



**SANFL JUNIORS**

**New Umpire Information Guide**



**UMPIRING**

**2024**



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Images utilised with thanks to Officials HQ, Umpire AFL & Manfred Kern (SANFLUA).

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# NEW UMPIRE CHECKLIST



- 1 Complete the SANFL Foundation Umpiring Course
- 2 Complete Registration on Officials HQ
  - Initial Registration
  - Log back in after initial to complete all personal details
- 3 Ensure completion of all Documentation
  - Working with Children Check
- 4 Purchase your Uniform
- 5 Register on the AFL Learning Management System
  - Complete 2024 Umpire Education Package (Junior or Senior Umpire)
  - <https://afl.androgogic.com.au/>
- 6 Check out the SANFL Juniors Hub. Please take a read and familiarise yourself with all the details.
- 7 Attend training at your nearest SANFL Juniors Umpiring Venue
  - Training venues will be available from January.
  - Keep an eye out for the SANFL Juniors Umpiring Newsletter.
  - Training venues are in all metropolitan areas (North, South, East & West).
  - All Training sessions are from 5:45pm to 6:45pm unless notified.

Please refer to the 'SANFL Juniors Umpiring Information Guide' for detailed information on each of the above items.

All SANFL Juniors Umpiring Office contact details are available at the end of this document.



# OFFICIALS HQ REGISTRATION



**Officials HQ** is the AFL national umpire management system and one of our primary ways we communicate with all Umpires in SANFL Juniors.

You are required to register as an umpire on Officials HQ (OHQ) and the process takes 5 to 10 minutes. Start the registration process here: <https://registration.officialshq.com/>

Follow through all the queries in the initial set up, ensuring you utilise a regularly used email address as the log in username.

Items to complete include

- Address and Contact details, and Role Preference (Field, Boundary, Goal Umpire), and which League
  - for SANFL Juniors, ensure you select SANFL Juniors Umpires
  - You can select other Leagues as well in this section if intending to run in more than one
  - You can also select more than one discipline
    - Example - Field Umpire, SANFL Juniors (click add), then Goal Umpire, SANFL Juniors (and click add again).
    - Note - your first selection is deemed your main preference, with all others secondary

Once completed, a summary page will show all details, and upon confirming, you will receive an email to create a password. Ensure this is completed. You are then required to log back into Officials HQ at [app.officialshq.com](http://app.officialshq.com) to complete Profile Details including:

- Club Association, Umpire Information, Working with Children Accreditation, Demographics, Emergency Contacts, Banking Details, and any Medical Information

Once Terms and Conditions are checked, click complete, and your Dashboard will load and you are all good to go! If you need to alter anything, your “My Profile” page is available on the top right by clicking on your name, and selecting “My Profile”.

A full Officials HQ document which includes Registration is available at the SANFL Juniors Umpiring Hub

<https://sanfl.com.au/juniors/junior-umpire-hub/>

If you get stuck at all, or have any questions on registration or Officials HQ in general, please contact us at [sanfljuniorsumpiring@sanfl.com.au](mailto:sanfljuniorsumpiring@sanfl.com.au)

Alternatively, call Steven Paunovic (SANFL Juniors Umpiring Coordinator) on 0458 459 840

# WORKING WITH CHILDREN CHECK



All umpires 14 years of age and up (or 13 turning 14 of that season) must complete a Working with Children Check via the Department of Human Services (online).

If you already have a Working with Children Check, please send in the full clearance email from DHS to us at [sanfljuniorsumpiring@sanfl.com.au](mailto:sanfljuniorsumpiring@sanfl.com.au)

If you have yet to do this, or did not bring one to the Foundation Umpires Course, please follow instructions provided to complete.

<https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual>

Please ensure you select “Volunteer” as the Applicant Type. This is \$0 cost. SANFL are unable to refund if the incorrect applicant type is selected.

If you did provide one to the staff at the Foundation Umpires Course, SANFL Juniors Umpiring staff will send your application to DHS on your behalf.

For those who have yet to start one, there are 2 variations dependant on your age:

- Umpires who are either 13, turning 14, or 14 to 17 years of age must complete partial online application, then print and complete an identification section, which you need to take to an authorised Verifying Officer to show your proof of identity to a total number of identification points. Once completed this is signed, scanned back to email, and sent to DHS at [dhsscreeningunit@sa.gov.au](mailto:dhsscreeningunit@sa.gov.au). SANFL Juniors Umpiring would also like to be let known when you have applied.
- Umpires who are 18 years of age and over are able to complete the full process online.

