



2017

Caddie Manual



WELCOME

Welcome to the Hamilton Golf and Country Club Caddie Program. Our objective is to develop a strong, vibrant, member supported caddie program for the Hamilton Golf and Country Club. This program will give our youth, between the ages of 12-17, the opportunity to make new friends, learn the game of golf, earn some money, and learn new skills that will assist them far beyond their relationship with the Club.

Our caddies will have the opportunity to meet and caddie for some of the communities' finest role models. This relationship will allow the caddie to adapt to some of the etiquette qualities that our golf club signifies and offers a fantastic starting point for entering the workforce as a summer job.

The members of the Hamilton Golf and Country Club are very proud of their Caddie Program and have supported the communities' youth for well over 75 years. Our Golf Club thanks you for your interest in our Caddie Program and we look forward to working with you in the 2017 golfing season.

Dress Code

- The following **WILL NOT** be permitted while using the caddie golf privileges. Failure to conform to this dress code will result in cancellation of playing privileges.
- Shirts without a collar or Hoodies
- Cargo pants or shorts of any kind (no pockets on the outside)
- Only golf related logos on hats and apparel
- Shirt **MUST** be tucked in at all times

Restricted Areas

The Caddies are to stay within the caddie enclosure at **ALL** times, unless being instructed by the Caddie Master, Back Shop Manager or Back Shop personnel. On occasion, management may ask some caddies to perform certain jobs around the club such as sweeping out the caddie shack and cart barn, picking up range balls from the driving range, or the cleaning of the caddie washroom. These duties are performed on slow days or days with inclement weather and allow caddies to earn “Show Pay” for duties completed.

Other restricted areas include the Golf shop, Back Shop, Half-way Houses, Clubhouse, and Parking Lot (unless being picked up). The Club does not allow caddies to wander around the golf course or club grounds. From time to time a caddie may ask for permission from the Caddie Master or Back Shop Manager to buy food from the halfway house or items from the Golf shop.

Caddie Washroom

The caddie washroom is kept locked at all times. The Back Shop supervisor has access to the key and will open the door when needed. The caddies are responsible for the cleanliness of the washroom. Caddies will be required to clean the washroom when asked by the Caddie Master. Caddies will also have to sign the caddie washroom list prior to using the washroom as this ensures the cleanliness of the washroom.

Smoking

Caddies are not allowed to smoke while on the golf club property. Caddies who do, will be asked to leave the club property immediately.

The Caddie Bin

- Acts as a “Role Model / Mentor” to other caddies at all times
- Carries player’s golf bag
- Always carries course yardage book to assist members and guests

“B” Caddie:

- Including “C” Caddie expectations plus;
- Basic Course knowledge
- Has ability to pace off yardages to the center of green
- Takes initiative to perform some duties around the putting green, i.e. tending flag etc.
- Cleans golfers golf ball when needed, i.e. on the putting green
- May carry or use a pull cart when caddying

“C” Caddie:

- Has a basic knowledge of golf
- Is willing to learn and be trained
- May carry or use a pull cart when caddying

ALL Caddies:

- Keeps up with the player when walking
- Understands that there is **NO** Unnecessary Talking
- Keeps Clubs Clean at all times
- Replaces Divots / Rakes Sand Traps
- Understands where to stand when caddying
- Performs Fore Caddie Duties
- ALWAYS – asks for the member to evaluate your performance with the “Caddie Evaluation Card” provided

Silence and Speed

It is the Hamilton Golf and Country Club’s duty to ensure an enjoyable game of golf for all of it’s members and guests. It is important for all caddies, especially new caddies, to remember that silence and speed are the most important aspects of the job.

caddie the more bonus dollars you will receive. **In order to be invited to attend the Caddie Banquet and become eligible to receive a Caddie Bonus, each caddie must meet the obligation of 40 rounds.**

Caddie Payment

Once a caddie has completed his/her round, the caddie will ensure that their member fills out their Caddie Card. There is a box that will say “Caddie Cards” on it and the member will fill out the card and drop the section called “Caddie Evaluation” in the box. The other half of the card contains the member’s name, signature, and account number. Without this portion of the card the caddie cannot be paid.

Once caddies have completed their round and have obtained their half of the Caddie Card, they are to proceed with the members’ golf bag to the Back Shop area and present the Caddie Master with their pay card. If the Caddie Master is not available at the immediate time, caddies are asked to wait in the caddie enclosure quietly until the Caddie Master is available. If the caddie was not able to get paid after their round, they are asked to hold onto their portion of the caddie card until they are at the golf club next.

2017 Caddie Rates are as followed:

<u>Category</u>	<u>Show Pay Rate</u>	<u>9 Hole Pay Rate</u>	<u>18 Hole Pay Rate</u>
“AA”	\$ 17.00	\$ 20.00	\$ 38.00
“A”	\$ 15.00	\$ 17.00	\$ 34.00
“B”	\$ 13.00	\$ 15.00	\$ 30.00
“C”	\$ 11.00	\$ 13.00	\$ 26.00

Caddies with Caddie Cards for payment will be guaranteed pay on Saturdays and Sundays from 7:00 a.m. to 1:00 p.m. throughout the summer. There will be times when the Caddie Master is not available for payment. If a caddie arrives and needs payment he/she should contact the Back Shop Manager or Golf shop front desk.

