



## 2018 Caddie Training Manual

Caddie Masters: Mr. Kyle Unger and Mr. Dave Miller  
PGA Head Golf Professional: Mr. Harry A. Alexander

### **Welcome to Clovernook Country Club:**

Caddying is not an easy job and you are to be congratulated and commended for your industriousness in your effort to earn money on your own. The work ethic and attitudes that you will gain here as you enter the world of work, will benefit you for the rest of your life. Clovernook Country Club has established a program that is one of a kind. The program rewards those that work the hardest and are the most dedicated to their job. We ask that you make a commitment to stay with us for the entire caddie season, to put into the job the necessary work and desire that it takes. If for any reason you can't do this please be responsible enough to call us and let us know.

**Read the book completely and thoroughly to become familiar with the programs and policies of the club as well as some hints on caddying. This will make your training for this job much easier.**

### **Becoming a Clovernook Caddie:**

1. First and most important... Be sure you want, and are ready for a job. After you have completed your training, it is your responsibility to be at work whenever you can.
2. Be sure you have an application on file with Mr. Unger.
3. Training time is 4 days. The first day will include an indoor classroom session and a test on this packet. The next three days will involve on course training and will be determined by weather. (Each session will last about two hours.)
4. You should be ready to begin as a "B" caddie after these four training sessions.

### **Being a full time caddy:**

A full time caddie at Clovernook Country Club is a caddie who can work every **Saturday and Sunday**. Weekends and holidays are our busy times and this is when we need you the most. It's okay to be a part-time caddy, but it is sure worth your effort to be a **full time**. Full time caddies will earn more money, advance in the rankings faster, will place higher in the different money contests we have, and will be invited to attend our exceptional **caddie banquet** at the end of the caddy season. Caddies who are hired but do not choose to be regular weekend caddies will not have as many privileges as the full time workers.

### **New caddies are chosen as follows:**

Those scoring highest on the test covering this booklet are trained first. **If you want to start training early you must score well on the test.**  
**Make sure you review the material found in the packet.**

**The benefits of caddying at CCC (what caddying can do for you):**

- 1. Caddie Pay:** The money you can earn directly from caddying at CCC
- 2. Contests:** Extra money you can earn through various contests.
- 3. Free Monday Golf**
- 4. Weekend and Special Events Bonuses**
- 5. Evans Scholarships**

**Caddy Pay Rates:**

If you are a full time caddy you can make good money over the summer. Be realistic. You are not going to get rich from the job, but there is good money to be earned. Our top caddies make about \$150.00 per week. This does not include the extra bonuses you can earn from our various contests. New caddies, of course, will earn less until they have gained the necessary experience. Even a new caddy can earn \$50-\$75 per week or more if they are regular in attendance, and industrious. The more days you work the more money you can earn. The present rates are as follows: **Honor** = \$22.00 + tip, **AA** = \$18.00 + tip, **A** = \$16.00 + tip, **B** = \$14.00 + tip. **Your tip depends on the quality of the job you do. Hustling and knowing your job is the key to getting good tips.**

**The Positive Comments Contest:**

At the bottom of the caddy card is a section marked "*comments.*" If a golfer you are working for writes a positive comment in this section (example: Hustles well, Tries hard, Good kid, Good Caddie, etc.) you may be able to win extra cash for these comments. Every positive comment you receive will be recorded and posted. Throughout the season we will have drawings. For every comment you receive, your name will be thrown into a hat. The more comments you receive the better your chances of winning. If your name is selected you will receive a cash prize.

**The Caddie Banquet (The Yearly Contest):**

The best contest of all!!!! This is a year long contest in which you earn the right to attend our annual caddie banquet. At the end of the golf season the 30 caddies with the most loops are invited to our fantastic banquet. The banquet features a dinner, games and prizes. New caddies have a great chance to make the banquet in their first year, if you are industrious and regular in your attendance. The right to attend the banquet is surely worth the effort you make to finish in the top 30. Try hard. . . Work hard . . . to win a spot in this contest.

