



**2025**

**NEW UMPIRES**

**INFORMATION GUIDE**

Written and developed by:

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Enquires should be addressed to:

SANFL Juniors Umpiring Department  
Level 2 Riverbank Stand, Adelaide Oval  
War Memorial Drive, North Adelaide SA, 5006



**UMPIRING**

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# NEW UMPIRE CHECKLIST



Welcome to Umpiring in South Australia. Before you step onto the oval, blow the whistle or put on the pink uniform for the first time, there is a few steps to do. To make it easier for you these have been outlined.

- 1 Complete the SANFL Foundation Umpiring Course.
- 2 Complete Registration on Officials HQ
  - Initial Registration
  - AFLiD
  - 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 2025 Umpire Education Package (Welcome & Education Module)
  - Log in through Officials HQ to set up and complete
- 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 venue information will be available from January
  - Keep an eye out for the SANFL Juniors Umpiring Newsletter in your email mailbox
  - 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.

# FOUNDATION UMPIRE COURSE

Conducted by the SANFL Umpiring Department, the Foundation Umpiring Course is a two hour in person session plus a recommended prior online learning component which takes around 30 minutes to complete, teaching the fundamental skills of becoming an umpire, registration requirements, weekly expectations and is an introduction to the umpiring development pathway. It is designed to be used by all entry-level umpires, irrespective of age\*, gender or background in the game.

\* Umpires need to be at least 12 years old to begin

## What to expect?

The course will cover topics such as:

- Umpiring Pathways
- Umpire Roles
- Decision Making
- Communication
- Positioning
- Signals
- Registration Requirements
- Weekly expectations

There will also be **practical components** that will cover:

- Ball-Ups, signalling, & communicating decisions as a Field Umpire
- Boundary Umpire signals, positioning & throw-ins
- Goal Umpire positioning, signalling & decision making

Upon completion, you will be provided all the information to get started in the league of your choice including how much you can expect to get paid, training venues, uniform requirements, appointment process and key contacts, ready to umpire your first game.

If you have yet to complete a Foundation umpiring course, please apply via:

<https://sanfl.applynow.net.au/jobs/SANFL42>

BECOME AN  
**UMPIRE**  
ANYONE CAN BE INVOLVED



# 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 approx. 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. Please be mindful of using School Based emails.

Items to complete include

- AFLiD - required for linking to Officials HQ (use the same email address as per Officials HQ)
  - Complete all required linking through emails sent, then return to complete OHQ profile
- 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 (check your spam or Junk Folder emails if you do not receive soon after completing registration).

You are then required to log back into Officials HQ at [home.officialshq.com](http://home.officialshq.com) to complete Profile Details including:

- Club Association (if you play for a club in any competition), 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 have any questions on registration or Officials HQ in general, please contact us on 8440 6943 or email at [sanfljuniorsumpiring@sanfl.com.au](mailto:sanfljuniorsumpiring@sanfl.com.au)

# 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 SANFL Juniors Umpires are required to order the Pink Uniform items for season 2025. Other league uniforms or the SANFL Green will not be permitted for SANFL Junior matches.

## 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	Wrist bands (white)	Shorts
Shorts	Socks	Whistles (plus spare)
Preferred Whistle to purchase is Acme Thunderer 577		

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

## 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).

## Delivery Method

- Uniforms are sent direct to the umpire from Kookaburra Sports (Burl)
- 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.

