



UKPSA Go Membership Procedures Booklet

The Home of IPSC in Great Britain

Membership Secretary

Rev 1.0 October 2020



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Introduction

This booklet is intended to assist guiding you through the joining process of the United Kingdom Practical Shooting Association (UKPSA) using the associations 'Go Membership' system , and will contain answers to the many frequently asked questions received, as well as giving general instructions on how to utilise the go membership system

What is the UKPSA?

The United Kingdom Practical Shooting Association (UKPSA) is the governing body of IPSC (International Practical Shooting Confederation) in Great Britain (not including Northern Ireland as it has it's own governing Body)

What are the benefits of joining the UKPSA?

Membership of the UKPSA entitles members to compete in sanctioned practical shooting competitions in any of the recognised IPSC disciplines. This includes everything from local and national level competitions, right through to representing their country at the world championships, which are held every three years for most disciplines.

Membership of the UKPSA also means that the member has public liability insurance which covers almost all training and competition involving IPSC disciplines, as well as various other IPSC/UKPSA activities.

Members get exclusive access to the UKPSA forum, containing a wealth of information and have the ability to ask the UKPSA council for assistance and call on their knowledge and experience, in order to assist if required (such as help with setting up ranges etc)

Who can join the UKPSA?

As per the UKPSA constitution, section 3:

"Membership of the Association shall be open to persons or bodies interested in furthering the objects of the Association or participating in its organisation but no person or body shall be a member unless his or her or its membership has been accepted by the Council who shall have an absolute discretion not to accept any person or body as a member without giving any reason therefor."

Please note persons who are prohibited by section 21 of the Firearms Act (as amended) from possession of firearms under the act are not eligible to join the UKPSA.

Section 21 applies to anybody who has been sentenced to imprisonment or to youth custody or detention in a young offenders' institution for three months or more. The period for which they are prohibited depends on the length of their sentence, if the sentence was longer than three years the prohibition is for life. If the sentence was three months or more but less than three years, the prohibition lasts for five years from the date of their release.

How to join the UKPSA

New members

To join the UKPSA, you need to utilise our online membership management system and create an account. This system is called 'Go Membership'

You will need to purchase an annual license. This is currently £51 (reduced pro rata for members joining later in the year)

A discount of 10% is also offered to members that sign up to pay by a direct debit. This is to encourage DD as it reduces card charges, but also admin time, as the UKPSA is a charity ran entirely by volunteers.

Members should then upload a suitable passport style photograph for their membership card.

You will then need to upload credentials to verify your suitability. These will include either:

- Copy of the cover page of your Firearms Certificate; or
- Copy of the cover page of Your Shotgun Certificate; or
- Copy of passport/driving license and Reference from Secretary of a Home Office Approved Shooting Club to which you are a full member. Any referee must include the statement that: (name) is a full member of (club name) since (give date) and that they therefore do not know of any reason as to why the applicant should not be entrusted with the lawful use of sporting firearms.

Please include the referees contact details to confirm the reference if required and upload a scanned copy of a document that has physically been signed by the referee, not just a typed up word document.

In the event an applicant does not have the ability to do the above (due to not holding an FAC/SGC or only shoots disciplines such as Action Air, the following options can be utilised:

- Copy of passport/driving license and a Reference from Secretary of another type of shooting club e.g. UKPSA affiliated club, Clay shooting, air gun etc. Any referee must include the

statement that: (name) is a full member of (club name) since (give date) and that they therefore do not know of any reason as to why the applicant should not be entrusted with the lawful use of sporting firearms.

Please include the referees contact details to confirm the reference if required and upload a scanned copy of a document that has physically been signed by the referee, (not just a typed up word document); or

- Copy of passport/driving license and two Character references from non-related professional persons – e.g. doctor, solicitor, accountant, company director, dentist, optician etc.

Any referees must state that they agree with the statement: that they do not know of any reason as to why the applicant should not be entrusted with the lawful use of sporting firearms. Please include the referees contact details to confirm the reference if required and upload a scanned copy of a document that has physically been signed by the referee, not just a typed up word document in .docx format.

Once an applicant has purchased a membership license, uploaded their credentials and passport style photograph, their application will then be sent to council for approval of the membership request. As council is all volunteers, this is done on a weekly to fortnightly basis, depending on numbers of applicants, to reduce the workload on council members as they are all volunteers. Once your application is with council it usually takes a week or so for the votes to be cast and potential members to be discussed.

Lapsed Members

Members that have Lapsed for less than 12 months can log in to their go membership account and purchase a membership license there directly as they did when joining.

