

# Unit OF10 Establish and maintain working relationships with co-officials and support staff

## Introduction

### Summary

At this level most competitions require the official to work effectively with co-officials and support staff – for example those responsible for the facility. The quality of these relationships can have a significant impact on the quality of the competition and the enjoyment of competitors and spectators.

The unit is divided into two parts. The first part describes the three things you have to do. These are:

- OF10.1      Establish and maintain relationships with co-officials**
- OF10.2      Deal with enquiries from co-officials**
- OF10.3      Establish and maintain relationships with support staff**

The second part covers the knowledge and understanding you must have.

### Target Group

This unit is for officials in a variety of sports and officiating roles at the higher levels in their sport/activity (usually at the national level).

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## OF10.1

### Establish and maintain relationships with co-officials

#### The National Standard

##### What you must do

To meet the national standard, you must:

1. identify and confirm the roles and responsibilities of your **co-officials** and your own role and responsibilities
2. make contact with your **co-officials** and establish a working relationship based on mutual trust and respect that focuses on the success of the event
3. identify and confirm procedures for the competition and how you will communicate and make decisions
4. identify and confirm any particular **issues concerning the competition** that you will need to address and agree a common approach
5. follow agreed procedures with **co-officials** or, if these need to be varied, reach agreement with them
6. be alert to communications from **co-officials** and acknowledge and take account of these
7. promptly communicate relevant information to **co-officials** as agreed and confirm their understanding
8. seek to resolve disagreements with **co-officials** with due regard to the success of the competition and the good standing of your sport/activity

##### What you must cover

This element covers the following types of:

###### a co-officials

- 1 working at the same level as yourself
- 2 responsible to you
- 3 that you are responsible to
- 4 governing body representatives

###### b issues concerning the competition

- 1 competition organisers
- 2 competition rules
- 3 competition schedule
- 4 competition environment
- 5 equipment
- 6 competitors
- 7 competitor representatives
- 8 spectators
- 9 media

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## OF10.2

### Deal with enquiries from co-officials

#### The National Standard

##### What you must do

To meet the national standard, you must:

1. respond to enquiries from **co-officials** promptly and politely
2. confirm your understanding of **co-officials'** enquiry
3. clarify any issues which you are unsure about
4. identify and discuss any options in terms of dealing with the enquiry
5. determine and agree a response which is consistent with the rules/laws/regulations of the sport/activity
6. check the **co-officials'** understanding of your response
7. where necessary, follow up the enquiry to identify the outcomes of your response.

##### What you must cover

This element covers the following types of:

- a co-officials**
  - 1 working at the same level as yourself
  - 2 responsible to you
  - 3 that you are responsible to
  - 4 governing body representatives

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## OF10.3

### Establish and maintain relationships with support staff

#### The National Standard

##### What you must do

To meet the national standard, you must:

1. make contact with **support staff** and establish a working relationship which focuses on the success of the event
2. confirm your own role and responsibilities and **support staff's** role and responsibilities in relation to the competition
3. identify and confirm procedures for the competition and how you will communicate and make decisions
4. ensure that all procedures and arrangements are consistent with the rules/laws/regulations of the sport/activity
5. identify and confirm any particular issues concerning the competition that you will need to address and agree a common approach
6. communicate effectively with **support staff** during the competition
7. seek to resolve disagreements with **support staff** with the aim of ensuring the success of the competition

##### What you must cover

This element covers the following types of:

- a support staff**
  - 1 responsible for the physical environment/equipment
  - 2 responsible for administration
  - 3 responsible for medical care
  - 4 responsible for announcements/communications
- b issues concerning the competition**
  - 1 competition schedule
  - 2 competition environment
  - 3 equipment
  - 4 spectators
  - 5 media

# Unit OF10 Establish and maintain working relationships with co-officials and support staff

## What you must know and understand

*To be competent in this unit, you must know and understand the following*

- K1 Why it is important to ensure effective working relationships with co-officials
- K2 Why it is important to ensure effective working relationships with support staff
- K3 The types of co-officials you work with and their roles and responsibilities
- K4 The types of support staff you work with and their roles and responsibilities
- K5 Why it is important to clarify and confirm your own role and responsibility in relation to a competition and the roles and responsibilities of support staff
- K6 How to communicate effectively with co-officials according to the procedures of your sport/activity
- K7 How to communicate effectively with support staff
- K8 Why it is important to identify and discuss any particular issues to do with the competition with co-officials and support staff
- K9 Typical issues that occur during competition that you should discuss with co-officials and agree a common approach
- K10 Typical issues that occur during competition that you should discuss with support staff and agree a common approach
- K11 Typical types of information that you should communicate to co-officials during competition
- K12 Typical requests that you may receive from co-officials during competition and how to respond to these.