

Top 20 Tips for Officials



A guide for sport and recreation clubs and associations in Western Australia.



Department of Sport and Recreation
Government of Western Australia

Officials are an essential part of sport. They should be given an opportunity to make a valuable contribution to sport by learning new skills through education, training and mentoring.

It is important to create a respectful, appreciative and supportive environment for everyone participating, including spectators.

Recruiting, training and retaining officials at clubs requires a professional approach.

You want your officials to be the best they can be!

Here are 20 basic 'Tips for Officials' your club can use to get them started. The tips provide some helpful guidelines for new and existing officials. Good officiating, playing and coaching ensures everyone enjoys the experience!

20 Tips for officials

- 1 Complete basic accreditation courses and training.
 - The Department of Sport and Recreation conducts Introductory and Advanced Level Officiating General Principles courses
 - Contact your association for sport specific courses
- 2 Remain updated and current with accreditations.
 - Rules and techniques often change. It is essential that you keep updated with new trends to improve your knowledge.
 - Attend player training sessions, rules workshops and courses regularly.
- 3 Be fit! – it will enhance your performance and allow you to be mentally and physically ready.
- 4 Attend any extra seminars or workshops that are educational and will provide you with more training.
 - The Department of Sport and Recreation conduct seminars and workshops for officials
 - Contact your association for sport specific courses
- 5 Be responsible for your own actions.
- 6 Be familiar with your sports 'Codes of Behaviour'.
 - Contact your association for your sports codes of behaviour documents
 - Visit the Department of Sport and Recreation and Australian Sports Commission websites
- 7 Understand the rules and how to apply them to your sport.
 - Attend rules discussions and club training sessions
- 8 Ensure the match/competition is fair and equitable for all participants.
 - Complete pre-match requirements
 - Know the rules!
- 9 Know who you can get support or assistance from when you are officiating.
 - This may be a match day supervisor or association coordinator
 - Your role model or mentor could also assist you when you are officiating
- 10 Be approachable, friendly and confident!
- 11 Look the part! – dress appropriately to officiate your sport.
- 12 Ensure you have the correct equipment to officiate your sport and a current rule book.
- 13 Ensure the playing environment is safe for all participants and spectators before commencing the match/competition.
- 14 Respect the players, coaches and spectators – treat them the way you like to be treated.
- 15 Know how to deal with conflict – or who you can go to if you need help.
- 16 Set goals for yourself – short, medium and long term.
- 17 Have a 'mentor' or 'role model' to encourage and coach you.
- 18 Self analyse and assess your performance
 - Video your match and watch it later with your mentor
 - Be honest when you are assessing your performance
- 19 Be a good 'role model' to others.
- 20 ENJOY being an Official!

Five Steps to recruiting, training, recognising and retaining officials

- 1 Appoint an Officials Development Officer (ODO) or Manager as a point of contact for officials. The ODO could be responsible for:
 - Training, educating and recruiting officials;
 - Allocation and roster of officials to matches/competitions;
 - Recognition of officials through uniforms, awards, payment and/or scholarships;
 - Being the contact/communication person for the club between associations and committees; and
 - Providing support for officials and dealing with any issues that may arise.
- 2 Support your new officials by providing a 'Welcome & Information for Officials' pack. Examples of information to include:
 - Calender of events – course, program and workshop dates;
 - Career pathways;
 - Role of the Official – responsibilities;
 - Codes of Behaviour;
 - Payment and/or costs;
 - State and National Sporting Association information; and
 - Outline of available training/ education programs Provide quality training programs and courses to encourage people to become officials.
- 3 Provide mentors, role models or supervisors to assist juniors to encourage them when they officiate.
- 4 Encourage parents and players to become officials and train them.
- 5 Get support and develop links with your Association, State Sporting Association, local schools and community groups.

Websites

Go to the officiating section of www.ausport.gov.au – Australian Sports Commission to find more information and useful tips about officiating.

Also, visit www.dsr.wa.gov.au – Department of Sport and Recreation website for up to date information regarding courses and programs currently being conducted. This site also has all the contact details of sporting associations in Western Australia.

Information Centre

The Department of Sport and Recreation has a library open to officials. Please contact the library before coming in.

Information Centre

246 Vincent Street,
LEEDERVILLE WA 6007
PO Box 329, LEEDERVILLE WA 6903
Telephone (08) 9492 9870
Facsimile (08) 9492 9711
info@dsr.wa.gov.au

The Information Centre is open from 8.30am to 4.30pm Monday to Friday.

Other Resources

This resource is part of the Club Development Scheme, which provides assistance to Western Australian sport and recreation clubs and organisations to become better managed, more sustainable and to provide good quality services to members and participants.

