



UMPIRING

SANFL JUNIORS UMPIRING

OFFICIALS HQ

ALL YOU NEED TO KNOW



Written and developed by:

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

Enquires should be addressed to:

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

TABLE OF CONTENTS



Welcome to our SANFL Juniors Umpire Guide on Officials HQ.

Registrations - New

Re-Registrations for Returning Umpires

Account - Adding a Working with Children Check Clearance

Accepting Appointments

Adding Leave when you are Unavailable

Match Day Reporting - Cards

Match Day Reporting - Umpire Match Reports

Match Day Reporting - Votes

NEW UMPIRE REGISTRATIONS



New to Officials HQ?

If you have never registered before, you will need to create an account by following the steps below:

- **Step 1:** please go to <https://registration.officialshq.com> which will bring you to the following page. Enter email and click “next”. If your email address is already known to our system, please login to OfficialsHQ by using the below link.

OfficialsHQ registration

If you already have an OfficialsHQ account, go here to login

Login

Welcome to **OfficialsHQ**, world's leading platform that makes umpire and official management, planning, communication, and follow-up a walk in the park.

If you are a parent/guardian registering a child, please include their details on the Official's Details page and your contact details on the Emergency Contact page.

You are about to register to **OfficialsHQ** and its entities. Please follow all the steps and complete the registration.

1. Email

Email *

Next

- **Step 2:** Officials Information

- Enter details in the correct boxes (First Name, Last Name, Date of Birth, Gender) then click “Next”.

OfficialsHQ registration

If you already have an OfficialsHQ account, go here to login

Login

Welcome to **OfficialsHQ**, world's leading platform that makes umpire and official management, planning, communication, and follow-up a walk in the park.

If you are a parent/guardian registering a child, please include their details on the Official's Details page and your contact details on the Emergency Contact page.

You are about to register to **OfficialsHQ** and its entities. Please follow all the steps and complete the registration.

2. Official's information

First name *

Last name *

Date of birth *

Gender *

Male


Previous

Next

NEW UMPIRE REGISTRATIONS



- **Step 3: Address**
 - Enter details in the correct boxes (Address and Mobile) then click “Next”.



OfficialsHQ registration


If you already have an OfficialsHQ account, go here to login

[Login](#)

Welcome to **OfficialsHQ**, world's leading platform that makes umpire and official management, planning, communication, and follow-up a walk in the park.

If you are a parent/guardian registering a child, please include their details on the Official's Details page and your contact details on the Emergency Contact page.

You are about to register to **OfficialsHQ** and its entities. Please follow all the steps and complete the registration.



3. Address

Nr. * Street *

City * Postal code *


Country *

State *

Mobile *

[Previous](#) [Next](#)

- **Step 4: Summary**
 - Please review your data before proceeding, then click “Submit”.



OfficialsHQ registration


If you already have an OfficialsHQ account, go here to login

[Login](#)

Welcome to **OfficialsHQ**, world's leading platform that makes umpire and official management, planning, communication, and follow-up a walk in the park.

If you are a parent/guardian registering a child, please include their details on the Official's Details page and your contact details on the Emergency Contact page.

You are about to register to **OfficialsHQ** and its entities. Please follow all the steps and complete the registration.



Summary

Please review your data before proceeding

Official's information	Address
katelin.bayre@sanfl.com.au	L2 Riverbank Stand, War Memorial Drive
Katelin Bayre	North Adelaide 5006
	Australia
Female	South Australia
	0448 334 795

Count me in for the fun stuff! I agree to receive offers and information from the AFL, its partners, program organisers, and my local leagues, clubs and umpire groups

[Previous](#) [Submit](#)

NEW UMPIRE REGISTRATIONS



- **Step 5: Completed**
 - Your account is now created.

Completed

Account created

Your new **OfficialsHQ** account for **AFL** was successfully created.

What's next?

You will shortly receive an email from OfficialsHQ into your nominated email address. Please access the email and click the **Activate** button to confirm your account.

Need help?

Contact the AFL support team: umpire.afl@afl.com.au

- **Step 6:** You will receive an email to activate your account and confirm it as per the below.
 - Check spam/junk in email account if not received.
 - If still NOT received email umpire.afl@afl.com.au & ask for it to be re-issued
 - **DO NOT PROCEED UNTIL EMAIL IS RECEIVED**

All done!

You can start using OfficialsHQ by just clicking the button below.

You will be prompted to sign in with your AFL ID (or create a new AFLID) as you sign into OfficialsHQ for the first time.

For more information on AFL ID, go to <https://play.afl/afl-id>

Once you have signed in you will be able to complete your compulsory education module via the eLearning link. This module will take less than 30 minutes to complete and is a requirement to be appointed to matches.

Activate

NEW UMPIRE REGISTRATIONS

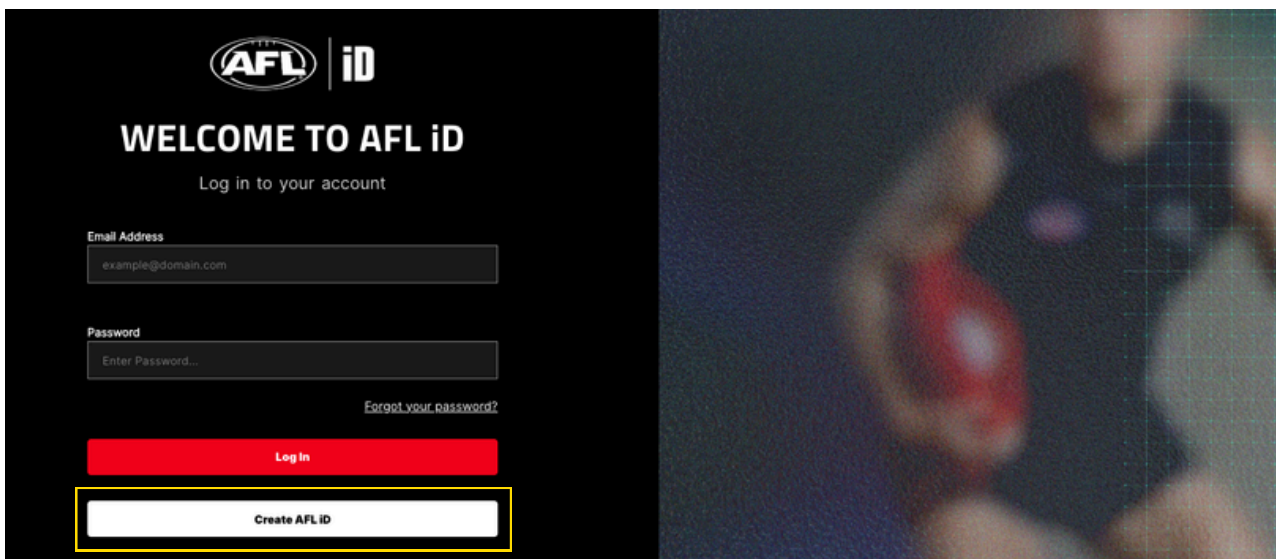


- **Step 7:** Clicking on the activate link will bring you to the following page, please re-enter the email for the Officials HQ account that you have just created and click “Continue”.

The screen displays the REFASSIST logo at the top. Below it is a text input field with a blue border and a '@' icon on the left, containing the placeholder text 'Email'. Underneath the input field is a solid blue button with the text 'Continue' in white.

- **Step 8: AFL ID**
 - This will then request you to login with AFL ID as per the below screen shot. Click the blue “Login with AFL ID” button. You will then arrive at the page below. Click the “create AFL ID button”.

The screen displays the REFASSIST logo at the top. Below it, the text reads: 'OfficialsHQ now uses AFL iD for logging in. Click **Login with AFL iD** to continue.' Underneath is a text input field with a blue border and a '@' icon on the left, containing the email address 'katelin.bayre@sanfl.com.au'. At the bottom is a solid blue button with the text 'Login with AFL iD' in white.



NEW UMPIRE REGISTRATIONS



- **Step 9: AFL ID**

- Complete the details below, and ensure you use the same email address as registered with Officials HQ, tick agree to Terms and Conditions (must be selected) and select “Next”.

AFL | id

SET UP YOUR AFL ID

Step 1/2

Email Address
example@domain.com

Password
Enter Password...

I would like to receive communications from the AFL and AFL partners about other products and initiatives.

I agree to the terms and conditions of the [AFL Privacy Policy](#) and have read the [Privacy Collection Statement](#).

Next

- Complete the last remaining details, as shown on screen below, then click “Create AFL ID”.

- You will receive another email to activate your account to confirm it.
- Check spam/junk in email account if not received
- If still NOT received email umpire.afl@afl.com.au & ask for it to be re-issued
- **DO NOT PROCEED UNTIL EMAIL IS RECEIVED**

A FEW MORE DETAILS

Step 2/2

First name
e.g. Sam

Last name
e.g. Jackson

Mobile phone
 e.g. +61403123456

We require mobile to enable sms password reset. You will be asked to verify this during AFL ID activation.

Club of support
▼

Club membership number (optional)
e.g. 123456

Country of residence
▼

Postcode
eg 3000

Create AFL ID

AFL | id

CHECK YOUR EMAIL

If the email is not already registered you will receive an Activation email, otherwise use the Password Reset feature.

