Code of Behaviour for Affiliated Associations and Clubs

LOOKING AFTER OUR KIDS

CRICKET AUSTRALIA
CRICKET ACT
CRICKET NSW
NORTHERN TERRITORY CRICKET
QUEENSLAND CRICKET
SACA
CRICKET TASMANIA
CRICKET VICTORIA
WACA

LOOKING AFTER OUR KIDS

PURPOSE

Australian Cricket, comprising Cricket Australia and each of the State and Territory Cricket Associations, seeks to provide a safe, fair and inclusive environment for everyone involved in Australian Cricket and those participating in programs and services delivered by Affiliated Associations and Clubs.

This includes providing everyone involved in Australian Cricket and in our sport, including Children and Young People, with a positive and enriching sporting environment that promotes their participation and development in the sport.

Australian Cricket is committed to safeguarding everyone involved in our sport including Children and Young People in our care and in the care of Affiliated Associations and Clubs.

Part of this commitment to Children and Young People in our sport means that we are inclusive of those from a range of different backgrounds. This includes but is not limited to:

- Aboriginal and Torres Strait Islander Children and Young People;
- Children and Young People with a disability;
- LGBTI Children and Young People; and
- Children and Young People from culturally and linguistically diverse backgrounds.

Australian Cricket's Looking After Our Kids Code of Behaviour aims to identify and prevent behaviour that may be harmful to Children and Young People in our sport.

Developed to protect Children and Young People engaged in cricket, Australian Cricket's Looking After Our Kids Code of Behaviour for Australian Cricket Personnel has been formally approved and endorsed by the board of Cricket Australia and the board of each of the State and Territory Cricket Association.

Australian Cricket's Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs must be endorsed by any Affiliated Association or Club that has agreed to be bound by Australian Cricket's Policy for Safeguarding Children and Young People.

Australian Cricket considers a failure to observe this Code of Behaviour as misconduct, and will take appropriate disciplinary action in accordance with Australian Cricket's Policy for Safeguarding Children and Young People. In addition to any internal disciplinary proceedings, all matters that involve or may involve a breach of the law that are referred to Australian Cricket will be reported to the police and any other Government Agency.

There may be exceptional situations where this Code of Behaviour does not apply, for example, in an emergency situation. However, it is crucial that, where possible, you seek authorisation from the Nominated Supervisor or Person in Authority, prior to taking action that contravenes this Code of Behaviour or that you advise the Nominated Supervisor or Person in Authority as soon possible after any incident in which this Code of Behaviour is breached.

Capitalised words within this document have the meaning as set out in Australian Cricket's Policy for Safeguarding Children and Young People.

THIS RESOURCE HAS BEEN DEVELOPED IN ASSOCIATION WITH THE AUSTRALIAN SPORTS COMMISSION AND THE AUSTRALIAN CHILDHOOD FOUNDATION (ACF)

CONTENTS

2 KEY REQUIREMENTS
ACKNOWLEDGEMENT
3 AUSTRALIAN CRICKET'S LOOKING AFTER OUR KIDS CODE OF BEHAVIOUR
4 SEXUAL MISCONDUCT
POSITIVE GUIDANCE AND DISCIPLINE
5 ADHERING TO PROFESSIONAL ROLE BOUNDARIES
USE OF LANGUAGE AND TONE OF VOICE
6 SUPERVISION
7 USE OF ELECTRONIC OR ONLINE COMMUNICATIONS
GIVING GIFTS
PHOTOGRAPHS OF CHILDREN AND YOUNG PEOPLE
8 PHYSICAL CONTACT WITH CHILDREN AND YOUNG PEOPLE
ATTENDING TO AN INJURED OR UNWELL CHILD OR YOUNG PERSON
9 OVERNIGHT STAYS AND SLEEPING ARRANGEMENTS
10 CHANGE ROOM ARRANGEMENTS
USE OF, POSSESSION OR SUPPLY OF ALCOHOL OR DRUGS
11 TRANSPORTING CHILDREN
PICK UP AND COLLECTION OF CHILDREN AND YOUNG PEOPLE
12 MONITORING AND REVIEW
RELEVANT DOCUMENTS AND RESOURCES

AUSTRALIAN CRICKET REQUIRES CERTAIN STANDARDS OF BEHAVIOUR OF ALL PERSONS INVOLVED IN OUR SPORT.

