



MALAYSIAN GOLF ASSOCIATION

STANDARD OPERATING PROCEDURES

FOR

MGA REFEREES

2024/2025

Prepared and issued by
The Rules and Amateur Status Sub-Committee
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1 Foreword by MGA President



To the esteemed Referees of the Malaysian Golf Association, and all who are part of the magnificent tapestry of golf in our great nation, it is with profound pride and gratitude that I pen this foreword for the 2024 Revised Standard Operating Procedures Handbook (SOP) for MGA Referees, an endeavour that epitomizes the commitment and dedication of the Rules & Amateur Status Subcommittee.

Our vision has always been to elevate the standards of golf in Malaysia, and this revised comprehensive SOP serves as a testimony to our relentless pursuit of that vision.

The journey of creating the SOP began with a shared belief that our referees needed a set of guidelines, capable of addressing the myriad situations that might arise during a game. This belief became the driving force behind our team led by the Chairman, Ms. Deborah Wong. Under her leadership, and with the collaborative spirit of every Subcommittee member, this SOP originally conceptualized in 2010, was deliberated upon, and finally updated to match current times and the revised Rules of Golf.

The SOP is not just a set of rules, but a testament to our dedication to uphold the traditions of golf, while navigating its modern challenges. Referees are entrusted with the responsibility of making pivotal decisions, often under pressure. This SOP serves to equip them with the knowledge and tools needed to execute their duties with fairness, accuracy, and above all, decorum.

As President of the Malaysian Golf Association, I am continually humbled and inspired by the passion, commitment, and excellence of those who work tirelessly to raise the standard of golf in our nation. This SOP is a beacon of that dedication.

To Ms Deborah Wong, the Chairman of Rules & Amateur Status Subcommittee, and to all who contributed to this magnum opus, my heartfelt appreciation.

To our Referees, I trust that this SOP will be an invaluable guide in your journey.

Here's to the next chapter in the illustrious journey of Malaysian golf.

ADMIRAL TAN SRI DATO' SETIA MOHD ANWAR MOHD NOR (RETIRED)

President

2 Preface by Chairman of the Rules & Amateur Status Subcommittee



In the world of golf, where tradition intertwines with modernity, our Referees stand as the gatekeepers of fairness and justice during a golf tournament. Recognizing their crucial role, the journey to revise the Standard Operating Procedure (SOP) commenced with a common understanding that our Referees deserve a handbook that is clear, concise, and up-to-date, capable of addressing the countless situations they may encounter when officiating on the course, assisting to achieve fairness, uniformity in execution, enhanced communication, and adherence to Rules of Golf, policies, and regulatory standards.

I would like to extend my heartfelt gratitude to the working committee members, whose unparalleled commitment and expertise have been instrumental in the endeavour to update this SOP. It is a journey that has fused the wisdom of the past with the relevance of the present, culminating in a SOP that stands as a beacon of our dedication.

In the hands of our referees, this SOP is more than just a guide; it is a tool that assist in the management of competitions ensuring they perform their duties complying with Rules, Policy, and Procedures, Code of Conduct, Understanding and Dedication, ultimately, deliver a successful tournament.

As we present this updated 2024 SOP, we do so with a sense of pride and accomplishment, knowing that it embodies the spirit of our sport and the values we cherish. As we move forward, let us continue to work together with all stakeholders to promote the spirit of sportsmanship and excellence in our beloved sport.

Once again, thank you to both past and present members of the Rules Subcommittee involved in this endeavour for your invaluable contributions to this vital undertaking.

To the President of MGA, all EXCO/Committee Members, and management team, thank you for all your unwavering support and encouragement in this journey.

To all esteemed Referees, together, let us soar to greater heights in Malaysian Golf.

DEBORAH WONG (Ms.)

Chairman, Rules & Amateur Status Subcommittee

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4 Introduction

Malaysian Golf Association (hereinafter referred to as “MGA”) has produced the 1st edition of its own Standard Operating Procedures (SOP) for its Referees in 2010, and it has since been enhanced, improved, and updated following changes in the Rules, MGA’s procedures, and policies.

This 2024/2025 edition is the culmination of all the updated and enhanced version and serves as a standard guide for consistent practice and implementation of the Rules. It contains the Code of Conduct, the roles and expectation of Tournament Director (TD), Chief Referee (CR), Referees and apprentice, course marking, the Local Rules, and Terms of Competition, including various reports and forms. All of these are to assist Referees when officiating their duties, so that competitions can proceed efficiently and successfully.

If, in rare situations, any Referee who breaches the Code of Conduct, the SOP outlines the appropriate measures and procedures in managing such cases.

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

MGA and RASC reserve the right to amend and/or add any clause/s to this SOP from time to time.

5 Definitions

5.1. Apprentice Referee (AR)

- 5.1.1 An Apprentice Referee is a person who has passed the MGA/R&A Level 2 Rules Seminar with a passing mark of **75%**, and registered with MGA as Apprenticeship Referee within 3 weeks from date of passing their exams.
- 5.1.2 AR has to successfully completed the Apprentice Orientation, and two 3-days-tournament apprenticeship assignment under MGA authorized Senior Referee/CR/TD (hereafter called “Apprentice Trainer”) **within 12 months** of registering with MGA,
- 5.1.3 The Apprentice Trainer must submit their evaluation and recommendation for AR confirmation to be duly approved by the Chairman of Rules and Amateur Status Committee.
- 5.1.4 Additional apprenticeship assignments may be required for AR who fail their Apprenticeship assessment by the respective Apprentice Trainer. (Reference: Form AR3)

5.2. MGA Referee

- 5.2.1. A person who has successfully completed the AR programme as described in clause 11 below.
- 5.2.2. All active Referees who are registered with MGA or is appointed by MGA EXCO to officiate in a Golf Competition.
- 5.2.3. MGA Referee is responsible for officiating a golf tournament.
- 5.2.4. An MGA active Referee is one who has officiated in at least two events, **within 12 months**, one of which is a minimum 2-day event sanctioned by MGA or any State Golf Association affiliated to MGA.
- 5.2.5. Physically fit, healthy and no severe medical complication/illness, age is up and subject to the acceptance of insurance coverage.
- 5.2.6. MGA EXCO may also approve application from a person who has passed R&A Level 2 examination and/or its equivalent.

Note:

Passing the Level 2 Rules Seminar examination organized by MGA 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 R&A Qualified Referee or Rules Official.

5.3. Inactive Referees

- 5.3.1. MGA maintains an up-to-date record of the participation of all MGA Referees in the above activities. It is the sole responsibility of an MGA Referee to inform MGA within two weeks after carrying out any of the above tasks even if the facts are known to the MGA.
- 5.3.2. If an MGA Referee did not fulfil all the condition in clause 5.2 above, he/she shall be classified as Inactive Referee in MGA Referee Register. He/she may apply to MGA using Form MF 1 for reinstatement to the Register with valid reasons, subject to MGA's approval.

5.4. Categories of Tournament

- 5.4.1 One or two-day event at the same venue: -
 - 5.4.1.1. Corporate, Club, Charity, etc.
 - 5.4.1.2. No course marking required unless specifically requested by event organizer.
 - 5.4.1.3. Course setup & hole location done by host club unless specifically requested by event organizer.
 - 5.4.1.4. At least two Referees, one of whom is a CR.
 - 5.4.1.5. Field size of more than 120 players, shotgun start is recommended.
- 5.4.2 Three or four-days event held at the same venue.
 - 1.4.1.1. Elite or Tier 1 competition.
 - 1.4.1.2. Course marking & course setup to be done by MGA Referees.
 - 1.4.1.3. Hole locations done by host club unless requested by event organizer.
 - 1.4.1.4. At least 5 Referees, consisting of 1 TD, 1 CR & 3 Referees
 - 1.4.1.5. Field size of more than 100 players, double sessions are recommended.

6 Code of Conduct

6.1 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 organizations.

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.

6.2 Standards of Conduct for MGA Referees

- 6.2.1. Must uphold the integrity of the Rules of Golf and the good name of the MGA.
- 6.2.2. Must keep abreast of development in the game and Rules of Golf.
- 6.2.3. Must not cancel the assignment without prior approval from MGA.
- 6.2.4. Must honour commitment by being punctual, present for the entire duration of the tournament and attend all scheduled proceedings.
- 6.2.5. Must work and cooperate with all rules team members.
- 6.2.6. Must comply with all MGA policies and SOP.
- 6.2.7. Must treat other Referees with dignity and courtesy.
- 6.2.8. Must be respectful and courteous to players, fans and members of the public.
- 6.2.9. Must avoid acts which may be construed as conflicts of interest.
- 6.2.10. Must not discriminate based on race, religion, gender, age, etc.
- 6.2.11. Must cooperate in all ethics investigation and proceedings.
- 6.2.12. Must not officiate any events not sanctioned by MGA.
- 6.2.13. Must notify MGA immediately if he/she encountered a non-registered MGA referee performing duty in a tournament/competition.
- 6.2.14. Must be well dressed at all times.
(Dress Code as per the function/provided).

6.3 Breach of Standards of Referee Conduct

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

- 6.3.1. Consume any type of alcoholic beverages while on duty
- 6.3.2. Failure to report any breach of the code by another Referee when the breach is known to him.
- 6.3.3. Display of temper, using abusive language and such other unbecoming behaviour.
- 6.3.4. Engage in gambling on the outcome of the tournament where he/she is a Referee.
- 6.3.5. Intentionally make wrong decisions.
- 6.3.6. Over-rule or interfere another Referee decisions.
- 6.3.7. Make unwarranted and unauthorized statements verbally or in writing to any type of media.
- 6.3.8. Absent from any tournament assignment without any valid reason.
- 6.3.9. Personally lobby for assignment whether as a TD or CR or Referee with the organizer/host is strictly prohibited and is considered a breach

6.4 Dress Code

MGA Referees should be appropriately attired while on assignment on or off the golf course.

6.4.1. MGA Referee uniform or uniform provided by event organizer.

6.4.2. Long pants

6.4.3. Skirts (knee heights)

6.4.4. Shoes

6.5 Disciplinary Action

6.5.1. Preliminary enquiry by Rules/Amateur Status Sub- Committee.

6.5.1.1. All reports on acts which constitute a breach of the Code shall be made in writing to the Chairman of MGA Rules/Amateur Status Sub-Committee (hereinafter referred to as “**RASC Chairman**”) who will review the case.

