

# Red Run Golf Club

## Caddie Manual



Golf Services Manager

**Scott Coleman**

Assistant Golf Services Manager

**Josh Kuczeski**

## WHAT IS CADDYING?

Carrying someone's clubs and assisting them around the course is an important part of the game of golf and a rewarding job. The money is excellent; you develop interpersonal skills, and work outdoors. Caddying gives you an opportunity to meet successful people and to potentially qualify for a college scholarship.

Caddying is part of golf's heritage, "the way golf was meant to be played," and part of its future. It is also a great way to learn the game of golf. Caddying is an investment for the future of golf, and an investment for the future of young men and women.

Thoroughly read and study this manual. Ask your Caddie Master to explain anything that is confusing. The better you know this manual, the better caddie you will become.

## Know the following important names below

- • Golf Services Manager – Scott Coleman
- • Assistant Golf Services Manager - Josh Kuczeski
- • Head Golf Professional – Wally Sierakowski
- • General Manager / COO – Joseph Marini
- • Club President – Dan Taylor
- • Caddie Chairman – Tim Colosimo

## Phone # Email and Caddie website

248-548-0553 First Tee office

[www.redrungolfclub.com](http://www.redrungolfclub.com)

## **Caddie Rates and Classifications**

Each caddie level is assigned an all-in rate with tips included.

**Honor** - 18 holes \$68 - \$75 / 9 holes \$35 - \$40

To be eligible for Honor Status you must:

- Be a RR caddie for a minimum of 2 years
- Average 3 loops per week during the season
- Not have any substandard evaluations in a season
- Able to keep groups at a 4-hour pace
- Advise younger caddies and be a strong leader
- Provide exceptional service on and off the course
- Know the entire golf course tee to green
- Attend at least 1 on course divot filling days

**Captain** - 18 holes \$58 - \$65 / 9 holes \$30 - \$35

To be eligible for Captain Status you must:

- Be a RR caddie for a minimum of 1 year or 40 loops without any fair/poor ratings
- Average 2 loops per week during season
- Not have any substandard evaluations in a season
- Capable of carrying a double bag or forecaddie
- Capable of giving shot advice and able to read greens
- Attended at least 2 on course divot filling days

**A** - 18 holes \$48 - \$55 / 9 holes \$25 - \$30

- New RR caddies require a minimum of 15 loops in their first year to be invited back for the following year
- Must not receive **any fair or poor** ratings in last 10 loops
- Must have understanding of course layout
- Attended at least 4 on course divot filling days

**Trainee** - 18 holes \$38 - \$45 / 9 holes \$20 - \$25

- New RR caddies are required to have a minimum of 10 loops in their first year to be invited back for the following year
- Must have understanding of course layout
- Attended at least 2 on course divot filling days

### **WHY CADDIE AT Red Run Golf Club?**

The caddie program at Red Run GC has a long tradition of excellence. We provide our caddies with the following:

### **PROSPECTIVE CADDIES**

In order to become a caddie at Red Run GC the following conditions must be met:

- Extensive training to become a successful caddie
- Opportunity to earn good money with a flexible schedule
- Positive work environment
- Ability to work outdoors
- Opportunity to attend the caddie banquet, caddie appreciation day, and earn prizes
- Opportunity to earn scholarships for college
- You must be at least 13 years old
- Be physically capable of carrying a golf bag for 18 holes
- Pass both the on-course and written tests
- Be able to caddie at least 20 days this season
- Provide accurate contact information (i.e., email, phone #)
- Being professional both in appearance and attitude
- Having the ability to work well with other caddies

### **CADDIE UNIFORMS**

All caddies are required to wear the specified uniform listed below. If you report for a loop out of uniform, you will not be allowed to caddie that day.

