



# 2020 Caddie Manual & Information

Oak Ridge Country Club  
700 Oak Ridge Road  
Hopkins, MN 55305

952.939.5460

[www.oakridgecountryclub.net](http://www.oakridgecountryclub.net)

[Caddiemaster@oakridgecountryclub.net](mailto:Caddiemaster@oakridgecountryclub.net)



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## **Welcome to the Oak Ridge Country Club Caddie Program!**

Welcome to the Caddie Program at Oak Ridge Country Club! We have developed a Caddie Program in which we believe that with passion and a strong and dedicated group of core caddies will be one of the best programs in the state. Caddying is an outstanding opportunity for the young people in our area to enjoy summer employment and to be provided with the opportunity to be associated with other young people in a wholesome environment on a beautiful golf course with select clientele.

We are pleased that you have the desire to become a part of our program. For many of you this will be your first job. It is important to remember golf is a game, but caddying is a job in which you are performing a service. The better the service you give, the greater your reward. Unfortunately, not all candidates will continue as a caddie this season. For some, it is just not the right job, while for others; it is the perfect summer job! For a select few, it will lead to a four-year college scholarship at the University of Minnesota. Successful caddies know the guidelines, follow the caddie program rules and have read their manuals.

**NEW All caddies will need to have either a cell phone and text plan or an email address plus access to the internet.**

The purpose of this Caddie Training Manual is to serve as a guide in reinforcing all the items that you will learn during caddie training and explain the benefits of caddying. It will also help emphasize the rules and regulations you must follow to ensure the success of the program and yourself. The ultimate goal of this manual is to answer any questions you may have about your position as a caddie.

Whatever the relationship may be, the member and/or guest will spend four hours or longer with their caddie. Along with your caddie skills, your player has every right to expect your complete attention and concentration. All of these require training and advance preparation.

As a caddie of Oak Ridge, it is important to remember that you are representing Oak Ridge Country Club and are to adhere to general club rules and show respect to employees, members and all property. It is the job of every employee, caddie and member to contribute to building the already outstanding reputation of Oak Ridge Country Club. We are dedicated to bringing the caddie program to the same level of success that Oak Ridge as a club has been so fortunate to establish.

**-Oak Ridge Country Club Caddie Committee**

### **ORCC CADDIE MISSION STATEMENT**

*“To provide an exceptional experience for our members and their guests in an environment that is conducive to the personal growth and development of every caddie.”*



**For Returning “Honor” and “A” Caddies From 2019 Who Want To Caddie In 2020**

Returning “Honor” and “A” caddies are able to begin caddying immediately once the course opens. There will be two short refresher courses, we ask that returning “Honor” and “A” caddies attend one of the classes.

**2020 Caddie Rates** (all rates are per bag)

**Honor \$40 + tip      A Caddie \$35 + tip      B Caddie \$30 + tip**

**New Caddies For 2020 & Returning “B” Rank Caddies From 2019**

A series of three caddie-training sessions must be completed for all new caddies. Returning “B” caddies must attend one on course training day. A written test for all new will be required and will take place after the training sessions. “Cuts” may be made at any time throughout the training series. The final number of experienced and beginning caddies that we will retain must be able to work on a semi-regular basis throughout our golfing season.

Most work will be on Friday afternoons and all day on Saturdays and Sundays. Days off, vacations, etc., are permitted, and, in fact are encouraged. We do ask that you plan to be available for a majority of the weekends. If you are not around on the weekends, this may not be a job for you. There are three week-end tournaments during the year that we ask you make it a **priority to attend**. The tournaments are the Men’s Invitational, Men’s Stroke Play Championship, and the Men’s Match Play Championship.

**2020 Training Schedule For “A” and Honor Caddies From 2019 Season – Must Attend either Session A or Session B**

- A: Thursday, May 28<sup>th</sup>      3:30-4:30pm**
- B: Friday, May 29<sup>th</sup>      3:00-5:00pm**
- C: Saturday, May 30<sup>th</sup>      3:00-5:00pm**
- Sunday, May 31<sup>st</sup>      3:00-5:00pm *Make up rain date for on course training***

**2020 Training Schedule For New & “B” Caddies – Must Attend either Session A or Session B**

***Session A***

- 1. Thursday, May 28<sup>th</sup>      3:30-4:30pm      Introduction, Video Training, ForeTees & Facility Tour**
- 2. Friday, May 29<sup>th</sup>      3:00-5:00 pm      On Course Training**
- 3. Saturday, May 30<sup>th</sup>      3:00-5:00 pm      On Course Training & Final Review**
- Sunday, May 31<sup>st</sup>      3:00-5:00 pm      *Make up rain date for on course training***

***Session B***

- 1. Thursday, June 4<sup>th</sup>      3:30-4:30 pm      Introduction, Video Training, ForeTees & Facility Tour**
- 2. Friday, June 5<sup>th</sup>      3:00-5:00 pm      On Course Training**
- 3. Saturday, June 6<sup>th</sup>      3:00-5:00 pm      On Course Training & Final Review**
- Sunday, June 7<sup>th</sup>      3:00-5:00 pm      *Make up rain date for on course training***

*All participants must attend all three training sessions, before the written test may be taken. If participants cannot make all the above sessions, they must speak with the golf professional staff. All decisions regarding caddying at Oak Ridge will be made by the golf professional staff and are final.*



## **2020 CADDIE REQUIREMENTS**

- Training dates and times are set. If weather is inclement, please call in advance to confirm.
- If the weather is cool and/or wet, please dress appropriately.
- New caddies will begin as “B” (New Recruits) caddies once certified.
- During training, each caddie will be required to demonstrate their ability to carry equipment consisting of a golf bag with 14 clubs, balls, glove, umbrella, and towel.
- The caddie must be big enough and strong enough to carry this bag for an 18-hole round which is usually 4 hours and maintain a pace ahead of the golfer, walk up and down hills and provide the services expected of a certified “B” caddie.

**NEW 2020:** All caddies must have either a cell phone with a text plan or an email address and internet access. Oak Ridge Country Club now uses the ForeTees caddie management software. All caddie availability, assignment, news, and confirmations of caddie loops are done with this program. Every caddie must log on to their availability page every week and set their times they can work. The caddie assignments are done Two to Three days in advance. The caddies must then confirm their assignment online or contact the caddie master if they are unavailable.

- 1) Our goal this season is to provide members and their guests an excellent experience the first and every time they use a caddie.
- 2) There will be On-Going Training during the season for caddies who need more training.

## **WHY BECOME A CADDIE?**

1. To make money.
2. To learn more by being around golf.
3. So I can play a beautiful golf course on Monday mornings after 2 caddy rounds a week.
4. To meet nice people.
5. To work to attain the Evans Scholarship to pay for college tuition.
6. To possibly be promoted to the outside service staff at ORCC.
7. Spend your days working outside in the great Minnesota Summer.



## **Oak Ridge Country Club Mission Statement**

Oak Ridge was founded as a Jewish Country Club in 1921. Today we provide the best of sport, dining and social interaction, defined by camaraderie, progressive programming, superb staff and facilities.

## **Team Mission Statement**

Creating lasting memories through exceptional service while taking pride in everything we do.

