UMPIRING

Re-Registration Guide – Season 2026

Umpires need to Re-Register as an umpire for the 2026 season from November 1st, 2025. The below is for Umpires who have previously registered on Officials HQ. If you have never registered on Officials HQ previously, please refer to the new umpire registration instructions provided separately.

The main components to completing your umpire registration for 2026 are:

1. Officials HQ & AFL ID registration (Steps 1-4 of this guide)
2. Working with Children Check (Step 5 of this guide)
3. Umpire Education Course Completion (*Optional for returning umpires, compulsory for coaches) (Step 6 of this guide)

Returning Umpires from the 2025 season do not have any mandatory Umpire Education Course to complete for season 2026, However, they do have the option to complete the Foundation Umpire Course if they choose to do so (Step 6 below) *Note all community Umpire Coaches will be required to complete the Foundation Umpire Coach Course (Step 6 below).

Step 1 – Log In to Officials HQ via https://home.officialshq.com/ using your registered email address and password

Step 2 – You will then arrive at the following page. If you have an existing AFL ID you can put in the details and click log in (please note this is separate details to your Officials HQ account), then navigate the pages as per Image A on the following page. If you don't have an AFL ID, click the create AFL ID button, then navigate the pages as Per Image B on the following page before then navigating pages via Image A.

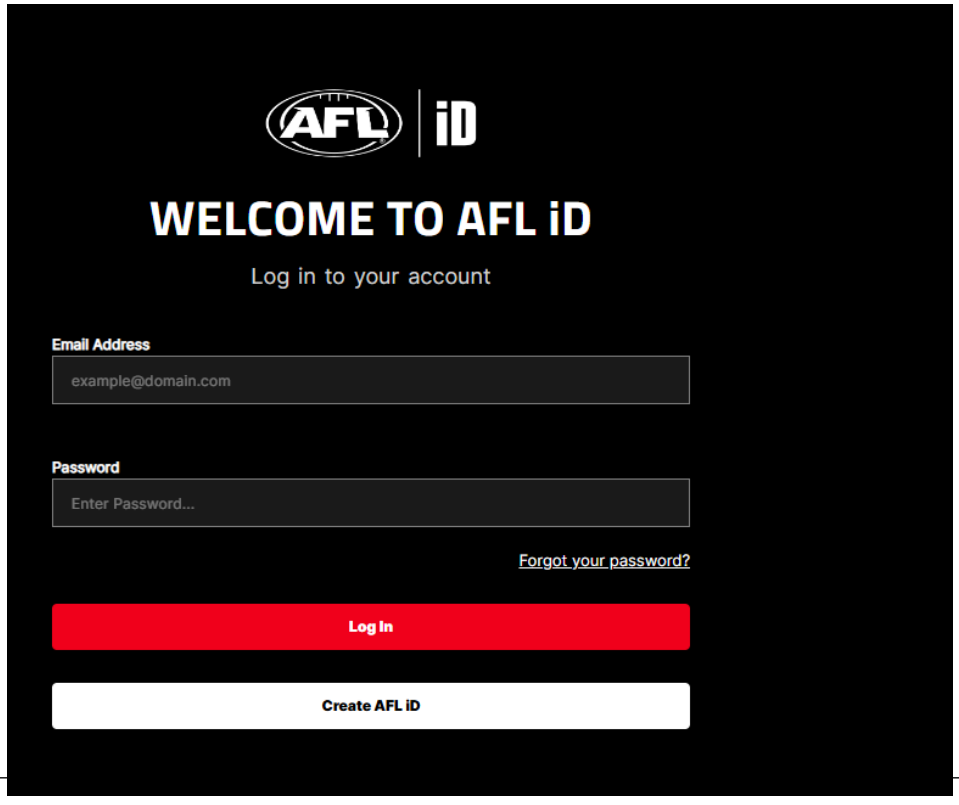


IMAGE A (Existing AFL ID account):