6.5.1.2. If the RASC Chairman considers that there is merit in the complaint, he/she may form enquiry panel to conduct an enquiry with the complainant, the person who is the subject of the complaint and any other witnesses.

6.5.1.3. The Chairman may issue a reprimand letter to Referee on their minor breach of duty.

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

6.5.2. Disciplinary Board Hearing

6.5.2.1. The EXCO shall consider the report from the RASC Chairman and decide if they wish to pursue the matter.

6.5.2.2. 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.

6.5.2.3. 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 all 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 and 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.

6.5.2.4. The hearing is not bound by the rules of evidence but must as far as possibly adhere to the principle of the rules of natural justice.

6.5.2.5. The decision of the Disciplinary Board is final and no appeal shall be entertained.

6.5.2.6. 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.

6.6 Sanction

- 6.6.1. 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 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.
- 6.6.2. 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.

6.7 Amendments to the Code of Conduct

MGA and RASC reserves the right to amend and/or add any clause/s from time to time.

Note: To avoid any conflict of interest, couples (husband and wife) may not be assigned as Referees at the same event, unless the Rules Team for that event comprises of at least 5 members.

7 The Role of a Tournament Director

The TD is the Chairman of the Rules Team for a golf tournament appointed by MGA and must be a qualified Referee.

7.1. General Role

- 7.1.1. Be a member of the Organizing Committee to advise on all matters relating to the tournament.
- 7.1.2. Ensure the provision of all the logistics such as facilities for media, the tournament officials and players, practice greens and practice range, halfway houses, buggies and caddies, fore-caddies and scoring area, score boards and leader boards.
- 7.1.3. Conduct briefings to starters, recorders, fore-caddies and marshall.
- 7.1.4. Conduct team managers' meeting, where applicable.
- 7.1.5. Inspect and prescribe to the Club Management the condition and setup the course plan for the CR to mark the course.
- 7.1.6. Set-up the evacuation plan and procedures, medical, volunteers, emergencies as well as other security arrangements.
- 7.1.7. Advise the Organizing Committee in determining and drawing up the prize list ensuring compliance with the Rules of Amateur Status.
- 7.1.8. Act as a liaison between the Referees and the Club management during the tournament.
- 7.1.9. Advise the Tournament Committee on the appointment of the members of the Appeal Committee.
- 7.1.10. Appeal Committee shall be chaired by the Chairman of the Organizing Committee, and should include the TD, representatives from MGA and the host club.
- 7.1.11. Advise the Club Management on the opening of the golf course to Club members after the cross-over in the event the course has not been exclusively reserved for the tournament.

7.2 Specific Role

7.2.1 Prior to the Tournament

- 7.2.1.1. Prepare and formulate the **Terms of Competition** (TOC) for the tournament, the tournament Facts Sheet and the Entry Forms
- 7.2.1.2. Prepare the starting times and groupings for the tournament.
- 7.2.1.3. Prepare the Pace of Play guidelines and also the timing sheets for Referees.
- 7.2.1.4. Ensure that all the logistics are in place.
- 7.2.1.5. Work with the Club Management on the course preparation and set up for the Tournament, including the Practice Rounds.
- 7.2.1.6. Inspect the course and discuss with the CR on the Course Marking and the Course Set-Up.

7.2.2. During the Tournament

- 7.2.2.1. Be at the Registration Area prior to the start of the tournament to attend to any matters requiring attention.
- 7.2.2.2. Be present and readily available to the CR throughout the tournament to render any assistance he/she may need.
- 7.2.2.3. Monitor the progress of the matches and to assist in clocking players.
- 7.2.2.4. Monitor weather conditions and decide on the suspension, evacuation and resumption of play.

7.2.2.5. Check and confirm the list of winners.

7.2.2.6. Chair all tournament related meetings including player's Dispute and Appeal.
(Reference: Appendix TR4)

7.2.3 After the Tournament

7.2.3.1. Submit a TD's report, incorporating the Chief Referee's Report, together with TOC, winners' list, course marking report, ruling reports, any dispute or complaint and enquiry forms to MGA within three weeks of completion of the tournament. The TD should report on the running of the tournament, and any recommendations for improvement of future events.

Notes:

- a. The roles of TD and CR are quite separate in that the TD handles everything regarding the tournament from conception to conclusion.
- b. The TD shall be appointed well in advance in view of the wide scope of duties and responsibilities involved. It is recommended that TD to be appointed at least 6 weeks before the competition date.
- c. The duty of the CR whose role is basically on the course to ensure that the tournament is run in full accordance with the Rules of Golf. CR to be appointed at least 2 weeks before the competition date
- d. RASC will review reports submitted and deal with any discrepancies/issues in a ruling or code of conduct. RASC may appoint a panel to investigate or take further actions and/or advice where appropriate. This shall also be applicable to the Apprentice Referee.

8 The Role of a Chief Referee

The role of the CR is to ensure that the tournament is played in accordance with the Rules of Golf with the assistance of the other appointed Referee(s).

The following roles are applicable for elite tournament with 3 or 4 rounds events.

8.1 Prior to the Tournament (At Least 2 Weeks before the Tournament)

- 8.1.1. Consult the TD with regards to the Course Marking and Course Set-Up.
- 8.1.2. Carry out Course Marking and Course Setting; prepare course marking report (refer to Appendix TR6).
- 8.1.3. Prepare the Local Rules (LR) and any Additional Local Rules (ALR) required.
- 8.1.4. Shall be a member of the Tournament Committee.

8.2 Prior to Tournament Day

- 8.2.1 Establish a Referee Rota, assign Referees to their duty areas and instruct the Referees, prior to the start of the day's round, to check the course especially tee markers, bunkers and hole locations etc.
- 8.2.2 Conduct rules briefing for the Referees and advise all to synchronize their stop watches to Malaysian International Time. (GMT +8)
- 8.2.3 Conduct course walks with all Referees to familiarize the golf course and the LR/ALR.

8.3 Prior to start of the Tournament

- 8.3.1 Conduct walkie-talkie checks with all the Referees, Starters and Marshals.
- 8.3.2 Ensure Referees carry out final course check of their respective areas and report any discrepancy and general condition of the course, including newly-identified Ground Under Repair.
- 8.3.3 Ensure that the practice range and practice greens have been checked by Referees.

8.4. During the Tournament

- 8.4.1. When there are adequate Referees, the CR shall act as a rover within the course monitoring the pace of play, identifying slow play, hold-ups etc. CR must not stay within the club house during the tournament unless required so by the TD or organizer.
- 8.4.2. Ensure Referees to report regularly especially when rulings involve penalties to be given or have been made.
- 8.4.3. Ensure prompt pace of play and if there is unreasonable delay, identify slow groups and put them on the clock when necessary.
- 8.4.4. Organize and conduct play-off.
- 8.4.5. Summarise and submit to the TD, the timing and ruling reports after each Round.
- 8.4.6. Report to the TD on any bad times or official warnings given to players.
- 8.4.7. If an official warning has been given to a group, the group behind shall be informed.
- 8.4.8. Be at the scoring area to attend to any queries and disputes.

8.5. After the Tournament

- 8.5.1. Conduct daily discussion with Referees on significant rulings made.
- 8.5.2. Collect, review and sign-off all Referees' ruling reports (TR1).
- 8.5.3. Advise the Referee concerned, if there are any errors.
- 8.5.4. Submit CR Report complete with all ruling reports, appeal form (if any), course marking report, local rules and ALR to TD within **two weeks** after completion of the tournament. TD will submit his/her report with CR report to MGA/RASC **within three weeks after the close of tournament.**

Notes:

The RASC will review all reports submitted and should there be any discrepancies/issues in ruling or code of conduct, RASC Chairman may appoint a panel to investigate, act and/or advice on the matter. This shall also be applicable to matters relating to Apprentice Referee(s).

9 The Role of a Set-Up Referee

Set-Up Referees are required for elite tournament with 3 or 4 rounds events.

The role of the Set-Up Referees is to ensure that the course is set-up based on the requirement of the TD. There shall be 2 Set-Up Referees, one for each nine. The Set-Up Referee for front 9 is known as R2 and R1 for the back nine respectively.

9.1. Equipment

A set-up Referee should carry the following when performing course set-up:

- 9.1.1. Break Master for reading the slope of green near the hole
- 9.1.2. Stimp meter and 3 golf balls for determining the green speed
- 9.1.3. Tees to mark position of ball during stimping
- 9.1.4. Measuring tape for green speed (optional)
- 9.1.5. Turf paint for spotting of tee markers and hole locations

9.2. Prior to day of practice round

- 9.2.1. Establish stimping point on every green
- 9.2.2. Measure green speed on every green
- 9.2.3. Identify at least 4 possible hole locations on each green
- 9.2.4. Must avoid hole locations on steep slopes
- 9.2.5. Record coordinates of each hole location
- 9.2.6. Plan for hole locations of each round
- 9.2.7. Plan for Tee Markers position for each round
- 9.2.8. On Par 3s, consider impact of potential divots at the TA of each round.

9.3. On day of practice round

- 9.3.1. Morning course check (teeing area, fairways, bunkers, putting/practice greens and hole/locations).
- 9.3.2. Report anything unusual to the TD
- 9.3.3. Set-up and spot tee markers for practice round
- 9.3.4. Record green speed on every green
- 9.3.5. Spot hole location for Round 1 during practice round, preferably after 12 noon
- 9.3.6. At the tournament office, record the hole location coordinates for next Round and the green speed of the Round.
- 9.3.7. After a short break, perform as a Referee for the rest of the day.

9.4. Before start of each tournament round

- 9.4.1. Morning course check (teeing area, fairways, bunkers, putting/practice greens and hole/locations)
- 9.4.2. Report anything unusual to the TD.
- 9.4.3. Set-up and spot tee markers for the respective round.
- 9.4.4. Record green speed on every green.
- 9.4.5. Spot hole locations for next Round, except during Final Round.
- 9.4.6. At the tournament office, record the hole location coordinates for next Round (except on the final round) and the green speed of the Round.
- 9.4.7. After a short break, perform as a Referee for the rest of the day.

