



1909

# Caddie Manual



2017

## **THE CADDIES OF BLOOMFIELD HILLS**

We welcome you to Bloomfield Hills Country Club and thank you for your interest in becoming a caddie. The purpose of this manual is to serve as a guide in reinforcing all items that you will learn in caddie training school. It will also help to emphasize the rules and regulations that you must follow and the benefits that you will receive upon becoming a caddie. The ultimate goal of this manual is to answer any questions that you may have concerning your job as a caddie at Bloomfield Hills Country Club.

The members of Bloomfield are very dedicated to the Caddie Program, so much that in order for a member to operate a golf car they must have a medical excuse. This means that the need for a large caddie force will always exist.

For a lot of you this will be your first job, so we ask that you read this manual thoroughly and carefully and share it with your parents. It is important to remember that golf may be a game, but caddying is a job in which you are performing a service. The better the service you give the more you will be monetarily rewarded.

Successful caddies know the guidelines, follow the caddie program rules and have a strong understanding of this manual. We welcome you to the ranks of the caddies at Bloomfield Hills Country Club and challenge you to become a successful caddie.

## **THE CADDIE ROLE AT BLOOMFIELD HILLS**

The main focus of our Caddie Program is to provide a service to the members and their guests. For many organizations, the expectations of the caddie are minimal and their reputation becomes that of "bag toters". We believe that the members of Bloomfield require and appreciate more from our caddies. For starters, you are responsible for their equipment for the entire round. The members envision you replacing divots, raking sand bunkers and cleaning their golf ball on the green. They demand their caddie to watch, find, and get to their ball before they do. Additionally, you will be expected to provide accurate yardage for the member and to handle pin duties. Beside basic skills that our members and guests insist upon, friendliness is a top priority, since the caddie will spend close to four hours with their player. All of these items require training, cooperation, and preparation.

Many individuals register each year with us. Some do not make it because of our high standards while others may decide that caddying is not for them. But for those who continue and are patient, caddying is a unique job with many rewards and the promise of special experiences.

## **RULES & REGULATIONS**

In order for the Bloomfield Hills Caddie Program to operate in an efficient and effective manner, there are certain rules and regulations that you, as a member of this organization, are expected to follow and obey. These directives apply to all caddies regardless of rank and will be strictly enforced. Please review them and be familiar with them.

### **ARRIVAL**

If you are scheduled to be at the Club at a certain time, please be prompt. If you are going to be late or absent, call the Golf Service Manager. No caddies will arrive at the Club before 7am unless told otherwise. If you are being dropped-off, please have your driver drop you as close to the caddie house as possible. If you drive your own vehicle, park in the lower parking lot near the caddie house or in the last row of the parking lot facing Long Lake Road.

### **DEPARTURE**

Once arriving on Club property and checking-in for the day, you are not permitted to leave unless given permission by the Golf Service Manager or his assistant(s). You are not allowed to call home for a ride prior to being excused. Abuse of this rule may lead to suspension.

### **UNIFORMS**

All caddies must wear uniforms on Club property. This includes a green caddie bib, white collared golf shirt, tan or khaki pants or shorts, cap and badge. When wearing shorts, they must be Bermuda style and cannot be more than four inches above the knee. Socks must be worn at all times. A comfortable pair of tennis shoes (no spikes) is necessary to caddie. Finally, a white bath-size towel is required and must be brought from home. Caddies not in uniform will be sent home. When the uniform is not required, in the early spring and late fall, jeans are not permitted.

### **DRAW**

All caddies, with the exception of Championship caddies, will be assigned bags in order of the draw. The draw will take place at 7:15am and will be done by lot from those caddies that sign-in between 7:00 & 7:15am. Late arriving caddies will be placed at the end of the list by order of arrival. Please remember that the size of the bag and the experience level of the caddies may cause some adjustment to the draw order.

### **APPEARANCE**

Each caddie, in order to work, must always be neat and clean in grooming, dress, appearance and behavior. Jewelry such as necklaces, earrings and rings will not be worn while caddying. Any caddie who is not deemed presentable will not be permitted to work.

### **LANGUAGE**

We expect you to be aware of where you are and what you say at all times. As a caddie at Bloomfield Hills Country Club, we expect you to act accordingly. Be conscious of what you say. Abuse of this policy will lead to suspension.

### **OFF-LIMIT AREAS**

Caddies are not allowed in the Main Clubhouse, Locker Rooms, Golf Car Storage Facilities or the Storage Cottage. The upper parking lot and the upper portion of the lower parking lot are also out of bound areas. If you are waiting for a ride, please do so inside the caddie house. If you need something from the above-mentioned areas, please ask the Golf Service Manager or a staff member for assistance. Failure to follow this procedure will lead to a suspension.

