



Sport Firearms and Ammunition Procedures

A guide for Shooting and Modern Pentathlon Athletes at the
2015 Pan American Games

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Introduction

All shooting and/or modern pentathlon team managers and/or athletes competing at the TORONTO 2015 Pan American Games **are to read this document carefully.**

This document is intended to provide athletes, teams and shooting federations with the necessary information to successfully import and export their firearms, laser pistols and ammunition into Ontario, Canada, including the transportation and storage of the equipment during the TORONTO 2015 Pan American Games.

The firearms that will be used by the athletes participating in the shooting competition are classified into two broad categories — non-restricted and restricted — in accordance with Canadian law. The only restricted firearms to be used in Pan Am competition will be the 5.6-mm or .22-calibre pistols.

For more information about the firearms and ammunition procedures outlined in this document, please email firearms@toronto2015.org.

Importing Firearms and Ammunition into Canada

Firearms and ammunition

Canadian laws require that all athletes entering Canada, with either a non-restricted and/or restricted firearm, be in the possession of a Non-Resident Firearm Declaration Form (RCMP5589), which is available on Cosmos.

For non-restricted firearms, the completed declaration form will serve as a temporary firearms licence, which will be valid for 60 days and can be renewed for free providing it is renewed before it expires.

For restricted firearms, the completed declaration form will serve as a temporary firearms licence and registration, and will be valid for up to 60 days or until the expiration date of the Authorization to Transport (ATT) Form as discussed in Appendix A, whichever comes first.

The Non-Resident Firearm Declaration Form will be valid only for the person whose signature is on it and only for those firearms listed on it. A fee of CAD\$25, to be paid to the Canadian Border Services Agency (CBSA), will be required for the approval of the completed declaration. The fee remains the same regardless of the number of firearms listed.

The completed Non-Resident Firearm Declaration Form must be emailed to the CBSA for

approval at [2015 Athlete Firearms-Athlete Arme a feu@cbsa-asfc.gc.ca](mailto:2015_Athlete_Firearms-Athlete_Arme_a_feu@cbsa-asfc.gc.ca) **after April 1, 2015, but no later than three weeks prior to the athlete's arrival in Canada**, along with the \$25 fee (see Appendix A for details). The CBSA will return the approved form to the athlete for presentation upon arrival in Toronto.

Athletes entering Canada with a restricted firearm (rapid fire pistols, sport pistols and free pistols) must be in a possession of an ATT.

Athletes who take advantage of the pre-processing option will be issued an ATT along with the three forms listed in Appendix A.

No shooting athlete will be allowed into Canada with their firearm without the necessary license and authorization. Any undeclared firearms may be seized and criminal charges may apply.

For complete details on the Athlete's Firearm Declaration – Pre-processing Option, including a step-by-step process on what to expect upon arrival in Canada, please see Appendix A.

Laser pistols

Laser pistols are generally not classified as firearms in Canada. However, due to the relatively new rules around the type of laser pistols to be used for modern pentathlon, and since the laser pistols resemble firearms, all modern pentathlon athletes must declare their pistol(s) upon arrival into Canada and be in possession of their laser pistol's user manual.

To see how to declare firearms or laser pistols on a sample declaration card, see Appendix B.

Arrival and Transport Procedure for Firearms, Ammunition and Laser Pistols

Firearms, ammunition and laser pistols will **not** be allowed into the CIBC Pan Am/Parapan Am Athletes' Village or satellite accommodation. Firearms, ammunition and laser pistols will be transported directly from Toronto Pearson International Airport to the appropriate competition venue. Once registered in the official Games armory or in secure storage at the competition venue, the equipment will remain at the venue until the individual athlete(s) and/or delegation(s) departs.

The armory for shooting athletes will operate from July 7 to 21, inclusive. Teams or athletes arriving outside these dates will be required to make their own arrangements for the transport and storage of their firearms and ammunition.

Secure storage for laser pistols will operate from July 12 to 22, inclusive. Teams and/or athletes arriving prior to July 12 should ensure that they make arrangements with the sport manager to check their laser pistols in to the secure storage early. Athletes departing after July 22 will be required to make their own arrangements for the transport and storage of their laser pistols from that date until their final departure.