Follow the verification link in the email to confirm your identity.

🕒 This link will expire in 7 days.

Not received an email? [Send again](#)

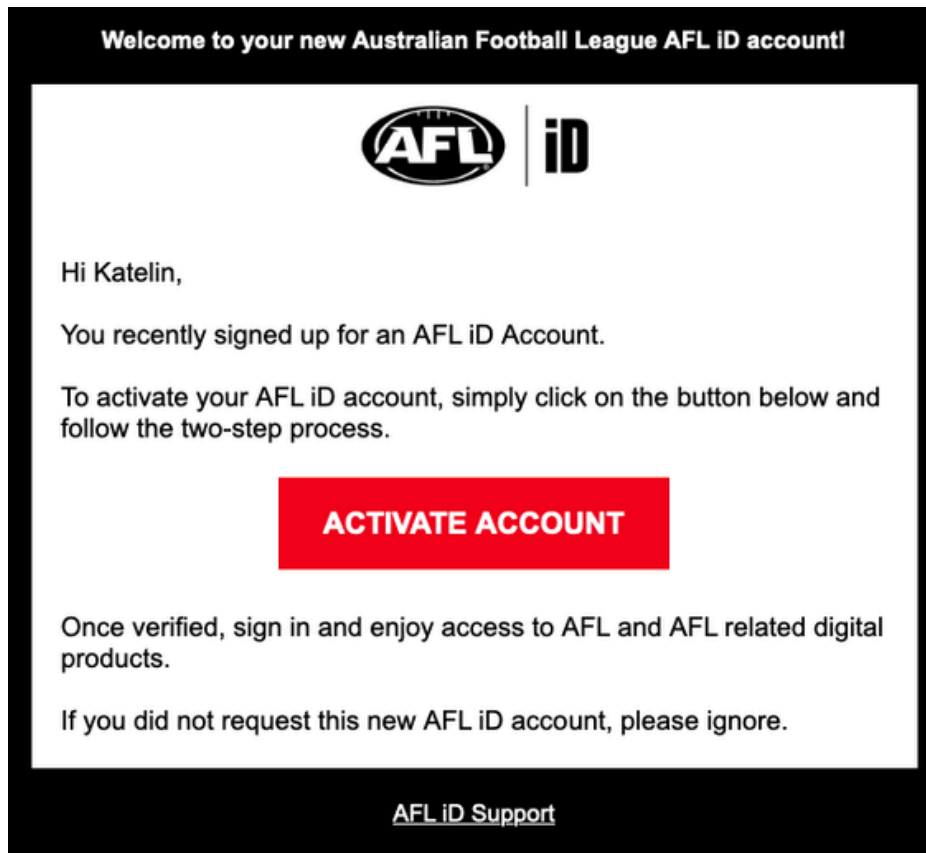
Log In

Something not quite right? [Contact Us](#)

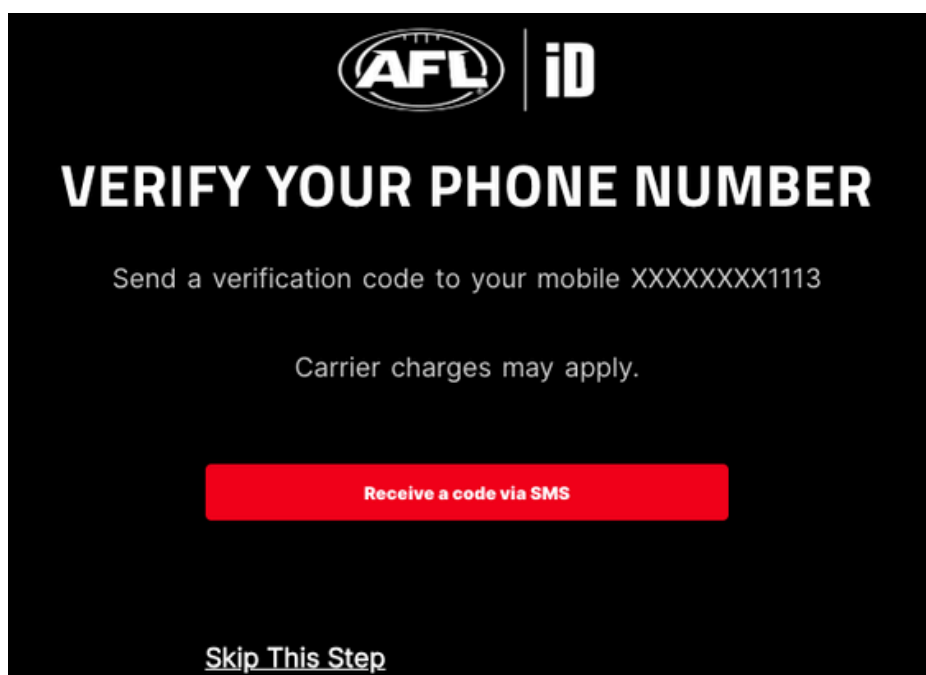
NEW UMPIRE REGISTRATIONS



- **Step 10: Email Confirmation for AFL ID**
 - The email is as follows:



- Clicking on the “Activate Account” link will bring you to the following page. You can either click on the “Receive a code by SMS” and confirm using the mobile number you signed up with for your AFL ID account for two factor authentication or click “Skip This Step”.



NEW UMPIRE REGISTRATIONS



- **Step 11: Login to OHQ**

- Once you have completed the details and confirmed your AFL ID account you should land back at the following page. Input your officials HQ email then click “Continue”. You will then need to click “Login with AFL ID”

A screenshot of the OFFICIALSHQ login page. At the top, there is a logo consisting of a stylized blue and white 'S' shape followed by the text 'OFFICIALSHQ'. Below the logo is a text input field with a blue border and a '@' icon on the left. The text 'katelin.bayre@sanfl.com.au' is entered into the field. Below the input field is a solid blue button with the word 'Continue' written in white.

- From here, input your newly created AFL ID email address and password and click “Log In”.

A screenshot of the AFL iD login page. At the top, there is the AFL logo (a white oval with 'AFL' inside) and the text 'iD' in white. Below this is the heading 'WELCOME TO AFL iD' in large white letters, followed by the sub-heading 'Log in to your account' in smaller white letters. There are two input fields: the first is labeled 'Email Address' and contains 'katelin.bayre@sanfl.com.au'; the second is labeled 'Password' and contains a series of dots, with a 'SHOW' link to its right. Below the password field is a link that says 'Forgot your password?'. At the bottom, there are two buttons: a red button with a yellow border labeled 'Log In' and a white button labeled 'Create AFL iD'.

NEW UMPIRE REGISTRATIONS



- **Step 11: Login to OHQ**

- Once you have completed the details and confirmed your AFL ID account you should land back at the following page. Input your officials HQ email then click “Continue”. You will then need to click “Login with AFL ID”

A screenshot of the OFFICIALSHQ login page. At the top, there is a logo consisting of a stylized blue and white 'S' shape followed by the text 'OFFICIALSHQ'. Below the logo is a text input field with a blue border and a '@' icon on the left. The text 'katelin.bayre@sanfl.com.au' is entered into the field. Below the input field is a solid blue button with the word 'Continue' written in white text.

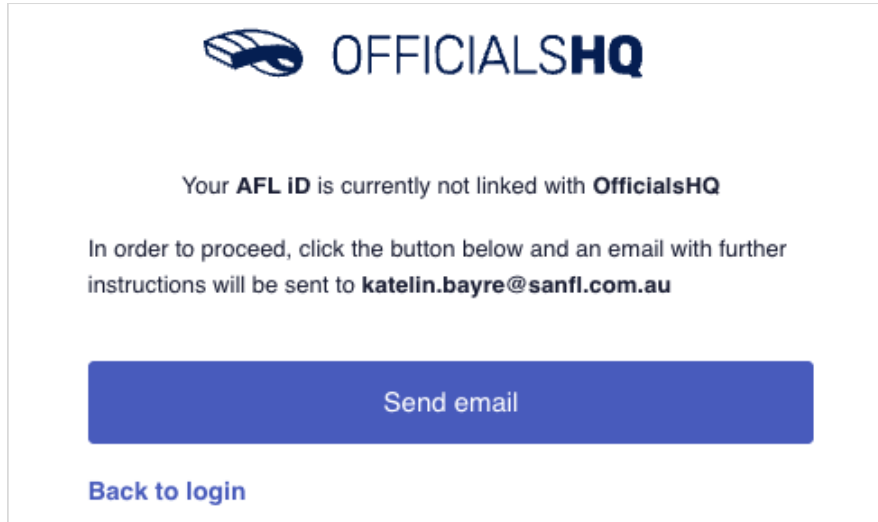
- From here, input your newly created AFL ID email address and password and click “Log In”.

A screenshot of the AFL iD login page. At the top, there is the AFL logo (a white oval with 'AFL' in black) and the text 'iD' in white. Below this is the heading 'WELCOME TO AFL iD' in large white letters, followed by the sub-heading 'Log in to your account' in smaller white letters. There are two input fields: the first is labeled 'Email Address' and contains 'katelin.bayre@sanfl.com.au'; the second is labeled 'Password' and contains a series of dots. To the right of the password field is a 'SHOW' link. Below the password field is a link that says 'Forgot your password?'. At the bottom, there are two buttons: a red button with a yellow border labeled 'Log In' and a white button labeled 'Create AFL iD'.

