GBSA
ARTISTIC ROLLER SKATING MEMBERSHIP
BY EXECUTIVE BOARD



1 VERSION HISTORY

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3 INTRODUCTION

This document outlines the key information regarding GBSA (GB Skate Artistic) membership, including the rules, categories, and processes involved. It is essential that all members familiarise themselves with this document, particularly head coaches, officials (which consist of Judges, Technical Panel members, Calculators and Video Operators), committee members, and club administrators, to ensure full understanding and compliance with GBSA membership requirements.

4 MEMBERSHIP GENERAL

GBSA memberships are renewed annually on 1st January, regardless of the month in which a member originally joined.

All members must be registered with, and be managed by, an Affiliated Club (or by the "GBSA Officials Club," which consists of GBSA staff and officials). If a member is not involved in the club, but uses that club for renewals, their club administrator does not need to assign them any role within the club. Membership renewals are processed through the GBSA membership database by the member's assigned club.

If a member is affiliated with more than one club, the member must inform their club administrators which club will be responsible for managing their renewal.

Club administrators are responsible for ensuring that all members are registered under the correct membership type within the GBSA membership database. If any details need to be updated or corrected, the membership team should be contacted via email.

The member's age on 31st December of the year in which they are joining or renewing determines the type of membership required – this is referred to as the athletes World Skate skating age.

5 MEMBERSHIP TYPES

GBSA offers three (3) types of full membership, and one (1) non GBSA membership type, as listed below. All members will be provided a profile entry in the GBSA database and a membership ID.

Individuals who are **Athletes**, **Coaches** (all types) or **GBSA Officials** require a full GBSA membership. Certain roles within affiliated clubs require individuals to have a profile in the GBSA membership database; however, they may not need to be full members (refer to the GBSA Affiliation document).

5.1 Senior Member

Full membership – for individuals with a World Skate skating age of 19 years (Senior) and over. Applicable roles: Athlete, Coach, GBSA Official + any role within an affiliated club.

5.2 Junior Member

Full membership – for individuals with a skating age or under 19 years. Applicable roles: Athlete, Junior Coach (16-18 years); other roles are not applicable to under-19s.

5.3 Lifetime Member

Full membership – with same rights as Senior membership.

Lifetime membership was granted to those with 21 years of continuous GBSA membership; from 2025 onwards, Lifetime Membership is granted at the discretion of the GBSA Board and Trustees to individuals who have made a significant contribution to GBSA. All Lifetime Memberships granted prior to 2025 will remain valid and retain grandfather rights.

6 MEMBERSHIP COST

6.1 Membership renewals cost

GBSA memberships renew on the 1st of January every year. Every GBSA member **MUST** be renewed (before this date) to keep an active membership type, this includes members who renewal is free of charge (life members) – failing to do this will result in their membership becoming inactive and personal data removed from GBSA systems.

Membership Type	Cost
Senior Members	£40
Junior Members	£28
Lifetime Members	£0

**Costs can be reviewed and altered by GB Skate Artistic at any point during the season*

6.2 Membership joining cost

GBSA membership can be obtained at any point of the year. Below are the costs to obtain the GBSA membership. All memberships renew on the 1st of January, every year, once a member has joined, they are subject to the renewal process and cost seen above. New first-time members are subject to the same below cost.

Month Joining	Membership type	Cost
January – June	Senior Member	£40
July – December	Senior Member	£20
January – June	Junior Member	£28
July – December	Junior Member	£14

**Costs can be reviewed and altered by GB Skate Artistic at any point during the season*

7 CLUB TRANSFERS

A club transfer occurs when a member moves their registration from one club to another. This may happen for several reasons, such as an athlete joining a different club or academy, a coach relocating to another club, or a GBSA member needing to transfer their membership management to a different club.

To complete a transfer, the member must fill out the official Club Transfer Form, which can be found on the GBSA website under the Forms and Documents section. The form includes instructions on where it should be submitted.

Once the completed form has been received, a GBSA system administrator will process the request and update the member's details accordingly.

8 DUAL CLUB REQUESTS

For athletes or members who need dual club affiliation, an email should be sent to membership@gbskateartistic.co.uk to request this. This request should include the name of the member who needs dual club affiliation and the reason for this.

Both club chairpersons and head coaches should be copied into the request, so all entities are aware. The request should also include information on which club is the main club, which will be handling the members renewals and data updates.

