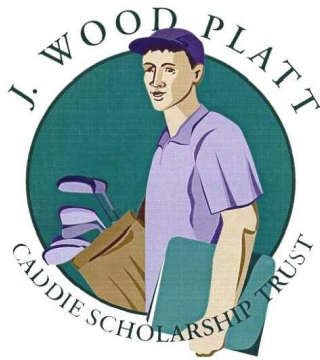


CADDIE TRAINING MANUAL



*Published by the Platt Caddie Scholarship for the purpose of aiding caddies within the
Golf Association of Philadelphia.*

For information about receiving a caddie scholarship for college, please visit us at:
www.plattcaddiescholarship.org

RESPONSIBILITIES BEFORE THE ROUND

A. ARRIVING AT THE GOLF COURSE

1. Sign in with the starter or the caddiemaster as soon as you arrive at the golf course.
2. Only caddies dressed in the proper attire will be assigned to work.
3. Equipment required to caddy?
 - a. white towel / wet on one end
 - b. scorecard & pencil
 - c. tees
 - d. ball mark repair tool
4. Caddies will follow all the posted rules in the waiting area.
5. The following areas will be off limits without the permission of a supervisor:
 - a. club house
 - b. parking lot
 - c. cart building
 - d. driving range
 - e. putting green
6. Personal cellular telephone and pagers must be turned **OFF** while on the golf course and are never to be used while in the company of a guest.

B. GREETING YOUR PLAYERS & MAKING A GOOD FIRST IMPRESSION

1. Introduce yourself, clearly and enthusiastically stating your name (Hello Mr. /Mrs. _____ my name is _____, I'll be your caddie today.)
2. Shake the player's hands, look him/her in the eye and smile.
3. Tip your cap to all women guests
4. Reply to the players question with, "Yes Sir" or "No Sir" / "Yes Ma'am" or "No Ma'am".

C. BAG ASSIGNMENT RESPONSIBILITIES

1. Arrange and clean clubs before the start of the round.
2. Adjust the shoulder strap for balanced carrying.
3. Make a note card in order to reference information above your need to recall.

RESPONSIBILITIES ON THE TEEING GROUND

A. ON THE FIRST TEE

1. Know what markers your players are playing from in order to give them the proper yardage to each hole. You may inquire whether any of your players know the golf course from playing before.
2. Place the golf bag, standing upright, just outside the right hand tee marker. Never leave a golf bag standing vertically without holding onto it.
3. Be sure you are standing where you are able to clearly observe the flight of your player's shot.
4. If your player ask for your help, you should know the yardage to the green, the best aiming point to avoid trouble and any hidden hazards that can not be observed from the tee.
5. One caddie should be out in front as a forecaddie to better locate errant shots. He/she should assist whenever possible because you are a team working with each other.
6. Remain quiet and perfectly still when players are addressing his/her ball. Never remove or replace clubs in your player's bag while anyone in the group is addressing his/her shot.
7. Every club should be well cleaned before it is returned to the golf bag.

8. You should never take a practice swing with any player's golf clubs.
9. Prior to the second to last player in the group addressing his/her tee shot, make sure you get the golf bag on your shoulder so you are ready to start moving immediately after the last player has hit.

B. ON PAR 3 HOLES

1. You will be required to know the exact yardage to the flagstick. Arrive at the tee ahead of the players and pace off the distance from the marker to the tee box.

RESPONSIBILITIES THROUGH THE GREEN

A. DOWN THE FAIRWAY

1. Always stay ahead of the players in order to locate and identify his/her golf ball before they arrive. This will help establish a faster pace of play. Never lag behind your players.
2. Hold your hands over the club heads as you walk so that they can't rattle around and disturb other golfers.
3. Your primary goal is to locate the player's golf ball. Walk the line of flight in the direction of a landmark you made a mental note of in order to help you locate the ball.
4. Should the player ask, be prepared to inform him of the yardage to the center of the green.
5. Upon reaching the location of the player's ball, remove the bag from your shoulder and place it down approximately three feet from the ball standing upright and facing the player. This allows the player to easily remove his club of choice.
6. After a club has been selected you should take two steps back from the player to give him room to make his swing.
7. Be ready to hand the player his putter if his ball lands on the green.
8. Replace all divots and rake smooth any footprints from the bunkers your player may leave behind.
9. Two caddies should work together to help with the other's duties if possible.
10. Conversations between you and fellow caddies should be limited to topics pertaining to work.
11. Words of encouragement directed towards your player should be limited to " Good Shot, " and only when it is appropriate. If your player is having some trouble, it is sometimes better to stay quiet rather than offer advice

B. BUNKERS

1. Stand outside the bunker while your player is attempting his shot.
2. After your player has completed his shot, take the club and place it on the golf bag you have set down outside the bunker. Never lay or bring the bag into the bunker.
3. Enter the bunker at the same point as your player. This should be at the lowest point of the bunker so not to damage the lip.
4. With the rake, smooth ball marks and footprints as you back out of the bunker.
5. Replace the rake just outside the edge of the bunker.