### **GOLF SHOP**

Caddies will be allowed to enter the Golf Shop to browse or to make purchases provided they ask permission from a staff member, and there are not members in the Golf Shop at the time of the request.

### **CLEANING GOLF CLUBS**

One of the major duties of a caddie is to keep their player's clubs clean. As a caddie at Bloomfield, you are expected to do this each and every time you work. In addition, you must return your player's golf bag to the bag room. Caddies that fail to accomplish these two very important duties correctly will be dropped one evaluation rating. Continued offenses could lead to a deduction in pay by drop in rank or suspension.

### **LOITERING**

If you do not plan on working, you are not permitted on Club property. Your friends who are not BHCC caddies are not permitted on property. Caddies are not permitted in the Service Manager's Office without prior permission of a staff member, or for extended periods of time. Caddies are forbidden entrance to the Starter's Booth unless accompanied by a staff member. Abuse of these rules will lead to suspension.

### **VANDALISM-DESTRUCTION**

Anyone damaging Club property will be required to pay for the damage incurred and also faces a possible suspension. Willful destruction will lead to immediate dismissal.

### **DRUGS-ALCOHOL**

Any caddie using, giving or selling drugs, alcohol or any illegal substance will be immediately dismissed and the Bloomfield Hills Police Department will be notified. There will be no exceptions.

### **FIREWORKS & FIREARMS**

These items are not permitted at BHCC. Anyone bringing these items on Club property will be subject to immediate dismissal.

### **FIGHTING**

Differences of opinion do occur and tempers do become short, but in no instance will fighting be tolerated. Both or all parties involved in any altercation will be subject to suspension or dismissal. Problems that do occur will be brought to the Golf Service Manager's attention and handled in an appropriate manner.

### **SMOKING**

Caddies are not permitted to smoke while on Club property. Violators will be suspended and continued abuse will lead to dismissal.

### **GAMBLING**

Gambling is not allowed. Those caught participating will be subject to dismissal.

### **STEALING**

Anyone caught stealing Club property or from a fellow caddie will be immediately dismissed. The size or the amount of the theft will not be considered and no second chances will be issued.

### **REFUSAL OF A BAG**

Any caddie refusing to accept an assignment will be dismissed for the year, provided the bag is the correct size and weight for the individual involved. The Golf Service Manager or his assistants will have the final decision regarding assignments. Members do not have regular caddies and they must accept the caddies they are assigned. They can request specific caddies for specific tournaments and the staff will try to honor these requests, provided the member is the one making the request.

### **HARASSMENT**

Harassment of any kind whether it is sexual in nature or otherwise will not be tolerated. You are at Bloomfield Hills Country Club to perform a job and are expected to conduct yourself accordingly. Failure to abide will result in suspension or dismissal.

### **SHOW-UP PAY**

All caddies that do not go out on the golf course are entitled to \$3.00 in show-up pay. To receive this particular benefit two (2) conditions must be met:

1. You must have been on property a minimum of three hours
2. You must have made an effort to work by sitting on the bench near the Starter's Booth a minimum of 1 1/2 hours. Failure to meet both of these conditions means no pay will be issued. The time of payment is at the discretion of the Golf Service Manager.

## **CADDIE REQUIREMENTS**

The following is expected of all caddies once they are accepted into the program:

- \* All caddies must procure a uniform for the season, consisting of a green caddie bib, white collared golf shirt, a cap and a badge. There is a \$35 charge for the bib, cap and badge. Shirts can be purchased for \$30 or you may supply your own. You are responsible for supplying the tan or khaki pants or shorts necessary to complete the outfit. Please refer to the Rules & Regulations section under Uniform regarding any other specific criteria that must be met before you can be considered appropriately attired and ready to work.
- \* All new caddies are required to attend a caddie training class. These lessons are given regularly each spring. Each session is approximately three hours in length from 4:00pm to 7:00pm and is scheduled on three of the five weekdays, Tuesday through Thursday. Once you are scheduled for a training school you are expected to be there for the entire three day period. Failure to attend each session every day will be reflected in your final evaluation and ultimately may lead to our refusal of acceptance to you to join our caddie program.
- \* All new caddies must pass a multiple-choice test as well as an on-course evaluation at the conclusion of their training session. The written test will cover both the fundamentals of caddying and the rudimentary aspects of the Club pertaining to caddies. This will make you aware of what members expect and the criteria they use to base their grades on you once you are on the golf course working. You will be eligible to take one (1) retest if you do not pass the first time only if the Golf Service Manager is convinced that further training will help you to succeed on your second attempt.
- \* All caddies, seventeen and younger, must have a work permit on file in our office. These forms must be turned in on the first day of training for all new caddies. Returning caddies should already have a work permit on file, which will satisfy this requirement. The required form can be picked up from the Golf Service Manager.

