



2026

Caddie Manual

# Welcome Letter

Dear Caddies,

On behalf of the Board of Directors, the Golf Committee, the Caddie Committee, and the entire membership of White Eagle Golf Club, I welcome you to our prestigious club as a member of the Caddie Program. We sincerely hope that you will enjoy your experience at the club, and that you will get to know and enjoy the game of golf, as well as, develop long lasting relationships and skills that will breed success for you in the future.

The Caddie Program is an integral part of the golf experience here at the club and we will hold you to very high expectations on and off the golf course. The Caddie Program is something that we are very proud of here at the club and we would like you to be proud of being part of such a great organization. Please take this great opportunity to grow as an individual and become part of the tradition of White Eagle Golf Club.

See you out on the course,

Tyler Keith  
PGA Head Golf Professional  
White Eagle Golf Club

# Mission Statement

1. To provide the White Eagle Golf Club membership with the highest level of caddie services while maximizing their golf experience.
2. To hire and train caddies who will conduct themselves in a professional manner.
3. To preserve the game of golf and respect the traditions of White Eagle Golf Club.
4. To manage all areas of caddie operations with enthusiasm as well as uphold the rules and regulations of the Club.
5. To communicate and cooperate with all caddies to make the overall Caddie Program a success.

# History of White Eagle Golf Club

Originally designed by Arnold Palmer Design Group, White Eagle Golf Club is located on approximately 163 acres. There are three nine - hole courses; holes 1 through 9 are referred to as the Red Course and holes 10 through 18 are the White Course. Holes 19 through 27 were developed at a later date and are referred to as the Blue Course. The first of the three nines to open was the White Course in August 1989. The first few weeks that the club was open, members had to play the White nine twice to get in an 18 - hole round. The 13th hole, which appears to have the most mature trees today, was the first hole on the golf course to be finished. The 1988 Cavalcade of Homes featured model homes on the 1400 and 1500 block of White Eagle Drive, backing to the 13th hole. So this was finished in the early Spring, several months before the rest of the golf course was open. The Red nine opened a few weeks later, in September 1989. In July 1992, it was announced that a third nine holes was under consideration. That course opened in 1995. Twenty - five years later, and the course remains relatively the same as it was originally designed. Palmer's vision was a links style golf course based upon the prevailing wind. Because Harold Moser was selling homes, and home buyers preferred trees versus tall fescue grasses that "looked like weeds," hundreds of trees were planted and the course developed into more of a traditional golf course. Within a couple of years of the opening, fairway bunkers were added to the 4th hole and the 18th hole to catch errant tee shots. The fairway on the 18th hole was raised after the original design. The back teebox on the 12th hole was not in the original plan and was added later. The 20th hole used to have a waterfall next to the green that included bricks and cement, but the design never worked and was removed. The bunker on the 25th hole near the green was added to help catch errant shots that fell off into the water hazard. Golfers today are still happy to be in that bunker. The back teebox on the 26th hole was not part of Arnold Palmer's design. The original design of the 27th hole was a tighter fairway than what exists today. Fill was brought into the water known as Fawn Lake to widen the golf hole. A walking bridge off the island 18th green towards the clubhouse was added and named the Adlfinger Bridge, after former member and club champion Tim Adlfinger who passed away. In 2017, the club completed a renovation which included a new member bar, member grill, and state of the art short game area. A course modernization was completed in 2020 giving way to 27 holes of championship golf.

# **White Eagle Golf Club Professional Golf Staff**

Tyler Keith  
Head Golf Professional

Nick Fauerbach  
Lead Assistant Golf Professional/Caddie Master  
nickf@whiteeaglegc.com

Joe Sterr  
Assistant Golf Professional

Kirsten Larson  
Assistant Golf Professional/Golf Shop Manager

Al Corradini  
Outside Services Manager

Lou Solarte  
Director of Instruction

The Caddie Master and Outside Services Manager will outline the daily operations and responsibilities at the club. The Caddie Master is your immediate supervisor, but please remember that all staff members are teachers, coaches, and mentors that should be listened to and can help you excel in your position.

## **Caddie Orientation**

Please submit application prior to in-person Orientation. Application can be found at <https://nickfauerbach.wixsite.com/wegccaddieprogram>. After an application is submitted, you will be contacted individually.

## On-Course Training Dates

Wednesday, April 15<sup>th</sup>

Thursday, April 16<sup>th</sup>

Saturday, April 19<sup>th</sup>

Wednesday, April 22<sup>nd</sup>

\*Caddie Applications must be submitted prior to Caddie Orientation \*

\*All caddies must attend three training date unless they have arranged make up dates with the Caddie Master.

\*The above dates and times are subject to weather conditions. Additional training dates will be added if it is necessary to cancel a day.

\*If the weather is cool and/or wet, please dress appropriately.

