

CLUB AND ASSOCIATION AFFILIATION CHECKLIST

Association:

Club:

To be affiliated with SACA for the 2021-22 season, clubs and associations need to complete the below check list and **return to your Club Officer by October 31st, 2021**. 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	✓
<i>CHILD SAFE AND AFFILIATE PROTECTION REQUIREMENTS</i>		
Working with Children Check	All persons aged 14 or over undertaking child-related work are required to have a Working with Children Check (WWCC)	
Working with Children Check Register	Club/Association committee keeps a record of all WWCCs in relation to its employees and volunteers. Keep a copy of 2021-22 register.	
SACA policies	Adopt SACA Affiliated Clubs and Associations Affiliate Protection Policy Adopt SACA's Safeguarding Children and Young People Policy	
AC's Safeguarding Children and Young People Framework	Adopt Australian Cricket's Safeguarding Children and Young People Framework . (See below for how to adopt.) Complete the Checklist for Adoption of Australian Cricket's Policy for Safeguarding Children and Young People Club/Association President signs Australian Cricket's Commitment to Safeguarding Children and Young People and actively promote within your club. E.g. displays on website, social media and/or clubrooms.	
Provide evidence of policy adoption	Provided evidence of adoption by emailing a copy of the relevant club minutes to your SACA Club Officer by 31st October 2021 . Excerpt to use in committee meeting minutes to adopt relevant policies and codes (copy and paste): <i>That the [ENTER NAME OF CLUB / ASSOCIATION] endorse and adopt:</i> <ul style="list-style-type: none"> • <i>Australian Cricket's:</i> <ul style="list-style-type: none"> ○ <i>Policy for Safeguarding Children and Young People;</i> ○ <i>Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs; and</i> ○ <i>Commitment to Safeguarding Children and Young People.</i> • <i>South Australian Cricket Association's:</i> <ul style="list-style-type: none"> ○ <i>Affiliated Clubs and Associations Affiliate Protection Policy; and</i> ○ <i>Safeguarding Children and Young People Policy.</i> Effective as at [ENTER DATE OF MEETING].	

Child Safe Officer (CSO)	Appoint a Child Safe Officer Name of Child Safe Officer: Phone Number: Email: Any other roles held: Completed Child Safe Officer Training? Yes No	
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ADMINISTRATION REQUIREMENTS

Insurance	Complete the registration and survey for the National Club Risk Protection Program (insurance) via MyCricket.	
Key Contacts	Update key contacts on MyCricket Admin (Include; President, Secretary, Junior Coordinator, CSO)	
Competition Admin	Upload competition fixtures online through MyCricket Admin	
	Comply with Australian Cricket recommended Junior Formats (if applicable)	
	Activate online registration for all junior teams (if applicable)	

RECOMMENDED FOR BEST PRACTICE

Child Safe Officer	Attend Child Safe Officer training If you 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 https://www.sportsa.org.au/trng/ for scheduled training dates	
Play By the Rules	Those listed as requiring a WWCC should complete the Play By The Rules Child Protection online course	
AC's Child Safe Framework	All coaches, umpires, coordinators, committee members and other volunteers sign a Member Protection Declaration	

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 lodge a statement with the Department of Human Services certifying that these child safe environment policies and procedures are in place.

If the steps above are completed and the completed checklist is returned to SACA **by 31 October 2021**, your club/association will be included within the Child Safe Environments Compliance Statement lodged by SACA. If this deadline is not met, it is a legal requirement that your club/association lodge a Compliance Statement of its own (after ensuring that appropriate child safe environment policies and procedures are in place).

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: _____