



# Caddie Manual



Western Golf Association  
Evans Scholars Foundation  
[www.wgaesf.org](http://www.wgaesf.org)

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## Evans Scholars

# The Evans Scholars Program

## Sending Caddies to College Since 1930

The Western Golf Association is a national organization of member clubs. It was founded in 1899 with the purpose of conducting national championships and providing general service to the game of golf.

In 1930, legendary amateur golfer Charles “Chick” Evans Jr. asked the WGA to administer a caddie scholarship. Originally a caddie himself, Chick knew there were many young caddies who showed academic promise, but whose families could not afford the costs of college. He wanted to give something back to the game of golf, and his dream became a reality in 1930 when the WGA awarded the first two Evans Scholarships to Northwestern University.

Today, the Evans Scholars Foundation administers the nation’s largest scholarship program for caddies. Since 1930, more than 10,000 young men and women have been awarded full tuition and housing grants, known as Evans Scholarships.

Evans Scholarship applicants are evaluated on four criteria:

- Strong caddie record
- Excellent academics
- Outstanding character
- Demonstrated financial need

Learn more about the Evans Scholarship at [www.wgaesf.org](http://www.wgaesf.org).

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## 10 RULES OF A CADDIE

1. Learn the game of golf and how each of the fourteen golf clubs are 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 they are 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.





## 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. The money is excellent, you develop interpersonal skills and work outdoors. Caddying gives you an opportunity to meet successful and influential people and to potentially qualify for a college scholarship.

Caddying 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 your caddie manager or golf professional to explain anything that is confusing. The better you know this manual, the better caddie you can become.

This book is published by the Western Golf Association, an organization working to keep young people active and interested in this great sport.

Please contact the Western Golf Association with further questions at 847-724-4600 or visit [www.wgaesf.org](http://www.wgaesf.org) for more information.

# THE CADDIE MANAGER

Caddie managers are given the task of recruiting, training, nurturing and supervising a golf club's caddies. They must also communicate effectively with the golf professional and other golf club staff members and can have a significant influence on the extent to which the membership enjoys the game at their club.

A professionally trained, knowledgeable and courteous group of caddies and a well-managed caddie program can help a golf club deal more effectively with slow play, significantly add to the number of enjoyable rounds of golf and enhance the golf club's overall image of a well-managed, first-class operation.

Each club will have its own set of rules and procedures for caddies to follow. Learn them quickly. Do not be afraid to ask your caddie manager questions, not only about your service to the players, but also:

- How, when and where to report to work and await your daily assignment.
- How, when and where to go and what to do when given your daily assignment.
- How, when and where you will be compensated for your work as a caddie.
- How, when and where to obtain information on college scholarships granted to caddies.



## THE BASIC JOB OF CADDYING

The caddie has been a part of the game of golf almost from the beginning. The Rules of Golf define the specific role of the caddie. Your primary purpose as a caddie is to assist the player you are working for. Basic duties include carrying the bag, pacing yardages, replacing divots, raking bunkers and tending the flagstick. When a player enjoys a round of golf, so will you. You and the player are a team on the course and your work is a fundamental part of a successful round.

By following the procedures and suggestions in this manual, your work will be easier. Listen when you get advice from your player and older caddies; their experience and knowledge will help you become a better caddie.

### A CADDIE'S TOOLS

Every job has tools, and caddying is no different. There are several essential tools all caddies need in order to perform their duties properly.

- First, you need a towel to keep the clubs clean and dry. A 20" x 40" white towel is ideal. Never use a towel from the club, unless it is provided. Many clubs require the caddie to bring a towel from home. It is important to keep at least a quarter of the towel damp (wet on really warm days) in order to clean the golf ball and grooves of the club and caked-on mud or grass.
- Second, you should carry a ball mark repair tool to fix impact marks that balls make when landing on the green. Watch your player fix ball marks a couple of times before you start fixing them. Only do this if time allows.
- Third, good caddies always have an extra pencil and a few tees in case the player needs them during the round.
- Fourth, a caddie needs a comfortable pair of shoes. Never wear golf spikes or ripple soled shoes that can damage the greens. Tennis shoes are fine, but your choice of shoes should look presentable, give your feet support and keep them dry.
- Fifth, most clubs require a caddie to wear a club shirt and a hat. You may have to purchase these items from the club. Proper rain gear should be worn when necessary.

