

Red Run Golf Club

CADDIE MANUAL



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WESTERN GOLF ASSOCIATION
**EVANS SCHOLARS
FOUNDATION**

**Scholarships Available
for Qualified Golf Caddies**

The Evans Scholars Foundation awards more than 200 Scholarships each year. More than 800 Evans Scholars are now in college. **YOU MAY BE ELIGIBLE.**

REQUIREMENTS

1. Two summers of experience as a caddie
2. A need for financial assistance to attend college
3. Superior academic record
4. Outstanding character

TERMS - Each Evans Scholarship is identical; It provides tuition plus housing, and may be renewed for four years at the Foundation's option.

Each applicant must be sponsored by the club where he or she caddied. A minimum of four letters of recommendation is required from that club.

PROCEDURE - Applications are due as soon as possible after July 1 following the junior year in high school; November 1 is the deadline.

For further Information, visit www.wgaesf.org , or ask at your club or write to WGA, Golf, Illinois 60029

Red Run Caddie Website

www.redrungolfclub.com

Click on “GOLF”
then “CADDIE PROGRAM”

No texting member for future bag assignment or calling!

Follow us on Twitter, where we provide communication
and updates for the caddie program throughout the golf
season!

@redruncaddies

Call our Caddie Hotline to receive information for which
days you may come in and caddie on.

248-548-1693

**Please call the 1st Tee if you are ever running late
to caddie!**

248-548-0553

Red Run Golf Club

CADDIE MANUAL

Introduction

Caddying is an important part of the game of golf in addition to being a very rewarding job. The caddie assists the player by carrying the golf bag, finding the ball, replacing divots, raking sand traps, tending pins, and allowing the player to concentrate on his/her game.

The player relies on the caddie, and an experienced caddie is a valuable person on the golf course. However, the job can also be very enjoyable. It allows you to earn money, learn more about the game of golf, make friends with fellow caddies, and to possibly receive a college scholarship from the club.

A good caddie realizes his/her responsibilities, but is always watching, listening, and trying to learn more about golf. It can be satisfying work if you understand the duties, and enjoy the opportunity to work at your convenience.

Use this booklet as a guide to your job. The caddie school will teach you the basic fundamentals, but the real learning starts on the golf course. Keep this booklet for helpful reminders, and ask your supervisors any questions that relate to the job.

Understand that caddying is a special experience. Meeting new people, working outdoors, and enjoying country club privileges are all benefits of the job.

Caddy Terminology

There are a number of basic duties that a caddie must learn before their first on course experience. These will be discussed at some length during the caddy classes.

What to Bring?

For starters, we will provide you with a towel, which is the most important thing a caddie must have. It is important to keep one end of the towel wet at all times on the course to make it easier to clean with. Bring a ball repair tool (divot fixer) to fix the indentation a player's ball makes on the green. Applying suntan lotion is strongly recommended before your loop. Drink some water, and eat something before your loop as well.

Red Run dress code for our caddies

- 1.) Tennis shoes (since each caddy will be walking about three miles per round.) Please no high tops or basketball shoes!
- 2.) Red Run caddie shirt (tucked in at all times), khaki colored bermuda shorts/pants worn with a belt, ONLY short white socks, and a Red Run caddie hat facing forward with caddie badge attached to the side of the hat.
- 3.) We want all of our caddies to look groomed and presentable. Please be clean shaven before coming into caddie. Also, the boys are NOT allowed to wear earrings.

The Golf Bag

The main part of caddying is carrying the player's golf bag. The bag holds the player's clubs, but also contains golf balls, jackets, and other necessary golf equipment.

The bag is designed for balance, and is carried on the caddie's shoulder with a strap that can be adjusted to a comfortable length. The opening where the clubs are placed should always face forward. Keep the hand of the carrying shoulder on the club heads, and let the other arm swing freely while walking.

Never place the bag in a sand trap, water hazard or on the green. Take care of this bag as if it were your own, so always be conscious of where it is. In most bags, there are three sections in which to place the player's clubs. The section closest to the shoulder strap is for the woods and putter. Irons numbered 1 through 6 are in the middle section, while the bottom part holds the remaining irons/wedges. All are arranged in numerical order.

On The Tee

Each caddie should line up at the right side of the tee markers which the players choose to play. Generally, the women tee off from the red markers, while the men hit from blue markers. Set the bag down so that the golfer can easily take his or her clubs out of their bag.

It is very important for the caddie to follow the flight of the player's ball. Do not take your eyes off of it until the ball lands. You should also try to follow and watch the golf balls of the other members in the group in case a fellow caddie has lost it. When the ball lands, pick out a particular tree, fence, or a mark that will assist you to find the ball

quickly and easily. Make sure you follow your golfer's ball on EVERY SHOT, and not just off the tee.

When all the players have hit, move toward the golf ball while carrying the golf bag in the appropriate manner. You should stay about five yards ahead of your player, find the ball, and wait for him.

