



## **CONSTITUTION OF GB SKATE ARTISTIC, AN UNINCORPORATED MEMBER ASSOCIATION**

### **Name**

The name of the association shall be 'GB Skate Artistic', hereinafter referred to as 'GBSA'

### **PROPERTY AND ASSETS**

The property and assets of the GBSA shall be administered and managed in accordance with this constitution, by members of the Executive Board

### **OBJECTS AND PURPOSE**

The objects of GBSA shall be the promotion and control of all disciplines of Artistic Roller Skating as defined by World Skate, and the encouragement of Roller Skating at grass roots level.

### **MEMBERSHIP**

Membership of the Association shall be unlimited and open to individuals who are interested in participating and furthering the work of GBSA, provided they agree to abide by this constitution and any membership conditions imposed by the Executive Board and to pay the annual subscription as determined by the Executive Board and approved by the membership at a General Meeting. No individual may be admitted to membership if the Executive Board considers that it would not be in the Associations interest to admit them.

The first members of GBSA shall be the Life members of the Federation of Artistic Roller Skating Ltd., (FARS) as at 31<sup>st</sup> August 2024, and the Annual members of FARS, subject to payment of the GBSA's annual membership fee due on the 1<sup>st</sup> September 2024.

Every individual member over the age of 18 years shall have one vote at General Meetings of the Association.

Membership of the Association may be terminated if membership and other fees remain unpaid 3 months after the due date. None of the rights and privileges of Membership of GBSA shall be enjoyed by any person so long as the membership fee remains unpaid.

Failure to conform to the Constitution or General Rules of GBSA may result in the suspension and removal of the said member from Membership of the Association.

Members must comply with any request from the Trustee for copies of any Official correspondence which they may have sent or received on behalf of GBSA.

A Member may resign from membership of GBSA by giving written notice to the GBSA Office including in electronic form. Such resignation does not absolve the Member from the payment of any outstanding fees properly due to GBSA.

### **HONORARY MEMBERSHIP FOR DISTINGUISHED SERVICE**

Honorary Membership of GBSA may be conferred by the Trustees and Executive Board upon any person who has rendered special service to GBSA for whatever reasons.

### **GOVERNANCE**

The governance of the Association will be vested in a Board of Trustees. The first Trustees will be the Trustees of FARS.

The day-to-day management of the Association will be by an Executive Board, the first members of which will be the Executive Committee of FARS.

The Executive Board may appoint and constitute such advisory committees as may be necessary for the administration of the Association and to comply with any legislative requirements.

### **MEETINGS**

GBSA shall hold an Annual General Meeting each year in addition to any other meetings in that year, and shall specify the meeting as such in the notice calling it.

Not more than fifteen months shall elapse between the date of one Annual General Meeting of the Association and that of the next AGM.

The Annual General Meeting shall be held at such times and place, and in such a manor, as the Trustees shall decide. All General Meetings other than Annual General Meetings shall be Extraordinary General Meetings. General Meeting may be held either in person, or by electronic means.

An Annual General Meeting and any Extraordinary General Meeting called for the passing of a resolution appointing a person as a Trustee shall be called by at least twenty-one clear days' notice.

The quorum required to constitute a valid meeting will be 5% of the senior over the age of 18 years, in attendance in person or by proxy.

A Member of GBSA over the age of 18 years may call for an EGM giving full details of the proposed Agenda. The Member would need to have the support of at least 10% of the voting Members. The Member calling for an EGM should check for the minimum number of supporting votes required from GBSA office. Their signatures would need to be on the letter requesting the EGM addressed to the Trustees who would initiate the meeting.

Members over the age of 18 years may vote by proxy or in person at the meeting. Proxy votes must be returned by post or e-mail to the nominated address not later than 48 hours before the meeting.

Proxy Votes: All Members over the age of 18 years and Affiliated Clubs may appoint a Proxy to vote on their behalf. An appropriate form will be provided with the AGM/EGM Papers.