All Caddies function as independent contractors, not as employees of White Eagle Golf Club. Caddies will receive payment from the player for a job well done upon completion of the round. All gratuities will be paid in cash immediately after the round from the player.

## White Eagle Golf Club Caddie Expectations

Below are the expectations set forth by the Professional Golf Staff and the Caddie Committee. At White Eagle Golf Club, we use a 4 tiered ranking system whereas caddies are classified as Apprentice, B-Level, A- Level, and Honor. We have broken down the expectations for each classification as follows:

### Apprentice:

- Keep pace with golfer
- Have a great attitude and hustle

- Keep golf clubs and golf ball clean on green
- Replace all divots and rake bunkers
- Position self properly and remain quiet
- Handle the bag with little or no problems
- Handle the flagstick
- Fore Caddie

### **B-Caddie:**

(In addition to Apprentice Caddie skills)

- Understand the rules/etiquette of the game
- Able to work as a team with other caddies
- Understand the game of golf
- Ability to handle more than one player even if carrying only one bag
- Ability to mark player's golf ball on green and maintain control of a group
- Know and communicate yardage from the permanent markers
- Properly repair ball(pitch) marks on the green

### **A-Caddie:**

(In addition to Apprentice and B Caddie skills)

- Ability to read greens and offer advice when requested
- Can handle two bags easily
- Can supervise younger caddies and demonstrates leadership
- Expected to mentor and willingly assist in the ongoing training and development of Apprentice and B Caddies
- Caddies regularly
- "A" caddies will be punctual
- "A" caddies will not hold up a group of players due to lack of effort or experience

### **Honor Caddie:**

(In addition to Apprentice, B, and A Caddie skills)

- Minimum of two years of experience
- Meets and exceeds all expectations of the membership and professional golf staff
- High level of golf rules and etiquette
- Must be able to give advice on reading putts, wind, and think ahead to anticipate the next shot.
- Must be recommended by a member and approved by the professional golf staff

## **Conduct and Personal Responsibilities**

1. All members are to be listened to and be treated with the utmost respect. You are expected to help the members in any way possible. Caddies are required to address all golfers by Mr., Mrs., Ms., or Miss. We hope that this will project a courteous and positive attitude from you. Absolutely no profanity.
2. Unless caddying, caddies are not allowed on the course. The clubhouse, locker rooms, and golf shop are off limits to caddies at all times.
3. Destruction of equipment, defacing of club property and boisterous behavior will not be tolerated.
4. All caddies at White Eagle Golf Club are considered Independent Contractors. They are not employees. Any injuries that occur while on White Eagle Golf Club property are the responsibility of the caddie/family of the caddies.
5. The use of Cell Phones is strictly prohibited on the golf course. Cell phones are always turned off and out of sight except inside the bag room to call for a ride.
6. Any consumption of alcohol or drugs at WEGC will result in immediate dismissal from the program.

## **What Caddies Can Expect From White Eagle Golf Club**

1. Fair opportunity to make money.
2. Safe and professional environment.
3. Possible playing privileges on Tuesday Afternoons, with approval from the Caddie Master
  - a. Caddies must make a tee time
  - b. Caddies need to respect the golf course as if they were caddying
  - c. Caddies must wear proper attire. (Collared shirt tucked in, golf slacks or shorts, hat worn forward)
  - d. You must be available to caddie at least two days the prior week to qualify for playing privileges.
  - e. The privilege can be taken away if you abuse it.
4. Respect from colleagues and the membership.

## **Caddie Uniform and Appearance**

1. Caddie Uniform must be purchased prior to the start of your first loop.
  - a. White Eagle Logoed "Caddie" Hat
  - b. White Eagle Logoed White "Caddie" Polo

- c. White Eagle Logoed “Caddie” Towel
  - d. White Eagle Name Tag
  - e. White Eagle Caddie Bib
2. Khaki colored knee length shorts or pants are mandatory (No Cargo Shorts)
  3. Shirt must be tucked in at all times and hats must be worn forwards.
  4. No “scruffy” faces. If you have facial hair, keep it neat and trim.
  5. Tattoos and Piercing must be covered up and taken out.
  6. Failure to meet the uniform and appearance requirements will result in being sent home.

During Cold Weather Months:

1. Corduroy pants and rain pants will be allowed.
2. Denim pants or blue jeans are prohibited.
3. Rain Jackets and pullovers may be worn. Please use good judgment on the type of outerwear you wear. **NO CLOTHING WITH LARGE SPORTS LOGOS VISIBLE.**

**Caddie Uniform will Cost \$75 and may be paid by Credit Card, Cash, or Check at the completion of the final training date.**

## **Caddie Rates**

The Base Rate for all caddies will be \$20. The suggested gratuity rates for each rank are as follows....

Apprentice: \$25 for Carrying, \$35 for Fore Caddie  
 B Caddie: \$40 for Carrying, \$50 for Fore Caddie  
 A Caddie: \$50 for Carrying, \$60 for Fore Caddie  
 Honor: \$80 for Carrying, \$90 for Fore Caddie

**All base rates will be paid following the round.** Caddies must submit their signed “loop receipt” after each round, which is required to receive payment for your base rate.