Members that have lapsed by more than 12 months must complete the Lapsed member form which can be found at the end of this booklet and send this either;

- Electronically by scanning in the full signed document and sending it to membership@ukpsa.org; or
- Posting it to:

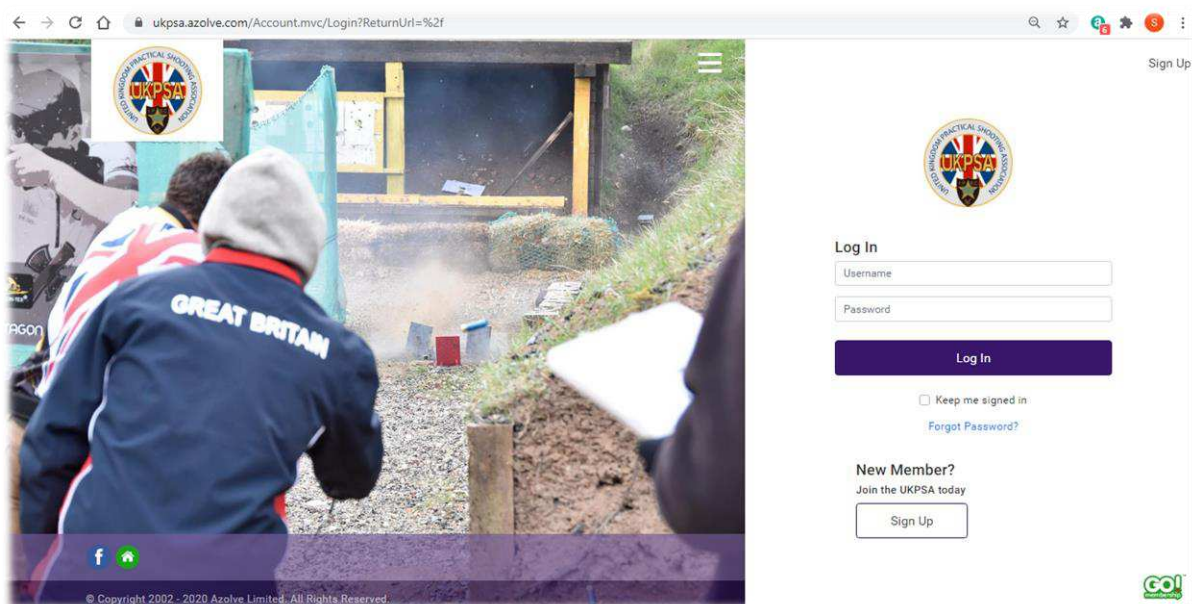
Membership Secretary
UKPSA
PO box 227
South Shields
NE33 9FJ

Once the membership secretary has received the lapsed member form and checked it over, your lapsed account on go membership will be reactivated, and you can log in to purchase a membership.

You will then be required to provide valid credentials to confirm you are still a suitable member, and this application will then be forwarded, with your lapsed membership form, to council for approval in the same manner as a new joining member.

Creating a Go Membership account

To do this please go to ukpsa.azolve.com The log in screen should look like the below screenshot. If you are already a member, do not create a new account, even if you have never signed in, you already have one. If you cannot log in as an existing member, see the section in this booklet 'signing in to go membership'



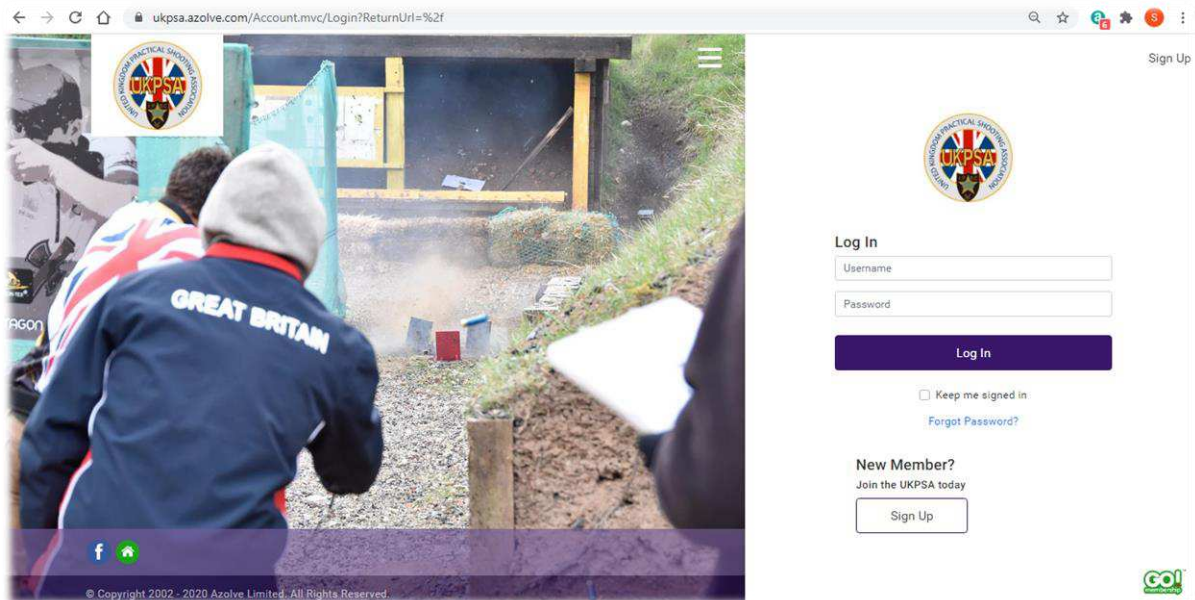
At the top right of the Screen is a 'sign up button' please select this.

