

2021 Caddie Manual Information

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Welcome to the Victoria Golf Club Evans Caddie Program!

Welcome to the Caddie Program at Victoria Golf Club! Caddying is an outstanding opportunity for you 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. 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. With focus and dedication it can lead to a four-year college scholarship at an excellent university. Successful caddies know the guidelines, follow the caddie program rules and have read their manuals.

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 Victoria Golf Club, it is important to remember that you are representing Victoria Golf 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 Victoria Golf Club. We are dedicated to bringing the caddie program to the same level of success that Victoria Golf Club has been so fortunate to establish.

-Victoria Golf Club Caddie Committee

VICTORIA GOLF CLUB CADDIE MISSION STATEMENT

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

PEOPLE YOU NEED TO KNOW

These people you will have direct contact with:

Jenny Dobell - Evans Coordinator and Western golf Association Director - jennydob63@gmail.com

Lindsay Bernakevitch - Head Golf Professional

Gordy Scutt - Evans Caddie Master/ Associate Professional/ UW Alum - gordy@victoriagolf.com

Anna Mooney - Evans Caddie Coordinator - anna@victoriagolf.com

Jackie Hellard - Evans Training Coordinator - jthellard@hotmail.com

These People have very important roles at Victoria Golf Club:

Scott Kolb - Victoria Golf Club General Manager

John Cruickshank - Club President and big Evans supporter (this will change after board meeting)

Paul Robertson - Links Superintendent

Victoria Golf Club Mission Statement

Victoria Golf Club provides an exceptional golf and social experience for members and their families.

Victoria Golf Club Vision Statement:

While remaining true to its golfing traditions, Victoria Golf Club will deliver an exceptional golf experience, and maintain a high standard of excellence, in a friendly, respectful and relaxed atmosphere. The Club will strive to enhance the member experience with new amenities and services that support golf, increase relevance and focus on member satisfaction.

Victoria Golf Club Evans Caddie Mission Statement

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

Victoria Evans Caddie Slogan

Take a caddie...Change a life.

Brief History of Victoria Golf Club

The Victoria Golf Club, founded in 1893, is the oldest 18-hole golf course in Canada in its original location, and the second oldest in North America. The course began as 14 holes but quickly expanded to 18 in 1895. There have been at least three different layouts - the one played today was finalized in the mid-1920's (after a decision in 1923 to end the practice of hitting tee shots on two holes across the ever-busier Beach Drive). Our stately Clubhouse, completed in 1928 and is a registered Canadian Historic Place, has undergone a number of expansions and renovations.

Western Golf Association Evans Scholars Foundation

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.

Evan's Program History at Victoria Golf Club

The Evans Program started in 2006 at the Victoria golf Club. We typically have between 5 and 10 caddies per year. We have had 10 caddies receive the full caddie scholarship

EVANS COLLEGE SCHOLARSHIP-

One of the best incentives for caddying at Victoria Golf Club is the potential to be awarded an Evans Scholarship to an American University. 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, minimum of 100 lops and recommended by VGC
- 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

Just what is the Evans Par Club?

Established in 2015, the Victoria Golf Club's Evan's Caddie Par Club is where members generously donate funds that help change the course of a lifetime one caddie at a time.

2021 CADDIE REQUIREMENTS AND TRAINING

Returning Caddies From 2020 Who Want To Caddie In 2021

Returning caddies are able to begin caddying immediately. Returning caddies are expected to attend the mentorship training as well as the training for the new caddies unless exempted by the Caddie Master.

2021 Caddie Rates (all rates are per bag)

Returning Caddies \$40 + tip

New Caddie \$30 + tip for first 10 rounds, then \$40 plus tip based on skills

New Caddies For 2021

A series of 3 caddie-training sessions must be completed for all new caddies. New caddies must then complete three loops with a member mentor where they will apply the skills but also receive further consistent direction from the mentors. You will be paid for these training loops, \$30 and no tip, as it is considered part of your training, but will count towards your round total. You will then have to accompany a member of the Training Committee for a round who will decide if your skills warrant you to move to the next level and receive \$40 + tip. On-going training sessions will be offered throughout the season as needed and must be attended if requested to do so.

Most work will be on Saturdays and Sundays...although there are possibly "loops" most days. Days off, vacations, etc., are permitted. We do ask that you plan to be available for a majority of the weekends. There are certain tournament days you are required to be available at, although Covid will alter that schedule in 2021.

2021 Training Schedule

A. Mentorship Training for Returning Caddies Only Saturday March 13 3:00-5:00 Todd Room

New Caddie Training

A. Tuesday March 16 3:00-6:30 Follow signs to dining room

B. Thursday March 18th 3:00-6:00pm Meet at Junior Locker Room

C. Saturday March 20th 3:00-6:00 Meet at Junior Locker Room

- 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.
- During training, each caddie will be required to demonstrate their ability to forecaddie and if allowed later in the year to carry a players bag for an entire 18 holes while maintaining pace.

- 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.

All participants must attend all three training sessions. If participants cannot make all the above sessions, they must speak with the golf professional staff.

THE CADDIE'S ROLE AT VICTORIA GOLF CLUB WHEN NOT RESTRICTED BY SOCIAL DISTANCING

The main focus of all caddie programs is to provide a service to the members and their guests. Victoria Golf Club members will expect more than just "**bag totters**", and in order for a caddie program to be successful, Victoria Golf 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.

Caddying is a unique job with many special experiences. You will be exposed to many interesting, educated and exceptional people all of whom you can learn something from. Caddies are given the opportunity to learn the game of golf and play on a great course while earning a reasonable fair wage and possibly earning a lucrative scholarship.

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 based on your job performance. You may also find despite similar reviews on your performance, a wide variance in tipping between individuals. Tipping is very discretionary and has a large variance.

HONOR CADDIES APPOINTED BY CADDIE MASTER

Honour caddies are chosen on superior caddying ability, experience, work record, leadership qualities, ability to get along with others and cooperative attitude. Honour caddies are the highest rank.

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.

FORECADDIES - OUR FOCUS THIS YEAR

Duties include keeping ahead of players, keeping track of all four or five players' balls, getting yardages, replacing/filling divots, raking all sand traps. When Fore Caddying for non-member groups, you will also need to guide them around the course. When allowed you will also be responsible for cleaning balls, clubs and tending the flagstick if required.

Victoria Golf Club Evans Caddie Team Mission Statement

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

Values we encourage caddies to demonstrate:

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, families and their guests in an environment that is conducive to the personal growth and development of every caddie.”

2021 CADDIE REQUIREMENTS

Committing to Excellence

As part of this program:

- We will work as a team
- We will always give 100%
- We will be excellent communicators (email, phone, WhatsApp, Verbal)
- We will look, act and speak with professionalism and respect
- We will give praise when it is due and accept correction and criticism with grace and will strive to improve as best we can

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 a limited basis
4. To meet nice people.
5. To work to attain the Evans Scholarship to pay for college tuition.
6. To learn to golf
7. Spend your days working outside in the beautiful Victoria.

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 Victoria Golf 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 at Victoria Golf Club. 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 their caddie uniform. A nice jacket or sweatshirt may be worn over your shirt on cool days. Hoodies are not permitted. 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 members and guests as a 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 Victoria Golf Club 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.

- **COVID**

Every Caddie must sign the COVID-19 Evans Caddie Waiver. You must wear a mask anytime you are inside. You must stay at least 6 feet from the other staff and members. Wash your hands regularly. You must use the washroom near the range. You are expected to be following the rules placed by the Government of BC.

- **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. You are required to arrive 20 min before a scheduled loop.

- **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**

Victoria Golf Club cannot be responsible for bicycles. Park and lock your bike in the designated bike rack

- **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/junior locker room and 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.

- **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.

- **Caddies Refreshments, Snacks and Lunch**

Caddies are encouraged to bring your own lunch or snacks in a small cooler or paper bag. You may eat when convenient or after hole number 10. On occasion a member may ask if they can get you something after 10 holes at the snack shack. It is polite to ask for one food item and one drink. Some members may consider this part of their tip to you for that day.

- **Harassment**

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

PAYMENT AND BENEFITS

- The proshop shall track your loops. We shall collect banking information and direct deposit what you have earned into your account every two weeks.
- Access to golf instruction
- Limited Access to the golf course on Monday and Thursday evenings
- Year end awards dinner and celebration

TAKING YOUR SKILLS TO THE COURSE

10 RULES TO CADDYING

1. Learn the game of golf, the etiquette golfing how each of the golf clubs are used.
2. Know where your player's golf ball is at all times, when forecaddying know where all the players balls are.
3. Replace or fill all divots.
4. Rake all bunkers.
5. Stay ahead or even with your player, but never behind.
6. Be extremely careful around the putting green. Never stand in any player's line of putt or on the through line of the putt.
7. Learn the yardages and intricacies of each hole.
8. Handle the player's clubs and bag like they are your own. **NEVER** swing the player's clubs.
9. Never touch a golf ball while it is in play.
10. Always keep quiet, hustle, and if you do not know what to do -politely ask.