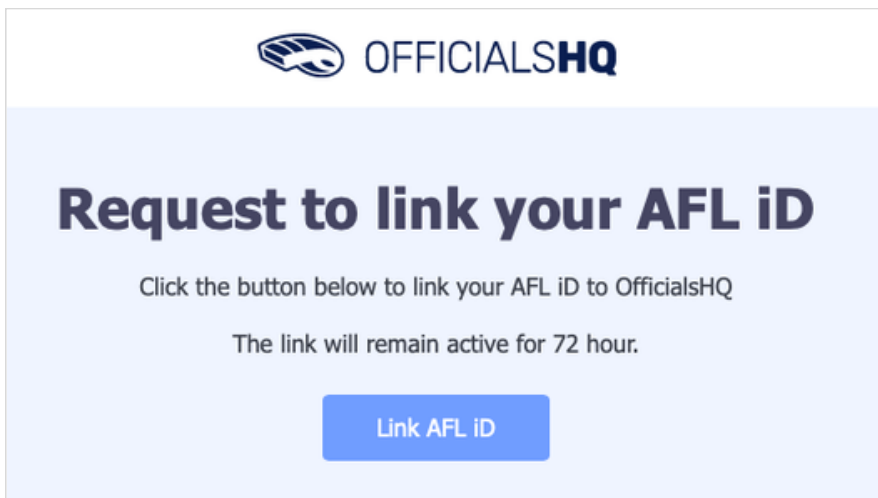
NEW UMPIRE REGISTRATIONS



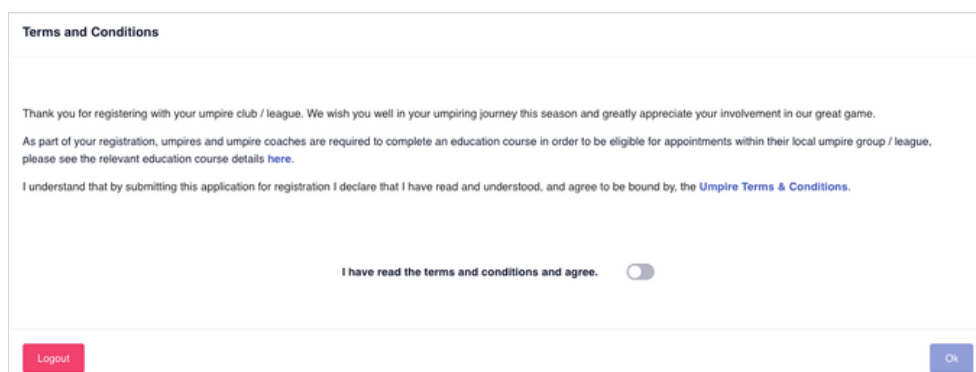
- **Step 12:** Linking AFL ID with OHQ
 - A message will tell you that your AFL ID is not linked as per the following screen. Click on the “Send Email” to begin linking process



- You will receive the following email, click on “Link to AFL ID”.



- It will then bring you to the following page. Select “I have read the terms and conditions and agree” and then click “Ok”.



NEW UMPIRE REGISTRATIONS



- **Step 14: Input Details**

- This should then bring you to the following page to input your account and profile details. Go through all sections to complete all details. Screens of each section is shown below. Fields marked with an asterisk are mandatory and it will not allow you to complete the registration at the end without completing them.

The screenshot shows the 'Registration' page with the 'Roles' section selected. The left sidebar contains navigation options: Roles, Clubs, Official info, Work with children, WWC questions, Demographics, Emergency, Banking, and Medical. The main content area is titled 'Roles' and contains three dropdown menus: 'Province / State *' (with 'Please select a state'), 'Organization *' (with 'Please select an organization'), and 'Umpire type *' (with 'Field Umpire'). An 'Add' button is next to the 'Umpire type' dropdown. Below these is a table with columns for 'Province / State', 'Organization', and 'Umpire type'. At the bottom, there are 'Logout' and 'Next' buttons.

Province / State	Organization	Umpire type
------------------	--------------	-------------

- **Roles**

- The umpire must select at least one umpire club and role combination to register to the system. It is possible to add multiple umpire club/role combinations at one time but your first add will be considered your first preference.
 - For every umpire club/role the user wishes to add:
 1. In Province / State, Select the state (**South Australia**)
 2. In Organisation, Select the umpire club/league you intend to umpire with (**SANFL Juniors Umpires**)
 3. In Umpire Type, select your discipline (**Field, Boundary Goal etc.**)
 4. Click “Add” and once all selections are added (see 5), click “Next”.
 5. **Note** – if umpires are interested in doing more than one discipline or intend to umpire across multiple leagues they can add further roles. Umpires should ensure they have made contact with the umpire coach / coordinator from that league prior to registering with them so they know their intent to umpire with them.

NEW UMPIRE REGISTRATIONS



- **Clubs**

- If you are a current player or hold an official capacity with a club, search for their name by typing in the text box and click on the green plus to add. If you are not involved with a club in any official capacity, this can be left blank.

The screenshot shows the 'Registration' form with the 'Clubs' tab selected in the left-hand navigation menu. The main content area is titled 'Clubs' and contains a message: 'Please select all clubs you are associated to. If you are not associated with any clubs you can leave this blank.' Below this is a search section with the heading 'Search for clubs', a text input field with the placeholder 'Fill in at least 3 characters', and a blue 'Search' button. There are two empty table-like structures with a 'Name' header, one above and one below the search section. At the bottom of the form, there is a red 'Logout' button on the left and a blue 'Next' button on the right.

- **Official Info**

- Are you an active player? What year did you begin Umpiring? How did you find out about Umpiring?

The screenshot shows the 'Registration' form with the 'Official info' tab selected in the left-hand navigation menu. The main content area is titled 'OfficialInfo' and contains three questions, each with a dropdown menu: 'Are you an active player? *', 'Year started umpiring? *', and 'How did you find out about us? *'. The first dropdown has a downward arrow, the second has upward and downward arrows, and the third has a downward arrow. At the bottom of the form, there is a red 'Logout' button on the left and a blue 'Next' button on the right.

NEW UMPIRE REGISTRATIONS



- **Working With Children:** where possible we would like to have umpires WWCC details recorded in Officials HQ, however more importantly we require you to submit a copy of your check to the SANFL Juniors Umpiring Team to keep on record. **If you do not currently have a WWCC, please refer to the separate WWCC application guide for instructions of how to apply for one – this is compulsory under state law for any umpire 14 years of age and over.** If you do have one, you can upload details to your profile as follows:
 - Select your State (South Australia) and WWCC or Exemption Type
 - For Working with Children Check, select “Work with children”.
 - Exemptions:
 - Underage – If you are under the age of 14 currently, select this
 - SAPOL – Police Officer
 - WWCC Number (SRN ####-####) and End date should be entered (End date is 5 years from date of issue).
 - If possible, Please upload a file as evident of proof for the check (email file, PDF, Word doc).
 - Click on “Add” and details will show in the below information boxes.

Registration

- Roles
- Clubs
- Official info
- Work with children**
- WWC questions
- Demographics
- Emergency
- Banking
- Medical

Work with children

Province / State
South Australia

WWCC or exemption type
Work with children

WWC number
End date

Evidence
Select file(s) Drop file(s) here to upload

Add

Province / State	Type	Number	End date	Evidence
------------------	------	--------	----------	----------

Logout Next

NEW UMPIRE REGISTRATIONS



- **WWC Questions**

- Please ensure you answer the queries on 1. Conviction of a criminal offence 2. Have you obtained a WWCC that meets state law requirements? If you answer no to the second question, you should not be permitted to umpire a game until you do so, unless you are under 14 years old. **If you do not currently have a WWCC, please refer separate WWCC application guide for instructions of how to apply for one – this is compulsory under state law for any umpire over 14 years of age** You must answer these questions truthfully and accept liability for your answers.

Registration	
Roles	WWC questions
Clubs	<p>It is an AFL requirement that all registered umpires and coaches must hold a working with children check (or equivalent) or otherwise meet the working with children requirements in their State or Territory.</p> <p>i Example 1: In Victoria, a Police Officer is not required to obtain a working with children check but will meet the working with children requirements in Victoria.</p> <p>Example 2: In NSW, an individual under 18 years of age is not required to obtain a working with children check.</p>
Official info	
Work with children	
WWC questions	
Demographics	Have you been convicted of a criminal offence (other than a spent or annulled conviction under relevant spent conviction or crimes legislation in Australia) or are you currently charged with a criminal offence? *
Emergency	<input type="text"/>
Banking	Have you obtained a working with children check (or equivalent) or do you otherwise meet the working with children requirements in your State or Territory? *
Medical	<input type="text"/>
<p>Logout Next</p>	

- **Demographics**

- Complete section listed below:

Registration	
Roles	Demographics
Clubs	Are you from Aboriginal or Torres Strait Islander origin? *
Official info	<input type="text"/>
Work with children	Were you or any of your parents born overseas? *
WWC questions	<input type="text"/>
Demographics	Country of birth *
Emergency	<input type="text"/>
Banking	Ethnicity *
Medical	<input type="text"/>
<p>Do you identify as living with a disability/disabilities? *</p> <input type="text"/>	
<p>Logout Next</p>	

NEW UMPIRE REGISTRATIONS



- **Emergency Contact**

- Input emergency contact details in case you have an incident on the field, and we need to contact someone

Registration	
Roles	Emergency
Clubs	Name *
Official info	<input type="text"/>
Work with children	Phone *
WWC questions	<input type="text"/>
Demographics	Relationship *
Emergency	<input type="text"/>
Banking	
Medical	
Logout	Next

- **Banking**

- Input your Banking details. Please note your BSB number must have a “dash” (-) between the first three and second three numbers. SANFL Juniors uses Officials HQ for Match Payments - please ensure that the details are correct, so you receive your fees accordingly.