Teams should plan and book flights through their normal channels, and follow local airline policies and procedures for carrying/storing firearms, ammunition and laser pistols on the aircraft. Teams travelling by air must complete a Customs/Immigration Declaration Card (E311) — please see Appendix B. It is crucial that all teams provide TO2015 with their flight and baggage information and arrival details using the arrivals and departures system (ADS).

Arrivals at Toronto Pearson International Airport

Upon arrival at Toronto Pearson International Airport, teams and/or individuals should follow normal airport arrival procedures as described in the *Chefs de Mission Manual*. Firearms, ammunition and relevant licenses and authorizations must be presented for inspection to the CBSA upon arrival. TO2015 will coordinate final delivery from Toronto Pearson International Airport to the competition venue.

Shooting athletes will be directed to the shooting-specific bus queue at the airport. Athletes will store their firearms, ammunition and any additional luggage under the coach or in the trunk, provided there is space. Should additional storage be necessary, firearms and ammunition must ride in the same vehicle as the licensed person, while personal luggage and large bags with rifle equipment may ride on an accompanying TO2015 Logistics vehicle.

The vehicle will stop first at the shooting venue armory, where athletes will drop off their firearms and ammunition to the care of TO2015. The vehicle will then carry on to the shooting satellite accommodation, which will be the final destination for athletes/teams. Please note that any and all imported ammunition and firearms must be stored at the armory at the competition venue.

All modern pentathlon athletes' laser pistols will be tagged and collected at Toronto Pearson International Airport and transferred by a TO2015 Logistics truck to the secure storage area at the CIBC Pan Am/Parapan Am Aquatics Centre and Field House. Athletes should expect their laser pistols to be available at the venue the morning following their arrival at Toronto Pearson International Airport.

On arrival at the competition venue, all firearms, ammunition and laser pistols will be kept in the venue armory or secure storage area where athletes can then claim their firearms and officially identify and register them.

Entry points other than Toronto Pearson International Airport

For teams and athletes not arriving through Toronto Pearson International Airport, the same rules regarding the importation of firearms, ammunition and laser pistols will apply. It will be the responsibility of the teams and athletes to arrange for the transportation of their firearms, ammunition and laser pistols to the competition venue. Immediately upon arrival at the competition venue, all firearms, ammunition and laser pistols will be taken to the armory or secure storage.

Note: As there will be no TO2015 Logistics support or transportation, teams and/or athletes will need to clear their equipment through the CBSA customs protocols. The Athlete's Firearm Declaration – Pre-processing Option outlined in Appendix A will still be applicable.

If the athlete is not in possession of a validated Pan Am identity and accreditation card to gain access to the venue, TO2015 will assist in moving the firearms, ammunition and laser pistols from the secure gate into the venue armory. Firearms, ammunition and laser pistols will be kept in the armory or secure storage where athletes will claim and officially register their equipment.

Shooting or modern pentathlon athletes arriving individually by personal vehicle should email their estimated arrival time at the venue to firearms@toronto2015.org. Shooting firearms will not be accepted into the armory prior to July 7 at 11:00.

Competition Venues

As stated in the previous section, firearms, ammunition and laser pistols will be strictly prohibited from entering the CIBC Pan Am/Parapan Am Athletes' Village or shooting satellite accommodation. Once registered in the official Games armory or in secure storage at the competition venue, the equipment will remain at the venue until the individual athlete(s) and/or delegation(s) departs or until the armory or storage closes.

Pan Am Shooting Centre (shooting)

Armory

Athletes must leave all firearms and ammunition at the armory at the Pan Am Shooting Centre before travelling to the satellite accommodation. Firearms and ammunition will be strictly prohibited at the shooting satellite accommodation.

The armory for shooting athletes will operate from July 7 to 21, inclusive. Teams or athletes



arriving outside these dates will be required to make their own arrangements for the transport and storage of their firearms and ammunition.

The armory complex will store firearms and ammunition; there will be enough space should athletes choose to store their rifle equipment luggage overnight at the armory as well.

Athletes will be required to officially check out and check in their equipment every day. Any firearms unaccounted for at the end of each day will be reported and investigated.

