



General Rules & Facts for Premier Caddies

Breach of below-outlined policy will result in disciplinary action that may include verbal warnings, suspension of caddie status and even termination of caddie status depending on offense.

- ❖ Caddies are not permitted to smoke or drink alcoholic beverages on club property (or at any club sponsored event) regardless of age
- ❖ Males are not permitted to wear earrings of ANY kind (nose, ears, eyebrows, septum, lip, tongue, etc.)
- ❖ Females are permitted to wear non-dangling earrings in EARS ONLY
- ❖ Caddies are not permitted to have any visible tattoos
- ❖ Male Caddies are not permitted to have long and/or shaggy hair
- ❖ Male Caddies are permitted to have facial hair if properly groomed; no stubble or 5 o'clock shadows are permitted
- ❖ Sexual Harassment is not tolerated by any caddie(s), employees or golfers at any golf club.
- ❖ Caddies are required to treat all facilities at the club with respect and care; caddies that damage/break property will be held personally and financially responsible.
- ❖ Caddies are NOT permitted to solicit loops from golfers (approach golfers and ask if they can caddie for him/her). All caddie loops are assigned by the Caddie Master; private requested arrangements will be honored.
- ❖ Caddies function as independent contractors—not as employees of Premier Caddie.

CADDIE FACTS

In order to be a good caddie, there are certain words and terms you will need to know. This manual will help define those words and terms.

- 1) KNOW ALL 14 CLUBS.
- 2) HAND THE SELECTED CLUB TO THE PLAYER.
- 3) STAND STILL.
- 4) REMAIN QUIET.
- 5) WATCH THE BALL.
- 6) REPLACE ALL DIVOTS.
- 7) RAKE SAND TRAPS.
- 8) FIRST ON THE GREEN TAKES THE FLAG.
- 9) STAY EVEN OR SLIGHTLY AHEAD OF YOUR PLAYER.
- 10) NEVER SWING THE CLUBS.
- 11) MEMORIZE YARDAGE OF EACH HOLE.
- 12) IF YOU DON'T KNOW, ASK.
- 13) NEVER TOUCH A BALL THAT IS IN PLAY.
- 14) NEVER OFFER ADVICE TO YOUR PLAYER OR ANY OTHER PLAYER IN YOUR GROUP.

TERMS AND DEFINITIONS

CADDIE MASTER – person responsible the caddies and assigning loops.

LOOP – a term used to describe a round of golf a caddied (either 18 or 9 holes).

AWAY – ball that is farthest away from the hole.

PAR – the number of strokes that is expected for an expert golfer for each hole.

HANDICAP – strokes given to a player to equalize player ability. Lower is better

APPROACH – the stroke played to the green.

GROSS – player's score without handicap.

NET – player's score with handicap.

OUT OF BOUNDS – defined by white stakes; by the rules of golf, you are not permitted to play your shot if it is out of bounds.

HONORS – The right to play off of the tee (lowest score on previous hole).

DIVOT – A piece of turf dug from a fairway in making a shot.

REPLACE THE DIVOT– Retrieving the divot after the shot and replacing it back were it came from.

TEE – A little peg used to hold the ball off the ground for tee shots at the start of the hole only.
PENALTY – If a player or caddie does not follow the rules the player can be penalized with additional strokes. Please see rule book.
PROVISIONARY BALL – If a ball is hit out of bounds (or thought to be lost), another ball is required to be hit.
BIRDIE – One stroke under par for the hole.
STARTER – person at the first tee who checks in golfers and organizes the order that groups play. Caddies are required to check in with the Starter when reporting to the tee.
EAGLE – Two strokes under par for hole.
BOGIE – 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.

CADDIES ARE NOT PERMITTED TO LEAVE THE GOLF COURSE.

IF YOUR PLAYER'S BALL GOES INTO AN ADJACENT PROPERTY/YARD?ETC, POLITELY TELL THE PLAYER. YOU ARE NOT ABLE TO GO OFF GROUNDS ONTO PRIVATE PROPERTY TO RETRIEVE THE BALL PER CLUB POLICY. CADDIES ARE, HOWEVER, RESPONSIBLE FOR RETRIEVING GOLF BALLS FROM CREEKS/WATER HAZARDS WHENEVER 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 caddie, learn the Rules of Golf – or at least know the ones that apply to you. Please refer to the USGA rulebook. If you know the rules, you will be in a position to help your player win or save shots on their round. If you don't, you can just as easily cause him or her to lose by making a mistake that can cost him or her the match

GOLF COURSE LAYOUT

A golf course is the whole area where golf is played.

