



# 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.<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. 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.
  - d. 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](#).
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:

- 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.**
7. **An incomplete form will not be processed until all information and payment is received.**
8. 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. Afterwards, clubs will be fined \$500 for every additional non-compliance activities thereafter.**

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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 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.

## **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:
  - 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        | <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 |  |

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

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





## 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:

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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.