



# 2022 CADDIE MANUAL

3300 Pine Lake Road, Orchard Lake, MI 48324  
[www.pinelakecc.com](http://www.pinelakecc.com) | #PLCCLife | 248.682.2191 First Tee



## **General Rules for Pine Lake CC Caddies**

*Breach of below outlined policy may result in disciplinary action that may include warnings, suspension or termination.*

- Caddies function as independent contractors – not as employees of the Pine Lake CC.
- Caddies are required to treat all facilities of the club with respect and care, any caddie that damages club property will be held financially responsible.
- Sexual Harassment will not be tolerated at PLCC.
- Caddies are required to wear uniform provided by club only, uniform must be **neat** with shirt being tucked in at all times. If you lose any part of your uniform you will be required to purchase replacement.
- Caddies must arrive with good personal hygiene, any tattoos must be covered while on property.
- Caddies are **not** allowed to smoke or drink alcohol while at Pine Lake CC, failure to adhere to this rule will result in permanent dismissal.
- Cell phones are not allowed to be in use while caddying at Pine Lake CC. If there is an emergency please let your player know immediately. Cell phones may be used in **designated** areas before and after loop only.
- Caddies will not solicit loops from members at any time, all loops are assigned by Caddie Master.

**Know the following important names below:**

Chris Fraga, Golf Services Manager & Caddie Master

Kevin Stires, Assistant Golf Services Manager

Mark Nowosielski, Head Golf Professional

Greg Colombo, General Manager

John Kelly, Assistant General Manager

Terry Poley, Golf Course Superintendent

Bob Remenar, Club President

Mike McCalister & Ron Clogg, Golf Committee Chairmen

Jeff Shandler, Green Committee Chairman

**Caddie Training** - In order to be a good caddie, there are certain words and terms you need to know.

- 1) ***KNOW ALL 14 CLUBS IN BAG.***
- 2) ***HAND SELECTED CLUB TO PLAYER.***
- 3) ***STAND STILL.***
- 4) ***REMAIN QUIET.***
- 5) ***WATCH THE BALL.***
- 6) ***REPLACE ALL DIVOTS.***
- 7) ***RAKE BUNKERS.***
- 8) ***FIRST ON THE GREEN TAKES THE FLAG.***
- 9) ***STAY EVEN OR SLIGHTLY AHEAD OF YOUR PLAYER.***
- 10) ***NEVER SWING PLAYERS CLUBS.***
- 11) ***KNOW AND LEARN EACH HOLE.***
- 12) ***NEVER TOUCH ANY BALL IN PLAY.***
- 13) ***NEVER OFFER ADVICE UNLESS ASKED.***
- 14) ***MOST IMPORTANT, IF YOU DON'T KNOW ASK.***

## **Terms and Definitions**

**CADDIE SUPT-** person responsible for assigning loops as well as training caddies.

**LOOP-** term used to describe round of golf caddied.

**AWAY-** ball that is farthest away from the hole

**PAR-** the number of strokes that is expected for an expert golfer for each hole.

**HANDICAP-** strokes given to a player to equalize player ability, ( LOWER IS BETTER ).

**APPROACH-** stroke played to the green.

**GROSS-** player's score without handicap.

**NET-** player's score with handicap.

**OUT OF BOUNDS-** defined by white stakes, by the rules of golf, you are not permitted to play your shot if your ball lies OB.

**HONOR-** the right of play off the tee.

**DIVOT-** a piece of turf dug while playing, this needs to be replaced first or filled by sand/seed bottle.

**PROVISIONAL BALL-** if a ball is hit out of bounds or presumed lost, another ball is required to be hit.

**STARTER-** person at first tee who checks in golfers and organizes the order groups play.

**FORECADDIE-** a caddie who stations him/her self down the fairway to locate and identify balls without touching. This does not require carrying bags but you are responsible for all players in the group.

**“ FORE ”-** A term that is yelled out when a ball is going in the direction of another player. If you hear this try to shelter yourself and cover your head.

## **GOLF COURSE LAYOUT**

A golf course is the whole area where golf is played. Pine Lake CC is a 18-Hole golf course and has a short game area, and Driving Range.

Golf holes vary in length and are classified in three categories: **PAR 3, PAR 4, and PAR 5's**. The par number represents the ideal n-umber of strokes a player should take to complete the hole.

A player that completes the hole in the ideal number of shots is said to have “ made a par ”. A player who shot one more than par is said to have “ made a bogey”. A player who completes a hole one shot les than par is said to of “ 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: **BLUE** ( hole plays longest ), **WHITE** for normal men's players, and **Red** and **Yellow** tees for Women or Senior's. Watch which tees your player uses on 1<sup>st</sup> Tee then go to same tees for remainder of the round.

**\*\*\*REMINDER:**

If you are caddying 18 holes you will be provided lunch at the turn. There is a caddy window located at the turnstand that caddies are to go to but never go inside the building for that is for members only.