- RRGc caddie shirt
- RRGc caddie bib
- RRGc caddie hat
- Caddie name badge
- Khaki pants or shorts with a belt (no cargo pants or shorts).
- The above is for purchase at the club
- Athletic shoes are in good condition (no golf shoes or skateboard shoes).
- You are permitted to wear a white sweatshirt under your caddie shirt or jacket over your shirt in inclement conditions. (Bib must be worn over top the jacket)
- *All uniforms must be kept clean and in good condition.* It is also a required part of your uniform to have a **towel, scorecard, pencil, ball mark repair tool, pin** and **tees** which will all be provided to you.

## **HEALTH & HINTS**

- **Take care of your feet.** Make sure that your shoes are comfortable and will give you proper support and keep your feet dry. Wear socks at all times. Socks must be white or black and not go above the ankle
- **Dress for the weather.** Try to watch the forecast for the day and dress appropriately. In colder weather, layers are the best way to keep warm as you can always remove them if it becomes warmer. You should always carry a windbreaker or raincoat on days that are forecasted for rain. Remember, it is always better to bring too much than to have too little.
- **Eat sensibly.** Make sure to eat a good breakfast. There is usually a spot on the course (Halfway House) where your player may purchase you some type of refreshment. Be courteous and thank your player.
- **On extremely hot days, drink large amounts of water** to keep from becoming dehydrated. It is also important to eat a healthy breakfast prior to caddying.

## **10 RULES OF A CADDIE**

1. Learn the game of golf and how each of the 14 golf clubs are used.
2. Know where your player's golf ball is at all times; mark its position.
3. Replace 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, and never stand in any player's line of putt.
7. Learn the yardages of each hole, especially where the 150-yard markers are.
8. Handle the player's clubs and bag like it was 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, then ask.

### **HOW TO SIGN UP FOR A CADDIE LOOP**

After you pass the training course, please click the link below for directions to schedule caddie loops.

[www.redrungolfclub.com](http://www.redrungolfclub.com)

Click on the "Golf" tab

Then the "Caddie Program" tab

We also provide communications and updates on Twitter about our caddie program throughout the golf season.

***You must be at Red Run Golf Club 45 minutes prior to your assigned time.*** If you have a conflict with your assigned time, please or call **248-548-0553 ASAP** and we will try to reassign your loop. Repeated no-shows or failure to notify the First Tee of your absence **will** result in dismissal from our caddie program.

If you have any questions, please call 248-548-0553 or email [Firsttee@redrungolfclub.com](mailto:Firsttee@redrungolfclub.com)

### **BEFORE A LOOP**

It is very important that you arrive for your loop at least 45 minutes prior to your assigned time. You are required to be dropped off and picked up in the parking lot by the tennis courts. If you drive, you must park in this same area. Once you are on property you must always conduct yourself in a professional manner. You will need to walk around the golf operations building by the pool and follow the pathway to the first tee office / caddie bench. Once you arrive at the first tee, please notify Josh or a member of the First Tee staff that you are ready for your loop. Caddies are to sit in designated areas and talk quietly among themselves while awaiting their loop.

When a member of the First Tee staff gives you an assignment, go to the designated area and identify your player's bag. Adjust the carrying strap so that you can properly balance the bag. Count the clubs in the bag (the USGA rules of golf allow a maximum of 14). If there are more than 14 clubs, inform the golfer.

Arrange the bag so that the woods (metal or wooden) and putter are in the top section (closest to the carrying strap). Next, place the six longest irons in numerical order in the middle section. Place the remaining short irons in numerical order in the bottom section. Make sure all pockets of the bag are securely closed. Take your towel and get about a quarter of it wet (on extremely hot and dry days make sure to keep the towel wet). Clean and dry the clubs thoroughly. It is especially important to keep the wood-headed clubs dry and covered. Pick up a scorecard, pencil, and a few tees in case the players in your group have forgotten them.