9.5. Reporting for Duty

- 9.5.1. To be present at Tournament Office at least 45 minutes before the scheduled tee-time or at such time as set by the TD/CR
- 9.5.2. Ensure all equipment listed in 9.1 above are with you.
- 9.5.3. Ensure walkie-talkie is in order

9.6. During each tournament round

- 9.6.1. Upon completion activities listed in 9.4, proceed to perform as a Referee as listed in clause 10.

10 The Role of a Referee

10.1. Equipment

A Referee should carry the following when officiating:

- 10.1.1. Rules of Golf/Official Guide to the Rules of Golf" book.
- 10.1.2. Terms of Competition (TOC), Fact Sheet, Local Rules, ALR, MGA Hardcard and Scorecard.
- 10.1.3. Starting times and groupings sheet (draw list).
- 10.1.4. Pace of Play policy and timing sheet.
- 10.1.5. Course layout plan/Hole location document, evacuation plans, if any.
- 10.1.6. Stop watch.
- 10.1.7. Tape or string for measuring purposes.
- 10.1.8. Pencil and Referee's ruling report, paper or note pad.
- 10.1.9. Rain suit or umbrella
- 10.1.10. Walkie-Talkie (personal earpiece)
- 10.1.11. Air horn, if any.
- 10.1.12. Binoculars (recommended)

10.2. Prior to Tournament Day

- 10.2.1. Attend briefing and course walk by the TD/CR and to receive ROTA.
- 10.2.2. Go to your assigned area to familiarize yourself with the surrounding; to identify the shortest routes between holes. Identify a suitable location for optimum monitoring coverage.

10.3 Before start of Tournament

- 10.3.1. Check the course (teeing area, fairways, bunkers, putting/practice greens and hole/locations), and report to the CR.
- 10.3.2. Ensure fore-caddies are in position.

10.4 Reporting for Duty

- 10.4.1. To be present at Tournament Office at least 45 minutes before the scheduled tee-time or at such time as set by the TD/CR.
- 10.4.2. Ensure all applicable items listed in 10.1 above are with you.
- 10.4.3. Ensure walkie-talkie in order and synchronize your stopwatch with The Malaysia Standard time. (<https://mst.sirim.my/>).
- 10.4.4. Ensure your mobile phone is in silent mode.
- 10.4.5. Buggy (advisable to keep the key with you whenever you need to leave the buggy) and ensure the reverse sensor is disabled.

10.5 During the Tournament

- 10.5.1. Walkie –Talkie to be used for tournament related matters only.
- 10.5.2. Whenever you are unsure of any ruling, please call for help from Rover/CR.
- 10.5.3. Please assist and attend ruling on any other holes not in your area.
- 10.5.4. Be alert & attentive while on duties.
- 10.5.5. Be polite at all times to players and spectators.
- 10.5.6. When a ruling has been given, stay with the player until you have informed that his/her ball is in play.
- 10.5.7. Pay attention to the holed-out time over the walkie-talkie reported by other Referees.
- 10.5.8. Take note of tee-off time reported by starter.
- 10.5.9. Lunch break or toilet break – be quick and brief.

10.6 Suspension of Play and Evacuation Procedure Due to Immediate Suspension/Dangerous Situation.

- 10.6.1. Help to transport players/caddies to the nearest shelter.
- 10.6.2. Do not leave your areas until all players/caddies have been evacuated.
- 10.6.3. Advise spectators to seek shelter immediately.
- 10.6.4. Do NOT use your walkie-talkie unnecessarily during the evacuation process.
- 10.6.5. Record the location of the groups in your area.

10.7 Resumption of Play

- 10.7.1. Take instructions from TD.
- 10.7.2. Report to TD when the players are in position and ready to play.
- 10.7.3. Keep walkie-talkie usage to a minimum and for essential communication only.
- 10.7.4. Walkie-talkie MUST be returned to the Tournament Office immediately after finishing your duty.

10.8 Officiating – Summary of DOs and DON'Ts

10.8.1 DO:

- 10.8.1.1. On arrival, ask the player calmly (for example), “How can I help?” or “What is the situation?” or “What has happened?”.
- 10.8.1.2. Ask questions to understand the situation and access the applicable rule. If necessary, enquire from others to verify the facts.
- 10.8.1.3. When you are certain, proceed to give the ruling. Otherwise, call for a second opinion.
- 10.8.1.4. When a player asks for option, give him/her all the available options.
- 10.8.1.5. 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 lifts it.
- 10.8.1.6. 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.
- 10.8.1.7. 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 CR or show the player the applicable Rule in the Rule Book, whichever is the more likely to keep things calm.
- 10.8.1.8. 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.
- 10.8.1.9. Have your Rule Book with you at all times, together with the Additional Local Rules and TOC.
- 10.8.1.10. 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.
- 10.8.1.11. 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.
- 10.8.1.12. Record all your rulings with clarity (on the appropriate form, if provided) and reflect on your rulings to assess how you might have handled them better.

10.8.2 DON'T:

- 10.8.2.1. Don't say more than the player needs to know, e.g. don't quote the Rule number.
- 10.8.2.2. 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.
- 10.8.2.3. Don't raise your voice, show impatience, get excited, and get aggressive with the player.
- 10.8.2.4. Don't give a ruling until you know what is right in the circumstances.
- 10.8.2.5. Don't give advice to the player or imply which option he/she should adopt.
- 10.8.2.6. Don't touch the player's ball or clubs, or insert tees to help him set out the permitted area for a drop, or move movable obstructions for him.
- 10.8.2.7. 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.
- 10.8.2.8. 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.
- 10.8.2.9. Avoid close proximity with spectators, coaches or players' parents so that no casual conversations may be initiated by them.

10.9 Guidelines for Corporate/Charity/Club event**10.9.1. General**

These are the guidelines for Referees on duty for 1- or 2-day event, as per clause 5.4.1.

10.9.2. Checklist

- 10.9.2.1. Contact organizer at least 3 days prior to confirm date of event, course and tee time
- 10.9.2.2. Rules & Regulations or Terms of Competition.
- 10.9.2.3. Call the Golf Club to gather 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 – ensure siren can be heard on the entire course and you may obtain the Course Superintendent's contact.
- 10.9.2.4. Call the Course Superintendent to check on the course conditions, markings, green condition & speed, inclement weather contingency plan for restoring the course back into play & etc.
- 10.9.2.5. Revise the local rules (if required) or add on and provide the guidance to Organizer/Promoter as and when required.
- 10.9.2.6. Check on the course location, Referees kit/bag, personal items & get ready for duty.

10.9.3. Brief Checklist/Guide During the Event

- 10.9.3.1. Report to the organizer at least an hour before the event and get course marshal contact numbers & ensure they are contactable via walkie talkie or handphone.
- 10.9.3.2. Get a copy of the Flight draw, Rules & Regulations, TOC, score card, revised local rule, course layout, and get ready your clip board.
- 10.9.3.3. Get ready to be roving on the course for the entire duration of the tournament.
- 10.9.3.4. Be alert and respond to any call for Ruling/assistance
- 10.9.3.5. Continue to move on the course and check on the pace of play.
- 10.9.3.6. Upon completion, back to club house and be at the scoring area
- 10.9.3.7. Be around until the event is concluded including Prize giving & etc.
- 10.9.3.8. Meet the organizer and check on any issues and enquiry. Submit your claim form and request for your allowance/fee (payment) accordingly. It is recommended that for one day event, organizer to pay Referee allowance by cash upon completion of their duties.**
- 10.9.3.9. Thank the Club personnel and if no pending issue/s, may leave the club.

10.9.4. Brief Checklist/Guide for Post Event

- 10.9.4.1. Submit to CR the ruling reports within 3 days from completion of tournaments, with all the rulings made, including any penalties or disqualification with sufficient details and clarity.
- 10.9.4.2. May include important note and/or recommendation to MGA for the improvements of future event.

10.9.5. Others

- 10.9.5.1. Dropping Zone/s – ensure that they are in good condition, otherwise relocate it.
- 10.9.5.2. Stop play signal/siren.
- 10.9.5.3. If you have the slightest doubt regarding a ruling, call for help from any senior referee you are familiar with.

Notes:

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

11 Training of Apprentice Referee

11.1. Apprenticeship Programme

Those who have passed R&A/MGA Level 2 exam with a score of 75% or more are qualified to apply for apprenticeship training. They must submit a duly completed Form A6 to MGA within 3 weeks from passing the exams. Upon receipt of Form A6, MGA will advise the date/time for the apprenticeship training, which consist of:

- an apprenticeship orientation, and
- a minimum two apprenticeship on-course training.

Note: 1. Existing Referees are not required to attend this programme.
2. This programme is applicable for Malaysians ONLY.

11.2. Apprenticeship Orientation

- 11.2.1. MGA will organize the Apprentice Orientation within 3 weeks.
- 11.2.2. This orientation program may be conducted via Zoom and will be facilitated by Rules Sub Committee. The estimated duration is about 2 hours.
- 11.2.3. The orientation program will cover the MGA SOP and any other related requirements.
- 11.2.4. The AR will be assigned on-course training upon completion of the orientation programme.

11.3. Apprenticeship On-Course Training

- 11.3.1. The AR shall attend at least two MGA tournaments, MGA sanctioned tournaments or MGA State sanctioned tournaments approved or assigned by the RASC to fulfil the on-course training under two different CR. The on-course training for the two apprenticeship events must be completed within 12 months of registering with MGA.
- 11.3.2. Failure to do so, the AR will lose the apprenticeship status and may require to sit for a Level 2 exams again.
- 11.3.3. Each tournament must be a minimum of three days.

11.4 On-Course Training

The on-course training shall consist the following:

11.4.1. Course Marking and Course Set Up

The CR should go through the basic principles in marking and setting the course with the Apprentice Referee (AR).

11.4.2. Local Rules

Involve in preparing the Additional Local Rules, CR should explain to the AR the rationales and encourage the AR to give his/her views and suggestions. He/she should be encouraged to contribute.

11.4.3. Pre-Tournament Preparations

These are listed in the sample TD Report (Form TR3) at the appendix in this SOP. While inspecting these facilities, the CR should familiarize the AR on the basic requirements, especially the scoring area, lightning monitoring devices, evacuation facilities, etc.