All gratuities will be paid by the member on the day of your loop.

\*For multiple round tournaments, gratuities will be paid following the completion of the last round.\*

Members will be charged a \$2 fee for a “Caddie Lunch” which will be a Hot Dog, Chips, and a Bottle of Water. All substitutions must be signed for by the member.

Members will also be charged a \$2 caddie fund fee, which goes into the prize pool for year-end caddie awards and scholarships.



## Caddie Promotions

**From Apprentice to B:** You must complete a minimum of 5 rounds with at least 2 excellent ratings.

**From B to A:** You must complete a minimum of 30 rounds as a B Caddie with at least 25 excellent ratings and no fair marks. A verbal or written recommendation from at least 2 members.

**From A to Honor:** You must complete a minimum of 50 rounds as an A Caddie with at least 45 excellent ratings and no fair ratings. A minimum of 2 years in the caddie program, a verbal or written recommendation from the at least 5 members, and complete a loop with the one of the professional staff or a loop with one of the caddie committee members.

## Caddie Award Program

Points are awarded for the performance as follows:

Attendance: 1 point for each loop completed.

2 points for each loop completed when scheduled through Caddie Master.

Ratings: Excellent- 4 points, Good- 2 points, Fair- 0 Points

“Caddie of the Year” will be awarded to the caddie with the most points accumulated throughout the year. The “Caddie of the Year” will be awarded with a Cash Scholarship and a round of golf and dinner at the club with their parents.

**Caddie Points are earned from May 1<sup>st</sup> through October 31<sup>st</sup>**

## Communication and Technology

White Eagle Golf Club is committed to changing the culture of the caddie trend of sitting and waiting for long hours. On the club’s website there is a link for the caddie program website. On the website there is information ranging from the golf event calendar to Evan’s Scholar Information.

This page is for more information and great resource for caddies to keep up with the daily happenings at the club.

Every caddie needs to submit their email contact and cell phone contact. If the caddie doesn't have one or both, we ask for the parent or legal guardian's email and cell phone contact. The Caddie Master will be sending out texts to caddies regarding scheduling of loops, important updates, and other club information. We will send out those messages in an effort to minimize wait times for the caddies. We will also send messages to encourage caddies to come out when needed. **Any daily updates will be sent to caddies using Golf Genius Text Alert System. Please stay tuned to the Twitter page @WEGCcaddies for daily updates. Event information will be posted to the Twitter account as well as the Caddie Website.**

**Caddie Notifications will be sent out via text message using our Golf Genius Software. Please acknowledge them if it applies to you.**

## **Caddie Terminology**

**Divot** - A piece of turf dug from a fairway in making a shot.

**Caddie Master** - A person that manages caddie programs, key contact at the course and someone who you can learn from.

**Honor** - The right to play off of the tee (lowest score on previous hole).

**Penalty** - If a player or caddie does not follow the rules the player can be penalized with additional strokes. Please see rulebook.

**Away** - Ball farthest from the hole hits first.

**You're Away** - It is your turn to play your shot.

**Another ball or provisional ball** - If a ball is hit out of bounds or thought to be lost another ball is required to be hit.

**Handicap** - Strokes given to equalize playing ability between players. Lower is better.

**Par** - The score, which is standard for expert players on each hole.

**Birdie** - One stroke under par for the hole.

**Eagle** - Two strokes under par for hole.

**Bogey** - One stroke over par for a hole.

**ALWAYS REMEMBER:** The Rules of Golf make the caddie a “partner” of the player.

## **Starting the Day**

The caddie needs to arrive at the club at the designated time set by the Caddie Master. All caddies who drive themselves will need to park in a designated area set by the Cart and Caddie Committee. Once the caddie arrives on the property he needs to act professionally, report to Caddie Shack, and sign in. Once the caddie is on the property he may not leave the premises without the permission of the Caddie Master or Outside Service Manager. The caddie is on free time until his employment is needed from a member or guest. The caddie needs to be patient but is expected to be ready when he/she is called to caddie. For your convenience there are snacks and drinks available for purchase in the caddie shack.

## **Player’s Equipment**

The bag and clubs are the most important part of the player’s equipment for the caddie. A standard set of clubs will have a total of 14 woods and irons. The caddie needs to arrange the clubs in the proper order. The woods and putter need to be in the top section of the bag, which is nearest, the carrying strap. Irons 1-7 should be in the middle section. Irons 8-sand wedge go in the bottom section. The caddie needs to count the clubs and head covers. Be aware that many times the player will leave a club at the driving range before they tee off. You can make a great first impression if you notice this before you head off on the golf course. The caddie will be responsible if he/she loses a club or part of the player’s equipment. Head covers need to be kept on the clubs and not in the player’s bag. The caddie should be aware of the type of ball his player is using. Do not forget your half wet caddie towel. The bag needs to be carried over the shoulder with the woods and irons in front of you. You need to rest your arm on top of the clubs and hold irons to prevent the clubs from banging into each other.