Returning Umpire AFL iD Process

- **Returning umpires** can now use their AFL iD to login to OfficialsHQ

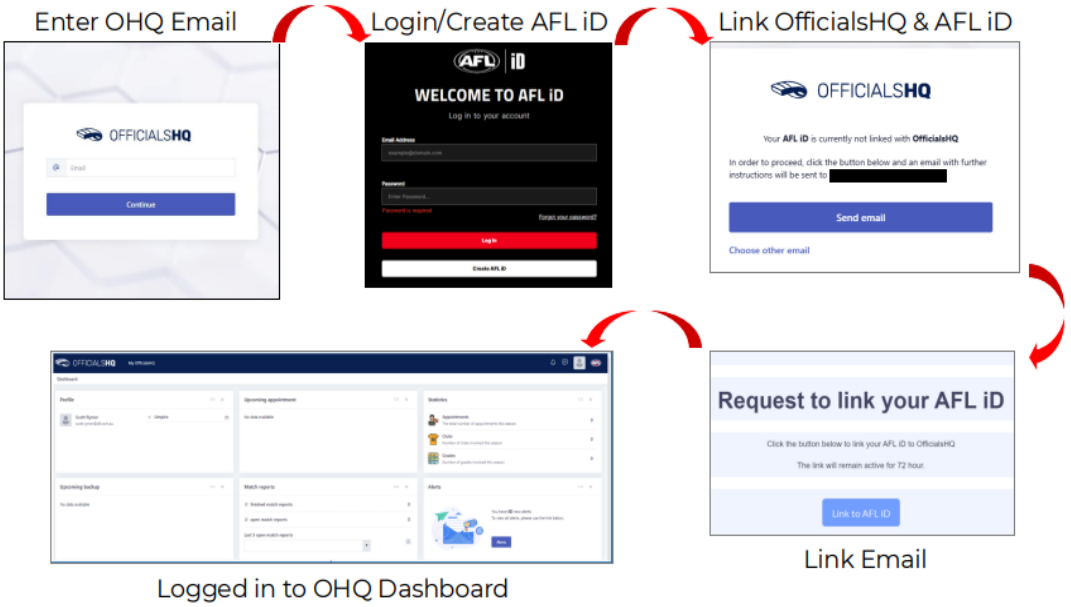
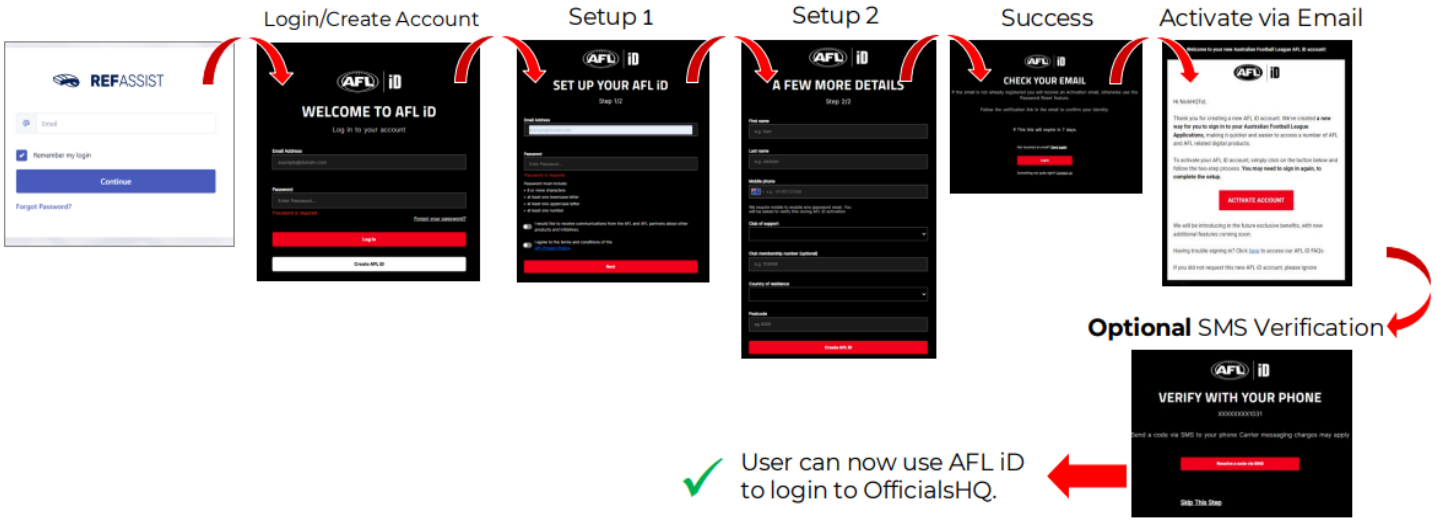


