



# **Elk River Country Club**

20015 Elk Lake Road NW  
Elk River, MN 55330

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## **Caddie Manual**

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Welcome to the Elk River Golf Club Caddie Program. Our objective is to develop a strong, vibrant, member supported caddie program for the ERGC. This program will give our youth between the ages of 13-18, the opportunity to make new friends, learn the game of golf, earn some money and learn new skills that will assist them far beyond their relationship with the Club. The members of ERGC are very proud of their course, club and friendly environment they spend so much time enjoying each year. As a caddie, you will be a part of this from a new angle and feel ownership of the culture of our club.

### **General rules and Facts for ERGC**

*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
- Females are permitted to wear non-dangling earrings in EARS ONLY
- Sexual Harassment is not tolerated by any caddie(s), employees or golfers at ERGC.
- 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 function as independent contractors—not as employees of ERGC.

### **New Caddie Loop Sign-up Process**

Members will be able to request a caddie using the CaddieNow software. Each caddie will also need to download and sign up with the AP. When a member requests a caddie, a text will be sent out to the caddie pool and caddies can accept the loop on a first come, first serve basis. Once a caddie confirms that they are taking the loop, they will need to make arrangements to be at the club house 15 minutes prior to the loop.

### **Caddie Training**

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.

### **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 that you are not able to go off grounds onto private property to retrieve the ball, per club policy. Caddies are, however may retrieve 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.

### **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 ERGC...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. WHITE TOWELS ONLY You need one that you can wet (wet one quarter of towel) for club cleaning. For some reason, towels from Hotel bathrooms make great caddie towels!
- Make sure that your shirt is clean and not wrinkled. Shirt must be tucked in at all times. 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, arrive a minimum 15 minutes before tee times start.
- 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, 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.

### **When Meeting Your Golfer**

- Introduce yourself by name to your player 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.
- Stay by your bag until your player is ready to go to or instructs you to the first tee box
- 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.

### **On the First Tee**

- 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.
- 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 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.

- As each player hits his/her ball, watch the flight from the time it leaves the clubface 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.

### **Down the Fairway**

- 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**

When approaching your player's ball, locate yardage markers, the most accurate being on top of sprinkler heads along the course. Walk off the yardages from these markers to your player's ball, noting they are measured to the center of the green. Your player may have a laser range finder as well. A good caddie will know both the exact yardage and center of the green yardage for the player. It is advised to give these numbers to the player when they ask or approach their ball. Do Not feel bad if they do not completely trust you at first, this relationship is earned by every caddie every round. Concentrate on doing your job the best you can.

### **Other Things You Must Remember to Do**

- Replace divots
- Rake sand traps or bunkers
- Watch the ball
- Forecaddie
- Clean the player's club after each use

### **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.*

### **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, and have your caddie evaluation slip for them to fill out and sign. Your golfer will NOT return the evaluation card to you—he/she will place it in the box in the

pros-hop. Wait by your player's bag until they return with your pay, it should only be a few minutes if not right away.

## **Caddie Classifications**

- A "B" caddie is a first-year caddie with little or no experience. All caddies will begin their caddie careers as B Caddies. (all 'B' Caddies are expected to make the promotion to 'A' Caddie their first year) "B" Status
- In order to be promoted from B to A, a first year caddie must satisfy the following:

### **"A" CADDIE**

- To be eligible for the rank of "A" CADDIE a caddie must:
- Be a caddie for a minimum of 3 months
- Must have a minimum of 20 loops, 15 of which must be Excellent ratings
- Must not receive any Fair or Poor ratings in the last (15) loops
- Must be able to name all of the mandatory forecaddie holes (walking) and all creek yardages (to center of green)

### **Captain**

- To be eligible for the rank of CAPTAIN a caddie must:
- Be a caddie at ERGC for a minimum of two years
- Be present to caddie an average of 1.5 days/week in season
- Consistently be in the top 10 caddies in points during the season
- Not have more than 3 substandard Evaluations/Caddie Season
- Take charge of any foursome/group in absence of an HC

### **Honor Caddies**

Minimum Requirements:

- Caddie at ERGC for a minimum of 3 years.
- Capable of providing quality caddie service for ANY golfer assigned to
- Can literally handle ANY loop –walking, double carry, etc.
- Available to Caddie an average of 4 days/week during the season
- Possess a consistent record of perfect/near perfect evaluations
- Foster the growth of other caddies-particularly the first & second year caddies
- Always responsible for all other caddies in group/foursome
- An HC must be in the top 3 in points at all times during the season
- An Honor Caddie is the BEST-OF-THE-BEST, never having poor evaluations and always representing their rank both on and off the course