



1914

**OAK PARK COUNTRY CLUB
CADDIE MANUAL**

Table of Contents

Mission Statement	3
A Note From the Caddie Chairman, Michael Yungerman	5
Oak Park Country Club and the Evans Scholarship	6
OPCC Caddie Expectations	7
Caddie Fees	9
Promote Yourself as a Professional	11
Director of Caddie Operations	12
10 Rules of a Caddie.....	12
Caddie Ranks and Promotions	13
Seven Qualities Expected of an Oak Park Country Club Caddie.....	13
What the Caddie can Expect from Oak Park Country Club	14
The Caddie Banquet	14
Caddie Rules Regarding Employment	15
Technology	17
Starting the Day	18
Starting the “Loop”	19
The “Loop”	20
Teeing Ground and Lightning Policy	21
Fairway Duties.....	22
The Rough	22
Out of Bounds and Water Hazards	23
Bunkers	23
Divots.....	23
Yardages	24
The Putting Green.....	25
Cart Shagger	27
Fore Caddying	28
Completing the “Loop”	29

Mission Statement

- Provide the Oak Park Country Club membership with the highest quality caddie services possible maximizing their golf experiences.
- Hire and train caddies who will conduct themselves in a professional manner in order to make the golfing experience memorable for all members and their guests.
- Preserve the game of Golf and respect the reputation of Oak Park Country Club.
- Manage all areas of caddie operations with a high level of enthusiasm as well as uphold the rules and regulations of the club.
- Communicate and cooperate with all caddies to make the overall caddie program a success.

History of Oak Park Country Club

Famed golf course architect Donald Ross designed Oak Park Country Club. The course was established in 1914. Oak Park C.C. is a private facility that does around 18,000 golf rounds annually. The golf course has 18 holes and a practice facility. The golf course hosts the Radix Cup Matches annually and periodically the United States Open Sectional Qualifier. In 2006 Rick Jacobson did a full renovation of the golf course.

“The way golf was meant to be played,” is a saying pertaining to caddying. Caddying is very important to the game of golf. The private facilities in the mid-west region sincerely value a good caddie program. The caddie is so valued that Chick Evans, a famous Chicago area amateur, established a scholarship program directly linked to caddies. Oak Park C.C. has always had a strong caddie program and the tradition will continue with the caddie program being important and a point of pride to the club.

Thanks to the strong support of the Membership of Oak Park Country Club, boys and girls from our surrounding neighborhoods have had their lives changed because of the opportunity they had to caddie at Oak Park Country Club. These boys and girls earn good money and scholarships. Most importantly, they learn responsibilities, respect, dedication, interpersonal skills, motivation and networking skills. A caddie greatly increases the overall golf experience. Thanks to Oak Park Country Club’s caddie mandatory program, the Member and Guest golf experience is far and away one of the top experiences in the Chicagoland area!

The Oak Park Country Club is unique in that we combine the amenities and convenience of a neighborhood club with a rich history of legendary designers, golf professionals, and members. Several years ago the Heritage Committee was formed to “articulate, preserve, and commemorate the individuals, the artifacts, events, facilities, and core values of the Oak Park Country Club.”

Our course was designed by Donald Ross, who is generally considered to be one of the world’s greatest golf course architects. Mr. Ross designed the original layout at Oak Park and returned to revise the design after several years of play. Two other notable designers

were retained to make later improvements to the course— A.W. Tillinghast and, more recently, Rick Jacobson.

The Oak Park Country Club has also been home to many legendary golf professionals such as Horton Smith, winner of 32 PGA Tour titles including the very first Masters Tournament. Horton Smith also played for the United States in the Ryder Cup five times! Other well known golf professionals were Dick Metz, Lloyd Mangrum, George O. Simpson, David Leadbetter and Errie Ball, the only person alive today who competed in the inaugural Masters Tournament at August National. The high standards of these legendary men are alive and well in our present day golf professionals— Frank Bruno, Rimmy Dunlop, and pro-emeritus— Steve Dunning. As rich as our history is at The Oak Park Country Club, our most valuable assets have always been our members— the men and women who make our club a great place to golf, swim, play tennis, shoot skeet, dine and socialize. The Oak Park Country Club members have always recognized the importance of bringing families together and built the original pool in the 1930s. Today our swimming and tennis facilities are family friendly, state of the art, and beautiful.

A Note from the Caddie Chairman, Michael Yungerman

In 2017, OPCC looks to build off of the tremendous foundation of an over century old caddie program, rich in tradition. OPCC is dedicated to the young men and women who work as our caddies. Not only through their development as caddies on the golf course, but for life. The OPCC caddie program has produced many notable members of our community, including our current golf professional Frank Bruno and club president Tom Dee.

OPCC has always been among the leading WGA clubs in producing Evans Scholars and we consistently ranked in the top 5 nationally for Evans Scholarship Foundation donations with over 95% of our membership participating. The Carts and Caddies Committee would like to congratulate our most recent Evans Scholarship recipients and finalists and wish them all the best in their future academic accomplishments. In addition to the 7 newest Scholarship recipients heading off to college in the fall, there are 15 Evans Scholars from OPCC currently enrolled in universities, a total of 22 current OPCC caddies – AMAZING!. It is through the hard work and strong member support, notably that of WGA Directors Jay Javors, Larry Lund, Dr. David Monson, Therese Rigas and Jason Stroiman that this has been achieved. In addition, many individual members have personally and anonymously provided academic financial aid to deserving young caddies, helping them meet today's pressing cost of education.