Athletes will be accountable for the successful operation of the armory by identifying their firearms upon first arrival at the venue, keeping their official armory tag(s) on their person at all times and reporting their date of departure to the armory staff.

Range rules

Athletes will not be allowed to clean their firearms on the field of play. Tables and chairs located close to the armory will be available for this purpose.

As per International Shooting Sport Federation rules, changing clothes on the range will not be allowed. A small area will be provided on the field of play, but it is recommended that athletes change in the athlete lounge or washroom stall.

CIBC Pan Am/Parapan Am Aquatics Centre and Field House (modern pentathlon)

Secure storage

Laser pistols will be strictly prohibited from entering the CIBC Pan Am/Parapan Am Athletes' Village. As a result, TO2015 Logistics will take laser pistols directly from the airport to the secure storage at the venue, which will be operational from July 13 to 19, inclusive, but open from July 12 to 22, inclusive.

Modern pentathlon athletes will be expected to check their laser pistols in to the venue's secure storage at the end of each day, where they will remain overnight.

Departure

Teams must confirm their departure details to TO2015 through the ADS as early as possible. Shooting athletes will have dedicated buses from the satellite accommodation to Toronto Pearson International Airport on July 19, 20 and 21. These buses will stop at the Pan Am Shooting Centre armory on the way to the airport in order to collect the athletes' firearms, ammunition and any remaining equipment.

Teams and/or athletes not departing from Toronto Pearson International Airport must advise



TO2015 armory staff of their departure plans prior to July 20 and before removing any firearms, ammunition and laser pistols from the competition venue.

TO2015 will release the equipment at the teams' or athletes' request, upon presentation of the correct paperwork. Once the team and/or athlete has left the competition venue, it will be their responsibility for ensuring that all firearms, ammunition and laser pistols leave Canada in accordance with any license and/or authorization issued.

The shooting armory will be closed on July 21 at 16:00, and it will be the responsibility of team officials to ensure that their respective athletes' firearms and ammunition are removed by that time.

The secure storage for laser pistols will close on July 22 at 20:00, and it will be the responsibility of team officials to ensure their respective athletes' laser pistols are removed by that time.



Appendix A: Athlete's Firearm Declaration - Pre-processing Option

In an effort to facilitate the entry to Canada, the Canada Border Services Agency (CBSA) is pleased to offer a Firearm Declaration Pre-processing option for all accredited athletes who are participating in the shooting events at the 2015 Pan American Games (the Games).

All firearms that are being imported into Canada must be declared, including firearms that will be used in the Games. Athletes importing firearms as part of their sporting equipment must declare them upon their arrival in Canada. Undeclared firearms may be seized at the port of entry.

Once confirmed by a border services officer, the *Non-Resident Firearm Declaration Form* functions as a temporary license for non-restricted and restricted firearms possession and registration certificate for particular restricted firearms, and is valid for up to 60 days.

The individual importing the firearm and who will be using it during competition must sign the declaration form. **A team representative cannot sign the form on another person's behalf;** however, a team representative can submit the team's applications as a package. If an athlete is under 18 years of age, the firearms must be transported by a person who is 18 years of age or older, such as a team coach. A person of legal age must complete the *Non-Resident Firearm Declaration Form* on the minor's behalf. The adult is responsible for the firearms during the visit to Canada.

Beginning April 1 2015, non-resident, accredited athletes who are participating in shooting events are invited to submit the required documentation and required fee for processing by the CBSA in advance of their arrival to Canada. To ensure sufficient processing time, it is strongly recommended that the documentation be submitted for pre-processing no later than three (3) weeks prior to the planned arrival in Canada. If the required documentation is not submitted for pre-processing, or is submitted late and there is insufficient time to complete pre-processing, it will have to be completed upon arrival in Canada, with possible delays. In this case, please allow extra time for firearms processing at the port of entry.

A \$25 confirmation fee is required for each individual application. If the appropriate fees are not submitted with the *Non-Resident Firearm Declaration Form*, your request will not be processed. Payment must be made by credit card only (MasterCard, Visa and American Express will be accepted).

