GBSA
ARTISTIC ROLLER SKATING
CLUB AFFILIATION
BY EXECUTIVE BOARD



1 VERSION HISTORY

Date	Version	Author	Comment
05/12/25	V1.3	Exec Board	Publication of the Document
17/09/26	V1.4	Exec Board	Publication of club lite change
12/11/26	V1.5	Exec Board	Clarification of non-members

2 TABLE OF CONTENTS

1 VERSION HISTORY 2

3 INTRODUCTION 3

4 AFFILIATION GENERAL 3

5 AFFILIATION TYPES 3

5.1 CLUB LITE 3
5.2 STANDARD CLUB 4
5.3 ACADEMY/SKATING SCHOOL 4

6 CLUB COMMITTEE (NON MEMBERS) 5

7 GBSA INSURANCE PACKAGE ADD-ON 5

8 AFFILIATION COST 6

9 NEW AFFILIATION PROCESS 6

10 AFFILIATION RENEWALS PROCESS 6

11 CONTACT AND SUPPORT 6

12 APPENDIX A 7

12.1 AFFILIATION RENEWALS TRANSITION TO THE 1ST OF JANUARY 2027 7
12.2 INSURANCE ADD-ON TRANSITION FOR 2026 AND 2027 7

3 INTRODUCTION

This document outlines the key information regarding GBSA (GB Skate Artistic) Club Affiliation, including the rules, categories, and processes involved. It is essential that all members familiarise themselves with this document, particularly head coaches, committee members, and club database administrators, to ensure full understanding and compliance with GBSA Club Affiliation requirements.

4 AFFILIATION GENERAL

Club affiliation with GB Skate Artistic exists to ensure that all clubs and academies/skating schools operate to a recognised and consistent standard of governance, safeguarding, and integrity. Affiliation demonstrates a commitment to maintaining safe and well-managed environments for all skaters.

Affiliation is open to clubs run by and for their members, as well as commercially operated academies or skating schools. All affiliated organisations must follow GBSA rules (all rules can be found on the GBSA website) and maintain up-to-date safeguarding, complaints, anti-bullying, and data protection policies. These requirements help to protect members, ensure fair operation, and promote transparency across all affiliated bodies.

All affiliated clubs and academies will have access to the GBSA database with a club area; this will allow them to manage their club involvement with GBSA.

The roles mandated by whatever affiliation type is being followed must be assigned to individuals who have a profile in the GBSA database (whether as Senior or Lifetime GBSA members or as club committee non-members (refer to section 6)).

5 AFFILIATION TYPES

5.1 Club Lite

A Club Lite organisation operates in a similar way to a standard GBSA club but is intended for clubs with between one (1) and ten (10) skaters (these are skaters with GBSA membership).

In terms of governance, a Club Lite must have a:

- Chairperson
- Secretary
- Club Database Administrator
- Head Coach

Although these roles may be fulfilled by the **same individual** if necessary. All these roles must be assigned to a member of the club on the database.

The club must also appoint a **Club Safeguarding Officer**, and this role must be separate from the other positions to ensure appropriate oversight of safeguarding matters. This role must be appointed to an individual who has **no conflict of interest** with any other role on the Committee.

These clubs are required to have a full set of club rules and policies, including:

- Safeguarding Procedure
- Complaints Procedure
- Anti-Bullying Policy
- Data Protection Policy
- Club Welcome Pack

The club are required to hold valid Public Liability Insurance.

5.2 Standard Club

A Club is an organisation operated by and for the benefit of its members. While clubs may create their own internal rules, GBSA requires certain mandatory provisions to be included to ensure democratic operation and responsible financial management. All income generated by the club must be used for the benefit of its members.

To affiliate as a Club, the organisation must have skaters. Each club is required to have a governing committee, including:

- Chairperson
- Club Safeguarding Officer
- Treasurer
- Secretary
- Club Database Administrator
- Head Coach

The club database administrator can be the same individual as one of the other required roles; but all other roles must be covered by different individuals with **no conflict of interests**. All these roles must be assigned to a member of the club on the database.

Clubs must hold an Annual General Meeting (AGM) and maintain a bank account in the club's name with annual financial accounts.

All affiliated clubs must have in place GBSA mandatory club rules and the following policies:

- Safeguarding Procedure
- Complaints Procedure
- Anti-bullying Policy
- Data Protection Policy
- Club Welcome Pack

The club are required to hold valid Public Liability Insurance.

