

**2018 CADDIE PERSONAL INFORMATION**

PLEASE FILL OUT THE FOLLOWING AND RETURN TO THE GOLF SHOP BY March 24<sup>th</sup> ALONG WITH A MINIMUM 100 WORD DESCRIPTION ON HOW YOU WOULD BE A GOOD CADDY. GOLF SHOP HOURS ARE WEDNESDAY-FRIDAY 9AM-3:30PM AND SATURDAYS 9AM-3PM.

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

BEST PHONE # TO REACH YOU AT: \_\_\_\_\_

ALTERNATIVE PHONE #: \_\_\_\_\_

BEST EMAIL: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

AFTER SCHOOL ACTIVITIES: \_\_\_\_\_

SUMMER AVAILABILITY: \_\_\_\_\_

GOLF EXPERIENCE: \_\_\_\_\_

BIRTH CERTIFICATE ATTACHED: \_\_\_\_\_ (CHECK MARK FOR YES)

AGE (MUST BE AT LEAST 14): \_\_\_\_\_

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

PARENT(S) SIGNATURE: \_\_\_\_\_

***IN CASE OF EMERGENCY:***

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

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



**THE  
2018  
ELGIN  
COUNTRY CLUB  
CADDIE GUIDE**

# CADDIE PROGRAM

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## BENEFITS OF CADDYING

### WHAT ELGIN COUNTRY CLUB IS OFFERING YOU:

1. A way to earn money.
2. Training sessions to give you thorough knowledge of the responsibilities of a caddy. You will always know what to do and when to do it. If you follow the caddie master's advice, you will earn excellent ratings. The excellent ratings, by the club members, will raise you in class and you will earn more money.
3. A chance to play golf, on a beautiful private country club, on Monday afternoons **when there are no outings scheduled.**
4. A caddie banquet and prizes.
5. An opportunity to earn an Evans Scholarship.
6. An opportunity to earn an Elgin Country Club Scholarship.
7. An opportunity to learn the game of golf.
8. An opportunity to work flexible hours in an outdoor environment conducive to making new friends.
9. An opportunity to make contacts for the future!

### EVANS SCHOLARSHIP:

Every needy and deserving caddie is eligible for this scholarship. We will do everything possible to assist you in applying for this scholarship. Caddies should apply for this before the end of their junior year in high school.

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

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

**\*\*If interested please contact the Golf Professional or Caddie Master.**

ELGIN COUNTRY CLUB SCHOLARSHIP

In order to be eligible for the Scholarship Fund, the candidates must:

1. Caddy a minimum of three years at ECC.
2. Caddy a minimum of twelve times in each of those three years.

MONDAY GOLF PRIVILEGES

Mondays (when there are no outings)

Golf: After 1:00 - Dress Code Applies - **NO GUESTS**

In order to qualify for Monday privileges, Caddies must:

1. Complete two loops during the previous week.
2. Play with Caddies only - NO GUESTS.
3. Take care of the Golf Course, Tennis and Pool facilities.
4. No horseplay, replace divots, repair ball marks, rake bunkers, etc.
5. Walking only.

\*If these guidelines are not followed caddies are subject for removal from Caddie Program.

CADDIE FEES:

Paid directly to caddie either in cash or a charge ticket, which will be paid out every two weeks by check that can be picked up in the golf shop. **Any issues with payment need to be brought up to the caddie master immediately or you are subject to lose of payment for the caddie loop.** The charge ticket must not be folded or torn. It must be properly signed and turned into the golf shop by the member.