As a company, and as individuals we value:

**Integrity** – Choosing right over wrong, ethics over convenience, truth over popularity as there is never a wrong time to do the right thing. Integrity means acting responsibly, honestly, and fairly on both the individual and team level.

**Service** – Treat every member as if our world revolves around them. The high road to service is traveled with integrity and understanding. People do not care how much we know until they know how much we care.

**Respect** – We define respect as over-communication, listening to others, and analyzing their input before acting. A willingness to show consideration or appreciation and understanding for one another.

**Teamwork** – Putting the needs of the Club over those of the individual for the greater good of the Club, this is the ability to work together toward a common vision. Working as a team allows common people to achieve uncommon results.

**Commitment** – Dedication and loyalty to sharing a common vision, believing in the same values, and striving towards common objectives by being devoted, constant and consistent to deliver beyond expectations; overcome challenges to meet our values.

**Equality** – Accepting that not all people have the same background and skills valuing the differences and individual contribution that people make as vital in the day-to-day operation of the Club; this does not change because of length of service or nature of position.

*“To provide an exceptional experience for our members and their guests in an environment that is conducive to the personal growth and development of every caddie.”*



## **THE CADDIE'S ROLE AT OAK RIDGE COUNTRY CLUB**

The main focus of all caddie programs is to provide a service to the members and their guests. Oak Ridge members will expect more than just "**bag totters**", and in order for a caddie program to be successful, Oak Ridge Country Club's expectations for caddies will be great. Caddies are an integral part of the player's enjoyment of the game.

Our members will require and appreciate a "quality" caddie. As a caddie, you are responsible for the member's equipment for the entire round. The members expect you to replace divots, rake bunkers and clean their golf ball on the green. They expect the caddie to watch, find, and get to their ball before they do. As you progress you will be asked for accurate yardage, help reading greens and to aid in the training of future caddies. In addition, friendliness and courtesy are a priority during the four hours each caddie spends with their player along with all hours spent on property.

Many caddie candidates have registered with us this year. Some will not join the ranks as an Oak Ridge caddie because of our standards; while others may decide that caddying is not for them. But, for those that continue, caddying is a unique job with many special experiences. Caddies are given the opportunity to learn the game of golf and play on a great course while earning a fair wage. You should make many friends and learn a game you can play for a lifetime caddying here.

## **TIPPING**

Our members are trained to tip only to reward outstanding service. Therefore, tipping is not mandatory but greatly appreciated. Any caddie questioning his player concerning his/her tip should visit with the Caddie Master. Remember, the player is not obligated to tip you and the amount of the tip is solely up to him/her on your job performance!

## **NEW CADDIES**

Your performance during your first 10 rounds is under a probationary basis and you will be evaluated and informed of your progress. Attendance, attitude, appearance, and grades are all factors in your success. So be on your toes, pay attention during your training sessions, and do your best when sent out on a loop. Each caddie will be required to have a caddie rate card filled out by the member that they caddied for. Multiple bad rating cards will result in the need for more training or even termination.

## **HONOR CADDIES APPOINTED BY CADDIE MASTER**

Honor caddies are chosen on superior caddying ability, experience, work record, leadership qualities, ability to get along with others and cooperative attitude. Honor caddies are the highest rank and in return for their outstanding services are paid more and generally have the opportunity to carry two bags a round.

## **CART FORECADDIES**

Duties include keeping ahead of players, keeping track of all four players' balls, keeping clubs clean, replacing divots, tending all flags, cleaning balls, and raking all sand traps. When Fore Caddying for non-member groups, you will also need to guide them around the course. Non-Member and reciprocal group playing during the week after 2:00 are required to hire a Forecaddie.



## **Western Golf Association Evans Scholars Foundation**

### **Just what is the WGA Par Club?**

One current Evans Scholar recently wrote “I firmly believe we have the best scholarship program in the nation, but it would not be possible without the generosity of people who believe the Evans Scholarship Program to be a worthy cause. Generosity has made it possible for caddies like myself to attend a college I would never have been able to even consider without the help of the Evans Scholarship Program. I cannot thank Par Club Members enough for giving me such a wonderful opportunity to attend a college of my dreams”. In **2020**, the PAR CLUB will help more than 800 young men and women realize their dreams of a more promising future through the opportunities provided to them as Evans Scholars.

### **Chick Evans Caddie Scholarship at a Glance**

The first two Evans Scholars enrolled at Northwestern University in the fall of 1930. Since then, nearly 8,000 deserving caddies, both men and women, have graduated from college as Evans Scholars. The scholarship programs for caddies was started by one of golf’s greatest amateurs, Charles “Chick” Evans Jr., of Chicago. Evans, who learned the game as a caddie, gained worldwide fame in 1916 when he became the first golfer ever to win both the U.S. Amateur and U.S. Open Championship in the same year. Because Evans insisted on preserving his amateur status, he directed that any money he receives from golf be put toward caddie scholarships. The Chick Evans Caddie Scholarship is a one-year full tuition and housing scholarship, renewable for four years. Most Evans Scholars attend one of the 14 universities where the Evans Scholars Foundation owns and operates a Scholarship House.

The Western Golf Association, founded in 1899, has administered the Chick Evans Scholarship Program since its inception in 1930 through the Evans Scholars Foundation, a 501 (c) (3) charitable organization. The Evans Scholarship Foundation, the nation’s largest individually funded scholarship program, is supported by more than 500 member clubs, 35,000 WGA Par Club members and 100,000 golfers in the WGA Bag Tag Program. The program is also supported by 23 affiliated golf associations and proceeds from the BMW Championship, a PGA TOUR Playoff event.

### **EVANS COLLEGE SCHOLARSHIP - University of Minnesota!**

One of the best incentives for caddying at Oak Ridge Country Club is the Evans Scholarship at the University of Minnesota. All recipients of this scholarship receive four years of paid tuition and housing at the chapter house. All applicants must meet the following requirements.

- A. Regular caddie for a minimum of two years, and recommended by a Club
- B. Graduating with a minimum grade point average of 3.0 or better.
- C. Have an outstanding caddie record and strong moral character
- D. Show financial need



## A CADDIE'S ATTITUDE AND APPEARANCE

*Attitude - A caddie's appearance and attitude will set the tone for your day with your player.* This is the first impression the player gets of your training and cooperation as a team member. At Oak Ridge Country Club, we are all part of a team. The caddie is a team member two-fold. You are part of the player-caddie relationship. The two of you must work as partners to overcome the difficulty of the golf course and insure an enjoyable day for you and your player. Most times a poor playing day by your player can be overcome with an enjoyable experience as a partner with his/her caddie. You should always keep an upbeat, positive attitude about you and your job. You should be friendly but not talkative. You should be courteous not only to your player, but to each player and caddie in your group. You need to work as a team with each caddie in your group. You are part of a greater team, the caddies of Oak Ridge CC. If you fall down, you lower the standards of all other caddies. **However, the better you perform the greater the esteem for the whole group.**

*Appearance - If you are not properly attired you will not be allowed on the course.* Caddies must wear a white collared golf shirt, and khaki or tan slacks or shorts. An Oak Ridge Country Club logoed shirt and Caddie hat must be purchased from the golf shop. The cost is \$20.00 for the hat and shirt combo. The shirt must be worn on tournament days and the hat must be worn at all times. You may wear your shirt on non-tournament days. Caddies are welcome to purchase clothing from the golf shop at down times. Any caddie will receive the member price. A nice jacket or sweatshirt may be worn over your shirt on cool days. Footwear must be tennis shoes or soft-soled walking shoes. No spiked shoes or sandals will be permitted.

