

CLUB AND ASSOCIATION AFFILIATION CHECKLIST

Association:

Club:

To be affiliated with The South Australia Cricket (SACA), Clubs and Associations are required to complete the below checklist and **return signed to your Cricket Officer by the 31st of October 2026**. The below tasks are vital to the running of sustainable clubs and competitions within South Australia. The Safeguarding Children, Affiliate Protection Requirements and the PlayHQ requirements are mandatory requirements for affiliation.

Please refer to 'SACA's Affiliation Guide' for supporting information and resources.

CATEGORY ACTION ITEMS



SAFEGUARDING CHILDREN 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 (CSO) who will be responsible for championing child safety within your club or association. Utilise the [Community Introduction to Australian Cricket's Safeguarding Children and Young People Framework](#) for practical tips and resources to support the CSO.

Name of Child Safe Officer:

Phone Number:

Email:

Completed Child Safe Officer Training?

☐

Yes

☐

No

☐

Provide Evidence of Policy Adoption

Endorse/re-endorse the following documents at your AGM or committee meeting and provide evidence of adoption by emailing a copy of the relevant meeting minutes to your **SACA Cricket Officer by 31st of October 2026**.

Excerpt to use in committee meeting minutes to adopt relevant policies and codes (copy and paste). Please remember to edit the two highlighted fields to reflect your club/association and date of endorsement:

The **[ENTER NAME OF CLUB / ASSOCIATION]** endorses and adopts the following documents (including as amended and notified from time to time):

- Australian Cricket's:
 - [Policy for Safeguarding Children and Young People;](#)
 - [Looking After Our Kids Code of Behaviour;](#)
 - [Statement of Commitment to Child Safety.](#)
- South Australian Cricket Association's:
 - [Policy for Safeguarding Children and Young People.](#)
 - [Affiliate Protection Policy](#)
 - [Report and Complaint Resolution Procedure](#)
 - [Hearing Tribunal Procedure](#)
 - [Appeal Tribunal Procedure](#)
 - [Codes of Behaviour](#)

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

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Publicly Display Documents

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

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Player Safety and Inclusion and Diversity Guidelines	Understand and adhere to the Cricket Australia's Player Safety and Inclusion and Diversity Guidelines .	☐
Supplier Form	Complete and submit the Supplier Form to SACA Finance (Attached Below). Note: These bank details will be used to disburse Government Sports Vouchers funds to eligible entities. If your club/associations bank details change throughout the season you will need to update this information with SACA.	☐
Working with Children Checks	All Clubs and Associations are required to continually manage and monitor recruitment, screening, and induction of Cricket volunteers. All persons aged 14 or over involved at your Club/Association are required to have a Working with Children Check (WWCC).	☐
Online DHS Organisation Portal	All Clubs/Associations MUST register with the Department of Human Services (DHS) and create an Organisation Portal (if not already created). The Organisation Portal can be used to initiate, verify and monitor all volunteer WWCCs. For instructions on how to register your club/association, refer to SACA's Affiliation Guide or speak with your regions Cricket Officer.	☐
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 and Young People .	☐
Insurance	Complete the Online Risk Management Module HERE , and download your Certificate of Currency.	☐

PLAYHQ REQUIREMENTS

PlayHQ	Complete key administration tasks on PlayHQ: • Update Organisation details • Update key contacts (President, Secretary, Child Safe Officer, etc.) • Volunteers registered into PlayHQ.	☐
Competition Administration (ASSOCIATIONS ONLY)	Set up competitions and invite Clubs via PlayHQ	☐
	Create competition fixtures via PlayHQ	☐
	Comply with Australian Cricket recommended Junior Formats (if applicable)	☐

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 safeguarding policies in order to be included in the Child Safe Environments Compliance Statement lodged by SACA to the DHS.

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:

Supplier Information Form

Please complete all fields below to provide supplier and payment details.

Supplier Details	
Supplier Name	
ABN	
Street Address	
Suburb	
State	
Post Code	
Country	
Supplier Contact Details	
Supplier Contact First Name	
Supplier Contact Last Name	
Supplier Contact Phone Number	
Supplier Email Address	
Bank Account Details	
Bank Account BSB Number	
Bank Account Number	
Bank Account Name	