



ACCREDITATION GROUP ACCOUNT MANAGER CONSENT FORM – 2025-26 SEASON

Please read the following information carefully and return the completed Accreditation Group Account Manager Consent Form (Form) to the Cricket Australia (CA) Accreditation Team.

In preparation for the 2025-26 cricket season (**25-26 Season**), accreditation applications will only be processed for the Accreditation Group Account Manager's (**AGM's**) employees once this Form has been signed and returned to CA by the AGM.

You have been nominated as an AGM who will have the authority and knowledge to represent the organisation specified in the declaration section below (**Organisation**) and act as the designated liaison with the CA Accreditation Team.

Background

CA is responsible for conducting international, W/BBL and elite domestic cricket matches in Australia (**Matches**). To facilitate the staging of the Matches whilst also managing security and other risks, CA has sole discretion to accredit personnel who will work at venues where the Matches will be played (**Cricket Venues**).

CA has appointed EAS Technologies Ltd T/A Accredit Solutions (**Accredit Solutions**) as the official accreditation software provider for the Matches for the 25-26 Season.

CA has identified certain organisations which will provide relevant services at Matches played during the 25-26 Season at Cricket Venues which may apply for accreditation for their employees and/or contractors, including your organisation specified in the declaration section below (**Organisation**).

As part of the accreditation process for the 25-26 Season, in addition to you signing and returning this Form, all individual applicants engaged by the Organisation who require access to Cricket Venues must acknowledge and agree to the relevant [Accreditation Terms & Conditions via the accreditation portal \(Portal\)](#).

The Role of the AGM

This Form sets out your obligations as the AGM for your Organisation when collecting personal information in order to complete the accreditation process on behalf of the Organisation's applicants for the 25-26 Season.

Your key responsibilities include:

- **Contact person:**
 - You will act as the single point of contact for the CA Accreditation Team on behalf of your Organisation.
 - In particular, you will act as the liaison between your Organisation and the CA Accreditation Team for day pass requests to ensure fluidity of the creation and collection process at Cricket Venue accreditation booths.
- **Collecting information:**
 - You will be responsible for collecting the necessary personal information (including contact information, compliant headshots and identification supporting documentation as necessary) and submitting it on behalf of each applicant.
 - You must ensure that each accreditation pass type applied for and granted aligns with the operational role of the individual at the Match.

- You will ensure that all applicant information is correct and accurate before providing the data to CA via the Portal, as inaccuracies may delay or prevent the issuance of accreditation
- **Administration/managing the Portal:**
 - You will return this signed Form to CA (which will then grant you access to the Portal for Season 25/26).
 - You will identify each individual from your Organisation that requires accreditation, then gather and submit their personal information, headshot and ID via the Portal.
 - You must not share your Portal login details with any third party. If another individual from your Organisation requires access to the Portal to submit applications for other individuals in your Organisation, you can contact the CA Accreditation Team to request that additional accounts be created.
 - You must adhere to the accreditation deadlines to ensure pre-approval and distribution of the accreditation passes for your Organisation do not cause disruption leading into Matches. Individuals from your Organisation may require accreditation passes as early as three (3) days prior to a Match.
- **Communicating to applicants:**
 - You must inform individuals employed by your Organisation of the date and time for individual and/or bulk collection, including instructions on how to use their accreditation pass to access a Cricket Venue.
- **Responsibility for inappropriate conduct:**
 - You will be responsible for your Organisation's accredited individuals and must monitor their actions for inappropriate/incorrect use or tampered accreditation passes (including exchanging lanyard and pass types with other individuals or organisations without approval).
 - You must report any such actions to the CA Accreditation Team and/or CA Security Manager immediately. You acknowledge that any such actions may result in the individual being investigated by the CA Security Manager and/or the individual's accreditation being revoked, at CA's absolute discretion.

Approval of Accreditation Applications

CA reserves the right to approve, deny and/or revoke accreditation applications at any time at its sole and absolute discretion.

CA will advise you of all accreditation outcomes and you must then inform the Organisation's applicants.

Appeals can be made to the CA Security Manager or CA Accreditation Team if you or your Organisation disagrees with any decision made, who acting reasonably will consider the appeal, however CA reserves its absolute discretion to maintain the original decision.

Privacy

CA and the Organisation must comply with Australia's privacy laws (including the Australian Privacy Principles as set out in Schedule 1 to the *Privacy Act 1988* (Cth)) (**Australian Privacy Laws**) when collecting and handling applicant information. The information below sets out what the Organisation must do to ensure these legal requirements are met and details how CA will collect and use applicant's information.

You must ensure that your Organisation adheres to the Australian Privacy Laws and confirm that applicants understand why they are providing personal information, what their information will be used for and to whom it may be disclosed.

Why does CA collect applicant information?

CA is required to collect information, including personal information (name, DOB, gender, suburb/postcode, phone number, email address, ID, photograph and any other information by CA), for the purposes of undertaking its role in managing and coordinating the accreditation program.

Who CA will disclose information to?

CA will share or disclose each applicant's information:

- to Accredit Solutions as CA's accreditation services provider;
- when required under any law; and/or
- CA may share the information, and the results of the accreditation process, with the ICC, CA stakeholders (to verify player and technical official eligibility) and other relevant organisations for reporting and/or verification purposes.

What will happen to the information after each season of cricket?

At the completion of the 25-26 Season, CA and any third party to whom applicant information has been disclosed may retain and store the applicant information in accordance with the record keeping and privacy laws which operate in their jurisdiction and [CA's privacy policy](#).

Questions regarding how CA manages the personal information of applicants or other related privacy queries may be directed to the CA Accreditation Team.

Declaration

I, the undersigned, declare that I have am authorised to act on behalf of the Organisation and as its authorised representative, acknowledge and declare that:

- (a) I have read and understood my responsibilities as an AGM and will comply with the obligations set out in this Form;
- (b) I understand the types of information CA and the partner agencies (including Accredited Solutions) will be collecting as part of the accreditation process for the 25-26 Season;
- (c) I have read and understood how an applicant's personal information will be collected, used, disclosed and stored by CA for the purposes of the accreditation program for the 25-26 Season;
- (d) I understand that submitting an accreditation application on behalf of a member of my Organisation verifies that I have gained their consent to provide CA with the relevant personal information required to fulfill the accreditation process for the 25-26 Season;
- (e) I am responsible for any members in my Organisation that hold a CA accreditation pass and that I am accountable for any person's misuse of any accreditation pass, subject to investigation as required by the CA Security Manager; and
- (f) before I may delegate my AGM duties to another person within the Organisation, I will ensure that person will review and sign a copy of this Form (otherwise I acknowledge my and/or my Organisation's access to the Portal may be withdrawn).

Full name of AGM	Signature of AGM
Organisation	Date (DD/MM/YYYY)