In addition to our Evan's recipients, OPCC is proud to have made a significant expansion on its philanthropic endeavor, the OPCC Foundation. The Foundation is a non-profit charitable organization formed under Section 501(c)(3) to allow members to give tax deductible scholarship donations to commendable young men and women of our caddie program. Through the leadership of Jordan Hadelman and Kevin Conway, the Foundation raised more than \$100,000 in 2016. The generous donation of our members allowed the Foundation to provide financial tuition assistance to more than 60 deserving caddies. Grants are made to caddies who apply at the end of each summer and selection is based on rounds caddied, financial need, academic achievement and demonstration of personal character consistent with the objectives of the OPCC caddie program.

On behalf of the Carts and Caddie Committee and all past and present OPCC caddies we thank all of our members for their generous support over the years and look forward to a very successful 2017!

Sincerely,

Michael Yungerman

Oak Park Country Club and the Evans Scholarship

Oak Park Members have a long and valued commitment to the success of the Western Golf Association and the Evans Scholars Program. In 1929, famed golfer Chick Evans Jr. asked the WGA to administer the fund he had established some years earlier to send deserving caddies to college. He could think of no finer organization to entrust his legacy and grow his vision. To date, with the help of our Membership, there are 935 Evans Scholars attending universities throughout the USA. Thank you to all the Members for your continued support.



Oak Park Country Club's Caddie and Paul Gipson Scholarships

Oak Park Country Club's commitment to a caddie program and scholarship program does not stop at the Evans Scholarship. A nominal fee is added to each caddie ticket to fund these scholarships. The caddies who receive these scholarships show tremendous dedication and work ethic in helping Oak Park maintain the quality of service it warrants. Last season, over 30 caddies received the scholarship with a grant value of over \$60,000. Thank you again to the support of the Membership!

As well, beginning this year, our annual Member/Caddy event has been designed to raise additional scholarship funds for a Paul Gipson OPCC Caddy Scholarship. The Gipson award criteria include not only academic competency, but qualities such as leadership, entrepreneurial spirit, generosity, and personal integrity. These attributes made Paul a special person and the Gipson Caddy Scholarship (s) will be a fitting tribute to Paul's memory. Marge Gipson assisted the committee in selecting this year's recipients and is proud to announce the 2016 winner: Amy Lorenz

OPCC Caddie Expectations

As we start another golf season at OPCC, the Carts and Caddie Committee thought it would be helpful to go over some of the expectations that a golfer can expect from a caddie. At Oak Park Country Club we use a ranking system whereas caddies are classified as B-level, A-level, Honor level and Evans Scholar. We have broken them down by classification:

B-Caddie

- Keep pace with golfer
- Have a great attitude and hustle
- Keep golf clubs & golf ball clean on green
- Replace all divots and rake bunkers
- Position self properly and remain quiet
- Handle the bag with little or no problems
- Handle the flagstick
- Fore caddie

A-Caddie

(In addition to B Caddie skills)

- Understand the rules/etiquette of the game
- Able to work as a team with other caddies
- Understand the game of golf
- Ability to handle more than one player even if carrying only one bag
- Ability to mark player's golf ball on the green and maintain control of a group
- Know and communicate yardage from the permanent markers

Honor Caddie

(In addition to A and B Caddie skills)

- Ability to read greens and offer advice when requested
- Properly repair ball(pitch) marks on green
- Can handle two bags easily- double carry or cart/carry
- Can supervise younger caddies and demonstrates leadership
- Expected to mentor and willingly assist in the ongoing training and development of A and B caddies
- Caddies regularly with a minimum 2 years' experience and/or 120 loops completed.

Starting this season, all caddies being considered for a promotion will need to first be evaluated by a member of the Cart and Caddie Committee, Golf Committee or Board of Governors.

We ask that our Membership more stringently evaluate our Honor level caddies on their leadership efforts and their ability to direct the group. We feel that the privilege of having Honor status comes with the responsibility and duty to mentor the lower ranks and guide the group through an exceptional and well-paced golf experience.

New 'B' level caddies have been instructed to accompany their golfer to each tee box

(with exception to hole #15). We believe that this practice will give them a better opportunity to follow the path of the ball off the tee and draw their focus more toward green duties on the previous hole rather than getting to the next forecaddie location. Honor and 'A' level caddies will continue to forecaddie on the appropriate holes.

In addition to the expectations above, the caddies are required to address all golfers by Mr., Mrs., Ms., or Miss. We are not trying to be stuffy. We feel this is proper etiquette for these young men and women to learn. We hope they will project a courteous and positive attitude toward you and in turn, from you, the golfer.

With that said, we hope that you will take time to interact with the caddy about school, activities, interests, etc. We can be tremendous role models and influences to the caddies, which can positively impact them. A quality caddie can really add to the enjoyment of the round and we hope you will help us make the caddie program at OPCC the best in Chicagoland.

Caddie Fees

Honor: \$28 per bag plus tip for 18 hole carry
\$14 per bag plus tip for 9 hole carry
\$16 per bag plus tip for 18 hole fore-caddie
\$8 per bag plus tip for 9 hole fore-caddie

A-Caddie: \$23per bag plus tip for 18 hole carry
\$12 per bag plus tip for 9 hole carry
\$13 per bag plus tip for 18 hole fore-caddie
\$7 per bag plus tip for 9 hole fore-caddie

B-Caddie: \$18per bag plus tip for 18 hole carry
\$9 per bag plus tip for 9 hole carry
\$12 per bag plus tip for 18 hole fore-caddie
\$6 per bag plus tip for 9 hole fore-caddie

Caddie Fund: \$5 per bag*

*The fee is per bag and regardless of the amount of holes played.

