

## 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 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. No further paperwork is required.

### Postal payments by cheque

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

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

If you are already a member, please write your name and membership no. on the back of your cheque. Cheques for sales of publications should be made

payable to **British Cave Research Association** and sent to BCRA at the same 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

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

### BACS and International Bank Transfer

Organisations that wish to pay by bank transfer should contact us for our account details and our IBAN/SWIFT code. Please quote your membership or reference number on any transfer.

### 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.



## Application/Renewal Form for Individual Membership

Use this form for applying for or renewing an Individual or Joint Membership of BCA and, optionally, BCRA membership.

# M1

December 2015

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16\_A5form\_M1\_booklet-v4.doc,  
revision 5  
last mod. 11-Dec-2015

## When to Use This Form

Use this form **M1** if you wish to apply for or renew a **Direct Individual Membership (DIM)** of BCA and, optionally, membership of **BCRA**. You can also use this form for **Joint Membership** of two DIMs at one address.

You may subscribe to BCRA's periodical Cave & Karst Science (ISSN 1356-191X) without becoming a member of BCA by visiting [bcra.org.uk / bookshop](http://bcra.org.uk/bookshop). This may be the cheaper option if you live overseas or do not need other benefits of membership.

Other classes of membership are available – Caving Clubs, Associate and Club Individual Membership (CIM), which is only available to individuals who apply via their caving club. For an explanation of membership classes, the membership benefits available, fees payable and so on, please visit the BCA web site at [british-caving.org.uk](http://british-caving.org.uk)

The main membership benefits available to **Direct Individual Members** are

- **Publications** – optionally, Cave & Karst Science
  - **Insurance** – Cover under BCA's third party public liability insurance scheme
  - **Voting** – Voting rights in the Association's general meetings and postal ballots
- Please note that Speleology is no longer published, and that the BCA newsletter is now published online. Additionally, the information formerly contained in the handbook is now available online.

Return this form to **BCA Membership Office, The Old Methodist Chapel, Great Hucklow, BUXTON, SK17 8RG**

## M1 – Application for Direct Individual Membership of BCA

<b>► Renewal or New Application?</b>	<b>Renewal?</b>	<b>Yes / No</b>
If this is a renewal please say so and give your membership number if you have it.		
	<b>Membership Number</b>	

<b>► Name(s) of Applicants</b>	
<i>First applicant: Name, Signature &amp; Date</i>	<i>Second applicant: Name, Signature &amp; Date</i>
Caver? <input type="checkbox"/> Non-caver? <input type="checkbox"/> Under-18? <input type="checkbox"/>	Caver? <input type="checkbox"/> Non-caver? <input type="checkbox"/> Under-18? <input type="checkbox"/>

<b>► Postal Address</b>
If this is a membership <i>renewal</i> and your address has not changed, then you can leave this box blank

<b>► E-mail Address and Phone Number</b>
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 4)
<input type="checkbox"/> I would like BCA to use this address to send me occasional news and information. <input type="checkbox"/> I would like to subscribe to BCRA's Internet mailing list. Please email the info to me

<b>► BCA Membership Fee</b>	<b>Basic Fee</b>	£5	<b>£5</b>
	for each active caver add	£17	£
	for each non-caver (note 1) add	£6	£
<b>► Insurance contribution</b>			
If you have already paid an insurance fee for the current year you do not need to pay it again. See notes opposite. If you are upgrading from a Student CIM member, please contact our office.			
<b>► Student Discount</b>	<b>Sub-total</b>		
For students in full-time education or under 18. <b>Does not apply to joint members</b>	Deduct student discount	-50%	

<b>► BCRA Supplement</b>	<b>Standard Fee, add</b>	£22	£
If you wish to join BCRA, please select one of these options. Please also read the note on <b>Gift Aid</b> opposite.	<b>Reduced Fee</b> <i>without C&amp;KS on paper; add</i>	£12	£
	<b>Student Fee with C&amp;KS</b>	free (✓)	
	<b>Student Fee without C&amp;KS</b>	free (✓)	

<b>► Total Payment Due</b>	<b>Total Due...</b>	<b>£</b>
Methods of payment are listed on page 4.		

## Further Details

**Joint Members**  
If you are applying for joint membership (defined as two DIMs living at the same postal address) please give both names and indicate whether each is a caver or non-caver (see section on insurance, below). Joint members receive only one set of mailings but both are entitled to vote at General Meetings.

**Signature**  
All applicants should sign in the box opposite to confirm that they are applying for membership of BCA and that they agree to the Association's membership rules

**Overseas Addresses**  
Anyone requiring Cave & Karst Science to be posted to an address outside the UK must pay a postage surcharge, **which is not shown on this form**. Please use our online form if you need to pay this surcharge.

**Notices E-List**  
Tick the box and we will send you information on how to subscribe to the BCRA Notices e-List, which we use for announcements of events, publication date of periodicals, AGM notices, etc. Or visit [list.bcra.org.uk](http://list.bcra.org.uk) or send a blank email to [notices-subscribe@list.bcra.org.uk](mailto:notices-subscribe@list.bcra.org.uk)

**Insurance Contribution**  
In addition to paying the **Basic Fee** (which covers periodicals and services) every individual has to pay a contribution towards the Association's **public liability insurance scheme**. Please select one of the options, referring to the following notes.

**Note 1)** Non-cavers may pay an insurance contribution at the lower rate.  
**Note 2)** If you are a caver who has paid to join the insurance scheme via your caving club then you do not need to pay again, but you should give the club name and the amount in the box to the right. In future years, you should pay the insurance with your BCA DIM membership instead of via your caving club.  
**Note 3)** If you are a UK caver and you have adequate third-party cover from another body (e.g. FFS, SU1, university) then you do not need to pay again, but you should give the details in the box. Note that 'adequate' does not mean a household or travel policy!

*Details of insurance fee already paid.*

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



**Gift Aid Declaration.** Members of BCRA (UK charity 267828) can assist the Association by completing the Gift Aid declaration in the shaded box, which allows us to recover the tax paid on the BCRA element of your subscription.

For **joint members** your payments will be split equally between both members unless you tell BCRA otherwise. Only one member need sign the declaration.

Please notify BCRA if i) you want to cancel this declaration, ii) you change your name or home address or iii) you no longer pay sufficient tax on your income and/or capital gains. If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

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Please treat as Gift Aid donations all qualifying gifts of money made to the **British Cave Research Association** in the past year and in the future. I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I gave during the qualifying period.

Signature and date...

**Part-Year Discounts**  
BCA membership runs for a calendar year and expires on 31 December each year. There is a discount for DIMs who join part-way through the year, which reflects the fact that such members will only receive insurance cover and periodicals for part of the year. **The discount is not shown on this form.** Please use our online form if you wish to take advantage of the discount.

If you pay a full membership fee after 1 October your membership will run until the end of the following year – so you get 15 months for the price of 12.