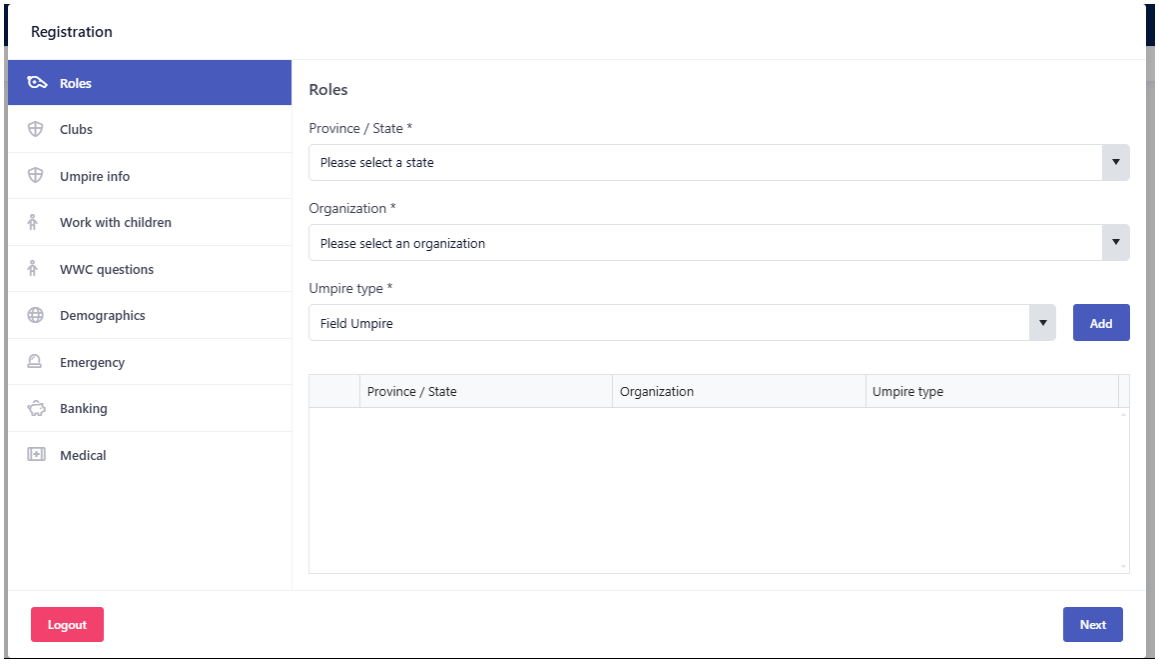
IMAGE B (No AFL ID account):

Creating an AFL iD (new umpires)

- **New umpires** will need to create their AFLiD post registering on OfficialsHQ.
- Returning umpires who were last registered **pre-November 1 2024**, will be required to create an AFL iD



Once you are logged in via AFL ID, Registration Profile Details page as below should automatically prompt on your screen similar to screenshot below.