## GETTING STARTED

1. Find out from your caddie manager when and where to check in. Then proceed to the caddie area and wait for an assignment. While in the caddie room, follow the rules posted by the club. There is no rough-housing or fighting allowed. Be courteous and respectful of the other caddies.
2. When the caddie manager gives you an assignment, go to the designated area and identify your player's bag. Adjust the carrying strap so that you can properly balance the bag. Count the clubs in the bag (the USGA rules of golf allow a maximum of 14). If there are more than 14 clubs, inform the golfer.
3. Arrange the bag so that the woods (metal or wooden) and putter are in the top section (closest to the carrying strap). Next, place the six longest irons in numerical order in the middle section. Place the remaining short irons in numerical order in the bottom section. Make sure all pockets of the bag have been securely closed. Take your towel and get about a quarter of it wet. Use it to clean and dry the clubs thoroughly. It is especially important to keep the wood headed clubs dry and covered. Pick up a scorecard, pencil and a few tees in case the players in your group have forgotten them.
4. Learn how to pronounce your player's name. If you are having difficulty, ask your caddie manager. When the player approaches, introduce yourself by stating: "Hello Mr./Mrs. Smith, my name is John Doe and I will be your caddie today."
5. Your player may want to go to the practice tee or green before starting the round. Be available to assist your player.
6. You are now ready to begin the round.





*Top: Be ready to take your player's club, but only if it is handed to you. Never grab or ask for the club.*



*Left: When your player approaches, introduce yourself and learn how to pronounce his or her name.*

*Bottom: When attending the flagstick, make sure your shadow does not cross the player's line of putt.*



## ON THE TEE

1. Take note of the brand and type of golf ball your player is using for the round.
2. Line up on the right-hand side of the teeing area. Bring the bag right up to the tee marker. The shortest caddie should be in front and the tallest in back, ensuring proper vision for each caddie.
3. Be careful of your shadow, so that it does not fall on the teeing area, distracting the player. Back away if your shadow is in the way or if you are too close to the player teeing off.
4. Stay quiet on the tee when a player is hitting. Keep a careful watch on your player's drive and mentally mark it with something in the fairway or rough (usually a tree or a hill). If the sun is in your eyes, use your hand or a visor to block the rays while continuing to follow the flight of the ball.
5. Help your fellow caddies by watching the flight of all the players' balls. A good caddie knows the position of each player's ball.
6. Be ready to move off the teeing area quickly after the last player hits. When your player hands you the club, clean it and place it back in the bag. Be prepared to clean and dry the club while walking to your player's golf ball. Replace the head cover if the club had one. Never misplace a head cover. Proceed off the tee and stay ahead or even with your golfer as you walk to the ball. SUGGESTION: The teeing area is usually a good spot to reorder the clubs if they were rearranged on the last hole. Be sure to keep quiet while doing so.





## THROUGH THE FAIRWAY

1. Walk ahead or alongside the player; do not lag behind. Walk with your hand over the clubs or a towel woven between the clubs so they do not rattle. Be attentive of where you are walking and where the group's golf balls are.
2. When proceeding off the tee, move quickly to your player's ball, but do not go beyond the farthest ball from the green. If it is not your player's ball, stand away from the player hitting.
3. As you approach your ball, find the closest yardage marker and walk off the yardage to the hole. You will either be adding or subtracting yardages depending upon the location of the yardage marker in relation to the ball. Yardage markers are to the center of the green. Inform your player of the yardage. This should be the only time you volunteer information. As you gain more experience, you might also want to inform your player about the wind direction and flagstick location.
4. When arriving at the ball, check to see if it is your player's. If you cannot identify it as your player's, **DO NOT TOUCH IT**. Let the player identify it. Bring the bag up directly to the ball and stand to the right of the ball (left if caddying for a left-handed player) and one pace back. Place the bag on the ground with the clubs face up and wait for the player to select a club. Once your player has chosen a club, step away a couple of paces. Carefully watch the flight of your player's ball and note its position. **CAUTION:** If your player is playing through trees, stand where you will not be hit by the ball but can still watch its flight.
5. After your player has hit and if a divot was made, replace the divot quickly. Run to the divot and replace it in its original position. Place it in the hole with the roots facing down. Step down on the divot twice to make sure it is replaced properly. When your player hands you the club, clean it thoroughly and place it in the proper order in the bag. You can clean the club while you are walking to the next shot. Hand your player the putter if the shot landed on the green. Players should never have to ask for their putters.

## AROUND THE PUTTING GREEN

The putting green is probably the most important area on the course. You should be especially careful when performing your duties here.

1. Hand your player the putter as soon as the ball is on the putting green.
2. If your player is first to land on the green, it is your responsibility to tend the flagstick. Place your bag down on the ground nearest to the next teeing area and bring your towel with you back to your player. Offer to wash the golf ball and then proceed to the flagstick. **WARNING:** Never lay your bag down on the fringe or putting green. Also, never run or jump on the putting green.
3. If you are not attending the flagstick, stand off the putting green in an area that is not in anyone's line of putt. Keep quiet. Never stand behind the hole or the player when he/she is putting.
4. If time permits and you know how, fix any ball marks you see on the green. Be sure not to distract anyone while they are putting.

### **Tending the Flagstick**

1. Learn to judge which ball is furthest from the hole. This player putts first.
2. When walking on the putting green, be careful not to step in anyone's line of putt. The line of putt is the path that the ball is expected to travel over the putting green to the hole. Be aware of the positions of all the balls.
3. When you get to the flagstick, make sure it is not stuck in the hole by twisting it. Ask the farthest-away player if they would like the flagstick out or tended.
4. If the player does not want you to tend the flagstick, remove it carefully and move to the edge of the green away from the line of putt.

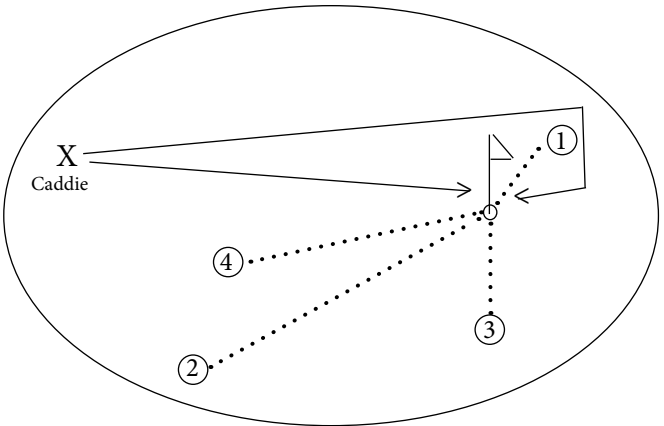
5. If the player wants you to tend the flagstick, stand so your feet are at least two feet from the hole and your shadow does not cross the player's line of putt. If you can reach the flag atop the stick, hold it so the flag does not blow in the wind. Make sure your feet are together and pointing toward the player for whom you are tending the flagstick. **WARNING:** Be sure not to step on or stand near the hole; it can cause damage to the hole.
6. Once the player strikes the ball, remove the flagstick carefully from the hole. Move to a side of the putting green, being careful not to step in anyone's line of putt. Keep quiet. You may have to tend the flagstick for more than one player, so be prepared. If you are not sure, ask.
7. After all the players have holed out, return the flagstick to the hole. Be careful not to hit the edge of the hole with the bottom of the flagstick. This causes damage to the hole. Quickly move off the green and meet your player at the next teeing ground. Once you get to know the course and your player, you should have his or her driver ready to exchange for the putter.

### **Finishing The Round**

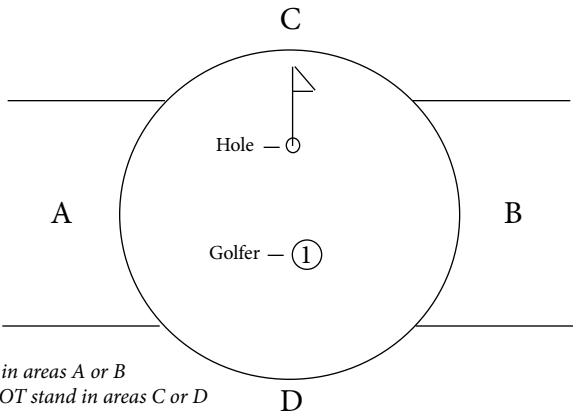
1. Thank your player. "Thank you Mr./Mrs. Smith, it has been a pleasure caddying for you today."
2. This is when your player will compensate you for your work and evaluate your performance on a ticket that you are handed when you begin the round. Stand away from your player while they do this. Do not look over your player's shoulder while he or she is signing your card.
3. Ask your player where they would like the bag to be placed and return it there promptly. A member's bag is usually returned to the bag room. If you are caddying for a guest, ask where they would like the bag to be placed.
4. Make sure you count all the clubs and that they are clean before leaving the bag.
5. Return to the caddie room and either await a second assignment or check out according to your club's rules.