Caddie Bibs are provided at no charge to each caddie and are required to be worn. **The bib must be returned at the end of each day!**

Appearance is important so that you will be recognized by the member or guest as an Oak Ridge caddie. This, also, adds to the team atmosphere. Appearance, both in posture and neatness, go a long way in promoting a positive attitude and a willingness to take on the task at hand.

## RULES AND REGULATIONS

In order for the Oak Ridge Caddie Program to operate in an efficient and effective manner there are certain rules and regulations that you, as a part of this team, are expected to follow. These directives apply to all caddies regardless of rank and will be strictly enforced.

- **Arrival**

If you are scheduled to be at the Club at a certain time, be prompt. If you are going to be late or absent, YOU MUST CONTACT THE CADDIE MASTER. No one arrives at the Club before 6:30 a.m. on weekends and before 7:00 a.m. on weekdays. Please do not arrive before 7:00 a.m. on weekdays and 6:30 on weekends unless told otherwise. If you are being dropped off, please be dropped off by the south end of the pool and go directly to the caddie holding area. If you drive, you **must** park in upper South West parking lot. You will be shown the lot on the caddie tour.

- **Golf Carts**

Any caddie under the age of 16 will not be permitted to drive a golf cart. Caddies over the age of 16 and with a valid driver's license may be permitted to drive a golf cart by the Caddie Master or one of the Golf Professionals. Riding on the back of a golf cart is not allowed.

- **Bicycles**

Oak Ridge cannot be responsible for bicycles. Park and lock your bike in the designated caddie bike rack in the caddie holding area

- **Language**

We expect you to be aware of where you are and what you say at all times. No profanity, dirty jokes, or abuse of other caddies will be tolerated.



- **Off Limit Area**

Caddies are restricted to the designated area of the caddie office or the outside waiting area. You are not allowed in the Clubhouse or locker rooms without permission. Once assigned a loop you may go to the outside bag staging area to receive your player's bag and meet your player. If the player is present, wait until they arrive and then introduce yourself.

- **Tobacco**

No tobacco products may be used on Club property. Smoking or use of other tobacco products will result in the caddie being sent home.

- **Drugs and Alcohol**

Any caddie using, giving, or selling drugs, alcohol or illegal substance will be immediately dismissed.

- **Vandalism/Theft**

Any theft or vandalism of Club property will require restitution for damages. The caddie will be dismissed immediately and authorities may be called.

- **Loitering or Waiting for a Ride**

Unless you are playing golf on Monday or are at the Club to work or get paid, you should not be on Club property. When you are finished caddying you should leave the Club property. Non-caddie friends should not accompany you onto Club property. When waiting for a ride, you must wait by the caddie holding area. This area is a designated as an "employee area" for ORCC employees, please be on your best behavior. **Do Not Wait in or Near The Clubhouse!**

- **Fighting**

Differences of opinion do occur, and tempers can become short, but in no instance will fighting be tolerated. Both, or all parties involved in any altercation, will be subject to suspension or dismissal by the Caddie Master.

- **Gambling**

Gambling is not allowed. Those caught participating are subject to dismissal.

- **Refusal of Bag**

Caddies are not allowed to request certain players. Caddies will be assigned bags by the draw taking into account the level of the caddie, the member request and the size and weight of the bag. All caddies will be distributed fairly among all players during the season. Any caddie refusing a bag will be suspended for one week and your parent will be called to explain why you have been suspended. Members may request specific caddies for special events.

- **Harassment**

No caddie should harass another caddie. Failure to abide will result in suspension or dismissal.

### **TRAINING SCHEDULE AND ACCEPTANCE POLICY**

The following is expected of all caddies to be accepted into the Caddie Program.

- 1) All caddie candidates are required to fill out an Oak Ridge Country Club caddie registration application.
- 2) You are expected to go through the caddie training program. The training program will make you more familiar with the Club's expectations of you as a caddie. It will be both an introduction to the work area and work procedures, along with on-course caddie duties. For the on-course portion caddies will be divided into smaller groups.





**CADDIE RATING & RATES**

		<u>Rate - 18 Holes</u>	<u>Suggested Tip for Good to Excellent Job</u>
<b>Honor</b>	Advanced	\$40.00	\$15-\$20
<b>Class "A"</b>	Intermediate	\$35.00	\$10-\$15
<b>Class "B"</b>	Beginner	\$30.00	\$5-\$10
<b>Forecaddie</b>	Cart	\$50.00	\$10-\$20
<b>Forecaddie</b>	Hole	\$50.00	

You may ask the caddie staff about your progress at any time. The higher the rank, the better the pay. Successful caddies set goals that they wish to achieve each season. Under most circumstances, promotion and rank is a key aspiration. Each caddie level has set expectations. Players expect that a caddie ranked at a certain level has acquired certain skills.

**Criteria for Advancement, Which Is Subject to Revision!**

**Honor Caddies** The “**Cream of the Crop**”. Seasoned Caddies with Great Caddie Skills And Knowledge. Must Be Recommended by members and Caddie Master. High Achievers, Receives Consistent Excellent Ratings, helps other caddies, Often Available When Called to Caddie – Possible to Be Demoted Back to “A” Without Excellent Ratings.

**Class “A” Caddies** 5 Excellent Ratings in a row with a 10-round minimum upon Caddie Master approval.

**Class “B” Caddies** Completed all required training sessions and approved for caddying by the Caddie Master.

**Note...The advancement from rank to rank is subject to change if necessary and administered on an individual basis**

**Caddie Ratings**

Excellent      Good      Fair      Poor

Your overall performance on the golf course plays a key role in determining how fast you are promoted by the Caddie Master. Ratings are very important and continued “Excellent” ratings may get you promoted faster.

**ANALYSIS OF THE EIGHT PROMOTION FACTORS**

- **Length of Service** - The longer you caddie the more you should learn. If you watch what the best caddies do and are attentive, you can learn more about golf and how to become a better caddie.
- **Number of Rounds Caddied** - You will learn what is expected from you more quickly, the more you caddie and you will become more recognized by members and fellow caddies.
- **Attendance** - A regular attendance record helps the staff and makes you more of a regular team member. The Caddie program is based on caddies who participate on a frequent basis. These are caddies that can be counted on.



- **Rating by Members and Guests** - As you understand the game and caddie on a regular basis, you will understand what is expected of better caddies. The rating cards turned into the Caddie Master is strong indications of a caddie's abilities and ranking.
- **Conforming to Caddie Rules** - Those not conforming to caddie rules will not be considered for promotion. In many instances, caddies may be demoted or suspended for rules violation.
- **Attitude** - This is a very important trait to both the player and the staff. A caddie can advance quickly with a positive attitude and very good evaluations.
- **Cooperation with the Staff** - By cooperating with the staff, a caddie learns the team concept. It is the Caddie Staff's desire to provide all the tools, information, assignments, training to the individual caddies for each to succeed and become a better caddie. If the caddie works with the staff, he/she should be given all the training to move to the next level.