All details must be checked to ensure correctness – note there are several tabs

- If any changes need to be made, please do so prior to clicking "Next" on each tab.
- **You must navigate through ALL tabs to complete your registration**
- **Once you reach the final tab, you will have the option to submit / finalize / complete**
- Some further details on tabs of note are provided below

Roles

The umpire must select at least one umpire club and role combination to register to the system. It is possible to add multiple 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 **(SA)**
2. In Organization, Select the umpire club/league you intend to umpire with **(This is an important step – you should only select groups that are aware of your intent to join. If there is a new group you wish to join but you have not made contact previously, reach out to matthew.northcott@sanfl.com.au to obtain the umpiring coordinators details to discuss via phone / email). For clarity: SANFL Juniors Umpires is the group for all Junior football in Metro Adelaide, Adelaide FL Umpires is the group for all Senior Football in Metro Adelaide, all other groups are Regional community Leagues or private competitions accessed via the previous groups.**
3. In Umpire Type, select your discipline (e.g Field, Boundary or Goal)
4. Click Add
5. **Note – if umpires are interested in doing more than one discipline or intend to umpire across multiple leagues they can add more than one in each.**

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 your League Umpire Coach or Coordinator to retain a copy, please discuss this with them. **If you do not currently have a WWCC, please refer to Step 5 of this guide for instructions of how to apply for one – this is compulsory under state law for any umpire over 14 years of age.** If you do have one, you can upload details to your profile as follows:

- Select your State (SA) 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
        - SAPOL – Police Officer, Current Badge ID required to be sited
        - Teacher – Current Teachers reg bage required to be sited

- WWCC Number and End date should be entered (End date is 5 years from date of issue).
- If possible, Please upload a file as evidence of proof for the check (email file, PDF, Word doc).
- Click on Add and details will show in the below information boxes.

WWCC questions

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 hold one of the above exemptions. **Please refer to Step 5 of this 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.

Banking

Input your Banking details. Please note your BSB number must have a "dash" (-) between the first three and second three numbers. If your League is using Officials HQ for Match Payments, please ensure that the details are correct so you receive your fees accordingly. If Your League is not using Officials HQ for Match payments and you would prefer not to list your bank account, feel free to input:

Bank name – Umpire

Account Holder: Umpire

Account number: 1000 0000

BSB: 000-000

Once you Click Submit / finalize / complete this will take you to the Dashboard indicating your re-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 re-registration (except for your login email address) by after logging in, clicking on your profile picture in the top right hand corner and then 'account'. If you wish to change your log-in email address, you will need to contact SANFL via matthew.northcott@sanfl.com.au to do so.

If anyone has any queries or gets stuck on any section when re-registering, please contact either your League or Regional Umpiring Coordinator / Coach or you can call SANFL Community Football Umpiring & Operations Lead Matthew Northcott on 0437 213 914 or email matthew.northcott@sanfl.com.au

Step 5 – DHS Working With Children Check

ALL umpires over the age of 14 are now required to hold a Department of Human Services (DHS) Working with Children Check (WWCC).

Information regarding the need for checks can be found here: https://screening.sa.gov.au/types-of-check/new-working-with-children-checks

If you have a current WWCC (they are valid for 5 years from the date of issue) please ensure that your League Umpiring Coach / Coordinator has a copy and ideally you have uploaded it into Officials HQ, then you can skip this section. If you do not currently have a valid WWCC, you will need to follow the below steps to apply for one.

Note: *You are NOT required to pay for your WWCC. Following the instructions provided will result in you not being charged. SANFL do not refund anyone who makes payment for their WWCC.*

The process of receiving your WWCC can take between 4-6 weeks, so you are encouraged to begin the application well in advance of the season commencing. You can check the status of your application at the following: https://www.dcsiscreening.sa.gov.au/SCApplicationStatus

