

# Warwick Country Club

## 2018 Caddie Handbook



*Matt Walsh*

Head Golf Professional  
Warwick Country Club  
Warwick Neck, RI. 02889  
401-737-9878

# Welcome to Warwick Country Club's Caddie Program!

By signing up and being here you have taken the first step towards becoming a caddie here at Warwick Country Club. The first thing you must realize about being a caddie at Warwick Country Club is that both on and off the job, you carry the Warwick name. We here at Warwick Country Club are very proud of our club and our tradition and will see to it that this does not change.

The purpose of the caddie program is to enhance the quality of the golfing experience for all of the members at Warwick Country Club.

## Goals of the Caddie Program:

- To preserve the traditions of the game by encouraging use of and providing access to caddies.
- To develop first-rate caddies with the abilities to meet and exceed the expectations of our membership.
- To help with issues concerning pace of play and care of the golf course.
- To promote junior golf through the training and use of adolescent and young caddies.
- Enhance Warwick Country Club's image in the community by providing opportunities for work as a caddie.

## Things you ***MUST*** do to become a caddie

- You must be physically able to carry a golf bag (the average bag weighs approximately 30lbs)
- Attend Caddie School
- Pass the Caddie Exam (You must get an 80% or better)
- Finally....Show Up!

## Five Reasons for having a Caddie School

1. A chance to introduce the new caddies to a great character building opportunity.
2. To educate individuals on the proper caddying procedures here at WCC.
3. Refresh returning caddies who have not caddied in a while.
4. To teach or to refresh you how to conduct yourselves on the golf course.
5. To put all the caddies in the right situation to benefit you for your time.

Here are all the Caddie School dates:

Session 1 – Wednesday, June 6, 2018 @ 4 PM

Session 2 – Saturday, June 9, 2018 @ 4 PM

Prospective Warwick Country Club caddies are required to **attend** classes to be eligible to caddie. Caddies may take the caddie exam at the end of the second class attended. To be eligible to caddie you must score 80% or higher on the exam. Classes run for an hour and half. **\*\*More Caddie Classes may be added due to demand\*\***

# Here are the times to Caddie

Here are the days and times caddies can come down to try and get a “loop”. The main days will be weekend days, yet during the week is also a possibility. We may assign different caddies certain days to arrive, depending on their status.

- Wednesday most loops that require a caddie start going out around 12:00 (arrive by 11:00).
- Saturday & Sunday mornings are very busy, weekend mornings are also the days in which we run many of the golf tournaments. You should be ready by 6:30am most of the loops start at 7:00am.

## Introduction

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. You get to develop interpersonal skills, and work outdoors. Caddying gives you the opportunity to meet successful and influential people and to potentially qualify for a college scholarship.

The Caddy 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 also an investment for the future of young men and women. Thoroughly read and study this manual. Ask the Golf Professionals to explain anything that is confusing. The better you know this manual, the better caddie you will become.

## The Basic Job of Caddying

- You are an independent contractor. You work for yourself. This is your own business. Keep track of all income and expenses. Your pay comes directly from your player, there is no paycheck.
- The Warwick CC Caddie Program uses the **First Come First Serve Policy**. This means that the first caddie to sign up for a loop will be the first caddie to go out.
- **Always be here on time.** There will be no substitute for this, and no one can teach you this skill. Be here at least 45 minutes before your scheduled time to arrive.
- **Look Your Best.** Personnel grooming is a strong first impression. Hair, clean shaven, clothes, shoes, and your demeanor should be polite and presentable at all times. We will do everything we can to help you develop in this area of your life. Extra caddie clothing is available for purchase if needed.
- **Attire:** Collared shirts, khaki shorts or pants are preferred. Sneakers (no spikes and no bright colors). Caps are to be worn correctly (forward, not backwards or at an angle). Rain gear is appropriate (when necessary.) Caddie Smocks will be provided. **No jeans, no t-shirts, no exceptions!**
- **Be Nice and Courteous.** People will always respect you for this manner. Greet members with a smile and a handshake. Always remember to look them in the eye. Always smile and look the golfer in the eye when speaking and address your golfer as Dr, Mr., or Mrs. No exceptions! (no first names)

- **Be Informed. Know your job!** This is where our partnership begins. We will teach you how to be a caddie. It will take more than a class, or a list of policies and procedures. Being a caddie is an experience of working and serving with others. You're here to provide a SERVICE. Learn your job and do it well. When fore caddying; please place your towel near a players ball to mark its location.
- Absolutely no horsing around on the golf course or while waiting for a bag. Remember you are representing Warwick Country Club. **Appropriate conduct is a must!**
- Attitude is everything.... *"Success is 10% knowledge and 90% attitude" - Benjamin Franklin.*

### **When you first arrive:**

Be ready to go!