**Free golf on Monday:**

As an added benefit for caddying at Clovernook, you are permitted to play golf on Mondays (as long as there are no club events on that day). In order to earn this privilege to play on Monday you must follow these rules:

1. You must caddy either Saturday or Sunday, and receive permission from the Caddie Master.
2. You must sign in on clipboard before playing.
3. Play can start no earlier than 12:00 PM
4. The following rules must be strictly followed: **Rake bunkers, replace divots, repair all ball marks, no litter, no horseplay and be respectful to all.**

### **CCC Caddie Point System:**

Each time you caddie a loop you will earn caddie points. These points are used to determine winners of some of our caddie contests as well as determining our top 30 caddies to be invited to the banquet. An Excellent evaluation = 4 points, a Good evaluation = 3 points, a Fair evaluation = 1 point and a Poor evaluation = (-4) points. Caddie points are totaled on a weekly basis. If you caddie on both Saturday and Sunday your caddie points for the entire week will be doubled. If you caddie all three days of a holiday weekend (Saturday, Sunday, and Monday) your caddie points will be tripled. If you stay until 1:00 PM on any given day and do not receive a job you will be given **2 caddie points and a carry over.**

### **Weekends and Special Events:**

As you know by now weekends and holiday weekends are our busiest times of the season. Holiday weekends such as **Memorial Day, Fourth of July, Labor Day and Special Tournaments** provide opportunities to earn a lot of money. **Plan to attend these days, it will be worth it!!!**

### **The Evans Scholarship:**

*Want to go to college? Need financial help to attend college?* This could be the best benefit of caddying at Clovernook Country Club. Every caddy may be eligible for a college scholarship under the Evans Caddie Scholarship Program. Each scholarship includes full tuition and housing and there is no limit to how many each Club can receive. CCC caddies have received more than 100 scholarships through the years. Briefly, the eligibility requirements are as follows:

1. **Be in the top 25% of your graduating class.**
2. **Require financial assistance to attend college.**
3. **Caddie at least two full years and be recommended by the club.**

Applications must be made in the summer between your junior and senior year in High School. It is a great scholarship!! I strongly recommend that you look into this program.

**Get Good Grades! Study Hard! Start Now!**

### **How you can be promoted:**

One of your objectives as a caddie is to earn as much money as you can. The higher rated caddies will obviously earn more money than the lower rated ones. Read below to find out what you have to do to become a higher rated caddy:

***Promotion from B to A caddie:***

All caddies begin as “B” (beginner) caddies. You will stay a B caddie for a total of 5 consecutive excellent and/or good ratings. With good hustle this should take a short period of time.

***Promotion From A to AA caddie:***

You need a total of 35 excellent and/or good ratings without a fair or poor rating. Bad ratings will slow your progress to AA status. All caddies with a good work ethic should make AA caddie status by the end of your first year.

***Promotion from AA to Honor caddie:***

This promotion will be made by the Caddie Master. Honor caddies are the **BEST OF THE BEST** and you will not be promoted to Honor until you make this grade. Honor caddies are expected to be leaders and provide good examples for the younger caddies.

**More about caddie ratings:**

**B caddies:** The Caddie Master will always try to send “B” caddies out with a more experienced caddie in his/her group. You will carry one bag only.

**A caddies:** As an “A” caddie you may go out with other caddies but you can go out by yourself. You will almost always carry one bag.

**AA caddies:** As an “AA” caddie you are considered to be an experienced caddie. You may be assigned one bag, splits, or on some occasions... doubles. Doubles or splits will be given only on busy days, often on Saturdays, Sundays or Holidays. Splits or doubles will be assigned to our most experienced AA caddies.

**Honor caddies:** Honor caddies have special privileges that they have earned as a result of their dedicated caddying over the years. Unless it is a very slow day, honor caddies will be assigned splits or doubles. The Caddie Master will use his discretion on assigning these jobs. Only honor caddies have the *right* to carry doubles.

When you are assigned a loop you may not turn it down. To **refuse an assignment** could be grounds for dismissal.

