

# Ruth Lake Country Club



## Caddie Program

# Introduction

Welcome to the Ruth Lake Caddie Program. Ruth Lake has made a commitment to establishing an active and successful caddie program. For the Ruth Lake program to be successful it is necessary to have a large number of hard working and dedicated caddies. To become a successful caddie you must make the commitment to learn, respect, and enjoy the game of golf. Many great players and top professionals received their start as a caddie; through desire and commitment they developed a love for the game and made it a favorite activity or even a successful career. The staff at Ruth Lake hopes you will enjoy being part of the game of golf and make a commitment to being a good and dependable caddie. With a good attitude and a willingness to learn, the staff is positive you can become a successful caddie at Ruth Lake Country Club. We are looking forward to working with you this season. If there are any questions throughout the golf season, you can reach me by email ([tbarry@ruthlakecc.org](mailto:tbarry@ruthlakecc.org)).

Sincerely,

*Tim Barry*  
Caddie Master

# Caddie School Schedule

Mandatory for all incoming caddies is their attendance at a Caddie Orientation Seminar. The orientations are designed to inform our new caddies of the responsibilities and duties that are required of them, as well as, how caddying can help foster responsibility and relationships with highly successful and motivated individuals. Each caddie must attend the orientation with a parent or guardian and provide the Caddie Master with a letter of recommendation from an adult (NOT a relative).

Caddie schools will be held Tuesdays, Thursdays and Fridays AT **4:00 SHARP** during the month of April. The classes are roughly two hours long. If necessary, dates will be added to the schedule for inclement weather. You must be able to attend at least 5 of the caddie schools and take a written test upon completion of the fifth training session.

Your Caddie Master is Tim Barry. If you have any questions please use email (tbarry@ruthlakecc.org)

**Remember to dress appropriately for conditions...the schools will be held outside.**

You must be 13 years old and be able to carry a heavy golf bag around the course for 4 to 5 hours in the sun.

# Caddie Uniform

The Ruth Lake Caddie uniform is as follows;

Caddie Polo, Caddie hat and Khaki shorts or pants. **Denim and cargo shorts are absolutely never allowed to be worn on Ruth lake grounds.** A good pair of gym shoes is the best footwear. **Shirts are to be tucked in at all times. Your appearance is a critical element of determining your success as a caddie; uniform is to be clean and wrinkle free before entering Ruth Lake property. If you arrive in any other manner, you will be sent home.**

A golf course is the whole area on which play is permitted. Ruth Lake Country Club has an 18-hole golf course with a driving range and practice areas.

The **Teeing Ground** is the starting place for a hole to be played. At Ruth Lake 4 sets of tee markers are typically used: I's are for championship, II's are for men, III's are for seniors, and IV's are for women. Pay close attention to the tees your player uses on the 1<sup>st</sup> tee and then go to those tees for the remainder of the round.

At the opposite end of the golf hole is the **Putting Green**. The putting green is the low, finely mowed grass surrounding the hole. Encircling the putting green is slightly taller grass called the **Fringe** or **Apron**.

The **Flagstick** or **Pin** is the movable pole centered in the hole so players can see the position of the hole on the putting green.

The stretch of short grass between the teeing ground and the putting green is called the **Fairway**. On either side of the fairway is longer, heavier grass called the **Rough**.

Near the putting green and lining the fairways of the holes may be several **Sand Traps** or **Bunkers**.

Any areas where golf is not permitted are referred to as **OUT OF BOUNDS**. Out of bounds areas are identified by white stakes or fences.

Golf holes vary in length but all are classified into three categories: **Par 3**, **Par 4**, and **Par 5** holes. The par number represents the ideal amount of shots a player should take to complete the hole.

The shortest holes are par 3's and should be completed in three shots by the expert player. The longest holes are par 5's and should be completed in five shots. The remaining holes are par 4's and should be completed in four shots. You will seldom caddie for players who are expert, so be aware that higher scores are common.