YOU will seldom caddie for expert players, 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".



The Tee Box is the starting place for a hole to be played. Different sets of tee markers are used for different golfers: **Black** for Championship (hole plays the longest), **White** for normal men's players, **Gold** for seniors, and **Red** for ladies. 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 Green. The Green is the low, finely mowed grass which surrounds the hole. Encircling the Green is slightly taller grass called the Fringe.

The Flagstick or Pin is the movable pole centered in the hole so players can see the position of the hole on the Green.

The stretch of short grass between the Tee Box and the Green is called the fairway. On either side of the fairway is longer, heavier grass called the rough.

Near the 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 stakes or fences.

TYPES OF GOLF CLUBS

Your golfer's bag will most likely contain three main types of clubs: WOODS, IRONS & HYBRIDS.

Each wood is numbered on the bottom. The #1 wood is also referred to as the driver. Other woods are numbered 2 through 5. Woods are designed so that the farther a player wants to hit the ball, the lower numbered wood should be used.

Irons are also numbered on the bottom, 1 through 9. Like the woods, the lower the number, the farther the ball will travel. Generally speaking, woods allow the ball to travel farther than irons.

Hybrids are a cross between a wood and an iron, giving these clubs the wood's long distance with the iron's familiar swing. These clubs generally are used instead of high-numbered woods and/or low-numbered irons, though some manufacturers produce entire sets of hybrids or "iron replacements" that incorporate hybrid design to add distance and forgiveness to a player's entire set of irons from 1 to pitching wedge. Most hybrids take the place of an iron, but the hybrid is easier to hit than its respective iron. These clubs are often referred to as "Rescues" because the TaylorMade Rescue was one of the first clubs to utilize this design, as well as the use of the clubs to get one out of a tricky position (to be in fact rescued by the club).

The remaining clubs in your player's bag are specialty clubs. The putter, which has many shapes and sizes, is used on the putting green to roll the ball into the hole.

The sand wedge, marked "S" or "SW" on the bottom, is used for short shots or from the sand traps.

The pitching wedge, marked "W" or "PW" on the bottom, is used for shots from 125 yards or closer.

Other wedges may be marked "L" for lob, or "A" for approach or simply may be marked with the specific degree of loft that the particular wedge possesses.

Important Tips Before You Get Started

There are a number of important things to consider on a daily basis if you are going to be a caddie at Premier Caddie...here are a few basics that you must be aware of. If you feel that you may NOT be able to fulfill any of the following, then chances are, caddying isn't for you.

- Know 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. Don't forget the back of the neck!
- Wear your hat with the bill forwards at all times.
- Towels. You need one that you can wet (wet one quarter of towel) for club cleaning.
- Make sure that your shirt & bib is clean and not wrinkled. Shirt must be tucked in at all times. Only tan/brown pants or shorts are permitted. NO CARGO PANTS/SHORTS!! Be well groomed, neatly dressed and dressed appropriately for the weather.

- Food is important. You will be carrying a bag and/or sporadically sprinting for 4 to 5 miles during a round so make sure you have eaten before and have some healthy snacks. Drink as much water as possible on the course. Don't let yourself get dehydrated.
- Be on time. Don't be late.
- You are expected to carry a towel, ball repair tool, and anything else that you may need out on the course—No one will hold it for you, so bring only what you need.
- 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.

GETTING YOUR CADDIE ASSIGNMENT

When you are give a caddie assignment, proceed where instructed to retrieve your golfer's bag (bag room or first tee) if you are assigned a walking loop.

Take the bag where to the appropriate tee, check in with the Starter and quietly wait for your player.

(simply report to the first tee and check in with the Starter of the appropriate course if assigned a forecaddie loop).

Count the clubs in your player's bag (you are responsible for them while on the course).

Fourteen (14) clubs is the limit for tournaments.

