will be applied.

¹At no time will a Canadian club or PTO invite a foreign National Federation or club directly. The International Protocol indicates that GymCan, as the National Federation, **MUST** be the one to send the official invitation to the requested countries.



6. GymCan will process **complete applications** within 3 weeks of reception from the PTO. GymCan will only start processing a request once it is considered complete which means that the authorization form is properly completed and all mandatory auxiliary documentations, as listed under the Clubs Instructions section, have been received.
7. Approved activities will be featured on **GymCan's approved event calendar**, invitations will be sent to foreign national federation indicated in Appendix A (if applicable), and Visa letters will be provided (if applicable).

A club/group hosting an international activity without GymCan's approval, or without following procedure, will first receive a written warning from GymCan. Clubs/groups will be fined \$500 for any additional non-compliance activities thereafter and risk receiving a bad standing status with GymCan.

INSTRUCTIONS – PTO's

1. Upon reception of the form from a club, the PTO must evaluate, approve and sign the request. A PTO may choose to deny an application in which case it will not be considered by GymCan.
2. The Authorization Form, Payment Form as well as all other documents are to be submitted to events@gymcan.org
3. **GymCan must receive all authorization to host an activity requests no later than 60 days prior to the first day of the activity.** Requests received after the deadline may be processed at GymCan's discretion in which case a non-refundable late handling fee of \$100 will be applied.
4. GymCan will process **complete applications** within 3 weeks of reception from the PTO. GymCan will only start processing a request once it is considered complete. I.e. the authorization form is properly completed and all mandatory auxiliary documentations, as listed under the Clubs Instructions, has been received.



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REQUEST TO HOST AN INTERNATIONAL ACTIVITY IN CANADA

1. Discipline

Aerobic Gymnastics

Rhythmic Gymnastics

Acrobatic Gymnastics

Trampoline Gymnastics

Gymnastics for All

Women’s Artistic Gymnastics

Men’s Artistic Gymnastics

2. Host Club Information

Name of Host Club		Contact Person	
Address			
City	Province	Postal Code	
Telephone	Email		
Name of organizer:			
Name of Head Coaches/Clinicians/Facilitators and their national federation affiliation if non-Canadian:			



3. Event/Activity Information

Name of activity	
Venue of activity	
Type of activity (clinic, course, training camp, etc.)	
Beginning date (DD/MM/YYYY)	Ending date (DD/MM/YYYY)
Number of countries invites (if applicable):	
Number of international participants expected (if applicable):	
Athletes:	Coaches: Judges: Clinician/course conductor:
Will there be a medical team present during all activity days?	YES NO

4. Invitations

Would you like the invitation to be sent to specific countries? (if yes, please attach a list of countries you wish to invite (Appendix A))	YES	NO
Will foreign national team athletes be invited? NOTE: GymCan has the right to refuse the participation of foreign national team members	YES	NO
Would you like to invite Canada National Team Members? (if yes, please indicate which National Team Athlete(s) you wish to invite in the space below)	YES	NO



ACKNOWLEDGEMENTS

A GymCan Authorization to host an activity in Canada does not provide GymCan insurance coverage – liability and sport accident. Clubs / participants must ensure that they are covered by their Provincial federation insurance and/or have their own event liability insurance. Provincial liability will respond in the case of an injury / accident.

Organizing committees must ensure that all foreign national participants have proper travel, medical and accident insurance before allowing them to participate.

By signing this form the organizing committee attests that all members of the organizing committee have completed the Respect in Sport training as well as hold a valid Canada-wide Police Check. It is highly recommended that all volunteers involved in the organization of the activity also hold a valid Canada-wide Police Check.

The club further attests that it has in place specific policies relating to the conduct of organizers, volunteers, coaches, managers and/or parents attending its activities and that any non-Canadian Clinician/Facilitator will always be accompanied by an organizer with a valid Canada-wide police check when in the presence of under-aged and/or vulnerable participants.

In making this request for approval, the club/affiliation’s individual or group approved agrees to abide by the rules and regulations of the FIG and of Gymnastics Canada.

Signature: _____
President – Organizing Committee

Signature: _____

Print Name: _____
PTO President and/or CEO

For GymCan use

Date Received	Request Status
Notes	
Program Director Approval	Date
Event Department Approval	Date
Payment Received YES / NO	Late Penalty Applied YES / NO



APPENDIX B - PAYMENT FORM

Payment is only accepted by credit card. Please complete the information below or call in your credit card information at 613-748-5637.

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 _____ \$ to my credit card in payment of the attached Authorization Request Form.

