

Crystal Tree Golf & Country Club



CRYSTAL TREE
Golf and Country Club

Caddie Program

Introduction

Welcome to the Crystal Tree Caddie Program. Crystal Tree has made a commitment to establishing an active and successful caddie program. For the Crystal Tree program to be successful it is necessary to have many hard-working and dedicated caddies. To become a successful caddie, you must commit to learn, respect, and enjoy the game of golf. Many great players and top professionals received their start as caddies; through desire and commitment, they developed a love for the game and made it a favorite activity or even a successful career. The staff at Crystal Tree hopes you will enjoy being part of the game of golf and make a commitment to being a good and dependable caddie. With a good attitude and a willingness to learn, the staff is positive you can become a successful caddie at Crystal Tree Country Club. We are looking forward to working with you this season. If there are any questions throughout the golf season, you can reach me by email (jezell@crystaltreecc.org).

Sincerely,

James Ezell IV
Caddie Master

Caddie School Schedule

Mandatory for all incoming caddies is to meet with me or the Head Professional, before caddie school. The meeting is to inform our new caddies of the responsibilities and duties that are required of them, as well as how caddies can help foster responsibility and relationships with highly successful and motivated individuals. In each meeting, I would like to meet with a parent or guardian to inform them of our caddie program and answer any questions they may have.

Caddie schools will be held Tuesdays, Thursdays, and Fridays AT **4:00 SHARP** during April. The classes are roughly two hours long. If necessary, dates will be added to the schedule for inclement weather. You must be able to attend at least 5 of the caddie schools and take a written test upon completion of the fifth training session.

Your Caddie Master is James Ezell IV. If you have any questions, please use the email (jezell@crystaltreec.org) to contact him.

Remember to dress appropriately for the conditions...the schools will be held outside. No denim is allowed.

You must be 13 years old and be able to carry a heavy golf bag and/or run around when you are to forecaddie.

Caddie Uniform

The Crystal Tree Caddie uniform is as follows.

Caddie Polo, Caddie hat, Khaki shorts or pants, Caddie bib and badge. **Denim and cargo shorts are never allowed to be worn on Crystal Tree grounds.** A good pair of gym shoes is the best footwear. **Shirts are to be always tucked in. Your appearance is a critical element in determining your success as a caddie; uniform is to be clean and wrinkle-free before entering Crystal Tree property. If you arrive in any other manner, you will be sent home.**

A golf course is the whole area on which play is permitted. Crystal Tree Country Club has an 18-hole golf course with a driving range and practice areas.

The **Teeing Ground/Teeing Box** is the starting place for a hole to be played. At Crystal Tree 5 sets of tee markers are typically used: Gold Tees, Silver Tees, White Tees, Blue Tees, and Red Tees (Ladies). Pay close attention to the tees your player uses on the 1st tee and then go to those tees for the remainder of the round.

At the opposite end of the golf hole is the **Putting Green**. The putting green is the low, finely mowed grass surrounding the hole. This is where every hole ends.

Encircling the putting green is slightly taller grass called the **Fringe** or **Apron**.

The **Flagstick** or **Pin** is the movable pole centered in the hole so players can see the position of the hole on the putting green. It is your job to take out the **Flagstick** or **Pin** when your golfer says they want it out.

The stretch of short grass between the teeing ground and the putting green is called the **Fairway**. On either side of the fairway is longer, heavier grass called the **Rough**. It is your main job to find the ball regardless of if it is in the **Fairway** or **Rough**.

Near the putting green and lining the fairways of the holes may be several **Sand Traps** or **Bunkers**.

Any areas where golf is not permitted are referred to as **OUT OF BOUNDS**. Out-of-bounds areas are identified by white stakes or fences.

Golf holes vary in length, but all are classified into three categories: **Par 3**, **Par 4**, and **Par 5** holes. The par number represents the ideal number of shots a player should take to complete the hole.

The shortest holes are par 3's and should be completed in three shots by the expert player. The longest holes are par 5's and should be completed in five shots. The remaining holes are par 4's and should be completed in four shots. You will caddie for players who are not experts, so be aware that higher scores are common.

A player who completes a hole in the ideal number of shots is said to have "**made a par**." A player who completes a hole in one shot more than par is said to have "**made a bogey**." A player who completes a hole in one shot less than par is said to have "**made a birdie**."

It is the caddie's job to locate and identify his player's ball on the course. Therefore, after your player selects a ball from the bag, be sure to ask the brand name and number of the ball.

When the golfers are ready to tee off, stand in a place where you can watch the flight of the ball but are not in danger of being hit. Be sure your shadow is not in the golfer's field of vision. Above all, be quiet and watch all golfers tee shots.