Make sure all clubs are clean and in proper order: long clubs (woods) at the top of the bag near the strap, short irons (7, 8, 9, wedges) at the bottom of the bag, and 1 through 6 irons in the middle. Most of the time, the putter goes with the woods. Check for other accessories like an umbrella, towel etc. Check to make sure that the zippered pockets are closed.

WHEN YOUR GOLFER ARRIVES

Introduce yourself by name to your player, shake the players hand with a firm handshake and good eye contact, smile and show that you are glad to be caddying for him/her. He/she may wish to practice putting on one of the putting greens before playing.

Always be polite and courteous.

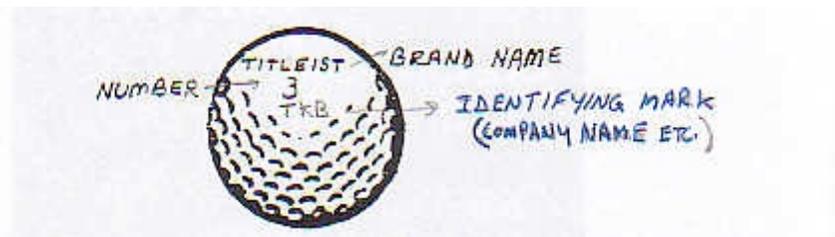
Always address all players as Mr. or Mrs., even if they have introduced themselves using their first name.

When your player or another golfer asks you a question, always reply with a "Yes, sir (ma'am)," or "No, sir (ma'am)," followed by a polite response.

When it is time for your player's group to tee off, carry the clubs to the first tee.

ON THE FIRST TEE (walking loops)

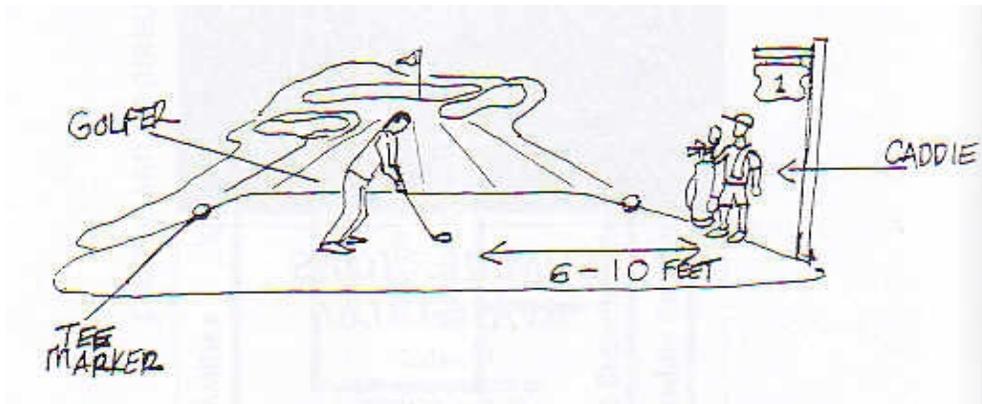
It is the caddie's job to locate and identify his player's ball on the course. Therefore, after your player selects a ball from the bag, be sure to ask the brand name, number of the ball and any identifying marks like company logos or initials etc.



Above all, be quiet and watch all players' tee shots.

Whether carrying a bag or fore-caddying, your main responsibility is to watch every player's ball as well as your own player's ball.

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 form the golfers outside the tee markers. Watch your shadow it is not cast over the golfer hitting the ball. Above all, be quiet and watch all players tee shots.



As each player hits his/her ball, watch the flight from the time it leaves the club face until it lands and comes to a stop. If you're facing the sun, shield your eyes with your hands. If your player's ball lands in the rough, mark it by lining it up with a tree, a bush, or other stationary landmark. If there is a possibility that your player's ball landed out of bounds, tell him/her immediately. He/she may decide to hit a provisional ball. After you've lined up your player's ball, wipe off the club and return it to the bag. Replace the head cover if a wood was used.

ON THE FIRST TEE (forecaddying)

If fore-caddying, when the golfers are ready to tee off, run out to the side of the fairway. Stand in a place where you can see the flight of the ball but are not in danger of being hit. If there is a possibility that a ball landed out of bounds, signal it immediately.

DOWN THE FAIRWAY (walking)

As soon as all players have completed their tee shots and you have cared for your player's club, pick up your player's golf bag and walk ahead of him/her in the direction of the ball. If the tee shot landed in the rough, walk on the "line" of flight with the bunker, tree, etc., that it was going toward. If you lose the line, you may lose the ball.