Learn how to pronounce your player's name. If you are having difficulty, ask a member of the

First Tee staff. When the player approaches, you should introduce yourself by stating:

“Hello Mr. /Mrs. Smith, my name is John Doe and I will be your caddie 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 TEE**

1. Take note of the brand and type of golf ball your player is using for the round.
2. You should line up on the right-hand side of the teeing area. Bring the bag right up to the tee marker. The shortest caddie should be in front and the tallest in back, ensuring proper vision for each caddie.
3. Be careful of your shadow, so that it does not fall on the teeing area, distracting the player. Back away if your shadow does or if you are too close to the player teeing off.
4. Stay quiet on the tee when a player is hitting. Keep a careful watch on your player's drive and mentally mark it with something in the fairway or rough (usually a tree or a mound). If the sun is in your eyes, use your hand or a visor of some type to block the rays while continuing to follow the flight of the ball.
5. Help your fellow caddies by watching the flight of all the players' balls. A good caddie knows the position of each player's ball.
6. Be ready to move off the teeing area quickly after the last player hits. When your player hands you the club, clean it and place it back in the bag. Be prepared to clean and dry the club while walking towards your player's golf ball. Replace the head cover if the club has one. Never misplace a head cover. Proceed off the tee and stay ahead or even with your golfer as you walk to the ball. SUGGESTION: The teeing area is usually a good spot to reorder the clubs if they are rearranged on the last hole. Be sure to keep quiet while doing so.

### **THROUGH THE FAIRWAY**

1. Walk ahead or alongside the player; do not lag behind. Walk with your hand over the clubs or a towel woven between the clubs so they do not rattle. Be attentive of where you are walking and where the group's golf balls are.
2. When proceeding off the tee, move quickly to your player's ball but do not go beyond the farthest ball from the green. If it is not your player's ball, stand away from the player hitting.
3. As you approach your ball, find the closest yardage marker and walk off the yardage to the hole. 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.
4. When arriving at the ball, check to see if it is your player's. If you cannot identify it as your player's, do not touch it. Let the player identify it. Bring the bag up directly to the ball and stand to the right of the ball (left if caddying for a left-handed player) and one pace back. Place the bag on the ground with the clubs face up and wait for the player to select a club. Once your player has chosen a club, step away a couple of paces. Carefully watch the flight of your player's ball and note its position. CAUTION: If your player is playing through trees, stand where you will not be hit by the ball but can still watch its flight.
5. After your player has hit and if a divot is made, replace the divot quickly. Run to the divot and replace it in its original position. Place it in the hole with the roots facing down. Step down on the divot twice to make sure it is replaced properly. When your player hands you the club, clean it thoroughly. Place the club in the proper order in the bag. SUGGESTIONS: You can clean the club while you are walking to the next shot. Hand your player the putter if the shot landed on the green. A player should never have to ask for his/her putter.



### **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.

1. Hand your player the putter as soon as the ball is on the putting green.
2. If your player is first to land on the green, it is your responsibility to attend to the flagstick. Place your bag down on the ground nearest to the next teeing area and bring your towel with you back to your player. Offer to wash the golf ball and then proceed to the flagstick. **WARNING:** Never lay your bag down on the fringe or putting green. Also, never run or jump on the putting green.
3. If you are not attending the flagstick, stand off the putting green in an area that is not in anyone's line of putt. The line of putt is an imaginary line that extends from the player's ball through the hole. Keep quiet. Never stand behind the hole or the player when he/she is putting.
4. If time permits and you know how, fix any ball marks you see on the green. Be sure not to distract anyone while they are putting.

### **ATTENDING THE FLAGSTICK**

1. Learn to judge which ball is furthest from the hole. This player putts first.
2. When walking on the putting green, be careful not to step in anyone's line of putt. The line of putt extends from the ball to the hole. Be aware of the positions of all the balls.
3. When you get to the flagstick, make sure it is not stuck in the hole by twisting it. Ask the furthest-away player if they would like the flagstick out or attended.

“Sir/Ma’am, would you like the flagstick attended?”

4. If the player does not want you to attend to the flagstick, remove it carefully and move to the edge of the green away from the line of putt.
5. If the player wants you to attend the flagstick, stand so your feet are at least two feet from the hole and your shadow does not cross the player's line of putt. If you can reach the flag atop the stick, hold it so the flag does not blow in the wind. Make sure your feet

are together and pointing towards the player for whom you are attending the flagstick. WARNING: Be sure not to step on or stand near the hole, which can cause damage to the hole.

