



# **MALAYSIAN GOLF ASSOCIATION**

**HANDBOOK OF**  
**STANDARD OPERATING PROCEDURES**  
**FOR**  
**MGA REFEREES**

1<sup>st</sup> edition 2010  
2<sup>nd</sup> edition 2013  
3<sup>rd</sup> edition 2017  
4<sup>th</sup> edition 2019 (22<sup>nd</sup> April 2019)  
Prepared and Issued by  
**The Chairman of**  
**Rules Sub-Committee**



## FOREWORD

MGA Rules Subcommittee is one of the most active Rules Departments in the region which had conducted the highest number of Rules Schools among the R&A Affiliates. Kudos to CC Boo and his team for successfully conducting educational programs on the new Rules of Golf and producing qualified Referees who went on to officiate at international tournaments including the Olympics, Major, Asian Tour & PGMT.

The Rules Subcommittee is also hard at work to update the Standard Operating Procedures (SOP) for referees which was finalized recently. Referees and golf club administration would be able to refer to this SOP for updated information and guidelines on matters pertaining to Competitions and Rules.

As the governing body of golf in Malaysia, MGA's responsibilities are numerous which include upholding the Rules of Golf. The Referees who have qualified to officiate at golf tournaments would hopefully find this SOP useful to them in discharging their duties.

I would like to record our gratitude not only for the tremendous work done by the Rules Subcommittee and staff, but also to everyone who has contributed to finalize this SOP.

Sincerely,

**ADMIRAL TAN SRI DATO' SETIA MOHD ANWAR MOHD NOR (RETIRED)**  
PRESIDENT, MGA



All,

The Rules of golf have evolved and changed over the years and in 2019, we welcome & applaud the biggest overhaul on the Rules initiated by The R&A & USGA since its first known written Rules of Golf in 1744. The New Rules has been written to be more easily understood and applied by all levels of play and has make the game more enjoyable with improving the prompt place of play.

This 4<sup>th</sup> revised Referees' SOP 2019 is an update from the 2010 version prepared by the former Rules Sub –Committee members. We may not have covered all areas, but this SOP should serve as a good guide for all tournaments whether 1 day or more to be officiated in a more efficient, effective and in the professional manner. We also welcome all constructive feedbacks from you to further improved our SOP from time to time.

My heartfelt gratitude to all the voluntary 2018-19 members of the Rules sub Committee and advisor Fritz Katzengruber for sacrificing their precious time and untiring energy in producing this revised SOP.

I also wish to express my appreciation to Admiral Tan Sri Dato' Setia Mohd Anwar Mohd Nor (R), President of MGA, all EXCOs /Committee Members and all referees for their unwavering support.

While we acknowledge that no one referee can claim to fully understand and know all the Rules, it is my desire that every one of us continue not only to keep abreast of the New Rules 2019 to enrich the knowledge but also be sure to avail yourself of the necessary physical exercise. It is imperative that all referees be able to keep alert throughout their assignment in rain or shine.

Your voluntary involvement in MGA's events is indispensable, and the professionalism you bring to your duties is critical to the game of golf to ensure a fair and equal playing field for all competitors.

On behalf of everyone at the MGA, once again, thank you for your contribution, commitment and service to our golf association for the betterment of the game of golf in Malaysia.

Yours Truly,

**CC BOO**  
**Vice President / Chairman of Rules Committee**

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## **ii Introduction**

The Malaysian Golf Association (hereinafter referred to as “MGA”) has strived to produce its own Standard Operating Procedures (SOP) for its Referees over the years. Its untiring efforts have now come to fruition with the production of this Handbook of Standard Operating Procedures for MGA Referees.

This Handbook contains the Code of Conduct, the roles of various Referee, course marking, the Local Rules and Terms of Competition and the relevant reports and forms. All of these are prepared to assist Referees during their officiating duties so that all competitions can proceed smoothly and successfully. If, in rare situations, any Referee who breaches the Code of Conduct, this booklet outlines the measures to be taken.

The support, confidence and trust amongst the fellow Referees are important to build a strong team.

**1.1 Apprentice Referee**

An Apprentice Referee is a person who has passed the MGA/R&A Level 2 Rules Seminar but has yet to complete the two apprenticeship tournaments under a Chief Referee to qualify as an MGA Referee.

**1.2 MGA Referee**

- a) A person who has passed the MGA/R&A Level 2 Rules Seminar Examination, registered with MGA and has been appointed by the Chairman, Competition Subcommittee or has been appointed by EXCO to officiate in a Golf Competition is an MGA Referee.
- b) All MGA Referees must be re-certified by attending the MGA/R&A Level 2 New Rules Seminar and passed the examination before he/she is allowed to referee in MGA's sanctioning events from 1st Jan 2020.
- c) Active referees who had previously passed the L3 exams must attend and pass the new Rules L2 exams to be eligible to participate in the recertification of Level 3 online exams organised and arranged by MGA.

- 1.3** A MGA Referee who is appointed by the committee to officiate a particular match of a match play event or of a stroke play event will be termed as a **Referee**.

**Note**

Passing the Level 2 Examination does not mean that the individual has become an "R&A Qualified Referee" or "R&A Rules Official", and it is not permissible for individuals to state that they are an "R&A Qualified Referees/Rules Official".

### **2.1 Registration of Referees**

The registration of Apprentice Referees is described under Section 6 and shall be submitted using Form A6. Renewal of registration of all other referees shall be submitted using Form A7.

The registration of an MGA Referee shall be valid for one year from the date of registration and in the case of first year of registration to end on 31<sup>st</sup> December of the following year. Renewal shall then be on a year to year basis.

The registration of a MGA Referee shall be renewed based on the followings criteria/guidelines:

- 2.1.1 Has re-sit and passed the MGA/ R & A Level 2 Rules Seminar every 4 years;
- 2.1.2 Has officiated in at least one MGA or MGA sanctioned event; or three events (of a single day) within 18 months;
- 2.1.3 Has officiated in at least 2 events (events of three days) sanctioned by any State Golf Association affiliated to MGA.
- 2.1.4 Physically fit, healthy and no medical complication and / or illness.

### **2.2 Inactive Referees**

MGA will maintain an up-to-date record of the participation of all referees in the above activities. It is the responsibility of an MGA Referee to inform MGA within two weeks after carrying out any of the above tasks unless the facts are known to the MGA (e.g. he/she has submitted the Tournament Director's or Chief Referee's report).

If an MGA Referee does not or persistently refuses to participate in the above (as per item 2.1) for a period of 18 months, he/she shall be suspended from officiating in further MGA or MGA sanctioned events. He/she shall be delisted from MGA referee register. He/she may reapply to MGA using Form A7 for fresh registration/reactivation subject to MGA's approval.

### **3.1 Introduction**

MGA expects and requires a high standard of professionalism and conduct from all MGA Referees. The Code of conduct below should be observed by all MGA Referees when assigned to officiate in any golf event organized by either MGA or any other organisations. All MGA Referees must appreciate that their conduct reflects not only on themselves but also on those who assign them.

The purpose of the Code of Conduct is to establish guidelines for ethical standards of conduct. The Code does not exhaust the moral and ethical consideration of professional behaviour and attitude.

Compliance with the Code depends primarily on understanding and voluntary compliance, secondarily upon reinforcement by peer and public opinion and finally, when necessary, upon enforcement through disciplinary proceedings.

### **3.2 Ethical Standards**

- 3.2.1 Must uphold the integrity of the Rules of Golf, the good name of the MGA and MGA referees.
- 3.2.2 Maintain a good level of awareness of the relevant development in the game of golf, a good knowledge of the current Rules of Golf and undertake efforts to maintain competence in the skills of officiating.
- 3.2.3 Confirm assignment and appointment Tournament Director, Chief Referee and Referee to perform duty shall not be entitle for any cancellation except prior approval by Competition Subcommittee Chairman and verified by Rules Subcommittee Chairman.
- 3.2.4 Honour commitment by being punctual and being present for the entire duration of the tournament as well as attending all meetings scheduled.
- 3.2.5 Take instructions from the Tournament Director or Chief Referee and generally cooperate with other Referee.
- 3.2.6 Support and comply with all MGA policies, positions and decisions even if rulings made are not well received by players.
- 3.2.7 Treat other Referee with professional dignity and courtesy and recognise that it is inappropriate to criticise other Referees in public.
- 3.2.8 Be respectful and courteous to players, fans and members of the public.
- 3.2.9 While officiating, always endeavour to make accurate and objective decisions with reference to the Rules of Golf laid down by the R&A Rules Ltd.
- 3.2.10 Avoid acts which may be construed as conflicts of interest.
- 3.2.11 Do not engage in discrimination based on race, religion, gender, age, or on any other basis.
- 3.2.12 Comply with MGA standard fees and allowances.
- 3.2.13 Cooperate in all ethics investigation and proceedings.
- 3.2.14 Referees who agree to officiate at private events sanctioned by MGA MUST inform MGA prior to the event, failing which MGA will not be responsible for any disputes arising from the Rules adjudicated.



- 3.2.15 All MGA appointed Referee/s must report immediately to MGA if he/she encountered a non-registered Referee performing duty in that tournament/competition.
- 3.2.16 Referee/e must attend all official functions and must be well dressed at all times. (Dress Code as per the function/provided).

### **3.3 Breach of the Code of Conduct**

The followings are examples of some of the actions deemed to be in breach of the Code and must be avoided:

- 3.3.1 Consume any type of alcoholic beverages while on duty.
- 3.3.2 Failure to report any breach of the Code by another Referee when the breach is known to him.
- 3.3.3 Display of temper, using abusive language and such other unbecoming behaviour.
- 3.3.4 Engage in gambling on the outcome of the tournament where he/she is a Referee.
- 3.3.5 Intentionally make wrong decisions.
- 3.3.6 Over-rule another Referee without going through proper procedure.
- 3.3.7 Make unwarranted and unauthorised statements verbally or in writing to any type of media that may be published including the Press, TV, magazines or internet blogs.
- 3.3.8 Cancellation of appointment at the last minute as per items 3.2.3.
- 3.3.9 Personal lobbying for assignment whether as a TD or CR or referee with the organiser /host are strictly prohibited and is considered a breach.

### **3.4 Dress Code**

When on assignment, Referee should be appropriately dressed as follows:-

- 3.4.1 The official MGA Referee shirts or T-shirts provided by the MGA or the event organiser with long pants (mandatory) and shoes (cap is optional) for men and ladies. Ladies may opt for skirts (knee heights) instead of long pants. Shoes must be worn at all times (slippers/sandals are not permitted).
- 3.4.2 As per instruction by the Tournament Director or Chief Referee.
- 3.4.3 Dress properly whether on or off the golf course, etc.

### **3.5 Disciplinary Action**

- 3.5.1 Preliminary Inquiry by Rules Committee
  - 3.5.1.1 All reports on acts which constitute a breach of the Code shall be made in writing to the Chairman of MGA Rules Sub-Committee (hereinafter referred to as "RSC Chairman" ) who shall make a study of the case.
  - 3.5.1.2 If the RSC Chairman considers that there is merit in the complaint, he/she or his authorised representative shall then conduct an interview with the complainant, the person who is the subject of the complaint and any other witnesses.
  - 3.5.1.3 The Chairman may issue a reprimand letter to Referee/s on their minor miscarriage of duty.

- 3.5.1.4 If there is indeed a serious breach, the RSC Chairman shall prepare a report and submit his findings to the MGA Executive Committee (hereinafter referred to as “EXCO”) for their consideration and decisions.

