



BRITISH CAVING ASSOCIATION AND BRITISH CAVE RESEARCH ASSOCIATION



2019 Group Membership Application/Renewal Form M2PL

This application/renewal form is for use by clubs who wish to be Group members of BCA and to be insured through the BCA PL insurance scheme. An alternative form M2NPL is available for use by clubs who do not want to participate in the BCA PL scheme. Please read the following notes carefully and then provide the details requested on page 3. **You need only return page 3 of this form to BCA.**

MEMBERSHIP of BCRA

Clubs **cannot** be members of BCRA without being a member of BCA. Club Individual Members of BCA **do not** become members of BCRA – they must join BCA as Direct Individual Members. Clubs do not need to make any additional arrangements in order to be members of BCRA – all you need to do is complete the appropriate part of page 3 of this form.

SUBSCRIPTION RATES

The basic club fee is related to the number of members in the Club. There is then a top-up for Access Bodies or clubs who own property or buildings, intended to reflect the extra insurance risk these represent. Beyond this there are then several further options, as shown:

No. of Club Members	Basic BCA Membership	Access Bodies and/or property owners	Optional BCRA Membership
up to 10	£25	add £60 <i>(but a club that is both only pays once)</i>	add £22 (or £12 if you do not wish to receive <i>Cave & Karst Science</i> on paper)
11-20	£35		
21-30	£50		
31-40	£60		
41+	£70		

NEW GROUP MEMBERS

If your Club has not previously been a BCA member, you will need to satisfy BCA's basic requirements. These relate mainly to your constitution. Up-to-date requirements are available on the BCA website or from the Membership Administrator. In order to demonstrate you meet the requirements, please provide a copy of your Club's constitution with your application. Your application will also need to be formally ratified by BCA Council at a later date, but assuming all other requirements are met, membership will be granted temporarily until the next meeting at which your membership can be ratified.

BCA COMMUNICATIONS

Completion of this form and submission of the correct fees will result in your Club becoming a member of BCA. Since you are insuring through BCA then in addition all of your Club's members will become individual members of BCA. Each will have the right to vote at the BCA AGM. However, persons who are only members of BCA via their caving club and haven't passed on their email address to BCA will not receive publications or communications from BCA (except for ballot papers should a postal ballot be necessary within the terms of the BCA constitution).

It is therefore incumbent upon the Club to ensure that BCA communications and information is passed to your members. This is a condition of BCA membership.

ELECTRONIC COMMUNICATIONS

BCA aims to communicate electronically where possible. Please ensure that BCA has a current email addresses for your Club which will be used for administrative emails.

In addition your consent is sought to send the BCA Newsletter and E-News items to be passed on to your members.

If you have data protection concerns using an individual's email address, you should setup and use an email address which is connected to your Club rather than an individual, for example secretary.clubname@gmail.com or secretary@clubname.org.uk. BCA can advise if you need help.

ACCESS BODIES

If your Club controls access to a cave or other site, you must declare your status as an Access Body and pay the appropriate additional contribution towards the PL policy. There is a space for this on page 3 of this form. You must also provide a map showing the location(s) and extent of the caves, property or land you control. PLEASE ENSURE YOU PROVIDE A MAP - simply providing links to information on line is not sufficient.

Please note that in declaring your group as an Access Controlling Body, you are agreeing to permit access to any member of BCA to those caves and /or mines (subject to any cave/mine specific conditions and access procedures). This is a condition of BCA membership.

CLUBS WITH HUTS OR OTHER PROPERTY

If your Club has a hut or other property, you must declare this on page 3 of the form and an additional contribution is payable. Details of the property (name, address and a map showing location and extent) must also be provided.

If your Club is both an Access Body and has a hut, then these must both be declared, but only the additional premium for the hut is payable – you do not need to pay for both the hut and the Access Body status.

If you have a separate buildings, property or landowner insurance policy, please provide details with your application.

INSURANCE COVER FOR OFFICERS AND CLUB MEMBERS

Clubs can only obtain insurance cover for officers and club assets by ensuring that all of their members are members of the BCA PL Scheme. This can be either through the Club itself, through another Club (if they are a member of more than one) or as a Direct Individual Member. Nobody needs to join (and pay) more than once – the Club just needs to provide BCA with their membership number.

The CIM membership fee for 2019 is £17.00 for active cavers and £6.00 for non-cavers. There is also a discounted rate of £8.00 for full-time students. Under 18s are free. All these rates are reduced by quarters throughout the year for people who join after 1 April.

