

## CLUB AND ASSOCIATION AFFILIATION CHECKLIST

**Association:**

**Club:**

To be affiliated with SACA for the 2023-24 season, clubs and associations need to complete the below check list and **return to your Club Officer by October 31<sup>st</sup>, 2023**. These tasks are vital to the running of sustainable clubs and competitions. The Child Safe and Affiliate Protection Requirements and the Administration Requirements are mandatory requirements for affiliation.

### CATEGORY

### ACTION ITEMS



#### CHILD SAFE AND AFFILIATE PROTECTION REQUIREMENTS

The following checklist items detail the minimum actions required for the adoption of Australian Cricket's Policy for Safeguarding Children & Young People

#### Child Safe Officer

Appoint a Child Safe Officer who will be responsible for championing child safety within your association or club.

Name of Child Safe Officer:

Phone Number:

Email:

Completed Child Safe Officer Training?      Yes      No

#### Provide evidence of policy adoption

Reconfirm your commitment to the following documents at your AGM or committee meeting and keep evidence of adoption. Clubs that are audited will be required to provide their evidence as part of the audit process.

[Australian Cricket's Policy for Safeguarding Children and Young People.](#)

[Australian Cricket's Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs.](#)

[Australian Cricket's Commitment to Safeguarding Children and Young People.](#)

[SACA's Affiliated Clubs and Associations Affiliate Protection Policy; and](#)  
[SACA's Safeguarding Children and Young People Policy.](#)

Excerpt to use in committee meeting minutes to adopt relevant policies and codes (copy and paste):

That the **[ENTER NAME OF CLUB / ASSOCIATION]** endorses and adopts the following documents, as revised by the 2023 amendments:

- Australian Cricket's:
  - Policy for Safeguarding Children and Young People;
  - Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs; and
  - Commitment to Safeguarding Children and Young People.
- South Australian Cricket Association's:
  - Affiliated Clubs and Associations Affiliate Protection Policy; and
  - Safeguarding Children and Young People Policy.

Effective as at **[ENTER DATE OF MEETING]**.

<b>Publicly Display documents</b>	Ensure all the above documents are publicly available and accessible to current and potential members on your website and/or social media pages.	
<b>Working with Children Checks</b>	Continually manage and monitor recruitment, screening, and induction of Cricket volunteers.  <b>All persons aged 14 or over</b> involved at your club/association are required to have a <a href="#">Working with Children Check</a> (WWCC)	
	Register your club/association with DHS by <a href="#">creating an Organisation Portal</a> (if not already created) and linking your volunteers to your Portal. (You can then use the Portal to initiate and verify your volunteers' WWCCs.)  For instructions on how to do this, see section 5 of the DHS Screening Unit's <a href="#">Working with Children Check Information for Organisations booklet</a>	
	Maintain a register of all volunteer WWCCs and ensure any new checks are verified via your Organisation Portal.  <b>Keep a copy of your 2023-24 WWCC Register.</b> Please select which WWCC register option you will administer in 2023/24:  <i>Maintain online within your Organisation Portal OR</i> <i>Maintain a manual register using word or excel</i>	
<b>Reporting Prohibited Conduct</b>	Report and take appropriate action regarding any instances or allegations of Prohibited Conduct in accordance with the process set out in Annexure B of <a href="#">Australian Cricket's Policy for Safeguarding Children and Young People</a> .	
<b>ADMINISTRATION REQUIREMENTS</b>		
<b>PlayHQ</b>	Complete key administration tasks on PlayHQ: <ul style="list-style-type: none"> <li>• <i>Update Organisation details</i></li> <li>• <i>Update key contacts (President, Secretary, Child Safe Officer etc)</i></li> <li>• <i>Set up teams (associations will allocate to grades)</i></li> </ul>	
<b>Competition Admin (Associations Only)</b>	Roll over competitions and invite Clubs via PlayHQ	
	Create competition fixtures via PlayHQ	
	Comply with Australian Cricket recommended Junior Formats (if applicable)	
<b>Insurance</b>	Complete the Online Risk Management Module <a href="#">HERE</a> , and download your Certificate of Currency.	

## RECOMMENDED FOR BEST PRACTICE

<b>PlayHQ Education</b>	<p>Australian Cricket have developed a large range of onboarding webinars and support articles to make the transition to PlayHQ as smooth as possible for administrators.</p> <p>All PlayHQ resources and webinars can be found on the <a href="#">Community Cricket website</a>.</p>
<b>Child Safety</b>	<p>Club/association includes Safeguarding Children &amp; Young People as a permanent Agenda item at your meetings</p> <p>All coaches, umpires, coordinators, committee members and other volunteers sign a <a href="#">Member Protection Declaration</a></p> <p>Those listed as requiring a WWCC complete the <a href="#">Play By The Rules Child Protection</a> online course.</p> <p>Attend/facilitate Child Safe Officer training at your club/association.</p> <p>If you would like to register for a course, or facilitate training specific for your club or association, please contact Sport SA at <a href="mailto:operations@sportsa.org.au">operations@sportsa.org.au</a> or visit the <a href="#">Sport SA website</a> for online training dates.</p>
<b>Coach Education</b>	<p>All coaches download the <a href="#">Cricket Australia Coach app</a> and complete the online introduction to coaching, online junior coach modules and attend a community coach course.</p> <p>Further information is available at <a href="http://www.community.cricket.com.au/coach">www.community.cricket.com.au/coach</a></p>
<b>Volunteer Recognition</b>	<p>Reward and recognise your volunteers through SACA volunteer recognition events throughout the season:</p> <ul style="list-style-type: none"><li>• <i>Spirit of Cricket Lunch</i></li><li>• <i>Test Match tickets and events</i></li><li>• <i>Community Cricket Awards</i></li></ul>

## CHILD SAFE ENVIRONMENT COMPLIANCE STATEMENT

**IMPORTANT:** It is a requirement under SA law that organisations with significant membership or involvement by children, or who provide coaching services to children, prepare or adopt policies and procedures designed to ensure that safe environments for children are established and maintained. Organisations are required to abide by these child safe environment policies and procedures in order to remain on the Child Safe Environments Compliance Statement lodged by SACA.

*In my capacity as an authorised officer of the above named club/association, I certify that the club/association has completed all mandatory requirements for affiliation with SACA, as set out in the above checklist, and that the details provided in the checklist are true, complete and accurate:*

Name:

Position:

Signature:

Date: