



ROCKFORD COUNTRY CLUB  
ESTABLISHED 1899

# Rockford Country Club's

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## Caddie Guide

"The caddie is the lifeblood of the game – a great companion, a friendly conversationalist and a smiling face. This is what the game of golf is truly all about." - Chick Evans

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## Welcome to Rockford Country Club

As a caddie, you are part of the rich history and tradition of Rockford Country Club. RCC was established in 1899 and the use of caddies has long been part of the club. This job can be as good as you want it to be. In other words, you are in control of your future as a caddie. Those caddies with a commitment to RCC, take pride in their work and strive for self improvement are the ones that succeed.

### Getting Started

To caddie at Rockford Country Club, you must follow a few simple steps to be registered:

- All caddies are required to complete the application found at [rockfordcc.com](http://rockfordcc.com)
- Read the caddie guide and have a complete understanding of the requirements & expectations
- Attend caddie training classes and demonstrate the ability to caddie at a high level

Upon being accepted into the RCC Caddie Program, you will purchase the uniform items listed:

- White RCC Caddie Polo
- Khaki RCC Caddie Hat
- RCC Caddie Towel

**Total:** \$40.00 – items can be paid by cash or check made out to Rockford Country Club

Rockford Country Club will provide

- A nametag w/ caddie ranking
- Green Caddie Bib

### Caddie Orientation & Training

The orientation will provide an overview of what is required and expected to become a caddie at Rockford Country Club. A parent comfort and understanding is important, so their participation is welcome. We encourage parents to attend the orientation, as well as, a training session so they have a full understanding of the caddie program.

Prospective caddies are encouraged to attend all training sessions and there is no cost for the training. However, turning in your application does not guarantee you a spot. Our caddie training program should be looked at as a tryout. Our ultimate goal is to identify and on board 25 new caddies this season. Your knowledge of the materials provided and your on course performance during the training sessions will be the determining factors on who is asked to join our program.

### Club Contacts

Golf Shop: 815.962.0948 (for emergencies or if you're unable to make your assigned loop)

Email: [golfshop@rockfordcc.com](mailto:golfshop@rockfordcc.com) (this will be your main line of communications)

Website: \_\_\_\_\_ (this is where you will receive your loops and register for events)

Caddie Master & Assistant Professional  
Head Golf Professional  
Caddie Chairman/WGA Directory  
First Assistant Professional  
Bag Room Supervisor

Robert Schoenecker  
Ryan Niffenegger  
Mr. Jay Pick  
Matt Spielmann  
Ralph Powell

## Benefits of Caddying

### What RCC has to offer:

- A means to earn money
- An opportunity to learn the game of golf
- An opportunity to earn an Evans Scholarship
- An opportunity to work flexible hours in an outdoor environment
- An opportunity to make contacts for the future
- An opportunity to enhance your communication skills
- A chance to play golf, on a private country club
- A Year End Caddie Banquet with a chance to earn prizes and the Caddie of the Year Award

### Evans Scholarship

The Chick Evans Caddie Scholarship is a one year full tuition and housing scholarship, renewable for four years. The Evans Scholars Foundation has made a significant mark at RCC, as they have awarded 9 caddies from the club.

In order to be eligible for nomination, a candidate must:

- Have completed their junior year of high school and rank in the upper 25% of the class.
- Have a superior caddie record for a minimum of two years and be recommended by club officials.
- Qualify for financial assistance.
- Have outstanding personal character.

If interested, please contact the Caddie Master, Head Professional or Caddie Chairman.

### Monday Golf Privileges

On Mondays in which the club is not hosting an event, caddies who qualify may play the course starting at 1:00pm.

In order to qualify for Monday privileges, caddies must:

- Complete at least 1 loop during the previous week
- Play with caddies only, no guests
- Take care of the golf course: replace divots, repair ball marks, rake bunkers
- All play will be walking only

If these guidelines are not followed, caddies are subject for removal from the caddie program.

### Caddie Fees

Once a member has completed and turned in the caddie card, your payment can be collected. Any issues with payment need to be brought up to the Caddie Master or Golf Professional immediately. The charge ticket must be properly completed by the caddie, the member and turned into the Golf Shop.