## **TRIAL PERIOD**

Upon completion of caddie training school all new caddies will be eligible to work. You will, however, be expected to perform at an acceptable level to continue as a member of our program. You must maintain a G.P.A of at least 2.5 at all times. If you do not reach the requirements for promotion from Trainee to Intermediate by the end of your 20th round, you will be dismissed. As long as you pay attention during training class, are patient, work hard, and perform to the best of your ability when you are on the course, you will be able to continue as a caddie at Bloomfield Hills Country Club.

## **BEST TIMES TO CADDIE** ***(PARENTS TAKE NOTE)***

The questions that arise most frequently are: "What are the best times to caddie?" and "How often do I have to be in attendance?" There are, unfortunately, no definitive answers to these questions. Many uncontrollable factors, such as weather and the amount of member play exist. However, to help and aid you, the following comments and suggestions may be of assistance.

- We will expect you to work on the weekends while you are in school and to work a minimum of three days per week when you are out of school. You may select the days that you will work. Once agreed upon, we will expect you to be here on those days. Our goal is to have a nucleus of outstanding caddies. You will be able to plan on getting out on the course every day of your commitment, and we will be able to plan on you being here ready for work. Of course, you may work every day if you desire.
  
- All caddies are mailed an agenda for the upcoming month listing upcoming events and report times. All this is done so that you, as a caddie, along with your parents, can coordinate and plan your schedules accordingly.
  
- There are no tee times at Bloomfield Hills Country Club so it is difficult to predict when we will be busy or slow. Traditionally there is a lot of play on Wednesday all day long, Saturday morning (Men's day) and anytime after 9am on Sunday. Your attendance on these days is imperative. You will be notified with regard to special tournaments throughout the season when your attendance will be mandatory.
  
- There is also a demand for caddies on most afternoons from 12:30-3:00pm. Many caddies choose to only work in the mornings so the number of available caddies in the afternoon is usually lacking. By planning to work a couple afternoons each week you will not only be filling vacant caddie spots but also virtually guarantee yourself a loop.

## **CADDIE CLASSIFICATIONS**

There are five classes (rankings) of caddies at Bloomfield Hills Country Club:

- \* Championship
- \* Honor
- \* Captain
- \* Intermediate
- \* Trainee

All newly trained caddies receive the rank of Trainee. Promotion depends on six key factors:

- \* Length of service
- \* Number of rounds caddied
- \* Overall performance (grades or G.P.A.)
- \* Attendance
- \* Conforming to caddie rules
- \* Cooperation with the staff and the other caddies.

The member's evaluation of your performance while on the golf course plays a key role in determining how quickly you are promoted. If, for example, you have obtained the right amount of rounds, the proper length of service, cooperate with the staff, and follow the rules, but do not have the grades; you will not be promoted. Be sure to take an interest in your grades and ask the caddie staff about your progress. Remember, the higher the class, the better the pay you receive.



## PROMOTION STANDARDS

Successful caddies set goals that they wish to achieve each season. Under most circumstances, promotion in rank is a key aspiration. The following is a list of the basic requirements. Remember there is some subjectivity regarding cooperation and the following of the listed rules, but under most circumstances, if you obtain all the factors specified you are almost assured a promotion. Ultimately, a member of the Caddie Committee will evaluate caddies for promotion.

\* **Trainee to Intermediate:**

1. Minimum of one-month service
2. Accumulate 20 rounds or more
3. Have a minimum grade point average (G.P.A.) of 3.25 or higher
4. Satisfied attendance policy requirements

\* **Intermediate to Captain:**

1. Minimum of three months service
2. Accumulate 60 rounds or more
3. Carry a minimum G.P.A. of 4.10
4. Satisfied attendance policy requirements

\* **Captain to Honor:**

1. Minimum of five months service
2. Accumulate 100 rounds or more
3. Carry a minimum G.P.A. of 4.55
4. Satisfied attendance policy requirements

---

GRADE POINT AVERAGE\*\*

(G.P.A.)

Excellent - 5 Points

Good - 3 Points

Average - 2 Points

Poor - 0 Points

---

\* **Honor to Championship:**

1. Minimum of three years service
2. Accumulate over 80 rounds during each year of service. Minimum total of 240 rounds
3. Carry a minimum G.P.A. of 4.85
4. Pass a written test on the basic rules of golf and a test on course yardage.
5. Pass a round evaluation from a member of the Caddie Committee
6. Satisfied attendance policy requirements

The final category of Championship is an elite field that requires the greatest amount of knowledge. It is an obtainable classification that carries with it the most rewards. Set your sights high and go for the top!!

\*\* Grade Point Average (G.P.A.) equals the total number of points accumulated divided by number of rounds caddied.