RESPONSIBILITIES ON THE PUTTING GREEN

A. ON THE GREEN

1. Set the golf bags down off the exit side of the green. This is between the green you are on and the next teeing area. Never run on the putting green.
2. Before walking onto the putting surface you must know exactly where every golf ball or ball marker is in order to not step on the intended line of putt.
3. Always walk around the putting line to avoid stepping over the line if possible.
4. Never touch a player's ball unless he asks you to do so.
5. Be ready with the wet end of your golf towel to clean the player's ball.

B. TENDING THE FLAGSTICK

1. The player who is farthest from the hole will be the first to play.
2. Standing quietly with your feet together, as if at attention, on the high side of the hole, the caddie should watch that his shadow doesn't cast across the line of the putt or the hole.
3. Hold the tail end of the flag to the stick lightly so not to bend it to one side.
4. Make sure that the flagstick is loose from the bottom of the cup in order to pull it out after the player hits his putt.
4. Listen for the player to have you remove the flagstick prior to addressing the putt.

C. AFTER THE FLAGSTICK IS REMOVED

1. Never allow the butt end of the stick to rest on the putting surface. If it becomes necessary to set the flagstick down, it should be placed on the fringe of the green.
2. Be prepared to judge which player is further away and next in line to play.
3. It is a rules violation for the caddie to touch the green when indicating the correct line of a putt with the flagstick or your hand. You may point to a line without touching the green.
4. Do not stand on a line extended behind or beyond the hole as you may be in the view of the player. This may require you to move your location several times before each player has holed out his putt.
5. Be sure that the players have any clubs or equipment they brought onto the green.
6. When the players have finished putting out, replace the flagstick carefully so not to damage the edge of the hole and hustle to the golf bag and the next hole.

D. FORECADDYING

1. Position yourself to view errant shots approximately 150 yards down the side of the fairway where you are able to see your player's tee shots.
2. When hustling down the fairway, you should not make the players wait on the tee. Stop and wave them up until the first player hits. Then move to a more advantageous position.
3. Note each players' attire as they hit their tee shots in order to help you distinguish each golf ball
4. Pay very close attention to the location of where each ball comes to rest. Always make a mental note, marking the spot, to help remember its point of rest.
5. Next you will determine the remaining yardage to the center of the green for each of your players before they arrive to their golf balls.
6. Should a ball come to rest in a position where a player may have difficulty finding it, you may mark its location with a towel or your hat.
7. Replace all divots and rake smooth any footprints from the bunkers your player may leave behind.
8. Now hustle to the putting green and arrive ahead of your players. Remember not to run on the putting surface.

E. FORECADDYING PAR 3 HOLES

1. You will be required to know the exact yardage to the center of the green.
2. On par 3's, remain on the tee in order to assist the players with distance, replacing divots and rearranging the golf clubs inside their bags.

F. FORECADDIE'S HAND SIGNALS

1. Out of bounds - *point in the direction the ball went out.*
2. An errant shot that you can locate - *safe signal*
3. When the ball lands in a hazard of a bunker - *point toward the ground.*
4. If the group ahead is still in the fairway - *hold up both hand in a stop signal.*
5. When the group is clear - *wave one arm for your players to come on through.*

END OF THE ROUND RESPONSIBILITIES

A. AFTER COMPLETION OF THE ROUND

1. Clean, count and arrange the golf clubs
2. Ask if the player would prefer his/her golf bag returned to his/her automobile or left on the bag drop.

DEFINITIONS AND TERMS

Addressing the ball:

Is when a player has taken his stance and has grounded the club. In a hazard the player has addressed the ball when he has taken his stance.

Bunker:

A hazard that is often hollow, from which turf or soil has been removed and replaced with sand. A ball is in a bunker when it lies in or any part of it touches the bunker.

