

# YOUR CLUB AND ASSOCIATION GUIDE TO SACA AFFILIATION FOR THE 2021-22 SEASON

## ASSOCIATION

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- Complete *Club and Association Affiliation Checklist*
- Complete all *Child Safe and Affiliate Protection Requirements*
- Keep evidence of your 2021-22 WWCC Register
- Complete the registration and survey for the [National Club Risk Protection Program](#) (insurance)
- Upload competition fixtures online through MyCricket Admin
- Comply with Australian Cricket recommended Junior Formats (if applicable)

## CLUB

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- Complete *Club and Association Affiliation Checklist*
- Complete all *Child Safe and Affiliate Protection Requirements*
- Keep evidence of your 2021-22 WWCC Register
- Complete the registration and survey and pay for any senior teams for the [National Club Risk Protection Program](#) (insurance)
- Update key contacts on MyCricket Admin
- Activate online registration for all junior teams (if applicable)

## KEY DATES

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<b>1<sup>st</sup> July 2021</b>	Insurance registration opens through MyCricket
<b>31<sup>st</sup> October 2021</b>	Complete Affiliation Checklist and return to your Club Officer
<b>31<sup>st</sup> October 2021</b>	Last day for early bird prices for insurance is <b>31<sup>st</sup> October 2021</b> <i>*full rates apply from 1 November</i>
<b>November 2021</b>	Clubs and Associations who have completed affiliation requirements will receive an email and certificate of affiliation

## WORKING WITH CHILDREN CHECKS

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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). Existing DCSI Clearances will also be recognised until they expire.

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

- Coaches
- Umpires
- Club captains
- Team managers
- Junior coordinators and 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 (<https://screening.sa.gov.au/applications>). WWCCs may be initiated by the club or association, or individuals can also lodge their own applications.

## WORKING WITH CHILDREN CHECK - REGISTER

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

### Option 1: Set up an account with the Screening Unit

The best option for clubs and associations is to set up as an organisation with the Screening Unit. This gives you the ability to initiate new checks for your volunteers when needed and link in an existing clearance into your system. This option gives you confidence that your volunteers are cleared to work at your club.

Register here: <https://screening.sa.gov.au/applications/application-information-for-organisations>

### Option 2: Keep a manual list on word or excel

Set up a word or excel document and list all club volunteers with columns to list their WWCC number and expiry date and the date that a representative of the club/association verified the validity of the volunteers' WWCC. You can also include other information in this record, such as contact details, role at the club and coaching qualifications and completed courses.

A copy of a WWCC Register Template can be found via our SACA Club Resources page here: <https://www.saca.com.au/community/clubs-and-associations/club-resources>

Verification must be undertaken via the Screening Unit website <https://screening.sa.gov.au/applications/check-status>

Whichever option you choose, ensure have completed your records for the upcoming season. SACA will audit selected clubs and may ask to view your register to confirm your affiliation status.