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 Victoria Golf Club 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
Clubs will make noise when you carry

when other players are hitting or preparing to hit 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!**

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.

2019 Rules Changes

There are many rules in golf and you are not expected to know them all but having a basic understanding will only elevate your skills as a caddie. In 2019 many of the rules of golf were changed in an effort to simplify the rules... although for many it has added to the confusion. Many golfers still use the older terminology.

- Many words have changed (ex. Penalty area vs water hazard, relief area, etc) _
- Many rules have changed
- There are some websites that will help you if you would like to study the rules

www.usga.org

www.randa.org

www.golfcanada.ca



20 Must Know Rules of Golf Changes for 2019

1. Drop from knee height (NOT shoulder height)
2. Measure the area to drop in with the longest club in your bag (except a putter)
3. Drop in and play from the relief area
4. When dropping back-on-the-line, your ball cannot be played from nearer the hole than your chosen reference point
5. Time to search – 3 minutes (NOT 5 minutes)
6. If you accidentally move your ball when searching for it, replace it without penalty
7. No penalty for a double hit – it only counts as one stroke
8. No penalty if your ball hits you or your equipment accidentally after a stroke
9. No penalty if your ball strikes the flagstick when you have chosen to leave it in the hole
10. Spike mark and other shoe damage on the putting green can be repaired
11. Ball accidentally moved on putting green – no penalty and replace
12. Ball marked, lifted and replaced on putting green is moved by wind to another position – replace ball on the original spot
13. Penalty areas replace water hazards, and you can move loose impediments, ground your club and take practice swings in penalty areas without penalty, just as you can on the fairway or in the rough
14. You can't take relief from a penalty area unless you are at least 95% certain your ball is in the penalty area
15. In bunkers you can move loose impediments
16. In bunkers you cannot touch the sand with your club in the area right in front of or right behind your ball, during your backswing or in taking practice swings
17. Free relief is allowed if your ball is embedded on the fairway or in the rough (but "embedded" means that part of your ball is below the level of the ground)
18. Unplayable ball in bunker – extra option to drop outside the bunker for 2 penalty strokes
19. You cannot have your caddie or your partner standing behind you once you begin taking your stance
20. Pace of Play - it is recommended that you take no longer than 40 seconds to make a stroke (and usually you should be able to play more quickly than that) and Ready Golf in stroke play is encouraged

These changes are explained in more detail in the Rules Essentials videos which are coming soon to www.randa.org. Alternatively, read the PLAYER'S EDITION of the Rules of Golf or visit www.randa.org to learn more.

Victoria Golf Club Local Rules

- Out of Bounds (Rule 18.2) - As defined by white stakes. The inner edge of the fence posts at ground level on holes 3, 4, 6 & 11. On or beyond the parking lot or paved areas surrounding the clubhouse or maintenance buildings. Any perimeter fence bordering the property line.
- A ball coming to rest on or beyond Beach Drive is out of bounds, even if it comes to rest on another part of the course that is in bounds for other holes.
- Penalty Areas (Rule 17) - As marked by red stakes and/or red painted lines on the seaside holes of the course. All beaches and shorelines are red penalty areas. Provisional ball permitted.
- Alternative to Stroke and Distance for Lost Ball or Ball Out of Bounds is in effect for regular play. (2 shot penalty)
- Animal Dung - At the player's option, dung from any animal may be treated either as a loose impediment or Ground Under Repair.
- Damage: In the general area and in bunkers, areas of damage caused by deer, raccoons, birds, otters or other animals are treated as ground under repair from which relief is allowed under Rule 16.1b.
- All roads and paths on the course, even if not artificially-surfaced, are treated as immovable obstructions from which free relief is allowed under Rule 16.1.
- **Sprinkler Heads** – Relief from line of play if your ball is in an area mowed to fairway height or less and the sprinkler head is within 2 club lengths of the green and your ball is within 2 club lengths of the sprinkler head, you may drop your ball at the nearest point of relief.
- Young trees identified by stakes or flags are no play zones. Mandatory relief from stance and swing.