It is your job to know the location of each player's ball. As each ball is hit, watch its flight from the time it leaves the club until it lands and comes to a complete stop. If the player's ball lands in the rough, mark it by lining it up with a tree, bush, bunker, or landmark. If there is a possibility that your player's ball landed out of bounds, signal to him or her immediately. He or she may decide to hit a provisional ball.

Your golfer's bag will contain 4 types of clubs: woods, irons, wedges, and a putter. Each wood is numbered on the bottom. The #1 wood is sometimes referred to as the Driver. Other woods are numbered 2, 3, 5, 7, etc.). Generally speaking, woods allow the ball to travel farther than irons. The lower the number of the club, the farther the ball will travel.

Irons are also numbered on the bottom 1-9 (excluding the wedges). The remaining clubs in your player's bag are the wedges and the putter. The wedges are used for shorter fairway shots and half shots around the green and from the bunkers. The putter is solely used on the putting green to roll the ball into the hole.

Getting Your Caddie Assignment

When you arrive at Crystal Tree Country Club, check in with the caddie master or sign the sign-in sheet. When your turn comes, you will receive a caddie assignment from the caddie master. Be sure to bring your own towel when caddying. The club will not provide them for you.

After receiving your assignment:

1. Go to your golfer/ golfers introduce yourself to them and tell them you will caddy for them. **Always use Mr. and Mrs. and you use the best manners!**
2. Once introduced, keep an eye on them to know when to head to the first tee.
3. While waiting for your tee time, make sure all clubs are clean and ready for the round, and make sure the cart has full sand bottles.
4. Grab "ghosts" and make sure you have a towel and wet it before the round starts.
5. Prior to beginning your round, please make sure that you have with you the following:
 - Tees
 - Ball Mark Repair Tool
 - Scorecard

When your golfer arrives at the tee:

1. Make sure you are in the correct spot and can see the tee box and where the ball will land.
2. Once a player has hit the ball, make sure to follow the ball until it stops moving and signal back to the tee box. Remember a tree or bunker or fence that it lines up with, so you do not lose the ball. This is the main priority of your job as a caddie. **DO NOT LOSE THE BALL.**
3. Make sure the signs you are signaling are clear and visible. **FULL EXTEND ARMS.**

4. Once all the players have hit the balls and move off the tee box, run to where the balls landed and make the area with a "ghost".
5. Once you have marked the balls, go to the furthest ball from the green and assist the golfer for his/her next shot.

Down the Fairway

The player whose tee shot lies farthest from the putting green is always first to play. When assisting the golfers, give them the yardage to the pin. Make sure you are being precise and clear. After giving the yardage, hold any clubs the golfer might use for the shot and back 6 to 10 feet away from them as they begin to hit the next shot.

Once the golfer has hit the ball, make sure to follow the ball and remember the spot where it lands. Once you have the spot, take the used club from the golfer, and wipe it down to make it clean. Before moving on to the next golfer, make sure to fill/repair the divot the golfer may have made. If the divot is in one piece, place it back in the spot and step to make sure it is flush with the ground. If the divot is separated into many pieces, take the sand from the golf cart, and pour it into the divot spot. Once again, make sure to flatten it and step on the repaired divot.

All divots on the course's fairway should be filled, if you do not repair the divots, it is ruining our golf course. Take time to repair all divots and fill them in correctly.

Five important things to do in the fairway are:

1. Replace divots
2. Rake sand traps or bunkers
3. Look for lost balls
4. Clean the player's club after each time it is used

Divots may also be made on tee shots, especially with irons on par 3's. On the tee of the par 3's you will find a bucket with a scoop filled with a sand and seed mixture. Fill the divots with the mixture instead of replacing the sod.

As mentioned before, the course and fairways may have bunkers or sand traps. When your player hits their ball into a bunker, it is your job to rake the bunker after your player has hit their shot.

How to rake sand traps or bunkers:

1. Find the nearest rake.
2. After your player hits, enter the bunker or trap at the same point as your player.
3. Smooth out all footprints and irregularities. Push the rake and sand away from you, not to you.
4. Replace the rake inside the trap or bunker, leaving the handle pointing out of the bunker.

5. Never leave the bunker by climbing up a steep face – leave at a low point.

Looking For Lost Balls

Anytime a player in the group, not just the player you are caddying for, loses a ball, help look for it.

Par 3's

When caddying on Par 3's make sure you stay up on the tee box the whole time. When you first arrive make sure to shoot and get the exact yardage to the pin. Make sure to tell the number clearly to all the golfers. Once you have said that, hold any additional clubs the player may have when deciding the shot. Once the player has hit the ball, make sure to follow and know where the ball lands. If the player has hit and created a divot, make sure to repair it with the sand/soil mix in the green box on the tee box. Make sure to smooth it out and fill the divot fully.

