



MALAYSIAN GOLF ASSOCIATION

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

1st edition 2010

2nd edition 2013

3rd edition 2017

Prepared and Issued by

The Chairman

Rules Sub-Committee



FOREWORD

I congratulate Mr. CC Boo and his team for successfully initiating an updated version of the Standard Operating Procedures (SOP) for referees. It is considered timely as our referees from Malaysian Golf Association (MGA) are required to officiate various high level tournaments in our country.

The third SOP is intended to provide valuable information and guidelines on matters pertaining to Competitions and Rules for referees.

As the governing body of golf in Malaysia, part of MGA's task is to develop the game and to uphold the Rules of Golf. Rules of Golf are changing from time to time. With this updated version of the Referees' SOP, I believe that MGA would position itself to be at par with the aspirations of R&A, USGA and IGF.

Sincerely,

YB (Senator) TAN SRI DATO' SETIA ANWAR HJ. MOHD NOR
PRESIDENT, MGA



All,

The Rules of Golf (ROG) have evolved and changed over the years in response to ongoing situations during tournaments; likewise, our Referees' Standard Operating Procedures (SOP) also need to be updated as the methodology of referees' roles and duties is fine-tuned to make them more current and effective.

This revised version is an update from the SOP prepared in 2010 by the former Rules Sub-Committee members.

We may not be able to cover all areas, but this should serve as a good guide for one-day tournaments or otherwise, in a more efficient, effective and professional manner.

My heartfelt gratitude to all the Rules Sub-Committee members and advisor Fritz Katzengruber for sacrificing their time and untiring energy in producing this revised SOP.

I also wish to thank Senator Tan Sri Mohd Anwar Mohd Nor, President of MGA and all Exco Committee members, for their unwavering support and appreciation of the MGA Referees.

While we understand that no one referee can confidently say he/she knows it all, it would be of good for all of us to continue enriching our rules knowledge by constantly revisiting R&A/ USGA's Decisions on the ROG Book, Golf Rules Illustrated 2016-2017, Guidance on Running a Competition, The Principles Behind the Rules of Golf by Richard Tufts etc.

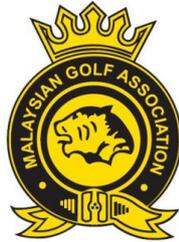
Though the ROG will undergo a major change in 2019, the "Art" of refereeing will remind. Continue to upgrade and improve ourselves as referees besides contributing further to the development of the Rules of Golf!

Yours Truly,

C.C Boo
Chairman, Rules Committee, MGA

Contents

	Page
[i] Foreword	1
[ii] Introduction	3
1 Definitions	4
2 Registration	5
3 Code of Ethics	6
4 The Role of a Tournament Director	10
5 The Role of a Chief Referee	12
6 The Role of Referee & Guidelines for 1 Day event (Corporate)	14
7 The Art of Refereeing	20
8 Training of Apprentice Referee	24
9. Starter Guideline	27
10 Timing Procedures	30
11 Advice for Scorers/Recorders	32
12 Course Marking	33
13 Course Set-Up	46
14 Hard Card	52
15 Local Rules and Conditions of Competition	57
16 Specimen Local Rules and Conditions of Competition	63
17 Fees and Allowances	65
Appendix: Standard Forms	
A1 Tournament Director's Report	66
A2 Chief Referee's Report	69
A3 Referee Report	70
A4 Chief Referee's Report on Apprentice	71
A5 Apprentice's Report	72
A6 Apprentice's Application for Registration	73
A7 Referee's Application for Renewal	74
A8 Referee's Claim	75
A9 Pace Time Sheet	76
18 Additional Reference Materials	77



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

This Handbook contains the Code of Ethics, the roles of various Referee, course marking, the Local Rules and Conditions of Competition and the relevant Forms. All of them are prepared to assist Referee in their tasks of officiating so that all competitions will proceed smoothly and successfully. If, in rare situations, any Referee should breach the Code of Ethics, this booklet outlines the measures to be taken.

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

The Rules Sub Committee collectively agrees on all decisions made for the best interest of all MGA Referees.

1**Definitions****1.1 Apprentice Referee**

An Apprentice Referee is a person who has passed the R&A Referees /Rules School (level 2) or the MGA Rules School (level 2) but has yet to complete the two apprenticeship tournaments under a Chief Referee to qualify as an MGA Referee.

1.2 MGA Referee

A person who has passed the R&A Referees / Rules School (level 2) or the MGA Rules School (level 2), has registered with the Malaysian Golf Association and has been appointed by the Chairman of the MGA Rules/Competition Sub-Committee to officiate in a Golf Competition is an MGA Referee.

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

2**Registration****2.1 Registration of Referees**

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

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

The registration of an MGA Referee shall be renewed if he/she has performed any of the following:

- 2.1.1 Has sat re-sit again for the MGA/ R & A Referees/Rules School (level 2) every 4 years; or
- 2.1.2 Has officiated in at least one MGA or MGA sanctioned event; or three events of a single day
- 2.1.3 Has officiated in at least 2 events (events of three days) sanctioned by any State Golf Association affiliated to the MGA.
- 2.1.4 To be fit, healthy and no medical complication and / or illness.

2.2 Inactive Referees

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

If an MGA Referee does not or persistently refuses to participate in the above (as per item 2.1.1 to 2.1.3), he/she shall be suspended from officiating in further MGA or MGA sanctioned events. He/she shall place under in-active referee group.

If he/she shall remain inactive for four (4) years, he/she shall be de-registered as an MGA Referee. He/she may reapply to the MGA for a fresh registration / reactivation subject to the approval of the MGA.

3.1 Introduction

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

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

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

3.2 Ethical Standards

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

- 3.2.14 All MGA appointed Referee/s must report immediately to MGA if he/she encountered a not registered Referee performing duty in that tournament/competition.
- 3.2.15 Referee/e must attend all official functions and must be well dressed at all times. (Dress Code as per the function/provided).

3.3 Breach of the Code

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

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

3.4 Dress Code

When on assignment, Referee should be appropriately dressed. They are to wear the following:

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

3.5 Disciplinary Action

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

- 3.5.1.3 The Chairman may issue a reprimand letter to Referee/s on their minor miscarriage of duty.
- 3.5.1.4 If there is indeed a serious breach, the Chairman shall prepare a report and submit his findings to the MGA Executive Committee (hereinafter referred to as "EXCO") for their consideration.

3.5.2 Disciplinary Board Hearing

- 3.5.2.1 The EXCO shall consider the report from the Rules Chairman and decide if it wishes to pursue the matter further and conduct a hearing.
- 3.5.2.2 If so, the EXCO shall appoint a Disciplinary Board consisting of 3 members, one of whom shall be the Chairman of the Board to conduct a full hearing.
- 3.5.2.3 A notice of the hearing shall be sent by registered post to the complainant, the person who is the subject of the complaint and all witnesses from both parties specifying the following:
 - a. Details of the alleged breach;
 - b. Time, date and venue of the Hearing;
 - c. Names of the members of the Disciplinary Board;
 - d. Both the complainant and the person who is the subject of the complaint must be present in person but may bring witnesses if they so wish;
 - e. If any party fails to appear as per (b) above, the Disciplinary Board shall proceed with the Hearing in his absence.
- 3.5.2.4 The Hearing is not bound by the rules of evidence but must as far as possible adhere to the principle of the rules of natural justice.
- 3.5.2.5 The decision of the Disciplinary Board is final and no appeal shall be entertained.

3.6 Sanction

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

3.7. Amendments to the Code

The MGA may amend the Code at any time with due notice served to all MGA Referees.

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

4.1. General

4.2. Specific

4.1. General Role

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

4.2. Specific Role

4.2.1 Prior to the Tournament

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

4.2.2 During the Tournament

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

4.2.3 After the Tournament

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

Notes:

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

5 The Role of a Chief Referee

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

5.1. Prior to the Tournament

At Least 2 Weeks before the Tournament

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

Before Start of the Tournament

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

5.2 The Start of the Tournament

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

5.3 During the Tournament

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

5.4 After the Tournament

- 5.4.1 The Chief Referee shall make himself available at the scoring area to attend to any queries and disputes which may arise when players have completed their round and are submitting their score cards.
- 5.4.2 Conduct a daily de-briefing for Referee to discuss decisions made where penalties have been imposed and any other issues which may assist and speed up the running of the tournament.
- 5.4.3 Gather all Referee Reports.

- 5.4.4 Submit a Chief Referee's Report to the Tournament Director within two weeks after completion of the tournament. This is to facilitate the Tournament Director to incorporate the Chief Referee's Report in his report which has to be submitted within three weeks to the Rules Committee of the MGA.

Notes:

- a. The Rules Sub Committee (RSC) may review all reports accordingly. Should there be any discrepancies/issues in applying a ruling or code of conduct, the Rules Sub Committee (RSC) will appoint a Panel to investigate further and report to the Rules Sub Committee (RSC) accordingly. The Rules Sub Committee (RSC) will act further to take action and/or provide advice on this matter accordingly. This shall also be applicable for Apprentice.

