

YOUR CLUB AND ASSOCIATION GUIDE TO SACA AFFILIATION FOR THE 2023-24 SEASON

KEY TASKS

1. Complete Club and Association Affiliation Checklist.
2. Endorse all required child safe and affiliate protection policies at your AGM/committee meeting.
3. Keep evidence of your 2023-24 WWCC Register.
4. Complete the Online Risk Management Module (Insurance) and download your 2023/24 Certificate of Currency.
5. Email a copy of your completed checklist to your Club Officer by October 31st 2023
6. Complete the Online Risk Management Module (Insurance) and download your 2022/23 Certificate of Currency.

KEY DATES

July 2023	Insurance registration opens through MARSH Website
31st October 2023	Complete Affiliation Checklist and return all required documents to your Club Officer
November 2023	Reward and recognise your volunteers through SACA volunteer recognition events
January 2024	Child Safe Audit notifications sent
June 2024	Child Safe Audits Due

SACA STAFF CONTACTS

If you need assistance, don't hesitate to reach out to your regions Cricket Officer:

Tiffany Finlay	North East Metro	tfinlay@saca.com.au
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CHILD SAFE AND AFFILIATE PROTECTION POLICIES

An affiliation requirement of all clubs and associations is the endorsement, implementation and promotion of the below policies and codes each season. This includes making them publicly available and accessible to current and potential members on your website and/or social media pages.

- 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.

To download or view current policies, codes and resources relating to child safety and affiliate protection you can visit the following websites:

[SACA POLICIES](#)

[CRICKET AUSTRALIA SAFEGUARDING CHILDREN AND YOUNG PEOPLE](#)

When promoting these policies, SACA recommend including the above direct links to your website and/or social media pages so the most up to date versions are being accessed by your members.

CHILD SAFE OFFICER

Appoint a Child Safe Officer (CSO) and/or Member Protection Information Officer who will be responsible for championing child safety within your Affiliated Association or Club.

Consider the following when recruiting a Child Safety Officer, where possible:

- Appoint two people to share the load, ideally one male and one female volunteer.
- Look for potential volunteers with professional skillsets that will help them adapt quickly to the role.
- Appoint persons with a demonstrated ability to connect with your Association or Club community, people with strong listening and empathy skills and an ability to form empowering, respectful relationships with Children & Young People.
- Avoid appointing individuals already undertaking important roles with Children & Young People like coaches or junior coordinators.

If your CSO would like to register for a course, or facilitate training specific for your club or association, please contact Sport SA at membership@sportsa.org.au or visit the [Sport SA website](#) for online training dates.

Alternatively, Play By The Rules offers free courses on some of the most important topics in sport, including:

[Child Protection and Safeguarding Course](#)

[Harassment and Discrimination Course](#)

[Complaint Handling Course](#)

[Member Protection Information Officer \(MPIO\) Course \(part 1\)](#) – Please note, there are two parts to qualifying as an MPIO. to obtain an official certificate this course needs to be followed up with an additional paid workshop.

WORKING WITH CHILDREN CHECKS

It is each club and association's responsibility to comply with SA legislation regarding Working With Children Checks (WWCC). All persons aged 14 and older who work with children (people aged under 18) must obtain a WWCC from the Department of Human Services (DHS).

As a guide, the following people who interact or deal with children must obtain a WWCC:

- Coaches
- Umpires
- Club captains
- Team managers
- Junior coordinators
- All committee members for clubs and associations with junior participants
- Other volunteers directly involved in the delivery of programs and services to children; and
- Any other person required by SA law to hold a WWCC.

DHS WWCCs are free for volunteers and, once obtained, are valid for 5 years and continuously monitored by DHS.

Applications must be lodged with the Department of Human Services Screening Unit online via <https://screening.sa.gov.au/applications>. WWCCs may be initiated by the club/association, or individuals can lodge their own applications.

When engaging a volunteer you need to ensure you are verifying their WWCC online through your Organisation Portal via the DHS Website. (See information on how to register your Organisation in the section below.) This verification ensures that the check is valid and that the volunteer has not been prohibited from working with children since the check was initiated.

WORKING WITH CHILDREN CHECK – REGISTER

Clubs and associations are required to keep accurate records of volunteers, WWCC numbers and the dates that their WWCC status was verified by the club/association. Further information on record keeping processes are set out on Page 21 of [Australian Cricket's Safeguarding Children and Young People Policy](#).

Register as an organisation on the DHS Website

Your club/association must register as an organisation via the DHS website and maintain all checks online. This process gives you the ability to initiate new checks for your volunteers when needed and link in/verify existing WWCC's into your organisation portal. This gives you confidence that your volunteers are cleared to work at your club.

Register your club/association with DHS [by creating an Organisation Portal](#) (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 Working with Children Check Information for Organisations booklet on [SACA's Safeguarding Children and Young People webpage](#).

The online organisation portal can also be used to maintain your WWCC register.

Manual Register

Whilst the online organisation portal must be used to initiate and verify WWCCs, some clubs/associations also like to maintain a separate manual register. You can do this by setting up a word or excel document and listing all club volunteers. As a minimum, the following information should be recorded on the register:

- Full Name
- Date of Birth
- Screening Reference Number (SRN)
- Issue date
- Verification date
- Verification outcome
- Expiry date

Your WWCC register needs to be monitored and updated throughout the season. Best practice would be to notify any volunteer 3 months out from their expiry date so they can initiate a new check prior to their current check expiring (or have your club/association initiate the new check itself).

CHILD SAFE AUDIT PROCESS

As part of SACA's commitment to creating safe and welcoming environments for children and young people, audits are conducted on a representative sample of clubs and associations at the end of each season. This takes places on a 4 year cycle, therefore community clubs are not expected to go through this process more than once in a 4 year period.

This audit will check that your club has completed the key steps and tasks required under the Framework to create safe and welcoming environments for children and young people. You will receive an Audit Checklist to complete and will be asked to provide a copy of your WWCC Register.

January 2024 – Notification and Audit Checklist will be sent via email to any club/association due for an Audit.

June 2024 – Audit Checklist and WWCC Register due

July 2024 – Club/association will receive action items and resources to assist in any identified areas of child safety development.

NATIONAL RISK PROTECTION PROGRAM (INSURANCE)

As part of your Affiliation with SACA your club/association will be covered under the National Risk Protection Program. Coverage includes -

- Public Liability Insurance
- Club Management Liability Insurance
- Personal Injury Insurance

To learn everything you need to know about the insurance you have in place for your club/association, or to make a claim, please visit <https://au.marsh.com/sport/cricket-australia.html>

Certificate of Currency

As the cost of the insurance for all organisations is covered under the National Registration Fee (NRF) paid by participants each season, you will be able to access your certificate of currency without requiring payment.

Please follow [CLICK HERE](#) to complete the Online Risk Management Module, and you will be able to download your certificate of currency.

PLAYHQ RESOURCES & SUPPORT

PlayHQ Support Articles

Our team at Cricket Australia has created a range of Cricket specific user guides to help you through administrative tasks in the PlayHQ system.

[CLICK HERE TO VIEW PLAYHQ SUPPORT ARTICLES](#)

Cricket Australia Customer Support Team

You can lodge a [support request](#) if you are unable to find an appropriate user guide for your needs.

Cricket Australia's Customer Support Team are also available Monday – Sunday (9-5pm) via playcricketsupport@cricket.com.au or on the phone at **1800 274 2538**.