## **TRUSTEES**

One third of the Board of Trustees shall resign each year, but a Trustee resigning at the end of their three year term may offer themselves for re-election at the next Annual General Meeting.

Nominations for the appointment for Trustees must be accompanied by a written declaration by the Nominee that they are prepared to serve if elected and must be received at the Association office not less than 28 days before the date of the Annual General Meeting.

To be eligible for Election to this post, Nominees must be Full Members of the Association and not less than 18 years of age.

Election shall be decided by closed voting at the Annual General Meeting unless the Chairperson of the meeting deems otherwise.

Postal votes and proxy votes will be accepted and must reach the nominated address not less than 48 hours before the Annual General Meeting of the year in which the Election is held.

Paid up Affiliated Clubs will have one vote each.

When there is more than one nomination for a Trustee, Members of GBSA shall be only entitled to vote Yes for one. Members may vote for each nomination, Yes or No, or abstain if they wish but can only vote Yes for one.

The Trustees, at their absolute discretion, may decide to hold an Election by postal ballot or by electronic means.

Should the number of Trustees fall below 3, the remaining Trustees may appoint a person who is willing to act to fill the vacancy. At their discretion, the Trustees may call an Extraordinary General Meeting or arrange a Postal Ballot or electronic ballot should the circumstances dictate. Members will have a Yes/No vote or be able to abstain.

In the event of the incapacity or unavailability of a Trustee for a period, the Trustees may fill the vacancy until such time as the Trustee is again available. The Member appointed shall not be a member of the current GBSA Executive Board.

## **PRESIDENT**

The President will be appointed by the Trustees whose decisions shall be final.

The person so appointed will have considerable experience within the sport, and be held in high regard, both nationally and internationally.

The President will advise the Trustees based upon their experience and knowledge.

The President will be an ex-officio member of the GBSA Executive Board, without voting powers.

## **GBSA EXECUTIVE BOARD**

The GBSA Executive Board shall comprise:

- The Chairperson of Trustees
- The Director of Dance Skating
- The Director of Figures & Free Skating
- The Director of Finance
- The Deputy Chairperson

The members of the Executive Board will be appointed by the Trustees who also have the power to withdraw the appointment at any time.

The GBSA Executive Board is empowered to make any decision regarding the Day to Day running of the Association and must act in the best interest of the Association.

The GBSA Executive Board, with the approval of the Trustees, may co-opt additional members to assist them in the running of their position. However, co-opted members do not form part of the GBSA Executive Board.

The persons co-opted need not be Members of GBSA and will not be entitled to vote on any matter.

The GBSA Executive Board shall present the names of the co-opted Members to the Trustees for their approval.

The members of the GBSA Executive Board must not be related in Law or Common and must not include any Member already elected as a Trustee except for the Chairperson of Trustees.

In the case of a vacancy on the GBSA Executive Board, the Chairperson of Trustees after consultation with their fellow Trustees, shall appoint a replacement.

The Trustees must be informed should a member of the GBSA Executive Board resign or be unavailable for any reason.

## **AFFILIATED CLUBS**

Skating Clubs within Great Britain may be Affiliated to GBSA subject to approval of the Club's Constitution or Rules as laid down by the Executive Board (specimen rules are available to view on the GBSA website) and payment of the appropriate fee. The fee and payment date will be decided by the Executive Board and notified to Affiliated Clubs.

All competitive skaters must be a member of an Affiliated Club.

The annual Affiliation Fee will be decided by the Executive Board and is not refundable on the subsequent dissolution of the Affiliated Club.

An affiliated Club is entitled to receive all relevant notices and communications via the GBSA Database.

Each Affiliated Club is entitled to one vote at any General Meeting of GBSA which may be exercised by a representative duly authorised to attend the meeting. The person so authorised need not be a member of the Association.

## **FINANCE**

The financial year shall end on a date decided by the Trustees and in the first instance shall be 31<sup>st</sup> August each year.