Each participant must complete and sign a *Non-Resident Firearm Declaration Form* and a *Firearm Pre-processing Supplementary Information Form*. As part of the pre-processing option, the CBSA will forward your information to the Ontario Chief Firearms



Officer for issuance of an *Authorization to Transport* for restricted firearms, if required. Both forms will be returned to the athlete or team representative upon approval and fee processing, via email.

Please follow the instructions below if you are a non-resident, accredited athlete requesting pre-processing of your firearms declaration prior to your arrival to Canada.

The CBSA looks forward to welcoming you to Canada and wishes you every success in the Games.



Instructions for Firearm Declaration Pre-Processing

If you are a non-resident, accredited athlete who is importing firearms into Canada for the Games and would like to have your declaration processed in advance of your arrival, please complete the following steps carefully.

Step 1 – Complete the Non-Resident Firearm Declaration Form

Complete Sections A and B of the [Non-Resident Firearm Declaration Form](#).

Sign Section C – Declaration. This section should be signed by the accredited athlete who will be importing the firearms. A coach cannot sign this form on behalf of an athlete.

All fields must be completed in full. If more than three (3) firearms are being imported, complete and attach a [Non-Resident Firearm Declaration - Continuation Sheet](#).

Step 2 – Complete the Firearm Pre-processing – Supplementary Information Form (Attached)

This form provides for a contact phone number, planned port of entry and date of arrival and departure. Complete Sections A, B, C and D of the Firearm Pre-processing - Supplementary Information Form.

Step 3 – Complete the Firearm Confirmation, Advanced Payment Form (Attached)

Fees must be paid by a valid credit card only (MasterCard, Visa or American Express).

This form provides payment information for the \$25 CAN non-refundable firearm confirmation fee.

This form should be completed by each individual requesting to have their Non-Resident Firearm Declaration Form pre-approved by the CBSA prior to their arrival.

If the team is paying the fee on behalf of the athletes, the fee payment must equal the number of applications submitted. For example, if five (5) athletes are submitting firearm declaration forms, the fee must total \$125 CAN (\$25 x 5).

Step 4 – Submit Application to the Canada Border Services Agency for Approval

Email the completed forms to the Canada Border Services Agency (CBSA).

Email: 2015_Athlete_Firearms-Athlete_Arme_a_feu@cbsa-asfc.gc.ca



Step 5 – Arrival in Canada

Once your declaration has been approved, the CBSA will email your *Non-Resident Declaration Form* and *Authorization to Transport Form* (if required) back to you. Section D of the Non-Resident Firearm Declaration will be signed by a CBSA officer.

You must bring two (2) copies of your approved declaration forms with you to present to a border services officer.

If there is insufficient time for the CBSA to provide you with copies of your approved declaration prior to your arrival, the forms will be held at the scheduled port of entry as indicated on your Supplementary Information Form. You will be notified by email that your request for pre-processing has been approved and you will be provided instructions of where to report upon your arrival in Canada.

If arriving at Toronto's Pearson International Airport, you will report to a Border Services Officer at a designated Primary Inspection Line for accredited Games Family members. **Ensure you have answered Yes to "I/We are bringing into Canada Firearms or other weapons' on your Declaration Card (E311)".** Once this process is complete, you will proceed to the Accreditation Validation area (optional), and then to the Baggage area to retrieve your luggage and firearms. A CBSA officer will then direct you to the Secondary examination area to complete your declaration.

For Athletes arriving at a port of entry other than Pearson International Airport, you will proceed to the regular Primary Inspection, and you will not be able to have your accreditation card activated at the port of entry.

A CBSA officer will confirm the information on your *Non-Resident Firearm Declaration Form* and *Authorization to Transport Form* (if applicable), and cross-reference it to the firearm(s) presented. The CBSA will complete the necessary paperwork.

A copy of your *Non-Resident Firearm Declaration* and your *Authorization to Transport* (if applicable), will be returned to you for retention. This form(s) will act as your temporary firearms license and your authority to transport your restricted firearm while you are in Canada. **These forms must be carried with you at all times when you are in possession of your firearm(s).** A copy will be kept on file with the CBSA.

You will then be allowed to leave the CBSA Hall. It is important to note that this process does not exempt you from further examination, if warranted.