Other resources in the series include:

- Clubhouse CD-ROM
- 1 Step by Step... to starting a new club
- 2 Planning for Your Club – the future is in your hands
- 3 Taking the Lead! A guide for Club Presidents
- 4 The Key to Efficiency – the Club Secretary
- 5 Show Me the Money – a guide for the Treasurer
- 6 Take the 'In' out of Ineffective – ten steps to running successful meetings
- 7 Effective Club Meetings – a guide for the chairperson
- 8 Lighten the Load and Delegate – help for the overworked committee member
- 9 You Have the Answers – solving club problems
- 10 Marketing and Promoting your Club
- 11 Sponsorship – seeking and servicing a sponsor
- 12 Establishing Your Club Constitution and Becoming Incorporated
- 13 Risky Business – a club guide to risk management
- 14 Clubs' Guide to Volunteer Management
- 15 Member Protection for Clubs
- 16 How to be More Inclusive of People from Diverse Backgrounds
- 17 Passport into Schools – linking sports with schools
- 18 Youth Sport – junior sport policy
- 19 Long-term Involvement – junior sport policy
- 20 Getting Young People Involved – junior sport policy
- 21 Physical Growth and Maturation – junior sport policy
- 22 Sport Pathways – junior sport policy
- 23 Forming Links – junior sport policy
- 24 People Making it Happen – junior sport policy
- 25 Quality Coaching – junior sport policy
- 26 Making Sport Safe – junior sport policy
- 27 The Law and Sport – junior sport policy
- 28 Top 20 Tips for Officials
- 29 Top 20 Tips for Successful Coaching

Find a Club

Find a Club is where you can register or update your club's details in our Find a Club database. It is an exciting new initiative designed to increase participation in sport and recreation and help your club recruit more members and volunteers.

Located within the Department of Sport and Recreation's website, Find a Club will be a comprehensive database of sporting and recreational clubs within Western Australia.

Visitors to the website can search for clubs in their local area and are provided with activities, contact details, venue details and even a street map showing them how to get there.

By registering or updating your club details you receive:

- Free listing of your club contact details and activities.
- Up-to-date industry news and funding opportunities for your club.

To register as a new club

Visit www.dsr.wa.gov.au and click on Find a Club.

To update your club information

If your club has previously registered your contact details with DSR, your nominated contact person will receive a login and password to enter and update your club information.



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www.dsr.wa.gov.au

METROPOLITAN

246 Vincent Street, Leederville WA 6007
PO Box 329, Leederville WA 6903
Telephone (08) 9492 9700
Facsimile (08) 9492 9711
Email info@dsr.wa.gov.au

GASCOYNE

4 Francis Street, Carnarvon
PO Box 140, Carnarvon WA 6701
Telephone (08) 9941 0900
Facsimile (08) 9941 0999
Email gascoyne@dsr.wa.gov.au

GOLDFIELDS

106 Hannan Street, Kalgoorlie
PO Box 1036, Kalgoorlie WA 6430
Telephone (08) 9022 5800
Facsimile (08) 9022 5899
Email goldfields@dsr.wa.gov.au

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Telephone (08) 9892 0100
Facsimile (08) 9892 0199
Email greatsouthern@dsr.wa.gov.au

KIMBERLEY

Broome

Unit 2, 23 Coghlan Street, Broome
PO Box 1476 Broome WA 6725
Telephone (08) 9492 9650
Facsimile (08) 9192 2436
Email kimberley@dsr.wa.gov.au

Kununurra

Government Offices
Cnr Konkerberry Drive
and Messmate Way, Kununurra
PO Box 1127, Kununurra WA 6743
Telephone (08) 9166 4900
Facsimile (08) 9166 4999
Email kimberley@dsr.wa.gov.au

MID WEST

Mid West Sports House
77 Marine Terrace, Geraldton
PO Box 135, Geraldton WA 6531
Telephone (08) 9956 2100
Facsimile (08) 9956 2199
Email midwest@dsr.wa.gov.au

PEEL

Suite 3, The Endeavour Centre
94 Mandurah Terrace, Mandurah
PO Box 1445, Mandurah WA 6210
Telephone (08) 9550 3100
Facsimile (08) 9550 3199
Email peel@dsr.wa.gov.au

PILBARA

2/3813 Balmoral Road, Karratha
PO Box 941, Karratha WA 6714
Telephone (08) 9182 2100
Facsimile (08) 9182 2199
Email pilbara@dsr.wa.gov.au

SOUTH WEST

80A Blair Street, Bunbury
PO Box 2662, Bunbury WA 6231
Telephone (08) 9792 6900
Facsimile (08) 9792 6999
Email southwest@dsr.wa.gov.au

WHEATBELT

Northam

Mclver House
297 Fitzgerald Street, Northam
PO Box 55, Northam WA 6401
Telephone (08) 9690 2400
Facsimile (08) 9690 2499
Email wheatbelt@dsr.wa.gov.au

Narrogin

John Higgins Centre
Clayton Road, Narrogin
PO Box 54, Narrogin WA 6312
Telephone (08) 9890 0464
Facsimile (08) 9890 0499
Email wheatbelt@dsr.wa.gov.au