A player who completes a hole in the ideal number of shots is said to have "**made a par**." A player who completes a hole in one shot more than par is said to have "**made a bogey**." A player who completes a hole in one shot less than par is said to have "**made a birdie**."

It is the caddie's job to locate and identify his player's ball on the course. Therefore, after your player selects a ball from the bag, be sure to ask the brand name and number of the ball.

When the golfers are ready to tee off, stand in a place where you can watch the flight of the ball but are not in danger of being hit. If possible, stand at least ten feet away from golfers outside the tee markers. Be sure your shadow is not in the golfer's field of vision. Above all, be quiet and watch all players tee shots.

It is also your job to know the location of each player's ball, especially the ball of your own player. As each ball is hit, watch its flight from the time it leaves the club until it lands and comes to a complete stop. If you're facing the sun, shade your eyes with your hands. If the player's ball lands in the rough, mark it by lining it up with a tree, bush, bunker, or landmark. If there is a possibility that your player's ball landed out of bounds, tell him or her immediately. He or she may decide to

hit a provisional ball. After you've lined up your player's ball, wipe off the club and return it to the bag, replacing the headcover if a wood was used.

Your golfer's bag will contain 4 types of clubs: woods, irons, wedges, and a putter. Each wood is numbered on the bottom. The #1 wood is sometimes referred to as the Driver. Other woods are numbered 2, 3, 5, 7, etc.

Irons are also numbered on the bottom 1-9 (excluding the wedges). Generally speaking, woods allow the ball to travel farther than irons. The remaining clubs in your player's bag are the wedges and the putter. The wedges are used for shorter fairway shots and half shots around the green and from the bunkers. The putter is almost solely used on the putting green to roll the ball into the hole.

The lower the number on the woods and irons, the farther the ball will travel when hit.

## Getting Your Caddie Assignment

When you arrive at Ruth Lake Country Club, come into the caddie house and check in with the caddie master or the sign in sheet. When your turn comes, you will receive a caddie assignment from the caddie master. Be sure to bring your own towel when caddying. The club will not provide them for you.

### After receiving your assignment:

1. Go to the bag room and request your player's bag if it is not already out.
2. Grab the player's bag, wet your towel, count the clubs in his/her bag (if there are more than 14 clubs, notify your player), and quietly wait for your player.
3. Make sure all clubs are clean and in order so that they are easy to find. Woods and putter in the top of the bag nearest the strap, short irons (9 iron, and wedges) in the bottom of the bag, and the remaining irons in the middle of the bag.
4. Prior to beginning your round, please make sure that you have with you the following:
  - **Your Caddie pay card** (which you will provide for the player at the conclusion of the round). If the Caddie Master has not done so for you, write your player's name on the pay card.
  - Pencil
  - Ball Marks
  - Tees
  - Ball Mark Repair Tool
  - Scorecard

### When your golfer arrives at the tee:

1. **Introduce yourself by name to your player and show that you are glad to be caddying for him/her.**
2. Be ready to carry your player's clubs to the practice tee if the golfer wants to hit balls prior to the round. They may also wish to practice putt on the practice putting green before play.

3. Always be polite and courteous.
4. Always address your player as Mr. and Mrs. (Dr. if you know for sure), even if he or she has introduced themselves using their first name.
5. When your player or another golfer asks you a question, always reply with a "Yes, Sir (Ma'am)" or "No, Sir (Ma'am)" followed by a polite response.
6. When it is time for your player's group to tee off, carry the clubs to the first tee.

## Down the Fairway

As soon as all players have completed their tee shots and you have cared for your player's club, pick up his/her bag and walk ahead of your player in the direction of the ball. If the tee shot landed in the rough, walk on the "line" of flight with the bunker, tree, building, etc. it was headed towards. If you lose the line, you may lose the ball.

The player whose tee shot lies farthest from the putting green is always first to play. Therefore, if your player must wait his turn, be sure to remember the location of his or her ball. Try to reach your player's ball before they do, but do not move ahead of the other players.