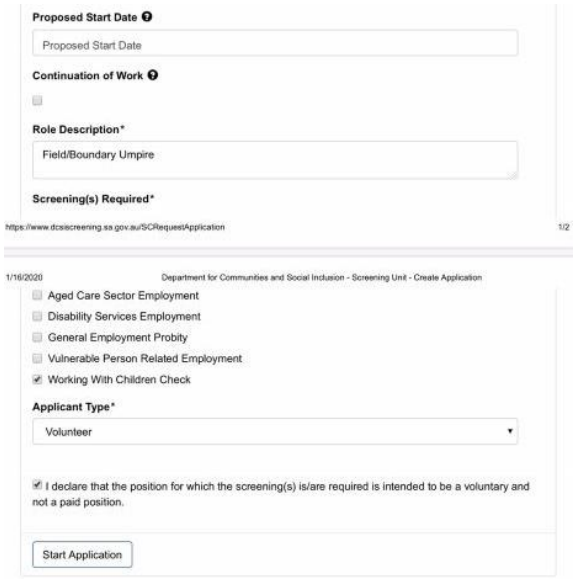
APPLICATION PROCESS

If you do not currently have a valid WWCC, you can apply for one here: https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual

Read the below tips for applying and follow the prompts at the link to complete the entire application online if possible.

TIPS FOR APPLYING:

- When applying please enter your details, then the following (please specify which umpire type you are): Under Reference number, just place 'Community Football Umpire'
- Ensure you select 'Volunteer' under the Applicant type to receive the check Free of Charge. Even though you get paid for Football Umpiring , you are still classed as a volunteer as it is a recreational hobby



Follow the prompts and complete your application. Upon confirming your application, you will receive a seven digit Application Number from DHS e.g AP1234567. Please note this is not your Working with Children Check number, only your application number.

In the following 1-6 weeks, you will receive your official WWCC clearance (which will arrive via email) and will include your official eight digit WWCC number e.g SRN1234-5678 and will have either cleared or not prohibited or prohibited. A copy of this document needs to be provided to your League Umpiring Coach / Coordinator and ideally details loaded into Officials HQ (refer back to Step 3 under the WWCC questions).

APPLICATIONS FOR THOSE UNDER 18

If you are Under 18 you may not be able to complete the entire application online due to not having necessary ID documents, please see below to complete your application.

1. Start your application online
2. When you get to the ID section, select Print and Seek Verification (page 5)

Please see the link to identify an authorised verifier (**this includes full time teachers if this is easier**)
https://screening.sa.gov.au/about-checks/proof-of-identity
Please note: the verifying officer should **not** be a close relative of the applicant

3. If under 18 a parent or guardian is required to sign the application (page 4)
4. Upload the verified documentation and submit your application online
5. Upon confirming your application, you will receive a seven digit Application Number from DHS e.g AP1234567. Please note this is not your Working with Children Check number, only your application number.
6. In the following 1-6 weeks, you will receive your official WWCC clearance (which will arrive via email) and will include your official eight digit WWCC number e.g SRN1234-5678 and will have either cleared or not prohibited or prohibited. A copy of this document needs to be provided to your League Umpiring Coach / Coordinator and ideally details loaded into Officials HQ (refer back to Step 5 under the WWCC questions).

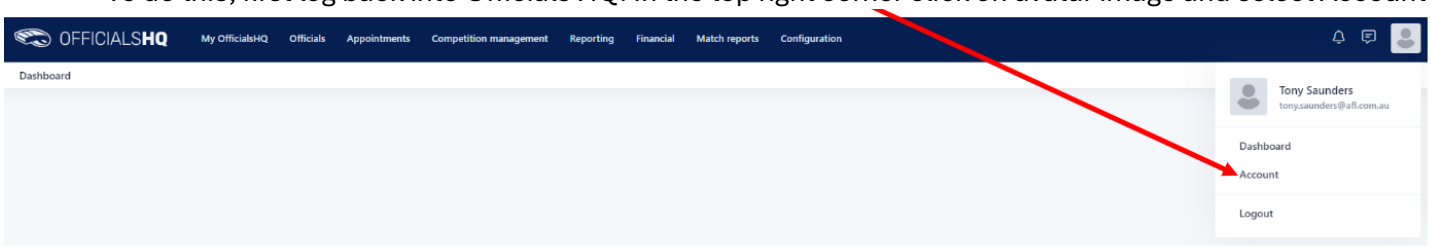
If after four weeks you have not received your clearance, I would encourage the umpire to send a follow up email to DHSScreeningUnit@sa.gov.au. You need to include your supplication number in the subject line and query the status of the check in the email body.