### **3.5.2 Disciplinary Board Hearing**

- 3.5.2.1 The EXCO shall consider the report from the Rules Chairman and decide if it wishes to pursue the matter further and conduct a hearing.
- 3.5.2.2 If so, the EXCO shall appoint a Disciplinary Board consisting of 3 members, one of whom shall be the Chairman of the Board to conduct a full hearing.
- 3.5.2.3 A notice of the hearing shall be sent by registered post to the complainant, the person who is the subject of the complaint and all witnesses from both parties specifying the following:
- a. Details of the alleged breach;
  - b. Time, date and venue of the Hearing;
  - c. Names of the members of the Disciplinary Board;
  - d. Both the complainant and the person who is the subject of the complaint must be present in person but may bring witnesses if they so wish;
  - e. If any party fails to appear as per (b) above, the Disciplinary Board shall proceed with the Hearing in his absence.
- 3.5.2.4 The Hearing is not bound by the rules of evidence but must as far as possible adhere to the principle of the rules of natural justice.
- 3.5.2.5 The decision of the Disciplinary Board is final and no appeal shall be entertained.
- 3.5.2.6 Notwithstanding the above, EXCO may sanction disciplinary action as they deem fit on a case to case basis without having to conduct further disciplinary hearing.

## **3.6 Sanction**

- 3.6.1 In the event that the complaint is found to be valid, the Disciplinary Board may, depending on the seriousness of the breach, impose the following:
- a. A severe reprimand to be given in writing; or
  - b. Suspension from officiating assignment for a specific period; or
  - c. Suspension from the Register of the MGA Referees for a specific period.
- 3.6.2 The decision of the Disciplinary Board and the sanction imposed shall be conveyed in writing and sent by registered mail to the person who is the subject of the complaint.

## **3.7. Amendments to the Code of Conduct**

MGA and RSC reserves the right to amend and/or add any clause/s from time to time to suit the ever changing environment and new development in Rules of Golf.

The Tournament Director must be a qualified Referee. The role of a Tournament Director can be categorised into two distinct parts:

#### **4.1. General Role**

- 4.1.1 Be a member of the Organising Committee to advise on all matters relating to the tournament.
- 4.1.2 To ensure the provision of all the logistics such as facilities for media, the tournament officials and players, practice greens and driving range, halfway houses, buggies and caddies, fore-caddies and scoring area, score boards as well as leader boards.
- 4.1.3 To inspect and prescribe to the Club Management the condition and setup of the course.
- 4.1.4 To set-up the evacuation plan and procedures, emergencies as well as other security arrangements.
- 4.1.5 To assist the Organising Committee in determining and drawing up the prize list.
- 4.1.6 To act as the liaison between the Referee and the Club management during the tournament.
- 4.1.7 To appoint members of the Tournament & Appeals Committee, one of whom is the Chief Referee, and to preside as its Chairman.
- 4.1.8 To advise the Club Management on the opening of the golf course to Club members after the cross-over in case the course has not been exclusively reserved for the tournament.
- 4.1.9 To ensure that the Golden Rules are made available to all appointed Referees (including the Apprentice/s) before the commencement of the tournament.

#### **4.2. Specific Role**

##### **4.2.1 Prior to the Tournament**

- 4.2.1.1 To prepare and formulate the Terms of Competition for the tournament, the tournament Facts Sheet and the Entry Forms.
- 4.2.1.2 To prepare the starting times and groupings for the tournament.
- 4.2.1.3 To prepare the Pace of Play guidelines and also the timing sheets for Referee.
- 4.2.1.4 To ensure that all the logistics are in place.

#### **4.2.2 During the Tournament**

- 4.2.2.1 To be at the Registration Area prior to the start of the tournament to attend to any matters requiring attention.
- 4.2.2.2 To be present and readily available to the Chief Referee throughout the tournament to render any assistance he/she may need.
- 4.2.2.3 To monitor the progress of the matches and to assist in clocking the players concerned.
- 4.2.2.4 To monitor weather conditions and decide on the suspension and resumption of play.
- 4.2.2.5 To check and confirm the list of winners.

#### **4.2.3 After the Tournament**

- 4.2.3.1 To submit a Tournament Director's report, incorporating the Chief Referee's Report in it to the Rules Committee within three weeks of completion of the tournament. The Tournament Director should report on the overall running of the tournament, particularly on any short-comings, that could help in the future running of tournaments.

#### **Notes:**

- a. The roles of Tournament Director and Chief Referee are quite separate in that the Tournament Director handles everything regarding the tournament from conception to conclusion, except for duties of the Chief Referee whose role is basically on the course to ensure that the tournament is run in full accordance with the Rules of Golf.
- b. The Tournament Director shall be appointed in good time in view of the wide scope of duties and responsibilities involved.
- c. The Rules Sub Committee (RSC) may review all reports accordingly. Should there be any discrepancies/issues in applying a ruling or code of conduct, RSC will appoint a Panel to investigate further and will take action and/or advice on this matter accordingly. This shall also be applicable for Apprentice.

## **5 The Role of a Chief Referee**

Basically the role of the Chief Referee is to ensure that the tournament is played in accordance with the Rules of Golf with the assistance of appointed Referee.

### **5.1. Prior to the Tournament (At Least 2 Weeks before the Tournament)**

- 5.1.1 To consult the Tournament Director with regards to the Course Set-Up.
- 5.1.2 To carry out Course Marking and Course Setting.
- 5.1.3 To prepare the Local Rules.

#### **Before Start of the Tournament**

- 5.1.4 Establish a Referee Rota, assign Referee to their duty areas and instruct the Referee to, prior to the start of the day's game, check the course especially tee markers, bunkers and hole locations etc.
- 5.1.5 Conduct a briefing for the Referee, Starters and Marshals as well as assign locations for fore-caddies, when provided.
- 5.1.6 Shall be a member of the Tournament & Appeals Committee.
- 5.1.7 To ensure that the Golden Rules are made available to all appointed Referees (including the Apprentice/s) before the commencement of the tournament.

### **5.2 The Start of the Tournament**

- 5.2.1 Do a radio check with all the Referee, Starters and Marshals.
- 5.2.2 Do a time check and communicate with all the Referee and Starters.
- 5.2.3 Ensure that Referee carry out final course checking of their respective areas and report back immediately of any discrepancy and general condition of the course including newly-identified grounds under repair.
- 5.2.4 Ensure that the driving range and practice greens have been checked by Referee.

### **5.3 During the Tournament**

- 5.3.1 In the event that there are adequate Referees, the Chief Referee shall act as a rover within the course monitoring generally the pace of play, identifying slow play, hold-ups etc.
- 5.3.2 Have referees reporting regularly especially when rulings involving penalties are to be or have been made.
- 5.3.3 Ensure prompt pace of play and if reasonable delay exist, identify slow groups and putting individual players on the clock when necessary.

## **5.4 After the Tournament**

- 5.4.1 The Chief Referee shall make himself available at the scoring area to attend to any queries and disputes which may arise when players have completed their round and are submitting their score cards.
- 5.4.2 Conduct a daily de-briefing for Referee to discuss decisions made where penalties have been imposed and any other issues which may assist and speed up the running of the tournament.
- 5.4.3 Gather all Referee Reports.
- 5.4.4 Submit a Chief Referee's Report to the Tournament Director within two weeks after completion of the tournament. This is to facilitate the Tournament Director to incorporate the Chief Referee's Report in his report which has to be submitted within three weeks to RSC.

### **Notes:**

- a. The RSC may review all reports and should there be any discrepancies/issues in applying a ruling or code of conduct, RSC Chairman may appoint a Panel to investigate, act and/or advice on this matter accordingly. This shall also be applicable for Apprentice.

## **6.1 Equipment**

A Referee should carry the following when officiating:

- 6.1.1 "Rules of Golf" book.
- 6.1.2 "Official Guide to the Rules of Golf" book.
- 6.1.3 Terms of Competition (TOC), Fact Sheet, Local Rules and Score Card.
- 6.1.4 Starting times and groupings sheet.
- 6.1.5 Pace of Play policy.
- 6.1.6 Hole location sheet / Pin Placement Chart, if any.
- 6.1.7 Stop watch.
- 6.1.8 Tape or string for measuring purposes.
- 6.1.9 Pencil and Referee's Report Form, paper or note pad.
- 6.1.10 Rain suit or umbrella (when necessary)
- 6.1.11 Radio / Walkie Talkie
- 6.1.12 Air horn, if any.
- 6.1.13 Binocular, (essential)

## **6.2 Before Start of the Tournament**

- 6.2.1 To attend briefing by the Chief Referee and to receive assignments and all the necessary equipment.
- 6.2.2 To check the course especially the tees, greens, hole locations, conditions of bunkers and report back to the Chief Referee.
- 6.2.3 To check if the fore-caddies are in place.

## **6.3 During the Tournament Proper Day**

- 6.3.1 Tournament hard card.
- 6.3.2 Updated Local Rules/Preferred Lies Rules/Evacuation Plan/Referees' Rota (Identify the Rover/s in your area).
- 6.3.3 Pace of Play Time Sheet and the Draws.
- 6.3.4 Referee's reports blank form (Mandatory).
- 6.3.5 Air-horn, if provided.
- 6.3.6 Radio.
- 6.3.7 Buggy (ensure key is kept with you whenever you need to leave the buggy and use the buggy with the same number daily).

## **6.4 Reporting For Duty**

6.4.1 To be at Tournament Office at least 45 minutes before the scheduled tee-time or at such time as per set by The TD/CR.

6.4.2 Ensure all items listed at 6.1 above are in place.

6.4.3 Radio and Time checks.

6.4.5 Ensure your mobile phone is in silence mode and it will be necessary for you to carry one in the case of poor radio coverage in some lower ground areas.

6.4.6 Get down early to your assigned holes to familiarize yourself with the surrounding; to identify the shortest routes between holes; to identify and avoid short routes which are wet and soggy; to identify the most suitable location where it will be possible to cover all of your areas that are easily accessible when attending rulings and/or recording of flag in time of each group within your vicinity and areas where possible rulings shall often arise.

## **6.5 During The Tournament**

6.5.1 Limit the radio use (Walker –Talkie) at all times unless reporting Pace of Play timing and/or seeking ruling opinion from Rover/Chief Referee. If you seriously need to contact your fellow Referees on non-ruling matter, please use your mobile and be very brief.

6.5.2 When you cannot absolutely sure on giving a correct ruling, you MUST not guess, call for help from any Referee nearby or call the Rover/Chief Referee.

6.5.3 Be ready to assist and to attend ruling on any other holes not assigned to you should you happen to be around the vicinity.

6.5.4 Remain on high alert during your time on duties and must avoid becoming a spectator. Dozing off during duty must be avoided at all time.

6.5.5 Be polite at all times to players and spectators. Players playing at high level tournament are under considerable pressure, so it is very important to sense when to talk to a player and when to be silent.

6.5.6 Should always advise player not to touch/lift his ball in play when helping him to determine the relief options and/or relief areas. Stay with the player until the correct procedure has been achieved. Please refer to Rule 14.3 for dropping the right way.

6.5.7 Pay full attention to the flag-in time over the radio reported by other Referees for groups coming into your location. Take notes of Starter's reporting of any delayed tee-off time of any groups.

6.5.8 Lunch break or using the rest room – be quick and brief.

## **6.6 Suspension of Play and Evacuation Procedure Due To Immediate Suspension/Dangerous Situation.**

6.6.1 Recognize the sounding signal for play to be suspended and advise players of an "immediate suspension of play" if it is written in the TOC.

6.6.2 Help to transport players/caddies to the nearest shelter.



6.6.3 Do not leave your areas until all players/caddies have been evacuated. Advise spectators to seek shelter immediately.

6.6.4 Do NOT use your radio unnecessarily during the evacuation process.

## **6.7 Resumption of Play**

6.7.1 Take full notice of instructions over the radio from the Rover/Chief Referee/TD.

6.7.2 Conduct roll call to CR/TD (if necessary) to ensure that all groups have reached their locations (your covering area) respectively;

6.7.3 Confirming the players' group number back to the TD/CR (if necessary) whether they are all in position and ready to play.

6.7.4 It is important to keep the "radio traffic" to a minimum and limit the radio use to essential communications at such time.