	SINGLE	DOUBLE	FORE CADDIE
Recruit	\$22	N/A	\$22 per foursome
"A" Caddie	\$27	\$54	\$27 per foursome
"HONOR" Caddie	\$32	\$64	\$32 per foursome

The recommended tipping scale added to the fees:

Excellent grade: 50% of base rate

Good grade: 25% of base rate

## RULES AND REGULATIONS

\*\*\*All applicants for the Elgin Country Club Caddie Program must satisfactorily complete the caddie training program and pass a written test. **The Caddie training session will be offered the first week of April each year. Forty candidates will be selected and be able to participate in the training session. Of those forty, twenty will make it into the program and train an additional week which is offered the second week in April.** If eligible applicants who can establish to the satisfaction of the Head Golf Professional/Caddy master at Elgin Country Club and they are unable to attend either of the regularly scheduled training sessions, at the sole discretion of the Head Golf Professional/Caddy master, may be accepted into the Caddie Program provided they complete a makeup training program and pass a written test. Examples may include, but are not limited to, participation in a spring varsity high school sport, attendance at college away from home, serious illness, or physical injury.

### GENERAL RULES AND REGULATIONS:

1. Dress code must be followed. No baggie look. No Cargos!
2. Always be polite and courteous.
3. No swearing. No horseplay.
4. **No one in bag room without permission!!**
5. Must have a clean white towel. (No towel - No loop)
6. **NO CELL PHONES USAGE AROUND CLUBHOUSE. TURN OFF!!!!**
7. No consumption of alcohol of any kind. **No exceptions!!!!**

### **CLUB POLICIES**

8. Caddies are not permitted to use club facilities at anytime for any purpose except on Mondays as explained in the Benefits of Caddying section of this Guide.
9. If a caddie is requested or invited by a member to use club facilities (golf, pool, tennis, restaurant, bar, or locker room) the caddie must inform the member that such use of club facilities by a caddie would constitute a violation of this policy.
10. Caddies that otherwise have the right to use club facilities (child of a member, honorary junior golf) may use club facilities as permitted by the Elgin Country Club By-Laws and Rules, but during such use the caddie may not wear his or her caddie bib.
11. Any exceptions to this policy must be approved by the general manager of Elgin Country Club a minimum of 24 hours in advance and may only be requested by a member.

### CADDIE DRESS CODE:

1. Caddie bib must be worn at all times while on the club property.
2. Individual's caddie badge must be worn visibly at all times.
3. Socks and tennis shoes, or rubber soled shoes.
4. Your hair is to be combed and if necessary be clean shaven.
5. Khaki pants/shorts are the required bottoms. **No cargo pants or shorts** or frayed edges!!!
6. White collared shirt is the required, shirt to be worn under your caddie bib.
7. No hats other than Elgin CC logoed hats (ECC will provide).
8. No jewelry, except watch. No rings, No earrings...

### CADDIE PARKING AND PICKUP:

1. Cars must be parked in the extreme lower lot.
2. Parents should park in the extreme lower lot, near the caddie shack, when waiting to pick up caddies.
3. Bicycles are to be locked up by the caddie shack.

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

1. Late or do not show for assigned loop:  
1<sup>st</sup> Occurrence - 2 week suspension  
2<sup>nd</sup> Occurrence - Termination
2. Confronting a member or fighting with another caddie or employee – termination!
3. Two “poor” reports (-2) or three (0) “fair” reports will require caddie **retraining the following year.**
4. Improper dress: You will be sent home, if this causes you to miss your tee time you will be considered late.
5. Refusing a loop that has been assigned to you will be grounds for dismissal.
6. Any behavior that could be detrimental to Elgin CC will be grounds for dismissal.

### CADDIE SUSPENSION:

If the caddie master feels you have not followed the rules and regulations, or have not behaved properly, you will be suspended. Suspensions can last indefinitely, relative to the situation. Appeals can be made to the Head Golf Professional.

## CADDIE RANKINGS

### CLASSIFICATION:

Caddies will be assigned to one of the following classifications, based upon past year's experience, ability, and grading system.

**"Honor" Caddie:** Highest rank. Has 150 points +  
Has an outstanding caddie record, must be able to carry double.  
**Must maintain a 4.5 scoring average**  
Must be approved by Caddy Chairman, Caddy Master, or Golf Professional

**"A" Caddie:** This caddie needs more training experience and development to move up to "Honor" caddie. Has 75-150 points.