The player whose ball lies farthest from the putting green is always first to play. Therefore, if your player must wait his/her turn, be sure to remember where the ball is. Always reach your player's ball before he/she does, but do not move ahead of the other players.

When you reach the ball, you should have the yardage ready, remove the bag from your shoulder, and set the bottom of the bag on the ground approximately three (3) feet from the ball. Tell your player the yardage, and lean the bag toward the player to allow him/her to choose a club easily.

Once the player selects a club, step back so that you are at least eight (8) feet away. Remember to keep your shadow clear of the player's sight. Again, watch the ball until it lands and comes to a stop.

YARDAGES

Set into the grass in the middle of each fairway (on Par 4's and Par 5's) are sprinkler heads with yardage markers:

As your player comes within around 230 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 estimate the yardage so they can select the appropriate club for that distance. Learn to make a one-yard (3 foot) step to help you pace off yardage. For example; if they are between a 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 yardage marker then they are 190 yards to the middle of the green.

When your player hits his/her shot onto the green, hand him/her the putter.

OTHER THINGS YOU MUST REMEMBER TO DO:

REPLACE DIVOTS

RAKE SAND TRAPS OR BUNKERS
WATCH THE BALL
CLEAN THE PLAYER'S CLUB AFTER EACH USE

REPLACING DIVOTS

When hitting a fairway shot, some golfers will take a divot. This means that when the player swings the club, he/she takes a piece of grass or turf from the fairway or rough area. It is your job to replace it. Divots also may be taken from tee boxes, especially with irons on par 3's.

HOW TO REPLACE A DIVOT

- 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 (the same way it came out).

HOW TO RAKE SAND TRAPS OR BUNKERS

- Find the nearest rake.
- After your player hits, enter the bunker or trap at the same point your player did.
- Smooth out all footprints and irregularities.
- Replace the rake OUTSIDE the trap or bunker 1ft in from the outer edge.
- Never leave the bunker by climbing up a steep face. Leave at a low point.

LOOKING FOR LOST BALLS

Anytime any player loses a ball, help look for it. This speeds up play and promotes good sportsmanship.

ON THE PUTTING GREEN

When you approach the putting green, take your player's bag directly to the edge of the putting green closest to the next tee box. Never place the bag on the putting green or in a position where a ball might hit it. Once your player's ball has reached the putting green, he/she marks it with a small coin or similar object and then removes the ball. After your player marks his/her ball, ask if he/she would like it cleaned. After you clean the ball, always hand the ball back to the player immediately. **DO NOT ROLL OR THROW THE BALL BACK TO YOUR PLAYER - THIS COULD COST HIM/HER A STROKE.**

When all players have reached the green, the caddie whose player reaches the green first is responsible for the flagstick. If it is your turn to care for the flagstick, approach it being careful not to step in or on 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 in anyone's putting line. Hold the flag so it does not flutter, and wait quietly.

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. Hold the flag against the stick so it does not flutter and your towel **BEHIND YOUR BACK**. As soon as the player putts the ball, remove the flagstick. Lift it straight up so the end doesn't 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. On holes where another caddie has the responsibility of caring for the flagstick, stand quietly at the edge of the green near the players' bags, always keeping out of players' lines of sight.

REPAIRING BALL MARKS

When a ball lands on the 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. Caddies are required to repair ALL ball marks on greens—regardless if their player is responsible for them or not. Make sure that you always have a ball mark repair tool with you when you are out on the course.

AT THE END OF THE ROUND

At the conclusion of the round, count the clubs. Make sure they are clean and none are missing, and return them to the bag room. Thank your player for allowing you to caddie for him/her.

