



<b>Policy Name</b> <b>POLICY FOR TRAVEL APPROVAL TO OUT-OF- PROVINCE SANCTIONED EVENTS</b>		<b>Date of Approval</b> <b>October 13, 2017</b>	<b>Activation Date</b> <b>October 13, 2017</b>
<i>Approved By</i> Board of Directors	<i>Linking To</i> 1. Financial Policies and Procedures	<i>Replacing Previous Version</i> July 12, 2013	
<i>Review Cycle</i> Reviewed annually by the Technical Director and Chief Executive Officer with recommendations to the Board of Directors			

## Table of Contents

**1.0 Introduction ..... 2**

**2.0 Application of Policy..... 2**

**3.0 Requirement for Competitions to be Sanctioned..... 2**

**4.0 Process to Obtain Out of Province Travel Approval..... 2**

**4.1 Travel Outside BC but within Canada..... 2**

        4.1.1 Application Deadlines and Fees ..... 3

        4.1.2 Participant Lists..... 3

**4.2. Travel outside of Canada (including United States)..... 3**

**4.3 Jurisdictional Authority when Travelling Outside of British Columbia..... 4**

**4.4 Insurance Coverage at Out of Province Events and Activities ..... 4**



## 1.0 Introduction

Travel approval is required for all GBC members travelling outside of British Columbia to train and/or attend competitions, and must be in place for training and competition activity. Approval is required to ensure that the competition is appropriately sanctioned and to ensure that Gymnastics BC insurance coverage is in place for the participants attending the activity.

The Travel Approval Application process has two requirements:

1. Application Form and payment of applicable fee;
2. Submission of the Participant List.

Gymnastics BC is responsible for approving travel outside of BC but within Canada. Gymnastics Canada is responsible for approving travel outside of Canada.

## 2.0 Application of Policy

This policy only applies to GBC full member clubs, groups and individuals wishing to participate in an out-of-province activity.

Additional people may be covered under the policy at the discretion of the CEO.

## 3.0 Requirement for Competitions to be Sanctioned

Under this policy, GBC members must not participate in competitions and/or events that are not properly sanctioned by their respective governing body (ie. provincial, state or national organization) without written permission from GBC's CEO.

## 4.0 Process to Obtain Out of Province Travel Approval

### 4.1 *Travel Outside BC but within Canada*

Any club, group and/or individual wishing to participate in events outside of BC must complete and submit the "Request for Travel Approval Outside B.C. But Within Canada" form to Gymnastics BC for approval.

Applications must be submitted and endorsed by a GBC full member club. In the event that a participant wishes to travel with a club with which they are not registered, the participant must provide to GBC, written approval from club with which they are registered (see application deadlines and fees below)



Multiple requests for Travel Approval can be made with ONE application.

Approval for travel outside of B.C. but within Canada will only be granted to clubs and/or groups who are GBC members in good standing. All individual traveling participants must also be Gymnastics BC members in good standing in order to be covered by GBC insurance.

Members who are under GBC suspension at the time of application and/or travel will not be permitted to attend the out-of-province activity.

Travel must not commence until GBC approval has been provided.

#### **4.1.1 Application Deadlines and Fees**

The completed "Request for Travel Approval Outside BC but within Canada" application should be received at the GBC office at least 45 days prior to the scheduled departure for the earliest event in the application.

**Applications received less than 30 days prior to departure may not be processed in time. Please adhere to the 45-day timeline.**

The following fee schedule per application will apply:

- |   |       |
|---|-------|
| • Application received 45 days or more before departure charge  | No    |
| • Application received between 30 and 45 days before departure: | \$25  |
| • Application received less than 30 days before departure:      | \$50  |
| • Application received less than 48 hours before departure:     | \$100 |

Any change made to an event for which Travel Approval has been granted (date change, venue change, cancellation) requires that GBC be notified immediately. The *Request for Travel Approval Outside B.C. But Within Canada* approval will be revised at no additional cost.

#### **4.1.2 Participant Lists**

Participant lists for each sanctioned event must be submitted to GBC no less than seven (7) working days prior to the event. There is no additional charge for participant lists. Changes to the participant list may be also made up to 24 hours prior to the event at no additional cost.

### **4.2. Travel outside of Canada (including United States)**

Gymnastics Canada Gymnastique is responsible for travel sanctioning approval for trips of GBC members outside of Canada.



The Gymnastics Canada sanctioning form can be found at [https://www.gymbc.org/files/forms/Authorization%20Form%20A\\_version%202.pdf](https://www.gymbc.org/files/forms/Authorization%20Form%20A_version%202.pdf).

### **4.3 Jurisdictional Authority when Travelling Outside of British Columbia**

A member of the traveling staff should take a copy of the appropriate Travel Approval Form (GBC or GC) when traveling outside the province in case the affiliation status and insurance coverage is requested.

Any group traveling outside of British Columbia shall be:

- A. Under the primary jurisdiction of the organization which they represent and under the secondary jurisdiction of Gymnastics BC.
- B. Subject to disciplinary measures taken by GBC in the event that there is a report for misconduct.

### **4.4 Insurance Coverage at Out of Province Events and Activities**

The [GBC Liability and Accident Insurance](#) policies provide coverage for sanctioned activities for training or at competitions worldwide for GBC members.

**The GBC Accident Insurance policy is NOT travel medical insurance.** You must ensure that you have appropriate travel medical coverage for any trip outside of British Columbia.

Insurance coverage provided through the GBC Membership insurance policy is available for approved participants and team officials AT NO EXTRA COST.

For out-of- province travel approved through this GBC policy or by Gymnastics Canada, the following insurance coverages are provided:

- General Liability Insurance
- Sport Accident Insurance

### **CLUBS PLEASE NOTE:**

**IMPORTANT NOTE #1:** Coverage is over and above the Medical Services Plan of BC and any private medical insurance plan that an individual may have.

**IMPORTANT NOTE #2:** The Medical Services Plan of BC is NOT recognized in Quebec or outside of Canada and additional appropriate travel/medical insurance is required. It is the responsibility of the CLUB OR the individual member to make sure that appropriate coverage is in place prior to leaving BC.

**IMPORTANT NOTE #3:** The GBC accident insurance policy only covers incidents that may occur during the course of the approved training and/or competition while



participating on the field of play. It does NOT include incidents that may occur off the field of play, or during non-training and/or competition activities such as social events and travel to and from the venue.

**IMPORTANT NOTE #4:** Private travel medical insurance is strongly recommended for all travel outside of British Columbia.