

CADDIE MANUAL 2017

Jim Salvatori- Caddie Superintendent

Rules & Disciplinary Action

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 Olympia Fields CC.

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.

Independent Contractors:

Caddies function as independent contractors—not as employees of Olympia Fields Country Club. They do not receive a pay check from the club. Caddies will get paid cash, either from a member filling out a pay ticket then turning that into the Caddie House to get paid or the member could choose also to give them cash.

Caddie Pay:

Walking Caddie

18 Hole Flat Rate

Honor/RAT	\$45/per bag
Captain	\$40/per bag
"A" Caddie	\$30/per bag
"B" Caddie	\$25/per bag

9 Hole Flat Rate

Honor/RAT	\$25/per bag
Captain	\$20/per bag
"A" Caddie	\$16/per bag
"B" Caddie	\$13/per bag

Forecaddie

18 Hole Flat Rate

Honor/RAT	\$15/per bag
Captain	\$13/per bag
"A" Caddie	\$12/per bag
"B" Caddie	\$10/per bag

9 Hole Flat Rate

Honor/RAT	\$10/per bag
Captain	\$9/per bag
"A" Caddie	\$8/per bag
"B" Caddie	\$7/per bag

*A gratuity is added on top of the flat rate for a job well done.

OFCC CADDIE UNIFORMS:

All Olympia Fields Caddies are responsible for buying a caddying uniform at the beginning of each season. The price of the uniform is \$100, with that you receive a green bib with OFCC logo and spot for name tag on front, two white caddie shirts, one caddie hat and a ball mark repair tool. You can only wear the OFCC caddie hat that is given to you or one of the OFCC bucket hats that are sold in the pro shop. At any time throughout the year if Jim asks you to buy any part of the uniform since yours in to worn out, you must do so. All caddies must wear Khaki shorts or pants, no cargos allowed.

Assigning Loops:

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 Superintendent or one of his assistants from inside the caddie office.

Caddie Ranks:

"B" CADDIE–

Once a new caddie goes through the training process at Olympia Fields CC and finally starts caddying on their own, they start out as "B" caddies. 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.

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 2 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 twenty (20) 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 OFCC for a minimum of three years

Be present to caddie an average of 5 days/week in season

Consistently be in the top 75 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

Be able to read greens with Jim's approval on both courses

HONOR CADDIES –

Minimum Requirements:

Caddie at OFCC for a minimum of four years.

Must know each of Olympia Fields CC's golf courses from tee to green (& everywhere in-between)

Capable of providing quality caddie service for ANY golfer assigned to

Can literally handle ANY loop – forecaddie, walking, double carry, etc.

Available to Caddie an average of 6 days/week during the season

Possess a consistent record of 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 50 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

RAT –

R.A.T. stands for Returning Academic Toter, which started when college kids would come home school to still caddie that didn't have Honor Caddie status. These are good caddies but not here as much as the Honor Caddies. A lot of experienced caddies that have caddied at other clubs then have started caddying here.

CADDIE LUNCH/HALFWAY HOUSE:

Caddies will be feed in the employee lunch kitchen, which is paid for by the members. Caddies must keep lunch room clean, be courteous to the chefs, and only eat go in the kitchen during the house of 11:00-2:00 when their lunch is available. The Caddie Staff will provide a lunch ticket for the caddie either after their round or if enough time will be able to eat before some rounds.

Caddies are to stay out of the halfway houses as much as possible. One caddie per group should go into the half house to get drinks or any snacks, if the member offers to buy them something at the turn. Caddies should let members and guests use the bathrooms first, once the bathrooms are clear the caddies could use the facilities. Any issues the halfway house staff should call the Caddie Superintendent immediately.

BASIC CADDIE TRAINING:

Olympia Fields CC has TWO 18-hole golf courses (the North & South Course), a driving range and short game/chipping area. The Championship Course where the 2003 US Open was played at OFCC is the North Course & the 2015 US Amateur Championship was held on both the North & South Courses.

Golf holes vary in length, but all holes are classified into three categories: PAR 3, PAR 4, and PAR 5. The par number represents the ideal number of strokes a player should take to complete the hole. The shortest holes are par 3 and should be completed in three strokes by the expert player. The longest holes are par 5 and should be completed in five strokes. The remaining holes are par 4 and should be completed in four strokes.

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, green for seniors, and Yellow for ladies. Watch which tees your player uses on the 1st Tee and then go to those tees for the remainder of the round. The majority of rounds played at OFCC will use the white tees.

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. There are not many areas that are OUT OF BOUNDS at OFCC—for an area to be classified as OUT OF BOUNDS, it is typically off club property.

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 9. Most commonly used woods are 1, 3, and the 5 wood. 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 and then P for pitching wedge. 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, making it easier to hit out of the rough and to get trajectory from off the fairway. Hybrids are starting to replace 1 through 3 irons some even getting rid of their 4 iron for a hybrid.

The remaining clubs in your player's bag are specialty clubs that will be used for shots closer to the green. 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 "P", "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.

All players will be able to hit clubs further than others so make sure you know your player before selecting the club from him to hit.

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 Olympia Fields...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, YouTube, or 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 OFCC caddie 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 & 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. Pop and chocolate bars are not a smart choice.

Drink as much water as possible on the course. Don't let yourself get dehydrated.

Be on time. Don't be late. The Draw is at 7:30am on Tuesday Morning.

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.

Getting Your Caddie Assignment

When you are given 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 player's 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 from 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 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.

On the First Tee (Fore caddying)

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, top number is to front edge of green, middle number is to center of green and the bottom number is to the back edge of the green.

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.

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 BUNKERS:

Find the nearest rake.
After your player hits, enter the bunker or trap at the same point your player did, usually the lowest point of the bunker.
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—we will supply you with one at the beginning of the summer. If lost, new ones can be purchased for \$1.00 at the Caddie House.

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 pay ticket and caddie evaluation card signed. **DO NOT WATCH YOUR GOLFER FILL OUT EITHER OF THESE!** Your golfer will NOT return the evaluation card to you—he/she will place it in the box at the 18th Green. He will give you your pay ticket (or pay you in cash if he prefers). Bring the signed pay ticket to the Caddie Master to get paid.

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 ASSIGNMENT CARD)
ADJUST THE SHOULDER STRAP TO FIT YOU
WET TOWEL (@ CADDIE HOUSE)
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

Forecaddy Outline

(GOLF CART) FORECADDIES

All groups of three or more golfers in carts are required to take a forecaddy. At OFCC, forecaddies generally stay ahead of their golfers and locate their shots. Shots in the rough are usually marked (a towel, hat or forecaddy flag). Forecaddies give yardages whenever they can and perform all of the green and bunker work for the golfers in their group.

After receiving your assignment card, go directly to your assigned tee and check in with the STARTER. Take towel with along anything else you might use to mark golf balls with in the rough. Introduce yourself to all the players in the group.

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

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 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.

Any time that you have the opportunity, you should clean the clubs in each player's 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 forecaddying 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.

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.

Try and understand the layout of the golf course and the best or shortest walking routes. Ask at the caddie master or experienced caddies for advice.

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

If you don't know - ASK

NEVER, never touch a ball that is in play (between tee & before it is holed out) nor allow it ball to touch you

Mind your manners, respect the equipment and golf course

Important Duties

Important People to Know

Jim Salvatori - Caddie Superintendent

Brian Morrison - Director of Golf

Doug Farrell - Head Golf Professional

John Curran - Club President

Norm Glass - Golf Chairman

Mike Mazurczak - Caddie Chairman