## **CADDIE BENEFITS**

### **MONDAY PLAY**

Caddies in good standing will be given the opportunity to play golf on Mondays provided that there are no outings scheduled. To qualify for this privilege you must be in attendance on both Saturday and Sunday, be willing to play after 2:00 pm, obtain a golf pass from the Golf Service Manager, be appropriately dressed, and not bring any guests. This is a tremendous opportunity to learn to play the game of golf or practice the skills you may already possess. Taking advantage of this opportunity will help your caddie skills and increase your knowledge of the game.

### **SHOW-UP PAY**

Any caddie that registers to caddie on any given day and does not get out on the course will be issued \$6.00 in Show-Up Pay and be eligible to be one of the first caddies out on the course the next time they come to work. They will also be credited with a loop, which goes toward the year-end total. This is important because the top 50 caddies (by loops) will be invited to the year-end caddie banquet. There are a few provisions that must be met in order to qualify for this benefit. They are as follows:

1. You have to be on property a minimum of three hours. This does not mean that you will immediately be issued your money after a three-hour waiting period. The time at which the Show-Up Pay is distributed is at the discretion of the Golf Service Manager.
2. You have to show an effort in wanting to work by spending a minimum of 1 1/2 hours on the staging bench near the Starter's Booth.

### **INCENTIVE SHOW-UP FUND**

An extra \$1.00 incentive show-up fund fee is added to every caddie round. This creates a fund at year's end, which will subsidize caddie bonuses. Every time a caddie shows up to work a loop (round) will be rewarded. The top caddies for the season will be based on total rounds. The reason for this system is to reward all of our caddies based on not only caddie rounds, but also caddie attendance. On average there are about 5,000 caddie rounds each year. This creates a \$5,000 fund, which will be divided amongst the top caddies in the form of year-end bonuses. This creates a great incentive for all of our caddies to strive for excellence and qualify for the year-end caddie banquet.

### **CADDIE OF THE MONTH**

During the months of May, June, July, August and September each caddie classification will have one individual recognized as the top round producer during each specific month. These individuals will be issued a pin that they wear during the following month to recognize their achievement. They will also be acknowledged at the year-end caddie banquet.

### **CADDIE BANQUET**

At the conclusion of the season a banquet is held for the top 50 caddies. A nice dinner is served along with many prizes. There are several annual awards, which will be presented. These awards include the Rookie of the Year, Most Valuable Caddie and Most Improved Caddie. There is also the Caddie of the Year Award, which goes to the caddie who shows the most professionalism, the best attitude and the respect and love for the game we all share. Year-end bonuses will be handed out to the top caddies of the season. There will also be a guest speaker at the banquet. Grant Hill, Steve Yzerman, Isiah Thomas, Chuck Daly, Bo Schembechler, and Joe Dumars have all participated in recent years. It is a privilege to attend this event because you will have distinguished yourself as one of the elite caddies here at Bloomfield during the past season.

### **EVANS CADDIE SCHOLARSHIP**

Every caddie working at Bloomfield Hills Country Club is eligible to participate in this program. Certain requirements must be met in order to qualify and they are as follows:

1. Be in the top 25% of your high school class.
2. Require financial assistance to enter college.
3. Caddie actively for two years and be recommended by the Club.
4. Have an outstanding caddie record and strong moral character.
5. Be at least a junior in high school.

Each scholarship includes full tuition and housing. There is no limit as to how many each Club may receive.

# Bloomfield Hills Country Club

## *Caddie Scholarship Foundation*

For many years BHCC caddies have been fortunate to work for a membership that truly appreciate their efforts. The Club formally established a tax-deductible Foundation in 1998 to subsidize caddie scholarships. The Club has long participated in a scholarship program; however, it was not until the establishment of this Foundation that the means became available for more substantial awards. The following are some remarks from past recipients.

*“The caddie program changed my life. Hardest thing I’ve ever done. I am proud of the fact that I was a female doing the job originally intended for men to do. Conversations with members have motivated me to achieve goals...as a result of being more confident.”*

-Julie Shermetaro, Michigan State University

*“I am grateful to the Club for the work ethic I learned by caddying. The lessons I learned on the golf course are making me a better man today.”*

-Matt Doescher, Kettering University

*“A great thank you for what you give the caddies. I have learned much from caddying from so many successful people...I will strive to give back what you have given.”*

-Mike Carroll, University of Michigan

~~~~~  
**Caddies are eligible for an award based on the following criteria:**

- Must be a senior in high school
- Must have achieved the rank of Honor or Championship
- Must be in good standing
- Must carry a G.P.A. of at least 2.75 in school
- Minimum three years service at BHCC
- Minimum 200 rounds caddied
- Minimum 50 rounds caddied in previous three years
- Candidates must be outstanding in character, integrity and leadership