6. Once the player strikes the ball, remove the flagstick carefully from the hole. Move to one side of the putting green, being careful not to step in anyone's line of putt. Keep Quiet. You may have to attend the flagstick for more than one player so be prepared. If you are not sure, just ask.
7. After all the players have holed out, return the flagstick to the hole. Be careful not to hit the edge of the hole with the bottom of the flagstick. This causes damage to the edge of the hole. Quickly move off the green and meet your player at the next teeing ground. Once you get to know the course and your player, you should have his/her driver ready to exchange for the putter.

### **BUNKERS**

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

1. Stand outside the bunker as your player is making the shot.
2. After your player has completed the shot, take the club and lay it on the bag that you have placed on the ground outside the bunker. WARNING: Never lie down or bring the golf bag into the bunker.
3. Enter the bunker at the same spot your 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 located somewhere near the bunker. If a rake is not available, use your shoe to smooth the sand. Be sure not to disturb the other players as you are raking the bunker. Ask your Caddie Master where rakes are placed around the bunker (inside or outside). Replace the rake in that spot.
4. Pick up the bag and club and move quickly to your player's next shot. Again, you can clean the club as you walk to the next shot.
5. If your player is in a green side bunker, hand the putter to your player if the shot landed on the green, before raking the bunker. If the shot does not land on the green, stay with your player until the ball lies on the green. Then proceed back to the bunker to rake.

### **HAZARDS & OUT OF BOUNDS**

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

### **TEAMWORK**

Your ability to communicate with the other caddies in your group can make a round of golf more enjoyable and less work for everybody. Work as a team on the golf course, helping each other rake bunkers, attend the flagstick, measure yardages and replace divots.

If you are the only caddie in a group, try to rake the bunkers for those riding in carts as often as you can. You may receive compensation for this. If you are carrying double (two bags), try to attend to each player as much as possible. Go first to the player who is furthest away and then as quickly as possible to the second player. The players will help you if they can.

### **AT THE TURN**

Every attempt will be made to allow you to get something to eat or drink at the turn; however, there may be times when the group you are caddying for is slow and will be asked to continue play. If you do get the opportunity to get a caddie lunch, do so in a timely manner and be respectful of the staff working at the snack bar. Caddies are only able to stop for lunch after at the turn of your round and only after the turn. You are here to perform the duties of a caddie and not for food. Caddies are not guaranteed a meal, only if the member says it's ok. All Caddies will use the caddie window only. Caddies are not permitted in the snack bar at any time.

### **AFTER A LOOP**

Once you complete your loop you are not done. You must fill out your caddie chit, thank the Member you caddied for, and hand the chit to them. You are responsible for making sure all their clubs are clean and that they get racked in the bag room properly. After all your jobs are complete you will need to exit the course the same way you came in and wait for your ride.

### **CADDIE COMMUNICATIONS**

*Every effort will be made to provide our Membership with the opportunity to walk.* If a member requests to walk after loops have been assigned, caddies will be contacted via email, through the website or both. When necessary, a member of the First Tee staff will make phone calls. It is important that each caddie provide their accurate contact information (i.e., email, phone #).

The preferred method of communication is through email. If you do not have access to a computer, please call the first tee at 248-548-0553. Please remember this office is extremely busy and keep phone calls to a minimum.

### **THE CADDIE BANQUET**

This event is in recognition of all the hard work you have done during the season. You must have 35 loops (5 of them done on a weekend afternoon) in order to be invited to the banquet.

### **THE EVANS SCHOLARS PROGRAM**

#### **Sending Caddies to College Since 1930**

The Western Golf Association is a national organization of member clubs. It was founded in 1899 with the purpose of conducting national championships and providing general service to the game of golf.

In 1930, the WGA became the sponsor of the Evans Scholars Program, which was established by and named for Chicago golf great Charles “Chick” Evans Jr., who chose to remain an amateur. He won 54 tournaments over a competitive career that spanned four decades.

