

YOUR CLUB AND ASSOCIATION GUIDE TO SACA AFFILIATION FOR THE 2026-27 SEASON

KEY TASKS

1. Complete club & association 2026/27 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 2026/27 Certificate of Currency.
6. Email evidence of policy endorsement (meeting minutes) to your Cricket **Officer by 31st of October 2026**.
7. Email a completed supplier form to your **Cricket Officer by the 31st of October**.
8. Email a signed copy of the club & association Checklist to your **Cricket Officer by 31st of October 2026**.

KEY DATES

July 2026	Insurance registration opens through Marsh website.
September - October 2026	Complete the Affiliation Checklist and return all required documents to your Cricket Officer.
December 2026	Community Cricket Award Nominations Open – December 5 th .
January 2027	Child Safe Audit notifications sent.
March 2027	Child Safe Audits due.
March 2027	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](#).
- [PlayCricket Child Safety Website](#)

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 Statement of Commitment to Child Safety](#)
- [SACA's Policy for Safeguarding Children and Young People.](#)
- [SACA's Affiliate Protection Policy](#)
- [SACA's Report and Complaint Resolution Procedure](#)
- [SACA's Hearing Tribunal Procedure](#)
- [SACA's Appeal Tribunal Procedure](#)
- [SACA's Codes of Behaviour](#)

COMMUNITY CRICKET PLAYER SAFETY AND INCLUSION AND DIVERSITY GUIDELINES

It is important that all clubs and associations understand and adhere to the relevant guidelines and resources applicable to their operations. The resources have been designed to support clubs in meeting their responsibilities, creating safe and welcoming environments, and delivering positive experiences for participants, volunteers, officials, and members. This guide and checklist should be used alongside the Cricket Australia Club Resources to assist your club in understanding and adhering to the Cricket Australia's Player Safety and Inclusion and Diversity Guidelines.

Click here to find more: <https://play.cricket.com.au/community/resources/clubs#player>

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 who provide programs/services to children and young people;
- **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.

WWCC's 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 confirms whether the WWCC is valid and that the volunteer has not been prohibited from working with children since the WWCC 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; and
- 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

DHS PORTAL – NEW SCREENING PORTAL

The Department of Human Services (DHS) has now launched its new Screening Portal. Clubs and associations should be familiar with the new system and that the appropriate personnel have access to manage screening applications on behalf of their organisation. Taking the time to review account details and administration access will help ensure screening checks continue to be processed efficiently and without disruption.

Key actions for clubs and associations:

- Confirm your organisation's contact details are accurate in the new DHS Screening Portal.
- Ensure at least one active Site Administrator is assigned to your account.
- Review and manage any outstanding screening applications.
- Continue to submit new screening applications as required through the new portal.

- Familiarise relevant committee members and administrators with the new system and its functionality.
- Refer to the DHS Screening Checks website for guides, resources, and support materials.

Further information: For assistance with the new portal, contact the DHS Screening Unit on **1300 321 592** or visit the DHS Screening Checks website: <https://dhs.sa.gov.au/contact>

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 2027 – Notification and Audit Form will be sent via email to the CSO of chosen clubs/associations.

March 2027 – Audit Form and evidence of WWCC Organisation Portal due.

April 2027– 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 Code of Behaviour](#)
- [Child Safety Officer Toolkit](#)
- [Parent-Guardian Transport Approval](#)

- [Image Consent and Release Form](#)
- [Livestream Consent Form](#)
- [Looking After Our Kids 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-onlinecourse>

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.

CLUBROOMS EDM

Stay connected with everything happening across community cricket by subscribing to the **Clubrooms EDM**. Delivered directly to your inbox, Clubrooms is your go-to source for the latest news, important updates, key dates, resources, funding opportunities, training and development programs, and support available to clubs and volunteers. Whether you're a committee member, volunteer, coach, or administrator, Clubrooms helps you stay informed, access valuable resources, and make the most of the opportunities available to your club throughout the season.

Sign up for the clubrooms EDM here:

<https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=zFV0OP3DG00lpOVhR8Lp21k5Pb2CiM9JqsWYTUE85dURERaNIjHRzFBUldCMzJDQ01JN1IzMV00TS4u>

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
Paris Hore	Cricket Officer: North Metro Region	phore@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
Aryan Meghani	Cricket Officer: North East Country Region	ameghani@saca.com.au
Dylan Smith	Cricket Officer: Onkaparinga & Fleurieu Region	dsmith@saca.com.au
Laura Chester	Cricket Officer: South East & Murraylands Region	lchester@saca.com.au
Kyle Graetz	Cricket Officer: Gawler & Barossa Region	kgraetz@saca.com.au
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