6.1 Equipment

A Referee should carry the following when officiating:

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

6.2 Before Start of the Tournament

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

6.3 During the Tournament Proper Day

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

6.4 Reporting For Duty

- 6.4.1 To be at Tournament Office at least 45 minutes before the scheduled tee-time or at such time as per set by The TD/CR.
- 6.4.2 Ensure all items listed at 1.1 above are in place.
- 6.4.3 Radio and Time checks.
- 6.4.5 Ensure your mobile phone is in silence mode and it will be necessary for you to carry one in the case of poor radio coverage in some lower ground areas.
- 6.4.6 Get down early to your assigned holes to familiarize yourself with the surrounding; to identify the shortest routes between holes; to identify and avoid short routes which are wet and soggy; to identify the most suitable location where it will be possible to cover all of your areas that are easily accessible when attending rulings and/or recording of flag in time of each group within your vicinity and areas where possible rulings shall often arise.

6.5 During The Tournament

- 6.5.1 Limit the radio use (Walker –Talkie) at all times unless reporting Pace of Play timing and/or seeking ruling opinion from Rover/Chief Referee. If you seriously need to contact your fellow Referees on non-ruling matter, please use your mobile and be very brief.
- 6.5.2 When you cannot absolutely sure on giving a correct ruling, you MUST not guess, call for help from any Referee nearby or call the Rover/Chief Referee.
- 6.5.3 Be ready to assist and to attend ruling on any other holes not assigned to you should you happen to be around the vicinity.
- 6.5.4 Remain on high alert during your time on duties and must avoid becoming a spectator. Dozing off during duty must be avoided at all time.
- 6.5.5 Be polite at all times to players and spectators. Players playing at high level tournament are under considerable pressure, so it is very important to sense when to talk to a player and when to be silent.
- 6.5.6 Should always advise player not to touch/lift his ball in play when helping him to determine the relief options and/or nearest point of relief. Stay with the player until the correct procedure has been achieved. Please refer to R 20-2c (i) to (vii) to which is the common breach of procedures.
- 6.5.7 Pay full attention to the flag-in time over the radio reported by other Referees for groups coming into your location. Take notes of Starter's reporting of any delayed tee-off time of any groups.
- 6.5.8 Lunch break or using the rest room- be quick and brief.

6.6 Suspension of Play and Evacuation Procedure Due To Dangerous Situation.

- 6.6.1 Recognize the sounding signal for play to be suspended and advise players of an "immediate suspension of play" if it is written in the CoC.
- 6.6.2 Help to transport players/caddies to the nearest shelter.

- 6.6.3 Do not leave your areas until all players/caddies have been evacuated. Advise spectators to seek shelter immediately.
- 6.6.4 Do NOT use your radio unnecessarily during the evacuation process.

6.7 Resumption of Play

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

6.8 Officiating – Summary of DOs and DON'Ts

6.8.1 DO:

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

the applicable Rule in the Rule Book, whichever is the more likely to keep things calm.

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

6.8.2 DON'T:

- 6.8.2.1 Don't say more than the player needs to know, e.g. don't quote the Rule number.
- 6.8.2.2 Don't be over-familiar with the player, even if you know him well. Don't make jokes. Don't imply to the player that he/she has played a poor shot, that he/she has "a problem" that he/she ought to know the Rules (by now), etc.
- 6.8.2.3 Don't raise your voice, show impatience, get excited, and get aggressive with the player.
- 6.8.2.4 Don't give a ruling until you know what is right in the circumstances.
- 6.8.2.5 Don't give advice to the player or imply which option he/she should adopt.
- 6.8.2.6 Don't touch the player's ball or clubs, insert tees to help him set out the permitted area for a drop, or move movable obstructions for him.
- 6.8.2.7 Don't position yourself in an intrusive manner, overly close either to the player when he/she is at address, or to his line of play and don't move when he/she is about to play.

6.9 Guidelines for 1 Day event (Corporate)

6.9.1 General

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

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

6.9.2.1 Date of Event, Course and Tee Time

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

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

6.9.2.4 Discuss with the Event Organiser/Promoter on the above (item # 2.2 – 2.4), check of entries, which nine is being played (for golf course 27 holes and above), registration time, scoring area & etc.

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

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

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

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

6.9.3 Brief Checklist/Guide for During the Event

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

6.9.3.2 Get a copy of the Flight draw, Rules & Regulations (Conditions of Competition), score card, revised local rule (if any) or add on, course layout & etc onto your clip board.

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

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

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

6.9.3.6 Back to club house and be at the scoring area

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

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

6.9.3.9 Thank the Club personnel and leave the club.

6.9.4 Brief Checklist/Guide for Post Event

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

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

6.9.5 Others

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

6.9.5.2 Stop play signal/siren.

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

Notes:

- a. The Rules Sub Committee (RSC) may review all reports accordingly. Should there be any discrepancies/issues in applying a ruling or code of conduct, the Rules Sub Committee (RSC) will appoint a Panel to investigate further and report to the Rules Sub Committee (RSC) accordingly. The Rules Sub Committee (RSC) will act further to take action and/or provide advice on this matter accordingly.

THE ART OF REFEREEING

(Excerpt from The R & A's Teaching Materials)

Introduction

There is more to refereeing than knowing the Rules; you can achieve 90% in the exam and be a refereeing menace on the golf course!

- Refereeing is not a science, it is a skill, an ART
 - Difference between knowing Rules versus giving ruling
 - Some find it quite natural and it comes to them easily
 - Others learn through (bitter and painful) experience and from constantly working on their skills

Reasons for wanting to be a Referee

Why be a referee?

- Bad Reasons?
 - to show how much you know about the Rules
 - to apply penalties
 - to be on TV
 - to get to know famous players
- What about GOOD reasons?
 - competitions don't happen by themselves
 - to give something back to the game
 - enjoy the friendship of others...

Role of a Referee

- All sports have rules
- All sports have referees or umpires – someone to apply the rules of that sport
- The role...
 - minimum intervention – let the play flow
 - it is a support role
 - the referee is not the star

How do you become a good referee?

Preparation

Firstly, be prepared.

- Know the Rules – constant revision to ensure good up-to-date knowledge
- Know the tournament – examine the format/conditions of competition
- Know the golf course layout - where are the problems, how do you get around, any shortcuts, etc.
- Arrive at the course early
 - Ideally, get there at least the day before the competition
 - Course review – walk the course (ideally with fellow referees) to ensure you know it and examine any areas that you can see as potential Rules issues. Where are the boundaries? Any GUR? Any water hazards? Discuss tricky/problem issues with fellow referees and chief referee.
- Know the Local Rules in relation to any course marking
 - Read Local Rules and/or Hard Card every day of the competition

Preparation before a round

You can be on the course for a long time.

- Prepare for bad and good weather
- Make sure you are comfortable as you will inevitably give better rulings when comfortable rather than feeling cold/tired/wet/sunburnt
 - Jacket, hat, umbrella, waterproofs...
 - sunscreen
- Prepare all your on-course equipment :
 - Rule book, Decisions book, Local Rules
 - stop watch, timing sheets
 - air horn (in case of a suspension of play)
 - etc.

- Make sure you have plenty of food and drink!

Giving Rulings

A referee should want to give rulings when asked; if you don't want to give a ruling, don't be a referee. However, don't be desperate to give rulings. If the course is well marked, if your Local Rules are clear, if the course is in good condition, and if players play well and at a good pace...perfect. You have done your job well, that is what you want.

- There are two situations when a referee should give a ruling – when they are asked or when they spot a potential breach
- **Note:** Remember that in match play, unless a referee is assigned to accompany the players throughout the match, he/she has no authority to intervene in a match other than in relation to Rules 1-3, 6-7 or 33-7. group
- Often a player is capable of proceeding without a referee so judge the situation
- Don't rush in if another referee is handling the ruling unless asked to do so...bad refereeing etiquette!

Given a wrong ruling

It is said that there are only two types of referees: those who have made mistakes and those who will make mistakes. Mistakes will happen but you can minimise them by focusing on certain aspects of your refereeing technique:

- attitude
- clarity
- confidence
- accuracy

Attitude

A good start is important. How you approach the ruling can help.

- Open with "how can I help?", rather than "what's your problem?", i.e. be friendly and polite.
- Listen politely and let the player speak and explain the situation
- Ask lots of questions so that you are sure what has happened. Only then proceed to give a ruling
- Don't talk down to the player, don't treat him like an idiot: show respect
- Ensure your body language is relaxed but not too relaxed, e.g. no hands in pockets.

Clarity

- Simplicity is good. Don't over complicate it.
- Be clear what the ruling/answer is
- Don't quote Rule numbers or Rules jargon – use everyday language to communicate
- ensure that you are being understood
- explain clearly exactly what your decision is and what you would like the player to do

Confidence

Confidence comes with knowledge and experience, so make sure that you are up to date with the Rules and you take the opportunities that arise to become a better referee. Some people are naturally more confident than others.

Take your time, take a deep breath and deliver decision/ruling:

- calmly
- with authority

Players can sense when you are not sure and some will try and take advantage of that. If not 100% confident, at least try to **act** confident to instil a sense of confidence

- “Confidence is contagious. So is lack of confidence.” Vince Lombardi (American football player and coach)

Accuracy

Ultimately, the main objective is to be accurate – get it right!

- To do this, you need to gather all necessary information
- Almost right is not good enough.
- If unsure, look at your Rule book or ask for a second opinion.