**"Recruit" Caddie:** Beginner. Needs patience, training and encouragement.

### CADDIE 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, and overall performance.

### CADDIE GRADING SYSTEM:

The caddie receives points according to how he is rated by the member on the grading card.

- +5 points for excellent rating
- +4 points for very good rating
- +3 points for a good rating
- +1 point for an average rating
- 0 points for below average rating
- 2 points for poor rating

### Recruit Caddies

You will earn points for attending the training sessions. One point for each day.

### TOTAL POINTS REQUIRED:

"Honor" .....150 points  
Class "A" .....75 points



"Recruits".....None

## ASSIGNMENTS

### CADDIE ASSIGNMENTS:

Members may request particular caddies or particular classification of caddies **for tournaments only**. We believe the better caddies should be assigned the better loops. A good caddie is one who:

1. Comes out to caddie on a regular basis.
2. Always presents a neat appearance.
3. Always behaves and follows the rules and regulations.
4. Is always willing to do what the caddie master asks.
5. Achieves good to excellent grades on his caddie ratings.
6. Is willing to go out twice in one day.
7. The more experienced caddies are expected to help develop the less experienced caddies.
8. Depending on member's request for caddies, caddies may be assigned a loop at a specific time and with a specific member. In this case the caddie will be told in advance and will report for his/her assignment at least 30 minutes ahead of the tee time unless told otherwise.

## GETTING LOOPS

We currently use an online website named ForeTees to help with the caddy program. You will all be set up with your own username and password that will allow you to log into the website. From the website you will be able to give me personal information such as emergency contacts, phone number, and your email. Most importantly you will be able to set your availability as well as confirm loops. All loops will be given out through the system which texts and emails the caddy to let them know the time and member they will be caddying for.

The Caddie hotline will still be used as the phone to call if you need help with ForeTees or any other questions you may have. That number is (847)622-4849. If you ever have an emergency the **DAY OF or NIGHT BEFORE** your loop and can't make it you can call (847)741-2707.

This is the Golf Shops direct line and will get you on the phone with someone immediately as the Caddie Hotline is usually only checked a few times a day for messages.

### IMPORTNT NUMBERS/EMAIL

Caddy Hotline - (847)622-4849

Pro Shop - 847-741-2707 (only call in case of emergency and can't make loop)

Caddy Master Email – mwojciechowski@elgincc.com

## **A DAY IN THE LIFE OF A CADDIE AT ECC**

### 1. REPORTING PROCEDURES:

- a. Drop-off and pickup in lower parking lot. Park and lock bikes in lower lot.
- b. Pick up your caddie chit & Load up. (Pencil, scorecard, tees, wet towel...)
- c. Caddies are to stay outside the bag room and out of the way of the garage door. Bag room staff will be working to load bags and keep up with service.
- d. Ask a Bag room attendant to help out in spotting the member you will be caddying for if you do not already know.
- e. **No wandering around club, course, clubhouse, driving range and bag room.**
- f. Wait patiently.

### 2. GETTING YOUR ASSIGNMENT:

- a. Introduce yourself to your player.
- b. Obtain golf bag and count and clean clubs. Notify the golfer if there are more than 14 clubs in the bag.
- c. Familiarize yourself with the golf bag. (Adjust strap if necessary, locate golf balls, Tee, etc).
- d. Report to the first tee or practice center and locate your assignment.

### 3. POSITION AND BEHAVIOR:

- a. Stay out of a player's way.
- b. Present player his/her bag as needed.
- c. Stand still and be quiet during every shot in your group.
- d. Watch and mark every shot in the group.
- e. Be courteous and helpful to every player in your group.

### 4. DOWN THE FAIRWAY:

- a. Know where each ball is in your group.
- b. Arrive at your player's ball before he/she does, be careful not to go ahead of other players in your group before they hit. The quicker you are able to locate the ball the quicker you will be able to get correct yardage.
- c. Present the bag to the side of a players ball, give the player the correct yardage to center of green, and step away after club selection has been made.

### 5. BUNKERS:

- a. Arrive before player. Stand next to lip of bunker and present bag to player.
- b. Have rake and putter (if necessary) ready to use.
- c. After the player successfully exits the bunker exchange clubs with the player and begin to rake the bunker quietly and quickly.
- d. Clean the club while you are catching up to your player. Do not fall behind!

### 6. ON THE GREEN:

- a. Whatever caddie is available to get the pin do so. Work as a Team.
- b. Watch for the player's putting lines to the hole. Pay attention!
- c. Clean the player's ball after he/she has marked it.
- d. Other caddies who are not busy can get ready for the next hole. One caddy should always go ahead and forecaddie the next hole.
- e. Replace the flagstick and hustle to next tee.

7. TEAM WORK:

There are so many different situations and responsibilities during a round of golf that is too difficult for just one caddie to handle everything. To make it easier for everyone in the group, the caddies in the group must learn to work as a team and help each other out as much as possible.

8. FORECADDYING:

**YOU WILL NOT BE ALLOWED TO FORECADDIE UNTIL "A" STATUS UNLESS GIVEN PERMISSION BY GOLF PROFESSIONAL OR CADDIE MASTER.**

- a. When group is hitting tee shots, find a large tree for coverage in a spot where you will be able to see the ball's flight.
- b. Throw "ghosts" next to balls that will be difficult for players to locate.
- c. Proceed to determine yardage for each player to the center of the green.
- d. After players reach drives, give yardage. Stand next to cart to watch players next shot, and visually mark all of them. Replace divots for each player, and then run ahead to mark these shots with ghosts if necessary.
- e. As the group approaches the green, proceed with normal green duties; raking bunkers, washing each player's golf ball, tending flag, repairing ball marks.
- f. Riding on golf carts while forecaddying is strictly prohibited.

9. DONE WITH ROUND. NOW WHAT?

- a. Place the clubs on the bag rack in front of the bag room and thank the player.
- b. Clean and count clubs, and make sure all are accounted for.
- c. Ask player if the equipment is to remain in storage, or if it will be going in the car. If the equipment is going in the car, let a Bag room attendant know so that he can take them up after you have cleaned the clubs.
- d. Last but certainly not least, give the player your caddie chit for pay as well as rating. They will take care of the rest.

# 2018 SPECIAL EVENTS

Below are a list of days that you should make every effort to be available for:

May 5	Men's Opening Day	8:30 shotgun
May 27	Memorial Day Scramble	AM TEE TIMES
May 28	Memorial Day	AM TEE TIMES
June 10	Hunter's Breakfast	8:00 shotgun
June 23 & 24	Member/Member Championship	All Day Tee Times
July 4	Independence Day	AM TEE TIMES
July 14 & 15	President's Cup	AM TEE TIMES
<b>Aug. 2 - 4</b>	<b>**Invitational**</b>	<b>ALL DAY</b>
Aug. 18 - 19	The Masters Stoke Play	8:00am tee times
Aug. 26	Super Hunter's Breakfast	8:00 shotgun
Sept. 8 & 9	Club Championship	7:30 tee times
Sept. 22 - 23	Player of the Year Playoff	8:00 tee times
Sept. 29	Elgin Matches/Player of the Year	8:00 tee times
Oct. 4	Corporate Cup (Guest Day)	12:00 shotgun

Club Officers: Doug Stewart	General Manager
Jon Duppler	Head Golf Professional
Matt Wojciechowski	Caddie Master/Assistant Golf Professional
Eric Fernandez	Club President
Michael Sims	Caddie Chairman
Anton Hirsch	Golf Chairman

## **BEST TIMES TO CADDIE**

The season begins April 1 and runs through October. Caddies should make themselves available on weekends during April, May, June, July, August, September, and October, in addition to summer hours. We have heavy guest play on Wednesdays, Thursdays, and Fridays. Forecaddies are needed for these days.