CONCLUSION

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

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 associated with Victoria Golf Club are proud of our Club, the course, and traditions. We hope you will share in that attitude.

If you have any questions, please contact:

The Golf Shop

250.598.4321

gordy@victoriagolf.com

VICTORIA GOLF CLUB

THINGS YOU NEED - YOUR “TOOL KIT”

- TOWEL: These are available in the backshop and or Starter Station. Keep 1/4 of the towel damp to clean clubs and the golf ball if needed.
- EXTRA SUPPLIES: Bring some extra tee's and pencils with you incase your player or others in the group require them. Use divot repair tool if your players or others make marks on the green with their ball. Only do this is time allows. Snacks.
- APPROPRIATE ATTIRE: This includes comfortable shoes, an Evan's polo, appropriate bottoms (see clubs dress code) and sweater/jacket/rain wear if needed.
- EVANS BIB: Always wear an Evans caddie bib and hat (if you wear a hat)
- Smile: 😊

VICTORIA GOLF CLUB

BEFORE THE FIRST TEE

- Once you have arrived, check in with the Starter.
- Get your Caddie Pack and Bib from your locker.
- When the starter or Proshop organizes a loop, go to the staging area and identify your player's.
- Learn how to pronounce your player's name. If you are having difficulty, ask the starter or Proshop. When the player approaches, introduce yourself by stating: "Hello Mr./Mrs. _____, my name is _____ and I will be your forecaddie today."
- Your player may want to go to the practice tee or green before starting the round. Be available to assist your player.
- You are now ready to begin the round.

ON THE FIRST TEE

- Line up on the right-hand side of the teeing area.
- Be careful of your shadow, so that it does not fall on the teeing area, distracting the player. Back away if your shadow is in the way or if you are too close to the player teeing off.
- Stay quiet on the tee when a player is hitting. Keep a careful watch on all player's drives and mentally mark them with something in the fairway or rough (usually a tree or a hill)
- A good caddie knows the position of each player's ball.
- Be ready to move off the teeing area quickly after the last player hits. Proceed off the tee and stay ahead or even with your golfer as you walk to the ball.

ON THE FAIRWAY

- Walk ahead or alongside the player; do not lag behind. Be attentive of where you are walking and where the group's golf balls are.
-
- If a player hit a ball into trouble, you may want to hurry ahead and try and find it. Do not touch or pick up a ball to try and identify it.
-
- As you approach a ball, find the closest yardage marker and walk off the yardage to the hole. You may also use your laser to provide a yardage to the pin or to carry a bunker etc. You will either be adding or subtracting yardages depending upon the location of the yardage marker in relation to the ball. Yardage markers are to the center of the green. Inform your player of the yardage. This should be the only time you volunteer
- information. As you gain more experience, you might also want to inform your player about the wind direction and flagstick location (colour coded 150 yard markers to identify flag location).
- After the players have hit and if a divot was made, replace the divot quickly with a very thin layer of sand.

BUNKERS

When your player's ball lands in a bunker there are special duties that need to be performed.

- Stand outside the bunker as a player is making the shot.
- After the player has completed the shot, enter the bunker at the same spot the player did. Try to enter at the lowest point of the bunker so as not to damage the lip. Smooth the footprints and ball mark by using the rake that you are carrying. Be sure not to disturb the other players as you are raking the bunker.

PENALTY AREAS AND OUT OF BOUNDS

- If a player hits a ball toward a penalty area or out of bounds, watch it extremely carefully to determine where and if the ball entered the penalty area or went out of bounds.
- Inform the player immediately if you can determine that the ball is in the penalty area or out of bounds. They may have to replay the shot.
- If you are uncertain whether the ball entered the penalty area, signal to your player to hit another ball from his or her current position. This second shot is called a provisional. When in doubt, call it out

AROUND THE PUTTING GREEN

The putting green is probably the most important area on the course. You should be especially careful when performing your duties here.

- Be aware of the new rule requiring players to leave the flagstick in the hole while putting.
- Stand off the putting green in an area that is not in anyone's line of putt. Keep quiet. Never stand behind the hole or the player when he/ she is putting.
- If time permits ,fix any ball marks you see on the green. Be sure not to distract anyone while they are putting.