6.7.5 Radio MUST be returned to the Tournament Office immediately after finishing your duty.

## **6.8 Officiating – Summary of DOs and DON'Ts**

### **6.8.1 DO:**

- 6.8.1.1 On arrival, ask the player calmly (for example), "How can I help?" or "What is the situation?" or "What has happened?".
- 6.8.1.2 Take and retain the initiative. Ask questions until you understand the situation and why you were called. Identify in your own mind what the player is/was trying to do, which Rule(s) applies to the situation and whether or not the ball was/is in play. Ask other players or spectators if it helps.
- 6.8.1.3 Only when you are certain of it, give the player your ruling. If you don't know the ruling, call the Chief Referee. Clarify whether or not there is a penalty and, if so, what it is.
- 6.8.1.4 Give the player all his options, unless he/she is only interested in one.
- 6.8.1.5 If the ruling permits the player to lift his ball, or specifically does not allow him to lift his ball, say so. If the player is not allowed to clean the ball when it is lifted, advise the player of this before he/she has lifted it.
- 6.8.1.6 If the ruling involves the dropping or placing of a ball and the player does so correctly and all other requirements of the applicable Rule have been met, state "That ball is in play". Otherwise guide the player to proceed as required by the Rules.
- 6.8.1.7 If the player is unhappy with the ruling and you believe it would help maintain a good climate between player and officials, call for a second opinion from the Chief Referee or show the player the applicable Rule in the Rule Book, whichever is the more likely to keep things calm.

- 6.8.1.8 If you have said all you wish to say, retreat a little, but stay at hand to see the next stroke made. This is particularly advisable if the player is agitated.
- 6.8.1.9 Have your Rule Book with you at all times, together with the Additional Local Rules and ToC.
- 6.8.1.10 Prevent a breach occurring if you can do so without distracting others. This can arise, for instance, if the player has teed his ball outside the teeing ground or when the player is taking a stance in bushes.
- 6.8.1.11 Time a ball search when you see one starting (or as soon as possible even after it has started). Help in the search if not needed elsewhere. You may need to intervene.
- 6.8.1.12 Record all your rulings (on the appropriate form, if provided) and reflect on your rulings to assess how you might have handled them better.

## **6.8.2 DON'T:**

- 6.8.2.1 Don't say more than the player needs to know, e.g. don't quote the Rule number.
- 6.8.2.2 Don't be over-familiar with the player, even if you know him well. Don't make jokes. Don't imply to the player that he/she has played a poor shot, that he/she has "a problem" that he/she ought to know the Rules (by now), etc.
- 6.8.2.3 Don't raise your voice, show impatience, get excited, and get aggressive with the player.
- 6.8.2.4 Don't give a ruling until you know what is right in the circumstances.
- 6.8.2.5 Don't give advice to the player or imply which option he/she should adopt.
- 6.8.2.6 Don't touch the player's ball or clubs, insert tees to help him set out the permitted area for a drop, or move movable obstructions for him.
- 6.8.2.7 Don't position yourself in an intrusive manner, overly close either to the player when he/she is at address, or to his line of play and don't move when he/she is about to play.
- 6.8.2.8 Don't engage in conversations with players or caddies unless approach by them and are Rules related. Conversations of such nature must be professionally conducted.
- 6.8.2.9 Avoid close proximity with spectators, coaches or players' parents so that no casual conversations may be initiated by them.

## **6.9 Guidelines for 1 Day event (Corporate)**

### **6.9.1 General**

This section will cover and/or guide Referee/s performing duty during the corporate event sanctioned by MGA which is for one (1) or two ( 2) day.

### **6.9.2. Brief Checklist/Guide for Pre Event by contacting the Organiser through email/phone**

6.9.2.1 Date of Event, Course and Tee Time

6.9.2.2 Rules & Regulations (Terms of Competition) i.e. format of play, entries, ties, prizes, competition closed & etc

6.9.2.3 Entry Form (as some details may be included in it which doesn't appear in the TOC.

6.9.2.4 Discuss with the Event Organiser/Promoter on items in 6.9.2.2 to 6.9.2.4, check entries, which nine is being played for golf course with 27 holes or more, registration time, scoring area & etc.

6.9.2.5 Call the Golf Club to gateher information on the set up especially person in-charge for this event, Referee's buggy & the sticker/label, walkie talkie, check and get a copy of the local rules through mail . If shotgun – siren can be heard on the entire course & etc. At the same time you may obtain the Course Superintendant's contact.

6.9.2.6 Call the Course Superintendant to check on the course conditions, markings, green condition & speed, inclement weather contingency plan for restoring the course back into play & etc.

6.9.2.7 Revise the local rules (if required) or add on and provide the guidance to Organizer/Promoter as and when required.

6.9.2.6 Check on the course location, Referees kit/bag, personal items & get ready for the duty.

### **6.9.3 Brief Checklist/Guide for During the Event**

6.9.3.1 Report to the organiser at least an hour before the event and get important course marshal contact numbers & ensure marshals are contactable via walkie talkie or hp.

6.9.3.2 Get a copy of the Flight draw, Rules & Regulations, TOC, score card, revised local rule , course layout & etc onto your clip board.

6.9.3.4 Get ready to be roving on the course for the entire duration of the tournament.

6.9.3.5 Be alert and respond when any call for Ruling/assistance

6.9.3.5 Continue to move on the course and check on the pace of play.

6.9.3.6 Back to club house and be at the scoring area

6.9.3.7 Be around until the event is concluded i.e. Prize giving & etc.

6.9.3.8 Meet the organiser and check on any issues and enquiry.  
Submit your claim form and request for your allowance/fee (payment) accordingly.

6.9.3.9 Thank the Club personnel and if no pending issue/s may leave the club.

#### **6.9.4 Brief Checklist/Guide for Post Event**

6.9.4.1 Submit to MGA the ruling sheet/s for any penalties especially disqualification situation

6.9.4.2 Important note and/or recommendation to MGA for the future event is essential.

#### **6.9.5 Others**

6.9.5.1 Dropping Zone/s – ensure that they are in the good condition, otherwise relocate it if necessary.

6.9.5.2 Stop play signal/siren.

6.9.5.3 If you have the slightest doubt regarding a ruling, call for help from any senior referee you are familiar with.

#### **Notes:**

- a. RSC may review all reports and should there be any discrepancies/issues in applying a ruling or code of conduct, RSC Chairman may appoint a Panel to investigate further and will take action and/or advice on the matter accordingly.

## **7 Training of Apprentice Referee**

### **7.1.1 Apprenticeship Training**

The Apprentice Referee shall officiate in two MGA tournaments, MGA sanctioned tournaments or MGA State sanction tournaments approved or assigned by the Competition and Rules Sub Committee to fulfil the on-course training under two different Chief Referees. The on-course training for these 2 apprenticeship events must be completed within months from the date of passing the L2 exams. Failure to do so, the Apprentice will lose the Referee status.

7.1.2 Each tournament must be minimum of three days tournament or more.

7.1.3 The apprentice referee is required to submit the A6 Application for Registration Apprentice form to RSC at least 1 week before the tournament.

7.1.4 The apprentice referees shall obtain official confirmation from RSC before performing / assign an apprenticeship.

### **7.2. On-Course Training**

The on-course training shall consist the following:

#### **7.2.1 Briefing on Standard Operating Procedures (SOP)**

The Chief Referee shall obtain and pass a copy of the Referee SOP to the Apprentice Referee and brief him thoroughly on the various aspects of the SOP. This briefing should be conducted before the Course Marking and Course Setting commence.

#### **7.2.2 Course Marking and Course Setting**

Section 8 & 9 set out the basic principles in marking and setting the course. The Chief Referee should go through these with the Apprentice Referee before going out to mark and set the course. In marking and setting the course, the Apprentice Referee should be hands on and play an active role.

#### **7.2.3 Local Rules**

In preparing the Additional Local Rules, Chief Referee should explain to the Apprentice Referee the rationales behind it and encouraged the Apprentice to give his views and suggestions. He/she must at all times be encouraged to contribute actively in the preparation of the Local Rules.

#### **7.2.4 Pre-Tournament Preparations**

These are precisely listed in the Sample Tournament Director Report Form attached as Appendices in this Handbook. While inspecting these facilities, the Chief Referee should familiarise the Apprentice Referee on the basic requirements, especially the scoring area, lightning monitoring devices, evacuation facilities, etc.

#### **7.2.5 Pre-Tournament Briefing**

It is compulsory for an Apprentice Referee to attend the pre-tournament briefing.

#### **7.2.6 Ruling**

This is one of the most important scopes in the Apprenticeship training.

An Apprentice Referee is to be attached to the Chief Referee. If there is a Senior Referee whom the Chief Referee opines is capable of performing the same duty, he/she may assign him to undertake the training of the Apprentice Referee for a maximum of one day.

It is the duty of every Chief Referee to explain to the Apprentice Referee every ruling made and to hear the view of the Apprentice Referee if he/she has an alternative point of view. The Apprentice Referee should be advised and guided on the following:

- Gathering of facts
- Making a decision
- Delivering a decision to a player in a calm, firm and positive manner
- Handling of any disagreement from the player
- Recording of the ruling in the Apprentice's Report form.

An Apprentice Referee must give at least three (3) rulings under close supervision of the Chief Referee. Any error in judgment shall be rectified as discretely as possible there and then.

#### **7.2.7 Briefing and Debriefing**

It is compulsory for an Apprentice Referee to attend briefing and debriefing. An Apprentice Referee must be given every opportunity to participate in the deliberations. It is by hearing his views that a Chief Referee can make a proper and correct assessment of the Apprentice Referee under his charge.

#### **7.2.8 Attending Appeal Committee Meeting**

He/she is to be an observer in the meeting. The exposure will be beneficial to him.

#### **7.2.9 Additional Task for Apprentice**

In line with our effort to continually upgrade and improve the quality of refereeing skill in MGA, RSC has adopted additional task which must be performed by Apprentice Referee as follows:

- a. Training as a starter
- b. Training as a score card Recorder (receiving score card in the tournament room)
- c. Pace of Play (P.O.P) timing procedures

#### **7.2.10 Submission of Report by Apprentice**

An Apprentice Referee is to submit the dully completed Apprentice's Report as per Appendices of this Handbook to the Chief Referee within two weeks of the completion of the tournament.

#### **7.2.11 Submission of Apprentice Referee Report by Chief Referee**

All dully completed Apprentice's Report shall be reviewed by the Chief Referee and he/she shall complete his/her recommendation via form A4

#### **7.2.12 Submission of Apprentice Referee Report to RSC**

All apprentice report together with Chief Referee report shall be tabled during the RSC meetings. The committee shall decide on confirmation and acceptance of the apprentice as a MGA register referee.

## **7A Starter Guideline**

### **For MGA Apprentice**

It is important that the starter is smartly dressed as the role of the starter is a very visible one. If possible there should be a shelter (e.g. a three-sided tent) for the starter and his/her materials (i.e. score cards, local rules, etc) so that there is some protection from bad weather.