KEY REQUIREMENTS

Australian Cricket's Looking After our Kids Code of Behaviour is underpinned by the following core values:

- to act within the rules and spirit of our sport, including the Spirit of Cricket;
- to display respect and courtesy towards everyone involved in our sport and prevent discrimination and harassment;
- to prioritise the safety and well-being of Children and Young People involved in our sport;
- to report any behaviour which is in breach of this Code of Behaviour to help prevent the abuse of Children and Young People in our sport; and
- to encourage and support opportunities for participation in all aspects of our sport.

We endorse and approve this Australian Cricket's Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs.

DATE	**12 January 2021**
AFFILIATED ASSOCIATION OR CLUB NAME	**St Patrick's Cricket Club**
SIGNATURE OF AFFILIATED ASSOCIATION OR CLUB PRESIDENT	
NAME	**Tony Maher**
SIGNATURE OF AFFILIATED ASSOCIATION OR CLUB SECRETARY/ COMMITTEE MEMBER	
NAME	**Carla Weldon**
NOMINATED SUPERVISOR OR PERSON IN AUTHORITY AS APPROVED BY THE AFFILIATED ASSOCIATION OR CLUB (EG – JUNIOR COORDINATOR, CLUB PRESIDENT)	NAME: **Tony Maher** PHONE: **0438 059 236** EMAIL: **president@stpatrickscc.com.au**
OUR CHILD SAFETY OFFICER AND/OR MEMBER PROTECTION INFORMATION OFFICER/S ARE	NAME: **Tony Hill** PHONE: **0412 513 050** EMAIL: **mpo@stpatrickscc.com.au**
	NAME: **Emily Scammell** PHONE: **0409 465 583** EMAIL: **mpo@stpatrickscc.com.au**
	NAME: **Carla Weldon** PHONE: **0466 057 450** EMAIL: **secretary@stpatrickscc.com.au**

ACKNOWLEDGEMENT

We will seek that all Cricket Participants acknowledge and agree to be bound by Australian Cricket's Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs by requesting that they sign and return to us a copy of Australian Cricket's Looking After Our Kids Code of Behaviour acknowledgment form for Cricket Participants.

AUSTRALIAN CRICKET'S LOOKING AFTER OUR KIDS CODE OF BEHAVIOUR

Australian Cricket's Looking After Our Kids Code of Behaviour details the expectations of acceptable behaviour of all persons who are responsible for the care and wellbeing of Children and Young People in our sport.

All persons must:

1. ensure all Children and Young People participating in cricket feel safe, included, encouraged and supported.
2. use positive guidance strategies to ensure that Children and Young People are respected and treated fairly, giving positive and constructive feedback rather than negative criticism. If an individual is required to discipline a Child or Young Person, they must ensure that appropriate techniques are used with the safety and wellbeing of the Child or Young Person being considered.
3. put the welfare of Children and Young People first by encouraging a constructive environment where healthy competition, skill development, fun and achievement are promoted.
4. promote good sportsmanship by encouraging Children and Young People to be considerate of players, officials and volunteers.
5. ensure that physical contact with a Child or Young Person is appropriate for delivery of the program or services such as skill development or correction, fitting equipment or to provide comfort or support.
6. use appropriate language and communication techniques when dealing with Children and Young People, providing clear direction, guidance and avoiding language that is:
   a. discriminatory, racist or sexist;
   b. derogatory, belittling, negative, sexual, profane or offensive; or
   c. intended to threaten or be harmful to the Child or Young Person.
7. avoid one-on-one unsupervised contact with Children and Young People at all times.
8. ensure change room and accommodation arrangements are appropriately considered to allow for suitable supervision whilst recognising the privacy of Children and Young People.
9. not take photos, videos or other recordings of Children and Young People without the prior consent of their parent or guardian. Any photos, videos or other recordings must be in connection with the Child or Young Person's participation in our sport.
10. not seek to or contact Children or Young People outside contact that is required as part of the scope of the individual's role in our sport.
11. not engage in inappropriate conversations in the presence of Children and Young People, including communication on social media, email or mobile phone.
12. not supply alcohol or drugs to Children or Young People or be under the influence of alcohol or drugs when in the presence of Children and Young People.