Step 6 - Umpire Education Module (Umpires) – OPTIONAL FOR UMPIRES, COMPULSORY FOR UMPIRE COACHES

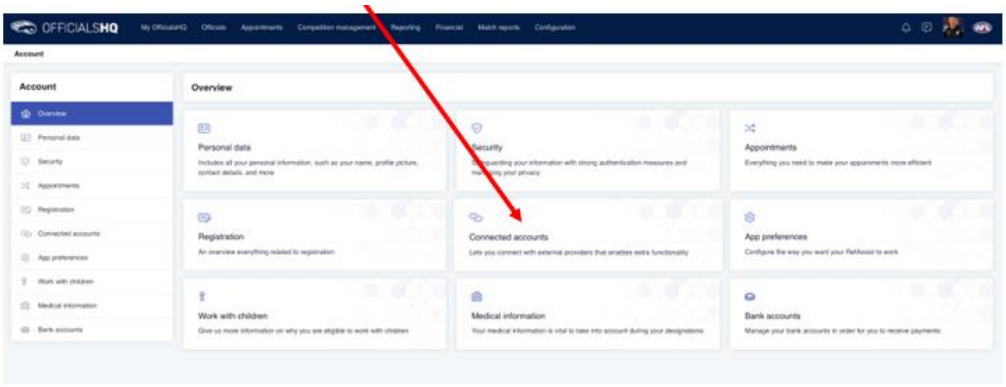
Reminder, returning Umpires from the 2025 season do not have any mandatory Umpire Education Course to complete for season 2026, However, they do have the option to complete the Foundation Umpire Course if they choose to do so via following the steps below. All community Umpire Coaches will be required to complete the Foundation Umpire Coach Course by following the steps below ensuring you click on the Foundation Umpire Coach Course at the appropriate step.

Once the umpire has registered their Officials HQ account and setup and linked their AFL iD, they can access the Umpire Education Module via the Learning Management System (LMS).

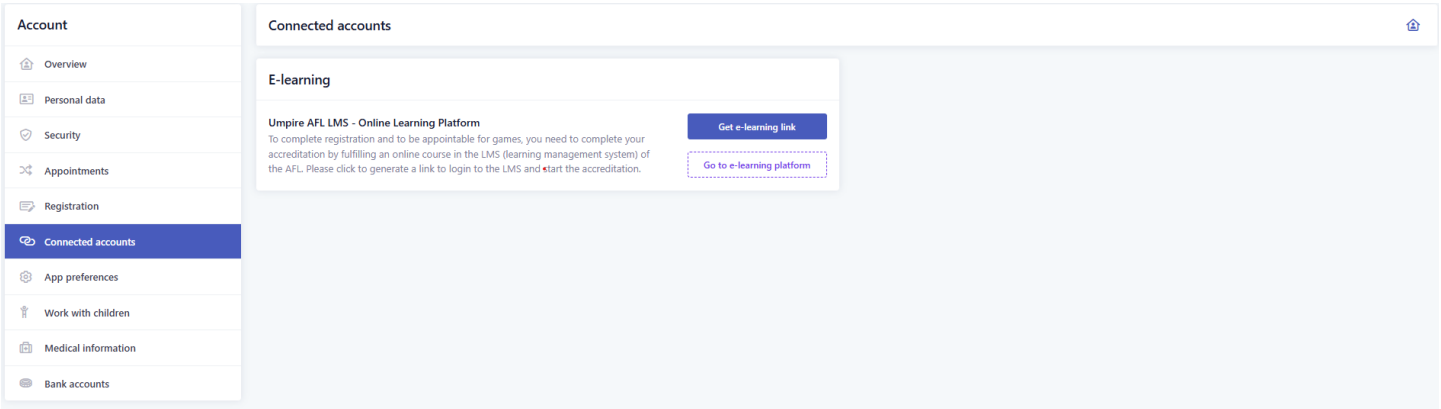
- To do this, first log back into Officials HQ. In the top right corner click on avatar image and select Account



