** Gymnastics Canada Gymnastique**Note: This document is printed on Legal size paper
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.[[1]](#footnote-1)**

**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 ACTIVITES** that will occur outside of Canada.
	1. Activities include, but are not limited to, competitions, training camps, clinics, courses, etc.
2. To apply for Authorization, the event or activity must meet the following minimum requirements:
	1. Be approved by Gymnastics Canada.
	2. All participants must be in good standing with their respective PTO, GCG and FIG.
	3. Coaches must be of legal age and must be NCCP Level 2 certified.
	4. Judges must be of legal age and include their category level.
3. For US based events/activities, a list of USAG approved events/activities can be found on the [**USAG website**](http://usagym.org/app/currentSanctions.html).
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)
5. The form must be **typed**.
6. 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:**

* 1. **Additional list of participants (if more than 10).**
	2. **Payment – See Appendix A.**
	3. **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.**
1. **An incomplete form will not be processed until all information and payment is received.**
2. 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)](http://www.gymcan.org/get-involved/find-a-club) 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. Afterwards, clubs will be fined $500 for every additional non-compliance activities thereafter.**

**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.
2. Prior to approving and signing a form received from a club, the PTO must ensure that:
	1. All registered participants are in good standing.
	2. 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.
	1. *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.*
	2. *Requests will not be accepted with less than 20 days before the event registration deadline.*
	3. *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.

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

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

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| 1. **Discipline**

**[ ]**  Aerobic Gymnastics **[ ]**  Rhythmic Gymnastics**[ ]**  Acrobatic Gymnastics **[ ]**  Trampoline Gymnastics**[ ]**  Gymnastics for all **[ ]**  Women’s Artistic Gymnastics**[ ]**  Men’s Artistic Gymnastics  |

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| 1. **Applicant’s General Information**
 |
| **Name of Club / Affiliation** | **Contact Person** |
| **Address** |
| **City** | **Province** | **Postal Code** |
| **Telephone** | **Email** |

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| 1. **Event/Activity Information**
 |
| **Name** |
| **City** | **Country** | **Date** |
| **Host Federation:** | **Registration Deadline:** |
| **Intended date of Departure: (dd/mm/yyyy)** | **Intended date of Return: (dd/mm/yyyy)** |

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| **Participant Information\*\*\*** All individuals must be registered participants in good standing with their PTO, GCG and FIG |
| **Name** | **Role(A/C/J/M)** | **Date of Birth(dd/mm/yyyy)** | **Category (A/J) or NCCP # (C)** | **TG use only:Check discipline:** |
| **TRA/SYN** | **TUM** | **DMT** |
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**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.**

**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**

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| Date Received | Request Status |
| Note |
| Program Director Approval:  | Date |
| GCG Signature | 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.

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| **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:

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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.

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 National Federation. 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. [↑](#footnote-ref-1)