Once completed and sent in, DHS will send a clearance to your email address supplied. This will include an issued date and SRN number. This clearance must also be sent to [sanfljuniorsumpiring@sanfl.com.au](mailto:sanfljuniorsumpiring@sanfl.com.au) as the SANFL are required to also keep a copy on file and register on their business portal with DHS. Your Officials HQ profile must also be updated (Accreditations section).

For any queries relating directly to DHS and the clearance, please contact them at [dhsscreeningunit@sa.gov.au](mailto:dhsscreeningunit@sa.gov.au) or by phone on 1300 321 592.

For anything SANFL, please email [sanfljuniorsumpiring@sanfl.com.au](mailto:sanfljuniorsumpiring@sanfl.com.au)  
Alternatively please call any of our SANFL Juniors Umpiring staff listed on the contacts page.

\*A full document on how to Apply for a WWCC for those applying for the first time is available on the SANFL Juniors Umpiring Hub.

# ORDERING YOUR UNIFORM



All new SANFL Juniors Umpires are required to order the Pink/Grey Uniform items.

If you have previously umpired with another League, it will not be acceptable to wear their Uniform items.

## How to order

Go to:

[https://www.kookaburrasport.com.au/football/sanfl/junior-umpires/?per\\_page=20&sort\\_by=1](https://www.kookaburrasport.com.au/football/sanfl/junior-umpires/?per_page=20&sort_by=1)

## Field & Boundary Umpires require:

Short Sleeve shirt

Shorts

Socks

Whistles (purchase a spare which should be carried around on field)

- Preferred Whistle to purchase is Acme Thunderer 577

Wristbands (White)

For shoes, Field & Boundary Umpires should look to purchase flats and boots (for wet and heavy ground conditions) in predominantly white colour.

## Delivery Method

·Uniforms are sent direct to the umpire from Kookaburra Sports.

·Please make sure your delivery address is correct.

## Adult Sizes

·For regular adult sizes please go to:


[https://www.kookaburrasport.com.au/football/sanfl/senior-umpires/?per\\_page=20&sort\\_by=1](https://www.kookaburrasport.com.au/football/sanfl/senior-umpires/?per_page=20&sort_by=1)

\*\* Note - Umpires must not wear Jumpers or loose fitting clothing underneath their Uniform Shirt during a game. Tighter fitting "Skins" items are acceptable.



# UNIFORM ORDER - ITEMS



	<p><b>SANFL Junior Short Sleeve Tee</b></p> <p><b>\$33.95 incl. GST</b></p>
	<p><b>SANFL Junior Shorts</b></p> <p><b>\$33.00 incl. GST</b></p>
	<p><b>SANFL Junior Umpiring Socks</b></p> <p><b>\$10.45 incl. GST</b></p>
	<p><b>ACME 577 Thunderer Whistle</b></p> <p><b>\$17.50 incl. GST</b></p>

## Goal Umpires

For anyone interested in Goal Umpiring, please contact us at [sanfljuniorsumpiring@sanfl.com.au](mailto:sanfljuniorsumpiring@sanfl.com.au) for information on additional items (flags, cap, pants, jacket).



# AFL LEARNING MANAGEMENT SYSTEM



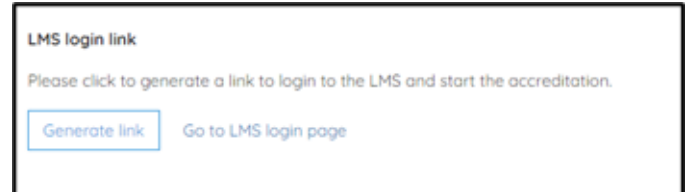
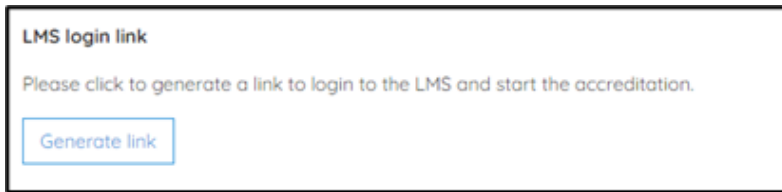
The AFL Learning Management System is the next step in your introduction to Umpiring in the SANFL. Completion of the Education Packages is mandatory and is beneficial to your umpiring moving forward. There are 2 sections dependant on your age:

Umpires under 18 Years of Age (Junior Umpire Education Package)

Umpires 18 years of age and over (Umpire Education Package)

The course is also a pre-requisite if you wish to complete your Development Level Umpire Accreditation in future seasons.