On the Putting Green

When your player's ball has reached the putting green, he or she may mark it with a coin and remove the ball. When the ball has been marked ask if it needs to be cleaned. When your player hands the ball to you, wipe the ball with your towel removing all traces of dirt and grass. Return the clean ball to your player immediately, making sure to hand the ball to them. Do not roll or throw the ball back at the player.

When on the green it is your responsibility to take care of the flagstick and the golfers' clubs. Make sure to hold any extra clubs the players may have, most likely a wedge if any. While holding all items make sure to be out of the way of any ball and "line" that the players may have, you are not to distract any golfers.

When all players have reached the putting green, the caddie is responsible for the flagstick. Approach it being careful not to take a step in the "line" of any putt. Step over or walk around the "line" of every ball on the green. Usually, the player farthest from the hole will putt first. Ask the player what they want with the flag stick. The player will tell you if you should PULL or TEND the flagstick.

If a player says, "Tend the flagstick" stand near the flagstick so your feet and shadow don't cross the player's putting line or the hole. Hold the flag against the stick so it doesn't flutter. As soon as the player strikes the ball, remove the flagstick. Lift it straight up so the end doesn't damage the edges of the hole.

Continue caring for the flagstick, taking instructions from each player putting. Make sure to hold the flag against the pole so it is not waving in the wind or making noise. Do not let the flag touch the ground when holding the flagstick. After all players have finished putting out, replace the flagstick securely in the hole.

Repairing Ball Marks

When a ball lands on a putting green, its weight and velocity will bruise the grass and make an indentation in the sod. At Crystal Tree, we pride ourselves on repairing divots. It is your job to fix any ball divots that are on the green. Regardless of whether your players have made it or not, replace all divots to take care of the course and greens. During our caddie school, we will show the proper way to fix divots and ball marks.

At the End of the Golf Round

At the conclusion of the 18th hole, you must count the clubs in your player's bag, making sure none of them have been lost on the course. Wipe down the clubs and replace any headcovers that have come off along the way. Make sure to hand one of the players a caddie review card. Make sure to stay with the players and help them with their clubs, do not go on your phone, you are still on the job.

Getting Paid After a Round

As a caddie, the players will either give you cash or will fill out a card to have the Caddie Master pay you. Make sure once the round is completed to go to the podium and grab a caddie review card. This will have a review of how the round went and how you did as a caddie, and it will have an option to be paid. All the feedback is a big part of how you get promoted in rank as a caddie, so make sure the golfers fill one out. When the golfers give you cash, make sure to thank them and shake their hand. Do not look at or count the cash, the golfers will pay you based on how you performed the job. When a member gives you a review card make sure you tear off the review and put it in the box beside the podium. When a golfer fills out a pay card, go to the Caddie Master and wait to be paid. Do not go into the Pro Shop, wait for the Caddie Master to come outside.

Chick Evans Scholarships

Do you want to go to college? Are you wondering how you are going to come up with enough money to pay your tuition and other expenses? There's an answer to your problem if you're willing to work for it.

As an outstanding caddie, your club may nominate you for a full-tuition scholarship. First, you must show that you are a sufficiently capable caddie to warrant this honor, and next, you must have worked regularly as a caddie for at least two years.

The only other requirements you must meet for appointment as an Evans Scholar are:

1. To be in need of financial aid.
2. Rank in the upper quarter of your class.
3. Possess an outstanding record in leadership, integrity, and honesty.

Candidates must make a formal application on blanks obtainable from their clubs.

Understanding Course and Equipment Terminology

To communicate with your golfer and other caddies, you must be familiar with certain words and terms. This training manual will define some of those words and terms.

1. Know all 14 clubs
2. Hand the player the club he/she selects
3. Stand still
4. Keep quiet
5. Watch the ball
6. Replace all divots
7. Smooth sand in traps
8. First on the green takes the flagstick
9. Keep up with the player
10. Never swing the clubs
11. Memorize the yardage of each hole
12. If you don't know – ASK
13. NEVER, never touch a ball that is in play nor allow the ball to touch you

Definitions

- A. Divot – A piece of turf dug from a fairway in making a shot. It is a golden rule that this must always be replaced.
- B. Caddie master – Assigns caddie to a job and pays caddie at end of round. Who you should look for when asking a question or unsure.
- C. Honor – The right to play from the tee first.
- D. Penalty – What a player often suffers if he or his caddie breaks the rules.
- E. Away – Ball farthest from the hole.
- F. Birdie – One stroke under par for the hole.
- G. Rough housing – This leads to accidents and is frowned upon.
- H. Approach – The stroke to the putting green.
- I. Par – The standard score for expert players on each hole.
- J. Handicap – Strokes given to equalize playing ability.
- K. Evans Scholarship – Tuition and room rent at leading colleges.
- L. Eagle – Two strokes under par for a hole.
- M. Bogey – One stroke over par for a hole.
- N. Fore-caddie – A caddie who stations himself or herself down the fairway to watch “blind” shots.