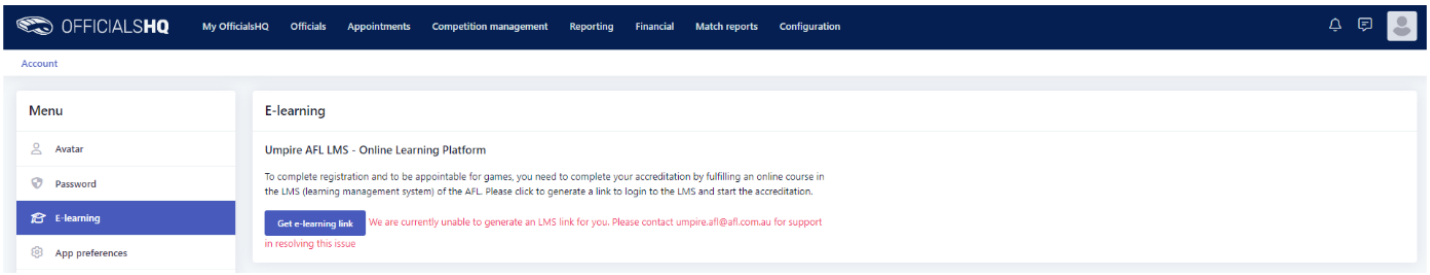
When in profile overview select Connected Accounts



Click the 'Get e-learning link' to access the learning platform. This will generate a new button to access the LMS below which will then take you to an external site.



Unable To Generate Link. If the you are unable to generate link, you will be advised to contact the AFL Customer Service team who will be able to assist. Being unable to generate a link may be caused by different user fields in the umpire OfficialsHQ and / or the LMS profile e.g. email, name, The AFL Customer Service team will be able to assist any umpire or umpire coach, please contact umpire.afl@afl.com.au or call 1800 PLAYAFL not SANFL.

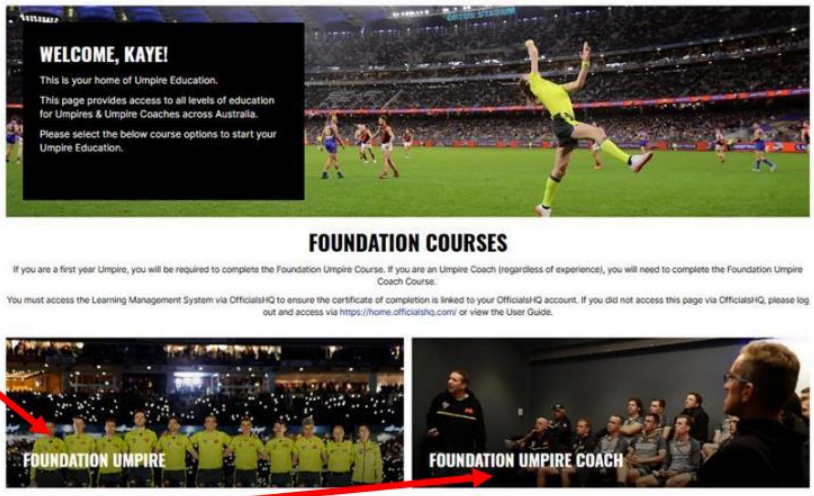


LMS Dashboard

Once you enter the LMS via OfficialsHQ, click on your relevant Foundation Umpire Course tile to open the course dashboard.