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





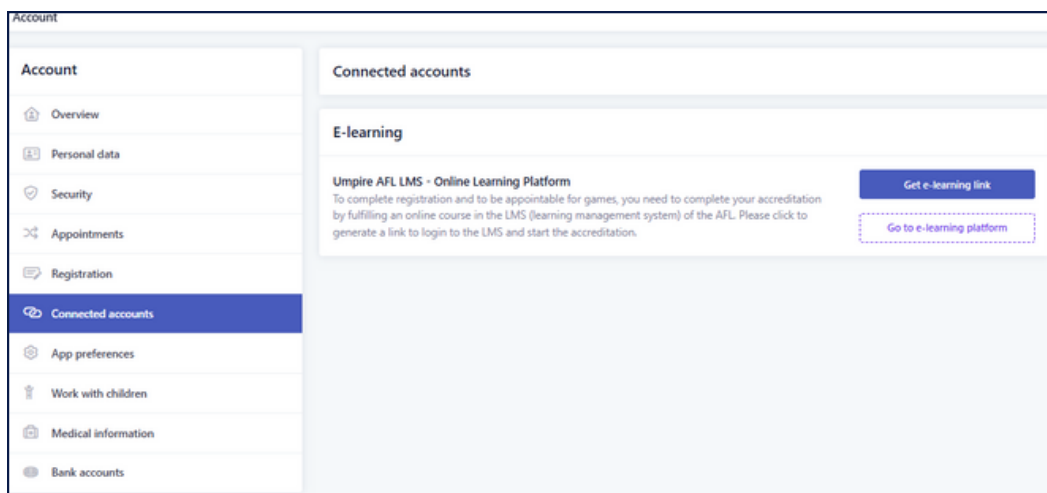
# AFL LEARNING MANAGEMENT SYSTEM

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.

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

When logged in to Officials HQ (registration must be completed first as above), go to your Account page and select “Connected Accounts”. Click on “Get E-Learning Link”, which then brings up text to the right – “Go to E-Learning Platform”. This will then open the Learning Management System page.



Once signed in, go to the Home Page, and select “Complete the Umpire Education Modules”.

A banner for the AFL Learning Management System. The top left features a photograph of a female AFL player in an orange jersey kicking a yellow ball. To the right of the photo is a black box with white text: "WELCOME, STEVEN!" followed by "This is your home for all learning and development. Explore the Coach Learning platform to register as a coach and access courses and resources to better yourself and your players. Discover Umpiring courses and resources, browse Female Performance &amp; Health courses and browse through our content library for learning to up your game!". Below the banner are two promotional buttons: "REGISTER TO COACH" with a small image of a crowd, and "COMPLETE THE UMPIRE EDUCATION MODULES" with a small image of umpires on a field.

# AFL LEARNING MANAGEMENT SYSTEM

From here, enrol in the course. For 2025, the AFL LMS requirements are to complete the Welcome, and module on Vilification & Discrimination in Football.

If you forget your password, you will need to click on the 'Forgot Password' link, or email the [Umpire.AFL helpdesk](mailto:Umpire.AFL@helpdesk).

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)

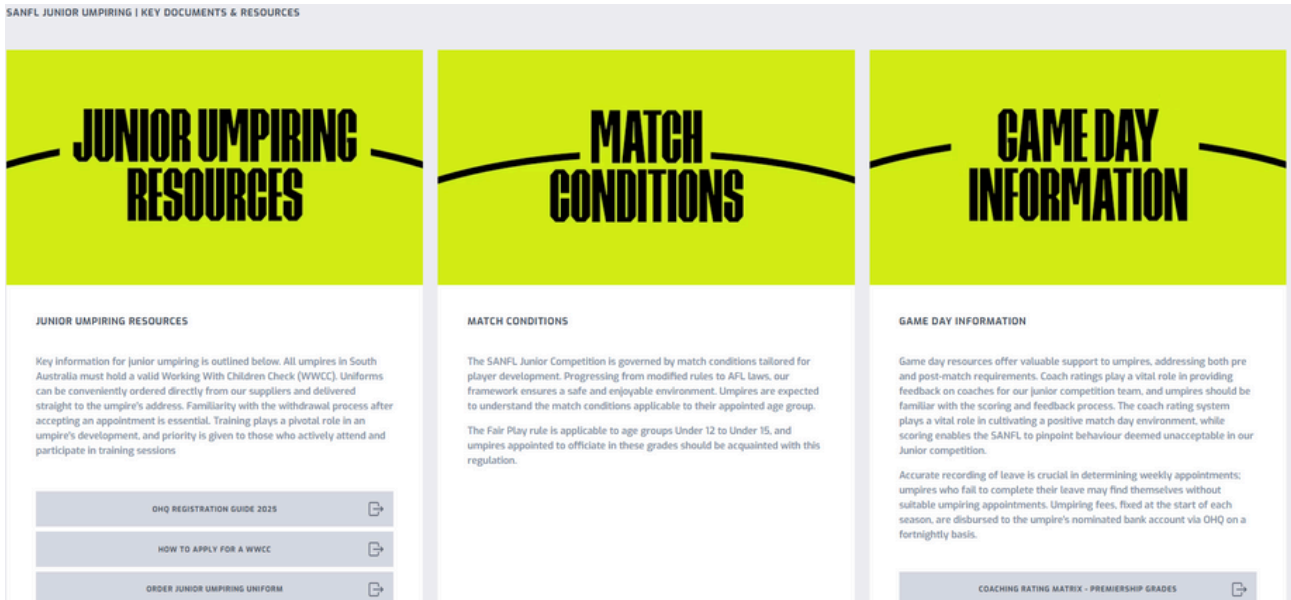
For any further queries, please contact us as per details on the contacts page.

