Top 20 tips
for officials

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

Sport and recreation builds stronger, healthier, happier and safer communities.
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 (DSR) conducts Introductory and Advanced Level Officiating General Principles courses.
   • You can also complete the Introductory course online via: www.ausport.gov.au/participaing/officials/education/onlineofficial
   • 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.
   • DSR conducts seminars and workshops for officials. Sign up on the ‘Officials’ webpage for e-newsletters.
   • Contact your association for sport-specific courses.

5 Be responsible for your own actions.

6 Be familiar with your sport’s ‘Codes of Behaviour’.
   • Contact your association for your sport’s Codes of Behaviour documents.

7 Visit the DSR and ASC websites.

8 Understand the rules and how to apply them to your sport.
   • Attend rules discussions and club training sessions.

9 Ensure the match/competition is fair and equitable for all participants.
   • Complete pre-match requirements.
   • Know the rules!

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 rostering of officials to matches/competition;
   • recognition of officials through uniforms, awards, payment and/or scholarships;
   • being the contact/communication person for the club between associations and committees;
   • providing support for officials and dealing with any issues that may arise; and
   • organising mentors for new officials.

2 Support your new officials by providing a ‘Welcome and Information for Officials’ pack. Examples of information to include:
   • Calendar 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.
• 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 (ASC website) to find more information and useful tips about officiating.

Also, visit www.dsr.wa.gov.au (DSR 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.

E-newsletter

You can also sign up to DSR's Industry Training and Development e-newsletter, which outlines all official education opportunities and personal development through the department.

Information Centre

DSR 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 Officer 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:

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 club treasurer
6. Effective club meetings – A guide for the chairperson
7. Take the ‘in’ out of ineffective – 10 steps to running successful meetings
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

You will find the full series of the booklets on the Department of Sport and Recreation’s ClubsOnline website: www.dsr.wa.gov.au/clubsonline
ClubsOnline

ClubsOnline www.dsr.wa.gov.au/clubsonline is the place for sport and recreation clubs in Western Australia to communicate with other clubs, the Department of Sport and Recreation and Club Development Officers. It provides clubs with an opportunity to share ideas and access useful club-related resources.

Some of the resources you will find on ClubsOnline include:

- Find a Club, which helps you search for and contact clubs in your area.
- Free club website. Simply register with Find a Club and your club will be eligible for its own simple-to-build website.
- Club self assessment tool.
- Volunteers exchange to browse for ‘clubs seeking volunteers’ or post your own notice under ‘volunteers seeking clubs’.
- Find my Club Development Officer. The Club Development Officer Scheme is a partnership with local governments across Western Australia to build the capacity of community-based clubs. A statewide network of Club Development Officers assists, supports and develops community based sport and recreation clubs through education, facilitation and communication.
- Clubhouse resources including booklets, useful documents to download and a selection of podcasts.
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