If you have any questions about this process, please send an email to:
[2015 Athlete Firearms-Athlete Arme a feu@cbsa-asfc.gc.ca](mailto:2015_Athlete_Firearms-Athlete_Arme_a_feu@cbsa-asfc.gc.ca).



2015 Pan American Games

Firearm Pre-processing Supplementary Information

This form must be completed by all accredited, non-resident athletes who are requesting pre-processing of their non-restricted or restricted firearms that will be used during the 2015 Pan American Games.

Once complete, attached this form to your **Non-Resident Firearm Declaration Form**.

A - NAME			
Last Name			
First Name		Middle Name	
B - ADDRESS (YOUR RESIDENT ADDRESS <u>OUTSIDE</u> OF CANADA)			
Street / Land location			Apt. / Unit
City	Province / State	Country	Postal Code / Zip Code
C - TELEPHONE / FAX / EMAIL			
Telephone Number:	Fax Number :	Email Address :	
D - PLANNED PORT OF ARRIVAL AND DEPARTURE (LOCATION AND DATE THAT YOU PLAN ON ARRIVING AND DEPARTING IN CANADA)			
Arrival Location:		Date:	
Departure Location:		Date:	



Firearm Confirmation Fee, Advanced Payment

This form must be completed by all non-resident athletes who are requesting advanced processing of their Non-Resident Firearm Declaration Form for non-restricted or restricted firearms being imported for use in the 2015 Pan American Games. If one payment is being made on behalf of multiple athletes, indicate below the names of the athletes for which payment is being made.

A \$25.00 Canadian dollar non-refundable confirmation fee is applicable for each athlete for the importation of non-restricted and restricted firearms. Please email this completed form along with your completed and signed Non-Resident Firearm Declaration Form to:

[2015 Athlete Firearms-Athlete Arme a feu@cbsa-asfc.gc.ca](mailto:2015_Athlete_Firearms-Athlete_Arme_a_feu@cbsa-asfc.gc.ca)

If payment is being made on behalf of multiple athletes, list the names of each athlete requesting Firearm Declaration Pre-processing. Si le paiement est fait pour plusieurs athlètes, veuillez indiquer le nom de chaque athlète demandant un pré-traitement.			
NAME - NOM			
Last Name – Nom de famille		Date of Birth (YYYY/MM/DD) Date de naissance (AAAA/MM/JJ)	Gender – Sexe <input type="checkbox"/> Male – Homme <input type="checkbox"/> Female - Femme
First Name – Prénom	Middle Name – Second prénom		
ADDRESS – PLEASE PROVIDE YOUR RESIDENT ADDRESS OUTSIDE OF CANADA ADRESSE – FOURNIR VOTRE ADRESSE RÉSIDENIELLE À L'EXTÉRIEUR DU CANADA			
Street / Land location – Rue / Emplacement de la propriété		Apt. / Unit – Apt. / Unité	
City / Ville	Province / State - Province / État	Country - Pays de délivrance	Postal Code / Zip Code Code postal / de zone
PLEASE PROVIDE A TELEPHONE NUMBER AND EMAIL ADDRESS WHERE YOU CAN BE REACHED S' IL VOUS PLAÎT FOURNIR UNE ADRESSE, NUMÉRO DE TÉLÉPHONE ET COURRIEL OÙ VOUS POUVEZ ÊTRE REJOINT			
Telephone Number: Numéro de téléphone:		Email Address : Adresse courriel:	
PAYMENT METHOD - MODE DE PAIEMENT			
<input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS	Name of card Holder as it appears on the card Nom du titulaire de la carte tel qu'il apparaît sur la carte	Account Number Numéro de compte	Expiry Date Date d'expiration
DO NOT COMPLETE - TO BE COMPLETED BY THE CANADA BORDER SERVICES AGENCY NE PAS REMPLIR - À REMPLIR PAR L'AGENCE DES SERVICES FRONTALIERS DU CANADA			
Payment processed date / Date du traitement de paiement :	K21 Receipt #	Officer Name / Nom de l'agent	



Appendix B: CSBA Declaration Card – E311 English

(Completed on Aircraft)

Instructions

All travellers must be identified on a Canada Border Services Agency (CBSA) Declaration Card. You may list up to four people living at the same address on one card. Each traveller is responsible for his or her own declaration. Each traveller is responsible for reporting currency and/or monetary instruments totaling CAN\$10,000 or more that are in his or her actual possession or baggage.

