

YOUR CLUB AND ASSOCIATION GUIDE TO SACA AFFILIATION FOR THE 2025-26 SEASON

KEY TASKS

1. Complete Club & Association 2025/26 Affiliation Checklist.
2. Appoint a Child Safe Officer.
3. Endorse all required Safeguarding Children and Affiliate Protection policies at your AGM/committee meeting.
4. Register with the Department of Human Services (DHS) by creating an Organisation Portal.
5. Complete the Online Risk Management Module (Insurance) and download your 2024/25 Certificate of Currency.
6. Email evidence of policy endorsement (meeting minutes) to your Cricket **Officer by 31 October 2025**.
7. Email a signed copy of the Club & Association Checklist to your Cricket **Officer by 31 October 2025**.

KEY DATES

July 2025	Insurance registration opens through Marsh website
August - October 205	Complete the Affiliation Checklist and return all required documents to your Cricket Officer
January 2026	Child Safe Audit notifications sent
March 2026	Child Safe Audits due
March 2026	SACA Community Cricket Awards

CHILD SAFE OFFICER

Appoint a Child Safe Officer (CSO) who will be responsible for championing child safety within your club or association. Consider the following when recruiting a Child Safety Officer, where possible:

- Look for potential volunteers with professional skillsets that will help them adapt to the role
- Appoint persons with a demonstrated ability to connect with your club or association 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, such as coaches or junior coordinators

To read a position description of a Child Safe Officer, please see [page 3 of the Australian Cricket Looking After Our Kids Action Plan](#).

Child Safety Officer Training:

Whilst CSO training is not mandatory, If your CSO would like to register for a training course, or facilitate training specific for your club or association, visit the [Sport SA website](#) for online training dates. Alternatively, Play By The Rules offers a free [Child Protection and Safeguarding course](#).

The Following Key resources can be accessed:

- [The Community Introduction to Australian Cricket's Safeguarding Children and Young People training module](#)
- [Child Safety Officer Tool Kit](#).
- [Responding to incidents, disclosures and Suspicions of Child Abuse](#).

SAFEGUARDING CHILDREN 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](#)
- [SACA's Policy on Safeguarding Children and Young People](#)

COMMUNITY CRICKET CONCUSSION GUIDELINES

Cricket Australia has implemented Concussion & Head Trauma Guidelines for Community Cricket. The Guidelines have been developed to support community cricket competitions, clubs, players, parents, coaches, umpires and other stakeholders on how to assess and manage any participant who has suffered, or is suspected of suffering, a concussion.

It is important that all clubs/associations understand and adhere to the [Community Cricket Concussion and Head Trauma Guidelines](#).

PROMOTION OF POLICIES AND GUIDELINES

Ensure the above policies and guidelines are publicly available and accessible to current and potential members on your website and/or social media pages. 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.

Some other ways you can promote the policies and guidelines include:

- Create a post on your club Facebook page to promote the documents and pin the post to ensure visibility
- Add the documents and/or the Commitment to Safeguarding Children and Young People to the 'About' section of your Facebook page
- Email the documents to all club members at the start of each season with a message from your Child Safe Officer
- Add your CSO contact details to the editable Child Safety Poster and place it around your clubrooms (available at: <https://resources.playcommunity.pulselive.com/playcommunity/document/2024/11/26/8b334e98-0fc3-498d-8b55-6681623944ef/Child-Safety-Officer-Poster.pdf>)
- Your club includes Safeguarding Children & Young People as a permanent agenda item at your meetings

WORKING WITH CHILDREN CHECKS

It is each Club and Association's responsibility to comply with SA legislation regarding WWCCs. All persons aged 14 and older who work or volunteer with children (people aged under 18) must obtain a WWCC from the Department of Human Services (DHS).

As a minimum, SACA requires that persons appointed to the following roles obtain a valid WWCC:

- **Coaches** who interact or deal with Children and Young People;
- **Umpires** who officiate cricket matches involving Children and Young People;
- **Club captains** who interact or deal with Children and Young People;
- **Team managers** who interact or deal with Children and Young People;
- **Junior coordinators**;
- **Club president, secretary and other committee members** for all clubs with Children and Young People participants;
- **Volunteers** directly involved in the delivery of programs and services to Children and Young People; and
- Any other person [required by SA law](#) to hold a WWCC

Working with Children Checks are **FREE** for volunteers and, once obtained, are valid for 5 years and continuously monitored by DHS.

Volunteers can apply for a WWCC through the DHS Screening Unit online via <https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc>. WWCCs can also be initiated by the club/association via your Organisation Portal.

When engaging a volunteer, you need to ensure you are verifying their WWCC online through your Organisation Portal (see information on how to create an Organisation Portal 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 issued.

WORKING WITH CHILDREN CHECKS – ONLINE DHS PORTAL

All Clubs/Associations **MUST** register as an organisation with the DHS and create an Organisation Portal (if not already created).

The Organisation Portal can be used to :

- Initiate new WWCCs for volunteers;
- Verify existing WWCCs for new volunteers;
- Monitor status of all volunteer WWCCs;
- Monitor expiry dates of all volunteers WWCCs

The Organisation Portal will replace the need for your club to maintain an offline WWCC Register.