**1) Honor Caddie – Consecutive Excellent Marks!**

These are caddies who have earned their rating by faithful attendance, outstanding work, and excellent deportment. These young men and women know the duties and responsibilities of caddying and have a record of consistent high-quality performance. Almost without exception players will grade these caddies "Excellent". Honor caddies should be capable of serving as instructors for caddie recruits. They should also be the first choice for double-loop assignments because they are best prepared to meet the demands of two players at one time. **Possible demotion to an "A" caddie rank is possible without "Excellent" ratings.**

**2) Class "A" Caddie**

They have the desire and aptitude to become Honor caddies. The Class "A" designation will not be awarded until a caddie has exhibited a consistent record of "Excellent" ratings. **To become an "A" caddie, 5 Excellent ratings in a row must be achieved (10 round minimum) plus the Caddie Masters recommendation.**

**3) Class "B" Caddie**

Their development is essential to the continued success of the caddie. All training sessions must be completed and a minimum score of 85% must be achieved on the caddie exam.



## **CADDIE ASSIGNMENT PROCEDURES**

### **Monday**

During the season we are closed on non-holiday Monday mornings. The golf course will open at for member play after 12:00. On rare occasions, there may be opportunities to caddie, but generally this is a day off for caddies. All caddies who have caddied a minimum of 2 rounds the previous week may golf the course between 8:30 am and 9:30 am or after 5:00 pm. The Caddie Master must approve all tee times and you must check in the morning of with the Starter/Caddie Master. **No guests may accompany a caddie onto the golf course.**

### **Tuesday - Friday**

Caddies will be assigned via the Fore Tees Caddie Master web sit two ahead of time and assigned a loop depending on the day and event. Often, members will request caddies in advance during the week and caddies may be called in advance to ensure these loops are covered. Fridays are the busiest days of the week for caddies.

### **Saturday, Sunday & Holidays**

Caddies that are scheduled to caddie during the week will be given first opportunity to caddie on these days. On Thursdays and Friday's caddies will be assigned loops for the weekends and holidays via the ForeTees Caddie Management Software.

### **Caddie Request by A Member or Guest!**

**If a member or guest requests a specific caddie, the requested caddie will be assigned to that. It is in the best interest of the caddie program to accommodate a golfer's request for a specific caddie.**

If a caddie's assigned loop cancels or dose not show, and has waited at least 1 hours, and dose not receive another loop, the member will be charged a caddie fee and a tip that the Caddie Master feel appropriate for the level of caddie.

The Golf Staff encourages those members that wish to take caddies, to request them in advance. Although many of our players reserve caddies in advance, not all do so. Some will decide only moments in advance of their starting times to take a caddie. Our Golf Staff promotes the use of caddies. Because of this promotion, there is a need for an active well-trained caddie corps.

Club events such as Guest days, The Invitational and Club Championships allow members to select their caddie if they choose. There will be a Caddie Calendar in the caddie area with all the upcoming events so you may plan your schedule.

## **CADDIE BENEFITS AND PAY PROCEDURES**

A caddie is paid based on their skills and attitude. A caddie with a higher ranking has a higher base rate. Members will tip if a caddie has performed at a level consistent with their rating. Remember, by taking a caddie, a member is creating a job and helping the caddie program. If a caddie has a bad attitude, or performs below the caddie's ranking, the caddie should expect little or no tip. At these times, the caddie should ask the Caddie staff if the pay reflects attitude or performance. On occasion, a member may not be aware of pay guidelines. If it becomes a pattern for the caddie to receive below standard payment, the Caddie staff should reassess the caddie's on-course attitude and training. If the caddie performs well, with a good attitude, a tip will be appropriate. The Caddie Committee is trying to educate members outlining what is expected of caddies at each ranking, and suggests that members should not over-tip caddies, as this hurts the program and gives false expectations.

### **PAYMENT PROCEDURES**

Caddies will be paid by the golf shop or by the member. You should always be paid the day of your loop and in cash. Caddies waiting to be paid must wait in the caddie area only. After being paid by the member, please place the money directly in you pocket and thank the member for the loop. When you are in the caddie room, please check the amount and relate any concerns to the caddie master or golf professionals only. Do not check the amount of you were paid in front of the member or remark on the amount of money you received in the presence of any members. Make sure you give your Caddie rate card to your player upon completing the round. The rate card is your form for evaluation.



## **STOPPING FOR SNACKS**

The player may ask if you would like something from the 1921 Pub in between nines. It is appropriate to ask for no more than one item. Remember, what the player spends on you for snacks may be considered by them to be part of your tip. Please stay hydrated by continuously drinking water which is available at no cost throughout the golf course and in the caddie area before or after your round.

## **CADDIE REFRESHMENTS AND SNACKS AND LUNCH**

Caddies are encouraged to bring your own lunch or snacks in a small cooler or paper bag. There is time between nines for caddies to have a quick snack or drink.

## **CADDIE BANQUET**

At the end of the season a caddie banquet will be held to honor the accomplishments of the program and individual caddies. Only caddies that have caddied on significant biases are invited. Dinner and awards will be provided at the banquet.

## **CADDIE GUIDELINES**

Caddies have always had a special relationship with the players. He/She is someone that the player turns to for advice and support during a round. They will spend anywhere from 2 to 5 hours together. Any help or companionship you can provide will be greatly appreciated by your player, but remember, do not offer anything unless you are asked.

Therefore, to help your player, you should know your golf course well. You should know the basic rules of golf. You do not want to make any mistakes that will cost your player penalty strokes. Above all, do not touch your player's ball when it is in play, unless he/she gives it to you.

A good caddie knows his responsibilities and always listens, watches, and tries to learn more about the game of golf. It can be satisfying work if you understand your duties and enjoy the opportunity to assist the golfer. Listed below are some "do's and don'ts" for Oak Ridge caddies. Read them carefully as they will help make you a better caddie.

A pleasant start will make your work easier. Accept your player's bag in a way that shows him/her you are glad to be a caddie for him/her. Be polite at all times as though you were working for him at his place of employment.

**ALWAYS BE ON TIME.** Always go where your player directs you.

**COUNT THE CLUBS AND HEADCOVERS.** Count the clubs and head covers in the bag before you start. Players are allowed to carry a maximum of 14 clubs. If there are more than 14 clubs in the bag, alert your player before teeing off

time. Check the clubs and Head covers frequently during and after the round to make sure none have been lost.

**YOU SHOULD NEVER LOSE A CLUB!**

**DO NOT TALK or MAKE ANY NOISE** when other players are hitting or preparing to hit. Clubs will make noise when you carry them, so stand still when players are hitting.

**NEVER** lean or sit on the golf bag or clubs. You might bend or snap a shaft.

**DO NOT** take practice swings with your player's clubs. This annoys many players and there is always a chance you might hit someone or break a club!

**WET THE END OF THE TOWEL AND USE IT TO CLEAN YOUR PLAYER'S BALL AND CLUBS.** Never return a club to the bag dirty!

**PROTECT** the finish on metal clubs. Keep the head covers on at all times. When putting on the head covers, do not put the grip on the ground, this will make the grips wet and hard to hold on to.

**STOP** whatever you are doing and be quiet when the players prepare to hit a shot. Never move when anyone is



playing a shot.