What do you do if you get it wrong?

It's important to tell the player if you get it wrong in case he/she faced with a similar situation later in the round. It's important to tell the Chief Referee too.

Often your wrong decisions won't matter, but sometimes they will. And sometimes the player will be very annoyed!

Preventing Breaches

As a referee you can't be everywhere, so is it fair for a referee to step in and prevent a breach?

Yes, a referee must try to prevent any breach if at all possible.

- Refereeing is not about applying penalties (although that may happen); you are there to assist.
- It is consistent if you would do the same for every player.
- Standing back and watching a player breach the Rules and then issuing a penalty is **not** a comfortable position for a referee.
- Sometimes stopping a player from breaching a Rule can be awkward but if it stops the player incurring a penalty, it is worthwhile.

Additional Guidance

- Take your time
 - Don't rush
 - Taking your time gives you time to think and assess the situation on the way to the ruling
- Don't be pressurised
 - Player/caddie may rush you into making a decision
 - Don't give a ruling you feel uncomfortable with
 - Don't put pressure on yourself
 - Ask lots of questions and gather all the evidence. Only then...

Telling player all his options.

- Advise the player of all his options
 - Inform the player of all his options. Let the player choose what is best for him, don't choose for player.
 - It's not a Rules demonstration so keep things simple
 - Don't offer your opinion, just state the Rules

- Simply apply the Rules
 - Sometimes the Rules/your ruling may give the player a lucky break, sometimes it will be an unfair result
 - This is not your fault – just apply the Rules and keep any emotions out of it
- Don't leave until the ruling is over
 - Don't rush away from the ruling
 - Once the player has chosen what to do, he/she may need assistance with dropping and re-dropping
 - The ruling is over when you can say to the player, **“that ball is in play”**.

Second Opinions

- Never guess! If you are unsure, ask for a second opinion.

Does the player have a right to a second opinion?

- No. “If a referee has been appointed by the Committee, his decision is final” (Rule 34-2). That does not prevent the referee from changing his mind, it just means that the player has no automatic right of appeal.
- That said, if it would diffuse a tense situation, if the referee is unsure or if it is a judgement call...then it can be wise to ask for a second opinion.
- Use your radio to get a second opinion, e.g. “what is the status of the road to behind the 17th green?” However, sometimes the second opinion needs to come to the scene to get a better idea of what the problem is.
- Asking for a second opinion is not sign of weakness – all referees need to do this at some time.
- Once the second referee arrives, explain the situation, let the player listen in and contribute, and then let the second opinion handle the ruling.

Conclusion

- prepare
- practice rulings
- basics (be Accurate, Clear, Confident and have a good Attitude)
- analyse your performance and work on improving it
- accept that mistakes can and will happen but learn from them so that you can improve.

7 Training of Apprentice Referee

7.1.1 Apprenticeship Training

The Apprentice Referee shall officiate in two MGA tournaments, MGA sanctioned tournaments or MGA State sanction tournaments approved or assigned by the C&R to fulfil the on-course training under two different Chief Referees.

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

7.1.3 The apprentice referee is required to submit the A6 Application for Registration Apprentice form to zone coordinators / rules sub-committee at least 1 week before the tournament.

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

7.2. On-Course Training

The on-course training shall consist the following:

7.2.1 Briefing on Standard Operating Procedures (SOP)

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

7.2.2 Course Marking and Course Setting

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

7.2.3 Local Rules

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

7.2.4 Pre-Tournament Preparations

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

7.2.5 Pre-Tournament Briefing

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

7.2.6 Ruling

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

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

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

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

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

7.2.7 Briefing and Debriefing

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

7.2.8 Attending Appeal Committee Meeting

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

7.2.9 Additional Task for Apprentice

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

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

7.2.10 Submission of Report by Apprentice

An Apprentice Referee is to submit the dully completed Standard Apprentice's Report form attached to the Appendices of this Handbook to the Chief Referee of the assign tournaments within two weeks of the completion of the tournament.

7.2.11 Submission of Apprentice Referee Report by Chief Referee

All dully completed Standard Apprentice's Report form shall be review by the Chief Referee of that tournaments and updating his recommendation via form A4

7.2.12 Submission of Apprentice Referee Report by Rules Sub Committee

All apprentice report together with chief report on apprentice shall be table during the Rules Subcommittee meting. The committee shall decide on the registration of the apprentice as a MGA register referee.

STARTER GUIDELINE

For MGA Apprentice

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

PRACTICE ROUND (S)

- The starter should know how to get to the 1st & 10th tee
- The starter should know the layout of the 1st and 10th holes (ie. OB, Water Hazard, through the green)

TOURNAMENT ROUND (S)

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

ON THE TEEING GROUND

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

4 Balls

Player 1 is given player 2's scorecard
Player 2 is given player 3's scorecard
Player 3 is given player 4's scorecard
Player 4 is given player 1's scorecard

3 Balls

Player 1 is given player 2's scorecard

Player 2 is given player 3's scorecard

Player 3 is given player 1's scorecard

2 Balls

Player 1 is given player 2's scorecard

Player 2 is given player 1's scorecard

- Be in position to be able to see that players do not tee up in front of the tee-markers. The starter should stand on or near the teeing ground, 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 ground. If player tee up in front of the teeing ground, stop the player and ask the player to proceed correctly
- Ensure there is silence as players tee off
- Do not start any group's ahead of time; if you get behind time, do not worry, but advise the chief referee as soon as any group starts later than its correct time
- No function on the tee (sign photograph, interview, photograph), this will disturb for players' preparation and concentration.

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

"Ladies and gentlemen welcome to the 2013 Kuala Lumpur open Golf Championship. In order that everyone has a great day, please respect the following simple guidelines:

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

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

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

Normal Script for Starters

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

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

Before the first group announce the following:

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

Once the first player has played, announce the following:
“On the tee from Singapore, CC Boo.”

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

Before the next group, announce the following:
“This is group number two, starting time 07. 40 am on the tee from
_____”

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

Rules that Starter should know:

- a. Rules 4-4, 5-1, 6-3, 6-4, 10-1b, 11-1, 11-2, 11-3, 11-4, 12-1, 27-2
- b. Definitions: Caddie, Forecaddie, Marker, Partner, Referee, Rub of the green, Stipulated Round, Teeing Ground, Through the Green, Hazards.

TIMING PROCEDURES

(MGA Apprentice referees must be guided by TD/CR/Referees during the Timing Procedure)

Definition of Out of Position:

The first group and any group after a starter's gap will be considered to be "Out of Position" if, at any time during the round, the group's cumulative time exceeds the time allowed for the number of holes completed. Any following group will be considered "Out of Position" if it is more than the starting interval behind the group in front and has exceeded the time allowed for the number of holes played.

In the absence of mitigating circumstances, a group is liable to be timed if it is in excess of the time allowed and in the case of second or subsequent groups, out of position. From the commencement of timing, if any player exceeds 50 seconds on a "first to play approach shot (including Par 3 tee shot), chip or putt", or 40 seconds if it is a "tee shot or second or third to play shot", he/she is deemed to have had a bad time. The time allowed will be determined by the Tournament Director and will be published on the official notice board.

A player whose group is timed will have a bad time carried forward in the round even if the group subsequently arrives back in position or within time.

- The first group of the day from each tee will be informed that they are to be timed. All subsequent groupings that fall out of position Will Not be verbally notified.
- If, during the hole that the timing started, the group being timed re-gain their position, that timing will not be recorded.

ON TEEING GROUND

- Players will be given sufficient time to reach the teeing ground
- Each player will be given sufficient time to tee his ball
- Can play without interference or distraction
 - A count of three seconds thereafter
- Time spent determining yardage will count as part of the time taken for the next stroke

THROUGH THE GREEN & HAZARD

- Players will be given sufficient time to reach his ball
- It is his turn to play
- Can play without interference or distraction
- A count of three seconds thereafter
- Time spent determining yardage will count as part of the time taken.

PUTTING GREEN

- Allow a reasonable time to lift and clean his ball, repair his ball mark and any other ball marks, remove loose impediments and replace his ball.
- Can play without interference or distraction
- A count of three seconds thereafter
- Time spent looking at the line from beyond the hole or behind the ball will count as part of the time taken

Notes:

- Should a player be distracted by his fellow-competitors, caddies or an outside agency during the preparations for his stroke, the stopwatch will be stopped and will not restart until the player has again reached the point in his preparations when he/she was previously distracted.
- Weather conditions such as wind or rain would not be regarded as an allowable distraction and the stopwatch will continue to run.
- If a player in a group that is being times exceeds the time permitted by more than 10% (i.e. 45 seconds for a 40 seconds shot or 56 seconds for a 50 seconds shot) He/she shall have a "Bad Time"

WHEN SHOULD THE PLAYER BE ADVISED FOR A BAD TIME?

- EXCEPT ON THE PUTTING GREEN:
The Referee should advise the player as soon as practicable that he/she has had a "Bad Time"
- PUTTING GREEN OR SHORT CHIP:
The Referee should advise the player on the way to the next tee.

ADVICE FOR SCORERS/RECORDERS

Introduction

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

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

The routine for receiving score cards is as follows:

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

Notes:

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

8.1 General

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

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

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

8.2 Out of Bounds

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

8.3. Water Hazards

The identification and delineation of water hazards and lateral water hazards is essential.