The funds of GBSA shall be paid into such bank accounts covered by the Financial Services Compensation Scheme as the Trustees may open in the name of GB Skate Artistic. All transactions on such accounts shall be carried out in accordance with the terms of that account as agreed by the account provider and the Trustees from time to time. Only Trustees and members of the Executive Board may arrange and authorise any transaction on any of the GBSA accounts and dual authorisation shall normally be required.

The Trustees and Executive Board shall determine the financial controls and procedures to be followed by GBSA.

The funds belonging to GBSA shall be applied only in furtherance of the purposes of GBSA.

No funds shall be transferred in any way to any Member of GBSA save for the payment of proper out of pocket expenses incurred on behalf of GBSA.

The Trustees shall ensure that the following procedure are carried out:

- a) That full accounting records are kept at all times.
- b) The preparation of annual Statement of Accounts.
- c) The audit or examination of the Statement of Accounts of GBSA (if required by law).
- d) The transmission of the Statement of Accounts to all Members of GBSA over the age of 18 years.

## **SUBSCRIPTIONS**

The Annual rate of subscription for all classes of membership is to be decided by the Members of GBSA in General Meeting.

Annual Subscriptions and Fees become due on the 1<sup>st</sup> September each year. Members joining part way through the subscription year will pay a pro-rotta fee for the period up to 1<sup>st</sup> September next. Subscription rates will be published on the GBSA website.

No part of the subscription fee is refundable and shall cease on death.

## **LIABILITY**

Neither GBSA, nor its Trustees, nor Executive Board nor its Sub-Committees shall be liable for accidents or damage however caused, to any Member of GBSA, or to any Member of any affiliated Association or Club, Candidates for Tests, or Competition/Championship entrants, Officials appointed by GBSA or its Departmental Committees arising out of or in connection with the activities of the GBSA on outdoor or indoor surfaces.

## **ADMINISTRATION OF THE CONSTITUTION**

The administration of this constitution shall only be amended at a General Meeting of GBSA of which full details of such changes are provided in accordance with the notice period for such General Meetings.

The administration of this constitution, shall, in case of doubt, be decided by the Trustees, whose decision shall be final.

## **INTERNATIONAL COMPETITIONS – WORLD SKATE**

The vast majority of World Skate skaters compete for the love of Roller Sports and to seek their own personal excellence, often under very difficult circumstances. This devotion to Roller Skating merits all our appreciation and the guarantee from World Skate, their International Organisation, that they will compete in our Competitions in an atmosphere of good will and sportsmanship, a fundamental idea of all sports.

The following Rules must be observed by all Competitors representing the Member Association at World Skate World Championships and its other Intercontinental Sport Events. Regardless of one's personal commitment to these principles, every skater, competing in a World Skate Championship, is expected to conduct themselves accordingly.

All skaters are required to know and understand the Rules and eligibility for their Events, the Rules of the game and the meaning of good sportsmanship as exemplified by the Olympic spirit and defined in the Rules of the World Skate Technical Disciplines. Skaters are required to understand and observe 10C and WADA Anti-Doping Regulations. Failure to so comply may result in suspension or expulsion from current or future Roller Sports competitions.

- a) Commercial contracts between skaters and advertisers must be negotiated by National Associations, which may establish their own limitations.
- b) Competing for prize money, coaching and teaching roller skating shall have no adverse effect on qualification for International Roller Skating Competitions.
- c) The loss of Competitive Status as imposed by a National Association on one of its Members must be observed by all World Skate nations and this condition would affect the eligibility of that person to compete everywhere in the world.

## **CONDUCT OF MEMBERS**

No member shall knowingly participate in any Open Competition, Exhibition, without the relevant permit being in place. Where a member participates in a Film, Television or via the Internet, display or participate in any commentary or interview on Film, Radio, Television, or the Internet, must seek permission and granted in writing by the Chairperson of Trustees. The obligation to verify or obtain this permission rests with the Member concerned. A breach of this Rule may involve a period of suspension.