Caddie Fees (continued)

The caddie fund was created to assist and fund the caddies in three major categories. A portion of the bag fee goes to provide the caddies lunch and drinks at the half-way houses. \$1 of each bag fee goes to the Oak Park Country Club's Caddie Scholarship. The final portion goes into the fund for the caddies' year end awards banquet.

We would like to remind everyone that caddies not only put in hours on the golf course but they also put in significant amounts of waiting time on a daily basis.

A caddie should be tipped based on their performance to their individual and their assistance with the group as a whole. Remember that expectations should be based on the caddie's respective ranking. Honor caddies are expected to put forth excellent performances during every loop. Honor caddies will be able to read greens, shall they be asked, carry two bags when needed and supervise and lead all lower ranking caddies. A-caddies will be considered excellent by showing the ability to work with their Honor caddie in the group, assist B-caddies, be able to give all types of requested yardages and understand rules and etiquette of the game. B-caddies will be considered excellent by showing interest in learning, hustling, keeping pace, knowing where to stand and knowing how to tend to the flagstick and bunkers.

All excellent caddies should be paid their bag rate plus a tip in the range from 100%-200%.

Caddies who display less than excellent performances should be reported by the Member to the Outside Service Manager, Caddy Manager or Head Golf Professional at the Member's earliest convenience. Those caddies should be paid their bag rate plus a tip ranging from 75%-99%.

Examples:

Honor caddie carrying one bag:

Rate=\$28, excellent job tip=\$35, plus \$5 caddie fund = \$68

B caddie fore caddying for 2 bags:

Player A, rate=\$12, below average job tip=\$8, plus \$5 caddie fund = \$25

Player B, rate=\$12, below average job tip=\$8, plus \$5 caddie fund = \$25

Promote Yourself as a Professional

If you work hard during training you may be one of the successful candidates to enjoy the benefits of being a caddie at Oak Park Country Club. If selected, the pace at which you rise within the ranks of caddie status will depend on you. You should have one goal, to be the best caddie that Oak Park Country Club has to offer.

For you to make this goal a reality you will need to possess some important qualities. Such as: never give up; patience is a virtue for a caddie. Be dedicated and have a good work ethic. Be a team player and be honest in everything you do!

Not every caddie at Oak Park C.C. will attain “honor” caddie status. Advancement is based upon your overall mastery of the skills and commitment to the club and its members. Caddie status will be upgraded on a fair and consistent basis and is earned by the caddie’s dedication.

Being a caddie is a stepping-stone to future endeavors. Many doors could open for you through attaining high standards as a caddie at Oak Park C.C. Job opportunities could arise in the structure of the golf operations. Working in the golf operations has potential benefits such as playing golf and using the driving range. Full scholarships are available for caddies who meet certain high criteria. Connections you make through the club could be beneficial to you later in life.

The game of golf is probably the most wonderful game in the world. People of all skill levels can compete as equals on the golf course thanks to the game’s unique handicapping system. Men, women, boys, and girls all enjoy this game. It is the only game where honesty prevails when you can call a penalty on yourself. Learning the layout and nuances of the course, the rules, respect for the game and those around you all will increase your earning potential and enjoyment of the many hours you spend as a caddie at Oak Park C.C.

Director of Caddie Operations

The Outside Service Manager [OSM] and Caddie Manager will outline the daily operations and responsibilities for the caddies. The OSM is the pivotal person that you will be working with on a daily basis. The Caddy Manager is your immediate supervisor. The structure of authority for the caddies to adhere to is as follows:

1. General Manager, Joseph Travaglio
2. PGA Head Golf Professional, Frank Bruno
3. PGA Lead Assistant Golf Professional, Dieter Distelhorst
4. PGA Assistant Golf Professional/ Outside Service Manager, Ryan Peavey
5. Caddie Master, Jerry Kingsbury
6. Bag Room Manager, Ron Lemke
7. Golf Operations Staff
8. Caddies

Remember that all members are to be listened to and be treated with the utmost respect. You are expected to help the members in any way possible. Members should never touch their own bag. The Outside Service Manager is your boss and should be considered your ally. The Outside Service Manager and Caddie Manager are teachers, coaches and mentors and can help you excel in your position.

10 Rules of a Caddie

Acknowledgement: Western Golf Association Caddie Manual

1. Learn the game of golf and how each of the fourteen golf clubs is 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. 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 – ask.

Caddie Ranks and Promotions

There are three levels of caddies at Oak Park Country Club. The ranks are, from highest to lowest, “Honor”, “A”, and “B” caddies. As you begin your caddying career at Oak Park Country Club you will start out as a “B” caddie. As you achieve higher rankings you will start to make more money and learn more from the game. You will be expected to know more and be more of a leader to move up in ranks. If you follow the guidelines in this manual you can quickly move up the ranks of caddie status.

No “B” caddie will be promoted until at least 12 rounds have been completed (in addition to the ten rounds during probationary period). To be an “Honor” caddie is to master every area of caddie rules, jobs, and responsibilities. “Honor” caddies will at times be allowed to carry two bags during a round. It is important to continue your training and focus on performing your caddie duties to the best of your ability. The Outside Service Manager may choose to demote a caddie if rules are broken or performance worsens.

