

# GBSA STYLE DANCE VERIFICATION

Updated: 25<sup>th</sup> November 2025

Version: 1.1

Club Administrators and Head Coaches,

Style Dance verification for 2026 is now open. This year, several changes have been introduced based on last year's process and the valuable feedback received from clubs and those involved.

Last year marked a significant improvement in how we managed the service. We have now built on those foundations and refined the system further to provide a smoother experience for everyone.

## KEY IMPROVEMENTS FOR 2026

We have designed a new, more user-friendly form which includes:

- Clearer labelling
- Smart drop-down menus to ensure consistent completion
- Automatic admin fields to support billing and tracking
- A clear process for handling resubmissions
- A notes section for feedback and communication between the club and assessors
- Improvements to the Dropbox club structure to make access easier

## WHAT GBSA WILL VERIFY

- BPM for the pattern sequence
- That the music theme and style are appropriate for the category

Please note that theme and style verification reflects the opinion of the Dance Team, based on current World Skate rules. Referees at national and international events will always have the final say.

## IMPORTANT REMINDERS

Verification relies on clubs following all instructions correctly. If the protocol is not followed, the submission will be declined, and a resubmission (with the appropriate fee) will be required.

- A full "How to Guide" for the new form and Dropbox system can be found below.
- Once your club has completed its submission, please email [styledance@gbskateartistic.co.uk](mailto:styledance@gbskateartistic.co.uk) to confirm it is ready for review. The Dance Team will then begin the verification process.

## COMMUNICATION RULES

- Please do not chase the status of your submission. We expect a high volume this year, and all submissions will be processed strictly in order of receipt.
- All communication must be by email only. WhatsApp and text messages are not acceptable as they do not provide an adequate audit trail.
- Clubs must not contact the Music Professional who checks the BPM.
- The Style Dance Administrator, Sasha Baker, will contact you only if there is an issue with your submission or the verification.
- If a resubmission is required, a new entry must be completed for the skater.
- The verification (or re-verification) fee for 2026 is £15.
- Due to several late submissions in 2025, all **2026 submissions must be completed by 28 February 2026**.
- Submissions received after this date will incur a fee of £100.



## MUSIC SUBMISSION RULES

- The music file must be in MP3 format only.
- Music must be labelled using the correct format.
- Take care to use underscores \_ and hyphens - exactly as shown.

### Solo Dance Format

**FIRSTNAME\_SURNAME-CATEGORY-DISCIPLINE-STYLEDANCE**

Examples:

JOHN\_SMITH-SENIORMENS-SOLODANCE-STYLEDANCE  
 JOHN\_SMITH-SENIORMENS-INTERMEDIATE-SOLODANCE-STYLEDANCE  
 JOHN\_SMITH-SENIORMENS-BASIC-SOLODANCE-STYLEDANCE

### Couples Dance Format

**FIRSTNAMES\_SURNAMES-CATEGORY-DISCIPLINE-STYLEDANCE**

Examples:

JOHN\_SMITH\_HETTY\_SMITH-SENIORCOUPLES-SENIOR-STYLEDANCE  
 JOHN\_SMITH\_HETTY\_SMITH-SENIORCOUPLES-SENIOR-INTERMEDIATE-STYLEDANCE  
 JOHN\_SMITH\_HETTY\_SMITH-SENIORCOUPLES-SENIOR-BASIC-STYLEDANCE

## KEY INFORMATION

<b>Submission completion date</b>	28 <sup>th</sup> February 2026
<b>Verification fee</b>	£15
<b>re-verification fee</b>	£15
<b>Late submission fee</b>	£100
<b>Submission method</b>	Club Dropbox

## PAYMENT INFORMATION

One payment per club must be made to GBSA using the following details.

**Reference:** SD26\_CLUBNAME

**Sort Code:** 53-61-24

**Account Number:** 66775132

## DROPBOX HOW TO GUIDE

Within your club Dropbox areas, you will find a style dance folder within this style dance folder to links can be seen.  
 One named style form and the other named Music & Certs

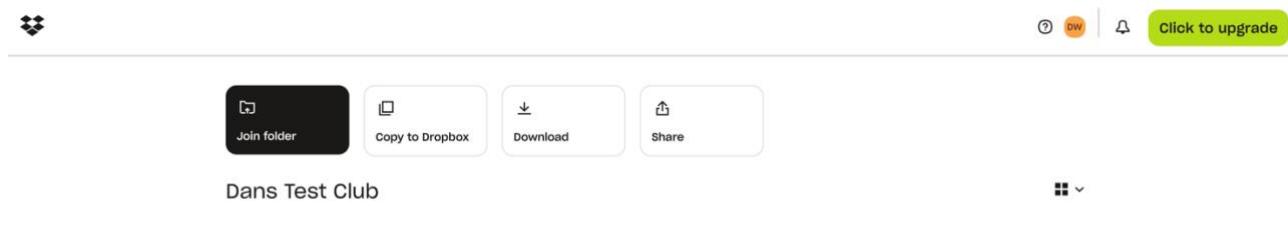
<input type="checkbox"/>	Name ↑	Access	Last modified	Size
	Music & Certs.web	2 members	3 hours ago	146 bytes
	Style Form.web	2 members	5 days ago	142 bytes

The Music & Certs link will direct you to a folder which will be used to upload your music for verification. Once verification is complete your certificates will also be uploaded here.