Player No. 2 is away and will need the flagstick tended. The arrows show that you can take two paths to the flagstick. Your shadow may be over the hole, so you may have to stand on the other side.



Where to stand on the green after the caddy has taken the flagstick away.



Stand in areas A or B  
DO NOT stand in areas C or D

## BUNKERS

When your player's ball lands in a bunker there are special duties that need to be performed.

1. Stand outside the bunker as your player is making the shot.
2. After your player has completed the shot, take the club and lay it on the bag that you have placed on the ground outside the bunker. Never bring the golf bag into the bunker.
3. Enter the bunker at the same spot your player did. Try to enter at the lowest point of the bunker so as not to damage the lip. Smooth the footprints and ball mark by using the rake located near the bunker. If a rake is not available, use your shoe to smooth the sand. Be sure not to disturb the other players as you are raking the bunker. Ask your caddie manager where rakes are placed around the bunker (inside or outside). Replace the rake in that spot.
4. Pick up the bag and club and move quickly to your player's next shot. Again, you can clean the club as you walk to the next shot.
5. If your player is in a green side bunker, hand the putter to your player if the shot landed on the green, before raking the bunker. If the shot did not land on the green, stay with your player until the ball lies on the green. Then proceed back to the bunker to rake.

## HAZARDS AND OUT OF BOUNDS

1. If your player hits a ball toward a water hazard or out of bounds, watch it extremely carefully to determine where and if the ball entered the hazard or went out of bounds.
2. Inform your player immediately if you can determine that the ball is in the hazard or out of bounds. Your player may have to replay the shot.
3. If you are uncertain whether the ball entered the hazard, signal to your player to hit another ball from his or her current position. This second shot is called a provisional. When in doubt, call it out.

## TEAMWORK

Your ability to communicate with the other caddies in your group can make a round of golf more enjoyable and less work for everybody. Work as a team on the golf course, helping each other rake bunkers, tend the flagstick, measure yardage and replace divots.

If you are the only caddie in a group, try to rake the bunkers for those riding in carts as often as you can. You may receive compensation for this.

If you are carrying double (two bags), try to attend to each player as much as possible. Go first to the player who is furthest away and then as quickly as possible to the second player. The players will help you if they can.

## HEALTH AND HINTS

Doctors agree that walking is one of the best forms of exercise for cardiovascular and muscular improvement. During one round of golf, you will walk approximately five miles. This is excellent exercise for you unless you do not prepare for it properly.

- Take care of your feet. Make sure that your shoes are comfortable, have proper support and keep your feet dry. Always wear socks.
- Dress for the weather. Watch the forecast for the day and dress appropriately. In colder weather, layers are the best way to keep warm, as you can always remove them if it becomes warmer. You should always carry a windbreaker or raincoat on days that are forecasted for rain. Remember, it is always better to bring too much than to have too little.
- Eat sensibly. Make sure to eat a good breakfast prior to caddying. There is usually a spot on the course (Halfway House) where your player may purchase some type of refreshment for you. Be courteous and thank your player.
- On extremely hot days, drink large amounts of water to keep from getting dehydrated.



## INCENTIVES AND AWARDS

Caddying offers numerous incentives and awards to its participants. Your club may offer some of these listed below or have different ones. Hard work and dedication are usually the basis for being asked to participate in special programs or to earn special awards. Ask your caddie manager for more details.

### PROMOTIONS

When you begin caddying, many clubs will classify you as a “B” caddie. If you work hard and gain enough experience, you may be promoted. Promotions can result in more money for your work. Most caddie classifications are, from lowest to highest: “B” caddie, “A” caddie and Honor caddie.

### CADDIE BANQUET

Your club may host a caddie banquet in the fall or winter to recognize the outstanding caddies of that season.

### MONDAY GOLF

Most clubs are closed on Mondays. Your club may offer “caddie golf” on these days. It is a privilege to be allowed to play on Mondays, so make sure to take care of the course.

