

# ***CRYSTAL LAKE COUNTRY CLUB***

## **2020 CADDIE Information**

**GOLF SHOP PHONE #: (815) 459-1068**

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## **CRYSTAL LAKE COUNTRY CLUB CADDIE PROGRAM**

On behalf of the Board of Directors, the Golf Committee, the Caddie Committee, and the entire Membership of Crystal Lake Country Club, I welcome you to our fine club as a member of the Caddie Program. All of us sincerely hope that you will enjoy your time at the Country Club, that you will develop close and lasting friendships among us all, and that you will get to know and enjoy the wonderful game of **Golf**.

Crystal Lake Country Club was established in 1922. Today, the private membership contains 185 Regular Golf memberships. The Caddie Program has been ongoing since the Club first opened the golf course. We have a long tradition to follow, and we intend for all Caddies to improve each and every time they step on the course.

See you on the green,

Dave Thompson  
Head Golf Professional  
Crystal Lake Country Club

## **Why become a caddie????**

1. To earn income.
2. To learn more by being around golf.
3. So I can play a beautiful golf course on Mondays.
4. To meet nice people (often a prominent supporter of the community).
5. Apply for CLCC Scholarship Award opportunities for college.
6. To work to possibly qualify for the Evans Scholarship to pay for my college tuition.
7. To possibly be promoted to the outside staff at CLCC.
8. Good hours. The hours are early on the weekends, but after caddying I will have the rest of the day to play golf, do family stuff, or get together with friends.

## 2020 Caddie Training Schedule

### Caddie Orientations

Sat.	Mar.	14	10:00-11:45	Orientation
Sat.	Mar.	21	10:00-11:45	Orientation

### Training

Wed	Apr.	1	4:00-6:00	Lesson 1
Thurs.	Apr.	2	4:00-6:00	Lesson 1 & 2
Sat.	Apr.	4	2:00-5:00	Lessons 1, 2 & 3
Sun.	Apr.	5	2:00-5:00	Lessons 1, 2, 3, & 4
Wed.	Apr.	8	4:00-6:00	Lessons 1, 2, 3, 4 & 5
Thurs.	Apr.	9	4:00-6:00	Lessons 1,2,3,4, & 5
Sat.	Apr.	11	NO TRAINING Masters Saturday	
Sun.	Apr.	12	NO TRAINING Masters Sunday and Easter	
Wed.	Apr.	15	4:00-6:00	Lessons 2,3, 4 & 5
Thurs.	Apr.	16	4:00-6:00	Lessons 2,3, 4 & 5
Sat.	Apr.	18	2:00-5:00	Lessons 3, 4, & 5
Sun.	Apr.	19	2:00-5:00	Lessons 3, 4, & 5
Wed.	Apr.	22	4:00-6:00	Lessons 4 & 5
Thurs.	Apr.	23	4:00-6:00	Lessons 4 & 5
Sat.	Apr.	25	2:00-5:00	Lessons 4 & 5
Sun.	Apr.	26	2:00-5:00	Lessons 4 & 5
Wed.	Apr.	29	4:00-6:00	Lessons 4 & 5
Thurs.	Apr.	30	4:00-6:00	Lessons 4 & 5
Sat.	May	2	First Tournament 10AM Shotgun	

- 1.) **All training hours must be completed by May 2<sup>nd</sup>** or extra training with caddie master.
- 2) The above dates and times are subject to weather conditions.
- 3) If the weather is cool and/or wet, please dress appropriately.
- 4) For those who are available after school, some other training may be scheduled during the week.

## CADDIE RULES AND REGULATIONS

1. Caddie training will be conducted on Wednesday, Thursday, and most weekends during the month of April. See schedule on pg. 4. Most training sessions will take 2 - 3 hours. Our earliest sessions will be CADDIE TRYOUTS. At the end of each training day, a listing of names of who made the cut will be posted after we get off the course. A **minimum** of 16 hours of training is required to take the caddie Exam. This must consist of at least 8 hours of “bag carrying” and 8 hours of “cart chasing”. You must pass the Final Caddie Exam. The last step is to purchase a CLCC shirt and hat before you may caddie.
2. Those caddies with a commitment to CLCC are the ones that succeed. A caddie may register to caddie up to 2 weeks in advance. To register for caddie dates, first figure out your availability with your Parents/Guardians then email those dates you are available to the caddie master, Alan Blair at [Ablair@clcountryclub.com](mailto:Ablair@clcountryclub.com). Caddies that sign up must arrive at their assigned time. If you sign-up, and fail to show up by your scheduled time, you will be moved to the end of the list for that day. If you sign-up and fail to show up at all, you will have 4 points deducted from your point total and be suspended from caddying for one week. Please note: the top point winners for the year receive prizes and bonuses. If you sign up, show up on time, and for some reason do not get a loop, you must stay a minimum of two hours to go to the top of the list for the next day.