<u>Base Rate</u>	<u>18Holes</u>	<u>Forecaddie</u>	<u>Recommended Gratuity Scale</u>
<b>B Caddie</b>	\$20	\$10 per bag	<b>Excellent Grade:</b> 100% of base rate
<b>A Caddie</b>	\$25	\$12 per bag	<b>Good Grade:</b> 50% of base rate
<b>Honor Caddie</b>	\$30	\$15 per bag	

## **Rules & Policies**

### **Qualified Caddie**

All applicants for Rockford Country Club's Caddie Program must satisfactorily complete the caddie training program and pass a written test before they become a B Caddie. RCC is looking to on board 25 high level caddies for the upcoming season.

### **General Rules**

1. You must be at least 13 years old
2. Always be polite and courteous
3. Foul language will not be tolerated
4. You must have permission to enter any area of the clubhouse, bag room, or pro shop
5. No cell phones while caddying. No Exceptions. You may use it in the parking lot, if need be
6. Dress code must be followed- no exceptions
7. Caddies are not permitted to use the club facilities at anytime for any purpose except on Mondays as explained in the Benefits of Caddying section of this Guide
8. Sitting on, leaning on, or riding golf carts is prohibited

### **Dress Code**

1. Caddie bib and name tag must be worn at all times while on property to caddie
2. White RCC collared caddie polo worn under caddie bib. Additional shirts are available for \$20
3. No hats other than the issue RCC caddie hats. Additional hats can be purchased for \$10
4. Khaki pants/shorts are the required bottoms. No cargo pants or shorts and no frays
5. No jewelry, except watch
6. Socks and tennis shoes or rubber soled shoes

### **Caddie Parking**

For caddies that drive a car, you must park in the West parking lot next to the driving range. The closer spots are reserved for members and staff. This area needs to be kept clean of trash. Bicycles can be left along the fence next to the Golf Shop.

### **Discipline**

RCC takes pride in the caddie program as it benefits the membership, as well as, the caddies involved. The experience should always be a pleasant one, however, there have been times when a caddies poor behavior has dampened that experience.

### **Reasons for discipline**

1. Being late or no show for an assigned loop: -1<sup>st</sup> offense 2 week suspension -2<sup>nd</sup> offense dismissal
2. Confronting a member or fighting with another caddie or employee: dismissal
3. 2 Poor ratings (-2) or 3 Fair ratings (0) will require additional training before another loop
4. Improper dress: you will be sent home. This may cause you to be late or miss your assigned loop and in turn, could result in a two week suspension
5. Refusing a loop that has been assigned to you is grounds for dismissal
6. Any behavior that could be detrimental to Rockford Country Club is grounds for dismissal

## Caddie Rank

### Classifications

Based on your ability, experience and grading system you will be assigned one of the three classifications:

- |                      |                                                                                                                                                                                       |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Honor Caddie:</b> | Highest Rank/has reached 75+ points<br>Has an outstanding caddie record<br>Must maintain a 4.5 scoring average<br>Must be approved by: Head Professional, Caddie Chair, Caddie Master |
| <b>A Caddie:</b>     | Has reached 50-74 points<br>Needs more experience and development before promotion                                                                                                    |
| <b>B Caddie:</b>     | Beginner. Needs patience, training and encouragement                                                                                                                                  |

### Grading System

After every round, the member will evaluate you on your job performance. This member feedback will help you to become a better caddie and attain a higher classification, which leads to more money. This points system is designed to reward the caddies who show up for work each day and do a great job caddying. Your caddie record will be the primary tool that is used for all of the awards that are given out during the Caddie Banquet.

- 5 points for an excellent rating
- 4 points for a very good rating
- 3 points for a good rating
- 1 point for an average rating \*
- 0 points for a below average rating
- 2 points for a poor rating
- ✓ Recruit caddies will earn 1 point for each training secession attended
- ✓ Point Totals carry over year to year

### Advancement

It is important for the caddies to advance as quickly as possible. Advancement is based on accumulated points, as well as, the caddies desire, attitude, commitment and overall performance.

**Promotion from B to A Class:** Caddies must receive 10 excellent ratings and must be promoted by the Head Professional and the Caddie Master after showing commitment to the program and positive feedback from the membership

**From A Class to Honor:** Caddies must receive 15 excellent ratings and have shown a consistent pattern of commitment and work ethic. Caddies must work at least one full season before being promoted, unless the Head Professional, Caddie Master and Caddie Chairman all agree the caddie has proven themselves otherwise.