### EVANS SCHOLARSHIP

A four-year, full tuition and housing college scholarship based on academic excellence, caddie record, financial need and outstanding character. The scholarship is supported by the Western Golf Association. For more information, ask your caddie manager or contact the Western Golf Association Evans Scholars Foundation.

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# APPENDIX I GOLF TERMS AND DEFINITIONS

ACE – A score of one for a hole. Commonly called a hole-in-one.

ADDRESS – Position taken by a player in preparing to start a stroke.

APPROACH – A stroke played to the putting green.

APRON – The last few yards of fairway before and around the green (also FRINGE).

AWAY – The ball farthest from the hole. Such a ball has priority in playing unless ruled otherwise.

BACK SIDE – The final nine holes of play (also BACK NINE).

BIRDIE – A score one stroke under par for the hole.

BLIND GREEN – A green that cannot be seen from where the player is hitting.

BOGEY – A score one stroke over par for the hole.

BUNKER – A depression where the turf or soil has been removed and replaced with sand. It is a hazard. Commonly, but improperly called a “sand trap.”

CASUAL WATER – A temporary accumulation of water which is not recognized as a hazard on the course. The player receives free relief.

DIVOT – A piece of sod or turf cut loose by a player’s club after making a stroke.

DOG-LEG HOLE – A golf hole that does not follow a straight line from tee to green.

DOUBLE BOGEY – A score two strokes over par for the hole.

DOUBLE EAGLE – A score three strokes under par for the hole.

DRAW – A shot, hit by a right-handed player, which curves slightly left.

DRIVE – A shot played from the teeing area, usually with a wood.

**EAGLE** – A score two strokes under par for the hole.

**EQUIPMENT** – Anything used, worn or carried by or for a player, (such as his clubs, clothing, golf bag, golf cart, etc.) except for a ball in play.

**FADE** – A shot, hit by a right-handed player, which curves slightly right.

**FAIRWAY** – The closely cut, well-kept portion of grass between the teeing area and putting green.

**FLAGSTICK** – A movable straight indicator, with or without bunting or other material attached to the top, centered in the hole to show its position. Commonly, but improperly called the "pin."

**FORE** – A warning shouted to let people know that a ball in flight may hit them or come very close.

**FRINGE** – The closely mown collar around a putting green.

**FRONT SIDE** – The first nine holes of play (also **FRONT NINE**).

**GRIP** – The handle of a golf club.

**GROSS** – The amount of strokes taken without handicap.

**GROUND UNDER REPAIR** – Areas on the golf course that are marked with white circles of paint to indicate "free relief" from abnormal playing surfaces. This area is in need of repair by the greens superintendent.

**HANDICAP INDEX** – A number which represents the current level of a player's golfing ability based on the golf course played.

**HAZARD** – Any bunker, water hazard or any other area marked with red or yellow stakes.

**HOLE** – Located on the green, it is a round receptacle that is four and a quarter inches in diameter and at least four inches deep. The liner should be at least one inch below the level of the ground.

**HOLED** – A ball at rest within the circumference of the hole. The entire ball must be below the level of the lip of the hole. When this occurs, a player has "holed out."

**HONOR** – The side or player entitled to play first from the teeing area. Usually the side or player with the lowest score on the previous hole.

**HOOK** – A shot, hit by a right-handed player, which curves severely left.

**LINE OF PUTT** – Path in which the ball is intended to travel over the putting green to the hole. Do not step in a player's line of putt while on the green.

**LOOSE IMPEDIMENT** – Any “natural” object not growing or fixed, such as fallen leaves, broken-off twigs and branches.

**LOST BALL** – A ball that is not found within five minutes of searching.

**MATCH PLAY** – Competition in which results are determined by the number of holes won.

**NET** – The amount of strokes taken with handicap included.

**OBSTRUCTION** – Artificial objects erected, placed or left on the golf course.

**OUT OF BOUNDS** – Ground on which play is prohibited, usually outside the golf course's property and marked with white stakes or boundary fences. A ball is out of bounds when “all” of it lies out of bounds.

**OUTSIDE AGENCY** – Anyone or anything not part of the match, or, in stroke play, not part of a competitor's side. Includes a referee, a marker, an observer or a forecaddie.