It will then take you to a page to enter your details that looks like the below. Please enter all details, then scroll to the bottom. Here you can view Go Memberships Privacy Policy (utilising their site uses their policy) and the terms and conditions of use. Once all information is complete please click the purple 'sign up' button at the bottom of the page.

A screenshot of the sign-up page on the UKPSA website. The page has a 'GO!' logo in the top left and a 'Log In' link in the top right. The main content area is titled 'Sign Up' and contains several form fields: 'First Name' and 'Last Name' (two separate boxes), 'Email Address', 'Contact Number', and 'Date of Birth' (with dropdowns for Day, Month, and Year). Below these are radio buttons for 'Gender' (Male and Female), a 'Username' field, a 'Password' field with a strength indicator, and an 'Address' field. The UKPSA logo is centered at the top of the form area.

Signing in to Go Membership

To sign in to go membership go to ukpsa.azolve.com, or follow the go membership link on the ukpsa.co.uk website, to go to the log in page. It will again look like the below.



Username information notice

If you submitted your application to the UKPSA originally by the Go Membership system, (Members that joined the UKPSA March 2019 onwards) your email address is your username.

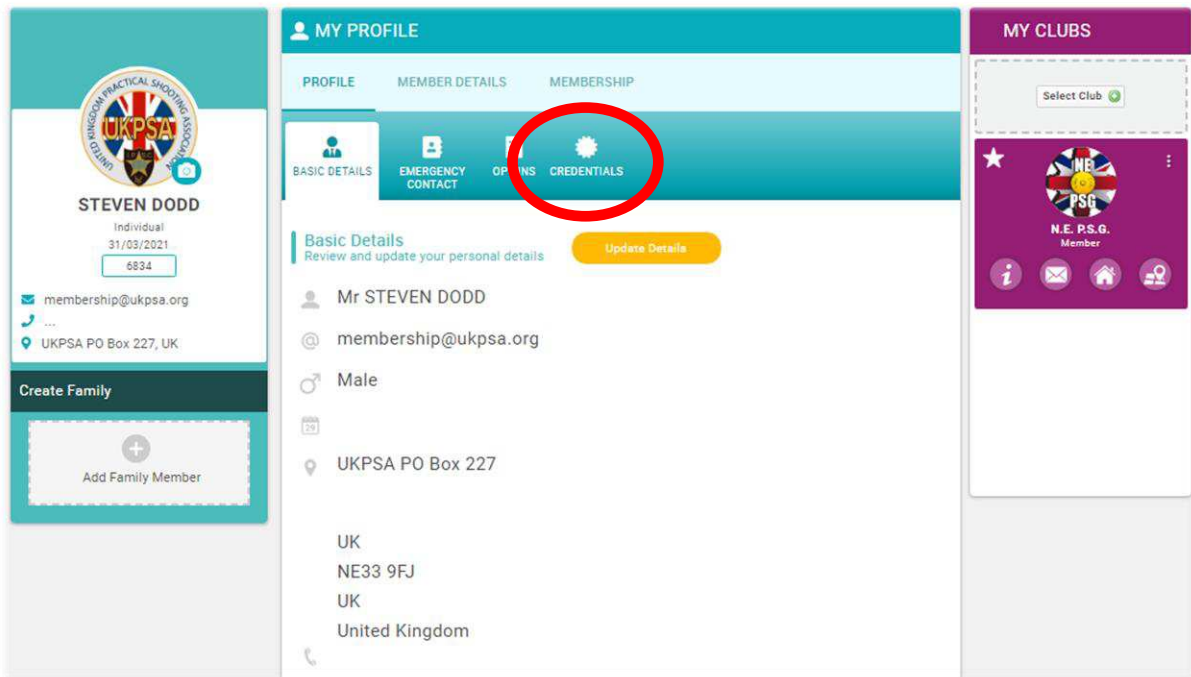
Members that joined the UKPSA prior to March 2019 will have their membership number as their username.