If you are a **new** umpire, you must access **Foundation Umpire**

If you are an umpire coach, you must access **Foundation Umpire Coach**

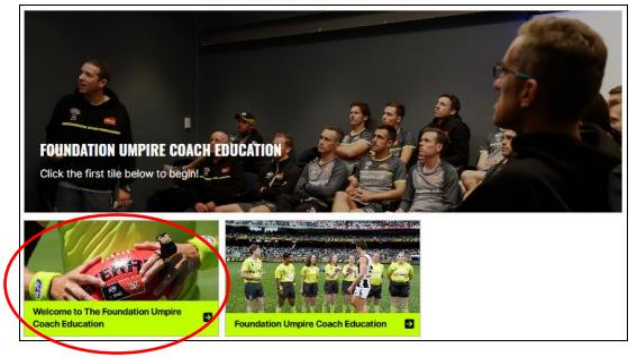


Select Education Course Package

Once you have selected your course, you will be taken to the selected course dashboard. To begin your course, select the "Welcome" tab to enter.

Foundation Umpire Education Course
New umpires

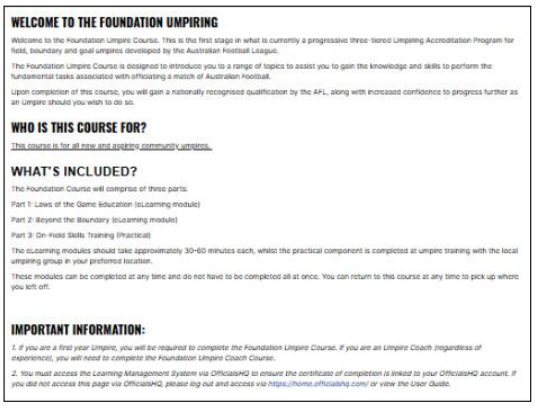
Foundation Umpire Coach Education Course
All umpire coaches



Select Education Course Package

Users will then land on the course description page which will provide you an outline of the contents involved and further important information.

When you have read through the information, scroll down to see the acknowledgement of country and the button “Go to Module 1” to commence the course



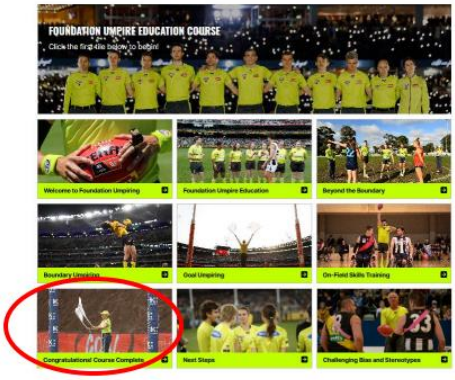
Scroll down

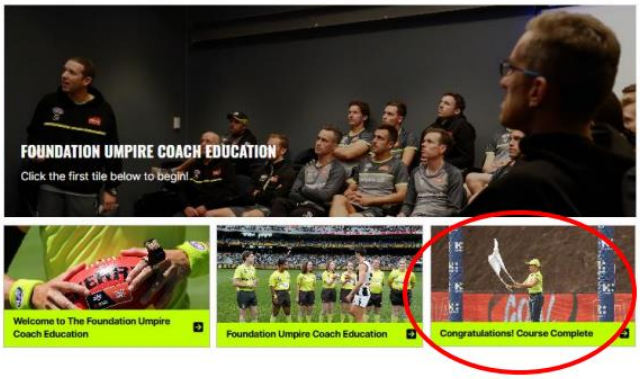
Complete Module Content

Upon beginning the course, you can return later at any time to complete the remaining modules through the course dashboard.

Module Completion

Once the Course is completed, the 'Congratulation Course Complete' tile will appear. You can then obtain a course certificate.





REMEMBER: You must access the Learning Management System (LMS) through OfficialsHQ to ensure that your certificate will sync to your profile correctly.