You need to link your Officials HQ profile to the Learning Management System. When logged in to Officials HQ (registration must be completed first as above), go to your profile page and select “External Links” on the left. Click on Generate Link, which then brings up text to the right – “Go to LMS login page”. This will then open the Learning Management System page.



Alternatively, the LMS can be accessed at <https://afl.androgogic.com.au/>

If you don't have an existing account, you will need to create a new account using your email address (in lowercase) as your username.

Once signed in, select “Complete the Umpire Education Modules”.

**WELCOME, STEVEN!**

This is your home for all learning and development.

Explore CoachAFL to register as a coach and access courses and resources to better yourself and your players.

Discover Umpiring courses and resources, browse Female Performance & Health courses and browse through our content library for learning to up your game!

**REGISTER NOW FOR 2023**  
coachAFL

**COMPLETE THE UMPIRE EDUCATION MODULES**  
UMPIRE AFL

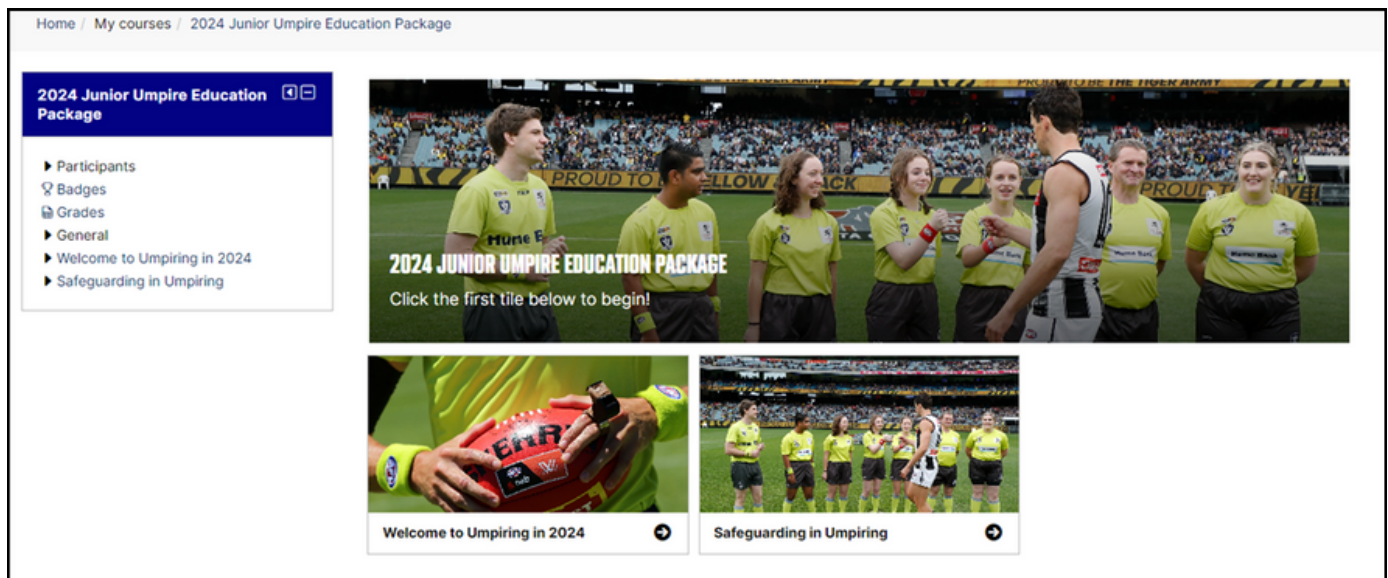
Catalogue entries will open – select the appropriate Education Package and complete all the Modules.

If you forget your password, you will need to click on the 'Forgot Password' link, or email the Umpire.AFL helpdesk. Please note if you set LMS up via Officials HQ, you will be asked to always log in through the External Links on your Profile on Officials HQ as listed above. You shouldn't create a new account as you will end up with multiple accounts and enrolments in different courses.