MAJOR POINTS TO BE COVERED DURING WALKING SESSIONS

GENERAL RULES

- BE POLITE: YES SIR, NO SIR
- HUSTLE, KEEP UP, BE ENTHUSIASTIC, BE AWARE

- LEARN THE DIFFERENT CLUBS AND HOW EACH IS USED
- DON'T TOUCH THE BALL UNLESS DIRECTED BY YOUR PLAYER
- STAND STILL AND REMAIN QUIET AT THE BALL
- BECOME FAMILIAR WITH DISTANCES and MARKERS FOR EACH HOLE

BEFORE THE ROUND BEGINS

- LEARN THE NAME OF YOUR PLAYER (LOOK AT NAME ON THE LOOP CONFIRMATION)
- ADJUST THE SHOULDER STRAP TO FIT YOU
- WET TOWEL
- CLEAN CLUBS IF NECESSARY
- ARRANGE AND COUNT CLUBS QUIETLY
- FIND OUT WHAT TYPE OF BALL YOUR PLAYER IS USING
- INTRODUCE YOURSELF TO YOUR PLAYER - SHAKE HANDS

ON THE TEE

- STAND RIGHT SIDE OF TEE, BAG FACING PLAYER, ALL IN A ROW
- WATCH EVERY BALL: HELP EACH OTHER
- LINE UP BALL THAT WENT INTO THE ROUGH WITH SOMETHING
- LEAVE THE TEE AND BE AHEAD OF YOUR PLAYER
- **FORECADDIE ALL MANDATORY FORECADDIE HOLES; SPLIT WHEN REQUIRED**
- WHEN WALKING TO BALL KEEP AHEAD OF YOUR GOLFER
- SET BAG NEXT TO BALL AND PRESENT THE BAG TO THE PLAYER
- THEN BACK AWAY (AT LEAST 3 PACES BACKWARDS AND 1 PACE IMMEDIATELY LEFT) AND STAND QUIETLY
- KEEP SHADOW CLEAR OF THE BALL WHEN PLAYER IS HITTING
- REPLACE DIVOTS - FITTING LIKE A PUZZLE
- CLEAN CLUB WHILE WALKING TO NEXT SHOT

ON THE GREEN

- THE CADDIES PLAYER THAT HITS THE GREEN FIRST TAKES PIN
- LEARN HOW TO TEND THE PIN
- DON'T STAND OR WALK IN THE LINE OF ANY PUTTS
- SHADOW OUT OF LINE OF PUTT
- ALWAYS ASK TO CLEAN PLAYERS BALL-NEVER WAIT TO BE ASKED
- FIX BALL MARKS WHEN MEMBER FORGETS

TRAPS

- ENTER AFTER PLAYER IS OUT OF TRAP
- ENTER AT LOW POINT OF TRAP RETRACING PLAYERS FOOTPRINTS
- DO NOT RAKE WHILE PLAYER IS PUTTING
- LEAVE FROM DIRECTION WHERE ENTERED
- PLACE RAKE OUTSIDE OF TRAP

AFTER THE ROUND

- THANK YOUR PLAYER - SHAKE HAND. COUNT AND CLEAN CLUBS AND RETURN PROMPTLY TO BAG ROOM

FORECADDIE OUTLINE

(Golf Cart) Forecaddies

Shots in the rough are usually marked (a towel, hat or forecaddie flag). Forecaddies give yardages whenever they can and perform all of the green and bunker work for the golfers in their group.

1. After receiving your assignment, go directly to your assigned tee and check in with the STARTER. Introduce yourself to all the players in the group.

2. 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. If the ball ends up in the fairway, do not mark it. Signal all balls that go out
3. 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.
4. Now, you are in the area of the green. It is your job to rake traps, if necessary, and to clean each player's ball on the green (if one of the golfers is in a fairway bunker, you are required to rake that as well). Many times you will hold players' putters while they chip and then hold wedges while they putt. You must also attend the pin 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.
5. Any time that you have the opportunity, you should clean the clubs in each players bag. Many times, after you've pulled the pin and all of your golfer's balls have been cleaned is an opportune time – it is also a good time to return any wedges you are holding onto. 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.

In summary, you can see that good fore-caddying is a tough job and requires a lot of hustle and running. The good part is that it pays well and you do not have to carry a golf bag.

IMPORTANT DUTIES

You will stay ahead & forecaddie all shots where there is any chance of a ball being lost. A forecaddie MUST know where every player's golf ball is at all times

- Rake traps.
- Attend pin and clean golf balls for all players.
- Replace divots whenever possible.
- Keep clubs clean.
- Repair ALL ball marks.
- Help keep group moving at a good pace.
- More than one caddie in group fore caddie on both sides of the fairway on all holes

TIP: Organize your time so that you can do these things to the best of your abilities.