When you arrive at the Country Club for the day you are scheduled to caddie, your first step is to put on your green CLCC caddie smock, which is located in the back part of the bag room hallway. You will then stock your smock with tees, ball markers, and pencils so you are ready to caddie. Once you’ve received your assignment for either bag carrying or fore caddying you may wet your towel and grab forecaddie markers if needed.

3. When a round is completed the member/guest will complete a Caddie grading & payment card. To verify amount paid and grade, you must sign the back of the Caddie card. Bring your smock name tag to the caddie master in the bag room. The Caddies will be paid out their money on Tuesdays and Thursdays 10am to 3pm. Multi-day tournaments are also to be paid out on Tuesday and Thursdays. Leave name tags on the smocks and hang them up neatly to be used the next day. Place all ball markers, tees, and pencils back in their respective places, do not leave supplies in the smocks.
4. Each Caddie must complete their assignment, whether it is 9, 18 or 27 holes.
5. Whenever possible, less experienced caddies will be sent out with more experienced caddies. The purpose is to give aid or offer suggestions and thereby improve the performance of the less experienced caddie.
6. You **may not** trade an assignment without permission from Jacob, the Caddie Master.
7. All caddies will be **required** to purchase a CLCC logo golf shirt and hat that are to be worn while caddying. The cost to caddies for these items is \$25 and must be paid before

caddying. The Club is covering part of the cost of the shirt and hat. These will be distributed after all other requirements have been fulfilled.

8. Cell Phones are allowed to be used to call home for a ride at the completion of your job. They are to be powered off at all other times. Using your cell phone during a round will result in disciplinary action (see page 8),
9. One final requirement is that you get your parents to fill out and sign page 11 of this manual, AGREEING THAT YOU MAY CADDIE AT CLCC.

### **CONDUCT AND PERSONAL RESPONSIBILITIES:**

1. Unless caddying, caddies are not allowed on the course. The clubhouse, locker rooms, swimming pool and golf shop (except when being paid) are off limits to caddies at all times. Caddies must remain in the Caddie Pen, which is located at the bottom of the ramp near the bag room.
2. Destruction of equipment, defacing of club property and boisterous behavior will not be tolerated.
3. Conduct must be of the highest standard. Absolutely no profanity. Always address a member by Mr. \_\_\_\_\_ or Mrs./Miss \_\_\_\_\_. “Yes Sir” or “No Sir” should be used when appropriate. Remember, never complain about your caddie assignment.
4. All caddies at Crystal Lake Country Club are considered INDEPENDENT CONTRACTORS. They are not employees. **Any injuries that occur while on Crystal Lake Country Club property are the responsibility of the caddie/family of the caddie.**

## DRESS CODE:

*The Caddie Master Jacob will be the judge of appropriate dress, stay within these guidelines:*

1. Shirt must be the assigned CLCC caddie shirt and matches your slacks or shorts (no rips or tears). You must look presentable with the shirt tucked in and clean shorts or pants. Sleeves must remain down not rolled up!
2. Slacks or shorts, no denim of any kind or cut offs. Khaki color shorts work best.  
\*Shorts should be no shorter than just above the knee.  
\*If your waist size is 28 then you shouldn't be wearing size 38 pants.
3. Hair for males must be well-groomed and not past shoulder length.
4. No "scruffy" faces. If you have facial hair, keep it neat and trim.

## RULES TO OBSERVE WHILE CADDYING

1. Caddies are entirely responsible for the golf bag, balls, etc. of the player they are assigned. Count clubs before and after the round of play. Keep covers on "metal" woods when not in use.
2. Learn the different clubs and their uses. Stand at least 5 yards away when the player is making a shot.
3. Caddies will *always* stand (don't sit) during a round. When players are hitting their tee shot, make sure to watch every ball that is played. Remember, when watching a ball in flight use a directional aid ("spot" e.g., bush, tree) to help you locate the ball.
4. **Stand still** when player is making a shot, and **keep up** with him/her at all times.
5. **The caddie of the player whose ball is first on the green is responsible for the flag.**  
**The new rules of golf let the players leave the flag stick in so be aware of this rule and ask the player if they want the pin in, attended, or taken out.** Caddie should either give his bag to another caddie or place it on the side of the green closest to the next tee. Be careful when approaching pin, do not walk across any players' putting line. When tending to the flag remember to do the following: stand facing the player whose turn it is to play, and be aware that your shadow is not cast across the putting line. Once the pin is out of the hole, you may set it down off the green so you have both hands available to help your player(s). However, do not leave the pin so that it lies in anyone's line of putt. Note: Don't leave the green until all players have puttied out.
6. Caddies are also responsible for making repairs to golf course caused by his/her player. Remember, to do the following: Replace all divots; rake over footprints in bunkers etc.