If a Member of GBSA shall express himself/herself in an improper manner, or make any derogatory comment regarding the organisation or result of a Competition or Test, or relating to the conduct or qualification of an Official or Judge, or pertaining to the marking of a Judge, the Member involved may be suspended immediately and also from Skating in Competitions or Tests for such a period as the GBSA Executive Board may recommend to the Trustees.

This regulation also applies to remarks/comments made on Social Media platforms

This regulation shall not apply to Complaints brought under the Complaints Procedure.

The decision as to whether any person has come within the provisions of the Rule shall be the responsibility of the Chairperson of Trustees after consultation with all of the Trustees.

If any person shall act in a manner contrary to the Constitution or Byelaws of the Association, or so as to bring discredit on GBSA, he/she shall be given the opportunity to

provide an explanation to the GBSA Executive Board at a specially convened meeting called for the purpose of hearing the said account, prior to the GBSA Executive Board taking any action against the person involved. Such meeting may be in person or by electronic means.

There is a Code of Conduct issued by the GBSA Office which must be obtained and accepted by Competitors and Trainers, prior to travelling abroad to attend International Events.

When a skater applies and received sponsorship, the Office of GBSA must be kept fully informed and up to date records must be kept by the athlete concerned and the GBSA office

## **CONDUCT OF OFFICIALS**

All Officials must abide by the relevant World Skate protocols for officials as laid down by World Skate from time to time. No Official of a Championship event or other competition held under World Skate or the GBSA Regulations is allowed, unless authorised by the Trustees, to write for publication any report of article dealing with the Championship or Competition concerned.

The Trustees may temporarily suspend from officiating at, or participating in Championships or Competitions any individual who infringes this Rule until a meeting of the Trustees can be convened.

This rule also applies to any derogatory remarks made on social media platforms.

## **DOPING CONTROL**

The taking of banned substances by skaters, Trainers/Coaches and Officials is prohibited. A list of banned substances is available on the World Skate website:

<https://www.worldskate.org/clean-sport.html>

Random Doping Testing of skaters may take place at Competition, Championships and Training Sessions.

No advance warning of Doping controls will be given.

If a skater is tested and found positive, instant suspension shall apply for a period to be determined by the GBSA Executive Board, or until the matter is resolved.

If a skater is receiving or taking banned substances for medical purposes the GBSA Executive Board must be informed and a permanent record kept on the skaters GBSA database record.

The GBSA Executive Board may take appropriate action for any infringement of this Rule.

## **SAFEGUARDING**

The Chairperson of Trustees will appoint a safeguarding Team who will report directly to the Chairman

By the introduction of a Safeguarding Policy GBSA shows its determination to ensure all the necessary steps are taken to protect from harm, those children and young people in Roller-Skating activities under the control of the Association.

The Policy establishes the GBSA's position, its role and responsibilities, and together with the Procedures clarifies what is expected of Affiliated Clubs, Associated Organisations,

Trainers and Coaches and all individuals connected with the sport and providing a service to the sport.

GBSA is committed to ensuring the highest possible standard of safeguarding for our younger members and has a Safeguarding Policy and Procedures in place.

We would like to advise all members including Clubs, Trainers and parents of the following:

Only participate in events organised by Clubs or Organisations other than GBSA if you are completely satisfied with the credentials of the Organisers and that proper safeguarding Policies and Procedures are in place and that GBSA Safeguarding Certification is held by anyone either inviting you to participate in their Event or proposing to take part in the running of such an Event.

Should you be invited to take part in any Event outside GBSA jurisdiction and you have any doubt at all, do not hesitate to contact the Safeguarding Team who will provide the correct advice.

All members who are involved in any way with teaching or helping Children on Roller Skates MUST hold a Safeguarding Licence.

