



MANAGEMENT SERVICES DIVISION

IIUM/202/4/1/1

28th February 2022

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

SERVICE CIRCULAR NO. 3/2022
MANAGEMENT SERVICES DIVISION

PAYMENT OF HONORARIUM FOR SPORTS OFFICIAL

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices pertaining to the payment of honorarium for Sports Official.

2. BACKGROUND

- 2.1 Sports Development Centre (SDC) is responsible for the development of sports programmes in the university and in order to ensure best performance, appointment of sports officials is made by Kulliyah / Centre / Division / Institute / Office / Mahallah (K/C/D/I/O/M) who organises sports competition in the university.
- 2.2 This policy will regulate the honorarium rate for sports officials such as referees and sports volunteers and be a reference for the university in organising or participating in sports programmes.
- 2.3 The honorarium rate was formulated based on the rate applicable by National Sports Associations and State Sports Associations. A comparative study on the honorarium rate used by other public universities has also been made to ensure the rate proposed is reasonable and competitive.
- 2.4 The University Management Committee (UMC) Meeting No. 12/2020 held on 2nd September 2020 had deliberated and agreed to the proposal.



3. **DECISION**

- 3.1 The Staff Service Committee (SSC) Meeting No. 1/2022 held on 4th January 2022 approved the policy on the payment and rate of honorarium for Sports Officials as submitted by the Sports Development Centre as detailed in *Appendix A*.
- 3.2 The effective date is **4th January 2022**, i.e. date of SSC Meeting No. 1/2022 which endorsed the decision.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices.

Thank you. Wassalam.

"Leading the Way"



FAZIDAH HJ. BAKHTIAR
Executive Director
Management Services Division

- c.c. : Rector
: Deputy Rector (Academic and Internationalisation)
: Deputy Rector (Responsible Research and Innovation)
: Deputy Rector (Student Development and Community Engagement)
: Executive Director (Finance Division)
: Executive Director (Development and Planning)
: Campus Director, IIUM Kuantan Campus
: Legal Advisor

Appendix A



**SPORTS DEVELOPMENT CENTRE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**



**POLICY ON
PAYMENT OF HONORARIUM
FOR SPORTS OFFICIALS**

**Prepared by:
SPORTS DEVELOPMENT CENTRE
SDC - IIUM**

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APPENDIX I – Schedule of Sports Officials Honorarium Rate 5

1. Archery
2. Athletic / Road Run / Marathon
3. Badminton
4. Basketball
5. Chess
6. Cricket
7. Dodgeball
8. E-Sports
9. Fencing
10. Football
11. Futsal
12. Handball
13. Hockey / Indoor Hockey
14. Netball
15. Petanque
16. Rugby
17. Sepak Takraw
18. Swimming
19. Table Tennis
20. Tenpin Bowling
21. Tennis
22. Touch Rugby
23. Ultimate Frisbee
24. Volleyball
25. Water Polo
26. Woodball
27. Volunteer

1. OVERVIEW

Sports Development Centre is responsible for the development of sports programmes in the university. To ensure best performance, appointment of sports officials is made by Kulliyah / Centre / Division / Institute / Office / Mahallah (K/C/D/I/O/M) who organises sports competition in the university.

This policy will regulate the honorarium rate for sports officials such as referees and sports volunteers and be a reference for the university in organising or participating in sports programmes.

This honorarium rate was formulated based on the rate applicable National Sports Associations and State Sports Associations. A comparative study on the honorarium rate used by other public universities has also been made to ensure the rate proposed is reasonable and competitive.

2. OBJECTIVES

- 2.1. To have a standard honorarium rate for sports officials for sports activities organized by the university.
- 2.2. To ensure the honorarium rate is competitive and reasonable.
- 2.3. To ensure a proper payment of honorarium to sports officials.

3. DEFINITION

- 3.1. Sports Officials refer to the 'Technical Sports Officials' and 'Sports Volunteers' appointed by the university to oversee the sports activities / competitions.
- 3.2. Technical Sports Officials refer to persons who are technically qualified to administer the rules and regulation of sports competitions and its technical aspects such as Referee / Umpire / Jury / Judge / Marshall / Arbiter / Wasit and etc.
- 3.3. 'Sports Volunteers' refers to persons appointed by the organiser of sports competition to assist sports activities / competitions organised by the university.
- 3.4. 'The Organiser' refers to Kulliyah / Centre / Division / Institute / Office / Mahallah (K/C/D/I/O/M) who organises sports competition in the university.

4. HONORARIUM RATE

- 4.1. Sports officials appointed by the organiser will be paid according to the approved honorarium stipulated in the 'Appendix A – Schedule of Sports Officials Honorarium Rate'.
- 4.2. The mentioned rate is a published rate. The rate can be lower based on the negotiation between the organiser and Sports officials.
- 4.3. The organiser of sports activities / competitions has the right to negotiate with the Sports officials to finalise the best rate, but the final agreed rate shall not exceed the published rate.
- 4.4. If the rate is lower than published rate, Head / Chief of Sports Officials must fill-up 'Honorarium Declaration Rate Form' to signify his / her acceptance to the agreed rate.