**PLEASE THANK YOUR PLAYER FOR  
LUNCH !!!!!!**

**Important tips before getting started:**

There are a number of important things to consider before your round begins at PLCC.

- Know this manual, if you have questions, ask
- Be well rested and ready to work
- Be on time, if your late, you will not work
- Dress for weather accordingly, use sunscreen if necessary
- Drink lots of water
- Make sure you always wear your hat and your shirt is clean and not wrinkled
- Bring a 20x40 **WHITE** towel, you need ¼ to be wet
- You are expected to carry extra tees, divot tool, and ball markers in your caddy bib that will be provided.
- Remember, you are providing a service to a member.

## **Getting your caddie assignment:**

Upon arrival please sign in at starters booth and await your assignment. Once receiving your loop retrieve your player's bag and organize clubs if necessary. If straps need to be adjusted ask for help so adjustments can be made accordingly.

Make sure your player has no more than 14 clubs in there bag. If they have more than fourteen please let them know before teeing off or they could be penalized. If your assigned bag is too heavy please let staff know so they can find one that is right for you.

## **When your golfer arrives:**

Introduce yourself by name to your player, shake the players hand with a firm handshake and good eye contact, smile and show that you are glad to be caddying for him/her. Always address Mr. or Mrs. even if they have introduced themselves another way.

If your player or another player ask you a question, always reply with a **“Yes Sir”** or **“No Sir”**, followed by a polite response.

Before heading to the practice range or First Tee make sure all zippered pockets on the golf bag are closed. If golf bag is equipped with an umbrella make sure it is attached properly so that it doesn't fall out during your loop.

If anything is lost during the round you may be held accountable so please treat it as if it was your own equipment.

**When its time for your players group to tee off, carry the clubs to the first tee.**

Remember it is your job to locate and identify without touching your player's ball on the golf course. Therefore, after your player selects a ball from your bag be sure to ask brand name, and or any markings on the ball to help you identify during the round.

### **On The Tee:**

1. You should line up on the **RIGHT 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 the back to help ensure everyone can see.
2. Be careful of your shadow so that it does not distract your player. If necessary back away so that your shadow is not in your players vision.
3. **STAY QUIET** on the tee when player's are hitting. Keep a careful watch on your player's drive and mentally try to mark it with something in the area the ball is to be believed to be. This could be a bunker, mound, tree etc. ***IF A DIVOT IS MADE PLEASE ATTEMPT TO REPLACE DIVOT FIRST BEFORE USING SAND BOTTLE.***



4. **HELP YOUR FELLOW CADDIES** by watching the flight of all of the player's balls. A good caddie should know the position of each player's ball.
5. Be ready to move off teeing area quickly after the last player hits. When your player hands you their club clean it and place it back in the bag. Replace the **headcover** if the club had one before leaving. Proceed off the tee and make sure to stay ahead or even with your player as you proceed to their ball.

### **Down the Fairway:**

As soon as all players have completed their tee shot pick up your player's bag and walk ahead of him/her in the direction of the ball. The player's ball who lies furthest from the hole is always the first to play. 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 a yardage ready, remember, sprinkler heads are marked to the center of the green and wood posts are 150 YARDS to the center of the green.

Place bag approximately 3 feet away from the ball, once your player has chosen their club pull golf bag back a additional 3 feet while making sure your shadow is not interfering with their ball. Once the shot is played once again watch the ball land and come to a stop and **REPLACE DIVOT** if necessary.

### **Yardages:**

Remember, all sprinkler heads are measured to the center of the green. Some players have range finders and may ask you to use them, those yardages are exact and will not need adjustments for front, or back pin locations. Pine Lake CC is relatively flat and you should not have to add or subtract yardage because of uphill/ or downhill shots.

### **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 a golf bag on the putting surface. After your player marks their ball ask them if they would like their golf ball cleaned, once clean hand the ball back to your player. **NEVER THROW OR ROLL THE BALL FOR THIS COULD CAUSE YOUR PLAYER TO BE PENALIZED.**

When all players have reached the green, the caddie whose player reaches the green first is responsible for tending to the flagstick. When approaching the flagstick be careful not to step in any of the players line. When the hole has been completed by everyone carefully replace the flagstick and proceed to the next hole.

### ***Tending the Flag:***

If your player asks you to tend the flagstick, stand near the flagstick and make sure your shadow does not cross your player putting line or hole. Also, if it is windy make sure you hold the flag against the stick so it does not flutter. Continue caring for the flagstick, taking instructions from each player putting. When all players have completed the hole carefully place flagstick back in the hole and continue on towards the next hole.

### **Repairing Ball Marks:**

When a ball lands on a green it may make an indentation or ball mark that must be fixed immediately, as well as any others you may see. Ball mark divot tools are available at First Tee for no charge. Remember, there is only one correct way in fixing a ball mark so if you don't know how please ask The First Tee staff for a demonstration.