Caddie Rating

Please rate your Caddie and Caddie experience on a scale of 1 - 10 with 10 being excellent.

Poor	Average				Good			Excellent	
1	2	3	4	5	6	7	8	9	10

Promotion Selection Process:

1. Meet the minimum requirement of 25 caddie rounds following probationary period.
2. Special consideration for A Caddie Status will be given to those who exhibit skill level well beyond B Caddie expectations after 10 rounds. (probationary period)
3. Receive a minimum of 8 excellent ratings out of 12 consecutive rounds and continue that trend as more rounds are caddies. (Equivalent to 8 pts- 10 pts per round)
4. To be promoted to Honor caddie, all rounds must be excellent
5. Demonstrate a positive attitude and be enthusiastic
6. Demonstrate the ability to lead the group and give direction to less experienced caddies when needed.
7. Receive a minimum of 3 verbal or written letters of recommendation to the OSM
8. Finally, caddie for a member of the Golf or Caddie Committee for final approval

Remember: All new caddies are considered “in training” for a probationary period of ten rounds of caddying.

Seven Qualities Expected of an Oak Park Country Club Caddie

1. Honesty
2. Accountability
3. Proper dress
4. Obedience

5. Attitude
6. Leadership
7. Attendance

What the Caddie can Expect from Oak Park Country Club

1. Fair opportunity to make money
2. Safe and professional environment
3. Possible golfing privileges on certain days, Mondays, with approval from Outside Service Manager
 - These days are subject to approval of the Grounds Superintendent and discretion of the Outside Service Manager
 - Caddies must have a pass
 - Caddies need to respect the golf course as if they were caddying
 - Caddies need to wear proper attire
 - Caddies must caddie 4 out of the 6 days in order to qualify for a pass
 - This privilege can be taken away if you abuse it
4. A year-end caddie banquet for those who qualify
 - Caddie points are earned from May 1st through November 1st
 - Leading point earners will qualify for the banquet
 - Prizes and/or money can be won at the banquet
 - Points are earned by the grade each caddie receives at the end of their round
 - Poor grade = 0 points
 - Average grade = 3 points
 - Good grade = 6 points
 - Excellent grade = 10 points

The Caddie Banquet

The year-end caddie banquet is an event to recognize and award the achievements of the caddies who excelled in their positions. It is the time for those caddies to be recognized by their peers, family, management and most importantly the Membership of Oak Park.

The caddies receive formal invitations in the mail. All first year caddies who are invited may bring a parent or legal guardian. Caddies are treated to a dinner in the club's main ballroom and are treated as if they were an Oak Park Member for the night. There is a presentation to the top caddies in each respective class and they are awarded prizes.

Caddie Rules Regarding Employment

The following section outlines the rules that the caddie must abide by. The caddie will sign a copy to acknowledge his understanding of the agreement.

Caddie Work Agreement

After completing the interview and/or training program all of the following is expected by the
Cart and Caddie Committee

Caddie Appearance / Dress Code:

- Khaki colored knee length shorts or pants are mandatory (NO CARGO SHORTS)
- Solid white collared shirt is mandatory
- Oak Park Country Club Hat is mandatory if you chose to wear a hat
- A Caddie Smock, with your name on it, needs to be worn before you arrive at the first tee and throughout completion of the loop
- The Caddie uniform will need to be purchased at the club
- It is recommended to have more than one white collared shirt and khaki shorts
- It is mandatory to have your shirt tucked in
- Failure to meet the dress code will result in being sent home

During the cold weather months:

- Corduroy pants and rain pants will be allowed.
- **Denim pants or blue jeans are prohibited**
- Sweatshirts and jackets can be worn. Please use good judgment on the type of outerwear you wear.

Caddie Rules continued

Caddie Rules, Responsibilities, and Behavior:

- Cars need to be parked in the designated area in the south end of the parking lot
- Upon arrival, report directly to the Caddie Shack and check in immediately
- Arrive ready to work in proper dress attire
- You are responsible for bringing your towel
- The following will not be tolerated and is grounds for immediate termination
 - Fighting
 - Consumption of alcohol, smoking, or drug use
 - Vandalizing of club property
- Caddies are expected to pick up any trash found on course property including the Caddy Shack, Practice Facility and Golf Course
- Any person caught littering will be suspended
- Caddie Tickets will be paid during a designated time daily
- Oak Park Country Club reserves the right to refuse payment based on terms of this agreement not being satisfied
- Caddies can not enter clubhouse for any reason without consent from golf management
- Caddies must behave appropriate when at 1st tee area, sit patiently and quietly
- You may not drive a golf cart (unless instructed by golf shop personnel)
- No riding on the back of golf carts (even if member tells you to do so)
- Any caddie caught driving a golf cart without permission from golf staff will be terminated
- Do not try to fix a player's swing or offer advice on their game
- Caddies must have a pass in order to play golf on Mondays
- No cell phone use on golf course
- Do not leave property until informing Outside Service Manager or Caddie Manager
- Caddies who are at the club on a daily basis will have priority over the "Pro" caddies who show up on weekends
- Pipe Major loops will be for the full-time caddies of all ranks, "weekend" and "The occasional Looper" will be used only if not filled by full-time caddies
- Follow the proper chain of command for all questions, concerns, and complaints
- If a member does not wish to practice before play, the Caddy will meet the member at the First Tee
- Do not use First Tee computer without permission from management
- Caddies shall remain quiet while attending to their assigned member(s) at the Practice Facility
- Caddies are responsible for assigned member's clubs to be clean before, during and after play
- Caddies are not to gather around First Tee podium or Bag Room
- Caddies are not to enter the Bag Room unless given permission from staff
- Work Hard, Be Honest, Be Patient, Behave and Enjoy your time here

Technology

Oak Park Country Club is committed to changing the culture of the caddie trend of sitting and waiting for long hours. On the club's website there is a link for the caddie program. On the website there is information ranging from the golf event calendar to Evan's Scholar information. Oak Park also has a caddie Facebook page. This page is for more information and a great resource for caddies to keep up with the daily happenings at the club.