### Caddie Award Program/Eligibility Requirements

Members will contribute \$2 for each loop into a "Caddie Fund." In the fall, the top caddies will be invited to the Caddie Banquet with their parents. The funds will be distributed amongst the top caddies based on attendance and performance for the entire season.

## Assignments

### Receiving Your Assignment

Once you arrive at the club, you will sign in and await your assignment from the Caddie Master. All assignments are at the sole discretion of the Caddie Master or Head Professional and they will do so as fairly as possible.

Members may request a particular caddie or a particular classification based on their needs. Depending on the member request, caddies may be assigned a loop at a specific time with a specific member. In cases like these, caddies will be told in advance and they should report at least 30 minutes prior.

We also believe the better caddies should be assigned the better loops. A good caddie is one who:

- Has shown commitment to caddie on a regular basis
- Is always prepared and presents themselves well
- Is always willing to do what the Caddie Master asks
- Achieves good to excellent ratings consistently
- Is willing to assist their peers to help in their development

### Communication

We will use the RCC Caddie website and email as our main lines of communication. Please familiarize yourself with these. The website will be updated daily with tee sheet information for the upcoming days, along with special requests and events. You will also be able to set your availability for special events and find the start times for these events.

### Best Times to Caddie

The season begins in April and ends in October.

- Monday: Course Closed except for holidays when hours are treated the same as weekends  
For holidays, please see Saturday hours
- Tuesday: Afternoons will need forecaddies / good day for special requests  
Arrive by 11:30, unless notified otherwise due to a special request
- Wednesday: Afternoons will need caddies & forecaddies  
Arrive by 11:30. You may have to wait until 2:30 for a loop
- Thursday: Mornings will need caddies / afternoons by special request  
Arrive by 7:45, unless notified otherwise due to a special request
- Friday: Afternoons will need caddies & forecaddies / good day for special requests  
Arrive by 11:30
- Saturday: Mornings will need caddies & forecaddies  
Arrive by 6:45. You may have to wait until 9:30 for a loop
- Sunday: Mornings will need caddies & forecaddies  
Arrive by 6:45. You may have to wait until 9:30 for a loop

If it rains, carts may not be permitted and the need for caddies may increase. Check your email for updates.

On slow days, you may not receive an assignment due to lack of play. Please indicate "DNW" (Did Not Work) on the sign up form and you will be moved up to the top of the list for the next day.

# **Life Of An RCC Caddie**

## **Reporting Procedures**

1. Drop off, pickup and parking in the west parking lot (driving range side).
2. Prepare: put on caddie bib, nametag, gear up w/ pencils, tees, wet towel
3. Caddies are to wait on the benches until assignments are given. Please stay out of the bag room and out of the way of the bag room attendant.
4. Ask the bag room attendant to help in spotting the member you will be caddying for if you do not know.
5. No wandering around the grounds, club, golf shop or bag room. Wait patiently.

## **Assignment**

1. Introduce yourself to your player. Remember, a handshake and a smile are part of your uniform.
2. Obtain the golf bag to count and clean clubs.
3. Familiarize yourself with the golf bag and how the player has organized their clubs. Adjust the strap if necessary.
4. Wait with the bag near the putting green until your assigned tee time.

## **Position & Behavior**

1. Stay out of the players way.
2. Present the players bag as needed or asked.
3. Stand still and be quiet during every shot in your group.
4. Watch and visually mark every shot in the group.
5. Be courteous and helpful to every player in the group.

## **Fairway**

1. Know where each ball is in your group.
2. Arrive at your players ball before they do and be careful not to go ahead of other players before they hit. The quicker you are able to locate the ball, the quicker you will be able to get the yardage.
3. Present the bag to the side of the players ball, give them the yardage to the center of the green and then take 3 large steps backwards to get out of the players line of sight. Stand still and be quiet.

## **Bunkers**

1. Arrive before the player. Stand next to the lip of the bunker and present the golf bag.
2. Have rake and putter (if necessary) ready to use.
3. After the player successfully exits the bunker, exchange clubs with the player and begin to rake the bunker quickly and quietly.
4. Clean the club while you're catching up to the player. Do not fall behind.

## **Green**

1. The caddie who's player hit the green first is responsible for the flag. Certain scenarios may arise where another caddie is better suited to grab it. Work as a team!
2. Watch the players putting lines to the hole and do not walk on them.
3. Clean the players golf ball once they have marked it.
4. Other caddies who are not busy may head to the next hole or prepare to forecaddie if necessary.
5. Replace the flagstick and hustle to the next hole.