Always remember: The Rules of Golf make the caddie a “partner” of the player.

As a result, when a caddie breaks a rule, it is his/her player who must suffer the penalty. So, if you want to be a good caddie, learn the Rules of Golf – or at least know the ones that apply to you.

If you know the rules, you will be in a position to help your player win. If you don't, you can just as easily cause him to lose the match.

The Crystal Tree Golf Professional Staff

It is very important to know who the Crystal Tree Golf Professional Staff is.

John Jacobs ~ PGA Head Golf Professional
Mitchell Haines ~ PGA 1st Asst. Golf Professional
James Ezell IV ~ Asst. Golf Professional
Owen Shapiro ~ Asst. Golf Professional

Special Notes

Caddies, and those that are providing transportation for caddies, are required to use the parking lot on the east side of the Clubhouse. At no time are caddies or their transportation to drive to the front of the Clubhouse or the main parking lots.

Caddies are to remain in the caddie shack when not working. The Clubhouse and Pro Shop are always off-limits. If something were to happen, look for the Caddie Master, do not go inside.

Phones are not prohibited on the course at any time. This only hurts your review and the chance of making more money. Phones stay silent and, in your pocket, the whole round.

Manners are to be used the whole time. Call the players, Mr. Mrs., or Dr. If you know they are doctors. Just because someone calls them a different name does not mean you get to. Make sure to always bring a positive attitude and a smile. Talking and interacting with people is a part of the job, so remember to act and look friendly.

Remember to be quiet when the player is hitting the ball or putting. You must be able to talk and be comfortable talking, but there is a time and place throughout the round for that, so pay attention.

The moment you step out of the car, you are representing Crystal Tree and the Caddie Program. We always ask for your best behavior and manners. It reflects you as well as the Club and we want to always impress. Not everyone gets in as a caddie, so make sure you show us and the golfers we made the correct decision.

CADDIE SIGNALS

The Safe Sign

Waving both arms back and forth out to the side indicates I have located your ball, and it is not out of bounds. It doesn't necessarily mean it is in a good spot, but it is in play and there is no need to hit a provisional ball.

Field Goal Sign

Both arms straight up in the air above your head indicate the ball is in play and came to rest in the fairway.

Out of Bounds

Turn and face the direction of the out-of-bounds and wave both arms in unison towards the direction the ball went out of play. This indicates the ball is out of play and the golfer will need to hit a provisional ball.

Point Towards the Ground

One arm gesturing a pointed finger repeatedly to the ground means your player's ball has come to rest in the bunker. The ball is in play, it has just ended up in the sand.

Not Clear to Play

Both hands are up while facing the tee, stopping your players from hitting off. Particularly important on blind tee shots where your golfers are not clear to hit their tee shots due to a group in front not out of the landing zone.

Clear to Hit

Waving your players on when the hole is clear to play. Swinging your towel overhead to wave your group on and let them know they are cleared to play away.

Forecaddie Locations

- 1 1st) Ladies tee
- 2 1st) Rough past the fairway - by the V tree and bunker
2nd) Behind Green, favor the left side.

- 3 1st) Left rough - behind the second bunker
2nd) Left sand trap 20 yds short of green
3rd) Behind green
- 4 1st) Right rough - above bunker
2nd) Behind Green
- 5 1st) Left rough - between third and fourth bunkers
2nd) Behind Green on the mound
- 6 1st) Left rough - behind grass bunker
2nd) Left side of the Green
- 7 1st) Right rough - end of the fairway by clump of trees
2nd) Near 8th tee
- 8 Behind green, or left of green
- 9 1st) Left rough - 150-yard marker area
2nd) Behind Green
- 10 Beside Rear bunker - right side
- 11 1st) Right rough – Top of Hill
2nd) left rough, 85 yards out from the green
3rd) Behind green left side
- 12 Right side - behind green
- 13 1st) Right rough – Around 80 yards from the green
2nd) Left of green on the mound
- 14 1st) Right rough - behind bunker at 150 marker
2nd) On top of the bunker left of the green.
- 15 Behind green
- 16 1st) Behind left bunker at 150 marker
2nd) Left side of green by tee
- 17 1st) Behind the right bunker
2nd) Behind green on the hill
- 18 1st) Left rough – even with 150 marker
2nd) Even with the green, the left side of hill