## **Starting the “Loop”**

We will refer to a round caddied as a loop. All caddies need to be present in the staging area at least 1 hour prior to the expected tee time. When the caddie’s name is called he/she will receive an employment card (caddie ticket) from the Caddie Master. He/she will then hustle to greet his/her players as directed by the Caddie Master. You can identify your assigned golfer by using the following methods:

- A staff member will help direct the caddie to their assigned golfer
- Ask another caddie or staff member to help you locate your assignment

- Every Member will have a White Eagle Golf Club bag tag on or his/her bag
- If no bag tag is found, check shaft of golf club for labels

The caddie's job starts when he/she introduces his/her-self to the member or guest. At all times he/she will need to exhibit professional behavior. When you see your player, introduce yourself by stating: "Good morning Mr. Smith, my name is Joe and I will be your caddie today."

The caddie is responsible for carrying the golf bag to the golf cart to their selected Practice Facility station. Remember, a player should never carry his/her own bag. The caddie is always responsible for transporting to and from the cart. The caddy will wait patiently and quietly while waiting for their golfer. When the golfer has completed their time at the Practice Facility, the caddie will return the bag to the cart and hustle to the First Tee.

## **"On the Tee"**

There are 27 holes on this golf course and they all start on a teeing area. At White Eagle Golf Club there are five sets of tees where the players may hit. It is important for the caddie to know which set of tees is being used. The caddie needs to stand slightly behind the tee marker off of the teeing surface. Never set the bag on the teeing ground. The caddie needs to stand on the right side of the tee on nearly every hole. You need to be aware of your shadow and remain quiet and still. The players will typically tee-off with a wood on all par 4's and par 5's. They will typically use an iron on a par 3. When the player tees off, it is imperative to follow the ball and you may need to move from your position to do so. It is suggested to pick out a target to identify where the ball is travelling. Using a fixed object such as a tree or bunker will help you maintain location of the ball.

## **"On the Fairway"**

The fairway is the short, neatly mowed grass area in-between the tee and green. The objective of the player is to hit his ball in the fairway in order to hit the ball on the green. Unfortunately this does not happen as often as we would like. Just off of the fairway are bunkers, water, rough, trees and out of bounds.

It is expected for the caddie to keep up with his player but the key objective is to stay in front of him. The caddie needs to get to the player's ball before the player does. Keep in mind that there are usually four players in the group. The caddie needs to stay out of their way but be aware of

what they are doing. The caddie may need to assist the other players at times. As the caddie walks down the fairway they need to keep the clubs from banging into one another.

It is important to pay close attention to where all of the golfer's balls are in your group. The general rule in golf is that the farthest player from the hole plays first. Keep this in mind. Do not get in front of anybody's golf ball. Getting ahead of a player's ball is dangerous and distracting to the player. **BE ALERT!** When you get to your player's ball make sure it is his or her ball. Do not touch the ball!

Be aware of the yardages as you walk down the fairway. Know the yardage when you get to the ball. Present the bag 5 feet on the opposite side from where the player hits his shot. For example, if the player is right handed and hits from the left side of the ball facing the hole, stand on the right side of the ball. When the player decides which club to hit hand it to him and step back a few more yards. Remain very quiet and still.

After the player hits his shot replace his divot if one is taken. When the player gives you the club back, do not put it back in the bag until it has been cleaned. Never put a dirty club in a bag. When the player hits the green with his shot, offer to give him his putter. Chances are that the player will have a head start down the fairway. Hustle up to him, but remain quiet.

## **“In the Rough”**

The rough is the longer grass that is off the sides to the greens and fairways. Normal fairway duties are used in the rough. Just remember that the ball nestles down to the bottom of the grass making it much harder to locate the ball. Be very aware of where the ball is when it is hit in the rough. There are many trees in the rough area on the golf course. Play close attention to balls hitting trees and where they land. This will be a difficult task that you will get better at the more you caddie.

## **“Out of Bounds and Water Hazards”**

Out of bounds is beyond the boundaries of the course or any part marked by the committee. A water hazard is any sea, lake, pond, river, ditch, surface drainage ditch or other open water course (whether or not containing water) and anything of a similar nature. When Fore Caddying, the caddie needs to signal to the player when the ball enters any of these areas. You may be required to retrieve the ball if it is not unreasonable. Please signal a “safe” sign, like baseball, if the ball definitely does not enter one of these areas.

