



## **Caddie Checklist**

### **Upon Arrival to the Club**

- Enter from the Bag Drop and check in at the first tee office
- Arrive a minimum of 30 minutes before your tee time
- Check-in with the Caddie Master/Bag Room Manager
- Collect necessary items: bib, towel, scorecard, pencils, tees, yardage book, rangefinder, etc.
- Learn your golfer's name and how to pronounce it properly
- Go to the driving range with golfer, if needed, or wait until the golfer goes to the 1<sup>st</sup> tee box

### **On the 1<sup>st</sup> Tee Box**

- Introduce yourself to your golfer and the rest of the group
- Take note of your golfer's ball, as well as the clubs in the golf bag
- Adjust the strap on the golf bag, if needed, and secure all items inside the bag
- Always stand on the cart-path side of the tee box with the golf bag

### **Pace of Play**

- Walk ahead or alongside of the golfer; do not fall behind the group
- Always be one step ahead when possible (get to the ball first, have putter ready near green)
- Help other golfers and caddies when needed – work as a team

### **Where to Stand with Bag at Specific Time**

- Tee Box – On the edge of the cart-path side of the tee box
- Fairway and Rough – Behind the golfer, off to the side
- Putting Green – Next to the green with bag. Be aware of other balls on or near the green
  - Never place golf bag on the green

### **Through the Fairway**

- Locate the golfer's ball and assess the upcoming shot
- Determine a yardage to the pin or other distances necessary
- After the shot, replace the divot or fill with sand and clean the golf club while walking to the next shot
- Have the golfer's putter ready to give them if the shot landed on the putting green

### **At the Putting Green**

- If you golfer is first on the putting green, you are required to tend or pull the flagstick
- When attending the flagstick
  - Farther player from the hole putts their ball first
  - Be careful not to step in anyone's line of putt while walking to the flag
  - Cautiously remove the flagstick to putt and replace it after the last putt
- Have wet towel ready to clean golf ball once the ball is marked on the green

### **End of the Round**

- Thank your golfer and the rest of the group after the round is complete
- Clean ALL golf clubs and put golfer's bag away appropriately (on the rack or club drop)
- Make sure you do not have any of your golfers belongings (Range finders)
- Caddie is responsible for member filling out a chit to be paid
- Take care of all your utensils and clean up after yourself before leaving the caddie room