FINISHING THE ROUND

- Thank your player. “Thank you Mr./ Mrs. _____, it has been a pleasure caddying for you today.”
- Put away any extra supplies you brought on the course and put the bib back in the proper place

ADDITIONAL RESOURCES

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 too 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 rule-books 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: Gold for Championship (hole plays the longest), Blue/White for mid handicap and Green for beginners and high handicaps and shorter hitters. 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 caddie 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 than 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. Too 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 puttied 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 player's 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 player's 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 Victoria Golf 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. You may repair any ball marks you find.

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.

Victoria Golf Club

Hole by Hole

Hole 1

Par 5

On the tee beware of the players exiting from the 18th hole. After the tee shot, if there is a ball on the driving range to the right make sure the buzzer is rung before entering the area of the range. Proceed with caution.

Watch for players crossing number one fairway after completing number 17 and heading to number 18. Ensure your players are aware.

Number two tee box is to the right of one green so stand at the back right of the green.

Hole 2

Par 3

Get the yardage to the flag from the tees being played before your group arrives.

If a players ball goes long beware of players on number 12 tee.

This green is actually downhill at the front and runs from front to middle.

The route to number three is back and right of the green so stand back right edge of green

Hole 3

Par 4/5

This is a very busy hole with out of bounds, a road and possible pedestrians on the left and golfers coming down number 4 on the right. Watch the tee shots carefully on this hole and yell Fore if required.

The group coming down four has priority (group further along the course always has the right-of way) Pay careful attention to the golfers and their shots coming down 4.

This green is very large and undulating.

Beware of the group ahead and stand where you are safe.

Hole 4

Par 4

Pay close attention on the tee shot as there will likely be players coming down three, try to position yourself far enough right to see bush and trees on the left as many players end up over there.

Stand to the left of this green.

Hole 5**Par4**

- Forecaddie on right side carefully watching balls left and right.
- Caddies should stand on the back right of the green.
- After your group is done hustle up the hill and stay on the right hand side near tree line

Hole 6**Par 4**

The players cannot see the landing area, once the group ahead is near the green signal to your group that it is safe to proceed

- watch the tee shots carefully, if heading toward 10 green be sure to shout fore

Fill or replace seed bottle located at left side of the green

Hole 7**Par 4**

- STANDARD CADDYING PROCEDURES
- Watch balls carefully to see if and where they clear the hazard line down the left
- Caddies should stand on the back left of the green.

Hole 8**Par 3**

Make sure you have the yardage to the pin from the tees being played before your players arrive
Stand on the right side of the tee box
Stand on the left front side of the green and beware of players on 9

Hole 9**Par3**

- Once again get yardage prior to players arrival, stand on right side caddie
- STANDARD CADDYING PROCEDURES
- Stand on left back of green

Hole 10

Par 4

-STANDARD PROCEDURES

Watch balls closely, some groups may want you positioned on rocks to see tee shots landing, be careful and stay alert

Now is time to:

-Rewet towel

-Use restroom (Do Not enter the clubhouse) Code to use washroom 4-3-2-1

-If your member offers to buy you something at the turn, make sure to say Thank You.

-Stay hydrated

Hole 11

Par 4/5

-Watch OB on left side.

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

Hole 12

Par 5

-Forecaddie on right side

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

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

Collect more seed if needed located on back right side of the green

Hole 13

Par 3

- Have yardage to pin determined before your group arrives

- Stand to right side of green

Hole 14

Par 3

-Have yardage ready before your group arrives

Watch ball closely, as balls ending up in the parking lot are out of bounds.

Caddies should stand on the left of the green.

Hole 15

Par 4

-Position yourself on the right of the tee.

-Watch left side carefully as players try to cut corner and balls often clip trees

Long hitters may reach practice area.

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

Hole 16**Par 3**

You may position yourself in the left trees and do not need to accompany players to the tee. Make sure you have a clear view of the tee shots.

Position yourself back right of the green.

Hole 17**Par 5**

- stand on right side of the tee box, range on left
- If you must enter range to locate ball ring buzzer.
- Stand front left on green.

Hole 18**Par 4**

- Stand on right side of tee.
- Caddies should stand on the back left of the green.

AFTER THE ROUND

- Thank your player for the opportunity to caddie for him
- Return your bib, towel and supplies.
- get another loop or wait for your ride

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

Please contact your Caddie Master