Registration	
Roles	Banking
Clubs	<div style="border: 1px dashed blue; padding: 5px;">i Please enter your main bank account details used to receive payments. It will be possible to add more bank accounts in your profile after completing the registration process.</div>
Official info	Bank name *
Work with children	<input type="text" value="Test Bank"/>
WWC questions	Account holder *
Demographics	<input type="text" value="Test Person"/>
Emergency	Account number *
Banking	<input type="text" value="12345679"/>
Medical	BSB number *
	<input type="text" value="111-222"/>
Logout	Next

NEW UMPIRE REGISTRATIONS



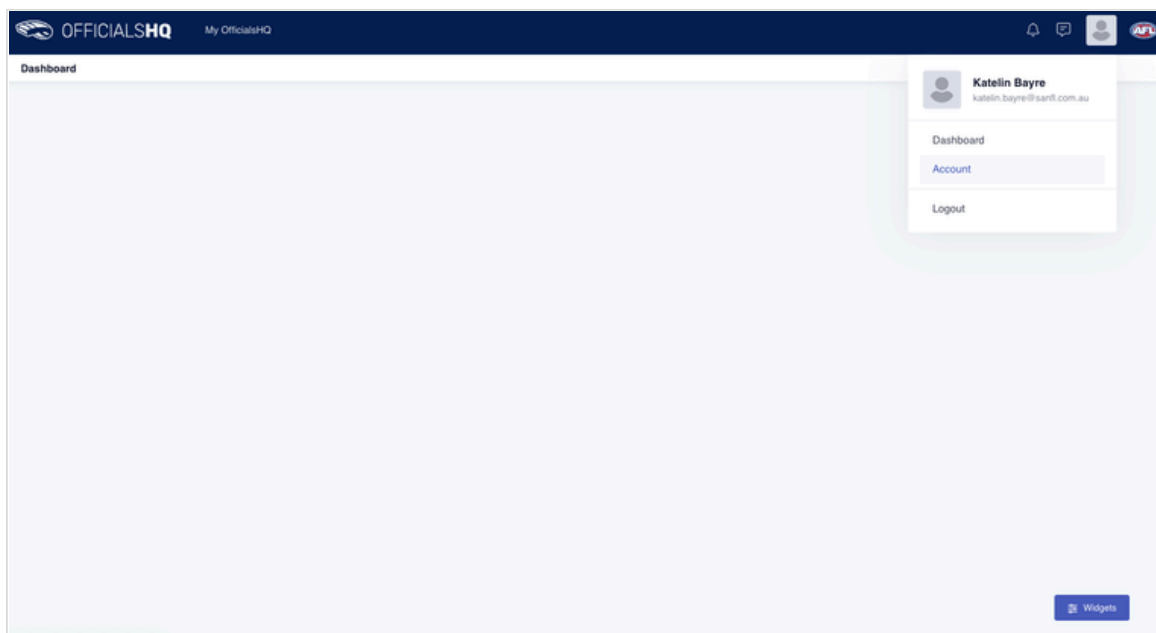
- **Medical**

- Input any appropriate medical details and select “Complete”.

A screenshot of the 'Medical' registration form in the Officials HQ system. The form is titled 'Registration' and has a sidebar on the left with various menu items: Roles, Clubs, Official info, Work with children, WWC questions, Demographics, Emergency, Banking, and Medical (which is highlighted in blue). The main content area is titled 'Medical' and has a 'Type' dropdown menu with 'Allergies' selected. There is an 'Add' button next to the dropdown. At the bottom of the form, there is a red 'Logout' button on the left and a blue 'Complete' button on the right.

- **Step 15: Registration Complete**

- Once you click “Complete”, this will take you to the Dashboard indicating your registration is now complete. You can navigate the dashboard to utilise different functions within Officials HQ.
- You can log back into your Officials HQ account anytime at: <https://home.officialshq.com/>
- You can also update any of the data you have input in Officials HQ during registration (except for your login email address) by clicking on your profile picture in the top right-hand corner and then account as per the screenshot below. If you wish to change your log-in email address, you will need to contact the SANFL Juniors Umpiring Team.



- If anyone has any queries or gets stuck on any section when re-registering, please contact sanfljuniorsumpiring@sanfl.com.au or Steven Paunovic (Umpiring Manager – Junior Programs) on 0458 459 840

RETURNING UMPIRE RE- REGISTRATIONS



Umpires need to re-Register for the 2026 SANFL Juniors season from November 1st, 2025. The below is for Umpires who previously registered on Officials HQ. If you don't remember your login email or if you wish to change your log-in email address, you will need to contact SANFL Juniors Umpiring – sanfljuniorsumpiring@sanfl.com.au
Note - updating your contact email address will not update your username ID. To keep receiving email notifications, you will need to email the team to update your username email address.

Please do not start a new account if you have had one previously – this will cause a duplication and create disruption. If you are registering for the first time, please refer to the new umpire registration instructions provided separately.

Log In to Officials HQ via <https://home.officialshq.com/> using your registered email address. Enter email address login and click continue.

A screenshot of the OfficialsHQ login page. At the top is the OfficialsHQ logo, which consists of a stylized blue and white icon followed by the text 'OFFICIALSHQ'. Below the logo is a text input field with a blue '@' icon on the left and the placeholder text 'Email'. Underneath the input field is a large blue button with the white text 'Continue'.

A message will come up noting to Login with AFL iD. Click on the Login button. Your email should be there already.

A screenshot of the REFASSIST login page. At the top is the REFASSIST logo, which consists of a stylized blue and white icon followed by the text 'REFASSIST'. Below the logo is a message: 'OfficialsHQ now uses AFL iD for logging in. Click **Login with AFL iD** to continue.' Underneath the message is a text input field with a blue '@' icon on the left and a placeholder text '-'. Below the input field is a large blue button with the white text 'Login with AFL iD'.

RETURNING UMPIRE RE-REGISTRATIONS



AFL iD Login will load. Enter your Email Address and Password for AFL iD. Note your email username for Officials HQ and AFL iD should be the same, however the password may be different.

Once entered, click on “Log In”.

A screenshot of the AFL iD login page. The background is black with white text. At the top center is the AFL iD logo. Below it, the text reads 'WELCOME TO AFL iD' and 'Log in to your account'. There are two input fields: 'Email Address' with the placeholder 'example@domain.com' and 'Password' with the placeholder 'Enter Password...'. A link for 'Forgot your password?' is located below the password field. At the bottom, there are two buttons: a red 'Log In' button and a white 'Create AFL iD' button.

You will be logged into Officials HQ, and a “Registration” pop-up will load on screen. This is where you check all your details. Please ensure you check every section and change what you need to.

A screenshot of the 'Registration' pop-up form in the OfficialsHQ system. The form is titled 'Registration' and has a sidebar menu with options: General, Address, Roles, Clubs, Official info, Work with children, WWC questions, Demographics, Emergency, Banking, and Medical. The 'General' section is active and contains the following fields: 'First name *' (Steven), 'Last name *' (Paunovic), 'Date of birth *' (20/12/1984), 'Gender *' (Male), and 'Mobile *' (0437 236 159). There are 'Logout' and 'Next' buttons at the bottom.

RETURNING UMPIRE RE-REGISTRATIONS



General

Registration

- General
- Address
- Roles
- Clubs
- Official info
- Work with children
- WWC questions
- Demographics
- Emergency
- Banking
- Medical

General

First name *

Last name *

Date of birth *

Gender *

Mobile *

[Logout](#) [Next](#)

Address

*Note State is set to ACT. Please ensure you update to SA.

Registration

- General
- Address
- Roles
- Clubs
- Official info
- Work with children
- WWC questions
- Demographics
- Emergency
- Banking
- Medical

Address

Nr *

Street *

Postal code *

City *

Country *

Province / State *

[Logout](#) [Next](#)

RETURNING UMPIRE



RE-REGISTRATIONS

Roles

Select South Australia > SANFL Juniors Umpires. Select your roles in order of your preference. Umpire Type then click “Add” button, and you can add more than one.

Registration

General
Address
Roles
Clubs
Official info
Work with children
WWC questions
Demographics
Emergency
Banking
Medical

Roles

Province / State *
South Australia

Organization *
SANFL Juniors Umpires

Umpire type *
Field Umpire **Add**

Province / State	Organization	Umpire type
------------------	--------------	-------------

Logout **Next**

Clubs

Search for your Club you will be playing with in 2026, and click on the green plus to add to your associated club lists. If you are playing in 2026, this must be added.