11.4.4. Pre-Tournament Briefing

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

11.4.5. During Tournament (Ruling)

This is one of the most important scopes in the Apprenticeship on-course training. An AR is to be coached by the CR or assigned to different senior Referee on each tournament day.

AT to explain ruling made and guide the AR on the following:

11.4.5.1. Gathering of facts

11.4.5.2. Making a decision

11.4.5.3. Handling of any disagreement from the player

11.4.5.4. Recording of the ruling in the Apprentice's Report form.

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

11.4.6. Rules Briefing

It is compulsory for an AR to attend Rules briefing. An AR should be given every opportunity to participate in the deliberations so that a CR can make a proper and correct assessment of the AR under his charge.

11.4.7. Attending Appeal Committee Meeting

Where possible, he/she may be an observer in the meeting unless there is valid reason to exclude the AR. The exposure will be beneficial to him/her.

11.4.8. Additional tasks for AR

In line with our effort to continually upgrade and improve the refereeing skill. RASC has adopted additional tasks which must be performed by AR as follows:

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

11.4.9. Submission of Report by Apprentice Referee

An AR is to submit the Apprentice's Report as per Form AR2 of this SOP to the CR within one week of the completion of the tournament.

11.4.10. Submission of Apprentice Referee Report by Chief Referee

CR shall review AR2 report, complete his/her evaluation and recommendation via Form AR3 to be submitted to MGA.

11.4.11. Approval of Apprentice Referee Report by RASC

- a. All AR reports together with CR report shall be reviewed by the RASC apprenticeship panel before submission to RASC Chairman for approval.
- b. An AR must attain a minimum average assessment score of 70% from the two assessments to be approved for confirmation as MGA Referee.
- c. Otherwise, the AR concerned might be required to undergo additional on-course training.

11.4.12. Approval of Apprentice Referee Report by RASC

All AR reports together with CR report shall be reviewed by the RASC apprenticeship panel before submission to RASC Chairman for approval.

12 Starter Guidelines

12.1. For MGA Apprentice Referee

It is important that the starter is smartly dressed as the role of the starter is very visible. 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.

12.2. PRACTICE ROUND(S)

- 12.2.1. The starter should know how to get to the 1st & 10th tee
- 12.2.2. The starter should know the layout of the 1st and 10th hole (ie. OB, Penalty Areas, Course layout)

12.3. TOURNAMENT ROUND(S)

- 12.3.1. 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.
- 12.3.2. All equipment in the starter box
- 12.3.3. The official clock time matches the official time
- 12.3.4. Starter table is available
- 12.3.5. PA system is operational (if both Teeing Areas are nearby, adjust volume accordingly).
- 12.3.6. All special notices are on the starter table
- 12.3.7. Caddie bibs are available
- 12.3.8. Fruits and drinking water are ready

12.4. ON THE TEEING GROUND

- 12.4.1. The starter must look presentable as he/she represents MGA and the organizers or Tour.
- 12.4.2. To ensure earpieces are ready and working.
- 12.4.3. If unsure how a player's name is to be pronounced, ask the player before the starting time.
- 12.4.4. Announce the player's name in a clear and calm manner.
- 12.4.5. In case of bad weather issue (i.e. fog, strong wind), call TD or CR.
- 12.4.6. If one or more players have not arrived, 5 minutes prior the starting time, inform the TD/CR and all Referees.
- 12.4.7. To ensure all players are ready to play on the Teeing Area at least 4 minutes prior the starting time.
- 12.4.8. Advise players to put an identification mark on their golf balls.
- 12.4.9. Advise players to check they have no more than 14 clubs.
- 12.4.10. Hand out scorecards and a copy of the additional local rules, evacuation plan, any other rules in force and a copy of hole locations including stats cards.
- 12.4.11. Players shall exchange scorecards within the flight.
- 12.4.12. Be in position 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.

- 12.4.13. Ensure there is silence as players tee off.
- 12.4.14. Do not start any group's ahead of time; if you get behind time, do not worry, but advise the CR as soon as any group starts later than its assigned time.
- 12.4.15. No function on the teeing areas (sign photograph, interview, photograph), this will disturb players' preparation and concentration.

12.5. This is the suggested script for the starter to remind spectators:

- 12.5.1. "Ladies and gentlemen welcome to the 2024 Malaysian Open Championship.
- 12.5.2. In order for everyone to have a great day, please respect the following simple guidelines:
- 12.5.3. "Please be reminded that the use of cameras and mobile devices are NOT allowed during play".
- 12.5.4. "Ensure all mobile phones and all electronic devices are turned to SILENT mode.
- 12.5.5. Official photographers are reminded not to take player's photos whilst he is addressing the ball or during their back swing".
- 12.5.6. "Please respect the players and keep still when they are addressing the ball. Please do not walk ahead until ALL players have putted out on the green".

12.6. Normal Script for Starters

- 12.6.1. Just before the starting time for the first group each day, announce the following:
- 12.6.2. "Ladies and gentlemen, Welcome to "The 2024 Malaysian Open Championship"
- 12.6.3. Before the first group announce the following:
 "This is group number one, starting time 07:30 am, on the tee from Malaysia, Mr. Galvin"
 Once the first player has played, announce the following:
 "On the tee from Singapore, Mr. George Lee."
 Once the second player has played, announce the following:
 "On the tee from Austria, Mr. Simon."
- 12.6.4. Before the next group, announce the following:
 "This is group number two, starting time 07.40 am on the tee from _____"

- 12.7. The TD/CR will be responsible for imposing penalties. The starter should just report the facts to a Referee or CR and call the remaining players to tee off on time.
- 12.8. If there is a delay to any tee time, the starter should report this immediately to the TD or CR 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.
- 12.9. The starter should record the timing of each group against the scheduled timing based on the 1st player of the group teeing off. If the 1st player tees off as scheduled, please record as "0" against the scheduled time. If the 1st player tees off 2 minutes later than the scheduled time, please record as "+2" against the scheduled time and so on.

12.10. Once all players in the first group and last group on each session have teed off, announce this to the TD/CR and Referees. The following are some examples:

Attention TD/CR and all Referees,

12.10.1. all groups from T1 have started on time.

12.10.2. all groups from T1 have started on time, except group 8 is +2, group 9 is +3....

13 Advice for scorers and recorders

13.1 Introduction

Score Recording is one of the most important roles at a Tournament, as errors on scorecards may result in disqualification of competitors in stroke play.

Recording area should be near to the final green where only the Committee and players, team captains may access. The recording area should have a decent sized table and enough chairs for all the players in a group and the recorder (s).

A player is responsible for returning his own scorecard as soon as possible after his / her round, ensuring that it is properly signed by the marker and counter signed by the player and that individual gross scores for the holes are correct.

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 CR or Committee member in charge of resolving Rules questions.

13.2. The routine for receiving scorecards is as follows:

- 13.2.1. 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.
- 13.2.2. Advise the competitors to remain in the scoring area until all scorecards are returned.
- 13.2.3. Ask the competitors if they have any Rules query or doubtful points to clarify, such as playing two balls. If yes, contact the CR/TD immediately.
- 13.2.4. Ask each competitor to check their scores for each hole.
- 13.2.5. Ascertain both the competitor and marker have signed the scorecard (tick each name).
- 13.2.6. Check the hole-by-hole scores and total the nines for each scorecard (tick if correct).
- 13.2.7. Check that the name on the scorecard belongs to the player whose score it actually is (tick if correct).
- 13.2.8. Read the scores aloud and agree the total score with the competitor.
- 13.2.9. Again, make sure the competitors wait until one of the scorers has reviewed all of the scorecards. A scorecard is officially returned when the player has left the scoring area, i.e. is outside of the roped area, the cabin or tent. Once a scorecard is officially returned, no further changes are allowed.
- 13.2.10. Write the correct total score in the upper left-hand corner of the scorecard
- 13.2.11. Send the scorecard by runner to the designated person for entering the scores into the scoring system.

14 Course Marking

14.1. General

When course marking is required (reference clause 5.4), it is the responsibility of the CR and should be done several days before any competition begins. The CR may delegate part of or the whole job to experienced Referees as he/she deems fit. A well-marked course allows a player to play by the Rules and helps to eliminate confusion for players.

- 14.1.1. The CR should submit a complete course marking report (reference TR6) to the TD, which should be shared during the pre-tournament Referees' briefing.
- 14.1.2. Course marking should include the following areas, as applicable:
 - 14.1.2.1. Out of Bounds (OB)
 - 14.1.2.2. Penalty Areas (PA)
 - 14.1.2.3. Abnormal Course Conditions (ACC)
 - 14.1.2.4. No Play Zones (NPZ)
 - 14.1.2.5. Dropping Zones (DZ)
- 14.1.3. Stakes for OB or PA should not be more than 30 yards apart.
- 14.1.4. Yardage booklets and on course yardage markings are done by an independent service provider appointed by respective tournament organizer, if any.

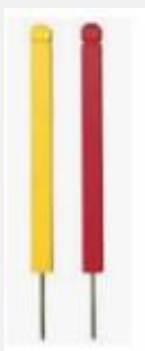
14.2. Out of Bounds (OB)

- 14.2.1. Course boundaries must be clearly defined so that there can be no doubt as to whether a ball is in or out of bounds.
- 14.2.2. There are many ways to mark the boundary of the course:
 - 14.2.2.1. White lines or dots on the ground.
 - 14.2.2.2. White stakes.
 - 14.2.2.3. Boundary fences or walls.
 - 14.2.2.4. Edge of a road
- 14.2.3. OB stakes should be White and protruding 2-3 feet from the ground.
- 14.2.4. OB stakes should be placed on the OB line.
- 14.2.5. If OB stakes are placed outside the OB line for visibility from a distance, such stakes should be marked with black tops (see MLR A-6).
- 14.2.6. Areas such as car parks, club house, maintenance areas, practice areas within the golf course may be marked as OB.
- 14.2.7. For safety reasons, an internal boundary may be established between 2 adjacent holes.
- 14.2.8. MLR A-1 to A-6 cover Course Boundaries and Out of Bounds.

14.3 Penalty Areas (PA)

PA should be marked as **Yellow** or **Red**.

