**Caddie Study Sheet**

**Common Golf Etiquette Rules**

* Learn the game of golf and how each of the maximum of 14 golf clubs in the bag are used
* Stay ahead or even with your player, but never fall behind
* Know where your player’s golf ball is located at all times; mark its position for reference
* Stand still and be quiet while any golfer is hitting their shot
* Replace all divots and rake all bunkers after golf shots
* Be extremely careful around the putting green and DO NOT walk in anyone’s line of putt
* Learn the yardage plates in fairway: red is 100 yards, white 150 yards, and blue 200 yards
* Be very cautious and considerate with golfer’s clubs, bag, and other accessories
* Never touch, move, or pick up a golf ball while it is in play, unless directed by your golfer
* Always be aware of your surroundings for your own safety and well being on the golf course

**What does a caddy do at GIGCC?**

A caddie is someone who assists golfers during their rounds of play. Their responsibilities include, but are not limited to: carrying the golfer’s bag, providing yardages (hole distances), replacing divots, raking bunkers, attending the flagstick, maintaining awareness of where golfer’s balls are located, and upholding a positive, helpful attitude with all golfers and caddies in the group.

**What does a forecaddie do at GIGCC?**

A forecaddie is a caddy that does not carry clubs but rather run the course while the golfer(s) drive their cart(s). A forecaddie will accompany a group of players, working on behalf of all or most players in the group. Forecaddies will run ahead of the group on the tee box and to the green from the fairway/rough. A forecaddie’s job is to keep the group pace of play by tracking and locating all balls in play as well as the duties and responsibilities of a regular caddy with lots of hustle and experience.

**Helpful caddie terms and definitions**

Loop – A term used to describe a round of golf caddied (either 9 or 18 holes).

Honors – The right to play first on the tee (lowest score on previous hole).

Away – Ball that is farthest away from the hole.

Tee – A little peg used to hold the ball above the ground for tee shots at the start of the hole.

Par – The number of strokes that is expected for an expert golfer to complete each hole.

Birdie – One stroke under par for the hole.

Eagle – Two strokes under par for the hole.

Bogey – One stroke over par for the hole.

Handicap – Strokes given to a player to equalize player ability. Lower is considered more skilled.

Divot - A piece of grass dug from a fairway in hitting a shot.

Replace the Divot – Retrieving the divot after the shot and replacing it where it came from.

Out of Bounds – Defined by white stakes; you are not permitted to play your shot if it is OB.

Penalty – If a rule is broker, the player can be penalized with additional strokes. Please see the rule book.

Provisional Ball – If a ball is hit out of bounds (or is lost), another ball is required to be hit.

Fore! – A germ that is yelled out when a ball is hit in the general direction of someone. This is the warning call on the course. Protect yourself when yelled in your direction.

**Caddie Checklist**

**Upon Arrival to the Club**

* Enter ONLY in the caddie room/cart barn
* Arrive a minimum of 30 minutes before your tee time
* Check-in with the Caddie Master/Bag Room Manager
* Collect necessary items: bib, towel, scorecard, pencils, tees, yardage book, rangefinder, etc.
* Learn your golfer’s name and how to pronounce it properly
* Go to the driving range with golfer, if needed, or wait until the golfer goes to the 1st tee box

**On the 1st Tee Box**

* Introduce yourself to your golfer and the rest of the group
* Take note of your golfer’s ball, as well as the clubs in the golf bag
* Adjust the strap on the golf bag, if needed, and secure all items inside the bag
* Always stand on the right side of the tee box with the golf bag (left side on #2,#7, & #14)

**Pace of Play**

* Walk ahead or alongside of the golfer; do not fall behind the group
* Always be one step ahead when possible (get to the ball first, have putter ready near green)
* Help other golfers and caddies when needed – work as a team

**Where to Stand with Bag at Specific Time**

* Tee Box – On the edge of the right side of the tee box (left side on #2, #7, & #14)
* Fairway and Rough – Next to the golfer on the opposite of their swing within a few yards
* Putting Green – Next to the green with bag. Be aware of other balls on or near the green.

**Through the Fairway**

* Locate the golfer’s ball and assess the upcoming shot
* Determine a yardage to the pin or other distances necessary
* After the shot, replace the divot if needed and clean the golf club while walking to the next shot
* Have the golfer’s putter ready to give them if the shot landed on the putting green

**At the Putting Green**

* If you golfer is first on the putting green, you are required to tend or pull the flagstick
* When attending the flagstick
	+ Farther player from the hole putts their ball first
	+ Be careful not to step in anyone’s line of putt while walking to the flag
	+ Cautiously remove the flagstick to putt and replace it after the last putt
* Have wet towel ready to clean golf ball once the ball is marked on the green

**End of the Round**

* Thank your golfer and the rest of the group after the round is complete
* Clean ALL golf clubs and put golfer’s bag away appropriately (on the rack or club drop)
* Caddie is responsible for member filling out a chit to be paid
* Take care of all your utensils and clean up after yourself before leaving the caddie room