Tipping:

Members and Guests shall **not tip** the caddies. Caddies who qualify are paid a bonus at the conclusion of the golf season.

good attitude, and is consistent in their commitment to the club then he or she will be promoted. There is no set number of rounds that a caddie must complete in order to be promoted however experience at each level is required. The Caddie may be asked to complete a caddying practical test in which he/she will either caddie for a member and they will report their suggestions to the Caddie Master or the caddie may caddie for the Caddie Master himself. At this point, a decision will be made on whether the caddie will be promoted to the next level or if unsuccessful remain at the current level.

Fore caddying

On occasion, caddies may be asked to perform fore caddie duties. Fore caddying is when the caddie will go to ahead of his/her group to the next hole and stand halfway up the hole on either the left or right side (usually Along the tree line). A caddie does this so that it is easier to spot the groups tee shots and advises if any of the balls go into any hazards such as trees or water. If a ball does get lost, the caddie will then start to look for the ball in the general area of where the caddie last saw it.

If a caddie is not carrying a bag for any specific player, the caddie may be asked to fore caddie on a specific hole. This would entail that the caddie will watch the groups tee shots that play the hole and advises if any player's ball went into a hazard. If a ball goes into a hazard, the caddie will then assist that group in finding the ball.

Another way that a caddie may fore caddie is if there are a group of players in carts and they have asked for a fore caddie to join their group. In this instance, the caddie's main priority is to fore caddie on every hole however the caddie will also fulfill their normal duties such as raking bunkers, cleaning clubs, and replacing divots. Caddies **ARE NOT** allowed to drive or ride on the back of golf carts. If caught doing so disciplinary action will be taken immediately. Members and guests have been made aware and are reminded that caddies are not to perform duties that include driving or standing on the back. It is a good idea that the caddie reminds the member before the round begins. If the member has any questions, they may direct them to the Caddie Master.

Daily Procedures

The following are daily procedures when arriving at the club:

- Go to the Caddie Enclosure located beside the Golf shop
- Sign up on the Caddie List
- Wait quietly in the Caddie Enclosure until your name is called
- Once your name is called you will get your bib, towel, caddie card, and pencil
- You will be given your members bag, memorize the members' name!!!!!!!
- Once given the bag, you will sit on the caddie wall and wait for your golfer to arrive

During rainy days the golf course can become very slippery. The Hamilton Golf and Country Club recommends wearing “non-slip” running shoes to avoid injury.

Peak Times to Caddie

The Peak Times to Caddie are:

- Saturdays, Sundays and Holiday Mondays: 6:00 a.m. arrival
- Wednesdays and Fridays: 11:00 a.m. arrival

The other days of the week caddies are needed but are not necessarily our busiest days.

Tournament days are very popular and often require many caddies. Please note our Tournament dates and try your best to attend these events.

Caddie Golf Privileges

The Board of Directors has agreed to allow qualified caddies, determined by the Caddie Master and the Head Golf Professional, the privilege of playing the golf course. Caddies may play the long course under the following guidelines:

1. Mondays between 7:00 and 7:30 a.m.
2. Saturdays and Sundays after 5:00 p.m.
3. “A” and “B” Caddies may play the Long Course.
4. “C” Caddies may play the Short Course.
5. Total number of Caddies allowed to play per day is eight (8).
6. All Caddies must sign up with the Caddie Master after their round the day of.
7. You must caddie the day that you would like to play excluding Monday.

All Caddies must follow club Rules and Etiquette. Any breach of club rules will result in a suspension or cancellation of playing privileges.

Procedures when Playing Golf:

- When arriving at the golf club, please check in at the Golf shop.
- If given permission from the Golf shop, Caddies may use the putting green
- Golf shop will determine what course is available for play for the “A” and “B” Caddie
- Caddies may purchase items from the half-way house during the round •
Caddies are not permitted in the Clubhouse or on the Driving Range.

The Annual Caddie Tournament

Members Commitment and Expectations

The members of the Hamilton Golf and Country Club understand that the caddie program consists of young men and women ranging in ages from 12 to 17. Part of the commitment from the club is to educate, train, and introduce the game of golf to our communities' youth. The club is fully aware of this commitment and will provide professional training, on time payment for caddying, and a safe work environment.

Of course the caddies perform a service to the members of the club as well. It is expected that the caddies abide by the club rules and etiquette spelled out in the caddie manual. Each member has his or hers special requests or duties to be performed by their caddie. Please make every effort to communicate with your golfer what is expected of you each and every time you caddie. The more you do to help your golfer enjoy their round of golf the better rating you will receive.



2017 Caddie Contract

Name: Last _____

First _____

Address: _____

City: _____

Postal Code: _____

Email Address: _____

(Best to Contact)

Telephone: _____

Date of Birth: _____

Number of years Caddied: _____ Last Year's Rating: _____

Golf Shirt Size: _____

I have read a copy of the 2017 Caddie Manual in which the Caddie Bonus and Caddie Show Pay are explained. I understand that I must caddie a minimum of forty (40) rounds in order to be eligible for the 2017 Caddie Banquet and must commit to:

- * Be available for the Club Championship (August 5,6,7)
- * Four (4) times in April, May, June, September & October
- * Ten (10) times in July & August
- * Attend Mid Summer training Sessions

DATE: _____

Caddie Signature: _____

Parent Signature: _____