Member Type		01 Jan - 31 Mar	01 Apr – 30 Jun	01 Jul - 30 Sep	01 Oct – 31 Dec
Club Individual Member	Caver	£17.00	£12.75	£8.50	£4.25
	Non Caver	£6.00	£4.50	£3.0	£1.50
	Full time student	£8.00	£6.00	£4.00	£2.00
	Under 18 on 1 st Jan 2019	£0.00	£0.00	£0.00	£0.00

Those who are insured for their caving activities via another appropriate Scheme, for example those who carry FFS insurance, or university clubs who are provided with suitable cover via their university, need pay only one non-caving contribution through one participating BCA member body. Cover provided as part of a household or travel insurance policy does not count in this regard and club members with such cover must be counted in the same way as other active caving, or non-caving, members.

Please submit a list (in electronic form – CIM Proforma) of full names and addresses for all club members. The list should clearly identify those persons for whom the Club is paying for caving insurance, non-caving insurance and for whom no payment is made because they are already members of the scheme by another route (see “How To Complete The CIM Proforma” pdf) Inclusion of each individual’s BCA scheme membership number where possible is essential.

DELIBERATE INACCURACIES IN CLUB MEMBERSHIP DATA MAY INVALIDATE COVER FOR THE ENTIRE CLUB.

PERIOD OF MEMBERSHIP

The period of membership covered by this form will be from 1 January to 31 December 2019. Payments made part way through the year are not carried forward.

CLUB MEMBERSHIP CARDS

BCA can offer clubs a membership-card printing service, with the following restrictions:

- card colour can only be white
- black printing only
- club to supply artwork
- cost (if printed at the same time as the BCA card): 30p per card.

PARTICIPATION STATEMENT - The BCA recognises that caving, cave diving and mine exploration are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement.

EQUALITY STATEMENT - BCA and its members will make its services available to all sections of the sporting community, and there will be no discrimination on grounds of race, gender, sexual orientation, creed, colour, occupation, religion or political opinion.

DATA PROTECTION - In order to comply with data protection laws you need to inform your members that you are passing some of their personal data (primarily contact details) to be used by a third-party (the BCA). Please draw their attention to the Privacy Notice on the BCA website at british-caving.org.uk/privacy_notice which sets out how their data will be used.

PLEASE RETURN THE COMPLETED FORM WITH YOUR PAYMENT TO:

BCA, The Old Methodist Chapel, Great Hucklow, Buxton, Derbyshire, SK17 8RG

E-Mail enquiries and membership lists in electronic format should be sent to: membership@british-caving.org.uk. **Remember to say which club the list is for in your e-mail!**

Cheques should be made payable to ‘BCA’.



BRITISH CAVING ASSOCIATION AND BRITISH CAVE RESEARCH ASSOCIATION

2019 GROUP MEMBERSHIP APPLICATION/RENEWAL FORM M2PL



Full Club Name:											
Contact Name:		Position in Club:									
Contact Address:		Address to which publications should be sent (if different)									
Contact Tel No:		E-mail Address:									
Newsletter & E-News (sent by email)?		Yes / No <i>(delete as applicable)</i>		Choose YES for BCA to email you the Newsletter and other items of information and interest to members. This will include caving related products and services from BCA and other organisations.							
Does your Club wish to be a member of BCRA?		Yes / No <i>(delete as applicable)</i>		Club website address:		Please note BCA may publicise web addresses					
Tick the Regional Councils you are or would like to affiliate to:		CCC		CNCC		CSCC		DCUC		DCA	
If your Club controls access to a cave or mine, or owns land or buildings to which cavers and/or members of the public have access to, please give the name of the cave and the land concerned and provide an outline map showing the location and extent of the land you control. If the Club does not control access or owns no property, please write "not applicable".											
If your Club has a hut, please give the address. If the Club does not have a hut, please write "not applicable".											
If your Club is incorporated as a limited company, charity, friendly society etc. please provide details incl. company/charity number. If you are just a members' club (i.e. have no limited liability/charity status) please write "not applicable".											

Calculation of Subscription Payable

Number of Members insured for caving		@ £17.00	
Number of Members insured as non-cavers		@ £6.00	
Number of full time students		@ £8.00	
Number of under 18s on 1 st Jan 2019.		@ £ 0.00	£0.00
Number of members insured via other clubs (incl Direct Individual members of BCA)		@ £0.00 each	£0.00
Total number of members			
Club subscription (Taken from the table on page 1)			
BCRA subscription (Taken from the table on page 1)			
Access Body fee* (if applicable)		£60.00	
Hut fee* (if applicable) * One or the other, but not both		£60.00	
GRAND TOTAL			

Authorising signature: On behalf of my Club I hereby apply for/renew membership of BCA and, if applicable BCRA, and agree to the Association's membership rules.

I consent to the information on this form being used by BCA to provide membership services as described in the Privacy Notice at http://british-caving.org.uk/privacy_notice

I confirm that my Club has informed its members that some of their details have been passed to BCA to provide membership services as described in the Privacy Notice at http://british-caving.org.uk/privacy_notice

Signature:		Name:	
		Date:	