SEXUAL MISCONDUCT

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, Children or Young People. Engaging in sexual behaviour while participating in our sport is prohibited even if the Young Person/s involved may be above the legal age of consent.

'Sexual behaviour' encompasses all actions that would reasonably be considered to be sexual in nature, including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a Child or Young Person through prostitution; and
- 'non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.

POSITIVE GUIDANCE AND DISCIPLINE

Australian Cricket strives to ensure that Children and Young People participating in our sport are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants.

However, Australian Cricket acknowledges that there are times when an individual may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment; and
- the safety and/or wellbeing of Children, Young People or personnel participating in our sport.

We require all persons involved in our sport to use strategies that are fair, respectful and appropriate to the developmental stage of the Children or Young People involved. All Children and Young People need to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are persons involved in our sport to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening, humiliating or discriminatory.

ADHERING TO PROFESSIONAL ROLE BOUNDARIES

All persons involved in our sport should not, of their own volition or at the request of a service user, act outside the confines of their duties (as determined by their role within their Affiliated Association or Club) when involved in our sport.

Without express authorisation from a Nominated Supervisor or Person in Authority, all persons must not:

- provide unauthorised transportation to a Child or Young Person (see Transporting Children for further information);
- engage in activities with Children or Young People who are participants and members of our sport outside cricket programs and services;
- provide any form of support to a Child or Young Person or their family, unrelated to our sport;
    - seek contact with Children or Young People (or former participants) outside our sport, including through online and social media;
        - involve themselves in a Child or Young Person's private matters, including family matters, unless the Child or Young Person is at risk of harm; or
            - where there is no existing social, personal or family relationship prior to engaging in services in our sport, accept an invitation to attend any private social function at the request of a Child or Young Person who has participated, or is participating, in our sport – or at the request of their family.

Any person that becomes aware of a situation in which a Child or Young Person requires assistance that is beyond the confines of that person's role, or beyond the sporting environment, should undertake any or all of the following at the earliest opportunity:

- contact the Child or Young Person's parent or guardian; and/or
    - seek advice from the Nominated Supervisor or Person in Authority.

USE OF LANGUAGE AND TONE OF VOICE

Language and tone of voice used in the presence of Children and Young People should:

- provide clear direction, boost their confidence, encourage or affirm them;
    - not be harmful to Children or Young People – in this respect, all persons should avoid language that is:
        - discriminatory, racist or sexist;
            - derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat';
                - intended to threaten or frighten; or
                    - profane or sexual.

SUPERVISION

All persons are responsible for supervising the Children and Young People engaged in our sport to ensure those participants:

- engage positively with our sport;
- behave appropriately toward one another; and
- are in a safe environment and are protected from external threats.

All persons are required to avoid one-to-one unsupervised situations with Children and Young People in our sport, and (where possible) to conduct all activities and/or discussions with Children and Young People in view of other colleagues or personnel.

USE OF ELECTRONIC OR ONLINE COMMUNICATIONS

All email, text messages and other messages sent to a Child or Young Person should be copied to their parent or guardian.

Where a parent is <u>not included</u> in the communication:

- restrict communication to issues directly associated with delivering our sport, such as advising that a scheduled event is cancelled;
- limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature;
- do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact;
- do not request a Child or Young Person to keep a communication a secret from their parent or guardian; and
- do not request 'friends', 'follow' or communicate with Children or Young People using Facebook, Instagram, Twitter, Snapchat (or other social networking sites), Internet chat rooms or similar forums, game sites or instant messaging.