If you have not used the system before (may apply to members who joined prior to 2019 and never logged in) then please enter your username and then click on the 'forgot password?' link (text in blue just beneath the purple 'log in' button)

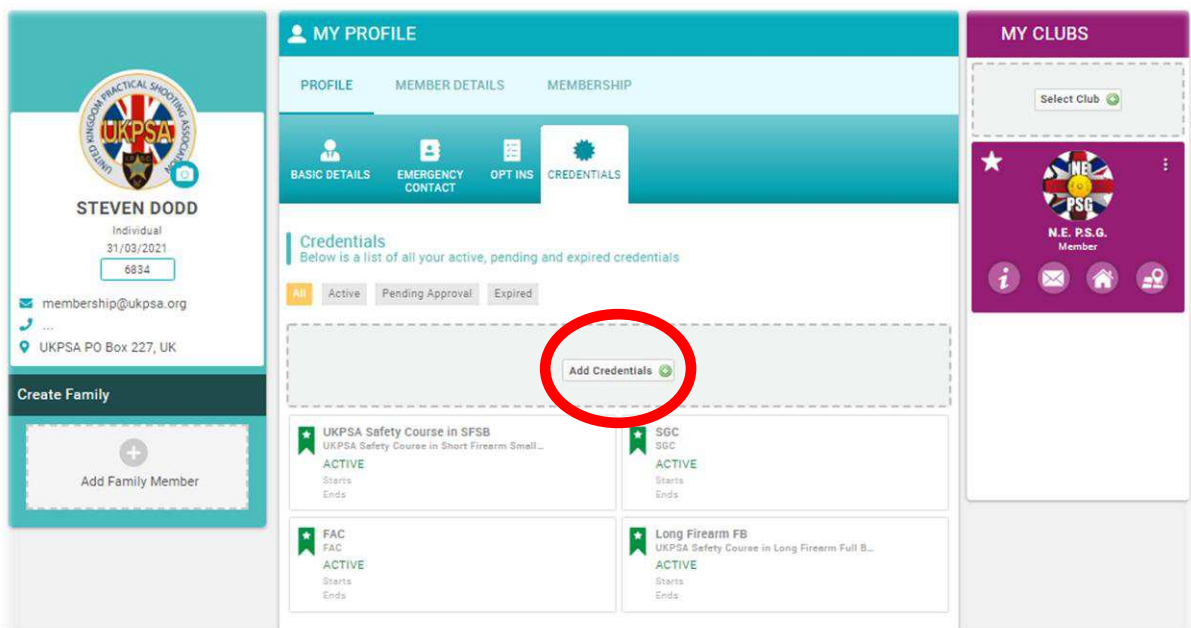
This will then send you a password reset link to the email address you registered to the UKPSA with. Follow the instructions and the link, enter your new password, and then log in with this new information.

Uploading credentials

When you log in you will be taken to the main page of your Go Membership profile. Which should look like the below.



To upload a credential, click on the tab that says 'credentials' that is circled in the above image. This will take you to the next page, as seen below. On this page, please click on the 'add credential' button circled in the below image in red.



Once you click on this, a pop up window will open as per the below. Please select the relevant credential. Then click the yellow next button.

- A shotgun safety course is a long firearm full bore.
- A .22 mini rifle safety course is a long firearm small bore
- A safety course using a centrefire handgun (LBR) or conventional handgun is short firearm, full bore.
- A safety course using a .22 LBP is short Firearm, Small bore.
- A safety course using an action air handgun is short firearm, action air.

Please use reference documents for passports, driving licenses, and scanned copies of written references.

Create a new credential

Step 1
Select a credential from the available list below

Credential

Reference Documents

- FAC
- SGC
- UKPSA Safety Course in Long Firearm Full Bore
- UKPSA Safety Course in Long Firearm Small Bore
- UKPSA Safety Course in Short Firearm Full Bore
- UKPSA Safety Course in Short Firearm Small Bore
- UKPSA Safety Course in Short Firearm Action Air
- UKPSA Range Officer
- UKPSA Chief Range Officer
- UKPSA Range Master
- Reference Documents

Create a new credential

Step 2
Please complete the following details

FAC

Police Force
Enter the name of the awarding Police Authority

Start Date

Expiry Date

FAC Number *

Have you ever had an FAC refused or revoked (partially or fully)? *

Reason:

Back Next

The above is an example of an FAC credential. Please fill in all of the relevant information for the given credential and click the yellow next button to go to step 3.

The final step is to upload the document. To do this, click on the 'upload' button that is next to attachment (circled here in red)

Once you do this, the attachment will be uploaded to your go membership account. This will then be checked by the membership secretary to assist in verifying your eligibility and suitability for membership of the UKPSA.

Finally, please click the yellow 'finish' button to save and close the upload. Repeat this process for each of the credentials you need to upload.