Registering as an organisation with the DHS requires an ABN. If your club/association does not have an ABN, you will need to obtain one before you register.

For the purpose of ensuring compliance with SA legislation, SACA may request evidence of your Organisation Portal (via screenshot).

Click [HERE](#) to access wwcc information for organisations

Click [HERE](#) to register and create an organisation portal

REPORTING PROHIBITED CONDUCT

Report and take appropriate action regarding any instances or allegations of Prohibited Conduct in accordance with the process set out in [Annexure B of Australian Cricket's Policy for Safeguarding Children & Young People](#)

In an emergency, always call 000.

In non-emergency situations:

- South Australian Police, Phone: 131 444 (<https://www.police.sa.gov.au/>)

Department of Child Protection, Child Abuse Report Line, PH: 131 478 (<https://www.childprotection.sa.gov.au/reporting-child-abuse>)

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 in February each season.

The Audit will check that your Club/Association is maintaining the minimum standards required for the adoption of Australian Cricket's Policy for Safeguarding Children and Young People.

January 2026 – Notification and Audit Form will be sent via email to the CSO of chosen clubs/associations.

March 2026 – Audit Form and evidence of WWCC Organisation Portal due.

April 2026 – Club/association will receive any identified action items and supporting resources.

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/clubs.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 club/association's Certificate of Currency without requiring payment.

Please [CLICK HERE](#) to complete the **Online Risk Management Module** on the Marsh website, and you will be able to download your Certificate of Currency.

PLAYHQ SUPPORT

Our team at Cricket Australia has created a range of Cricket specific user guides to help you through administrative tasks in the PlayHQ system. View user guides [HERE](#).

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

Cricket Australia's Customer Support Team are also available Monday – Sunday 9:00am-5:00pm (with extended hours on Mondays, Fridays and Saturdays) via playcricketsupport@cricket.com.au or on the phone at 1800 CRICKET (1800 274 25 38).

RECOMMENDED FOR BEST PRACTICE

TRAINING AND EDUCATION

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 \(part 1\)](#)

Cricket Australia also has some [free eLearning modules](#) to help community cricket volunteers, coaches, umpires and parents recognise and report prohibited conduct in cricket, covering all forms of abuse, misconduct and grooming. Each module takes just 5 minutes to complete. We recommended to start with the 'Looking after our kids introduction' module, from which you can also navigate to each topic.

RESOURCES FOR CLUBS AND ASSOCIATIONS

The below resources can assist committee members within affiliated clubs and associations to adopt Australian Cricket's Policy for Safeguarding Children & Young People and provide a child safe environment. The Australian Cricket Child Safety Officer Toolkit is a collection of resources designed to assist CSOs to promote a culture of child safety within their club, association or indoor centre.

- [Looking After Our Kids Action Plan](#)
- [Child Safety Officer Toolkit](#)
- [Parent-Guardian Transport Approval](#)
- [Image Consent and Release Form](#)
- [Livestream Consent Form](#)
- [Child Safety Acknowledgement Form](#)

MEMBER PROTECTION INFORMATION OFFICER (MPIO)

Member Protection Information Officers (MPIOs) are an integral part of all levels of Australia sport, especially grassroots sport. MPIOs are there to listen to issues raised by members of any sport before triaging and referring them to the right place to find a resolution. The MPIO is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern, as well as information support during the process.

MPIOs don't handle complaints or investigate grievances, and they don't mediate between members or stakeholders. They're also separate from the relevant Integrity Manager or the person(s) in authority regarding complaints, disputes and resolutions in your sport. MPIOs are an impartial party who are there to help guide people in the right direction.

To find out more about MPIOs, read here <https://www.playbytherules.net.au/online-courses/mpio-online-course>

GENDER DIVERSITY ON BOARDS (40:40:20)

The Office for Recreation, Sport and Racing has adopted a 40:40:20 Position for gender diversity of boards. Each board should have a minimum of 40% of both men and women. The remaining 20% of board positions may be filled with any gender.

SACA KEY CONTACTS

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

Rhys Sutton	Volunteer Engagement and Development Officer	rsutton@saca.com.au
Rachel Heywood	Integrity and Compliance Advisor	rheywood@saca.com.au
Aashray Addagulla	Cricket Officer: North Metro Region	aaddagulla@saca.com.au
Akshay Trivedi	Cricket Officer: Central & West Metro Region	atrivedi@saca.com.au
Alex Cornelius	Cricket Officer: South Metro Region	acornelius@saca.com.au
Brodie Clarke	Cricket Officer: Adelaide Hills Region	bclarke@saca.com.au
Daniel Kerber	Cricket Officer: North East Country Region	dkerber@saca.com.au
Kyle Graetz	Cricket Officer: Onkaparinga & Fleurieu Region	kgraetz@saca.com.au
Laura Chester	Cricket Officer: South East & Murraylands	lchester@saca.com.au
Matt Leigh	Cricket Officer: Gawler & Barossa Region	mleigh@saca.com.au
Tiffany Finlay	Cricket Officer: East Metro Region	tfinlay@saca.com.au
Troy Reid	Cricket Officer: North West Country Region	treid@saca.com.au

Please Click here to access the [Clubrooms EDM](#).