Every caddie needs to submit their email contact and a cell phone contact. If the caddie doesn't have one or both, we ask for the parent or legal guardian's email and cell phone contact. The Outside Service Manager will be sending out texts and emails to caddies consistently. This is an invaluable tool in caddie attendance tracking. We will send out these messages in an effort to minimize wait times for the caddies. We will also send the messages to encourage caddies to come out when needed.

Starting the Day

The caddie needs to arrive at the club at the designated time set by the Outside Service Manager. All caddies who drive themselves will need to park in a designated area set by the Cart and Caddie Committee. Once the caddie arrives on the property he needs to act professionally, report to Caddie Shack, and sign in with the Caddie Manager. Once the caddie is on the property he may not leave the premises without the permission of the Caddie Manager or Outside Service Manager. The caddie is on free time until his employment is needed from a member or guest. The caddie needs to be patient but is expected to be ready when he/she is called to caddie. For your convenience there are snacks and drinks available for purchase in the caddie shack.

Player's Equipment

The bag and clubs are the most important part of the player's equipment for the caddie. A standard set of clubs will have a total of 14 woods and irons. The caddie needs to arrange the clubs in the proper order. The woods and putter need to be in the top section of the bag, which is nearest, the carrying strap. Irons 1-7 should be in the middle section. Irons 8-sand wedge go in the bottom section. The caddie needs to count the clubs and head covers.

Be aware that many times the player will leave a club at the driving range before they tee off. You can make a great first impression if you notice this before you head off on the golf course. The caddie will be responsible if he/she loses a club or part of the player's equipment. Head covers need to be kept on the clubs and not in the player's bag. The caddie should be aware of the type of ball his player is using. Do not forget your half-wet caddie towel.

The bag needs to be carried over the shoulder with the woods and irons in front of you. You need to rest your arm on top of the clubs and hold the irons to prevent the clubs from banging into each other.

Starting the “Loop”

We will refer to a round caddied as a loop. All caddies need to be present in the Caddie Shack at least 1 hour prior to the expected tee time. When the caddie’s name is called he/she will receive an employment card (caddie ticket) from the Caddie Manager. He/she will then hustle to the First Tee as directed by the Caddie Manager. Generally, caddies are expected to report to the First Tee no later than 30 minutes prior to the scheduled start time of round.

You can identify your assigned golfer by using the following methods:

- A staff member will help direct the caddie to their assigned golfer
- Ask another caddie or staff member to help you locate your assignment
- Every Member will have an Oak Park Country Club bag tag on or his/her bag
- If no bag tag is found, check shaft of golf club for labels

The caddie’s job starts when he/she introduces his/her-self to the member or guest. At all times he/she will need to exhibit professional behavior. When you see your player, introduce yourself by stating: “Good morning Mr. Titleist, my name is Joe and I will be your caddie today.”

The caddie is responsible for carrying the golf bag to the golf cart to their selected Practice Facility station. Remember, a player should never carry his/her own bag. The caddie is always responsible for transporting to and from the cart. The caddy will wait patiently and quietly while waiting for their golfer. When the golfer has completed their time at the Practice Facility, the caddie will return the bag to the cart and hustle to the First Tee.

Miscellaneous Rules and Regulations on the Course

- HUSTLE! HUSTLE! HUSTLE!
- Swinging a players club will not be tolerated
- Benches are for the members to sit on, not the caddies
- Do not lie to a player
- Work hand in hand with the other caddies
- Do not lean or sit on the bag
- It is a penalty for the player if they hit the wrong ball so KNOW the ball they are using
- Pick up garbage on the course
- Have pride in keeping the course clean and in good condition
- Beat the player to his ball and know the yardage
- Present the clubs to the player from the opposite side from which they hit the ball, i.e... Left or right handed
- Place the bag carefully on the ground, most bags have stands
- Stay involved and pay close attention
- Show enthusiasm
- Do not laugh at your player's troubles or bad shots
- Never select a club for a player
- Do not offer advice on the player's swing
- Signal to the player when the ball is hit out of bounds or in the water. The player may need to hit another ball.
- Always aid in finding lost balls in your group. Place your bag down so you can move faster.
- The member is grading you on your performance, so give your best

The "Loop"

The "B" caddies major jobs will be the following:

- HUSTLE
- Stay one step in front of the player
- Find the ball
- Keep the clubs clean
- Replace divots
- Know yardages
- Rake bunkers
- Be aware
- Tending to the flagstick
- Do your best!!

Honor and A-Caddies should excel in these areas and should master the rest of the areas discussed in this manual.

