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SGA SAFE MANAGEMENT PLAN

The Singapore Golf Association (SGA) has established a set of guidelines for golf clubs and public golf facilities to safeguard all golfers, staff and visitors' safety and wellbeing. We seek the golf clubs' and golfers' continued cooperation in ensuring adherence to these guidelines in addition to all other related government advisories.

Owners or Operators of facilities are responsible for ensuring the implementation of safe management measures, and that their patrons/users comply to them. It is vital that venue operators adhere to the spirit and draw up plans to limit the risk of transmission.

OTHER SAFE MANAGEMENT MEASURES

Other safe management measures will continue to be in place. These include, but are not limited to:

- a. Mask wearing. Masks should be worn as a default. Masks can be taken off when performing strenuous exercise, although it is still recommended to not unmask as good practice even under such circumstances.
- b. Sharing of common equipment should be avoided. If this cannot be done, then equipment should be wiped down / sanitised frequently. This includes equipment such as weights and basketballs.
- c. Reducing Physical Interaction & Hygiene and Ensuring Safe Distancing. Owners or operators of facilities are responsible for ensuring safe management measures are implemented, and that their patrons/users comply. Facility owners/operators will have to:
 - i. Organise human traffic flow and space management to ensure that the mixing of groups is minimised to transient contact;
 - ii. Put in place measures to minimise crowding or mixing at common facilities e.g. toilets. Where possible, specific common facilities should be designated to specific zones so that attendees from different zones do not mix when using such facilities;
 - iii. Conduct temperature screening and checks on visible symptoms for visitors, and turn away those with fever and/or who appear unwell. SafeEntry must be implemented for participants and visitors. From 17 May 2021 onwards, all participants and staff are to use either the TraceTogether app or the TraceTogether Tokens for SafeEntry;



iv. Frequently disinfect common spaces and interactive components (e.g. smart kiosks, turnstiles). Operators are strongly encouraged to adopt good sanitation and hygiene practices to achieve the SG Clean quality mark.

v. Place hand sanitisers in close proximity of the facility entrance and high-touch surfaces like door handles. Attendees should be encouraged to sanitise their hands before entering and upon leaving the facility;

vi. Ensure that golfers do not shout unnecessarily while engaging in physical activities. This is because shouting increases the risk of transmission via droplets. Golf Coaches/instructors may raise their volume when communicating instructions or in the event of a potential danger.

Safe Management at Golf Clubs and Facilities

Facility Capacity

- Standard on-course golfing flights based on a 18-hole golf course capacity will be allowed.
- In one (1) flight, there should be no more than a group of 5 pax.
- The maximum number of persons allowed at each facility, apart from on-course golfing, shall be limited according to its Gross Floor Area based on 10 square-metres per person or up to a maximum of 50 persons, whichever is lower. This applies to all outdoors, indoors and sheltered facilities that are larger than 50 square-metres
 - Management of in and out flow within the specific facility
 - No facility except for on-course golfing, regardless of size, shall admit more than 50 persons without specific approval by Sport Singapore.
 - Large complexes or multi-function premises such as country clubs may treat different parts of their premises as separate facilities, provided that they are well separated by physical barriers such that intermingling is not possible.
- Facility operator to ensure measures are in place to ensure venue capacity is observed so that there will be no overcrowding
- “Use and leave” principle or “Play golf and go home” concept is encouraged.

General Operations

- Physical distancing of 2 metres at all times (i.e. as a practical guide this equated to “2-arm’s length during exercises”)
- 3 metre distance between different groups should be maintained at all times.
- No mixing or mingling between multiple groups before, during and after golf
- Mask should be worn as a default. Masks can be taken off when performing strenuous activities, although it is still recommended as good practice even under such circumstances.