GIVING GIFTS

Gifts may only be given to Children and Young People involved in our sport, with the consent of their parent or guardian.

PHOTOGRAPHS OF CHILDREN AND YOUNG PEOPLE

Subject to the Australian Cricket Ticket and Entry Conditions or engagement of Children and Young People by Australian Cricket for the promotion of Australian Cricket Programs and Services governed by a separate agreement with a Child or Young Person (and their parent or guardian), under this Code of Behaviour:

- Children and Young People are to be photographed while involved in our sport only if:
  - the Child or Young Person's parent or guardian has provided prior approval for the photographs to be taken or for the video footage to be captured – see 'Australian Cricket's Looking After Our Kids Action Plan' document for 'Image Consent and Release Form';
  - the context is directly related to participation in our sport;
  - the child is appropriately dressed and posed;
  - the image is taken in the presence of other colleagues or personnel.
- images are not to be distributed (including as an attachment to an email) to anyone outside the Affiliated Association and Club other than the child photographed or their parent, without knowledge and approval of the Nominated Supervisor or Person in Authority; and
- images are not to be exhibited on the Affiliated Association and Club website or in publications (annual report) without the parent or guardian's knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the Child or Young Person.

PHYSICAL CONTACT WITH CHILDREN AND YOUNG PEOPLE

Any physical contact with Children and Young People must be appropriate to the delivery of our sport such as assisting with bowling, batting or fielding techniques, fitting cricket equipment and based on the needs of the Child or Young Person (such as to assist or comfort a distressed Child or Young Person).

Under no circumstances should any person have contact with Children or Young People participating in our sport that:

- involves touching of:
  - genitals;
  - buttocks;
  - the breast area

  other than as part of delivering medical or allied health service by a health care professional;
- would appear to a reasonable observer to have a sexual connotation;
- is intended to cause pain or distress to the Child or Young Person – for example physical punishment;
- is overly physical (for example, wrestling, horseplay, tickling or other roughhousing);
- is unnecessary (for example, assisting with toileting when a Child or Young Person does not require assistance);
- is initiated against the wishes of the Child or Young Person, except if such contact is necessary to prevent injury to the Child or Young Person or to others, in which case:
  - physical restraint should be a last resort;
  - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child or Young Person to prevent harm to themselves or others; and
  - the incident must be reported to the Nominated Supervisor or Person in Authority as soon as possible.

All persons involved in our sport are required to report to the Nominated Supervisor or Person in Authority, any physical contact initiated by a Child or Young Person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child or Young Person, all other participants and persons involved in our sport.

ATTENDING TO AN INJURED OR UNWELL CHILD OR YOUNG PERSON

Only persons who are qualified in administering first aid or treating sports injuries should attempt to treat an injury. Any person administering first aid should avoid treating injuries out of sight of others.

Other considerations include:

- the safety and wellbeing, comfort level and privacy of the Child and Young Person should always be the priority;
- only uncover and treat the injured area, ensuring the privacy of the Child and Young Person at all times;
- always report injuries and any treatment provided to the Child or Young Person's parent or guardian and document the incident notifying the Nominated Supervisor or Person in Authority; and
- if necessary, seek medical attention as soon as possible or recommend that the Child or Young Person's parent or guardian seeks medical attention.

OVERNIGHT STAYS AND SLEEPING ARRANGEMENTS

Overnight stays are to occur only with the prior written approval of the relevant Executive General Manager or General Manager (as the case may be) and the prior written consent of the parent or guardian of the Children or Young People involved.

Tours and overnight stays are only supported by Australian Cricket when they are arranged by a State and Territory Association or Cricket Australia.

Australian Cricket does not support any Tours or overnight stays conducted by Affiliated Associations and Clubs unless such Tour or overnight stay has been 'declared' by the relevant State and Territory Association.