**PAR** – The score an expert golfer would be expected to make for a given hole.

**PENALTY STROKE** – A stroke added to a player's score for breach of a rule.

**PROVISIONAL BALL** – A ball played for the original ball which may be lost or out of bounds.

**PULL** – A shot, hit straight by a right-handed player, but to the left of the target.

**PUSH** – A shot, hit straight by a right-handed player, but to the right of the target.

**PUTTING GREEN** – Includes all of the ground surrounding the hole being played that is specially prepared for putting or otherwise defined as such. A ball is on the putting green when any part of it touches the putting green surface.

**ROUGH** – Area of long, heavy grass that surrounds the fairway and putting green.

**SLICE** – A shot, hit by a right-handed player, which curves severely right.

**STANCE** – The position of the feet at the time of address.

**STROKE** – Forward movement of the club made with the intent of striking the ball.

**STROKE PLAY** – Competition in which results are determined by the number of strokes played. Also referred to as **MEDAL PLAY**.

**TEE** – A peg used to support a ball on the teeing area.

**TEEING GROUND** – Often called the **TEE** or **TEE BOX**, it is the starting point for each hole on the course. It is rectangular in shape, and two club lengths in depth. The front and sides are indicated by tee markers.

**THE TURN** – After nine holes, a group makes “the turn” between the front and back sides.

**THROUGH THE GREEN** – The whole area of the course except the teeing area, putting green and hazards.

**WATER HAZARD** – Any area, lake, pond, river, ditch or open water area, whether or not it contains water, is designated to be a water hazard. Lateral water hazards, defined by red lines and/or stakes, run alongside a hole. Water hazards, defined by yellow lines and/or stakes, cross the fairway or are in front of the green. A ball is in a hazard if it touches the line which forms the boundary of the hazard.

## APPENDIX II THE USGA RULES OF GOLF AS THEY PERTAIN TO CADDIES

Under USGA’s Rules of Golf, a caddie is defined as one who carries or handles a player’s clubs during play and otherwise assists the player in accordance with the Rules of Golf.

When one caddie is employed by more than one player, the caddie is always deemed to be the caddie of the player whose ball is involved.

A forecaddie is one who is employed by the Committee to indicate to players the position of balls during play. A forecaddie is an outside agency (anything that is not part of the match or competitors side).

### Advice to a Player or His Partner

#### Rule 8-1

A player must not ask for or accept advice on how to play a shot or what club to use except from his or her caddie, partner or partner's caddie. It is permitted to give any player yardage from a specific point.

### Touching Surface Irregularities

#### Rules 13-1, 13-2

Your player must play the ball as it lies. Do not press down or move anything to make the shot easier.

### Bending or Removing Growing Objects

#### Rule 13-2

Except in making a stance or taking a swing, your player is not allowed to improve the lie, area of intended swing or line of play by bending, moving or breaking anything fixed or growing. This means a caddie must never break off even so much as a blade of grass from around the ball. Moreover, you cannot hold back a tree branch to assist your player in making a stroke, as that would be "bending something growing."

### Position of Caddie or Partner

#### Rule 16-1f

While making a stroke on the putting green, the player shall not allow his caddie, his partner or his partner's caddie to position himself on or close to an extension of the line of putt behind the ball.

### Touching the Golf Ball

#### Rule 18-2

A caddie must not touch a player's ball from the time it leaves the tee until it is holed out, unless the player instructs the caddie to do so. Then, if a rule is broken, it is not the caddie's fault.

### Ball in Motion, Deflected or Stopped

#### Rule 19-2

If a player's ball is accidentally deflected or stopped by the player, partner, or either of their caddies, or equipment, a penalty shall be incurred.

### Dropping the Golf Ball

#### Rule 20-2

Under a number of rules, the player is permitted or required to lift the golf ball and drop it. The caddie may pick up the ball,

but must then hand it to the player to do the dropping. Only the player may drop the golf ball.

### Loose Impediments

#### Rule 23

Except in hazards, loose impediments (natural objects such as: fallen leaves, branches, stones that are not embedded and so on) can be removed. However, your player should do the removing because there is a penalty if the ball moves after a loose impediment has been touched by either of you.

### Removing Obstructions

#### Rule 24-1

You are permitted by the Rules of Golf to lift movable obstructions out of the way. It is better to wait until your player instructs you to do so.





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