### **PRACTICE ROUND (S)**

- The starter should know how to get to the 1<sup>st</sup> & 10<sup>th</sup> tee
- The starter should know the layout of the 1<sup>st</sup> and 10<sup>th</sup> holes (ie. OB, Penalty Area s, Course layout)

### **TOURNAMENT ROUND (S)**

- Prior Starting Time  
Approximately 30 minutes before the first starting time, arrive at the starting area and ensure the followings are available and in working condition if they are supposed to be provided.
- All equipments in the starter box
- The official clock time matches the official time
- Starter table is available
- PA system is operational (if both tee are near by, adjust volume accordingly).
- All special notice s are on the starter table
- Caddie bibs are available
- Fruits and drinking water are ready

### **ON THE TEEING GROUND**

- The starter must look presentable as he/she represents MGA and the organisers or Tour.
- To ensure ear pieces is ready.
- If unsure how a player's name is to be pronounced, ask the player before the starting time. Announce the player's name in a clear and calm manner.
- In case of bad weather issue (i.e. fog, strong wind), call TD or Chief Referee
- If one or more players have not arrived, 5 minutes prior the starting time, announce to TD and all Referees
- To ensure all players are ready to play on the Teeing Area at least 4 minutes prior the starting time
- Advice players to put an identification mark on their golf balls
- Advice players to check they have no more than 14 clubs
- To ensure players have completed equipment forms (if any)
- Handout scorecards and a copy of the additional local rules, evacuation plan, any other rules in force and a copy of hole positions including stats cards
- Assign markers by swapping scorecards as follows:

#### **4 Balls**

Player 1 is given player 2's scorecard

Player 2 is given player 3's scorecard

Player 3 is given player 4's scorecard  
Player 4 is given player 1's scorecard

### **3 Balls**

Player 1 is given player 2's scorecard  
Player 2 is given player 3's scorecard  
Player 3 is given player 1's scorecard

### **2 Balls**

Player 1 is given player 2's scorecard  
Player 2 is given player 1's scorecard

- Be in position to be able to see that players do not tee up in front of the tee-markers. The starter should stand on or near the Teeing Area, facing the tee markers, where he/she can see the direct line between the front of two tee-markers to ensure no one plays from outside the teeing area. If player tee up in front of the teeing area, stop the player and ask the player to proceed correctly
- Ensure there is silence as players tee off
- Do not start any group's ahead of time; if you get behind time, do not worry, but advise the chief referee as soon as any group starts later than its correct time
- No function on the tee (sign photograph, interview, photograph), this will disturb for players' preparation and concentration.

### **This is the suggested script for the starter to remind spectators:**

"Ladies and gentlemen welcome to the 2019 Kuala Lumpur Open Golf Championship. In order that everyone has a great day, please respect the following simple guidelines:

"Please be reminded that the use of cameras and mobile devices are NOT allowed during play"

- "Ensure all mobile phones and all electronic devices are turned to SILENT mode
- Official photographers are reminded not to take ~~photo's~~ photos whilst a player is addressing the ball or during their back swing"

"Please respect the players and keep still when they are addressing the ball. Please do not walk ahead until ALL players have puttied out on the green"

### **Normal Script for Starters**

Just before the starting time for the first group each day, announce the following:

"Ladies and gentlemen, Welcome to the Kuala Lumpur Open Golf Championship"

Before the first group announce the following:

"This is group number one, starting time 07:30 am, on the tee from Malaysia, Mohammad Khairi "

Once the first player has played, announce the following:

"On the tee from Singapore, CC Boo."



Once the second player has played, announce the following:  
"On the tee from Austria, Fritz Katzengruber."

Before the next group, announce the following:  
"This is group number two, starting time 07. 40 am on the tee from  
\_\_\_\_\_"

- The TD/Chief referee will be responsible for imposing penalties. The starter should just report the facts to a Referee and call the remaining players to tee off on time.
- If there is a delay to any tee time, the starter should report this immediately to the TD or Chief Referee as this will have impact on their timing policy and ask for instructions as to whether to try and make up the delay with the following groups or to continue with the published starting interval
- Once all players in the first group and last group on each session have teed off, announce this to the TD and Referees.

## **7B Advice for scorers and recorders**

### **Introduction**

It is important that order is maintained in the scoring area (i.e only the competitors, team captains and referees are allowed in the scoring area).

All conversations with the competitors should be kept to a minimum unless answering any questions. If there is a Rules query or dispute, the scorer/recorder should contact the Chief Referee or Committee member in charge of resolving Rules questions.

The routine for receiving score cards is as follows:

1. Note the finishing time of the group (when the flagstick goes in on the final putting green) on a draw sheet and return it to the Committee at the end of play.
2. Advise the competitors to remain in the scoring area until all score cards are returned.
3. Ask the competitors if they have any Rules questions. If yes, contact the Chief Referee/Tournament Director immediately.
4. Ask each competitor to check their scores for each hole.
5. Make certain both the competitor and marker have signed the score card (tick each name).
6. Check the hole by hole scores and total the nines for each score card (tick if correct).
7. Check that the name on the score card belongs to the player whose score it actually is (tick if correct).
8. Agree the total score with the competitor.
9. Again, make sure the competitors wait until one of the scorers has reviewed all of the score cards. A score card is officially returned when the player has left the scoring area, i.e. is outside of the roped area, the cabin or tent.
10. Write the correct total score in the upper left hand corner of the score card.
11. Send the score card by runner to the designed destination after every group or store safely out of view until the end of the day.

#### **Notes:**

- a. Recording is an important part of a tournament as errors in score cards can result in disqualification of competitors.
- b. Equally important, is the Recording area as it will have an impact on the integrity of the score cards collected. Establish a Recording area near the final green, if possible in the tournament office.
- c. Ensure that the recording area has a decent size table and enough chairs to accommodate players and recorders.

### **8.1 General**

Course marking is the responsibility of the Chief Referee. Under certain circumstances, he/she may delegate part of or the whole job to any Referees he/she deems fit. Before any competition begins, it is extremely important for the Chief Referee to properly and completely mark the course.

If the course boundaries and penalty areas are clearly defined and all areas which should be classified as ground under repair have been marked as such, there will be few problems for the Referee later in the competition.

Yardage booklet and on course yardage marking is to be done by an independent provider/appointed by respective tournament.

### **8.2 Out of Bounds**

- 8.2.1 Course boundaries must be clearly defined so that there can be no doubt as to whether a ball is in or out of bounds.
- 8.2.2 Wooden stakes painted white firmly fixed and protruding 2-3 feet from the ground are satisfactory.
- 8.2.3 Out of bounds can also be defined by white lines painted on the ground.
- 8.2.4 A wall along the perimeter of a course may also be used to define Out of bounds.
- 8.2.5 Curbing of a road on the perimeter of the course, if the curbing is well-defined, can also be used to define Out of bounds.
- 8.2.6 Areas such as car parks, club house, maintenance areas etc, should be marked as Out of bounds.
- 8.2.7 It is also permissible to establish Out of bounds between two holes if need be.

### **8.3. Penalty Areas**

The identification and delineation of Yellow and Red Penalty Areas is essential.

- 8.3.1 Yellow Penalty Areas are defined by yellow stakes or yellow lines. Red Penalty Areas are defined by red stakes or red lines. Where both stakes and lines are present, the line shall define the edge of the penalty area.
- 8.3.2 Where both stakes and lines are in use, the stakes must be installed outside the penalty area.
- 8.3.3 If there is a bush just outside the natural margin of a penalty area, this should be included in the penalty area.
- 8.3.4 Similarly, stakes and lines should be so placed that they include not only the water but also the rough banks and growth related directly to it.

### **8.4 Ground under Repair (GUR)**

All GURs are to be identified and marked with white lines.

- 8.4.1 In general bare patches in the rough are not considered as GUR except when they are rutted. Such areas in the fairway are generally marked as GUR.
- 8.4.2 Where there is the likelihood of animals causing damage, a Local Rule should be formulated to treat this as GUR.
- 8.4.3 When heavy rains result in unusual damage to the Course and it is not feasible to mark them, a notice advising all players that relief from the unusual damage may be given.

## **8.5 Obstructions and Integral Object of the Course**

- 8.5.1 Although most obstructions are self evident, when there is likely to be doubtful, it should be clearly defined by stakes or lines of a distinctive colour or defined in the Local Rules.
- 8.5.2 The Committee may declare an obstruction such as the wooden pilings used to shore up the side of a bunker as an integral object of the Course.

## **GOLF COURSE MARKING GUIDE FOR TOURNAMENTS**

This guide is prepared by Mr Fritz Katzengruber (*MGA Rules Sub Committee, Advisor*) which was presented during the MGA Referee Gathering 2015 at KGNS on 21<sup>st</sup> December 2015 and revised in line with RoG 2019. The RSC has agreed to incorporate this guide into the Referees SOP.

# **GOLF COURSE MARKING FOR TOURNAMENTS**



## **GENERAL COMMENTS**

DEFINING THE GOLF COURSE AS BEST AS POSSIBLE.

THIS WILL HELP IN YOUR WORK AS TD, CR, REFEREE AND MAKES DRAFTING LOCAL RULES EASIER.

THE PLAYERS WILL UNDERSTAND CONSISTANT MARKING BETTER

- OUT OF BOUNDS (PERIMETER, CLUBHOUSE, INTERNAL OB)
- PENALTY AREAS (RED/YELLOW)
- ABNORMAL COURSE CONDITIONS (GROUND UNDER REPAIR ETC.)
- CONNECT IMMOVABLE OBSTRUCTIONS OR TIO'S
- DROP ZONES

## WHEN MARKING A GOLF COURSE

- SPRAY GUN AT RIGHT DISTANCE FROM GROUND (NO WHEEL)
- DON'T WALK TOO FAST SO THAT THE PAINT HOLDS LONGER
- REFRESH LINES IF NECESSARY BEFORE IT HAS FADED TOO MUCH
- SPRAY PAINT WELL AT FIRST MARKING, IT IS MORE DIFFICULT TO REFRESH AND NOT CREATING A SECOND LINE

## OUT OF BOUNDS LINE

- WRONG !
- STAKES NOT ON LINE



## WHEN MARKING PENALTY AREAS

- MARK IN A WAY WHERE THE PLAYER HAS AN EVEN LIE AFTER THE DROP WHETHER OR NOT HE STANDS ON A SLOPE OR INSIDE THE PENALTY AREA (OTHERWISE HE GETS PENALIZED TWICE FOR A BALL IN THE PENALTY AREA)
- CONSIDER, IF YOU PUT YOUR LINE TOO FAR AWAY FROM THE PENALTY AREA – THERE IS NO RELIEF FOR AN EMBEDDED BALL IN A PENALTY AREA
- MARK A PENALTY AREA YELLOW ONLY IF
  - THE DROP UNDER THE RULE GIVES THE PLAYER A SIGNIFICANT ADVANTAGE WHEN DROPPING EQUIDISTANT ON THE OTHER SIDE - ONLY VALID WHEN SPECIAL LOCAL RULE ALLOWS IT.
  - THE YELLOW PENALTY AREA IS ALLOWING THE PLAYER A POSSIBILITY FOR DROPPING UNDER R 17.1d DIAGRAM #1. OTHERWISE IMPLEMENT DROPPING ZONE

## PENALTY AREA (DRAIN)

- STAKED DRAIN
- IF EDGE OF DRAIN IS UNCLEAR, THEN LINE
- IF EDGE OF CONCRETE DRAIN IS CLEAR, STAKE ONLY AND MENTION IT IN THE LOCAL RULES THE EDGE OF THE PENALTY AREA



### **Note: Area of consideration**

8B-4: Defining Open Water Course as Part of General Area

**Purpose.** If an open water course does not usually contain water (such as a drainage ditch or run-off area that is dry except during a rainy season), the Committee can define that area as part of the general area.

## PENALTY AREA (NEXT TO PATH)

- MARKED CLOSE TO PATH TO GIVE PLAYER THE OPTION NOT TO HAVE TO DROP IN FLOWER BED
- PLAYER CAN DROP ON PATH AND TAKE RELIEF EVENTUALLY UNDER R 16.1



## PENALTY AREA CROSSING PATH

- SEE LAST SLIDE AS WELL



## PENALTY AREA (CROSSING PATH)

- CROSSING CART PATH (EVTL. TO PUT 1 DOT ON CART PATH) IF CLUB ALLOWS
- LEAVE FLOWER BED IN PENALTY AREA AND MARK NEXT TO OR (BETTER) ON CURB OF CART PATH IF CLUB ALLOWS





## PENALTY AREA

- KEEP FLOWER BEDS (SOMETIMES TREES) INSIDE PENALTY AREA



## PENALTY AREA (STAKING)

- STAKE APPROX. 2 TO 4 INCHES OUTSIDE LINE

NOTE: POSSIBLE RULE IMPLICATION (16.1b) IF STAKE ON OR INSIDE LINE (HOLE MADE BY A GREENKEEPER)



- STAKE TOO CLOSE TO THE LINE / ON THE LINE - **WRONG**
- PENALTY AREA (STAKING)



## PENALTY AREA WITH ADJACENT BUNKER

- **WRONG MARKING !!!**
- NO BUNKER MUST BE INSIDE THE PENALTY AREA



## RED / YELLOW PENALTY AREA (STAKES/LINE)

- JUNCTION YELLOW / RED
- STAKES 2 – 4 INCHES OUTSIDE LINE
- PERFECT STAKING



## YELLOW / RED PENALTY AREA (STAKES/LINES) - WRONG

WHERE IS THE JUNCTION ???  
STAKES NOT VERTICAL AND TOGETHER



WHAT IS THE STATUS OF THE SUMP ???