5.3 Academy/Skating School

An Academy or Skating School is considered a commercial organisation established to promote artistic skating. These organisations may also exist to benefit their owners, trustees, directors, or partners. Because of this structure, the committee and financial rules applicable to member-run clubs do not apply to academies or skating schools.

Before affiliation, GBSA requires academies and skating schools to adopt the federation's specimen safeguarding rules and competitive exclusion clause. These organisations must be registered as one of the following: a Charity, Limited Company, Community Interest Company (CIC) with or without shares, or Sole Trader.

The Academy / Skating school must have a:

- Club Database Administrator
- Club Safeguarding Officer
- Head Coach

The club database administrator can be the same individual as one of the other required roles; but all other roles but be covered by different individuals with **no conflict of interests**. All these roles must be assigned to a member of the club on the database.

To affiliate, academies and skating schools must provide a copy of their rules, evidence of registration, and the same mandatory policies as other clubs, covering:

- Safeguarding Procedure
- Complaints Procedure
- Anti-bullying Policy
- Data Protection Policy
- Club Welcome Pack

6 Club Committee (Non Members)

All club committee members mandated by the affiliation requirements must have a profile on the GBSA database. If not already a GBSA member, they may apply for a "club committee (non-member)" profile (free of charge).

Such club committee (non-members) are not GBSA members - **they cannot also be Athletes, Coaches or GBSA Officials;** if they act in any of those roles they must have Senior (or Lifetime) GBSA membership.

Applicable roles:

- Club Chairperson, Treasurer, Secretary (general committee members having no other role do not need to be included)
- Club Database Administrators (maximum of two per club)
- Club Safeguarding Officer
- General committee member (maximum of two) - this could be an additional safeguarding officer or committee helper whose role requires them to hold a White safeguarding licence, these free profiles must be approved by GBSA.

All club committee members who wish to hold full GBSA membership can opt to become a senior member – please refer to the membership document. Club Committee (non-members) on the database must renew each year to keep an active profile.

To apply for a new Club committee profile on the GBSA database, please use the GBSA membership form on the website and select the membership type as committee member and include your intended committee role in the “additional details” box.

7 GBSA INSURANCE PACKAGE ADD-ON

Details of the GBSA insurance add on will be available at a later date.

8 AFFILIATION COST

Club Affiliation Type	Cost
Club Lite	£75
Club	£75
Academy	£75

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

Club Affiliation add-ons	Cost
GBSA Club Insurance	TBC

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

9 NEW AFFILIATION PROCESS

Organisations seeking to affiliate with GBSA for the first time should review this document carefully to ensure that all mandatory requirements are met before applying. Once ready, the organisation should visit the GBSA website and navigate to the Club Affiliation page, where the online application form can be completed.

After the form has been submitted, a member of the GBSA team will contact the organisation to discuss the next steps and confirm which supporting documents are required.

The cost of new affiliations remains the same throughout the year. However, all affiliations must be renewed before the 1st January each year, regardless of the initial joining date.

10 AFFILIATION RENEWALS PROCESS

All affiliations must be renewed annually before the 1st of January. Renewal is dependent on the continued fulfilment of GBSA's requirements and the submission of up-to-date documents. GBSA may contact clubs and academies during the year to confirm compliance and to ensure that affiliation standards are being maintained.

A member of the GBSA team will contact the club for renewal, payment details will be issued to the club and once payment is complete the renewal will be confirmed in the GBSA database via the affiliation date section. Please see the *Club Affiliation renewal guide* for more information on the process – this guide will be made available later on in the 2026 season.

11 CONTACT AND SUPPORT

For further information, clarification, or support with the affiliation process, please contact the GB Skate Artistic Office at office@gbskateartistic.co.uk or membership@gbskateartistic.co.uk

The GBSA team is available to assist clubs, academies, and skating schools in achieving and maintaining compliance with affiliation requirements.

12 Appendix A

12.1 Affiliation renewals transition to the 1st of January 2027

GBSA will be changing its club affiliation renewal date from the 1st October to the 1st January to simplify and align the renewal process.

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

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

12.2 Insurance add-on transition for 2026 and 2027

Details of the insurance add on will be added at a later date.