Create a new credential

Step 3
Please upload supporting evidence for your credential

FAC

Please upload a copy of page 1 of your Firearms Certificate

Attachment Upload

| File Name | Comment |
|-----------|---------|
| | |

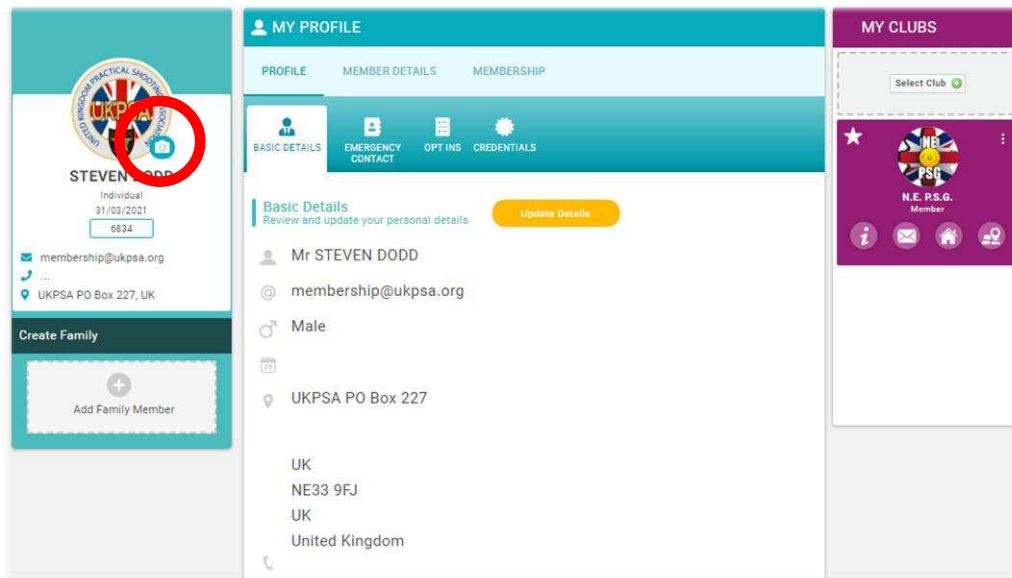
Back Finish

Finish to close and save

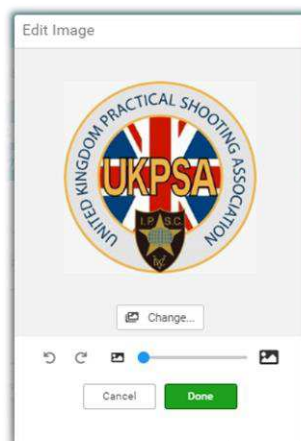
Uploading a suitable ID photo

The photo utilised for your go membership account is the photograph that will be printed on your membership card. If you do not upload a suitable photograph, you will not receive a membership card.

To upload a photograph for your ID card, please click on the small camera icon next to the image on the left side of the page, circled below in red



This will then open a new window, as shown below, in order to upload the photo. Please click change, which will open your own file explorer, and upload a passport style photograph that will be suitable for your ID. You can use the arrows beneath the picture to rotate it 90 degrees at a time, if needed, and you can use the sliding scale to zoom in or out. Please adjust the photo to be in a suitable position to be a passport style profile. Once satisfied, please select 'done'.



Examples of suitable passport style photographs

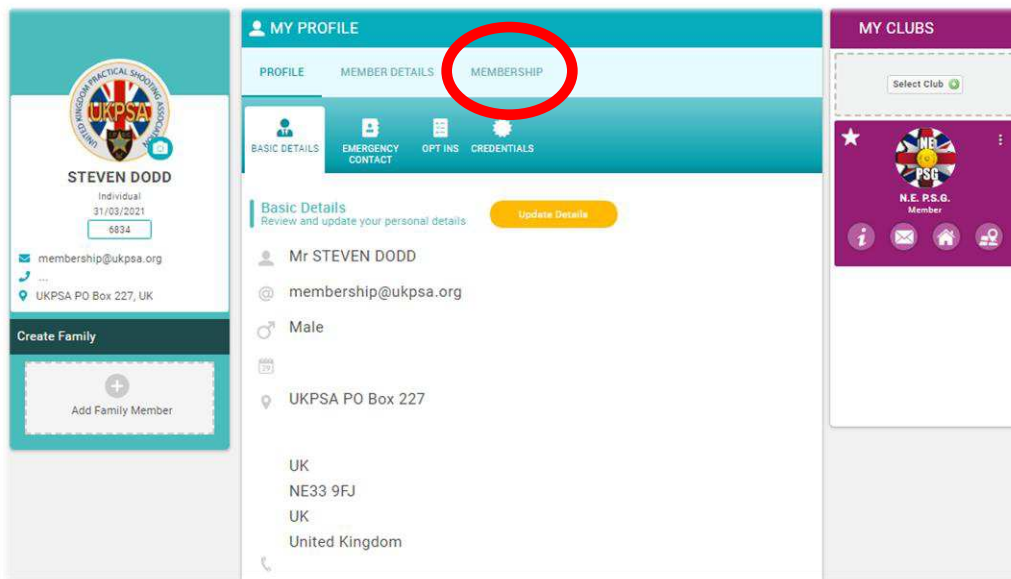
Below is some guidance on what sort of photograph profile picture should be uploaded. Whilst not as strict as a passport style photo in terms of background etc, please do not use a picture that has dark sunglasses for example, as you must still be able to be identified from the photo easily.