Teeing Ground

There are 18 holes on a golf course and they all start on a teeing area. At Oak Park C.C. there are five sets of tees where the players may hit. It is important for the caddie to know which set of tees is being used. The caddie needs to stand slightly behind the tee marker off of the teeing surface. Never set the bag on the teeing ground. The caddie needs to stand on the right side of the tee on nearly every hole. You need to be aware of your shadow and remain quiet and still. The players will typically tee-off with a wood on all par 4's and par 5's. They will typically use an iron on a par 3.

When the player tees off, it is imperative to follow the ball and you may need to move from your position to do so. It is suggested to pick out a target to identify where the ball is travelling. Using a fixed object such as a tree or bunker will help you maintain location of the ball.

Lightning Policy

Oak Park Country Club has a state of the art weather warning system that will alert our caddies and members when threatening weather is in our area. It is club policy for caddies to **drop any golf bags and return to the clubhouse immediately** in the event of the weather warning sirens. An additional siren will sound when it is all clear to return to the golf course.

Credit: National Lightning Safety Institute

Lightning is arbitrary, random and unpredictable. Some five percent of annual USA lightning deaths and injuries happen on golf courses. Everyone associated with the game should participate in lightning safety. The United States Golf Association (USGA) makes available warning posters and stickers to inform players about lightning safety tips.

Golfers know that the USGA Rules of Golf (Rule 6-8) allow players to discontinue play if they believe there is a danger from lightning. No other sport has any regulations relating to lightning.

A good rule for everyone is: "If you can see it (lightning), flee it; if you can hear it (thunder), clear it."

"Where is a safe place? How quickly can we get there?" golfers should ask themselves. Go to large permanent buildings or get into a fully enclosed metal vehicle (car, van or pickup truck). Avoid trees since they "attract" lightning. Avoid small on-course shelters: they are intended only for sun and rain safety. Don't wait around for the next strike, please.

Fairway Duties

The fairway is the short, neatly mowed grass area in-between the tee and green. The objective of the player is to hit his ball in the fairway in order to hit the ball on the green. Unfortunately this does not happen as often as we would like. Just off of the fairway are bunkers, water, rough, trees and out of bounds.

It is expected for the caddie to keep up with his player but the key objective is to stay in front of him. The caddie needs to get to the player's ball before the player does. Keep in mind that there are usually four players in the group. The caddie needs to stay out of their way but be aware of what they are doing. The caddie may need to assist the other players at times. As the caddie walks down the fairway they need to keep the clubs from banging into one another.

It is important to pay close attention to where all of the golfer's balls are in your group. The general rule in golf is that the farthest player from the hole plays first. Keep this in mind. Do not get in front of anybody's golf ball. Getting ahead of a player's ball is dangerous and distracting to the player. **BE ALERT!** When you get to your player's ball make sure it is his or her ball. Do not touch the ball!

Be aware of the yardages as you walk down the fairway. Know the yardage when you get to the ball. Present the bag 5 feet on the opposite side from where the player hits his shot. For example, if the player is right handed and hits from the left side of the ball facing the hole, stand on the right side of the ball. When the player decides which club to hit hand it to him and step back a few more yards. Remain very quiet and still.

After the player hits his shot replace his divot if one is taken. When the player gives you the club back, do not put it back in the bag until it has been cleaned. Never put a dirty club in a bag. When the player hits the green with his shot, offer to give him his putter. Chances are that the player will have a head start down the fairway. Hustle up to him, but remain quiet.

The Rough

The rough is the longer grass that is off the sides to the greens and fairways. Normal fairway duties are used in the rough. Just remember that the ball nestles down to the bottom of the grass making it much harder to locate the ball. Be very aware of where the ball is when it is hit in the rough. There are many trees in the rough area on the golf course. Play close attention to balls hitting trees and where they land. This will be a difficult task that you will get better at the more you caddie.

Out of Bounds and Water Hazards

Out of bounds is beyond the boundaries of the course or any part marked by the committee. A water hazard is any sea, lake, pond, river, ditch, surface drainage ditch or other open water course (whether or not containing water) and anything of a similar nature. The caddie needs to signal to the player when the ball enters any of these areas. You may be required to retrieve the ball if it is not unreasonable. Please signal a “safe” sign, like baseball, if the ball definitely does not enter one of these areas.

Bunkers

A bunker is a hazard consisting of sand. This area needs special attention from the caddies. If a player’s ball lands in a bunker the caddie needs to present the bag to the player outside of the sand area. When is a greenside bunker, the player will use a sand wedge 99% of the time. When the player’s ball enters the sand you need to be prepared to give the player his sand wedge. When the player goes into the sand to hit his ball you need not follow. Locate the rake closest to the ball and retrieve it. Be aware of your shadow and remain still and quiet. When the player hits his shot he will leave a divot in the sand and footprints. Your job is to rake the area smoothly. Enter the sand from the same spot the player entered. Never enter from the top of the bunker. If more than one player is in the sand it is recommended to have one caddie do the job of raking the sand. The raking job needs to be as smooth as possible. Exit the bunker the same way you entered to preserve time. Do not leave any footprints or impressions. Always HUSTLE while in the sand but be efficient and effective. It is important to only rake the bunker when it does not present a distraction to any golfer’s play.

REMEMBER: DO NOT PUT A DIRTY GOLF CLUB BACK IN THE BAG!