- Seniors above the age of 60 are more vulnerable to the virus and hence should strictly adhere to the “Use and Leave” principle
- Registration for golf rounds should be done by 1 golfer on behalf of the flight, if possible
- Golf Caddy Services
 - Each caddy can only serve one player at a time (during one full play). With the inclusion of Caddies, the group size should still be limited to a maximum of 5 pax
 - Each caddy can only do one duty roster per day. i.e. serve one player per day
 - To observe and follow the latest Safe Management Measure rules, with regards to safe distancing during play
 - Caddy is to don masks at all times. Wearing face shield is highly encouraged as well
 - To mitigate risk of exposure for caddy and player, it is highly encouraged that a caddy should wear disposable gloves and sanitize hands regularly
- Minimize cash transactions at the club
- Details of non-member golfer or visitor should be recorded, Eg. mobile number and address for contact tracing purposes
- All golf or facility bookings should be done online or any other methods virtually. Where not possible, put in-place safe distancing measures.
- Safe distancing indicators should be clearly marked on the ground at registration or any possible crowded areas
- Hand sanitizers should be readily available throughout the clubhouse
- No sharing of golf equipment
- Rental of golf clubs and trolleys acceptable only if sanitizing is done thoroughly before and after use
- Facilities, equipment, and golf buggies should be constantly sanitized
- Do not accept any physical scorecard submissions
- All score submissions should be done through SGA Centralized Handicapping System (CHS) via web browser log in or mobile application
- All indoor golf/training simulators are allowed to open, subject to its facility capacity. All persons must wear their masks on at all times
- All golf events or competitions organized must have explicit approval of its Safe Management Measure (SMM) plans in place by SGA or Sport SG

General Operations – Hygiene

- Minimise the use of communal facilities (e.g. toilets)
- Increase in the cleaning and sanitising of the clubhouse and facilities (i.e. protocol and frequency)
- Hand hygiene (hand sanitisers) on entry and exit to venues, as well as pre, post and during golf
- Changing rooms, surfaces and objects in other relevant spaces should be cleaned between exercise sessions/matches with disinfectant
- Clean and disinfect at least twice or more a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, any other aids etc.)

On Course Operations



- Disinfect all touchable surfaces if applicable in accordance with the club local rule (bunker rakes, ball retrievers, ball washers etc.)
- Sandbags or sand canisters to be distributed accordingly and properly sanitized after every use
- Leave flagsticks in the hole and provide implants to prevent the ball from dropping onto the bottom of the cup if applicable in accordance with the club local rule
- Maximum of 4 golfers per group with staggered time intervals
- Recommended for the use of motorized golf buggies to one person only or have dividers installed in golf buggies to maintain distancing.

Other Facilities

The following areas will be permitted to be considered as individual facilities. Operators are only allowed to open these facilities if they are able to enforce the measures for each facility:

Golfers' Terrace (F&B)

- Adhere to facility capacity and safety measures at all times
- Facility operator to put in place measures to ensure venue capacity is observed so that there will be no overcrowding
- Strictly no mixing of groups

Changing Rooms

- Adhere to facility capacity and safety measures at all times
(Maximum number of persons shall be limited according to its Gross Floor Area based on 10 square-metres per person or 50 persons, whichever is lower)
- Recommended to issue alternate lockers (to ensure physical distancing)
- Surfaces and objects in relevant spaces should be cleaned and disinfected at least twice or more a day, particularly surfaces that are touched by many people
- Lockers must be cleaned after each use
- Users should not socialize and should minimize communication
- Continue to encourage "Use and Leave" principle

Driving Range

- Adhere to facility capacity and safety measures at all times
- Facility operator to put in place measures to ensure venue capacity is observed so that there will be no overcrowding
- "Use and leave" principle is encouraged (no lingering around before/after practice),
- Recommended to alternate bays or limiting golfers at driving range to ensure safe distancing and movement control
- Surfaces and objects in relevant spaces should be cleaned and disinfected at least twice or more a day, particularly surfaces that are touched by many people

Short Game Area

- Adhere to facility capacity and safety measures at all times



- Facility operator to put in place measures to ensure venue capacity is observed so that there will be no overcrowding
- “Use and leave” principle is encouraged (no lingering around before/after golf games),