The screenshot shows the user interface for the '2025 Umpire Education Package'. At the top, the breadcrumb navigation reads 'Home / My courses / 2025 Umpire Education Package'. On the left, a sidebar menu lists the following items: '2025 Umpire Education Package' (with a close icon), 'Participants', 'Badges', 'General', 'Welcome to Umpiring in 2025', 'Vilification & Discrimination', and 'Congratulations! Course Complete'. The main content area features a large banner image of umpires on a field with the text '2025 UMPIRE EDUCATION PACKAGE' and 'Click the first tile below to begin!'. Below the banner are three interactive tiles: 'Welcome to Umpiring in 2025', 'Vilification & Discrimination', and 'Congratulations! Course Complete'. Each tile includes a small image and 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 Guides & 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. This will be updated and available prior to the 2025 SANFL Juniors season.

# **SOUTH AUSTRALIAN CERTIFICATE OF EDUCATION (SACE)**

## **Did you know you can gain 10 SACE Points for Umpiring!**

In accordance with SACE Community Learning, SANFL has recognised Community Development programs which allow students the opportunity to achieve SACE Credits at Stage 1.

Recognised programs include Development Field, Boundary & Goal Umpiring.

Students will require support from their school to sign off on their application once they have completed the requirements of the program so you should let your school SACE coordinator know of your intention to participate before progressing further.

To complete the recognised programs, students need to meet the following criteria which SANFL Umpiring staff can assist with as needed:

- Register on Officials HQ
- Complete the AFL LMS First Bounce Course and provide your certificate of completion
- Practical Application - demonstrating a commitment to Umpiring by training and Umpiring on match days
- Game Day observation and coaching provided by SANFL Umpiring Coaches or Mentors
- Complete a Critical Thinking Reflection piece

Once completed, all items are sent in to SANFL Umpiring to review. SANFL will return with a certificate of completion, which then needs to be part of a recognition application through your school to the SACE Board to obtain 10 points!