Practices and behaviour by all persons during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport at other times.

Standards of conduct that must be observed by all persons involved during an overnight stay tinclude:

- ensuring that there is a record of attending personnel and a designated Tour manager;
- providing Children and Young People with privacy when bathing and dressing;
- observing appropriate dress standards when Children and Young People are present – such as no exposure to adult nudity;
- not allowing Children and Young People to be exposed to pornographic material, for example, through movies, television, the Internet or magazines;
- not leaving Children and Young People under the supervision or protection of unauthorised persons such as hotel staff or friends;
- attending personnel and Tour manager must not consume alcohol or other substances that would affect their judgment;
- ensuring that sleeping arrangements do not compromise the safety of Children and Young People by:
  - observing adequate adult to children ratios;
  - ensuring that accommodation includes separate beds for all persons attending the overnight stay or Tour; and
  - not allowing Children or Young People to be accommodated without adequate supervision;
- the right of Children and Young People to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay; and
- parents expecting that their children can, if they wish, make contact.

CHANGE ROOM ARRANGEMENTS

All persons involved in our sport are required to supervise Children and Young People in change rooms while balancing a Child or Young Person's right to privacy.

In addition, all persons involved in our sport should:

- avoid one-on-one unsupervised contact with Children and Young People at all times in the change room (other than their own Child or Young Person);
- not dress or undress in the change room while Children and Young People (other than their own Child or Young Person) are present, unless the Child or Young Person is playing in a Senior team and there are other members of the team in the change room;
- not take photos, videos or other recordings (or allow photos, videos or other recordings to be taken) of Children and Young People in the change room;
- ensure adequate supervision in the change room when they are being used by Children and Young People;
- ensure a level of supervision for preventing abuse and general misbehaviour by members of the public, adults and Children and Young People using the change room, whilst recognising the right to privacy; and
- where available, ensure female and males use separate change rooms.

USE OF, POSSESSION OR SUPPLY OF ALCOHOL OR DRUGS

All persons involved in our sport who are delivering a program or service involving Children and Young People, must not:

- use, possess or be under the influence of an illegal drug;
- use or be under the influence of alcohol whilst delivering a program or service;
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs whilst delivering a program or service;
- supply alcohol or drugs (including tobacco) to Children and Young People participating in our sport in any circumstance.

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with your ability to provide the appropriate level of care to Children or Young People participating in our sport.

All persons should be aware of their relevant Alcohol, Drug Use and Smoking Policy which may include additional requirements.

TRANSPORTING CHILDREN

Australian Cricket acknowledges that from time to time there are valid reasons for transporting Children and Young People. Children and Young People are to be transported only:

- in circumstances that are directly related to the delivery of our sport;
- with the prior written consent from the Child or Young Person's parent or guardian by way of a signed 'Parent/Guardian Transportation/Pick Up Approval' form; and
- an acknowledgment of the Nominated Supervisor or Person in Authority of the parent or guardian's consent.

A Parent/Guardian Transportation Approval form should be completed, detailing the following information in order to obtain the relevant consents and approvals:

- the form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train or plane;
- the reason for the journey;
- the route to be followed, including any stops or side trips;
- details of anyone who will be present during the journey other than the personnel who are involved in delivering our sport; and
- vehicle and registration information, including insurance and full license held by drivers.

In the event that it is not practicable for the person to obtain prior written approval or consent, they must notify in writing the details of the travel to the Nominated Supervisor or Person in Authority as soon as practicable following completion of the journey.

Further, where it is not possible for a parent or guardian to provide this form in advance, the parent or guardian should send a text message and/or email to the Team Coach, Team Manager and the Association or Club Nominated Supervisor or Person in Authority providing such approval. This approval should be documented by the Association or Club Nominated Supervisor or Person in Authority.

