



SGA REFEREES STANDARD OPERATING PROCEDURE

Background

1. The mission of Singapore Golf Association (SGA) is to promote and develop the sport of golf in Singapore. SGA also strives to promote the spirit of amateurism in the sport of golf and to keep it as free as possible from abuses that may follow from uncontrolled sponsorships and financial incentives.
2. The SGA Rules Sub-Committee comprises members who are appointed by the SGA Executive Board. The Rule Sub-Committee deals mainly with issues concerning the Rules of Golf and the Rules of Amateur Status.
3. Under the SGA Rules Sub-Committee is the SGA Referees Group (SRG). Its main function is to enhance the standards of officiating in SGA tournaments and to upgrade the quality of referees by focusing on its continued education. All SGA Referees are eligible to be members of the SRG.
4. The SGA will also make every effort to increase the pool of SGA Referees by working with the R&A on its three-tier Rules Educational Programme. This comprises the Level 1 Rules School, the Level 2 Rules School and the Level 3 Tournament Administrators and Referees School (TARS).
5. Levels 1 and 2 Rules Schools are conducted by SGA at regular intervals. Level 3 TARS is conducted by the R&A on a regional basis.

Introduction

6. This SOP is promulgated to explain SGA policies and appointment of referees for SGA tournaments. It should be read together with any other SGA Referees' documents that are issued under separate cover.

Appointment and Qualification of Referees

7. SGA will appoint an SGA Referee for all its tournaments. The number of SGA Referees appointed will depend on the size of the field and whether it is a major or minor SGA tournament. A Chief Referee may also be appointed to coordinate the efforts of the other referees.
8. An SGA Referee is a person who has:
 - a. passed the R&A Rules School (Level 2) within the last four years with a passing mark of at least 80%. This will take effect from 1 January 2025;
 - b. registered with the Singapore Golf Association;
 - c. been qualified by the SGA Rules Sub-Committee to officiate in golf

- tournaments; and
- d. been emplaced on the SGA Referees' Register.
9. An SGA Referee who has passed the R&A Level 3 Rules School within the last four years with a passing mark of 80% (Merit) may be appointed as SGA Chief Referee after passing the Chief Referee Apprenticeship.
 10. A person who has passed the R&A Rules School (Level 2) with the requisite passing mark but has no practical experience will be termed an Apprentice Referee. To qualify as an SGA Referee, he/she must successfully complete three (03) apprenticeship tournament rounds under a Chief Referee or an appointed SGA Referee.
 11. Any applicant or existing referee (re-certification) who failed in the Level 2 exam on their first attempt will be given a period of 2 months to re-sit the exam from the date of the notification which was sent by SGA. SGA will make the necessary arrangement to conduct the physical examination for them. An administrative fee of S\$80.00 will be charged to each candidate for the re-exam. This will take effect from 1 January 2025.
 12. A referee who failed the Level 2 or TARS exam on their second attempt, he/she will have to undergo the entire respective Rules School and to meet the requirements as stated above.

Registration of Referees

13. After passing the Level 2 exam and have had registered their interest to become an SGA referee, all applicants will have to undergo the following processes before they qualified as an SGA Referee.

Passing Level 2 exam → Observer → Apprenticeship (3 tournament rounds)

14. All Apprentice Referees are required to register with SGA before they can be assigned apprenticeship referee duties. On successful completion of their three apprenticeship tournament rounds, they will be placed on the SGA Referees' Register.
15. All SGA Referees on the SGA Referees' Register will be considered active and current if they have participated in any of the following activities in a calendar year:
 - a. Has officiated in a professional event, either local or overseas;
 - b. Has officiated in at least one SGA or SGA sanctioned events;
 - c. Has conducted a Rules School organized by the SGA or advanced Rules seminar/briefing organized by the SGA.

Inactive SGA Referees

16. An SGA Referee who has not performed any of the above-mentioned activities within one calendar year (1 January to 31 December) will be considered inactive. An inactive SGA Referee will not be appointed to officiate at SGA tournaments.
17. An SGA Referee who has been inactive for three years will be taken off the SGA Referees' Register. To be re-instated, he/she must attend and pass the R&A Level 2 Rules School with the prerequisite mark prescribed by the SGA Rules Sub-Committee and also to apply for reinstatement with the SGA.

