DELEGATE PAYMENT GUIDE

HIGH PERFORMANCE

VERSION 1.0 – AUGUST 7, 2026

1 WHY AM I RECEIVING AN INVOICE?

Some High Performance events require delegates to contribute toward the cost of participation.

There are two funding models:

1.1 SELF-FUNDED EVENTS

- Delegates are responsible for **100% of the event costs**.
- Because final event costs may not be known immediately, delegates may be required to pay:
  - a deposit as an advance payment towards the total event costs. It will be deducted from your final invoice; and
  - a final invoice once all costs have been confirmed.

1.2 GYMCAN CO-FUNDED EVENTS

- GymCan contributes a portion of the event costs.
- Delegates are responsible for paying the predetermined delegate contribution amount identified in the event Selection Criteria.

2 WHAT CAN I EXPECT?

2.1 BEFORE THE EVENT

The Selection Criteria will identify:

- the event funding model;
- the estimated delegate contribution (if applicable);
- any required deposit; and
- payment timelines.

For Self-Funded events, final invoices will be issued no later than four (4) weeks prior to departure. In some cases, where final costs cannot be confirmed before departure, the final invoice may be issued after the event.

3 PAYMENT

Invoices will be issued through Activity Messenger.

Each invoice will include:

- the event name;
- the amount owing;
- payment due date;
- payment instructions; and
- a breakdown of applicable costs such as flights, accommodation, ground transportation, and the delegate share of GymCan personnel costs, where applicable.

Payment is due by the date identified on your invoice.

Final event costs may vary from the estimated contribution due to changes in travel, accommodation, delegation size, exchange rates, or other event-related expenses.

4 PAYMENT REMINDERS

If payment is not received by the due date:

- an automatic reminder will be sent through Activity Messenger;
- additional follow-up may be sent by GymCan staff; and
- outstanding balances must be paid no later than **two (2) weeks prior to departure**, unless alternate arrangements have been approved.

Failure to pay by this deadline may result in the cancellation of travel arrangements and ineligibility to compete at the event.

5 IF YOU WITHDRAW

If you withdraw after accepting your participation, you remain responsible for any costs incurred on your behalf.

If a reserve is identified and assumes some or all of the associated costs, your financial responsibility may be reduced accordingly. Any remaining costs that cannot be recovered or transferred to another delegate remain your responsibility.

6 IF GYMCAN CANCELS THE EVENT

In the event that GymCan cancels an event, GymCan will absorb all costs associated with the cancellation. Delegates will receive a full refund of any amounts paid toward the event.

7 QUESTIONS?

If you have questions about your invoice or payment, please contact your Program Director/Manager.

8 DOCUMENT HISTORY

Version	Date	Change(s)
Final 1.0	August 7, 2026	Initial document