## **“Bunkers”**

A bunker is a hazard consisting of sand. This area needs special attention from the caddies. If a player's ball lands in a bunker the caddie needs to present the bag to the player outside of the sand area. When is a greenside bunker, the player will use a sand wedge 99% of the time. When the player's ball enters the sand you need to be prepared to give the player his sand wedge. When the player goes into the sand to hit his ball you need not follow. Locate the rake closest to the ball and retrieve it. Be aware of your shadow and remain still and quiet. When the player hits his shot he will leave a divot in the sand and footprints. Your job is to rake the area smoothly. Enter the sand from the same spot the player entered. Never enter from the top of the bunker. If more than one player is in the sand it is recommended to have one caddie do the job of raking the sand. The raking job needs to be as smooth as possible. Exit the bunker the same way you entered to preserve time. Do not leave any footprints or impressions. Always **HUSTLE** while in the sand but be efficient and effective. It is important to only rake the bunker when it does not present a distraction to any golfer's play.

**REMEMBER: DO NOT PUT A DIRTY GOLF CLUB BACK IN THE BAG!**

## **“Divots”**

When the player hits a shot he will usually make a hole or tear in the grass. This is called a divot. The grassy piece will fly yards away from the mark. You are responsible for chasing after it and replacing the grass. Do not chase after the divot until the player hits the ball. Do not get the divot after a practice swing. You replace the divot by picking up all the loose grass and dirt and placing it in the mark that the club made. Step on the grass to insure it is level with the ground so it will grow back.

## **“Yardages”**

It is imperative for a player to know how far he/she is from the hole. You need to tell players yardage's to the center of the green when they ask. You need to know the yardage at all times. On the teeing ground there are stone markers displaying the yardages. Since White Eagle Golf Club has 5 sets of tees there will be a marker on each set of tees. This marker represents the official point for where the yardage is measured. On the course there are 100, 150 and 200-yard plates. These are located on the side of the fairways. There are also sprinkler heads with yardages marked on them for both yards to center of green and yards to water. Players will typically ask the yardage on all par 3's. The male player will also typically ask the yardage for all shots from 50 to 225 yards.

Female golfers will not typically need yardage's over 200 yards. To find out the correct yardage you need to find an exact yardage to start. If you see the 150-yard marker and the ball is in front of it, you will need to start on the 150-yard marker. You will then take steps toward the ball and count the amount of steps. When you reach the ball you will subtract the amount of steps from the marker you previously were standing on. For Example: if you counted 10 steps from the 150-yard marker you would have a distance of 140 yards to the center of the green. When the ball is behind the marker you will need to add the amount of steps you take to the marker you started from. Keep in mind that the green is basically divided into three sections. The sections will be called the front, middle and back. As you become a more experienced caddie you need to be aware of the location of the pin. Most members have yardage guns. These are measuring devices used to give the exact yardage to the flag and various targets. You may be asked to use one; they are very easy to use. We will show you how. Don't forget if you are given a yardage gun to return it to your member after the round.

## “On the Green”

The most delicate part of the golf course is the green. The “putting green” is all grounds of the specific hole being played, which are specially prepared for putting or otherwise defined as such by the committee. Please make sure you pay close attention when you are on the green. You need to be very careful when you perform your duties on the green. It is crucial to use teamwork among the other caddies while on and around the green. The area closely mown just off the green is the fringe. Please treat it like it is the green.

The caddie on the putting green needs to stand quietly and remain still as much as possible. You will perform much of your work on the green. The player will expect you to work quickly, but at the same time you may need to stop working quickly. Keep in mind that the player will always use a putter on the green. Some putters have head covers. Do not lose them.

When you approach the green anticipate where the hole is and where the next tee box is. Your goal is to put your bag in-between the green and next tee. If the hole requires you to fore caddie you need to try to position the bag between the green and the forecaddie spot. When you put the bag down it is crucial to bring your towel with you to the green. Never, put the bag down on the green.

The player will mark his own ball and you need to be prepared to clean the ball with your towel. Do not pick up the member's ball unless he/she tells you to do so. The most important duty of the caddie on the green is to tend to the flagstick. Typically the first caddie to the green should tend to the flagstick. The player's ball is not allowed to strike the flagstick when he putts. When balls are

close to the hole you will need to hurry to the flagstick and remove it from the hole. Be very aware of the player's balls in the group. Do not kick any of the balls or walk in their line of putt. The line of putt is the direction, which the player wishes his ball to take after a stroke. It is the area of grass where the ball may cross to get to the hole. When you remove the flagstick you need to be very careful. Grab the flagstick with two hands and pull the flagstick straight up. The flagstick can be hard to pull out at times. You may need to jiggle the stick sometimes to loosen it up. After the flagstick is removed you need to hold it in your hands and keep the flag from flapping to avoid causing a distraction. Do not lean on it, especially with one end on the green. Step off the green after you pull the flag so you are not in the way of any players.