**We want you to be able to earn as much as possible; therefore, we will promote you as fast as we can, as long as you are able to do the job for that level of caddie.**

**Uniform:**

A dress code has been established for CCC employees, including caddies. It is designed to make us look more professional and to maintain a neat appearance. Beginning with weekends in April and continuing through the end of September, all caddies must wear the following uniform:

1. A CCC caddy vest. Vests will be provided by the Club at no cost.
2. White collard golf shirts.
3. Khaki baseball hat.
4. Name tag. The first one is free.
5. Comfortable tennis shoes with flat soles. No high tops or cleated shoes,
6. Khaki shorts or pants. These should be tan or light brown in color. No Cargo pants.

**Always look neat and professional when you arrive for work.**

### **Doubles and Splits:**

Splits- This is when two caddies carry for three golfers, and alternate between caddying singles and doubles. To determine who carries and in what order, the caddie that is smallest in stature gets to double the first nine holes and will single the second nine holes. This usually involves only Honor and AA caddies.

Doubles- This is when a caddie carries two bags for two golfers. Doubles are given only as needed or at the discretion of the Caddie Master.

1. Honor caddies will be given doubles depending on how busy we are.
2. On extremely busy days, some AA caddies may be assigned a split or double
3. On rare occasions an A caddie may be asked to split or double.
4. Failure to accept an assignment could result in dismissal or suspension.

### **Rules around the Caddie Shack:**

Littering- DO NOT LITTER!! There is no excuse for littering. It is your responsibility to keep our area clean. Littering will not be tolerated. Use the garbage cans for your garbage, not the ground. Work assignments will be given to litter bugs. Repeat offenders will be dismissed.

Language- Remember you are at a Country Club. Bad language will not be tolerated. This applies to any place around the golf course.

Gambling- Gambling is not permitted at any time on the Club property.

Fighting- Fighting will not be allowed. If differences of opinions occur, take the matter to the Caddie Master.

**A helpful attitude is always appreciated and rewarded. When the Caddie Master or Golf Professional needs help in clean-up, running errands, or whatever, please give a helping hand. It will pay off in the end.**

### **Terms-Tips-and Procedures:**

A good caddie can make a lot of difference in the golfers enjoyment of their round of golf. Make every effort to make the golfer's day as enjoyable as possible. This will generally make your day more enjoyable as well.

**The following pages have various terms, tips, procedures and policies that will be very helpful and beneficial to you as you become a caddie at CCC. We expect you to try to be as good a caddie as possible. Know the following terms, follow these tips, procedures and policies, and we will all have a good season at Clovernook Country Club.**

**You will be tested on this material March 19<sup>th</sup> !!! "GOOD LUCK"**  
**Your grade on the test will determine how quickly you will be trained on the course!**

### **Golf Terms:**

1. TEE- The first part of the golf hole.
2. FAIRWAY- The close mown grass found down the middle of the golf hole.
3. ROUGH- The higher mown grass to the sides of the fairway.
4. BUNKERS- Large sand filled areas around the course, especially the greens.
5. FRINGE- The close mown grass around the green. The grass is longer than the green's grass.
6. GREEN- The very close mown grass area which has the flag stick (also called the pin) and hole on it.
7. FLAG STICK (PIN) - The marker on the green that shows the position of the hole or cup.
8. WOODS- The longest clubs in your golfers' bag. These clubs usually have covers on them. The golfer can hit the ball the farthest with these clubs.
9. DRIVER- The number 1 wood. It is the longest club in the bag. It is usually used on the first shot (tee shot) of the long holes.
10. IRONS- The shorter, metal headed clubs. The higher the number on the club the shorter the distance the ball will travel when hit, and the shorter the club is.
11. PUTTER- The shortest club in the bag. Used when on the green.
12. PAR- The number of swings that is should take to get the ball from the tee to the hole.
13. BIRDIE- One less stroke than par.
14. EAGLE- Two less strokes than par.
15. BOGEY- One over par on a hole.
16. ROUND OF GOLF- When a person plays or caddies 9 or 18 holes of golf.
17. LOOP- Our term for a round of golf.
18. DIVOT- A chunk of ground that sometimes comes up when the golfer hits a shot. They should always be replaced.
19. FORE- A word that is yelled when a golf ball is in danger of hitting someone. Cover your head with your hands and turn away from the direction of the yell when you hear this.