**BE** prepared to tell your player the yardage when he/she asks. Never select a club for him/her, let them tell you which club they want.

**BE** careful not to step in your player's or other players' intended line of play. Never walk ahead or in line of their shot. You could be hit with the ball.

**HAND** clubs to the player with grip toward them.

**WHEN** your player is hitting, stand at least 10 feet away and face him. Follow the flight of the ball. Watch carefully shots which go offline. Mark the ball when it lands with some tree, bush, or landmark on the golf course. After all players have hit, walk directly to that mark, and find the ball. Tell or signal your player immediately if their ball has gone out of bounds.

**HELP** other caddies try to remember where their player's ball went.

**GET** to your player's ball before they do. Always have correct yardage ready.

**DO NOT** talk to your player unless he/she starts a conversation or unless you have something important to say. Your player may be concentrating on their next shot, and their train of thought should not be interrupted.

**WALK** slightly ahead of him/her, or to the side of him/her. **DO NOT LAG BEHIND!**

If your golfer treats **YOU** to a soft drink and candy bar after 9 holes, make sure you say Thank You!

**MOST** important to know – you can only get out of a job what you put into it. Enjoy yourself and the game of golf while you can earn money.

## **CONCLUSION**

We want you to know we are interested in your performance both on and off the course. Our Caddie Master will help in any way possible, with any problems you have. We want to make you not only a fine caddie who represents Oak Ridge Country Club, but also a good person who represents himself.

We hope you enjoy your caddie days here. You will meet and caddie for some of the finest, most influential people in our community.

We who work at Oak Ridge are proud of our Club, its course, and traditions. We hope you will share in that attitude. Always remember, cooperation is a two-way street.

## **PARENTS MAKE NOTE**

Please do not drop your children off before 6:30 a.m. on weekends and holidays and before 7:00 a.m. on weekdays. Do not be concerned that your son/daughter will not work every time they come to the Club. Weather and amount of play controls this.

## **CADDIE TRAINING**

- All training hours must be completed by **May 13th**.
- The above dates and times are set. If weather is inclement, please call in advance.
- If the weather is cool and/or wet, please dress appropriately.



**If you have any questions, please contact:**

**The Golf Shop  
952-939-5460**

**[Caddiemaster@oakridgecountryclub.net](mailto:Caddiemaster@oakridgecountryclub.net)**



### **To Caddies:**

We have prepared this manual with your interests in mind. We hope you will take the responsibility of caddying seriously and take the time to learn as much as possible on and off the course. We will provide you with links to other resources to help you learn as much as you are willing to learn. Please treat your caddie opportunity as a privilege that you can earn or lose if you don't do it properly.



Use your caddie opportunity; to learn about caddying, to provide you with the exposure to the great game of golf, for the positive influences of golf's honesty and sportsmanship, to gain job experience in caddying, to learn how to run your own business, to meet people that may help your eventual career and to enjoy your many hours on golf courses.

Business/work experience at an early age. In a lot of cases, a caddie job can be the first job for kids, and we want to help prepare you and coach you to succeed. Caddying is hard work. If you take the time and interest to prepare yourself, you will enjoy your experience much more, make more money and most importantly gain the respect of the people you work with and for. "You will get out of caddying what you put into it". If you have the opportunity to play golf, try it because it will help you as a caddie and it is great game to enjoy and for business.

### **The Next Pages Has Important Tips For You:**

- Points On How To Manage Your Golfers Golf Bag
- Understanding Course and Equipment Terminology
- Terms To Get Familiar With
- The Golf Course
- On The First Tee
- Down The Fairway (Ball In Play)
- Yardage Markers
- Important Tips On The Fairway
- Replace Divots
- Raking Bunkers
- Look For Lost Balls
- Forecaddie
- Golf Cart Chasing
- On The Putting Green
- Repairing Ball Marks
- At The End Of The Golf Round





### **Important Tips Before You Get Started**

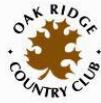
There are several important things to consider before you pick-up your bag (golfer) for your caddie assignment. Read the Caddie Training Manual, watch some golf on TV and talk to other golfers and caddies. Be well-rested and ready to work hard. **Weather for the day.** If you are caddying early in the morning or late afternoon it will be a lot cooler than the expected high for the day, therefore dress accordingly. **Sunscreen.** Remember you are going to be outside in the sun for four hours plus. Do not forget the back of the neck! Wear a hat with the peak always to the front. **Towels.** Are they supplied by the course, if not bring your own and nothing too colorful as white is preferred. You need one that you can wet (wet half the towel) for club cleaning. To wear as you caddie. **Shirts** (keep shirts tucked in) **with collars**, socks and long shorts are normally acceptable, comfortable shoes with no spikes; running shoes are fine. Be well groomed, neatly dressed and dressed appropriately for the weather. Food is important. You will be carrying/pulling a bag for four to five miles during a round so make sure you have eaten before and have some healthy snacks. Pop and chocolate bars are not a smart choice. **Drink as much water as possible on the course.** Do not let yourself get dehydrated. **Be on time. Do not be late.** If you are assigned to a group at a specific time, make sure you have made arrangements to get there at least 30 minutes before. If there is a range and your golfer wants you on the range, then plan accordingly. Make sure you have made arrangements to get to and from the club safely. It is in your best interest not to accept rides from your golfer or other people at the course that you do not know or that your parents have not approved. You are expected to carry a towel, ball repair tool, yardage card or book (if available or over time make your own), scorecard and pencil. (Check with your golfer on ball and tee supply). You are expected to be cheerful, obedient, and able to perform the tasks outlined in this manual. (Yardage, tending the flagstick, raking the bunkers, locating lost balls, replacing divots, and repairing ball marks.) **Remember that you are providing a service to a customer.**

### **Points On How to Manage Golfers Golf Bag**

- When you are assigned a player, it is important to get organized.
- Find out your golfer's name and how to pronounce the name.
- Identify your player's golf bag by examining the name on the tag. Count the number of clubs (maximum 14); remember the brand (name on the clubs - Taylor Made, Callaway etc.). Put them in order, woods and putter go on top, Mid irons, and Hybrid's in the middle of the bag and short irons and wedges on the bottom.
- Check for other accessories like an umbrella, towel etc. Check to make sure that the zippered pockets are closed.
- Pick up the bag and see how it hangs. If it carries to high or low, then adjust the strap.
- When you walk with the bag over your shoulder make sure you place a hand and or your towel on the end of the clubs. This will stop them from shaking which distracts your golfer and can bang up the clubs.
- If you start to get tired carrying the bag take the hand closest to the bottom of the bag and grab the bottom of the bag. This will take weight off of one side of you and distribute better.
- Keep in mind that your player will give you their club after a shot when they are ready to. Do not ask for the club. Be careful to clean it and put it back in the club without forcing it into the bag. Make sure that the area inside the grooves of the club is clean.
- Wet your towel (about 1/2 of it) to make it easier to clean the player's golf club and golf ball.