On The Fairway

Stand on the right side of the ball unless the player is left-handed; then stand on the left. Stand the bag upright about five feet away from the ball, and remain Quiet until the player(s) has completed his/her shot. It is crucial to never make noise that will disturb the player while he/she is making their shot.

After you have become an expert caddie, your golfer might ask you advice on the distance to the green or the location of the pin. After he selects a club, stand at a safe distance to the side of the ball. When your player hits the ball, watch it closely and remember where it lands. However, also be aware of where the divot lands. To replace a divot, lay the bag down, retrieve the divot, replace it where the golfer hit, pick up the bag, and hurry on to where your golfer's shot landed.

As you walk down the fairway, clean off the club(s) your golfer used with your towel. Use the wet end of the towel to clean the grooves of the club, and then dry the club thoroughly. Try not to get the grips wet, and handle them carefully.

On The Green

When the player's golf ball lands on the green, the caddie should be ready to hand him/her the putter. However, this is not the only duty a caddie has on the green.

The Caddie whose player is first on the green tends the pin, except when the golfer's shot was hit from the sand trap. The other caddies should fix the ball marks with their green repair tool, and move to just off the green in a spot near the following hole.

Keep very quiet while the players are putting, and stay out of their line of sight-- in other words, do not stand directly behind or in front of any golfer. Also, avoid walking in any golfer's line of putt, since a fresh footprint could disturb the roll of the ball. When the sun is out, be sure your shadow is not in the player's line of vision.

When tending the pin, hold the flag against the flagstick, and keep it loose by holding it just above the cup. Face the player who is putting, and pull the stick away from the cup as soon as the ball is struck. Hold the pin off the green by resting it on your toe, or balancing it in the rough around the green. Replace the pin neatly and quietly when all of the players are through.

Remember to NEVER set the golf bag or the edge of the pin on the green, since this will make a permanent indentation on it.

Sand Traps

If your player's shot lands in a sand trap, don't enter it until the golfer has hit the shot. Do not carry the golf bag in the trap, but set it down outside of the trap on the grass. Next, you will use the closest available rake to smooth out footprints and any ball marks left by the golfer. Always push the sand towards the edge of the trap. When you are finished, leave the rake just outside of the trap.

Safety

Golf can be very dangerous if caddies are not attentive while on the course. To avoid being struck by a golf club, never stand behind your player. Face him from the front while he is swinging his club.

If you hear the word "FORE", duck down, and put your hands over your head. Never turn around to see who is yelling. Be aware of where the other players are on the course when they are hitting the ball. Golf balls can travel in all directions, so be careful.

Running Golf Carts (Forecaddie)

Once in a while, a caddie may be asked to run carts instead of carrying a bag. This means it is the caddie's responsibility to perform all of the same chores for ALL the golfers in the group, except carrying the bag. Usually the more experienced caddies will receive this opportunity, but it is no different from a regular loop. It is important to run when needed so that you can keep up with your group. It is also the caddie's responsibility to get every pin, every sand trap, and every divot. If a member asks if you want to ride in a cart, just say, "No thank you," because a caddie is not allowed to ride on a cart.

CADDYING AT RED RUN GOLF CLUB

Arriving

Be sure to come in to caddie at the proper time. All caddies are to arrive on time because they may have to wait longer to get a loop if they arrive late to work. If you received a bag assignment in advance for a specific tee time, arrive 30 minutes early. For a tournament, arrive an hour early. If you are running late to caddie, please call the 1st tee immediately to let our staff, and Pat the Caddie Master know about your situation.

When you come to Red Run, ALL caddies must enter to their first left through the green caddie gate. If you have a bike, lock it up on the bike rack near the caddie shack. If you have a car, park it near the tennis courts. Red Run is not responsible for the loss of any stolen bikes or cars. Then proceed towards the first tee, quietly take your place on the end of the caddie bench, and patiently wait your turn until a starter assigns you a bag.

When to Caddie

“B” (beginner) ranked caddies with last names A-L caddie on Saturdays, M-Z on Sundays.

“A” and “Captain” caddies with last names A-L may caddie on Tues, Wed, Sat and Sun. Last names M-Z caddie on Thurs, Fri, Sat, and Sun. The “Captain” caddie has the opportunity to caddie in certain tournaments/outings.

“Honor” (top rank) caddies may caddie on any day of the week that we are open for golf (typically Tuesday through Sunday). An honor caddie also has the opportunity to caddie in certain tournaments/outings.

Memorial Day Weekend between Labor Day Weekend on Sat/Sun, caddies will arrive at 7 A.M. On Tues, Wed, Thurs, & Fri, caddies will arrive at 11 A.M.

We are open on Memorial Day & Labor Day at 7 A.M. Before Memorial Day Weekend and after Labor Day Weekend on Sat/Sun, caddies will arrive at 7:30 A.M. For Tues, Wed, Thurs, & Fri there will be no caddying. We will call you into caddie if we need a caddie outside of the normal time range.

