

# Gymnastics Canada

## Authorization to Host – Competition

### REQUEST TO HOST AN INTERNATIONAL COMPETITION IN CANADA

#### INSTRUCTIONS – CLUBS

1. An authorization form must be completed for **ALL INTERNATIONAL COMPETITION**<sup>1</sup> that will occur **IN** Canada.
  - a. Please see the **Authorization to Host – Activity** to apply to host an activity, such as training camp, course and clinics, with international participation.
2. The form must be **typed**.
3. Along with this form you must submit:
  - a. Official invitation, Directive, Call to Meet or Information Bulletin for the competition.
  - b. A typed list of countries to be invited - See Appendix A.
  - c. Payment Form – Appendix B. Note that only credit card payments are accepted.
  - d. If a FIG Sanction is being requested, the Draft FIG Directive must be included – Please request the Draft FIG Directive from GymCan at [events@gymcan.org](mailto:events@gymcan.org).

**An incomplete form, or an application missing documents, will be considered incomplete and will NOT be processed until all necessary information, documents and payment are 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 authorization fees. Select the one that applies to your request:

Check	Type of Events	Fee
	Single Country Club Invitational	\$100
	International Club Invitational Competitions	\$350
	Request for FIG Sanctioned Competition (any level)*	\$750

\* Fee includes the current cost of the FIG sanction fee. Subject to change depending on the cost billed by FIG. Requests for FIG Sanction will only be considered if the competition complies with all FIG Requirements. As the National Federation, GymCan reserves the right to decide which events will be submitted for FIG sanctioning. Only 1 event per discipline will be submitted for FIG sanctioning per calendar year.

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



5. GymCan must receive all authorization to host a competition requests no later than 6 months prior to the start of the competition. Please note that international invitations cannot be sent before the event is authorized. Requests received after the deadline may be processed at GymCan's discretion in which case a non-refundable late handling fee of \$100 will be applied.
6. GymCan will process **complete applications** within 3 weeks of reception from the PTO. GymCan will only start processing a request once it is considered complete which means the authorization form is properly completed and all mandatory auxiliary documentations, as listed under the Clubs Instructions section, have been received.
7. Approved competitions will be featured on GymCan's approved event calendar, invitations will be sent to foreign national federation indicated in Appendix A, and Visa letters will be provided (if applicable).

*A club/group hosting an international event without GymCan's approval, or without following procedure, will first receive a written warning from GymCan. Clubs/groups will be fined \$500 for any additional non-compliance events thereafter and risk receiving a bad standing status with GymCan.*

#### 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 will not be considered by GymCan.
2. The Authorization Form, Payment Form as well as all other documents are to be submitted to [events@gymcan.org](mailto:events@gymcan.org).
3. **GymCan must receive all authorization to host a competition requests no later than 6 months prior to the start of the competition.** Please note that no international invitation can be sent before the event is authorized. Requests received after the deadline may be processed at GymCan's discretion in which case a non-refundable late handling fee of \$100 will be applied.
4. GymCan will process **complete applications** within 3 weeks of reception from the PTO. GymCan will only start processing a request once it is considered complete. The authorization form is properly completed and all mandatory auxiliary documentations, as listed under the Clubs Instructions, has been received.



# Gymnastics Canada

## Authorization to Host – Form H

### REQUEST TO HOST AN INTERNATIONAL COMPETITION IN CANADA

#### 1. Discipline

Aerobic Gymnastics

Rhythmic Gymnastics

Acrobatic Gymnastics

Trampoline Gymnastics

Gymnastics for All

Women's Artistic Gymnastics

Men's Artistic Gymnastics

#### 2. Host Club Information

<b>Name of Host Club</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>Name of Competition Director</b>			
<b>Name of Competition Head Judge</b>			



### 3. Competition information

Name of event		
Venue for the event (please include floor plan)		
Equipment supplier/brand and age of equipment		
Beginning date (DD/MM/YYYY)	Ending date (DD/MM/YYYY)	
List all competitive categories participating (N/A for Gymnastics for all activities)		
Will there be a medical team present during all event days?	YES	NO
Number of international participants expected		
Athletes:	Coaches:	Judges:
Will the competition follow the FIG format? (If no, describe the format that will be used)	YES	NO
FIG Approval Requested <sup>2</sup> ? (Competition must meet all FIG requirements)	YES	NO

### 4. Invitations

Would you like the invitation to be sent to specific countries? (If yes, please attach a list of countries you wish to invite (Appendix A))	YES	NO
Would you like to invite Canada National Team Members? (if yes, please indicate which National Team Athlete(s) you wish to invite in the space below)	YES	NO

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<sup>2</sup> Requests for FIG Sanction will only be considered if the competition complies with all FIG Requirements. As the National Federation, GymCan reserves the right to decide which events will be submitted for FIG sanctioning. Only one (1) event per discipline will be submitted for FIG sanctioning per calendar year.



## AKNOWLEDGEMENTS

A GymCan Authorization to host an event in Canada does not provide GymCan 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 injury/accident.

Organizing committees must ensure that all foreign national participants have proper travel, medical and accident insurance before allowing them to compete.

By signing this form the organizing committee attests that all members of the organizing committee have completed the Respect in Sport training as well as hold a valid Canada-wide Police Check. It is highly recommended that all volunteers involved in the organization of the event also hold a valid Canada-wide Police Check.

The club further attests that it has in place specific policies relating to the conduct of organizers, volunteers, coaches, managers and/or parents attending the competitions.

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.

**Signature:** \_\_\_\_\_

**President – Organizing Committee**

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**PTO President and/or CEO**

**For GymCan use**

Date Received	Request Status
Notes	
Program Manager Approval	Date
Event Department Approval	Date
Payment Received      YES / NO	Late Penalty Applied      YES / NO





## APPENDIX B - 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.

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 \_\_\_\_\_ to my credit card in payment of the attached Authorization Request Form.