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

8.4 Ground under Repair (GUR)

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

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

8.5 Obstructions and Integral Parts of the Course

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

GOLF COURSE MARKING GUIDE FOR TOURNAMENTS

This guide is prepared by Mr Fritz Katzengruber (*MGA Rules Sub Committee, Advisor*) which was presented during the MGA Referee Gathering 2015 at KGNS on 21st December 2015. The RSC has agreed to incorporate this guide into the Referees SOP.

GOLF COURSE MARKING FOR TOURNAMENTS



GENERAL COMMENTS

DEFINING THE GOLF COURSE AS BEST AS POSSIBLE.

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

THE PLAYERS WILL UNDERSTAND CONSISTANT MARKING BETTER

- OUT OF BOUNDS (PERIMETER, CLUBHOUSE, INTERNAL OB
- WATER HAZARDS / LATERAL WATER HAZARDS
- GROUND UNDER REPAIR
- CONNECT IMMOVABLE OBSTRUCTIONS OR TIO'S
- DROP ZONES

WHEN MARKING A GOLF COURSE

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

OUT OF BOUNDS LINE

- WRONG !
- STAKES NOT ON LINE



WHEN MARKING LATERAL WATER HAZARDS

- MARK IN A WAY WHERE THE PLAYER HAS AN EVEN LIE AFTER THE DROP WHETHER OR NOT HE STANDS ON A SLOPE OR INSIDE THE HAZARD (OTHERWISE HE GETS PENALIZED TWICE FOR A BALL IN THE HAZARD)
- CONSIDER, IF YOU PUT YOUR LINE TOO FAR AWAY FROM THE HAZARD – THERE IS NO RELIEF FOR AN EMBEDDED BALL IN A HAZARD
- MARK A WATER HAZARD ONLY IF
 - THE DROP UNDER LWH GIVES THE PLAYER A SIGNIFICANT ADVANTAGE WHEN DROPPING EQUIDISTANT ON THE OTHER SIDE
 - THE WATER HAZARD IS MARKED, MAKE SURE THERE IS A POSSIBILITY FOR DROPPING UNDER R 26-1, OTHERWISE IMPLEMENT DROP ZONE

LATERAL WATER HAZARDS (DRAIN)

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



LATERAL WATER HAZARD (NEXT TO PATH)

- MARKED CLOSE TO PATH TO GIVE PLAYER THE OPTION NOT TO HAVE TO DROP IN FLOWER BED
- PLAYER CAN DROP ON PATH AND TAKE RELIEF EVENTUALLY UNDER R 24-2



LATERAL WATER HAZARD CROSSING PATH

- SEE LAST SLIDE AS WELL



LATERAL WATER HAZARD (CROSSING PATH)

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



WATER HAZARD

- KEEP FLOWER BEDS (SOMETIMES TREES) INSIDE WH OR LWH



LATERAL WATER HAZARD (STAKING)

- STAKE APPROX. 2 TO 3 INCHES OUTSIDE LINE

NOTE: POSSIBLE RULE IMPLICATION (25-1) IF STAKE ON OR INSIDE LINE



- STAKE TOO CLOSE TO THE LINE / ON THE LINE - **WRONG**

LATERAL WATERHAZARD (STAKING)



LWH WITH ADJACENT BUNKER

- **WRONG MARKING !!!**
- NO BUNKER MUST BE INSIDE THE WATER HAZARD



WATER HAZARD / LWH (STAKES/LINE)

- JUNCTION WH / LWH
- STAKES 3 – 4 INCHES OUTSIDE LINE
- PERFECT STAKING



WATER HAZARD / LWH (STAKES/LINES) - WRONG

WHERE IS THE JUNCTION WH/LWH ???
STAKES NOT VERTICAL AND TOGETHER



WHAT IS THE STATUS OF THE SUMP ???



JUNCTIONS WATER HAZARD / LWH

- ALWAYS ENSURE THAT THERE IS SPACE TO DROP UNDER R 26, OTHERWISE AVOID WHs



JUNCTION WATER HAZARD / LWH

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



DROP ZONES FOR WATER HAZARD / LWH

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



DROP ZONE FOR WATER HAZARD AND LWH

- "DZ" ALWAYS TO BE WRITTEN INSIDE THE DROP ZONE
- THIS DZ ALLOWS PLAYER TO DROP FOR WH AND LWH
- DZ'S FOR WH AND LWH ROUND SHAPED



DROP ZONE FOR RULE 24-2

- DROP ZONE SQUARE AND IN WHITE PAINT
- DZ WRITTEN INSIDE DZ
- NO DZ SIGN, INDICATED BY YELLOW STAKE WITH BLACK STRIPES



BINDING LANDSCAPED AREA IN TO IMO

- TO AVOID PLAYERS TO HAVE TO DROP IN BUSHES WHEN TAKING FREE RELIEF UNDER RULE 24-2, SHELTER SURROUNDING BUSHES AND FLOWERS HAVE BEEN LINKED WITH PATH TO MAKE IT ONE OBSTRUCTION
- CONSIDER THIS AS WELL FOR AREAS WHERE PLAYER TAKES RELIEF AND HAS TO DROP IN FLOWER BED/BUSHES



GUR OR NEW TURFED AREA NEXT TO PATH

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



FRENCH DRAIN OR GUR MARKING

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



DROP ZONE FOR TEMPORARY IO

- DROP ZONE FOR TIO 18TH GREEN IN MMO



SOME DO'S

WHY TO MARK SO FAR OUTSIDE?



INCLUDE LANDSCAPED AREA IN TO 2 CONNECTED IMO'S



SOME DON'T'S

CORRECT BUT STAKES MISSING



STAKES TOO FAR APART (JUNCTION)



DON'T !!!

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



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



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

Setting up the Course consists of establishing the teeing grounds 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, water hazards etc to make sure they have not been obliterated or removed without authority.

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

9.1. Teeing Grounds

- 9.1.1 Reserve an area at the teeing ground of not more than 10 yards in depth for the setting up of tee markers. All teeing grounds to be used for the tournament should be marked with a white line at the back edge of the teeing ground (BOT). BOT to be done by an independent provider/appointed by respective tournament, when applicable.
- 9.1.2 Tee markers should be installed within this area each day and balanced so that the Course will play about the same length in each round.
- 9.1.3 For Par 3 holes, tee markers should be set up so that a different club will be required for each round. The distance of the hole from the back of the teeing ground to the front of the green should be painted on the ground next to the line referred to in 1.1 above.
- 9.1.4 Tee markers should be placed about 6 to 7 yards apart, be set up square to the line of play and should always be at least 2 club-lengths forward of the back edge of the teeing ground.
- 9.1.5 The positions of the tee markers should be marked with a white/yellow dot is also accepted for the 1st round and 2 dots for the 2nd round and so on.

9.2 Hole Locations

- 9.2.1 Study the design or layout of the hole as it is to be played.
- 9.2.2 The hole should be located at least 4 paces from any edge of the putting green.
- 9.2.3 There should be an area of 2-3 feet in radius around the hole that is as level as possible.
- 9.2.4 The condition of the nearby turf should be considered, taking care to avoid old hole plugs and damaged areas.
- 9.2.5 Holes should be cut vertically and not with the slope.
- 9.2.6 Selection of hole locations should be balanced with respect to left, right, centre, front and back.
- 9.2.7 The degree of difficulty should also be kept in balance.
- 9.2.8 For practice rounds, locate holes in areas not to be used in the tournament proper.
- 9.2.9 Locate holes for early rounds so that good hole locations for the later rounds will not be damaged.

9.2.10 Prepare hole location charts for each round.

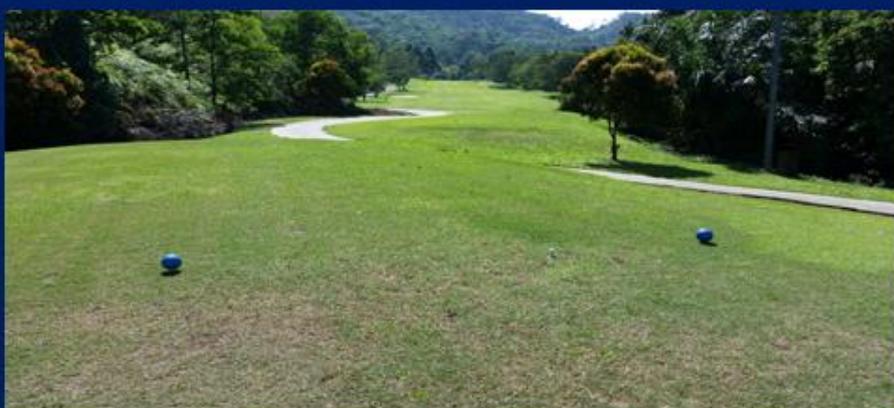
COURSE SET UP GUIDE

This guide is prepared by Mr Fritz Katzengruber (*MGA Rules Sub Committee, Advisor*) which was presented during the MGA Referee Gathering 2015 at KGNS on 21st December 2015. The RSC has agreed to incorporate this guide into the Referees SOP.