~~~~~  
**Take advantage of this opportunity and position yourself for a Caddie Scholarship!!**  
~~~~~

Since the inception of our Caddie Scholarship Foundation...

**48 Caddie Scholarships** have been awarded to high school seniors

**\$460,000** in total scholarship money for those individual awards



## **CADDIE GUIDELINES**

The game of golf originated in Scotland over 500 years ago. The primary role for caddies in the beginning was to carry a player's clubs. Today, caddies are an integral part of the game as evidenced by the importance tour players place on their caddies. The player and the caddie are a team on the course and your participation is a key ingredient to a successful round of golf. The membership here at Bloomfield will appreciate and reward caddies, who, by their courtesy and knowledge, make their game more enjoyable.

The suggestions below are designed to make your job as a caddie easy and enjoyable. Please, do not forget to listen to your player. You can learn from each round you work.

### **THE CADDIE TOOLS**

Every job has tools and a caddie needs certain items every time he or she goes to work. The first is a white towel. You use this to keep the clubs and golf balls clean. One end should be kept wet to allow for easier cleaning. The towel will be brought from home and be bath size. BHCC caddies will not use a club towel on the golf course. You should have a pencil handy in case your player needs one for their scorecard. You also need a comfortable pair of shoes. A caddie walks many miles during a round of golf and you will find that your job will be more enjoyable when your feet do not hurt. Golf spikes or rippled-soled shoes are not permitted. These shoes will damage the greens. Tennis shoes are acceptable, but the golf course is often wet. Your choice of shoes should support you feet and keep them dry. It is also necessary for a caddie to have extra tees and a ball repair tool with them to aid their player.

### **SIGNING IN**

A caddie should arrive at work ready to go and be neat, clean and in proper BHCC caddie uniform. The arrival time will be between 7:00 and 7:15am, unless you have been notified differently. Upon arriving on Club property, make sure you proceed to the caddie house to sign-in for the day's draw. At 7:15am, a draw will be done to determine the order of bag assignments for the coming day. If you arrive after the draw is complete, sign the roster at the bottom. Assignments for caddies who come after the draw is complete will be made according to who arrives and what time they arrive. Of course, only after those entered in the draw have been sent out on the golf course will the caddies who arrived after 7:15am be used.

### **WAITING FOR BAG ASSIGNMENTS**

All caddies will wait in the caddie house until called up to the assignment area. The caddie house supervisor will send those caddies who are first on the list (as determined by the draw). The supervisor will tell you when to proceed to the assignment area. If your name is called and you do not respond you will be passed over in favor of the next person on the list. If you continually get passed over you will not receive show-up pay nor will you receive credit for attendance. Any caddie who proceeds to the assignment area without first being called will be dropped to the bottom of the list.

### **ASSIGNMENT AREA**

The main staging area consists of three green benches located by the Starter's Booth. Once in this area you will remain seated and quiet until you are given a bag assignment. Many factors influence how fast a caddie receives a golf bag so be patient. When you are given a bag assignment, wet your towel in the bucket provided near the end of the benches and proceed quickly to the bag room and get your bag. Do not look for your bag until you are certain you know the name of your golfer. If this is unclear at first, ask the person who issued you the assignment for the member's name again. When you have found your bag, go to the caddie lineup area and wait for your player.

### **CADDIE LINEUP**

The lineup area, which is formed around the outside line of the putting green, is where your job really begins. At this location, you should stand in a straight line with the other caddies. Hold your golf bag in front of you while you wait for your player. While waiting, you should become familiar with the clubs in your golfer's bag. Count the clubs and make sure they are clean. Your golfer is allowed to have 14 clubs in their bag, including the putter. If they have more than 14 clubs it is your responsibility to notify them. Check that the clubs are in the right place in the golf bag. The woods and putter belong in the compartment closest to the shoulder strap. The 1 through 6 irons belong in the middle compartment and the 7 through 9 irons along with the pitching and sand wedge belong in the front compartment. You should also check to see what woods are under what head covers. Do not assume that the number on the wood cover matches the wood that is underneath that cover. Finally, the bag strap should be adjusted to meet your liking. The proper way to carry a golf bag is to keep it parallel to the ground as it rides nicely across your back. Use your left hand as a balance (swinging freely) and place your right hand over the irons so they do not rattle and make a lot of noise. Your towel should be placed between the wood compartment and the middle compartment. When your player arrives, greet them in a friendly, polite manner and introduce yourself. Address your player as "Mister" or "Misses". It is always "Yes, sir", "No, sir" or "Yes, ma'am", "No, ma'am" - never "yeah", "yep", "nope", etc... Accompany your player to the practice tee or first tee unless they instruct you differently.