## Caddying Tips and Procedures:

1. When your number is called and it is your time to go out, report to the Caddie Master for your assignment.
2. Get the member's bag from the bag storage room unless it has already been taken to the first tee. Count the number of clubs in the bag. **The maximum number of clubs for tournament play is 14.** Be sure to have a towel and wet about 1/3 of it.
3. Take the bag and go to the first tee unless otherwise instructed.
4. Introduce yourself to the golfer you are caddying for. **Be respectful.** Say "yes sir, yes Ma'am"
5. Take the bag to the tee markers. Have the driver ready for the golfer unless they indicate they will use a different club from the first tee. On the short holes (par 3's) let the golfer choose their own club.
6. Be sure to keep your eyes on the ball when it is hit. If it goes to an area where you cannot see it land, line it up with a tree or bush, or some other object to aid you in finding the ball. Try to do this for every ball that is hit in the group that you are caddying in.
7. **Walk fast enough to stay in front** of the golfers but be sure not to be in the line of a golfer hitting behind you. **Remember you can not advance to your ball until the golfers who are behind your ball hit first. Do not walk when someone is hitting the ball.**
8. If a divot(a small piece of sod or grass) is taken, lay your bag down next to the divot mark, run and get the divot, replace it in the hole it came out of, step down on it twice, then pick up your bag and hustle to catch up with your golfer.
9. Go directly to your golfers' ball and identify the ball. **NEVER TOUCH IT** (unless your golfer tells you to). If a ball in the group is not found, lay your bag down next to your ball and then go to help find the other ball.
10. When a golfer is ready to hit a shot, stop completely until after the shot has been hit. Keep your clubs as quiet as possible.
11. When you are at the ball in the fairway or rough, set the bag down in an upright position about two feet away from the ball. Be careful not to touch the ball with the bag. When the golfer has selected their club, back up three large steps directly away from the ball.
12. If your golfer is in a sand bunker, be sure to rake the sand smooth after the ball has been hit out of the bunker. **Never take a bag into the sand bunker.**
13. Be sure to wipe off the club with the wet end of your towel each time the club is used. This is one of the reasons you always have a wet towel with you.
14. The caddy should be available to wash the golfers ball on **every green** after the position of the ball has been marked by the golfer. **NEVER SET YOUR BAG ON THE GREEN.**
15. Make sure the clubs are kept in the proper place in the golf bag. Spot count the clubs occasionally to be sure all of the clubs are there. Do not be obsessed with this. Just keep the clubs in the proper slots. You can always arrange them numerically when you have some down time on the next tee.

16. The proper order for the clubs in the bag is: (unless member changes)  
**Woods and putter:** Kept in the compartment closest to the strap  
**Irons 2 through 6:** Kept in the middle compartment  
**Irons 7 through wedges:** Kept in the bottom compartment
17. **Taking the Pin:**  
The caddie of the **FIRST GOLFER** on the green will “take the pin.” Some important things to remember when on or around the green are:
- A. Always take your towel on the green with you.
  - B. When the golfer marks his ball on the green, be there to wash the ball every time.
  - C. If you take the pin, be sure not to leave your bag in a place where a golfer will have to hit over it or where it will be a distraction.
  - D. When taking a pin, **be sure not to step in the putting line of any of the golf balls on the green.** The line is the path in which the ball must travel to get to the hole. Try to imagine a chalk line between the ball and the hole and then never step on that chalk line.
  - E. When taking the pin keep your shadow off the putting line and the hole.
  - F. Hold the flag down as you grab the pin.
  - G. When the golfer tells you to take the pin out, pull the pin straight up and step back to the edge of the green and out of the line of the putt.
  - H. Do not allow the ball to hit the pin when you attend to it. This is a two-stroke penalty for the golfer.
  - I. Be sure not to talk or move around while the golfers are putting. **Be very still!**
  - J. If you are not taking the pin, you should wash your players’ golf ball then **go to the next tee.** Take the bag of the caddie that is taking the pin to the tee with you.
  - K. Do not swing the golfers clubs when you are on the tee waiting for the golfers to arrive. **DO NOT SIT DOWN!**
18. When the round is over, be sure to get your caddy card signed.
19. Return the clubs to the back door of the bag room:
1. Clean all the clubs thoroughly.
  2. Clean the bag off.
  3. Count the clubs to be sure they are all there.
  4. Clubs that are returned dirty will be reported to the Caddie Master and he in turn will seek out the responsible person to get the clubs cleaned.
20. Horseplay while working is prohibited. Keep talk to a minimum. Be courteous and friendly.