- 14.3.1. The edge of a PA can be defined by stakes or line. Where both stakes and lines are present, the edge of a PA is defined by lines and the stakes identify the PA.
- 14.3.2. Where both stakes and lines are in use, the stakes should be installed outside the penalty area, about 2 to 4 inches away. It is not wrong to place the stakes on the lines as long as removal of the stakes will not leave a hole on the ground.
- 14.3.3. If there is a bush just outside the natural margin of a PA, this should be included in the PA. An ACC near the edge of a PA should not be included in the PA.
- 14.3.4. Considerations for marking the edge of a PA:
 - The slope of the Relief Area when taking lateral relief from the edge of Red PA
 - There is no free relief for a ball embedded in a PA.
- 14.3.5. Consider a Dropping Zone for a Yellow PA.
- 14.3.6. A Yellow and a Red stake should be placed side by side at where the edge of the PA changes status.
- 14.3.7. When a PA is bordered by parts of a GA where a ball could be lost, for ease of establishing KVC that the ball is in the PA, the edge of the PA should be extended to include such area (eg. a flower bed).



14.4 Abnormal Course Conditions and Integral Objects

Ground Under Repair (GUR) should be marked with **white** lines.

- 14.4.1. The further a GUR is from the fairway, the less appropriate it should be marked.
- 14.4.2. When a GUR is closed to an Immovable Obstruction, the 2 areas should be tied together.
- 14.4.3. It is not appropriate to define all wheel marks and ruts made by maintenance vehicles to be GUR by Local Rule. If necessary, it should be marked.

Notes:

- MLR F-20 on Concrete Drainage Channels
 - Narrow concrete drainage channels, usually next to cart path, may be treated as Immovable Obstruction in the general area.
 - Concrete drainage channel next to cart path can be treated as part of the cart path.
- The status of any obstructions or integral objects can be clarified by using Local Rules (see Model Local Rule F-1).



14.5 No Play Zone (NPZ)

- 14.5.1. NPZ is used for protection of wildlife, flower beds, young trees etc.
- 14.5.2. NPZ must be part or all of an ACC or a PA.
- 14.5.3. NPZ in a PA should be marked with Yellow or Red stakes with **green** top.
- 14.5.4. NPZ in an ACC should be marked with White or Blue stakes with **green** top.



14.6 Dropping Zone (DZ)

14.6.1. DZ should be considered when there may be practical problems with players using the normal relief options under a Rule, such as:

- Wrong Green (R13.1f)
- ACC (R16.1)
- Dangerous Animal Condition (R16.2)
- Penalty Area (R17)
- Unplayable Ball (R19)

14.6.2. DZ is a relief area under R14.3.

14.6.3. DZ is normally an extra relief option.



15 Course Set-Up

The CR with the assistance of other Referees and Staff of the Club shall set-up the Course prior to the start of each tournament round.

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 Dropping Zone may be done by an independent provider/appointed by respective tournament if the Yardage Book is done accordingly.

15.1 Teeing Area (TA)

- 15.1.1. 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 mark with a white line at the back edge of the teeing ground (BOT). BOT may be done by an independent provider appointed by respective tournament, when applicable.
- 15.1.2. 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.
- 15.1.3. For Par 3 holes, the distance of the hole from the BOT to the front of the green should be painted on the ground next to the line referred to in 15.1.1 above.
- 15.1.4. Tee markers should be placed about 5 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.
- 15.1.5. The positions of the tee markers should be marked with a white or yellow dot. One dot for the 1st round and 2 dots for the 2nd round and so on.
- 15.1.6. Players must be allowed to use the entire 2 club-length behind the tee markers.



15.2 Hole Locations

- 15.2.1. The hole location should be at least 4 yards from any edge of the putting green.
- 15.2.2. There should be an area of 2 to 3 feet in radius around the hole that is relatively level or on a gentle slope where a ball will come to rest about 2 feet from the hole.
- 15.2.3. The new hole location should not be close to any old hole plug and damaged areas.
- 15.2.4. New holes should be cut vertically.
- 15.2.5. Selection of hole locations should be referenced to the green speed slope chart.
- 15.2.6. Green speed is determined by using a Stimpmeter while hole location slope can be gauged using various methods, such as using a Break Master.
- 15.2.7. Selection of hole locations should be balanced with respect to left, right, (eg. 4R and 5L, 5R and 4L), center, front and back of each nine (eg. 3 Front, 3 Centre and 3 Back).
- 15.2.8. For practice round(s), the hole locations should be away from the those selected for the tournament.
- 15.2.9. Prepare hole location charts for each round.

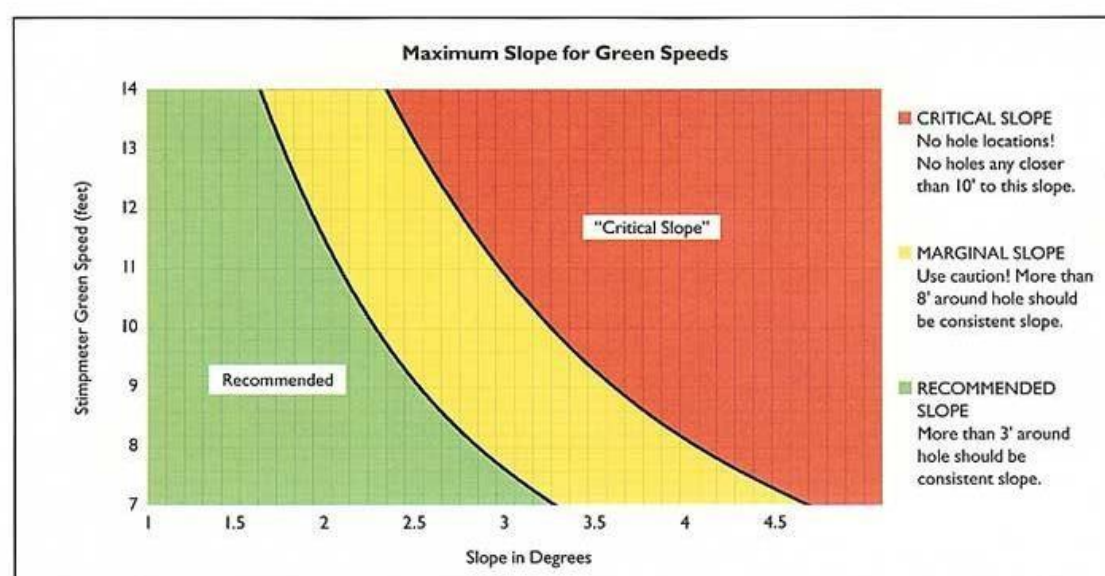


Figure 1. It is important to understand the direct relationship between green speed and putting green slope. As green speeds increase, the potential for uncontrollable slopes also increases.

16 MGA Hard Card

The following MGA Local Rules and Terms of Competition is based on the 2025 Hard Card from R&A.

The following Local Rules and Terms of Competition together with any additions or amendments published by MGA at the golf course, will apply to all Championships and International Matches run by MGA.

For the full text of any Local Rules referenced below, please refer to the Official Guide to the Rules of Golf effective January 2023 and the Clarifications updated quarterly by the R&A, available at www.randa.org.

Unless otherwise noted, the penalty for breach of a Local Rule is the general penalty (loss of hole in match play or two penalty strokes in stroke play).

SECTION A – LOCAL RULES

1) Out of Bounds (Rule 18.2)

- (a) A ball is out of bounds when it is beyond any wall 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.
- (c) Closed gates attached to boundary walls and fences are part of the boundary object. Relief is not allowed from such a gate under Rules 15.2 or 16.1. An open gate is not treated as part of boundary object and may be closed or moved to a different position.

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.

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 or a white dotted 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.
(except in a stacked turf face - see 3c).

- (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 is 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.

(c) Embedded ball

Rule 16.3 is modified in this way: No free relief is allowed for a ball embedded in the stacked turf face or from a seam of cut turf in a stacked turf face above a bunker.

4) Immovable Obstructions Close to Putting Greens

Model Local Rule F-5 is in effect.

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 pilling when located in penalty areas.

6) Player May Remove Animals Not Defined As Loose Impediments From Near Ball

Model Local Rule E-13 is in effect.

7) Temporary Power Lines or Cables

Model Local Rule F-22 is in effect and is modified as follows: mats that are secured and all ramps covering cables are immovable obstructions. Cables located in grass trenches are movable obstructions.

8) 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.

Note: An updated List of Conforming Clubs and Balls is available at www.randa.org

2) Prohibiting Use of Materials to Help Read the Line of Play for Stroke from Putting Green

Model Local Rule G-12 is in effect. Rule 4.3a is modified in this way: During a round, a player must not use any written, printed, electronic or digital materials to help with reading their line of play for any stroke to be made from the putting green.

Note: This Local Rule applies in amateur championships and matches only.

3) Pace of Play (Rule 5.6)

Every Championship or Match has a Pace of Play Policy that will be strictly enforced.

Please ensure you obtain a copy of the Pace of Play Policy and read it carefully before playing.

4) Suspension of Play (Rule 5.7)

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

- Immediate stop for imminent danger – one prolonged note of a siren.
- Stop for a non-dangerous situation – three consecutive notes of a siren.
- Resumption of play – two consecutive notes of a siren.

Note: When play is stopped for imminent danger, all practice areas will be immediately closed.

5) 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: On any day of the competition:

- All recognized practice areas within the bounds of the course may be used for practice.
- Putting or chipping on or near the player's first teeing area is permitted.

6) 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.

7) 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.

8) Eligibility

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

9) 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 playing, as detailed in the relevant Terms of Competition, as advised by prior notice or at the golf course.

10) Modification of Penalty Under Rule 3.3b(2) for Missing Player or Marker Certification.

Model Local Rule L-1 is in effect.

11) Reduced Penalty When Player Unaware Ball Moved

Model Local Rules E-14 is in effect and applies only when the player is unaware, before the stroke is made, that the ball might have moved.

12) Returning of Score Card

The scorecard of the player or side is officially returned to the Committee when the player has left the recording office/area with both feet.

13) Deciding Ties

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

14) Results of Match or Championship/Tournament – Competition Closed.**(a) Match Play**

The result of a match is officially announced when it has been recorded in the Championship 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.

17 Local Rules and Terms of Competition

17. Local Rule 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.

The Local Rules creator should be used for the purpose of each Model Local rules, detailed in sections 5 & 8 of committee procedures.