## JUNCTIONS YELLOW / RED PENALTY AREA

- ALWAYS ENSURE THAT THERE IS SPACE TO DROP UNDER R 17.1d  
DIAGRAM #1 FOR YELLOW  
PENALTY AREA, OTHERWISE  
AVOID YELLOW PENALTY AREA



## JUNCTION YELLOW / RED PENALTY AREA

- NOT A GOOD EXAMPLE TO  
STAKE A JUNCTION
- STAKES SHOULD BE NEXT TO  
EACH OTHER AND SAME HEIGHT



## DROP ZONES FOR YELLOW/RED PENALTY AREA

- DROP ZONE SHALL BE BIG ENOUGH TO CATER FOR ALL TOURNAMENT DAYS
- DROP ZONE MARKER IS A MUST
- DROP ZONE FOR YELLOW PENALTY AREA ONLY (NOT FOR RED PENALTY AREA IN VICINITY)
- (DZ OR DROP ZONE OR DROPPING ZONE) – WORDING IN LOCAL RULES



## DROP ZONE FOR RED AND YELLOW PENALTY AREA

- “DZ” ALWAYS TO BE WRITTEN INSIDE THE DROP ZONE (SEE ARROW)
- THIS DZ ALLOWS PLAYER TO DROP FOR YELLOW OR RED PENALTY AREA
- DZ’S FOR YELLOW OR RED PENALTY AREA SHAPED ROUND



## DROP ZONE FOR RULE 16.1a or TIO

- DROP ZONE SQUARE AND IN WHITE PAINT
- DZ WRITTEN INSIDE DZ (SEE ARROW)
- NO DZ SIGN, INDICATED BY YELLOW STAKE WITH BLACK STRIPES (MENTION IN LOCAL RULE)



## BINDING LANDSCAPED AREA IN TO IO

- TO AVOID PLAYERS TO HAVE TO DROP IN BUSHES WHEN TAKING FREE RELIEF UNDER RULE 16.1, SHELTER SURROUNDING BUSHES AND FLOWERS HAVE BEEN LINKED WITH PATH TO MAKE IT ONE OBSTRUCTION
- CONSIDER THIS AS WELL FOR AREAS WHERE PLAYER TAKES RELIEF AND HAS TO DROP IN FLOWER BED/BUSHES





## ABNORMAL COURSE CONDITION OR NEWLY TURFED AREA NEXT TO PATH

- SIMILAR TO LAST SLIDE, NEWLY TURFED AREA BOUND WITH CART PATH TO MAKE IT PART OF THE PATH (BE CAREFUL SINCE NEAREST POINT OF COMPLETE RELIEF MAY CHANGE DRAMATICALLY)



## FRENCH DRAIN OR GUR MARKING

- SURROUNDING WITH WHITE LINE
- NOT TOO CLOSE AND NOT TOO FAR FROM ACTUAL DAMAGED AREA



## DROP ZONE FOR TEMPORARY IMMOVABLE OBSTRUCTION (TIO)

- DROP ZONE FOR TIO 18<sup>TH</sup> GREEN IN MMO



## SOME DO'S

MARK FAR OUTSIDE? TO GIVE PLAYER CHANCE TO HIT OVER **NO PLAY ZONE**



INCLUDE LANDSCAPED AREA INTO 2 CONNECTED IO'S





## SOME DON'T'S

**CORRECT BUT STAKES MISSING**



**STAKES TOO FAR APART (JUNCTION)**



## DON'T !!!

**BALL IN BUNKER IN RED PENALTY AREA???**  
**NO RELIEF IF SWING IS IMPEDED BY**  
**SUPPORTING WALL WHEN BALL OUTSIDE**  
**LWH**



**WHERE IS THE MARGIN ???**  
**EVEN IMPOSSIBLE TO COVER IN LOC. RULES**



## **9 Course Set-Up**

The Chief Referee with the assistance of the Referee and Staff of the Club shall set-up the Course for each round of the tournament prior to the start of the tournament.

Setting up the Course consists of establishing the teeing areas at each hole, determining hole locations, ensuring that bunkers have been raked and that putting greens, fairways and tees have been mowed. Setting up the course includes checking lines and stakes defining out of bounds, penalty areas etc to make sure they have not been obliterated or removed without authority.

The front of green (FOG) and back of green (BOG) including measurement for drop zone may be done by an independent provider/appointed by respective tournament if the Yardage Book is done accordingly.

### **9.1. Teeing Area**

9.1.1 Reserve an area at the teeing areas of not more than 10 yards in depth for the setting up of tee markers. All teeing areas to be used for the tournament should be marked with a white line at the back edge of the teeing ground (BOT). BOT to be done by an independent provider/appointed by respective tournament, when applicable.

9.1.2 Tee markers should be installed within this area each day and balanced so that the Course will play about the same length in each round.

9.1.3 For Par 3 holes, tee markers should be set up so that a different club will be required for each round. The distance of the hole from the back of the teeing areas to the front of the green should be painted on the ground next to the line referred to in 1.1 above.

9.1.4 Tee markers should be placed about 6 to 7 yards apart, be set up square to the line of play and should always be at least 2 club-lengths forward of the back edge of the teeing areas.

9.1.5 The positions of the tee markers should be marked with a white or yellow dot is also accepted for the 1st round and 2 dots for the 2nd round and so on.

### **9.2 Hole Locations**

9.2.1 Study the design or layout of the hole as it is to be played.

9.2.2 The hole should be located at least 4 paces from any edge of the putting green.

9.2.3 There should be an area of 2-3 feet in radius around the hole that is as level as possible.

9.2.4 The condition of the nearby turf should be considered, taking care to avoid old hole plugs and damaged areas.

9.2.5 Holes should be cut vertically and not with the slope.

9.2.6 Selection of hole locations should be balanced with respect to left, right, centre, front and back.

9.2.7 The degree of difficulty should also be kept in balance.

9.2.8 For practice rounds, locate holes in areas not to be used in the tournament proper.

9.2.9 Locate holes for early rounds so that good hole locations for the later rounds will not be damaged.

9.2.10 Prepare hole location charts for each round.

## COURSE SET UP GUIDE

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### COURSE SET UP



### DON'T DO THIS !!!



## GENERAL COMMENTS

- START SET UP 1 HOUR BEFORE TEE OFF (IF POSSIBLE)
- BRING ALONG YOUR HOLE LOCATION PLAN
- BRING ALONG YOUR TEE MARKERS PLAN
- BRING ENOUGH PAINT (ESPECIALLY IF YOU HAVE TO REFRESH LINES)
- DON'T RUSH – TAKE YOUR TIME, YOU HAVE 1 ½ TO 2 HOURS PER 9
- CHECK WHETHER NEW GUR HAS DEVELOPPED OVER NIGHT
- IN PRINCIPAL, YOU HAVE TO DO A COMPLETE CHECK FOR YOUR 9

## FIRST WORK ON THE 1<sup>ST</sup> (10<sup>TH</sup>) TEE

- CHECK WHETHER TABLE, UMBRELLA, CHAIR ETC. IS ON THE 1<sup>ST</sup> (10<sup>TH</sup>) TEE
- CHECK WHETHER THE CLOCK IS ON THE 1<sup>ST</sup> (10<sup>TH</sup>) TEE AND MAKE SURE IT SHOWS THE OFFICIAL TIME
- CHECK WHETHER THE WATER CONTAINER AND DRINKS ARE ON THE 1<sup>ST</sup> (10<sup>TH</sup>) TEE

## TEE MARKERS

- ALWAYS REMEMBER THAT TEE MARKERS SHALL BE ON A FLAT PART OF THE TEEING AREA EVEN IF YOU HAVE TO COMPROMISE ON THE WIDTH BETWEEN THE MARKERS (NORMALLY 6–7 YARDS)





## SETTING TEE MARKERS 1

- WIDTH – 6 – 7 YDS
- MARK POSITION WITH "X" FOR PRACTICE DAY
- MARK POSITION WITH 1, 2, 3 OR 4 DOTS FROM DAY 1 ONWARDS
- MOVE FWD/BACK EACH DAY



## SETTING TEE MARKERS 2

- MAKE SURE, COMPLETE TEEING AREA IS FLAT (6-7 YDS BY 2 CLUBLENGTHS)
- AIM CENTRE OF FAIRWAY FOR AVERAGE PLAYERS' LANDING AREA
- NO TREES/BRANCHES MUST BLOCK TEE SHOT



## WHICH TEEING AREA TO USE

- ALWAYS CONSULT WITH TD WHICH TEEING AREA TO USE, FOR INSTANCE
  - HEAVY RAIN DURING NIGHT (SHORTEN HOLES)
  - WIND CONDITIONS – SEE PICTURE



## CHECK BUNKERS

- ENSURE THAT ALL BUNKERS ARE RAKED PROPERLY
- MAKE SURE THAT ENOUGH RAKES ARE PLACED OUTSIDE THE BUNKERS
- HAVE GRASS FROM DIVOTS, LEAVES ETC. REMOVED FROM BUNKERS BY COURSE STAFF



## CHECK MARKINGS EVERY DAY

- MARKED LINES OR DISTANCES TEND TO FADE AND HAVE TO BE REFRESHED FROM TIME TO TIME
- CHECK LINES OF OB, PENALTY AREAS, GUR, DZ'S, LINKED IOs.



## WORK ON THE GREENS – CHECK HOLE

- CHECK THE HOLE LOCATION YOU SELECTED AND MARKED THE DAY BEFORE AGAINST HOLE CUT
- MAKE SURE THAT THE FLAGSTICK IS SITTING UPRIGHT AND NOT TOO TIGHT
- CHECK WHETHER EDGE OF HOLE IS CLEAN AND NOT WORN AND CHECK WHETHER ANY DAMAGE TO THE GREEN HAPPENED CLOSE TO YOUR HOLE LOCATION OVER NIGHT

## WORK ON GREENS - STIMPING

- IF TD REQUIRES THE EXACT GREENSPEED, YOU HAVE TO STIMP ALL GREENS ON YOUR NINE

## WORK ON GREENS – HOLE LOCATION - 1

- SELECT HOLE LOCATION FOR NEXT DAY CONSIDERING
- FLAT AREA, NOT ON SLOPE, BALL MUST BE ABLE TO STOP SHORT OF HOLE – AVOID GOING TOO CLOSE TO SLOPES
- HAVE BALANCE IN MIND AS FOLLOWS (PER 9 HOLES):
  - 3 RIGHT, 3 CENTRE, 3 LEFT                      CAN BE 4,3,2 ETC
  - 3 FRONT, 3 CENTRE, 3 BACK                      CAN BE 2,3,4 ETC
  - 3 DIFFICULT, 3 MEDIUM, 3 EASY                      CAN BE 3,4,2 ETC

## WORK ON GREENS – HOLE LOCATIONS 2

- OTHER SELECTION CRITERIAS
- WALK OFF TO NEXT TEE
- DIFFICULTY ACCORDING TO SYSTEM 45 OF R&A (36 FOR 3 DAY TOURNAMENTS)
- HOW FAR FROM EDGE DEPENDS ON LENGTH OF HOLE
- HOW LONG IS THE HOLE? (EXAMPLE: PAR 5 REACHABLE IN 2 OR WHICH CLUB PLAYER USES FOR 2<sup>ND</sup> SHOT ON PAR 4)
- SHIELD HOLE IF HEAVY WIND OR GO TO HIGHER GROUND IF HEAVY RAIN IS/ARE FORECASTED
- ADVERTISING BOARDS? LIVE TV?