**Golf can be a difficult and nerve-racking game. Golfers at times become angry and may act less than gentlemanly or ladylike. Do not take offense to this. They are usually angry at their golf game, not at you. The best policy is to always treat someone, as you would like him or her to treat you. Always be respectful and friendly to the people you are working for.**



### **CCC Caddie Policies:**

1. When you consider our contests and the fact that we use more caddies than most Clubs in southwestern Ohio, we are among the best-paid caddies in the area. **Work hard and take pride in doing a good job.**
2. A caddy that signs in one day but doesn't go out will be carried-over to the next day and put at the top of the list. **You must stay until 1:00 PM to get this carry-over.**
3. Caddies will not always be sent out in the order they appear on the list. The Caddie Master will use his judgment as to who will be sent out depending on the size of the bag to be carried.
4. We expect you to act in a gentlemanly manner at all times. We will not tolerate anything short of this.
5. Smoking will not be permitted anywhere on Club property, except for adults.
6. There will be no swearing (cussing). This includes while you are caddying or waiting to get out.
7. Vandalism of any kind will result in immediate suspension or dismissal.
8. If you need to be finished before **3:00 PM**, you need to let the Caddie Master know when you arrive for work.
9. Do not swing the players' clubs while you are caddying.
10. Be sure your shirt, shorts, and the rest of your clothes are clean when you come to work. **Look neat! Be neat!**
11. We expect you to try to learn as much as possible about the course. This is very important when you are caddying for a guest.
12. Caddies are not to sit on the benches at the tees when the golfers are at the tee and ready to hit.
13. Be sure to bring a towel with you every day.
14. It is your responsibility to be sure that the clubs are clean before you return them to the bag storage room. You should clean the club every time it is used.
15. A new caddie should introduce themselves to the golfer they are assigned to caddy for. They should inform the golfer that they are new and would appreciate any help they could give them to help them become a better caddy.
16. Be sure to say thank you after the golfer has signed your caddy card. Do not expect a drink or a hot dog at the end of nine holes... **earn it.**
17. Doubles will only be sent out at the discretion of the Caddie Master. This is usually only on busy days.
18. **Do not leave for the day unless you have checked with the Caddie Master.**
19. Try to always do the very best job that you can. Your ratings should be excellent or good. Ratings of fair or poor will result in additional training.
20. A caddie that cannot carry the bag for 18 holes is not needed. Since some bags are bigger than others do not take a loop unless you can go the entire 18 holes. Unless you receive, a nine-hole job (which is rare) expect to go 18 holes. **A round usually takes 3 ½ to 4 ½ hours.**

21. The following are “off limits” for caddies:

- A. The Golf Pro Shop
- B. The Bag Storage Room
- C. The Main Clubhouse
- D. The Locker Room

Do not go into these areas unless you are asked or instructed to by the Caddie Master or Golf Professional. If during bad weather, you are permitted in these areas, an Honor Caddie will be designated to be responsible for all activities.

22. When at the turn (after 9 holes) do not assume the golfer is going to buy you a drink. Wait until you are asked.

23. When you are assigned a golfer, it is your responsibility to be on the first tee before the golfer is ready to play!

**Study this manual thoroughly and learn its contents. You will be required to pass a test on it. It is assumed that you will take pride in your effort and you will try to be the very best you can be, and will follow the policies of the Clovernook Country Club Caddie Program as outlined in this booklet.**

**Remember!!! Your test score will determine how fast you will be trained. The higher the score the sooner I will call you in for your training sessions.**

**Good Luck!!!**

**Work Hard!!!**

**Kyle Unger & Dave Miller  
Caddie Masters**

