



# London Gymnastics Federation

## Notes on Licence Application 2008

Please complete all sections of the application form, if in doubt contact the gymnasts coach. ***The Gymnasts BG Number must be included***

The application form must be signed by the Club's Head Coach and Parent/Guardian.

Cheques made payable to "London Gymnastics Federation"

### Include with New Applications

- # Application form
- # Payment Where Applicable (See Application Form)
- # Stamped Self Addressed Envelope
- # 2 **Passport size** photographs, (Print Name on back)

### Renewals - Include

- # Old Licence or 1 photograph (Name on Back)
- # Payment
- # Stamped Self Addressed Envelope [Name of Sender on Reverse]
- # 2008 Transfer form where appropriate

### Please Note –

**Do not** send as "Recorded Delivery" as a £5.00 charge may be incurred for collection from the sorting office. Also ensure correct postage is applied since the same charge also applies, plus any excess amount due.

*Applications that are incomplete will be returned unprocessed.*

*Re-issue of licence due to loss or applicants error will incur a £7.00 administrative fee regardless of Discipline.*

*Coaches applications must include proof of qualification (copies of certificates )if new applicants or amended qualifications.*

**Allow at least 21 days for licence to be issued.**

### **Transfer Procedure**

Gymnasts wishing to transfer to a new club must obtain a 2008 transfer form with all sections completed by both clubs before applying for a new licence.

### **Transfer Agreed**

The gymnast may apply for a new licence and compete immediately for their new club.

### **Transfer Denied**

Should mutual agreement to transfer be denied then the gymnast will be designated as "unattached " and will not be permitted to compete under the name of the new club or wear the clubs colours for a period of one year from the date shown on the release/transfer form.

Any unresolved differences must be referred in writing to the appropriate Technical Committee for arbitration.

### **Contact**

Licensing Officer, Peter Bellingham, 46 Woodside Road, Barnehurst, Kent. DA7 6JZ  
Tel 01322 409312, a dedicated Telephone/Fax number/Answer Machine.  
E-mail [Licences@gymclub.co.uk](mailto:Licences@gymclub.co.uk)