

Gymnastics Canada

Authorization to Travel

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 Federation¹.

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.
 - b. One form per activity must be received.
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. Should the event be sanctioned by FIG and state that athletes have valid FIG Licenses, all athletes must have confirmed they have a FIG License active throughout the event, or submitted an application or renewal to their respective Program Coordinator a minimum 60 days before the event.
 - d. All coaches must have submitted a recent Canada-wide Police Check, as attested by the Club Management or Provincial/Territorial Gymnastics Organisation.
 - e. The club of the participating athletes must have in place policies for their coaches or travelling officials that relate to professional conduct while travelling with athletes and are in line with the Coaching Association of Canada Responsible Coaching [Rule of Two](#).
 - f. Coaches must be of legal age (minimum 18) and must hold a minimum NCCP Level 2 certification or be Comp 2 trained when coaching Provincial Stream, Athletes and Level 3 certified or Comp 3 trained when coaching National Stream Athletes.
 - g. Judges must be of legal (minimum 18) age and include their category level.

¹ 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.

- h. 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 US based events/activities, the event/activity in question must appear on the USAG approved events/activities list that can be found on the [USAG website](#).
5. 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)
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.
8. The Authorization form must be approved and signed by your respective P/TO.

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.

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.

A \$50 Authorization fee is applicable to all Authorization requests. Only credit card payments are accepted. Please complete the payment form in appendix A or call 613-748-5637 ext. 224 to provide payment information.

GCG must have received the complete and signed forms and payment a **minimum of 60 days** from the first day of the event/activity. Requests received after the deadline may be processed at GCG's discretion.

The completed signed form must be **sent by e-mail** to the GCG's offices at mdegrasse@gymcan.org

A club and/or group participating in an international activity without GCG'S approval or without respective procedure, will first receive a written warning from Gymnastics Canada. Clubs will be fined \$500 for every additional non-compliance activities thereafter and risk receiving a bad standing status with GCG.

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 and signed forms and payment a minimum of 60 days from the first day of the event/activity. Requests received after the deadline may be processed at GCG's discretion.
4. The completed signed form must be **sent by e-mail** to the GCG's offices at mdegrasse@gymcan.org

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PARTICIPATION TO AN EVENT AND/OR ACTIVITY OUTSIDE OF CANADA

1. Discipline

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

2. Applicant's General Information

Name of Club / Affiliation			Contact Person		
Address					
City		Province		Postal Code	
Telephone		Email			

3. Event/Activity Information

Name		
City	Country	Date
Host Federation:		Event Dates:
Intended date of Departure: (dd/mm/yyyy)		Intended date of Return: (dd/mm/yyyy)

Participant Information**									
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)	Athlete Level in Canada	NCCP # (C)*** or Judge level by discipline <i>if applicable</i>	Respect in Sport Completed Yes/No ****	Completed Canada-wide Police Check Yes/No ****	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.

*** Coaches must be of legal age (minimum 18) and must hold a minimum NCCP Level 2 certification or be Comp 2 trained when coaching Provincial Stream, Athletes and Level 3 certified or Comp 3 trained when coaching National Stream Athletes.

***Coaches, Judges and Manager must have completed the Respect in Sport training as well as have a valid Completed Canada-wide Police Check.



ACKNOWLEDGEMENTS

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

By signing this form the club attests that all coaches, judges and managers named on this form have completed the Respect in Sport training as well as hold a valid Canada-wide Police Check.

The club further attests that it has in place specific policies relating to the conduct of coaches, managers and/or parents travelling to events or activities while accompanying athletes.

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 insurance 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: _____

Print Name: _____

PTO President and/or CEO

For GCG office use

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

APPENDIX A – AUTHORIZATION TO TRAVEL 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 ext. 224.

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.