7. Do not talk too loud with other caddies. Be ladies and gentlemen - speak only when spoken to.
8. Learn the course: What territory is out-of-bounds and be able to advise the unfamiliar player as to its penalty areas. Become acquainted with the various yardages. This is how caddies get promoted.
9. Don't be bashful! Ask for help if you need it. There are many of us who are willing and able to give you any type of assistance. GOOD LUCK!

***REASONS FOR BEING REPRIMANDED AND/OR TERMINATED:***

1. Late for assigned tee time:
 

1 <sup>st</sup> Occurrence -	lose your job that day and lose 4 points for the day.
2 <sup>nd</sup> Occurrence -	lose your job that day and lose 4 points and receive written warning.
3 <sup>rd</sup> Occurrence -	termination
2. Confronting a member or fighting with another caddie or employee - termination!
3. One "poor" report or two (2) "fair" reports will require caddie **retraining**.
4. Improper dress: You will be sent home, if this causes you to miss your tee time you will then be considered late.
5. Violating Cell phone policy:
 

1 <sup>st</sup> Occurrence -	Verbal warning and loss of points for the day.
2 <sup>nd</sup> Occurrence -	Suspended for 1 week.
3 <sup>rd</sup> Occurrence -	Termination
6. A member cannot personally reserve you for another day, but a member can request a caddie. This should be done with the Caddie Master Jacob (not the caddie). If a member requests you, the Professional Staff must be notified immediately.



## CADDIE AWARD PROGRAM ELIGIBILITY REQUIREMENTS

POINTS ARE AWARDED FOR PERFORMANCE AS FOLLOWS:

EXCELLENT 4 Pts	FAIR	1 Pt
GOOD 2 Pts	POOR	- 2 Pt

POINTS ARE AWARDED FOR ATTENDANCE AS FOLLOWS:

WEEKDAYS: 1 Pts (when scheduled to caddie)
WEEKENDS: 2 Pts (holidays included)

MEMBERS ARE CHARGED \$3 FOR EACH LOOP WHICH IS PAID INTO A CADDIE FUND. IN THE FALL, THE TOP POINT WINNERS WILL BE AWARDED A DAY OF **GOLF AND LUNCH** AT CRYSTAL LAKE WITH THEIR **PARENTS**. PART OF THE CADDIE FUND WILL THEN BE DISTRIBUTED TO THE **TOP CADDIES**. THIS WILL BE DETERMINED BASED ON ATTENDANCE AND PERFORMANCE FOR THE ENTIRE SEASON.

### PROMOTIONS:

From “C” to “B” - You must work 5 rounds, with at least 1 round as a bag caddie and 1 round as a forecaddie.

From “B” to “A” - You must receive 20 excellent grades with no poor marks and pass a test with a Certified Trainer. 5 of those 20 excellent grades must be Forecaddie Loops.

From “A” to Honor - Same as above, Plus One on One Session with a Golf Professional or a Certified Trainer, where we will test your skills and knowledge.

### CADDIE RATING & BASE RATES:

2020 CADDIE RATES				
	HONOR	A CADDIE	B CADDIE	C CADDIE
18-Holes Walking	\$50	\$40	\$35	\$30
9-Holes Walking	\$25	\$20	\$15	\$15
Forecaddie for 4 (each)	\$13	\$10	\$8	\$8
Forecaddie for 5 (each)	\$10	\$8	\$6	\$6
<i>These rates reflect standard tip included.</i>				

## **PLAYING**

Caddies are allowed to play on Mondays between Memorial Day and Labor Day only with a pass. They can only tee off from 11:00 – 3:00 pm. **No guests are allowed.** To be eligible for a pass a caddie must caddie the week before to earn a pass. Each eligible caddie may then pick up a golf pass from the Caddie Master Jacob. **No one is allowed to play without a pass.** Passes will not be available on Monday, they must be picked up prior to the day you are interested in playing.

Any caddie not following the club's playing policies will have their privileges revoked.

**2020 CADDIE PERSONAL INFORMATION AND PERMIT**

PLEASE FILL OUT THE FOLLOWING AND RETURN TO GOLF SHOP:

CADDIE NAME: \_\_\_\_\_

CADDIE’S CELL PHONE #: \_\_\_\_\_

CADDIE EMAIL: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Brief description of prospective caddies’ golf background:

How did you hear about CLCC’s caddie program?

CADDIE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ CURRENT AGE: \_\_\_\_\_

SHIRT SIZE: Adult – XL L M S Child – XL L M S

PARENT(S) NAME: \_\_\_\_\_

PARENT(S) SIGNATURE: \_\_\_\_\_  
(Please reference page 6 regarding independent contractors.)

***IN CASE OF EMERGENCY:***

***NAME(S):*** \_\_\_\_\_

***PHONE:*** \_\_\_\_\_  
(OTHER THAN HOME PHONE NUMBER)

I have read and understand the caddie information packet. I know what is expected of me as a caddie at Crystal Lake Country Club.

Caddie Signature: \_\_\_\_\_ Date: \_\_\_\_\_