COURSE SET UP



DON'T DO THIS !!!



GENERAL COMMENTS

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

FIRST WORK ON THE 1ST (10TH) TEE

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

TEE MARKERS

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



SETTING TEE MARKERS 1

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



SETTING TEE MARKERS 2

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



WHICH TEEING GROUND TO USE

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



CHECK BUNKERS

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



CHECK MARKINGS EVERY DAY

- MARKED LINES OR DISTANCES TEND TO FADE AND HAVE TO BE REFRESHED FROM TIME TO TIME
- CHECK LINES OF WH/LWH, OB, GUR, DZ'S, LINKED IMOs.



WORK ON THE GREENS – CHECK HOLE

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

WORK ON GREENS - STIMPING

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

WORK ON GREENS – HOLE LOCATION - 1

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

WORK ON GREENS – HOLE LOCATIONS 2

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

MGA HARD CARD

2017 LOCAL RULES & CONDITIONS OF COMPETITION

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

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

The following listed Local Rules and Conditions of Competition apply to all MGA events. For a full text of the Local Rules and Conditions of Competition, please refer to Appendix 1 of the current edition effective 2016 of the Rules of Golf published by R&A Rules Limited on the pages indicated.

SECTION A – LOCAL RULES

The following Local Rules, together with any additions or amendments as published by the MGA at each golf course, will apply until further notice to all tournaments under the auspices of the MGA:

1) Out of Bounds (Rule 27) – Pages 116-118

Beyond any wall, fence or white stakes defining the boundary of the course.

Notes:

- (a) Where out of bounds is defined by white stakes or fence posts (excluding angled supports) the line joining the nearest inside points at ground level of such stakes or posts defines boundary. A ball is out of bounds when all of it lies on or over such line.
- (b) Where any continuing or adjoin white line is in existence, it defines the boundary. A ball is out of bounds when all of it lies on or over such line.
- (c) A ball which crosses a road defined as out of bounds and come to rest beyond that road is out of bounds even though it may lie on another part of the course.

2) Water Hazards (Including Lateral Water Hazards)(Rule 26) – Pages 113-115

Note: Dropping Zones for Water Hazards

If a player's ball is in or if it is known or virtually certain that a ball that has not been found is in the water hazard and dropping zones have been marked, the player may:

- (i) Proceed under Rule 26-1; or
- (ii) As an additional option, drop a ball, under penalty of one stroke, in the dropping zone.

3) Ground Under Repair (Rule 25-1) – Pages 109-113

- (a) All areas bounded by white lines.
- (b) Seams of Cut Turf – page 145.
- (c) French drains (stone-filled drainage ditches).
- (d) Washed down crevices in bunkers
- (e) Deep tyre ruts.

4) Embedded Ball - Relief is extended to "Through the green" – pages 142-143.

Additional Exception: A player may not take relief under this Local Rule if the ball is embedded in the face of bunker consists of staked turf.

5) Immovable Obstructions (Rule 24-2)

- (a) White lined areas adjoining any areas defined as immovable obstructions are to be regarded as part of the obstruction and not Ground under Repair.
- (b) Decorative landscaped areas (flower beds/shrubberies and the like) surrounded by an obstruction are part of that obstruction.
- (c) Mats that are secured and plastic cable ramps covering cables are immovable obstructions.
- (d) Non-permanent bridges erected for players or spectators are immovable obstructions.

6) Turf Plugs on Putting Green

On any putting green, turf plugs of any size have the same status as old hole plugs and may be repaired under Rule 16-1c.

7) Accidental Movement of a Ball on a Putting Green

Rules 18-2, 18-3 and 20-1 are modified as follows:

When a player's ball lies on the putting green, there is no penalty if the ball or ball-marker is accidentally moved by the player, his partner, his opponent, or any of their caddies or equipment.

The moved ball or ball-marker must be replaced as provided in Rules 18-2, 18-3 and 20-1.

This Local Rule applies only when the player's ball or ball-marker lies on the putting green and any movement is accidental.

Note: If it is determined that a player's ball on the putting green was moved as a result of wind, water or some other natural cause such as the effects of gravity, the ball must be played as it lies from its new location. A ball-marker moved in such circumstances is replaced.

8) Integral Parts of The course

- (a) Wires, cables, wrapping or other objects where they are closely attached to trees or other permanent objects.
- (b) Retaining artificial walls and pilings which located within water hazards.

9) Permanent Elevated Cables

If a ball strikes an elevated power line, telephone line or cable, the stroke is canceled and the player must play a ball as nearly as possible at the spot from which the original ball was played in accordance with Rule 20-5 (Making Next Stroke from Where Previous Stroke Made). If the ball is not immediately recoverable, another ball may be substituted.

Exception: A stroke that results in a ball striking an elevated junction section of cable rising from the ground must not be replayed.

10) Temporary Obstructions – Pages 147-151

Notes:

- (a) Through the green, when a player's ball lies in, on or under a temporary immovable obstruction or so close to that obstruction that it interferes with his stance or area of intended swing and relief is required, he/she may proceed under any of the options available under the Rule, or if dropping zones have been marked, as an additional option, he/she may drop the ball, without penalty, in the nearest dropping zone.
- (b) When a temporary immovable obstruction is tied into another temporary immovable obstruction or an immovable obstruction by a white line, it is considered to be one temporary immovable obstruction.

11) Temporary Power Lines or Cables – Page 150-151

The Specimen Local Rule in the Rules of Golf is in effect.

12) Stones in Bunkers – Page 145-146

Stones in bunkers are movable obstructions (Rule 24-1 applies).

13) Drainage Channels

Drainage channels constructed with artificial materials and which run adjacent and parallel to cart path are deemed to be part of the cart path.

14) Distance-Measuring Devices – Page 153

A player may obtain distance information by use of a distance-measuring device. If, during a stipulated round, a player uses a distance-measuring device to gauge or measure other conditions that might affect his play (e.g., elevation changes, wind speed, etc.), the player is in breach of Rule 14-3.

PENALTY FOR BREACH OF LOCAL RULES

Match Play – Loss of Hole

Stroke Play Two Strokes

SECTION B – CONDITIONS OF COMPETITION

1) Specifications of Clubs and the Ball

(a) List of Conforming Driver Heads (Note to Rule 4-1) – Pages 154-155.

Any driver the player carries must have a club head, identified by model and loft, that is named on the current List of Conforming Driver Heads issued by R&A.

Penalty for making stroke with a club in breach of condition: Disqualification.

(b) Groove and Punch Mark Specification – (Decision 4-1/1) – Pages 174-176

The player's club must conform to the groove and punch mark specifications in the Rules of Golf that are effective from 1 January 2010.

Penalty for making stroke with club in breach of condition: Disqualification.

(c) Specifications of the Ball (Note to Rule 5-1)

(i) List of Conforming Golf Balls – Pages 155-156

2) Pace of Play (Note 2 to Rule 6-7) – Page 158

Definition of Out of Position:

The first group and any group after a starter's gap will be considered to be "Out of Position" if, at any time during the round, the group's cumulative time exceeds the time allowed for the number of holes completed. Any following group will be considered "Out of Position" if it is more than the starting interval behind the group in front and has exceeded the time allowed for the number of holes played.

In the absence of mitigating circumstances, a group is liable to be timed if it is in excess of the time allowed and in the case of second or subsequent groups, out of position. From the commencement of timing, if any player exceeds 50 seconds on a 'first to play approach shot (including a par 3 tee shot), chip or putt', or 40 seconds if it is a 'tee shot or second or third to play shot', he/she is deemed to have had a bad time.

The time allowed will be determined by the Tournament Director and will be published on the official notice board

A player whose group is timed will have a bad time carried forward in the round even if the group subsequently arrives back in position or within time.

Penalty for Breach of Condition:

One bad time – verbal warning from the Referee

Two bad times – One shot penalty

Three bad times – Two strokes penalty

Four bad times – Disqualification

Notes:

(1) Players will be advised that they are being timed.

(2) Timing will be taken from the moment it is deemed by the Referee that it is the player's turn to play.

(3) In some circumstances, an individual player or two players within a group of three or four, may be timed instead of the entire group.

3) Suspension of Play Due to Dangerous Situation (Note to Rule 6-8b) – Page 158

Note: All practice areas shall be closed during a suspension for a dangerous situation until the Tournament Director has declared them open. Players who disregard such closing shall be subject to disciplinary action.

4) Transportation – Pages 159-160

(Exception: When permitted to ride by The Rules Committee).

5) Results of the Competition – Competition Closed

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

MGA Rules Sub Committee 2017

As at 3.5.2017

10 Local Rules and Conditions of Competition

Refer to MGA Hard Card.

SPECIMEN CONDITIONS OF COMPETITION

115TH MALAYSIAN AMATEUR OPEN GOLF CHAMPIONSHIPS 2017
18th – 21st May 2017
NEXUS GOLF RESORT KARAMBUNAI

CONDITIONS OF COMPETITION

1. MANAGEMENT

The **115th Malaysian Amateur Open Golf Championships 2017** (hereinafter referred to as the Championship) shall be managed by a Tournament Committee (hereinafter referred to as the Committee) whose decisions in all matters relating to the Championship shall be final.