- Check in with the Bag Room attendant. That way we know when you arrived, and who you are.
- Go down to the Caddie Area (in the Cart Barn) and pick up your required materials. (Caddie Bib, scorecard, pencil, tees, ball markers, pin sheet and a towel) Make sure you wet the towel in the caddie bucket.
- Be patient and courteous. While waiting for a "loop" remain at the designated caddie location. There will be a lot of traffic in front of the golf shop and the bag room.
- Be Ready To Go! We can get very busy; your name will only be called once. We do not have time to make sure your paying attention.

### **When assigned a loop:**

- When your name is called, make sure you write down the players name and are able to pronounce his or her name correctly. Don't be afraid to ask the Bag Room attendant how to pronounce the members' name.
- First count the member's clubs. Make sure they are clean and in the right order. If not, wipe them down. This will only benefit you as well as please your member.
- If you are not sure where your member is, it is best to wait by the first tee.
- Introduce yourself when the player arrives by looking him in the eye, remove your hat and extend your hand for a handshake then say "How are you sir my name is \_\_\_\_\_ and I will be your caddie today."

### **When a member uses a motorized golf cart:**

Cart Chasing

You might be assigned to a loop in which the member will be using a cart. Although you will not be carrying a bag when they take carts, you are still expected to perform all other basic duties such as locating the ball, raking bunkers, replacing divots, repairing ball marks, tending the pin and especially fore-caddying.

For safety and liability reasons **caddies are not allowed to drive carts under any circumstances.** If you are asked to drive the players' cart respectfully decline and explain you are not allowed to operate or ride in golf cars according to the rules. Then just continue to run along side of the golf carts. You must be careful to return the clubs to the proper bag. As a fore-caddie it is your responsibility to stay up with the group and track each player's ball.

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## During the round:

- Always stand so you are facing the golfer when they have a club in their hands.
- When a player is about to hit a golf shot give them a comfortable distance and **stand still!** Any move you make can distract a player. A player can become very annoyed when this happens.
- Always put yourself in position to track all four golf shots knowing where all the balls are is vital to your job. Mark the golf ball with a landmark (tree, bush, etc...)
- Because WCC is a small golf course you must really pay attention to other golfers on surrounding holes.
- After the golf shot is struck receive the club from the player clean it off and return it to its respective spot in the golf bag.
- The player who is farthest from the green will play first unless the group is playing **ready golf**. *Ready golf is when players play when ready in order to move along faster.*
- Walk alongside or ahead of the player; **don't fall behind.**
- "Play a game...beat your player to the ball"
- You will be expected to know the yardage of a particular shot.
- Note the yardage markers while on the fairway. The yardage is calculated to the center of the green. For example, your player's ball lies just short of a yardage reading of 186 yards to the center of the green. To find the correct yardage you would walk to the yardage marker, and then walk back toward the ball counting your steps along the way. Let's suppose you pace off 5 steps. 5 steps may equal 5 yards for you. Your yardage will be 186 plus 5 giving you a total yardage of 191 yards to the center of the green.
- Check to identify your player's ball when you arrive to it. If you cannot identify your player's ball let the player identify their ball. It is ultimately the player's responsibility. In any event **never touch your player's ball**. Stand no closer than 5 feet to the ball.
- Present the bag to the player for club selection. Then move away for the shot.
- If your player takes a divot with their shot - retrieve and replace the divot. Place the divot back in the ground and step firmly upon it to tap it back into the turf. In incidences where the divot is not replaceable and a golf car is available in your group use the sand containers to fill the divot on fairways and tees only. Do not use the sand in the rough. This is vital to keeping our course in great shape.
- Take the club from the player and clean it while walking towards the next shot then place it back in the bag.
- If your player hits the green hand them their putter. Do not wait for them to ask for it.

## Bunkers / Sand Traps:

If your player's ball lands in a bunker, there are Special duties you need to perform.