5. RATE ENFORCEMENT

- 5.1. The honorarium rate for sports officials is applicable to any sports activities / competition organised by the university.
- 5.2. This rate will depend on the financial capability of the organiser.
- 5.3. The rate may be different due to format of competition or nature of the game.

6. APPOINTMENT OF SPORTS OFFICIALS

- 6.1. The organiser of sports activities / competitions is responsible to identify sports officials for sports activities / competitions based on technical requirement of the sports activities / competitions.
- 6.2. The organiser of sports activities / competitions is responsible for issuing appointment and acceptance letters to the Head / Chief of Sports Officials. The appointment letter must include terms and conditions of the appointment including but not limited to rate, responsibility and liability of the sports officials including refund for failure to fulfil responsibility, university's regulations to be observed by the appointed Head of Sports Officials, disclaimer of liability and etc.

7. PAYMENT

- 7.1. Payment of honorarium for sports officials will be made through Electronic Fund Transfer (EFT) to the appointed Head / Chief of Sports Officials within **SEVEN (7) WORKING DAYS** before the scheduled sports activities / competitions commence.

8. ACCOUNTABILITY

- 8.1. The organiser of sports activities / competitions is responsible to ensure the appointed sports officials performs the responsibility in stipulated in the appointment letter and recover the payment made to the sports officials for no-show during the sports activities / competitions.
- 8.2. The organiser of sports activities / competitions is not responsible for any matters regarding the disbursement of the honorarium by head / chief referee to all referee / umpire / jury / judge / marshall / arbiter / wasit under his supervision.

Approving Jurisdiction	University Finance Committee
History	Issued:
	Revised:
	Last Reviewed:
Related Policies and Procedures	IIUM Financial Policies and Procedures
Additional References	Guidelines: National Sports Associations; State Sports Associations; and Malaysian public universities.
Responsible Official	Sports Development Centre

APPENDIX I – SCHEDULE OF SPORTS OFFICIALS HONORARIUM RATE

1. Archery

Competition Format	Rate (RM)
League & Carnival	120.00 / day / *referee 100.00 / day / **referee

- 1.1. *Chief Judge, Director of Shoot, Tournament Director and Result Team.
- 1.2. *Jury, Judge and Asst. Tournament Director.
- 1.3. One (1) day: 8.00am – 7.00pm

2. Athletic / Road Run / Marathon

Competition Format	Rate (RM)
Carnival	150.00 / day / referee (Day) 100.00 / day / judge (Day)

- 2.1. Day : 6.00am – 7.00pm
- 2.2. Night : 8.00pm – 12.00pm
- 2.3. Additional RM 80.00 / referee and RM 60.00 / judge if the schedule until night session.
- 2.4. For 'Starter' the rate RM 400.00 / day. Additional RM 80.00 if the schedule continues until night.

3. Badminton

Competition Format	Rate (RM)
League, Friendly, Carnival	240.00 / day / head referee 120.00 / half-day / referee

- 3.1. One (1) day : 9.00am – 11.00pm
- 3.2. Half-day : 9.00am – 4.00pm

4. Basketball

Competition Format	Rate (RM)
League, Friendly, Carnival	200.00 / day / head referee
League	100.00 / match / referee
Friendly	90.00 / match / referee
Carnival	200.00 / day / referee

- 4.1. One (1) day : 8.00am – 7.00pm

5. Chess

Competition Format	Rate (RM)
League & Carnival	200.00 / day / head arbiter 150.00 / day / floor arbiter

- 5.1. One (1) day : 8.00am – 7.00pm
 5.2. The rate for half-day competition will be considered as one (1) day.
 5.3. Floor Arbiter will be based on the number of participant (1:60).

6. Cricket

Competition Format	Rate (RM)
League	150.00 / match / referee
Friendly	100.00 / match / referee
Carnival	200.00 / day / referee

- 6.1. One (1) day : 8.00am – 7.00pm

7. Dodgeball

Competition Format	Rate (RM)
League & Carnival	150.00 / day / referee
Friendly	80.00 / match / referee

- 7.1. One (1) day : 8.00am – 7.00pm

8. E-Sports

Competition Format	Rate (RM)
League & Carnival	150.00 / day / head marshall 100.00 / day / marshall 100.00 / day / technical crew

- 8.1. One (1) day : 9.00am – 7.00pm
 8.2. The rate can be paid to any type of games.