Click the Music & Cers link in Dropbox to access the folder.

Once this folder opens click join folder. Ensure you are logged in with your Club Dropbox account when you do this, you will then be able to upload music to the folder.

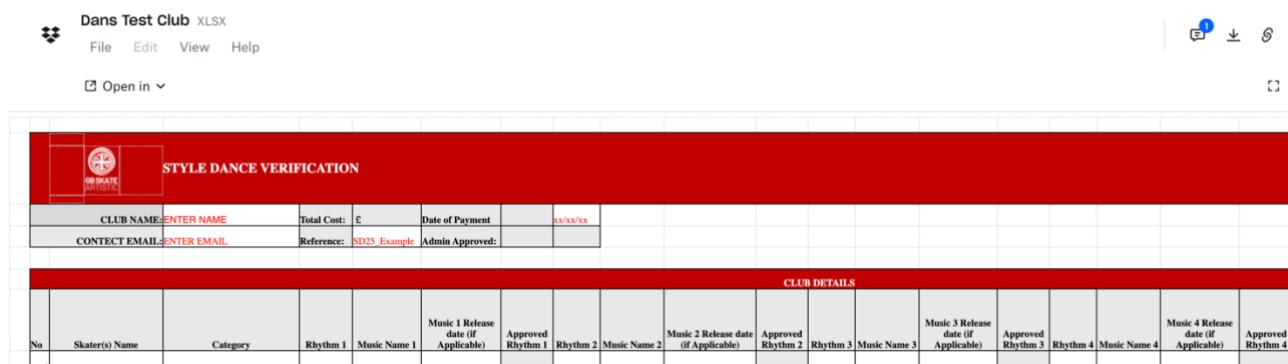


Dans Test Club

All music requiring verification should now be uploaded to this folder.

Along with the music upload an entry into the Style dance form needs to be made. To access the form click the Style Form link see in your clubs "styledance" folder.

The form will then appear in the browser.

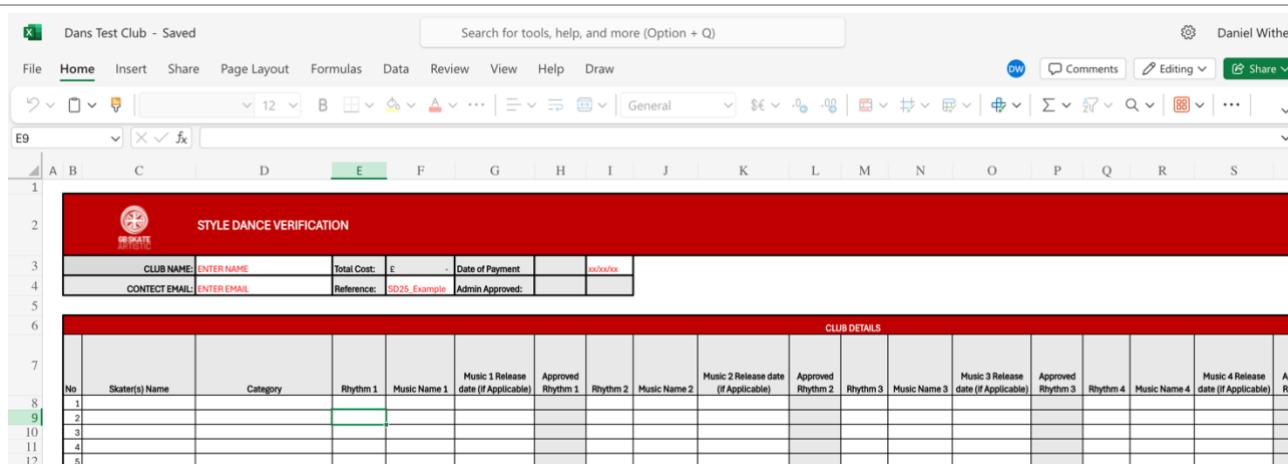


It is very important to note that this form should never be downloaded or uploaded again. It must be accessed via the **web browser only using excel online**.

To edit the form, select the open in button seen at the top of the page.



The sheet will then open and can be edited in the web:



Please note there are several locked cells in this document that can only be edited by admins.



Please ensure you enter the skaters name, category (via dropdown) and all the rhythm information. The pattern start time from first movement and start of music should both be filled in.

There is a comment trail seen on each entry. This can be used to communicate with the admin, and they might leave comments here. To view this hover over the purple bookmark, add a comment and post if required.

## CONTACTS

Dropbox issues	<a href="mailto:daniel.withers@gbskateartistic.co.uk">daniel.withers@gbskateartistic.co.uk</a>
Style Dance Enquiries	<a href="mailto:styledance@gbskateartistic.co.uk">styledance@gbskateartistic.co.uk</a>

**Kind Regards,**  
*GB Skate Artistic*