Chick wanted to give something back to the game of golf, and his dream became a reality in 1930 when the first two caddies attended Northwestern University.

Today, the Evans Scholars Foundation administers the nation’s largest privately funded college scholarship program. Since 1930, nearly 8,600 young men and women have graduated from the Evans Scholars Program. Each grant consists of full tuition and housing (where applicable) and is renewable for up to four years.

[www.wgaesf.org](http://www.wgaesf.org)

To apply for an Evans Scholarship, you must fulfill four requirements:

1. Strong caddie record
2. Excellent academics
3. Demonstrated financial need
4. Outstanding character

5. Summer after your Junior year.

### **PLAYING PRIVILEGES**

As a caddie at Red Run Golf Club, you are able to play on designated Mondays. You must caddie at least once during the week prior and follow these rules:

- Sign up in person at the First Tee the weekend prior
- **No guests allowed**
- Replace all divots
- Repair all ball marks
- Leave the course in better shape than you found it
- You must start on tee #1

Failure to follow the rules above will result in the loss of playing privileges. **NO EXCEPTIONS.**

### **POLICIES**

1. **You are never allowed to ride on the back of a golf cart**
2. Refusing a bag is prohibited by anyone
3. No caddie will report to the Caddie Master that he/she will be caddying for a specific Member. All requests for caddies must be made to the Caddie Master by the Member
4. No caddie will solicit loops from members
5. **Cell phones are allowed but must remain on silent at all times. If any caddie is caught using their phone during a caddie loop you will be issued 1 warning and 2<sup>nd</sup> offence will be terminated from the caddie program.**
6. All caddies are responsible for keeping the Caddie waiting area and caddie bathroom clean
7. Always conduct yourself in a positive, courteous, and respectful manner

### **GOLF TERMS AND DEFINITIONS**

ACE - A score of one for a hole. Commonly called a hole-in-one.

ADDRESS - Position taken by a player in preparing to start a stroke.

APPROACH - A stroke played to the putting green.

APRON - The last few yards of fairway before and around the green. Commonly referred to as the "fringe."

AWAY - The ball furthest from the hole. Such a ball has priority in playing unless ruled otherwise.

BACK SIDE - The final nine holes of play (also BACK NINE).

BIRDIE - A score one stroke under par for the hole.

BLIND GREEN - A green that cannot be seen from where the player is hitting.

BOGEY - A score of one stroke over par for the hole.

BUNKER - A depression where the turf or soil has been removed and replaced with sand. It is a hazard. Commonly but improperly called a "sand trap."

CASUAL WATER - A temporary accumulation of water which is not recognized as a hazard on the course. The player receives free relief.

DIVOT - A piece of sod or turf cut loose by a player's club after making a stroke.

DOG-LEG HOLE - A golf hole which does not follow a straight line from tee to green.

DOUBLE BOGEY - A score of two strokes over par for the hole.

DOUBLE EAGLE - A score three strokes under par for the hole.

DRAW - A shot, hit by a right-handed player, which curves slightly left.

DRIVE - A shot played from the teeing area, usually with a wood.

EAGLE - A score two strokes under par for the hole.

EQUIPMENT - Anything used, worn, or carried by or for a player (such as his clubs, clothing, golf bag, golf cart, etc.), except for a ball in play.

FADE - A shot, hit by a right-handed player, which curves slightly right.

FAIRWAY - The closely cut, well-kept portion of grass between the teeing area and putting green.

FLAGSTICK - A movable straight indicator, with or without bunting or other material attached to the top, centered in the hole to show its position. Commonly but improperly called the "pin."

FORE - A warning shouted to let a person know that a ball in flight may hit him/her or come

very close.

FRINGE - The closely mown collar around a putting green.

FRONT SIDE - The first nine holes of play (also FRONT NINE).

GROUND UNDER REPAIR - Areas on the golf course that are marked with white circles of paint to indicate "free relief" from abnormal playing surfaces. This area is in need of repair by the green superintendent.