2. VENUE AND DATE

The Championship will be played over the Championship Course of **Nexus Golf Resort Karambunai** or such other courses as the Committee may decide, from **Thursday, 18th till Sunday, 21st MAY 2017**.

3. SCHEDULE OF PLAY

The schedule of play shall be as follows:

- | | | |
|---------------|------------------------|--|
| i) Tuesday | (16 th May) | Registration and Practice Round (AM/PM) |
| ii) Wednesday | (17 th May) | Registration and Practice Round
<i>(Players must leave course at 3:00 PM)</i>
Team Manager Meeting – 4.00 pm
Opening Ceremony – 5.00 pm |
| iii) Thursday | (18 th May) | First Round (AM) |
| iv) Friday | (19 th May) | Second Round (AM) |
| v) Saturday | (20 th May) | Third Round (AM)
VIP golf game (PM) |
| vi) Sunday | (21 st May) | Final Round (AM) and Prize Presentation |

4. ELIGIBILITY

The Championship is open to all male golfers who are Amateur Golfers in accordance with the Rules of Amateur Status as approved by the R&A Rules Limited.

- Have a valid USGA Handicap Index of not more than **7.3** at the time of submission of entry. (Certification of the Players' current Handicap Indexes **MUST** be presented upon registration). Participants from non NHS Clubs and overseas with a maximum Handicap of **8** and below may enter but must present certification upon registration.

The Committee reserves the right to reject any entry without giving any reason. The field will be limited to **102** players.

5. FORMAT OF PLAY

The Championship shall be decided by stroke play over four (4) rounds of 18 holes each, subject to the Committee's right in the event of circumstances which make the playing of 72 holes impracticable, to cancel any round or rounds at its discretion. **There shall be a cut-off after 36 holes of play and the field will be reduced to top 60 leading competitors & ties.**

Championship Event

- It shall be decided by stroke play over **72 holes**.
- The winner shall be the competitor who returns the lowest aggregate **GROSS** score at the end of the Championship.

Handicap Event

- The event shall be played in conjunction with the Championship.
- It shall be decided by stroke play over **36 holes (First two rounds before cut off)**.
- The winner shall be the competitor who returns the lowest **NET** score over 36 holes.

6. INTERNATIONAL TEAM EVENT

Each country may enter one team of two competitors who should be citizens or permanent residents' of that country. The **COMBINED GROSS SCORES** of the team members for the **first two rounds shall be the team score**.

7. PRIZES

Prizes will be awarded as follows:

- | | |
|-------------------------------|---|
| a) Championship Event (Gross) | - 1 st to 20 th placing |
| b) Handicap Event (Net) | - 1 st to 3 rd placing |
| c) International team event | - 1 st to 3 rd placing |
| d) Daily medals | - Two best gross |

Restrictions

- A competitor shall be entitled to win one overall prize only with the Gross event taking priority over the Net event.
- A competitor may win only one daily medal prize throughout the Championship.
- Number of prizes may be changed depending on the final entries.

8. ENTRIES AND CLOSING DATE

- a. Entry fee of **RM 400.00 (Malaysian) USD 120.00 (Foreign) per person inclusive of welcome dinner, breakfast, lunches, goodies, and buggy with caddy for the competition days and access to two (2) official practice rounds.**
- b. All entries are to be made on the Official Entry Form and must reach the Tournament Office by **28th April 2017:**

MALAYSIAN GOLF ASSOCIATION
14, Jalan 4/76C, Desa Pandan,
55100 Kuala Lumpur, Malaysia.
Tel: +603-9283 7300 Fax: +603-9282 9300
URL: www.mgaonline.com.my
Email: umie@mgaonline.com.my or bambang@mgaonline.com.my
- c. Entries are to be submitted on the prescribed form, accompanied by the relevant fees and duly certified by the competitor's Club Captain or Secretary or Club Manager.
- e. Cheques/bank drafts are to be made payable to '**PERSATUAN GOLF MALAYSIA**'. Entry forms without payments will **not** be accepted. However, those unable to register within the stipulated times, must inform the Tournament Director / Organizing Committee.
- f. Entrance fee can be banked into **Maybank Berhad, Desa Pandan Branch, A/C No: 564548112540 (attach your bank-in slip together with the 'Entry Form') Swift Code No: MBBEMYKL (for Telegraphic Transfer). Please include the bank commission.**

9. WITHDRAWAL

Withdrawal from the Championship will not be entertained after **5th May 2017** and Entry Fees will not be refunded if withdrawal is made after the mentioned date.

10. RULES OF PLAY

The Rules of Golf as approved by R&A Rules Ltd and their interpretations as contained in the "Decisions on the Rules of Golf", these Conditions of Competitions and any additional Conditions of Competitions together with the Local Rules established by the Tournament Committee for the Competitions will apply.

11. DRAWS & STARTING TIMES

- a. The Tournament Committee will make the draws and the starting times for the first two rounds and will be posted at the Clubhouse and the Official Hotel. Such posting will be considered sufficient notice for information and distribution. The draw for subsequent rounds will be arranged according to the scores; the lowest scores will tee off last from the first tee and the highest scores will tee off last from the tenth tee. The Committee reserves the right to vary the starting times, at its absolute discretion, before tee-off time.

- b. The player shall start at the time laid down by the Tournament Committee. In the absence of circumstances which warrant waiving the penalty of disqualification as provided in Rule 33-7, if a player arrives at his starting point ready to play within five minutes after his starting time, the penalty for failure to start on time shall be two strokes at the starting hole instead of disqualification. Penalty for lateness beyond 5 minutes is **DISQUALIFICATION**.

12. TRANSPORTATION

Players must not ride on any form of transportation during a stipulated round unless authorized by the Committee.

PENALTY FOR BREACH OF CONDITION:

Two strokes for each hole at which any breach occurred. Maximum penalty per round: Four strokes. Use of any unauthorized form of transportation must be discontinued immediately upon discovery that a breach has occurred. Otherwise, the player is disqualified.

13. DECISION OF TIES

In the event of a tie for the overall **CHAMPION**, the players tying shall as soon as possible continue in a hole-by-hole play-off until the winner is decided by elimination. The Tournament Committee shall determine the sequence of holes for the play-off.

In the event of a tie for any other placing, the tie shall be decided by a count-back system of matching scorecards in the following order:

- a. Last 18 holes
- b. 2nd Last 18 holes
- c. 3rd Last 18 Holes
- d. Last 9 holes
- e. Last 6 holes
- f. Last 3 holes
- g. And finally the last hole

Note: Where there is more than one (1) point start, it is considered that the last 9 holes, last 6 holes, last 3 holes and the last hole is considered to be holes for 10 – 18, 13 – 18, 16 – 18, and the 18th hole.

In the net event, the net score will be used for matching. In any case, if the tie is still undecided, it shall be decided by lot.

14. AMATEUR STATUS

19.1 An amateur golfer must not accept a prize (other than a symbolic prize) or prize voucher of retail value in excess of £500 (RM3,500) or the equivalent, or such a lesser figure as may be decided by the Governing Body. This limit applies to the total prizes or prize vouchers received by an amateur golfer in any one competition or series of competitions, excluding any hole-in-one prize (see Rule 3.2b).

19.2 The limits prescribed in Rule 3.2a do not apply to a prize for a hole-in-one. An amateur golfer may accept a prize in excess of the limit set in Rule 3-2, including a cash prize for a hole-in-one made while playing a round of golf. Such a prize may be accepted in addition to any other prize won in the same competition.

19.3 **NO CASH prizes are allowed**, a prize voucher may not be a monetary award.

A prize voucher is a voucher, gift certificate, gift card or the like approved by the MGA in charge of competition for the purchase of goods or services from a Pro shop, golf club or other retail outlets.

NOTE: The onus of receiving a prize or prizes that exceed the prescribed limits lies with the participant. The committee and its sponsors shall not be liable for any action on players for any breach of Rules pertaining to Amateur Status.

15. **DRUGS**

Players must not make use of any drug to enhance performance. Should a player show evidence of use of a drug for non-therapeutic purposes, the Committee may require the player to undergo a drug test. Any player infringing this Condition may be disqualified. Players who are on medication and in doubt as to their clinical status should seek advice from The R&A via the Tournament Office.

16. **RETURNING OF SCORE CARD**

A player's scorecard is deemed officially returned to the Committee when he has left the recording office/area.

17. **ETIQUETTE, BEHAVIOUR ON THE COURSE**

All players should practice good etiquette as detailed out in Section 1 of the Rules of Golf.

Serious Breach of Etiquette

The following are considered "serious breaches of etiquette" for this competition:-

- i. Usage of hand phone during a round to the annoyance and distractions of other players.
- ii. Verbal abuse of fellow competitor / official / staff.
- iii. Intentionally distracting or offending fellow competitor.
- iv. Any other 'breaches of etiquette' not listed above but are deemed to be serious by the Committee.

**PENALTY FOR BREACH OF CONDITION:
DISQUALIFICATION**

18. **INDEMNITY / LIABILITIES**

In signing the Entry Form, participants in this Championship shall indemnify and not hold liable, MGA, the Sponsors, the Organizers or the Host Club for any loss or damages to their equipment or personal belongings or harm or any form of injuries that the participants of the Championship may suffer as a result of the participation in this Championship.