At times you will need to tend the flagstick. When the player's ball is far away from the hole on the green you should ask him/her if they need the flagstick in the hole. Other times they will tell you to tend it. When tending the flagstick it is pivotal not to have your shadow over the hole. Also, be careful not to stand in anyone's line of putt. Tend the flagstick by grabbing the flag and holding the stick with one hand. Make sure the flagstick is loose in the cup so it will be easy to remove. Remember that it is a penalty for the player if his ball hits the flagstick. You need to remain quiet and still while the 26 player putts. Once the player strikes the ball you need to remove the flagstick quickly but effectively and get out of the way. Be aware of the other players line's of putts. Stand off to the side of the green when you finish tending the flag for whoever needs it.

**MAKE SURE YOU PUT THE FLAGSTICK BACK IN THE HOLE WHEN EVERY PLAYER FINISHES PUTTING.** Make sure the flagstick is all the way in the hole and is perfectly in place before you leave the green. Always be aware of your shadow on the green.

Do not have your shadow in the player's line of putt or over his ball. You need to look for ball pitch mark on the green. When the ball hits the green it makes a small hole or tear in the green. Members and the ground superintendent really appreciate your effort to repair ball pitch marks. You will be shown how to repair pitch marks. Repair pitch marks when you can but do not cause undue delay for play.

## Fore Caddying

1. Fore caddying involves performing all the same tasks without carrying the golf bag.
2. Clean and organize every set of clubs in the group.
3. Be sure and greet all of your players once they come to their carts.
4. Accompany them to the driving range so you can clean their clubs and give them any other assistance they may need.
5. Once they are ready to play, hustle up the fairway of the first hole and find a place to spot the tee shots.
6. Make sure you have 4 small towels (ghosts) which we will provide, to mark errant tee shots



7. When your players are ready to tee off, hustle down the #1 fairway and find a spot just off the fairway to spot their tee shots, preferably by a tree so you can shield yourself if need be.
8. You will go ahead and fore caddie on every hole, except for par threes
9. Keys to fore caddying are:
  - a. Hustle, staying slightly ahead of the group at all times
  - b. Spotting tee shots
  - c. Finding yardage
10. It is part of your responsibility to keep play moving by finding the errant tee shots and having yardage ready for players when they arrive.
11. Anytime you have a free moment, go through each bag and make sure all clubs are clean and organized.
12. Locations for forecaddies to spot balls will be listed below. Areas will differ each hole.
13. **Never ride on the back of a golf cart.**

## Completing the “Loop”

When finishing your last hole you will head to the cart staging area located in front of the golf shop. Give the player the caddie card at this time. You will place their bag on the bag stand in front of the golf shop and begin cleaning the clubs. Their clubs should already be cleaned but it doesn't hurt to clean them up even more. While you are cleaning the clubs you should be counting them to make sure you have all the clubs that you started with. Make sure all the head covers are on, and return any range-finders used to the player's bag.

When the player gives the card back to you be sure to thank the player for the opportunity of caddying for him/her and say have a nice day. If the player forgets to sign your ticket notify the Caddie Master immediately. Do not look at the ticket after the player gives it back to you. Put it right in your pocket. Walk your clubs around to the bag room. An outside services team member or the Outside Service Manager will check your clubs to make sure they are cleaned and in the proper order. The clubs need to be returned to the bag room the same way the clubs left the bag room. If you are carrying for a guest you will need to return the clubs to the outgoing guest rack. Sometimes, members will request you to bring their clubs to that area. When your clubs are accepted they need to be put in the Bag Room by the cleaning area.

When your caddie ticket is signed by the member, please put the smaller, bottom portion of the caddie ticket into the submission box in the closet near the bag room. If your caddie ticket was damaged during the round, please see Nick Fauerbach for a replacement ticket. It is your responsibility to keep track and submit your caddie tickets to receive your base rate pay on Friday afternoons. Caddie base rates will not be paid out without submitting a caddie ticket into the box.

## Miscellaneous Rules and Regulations on the Course

1. Hustle! Hustle! Hustle!
2. Swinging a players club will not be tolerated.
3. Benches are for members to sit on, not the caddies.
4. Do not lie to a player.
5. Work hand in hand with the other caddies.
6. Do not lean or sit on a bag.
7. It is a penalty for the player if they hit the wrong ball so KNOW the ball they are playing.
8. Pick up garbage on the course.
9. Have pride in keeping the course clean and in good condition.
10. Beat the player to his ball and know the yardage.
11. Present the clubs to the player from the opposite side from which they hit the ball.
12. Place the bag carefully on the ground, most bags have stands.
13. Stay involved, pay attention, and show enthusiasm.
14. Do not laugh at a player's troubles or bad shots
15. Never select a club for a player.
16. Do not offer advice on the player's swing.
17. Always aid in finding lost balls in your group.
18. The member is grading you on your performance, so give it your best!

## Weather Conditions

### Lightning Policy

Caddies are required to vacate the golf course when the lightning detection system triggers the alarm. There are no exceptions. The marshals will enforce this order. In the event of a weather delay, we do ask our caddies to stay on site in a safe shelter for a reasonable period of time and remain available to complete a loop. If this delay creates a conflict then see the Caddie Master for direction.