Registration

General
Address
Roles
Clubs
Official info
Work with children
WWC questions
Demographics
Emergency
Banking
Medical

Clubs

Please select all clubs you are associated to. If you are not associated with any clubs you can leave this blank.

Search for clubs
SANFL Juniors **Search**

Name
+ Adelaide University (SANFL Juniors)
+ Aldinga (SANFL Juniors) - Inactive
+ Angle Vale Football Club (SANFL Juniors)
+ Athelstone JFC (SANFL Juniors)
+ Disbanded Easthall Club (SANFL Juniors)

Your associated clubs

Name

Logout **Next**

RETURNING UMPIRE RE-REGISTRATIONS



Official Info

Registration	
<p> General</p> <p> Address</p> <p> Roles</p> <p> Clubs</p> <p> Official info</p> <p> Work with children</p> <p> WWC questions</p> <p> Demographics</p> <p> Emergency</p> <p> Banking</p> <p> Medical</p>	<h3>OfficialInfo</h3> <p>Are you an active player? *</p> <p>No</p> <p>Year started umpiring? *</p> <p>1998</p> <p>How did you find out about us? *</p> <p>Other</p>
<p>Logout</p>	<p>Next</p>

RETURNING UMPIRE RE-REGISTRATIONS



Working with Children Check

This must be checked. A reminder if you are 14 years of age or over, your Working with Children Check details MUST be entered below.

If you are adding an updated or new clearance, please ensure you change the State, as below it is set to ACT. Please change to SA. WWC number is the SRN and end date is the Expiry Date. You must also add the attachment of the clearance, and also please email in to SANFL Juniors Umpiring.

If you have an up to date WWCC from previous seasons and was uploaded, the details will show. Ensure you check they are correct.

Registration

- General
- Address
- Roles
- Clubs
- Official info
- Work with children**
- WWC questions
- Demographics
- Emergency
- Banking
- Medical

Work with children

Province / State
Australian Capital Territory

WWCC or exemption type
Work with children

WWC number End date

Evidence
 Drop file(s) here to upload

Province / State	Type	Number	End date	Evidence
×				

RETURNING UMPIRE

RE- REGISTRATIONS



Working with Children Check Questions

The query have you obtained a WWCC or meet the requirements - if you are Under 14 years of age for the full season > select Yes, as you are not required to have one, which means you do meet the requirements.

Registration	
General	<h3>WWC questions</h3> <p>It is an AFL requirement that all registered umpires and coaches must hold a working with children check (or equivalent) or otherwise meet the working with children requirements in their State or Territory.</p> <p>i Example 1: In Victoria, a Police Officer is not required to obtain a working with children check but will meet the working with children requirements in Victoria.</p> <p>Example 2: In NSW, an individual under 18 years of age is not required to obtain a working with children check.</p> <p>Have you been convicted of a criminal offence (other than a spent or annulled conviction under relevant spent conviction or crimes legislation in Australia) or are you currently charged with a criminal offence? *</p> <input type="text" value="No"/> <p>Have you obtained a working with children check (or equivalent) or do you otherwise meet the working with children requirements in your State or Territory? *</p> <input type="text" value="Yes"/>
Address	
Roles	
Clubs	
Official info	
Work with children	
WWC questions	
Demographics	
Emergency	
Banking	
Medical	
Logout	Next

Demographics

Registration	
General	<h3>Demographics</h3> <p>Are you from Aboriginal or Torres Strait Islander origin? *</p> <input type="text" value="No"/> <p>Were you or any of your parents born overseas? *</p> <input type="text" value="No"/> <p>Country of birth *</p> <input type="text" value="Australia"/> <p>Ethnicity *</p> <input type="text" value="Australian"/> <p>Do you identify as living with a disability/disabilities? *</p> <input type="text" value="No"/>
Address	
Roles	
Clubs	
Official info	
Work with children	
WWC questions	
Demographics	
Emergency	
Banking	
Medical	
Logout	Next

RETURNING UMPIRE RE-REGISTRATIONS



Emergency Contact Details

Registration	
<ul style="list-style-type: none">GeneralAddressRolesClubsOfficial infoWork with childrenWWC questionsDemographicsEmergencyBankingMedical	<h3>Emergency</h3> <p>Name *</p> <input type="text"/> <p>Phone *</p> <input type="text"/> <p>Relationship *</p> <input type="text"/>
Logout	Next

Bank Details

This is where all SANFL Juniors Umpire match payments will go into. Please ensure all the information is correct.

Registration	
<ul style="list-style-type: none">GeneralAddressRolesClubsOfficial infoWork with childrenWWC questionsDemographicsEmergencyBankingMedical	<h3>Banking</h3> <p>i Please enter your main bank account details used to receive payments. It will be possible to add more bank accounts in your profile after completing the registration process.</p> <p>Bank name *</p> <input type="text"/> <p>Account holder *</p> <input type="text"/> <p>Account number *</p> <input type="text"/> <p>BSB number *</p> <input type="text"/>
Logout	Next

RETURNING UMPIRE RE-REGISTRATIONS



Medical

A screenshot of the "Registration" form, specifically the "Medical" section. The left sidebar contains a list of registration categories: General, Address, Roles, Clubs, Official info, Work with children, WWC questions, Demographics, Emergency, Banking, and Medical (which is highlighted in blue). The main content area is titled "Medical" and has a "Type" dropdown menu with "Allergies" selected. An "Add" button is located to the right of the dropdown. At the bottom of the form, there is a red "Logout" button on the left and a blue "Complete" button on the right.

Click Complete and you are set. Your dashboard will load on screen.

Remember you can update your details by clicking on your Account Silhouette top right, and select "Account".

A screenshot of the "Account" dashboard. The left sidebar lists various account management options: Overview (highlighted), Personal data, Security, Appointments, Registration, Connected accounts, App preferences, Work with children, Medical information, and Bank accounts. The main content area is titled "Overview" and contains a grid of nine tiles, each with an icon, a title, and a brief description: Personal data (Includes all your personal information, such as your name, profile picture, contact details, and more), Security (Safeguarding your information with strong authentication measures and managing your privacy), Appointments (Everything you need to make your appointments more efficient), Registration (An overview of everything related to registration), Connected accounts (Lets you connect with external providers that enables extra functionality), App preferences (Configure the way you want your RefAssist to work), Work with children (Give us more information on why you are eligible to work with children), Medical information (Your medical information is vital to take into account during your designations), and Bank accounts (Manage your bank accounts in order for you to receive payments).

ACCOUNT – ADDING A WORKING WITH CHILDREN CHECK

For all Umpires 14 years of age and over, you must have a current Working with Children Check clearance (South Australia).

Once this has been completed, and clearance received, information must be updated on Officials HQ.

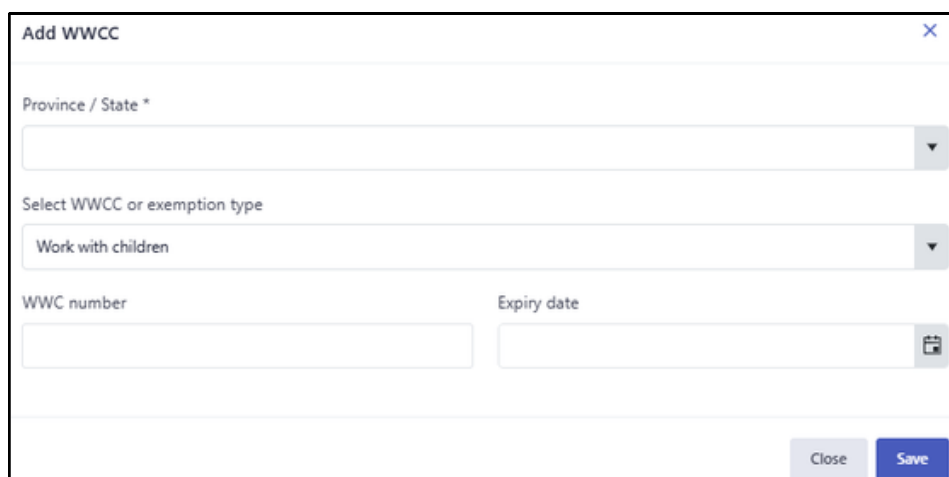
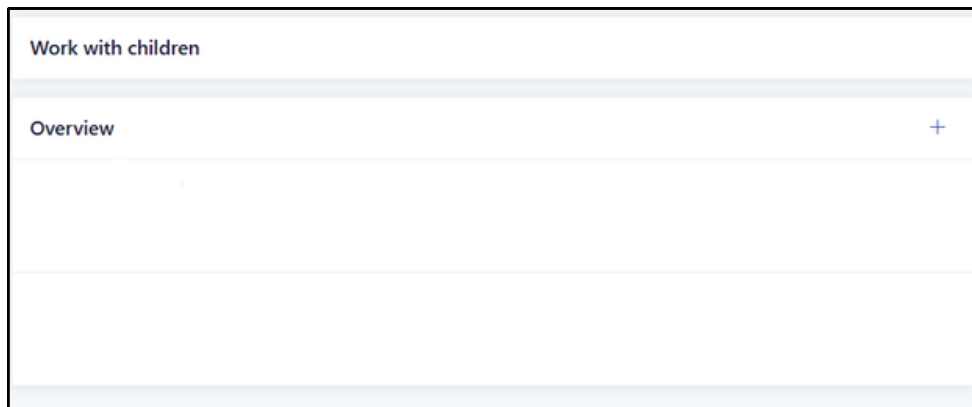
To Update:

Log into Officials HQ > Account (silhouette) top right

Click on Working with children. Overview - click the “Plus” to Add.