### **ON THE TEE**

Once you and your player have arrived at the first tee, you will find three sets of markers, red, white and blue. Whichever tee markers are chosen, line up in a straight line with the other caddies using the same tee markers on the right side, even with or slightly behind the tee markers your players are using. Your golf bag should be positioned in front of you. The shortest caddie should be in the front towards the hole being played and the tallest at the end. This allows each caddie to follow the flight of his or her player's ball. On all holes where the par is four or five hand your player the driver or #1 wood from their bag. Remove the cover and hold on to it until your player has completed their shot. On all par three holes, wait for your player to request a club. You should be able to tell your player what the yardage is for all par threes. Locate a sprinkler head on the teeing area and pace off the exact yardage from whichever tee markers are being played. Be careful of your shadow so that it does not fall on the teeing area distracting the players. Back away if your shadow does or if you are too close to the player teeing off. Always stay quiet on the tee. Watch your player's golf ball. It is

your responsibility to make sure you know what type of ball your player is using before they tee off and that you are able to find that same ball once it has been hit. Do not take your eyes off your player's tee shot until you have done two things - 1st - gauged the distance the ball has traveled and 2nd - lined it up with a fixed object, like a tree or bush, for a marking reference point, particularly when the ball has landed in the rough. You should also watch the other player's shots and be aware of where they land. If necessary, help the other caddies in the group look for lost balls.

### **ON THE FAIRWAY**

When all the players have hit, move with your player towards their ball keeping approximately five yards in front at all times. Make sure you retrieve the club your player last used - wiping it clean and replacing the head cover. Keep the irons quiet by placing one hand on them as you walk down the fairway. Always move forward on the fairway only as far as the shortest drive, even if the drive is of another player. Always beat your player to their ball keeping in mind that you never want to get ahead of the other players in your group. Always approach your player's ball from the right, if they are right handed and from the left, if they are left handed. When reaching the ball place the golf bag down in front of you and on your golfer's correct side five feet from where the ball rests. Check to make sure it is the correct ball, but **DO NOT TOUCH IT** or pick it up. Once your player has selected a club for their next shot, move three steps back with your bag. You must remain perfectly still and quiet whenever anyone in your group is hitting, but it is imperative when it is your own player. Make sure you again watch where the ball goes and you also retrieve your player's club, clean it and return it to the bag as you walk to the next shot. As your player gets closer to the green, they may ask your advice on exactly how far they are from the hole. Be prepared to supply this information immediately by walking off the distance from the markers to your player's golf ball. This can be determined by finding a nearby sprinkler head that has the yardage marked on it, locating the blue 200 yard marker, the white 150 yard marker, or the red 100 yard marker, and adding or subtracting one yard for each step you take depending on which side of the marker your player's ball lies. You must also replace your player's divots whenever they take one. To do this, lay the bag down with the clubs pointing towards the divot mark. Retrieve the divot or the turf that your golfer displaced and replace it with the grass side up, fitting it back into the divot mark, as best you can. Make sure you tap it back into place with your shoe, pick up your bag and hustle to get back ahead of your player.

### **ON THE GREEN**

As soon as your player's golf ball lands on the green, hand them their putter so that you can tend to your other duties. A player should never have to ask for their putter. It is standard practice to have the caddie whose player is first on the green to tend the pin, unless that player has come out of a sand bunker and then it will be the second player on the green. Place your bag on the ground, towards the rear of the green and on the side closest to the next tee, whether you are tending the flag or not. Never place the bag on the green or in a position where it might be hit. Always be available to your player to wash their golf ball for them after they have marked it. If they do not hand the ball to you, ask them if they would like to have it washed. Do this by using the wet end of your towel and rubbing all the dirt and grass marks from the cover. When completed, hand the ball back to your player, never throw the ball back - and then move off of the green. If time permits and you notice



ball marks on the green, either made by your player or any other player in the group, use your ball repair tool to fix any marks or bruises on the putting surface. Stand quietly and still near the edge of the green, making sure you are out of the line of sight of any of the players putting. Remember to walk carefully on the green making sure you avoid stepping in any player's line of putt.