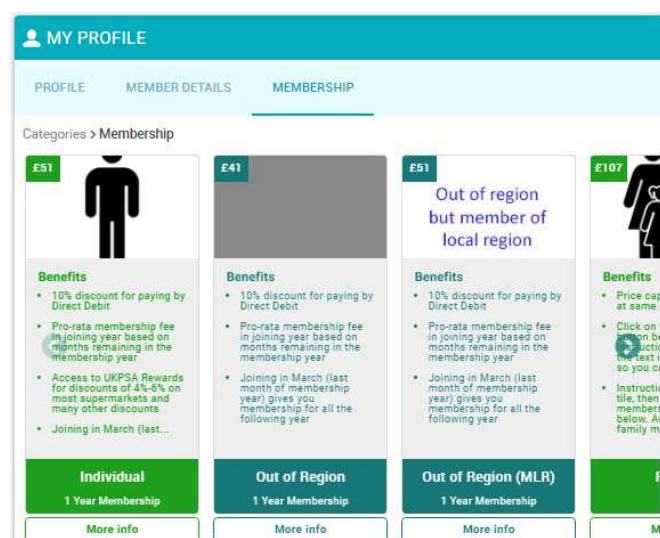
Purchasing a membership license

The final step in the process of completing your profile to be submitted for approval is to purchase the membership fee license. This is £51 annually at present for an individual member, reduced by 10% for those committing to pay by direct debit. It is charged pro rata, so those joining later in the year will have the first years fee adjusted accordingly.

Please click on the 'membership' section circled red in the below image.



This will take you to a section to select the membership you want. Most people will use individual. Out of region is for those not based in the UK, and out of region MLR is for those who wish to be a UKPSA member as well being in their local IPSC association for their home country. Please note Family membership is only applicable to families all residing at the same address.




If you click on the membership you wish to purchase for your own needs, it will 'select' that type of membership.

You will also be offered the opportunity at this point to purchase a UKPSA Rewards account. This is £3. To select it, just check the 'add to cart' box. This is totally optional and is a reward system for our members to receive discounts at a lot of places in various forms.

We have received very positive feedback from those members currently using it. A lot of us utilise some of the venues and services already.

About this membership

For individual membership of the UKPSA by a member resident in Great Britain - this is the most common membership type.



Reward Card

Receive a digital reward card and access to our rewards portal which allows you access to a wide range of benefits such as 4%-6% discounts at major supermarkets, 6% at John Lewis and hundreds of other offers. This will pay for itself very quickly.

£3.00

Quantity

☐ Add to cart

Please complete the information about your FAC/SGC refusals and give any club membership information. Please then scroll down and read through the information, selecting whether or not you agree to gift aid, and then click the yellow 'next' button at the bottom to proceed to the next section.

Here you will then be asked if you are already a member of a UKPSA affiliated club. If you are, follow the 'select club' button, or if not, or you do not wish too, you can select 'skip linking a club' and move to the next step.

Select a club

Use our club finder to find and select a club in your area that you are associated with

SELECT CLUB

Skip joining

Skip the club linking phase and continue your membership purchase

SKIP LINKING A CLUB

A pop up will then appear asking if you would like to proceed to checkout. Select the green 'yes, proceed to cart' button.

?

Confirmation

Your membership has been successfully added to your cart. Do you want to proceed to checkout?

At the cart screen, check the information for the membership you are purchasing is correct. At this point you can select 'Pay via bank' to set up a direct debit or pay via card.

Checkout & Payment

1 Order Review 2 Confirm Payment

Below is a summary of your order, please review and then select a payment option.

Order Summary

Total items: 1
Item saved for later: 0
Discount: - £25.50
Net Total: £25.50
Total (GBP): £25.50

[Pay via Bank](#) [Pay with Card](#)

[Remove All](#)

| ITEM SUMMARY | | QTY | NET TOTAL | TAX | TOTAL |
|--------------|--|-----|------------------|-------|--------|
| | Individual UKPSA For individual membership of the UKPSA by a member resident in Great Britain - this is the most common membership type. Save for Later Remove | 1 | GBP-25 £25.50 | £0.00 | £25.50 |

ITEMS SAVED FOR LATER (0) [Hide saved items](#)

[Update](#)

Order Summary

Total items: 1
Item saved for later: 0
Discount: - £25.50
Net Total: £25.50
Total (GBP): £25.50

[Pay via Bank](#) [Pay with Card](#)

pay via bank

If you select pay via bank to set up a direct debit, the screen will then open a secure pop up to enter your direct debit information as shown below. Please ensure to enter all of the fields carefully and correctly, failure to do so may cause a direct debit to fail being taken, and delaying your application.