PICK UP AND COLLECTION OF CHILDREN AND YOUNG PEOPLE

All persons must:

- make sure Children and Young People and their parents or guardians know the time and location of training and matches, including start and finish times;
- arrive before scheduled practice or game times to ensure that Children and Young People are not left unattended;
- have an accessible register of parent and guardian emergency contact numbers and an operational phone;
- ensure they are aware of alternative pick up arrangements for Children and Young People and that the parent or guardian has provided consent;
- ensure that if a parent or guardian is late, they make reasonable attempts to contact them. It is not the responsibility of persons involved in our sport to transport Children or Young People home if their parent or guardian is late for pick up;
- ask the second last Child or Young Person and their parent or guardian to wait until the final Child or Young Person is collected;
- not leave the training or match until all Children and Young People have been collected by their parents and guardians; and
- ask the parents or guardians to collect their Children or Young People from the club room if available.

'Parent/Guardian Transportation/Pick Up Approval' forms for parents, specifying who may pick up their Child or Young Person from training and matches are recommended by Australian Cricket – see 'Australian Cricket's Looking After Our Kids Action Plan' document for further information. If in doubt, contact the parent or guardian before releasing the Child or Young Person into the care of a person other than the parent or guardian.

If a parent or guardian is repeatedly late for the collection of their Child or Young Person, the person responsible for the group should notify the Nominated Supervisor or Person in Authority.

MONITORING AND REVIEW

This document will be reviewed annually, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by Australian Cricket.

RELEVANT DOCUMENTS AND RESOURCES

Australian Cricket's Policy for Safeguarding Children and Young People

Australian Cricket's Commitment to Safeguarding Children and Young People
(embedded within *Australian Cricket's Policy for Safeguarding Children and Young People*)

Australian Cricket's Looking After Our Kids – Responding to incidents, disclosures and suspicions of child abuse for Affiliated Associations and Clubs

Play by the Rules – Child Protection Online Course
www.playbytherules.net.au/online-courses/child-protection-online-course

DEFINITIONS

Australian Cricket Personnel means:

a) directors and officers of Cricket Australia, the State and Territory Cricket Associations or a Big Bash League Club;
b) Employees, including match officials appointed by Cricket Australia;
c) contractors and consultants engaged by Cricket Australia, the State and Territory Cricket Associations or a Big Bash League Club under a Contractor Agreement, Consultancy Agreement or other Agreement to this effect;
d) Player Support Personnel;
e) board and/or committee members of Cricket Australia, the State and Territory Cricket Associations or a Big Bash League Club; and
f) volunteers of Cricket Australia, State and Territory Cricket Associations or a Big Bash League Club under a Volunteer Agreement or other Agreement (whether or not that Agreement is writing or not) to this effect.

Cricket Participant means:

a) directors, committee members and officers of an Affiliated Association and Club;
b) employees, consultants or contractors of an Affiliated Association and Club;
c) volunteers of an Affiliated Association and Club;
d) coaches (including assistant coaches), who:
   i. hold a Cricket Coaches Australia Accreditation unless the coach falls within the definition of Australian Cricket Personnel;
   ii. are appointed and/or engaged by an Affiliated Association and Club;
   iii. have an agreement (whether or not in writing) with an Affiliated Association and Club to coach in a facility owned or managed by the State and Territory Cricket Association; or
   iv. have an agreement (whether or not in writing) with an Affiliated Association and Club to coach in a facility owned or managed by the Affiliated Association and Club;
e) umpires, selectors and other officials, who:
   i. holds a Cricket Umpires Australia Accreditation unless the umpire falls within the definition of Australian Cricket Personnel; or
   ii. umpire or officiate cricket matches for Affiliated Associations and Clubs;
f) Cricket Blast Coordinators (including Cricket Blast Coordinators for both Junior Blasters and Master Blasters);
g) team support staff; and
h) parents/guardians holding a specific role within the Affiliated Association and Club (including regular scorers).

CRICKET
AUSTRALIA

CRICKET
ACT

CRICKET NSW

NORTHERN TERRITORY
CRICKET

QUEENSLAND
CRICKET

SACA

CRICKET
TASMANIA

CRICKET
VICTORIA

WACA