### The Sun

You will be spending long periods of time exposed to the sun. Make sure you always wear sun screen.

### Cold and Rain

Watch the weather forecast before you plan to loop and make the necessary clothing adjustments. Layering is most effective during cold weather as your body will warm significantly as you walk.

### Hydration

Caddying is physically demanding and often performed in the heat of summer. Drink lots of water before, during and after a round to ensure proper hydration.

## **Caddie Lunch/Halfway House**

Caddies have a lunch option at the club after their round. Please bring the signed top portion of your caddie ticket to the halfway house for a hotdog, bag of chips, and water. You may then turn in the top portion of your caddie ticket to the golf shop. Do not lose your caddie ticket. One caddie at a time may go into the halfway house after the round. During the round, stay outside of the halfway house unless invited in by your group. There are restrooms outside of the halfway house for you to use. **NO EXCPTIONS.**

## **Promote Yourself as a Professional**

If you work hard during training you may be one of the successful candidates to enjoy the benefits of being a caddie at White Eagle Golf Club. The pace at which you rise within the ranks of caddie status will depend on you. You should have one goal, to be the best caddie that White Eagle Golf Club has to offer.

For you to make this goal a reality you will need to possess some important qualities. Such as: never give up; patience is a virtue for a caddie. Be dedicated and have a good work ethic. Be a team player and be honest in everything you do!

Not every caddie at White Eagle Golf Club will attain “honor” caddie status. Advancement is based upon your overall mastery of the skills and commitment to the club and its members. Caddie status will be upgraded on a fair and consistent basis and is earned by the caddie’s dedication.

Being a caddie is a stepping-stone to future endeavors. Many doors could open for you through attaining high standards as a caddie at White Eagle G.C. Job opportunities could arise in the structure of the golf operations. Working in the golf operations has potential benefits such as playing golf and using the driving range. Full scholarships are available for caddies who meet certain high criteria. Connections you make through the club could be beneficial to you later in life.

The game of golf is probably the most wonderful game in the world. People of all skill levels can compete as equals on the golf course thanks to the game’s unique handicapping system. Men,

women, boys, and girls all enjoy this game. It is the only game where honesty prevails when you can call a penalty on yourself. Learning the layout and nuances of the course, the rules, respect for the game and those around you all will increase your earning potential and enjoyment of the many hours you spend as a caddie at White Eagle Golf Club.

## Major Golf Events

Please arrive no later than 1 hour prior to the event times listed on the caddie website. Coordination prior to the event will be from Nick Fauerbach using Birdie Bongo alerts.

## Bullet Points

- White Eagle GC has three 9 hole courses. Red (holes 1-9, White (holes 10-18, and Blue (holes 19-27).
- Golf holes vary in length, but all holes are classified as **PAR 3**, **PAR 4**, **PAR 5**. The **PAR** number represents the ideal number of strokes a player should take to complete the hole. The **PAR 3**'s are the shortest holes in distance, **PAR 5**'s are the longest.
- Completing the hole in the ideal number of strokes is said to have made **PAR**. A player who completes the hole in one shot more than **PAR** is said to have made **BOGEY**. One less than **PAR** is a **BIRDIE**.
- Tee box is the starting point of the hole. Different colors of tee markers are used, Red (Ladies) being the shortest distance, Gold being the longest distance to the hole. Take note of what set of tees your players are using. They will play from that set of tees each hole. Majority of Men at White Eagle will play the **BLUE TEES**.
- The **GREEN**, at the end of the hole, is the finely mowed grass which surrounds the hole. The **FRINGE** is the slightly taller grass surrounding the green. Only the putter will be used on the green to roll the ball into the hole.
- The stretch of short grass between the Tee Box and Green is called the **FAIRWAY**. On either side of the fairway is longer, thicker grass called the **ROUGH**.
- Near the green are sand traps called **BUNKERS**. Bunkers are also found on either side of the fairway on some holes.
- Any areas that play is not permitted is called **OUT OF BOUNDS**. Out of Bounds areas are identified by white stakes, parking lots, roadways, or fences in yards.
- Your player's golf bag will primarily consist of 3 types of clubs: **WOODS**, **HYBRIDS** and **IRONS**. Each wood is numbered on the bottom. Woods are numbered 3-9, most common woods are 3, 5, 7, and 9. Woods are designed to hit the ball further. Generally, lower numbered woods will go further.
- IRONS** are also numbered on the bottom, 2 through 9. The lower the number iron, the farther the ball will travel.