Full details of how to apply for a Safeguarding Licence are available from the Safeguarding Team, or on the GBSA website [www.gbskateartistic.co.uk](http://www.gbskateartistic.co.uk)

Direct contact can be made to the Lead Officer by Email to [safeguarding@gbskateartistic.co.uk](mailto:safeguarding@gbskateartistic.co.uk)

Information is available direct from the Safeguarding Team or on the GBSA website: [www.gbskateartistic.co.uk](http://www.gbskateartistic.co.uk)

## **COMPLAINTS**

Any Member may at any time make a complaint to the Association. The Chairperson of Trustees will refer the details to the full Board of Trustees. The GBSA Executive Board will set up an Interim Complaints Committee to make a Preliminary Investigation.

The Complaint must be in writing and must include:

- I. The person or persons against whom the complaint is made.
- II. The grounds of the complaint.

If the GBSA Executive Board is of the opinion that the written Complaint does not sufficiently specify the matters referred to they shall request the complainant to give further details in writing.

If such particulars are not supplied within 14 days, they may recommend to the Board of Trustees that the Complaint be dismissed.

Anonymous complaints will not be considered unless they relate to serious safeguarding, financial wrongdoing, or matters contravening UK law.

The complainant shall, if requested, appear before the Interim Complaints Committee, either in person or by electronic means.

If the Committee decide that the Complaint raises any matter involving a breach of the Constitution or General Rules they shall refer the Complaint back to the Board of Trustees who will act appropriately.



The Committee having investigated the Complaint, shall attempt to resolve the matter to the satisfaction of the Complainant.

Should the Complainant not be satisfied with the ruling of the Committee, they may request the matter be referred back to the Trustees who will set up a Full Complaints Committee.

The Members of the Full Complaints Committee shall be from outside of the Administration of GBSA.

No Member having any particular interest in the subject matter of the Complaint shall be eligible to serve on the Complaints Committee.

Following the appointment of a Complaints Committee the Chairperson of Trustees shall, in writing, inform any person involved in the Complaint, details of the Complaint. A copy of each notification shall be sent to the Complainant.

At its first meeting, the Complaints Committee shall appoint a Chairperson from its Members.

In exceptional circumstances, the Chairperson of the Full Complaints Committee may, after consulting the Trustees, decide that certain documents should be sent to the person or persons against whom the Complaint is made, if it appears that the said person or persons cannot fairly be expected to meet any allegations made against them without seeing the said documents.

Where the person or persons against whom the Complaint is made receives a copy of any of the said documents they shall keep the content thereof confidential and shall use it only for the purpose of the hearing of the Complaint and any Appeal and for no other purpose whatsoever. This paragraph shall not prevent any person from disclosing such documents to their Solicitors or Council for the purpose only of receiving advice.

The Complaints Committee shall hear the Complainant and the persons against whom the Complaint is made and other persons whom any party wish the Committee to hear as witnesses.

On hearing of the Complaint, no party will be entitled to raise any matter which in the opinion of the Complaints Committee is not fairly related to the grounds of the Complaint as set out in the written notification.

At the conclusion of the hearing the Chairperson of the Complaints Committee shall submit a full written report of the Complaint and its findings to the Trustees. This report must be submitted within 48 hours of the conclusion of the hearing.

Following the conclusion of the hearing and within 14 days, the Complaints Committee shall notify each party in writing of its decision and of any disciplinary action it may have decided to take. The Complaints Committee shall report its findings to the GBSA Executive Board and the Trustees of GBSA.

Within 21 days following the receipt of the decision of the Complaints Committee, any party to the complaint may Appeal to the Trustees of GBSA.

In the case of an Appeal, the Trustees shall appoint an Appeals Committee of 5 persons consisting of the eligible Trustees and such other persons co-opted by the Trustees to make up the number. These extra persons need not necessarily be members of the Association but must be from outside of the Administration of GBSA.

A Trustee who in the opinion of the other Trustees has any particular interest in the subject matter of the appeal shall not be entitled to be present as a member at the hearing of the Appeal.