GO CARDLESS
Online Direct Debit Payment

GO!
membership

1 Account Details 2 Confirm Direct Debit

First Name: Steve Surname: Dodd

Email: Membership@ukpsa.org Country: United Kingdom

Account Holder Name: Name of the account holder

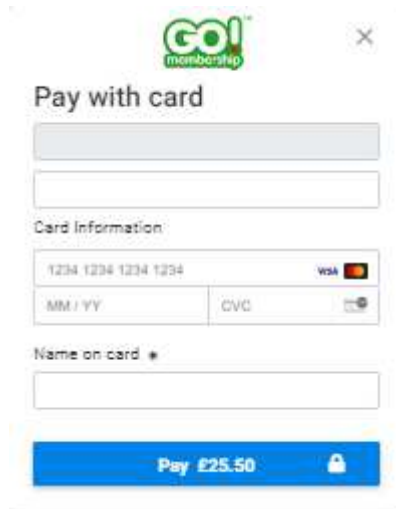
Sort Code: eg. 40-40-21 Account Number: eg. 71347034

Or [enter IBAN](#)

[NEXT](#)

Pay with card

If you choose pay with card then you will see a pop up appear for your card details to be entered, as seen below, again, please enter these and select the blue pay button to process the payment.



The image shows a 'Pay with card' pop-up window. At the top left is the 'GO! membership' logo, and at the top right is a close button (X). The title 'Pay with card' is centered. Below the title are two empty input fields. The section 'Card Information' contains a card number field with the placeholder '1234 1234 1234 1234', a card type dropdown menu currently showing 'VISA', and a cardholder name field with the placeholder 'MM / YY'. Below this is a 'Name on card' field with a required field asterisk. At the bottom is a large blue button labeled 'Pay £25.50' with a lock icon on the right.

Competition license maintenance

In order to enter a UKPSA match of level 2 and above, it is a requirement to hold a competition license in the relevant discipline. As per the training handbook (screenshot below) you must have completed either a safety course, or a UKPSA match in the relevant discipline, within the last 24 months.

The online membership system is now being utilised to monitor this information. As part of any match approval for level 2 and above, each competitor is checked for both current membership and competition license validity. It is therefore required that in order to ensure your entry to any UKPSA matches can be approved, you log in to the system and enter the dates of the last matches you completed in that discipline. If these are not entered then your entry to a match cannot not be approved until the dates of your last competition is verified. If this cannot be done, then unfortunately, you will not be able to shoot the competition.

Safety Course Pass & Competition Licence Expiry Periods

To ensure the competency of members who take part in competition remains current, a Competition Licence expiry period was implemented by the UTC on 15th August 2018.

UTC Motion 010/2018.

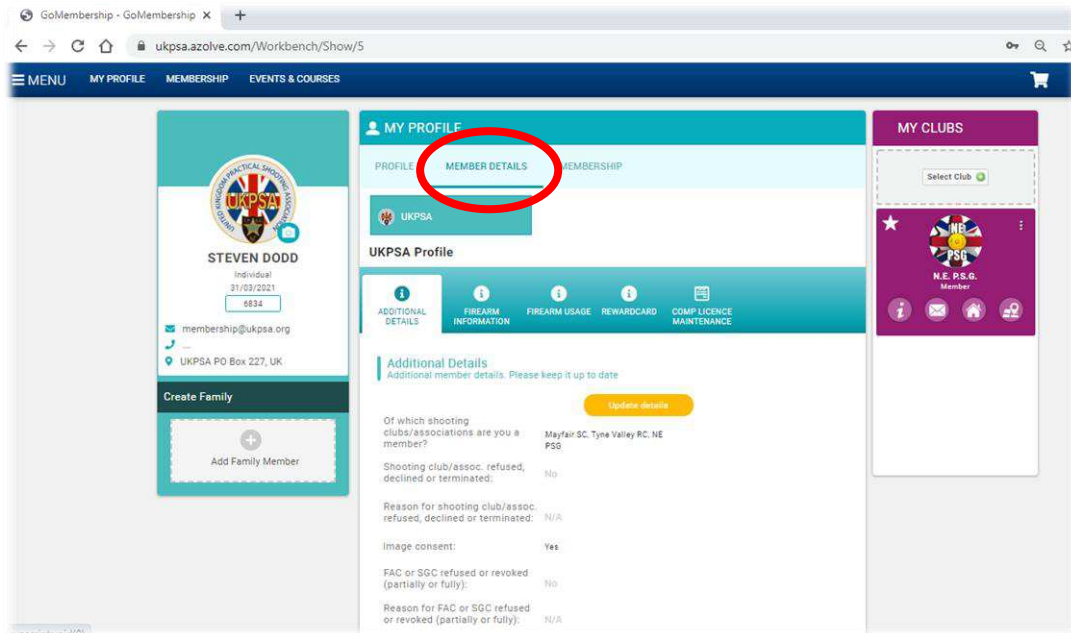
"If a period of 24 months elapses between a member participating in either their qualifying UKPSA safety course or a UKPSA recognised match, the member's competition licence for that discipline will have deemed to have lapsed and a re-assessment will be required.

If a period of 48 months has elapsed between a member's qualifying UKPSA safety course or a UKPSA recognised match, the member's competition licence for that discipline will have been deemed to have expired and it will be necessary for that member to participate in a full UKPSA safety course in order to obtain a new Competition Licence for that discipline."