Divots

When the player hits a shot he will usually make a hole or tear in the grass. This is called a divot. The grassy piece will fly yards away from the mark. You are responsible for chasing after it and replacing the grass. Do not chase after the divot until the player hits the ball. Do not get the divot after a practice swing. You replace the divot by picking up all the loose grass and dirt and placing it in the mark that the club made. Step on the grass to insure it is level with the ground so it will grow back.

Yardages

It is imperative for a player to know how far he/she is from the hole. You need to tell players yardage's to the center of the green when they ask. You need to know the yardage at all times. On the teeing ground there are stone markers displaying the yardages. Since Oak Park Country Club has 5 sets of tees there will be a marker on each set of tees. This marker represents the official point for where the yardage is measured. On the course there are 100, 150 and 200-yard plates. These are located on the side of the fairways. There are also sprinkler heads with yardages marked on them for both yards to center of green and yards to water. Players will typically ask the yardage on all par 3's. The male player will also typically ask the yardage for all shots from 50 to 225 yards. Female golfers will not typically need yardage's over 200 yards.

To find out the correct yardage you need to find an exact yardage to start. If you see the 150-yard marker and the ball is in front of it, you will need to start on the 150-yard marker. You will then take steps toward the ball and count the amount of steps. When you reach the ball you will subtract the amount of steps from the marker you previously were standing on. For Example: if you counted 10 steps from the 150-yard marker you would have a distance of 140 yards to the center of the green. When the ball is behind the marker you will need to add the amount of steps you take to the marker you started from.

Keep in mind that the green is basically divided into three sections. The sections will be called the front, middle and back. As you become a more experienced caddie you need to be aware of the location of the pin. At Oak Park C.C. red flags on the green represent the hole located on the front portion of the green. Yellow flags represent the hole in the middle portion of the green. Lastly, a blue flag represents the hole located on the back portion of the green. On tournament days this system may not apply.

Most members have yardage guns. These are measuring devices used to give the exact yardage to the flag and various targets. You may be asked to use one; they are very easy to use. We will show you how. Don't forget if you are given a yardage gun to return it to your member after the round.

The Putting Green

The most delicate part of the golf course is the green. The “putting green” is all grounds of the specific hole being played, which are specially prepared for putting or otherwise defined as such by the committee. Please make sure you pay close attention when you are on the green. You need to be very careful when you perform your duties on the green. It is crucial to use teamwork among the other caddies while on and around the green. The area closely mown just off the green is the fringe. Please treat it like it is the green.

The caddie on the putting green needs to stand quietly and remain still as much as possible. You will perform much of your work on the green. The player will expect you to work quickly, but at the same time you may need to stop working quickly. Keep in mind that the player will always use a putter on the green. Some putters have head covers. Do not lose them.

When you approach the green anticipate where the hole is and where the next tee box is. Your goal is to put your bag in-between the green and next tee. If the hole requires you to fore caddie you need to try to position the bag between the green and the forecaddie spot. When you put the bag down it is crucial to bring your towel with you to the green. Never, put the bag down on the green.

The player will mark his own ball and you need to be prepared to clean the ball with your towel. Do not pick up the member’s ball unless he/she tells you to do so. The most important duty of the caddie on the green is to tend to the flagstick. Typically the first caddie to the green should tend to the flagstick. The player’s ball is not allowed to strike the flagstick when he putts. When balls are close to the hole you will need to hurry to the flagstick and remove it from the hole. Be very aware of the player’s balls in the group. Do not kick any of the balls or walk in their line of putt. The line of putt is the direction, which the player wishes his ball to take after a stroke. It is the area of grass where the ball may cross to get to the hole. When you remove the flagstick you need to be very careful. Grab the flagstick with two hands and pull the flagstick straight up. The flagstick can be hard to pull out at times. You may need to jiggle the stick sometimes to loosen it up. After the flagstick is removed you need to hold it in your hands and keep the flag from flapping to avoid causing a distraction. Do not lean on it, especially with one end on the green. Step off the green after you pull the flag so you are not in the way of any players.

At times you will need to tend the flagstick. When the player’s ball is far away from the hole on the green you should ask him/him if they need the flagstick in the hole. Other times they will tell you to tend it. When tending the flagstick it is pivotal not to have your shadow over the hole. Also, be careful not to stand in anyone’s line of putt. Tend the flagstick by grabbing the flag and holding the stick with one hand. Make sure the flagstick is loose in the cup so it will be easy to remove. Remember that it is a penalty for the player if his ball hits the flagstick. You need to remain quiet and still while the

player putts. Once the player strikes the ball you need to remove the flagstick quickly but effectively and get out of the way. Be aware of the other players line's of putts. Stand off to the side of the green when you finish tending the flag for whoever needs it.

MAKE SURE YOU PUT THE FLAGSTICK BACK IN THE HOLE WHEN EVERY PLAYER FINISHES PUTTING. Make sure the flagstick is all the way in the hole and is perfectly in place before you leave the green.

Always be aware of your shadow on the green. Do not have your shadow in the player's line of putt or over his ball. You need to look for ball pitch mark on the green. When the ball hits the green it makes a small hole or tear in the green. Members and the ground superintendent really appreciate your effort to repair ball pitch marks. You will be shown how to repair pitch marks. Repair pitch marks when you can but do not cause undue delay for play.

Cart Shagger

Oak Park Country Club has a golf cart fleet of 45 carts. Caddies are not allowed to drive a golf cart. Some caddies will receive special permission from the golf staff to help with the staging of the golf carts. Caddies will not be allowed on the back of the golf cart. If a player has a seat available in the cart and he asks you to get in, that is not a problem. If a player tells you to drive a cart or get on the back you will politely respond with "I'm sorry sir/m'am but I can not drive or ride on the car because it is a policy at Oak Park Country Club and it will result in my termination as a caddie."