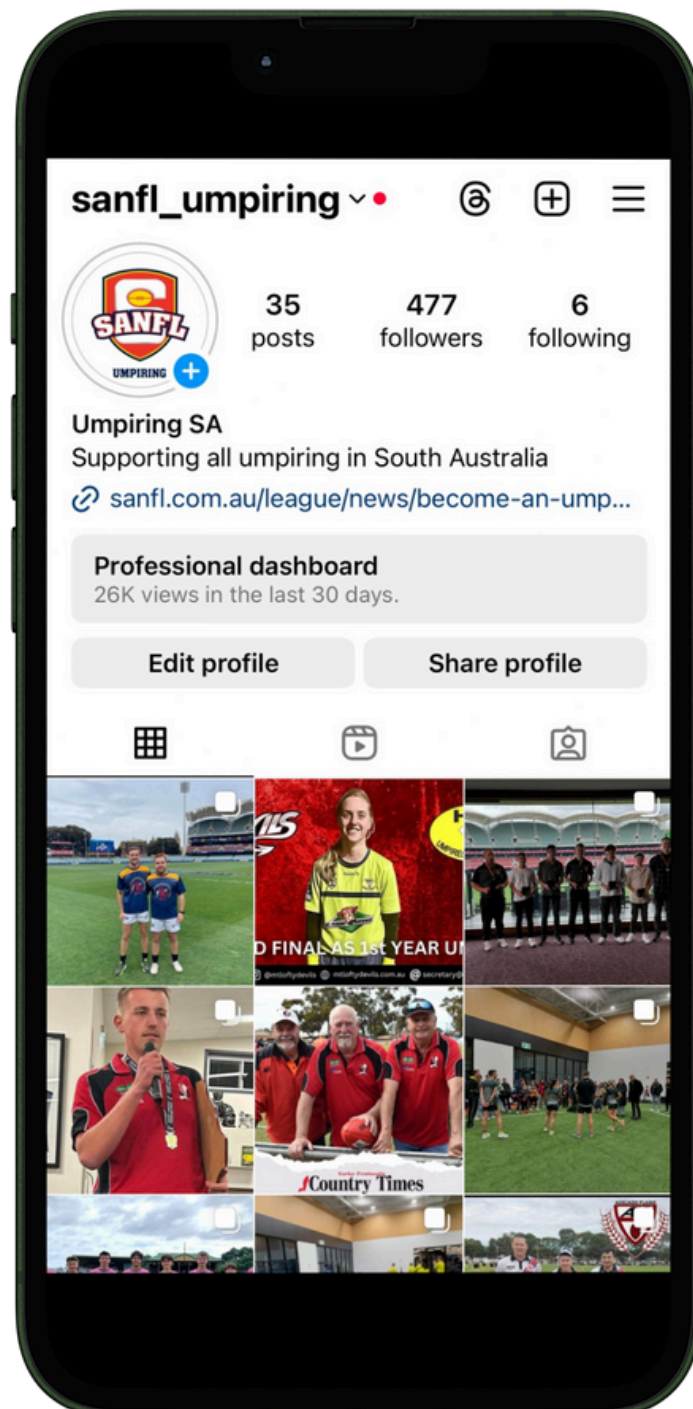
More information is available on the SANFL Juniors Umpire Hub, or get in contact with us at [sanfljuniorsumpiring@sanfl.com.au](mailto:sanfljuniorsumpiring@sanfl.com.au) for more details.



# UMPIRING ON SOCIALS

SANFL Umpiring is on Instagram. For all up to date news and information on umpiring across all of South Australia from the country competitions, SANFL Juniors through to SANFL State league and AFL/W.

If you have any photos, milestones or videos worth sharing or any queries, please contact the SANFL Juniors Umpiring Department via: [umpiringsocials@sanfl.com.au](mailto:umpiringsocials@sanfl.com.au) or message us through our Instagram page.





# SANFL JUNIORS UMPIRING CONTACTS

Most information is on the SANFL Juniors Umpiring Hub on the SANFL Website. However, if you have any additional questions please reach out to SANFL Umpiring department staff Via:

**Email:**  
**sanfljuniorsumpiring@sanfl.com.au**

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

## SANFL Juniors Umpiring Contacts

Steven Paunovic  
SANFL JUNIORS UMPIRING MANAGER  
Steven.Paunovic@sanfl.com.au  
Ph 08 8440 6934 | Work Mob. 0458 459 840

Ben Stavrides  
SANFL JUNIORS UMPIRING COORDINATOR  
Ben.Stavrides@sanfl.com.au

Katelin Bayre  
JUNIOR UMPIRING & PATHWAYS OFFICER  
Katelin.Bayre@sanfl.com.au  
Mob. 0407 831 113