Under the law, failure to properly declare goods, currency and/or monetary instruments brought into Canada may result in seizure action, monetary penalties and/or criminal prosecution.

Information from this declaration will be used for CBSA control purposes, and may be shared with other government departments to enforce Canadian laws. For more information see Info Source (ref. no. CBSA PPU 018), at a public library or visit <http://infosource.gc.ca>.

Part B – Visitors to Canada

The following duty-free allowances apply to each visitor entering into Canada:

- Gifts (excludes alcohol and tobacco) valued at no more than CAN\$60 each.
- 1.5 L of wine or 1.14 L of liquor or 24 x 355 ml cans or bottles (8.5 L) of beer or ale.
- 200 cigarettes, 200 tobacco sticks, 50 cigars or cigarillos and 200 grams of manufactured tobacco.

Part C – Residents of Canada

Each resident returning to Canada is entitled to one of the following personal exemptions based on his/her time absent from Canada (include all goods and/or gifts purchased or received abroad):

- 24 hours: CAN\$200
Not claimable if goods exceed CAN\$200. Alcohol and tobacco cannot be claimed.
- 48 hours: CAN\$800
This includes alcohol and tobacco (see table below).
- 7 days: CAN\$800
This includes alcohol and tobacco (see table below) and unaccompanied goods.

Alcohol and tobacco exemption table
1.5 L of wine or 1.14 L of liquor or 24 x 355 ml cans or bottles (8.5 L) of beer or ale. (You must be of legal age in the province of importation.)
200 cigarettes, 200 tobacco sticks, 50 cigars or cigarillos and 200 grams of manufactured tobacco (Special Duty may apply).

Fold along line and detach

Fold along line and detach

Canada Border Services Agency
Agence des services frontaliers du Canada
Declaration Card

- For Agency Use Only -
 PAX R U.S. V OV Cr O

Part A | All travellers (living at the same address) – Please print in capital letters.

1	Last name, first name and initials	
	Date of birth: YY - MM - DD	Citizenship:
2	Last name, first name and initials	
	Date of birth: YY - MM - DD	Citizenship:
3	Last name, first name and initials	
	Date of birth: YY - MM - DD	Citizenship:
4	Last name, first name and initials	
	Date of birth: YY - MM - DD	Citizenship:

HOME ADDRESS – Number, street, apartment No. City/Town

Prov./State Country Postal/Zip code

Arriving by: Air Rail Marine Highway

Airline/flight No., train No. or vessel name Purpose of trip: Study Personal Business

Arriving from: U.S. only Other country direct Other country via U.S.

I am/we are bringing into Canada:

- Firearms or other weapons (e.g. switchblades, Mace or pepper spray). Yes No
- Commercial goods, whether or not for resale (e.g. samples, tools, equipment). Yes No
- Meat/meat products; dairy products; fruits; vegetables; seeds; nuts; plants and animals or their parts/products; cut flowers; soil; wood/wood products; birds; insects. Yes No
- Currency and/or monetary instruments totaling CAN\$10,000 or more. Yes No

I/we have unaccompanied goods. Yes No

I/we have visited a farm and will be going to a farm in Canada. Yes No

Part B | Visitors to Canada

Duration of stay in Canada days Do you or any person listed above exceed the duty-free allowances per person? (See instructions on the left.) Yes No

Part C | Residents of Canada

Do you or any person listed above exceed the exemptions per person? (See instructions on the left.) Yes No

Complete in the same order as Part A

Date left Canada YY - MM - DD	Value of goods – CAN\$ purchased or received abroad (including gifts, alcohol & tobacco)	Date left Canada YY - MM - DD	Value of goods – CAN\$ purchased or received abroad (including gifts, alcohol & tobacco)
1 YY MM DD		3 YY MM DD	
2 YY MM DD		4 YY MM DD	

Part D | Signatures (age 16 and older): I certify that my declaration is true and complete.

1	Date YY - MM - DD
2	
3	

E311 (12/06)

Protected A when completed

BSF311

Do not fold Declaration Card

