

# Community Foundation

Introduction to Leadership | Officiating

---

 [www.qmsu.org](http://www.qmsu.org)  
 [QMSU](#)  
 [@QMSU](#)  
 [Queen Mary Students' Union \(QMSU\)](#)

---



# Introduction to Leadership | Officiating

This supplementary resource gives a basic introduction to the officiating pathway through the Community Foundation Leadership Academy.

## Content

The Role of the Official	Page 3
What Makes a Great Official?	Page 4
Best Practice	Page 5
Common Mistakes to Avoid	Page 6
Minimum Standards	Page 7
Getting Qualified	Page 8
Additional Resources	Page 9

## The Role of the Official

### Definition:

The role of the official is to possess the authority to preside over sporting activity with duties including but not limited to enforcing rules, supervising conduct, and deciding points/results.

### Roles:

The authority that an official possesses is dependent on their assigned role. The most common officiating roles in sport are referees and umpires. Other roles include assistants, judges, linespersons, and scorers.



## What Makes a Great Official?

### Principles:

Great officials are the ones who have a thorough understanding of the laws of the game/sport. Having the confidence and composure to effectively put those rules into place is crucial for an official. The application of these rules must be consistent and clearly communicated through approved signals. It is easy to forget how important it is for an official to be compassionate. This is easier to achieve if an official has experienced the given sporting activity as a participant/coach and understands the associated spectrum of emotions that can be experienced.

To help identify the key to great officiating, we have developed the 5 C's framework.

C

- **Competence** - A core characteristic for effective officiating is possession of sufficient knowledge, skills and understanding to carry out the duties of the role.

C

- **Confidence** - Once you possess an in-depth knowledge of the laws of the game, you need the confidence to apply them practically and trust that you will make the correct decisions.

C

- **Consistency** - Consistency is key for officials to ensure that all individuals and teams are treated fairly. This prevents you from making contradictory decisions as an official.

C

- **Communication** - The decisions that you make as an official must be clearly communicated with a whistle and/or approved signals.

C

- **Compassion** - It is important to remember that participants and coaches are all human. Your understanding and reaction to emotions can help to maintain conduct in emotional situations.

### Preparation

**Practice:** A common way that officials prepare before sporting activity is to analyse key decisions. This may be by analysing decisions from previous activities or the decisions made by other officials from the same sport. It may also help to go through common scenarios in your head and assess what the correct course of action would be from the officials.

**Equipment:** Ensure that you have the equipment that is needed to carry out your officiating duties. Do you need a whistle, cards, pen, paper, scorecard etc.? Even after you're sure that you have all of the equipment that you need, before the activity can start, the official is usually the one responsible for ensuring the safety of participants. It is important to complete a thorough check of the playing area and equipment that is intended for use.

**Clothing:** Ensure that you are dressed appropriately to officiate the session. Ensure that you are easily identifiable as an official.

### Delivery

**Arrival:** Ensure that you arrive with enough time to ensure that the activity starts on time. This is the chance for you to check the playing area and equipment intended for use. Greet all relevant staff and your participant(s) on arrival.

**Set Standards:** This depends on the competitive nature of the activity and usually involves a conversation with coaches or captains to establish your expected standards for the upcoming activity.

**Officiating:** Facilitate the safe engagement with the activity whilst following the 5 C's principle. Ensure that you take a neutral approach and clearly communicate with participants by enforcing the rules in a confident and consistent manner. It is important to remember that emotions can fluctuate in more competitive activity to it is important to maintain your composure and demonstrate your competence at fulfilling the role.

### Conclusion

**Next Steps:** Usually this will include a confirmation of the final score/result to all relevant parties. In some cases, there may be questions from participants/coaches regarding decisions made during the activity. You are encouraged to explain the reasoning behind your decision and inform that your decision is final.

## Common Mistakes to Avoid

### Preparation

**Practice:** It is important to ensure that any periods of self-reflection don't become overly negative. It may be easier to reflect on any incorrect decisions that you have made but it is just as important to reflect upon the correct decisions. Don't be afraid to involve other officials in this practice of reflection.

**Equipment:** Without the necessary equipment, you will not be able to carry out your duties effectively. Without a whistle, you won't be able to communicate as clearly and concisely. Without a pen you may easily lose track of the points or score.