Rules and Regulations

As was mentioned before, it is crucial to wear your caddie uniform.

*There will **never** be any smoking, gambling, or drinking alcohol while on the premises of Red Run. Never ride on the golf carts on any time unless Pat or one of the starters says you can. All cell phones will be left at the 1st tee when arriving at Red Run Golf Club.*

No member can call, text, or email any caddie for a bag assignment. Caddie's can not call, text, or email any member for a bag assignment. All bag assignments will go through the 1st tee.

Bag Assignments

The Caddie Superintendent assigns all bags. No caddie can refuse any golfer's bag, even if they have seniority. While waiting for a bag, quietly sit on the caddie benches by the first tee. No loitering or horseplay will be tolerated. When your name is called for a bag assignment, move quickly to grab a towel, then wet one end of it in the water bucket next to the bag room. Next, go retrieve your bag off

of the bag rack. Notice who your golfer is; he/she will also have a name tag on their bag. Greet the golfer in a friendly way, but remember to be polite and courteous at all times.

On the Course

The caddies will act like a team on the course. It is much easier to accomplish all duties when all caddies assist each other. Young men and women who fool around on the course will be dismissed immediately.

Always keep the golf course clean and neat. If you see paper or garbage, pick it up and throw it away at the nearest trash can. Anything broken should be reported to the First Tee staff. Also understand that the course is a reflection of the caddie's job.

Besides riding on golf carts, there are other things a caddie is not permitted to do. You may never swing a member's club, climb a fence, or go into a water hazard. If you are asked to do any of these things by a member, politely decline.

If you do plan to wear shorts, they must be bermuda. Failure to comply with this policy will result in strict action.

We will not tolerate any horseplay around the First Tee or the caddie shack areas.

Always be polite and courteous with all members and fellow employees. This will insure your job to be much more enjoyable.

When you are through with 9 holes, the members will stop at the Halfway Shack. There the caddie can receive a hot dog and a pop for free that the member pays for. Any

additional food the caddie will have to pay for personally. Be sure to thank the member for your lunch when play resumes on the back 9.

Completion of Round

When the round has been completed, first double check that all of the clubs are clean. Next, ask the golfer if his/her bag is staying in the bag room, or if it must be taken out to the valet lot. Then have your golfer fill out a caddie chit so you can get paid for the loop (You will learn how to fill it out at caddie school). Hand the chit to your player, and have him/her sign it privately. Do not look over the member's shoulder while he/she is signing it.

Thank the player, and place the chit in the finished caddie chit box. If your player also fills out the caddie evaluation portion, make sure you place that portion of the chit into the caddie evaluation box. We advise that you keep track of your caddie stubs until you get paid for that loop. If you get paid in cash, then you don't fill out a chit. Then either sit on the bench to wait for a second loop, or check out with a starter if you are going home. If you are waiting for a ride home, there are benches you can sit on against the caddie gate.

Caddie Rates

There are four ranks of caddies:

"B" Caddie has a flat rate of \$15.00 per 18 holes.

"A" Caddie has a flat rate of \$17.00 per 18 holes.

Captain has a flat rate of \$20.00 per 18 holes.

Honor has a flat rate of \$24.00 per 18 holes.

These figures do not include the tip the caddie receives. Most of the members will give a tip that matches or betters a caddie's flat rate. Therefore, new caddies will make \$30.00 on the average per round.

Pay Rates are subject to rise during the season as the golf club sees fit.

Remember that the quality of work a caddie shows is crucial in the amount of tip they will receive. The members will pay the better qualified caddies more than the lazy ones.

Getting Paid by Check

You will be paid by a Red Run Golf Club pay check (no taxes will be taken out). You will be paid every Sunday at 5 P.M. (unless you go out for a loop earlier on Sun). We would like you to caddie on Sunday so we can hand you your previous check after your loop.

Advancement in Caddie Rank

Caddies are always able to improve their rank through hard work and dedication. After a minimum number of loops, a caddie can receive his/her "A" badge. Also, there will be a Captain and Honor test offered throughout the golf season.

Pesticide on Golf Course

Pesticides are used time to time on our golf course. The days that we use pesticide, a notice will be posted at our caddie areas, and at the 1st and 10th tees on the course.

Fringe Benefits

Besides making friends and learning the game of golf, caddying provides for other extra incentives.

1.) There is a caddie banquet at the end of the season where the top 70 caddies will receive a full dinner and prizes in the clubhouse dining room.

2.) The fact that you meet with influential members can lead to other jobs and opportunities after high school.

The best incentive about caddying is the opportunity to receive a free college education at either the University of Michigan or Michigan State University. The Evans Scholarship is a nationwide program that is available for application to caddies who meet the following standards:

a) The young man or woman must have been a faithful caddie for at least two years.

b) The young man or woman must be in the top 25% of his or her class.

c) Some sort of financial need must be established by the individual's family.

d) 60 rounds a year

As you can see, there is more to caddying than carrying a bag!!



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