9 MEMBERSHIP RECORD RESPONSIBILITIES & HYGIENE

It is the responsibility of each member to ensure that their personal and membership details held by their club administrator are accurate and kept up to date. Members must notify their club of any changes to their information, such as contact details or club affiliation, to ensure records remain correct within the GBSA membership database.

Club administrators are responsible for maintaining accurate and current records for all members within their club. This includes verifying personal information and email addresses to ensure that all details are valid and up to date.

Club administrators must review and confirm the accuracy of their club's membership information on a quarterly basis to ensure GBSA records remain complete and reliable.

9.1 Membership Removal Due To No Renewal

If a member does not renew their membership by 1st January, the GBSA membership system will issue an automated email reminder to the member and their club admin. This notification will inform the member that their status will change from active to inactive if the renewal is not completed within 60 days of the renewal date.

If the membership is not renewed within this 60-day period, the system will automatically deactivate the member's account, remove personal details from the database, and update the membership status to inactive.

Should a former member wish to reactivate their membership at a later date, they must complete a new Membership Application Form. When completing the form, they should select the option indicating that they were previously a GBSA member.

9.2 Email Validation System

It is essential that every member has a valid email address recorded in their membership details. For athletes under the age of 18, the registered email address must belong to their parent or legal guardian. This is important because all official GBSA communications are sent to the email address stored in the membership database.

Club administrators are responsible for auditing and ensuring that all email addresses are accurate and up to date.

The GBSA membership system includes an Email Validation System to confirm that each email address is valid and active. Before an email address is activated in the database, it must

be validated. Club administrators must click the Validate Email button within the system, which will send a validation email to the member. The member must then click the link contained in that email to confirm the address.

Once this process is complete, the email address will be marked as validated within the database and can then be used for all official GBSA communications.

10 NEW MEMBERSHIP PROCESS

Anyone wishing to become a GBSA member must first complete the New Membership Application Form, available on the GBSA website under the Join GBSA page. Once the form has been submitted, a member of the GBSA Membership Team will contact the applicant to guide them through the next steps of the process.

After the application has been reviewed, payment will be collected, and the applicant's record will be created within the GBSA membership database. The new member will then be assigned to the appropriate club, and the club's database administrator will manage their membership from that point onward.

11 MEMBERSHIP RENEWALS PROCESS

All members must be renewed via the GBSA database by the 1st January each year. It is recommended that Club Administrators begin preparing their club's renewal record before 1st January each year. This ensures that all member details are up to date and that the renewal record is complete and ready for payment on, or shortly after, 1st January.

Club Administrators should not include new members (those joining for the first time in January) in the renewal record, as this may cause confusion and delay the processing of the club's membership renewal.

During the renewal process, administrators are encouraged to review and update all member details, including contact information and guardian details for junior members. This ensures that all membership records remain accurate and compliant with GBSA requirements.

Detailed renewal steps can be found in the *GB Skate Artistic Membership Renewals Guide* – Which will be made available later in the 2026 season.

12 DATA AND PRIVACY

GBSA is committed to protecting the personal information of all its members in accordance with UK data protection legislation, including the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

All membership data is stored securely within the GBSA membership database and is accessible only to authorised GBSA staff, club administrators, and officials who require this information to carry out their official duties. Personal data will only be used for legitimate GBSA purposes, such as managing memberships, competition entries, safeguarding compliance, and official communications.

Members have the right to request access to their personal data, to correct inaccurate information, or to request removal of data where appropriate. Any such requests should be submitted in writing to the GBSA Membership Team.

GBSA will never share personal data with third parties for marketing or non-essential purposes without the explicit consent of the member.

13 CONTACT AND SUPPORT

For any membership-related queries, support requests, or updates, members and club administrators should contact the GBSA Membership Team. The team can assist with new applications, renewals, transfers, and general membership management.

All membership enquiries should be directed to: membership@gbskateartistic.co.uk.

For general information about GBSA policies, forms, and procedures, please visit the official website: www.gbskateartistic.co.uk.

14 Appendix A

14.1 Membership renewals transition to the 1st of January 2027

GBSA will be changing its membership renewal date from 1st September to 1st January to simplify and align the renewal process.

Members who renewed or joined GBSA before the publication of this document (1st January 2026) will receive an automatic four-month extension to their current membership at no additional cost. This means that their existing membership, which would normally expire on 1st September, will now be extended to 1st January. A renewal will then be required before 1st January 2027 to ensure membership remains valid for the 2027 season.

Any members who join GBSA after the publication of this document will follow the new annual membership cycle, running from January to December each year.