

## **GYMNASTICS BC TRAVEL POLICY**

### **1.0 Purpose of this Policy**

The objective of the policy is to properly document and ensure that all members traveling outside of British Columbia (but within Canada) are attending appropriate, recognized events and to ensure that our insurance policy provides the coverage to protect our members while attending such a competition.

***Note that the insurance only covers incidences at the event. Additional medical and travel insurance is highly recommended. Please contact the GBC offices for quote on coverage.***

### **2.0 Scope of this Policy**

This policy applies to all GBC affiliated club, groups and individuals wishing to participate in an out-of-province event.

Additional people maybe covered under the policy at the discretion of the Executive Director/CEO.

### **3.0 Effective Date of this Policy**

This policy is effective September 1, 2006. Applications will be accepted from June 20, 2006. Travel sanctioning is required for all out-of-province events after September 1, 2006.

### **4.0 Requesting Travel Sanction**

#### **4.1 Travel within Canada**

Any clubs, groups and/or individuals applying to participate in events outside of BC must submit the "Request for Sanction Outside of BC" form to Gymnastics BC (GBC) for approval. All requests must come from a GBC Full Member Club or a national- or international-level athlete, coach or judge registered with GBC as an independent member. Multiple requests can be made with ONE application.

Permission to travel outside of British Columbia will only be granted to clubs and/or groups who are members in good standing and all traveling participants must be members in good standing with GBC in order to be covered by GBC insurance.

Under this policy, any affiliates of GBC shall not participate in competitions and/or events that are not properly recognized by their respective governing body (provincial, national or state) without written permission from GBC's CEO.

Athletes, coaches, managers or judges that are under GBC suspension may not be permitted to attend the out-of-province competition without written permission from GBC's CEO.

## **4.2 Application Deadlines and Fees**

The completed form must reach the GBC offices at least 45 days prior to the scheduled departure. Applications received less than 30 days prior to departure may or may not be approved.

Should GBC approve the application to travel, the following fee schedule will apply:

Received 45 days or more before departure	No charge
Received between 30 and 45 days before departure:	\$25
Received less than 30 days before departure:	\$50
Received less than 48 hours before departure:	\$100
(Provided the GBC office can complete travel application)	

The fee applies per application, not per event. Clubs may apply for sanction for as many events as they wish in a single application. Should there be a change to an event previously sanctioned (date change, venue change, cancellation), GBC must be notified and the change will be processed at no additional cost.

Participant lists for each sanctioned event must be submitted to GBC no less than seven 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.

## **4.3 Jurisdiction when Out of Province**

A member of the traveling staff should take a copy of the approved form when traveling outside the province in case the affiliation status and insurance coverage is requested.

Any group traveling outside British Columbia shall be:

- Under the primary jurisdiction of GBC and under the secondary jurisdiction of the Association in whose territory the competition is to take place.
- Subject to disciplinary measures taken by GBC in the event that there is a report for misconduct.

## **4.4 Insurance (outside of British Columbia and within Canada)**

The following Insurance Coverage\* is provided for sanctioned participants and team officials AT NO EXTRA COST:

Out-of- province anywhere in Canada, GBC's accident policy covers:

- Accident Medical Expenses (does not include sickness) \$ 10,000.00
- Blanket Dental Accident \$ 5,000.00
- Accidental Death \$ 15,000.00

\*Coverage is over and above Medical Services Plan of BC and any private medical insurance plan. Note that the Medical Services Plan of BC is NOT recognized in Quebec and appropriate travel/medical insurance is required.

## **4.5 Travel outside of Canada (including United States)**

Gymnastics Canada Gymnastique sanction is required when traveling outside Canada. Please visit the GCG website for a copy of the Sanctioning Form for travel outside of Canada.