- HYBRIDS** are a cross between woods and irons, making it easier to hit out of the rough. Lower numbers will make the ball go further.
- The remaining clubs in your players bag are specialty clubs that will be used closer to the green. The Pitching Wedge, labeled “P” is used for shots 130 yards and closer. The Sand Wedge, marked “S” or “SW” is used for short shots closer to the green. The Lob Wedge (58 or 60) is used for a shot needing a high trajectory close to the green. If hit well, this club will cause the ball to stop briefly after landing. Other wedges may be labeled “G” or “A” for shots around the green.
- Try to get a sense of your players ability and how far they hit each club. This will help you assist each player as you become a more experienced caddie.
- Know the game of golf and how it is played. There are many videos on YouTube that you can learn from as well as your fellow caddies or the Golf Staff.
- Prepare for the weather, look the night before and before you come to the course. Sunscreen is important.
- Caddie polo tucked in and clean. Hat worn forward. Khaki shorts or pants. **NO EXPECTATIONS.** You are required to look professional.
- Be on time and punctual.
- Make sure you have eaten something before your round. Soda and candy is not a good thing to eat before a round.
- You are expected to carry a towel, ball repair tool, and anything else that you may need on the golf course. No one is going to carry it for you so bring necessities only.
- You are expected to be cheerful, obedient, and able to perform all the tasks outlined in this manual. (getting yardages, tending the flagstick, raking the bunkers, locating lost balls, replacing divots and repairing ball marks.)
- Once you are given an assignment, make sure to find your player at the range or in the staging area by the carts and be in control of their clubs. Be near them at the range to clean clubs and carry them wherever they go. If you are unsure of who they are, **ASK**. Always introduce yourself to them with eye contact and a firm handshake. Address them as Mr. or Mrs. Smith. When you reply to them, use “Yes, Sir” or “Yes, Ma’am.”
- Avoid excess noise on the course.
- Count your players clubs before the round, you are responsible for them. 14 clubs is the maximum number allowed for events.
- Always look back when walking to make sure that you do not leave any headcovers/towels on the course behind you.
- When caddying, it is your responsibility to watch every player’s golf ball as well as your own player’s ball.
- When forecaddying, use your ears to locate golf balls when they land as well as your eyes. You will be able to hear most shots land if you are in the correct spot.
- When forecaddying, position yourself in a spot where you can see the entire ball flight of each players shot, including landing area. If your players are shorter hitters, don’t be too far ahead of where their ball will land.
- Shield the sun from your eyes when caddying. It will greatly improve your ability to see the ball.

## **Areas to Stand on the Course to Locate Golf Balls- Forecaddies**

### **Red Nine (holes 1-9)**

- #1- Right side, short of the fairway bunker.
- #2- Left side, short of the bunker.
- #3- Right side of fairway, short of the bunker.
- #4- Left Side, short of the bunker
- #5- Par 3. Give yardage to flag/bunker edge and stay put.
- #6- Right side, next to the patch of trees.
- #7- Right Side, top of the hill. Many balls end up right in the trees.
- #8- Par 3. Give yardage to flag and front edge of the green.
- #9- Right Side, on top of the bunker.

### **White Nine (holes 10-18)**

- #10- Left side, short of the water in the rough.
- #11- Left side, in between fairway bunkers on the small hill.
- #12- Par 3. Give yardage to the flagstick and top edge of the bunker.
- #13- Right Side, on top of the hill across from fairway bunker.
- #14- Right side, short of the fairway bunker.
- #15- Right side, on top of the hill by lone pine tree.
- #16- Par 3, give yardage to flagstick and front edge of the green.
- #17- Right side, at top of hill by patch of trees.
- #18- Right side, on top of bunker. Make sure to watch closely as some balls end up in the water on left side of fairway.

### **Blue Nine**

- #19- Right Side, in line with the bunker across.
- #20- Left side by the cart path hill.
- #21- Left side, on top of the bunker in the rough.
- #22- Right Side, on top of the hill going towards the pond.
- #23- Left Side on top of the hill by the cart path. Make sure the tree is not blocking your view.
- #24- Par 3. Give yardage to flagstick and top edge of the bunker.
- #25- Left side, keep an eye on the creek on the right side.
- #26- Par 3. Give yardage to the edge of pond bank and to the flagstick.
- #27- Right side, on top of the hill by the fairway bunker.

## Hand Signals for Forecaddies

Forecaddies will be required to notify the players' where each ball came to rest by the use of hand signals. Based on where each ball comes to rest, the forecaddie will fully turn towards the players on the tee box and give very clear and animated hand signals. If you cannot see the ball land, quickly get a general sense of where it is and turn to them and give signal. You may not always see the ball land, but you should be able to hear it if you are positioned correctly.

Ball comes to rest in the fairway.



Ball comes to rest in the rough.



Ball come to rest out of bounds. Extend both arms and wave in the direction of the ball



Ball comes to rest in a water hazard. Be very animated with this signal.



**If you are unsure of what the hand signals are, please ask a member of the Professional Staff.**



## Caddie Agreement

I attest that I have read, understand, and  
agree to abide by the guidelines of the  
White Eagle Golf Club Caddie Manual.

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

Date: \_\_\_\_\_