Terms of Competitions is also available at the section 5 of committee procedures. Kindly browse www.randa.org for further details.

Notes on “PREFERRED LIES” Local Rule:

MGA do not encourage implementation of the Preferred Local Rules for Amateur events especially for the junior events, unless the following conditions are met:

- (a) Fairways profile is clear and could be easily distinguished from the rough.
- (b) There are sufficient Referees in the field to help the players.
- (c) The Referees team has done/carried out a complete check on the golf course before implementation;

Note: Before implementing this Local Rule, Referees should check the course, throw balls at the landing zones to establish if mud is adhering to the ball(s). If there is none, DO NOT implement this Local Rule.

18 Fees and Allowances

18.1 The following shall be the minimum Fees and Allowances for the TD/CR/Referees.

18.1.1	Course Marking	RM250.00 (TD) / RM250.00 (CR) per course (18 holes) per event day per person (6 to 8 hours).
18.1.2	Tournament Director	RM350.00 per day (practice day & event days).
18.1.3	Chief Referee	RM300.00 per day (practice day & event days).
18.1.4	Set-Up Referees	RM230.00 per day (practice day & event days).
18.1.5	Referee	RM200.00 per event day.
18.1.6	Pre-Tournament Briefing	One-off payment of RM80.00 applicable for three or four-days event only . (Exclude closed events for club members only). Note: RM80.00 is inclusive of item no. 18.1.7 & 18.1.8. Attendance is compulsory.
18.1.7	Travel Allowance [in addition to above fees]	RM30.00 per day if within 50KM (2 ways/return trip); else, RM0.60 per kilometer. Mileage is based on Google Map point-to-point distance.
18.1.8	Toll and parking	As per statement/receipts or 'Touch N Go' card
18.1.9	Accommodation (If required) Single Room Occupancy Only	It is the responsibility of the Host Club, the Organizer or MGA to provide accommodation to the Referees, when the event venue is more than 50KM one-way from his/her home. Each Referee shall be provided with Single Room occupancy. If a Referee does not wish to be accommodated, an allowance of RM200.00 per night shall be paid to the Referee concerned. It is expected that the Referee shall stay in close proximity to the tournament venue.
18.1.10	Food & Beverages	Host Club or Organizers are to provide all required meals and refreshments to Referees during the event, which may include the day before the event or when the Referee becomes available at the event venue. If meals are not provided, the Referees shall claim the following: a. Breakfast RM 20.00 b. Lunch RM 20.00 c. Dinner RM 30.00 Note: Dinner claims are only applicable for Referees who are accommodated as per item 18.1.9, except for the final day.

18.2 If only a Single Referee is appointed, the Referee Fee is RM300.00 per day.

18.3 For Professional Competition, with the exception of Malaysian Open, the Referee Fee is RM250.00 per day and referees are entitled to claims F&B (if not provided) and travelling expenses.

18.4 If a Referee is invited personally to officiate in a tournament, he/she must notify MGA in writing. This is to ensure proper record of Referee assignment.

18.5 For a double-session event in any single day, an additional fee of RM150.00 per day shall be applicable to the TD/CR/Referees allowance.

- 18.6 A one or two-days event does not require course marking unless specifically requested by the organizers or Host Club; hence Item 18.1.1 above shall apply.
- 18.7 For one or two-days event, the event organizer should pay the above applicable fees and allowance in **CASH** to the Referees concerned upon completion of their duty. Else, all claims submitted shall be promptly reimbursed within 14 days of submission.
- 18.8 For event with more than 60 participant, two (2) Referees shall be required.

TR1 REFEREE'S RULING REPORTTo: **The Chief Referee**

Date: _____

TOURNAMENT: _____

REFEREE: _____

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

ROUND	HOLE	TIME	PLAYER(S)

RULE/CLARIFICATION: _____

INCIDENT: _____

ROUND	HOLE	TIME	PLAYER(S)

RULE/CLARIFICATION: _____

INCIDENT: _____

ROUND	HOLE	TIME	PLAYER(S)

RULE/CLARIFICATION: _____

INCIDENT: _____

ROUND	HOLE	TIME	PLAYER(S)

RULE/CLARIFICATION: _____

INCIDENT: _____

ROUND	HOLE	TIME	PLAYER(S)

RULE/CLARIFICATION: _____

INCIDENT: _____

Referee's Signature

Verified by CR

TR2 CHIEF REFEREE'S REPORT

Competition: _____

Venue: _____

Date: _____

Tournament Director: _____

Referees: _____

Other Relevant Information: _____

1 Organization and Administration:

2 Course Marking:

3 Course Set-Up:

4 Local Rules:

5 Rulings Made:

6 Other Comments:

Signature: _____

Name: _____

Date: _____

TR3 TOURNAMENT DIRECTOR'S REPORT

Competition	:	
Venue & Date	:	
WAGR Recognition	:	
Title Sponsors	:	
Tournament Director (TD)	:	
Chief Referee (CR)	:	
Referees	[1]	[2]
	[3]	[4]
Other relevant information	:	

1.0	Course Evaluation	Rating [1-10]	pts	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	

2.0	Club Facilities	Rating [1-10]	pts	Report and Comments
2.1	Club House		pts	
2.2	Car Park Space		pts	
2.3	Changing Rooms, Locker		pts	
2.4	F&B Outlets		pts	
2.5	Pro Shop		pts	
2.6	Driving Range		pts	
2.7	Practice Greens, Bunkers		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	

3.0	Club Services	Rating [1-10]	pts	Report and Comments
3.1	Buggies		pts	
3.2	Walkie Talkie		pts	
3.3	Marshals		pts	
3.4	Starters		pts	

3.5	Forecaddies	pts	
3.6	Leader board	pts	
3.7	Standby Logistics, Manpower	pts	
3.8	Administration Backup	pts	
R3	Average Rating [Total/'n']	pts	

4.0	Tournament Organization	Rating [1-10]	pts	Report and Comments
4.1	General Set-Up		pts	
4.2	Opening/Closing Ceremony		pts	
4.3	Meals for Players		pts	
4.4	Goodies & Prizes		pts	
4.5	Transportation Logistics		pts	
4.6	Standby Medical/First Aid		pts	
4.7	Evacuation Plan & Vehicles		pts	
4.8	Referee's Accommodation		pts	
R4	Average Rating [Total/'n']		pts	

5.0	Tournament Results	Report and Comments
5.1	Total Participants	
5.2	Format of Play	
5.3	Round 1,2,3,4 Duration	
5.4	Overall Champion	
5.4	Winner for Categories	
R5	Goodies & Prizes Rating	points

6.0	Rules Team Performance	pts	R1	pts	R2	pts	R3	pts	R4	pts	Report and Comments
6.1	Punctuality	pts		pts		pts		pts		pts	
6.2	Availability for Ruling	pts		pts		pts		pts		pts	
6.3	Rulings Made	pts		pts		pts		pts		pts	
6.4	Teamwork	pts		pts		pts		pts		pts	
6.5	Reports	pts		pts		pts		pts		pts	
6.6	Individual Appraisal [Total/'n']	pts		pts		pts		pts		pts	
R6	Average Appraisal										points

7.0	Rulings of Interest
7.1	Case 1
7.2	Case 2

8.0 Comments, Proposal, Recommendation

9.0 Conclusion

Tournament Prestige=[5XR1+R2+R3+R4+R5+R6]/10= points

5XR1 means the Course Set-Up, Marking & Condition [R1] carry 50% weight

10.0 Tournament reports to be submitted to MGA enclosing the following: -

- TOC
 - Tournament results
 - LR/ALR
 - CR reports (TR2)
 - Course Marking report (TR6)
 - Referee Ruling reports (TR1)
 - Dispute/Appeal form, if any (TR4)
 - Others
-

Signature _____

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

Date and Time of incident	
Name of person involved	
Hole Number	
Location (Tee/Fairway/Green)	

[illegible]

.....

Name	
Contact #	

Date: _____ Time: _____

	NAME	CONTACT PHONE NUMBER
1		
2		
3		

Date and Time of receipt	
Received by	

Report/Decision by the TD/Rules Committee after inquiry of the facts:

Appeal Committee members:

Date, time and venue of inquiry:

Report of the inquiry:

Decision of the inquiry:

(Please attach additional pages/information, if necessary.)

Report by (name & role)

Date and Time

TR5 PACE OF PLAY TIMING SHEET

COMPETITION					REFEREE				
GROUP NO.		START TIME				DATE/ROUND			

Name of player: _____

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																		

Name of player: _____

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																		

Name of player: _____

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																		

Name of player: _____

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
P.O.P. +/-																		

Note: For PoP timing, it is **NOT** Rounded up. For example, if the holed-out time is 10:10:40, it is recorded as 10:10.

TR6 COURSE MARKING REPORT**SAMPLE**

Competition	
Date	
Golf Course	

Hole-by-Hole Rules Guide

Abbreviations:

ACC	Abnormal Course Conditions	M	Meters
CD	Concrete Drainage	MO	Movable Obstruction
CH	Clubhouse	NPZ	No Play Zone
DZ	Dropping Zone	OB	Out of Bounds
ES	Either Side	RHS	Right Hand Side
FW	Fairway	RPA	Red Penalty Area
PG	Green	SB	Scoreboard
H	Hole	TIO	Temporary Immovable Obstruction
IMO	Immovable Obstruction	TA	Teeing Area
ITO	Integral Object	Y	Yards
LHS	Left Hand Side	YPA	Yellow Penalty Area

General:

Par 71: Front Nine Par 35 / Back Nine Par 36

Length: 6,756Y / 6,176M

OB: Total 16 holes

- Defined by white line or white stakes:
 - CH and its surrounds
 - Practice range and practice green areas
 - RHS H1 / LHS H9 / behind G8&9
- Defined by walls or fences
 - Right of H3,4,5,6 & 7
 - Left of H3,6,7,8&17
 - Behind PG3,4,5&6
- Defined by far side edge of water body (water line), identified by white stakes
 - Right of H13&14, behind PG14
- On or beyond the main road
 - Right of H9,11&12, LHS H1.2.7.9&16
 - Behind PG1,2&12

Penalty Areas (RPA & YPA): Total 11 holes

- RPA is defined by red lines and/or red stakes
- YPA is defined by yellow lines and/or stakes