### **TENDING THE PIN**

If a player's ball is off the green, tend the pin only if requested. As you approach the pin be conscious of all the players' lines of putt. Always walk around or behind a ball on the green. Do not jump over a line of putt as a shortcut. When you reach the pin, check and make sure it is loose in the cup. Hold the flag against the pin to keep it from waving. Keep the pin at arm's length away from you and always face the player who is putting. Be certain your shadow does not fall in the player's line of putt or over the cup. When the putt is struck, immediately pull the stick from the cup and step back so the ball does not strike you or the pin. Be careful not to walk across another player's line of putt while backing off. Also be careful when removing or replacing the pin not to damage the edge of the cup in any way. Once all of the player's golf balls are near enough to the cup so that they do not need the pin tended, remove the stick from the cup and take it off to the side of the green. At that point, wait quietly until all balls are holed out and replace the pin. You should always remain around the green waiting for all of the players to finish putting before proceeding to the next tee.

### **SAND BUNKERS**

If your player's ball lands in a sand bunker, beat them to the bunker and pick up the rake. In any sand bunker, greenside or fairway, wait outside the bunker at the lowest point nearest to their golf ball so the player can select a club. In both cases, once your player has the club that is needed, lay your bag down outside the bunker that is nearest to the ball and is at the lowest point of the bunker. This is so you have the shortest distance to rake. Be careful that the bag does not interfere with your player's swing or can be seen by them when they attempt to hit their shot. Never enter a bunker or leave your bag on the high or lip side of the bunker. Do not enter the bunker until your player leaves it. Then retrace their footsteps and smooth the sand with the rake. Be careful not to leave any large ridges in the sand when raking and always pull the sand towards the outside edge of the bunker. When finished raking, place the rake outside the bunker with the teeth down. Also, lay it parallel and next to the edge of the bunker so that the next person can reach it easily. On all green side sand shots, have your hand on the putter and be ready to hand it to your player if their golf ball remains on the green after they have played their shot.

### **COMPLETION OF ROUND**

When the round is finished, proceed to a position that is approximately eight steps from the front of the Starter's Booth. At this location, you and the other caddies in your group should stand in a straight line with your golf bags and wait for your players to fill out pay cards. When you are handed your pay card, thank your player and tell them that it was a pleasure caddying for them. Also, check to see if they need to replace or remove anything from their bag before you put it back in the bag

room. Once your player has finished with their golf bag, count and make sure all of the clubs that you started with are there - that they are all clean and that they are in the proper compartments in the bag. If there is a club missing, bring this to the attention of the Golf Service Manager and/or your player immediately so the situation can be rectified. When completed, your bag should be returned to the bag room, unless instructed differently by your player or the Golf Service Manager. After your player's bag is properly cared for, return to the Starter's Booth with your pay card. Prior to handing the card to the Golf Service Manager, you must have filled out your FULL NAME and CLASSIFICATION in the spaces provided on the card. Failure to do this properly could lead to your not getting paid.

### **CADDYING FOR GOLF CARS**

When caddying for golf cars, a caddie has the same duties as usual. You must rake bunkers, replace divots, take the pin, etc. You must be careful to return the clubs to the correct bag. As a caddie, it is your responsibility to stay with the car.

Under no circumstances are caddies allowed to ride in or drive golf cars. If asked or told to drive or ride on a car, simply explain that you are not allowed to do this according to the rules of Bloomfield Hills Country Club.

### **LIGHTNING WARNING PROCEDURE**

When severe weather invades the golf course there is the possibility of lightning. The Club maintains a weather satellite system to detect if lightning is present in the immediate area. In the case of severe weather incorporated with lightning the Club will sound a horn that can be heard from anywhere on the golf course. When this occurs there will be three horn blasts to signify danger is present and the golf course is to be evacuated. Proceed immediately to shelter building. If you feel your hair rise or suspect a lightning strike is about to occur follow these rules:

- 1) Crouch down with your feet together and your hands on your knees keeping your head down so you are in ball position. DO NOT lie on the ground.
- 2) Go inside building or as far under shelter structure as possible.
- 3) Stand with your feet together.
- 4) DO NOT stand in water.
- 5) DO NOT have your arms or legs outside the building roofline.

When it is determined it is again safe to resume play there will be one long horn blast for an all-clear signal.

# CADDIE GUIDELINE SUMMARY

- \* Keep the clubs clean and in the right compartments
- \* Bring and keep a wet towel on the course
- \* Keep the clubs quiet when walking
- \* Watch the ball and know where it goes at all times
- \* Never touch a ball that is in play