The following Local Rules and Terms of Competition have been formulated after consultation with the Rules of Golf Committee of R&A Rules Limited.

In the event of a dispute arising as to the meaning of any Rule of Golf, Malaysian Golf Association (MGA) Local Rule or Terms of Competition, the Rule will be interpreted according to the English Edition of the Rules of Golf or MGA Local Rules and Terms of Competition card.

The following listed Local Rules and Terms of Competition apply to all MGA events. For a full text of the Local Rules and Terms of Competition, please refer to the Official Guide 2019 of the Rules of Golf published by R&A Rules Limited on the pages indicated.

## **SECTION A – LOCAL RULES**

### **1) Out of Bounds (Rule 18.2)**

- (a) A ball is out of bounds when it is beyond any wall/fence/white lines/white stakes defining a boundary.
- (b) A ball that is played from one side of a road which is defined as out of bounds and comes to rest on the other side of that road is out of bounds. This is true even if the ball comes to rest on another part of the course that is in bounds for other holes.

### **2) Penalty Areas (Rule 17)**

- (a) When a penalty area adjoins a boundary, the penalty area edge extends to and coincides with the boundary.
- (b) When a player's ball is found in or it is known or virtually certain to have come to rest in any penalty area where the ball last crossed the edge of the penalty area at a point that coincides with the boundary of the course, opposite relief is available under Model Local Rule B-2.1.
- (c) Dropping Zones for Penalty Areas.  
Where a dropping zone is marked for a penalty area, it is an additional option for relief under penalty of one stroke. The dropping zone is a relief area. A ball must be dropped in and come to rest in the relief area.

### **3) Abnormal Course Conditions (including Immovable Obstructions) (Rule 16)**

#### **(a) Ground Under Repair**

- (1) Any area bounded by a white line, including spectator crossing points where marked.
- (2) Any area of damaged ground (eg. caused by crowd or vehicle movement) that is considered by a referee to be abnormal.
- (3) Grass covered cable trenches.
- (4) French drains (stone-filled drainage ditches).
- (5) Seams of cut turf: Model Local Rule F-7 is in effect.
- (6) Yardage painted lines or dots on the putting green or in a part of the general area cut to fairway height or less are to be treated as ground under repair from which relief is available under Rule 16.1. Interference does not exist if yardage painted line or dots only interfere with the player's stance.

#### **(b) Immovable Obstructions**

- (1) White lined areas and the immovable obstruction they tie into are treated as a single abnormal course condition.
- (2) Landscaped garden areas and everything growing in them that are surrounded by an immovable obstruction are treated as a single abnormal course condition.
- (3) Mats that are secured and all ramps covering cables.
- (4) Roads or paths surfaced with woodchip or mulch. Individual pieces of woodchip are loose impediments.

#### 4) Immovable Obstructions Close to Putting Greens

Model Local Rule F-5 is in effect. This Local Rule only applies when the ball and immovable obstruction lie in part of the general area cut to fairway height or less. In addition to Rule 16.1a, interference also exists if any immovable obstruction is on the player's line of play is within two club-lengths of the putting green and is within two club-lengths of the ball. Exception: there is no relief under this Local Rule if the player chooses a line of play that is clearly unreasonable.

#### 5) Integral Objects

The following are integral objects from which free relief is not allowed:

- (a) Bunker liners in their intended position.
- (b) Wires, cables, wrappings or other objects where they are closely attached to trees or other permanent objects.
- (c) Artificial retaining walls and piling when located in penalty areas.

#### 6) Temporary Power Lines or Cables

Model Local Rule F-22 is in effect.

#### 7) Temporary Immovable Obstructions

Model Local Rule F-23, with any additions or amendments in the additional Local Rules published by MGA is in effect.

### **SECTION B – TERMS OF COMPETITION**

#### 1) Clubs and Balls

- (a) List of Conforming Driver Heads: Model Local Rule G-1 is in effect.  
Penalty for making a stroke with a club in breach of Local Rule: Disqualification.
- (b) Groove and Punch Marks Specifications: Model Local Rule G-2 is in effect.  
Penalty for making a stroke with a club in breach of Local Rule: Disqualification.
- (c) List of Conforming Golf Balls: Model Local Rule G-3 is in effect.  
Penalty for breach of the Local Rule: Disqualification.

#### 2) Pace of Play (Rule 5.6)

Each hole has been given a maximum time based upon the length and difficulty of the hole. The maximum time allotted for the completion of 18 holes will be available prior to play from the Championship/Tournament Office. Please ensure you obtain a copy of the Pace of Play Policy and read it carefully before playing. The Pace of Play Policy will be strictly enforced.

#### **PENALTY FOR BREACH OF POLICY**

1 Bad Time	Verbal warning from referee and told that if he/she has a further bad time, he/she will be penalized.	
	<u>Stroke Play</u>	<u>Match Play</u>
2 Bad Times	One Stroke Penalty	One Stroke Penalty
3 Bad Times	Additional Two Penalty Strokes	Loss of Hole
4 Bad Times	Disqualifications	Disqualification

#### 3) Suspension of Play (Rule 5.7)

The following signals will be used to suspend and resume play.

Immediate Stop : One prolonged note of the siren

Normal Stop : Three consecutive notes of the siren

Resume play : Two consecutive notes of the siren

**Note:** When play is stopped for imminent danger (ie. immediate stop), all practice areas will be immediately closed.

#### 4) Practice (Rule 5.2)

- (a) In stroke play, Rule 5.2b is modified in this way: A player must not practice on the competition course before or between rounds.

(b) In match play, Rule 5/2a is modified in this way: A player must not practice on the competition course before or between rounds.

**Exception:** All recognized practice areas within the bounds of the course may be used by players for practice on any day of the competition.

## **5) Transportation**

During a round, a player or caddie must not ride on any form of motorized transportation except as authorized or later approved by the Committee. A player who will play or has played under penalty of stroke and distance is always authorized to ride on motorized transportation. The player gets the general penalty for each hole during which there is a breach. A breach between two holes applies to the next hole.

## **6) Advice in Team Competitions (Rule 24)**

Each team may name one advice giver whom players in the team may ask for advice and receive advice from during the round. The team must identify each advice giver to the Committee before any player on the team begins his or her round.

## **7) Eligibility**

Player must meet the eligibility provisions established in the relevant Terms of Competitions for the specific Championship/Tournament or Match.

## **8) Anti-Doping**

Players are required to comply with and be bound by any Anti-Doping Policy that is established for the Championship/Tournament or Match in which they are competing, as detailed in the relevant Terms of Competition, as advised by prior notice or at the golf course.

## **9) Returning of Score Card**

A player's score card is officially returned to the Committee when the player has left the recording office/area with both feet.

## **10) Deciding Ties**

The method for deciding ties is provided on the relevant entry form or is published at the golf course by MGA.

## **11) Results of Match or Championship/Tournament – Competition Closed.**

### **(a) Match Play**

The results of a match is officially announced when it has been recorded in the Championship/Tournament Office.

### **(b) Stroke Play**

When the Championship trophy is presented to the winner, the results of the competition are officially announced, and the competition is closed.

## **11 Local Rules and Terms of Competition**

R&A Committee Toolkit is designed to help in the committee procedures and is contained in the official guide to the Rules of Golf.

Kindly use the Local Rules creator for the purpose of each Model Local rules, detailed in section 5 & 8 of committee procedures.

Terms of Competitions is also available at the section 5 of committee procedures.

Kindly browse [www.randa.org](http://www.randa.org) for further details.

### **NOTE ON PREFERRED LIES:**

The RSC do not encourage implementation of the Preferred Lies local rules for Amateur events especially for the junior events, unless the following conditions are met:

- (a) Fairways could be easily distinguish from the rough;
- (b) Have sufficient Referees in the field to assist in providing assistance to players;
- (c) The Referees team has done/carried out a complete check on the golf course before implementation ;
- (d) The level play of the field;

Note:- A throw ball/s to establish if mud is adhering to the ball should be carried out before establishing this local rule.

## 12 Fees and Allowances

12.1 The following shall be the minimum Fees and Allowances for Referees

12.1.1	Course Marking	RM250.00 (TD) / RM230.00 (CR) per course (18 holes) per event day per person
12.1.2	Tournament Director	RM250.00 per event day per person
12.1.3	Chief Referee	RM230.00 per event day per person
12.1.4	Referee	RM200.00 per 18 holes event per person
12.1.5	Pre Tournament Briefing	RM50.00 applicable for two or more day's event (or subject for any prior request and approved by RSC). Note: RM50.00 is inclusive of item no. 12.1.6 & 12.1.7. Attendance is compulsory.
12.1.6	Travel Allowance [in addition to above fees]	RM30.00 per day if within 50km, or, 60 cent per kilometre, whichever is higher.
12.1.7	Toll and parking	As per receipts or 'Touch N Go' card
12.1.8	Accommodation (If required) Single Room Occupancy Only	If accommodation is required, the Host Club, the Organizer or MGA will arrange. If accommodation is provided and the Referee does not wish to be accommodated, subject to agreement of the Host Club or Organizer, an allowance of RM100.00 per night shall be paid but no additional mileage claims will be entertained. <b>Note:</b> Long distance means 50KM or more in one-way of travelling that entitles for accommodation even if in the same State;
12.1.9	Food & Beverages	Host Club or Organizers will provide all required meals and refreshments to Referee from start of assignment, which may include the day before the event or when the Referee becomes available at the event venue. If the Host Club or Organizers provide meals, there shall be no claim by the Referee for such meals provided. If meals are not provided by the Host Club, the following rates shall be paid: a. Breakfast RM 20.00 b. Lunch RM 20.00 c. Dinner RM 30.00 Note: No dinner shall be provided or claimed for one-day tournaments or on last day of event.

- 12.2 If the Host Club agrees to bear all Referee expenses, the Invoice to the Host Club, will be based on Referee Claims, which should be submitted not later than two weeks after the event.
- 12.3 If only a single Referee is appointed, the Referee Fee is RM250.00 per day.
- 12.4 For Professional Competition except Malaysian Open, the Referee Fee is a flat rate of RM250.00 per Referee per day
- 12.5 A one-day competition does not require course marking unless specifically requested by the organizers or Host Club; hence Item 12.1.1 above shall apply.
- 12.6 If you are invited personally to officiate in any tournaments, please make sure either you or the organizer inform MGA in writing regarding the appointment. This is to ensure proper record of Referee assignment and coverage of Personal Accident insurance.

- 12.7 For event with more than 60 participants, two Referees shall be required.
- 12.8 For double session event and additional RM 100.00 will be applicable except for 12.4.