Swimming Pool

- Adhere to facility capacity. Facility operator to put in place measures to ensure venue capacity is observed so that there will be no overcrowding.
- Group activities shall be limited to 5 persons. For organised programmes/classes, an additional service provider (such as an instructor or a coach) is permissible.
- Instructor may adopt the most appropriate position and distance in the interest of water safety.
- 3 metre distance between different groups should be maintained at all times.
- No mixing between multiple groups throughout.
- Safe Distancing Officers should be present to regulate the necessary
- Surfaces and objects in relevant spaces should be cleaned and disinfected at least twice or more a day, particularly surfaces that are touched by many people

Gymnasiums

- Public and private gyms and fitness/exercise studios, including those operated by commercial enterprises, national sports associations, country clubs, golf clubs, private apartments, condominiums and charities, are to close during the stipulated period as per the Stricter SMM for Sport and Physical Exercise & Activity issued by Sport SG dated 6th May 2021.

General Measures – Screening & Contact Tracing

Safe Management Officers (SMOs)

- Appointment of two (2) Safe Management Officers (SMOs) by golf club/facility who are to oversee and ensure that the required Safe Management Measures are in place
- This is required for all facilities, regardless if this is public or private, indoor or outdoor
- Management plans are to be made available on site for inspection by the authorities

Facilities Access

- Dedicated entry/exit points to the venue and movement control within the venue
- Implementation of Safe Entry at each venue
 - Personal Declaration as per required by Safe Entry application
- Using of “TraceTogether” app is encouraged to facilitate contact tracing
- Daily temperature screening prior to entry into club
- Employees to take temperature twice daily and regular checks for respiratory symptoms

General

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- Actively monitor unwell employees and guard against incipient outbreaks



- Require employees to submit records of their MCs and diagnoses provided (for COVID like symptoms)
 - Take preventive actions to guard against incipient outbreaks such as monitoring of personal health and not take any chances
 - Employees must inform of the details of the clinic and doctor visits made over the past 14 days (for any COVID like symptoms)
- Have in place an evacuation plan for suspected cases, as well as for all other onsite personnel
 - Any employee feeling unwell or has COVID like symptoms should report, leave the workplace and consult a doctor immediately. Employers must track and record these cases as part of Safe Management measures
 - For incapacitated individuals, clear the area and administer aid immediately to the nearest hospital
- Put in place a follow-up plan in the event of a confirmed COVID case
 - Immediately vacate and cordon off immediate section of workplace/premise where confirmed case worked
 - No need to vacate whole building or floor if there is no sustained and close contact with confirmed case
 - Carry out thorough cleaning and disinfect all relevant on-site areas exposed in accordance to NEA guidelines
 - Workplaces with confirmed cases could be suspended if there are public grounds to do so

Responsibilities of SMOs

- Establish and coordinate a system of Safe Management Measures to provide a safe working environment and minimise risk of outbreaks
- Implement a detailed monitoring plan to ensure compliance with Safe Management Measures and issues (eg remedy of non-compliance, risk mitigation) are resolved in a timely manner
- Duties of SMOs include:
 - Coordinate implementation of Safe Management Measures
 - Identifying relevant risks
 - Recommending and assisting in implementing measures to mitigate risks
 - Communicate measures to all personnel working in workplace
 - Conduct inspections and checks to ensure compliance at all times and to report and document any non-compliance found



- To take immediate action to remedy any non-compliance found during the inspections
- To keep records of inspections and checks conducted and corrective action taken.
Records should be made available upon request of a government inspector

Social Responsibilities

- Provide & display education material within the golf club and its facilities to promote required behaviors (e.g. regular and thorough handwashing, covering mouth and nose with a tissue or sleeve during coughing/sneezing)
- Anyone who is feeling unwell or display any symptoms of COVID-19 virus should seek medical assistance immediately. The individual MUST not expose himself or herself to the public
- Cover your mouth with your hands when needed to sneeze or cough and wash them immediately
- Observe good personal hygiene practices like frequent washing of hands with soap
- Carry along personal hand sanitizers
- Avoid touching your eyes, nose and mouth
- Avoid shaking of hands or any other physical interaction with others
- Observe correct usage of mask and disposal
- Maintain safe distancing at all times.