GRIP - The handle of a golf club.

GROSS - The number of strokes taken without handicap.

HANDICAP INDEX - A number which represents the current level of a player's golfing ability based on the golf course being played.

HAZARD - Any bunker or water hazard.

HOLE - Located on the green, it is a round receptacle that is 4 and 1/4 inches in diameter and at least 4 inches deep. The liner should be at least 1 inch below the level of the ground.

HOLED - A ball at rest within the circumference of the hole and all of it is below the level of the lip of the hole. When this occurs, a player has "holed out."

HONOR - The side or player entitled to play first from the teeing area. Usually, the side or player with the lowest score on the previous hole.

HOOK - A shot, hit by a right-handed player, which curves severely left.

LINE OF PUTT - Path in which the ball is intended to travel over the putting green to the hole. Do not step on a player's line of putt while on the green.

LOOSE IMPEDIMENT - Any "natural" object not growing or fixed, such as fallen leaves, broken-off twigs and branches.

LOST BALL - A ball that is not found within three minutes of searching.

MATCH PLAY- Competition in which results are determined by the number of holes won (lowest score).

NET - The number of strokes taken with handicap included.

**OBSTRUCTION** - Artificial objects erected, placed or left on the golf course.

**OUT OF BOUNDS** - Ground on which play is prohibited, usually outside the golf course's property. Usually marked with white stakes or boundary fences. A ball is out of bounds when "all" of it lies out of bounds.

**OUTSIDE AGENCY** - Anything that is not part of the match, or, in stroke play, not part of a competitor's side. Includes a referee, a marker, an observer, or a forecaddie.

**PAR** - The score an expert golfer would be expected to make for a given hole.

**PENALTY STROKE** - A stroke added to a player's score for breach of a rule.

**PROVISIONAL BALL** - A ball played for the original ball which may be lost outside of a water hazard or may be out of bounds.

**PULL** - A shot, hit straight by a right-handed player, but to the left of the target.

**PUSH** - A shot, hit straight by a right-handed player, but to the right of the target.

**PUTTING GREEN** - Includes all the ground surrounding the hole being played which is specially prepared for putting or otherwise defined as such. A ball is on the putting green when any part of it touches the putting green surface.

**ROUGH** - Area of long, heavy grass that surrounds the fairway and putting green.

**SLICE** - A shot, hit by a right-handed player, which curves severely right.

**STANCE** - The position of the feet at time of address.

**STROKE** - Forward movement of the club made with the intent of striking the ball.

**STROKE PLAY** - Competition in which results are determined by the number of strokes played. Also referred to as MEDAL PLAY.

**TEE** - A peg (usually wooden) used to support a ball on the teeing area. Also, the teeing ground.

**TEERING GROUND** - Often called the tee or tee box, it is the starting point for each hole on the course. It is rectangular in shape, and two club lengths in depth. The front and sides are indicated by tee markers.

**THROUGH THE GREEN** - The whole area of the course except the teeing area and putting green of the hole being played, and all hazards.



(THE) TURN - After nine holes, a group makes “the turn” between the front and back sides.

WATER HAZARD - Any area, lake, pond, river, ditch or open water course, whether or not it contains water, is designated to be a water hazard. Lateral water hazards, defined by red lines and/or stakes, run alongside a hole. Water hazards, defined by yellow lines and/or stakes, cross the fairway or are in front of the green. A ball is in a hazard if it touches the line which forms the boundary of the hazard.

#### **THE USGA RULES AS THEY PERTAIN TO CADDIES**

Under USGA’s Rules of Golf, a caddie is defined as one who carries or handles a player’s clubs during play and otherwise assists the player in accordance with the Rules of Golf.

When one caddie is employed by more than one player, the caddie is always deemed to be the caddie of the player whose ball is involved.

A forecaddie is one who is employed by the Committee to indicate to players the position of balls during play. A forecaddie is an outside agency (anything that is not part of the match or competitors’ side).