## **Team Work**

There are many situations and responsibilities during a loop that are too difficult for one caddie to attend to. Caddies must learn to work together as a team and help each other out as much as possible. Communicate with each other because your goals are the same: to assist the members.

## **Forecaddie**

1. When a group is hitting tee shots, find a large tree for coverage in a spot where you can locate the golf balls.
2. Throw towels next to the balls that will be difficult for the players to locate.
3. Proceed to determine yardages for each player to the center of the green.
4. Once the players have reached their drives, give them the yardage. Stand next to the cart to watch the players next shot and visually mark these shots. Replace divots for each player and then run ahead to mark these shots with towels if necessary.
5. As the group approaches the green, proceed with normal green duties: raking bunkers, washing each player's golf ball, tending the flag, repairing ball marks.
6. Riding on the back of golf carts while forecaddying is strictly prohibited.

## **Post Round**

1. Place the clubs on the bag rack near the bag room. Be sure to thank the player.
2. Clean and count the clubs to ensure all are accounted for.
3. After you have written the date and your name on the caddie chit, hand it to the player.
4. If your player pays you in cash, you still need the evaluation portion to be completed by them.

## **The Caddie Code**

- Whenever possible use the player's last name. "Hello Mr./Mrs. (member's name), my name is (your name) I will be caddying for you today."
- Make it common practice to hand the player his/her club grip first.
- Never lean on or sit on clubs or golf bag.
- Never swing the player's clubs.
- Never touch a golf ball while it is in play.
- Always keep **quiet**, **hustle**, and if you don't know what to do- **ASK**.

## **10 Things That Require Zero Talent**

1. Being on time
2. Work Ethic
3. Effort
4. Body Language
5. Energy
6. Attitude
7. Passion
8. Being Coachable
9. Doing Extra
10. Being Prepared

## Course Knowledge & Terminology

In order to effectively communicate with your golfer and other caddies, you must know the golf course and the following terms.

Rockford Country Club has an 18 hole golf course with a driving range and practice green.

**Teeing Ground:** this is the starting place for a hole to be played. RCC has 3 sets of tees that are used;

Black Tees-the farthest tee from the hole that are identified by black tee markers

White Tees-used by the majority of the male members, identified by white tee markers

Green Tees-used mostly by women, are identified by green tee markers

\*RCC also has 2 sets of combo courses that utilize a mixture of tees

Watch which tees your player uses on the 1<sup>st</sup> Hole and go to those tees for all the holes during the loop.

**Putting Green:** this is the low, finely mowed grass at the opposite end of the hole. Putting greens are very expensive to maintain so it is important not to run or drag your feet. The area that has slightly higher level of grass around the putting green is called the **Fringe**.

**Fairway**-this is the area of short grass between the putting green and the teeing ground. On both sides of the fairway is longer, thicker grass called **Rough**.

**Flagstick or Pin**-this is movable pole that identifies where the hole is on the putting green.

**Bunkers**-these are the areas near the putting green and fairway that are filled with sand.

Golf holes come in a variety of lengths and are classified into three categories. The Par number is the ideal number of shots a player should take to complete the hole. Keep in mind that most players will take more shots to complete the hole.

Par 3's: these are the shortest holes. RCC has four of these types of holes.

Par 5's: these are the longest holes. RCC has three of these types of holes.

Par 4's: these are average length holes. RCC has eleven of these types of holes.

**Divot:** the piece of turf that comes up when a player takes a shot. You must replace this as best you can.

**Par:** the score, which is standard for expert players on each hole.

**Bogey:** one stroke over par for the hole.

**Double Bogey:** two strokes over par for the hole.

**Birdie:** one stroke under par for the hole.

**Eagle:** two strokes under par for the hole.

**Woods** are the longest clubs in the bag that are designed to hit the ball a long distance. The lower the number on the bottom of the club, the farther the ball will travel. Often times the driver won't have a number imprinted on it, but it is designed to be hit the farthest.

**Irons** are also numbered on the bottom 3 through 9. Like the woods, the smaller the number, the farther the ball will go.

**Wedges** are the specialty iron in the bag that are designed for shorter shots. They range from Pitching Wedge (P), Gap Wedge (G or 52°) Sand Wedge (S or 56°) and Lob Wedge (L or 60°).

The **Putter**, which has many shapes and sizes, is used on the Putting Green to roll the ball to the hole.