### **Understanding Course and Equipment Terminology**

- In order to communicate with your golfer and other caddies, you must be familiar with certain words and terms. This training manual will define some of those words and terms.
- Understand the layout of the Golf Course and the best or shortest walking routes. Ask at the caddie master or pro shop.
- Know all 14 clubs. (Understand the difference between an iron and a fairway wood, a 6 and 9 iron (upside down) and various wedges like sand, pitching and lob.
- Hand player the club he or she selects
- Stand still when players are about to hit the ball
- Keep quiet when players are preparing for their shot
- Watch the ball at all times so you know where to find it after it has been hit



- Replace all divots on the fairway but not on the tee blocks if sand is available
- Smooth sand in traps
- First on the green takes the flagstick
- Keep up with the player after you have replaced their divot
- Never swing the clubs
- Memorize yardage of each hole (keep a scorecard available)
- If you don't know - ASK
- NEVER, never touch a ball that is in play (between tee and before it is holed out) nor allow the ball to touch you
- Mind your manors; respect the equipment and golf course

### **Terms to Get Familiar With**

- Divot - A piece of turf dug from a fairway in making a shot.
- Replace the Divot-- Is retrieving the divot after the shot and replacing it back were it came from.
- Tee - A little white peg (can be other colors) used to hold the ball off the ground for tee shots at the start of the hole only.
- Caddie Master - A person that manages caddie programs, key contact at the course and someone who you can learn from.
- Honor - The right to play off of the tee (lowest score on previous hole).
- Penalty - If a player or caddie does not follow the rules the player can be penalized with additional strokes. Please see rulebook
- Away - Ball farthest from the hole hits first.
- Your Away - It is your turn to play your shot.
- Another ball or provisional ball - If a ball is hit out of bounds or thought to be lost another ball is required to be hit.
- Par - The score, which is standard for expert players on each hole.
- Approach - The strike or shot to the putting green.
- Birdie - One stroke under par for the hole.
- Handicap - Strokes given to equalize playing ability between players. Lower is better
- Eagle - Two strokes under par for hole.
- Bogey - One stroke over par for a hole.
- Forecaddie - A caddie who stations himself down the fairway, ahead of the players to watch "blind" shots (shots that you can not see the landing area).
- Fore - A term that is yelled out when a ball is hit in the general direction of someone. This is the warning call on the course. When you hear try and cover your head and shelter yourself behind something if possible.
- ALWAYS REMEMBER: The Rules of Golf make the caddie a "partner" of the player.
- As a result, when a caddie breaks a rule, it is his player who must suffer the penalty. So, if you want to be a good caddies learn the Rules of Golf - or at least know the ones that apply to you. Please refer to rulebooks from the respective Golf Associations or see the links at the back of the manual.
- If you know the rules, you will be in a position to help your player save shots on their round. If you do not, you can just as easily cause him or her to lose shots by making a mistake that can cost him or her the match.
- The Golf Course - golf course is the whole area on which play is permitted. Many courses are eighteen holes with a driving range and practice putting areas.



## The Typical Golf Hole!

The Teeing Ground is the starting place for a hole to be played. At most courses three sets of tee markers are used: Blue for Championship (hole plays the longest), White for mid handicap and Red for beginners and high handicaps. Watch which tees your player uses on the 1st Tee and then go to those tees for the remainder of the round. At the opposite end of the golf hole is the Putting Green. The Putting Green is the low, finely mowed grass, which surrounds the hole. Encircling the Putting Green is slightly taller grass called the Fringe or Apron. The Flagstick or Pin is the movable pole centered in the hole so players can see the position of the hole on the Putting Green. The stretch of short grass between the Teeing Ground and the Putting Green is called the fairway. On either side of the fairway is longer, heavier grass called the rough. Near the Putting Green of a golf hole may be several Sand Traps or Bunkers (Greenside bunkers). Other Bunkers can be along the side of the Fairway (fairway bunkers). Any areas



where golf play is not permitted are referred to as OUT OF BOUNDS. OUT OF BOUNDS areas are identified by white stakes or fences. Golf holes vary in length but are all classified into three categories: Par 3, Par 4 and Par 5 Holes. The Par number represents the expected number of shots a player should take to complete the hole. The shortest holes are Par 3 Holes and should be completed in three shots by the expert player. The longest holes are Par 5 Holes and should be completed in five shots. The remaining holes are Par 4 Holes and should be completed in four shots. You will seldom caddy for players who are expert, so be aware that higher scores are common. A player who completes a hole

in the ideal number of shots is said to have "made a Par". A player who completes a hole in one shot more than Par is said to have "made a Bogey". A player who completes a hole in one shot less than Par is said to have "made a Birdie".

### On the First Tee

Take a moment and introduce yourself to the other caddies and golfers. It is the Caddie's job to locate and identify his or her player's ball on the course. Therefore, after your player selects a ball from the bag, be sure to ask the brand name, number of the ball and any identifying marks like company logos or initials etc.

When the golfers are ready to tee off, stand in a place where you can watch the flight of the ball but are not in danger of being hit. Stand at least ten feet away from the golfers outside the tee markers. Watch your shadow so it is not cast over the golfer hitting the ball. Above all, be quiet and watch all players tee shots.

### Down the Fairway (Ball In Play)

As soon as all players have completed their tee shots and you have cared for your player's club, pick up his or her bag and walk ahead of your player in the direction of his or her ball. If his or her tee shot landed in the rough, walk on the "line" of flight with the bunker, tree, building, etc. that it was going towards. If you lose the line, you may lose the ball. The player whose tee shot lies farthest from the putting green (hole) is always first to play. Therefore, if your player must wait his or her turn, be sure to remember the location of his or her ball. Try to reach your player's ball before they do, but do not move ahead of the other players. Stay still while they are hitting and do not position yourself so you distract them from their line to their target. When you reach the ball, remove the bag from your shoulder and set the bottom of the bag on the ground approximately 3 feet from the ball; and lean the bag toward the player to permit the selection of a club. Once the player selects his or her club, step back so you are 6 to 10 feet away from your player. Again, watch the flight of the ball until it lands and rolls to a stop. (Take a line with a tree, trap, stake etc.) It is also your job to know the location of each player's ball, especially the ball of your own player. As each ball is hit, watch its flight from the time it leaves the club until it lands and comes to a stop. If



you are facing the sun, shade your eyes with your hands. If the player's ball land in the rough, mark it by lining it up with a tree, bush, bunker, or other landmark. This will save time and possibly strokes. If there is a possibility that

your player's ball landed out of bounds, tell him or her immediately. They may decide to hit a provisional ball. After you have lined up your player's ball, wipe off the club and return it to the bag. Do not force it into the bag, as it will harm the grips. Replace the head-cover if a medal wood was used.



### **Important Tips on The Fairway:**

- Replace divots
- Rake sand traps or bunkers
- Look for lost balls
- Forecaddie
- Clean the player's club after each time it is used
- When hitting a fairway shot, some golfers may take a divot. That means that he or she swings the club into the ball and it scrapes away a section of grass from the fairway or rough area. It will be your job to replace all of your player's divots. Divots may also be made on tee shots, especially with irons on Par 3's
- When your player hits his or her ball on the green, give them their putter immediately.

