



# Event and Travel Authorization Form

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|----------------------|-------------------------------------|
| <b>Document Code</b> | [FRM-TRV-202510-007]                |
| <b>Title</b>         | Event and Travel Authorization Form |
| <b>Version</b>       | 1.0                                 |
| <b>Status</b>        | Rattified (8th February 2026)       |
| <b>Creation Date</b> | October 2025                        |
| <b>Approved By</b>   | JudoTT Executive                    |
| <b>Ratified By</b>   | Member Clubs                        |
| <b>Prepared By</b>   | National Coach – Reinaldo Novoa     |
| <b>Review Date</b>   | January 2026                        |

# 1. Purpose

To provide a standardized form for requesting and approving athlete and staff participation in local or international Judo events under JudoTT sanction.

# 2. Instructions

This form must be completed **before** any travel bookings or event participation are confirmed. Submissions are made through the **National Coach** and approved by the **JudoTT Executive** or designated authority.

### 3. Athlete/Staff Information

**Full Name (First ... Other ... Last)**

**Profile Photo**

**Date of Birth**

**Gender**

**Role (Athlete / Official)**

**Club Name**

**Contact (Phone & Email)**

**Passport Number**

**Issue Date**

**Expiration Date**

### 4. Event Details

**Event Name**

**Event Location**

**Event Dates**

**Organizer / Federation**

**Type:** ☐ National ☐ International

**Funding Source:** ☐ Self-funded ☐ JudoTT ☐ Sponsor

## 5. Travel Details

Departure Date

Return Date

Airline / Trans. Provider

Accommodation

Emergency Contact (in T&T)

## 6. Authorizations

| Name / Role             | Signature | Date |
|-------------------------|-----------|------|
| Athlete / Staff         |           |      |
| Club Coach              |           |      |
| National Coach          |           |      |
| JudoTT Executive Member |           |      |

## 7. Declaration

I hereby affirm that all information provided is accurate and that I agree to abide by all JudoTT policies, including the **Athlete Code of Conduct [POL-ATH-202510-002]** and **Anti-Doping and Fair Play Guidelines [POL-ETH-202510-012]**.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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