Competition : \_\_\_\_\_

Date : \_\_\_\_\_

R&A Recognition : \_\_\_\_\_

Main Sponsor : \_\_\_\_\_

Tournament Director : \_\_\_\_\_

Chief Referee : \_\_\_\_\_

Referee : [1] \_\_\_\_\_ [2] \_\_\_\_\_

[3] \_\_\_\_\_ [4] \_\_\_\_\_

Other Relevant Information: \_\_\_\_\_

**1. Course Evaluation**

Rating [1-10] : Report and Comments

1.1 Course Marking : \_\_\_\_\_ pts : \_\_\_\_\_

1.2 Course Set-Up : \_\_\_\_\_ pts : \_\_\_\_\_

1.3 Course Condition : \_\_\_\_\_ pts : \_\_\_\_\_

**R1** Average Rating [Total/'n'] : \_\_\_\_\_ pts : \_\_\_\_\_

**2. Club Facilities**

Rating [1-10]

2.1 Club House : \_\_\_\_\_ pts : \_\_\_\_\_

2.2 Car Park Space : \_\_\_\_\_ pts : \_\_\_\_\_

2.3 Changing Rooms, Lockers : \_\_\_\_\_ pts : \_\_\_\_\_

2.4 F&B Outlets : \_\_\_\_\_ pts : \_\_\_\_\_

2.5 Pro Shop & Stocks : \_\_\_\_\_ pts : \_\_\_\_\_

2.6 Driving Range : \_\_\_\_\_ pts : \_\_\_\_\_

2.7 Practice Green/s : \_\_\_\_\_ pts : \_\_\_\_\_

2.8 Registration Counter : \_\_\_\_\_ pts : \_\_\_\_\_

2.9 Scoring Area : \_\_\_\_\_ pts : \_\_\_\_\_

2.10 Main Score Board : \_\_\_\_\_ pts : \_\_\_\_\_

2.11 Tournament Room : \_\_\_\_\_ pts : \_\_\_\_\_

2.12 Referees' Room : \_\_\_\_\_ pts : \_\_\_\_\_

2.13 Tournament & Media Room : \_\_\_\_\_ pts : \_\_\_\_\_

2.14 Lightning Monitoring Device : \_\_\_\_\_ pts : \_\_\_\_\_

2.15 Other Facilities : \_\_\_\_\_ pts : \_\_\_\_\_

**R2** Average Rating [Total/'n'] : \_\_\_\_\_ pts : \_\_\_\_\_

**3. Club Services Provided**

Rating [1-10] : Report and Comments

- 3.1 Buggies or Turf Mates : \_\_\_\_\_ pts : \_\_\_\_\_
- 3.2 Walkie Talkie : \_\_\_\_\_ pts : \_\_\_\_\_
- 3.3 Marshalls : \_\_\_\_\_ pts : \_\_\_\_\_
- 3.4 Starters : \_\_\_\_\_ pts : \_\_\_\_\_
- 3.5 Fore Caddies : \_\_\_\_\_ pts : \_\_\_\_\_
- 3.6 Leader Boards : \_\_\_\_\_ pts : \_\_\_\_\_
- 3.7 Standby Logistics, Manpower : \_\_\_\_\_ pts : \_\_\_\_\_
- 3.8 Administration Back-Up : \_\_\_\_\_ pts : \_\_\_\_\_
- R3** Average Rating [Total/'n'] : \_\_\_\_\_ pts : \_\_\_\_\_

#### 4. Tournament Organization

Rating [1-10]

- 4.1 General Set-Up : \_\_\_\_\_ pts : \_\_\_\_\_
- 4.2 Opening, Closing Ceremony : \_\_\_\_\_ pts : \_\_\_\_\_
- 4.3 Breakfast, Lunch for Players : \_\_\_\_\_ pts : \_\_\_\_\_
- 4.4 Goodies & Prizes : \_\_\_\_\_ pts : \_\_\_\_\_
- 4.5 Transportation Logistics : \_\_\_\_\_ pts : \_\_\_\_\_
- 4.6 Standby Medical, First Aids : \_\_\_\_\_ pts : \_\_\_\_\_
- 4.7 Evacuation Plan & Vehicles : \_\_\_\_\_ pts : \_\_\_\_\_
- 4.8 Referees' Accommodation : \_\_\_\_\_ pts : \_\_\_\_\_
- R4** Average Rating [Total/'n'] : \_\_\_\_\_ pts : \_\_\_\_\_

#### 5. Tournament Results

: Report

- 5.1 Total Participants : \_\_\_\_\_
- 5.2 Format of Play : \_\_\_\_\_
- 5.3 Round 1,2,3,4 Durations : \_\_\_\_\_
- 5.4 Overall Champion : \_\_\_\_\_
- 5.5 Winner for Categories : \_\_\_\_\_
- R5** Goodies & Prizes Rating : \_\_\_\_\_ pts

#### 6. Performance of Referee

Appraisal (1-10)

CR Ref 1 Ref 2 Ref 3 : Report

- 6.1 Punctuality : \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts : \_\_\_\_\_
- 6.2 Availability for Ruling : \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts : \_\_\_\_\_



6.3 Rulings Made : \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts : \_\_\_\_\_

6.4 Teamwork : \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts : \_\_\_\_\_

6.5 Reports : \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts : \_\_\_\_\_

6.6 Individual Appraisal [Total/'n'] : \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts \_\_\_\_\_ pts : \_\_\_\_\_

R6 Avg Appraisal [Total/1,2,3 or 4] : \_\_\_\_\_ pts : \_\_\_\_\_

## 7. Rulings of Interest

7.1 Case 1 : \_\_\_\_\_  
 \_\_\_\_\_

7.2 Case 2 : \_\_\_\_\_  
 \_\_\_\_\_

## 8. Comments, Proposal, Recommendation

\_\_\_\_\_  
 \_\_\_\_\_

## 9. Conclusion

Tournament Prestige =  $[5 \times R1 + R2 + R3 + R4 + R5 + R6] / 10 =$  \_\_\_\_\_ points.

*5xR1 means the Course Set-Up, Marking & Condition [R1] carry 50% weight.*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sign :

Name :

Date :

Note: It will not be easy to achieve a mutually equal standard of gauging and evaluation by each Tournament Director. In an endeavour to do achieve consistency, the following could be used as a guide for Rating of Scale 1-10.

- a. Facilities and Services: In reference to 1\*-5\* Star Hotel Standard Ratings, i.e., 1-2, 3-4, 5-6, 7-8, 9-10,
- b. No point to be given for respective naught service or facility.
- c. Other Rating and Appraisal Evaluation: In relativity to 8-9-10 points for world class organization.

0 = Non Performance	5-6 = Satisfactory Pass
0-2 = Very Poor	6-7 = Good
2-4 = Poor	7-8 = Very Good
4-5 = Average	9-10 = Excellent

Competition : \_\_\_\_\_

Venue : \_\_\_\_\_

Date : \_\_\_\_\_

Tournament Director: \_\_\_\_\_

Referee : \_\_\_\_\_

Other Relevant Information : \_\_\_\_\_

1. Organization & Administration

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2. Course Marking

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3. Course Set-Up

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4. Local Rules

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5. Rulings Made

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6. Other Comments

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Sign :

Name :

Date :

To: **The Chief Referee**

TOURNAMENT: ..... DATE: .....

REFEREE: .....

ENCLOSED PLEASE FIND THE RULINGS AND DECISIONS I HAVE MADE HEREUNDER FOR YOUR FURTHER ACTION.

ROUND: ..... HOLE: ..... TIME: ..... PLAYER (S): .....

RULE/INTERPRETATION: .....

INCIDENT: .....

.....  
.....  
.....

ROUND: ..... HOLE: ..... TIME: ..... PLAYER (S): .....

RULE/INTERPRETATION: .....

INCIDENT: .....

.....  
.....  
.....

ROUND: ..... HOLE: ..... TIME: ..... PLAYER (S): .....

RULE/INTERPRETATION: .....

INCIDENT: .....

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ROUND: ..... HOLE: ..... TIME: ..... PLAYER (S): .....

RULE/INTERPRETATION: .....

INCIDENT: .....

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.....

ROUND: ..... HOLE: ..... TIME: ..... PLAYER (S): .....

RULE/INTERPRETATION: .....

INCIDENT: .....

.....  
.....  
.....

To:

**The Chairman  
Rules Sub-Committee**

My Report and Appraisal of the Apprentice assigned to me is as follows:

Apprentice : \_\_\_\_\_ State: \_\_\_\_\_

Competition : \_\_\_\_\_

Venue : \_\_\_\_\_ Date: \_\_\_\_\_

Preamble : \_\_\_\_\_

Ruling made by Apprentice (under close supervision of Chief Referee):

R.1. Ruling on : \_\_\_\_\_ Rule/Int: \_\_\_\_\_ Player: \_\_\_\_\_ Hole no.: \_\_\_\_\_

R.2. Ruling on : \_\_\_\_\_ Rule/Int: \_\_\_\_\_ Player: \_\_\_\_\_ Hole no.: \_\_\_\_\_

R.3. Ruling on : \_\_\_\_\_ Rule/Int: \_\_\_\_\_ Player: \_\_\_\_\_ Hole no.: \_\_\_\_\_

**My Appraisal**

Rating [1-10] : Report

1. Personality : \_\_\_\_\_ pts : \_\_\_\_\_

2. Attendance : \_\_\_\_\_ pts : \_\_\_\_\_

3. Punctuality : \_\_\_\_\_ pts : \_\_\_\_\_

4. Assignment : \_\_\_\_\_ pts : \_\_\_\_\_

*(ie. Performing duty as a Starter and Scorer/Recorder including Timing & etc)*

5. Initiative : \_\_\_\_\_ pts : \_\_\_\_\_

6. Attribute : \_\_\_\_\_ pts : \_\_\_\_\_

7. Rules Knowledge : \_\_\_\_\_ pts : \_\_\_\_\_

8. Rulings : \_\_\_\_\_ pts : \_\_\_\_\_

9. Confidence : \_\_\_\_\_ pts : \_\_\_\_\_

10. Passion : \_\_\_\_\_ pts : \_\_\_\_\_

My Appraisal [T/10] : \_\_\_\_\_ pts : \_\_\_\_\_

*Note: Your Appraisal will be used in a compilation to derive an average Appraisal of the Apprentice.*

My Final Comment:

\_\_\_\_\_  
\_\_\_\_\_

Sign :

Name :

Date :

To:

**The Chairman  
Rules Sub-Committee**

Apprentice : \_\_\_\_\_ State : \_\_\_\_\_

Event    : \_\_\_\_\_

Venue : \_\_\_\_\_ Date : \_\_\_\_\_

Chief Referee : \_\_\_\_\_

Other Referee : \_\_\_\_\_

I report on the experience and knowledge I have acquired as a MGA Apprentice Referee during the above event as follows:

## 1. Organization &amp; Administration:

\_\_\_\_\_

## 2. Course Marking &amp; Set-Up:

\_\_\_\_\_

\_\_\_\_\_

## 3. Pre-Competition:

\_\_\_\_\_

## 4. During Competition:

\_\_\_\_\_

## 5. Experience performing duty as a Starter and Scorer/Recorder including Timing:

\_\_\_\_\_

\_\_\_\_\_

## 6. Referee's Briefings (before and during days of Competitions):

\_\_\_\_\_

## 7. Local Rules:

\_\_\_\_\_

## 8. Rulings made (under close supervision of Chief Referee):

8.1. Ruling on : \_\_\_\_\_ Rule/Interp: \_\_\_\_\_ Player: \_\_\_\_\_ Hole no.: \_\_\_\_\_

8.2. Ruling on : \_\_\_\_\_ Rule/Interp: \_\_\_\_\_ Player: \_\_\_\_\_ Hole no.: \_\_\_\_\_

8.3. Ruling on : \_\_\_\_\_ Rule/Interp: \_\_\_\_\_ Player: \_\_\_\_\_ Hole no.: \_\_\_\_\_

## 9. Concerns and Comments:

\_\_\_\_\_

\_\_\_\_\_

Sign :

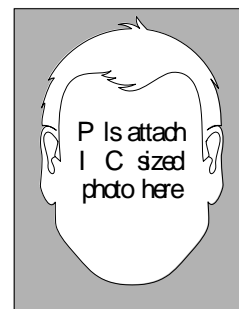
Name :

Date :

**A6****APPRENTICE'S APPLICATION FOR REGISTRATION**

To:

**Secretariat**  
**Rules Sub-Committee**  
**The Malaysian Golf Association**  
 No: 14 Jalan 4/76C Desa Pandan  
 55100 Kuala Lumpur



Name : \_\_\_\_\_ State: \_\_\_\_\_

NRIC/Passport : \_\_\_\_\_ Gender : \_\_\_\_\_

Birth Date : \_\_\_\_\_ Place : \_\_\_\_\_

Postal Address : \_\_\_\_\_  
 \_\_\_\_\_

E-Mail : \_\_\_\_\_ HP No. : \_\_\_\_\_

Office Phone : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Bank & Branch : \_\_\_\_\_ AC No. : \_\_\_\_\_

Apprentice : \_\_\_\_\_ Date. : \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Approval by Rules Sub-Committee***Apprentice Referee to fill:*

Name : \_\_\_\_\_

Reg. FT/ State : \_\_\_\_\_ Age : \_\_\_\_\_ Nos of Events: \_\_\_\_\_

R&A or MGA : \_\_\_\_\_ Exam Yr : \_\_\_\_\_

*For Secretariat's Use:*

Chief Referee 1 : _____	Appraisal : _____ pts : _____
Chief Referee 2 : _____	Appraisal : _____ pts : _____
Chief Referee 3 : _____	Appraisal : _____ pts : _____
Sec's Remarks : _____	Avg App : _____ pts : _____
RSC Meeting on : _____	Approval
Registration No. : _____	Effective
Secretariat : _____	Signature
RSC Chairman : _____	Date: _____
Signature: _____	

**A7****REFEREE'S APPLICATION FOR RENEWAL**

To:

**Secretariat****Rules Sub-Committee****The Malaysian Golf Association**

No: 14 Jalan 4/76C Desa Pandan

55100 Kuala Lumpur

**APPLICATION FOR RENEWAL FOR YEAR \_\_\_\_\_**

Refer to Chapter 2.1 for pre-requisites for renewal.