### **Yardage Markers**

Set into the grass on both sides of each fairway (on Par 4's and Par 5's) are three plastic yardage markers: The 200, 150 and 100 yards from the center of the green. The sprinkler heads in the middle of the fair way also has yardage to the middle of the green. As your player comes within 200 yards of the green, it is possible for him or her to hit their next shot onto the green. Therefore, they will expect you to get the yardage so they can select the appropriate club for that distance. Learn to make a one yard (3 foot) step to help you estimate yardage. For example, if they are between the 200-yard marker and the green, you pace off the number of yards and subtract from 200. If they are 10 paces (yards) inside the 200-yard marker then they are 190 yards to the middle of the green. If the flag stick is at the front of the green, they could be another 10 yards closer or 180 yards to the flat stick. At 150 yards, we have either a Yellow, White, or Red stake. These stakes tell the player if the hole is in the front, middle or back portion of the green. More and more players carry with them a electronic distance measuring device. If so, when you arrive at the ball, have the device ready to hand to your player. You may down the line, buy your own to help you get better yardages for the members.

### **Replace Divots:**

- Pick up the section of grass that was scraped away
- Place it on top of the bare dirt (green side up!)
- Press the grass section into the bare area with your foot.
- If the Divots breaks into many pieces, pick up the pieces and drop them in the ruff and fill the area with sand and seed mix that you will carry. Fill the divot and smooth with you foot so it is level with the grass.

### **Rake Bunkers:**

- Find the nearest rake after your player has his club.
- After your player hits, enter the bunker at the same point your player did
- Smooth out all footprints and irregularities including the ball mark.
- Replace the rake outside of the bunker on the grass with the handle parallel with the play of the hole.
- Never leave the bunker by climbing up a steep face - Leave at a low point:
- Please take the time and care to rake the bunkers properly. If a ball comes to rest in a footprint that has not been raked, the player must play it as it lies and will more then likely have trouble making a good shot.



### **Look for Lost Balls**

Anytime any player loses a ball, help look for it. This speeds up play and it is a gesture of good sportsmanship. Fore-Caddies work together with the caddies in the group and alternate holes that appear to be difficult driving holes. Having a caddie up near the landing area can be very helpful. Stand in the rough and out of the way to the flight of the ball. This is a great way to encourage the use of caddies on the course as it speeds up play a lot. If a group looks three times for a lost ball and spends 5 to 10 minutes each time, then the round becomes 15 to 30 minutes longer. To many golf courses, time is money so if we can speed up play, they make more money and will love to have caddies on the course.

### **Golf Cart Caddying**

An important job of a cart chaser at a country club is to fore-caddie when players are using golf carts. There are certain things that a fore-caddie/cart caddie must do, these are listed below.

Go ahead to the landing area of the tee shots, stand off to the side of the fairway and watch all the balls land. If a ball ends up in the rough or the woods, mark it with a marker (stick, towel, etc.). If the ball ends up in the fairway, do not mark it. Once all players have teed off and you have marked the balls, proceed to the next landing area. This may be near the green, or on a par 5 hole some place short of the green. Again, you need to watch all shots and if they are off the fairway, mark them.

Now, you are in the area of the green. It is your job to rake the bunkers, if necessary, and to clean each player's ball on the green. You must also attend the flag stick while the players are putting. Once everyone has putted out, retrieve your markers from the golf carts and hustle out to the forecaddie position on the next hole. If the hole you are approaching is par 3, you should go to the tee with the players.

While the players are getting ready to tee off and even between hitters, you should clean the clubs in each players bag. You must be very careful not to rattle any clubs or make any noise while a player is addressing his ball or preparing to hit. While you are doing this, you must also be alert and watch each players tee shot so you can visually mark the balls. Once each player has teed off, you must hustle to the green area and again rake traps, clean balls and attend the pin. In summary, you can see that good forecaddie/cart chaser job is a tough job and requires a lot of hustle and some running. The good part is that it pays well, and you do not have to carry a golf bag.

### **On the Putting Green**

When you approach the putting green, take your player's bag directly to the edge of the green closest to the teeing ground of the next hole. Never place the bag on the green or in a position where a ball might hit it. Once your player's ball has reached the putting green, they will mark it with a coin and remove it. When he marks his ball, be next to him so you can clean it. When your player hands or tosses the ball to you, wipe the ball with your towel removing all traces of dirt and grass. Hand the clean ball to your player immediately, do not toss it to him. Do not walk across the line of another player's putt. The line of the putt is the area the ball will travel between the ball and the hole.

When all players have reached the putting green, the caddie whose player reached the green first is responsible for the flagstick. If it is your turn to care for the flagstick, approach it being careful not to make a step in the "line" of any putt. Step over or walk around the "line" of every ball on the green. Usually the player farthest from the hole will putt first. Wait at the flagstick for instructions. The player will tell you whether you should PULL or TEND the flagstick. If a player says, "Pull the flagstick", lift it carefully from the hole and take it to the edge of the green. Remember not to walk on anyone's putting line. Hold the flag so it does not flutter (put your hand over the flag) and wait quietly and keep still. If a player says, "Tend the flagstick" stand near the flagstick so your shadow does not cross the player's putting line or the hole. Before the putt, test that the pin is not stuck in the hole by raising it a little and replacing it while your golfer is lining up the putt. As soon as the player strikes the ball, remove the flagstick. Lift it straight up so the end does not damage the edges of the hole. Continue caring for the flagstick, taking instructions from each player putting. After all players have finished putting out, replace the flagstick securely in the hole using two hands.

### **Repairing Ball Marks**

When a ball lands on the Putting Green, its weight and velocity bruise the grass and make an indentation in the sod. If it is repaired immediately it will grow back in several days, if not, it will kill that spot in the green. At Oak



Ridge Country Club, it is the player's responsibility to repair all ball marks on the Putting Green. Please help in locating the ball mark for the player.

## **CADDIES RESPONSIBILITIES**

### **Before the Round**

- Make sure you are dressed appropriately with all collared shirt tucked in.
- Get loop information, bib, towel, supplies and caddie ticket from caddie master. (Supplies include tees, ball markers, seed bottle, scorecard, pencil, and divot fixer.
- Use restroom if needed before round.
- Wet half of towel.
- Locate your players' bag and wait in the predetermined area for him/her.
- Know how many clubs and what kind of clubs they are.
- Make sure clubs are clean prior to the round.
- Greet your player properly/respectfully upon arrival.
- Always remain aware of your player and stay prepared.

### **TO BE DONE ON EVERY HOLE**

- Stand on right side of the appropriate tee box whenever possible.
- Watch ALL player's balls on every shot (especially tee shots)
- Keep clubs spotlessly clean along with your player's golf ball.
- Do not let the clubs rattle while walking or standing still.
- When Fore Caddying make sure at least one caddie in your group still tends to the flag on the previous hole.
- Be Quiet!
- Keep UP! At all times.
- Be on your best behavior.
- Refer to caddie manual and training for other specific caddie duties.



# Hole by Hole

## Hole 1

Par 4

- Proceed with normal caddie duties throughout hole 1.
- #2 tee box is back and to the left of green #1.
- Caddies should stand on the back left of the green.
- Once your player has reached the green and has his/her putter. Communicate with your player so you can also give them their club they will use to tee off on the next hole. Then proceed to Forecaddie on the next hole.....stand on the right corner of the dogleg trying to get there before your group tees off. Proceed to watch, mark and signal balls during tee shots.

## Hole 2

Par 4

- Forecaddie at right corner of dogleg paying close attention to balls landing down the right side.
- PROCEED WITH STANDARD CADDYING PROCEDURES
- Caddies should stand on the left of the green.
- #3 tee box is to the left of #2 green.

