



## Officiating for the first time - checklist

Officiating for the first time can be a daunting experience, especially when you have been thrust into the role with little preparation or experience. However, there are a number of things that you can do to ensure that you are ready to take on the role, and do the best job that you can. The following checklist will help you:

<b>Appearance</b>	<ul style="list-style-type: none"><li>• Look the part by wearing the uniform, or at the very least clothing in the appropriate colour for an official in your sport (eg. white, black)</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Ensure you have appropriate footwear, especially if your officiating role involves running</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Have a neat general appearance</li></ul>	<input type="checkbox"/>
<b>Attitude</b>	<ul style="list-style-type: none"><li>• Try to appear confident (even if you're not!). Participants are more likely to respond positively if you make calls in a strong clear voice, and blow your whistle loudly</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Sometimes when officials have been 'forced' to officiate (eg. some competitions have 'duty roster' systems) the official approaches the task with an attitude of "I don't want to be here". Try to avoid this approach, as it puts a negative tone on the competition for everyone</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Be pleasant but firm in your approach to the participants. Officials need to find a happy medium between being seen as a tyrant, and trying to be everyone's best buddy.</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Officials need to display integrity, honesty, and trustworthiness when performing their role</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Be professional and responsible when dealing with participants, coaches, administrators and others involved with the sport</li></ul>	<input type="checkbox"/>
<b>Timeliness</b>	<ul style="list-style-type: none"><li>• Be punctual, arriving at the competition with enough time to prepare for the officiating role</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Try to ensure that the competition begins on time</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Some sporting organisations require officials stay for a certain length of time afterwards. Officials should check with their sporting organisation for any specific requirements</li></ul>	<input type="checkbox"/>
<b>Preparation</b>	<ul style="list-style-type: none"><li>• If you haven't officiated before, try to gather as much information as possible on the requirements of your role. This may include reading through the rule book or other relevant information. Don't be afraid to ask for help from other officials</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• Officials often need to check equipment, the playing surface and other environmental aspects before the start of play</li></ul>	<input type="checkbox"/>
	<ul style="list-style-type: none"><li>• It's a good idea to introduce yourself to the other officials, and the team captains prior to the competition</li></ul>	<input type="checkbox"/>