When you complete the course, by linking through Officials HQ, this will then load an Accreditation Update on your Accreditation section on your Profile showing you have completed the Education package which will also show an end date. Each season, the package will require to be completed.

For any technical queries with the LMS, please email [umpire.afl@afl.com.au](mailto:umpire.afl@afl.com.au)

For any further queries, please contact us as per details on the contacts page.

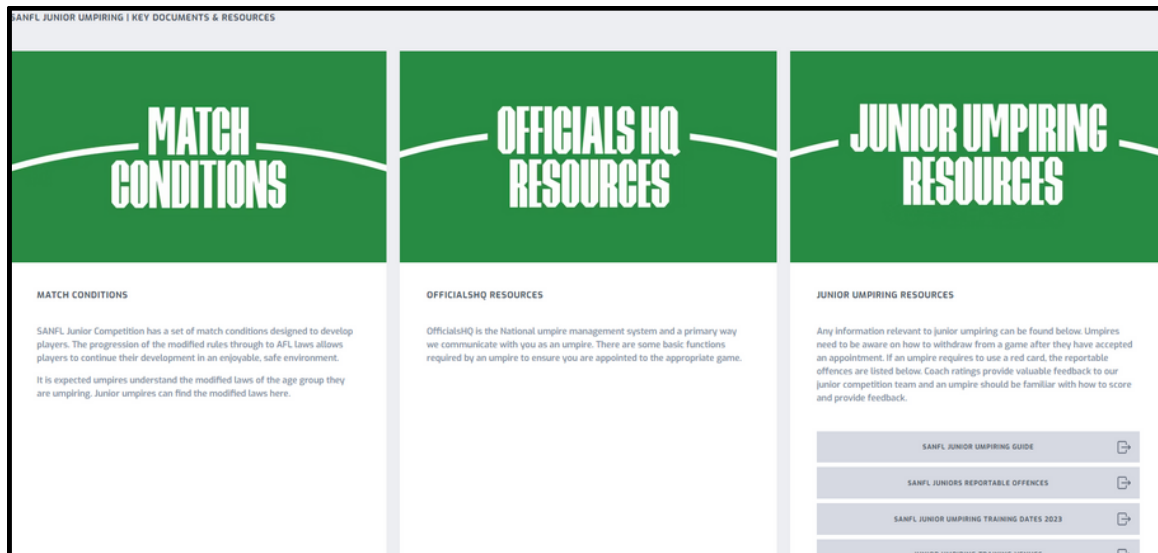


The screenshot shows the user interface for the '2024 Junior Umpire Education Package'. At the top, the breadcrumb navigation reads 'Home / My courses / 2024 Junior Umpire Education Package'. On the left, a blue sidebar contains the course title and a list of menu items: Participants, Badges, Grades, General, Welcome to Umpiring in 2024, and Safeguarding in Umpiring. The main content area features a large banner image of umpires on a field with the text '2024 JUNIOR UMPIRE EDUCATION PACKAGE' and 'Click the first tile below to begin!'. Below the banner are two smaller tiles: 'Welcome to Umpiring in 2024' and 'Safeguarding in Umpiring', each with a right-pointing arrow.

## SANFL Juniors Umpiring Hub

All required information for umpires is easily accessible via the umpiring hub on the SANFL website

The SANFL Juniors Umpire hub can be accessed at <https://sanfl.com.au/juniors/junior-umpire-hub/>



The hub provides information regarding;

- Match conditions (Premiership, non-premiership and junior girls, SANFL schools)
- Fair play rules
- Officials HQ Instructions & FAQ
- Junior umpiring match day and new umpire guides
- Reportable offences and cards information
- Training venues and dates
- Coach rating matrix
- Umpire Match Fees
- Newsletters
- Uniform information
- Working with Children Check Information
- Laws of the game
- Information for SACE

## Match day guides

The SANFL Juniors Umpire match day guide can be accessed via the Junior Umpiring Hub

Specific Information will be updated prior to the commencement of the SANFL Juniors season.

# SANFL JUNIORS UMPIRING CONTACTS



## **SANFL JUNIORS UMPIRING EMAIL CONTACT**

**sanfljuniorsumpiring@sanfl.com.au**

\*For all general enquiries please contact the email address above

### **SANFL Juniors Umpiring Contacts**

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