No party to a Complaint will be allowed to be legally represented on the Hearing of the Complaint unless the Complaints Committee or, in the case of an Appeal, the Trustees decide to allow Legal Representation, whereupon all parties shall be allowed it.

The decisions made by the Appeals Committee shall be Absolute. All parties involved in the Complaint shall be informed.

## **FINANCIAL AGREEMENTS WITH OUTSIDE BODIES**

The Trustees shall have power to enter into agreements with the Governing Bodies of other Sports with reference to Championships and Competitions.

The Trustees may enter into agreements to assign the Film, Radio, Video, Television rights or Social Media sites, any of its events of participation by its Members, subject to such conditions that may be thought fit.

Any approach to Film, Radio, Video or Television Authorities for coverage of any event held under the jurisdiction of GBSA must be approved by the Trustees who will normally acquire resultant fees and rights.

No sponsor or sponsors agent shall make contact or negotiate fees on behalf of the Trustees with the abovementioned media unless specifically requested to do so by and in agreement with the Trustees.

## **EXHIBITIONS**

GBSA defines a Skating Exhibition either-

- a) As an event in which a skater will demonstrate their ability to perform on roller skates for the benefit of others (irrespective of whether a charge has been made for admission)  
Or
- b) As an event arranged to demonstrate Technical Aspects of the sport, where an admission charge has been levied on the spectators by the Organisers.
- c) This Rule is not intended to prevent ad-hoc, spontaneous Exhibitions not advertised by the Organiser of an Event.
- d) The Organisers must pay reasonable out of pocket expenses incurred by the skater(s) giving the exhibition. Expenses are defined as Travel, Accommodation and meals.

GBSA will permit skaters to participate in Exhibitions subject to the following conditions:

- a) The appropriate Exhibition Fee as agreed by GBSA and published in the Calendar of Events has been received prior to the Exhibitions taking place, and an Official Permit has been issued.
- b) Applications must be made in writing to the GBSA Operations Team to be received at least 14 days prior to the date of the event. An appropriate application form will be available on the GBSA website.

- c) The application must give full details of the Programme and the names of the Athletes performing. In exceptional circumstances, the Organiser/skater may contact the Chairperson of Trustees for permission to allow Exhibitions to take place.

Furthermore, all advertising, programme copy and other media information will carry a statement to the effect that the skater is performing with the permission of GBSA.

An expense paid to any skater(s) named on the permit may be reimbursed immediately providing all details of expenses are forwarded to the GBSA Office.

GBSA reserves the right to refuse any Permit Application that would in the opinion of the GBSA Executive Board and Trustees, be likely to be seen as detrimental to Artistic Roller Skating.

GBSA may waive any Permit fee or part fee at its absolute discretion (this would normally be the case with a bona fide registered charity).

Details of Permit requirements will be decided by the GBSA Executive Board.

In Events which may continue over a period of several days the maximum number of days without a rest day shall be no more than 4.

These days to be counted from the first day's Skating and will include Rehearsals. Shows that are performed on a regular basis will be regarded as separate Events each week.

If the performance is to be a regular programme, a one-off payment fee shall be agreed between the Organiser and GBSA.

This will NOT give the Organiser the right to allow any skater who is not included on the original Permit to skate. Any variations requested may carry extra Permit Fee charges.

In the event of Overseas Athletes being included in any programme, the Permit fee will be the subject of special negotiations due to the involvement of Internal Governing Bodies, World Skate and World Skate Europe rules and permit considerations.

Exhibitions in Foreign Countries must be arranged in writing between the Chairperson of Trustees and the Chairperson or President of the overseas Countries. Any such request would normally require 30 days' notice. Conditions may be set down by GBSA.

All Film, Radio, Video and Television rights shall be the property of GBSA and are subject to negotiation with the Organisers, who will ensure that GBSA are represented at any meetings called to discuss fees.

Any sponsored Exhibitions where the Organisers are to receive sponsorship fees or services in kind, the Organisers will ensure that GBSA are represented at any meeting called to finalise details of such sponsorship or services.

