



## Application/Renewal Form for Associate Membership

# M3

Use this form for applying for or renewing an Associate Membership of BCA for the year 2019 and, optionally, for BCRA membership.

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[2019]

BCA-17\_form\_M3-v1.doc  
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Please complete the form on page 2 and return it to the BCA Membership Office at the above address.

For an explanation of membership classes, the membership benefits available, fees payable and so on, please see document **D1**. This application form **M3** for **Associate Membership** of BCA (and, optionally, membership of **BCRA**) is for use by clubs which do not wish to be full members of BCA, outdoor activity service providers, businesses and similar 'corporate' bodies that wish to become members of BCA but which are not caving clubs or access controlling bodies. Individual staff of an organisation that is an Associate Member of BCA *do not* become members of BCA; they must join BCA as Individual Members if they so wish.

BCA membership runs for a calendar year and expires on 31 December each year. There is no discount for Associate Members who join part-way through the year, but they will be sent issues of periodicals that were published earlier in the year that they join. You may subscribe to BCRA's periodicals Cave & Karst Science (ISSN 1356-191X) and Speleology (ISSN 1478-999X) without becoming a member of BCA using form **M4**. This may be the cheaper option if you live overseas or do not need other benefits of membership. Other classes of membership are available – Direct Individual Membership (DIM; form **M1**), Caving Clubs (form **M2**), and Club Individual Membership (CIM), which is only available to individuals who apply via their caving club.

Unlike the other classes of membership, Associate Members do *not* receive insurance cover under BCA's third party public liability insurance scheme.

### Methods of Payment

#### On-line payments by credit card or bank transfer

You may pay online at [caves.org.uk / payments / bca](http://caves.org.uk/payments/bca). You can use a range of credit and debit cards and you can also transfer money from your bank account.

#### Online registration of cheque payments

Even if you wish to pay by cheque, it helps our administration if you can complete the form at [caves.org.uk / payments / bca](http://caves.org.uk/payments/bca). You will receive an email confirmation and a reference number to write on the back of your cheque, which you can then post to us. For renewals, no further paperwork is required.

#### Postal payments by cheque

Membership/Subscription cheques should be made payable to **British Caving Association** and posted to

**BCA Membership Office**  
**The Old Methodist Chapel**  
**Great Hucklow**  
**BUXTON**  
**SK17 8RG**

If you are already a BCA member, please write your membership number on the back of your cheque.

Cheques for back-issues of publications should be made payable to **British Cave Research Association** and sent to BCRA at the above address.

Cheques can only be accepted if they are in UK currency and drawn on a UK bank. For overseas customers this is usually possible if your bank has a branch in London, but you might be charged a large fee for obtaining such a cheque from your bank. We cannot accept any payment where a transaction fee has to be paid by the recipient. You should verify this before you send payment because, if our membership office cannot accept it, you may have wasted your transaction fee.

#### Postal payments by Credit Card

Payments by credit card must be made online. We regret that we cannot accept credit card payments by post or telephone.

#### BACS and International Bank Transfer

Organisations that wish to pay by BACS should contact us for details. Please quote your membership or reference number on any transfer. Overseas payments are possible using our IBAN and SWIFT codes.

#### Invoices

You can request a pro-forma invoice if your organisation requires one. You will receive this by email. You can then pay by cheque, or online.

### The Small Print

**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.

**Privacy and Electronic Communications** – If you agree to the use of your email address, BCA may send you the occasional item of news and information. Subscribing to this service will not un-subscribe you from BCA's paper newsletters. In accordance with the Privacy and Electronic Communications Regulations, only relevant messages will be sent, and provision will be made for members to opt out of such communications if they wish. BCRA's 'Notices' list is a

standard Internet mailing list where the customer has full control of his subscription and where such subscription indicates an agreement to the traditional operating practices of such lists.

**Data Protection Policy** – BCA will guard the data of its members, subscribers and other customers in accordance with the Data Protection Act (1998) and its Schedules. Personal data shall be obtained only for the specified purposes of i) administering membership, subscription and sales services and ii) mailing of items solicited by its customers. Additionally, email addresses will be stored for the purpose of administering web and email forums to which the customer has opted to subscribe and by such action indicated his agreement to any stated or implied terms and conditions. Data will not

be disclosed to any third party nor used for any purpose other than those stated above without the express consent of the customer. Data may be stored at more than one location and may be stored on paper and in computer files.