## Hole 3

Par 3

- Get the yardage to the flag if your group has a range finder or the middle of the green if you do not have a range finder in your group.
- Do Not hand your player a club until he/she picks it out.
- Watch balls left and right carefully
- #4 tee box directly behind #3 green
- Caddies should stand on the back left of the green.
- Once your player has reached the green and has his/her putter. Communicate with your player so you can also give them their club they will use to tee off on the next hole. Talk to the rest of the caddies and communicate who will stay behind and tend the flag stick. Then proceed to Forecaddie on the next hole making sure you bring the caddies bag that is staying behind with you.....head to the willow tree on the left of 4 to Forecaddie trying to get there before your group tees off. Proceed to watch, mark and signal balls during tee shots.

## Hole 4

Par 4

- Forecaddie on left side by willow tree.
- Carefully watch balls that land over the green.
- #5 tee box to the right of #4 green.
- Caddies should stand on the front right of the green.
- Once your player has reached the green and has his/her putter. Communicate with your player so you can also give them their club they will use to tee off on the next hole. Talk to the rest of the caddies and communicate who will stay behind and tend the flag stick. Then proceed to Forecaddie on the next hole making sure you bring the



caddies bag that is staying behind with you .....Stand by pine tree on side with a garbage can. Proceed to watch, mark and signal balls during tee shots.

## Hole 5

Par 5

- Forecaddie on right side carefully watching balls left and right.
- Have one caddie proceed to top of hill to signal when players can hit. Work within your group to do this.
- #6 tee box behind 5 green.
- Caddies should stand on the back right of the green.

## Hole 6

Par 4

- STANDARD CADDYING PROCEDURES
- #7 tee to the left of 6 green.
- Caddis should stand on the left of the green.

## Hole 7

Par 3

- STANDARD CADDYING PROCEDURES
- Follow path to the left to #8 tee box.
- Caddies should stand on the back left of the green.

## Hole 8

Par 4

- Carefully watch tee shots left and right.
- This hole only, Caddies should stand on the left side of the tee box to follow the golf balls.
- #9 tee box directly to the left of 8 green.
- Caddies should stand on the back right of the green.
- Once your player has reached the green and has his/her putter. Communicate with your player so you can also give them their club they will use to tee off on the next hole. Talk to the rest of the caddies and communicate who will stay behind and tend the flag stick. Then proceed to Forecaddie on the next hole making sure you bring the caddies bag that is staying behind with you .....stand up on the right side trying to get there before your group tees off. Proceed to watch, mark and signal balls during tee shots. There is OB right and a driving range left. The caddie who take care of the flag stick may go to the 9<sup>th</sup> tee and watch golf balls there.

## Hole 9

Par 4

- Forecaddie on right side.
- STAND CADDYING PROCEDURES
- Pay close attention to left and right balls and make sure to signal shots in or out.
- Caddies should stand on the back left of the green.
- Follow path on left to the tenth tee box on the North end of the clubhouse.

## INBETWEEN NINES

- Rewet towel
- Use restroom (Do Not enter the clubhouse)
- If your member offers to buy you something at the turn, make sure to say Thank You.
- Stay hydrated
- Fill or replace you seed bottle.



## Hole 10

Par 4

-STANDARD PROCEDURES

-#11 tee to the right of 10 green

-Caddies should stand on the back right of the green.

## Hole 11

Par 3

-Watch OB on right side.

-Caddies should stand on the back right of the green.

- Once your player has reached the green and has his/her putter. Communicate with your player so you can also give them their club they will use to tee off on the next hole. Talk to the rest of the caddies and communicate who will stay behind and tend the flag stick. Then proceed to Forecaddie on the next hole making sure you bring the caddies bag that is staying behind with you .....stand on the top right-hand side trying to get there before your group tees off. Proceed to watch, mark and signal balls during tee shots.

## Hole 12

Par 4

-Forecaddie on right side paying close attention to the OB on right and trees on the left. Use Signals.

-#13 tee box is located back and to the right of 12 green.

-Caddies should stand on the back left of the green.

- Once your player has reached the green and has his/her putter. Communicate with your player so you can also give them their club they will use to tee off on the next hole. Talk to the rest of the caddies and communicate who will stay behind and tend the flag stick. Then proceed to Forecaddie on the next hole making sure you bring the caddies bag that is staying behind with you .....stand on the right corner on top of hill trying to get there before your group tees off. Proceed to watch, mark and signal balls during tee shots.

## Hole 13

Par 4

-Forecaddie on top of hill on the right.

-#14 tee box directly behind 13 green.

-Caddies should stand on the back left of the green.

- Once your player has reached the green and has his/her putter. Communicate with your player so you can also give them their club they will use to tee off on the next hole. Talk to the rest of the caddies and communicate who will stay behind and tend the flag stick. Then proceed to Forecaddie on the next hole making sure you bring the caddies bag that is staying behind with you .....Head down the left hand side over the ladies tee box trying to get there before your group tees off. Proceed to watch, mark and signal balls during tee shots.

## Hole 14

Par 5

-Forecaddie on left hand side, by the forward tee.

-Carefully watch left and right sides marking balls (Balls love to hide in the rough on this hole)

-#15 tee box located to the left of 14 green.

Caddies should stand on the left of the green.

## Hole 15

Par 4

-STANDARD PROCEDURES

-Watch side carefully as balls tend to hide in the rough here.

#16 tee located behind 15 green

-Caddies should stand on the back left of the green.



## Hole 16

Par 3

- #17 tee located back and to the left of 16 green
- Caddies should stand on the back right of the green.
- **Once your player has reached the green and has his/her putter. Communicate with your player so you can also give them their club they will use to tee off on the next hole. Talk to the rest of the caddies and communicate who will stay behind and tend the flag stick. Then proceed to Forecaddie on the next hole making sure you bring the caddies bag that is staying behind with you . . . . .stand on the right side on top of hill trying to get there before your group tees off. Proceed to watch, mark and signal balls during tee shots.**

## Hole 17

Par 4

- Forecaddie on right side top of hill
- STANDARD PROCEDURES
- #18 tee located up and to the left of #17 green.
- Caddies should stand on the left of the green.

## Hole 18

Par 4

- STANDARD PROCEDURE
- Caddies should stand on the back right of the green.

## AFTER THE ROUND

- MAKE SURE ALL CLUBS ARE CLEANED SPOTLESS AND ALL ARE COUNTED FOR
- Once your player has emptied his belongings into bag, you may return your players bag to the bag room attendant.
- Thank your player for the opportunity to caddie for him and hand him/her your caddie ticket for evaluation and payment.
- Once your player hands back your caddie ticket, do not forget to thank them again.
- Return your bib, towel and supplies to the caddie master.
- Return caddie ticket to caddie master in return for cash payment. If your player pays you cash, have them write cash on the ticket without signing or filling out the payment area. You must still turn in the ticket with your evaluation on it.
- If no caddie master is present, the golf shop will pay you, ONLY if a caddie master is not on property.
- Check future availability of caddying with caddie master.
- Proceed to wait in caddie holding area if waiting for a ride.

**If you have any further questions as to policy or procedure pertaining to caddying.**

**Please contact your Caddie Master @ 952-939-5460.**