9. Fencing

Competition Format	Rate (RM)
League & Carnival	200.00 / day / head referee 100.00 / day / referee

- 9.1. One (1) day : 9.00am – 11.00pm

10. Football

Competition Format	Rate (RM)
League & Friendly	60.00 / match / central referee 50.00 / match / side referee
Carnival	200.00 / day / referee (Day) 250.00 / day / referee (Night)

10.1. Day : 8.00am – 7.00pm

10.2. Night : 8.00am – 11.00pm

11. Futsal

Competition Format	Rate (RM)
League & Friendly	60.00 / match / referee
Carnival	200.00 / day / referee (Day) 250.00 / day / referee (Night)

11.1. Day : 8.00am – 7.00pm

11.2. Night : 8.00am – 11.00pm

12. Handball

Competition Format	Rate (RM)
League, & Friendly	60.00 / match / referee
Carnival	150.00 / day / referee 100.00 / half-day / referee

12.1. Day Session : 8.00am – 5.00pm

12.2. Night Session : After 5.00pm until 12.00am

12.3. Additional RM 30.00 / referee if the schedule continues until night session.

13. Hockey / Indoor Hockey

Competition Format	Rate (RM)
League & Friendly	80.00 / match / referee
Carnival	150.00 / day / referee (Day) 200.00 / day / referee (Night)

13.1. Day : 8.00am – 6.00pm

13.2. Night : 8.00am – 11.00pm

14. Netball

Competition Format	Rate (RM)
League & Carnival	200.00 / day / referee 100.00 / half-day / referee
Friendly	80.00 / match / referee

- 14.1. One (1) day : 8.00am – 7.00pm
 14.2. Half -day : 8.00am – 1.00pm
 14.3. Additional RM 50.00 / referee if the schedule continues until night session.

15. Petanque

Competition Format	Rate (RM)
League & Carnival	250.00 / day / head arbiter 200.00 / day / arbiter

16. Rugby

Competition Format	Rate (RM)
League (Rugby 15's)	100.00 / match / referee 90.00 / match / asst. referee 100.00 / match / referee manager
Friendly (Rugby 15's, 7's & 10's)	100.00 / match / referee 80.00 / match / asst. referee
Carnival (Rugby 7's & 10's)	140.00 / day / referee 140.00 / day / asst. referee 140.00 / day / referee manager

- 16.1. One (1) day : 8.00am – 7.00pm
 16.2. Half-day : 8.00am – 1.00pm

17. Sepak Takraw / Chinlone

Competition Format	Rate (RM)
League & Carnival	200.00 / day / head referee
League	100.00 / match / referee
Friendly	80.00 / match / referee
Carnival	150.00 / day / referee

- 17.1. One (1) day : 8.00am – 7.00pm
 17.2. Additional RM 30.00 / referee if the schedule continues until night session.

18. Swimming

Competition Format	Rate (RM)
Carnival	150.00 / day / Chief Referee 100.00 / day / Judge

18.1. One (1) day : 8.00am – 7.00pm

19. Table Tennis

Competition Format	Rate (RM)
League & Carnival	180.00 / day / referee
Friendly	50.00 / day / referee

19.1. One (1) day : 8.00am – 7.00pm

19.2. Additional RM 30.00 / referee if the schedule continues until Night session.

20. Tenpin Bowling

20.1. The rate based on quotation by the bowling centre.

20.2. The quotation will include the rental charges for the lane and technical charges prepare by the bowling centre.

21. Tennis

Competition Format	Rate (RM)
League & Carnival	200.00 / day / referee 170.00 / day / asst. referee 150.00 / day / umpire

21.1. One (1) day : until the last match of the day.

22. Touch Rugby

Competition Format	Rate (RM)
League	260.00 / match
Friendly	100.00 / match / referee 80.00 / match / asst. referee
Carnival	100.00 / day / referee 50.00 / half-day / referee 300.00 / day / asst. referee 150.00 / half-day / asst. referee

22.1. One (1) day : 8.00am – 7.00pm

22.2. Half-day : 8.00am – 1.00pm

23. Ultimate Frisbee

Competition Format	Rate (RM)
League & Carnival	200.00 / day / referee

23.1. One (1) day : 8.00am – 7.00pm

24. Volleyball

Competition Format	Rate (RM)
League	150.00 / match
Friendly	50.00 / match / referee
Carnival	250.00 / day / referee 125.00 / half-day / referee

24.1. One (1) day : 8.00am – 11.00pm

24.2. Half-day : 8.00am – 4.00pm

25. Water Polo

Competition Format	Rate (RM)
Carnival	200.00 / day / head referee 150.00 / day / referee

25.1. One (1) day : 8.00am – 11.00pm

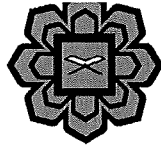
26. Woodball

Competition Format	Rate (RM)
League & Carnival	250.00 / day / judge 150.00 / day / marshall

26.1. One (1) day : 8.00am – 7.00pm

27. Volunteer

Competition Format	Rate (RM)
League, Friendly, Carnival	15.00 / day / person Maximum 300.00 / programme



HONORARIUM DECLARATION RATE FORM

To:
Director
Sports Development Centre
International Islamic University Malaysia

I would like to declare that the rate for *Referee / Volunteer for the following programme as follows: -

Sports	
Name of programme	
Date of programme	
Honorarium Rate	

I also declare, the rate mentioned above is the rate after negotiation and **AGREED** with the 'Sports Staff'.

Head / Chief Referee / Volunteer Details

Name	
I.C / Passport No.	
H/P No.	
Signature	

Staff Sports Details

Name	
Staff No.	
H/P No.	
Signature	

For Office Use (APPROVAL)

DIRECTOR, SPORTS DEVELOPMENT CENTRE

APPROVED / NOT APPROVED

Comment:

Signature :..... Date :.....

Name & :.....
Official Stamp