ACC including IMO

- Concrete drainage ditches
- Note: The cart path, kerbs & adjacent concrete pavers area treated as one IMO

TIOs

- Hospitality units
- TV towers
- Leader boards
- Advertising boards around TA

SPECIFIC HOLE-BY-HOLE MARKINGS:

Hole	Front 9	Hole	Back 9
1	Par 4 (363Y/332M) • OB: RHS TA to PG (stakes/lines) • OB: LHS TA to PG (main road) • RPA: behind PG • RPA: RHS TA to FW • RPA: LHS TA to before PG	10	Par 4 (495Y/361M) • RPA: LHS TA to PG
2	Par 3 (170Y/155M) • OB: RHS TA to FW (wall/fence) • RPA: LHS TA to behind PG	11	Par 5 (557Y/509M) • OB: RHS PG (main road) • RPA: LHS TA to PG (joined with YPA G16)
3	Par 5 (527Y/482M) • OB: RHS TA to FW (wall/fence) • OB: LHS TA to behind PG (wall/fence/stakes/lines)	12	Par 4 (475Y/434M) • OB: RHS TA to behind PG (main road) • RPA: LHS TA to FW • RPA: behind PG (stakes)
4	Par 4 (435Y/398M) • OB: RHS FW to PG (wall/fence) • RPA: RHS PG • RPA: LHS TA to FW • RPA: LHS FW to PG	13	Par 4 (386Y/353M) • OB: RHS TA to FW (water line) • RPA: RHS TA to FW (joined with YPA G14) • RPA: LHS FW to PG
5	Par 4 (424Y/388M) • OB: RHS FW to behind PG (wall/fence) • RPA: RHS TA to FW (before PG) • RPA: LHS FW	14	Par 3 (194Y/177M) • OB: RHS TA to behind PG (water line) • YPA: RHS TA to front, right & behind PG. • 1 DZ for YPA (60Y)
6	Par 4 (364Y/333M) • OB: RHS TA to behind PG (wall) • OB: LHS TA to FW (wall/fence)	15	Par 4 (291Y/266M) • RPA" RHS TA to PG
7	Par 3 (188Y/172M) • OB: RHS TA to FW (wall/fence) • OB: LHS (wall/fence)	16	Par 3 (182Y/166M) • OB: LHS (main road) • YPA: front of TA, PG and RHS • 1 DZ for YPA (113Y)
8	Par 4 (410Y/375M) • OB: RHS (wall/fence) • OB: LHS (wall/fence)	17	Par 5 (523Y/478M) • OB: LHS (wall/fence, stakes/lines)
9	Par 4 (444Y/406M) • OB: RHS TA (main road) • OB: LHS TA (stakes/lines) • OB: Left & behind PG (wall/fence) • 3 DZ for hospitality unit right of PG	18	Par 4 (428Y/391M) • OB: LHS PG and behind (stakes, lines) • 6 DZ for hospitality unit (3 on the left & 3 on the right of PG)

Practice Green: RHS T1**Practice Range:** RHS H1 (312Y on grass)**Dropping Zones (DZ): Total 9 DZ**

For YPA: H14 & H16

For hospitality unit: PG9 & PG18

Other Information

- Tournament Office: 2nd floor in CH
- Referee room: In the tournament office (TIMAH boardroom)
- Leaderboard: H5. 8, 15 & 18.
- Scoring area: the room in CH between PG9 & 18
- Buggy station: beside CH (behind T10)
- Halfway house: Left of TA6 & behind TA15

Transportation exemption from penalty

From PG2 to TA3

Maintenance area

- Location: RHS PG1 (behind practice range)
- Course Superintendent: Mr Ong (019 600 1390)
- Type of grass and height cutting

Putting Green	Tifdwarf	3.8mm
Tee	Zoysia/Bermuda	12mm
Fairway	Zoysia	9mm
Rough	Zoysia	40mm

Note: No semi rough

Two tees may be used: 13, 14 & 16

Long drive holes : 8 & 12

Paint used : Red 4 doz, Yellow 1 doz, White 1 doz (including yardage spot)

Prepared by : xxx & yyy

DDMMYYYY

TR7 TOURNAMENT REPORT FOR ONE-DAY SINGLE-REFEREE EVENT

Tournament		
Venue		
Date		
Referee		
Mode of Play		
Tee-Off Mode (Please tick or comment)	Shotgun	
	2-point Start	
	Others	
Starting Time		
Completion Time		
Other Comments (If any)		

Checklist & Attachment File

Local Rules/ALR	
Flight Draw	
Tournament FINAL Results	
Notices to Players (if any)	
Ruling Report	
Any Dispute?	

AR1 APPLICATION FOR APPRENTICESHIP REFEREE

To:
 Chairman
 Rules and Amateur Status Sub-Committee
 The Malaysian Golf Association
 No. 14, Jalan 4/76C Desa Pandan
 55100 Kuala Lumpur



Name _____ State _____
 NRIC _____ Gender _____
 Date of Birth _____ Place _____
 Postal Address _____

 E-mail _____ HP no. _____
 Office no. _____
 Bank & Branch _____ A/C no. _____
 Signature _____ Date _____

Apprentice Referee to fill:

Name _____
 State or FT _____ Age _____ # Events _____
 R&A or MGA _____ Exam Yr _____

For MGA and RASC Use:

Chief Referee 1 _____ Appraisal _____ Points
 Chief Referee 2 _____ Appraisal _____ Points
 Chief Referee 3 _____ Appraisal _____ Points
 MGA's remarks _____ Average _____ Points
 RASC Mtg on _____ Approval _____
 Registration # _____ Effective _____
 RASC
 Chairman _____ Date _____

Signature

AR2 APPRENTICE REFEREE'S REPORT

To
The Chairman
Rules & Amateur Status Sub-Committee

Apprentice : _____ State: _____

Event [1][2][3] : _____

Venue : _____ Date: _____

Chief Referee : _____

Other Referees : _____

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

1 Organization & Attendance:

2 Course Marking & 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/Senior Referee)

	Ruling on	Rule/Clarification	Player	Hole#
8.1				
8.2				
8.3				

9 Concerns and Comments

Signature _____

Name _____

Date _____

AR3 CHIEF REFEREE'S REPORT ON APPRENTICE REFEREE

To

The Chairman
Rules & Amateur Status Sub-Committee

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

Apprentice : _____ State: _____
 Competition : _____
 Venue : _____ Date: _____
 Chief Referee : _____
 Other Referees : _____
 Apprentice Trainer : _____

Rulings made by Apprentice (under close supervision of Chief Referee/Senior Referee)

Round	Ruling on	Rule/Clarification	Player	Hole#
1				
2				
3				

My appraisal

Appraisal Parameter	Max pts	Appr pts	Comments
1 Personality	5		
2 Attitude	5		
3 Confidence	5		
4 Passion	5		
5 Initiative	5		
6 Attendance	5		
7 Punctuality	5		
8 Ruling Knowledge	20		
9 Rulings	15		
10 Assignments:			
10.1 Course Marking	5		
10.2 Course Set-Up	5		
10.3 Starter Role	5		
10.4 Recorder Role	5		
10.5 TR1 Report	5		
10.6 TR5 Report	5		
Total Appraisal	100		

My Appraisal		
<i>Note: 1 Your Appraisal will be used in a compilation to derive an average Appraisal for the Apprentice.</i>		
<i>2 AR must achieve at least 70 appraisal points for successful completion.</i>		

My Final Comment:

This is AR's apprenticeship number [] (please indicate 1, 2 or 3)

Signature

Name

Date

AR4 APPRENTICE REFEREE OVERALL APPRAISAL

Name of Apprentice Referee

Item	Appraisal Parameter	Max points	AT Appraisal Points			Average Points	Comments
			AR3(1)	AR3(2)	AR3(3)		
Apprentice Trainer’s Name (AT)							
1	Personality	5					
2	Attitude	5					
3	Confidence	5					
4	Passion	5					
5	Initiative	5					
6	Attendance	5					
7	Punctuality	5					
8	Rules Knowledge	20					
9	Rulings	15					
10	Assignments:						
10.1	Course Marking	5					
10.2	Course Set-Up	5					
10.3	Starter Role	5					
10.4	Recorder Role	5					
10.5	TR1 Report	5					
10.6	TR3 Report	5					
	Maximum points	100					

Note: 1. AR must achieve a minimum of 70 points (on average) to be confirmed as a Referee.

2. For item 10, any assignment not conducted by the AT, please indicate "Not Done"

3. These points will be used in Form AR1.

Comments by

Approval by RASC Chairman

Name

Signature

Date

MF1 APPLICATION FOR REINSTATEMENT BY INACTIVE REFEREE

To:
 Chairman
 Rules and Amateur Status Sub-Committee
 The Malaysian Golf Association
 No. 14, Jalan 4/76C Desa Pandan
 55100 Kuala Lumpur

APPLICATION FOR REINSTATEMENT FOR YEAR _____

Refer to Section 5.2 for pre-requisites for reinstatement.

Reasons for being inactive for more than 12 months

Please explain why you should not be delisted from MGA register as per SOP.

Referee _____

Date _____

Signature _____

Referee to fill:

Name _____	Ref Reg No. _____
Reg. State/FT _____	Age _____ H/P No. _____

For MGA and RASC Use:

Verified by MGA _____	Signature _____
Approved by RASC Chairman _____	Date _____
Signature _____	

MF2 TD and CR's CLAIM

TO:

The Finance Department**The Malaysian Golf Association**

No. 14, Jalan 4/76C Desa Pandan, 55100 Kuala Lumpur

Dear Sir,

TD and CR's CLAIMS

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

Name:			
Role: (please X)	☐ Tournament Director	☐ Chief Referee	
Event:			
Dates & Venue:			

A. COURSE MARKING	AMOUNT (RM)	CLAIM (RM)
1 Course Marking	RM250.00 X ____ day(s)	
		TOTAL(A)
B. REFEREE ALLOWANCE	(Event days)	
1 Tournament Director	RM350.00 X ____ day(s)	
2 Chief Referee	RM300.00 X ____ day(s)	
3 TD log review meetings	RM80.00.X ____ day(s)	
		TOTAL(B)
C. MILEAGE CLAIM		
1 Mileage (50KM or less return)	RM30.00 X ____ day(s)	
Or RM0.60 X KM X ____ day(s)		
2 Toll & Parking	RM ____ X ____ day(s)	
		TOTAL(C)
D ACCOMMODATION and MEALS		
1 RM100 per night, if stays outside official hotel (if venue is >50KM one-way)		
Comments:		
2 Breakfast or Lunch: RM20.00, Dinner: RM30.00 (if not provided)		
Comments:		
Note: Dinner is applicable only when accommodation is provided.		
	TOTAL(D)	
	(A+B+C+D)	GRAND TOTAL

Thank you and yours sincerely.