When you reach the ball, remove the bag from your shoulder and set the bottom of the bag on the ground approximately 3-5 feet from the ball and lean the bag toward the player to permit the selection of a club. Once the player selects his or her club, step back so you are 6 to 10 feet away from the player. Again, watch the flight of the ball until it lands and comes to a complete stop.

On every hole (except Par 3s) in the center of the fairway are metal yardage plates, designating yardage from that point to the middle of the green. The three plates are located at 200 yards, 150 yards, and 100 yards. There are also sprinkler heads located on every fairway and in areas of the rough; these sprinkler heads are also marked to the center of the greens.

As your player comes within 225 yards of the green, it is possible for him or her to hit their next shot onto the green. Therefore, they will expect you to estimate the yardage so they can select the appropriate club for that distance. Learn to make a 1-yard (3-foot) step to help you estimate yardage, THIS PROCESS MUST BE DONE IMMEDIATELY UPON APPROACHING YOUR PLAYER'S BALL.

When your player hits his or her ball on the green, give them their putter immediately.

Five important things to do in the fairway are:

1. Replace divots
2. Rake sand traps or bunkers
3. Look for lost balls
4. Fore-caddie
5. Clean the player's club after each time it is used

When hitting a fairway shot, some golfers may take a divot. That means that he or she swings the club into the ball and it scrapes away a section of grass from the fairway or rough area. It will be your job to replace all of your player's divots. Divots may also be made on tee shots, especially with

irons on par 3's. On the tee of the par 3's you will find a bucket with a scoop filled with a sand and seed mixture. Fill the divots with the mixture instead of replacing the sod.

### **How to replace a divot:**

1. Pick up a section of grass that was scraped away.
2. Place it on top of the bare dirt (grass side up).
3. Press the grass section into the bare area with your foot.

### **How to rake sand traps or bunkers:**

1. Find the nearest rake.
2. After your player hits, enter the bunker or trap at the same point as your player.
3. Smooth out all footprints and irregularities.
4. Replace the rake inside the trap or bunker, not on the grass.
5. Never leave the bunker by climbing up a steep face – leave at a low point

## **Looking For Lost Balls**

Anytime a player in the group, not just the player you are caddying for, loses a ball help look for it.

## **Forecaddie**

**Forecaddying will only be done by experienced caddies.** When forecaddying, the caddie runs ahead of the playing group, finds a place in the rough and out of trouble, and watches where the shot goes. Often done when there is a blind shot in which the player can't see his or her ball land.

## **On the Putting Green**

When you approach the putting green, take your player's bag directly to the edge of the green closest to the teeing ground of the next hole. **Never place the bag on the green or in a position where it might be struck by another ball.** Once your player's ball has reached the putting green, he or she may mark it with a coin and remove it. When the ball has been marked ask if it needs to be cleaned. When your player hands the ball to you, wipe the ball with your towel removing all traces of dirt and grass. Return the clean ball to your player immediately, making sure not to roll it.

When all players have reached the putting green, the caddie whose player reached the green first is responsible for the flagstick. If it is your turn to care for the flagstick, approach it being careful not to make a step in the "line" of any putt. Step over or walk around the "line" of every ball on the green.

Usually the player farthest from the hole will putt first. Wait at the flagstick for instructions. The player will tell you if you should PULL or TEND the flagstick.

If a player says, "Tend the flagstick" stand near the flagstick so your feet and shadow don't cross the player's putting line or the hole. Hold the flag against the stick so it doesn't flutter. As soon as the player strikes the ball, remove the flagstick. Lift it straight up so the end doesn't damage the edges of the hole.

Continue caring for the flagstick, taking instructions from each player putting. After all players have finished putting out, replace the flagstick securely in the hole. On holes where another caddie has the responsibility for caring for the flagstick, stand quietly at the edge of the green near the players' bags.

## Repairing Ball Marks

When a ball lands on a putting green, its weight and velocity will bruise the grass and make an indentation in the sod. At Ruth Lake, it is the player's responsibility to repair all ball marks on the putting green but if they don't please make the repairs yourself. Proper technique on repairing ball marks will be taught in caddie training classes.