- Place the bag outside the bunker on the ground and out of the line of play. Retrieve the rake.
- Stand away during the shot. Never enter the bunker until after your player has hit their ball out of the bunker.
- After your player has completed their shot. Take their club and lay it down across the bag.
- Enter the bunker by tracing your player's footsteps. Always rake backwards towards your entry point. **Be sure that you are not disturbing other players while you rake.**
- After this is completed, leave the rake outside the bunker parallel to the fairway. Retrieve the club and bag. Clean the club and move quickly to your player.
- You should rake the bunker for any player in your group, not just your player when possible.

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## **On the putting green:**

- Hand your player his putter as soon as his/her ball is on the green.
- **NEVER PUT A PLAYER'S BAG ON THE GREEN.**
- The player who is furthest away will putt first. Learn to judge which ball is furthest from the hole.
- Position yourself to be ready to read the green for the player.
- **Never walk in between any player's ball and the hole. You must walk around.**
- When all players are on the putting surface, ask the player if they would like you to tend the flagstick, or take it out.
- Tending The Pin: Grab the flag itself to keep it from flapping in the wind. The noise can be distracting. Loosen the flag by spinning the flag while still in the cup. Please stand on the high side of the hole when your player is putting. Then lift directly up when you are taking it out. When possible try to stand off the putting surface and away from the players. Stand still and remain quiet.
- Always ask if your player if they would like their ball cleaned before they putt. Walk over to the player and use your wet towel to clean the golf ball. Always hand the ball back to the player. Under no circumstances will you throw it to them.
- Putt Reading: Players may ask their caddie for advice on which way their putt will break. Each caddie should be ready to give the information; we will go over some tips on how to read greens. Be ready, but speak only when spoken to.
- The flag should always be attended by a caddie. Never a player.

## **Completion of the round:**

All players in your group have completed the round.  
Now what do you do?

- Take off your hat and extend a handshake to all the players and their caddies.
- Take your player's clubs directly to the bagroom. Clean and count their clubs.
- Golf is a social game. *Be friendly and sporting at all times!*
- Thank your golfer personally. Let them know that it has been a pleasure to caddie for them.
- Give your player a caddie report card and request them politely to fill it out and hand it in to the golf shop.
- Please talk to the caddie master after your loop, there may be more work available..
- If you have anything to discuss or report to the Caddie Master this would be the appropriate time.

## **Health & Comfort**

**Take care of your feet** – Make sure your sneakers or shoes are comfortable and will give you proper support (not bright colors). You should wear socks at all times. On wet days, wear foot gear that will keep your feet dry.

**Dress for the weather** – Watch for the weather forecast and carry the proper clothes. Wear a waterproof jacket on rainy days. When it is very hot wear loose fitting, lightweight and light colored clothing.

**(Hint: it is always 10 to 15 degrees cooler here on Warwick Neck. Dress warm.)**

**Eat Sensibly** – Have a good breakfast. Don't try to get through the day on a soda and a candy bar. You are going to be out on the golf course for at least four hours, eat sensibly.

**Protection from the sun** – Wear a baseball hat (forward) and apply sun block. It gets very hot out there.

## Protection from Lightning

Warwick Country Club has a THOR-Guard Lightning Detection System. This system can predict the possibility of lightning up to 12 miles away, but the alarm will sound when there is at least a 30% chance of lightning within a 3 mile radius of the golf course. The alarm will be one prolonged blast of a horn; this signal means all play **MUST** stop. When the area is clear there will be three shorter blasts from the horn, at this point play can begin where you had stopped.

## Golf Rules for Caddies

Under the Rules of Golf, a caddie is treated as his player's partner. The player is responsible whenever the caddie violates one of the Rules of Golf, exactly as though the player had been the violator.

As a result, it is very important that a caddie have a good knowledge of the Rules of Golf, especially those rules he is likely to break in the course of his duties.

Taking a few minutes to familiarize yourself with the regulations discussed here will help you avoid the embarrassment of your player being penalized.

**Touching the Golf Ball** – A caddie must not touch his player's ball from the time it leaves the tee until it is holed out, unless a player tells him/her to do so.

**Dropping the Golf Ball** – Under a number of rules the player is permitted or required to lift his golf ball and drop it. Only the player may drop the golf ball under the Rules of Golf.

**Removing Obstructions** – You are allowed by the Rules of Golf to lift out of the way movable obstructions. A movable obstruction is defined as any obstruction that can be moved without unreasonable effort, without unduly delaying play and without causing damage. A great idea would be to notice this movable obstruction. Then wait until the player gets there in order to get his permission to move the obstruction.