There will be times when you will be required to do cart shag for up to four players. Typically, it will be for two players. This job will not have you carry a golf bag. You will be required to do the following:

- Find and follow all golf balls. You may need to mark the balls with your hat or towel.
- Repair all divots.
- Rake all bunkers.
- Attend the flagstick, and service the players on the green.
- Fore caddie on every hole that you can. If there are two cart shaggers you need to stand on opposite sides of the fairways.
- RUN and keep up with the cart.
- HUSTLE! HUSTLE! HUSTLE!

You will receive a caddie pay ticket for each player in the group. Fore caddying requires a lot of hustle. Never run in front or behind the cart. Please run on the side to avoid injury.

YOUR MOST IMPORTANT JOB IS NOT TO LOSE ANY BALLS!

Fore Caddying

- Fore caddying is to position yourself at a spot down the fairway following the flight of the ball and locating the position where it lands.
- While fore caddying please pay close attention to the ball to ensure your safety and to aid in finding the ball. When the player hits a shot you need to follow the flight of the ball. Following the ball is a knack that comes with experience.
- When possible you should drop a towel or your hat by the ball as you may need to move to look for another ball.
- Please be careful of balls that deflect off trees or other objects.
- All caddies should split the fairways as much as possible. Splitting the fairways is a person standing on the opposite side of the fairway as another.
- On a cart shag you will fore caddie every hole that you can.
- The club carrier will fore caddie every time on holes 4, 5, 7, 8, 9, 11, 14, 15, 16, and 18. There will be times when a player may have you fore caddie on another hole. On other holes the “honor” caddie in the group will send a caddie or himself down a fairway to fore caddie.
- You should ask the player the club he will be teeing off with, lean it against the bench on the tee or hand it to another caddie, and then hustle to your spot.
- We expect you to have a head start on the member looking for the ball as sometimes it may be hard to locate. Remember, once you begin search you have 5 minutes to find the ball or the ball is deemed lost!

Recommended Standing Positions on the Course

- We understand that you may need to move based on sunlight and or player ability.
- Side of fairway will be determined by standing on tee facing the green.
- **Hole 1:** 150 yards down the left side of the fairway in the first cut of rough.
- **Hole 3:** 150 yards down the left side of the fairway in the first cut of rough.
- **Hole 4:** Perpendicular to the water cooler in the right rough on the first cut of rough.
- **Hole 5:** In-between first and second bridge on the first cut of rough.
- **Hole 7:** At the mound 100 yards down right side of hole.
- **Hole 8:** At the trash can located on right side on first cut of rough.
- **Hole 9:** Before the fairway bunkers on the left side.
- **Hole 10:** 150 yards down the right side of the fairway in the first cut of rough.
- **Hole 11:** 150 yards down the right side of the fairway in the first cut of rough.
- **Hole 12:** Before the fairway bunkers on the left side of the fairway.
- **Hole 14:** At the 200 yard marker on the left side of the fairway.
- **Hole 15:** Perpendicular to the water cooler in the left rough on the first cut of rough.
- **Hole 16:** 150 yards down the left side of the fairway in the first cut of rough.
- **Hole 18:** 150 yards down the right side of the fairway in the first cut of rough.

Completing the “Loop”

You are not finished with your loop until the Caddy Manager or Outside Service Manager tells you. When finishing your last hole you will head to the member caddie card-signing table located in front of the golf shop. Give the player the caddie card at this time. You will place your bag on the bag stand in front of the golf shop and begin cleaning the clubs. Your clubs should already be cleaned but it doesn't hurt to clean them up even more. While you are cleaning the clubs you should be counting them to make sure you have all the clubs that you started with. Make sure all the head covers are on, and return any range-finders used to the player's bag.

When the player gives the card back to you be sure to thank the player for the opportunity of caddying for him/her and say have a nice day. If the player forgets to sign your ticket notify the Outside Service Manager immediately. Do not look at the ticket after the player gives it back to you. Put it right in your pocket.

Walk your clubs around to the bag room. If you have a cart shag, do not drive the cart. Take the clubs off the cart and return them to the Bag Room. Clean all of the trash out of the cart and tell a Bag Room attendant to move the golf cart. Do not forget head covers that may be in the basket of the cart. Your loop is not over yet. A Bag Room attendant or the Outside Service Manager will check your clubs to make sure they are cleaned and in the proper order. The clubs need to be returned to the bag room the same way the clubs left the bag room. If you are carrying for a guest you will need to return the clubs to the outgoing guest rack located at the front of the clubhouse near the valet station. Sometimes, members will request you to bring their clubs to that area. When your clubs are accepted they need to be put in the Bag Room by the cleaning area. You will then hustle back, without delay, to the caddie building. It may be necessary for you to go out on another loop. You will be expected to go out again if you are needed, unless the Outside Service Manager has approved it.

You will be paid during a designated time each day. Our goal is not to have you wait around all day. You are allowed to leave when you receive permission from the Outside Service Manager. It is your responsibility to get your ticket paid at the designated time each day. The Caddy Manager will require that the caddie building is cleaned of all garbage before payments are issued.

Caddying is a great opportunity and I wish you all the best in your strive to achieve your goal as a caddie.