Apprentice Referees On-Job-Training (OJT)

18. An Apprentice Referee must successfully undergo three SGA tournament rounds to fulfil the OJT requirement under an SGA Chief Referee or a Senior Referee appointed by the SGA Chief Referee. Apprentice Referees may volunteer for more rounds if they wish to extend the OJT on their own accord.
19. All apprentices will be assessed and assigned to different referees for each round including the Chief Referee during an SGA tournament. The Chief Referee/appointed SGA Referee should explain to the Apprentice Referee every ruling made and to hear the view of the Apprentice Referee if he has an alternative point of view.
20. The Apprentice Referee should be advised and guided on the following:
 - a. Preparing Course Notes
 - b. Course Marking
 - c. Local Rules
 - d. Suspension of Play/Evacuation Plans
 - e. Refereeing
 - f. Pace of Play Policy Management
 - g. Course Set-up

21. An Apprentice Referee should be given the opportunity to give rulings and communicate with the player under close supervision of the Chief Referee/appointed SGA Referee. Any error in judgment shall be rectified as discretely as possible there and then.

Apprentice Chief Referee On-Job-Training (OJT)

22. An Apprentice Chief Referee must successfully undergo three SGA stroke-play tournament to fulfil the OJT requirement under an SGA Chief Referee. Apprentice Chief Referees may volunteer for more rounds if they wish to extend the OJT on their own accord.
23. An Apprentice Chief Referee is to be attached to the SGA Chief Referee during a tournament. The Chief Referee should explain to the Apprentice Chief Referee every ruling/decision made and hear the view of the Apprentice Chief Referee if he/she has an alternative point of view.

24. The Apprentice Chief Referee should be advised and guided on the following:

- a. Preparing Course Notes
- b. Course Marking
- c. Local Rules
- d. Suspension of Play/Evacuation Plans
- e. Refereeing
- f. Pace of Play Policy Management
- g. Course Set-up

25. In the event of an Apprentice Chief Referee who has been appointed as a referee for a tournament and at the same time undergoing Chief Referee apprenticeship, they will be given the referee's allowance as stated in paragraph 37.

Appointment of SGA Chief Referees

26. SGA will appoint a Chief Referee for major SGA tournaments. The appointments will be based on their experience and contributions. The major tournaments in the SGA calendar are the Singapore Open Amateur Championship, Singapore National Amateur Championship, Singapore Junior Golf Championship, Singapore Open Senior Amateur Championship. SGA will also assist SLGA to appoint a Chief Referee for Singapore Ladies Amateur Open Championship.

Appointment of SGA Referees for Major SGA Tournaments

27. SGA will appoint SGA Level 3 referees it considers capable of officiating at the major tournaments. SGA will make the selection based on the SGA Referees' experience, track record and contributions in officiating at Minor Tournaments.

28. For SGA major tournaments, the chief referee will select majority of his/her own team of referees while SGA will select the remaining quota based on the tournament requirement. The number of rules officials for each tournament will be based on a tournament-to-tournament basis.

Appointment of SGA Referees for Minor SGA Tournaments

29. Minor tournaments are classified as the SGA Inter Club League legs, National Ranking Games and any other tournaments that SGA organizes that do not fall under Major Tournaments. For minor SGA tournaments, SGA will appoint SGA Level 2 referees.

30. SGA will at its discretion allocate events to all SGA Referees informing them via email at the beginning of each year. All SGA referees are required to lock in the dates they are supposed to officiate once notified. If any SGA referees are unable to officiate, they are to inform SGA (Kian Hui) via email stating the reason. SGA will then fill in the slots at its own discretion.

31. SGA will also take into consideration the need to ensure that all suitably qualified SGA Referees are assigned for these tournaments.

SGA Referees for Regional, International and Asian Tour Tournaments

32. Tournaments that fall under this category include the Southeast Asia Games, Asian Games, Singapore Open and other Asian Tour events that may either be held in Singapore or overseas.
33. SGA will nominate suitably qualified SGA Referees to these tournaments when the opportunity arises. The aim will be to ensure an even spread of SGA Referees who are experienced in such tournaments.
34. For the referee/s to be considered for tournaments under this category, The R&A or the organizing bodies will have to write in officially to SGA requesting for the desired referee/s to be involved in that tournament. SGA will then review the request and revert.
35. SGA will also take into consideration the recommendation of referees to the organizers for these tournaments as priority will be awarded to referee/s who officiate/s in SGA tournaments.
36. All SGA referees must inform SGA if they are invited to officiate for such tournaments; failing which, they will not be assigned for any SGA events at the discretion of the SGA Rules Sub-Committee.

37. SGA Referees' Fees

SGA Referees will be paid according to the following table.

S/No	Duties	Fees	Remarks
1.	Course Marking	\$100 per tournament.	a. Fee payable only to Chief Referee. b. Course marking will not be done for SGA ICL, NRG and any one round tournament.
2.	SGA Referee	\$200 per session per day.	a. A session is either a morning or an afternoon session. If a tournament consists of two sessions, the fee payable will be S\$400.

SGA Rules Sub-Committee
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