Pop up loads - fill in the details required. Attach Proof is required.

Ensure to select South Australia. Expiry Date is 5 years exact from the Issued Date on the clearance. Click Save once completed.



ACCOUNT – WWCC

ADDING UNDERAGE EXEMPTION

For all Umpires 14 years of age and over, you must have a current Working with Children Check clearance (South Australia).

If you are currently Under the age of 14, information must still be added to this section, stating you are exempted due to being under 14 years of age.

To Update:

Log into Officials HQ > Account (silhouette) top right

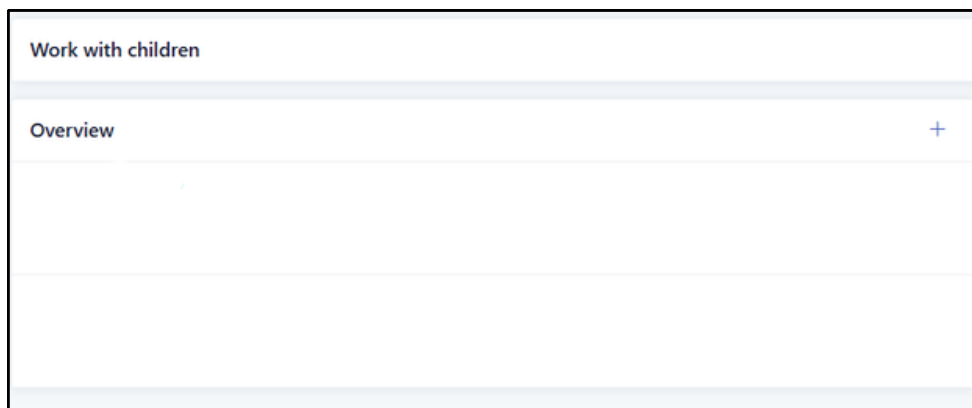
Click on Working with children. Overview - click the “Plus” to Add.

Select SA, and change WWCC or Exemption type to “Underage”.

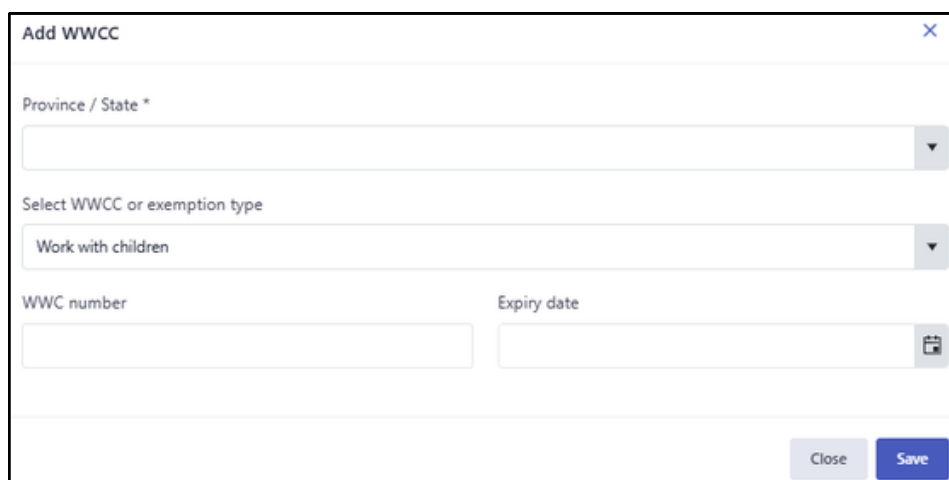
Proof is required - add an attachment that shows DOB.

Make sure to click Save to complete the process.

Once turning 14, this will need to be updated.



The screenshot shows a web interface titled "Work with children". Below the title is a horizontal bar. Underneath, there is a section labeled "Overview" with a plus sign (+) on the right side, indicating an option to add or view more details.



The screenshot shows a form titled "Add WWCC" with a close button (X) in the top right corner. The form contains the following fields:

- Province / State * (dropdown menu)
- Select WWCC or exemption type (dropdown menu with "Work with children" selected)
- WWC number (text input field)
- Expiry date (calendar icon input field)

At the bottom right, there are two buttons: "Close" and "Save".

ACCEPTING APPOINTMENTS

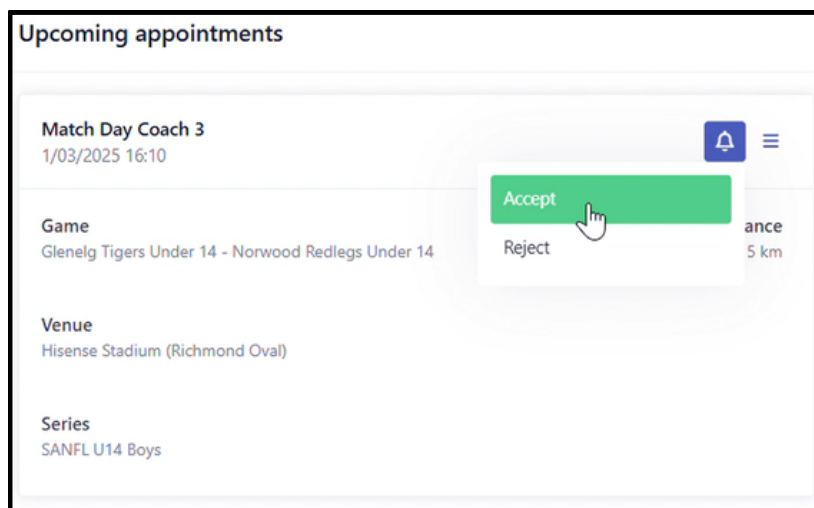
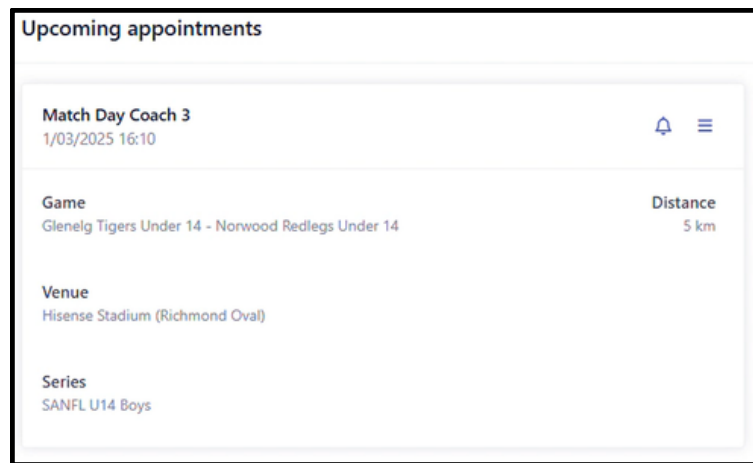
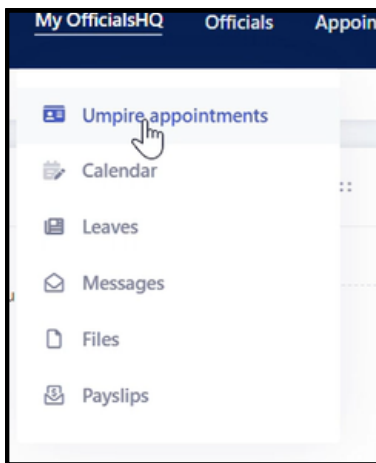


To accept or reject your appointed game, go to “My OfficialsHQ” and click on “Umpire Appointments”. This loads your Appointments Dashboard. Find the game you have been appointed to and click on the ringing bell, and you will see an “Accept” or “Reject” button.

If you accept, the game remains visible so you can see the details.

If you decline, the game will remove from your dashboard.

You must accept or decline any games you are appointed to as soon as possible. Matches may be removed by the deadline.



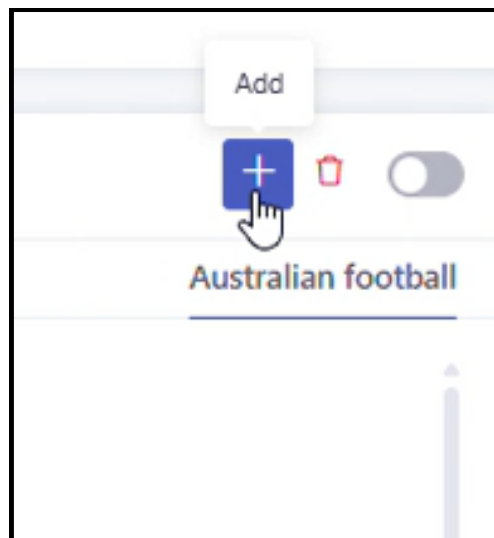
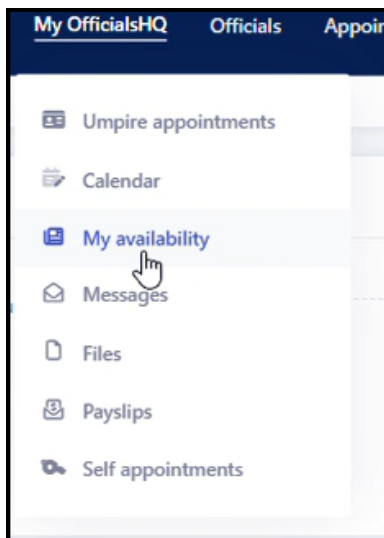
ADDING LEAVE AVAILABILITY



All SANFL Juniors Umpires are requested enter Leave for times they are unavailable during the season.