COVID-19 Related Guidance on the Rules of Golf

The R&A has provided guidance on this matter and SGA has decided Committees will be allowed to use any or all of the following options to keep people playing golf and allowing players to record their scores for handicapping purposes. It is a matter for each Committee and the discretion of the club to make it clear which of these Local Rules apply to play on the course, otherwise the Rules of Golf will continue to apply.

It should be noted that the purpose of the R&A guidance is not to make recommendations in relation to the playing of golf at this time.

SGA continues to encourage all clubs to follow the restrictions around the COVID-19 pandemic, as directed by the relevant government authorities.

SCORING IN STROKE PLAY (RULE 3.3B)

R&A Guidance:

In view of concerns around handling and exchanging scorecards, on a temporary basis, Committees may choose to allow methods of scoring in stroke play that do not strictly comply with Rule 3.3b, or do not comply with the normal methods used under Rule 3.3b.

For example:



- Players may enter their own hole scores on the scorecard (it is not necessary for a marker to do it).
- It is not necessary to have a marker physically certify the player's hole scores, but some form of verbal certification should take place.
- It is not necessary to physically return a scorecard to the Committee provided the Committee can accept the scores in another way.

SGA Position: *The current processes for score entry in through SGA CHS remains unchanged. There should not be any social/club events during these times. However, should there be any, clubs may adopt the examples above.*

FLAGSTICKS

R&A Guidance:

Committees **may choose** to adopt the following policies on a temporary basis:

- Requiring that players to always leave the flagstick in the hole. It is a matter for the Committee to decide whether it establishes this policy by way of a Code of Conduct or Local Rule, and whether it provides a penalty under the Code of Conduct or for a breach of the Local Rule.
- Not have flagsticks at all.

SGA Position: *A Committee may adopt a Local Rule requiring players to always leave the flagstick in the hole.*

HOLE

R&A Guidance:

No modifications to the Definition of *Hole* are offered, but if a Committee chooses not to follow the requirements in the Definition of *Hole*, which may also have an impact on the Definition of "*Holed*", the Committee should consult its national association for guidance on whether scores submitted in such circumstances are acceptable for handicapping purposes.

SGA Position: *To assist the golfer in retrieving the ball from the hole without touching the flagstick, cup implants may be inserted into the cup, to prevent the ball from dropping to the bottom of the cup. If the ball were to hit the implant and bounce out, the ball is deemed as "holed". Scores submitted are acceptable for handicapping purpose.*

SGA Position on Hole-in-one

*While this COVID-19 Rule regarding the **Hole** is in effect, a "hole-in-one" will not be official (**prize cannot be won**) if the ball were to hit the cup implant and bounce out of the hole. However, it will be still be deemed as holed for scoring or handicapping purposes only."*

BUNKERS

R&A Guidance:



If rakes have been removed from the course, or if the Committee has requested that rakes not be used, it is recognized that bunkers may not be smoothed as well as when there are rakes on the course. But it is recommended that no modification is made to the Rules of Golf in such circumstances, and that players are requested to smooth bunkers using their feet or a club.

SGA Position: *The Committee may choose to adopt the following Local Rule relating to bunkers. The following Local Rule will be acceptable for handicapping purposes.*

MODEL LOCAL RULE FOR BUNKERS – DUE TO COVID-19

When a player's ball lies in a bunker, the player may take free relief once by placing the original ball or another ball and playing from the relief area.

Reference Point: Spot of the original ball.

Size of the Relief Area: One club length but must not be closer to the hole and must remain in the bunker.

Please note that modifications are for handicapping purposes only and should not be used for formal competitions, of which we expect very little of at the present time.

Please be advised to take social responsibility and remain vigilant.

Stay safe. Happy Golfing.

Singapore Golf Association

**Disclaimer – The recommended guidelines may change from time-to-time in accordance with the relative government advisories*