

# Gymnastics Canada Gymnastique

## Authorization to Host - Form H

### REQUEST TO HOST AN INTERNATIONAL EVENT / ACTIVITY IN CANADA

#### INSTRUCTIONS - CLUBS

1. An authorization form must be completed for **ALL INTERNATIONAL ACTIVITIES** that will occur **IN** Canada.
  - a. Activities include, but are not limited to, events, competitions, training camps, clinics, courses, etc. which include participants from a foreign country.
2. The form must be **typed**.
3. Along with this form you must attach:
  - a. **Official invitation/directive/Call to Meet for the event/activity<sup>1</sup>.**
  - b. **A typed list of clubs (with contact information) and/or countries to be invited - See Appendix A.**
  - c. **Payment Form – Appendix B.** Note that only credit card payments are accepted.
  - d. **If FIG Approval is being requested, the Draft FIG Directive must be included –** Please request the FIG Directive from GCG at [mmillaire@gymcan.org](mailto:mmillaire@gymcan.org).

**An incomplete form will NOT be processed until all necessary information and payment is 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 approval fees:

Check	Type of Events	Fee <sup>2</sup>
<input type="checkbox"/>	Activities including international guests (clinic, course, training camp)	\$50
<input type="checkbox"/>	US Only Club Invitational	\$50
<input type="checkbox"/>	Junior International Invitational	\$150
<input type="checkbox"/>	Senior International Invitational	\$250
<input type="checkbox"/>	Junior and Senior International Invitational	\$350
<input type="checkbox"/>	Request for FIG Approved Competition (any level)*	\$500

\*Fee includes FIG fee.

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

**A club/group hosting an international event/activity without GCG's approval will first receive a written warning from GCG. Clubs/groups will be fined \$500 for any additional non-compliance activities thereafter.**

## **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 would not be considered by GCG.
2. The Authorization Form, Payment Form as well as all other documents are to be submitted to GCG's Director of Events at [mmillaire@gymcan.org](mailto:mmillaire@gymcan.org).
3. All Requests for a **competition** must be RECEIVED, at the **national office**, no later than 6 months prior to the start of the competition. Requests received after the deadline may be processed at GCG's discretion. A non-refundable late handling fee of \$100 will be applied to all requests received between 2-6 months. Requests will not be accepted with less than 2 months.
4. All Requests for an **activity** must be RECEIVED, at the **national office**, no later than 30 days prior to the arrival date. Requests received after the deadline may be processed at GCG's discretion. A non-refundable late handling fee of \$100 will be applied to all requests received between 29-21 days. Requests will not be accepted with less than 20 days.

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### 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 |
|---|--|

<b>2. <u>Host Club Information</u></b>		
<b>Name of Host 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 of the Event/Activity</b>	
<b>Venue of the Event/Activity (please include floor plan)</b>	
<b>Equipment supplier/brand and age of equipment:</b>	
<b>Type of Activity (competition, course, etc.):</b>	
<b>Beginning date (DD/MM/YYYY)</b>	<b>Ending Date (DD/MM/YYYY)</b>
<b>List all competitive categories participating (N/A for Gymnastics for all activities):</b>	
<b>Number of international participants expected:</b>	
<b>Athletes:</b>	<b>Coaches:</b>
	<b>Judges:</b>

<b>Will the competition follow the FIG format:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>(if NO, describe the format that will be used):</b>
<b>FIG Approval Requested<sup>3</sup>?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Competition must meet all FIG requirements)</i>

<b>4. <u>Organizing Committee</u></b>
<b>FOR AN EVENT OR COMPETITION:</b>
Name of Competition Director
Name of Competition Head Judge
<b>FOR A TRAINING CAMP, COURSE, OR OTHER ACTIVITY</b>
Name of Organizer
Name of Head Coach/Clinician/Facilitator, etc.

<b>5. <u>Invitations</u></b>
<b>a. Would you like the invitation to be sent to specific countries?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes, please attach a list of countries you wish to invite – Appendix A)
<b>Would you like to invite specific clubs/individuals within a country?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes, please attach a list of specific clubs and contact information – Appendix A)
<b>b. Would you like to invite Canadian National Team Members?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes, please attached a list of national team member you wish to invite)

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<sup>3</sup> Requests for FIG Sanction will only be considered if the Activity complies with all FIG Requirements. GCG reserves the right to not grant a FIG Sanction request.

**A GCG Authorization to host an event and / or activity in Canada does not provide GCG 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 incident / accident.**

**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 Gymnastique.**

**Signature:** \_\_\_\_\_  
**President – Organizing Committee**

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

**For GCG office use**

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



## APPENDIX B - 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 \_\_\_\_\_ to my credit card in payment of the attached Authorization Request Form.