Click My OfficialsHQ > My availability. Your calendar will load. Click on the “Add” plus button top right to load the entry box.

You can enter full single days, part days (enter times), or recurring dates and times if the same across multiple weeks. Enter your start and end date for all times unavailable.

A screenshot of the 'Add unavailabilities' form. The form is divided into two main sections: 'Configuration' and 'Period'.
Configuration:
- Sports discipline *: Australian football (with a close button 'x')
- Holiday type *: Study/exams (dropdown menu)
- Time zone *: (UTC+09:30) Adelaide (dropdown menu)
- Reason: (empty text box)
Period:
- Start date *: 8/2/2026 (with a calendar icon)
- End date *: 8/2/2026 (with a calendar icon)
- Full day:
- Start time *: 8:00 AM (with a clock icon)
- End time *: 1:30 PM (with a clock icon)
- Recurring:
At the bottom right, there are 'Close' and 'Add' buttons.

MATCH DAY REPORTING



Upon completion of all matches, Umpires must complete the required forms:

Match Day Ratings - ALL grades, ALL games

Cards - ALL grades (only when a card is given during a match)

Votes - ALL Under 12 to Under 18 matches only

To begin your reporting, log into Officials HQ, and go to My OfficialsHQ > Umpire appointments.

Find the game under Past Appointments, click on the three line Menu on the right, and select Match reports.

A screenshot of a web interface titled 'Past appointments'. It displays details for a match: 'Field Umpire' (30/10/2025 16:00), 'Game' (Star of the Sea - Westport All Stars), 'Venue' (Westport Primary School), and 'Series' (Trust Reserve | Yr 4/5/6). On the right side, there is a blue menu icon (three horizontal lines) which has opened a white dropdown menu with the following options: 'Game info', 'Match reports', 'Designated driver', and 'Social media'.

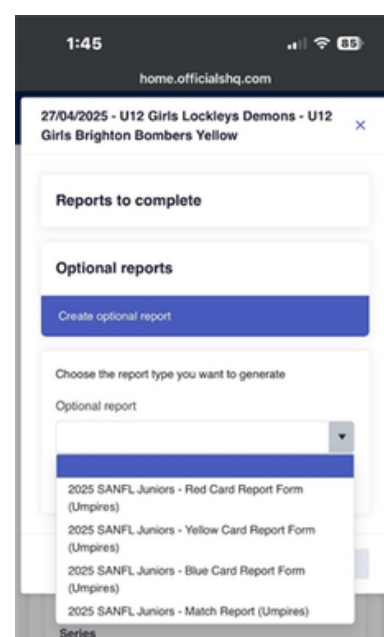
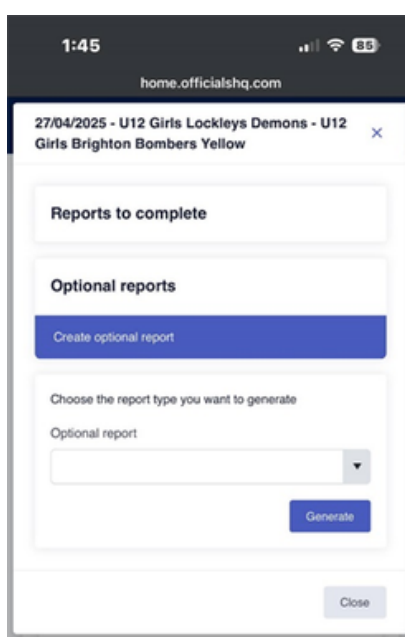
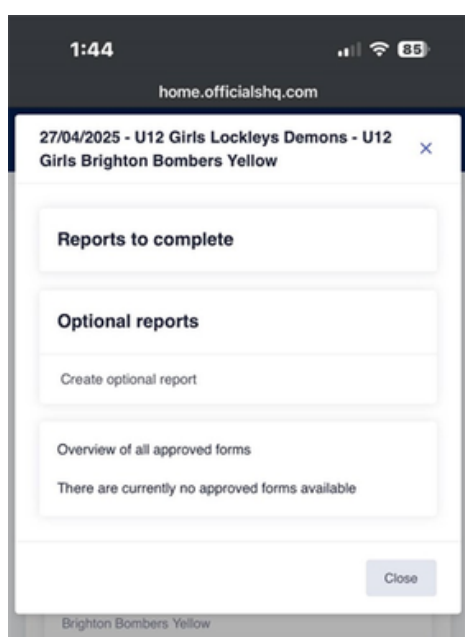
MATCH DAY REPORTING



A “Reports to complete” screen will load. All reporting is “Optional”.
Click on “Create optional report”. A drop down box will load with the forms:

- Red Card Report Form
- Yellow Card Report Form
- Blue Card Report Form
- Match Report

Select the one you require, and click Generate, then “Fill out form”.



A reminder, for Cards, these only have to be generated if you have given a Card during a game. There is no requirement to “create” these if no cards are given.

The Umpire Match Report is to be completed for every game by one Field Umpire. If you are in a game with 2 or 3 Field Umpires, discuss before you depart. If you have SANFL Junior allocated Boundary & Goal Umpires, you can also discuss anything with them.

MATCH DAY REPORTING



Example Card Form

The important thing is to check your information is correct:

- Correct Player Name, Number (keep your team sheets)
- Correct Team
- Detailed description of the incident (no opinions)
 - Lead up play, incident, and anything occur after
 - If player is injured, were they assisted off the ground? Did they return to play?

2025 SANFL Juniors - Red Card Report Form
ONLY complete if a Red Card has been issued

Game

Home team	Southampton	Away team	Liverpool
Date	14/03/2025	Time	9:30 AM
Address	Britannia Rd, Southampton SO14 5FP	Series	Premier League
Venue	St. Mary's Stadium	Ground	

Appointments

Tom Porter Officials 1	Seamus Gaines Officials 2	Hugh Kemp Officials 3	Ernest Cresswell Officials 4
---------------------------	------------------------------	--------------------------	---------------------------------

Only complete if a Red Card Issued *

Choose a value

OFFICIALSHQ Save Send

Red Card Incident Report NOTICE *

Choose a value

The SANFL Junior Competition Management Team will review this report and determine whether the matter may be dealt with by either a prescribed penalty or tribunal hearing.

PLEASE be as ACCURATE and DETAILED as possible in the information you provide.

Charge

22.2.2 (a) (i) Intentionally or carelessly striking another ...

Team

Choose a value

Player

Player Name and Number

(Only enter details here if player is not shown above)

Quarter and Time of Incident

(eg: Q1 approx. 3 min)

Description of Incident

Any information relevant to the report

(where it occurred, lead up to incident, your location, what did players say, play following incident, other comments made etc.)

Where did the incident occur

- Inside 50m
- Centre Square
- Wing opposite side of coaches box
- Wing on coaches box side

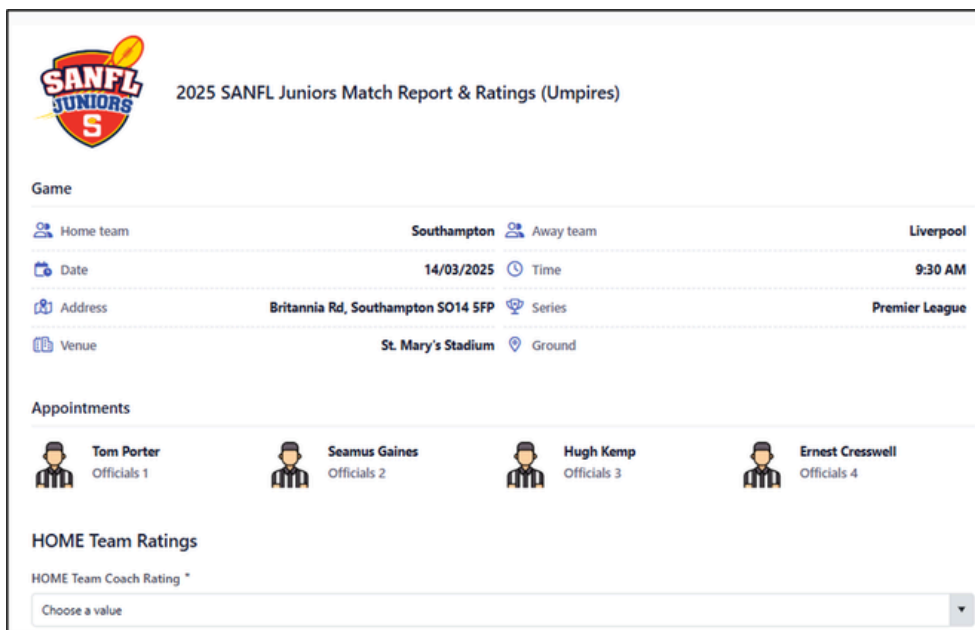
MATCH DAY REPORTING



Example Umpire Match Report

This must be completed for every game. If you have more than one Field Umpire, only one needs to complete this - please discuss between all Field Umpires prior to completion.