Caddie:

A person carrying golf clubs and assisting a player. A penalty is incurred if a player's ball hits his own caddie.

Casual Water:

Any temporary accumulation of water that is visible before or after the player takes his stance and is not in a water hazard. A ball is in casual water when any part of it touches the casual water.

Equipment:

In addition to a player's bag and clubs a cart used by the player is also considered his equipment. Penalty incurred if it is hit by his own ball.

Ground Under Repair:

Is any portion of the course so marked by the order of the Golf Committee. It includes material piled for removal and a hole made by a greens keeper.

Honor:

The player entitled to play first from the teeing ground.

Lateral Water Hazards:

Defined by red stakes or red paint lines. Lateral water hazards are in areas where it's not practicable to drop a ball behind them.

Water Hazards:

Defined by yellow stakes or yellow paint lines, are all lakes, pond and drainage ditches. Players must always negotiate the water from behind the hazard and keeping the spot where it last crossed the margin of the hazard, between himself and the hole. Stakes that define a hazard are considered an obstruction.

Line of Putt:

Is the line that a player intends to roll his putt in the direction of the hole. The line does not extend beyond the hole. You may not touch the green to help a player aim.

Loose Impediments:

Are natural objects that are not fixed, growing or solidly embedded. Loose impediments may be moved (if not in a hazard). If removing it the ball moves a penalty is incurred.

Obstruction:

Any artificial object that is moveable or immovable is an obstruction. If a moveable obstruction interferes with a player's stance or swing the player may move the object. If an immovable obstruction interferes, the player is entitled to relief without a penalty. Objects defining out of bounds, such as out of bounds stakes, fences, walls, and railings are not consider obstructions and the player is not entitled to relief

Out of Bounds:

Defined by white stakes or a white line; ground on which play is prohibited. The out of bounds line is determined by the nearest inside point of the stake or a fence. The ball is out of bounds when all of it lies out of bounds. The player must play his next shot from the same location as the last and add a penalty stroke. This is referred to as stroke and distance penalty.

Putting Green:

The ground is specially prepared for putting. A ball is considered on the putting green when any part of the ball touches the putting green. This is the only area on the golf course where the golf ball can be marked and then cleaned.

Teeing Ground:

A rectangular area that is two club lengths in depth, the front side is defined by the outside limits of the two tee markers.

Through the Green:

The area of the golf course except the teeing ground of the hole being played, the putting green and all hazards.

RULES OF GOLF

1-2. Exerting Influence on the Ball

No player or caddie shall take any action to influence the position or the movement of a ball except in accordance with the Rules.

2-1. Match Play

In match play the game is played by holes won by the side with the fewest number of strokes. The terms used regarding match play are: "so many" holes up" or "all square", and "so many" to play".

A hole is halved if each side holes out with the same number of strokes. In match play a player may concede the opponent to have holed out with the next stroke and the ball may be picked up or removed. The player will usually state to the opponent "that's good" as the sign for concession.

3-1. Stroke Play

The competitor who plays the stipulated round in the fewest number of strokes is the winner.

4-4. Maximum of Fourteen Clubs

The player shall start a round with no more than fourteen clubs. If a player starts with fewer than fourteen he may add clubs during the round. A player may replace any club which becomes unfit for play in the normal course of play.

6-5. Ball

The responsibility for playing the proper ball rests with the player. Each player should put an identification mark on his ball.

8-1 Advice to a Player or His Partner

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

8-2 Indicating Line of Play

When the player's ball is on the putting green, the caddie may point out a line for putting without touching the green. The line may be indicated before the stroke, but not during the stroke. No mark shall be placed anywhere to indicate a line for putting.

13-2 Improving Lie, Area of the Intended Swing or Line of Play

A player shall not improve or allow to be improved the position, the lie of his ball, the intended swing, his line of play or a reasonable extension of the line beyond the hole by any of the following action: moving, bending, or breaking anything fixed or growing, removing or pressing down sand, loose soil and replaced divots.

16 The Putting Green

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

18 Ball at Rest Moved

The player shall incur a penalty stroke if the player, his partner or either of their caddies lifts or moves or causes it to move.

19 Ball in Motion Deflected or Stopped

A player incurs a two-stroke penalty when his ball accidentally is deflected or stopped by himself, his partner or either of their caddies or equipment.