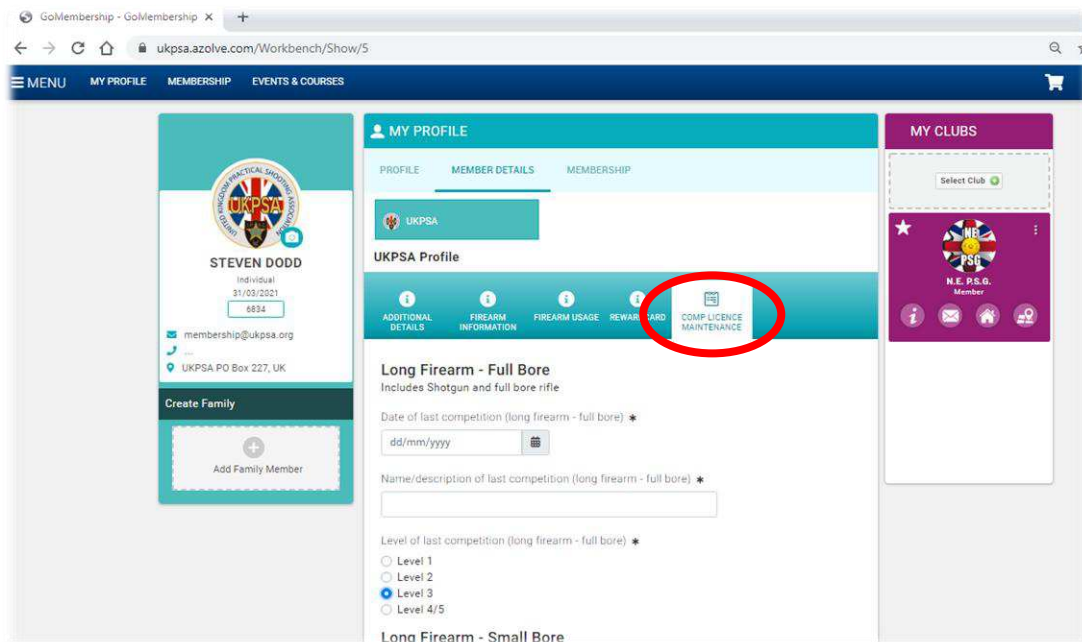


Please log in to your go membership profile, as explained in the 'signing in to go membership' section.

Along the top of the central tab you will see a tab called member details, please click here.



Next, Click on Comp License Maintenance tab, as circled in red in the below image.



Please then Fill in the dates and Name/ description of the most recent competition you completed in each discipline you hold a safety course pass for, then enter the level of the competition you competed in.

Once you have done this, scroll to the bottom and ‘save’

GoMembership - GoMembership x

ukpsa.azolve.com/Workbench/Show/5

MENU

MY PROFILE

MEMBERSHIP

EVENTS & COURSES

Name/description of last competition (short firearm - small bore)

Level of last competition (short firearm - small bore)

☐ Level 1

☒ Level 2

☐ Level 3

☐ Level 4/5

Short Firearm - Full Bore

Includes long barrelled revolver (full bore) and full bore handgun

Date of last competition (Short firearm - full bore)

dd/mm/yyyy

Name/description of last competition (short firearm - full bore)

Level of last competition (short firearm - full bore)

☐ Level 1

☐ Level 2

☐ Level 3

☐ Level 4/5

SAVE



United Kingdom Practical Shooting Association

Renewal Form For Lapsed Members 20-21

***ONLY COMPLETE THIS FORM IF YOUR UKPSA MEMBERSHIP HAS
LAPSED BY MORE THAN 1 YEAR***
PLEASE COMPLETE IN BLOCK CAPITALS (except email address)

Full name _____

UKPSA Membership Number: _____

Address _____

County _____ Post Code _____ email _____

Home Tel _____ Work Tel _____ Fax _____

State why your membership to the UKPSA was allowed to lapse. _____

State why you wish to renew your UKPSA membership _____

When is your FAC renewal due? _____

If your membership is renewed do you agree to:-

Support the UKPSA Yes / No

Support the UKPSA as the IPSC Regional Directorate of Great Britain. Yes / No

Abide by the UKPSA Constitution, Rules and Byelaws Yes / No

Pay your annual subscription by Direct Debit Yes / No

Signature: _____ Date: _____

Please submit this form to the UKPSA Membership Secretary. Your application will be considered by the UKPSA Council. You may also be required to submit an up to date photo and copies of your FAC, SGC or a reference.

***Membership Secretary,
UKPSA,
PO Box 227,
South Shields,
NE33 9FJ***

Privacy notice

The United Kingdom Practical Shooting Association (The Association) take the protection of the Personal Data that we collect & hold about you seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with the 2016 General Data Protection Regulations.

Please read the full privacy notice on our website <http://www.ukpsa.co.uk/ukpsa-privacy/> carefully to see how The Association will treat the Personal Data that you provide to us. We will take all reasonable care to keep your information secure and to prevent any unauthorised access.

Your Rights as an EU Data Subject are preserved when providing your Personal Data and if you have any questions on the Policy or your Rights please email gdpr@ukpsa.org