19. DISPUTES AND DOUBTFUL POINTS / APPEAL COMMITTEE

Any dispute or doubtful point on the Rules shall be referred to the Tournament Committee as soon as possible on completion of the round and in any case not later than 15 minutes after completing the round.

20. DECISIONS

If the Committee has appointed a referee, his/her decision is final (Rule 34-2). In the absence of a referee, any dispute or doubtful point on the Rules shall be referred to the Tournament Committee, whose decision shall be final (Rule 34-3).

-TOURNAMENT ORGANIZING COMMITTEE-

**MGA Rules Sub-Committee
May 2017 3rd edition**

Specimen Additional Local Rules

The following specimen Local Rules may be used where applicable.

1. **Preferred Lies**

The Rules Sub-Committee (RSC) does not recommend preferred lies to be implemented in MGA events including MGA sanctioned competitions. The objective is to preserve the principle and fundamental of RoG that is “*play the ball as it lies*”.

2. **Integral Parts of the Course**

a. Concrete bases, materials and structures closely attached to boundary fence or post.

3. **Lateral Water Hazard**

Includes all concrete drains (except those tying into an immovable obstruction) whether or not marked by red stakes. Where neither lines nor stakes are present the waterside inside edge defines the margin.

4. **Dropping Zone – Hole [number]**

The specimen Local Rule in the Rules of Golf is in effect – see page 152.

5. **Immovable Obstructions near to Putting Green**

The specimen Local Rule in the Rules of Golf is in effect – see pages 146-147.

6. **Immovable Obstructions**

a. Angled supports attached to boundary fencing. (*Refer decision 24/2*).

7. **Temporary Immovable Obstructions – Definitions**

The specimen Local Rule in the Rules of Golf is in effect – see pages 147-150.

8. **Temporary Movable Obstructions – Definitions**

Examples include but are not limited to free standing advertisement boards situated away from teeing grounds, drinks dispensers, all cameras and their tripods, TV microphones and crossing point indicators.

9. **Abnormal Ground Conditions – Rule 25-1 Note**

a. Hard conical anthills (*Decision 33-8/22*)

10. **Protection of Young Trees**

The specimen Local Rule in the Rules of Golf is in effect – see pages 139-140.

11. **Internal Out of Bounds**

Defined by white stakes to the right [left] of Hole [number]. Those stakes are immovable obstructions during play of other holes.

12. Edging Grooves around Putting Greens

The specimen Local Rule in the Decision on the Rules of Golf is in effect – see Decision 33-8/24.

PENALTY FOR BREACH OF LOCAL RULES:

Match Play – Loss of hole; Stroke Play - Two strokes

Specimen Additional Conditions of Competition

The following specimen Conditions of Competition may be used where applicable.

1. Use of Motorised Golf Carts

The specimen Local Rule in the Decision on the Rules of Golf is in effect – see Decision 33-8/4.

2. Results of Match or Championship – Competition Closed

(a) Match Play

The result of a match is deemed 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 deemed officially announced and the competition is closed.

12 Fees and Allowances

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

12.1.1	Course Marking	RM200.00 per course (18 holes) per event day per person
12.1.2	Tournament Director	RM200.00 per event day per person
12.1.3	Chief Referee	RM200.00 per event day per person
12.1.4	Other Referee	RM170.00 per 18 holes event per person
12.1.5	Pre Tournament Briefing	RM50.00 applicable for two or more day's event (or subject for any prior request and approved by RSC). Attendance is compulsory.
12.1.6	Travel Allowance [in addition to above fees]	RM30.00 per day if within 50km, or, 60 sen per kilometre, whichever is higher.
12.1.7	Toll and parking	As per receipts or 'Touch N Go' card
12.1.8	Accommodation (If required) Single Room Occupancy Only	If accommodation is required, the Host Club, the Organizer or MGA will arrange. If accommodation is provided and the Referee does not wish to be accommodated, subject to agreement of the Host Club or Organizer, an allowance of RM100.00 per night shall be paid but no additional mileage claims will be entertained.
12.1.9	Food & Beverages	Host Club or Organizers will provide all required meals and refreshments to Referee from start of assignment, which may include the day before the event or when the Referee becomes available at the event venue. If the Host Club or Organizers provide meals, there shall be no claim by the Referee for such meals provided. If meals are not provided by the Host Club, the following rates shall be paid: a. Breakfast RM 20.00 b. Lunch RM 20.00 c. Dinner RM 30.00 Note: No dinner shall be provided or claimed for one-day tournaments or on last day of event.

- 12.2 If the Host Club agrees to bear all Referee expenses, the Invoice to the Host Club, will be based on Referee Claims, which should be submitted not later than two weeks after the event.
- 12.3 If only a single Referee is appointed, the Referee Fee is RM180.00 per day.
- 12.4 For Professional Competition except Malaysian Open, the Referee Fee is a flat rate of RM250.00 per Referee per day
- 12.5 A one-day competition does not require course marking unless specifically requested by the organizers or Host Club; hence Item 12.1.1 above shall apply.
- 12.6 If you are invited personally to officiate in any tournaments, please make sure either you or the organizer inform the MGA in writing regarding the appointment. This is to ensure proper record of Referee assignment and coverage of Personal Accident insurance.
- 12.7 In the event of field are 60 and above participants two Referees shall be required.
- 12.8 For double session event and additional RM 100.00 will be applicable except for 12.4.

A1	TOURNAMENT DIRECTOR'S REPORT
-----------	-------------------------------------

Competition : _____

Date : _____

R&A Recognition : _____

Main Sponsor : _____

Tournament Director : _____

Chief Referee : _____

Referee : [1] _____ [2] _____

[3] _____ [4] _____

Other Relevant Information: _____

1. Course Evaluation

Rating [1-10] : Report and Comments

1.1 Course Marking : _____ pts : _____

1.2 Course Set-Up : _____ pts : _____

1.3 Course Condition : _____ pts : _____

R1 Average Rating [Total/'n'] : _____ pts : _____

2. Club Facilities

Rating [1-10]

2.1 Club House : _____ pts : _____

2.2 Car Park Space : _____ pts : _____

2.3 Changing Rooms, Lockers : _____ pts : _____

2.4 F&B Outlets : _____ pts : _____

2.5 Pro Shop & Stocks : _____ pts : _____

2.6 Driving Range : _____ pts : _____

2.7 Practice Green/s : _____ pts : _____

2.8 Registration Counter : _____ pts : _____

2.9 Scoring Area : _____ pts : _____

2.10 Main Score Board : _____ pts : _____

2.11 Tournament Room : _____ pts : _____

2.12 Referees' Room : _____ pts : _____

2.13 Tournament & Media Room : _____ pts : _____

2.14 Lightning Monitoring Device : _____ pts : _____

2.15 Other Facilities : _____ pts : _____

R2 Average Rating [Total/'n'] : _____ pts : _____

3. Club Services Provided

Rating [1-10] : Report and Comments

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

4. Tournament Organization

Rating [1-10]

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

5. Tournament Results

: Report

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

6. Performance of Referee

Appraisal (1-10)

	CR	Ref 1	Ref 2	Ref 3	Report
6.1 Punctuality	: ____ pts	____ pts	____ pts	____ pts	: _____
6.2 Availability for Ruling	: ____ pts	____ pts	____ pts	____ pts	: _____
6.3 Rulings Made	: ____ pts	____ pts	____ pts	____ pts	: _____
6.4 Teamwork	: ____ pts	____ pts	____ pts	____ pts	: _____
6.5 Reports	: ____ pts	____ pts	____ pts	____ pts	: _____
6.6 Individual Appraisal [Total/'n']	: ____ pts	____ pts	____ pts	____ pts	: _____
R6 Avg Appraisal [Total/1,2,3 or 4]	: _____ pts : _____				

7. Rulings of Interest

7.1 Case 1 : _____

7.2 Case 2 : _____

8. Comments, Proposal, Recommendation

9. Conclusion

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

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

Sign :

Name :

Date :

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

- Facilities and Services: In reference to 1*-5* Star Hotel Standard Ratings, i.e., 1-2, 3-4, 5-6, 7-8, 9-10,
- No point to be given for respective naught service or facility.
- 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

A2 CHIEF REFEREE'S REPORT

Competition : _____

Venue : _____

Date : _____

Tournament Director: _____

Referee : _____

Other Relevant Information : _____

1. Organization & Administration

2. Course Marking

3. Course Set-Up

4. Local Rules

5. Rulings Made

6. Other Comments

Sign :

Name :

Date :

A3 REFEREE REPORT

To: **The Chief Referee**

TOURNAMENT: DATE:

REFEREE:

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

ROUND: HOLE: TIME: PLAYER (S):

RULE/DECEISION:

INCIDENT:

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

ROUND: HOLE: TIME: PLAYER (S):

RULE/DECEISION:

INCIDENT:

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

ROUND: HOLE: TIME: PLAYER (S):

RULE/DECEISION:

INCIDENT:

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

ROUND: HOLE: TIME: PLAYER (S):

RULE/DECEISION:

INCIDENT:

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

ROUND: HOLE: TIME: PLAYER (S):

RULE/DECEISION:

INCIDENT:

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

To:

**The Chairman
Rules Sub-Committee**

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

Apprentice : _____ State: _____

Competition : _____

Venue : _____ Date: _____

Preamble : _____

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

R.1. Ruling on : _____ Rule/Dec: _____ Player: _____ Hole no.: _____

R.2. Ruling on : _____ Rule/Dec: _____ Player: _____ Hole no.: _____

R.3. Ruling on : _____ Rule/Dec: _____ Player: _____ Hole no.: _____

My Appraisal

Rating [1-10] : Report

1. Personality : _____ pts : _____

2. Attendance : _____ pts : _____

3. Punctuality : _____ pts : _____

4. Assignment : _____ pts : _____
(ie. Performing duty as a Starter and Scorer/Recorder including Timing & etc)

5. Initiative : _____ pts : _____

6. Attribute : _____ pts : _____

7. Rules Knowledge : _____ pts : _____

8. Rulings : _____ pts : _____

9. Confidence : _____ pts : _____

10. Passion : _____ pts : _____

My Appraisal [T/10] : _____ pts : _____

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

My Final Comment:

Sign :

Name :

Date :

To:

**The Chairman
Rules Sub-Committee**

Apprentice : _____ State : _____

Event 1 2 3 : _____

Venue : _____ Date : _____

Chief Referee : _____

Other Referee : _____

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

1. Organization & Administration:

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):

8.1. Ruling on : _____ Rule/Dec: ____ Player: _____ Hole no.: ____

8.2. Ruling on : _____ Rule/Dec: ____ Player: _____ Hole no.: ____

8.3. Ruling on : _____ Rule/Dec: ____ Player: _____ Hole no.: ____

9. Concerns and Comments:

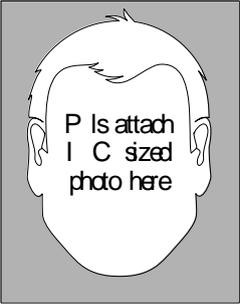
Sign :

Name :

Date :

A6 APPRENTICE'S APPLICATION FOR REGISTRATION

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



Name : _____ State: _____

NRIC/Passport : _____ Gender : _____

Birth Date : _____ Place : _____

Postal Address : _____

E-Mail : _____ HP No. : _____

Office Phone : _____ Fax No. : _____

Bank & Branch : _____ AC No. : _____

Apprentice : _____ Date. : _____
 Signature: _____

Approval by Rules Sub-Committee

<i>Apprentice Referee to fill:</i>	
Name : _____	Gender: _____
Reg. FT/ State : _____	Age : _____ Nos of Events: _____
R&A or MGA : _____	Exam Yr : _____
<i>For Secretariat's Use:</i>	
Chief Referee 1 : _____	Appraisal : _____ pts: _____
Chief Referee 2 : _____	Appraisal : _____ pts: _____
Chief Referee 3 : _____	Appraisal : _____ pts: _____
Sec's Remarks : _____	Avg App : _____ pts: _____
C&R Meeting on : _____	Approval : _____
Registration No. : _____	Effective : _____
Secretariat : _____	Signature : _____
C&R Chairman : _____	Date : _____
Signature: _____	

A7 REFEREE'S APPLICATION FOR RENEWAL

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

APPLICATION FOR RENEWAL FOR YEAR _____

Refer to Chapter 2.1 for pre-requisites for renewal.

Verified

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

Organizer : _____ Venue: _____ Date: _____ []

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

Title : _____ Venue: _____ Date: _____ []

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

Event 1 : _____ Venue: _____ Dates: _____ []

Event 2 : _____ Venue: _____ Dates: _____ []

Event 3 : _____ Venue: _____ Dates: _____ []

Event 4 : _____ Venue: _____ Dates: _____ []

Event 5 : _____ Venue: _____ Dates: _____ []

Event 6 : _____ Venue: _____ Dates: _____ []

Referee : _____ Date: _____
 Signature: _____

<i>Referee to fill:</i>	
Name : _____	Ref Reg No : _____ Gender: _____
Reg. FT/ State : _____	Age : _____ H/Phone: _____
<i>For Secretariat's Use:</i>	
Verification by : _____	Signature : _____
Approved by C&R Chairman : _____	Date : _____
Signature: _____	

A8 REFEREE'S CLAIM

To:
The Finance Department
Competitions & Rules Sub-Committee
The Malaysian Golf Association
 No: 14 Jalan 4/76C Desa Pandan
 55100 Kuala Lumpur

Dear Sir,

REFEREE'S CLAIM

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

Name:	_____	
Event:	_____	
Date & Venue:	_____	
 <u>A. REFEREE ALLOWANCE</u>		
	AMOUNT (RM)	CLAIM (RM)
DATE _____	RM _____ x 1 day	_____
		TOTAL: _____
 <u>B. MILEAGE CLAIM</u>		
	AMOUNT (RM)	CLAIM
DATE _____	_____ km x RM)0.60	_____
		TOTAL: _____
 <u>C. TOLL</u>		
	AMOUNT (RM)	CLAIM
DATE _____	_____	_____
		TOTAL: _____
 F&B requirements will be provided.		
GRAND TOTAL (A + B + C)		TOTAL: =====

Thank you

Your sincerely,

Checked by:

Approved by:

Name:

Name:

Name:

Date:

Bank Acct No.:

A9**TIMING RECORD/PACE TIME SHEET**

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

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

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

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

START TIME: TEE: GROUP NO: ROUND:

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

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

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

ADDITIONAL REFERENCE MATERIALS

MGA REFEREES' GOLDEN RULES
(Including Apprenticeship Referees)

1. The Equipment

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

1.1 During The Tournament Play

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

2. Reporting For Duty

- a) To be at Tournament Office at least 45 minutes before the scheduled tee-time or at such time as per set-forth by The TD/CR.
- b) Ensure all items listed at 1.1 above are in place.
- c) Radio and Time checks.
- d) Ensure your mobile phone is in silence mode and it will be necessary for you to carry one in the case of poor radio coverage in some lower ground areas.
- e) Get down early to your assigned holes to familiarize yourself with the surrounding; to identify the shortest routes between holes; to identify and avoid short routes which are wet and soggy; to identify the most suitable location where it will be possible to cover all of your areas that are easily accessible when attending rulings and/or recording of flag in time of each group within your vicinity and areas where possible rulings shall often arise.

3. During The Tournament

- a) Limit the radio use (Walker –Talkie) at all times unless reporting Pace of Play timing and/or seeking ruling opinion from Rover/Chief Referee. If you are seriously needed to contact your fellow Referees on non-ruling matter, please use your mobile and be very brief.
- b) When you are uncertain on giving a correct ruling, you **MUST** not guess, call for a Rover/Chief Referee for assistance. It is not a sign of weakness to call for a second opinion.
- c) Be ready to assist and to attend ruling/s on any other holes not assigned to you should you happen to be around the vicinity.
- d) Remain on high alert during your time on duties and you must avoid becoming a spectator. Dozing off during duty must be STRICTLY AVOIDED at all times.

- e) Be polite at all times to players and spectators. Players playing at high level tournament are under considerable pressure, so it is very important to sense when to talk to a player and when to be silent.
- f) Should always advise player not to touch/lift his ball in play when helping him to determine the relief options and/or nearest point of relief. Stay with the player until the correct procedure has been achieved. Please refer to R 20-2c (i) to (vii) to which is the common breach of procedures. Do NOT hover or crowd around the player!
- g) Pay full attention to the flag-in time over the radio reported by other Referees for groups coming into your location. Take note/s of Starter's report of any delayed tee-off time of any groups.
- h) Lunch break or using the rest room should be quick and brief.

4. Suspension of Play and Evacuation Procedure Due To Dangerous Situation.

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

5. Resumption of Play

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

OTHER MATTERS:

1. **DO NOT GUESS** when you have the slightest doubt regarding a ruling. 80 % of the time your guess may be WRONG!

If you have the slightest doubt regarding a ruling, don't hesitate to call for a Rover/Chief Referee. It is not a sign of weakness to call for a second opinion. The Rover/Chief Referee must be given precise instructions as to the location of the ruling. A very brief description of the incident would be helpful (e.g. after giving your name, continue with "please come to the back of 15th green, player's ball is close to TV tower").

2. Alcohol Consumption

The consumption of alcohol on the course / in the clubhouse area is strictly not permitted during any working stipulated round. Referee who disregard such regulation shall be subject to disciplinary action.

All Referees are required to attend the prize presentation.

3. On Course Etiquette

- 3.1 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.

- 3.2 Referees must be mindful of their demeanor and should approach every encounter with a player in a polite, confident manner.
- 3.3 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.

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

- a) Ensure that the Drop Zone/s are free of divots hole and if necessary, to create new drop zone at the new location before commencing the round.
- b) In most cases, monitoring the pace of play is the most commonly encountered event. It would be a good idea to drive your buggy in the opposite direction from green to tee box to identify the slow play group.
- c) "Call on Hole" Policy: When there is a "que" on the teeing ground of a Par 3, a Referee may wish to institute a "call on hole" to help alleviate an impending pace-of play situation.
- d) Referee/s are required to attend the prize presentation function and to assist the organizer to resolve any rules matter if required.

5. Five Signs of a Good Ruling

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

ANY OTHER MATTER:

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

Summary prepared by CC BOO May 2017