Once completed, ensure you click “Send”. “Save” will only save it but not submit it.



2025 SANFL Juniors Match Report & Ratings (Umpires)

Game

Home team	Southampton	Away team	Liverpool
Date	14/03/2025	Time	9:30 AM
Address	Britannia Rd, Southampton SO14 5FP	Series	Premier League
Venue	St. Mary's Stadium	Ground	

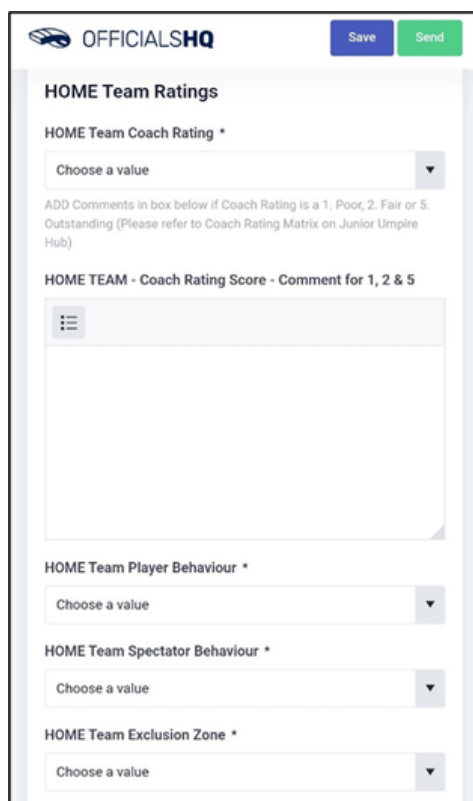
Appointments

Tom Porter Officials 1	Seamus Gaines Officials 2	Hugh Kemp Officials 3	Ernest Cresswell Officials 4
---------------------------	------------------------------	--------------------------	---------------------------------

HOME Team Ratings

HOME Team Coach Rating *

Choose a value



OFFICIALSHQ Save Send

HOME Team Ratings

HOME Team Coach Rating *

Choose a value

ADD Comments in box below if Coach Rating is a 1. Poor, 2. Fair or 5. Outstanding (Please refer to Coach Rating Matrix on Junior Umpire Hub)

HOME TEAM - Coach Rating Score - Comment for 1, 2 & 5

HOME Team Player Behaviour *

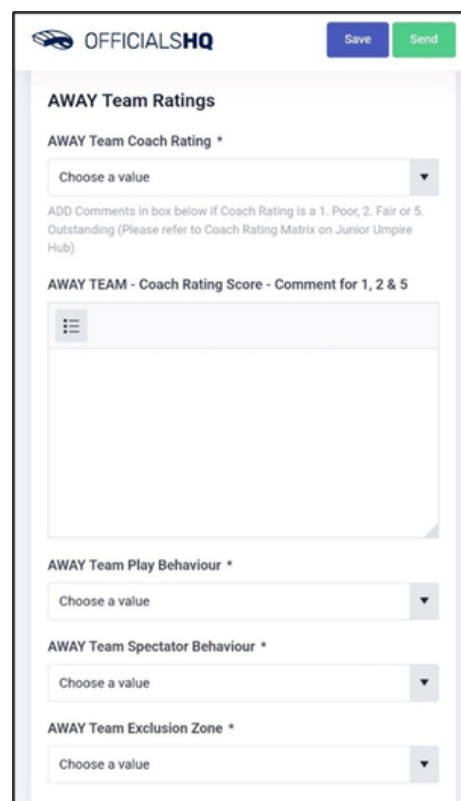
Choose a value

HOME Team Spectator Behaviour *

Choose a value

HOME Team Exclusion Zone *

Choose a value



OFFICIALSHQ Save Send

AWAY Team Ratings

AWAY Team Coach Rating *

Choose a value

ADD Comments in box below if Coach Rating is a 1. Poor, 2. Fair or 5. Outstanding (Please refer to Coach Rating Matrix on Junior Umpire Hub)

AWAY TEAM - Coach Rating Score - Comment for 1, 2 & 5

AWAY Team Play Behaviour *

Choose a value

AWAY Team Spectator Behaviour *

Choose a value

AWAY Team Exclusion Zone *

Choose a value

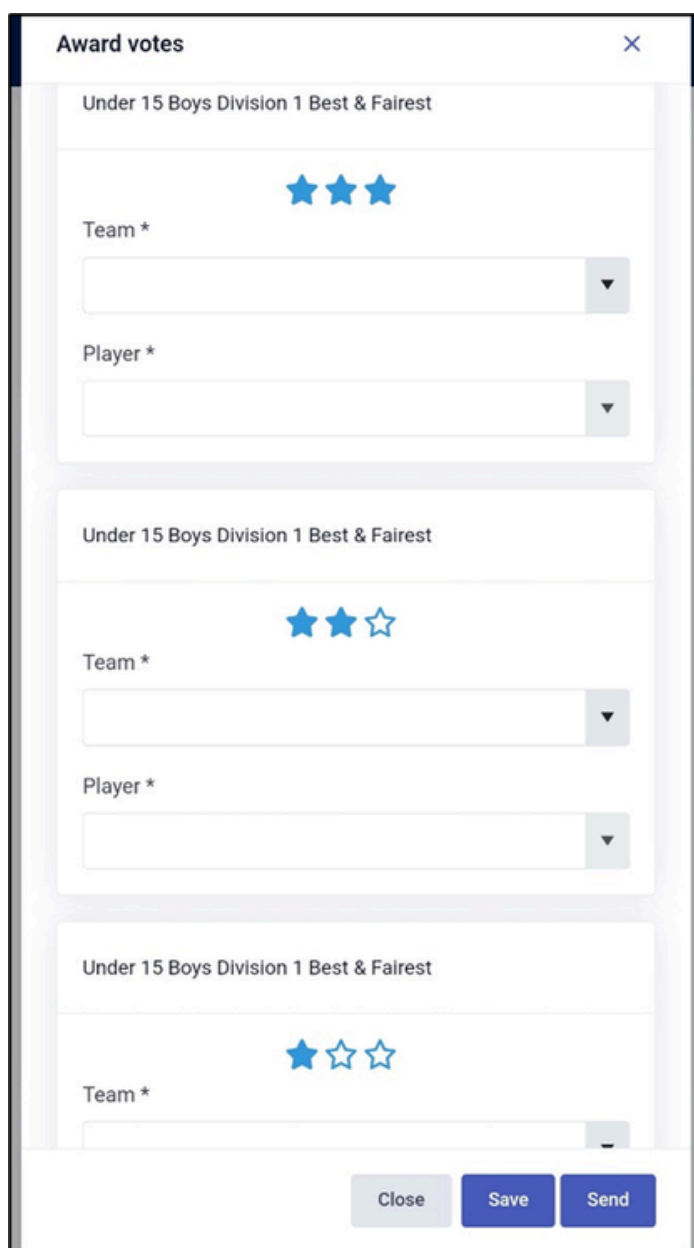
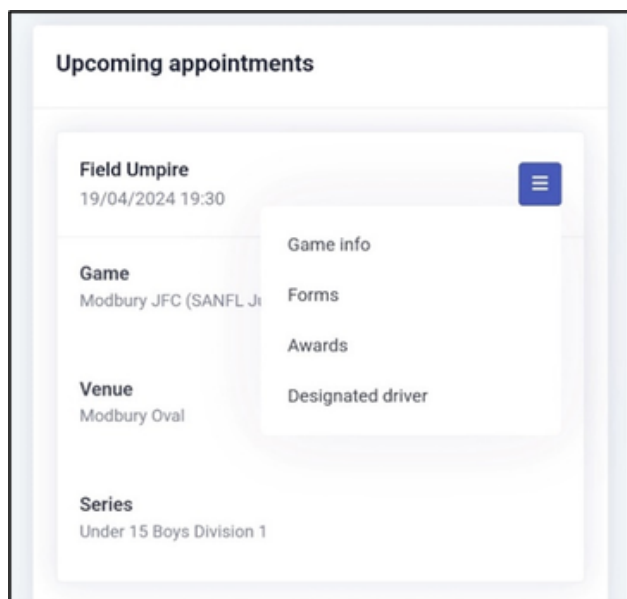
MATCH DAY REPORTING



Votes

Go to the Match Game menu and select “Awards”. This will open the Award Votes for the game on a 3-2-1 star rating. The Field Umpires **MUST** discuss this before submitting. It is imperative that you have also collected the Team Sheets prior to the game.

On completion, click “Send”, as “Save” will only save but not submit. This is for premiership grades (Under 12 to Under 18 only).





UMPIRING

SANFL JUNIORS UMPIRING

2026