- \* Always beat your golfer to the ball
- \* Know the distances to the green when asked
- \* Replace divots
- \* Rake all sand bunkers
- \* The caddie whose golfer is first on the green tends the pin
- \* Stay off a golfer's line of putt and out of a putter's line of sight
- \* Keep your shadow off the hole and away from the line of putt when tending the pin
- \* Be polite and take pride in what you are doing

## **Conclusion**

This manual contains many facts that will assist you in becoming a successful caddie at Bloomfield Hills Country Club. Please read and review this booklet and if at any time you have questions, please feel free to ask. We hope that you approach caddying as a serious endeavor in which you set your goals to challenge yourself on a weekly, monthly and seasonal basis. This inevitably will lead to an active participatory role, where you will gain recognition among the caddie staff, become eligible for scholarships and year-end benefits and move up in rank gaining more pay. We wish you success in your caddie career and hope that you will enjoy your days here at Bloomfield Hills Country Club.



1909

## **Bloomfield Hills Country Club**

### Daily Golf Events

*(In effect May 1<sup>st</sup> through September 30<sup>th</sup>)*

|            |                                          |            |
|------------|------------------------------------------|------------|
| Monday:    | Club Closed; Caddie/Staff golf after 2pm |            |
| Tuesday:   | Guest Play                               | 1:00 p.m.  |
| Wednesday: | Ladies' 9-Holers                         | 7:00 a.m.  |
|            | Super Seniors                            | 11:00 a.m. |
|            | Guest Play                               | 1:00 p.m.  |
|            | Men's League (all summer long)           | 4:45 p.m.  |
| Thursday:  | Ladies' 18-Holers                        | 7:30 a.m.  |
|            | Guest Play                               | 12:30 p.m. |
| Friday:    | Guest Play<br>(Busiest "guest play" day) | 12:30 p.m. |
| Saturday:  | Men's Day                                | 7:00 a.m.  |
|            | Mixed Play                               | 12:30 p.m. |
| Sunday:    | Men's Play                               | 7:00 a.m.  |
|            | Couples Play                             | 9:30 a.m.  |
|            | Mixed Play (busiest afternoon of week)   | 1:00 p.m.  |

### **Important Telephone Numbers:**

Golf Service Manager: (248) 646-3059 (voice mail line)

Golf Shop (248) 646-2626

Main Club Number (248) 644-6262

**The following is a list of major tournaments and events for the 2017 golf season:**

| <u>DATE</u>         | <u>EVENT</u>                         | <u>REPORT TIME</u> |
|---------------------|--------------------------------------|--------------------|
| Wed. 5/10           | Super Seniors Opening Day            | 10:30 p.m.         |
| Thur. 5/11          | Ladies Opening Day                   | 7:30 a.m.          |
| Sat. 5/13           | Men's Opening Day*                   | 8:00 a.m.          |
| Wed. 5/17-5/18      | Aunt Mame Traub                      | 7:30 a.m.          |
| Fri. 5/19           | Men's Guest Day                      | 12:00 p.m.         |
| Sat. 5/27→Mon. 5/29 | Memorial Day Weekend                 | 7:00 a.m.          |
| Thur. 6/1           | Men's Invitational – Practice Round* | All Day            |
| Fri. 6/2            | <b>MEN'S INVITATIONAL – DAY ONE*</b> | 6:30 a.m.          |
| Sat. 6/3            | <b>MEN'S INVITATIONAL – DAY TWO*</b> | 7:00 a.m.          |
| Fri. 6/09           | Couples Twilight                     | 4:30 p.m.          |
| Thur. 6/15          | <b>LADIES INVITATIONAL*</b>          | 7:30 a.m.          |
| Fri. 6/23           | <b>Green Ace for Education*</b>      | 11:30 a.m.         |
| Fri. 6/30           | Couples Twilight                     | 4:30 p.m.          |
| Fri. 7/7            | Couples Twilight                     | 4:30 p.m.          |
| Wed. 7/12-7/13      | Women's Hargreaves/Fredericks        | 8:00 a.m.          |
| Sun. 7/16           | Couples' Invitational                | 12:00 p.m.         |
| Fri. 7/21           | Men's Guest Day                      | 12:30 p.m.         |
| Fri. 7/28           | Couples Twilight                     | 4:30 p.m.          |
| Fri. 8/4            | <b>OLD MAN PAR – DAY ONE*</b>        | 12:00 p.m.         |
| Sat. 8/5            | <b>OLD MAN PAR – DAY TWO*</b>        | Tee Times          |
| Fri. 8/11           | Couples Twilight                     | 4:30 p.m.          |
| Sun. 8/13           | Couples Club Champ.                  | 12:30 p.m.         |
| Wed 8/16-8/17       | Women's 18 Hole Club Champ.          | A.M. T-Times       |
| Fri. 8/24           | Men's Guest Day                      | 12:00 p.m.         |
| Mon. 9/4            | Patriot Day Scramble                 | 12:00 p.m.         |
| Thur.9/7            | Women's Guest Day                    | 7:30 a.m.          |
| Thur. 9/14          | Doe Day                              | 12:00 p.m.         |
| Wed. 9/27           | President's Day*                     | All Day            |
| Sat 10/14           | The Braveheart                       | 8:00 a.m.          |

**NOTES OF INTEREST:**

1. Those events marked with an "\*" are special tournaments and your attendance is expected, if you are available (i.e. not in school).
2. If you plan on playing golf on Mondays you must work both Saturday and Sunday and be properly signed up Sunday evening to play. If your name is not on the sign-up list, you will not be allowed to play. You may tee off after 2:00 p.m.