(signature)

Checked by:

(signature)

Approved by:

(signature)

Name: _____

Name _____

Name _____

NRIC Number: _____

Bank Acct No.: _____

Date: _____

MF3 REFEREE'S CLAIM

TO:

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

Dear Sir,

REFEREE'S CLAIMS

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

Name:			
Role: (please X)	☐ Set-Up Referee	☐ Referee	
Event:			
Dates & Venue:			

A. REFEREE ALLOWANCE	AMOUNT (RM)	CLAIM (RM)
1 Pre-Tournament Briefing (include B1&B2 and not applicable to on-site TD/CR/Set-Up Referee)	RM80.00 X _____ day	_____
2 Single Referee	RM300.00 X _____ day(s)	_____
3 Set-Up Referee	RM230.00 X _____ day(s)	_____
4 Referee	RM200.00 X _____ day(s)	_____
	TOTAL(A)	_____

B. MILEAGE CLAIM		
1 Mileage (50KM or less return)	RM30.00 X _____ day(s)	_____
Or RM0.60 X _____ KM X _____ day(s)		_____
2 Toll & Parking	RM _____ X _____ day(s)	_____
	TOTAL(B)	_____

C. ACCOMMODATION and MEAL	
1 RM100 per night, if stays outside official hotel (if venue is >50KM one-way) Comments:	_____
2 Breakfast or Lunch: RM20.00, Dinner: RM30.00 per day (if not provided) Comments:	_____
Note: Dinner is applicable only when accommodation is provided.	
TOTAL(C)	_____
(A+B+C) GRAND TOTAL	_____

Thank you and yours sincerely.

(signature)

Checked by:

(signature)

Approved by:

(signature)

Name:

Name

Name

NRIC Number:

Bank Acct No.:

Date:

MF4**MGA REFEREES AND APPRENTICE GOLDEN RULES****1. Referee's Kits**

- 1.1. Official Guide to the Rules of Golf
- 1.2. Terms of Competition, Local Rules & Score Card
- 1.3. Stop Watch
- 1.4. Binoculars (Essential).
- 1.5. Pencil/Multi colour Pen.
- 1.6. Measuring Tape and/or string.
- 1.7. Towel, Raincoat and Umbrella (recommended).
- 1.8. Others: snacks, personal medication, golf balls (for checking course conditions)

2. During The Tournament Play

- 2.1. Tournament hard card (if provided)
- 2.2. ALR eg. Preferred Lies Rules (if any) /Evacuation Plan/Referees' Rota (Identify the Rover/s in your area).
- 2.3. Pace of Play Time Sheet and the Draws.
- 2.4. Referee's Ruling report blank form.
- 2.5. Air-horn (if provided)
- 2.6. Walkie-talkie.
- 2.7. Buggy (ensure key is with you whenever you leave the buggy and preferably use the same buggy throughout the tournament).

3. Reporting For Duty

- 3.1. To be at Tournament Office at least 45 minutes before the scheduled tee-time or as requested by TD/CR.
- 3.2. Test your walkie-talkie
- 3.3. Set your mobile phone to silent mode.
- 3.4. 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 in your area to be accessible for rulings and recording of hole out time.

4. During The Tournament

- 4.1. Walkie-talkie should be used for reporting Pace of Play timing and/or seeking ruling opinion from Rover/Chief Referee. If you need to contact your fellow Referees on non-ruling matter, please use your mobile and be brief.
- 4.2. When you are uncertain on giving a correct ruling, you **MUST** not guess, call for a Rover/CR for assistance. It is not a sign of weakness to call for a second opinion.
- 4.3. Be ready to assist and to attend to rulings on any other holes not assigned to you should you happened to be around the vicinity.
- 4.4. Be attentive while on duty and don't be a spectator.
- 4.5. Be polite at all times to players and spectators.

- 4.6. 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.
- 4.7. Be attentive to the hole out time reported by other Referees for groups coming to your area. Take note of Starter's report of any delayed in tee-off time by any groups.
- 4.8. Lunch break or using the rest room should be quick and brief.

5. Suspension of Play and Evacuation Procedure Due To Immediate suspension/Dangerous Situation.

- 5.1. Recognize the siren signal for play to be suspended and advise players of an "immediate suspension of play".
- 5.2. Help to transport players/caddies to the nearest shelter (If it is a walking tournament)
- 5.3. Do not leave your area until all players/caddies have been evacuated. Advise spectators to seek shelter immediately.
- 5.4. Do not use your walkie-talkie unnecessarily during the evacuation process.

6. Resumption of Play

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

7. OTHER MATTERS:

- 7.1. DO NOT GUESS when you have the slightest doubt regarding a ruling.
- 7.2. Almost 80 % of the time your guess may be WRONG!
- 7.3. If you have the slightest doubt regarding a ruling, don't hesitate to call for a Rover/CR. It is not a sign of weakness to call for a second opinion. The Rover/CR 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 15th green, player's ball is close to TV tower").
- 7.4. The consumption of alcohol on the course / in the clubhouse area is strictly not permitted while on duty. Referee who disregards such regulation shall be subject to disciplinary action.

8. On Course Etiquette

- 8.1. 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.
- 8.2. Referees must be mindful of their demeanour and should approach every encounter with a player in a polite, confident manner.
- 8.3. 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.

9. Additional Guidelines When Officiating Single Day's Corporate Events

- 9.1. Ensure that the Dropping Zones are free of divots hole and if necessary, to relocate to new location before commencing the round.
- 9.2. 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 teeing areas to identify the slow play group.
- 9.3. "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.
- 9.4. Referees are required to attend the prize presentation function and to assist the organizer to resolve any rules matter if required.

10. Five Signs of a Good Ruling

- 10.1. You are clear and concise. Be calm, and talk softly and slowly.
- 10.2. You take your time to get it right, and you're sure you have all the facts.
- 10.3. If you aren't sure of the ruling, use your walkie-talkie to get help.
- 10.4. If it's a lengthy ruling, you MUST first seek approval from Rover/CR or TD on whether you could let the following groups play through.
- 10.5. You do not touch the player's clubs, ball, or equipment.

11. ANY OTHER MATTERS:

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

MF5 REMINDER FOR REFEREES DURING SUSPENSION/RESUMPTION

1. When Play is Suspended

- Please stay off the walkie-talkie unless you are reporting an emergency.
- Make a written note of where groups are on your holes and, if possible, the location of the balls in play.
- It is not necessary to collect score cards from the players.

2. When Play is Resumed

- Proceed to your zone to assist players in getting a ball back into play as necessary.
- Stay off the walkie-talkie but be attentive to “roll call” proceedings.

3. Practice

i. Dangerous Situation:

- When play is suspended for a dangerous situation, the practice areas will be closed until further notice.
- During a suspension of play for a dangerous situation, after the Committee orders the practice areas re-opened, in addition to using these practice areas, if a player is between the play of two holes, the player may practice putting or chipping on or near the teeing area of the next hole to be played.

ii. Non-Dangerous Situation:

- During a suspension of play for a non-dangerous situation, unless the Committee orders the practice areas closed, a player may practise on these areas.
- During a suspension of play for a non-dangerous situation, unless the Committee order the practice areas closed, in addition to using these practice areas, if a player is between the play of two holes, the player may practice putting or chipping on or near the teeing area of the next hole to be played (Rule 5.5b). In addition, the Committee may specify other areas of the course on which practice is allowed.

4. General:

- While waiting in a fairway to resume play, either during the suspension or after resumption has been ordered, a practice stroke must not be played on the fairway.
- When the Committee orders play is resumed at a specific time and that time has occurred, all practice on the practice areas by players who discontinued play must cease and those players are limited to practising in accordance with Rule 5.2 (clarification 5.5c/1).

5. Clubs

- When the player resumes play, the player is limited to the clubs selected for the round that was suspended except that, if the player started with fewer than 14 clubs, the player may add any number provided the total number does not exceed 14.

6. Ball (Rule 5.7d)

- If the ball was not lifted when play stopped, the player may play the ball as it lies, or may mark the spot of the ball, lift the ball (see Rule 14.1) and replace that ball or another ball on the original spot (see Rule 14.2).
- If the ball was lifted when play stopped, the player must replace the original ball or another ball on the original spot (which if not known must be estimated) (see Rule 14.2).
- If the lie of the ball is altered either because of lifting the ball or after the ball was lifted and before a ball is replaced, see Rule 5.7d(1).
- If the ball or ball-marker is moved while play is stopped, see Rule 5.7d(2).

MF6 RULING ABBREVIATIONS

The following abbreviations may be used in the Referee's rulings report

ACC	Abnormal Course Conditions
ALR	Additional Local Rule
AR	Apprentice Referee
AT	Apprentice Trainer (either CR or Senior Referee appointed by CR)
BOTL	Back On The Line
CATS	Conditions Affecting The Stroke
CL	Club-Length
DZ	Dropping Zone
GA	General Area
GUR	Ground Under Repair
IMO	Immovable Obstruction
IO	Integral Object
KVC	Known or Virtually Certain
LB	Lost Ball
LR	Local Rule or Lateral Relief
LHS	Left Hand Side
MO	Movable Obstruction
NPCR	Nearest Point of Complete Relief
NPZ	No Play Zone
OI	Outside Influence
OB	Out of Bounds
PA	Penalty Area
PB	Provisional Ball
PG	Putting Green
PS	Penalty Stroke
RA	Relief Area
RHS	Right Hand Side
RP	Reference Point
RPA	Red Penalty Area
SD or S&D	Stroke and Distance
TA	Teeing Area
TIO	Temporary Immovable Obstruction
TW	Temporary Water
WB	Wrong Ball
WG	Wrong Green
WP	Wrong Place
YPA	Yellow Penalty Area

END OF SOP

10.6.2025