**Equity Statement** – BCA 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. If you have not already done so, please complete and return the equity questionnaire, which you can download, from [caves.org.uk/payments/bca](http://caves.org.uk/payments/bca). It is optional, but it helps BCA meet its obligations to the Sports Council.

**M3 – Application for Associate Membership of BCA****€ Renewal or New Application?**

If this is a renewal please say so and give your membership number if you have been issued with one. *If this is a renewal and there are no changes to your membership details then you do not need to complete this form – just write the name of your organisation on the back of your cheque*

**Membership or  
Subscriber Number****€ Name of Organisation****€ Name of Person to Contact****€ Position in Organisation****€ Contact Address**

This is the address we will use for correspondence and renewals documentation.

**€ E-mail Address and Telephone Number**

This information is optional and will be used only if there is a query about your order. However, you can opt to receive email communications from BCA or BCRA by ticking the boxes opposite. (see 'small print' on page 1)

- I would like BCA to use this address to send me occasional news and information.  
 I would like to subscribe to BCRA's Internet mailing list. Please email the info to me

**€ Website Address**

Please note that BCA may publicise web site addresses

**€ Postal Address for Publications**

(If different from above). This is the address we will use for mailing your newsletters and periodicals. Please include your postcode.

**€ Regional Council Affiliation**

Associate and Group Members can (optionally) elect to become members of one or more Regional Caving Councils. Please indicate which RCCs you are currently a member of *or wish to join*. If, according to our records, you have selected any new RCCs, this will be treated as a request to join, and the relevant Council might need to request further details from you. Currently all Regional Councils give free membership to BCA member clubs.

<b>Northern (CNCC)</b>	Council of Northern Caving Clubs	cncc.org.uk	<input type="checkbox"/>
<b>Derbyshire (DCA)</b>	Derbyshire Caving Association	thedca.org.uk	<input type="checkbox"/>
<b>Wales (CCC)</b>	Cambrian Caving Council	cambrian cavingcouncil.org.uk	<input type="checkbox"/>
<b>Southern (CSCC)</b>	Council of Southern Caving Clubs	csccl.org.uk	<input type="checkbox"/>
<b>South West (DCUC)</b>	Devon & Cornwall Underground Council	dcuc.org.uk	<input type="checkbox"/>

**€ BCA Membership Fee**

<b>Associate Membership Fee</b>	£55	<b>£55</b>
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**€ BCRA Supplement**

Membership of BCRA is an optional extra. There is a discount for members who do not require Cave & Karst Science on paper. All members will have access to Cave & Karst Science Online. See web site for details.

<b>Standard Fee</b>	£22	<b>£</b>
<b>Reduced Fee without C&amp;KS supplied on paper</b>	£12	<b>£</b>

**€ Overseas Postage of Periodicals**

Anyone requiring Cave & Karst Science to be posted to an address outside the UK must pay a postage surcharge

**Note 1:** For the purposes of bulk-mailing of printed papers, Western Europe comprises the following list of countries, **Austria, Belgium, Denmark, Finland, France, Germany, Greece, Greenland, Iceland, Republic of Ireland, Italy, The Netherlands, Norway, Portugal, Spain, Sweden, Switzerland**. All other European countries (whether or not they are in the European Union) count as 'Rest of World'.

<b>Cave &amp; Karst Science: Postage to W. Europe note 1)</b>	£3	<b>£</b>
<b>Cave &amp; Karst Science: Postage to Rest of World note 1)</b>	£6	<b>£</b>

**€ Signature**

This application for must be signed by someone empowered to make binding commitments on behalf of the organisation (e.g. a trustee, partner or director). Your signature confirms that you are applying for membership of BCA and that you agree to the Association's membership rules.  
Associate Members are not covered by our public liability insurance scheme

*Authorised signature:*  
*Position in Organisation:*  
*Date:*

**€ Total Payment Due**

Please write the total in the box to the right. Methods of payment are listed on the previous page.

If you require a pro-forma invoice before payment, please tick the box and return this form to us with **clear instructions** as to the return address. Our invoice will include BACS and IBAN/SWIFT information. If you apply on-line you should use our email acknowledgement as an invoice, which saves our time and paperwork.

**Total Due... £****Invoice required?**