**Clothing:** In many cases, the official is often required to be active during the activity and as a result should be wearing suitable attire. The official should avoid wearing colours that are likely to blend in with the attire of the participants.

### Delivery

**Arrival:** Participants should not have to wait for the official to arrive. Early arrival will allow you to risk-assess the area and ensure that it is safe for participation.

**Set Standards:** If you feel that it is necessary for standards to be set beforehand, makes sure that all expectations remain in-line with the laws of the activity. If you decide to implement any rules that aren't aligned with the official rules, then this is likely to lead to dispute with your conduct.

**Officiating:** Don't allow the conduct of the participants or coaches to influence your use of the 5 C's. It can be easy to make decisions based on the conduct of others, but you must ensure that these decisions are supported by the laws of the activity.

### Conclusion

**Next Steps:** Unfortunately, there may be occasions where participants/coaches are not be happy with some of your decisions. It is important to maintain your composure and not engage with any abusive behaviour or language. Be sure to report such behaviour to the relevant organisation following the activity.

## Minimum Standards

**“by failing to prepare, you are preparing to fail”**

**Equipment:** If you need to borrow any equipment from QMSU Sport, then this must be requested in advance and will depend on availability.

**Clothing:** You must be dressed appropriately at each session. You are encouraged to wear Community Foundation clothing, Club Sport teamwear or clothing provided to you by the club/organisation.

**“early is on time, on time is late, and late is unacceptable”**

**Arrival:** We expect all leaders to arrive 10-15 minutes before their sessions are due to begin. You must follow any sign-in procedures or check in with relevant staff members.

**Officiating:** You must be prepared to officiate the activity and at no point should you be using mobile phones, tablets or other devices during the activity except in case of emergency. At no point should you be left alone with any individual participants, especially those under the age of 18.

**“finish what you start”**

**Next Steps:** Inform the organisation's relevant staff members if for any reason you will not be able to attend any upcoming activities.

## Getting Qualified

All officiating hours delivered in the local community will count towards the rewards package through our Leadership Academy:

In return for 30 voluntary hours, we will fund your officiating qualification up to the value of £200. In return for logging an additional 30 hours, we will contribute £400 towards your next qualification. Please note that we cannot fund both of your qualifications during the same academic year.

Leadership Academy Reward	Bronze Reward 	Silver Reward 	Gold Reward 	Platinum Reward 
Number of hours*	10	20	30	60
Certificate	✓	✓	✓	✓
T-Shirt	✓			
Hoodie		✓		
Full funding for level 1 sport qualification**			✓	
Funding for level 2 sport qualifications***				✓
*1 paid hour = 0.5 voluntary hours. **Level 1 funding up to a maximum £200. ***Level 2 funding up to a maximum £400.				

### Upfront Costs

If you wish to gain your qualification before logging 30 hours as you feel that this will enhance your voluntary delivery, then you can pay for the course and be reimbursed by the Community Foundation once the hours have been logged. Please note that this must be agreed with the Sport Workforce Development Assistant Manager prior to making payment and proof of purchase (original invoice/receipts) must be provided.

### Exceptions

In some cases, we may receive NGB funding to develop officials through workshop training and courses before they have logged any hours. In this case you will benefit from our referee & umpire package and will be committed to an agreed number of hours supporting our programmes as an official.

## Additional Resources

### **Badminton England – Officiating (Webpage)**

<https://www.badmintonengland.co.uk/play/give-your-sport-a-helping-hand/officiating-in-badminton/>

### **Basketball England – Officiating (Webpage)**

<https://www.basketballengland.co.uk/get-involved/officiate/>

### **England and Wales Cricket Board – Umpiring (Webpage)**

<https://www.ecb.co.uk/be-involved/officials/find-a-course/Umpiring-courses>

### **England Netball – Officiating (Webpage)**

<https://www.englandnetball.co.uk/get-involved/officiating/>

### **England Rugby – Refereeing (Webpage)**

<https://www.englandrugby.com/participation/refereeing>

### **Table Tennis England – Officials (Webpage)**

<https://tabletennisengland.co.uk/coach/officials/>

### **The Football Association – Refereeing (Webpage)**

<http://www.thefa.com/get-involved/referee>