**Loose Impediments** – Except in hazards, loose impediments (fallen leaves, branches, stones that are not embedded and so on) can be removed. However, the player should do all of the removing because he/she could get penalized if his ball moves during the removal. In a hazard, your player cannot remove natural objects (leaves, stones, etc...) even though they may interfere with his shot. However man-made objects (such as paper, bottles and cloth) can be lifted out of the way. They are obstructions, not loose impediments.

**Bending or Removing Growing Objects** – Except in taking his stance or making his swing your player is not allowed to improve his lie or line of play by bending, moving or breaking anything fixed or growing. This means a caddie must never break off even as much as a blade of grass from around the ball. Another example would be to not hold back a branch to assist your player in making a stroke, as that would be "bending something growing".

- **It is better to know the rules, but you are not a rules official.**

## Golf Privileges

As a member of the **Warwick Country Club Caddie Program** golf is a privilege available to you under certain guidelines. Strict adherence to these guidelines will make the use of our golf course as easy and enjoyable as possible. If there are any questions regarding this policy please ask Matt Walsh (*Head Golf Professional*) or any other member of the Professional Staff. Caddies may play on a Monday or Tuesday depending on golf outings

**Our Caddie golf policy is:**

- ▼ Must caddie (or work) the weekend before their caddie day.
- ▼ Must walk while playing golf.
- ▼ **Not allowed guests when playing golf.**
- ▼ Must start golf on the first tee.
- ▼ **All play is at the discretion of the Golf Professional Staff.**
- ▼ The course is available for play on Monday with the following exceptions:
  - *On Mondays where there is an outing caddies may play after 6:00pm.*
  - *If a Holiday falls on a Monday then Tuesday will be the play day for Caddies.*
- ▼ **All caddies must adhere to the club's dress code.** For all men: no t-shirts, cut offs, warm ups or any shirts without a collar. For the women: no halter-tops or sleeveless t-shirts and shorts must be at least mid thigh length. As with the men no jeans or cut offs. All players must wear either golf shoes or sneakers. *If a caddie shows up and is in violation of the dress code, he/she will not be permitted to play golf.* If you are unsure of the dress code policy, please call the Golf Shop prior to arriving to play.

***Warwick Country Club Golf Shop Phone # 401-737-9878***

### **Top 10 Caddie Tips**

1. Don't touch the ball while it is in play.
2. Walk Ahead of your player...Don't Lag Behind!
3. Watch the flight of the ball and spot its position after it comes to rest.
4. Learn all fourteen clubs and how and when they should be used.
5. Make sure divots are replaced
6. Rake bunkers
7. Don't step in any player's line on the green.
8. Know where the yardage markers are and what they mean.
9. Handle the players clubs with care (no SWINGING!)
10. Hustle & speak when spoken to.

## **College Scholarship Opportunities**



### **The Burke Fund**

One Button Hole Drive, Suite 2  
Providence, RI 02909-5750



Tel.: 401-272-1350  
Fax: 401-331-3627  
E-mail: [burkefund@rigalinks.org](mailto:burkefund@rigalinks.org)

As you reflect on all this, please remember, that these helpful guidelines are here to increase the chances of your success. Within them are sound principles for living, and it is these ideals that will be the judge of your work. Together we will evaluate your performance and know with certainty what is best for both of us.

## **Overview of the Caddie School Weekly Topics**

### **Golf in General**

Golf holes are classified into three categories; par 3's, par 4's, and par 5's depending on the length of the hole. The par represents the number of strokes a professional golfer takes to complete a hole. When a player has completed the hole in the ideal number they are said to have made par. A player who has completed the hole in one shot more than par is said to have made bogey. A player who has completed the hole in one shot less than par is said to have made a birdie.

In most players bags there are three types of clubs; woods, irons, and a putter. Each club is numbered on the bottom. The 1 wood is referred to as the driver, and is the club that makes the ball travel the furthest. It is usually used off the tee. As the numbers get higher on the clubs the ball travels higher and shorter. The remaining clubs in the bag are the wedges and putter. Wedges are used for short shots such as pitching or chipping while the putter is used mainly on the putting surface. Let your player determine which club to use. Never pull out a club unless you are sure which club your player would like to use.

Players begin at the tee box and  
play towards the green