27-2 Provisional Ball

If a ball may be lost outside a water hazard or may be out of bounds, to save time the player may play another ball provisionally as near as possible at the spot from which the original ball was played. If the original ball is neither lost outside a water hazard nor out of bounds, the player shall abandon the provisional ball and continue play with the original.

CADDIE TERMINOLOGY

ADDRESS	The position taken by a player in preparing to start a stroke.
APPROACH	A shot played to the putting green.
APRON	The first few yards of fairway before and around the green.
AWAY	The ball furthest from the hole.
BACK SIDE	The final 9 holes
BIRDIE	A score one stroke under par.
BOGEY	A score one stroke over par.
BUNKER	A "Bunker" is a hazard consisting of a prepared area of ground, often a hollow, from which turf or soil has been replaced with sand or the like.
CADDIE	One who carries or handles a player's clubs during play and otherwise assists him/her in accordance with the rules.
CASUAL WATER	A temporary accumulation of water which is not a hazard.
DIVOT	A piece of turf cut loose...by the club during a swing.
DOG-LEG HOLE	A golf hole that turns to the right or left. (i.e. "a dogleg right")
DOUBLE BOGEY	A score two strokes over par.
DOUBLE EAGLE	A score three strokes under par.
DRAW	A shot hit by a right hander that gently curves to the left.
DRIVE	A shot played from the teeing ground usually with a driver.
EAGLE	A score that is two strokes under par.
FADE	A shot, hit by a right hander that curves to the right.
FAIRWAY	A closely cut, well kept area between the tee and green.
FLAGSTICK	A straight indicator either with or without a flag that is used to indicate the location of the hole.
FORE	A warning shouted to let a person know that a ball in flight may hit them or come dangerously close.
FORECADDIE	One who is employed to indicate and locate the position of balls during play.
FRINGE	The closely mown collar around the green.
FRONT SIDE	The first 9 holes.
HAZARD	Any bunker or water hazard
LINE OF PUTT	Path in which the ball is intended to travel over the putting surface to the hole.
OUT OF BOUNDS	Ground on which play is prohibited, usually outside the course property. Marked by white stakes or fences. The ball is out of bounds when all of it is outside the line.
PAR	The score an expert golfer is expected to make on a hole.
PROVISIONAL BALL	A ball played in case the original ball may be lost or out of bounds.
PULL	A shot hit straight but left of target.
PUSH	A shot hit straight but right of target.
PUTTING GREEN	Includes all of the ground surrounding the hole, which has been specially prepared for putting. A ball is on the green when any portion of it is on the surface.
ROUGH	An area of long, heavy grass that surrounds the teeing area, fairway and putting green.
SLICE	A shot hit by a right hander that curves severely to the right.
TEE	A peg used to support the ball on the teeing ground.
THE TURN	After finishing the first 9 holes the group is "Making the Turn. "
WATER HAZARD	Any lake, pond, river, ditch or open water on the course. Marked by yellow or red stakes.

PLATT CADDIE SCHOLARSHIP

WHO IS ELIGIBLE FOR A SCHOLARSHIP?

The scholarship program is open to those who have caddied for at least one year at one or more member clubs of the Golf Association of Philadelphia. Additionally, they must meet all of the requirements and have good academic qualifications. The selection of those caddies to receive scholarship funds is made on an annual basis by the Trustees.

The awards currently range from \$200 to \$7,000 per year. It is the aim of the Trust to continue awarding financial aid to all caddie-scholars for the full length of their college career as long as they meet the requirements of the program. The Trust does not discriminate in the selection of candidates on the basis of race, sex, religion or national origin. Caddie scholarship grants are primarily based on financial need, but may reward for merit. They are not golf scholarships and awards are not based on athletic ability.

HOW ARE AWARDS CALCULATED?

Caddie scholarships are based on a careful analysis of a family's situation as reported on the Free Application for Federal Student Aid (FAFSA). We take into account the institution's student budget, scholarships and grants received by the student and the expected family contribution (EFC) listed on the Student Aid Report.

The main goal of the Trust is to attempt to meet the remaining financial need as indicated by this formula. There are situations when applicants have no financial need and would otherwise not be eligible for any sort of award. However, the terms of the Trust, which govern our activity, stipulate that all applicants should receive something in an effort to promote camaraderie and the concept of the student-caddie. In these cases, we provide a nominal award to applicants, as recognition for caddying and to foster and validate the importance of caddying to the game of golf.

To obtain an application, please visit us at:
www.plattcaddiescholarship.org
or call 610-687-2340, Ext. 21

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