## **At the End of the Round:**

At the conclusion of the round, thank your player for allowing you to caddie for them and then count the clubs. Make sure that they are *clean* with all headcovers, rangefinders etc. replaced. Ask your player if they are storing their golf bag here or taking them with them. If they are taking them home please place bag at bag drop. If they are storing them place on bag rack under awning and the Bag Staff will take them to storage.

Your player will go to Starter's Booth to fill out your evaluation card while you should go sit on caddy benches until you are called upon. At that time the Starter will pay you and discuss any areas that need improvement.

### **MAJOR POINTS TO BE COVERED DURING WALKING LOOPS**

#### ***GENERAL RULES***

- BE POLITE: YES SIR, NO SIR
- HUSTLE, KEEP UP, BE ENTHUSIASTIC
- BE AWARE
- LEARN DIFFERENT CLUBS AND USE
- DON'T TOUCH BALL UNLESS DIRECTED BY YOUR PLAYER.
- STAND STILL AND REMAIN QUIET
- BECOME FAMILIAR WITH YARDAGES AND TEE MARKERS.

### ***BEFORE THE ROUND***

- LEARN YOUR PLAYERS NAME
- ADJUST SHOULDER STRAP IF NEEDED
- WET TOWEL ( SEE BAG STAFF )
- CLEAN CLUBS IF NECESSARY
- ARRANGE CLUBS QUIETLY
- FIND OUT WOULD KIND OF BALL AND MARKINGS YOUR PLAYER IS USING.
- INTRODUCE YOURSELF TO YOUR PLAYER-  
**SHAKE HANDS AND SMILE.**

### ***ON THE TEE***

- STAND ON RIGHT SIDE OF TEE
- BAG FACING YOUR PLAYER
- WATCH EVERY BALL
- LEAVE TEE BOX AND KEEP AHEAD OF YOUR PLAYER.
- SET BAG NEXT TO BALL
- ONCE CLUB IS SELECTED BACK AWAY
- REMAIN QUIET UNTIL SHOT IS HIT
- BE AWARE OF YOUR SHADOW AND ADJUST
- REPLACE DIVOTS, AND CLEAN CLUB WHILE WALKING.

### ***ON THE GREEN***

- CADDIES PLAYER WHO HITS GREEN FIRST GETS THE PIN.
- LEARN HOW TO TEND FLAGSTICK
- DON'T STAND OR WALK IN ANY PLAYERS PUTTING LINE.
- WATCH YOUR SHADOW
- ALWAYS ASK TO CLEAN BALL, NEVER WAIT
- FIX ANY BALL MARKS INCLUDING YOUR PLAYERS.

## ***BUNKERS***

- HAND PLAYER PUTTER AND ENTER WHERE YOUR PLAYER CAME OUT FROM
- DO NOT RAKE WHILE PLAYERS ARE PUTTING
- SMOOTH ALL IRREGULARITIES AND EXIT
- CAREFULLY PLACE RAKE BACK IN BUNKER
- MAKE SURE YOUR SHOES ARE FREE OF BUNKER SAND BEFORE WALKING ON GREEN.

## ***AFTER THE ROUND***

- THANK YOUR PLAYER AND SHAKE HANDS
- COUNT/ CLEAN AND ORGANIZE CLUBS
- RETURN TO BAG STAFF OR BAG DROP BASED ON YOUR PLAYERS REQUEST
- WAIT ON CADDIE BENCHES AND AWAIT CADDY MASTER FOR PAY AND ADVICE FOR IMPROVEMENT.

**AT THE END OF THE SEASON THE TOP 50 CADDIES AND PARENTS WILL BE INVITED TO PLCC CADDIE BANQUET WHICH INCLUDES DINNER, AWARDS AND PRIZES. YOU MUST BE IN GOOD STANDING FOR INVITATION TO BANQUET.**

## **CADDIE CLASSIFICATIONS**

A “C ” caddie is a first year caddie with little or no experience. You should be a “ C ” caddie no longer than six loops.

### **“ B ” CADDIE\_**

To be eligible for “ B ” status you must:

- Complete PLCC training and pass Caddie Quiz
- Have some understanding of the game
- Show gradual signs of improvement

### **“ A ” CADDIE**

To be eligible for “ A ” status a caddie must:

- Be a caddie for a minimum of 4 months
- Have a minimum of 20 loops with 15 of them having excellent ratings
- Must not receive any *fair or poor* ratings in last 20 loops
- Must have understanding of course layout

### **HONOR CADDIES**

To be eligible for Honor Status you must:

- Be a PLCC caddie for a minimum of 2 years
- Average 2 loops per week during season
- Consistently be in Top 25 in current Caddie ranks
- Not have more than two substandard evaluations in a season.

### **CAPTAIN CADDIES**

To be eligible for Evans Status you must:

- Caddie at PLCC a minimum 3 years
- Know the entire golf course tee to green
- Capable of providing quality service for any golfer assigned
- Handle any loop- forecaddie, walking, carrying double etc.
- Possess a near perfect caddie record at PLCC
- Foster the growth of other caddies- particularly new recruits

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