**Verified**

Attended Referee/Rules School/Seminar/Course by R&amp;A, MGA or any Golf Association in or outside Malaysia:

Organizer : \_\_\_\_\_ Venue: \_\_\_\_\_ Date: \_\_\_\_\_ [ ]

Conducted Rules School/ Seminar/ Briefing organized by MGA or State Associations:

Title : \_\_\_\_\_ Venue: \_\_\_\_\_ Date: \_\_\_\_\_ [ ]

Officiated or Refereed in Major/ MGA/ MGA or State Golf Association Sanctioned Competition:

Event 1 : \_\_\_\_\_ Venue: \_\_\_\_\_ Dates: \_\_\_\_\_ [ ]

Event 2 : \_\_\_\_\_ Venue: \_\_\_\_\_ Dates: \_\_\_\_\_ [ ]

Event 3 : \_\_\_\_\_ Venue: \_\_\_\_\_ Dates: \_\_\_\_\_ [ ]

Event 4 : \_\_\_\_\_ Venue: \_\_\_\_\_ Dates: \_\_\_\_\_ [ ]

Event 5 : \_\_\_\_\_ Venue: \_\_\_\_\_ Dates: \_\_\_\_\_ [ ]

Event 6 : \_\_\_\_\_ Venue: \_\_\_\_\_ Dates: \_\_\_\_\_ [ ]

Referee : \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_*Referee to fill:*

Name : \_\_\_\_\_

Ref Reg No: \_\_\_\_\_

Reg. FT/ State : \_\_\_\_\_

Age: \_\_\_\_\_ H/P: \_\_\_\_\_

*For Secretariat's Use:*

Verification by : \_\_\_\_\_ Signature : \_\_\_\_\_

Approved by

RSC Chairman : \_\_\_\_\_ Date : \_\_\_\_\_

Signature: \_\_\_\_\_

To:

**The Finance Department  
The Malaysian Golf Association**No: 14 Jalan 4/76C Desa Pandan  
55100 Kuala Lumpur

Dear Sir,

**REFEREE'S CLAIM**

Thank you for inviting me to officiate as a "Referee" in the mentioned championship. I submit herewith my claims for the services rendered:-

Name: \_\_\_\_\_

Event: \_\_\_\_\_

Date &amp; Venue: \_\_\_\_\_

**A. REFEREE ALLOWANCE**

	<b>AMOUNT (RM)</b>	<b>CLAIM (RM)</b>
DATE _____	RM _____ x 1 day	_____
		<b>TOTAL:</b> _____

**B. MILEAGE CLAIM**

	<b>AMOUNT (RM)</b>	<b>CLAIM</b>
DATE _____	_____ km x RM)0.60	_____
		<b>TOTAL:</b> _____

**C. TOLL**

	<b>AMOUNT (RM)</b>	<b>CLAIM</b>
DATE _____	_____	_____
		<b>TOTAL:</b> _____

F&amp;B requirements will be provided.

**GRAND TOTAL (A + B + C)****TOTAL:**

=====

Thank you

Your sincerely,

Checked by:

Approved by:

\_\_\_\_\_  
Name:\_\_\_\_\_  
Name:\_\_\_\_\_  
Name:

Date:

Bank Acct No.:



# A9 TIMING RECORD/PACE OF PLAY TIME SHEET

COMPETITION: ..... START TIME: ..... TEE: ..... GROUP NO: ..... ROUND: ..... REFEREE : .....

HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
TEE SHOT																		
SECOND SHOT																		
THIRD SHOT																		
FOURTH SHOT																		
FIRST PUTT																		
SECOND PUTT																		
SCHEDULE																		

HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
TEE SHOT																		
SECOND SHOT																		
THIRD SHOT																		
FOURTH SHOT																		
FIRST PUTT																		
SECOND PUTT																		
'+/-																		

HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
TEE SHOT																		
SECOND SHOT																		
THIRD SHOT																		
FOURTH SHOT																		
FIRST PUTT																		
SECOND PUTT																		

START TIME: ..... TEE: ..... GROUP NO: ..... ROUND: .....

HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
TEE SHOT																		
SECOND SHOT																		
THIRD SHOT																		
FOURTH SHOT																		
FIRST PUTT																		
SECOND PUTT																		
SCHEDULE																		

HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
TEE SHOT																		
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FOURTH SHOT																		
FIRST PUTT																		
SECOND PUTT																		
'+/-																		

HOLE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
TEE SHOT																		
SECOND SHOT																		
THIRD SHOT																		
FOURTH SHOT																		
FIRST PUTT																		
SECOND PUTT																		

## 1. The Equipment

- a) Rules of Golf Booklet.
- b) Official Guide of Rules of Golf.
- c) Terms of Competition, Local Rules & Score Card.
- d) Stop Watch.
- e) Binocular (Essential).
- f) Pencil/Multi color Pen.
- g) Measuring Tape and/or string.
- h) Towel, Raincoat and Umbrella (when necessary).

### 1.1 During The Tournament Play

- a) Tournament hard card ( if provided)
- b) Updated Local Rules/Preferred Lies Rules (if any) /Evacuation Plan/Referees' Rota (Identify the Rover/s in your area).
- c) Pace of Play Time Sheet and the Draws.
- d) Referee's Ruling report blank form (Mandatory).
- e) Air-horn (if provided)
- f) Radio.
- g) Buggy (ensure key is kept with you whenever you needed to leave the buggy and ensure that you use the buggy with the same numbering daily).

## 2. Reporting For Duty

- a) To be at Tournament Office at least 45 minutes before the scheduled tee-time or at such time as per set-forth by The TD/CR.
- b) Ensure all items listed at item 1 above are in place.
- c) Radio and Time checks.
- d) Ensure your mobile phone is in silence mode and it will be necessary for you to carry one in the case of poor radio coverage in some lower ground areas.
- e) Get down early to your assigned holes to familiarize yourself with the surrounding; to identify the shortest routes between holes; to identify and avoid short routes which are wet and soggy; to identify the most suitable location where it will be possible to cover all of your areas that are easily accessible when attending rulings and/or recording of flag in time of each group within your vicinity and areas where possible rulings shall often arise.

## 3. During The Tournament

- a) Limit the radio use (Walkie talkie) at all times unless reporting Pace of Play timing and/or seeking ruling opinion from Rover/Chief Referee. If you are seriously needed to contact your fellow Referees on non-ruling matter, please use your mobile and be very brief.
- b) When you are uncertain on giving a correct ruling, you **MUST** not guess, call for a Rover/Chief Referee for assistance. It is not a sign of weakness to call for a second opinion.
- c) Be ready to assist and to attend ruling/s on any other holes not assigned to you should you happen to be around the vicinity.
- d) Remain on high alert during your time on duties and you must avoid becoming a spectator. Dozing off during duty is prohibited.
- e) Be polite at all times to players and spectators. Players playing at high level tournament are under considerable pressure, so it is very important to sense when to talk to a player and when to be silent.
- f) Should always advise player not to touch/lift his ball in play when helping him to determine the relief options and/or nearest point of relief. Stay with the player until the

correct procedure has been achieved. Please refer to R 14 . Do NOT hover or crowd around the player!

- g) Pay full attention to the flag-in time over the radio reported by other Referees for groups coming into your location. Take note/s of Starter's report of any delayed tee-off time of any groups.
- h) Lunch break or using the rest room should be quick and brief.

#### **4. Suspension of Play and Evacuation Procedure Due To Immediate suspension/Dangerous Situation.**

- a) Recognize the sound of signal/siren/horn for play to be suspended and advise players of an "immediate suspension of play" as written in the TOC.
- b) Help to transport players/caddies to the nearest shelter (If it is a walking tournament)
- c) Do not leave your areas until all players/caddies have been evacuated. Advise spectators to seek shelter immediately.
- d) Do NOT use your radio unnecessarily during the evacuation process.

#### **5. Resumption of Play**

- a) Take full notice of instructions over the radio from the Rover/Chief Referee/TD.
- b) Conduct roll call to CR/TD ( if necessary) to ensure that all groups have reached their locations (area/holes you are covering) respectively;
- c) Confirming the players' group number back to the TD/CR (if necessary) whether they are all in position and ready to play.
- d) It is important to keep the "radio traffic" to a minimum and limit the radio use to essential communications at such time.
- e) Radio MUST be returned to the Tournament Office immediately after finishing your duty.

#### **OTHER MATTERS:**

- i. **DO NOT GUESS** when you have the slightest doubt regarding a ruling.
- ii. 80 % of the time your guess may be WRONG!
- iii. If you have the slightest doubt regarding a ruling, don't hesitate to call for a Rover/Chief Referee. It is not a sign of weakness to call for a second opinion. The Rover/Chief Referee must be given precise instructions as to the location of the ruling. A very brief description of the incident would be helpful (e.g. after giving your name, continue with "please come to the back of 15<sup>th</sup> green, player's ball is close to TV tower").
- iv. The consumption of alcohol on the course / in the clubhouse area is strictly not permitted while on duty. Referee who disregard such regulation shall be subject to disciplinary action.

#### **6. On Course Etiquette**

- Referee should not converse with players, caddies and players' parent unless it is Rules related or the player/caddie addresses you. Conversations of this type must be professional in nature.
- Referees must be mindful of their demeanor and should approach every encounter with a player in a polite, confident manner.
- Referees must fully support all MGA policies, positions and decisions even though they may not agree with them, especially when rulings are not well received by a player.

#### **7. Additional Guidelines When Officiating Single Day's Corporate Events**

- a) Ensure that the Drop Zone/s are free of divots hole and if necessary, to create new drop zone at the new location before commencing the round.
- b) In most cases, monitoring the pace of play is the most commonly encountered event. It would be a good idea to drive your buggy in the opposite direction from putting green to tee box to identify the slow play group.
- c) “Call on Hole” Policy: When there is a “queue” on the teeing area of a Par 3, a Referee may wish to institute a “call on hole” to help alleviate an impending pace-of play situation. However, before implementing Call on Hole, please ensure the next hole is not congested.
- d) Referee/s are required to attend the prize presentation function and to assist the organizer to resolve any rules matter if required.

## **8. Five Signs of a Good Ruling**

- a. You are clear and concise. Be calm, and talk softly and slowly.
- b. You take your time to get it right, and you’re sure you have all the facts.
- c. If you aren’t sure of the ruling, you use your radio to get help.
- d. If it’s a lengthy ruling, you MUST first seek approval from Rover or CR on whether you could let the following groups play through.
- e. You do not touch the player’s clubs, ball, or equipment.

### **ANY OTHER MATTER:**

**DO NOT MAKE A GUESS WHEN HANDLING ANY RULING. IT IS NOT A SIGN OF WEAKNESS TO CALL FOR A SECOND OPINION!**

**Summary prepared by CC BOO May 2019**