## At the End of the Golf Round

At the conclusion of the 18<sup>th</sup> hole, you must count the clubs in your player's bag, making sure none of them have been lost on the course. As you count the clubs, wipe them with your wet towel at the bag rack. Replace the head covers on the woods.

After you have cleaned and counted the clubs, wait for your caddie pay card so you can be paid. Return the members clubs to the bag room and leave the guests clubs on the rack. When receiving your caddie gratuity, **shake the players hand firmly and thank them for the opportunity to work for them.** Next fold your gratuity in half and place it in your pocket. **By no means do you look at the ticket or count the money you just received in front of the player.** This is the most important part of the loop! Wait in the caddie area for the caddie master to come and pay you.

## Chick Evans Scholarships

Do you want to go to college? Are you wondering how you are going to come up with enough money to pay your tuition and other expenses? There's an answer to your problem, if you're willing to work for it.

As an outstanding caddie, your club may nominate you for a full-tuition scholarship. First, you must show that you are a sufficiently capable caddie to warrant this honor, and next you must have worked regularly as a caddie for at least two years.

The only other requirements you must meet for appointment as an Evans Scholar are:

1. To be in need of financial aid.
2. Rank in the upper-quarter of your class.
3. Possess an outstanding record in leadership, integrity, and honesty.

Candidates must make formal application on blanks obtainable from their clubs.



## Understanding Course and Equipment Terminology

In order to communicate with your golfer and other caddies, you must be familiar with certain words and terms. This training manual will define some of those words and terms.

1. Know all 14 clubs
2. Hand player the club he/she selects
3. Stand still
4. Keep quiet
5. Watch the ball
6. Replace all divots
7. Smooth sand in traps
8. First on the green takes the flagstick
9. Keep up with the player
10. Never swing the clubs
11. Memorize yardage of each hole
12. If you don't know – ASK
13. NEVER, never touch a ball that is in play nor allow the ball to touch you

### Definitions

- A. Divot – A piece of turf dug from a fairway in making a shot. It is a golden rule that this must always be replaced.
- B. Caddie master – From whom you can obtain an Evans Scholarship blank application, assigns caddie to a job, and pays caddie at end of round.
- C. Honor – The right to play from the tee first.
- D. Penalty – What a player often suffers if he or his caddie breaks the rules.
- E. Away – Ball farthest from the hole.
- F. Birdie – One stroke under par for the hole.
- G. Rough-housing – This leads to accidents and is frowned upon.
- H. Approach – The stroke to the putting green.
- I. Par – The standard score for expert players on each hole.
- J. Handicap – Strokes given to equalize playing ability.
- K. Evans Scholarship – Tuition and room rent at leading colleges.
- L. Eagle – Two strokes under par for a hole.
- M. Bogey – One stroke over par for a hole.
- N. Fore-caddie – A caddie who stations himself or herself down the fairway to watch “blind” shots.

Always remember: The Rules of Golf make the caddie a “partner” of the player.

As a result, when a caddie breaks a rule, it is his/her player who must suffer the penalty. So, if you want to be a good caddie, learn the Rules of Golf – or at least know the ones that apply to you.

If you know the rules, you will be in a position to help your player win. If you don't, you can just as easily cause him to lose the match.

## The Ruth Lake Golf Professional Staff

It is very important to know who the Ruth Lake Golf Professional Staff is.

Mark Labiak~ PGA Head Golf Professional  
Dan Sheldon~ PGA Director of Instruction  
John Jacobs~ PGA 1<sup>st</sup> Asst. Golf Professional  
Austin Cochennour ~ Asst. Golf Professional

### Special Notes

**Caddies, and those that are providing transportation for caddies, are required to use the main entrance and park or drop off caddies in the Paddle Hut parking lot. At no time are caddies or their transportation to drive to the front of the Clubhouse or the main parking lots.**

Caddies are to remain in the caddie shack when not working. The clubhouse, pro-shop, and the bag room are off limits at all times.