Monday	Course closed (except holidays - when hours are the same as weekends)
Tuesday	Ladies Day in the a.m., afternoons will need forecaddies
Wednesday	Morning and afternoons will need caddies & forecaddies
Thursday	Morning and afternoons will need caddies & forecaddies
Friday	Morning and afternoons will need caddies & forecaddies
Saturday	6:00 a.m. till 9:00 a.m. are the usual times to pick up a loop
Sunday	6:00 a.m. till 9:00 a.m. are the usual times to pick up a loop

**\*\*\* If it rains, carts may not be permitted, and a need for more caddies may exist.**

## TRAINING

### CADDIE TRAINING CLASSES:

Training classes will be conducted for all new caddies. These caddies must attend a week long training sessions unless told otherwise. **The Caddie training session will be offered the first week of April each year. Forty candidates will be selected and be able to participate in the training session. Of those forty, twenty will make it into the program and train an additional week which is offered the second week in April.** Training will include classroom training, an instructional training video, & on the course training. The caddie will then be required to follow a veteran caddie on a loop during a weekend day twice. Only when you reach “A” status are you allowed to forecaddie.

The 2018 training schedule is as follows:

#### Week 1

Tuesday	April 3	5:30 - 7:00 (Parents welcome)
Wednesday	April 4	4:00 - 6:00 (On course training)
Thursday	April 5	4:00 - 6:00 (On course training)
Friday	April 6	4:00 - 5:00 (Test day)

\*Cuts will be made based upon written test and on course evaluations.

#### Week 2

Tuesday	April 10	4:00 - 6:00 (On course training)
Wednesday	April 11	4:00 - 6:00 (On course training)
Thursday	April 12	4:00 - 6:00 (On course training)
Friday	April 13	4:00 - 6:00 (On course training)

**Classes will be held regardless of the weather!  
(Call the Caddy Hotline for updates 847-622-4849)  
Caddie Master will set future sessions as necessary.**

## ELGIN COUNTRY CLUB EVAN'S SCHOLARS

NAME	SCHOOL	MAJOR & YEAR
R. Erik Soderstrom	Indiana University	Business Administration / '73
Nathan Funk	Northern Illinois University	Business Administration / '97
Brad Horton	Northwestern University	Biomedical Engineering /'99
Russel Ambrosen	Northern Illinois University	
Doug Horton	Indiana University	
Yoichi Kodamo	Northern Illinois University	
Manuel Diaz	Northwestern University	
David Kolzow	Northern Illinois University	
Deven Skopek	Marquette University	
Michael Thompson	Northern Illinois University	
Lauren Errington	University of Missouri	
Donavan Bird	University of Illinois	
Jack Jordan	Undecided	

### ELGIN COUNTRY CLUB CADDIE OF THE YEAR

1996 - Doug Horton  
 1997 - Mike Van Pouke  
 1998 - Rolando Amador  
 1999 - Thomas Atamian  
 2000 - Thomas Atamian  
 2001 - Chris Ruck  
 2002 - Chris Ruck  
 2003 - Chris Ruck  
 2004 - Mike Ruck  
 2005 - Mike Ruck  
 2006 - Miles Netkow  
 2007 - Miles Netkow  
 2008 - Miles Netkow  
 2009 - Miles Netkow & Drew Lawson  
 2010 - Mike Sainz  
 2011 - Deven Skopek  
 2012 - Deven Skopek  
 2013 - Drew Lawson  
 2014 - Sam Schmalz  
 2015 - Bryce Stenstrom  
 2016 - Kris Johnson  
 2017 - Donnie Langland

We take much pride in the caddie program at Elgin Country Club. It benefits the members as well as the caddies involved. The experience should always be a pleasant one however, there have been times when a caddie's poor behavior has dampened that experience. This has unfortunately forced us to enact some disciplinary guidelines. These guidelines are as follows:

**Reasons for being reprimanded or fired**

1. Late or do not show for assigned loop  
1<sup>st</sup> Time- 2 Week suspension  
2<sup>nd</sup> Time- Termination
2. Confronting a member or fighting with another caddie or employee-  
Termination!
3. 2 "poor" ratings (-2) or 3 "fair" ratings (0) will require caddie retraining the following year
4. Improper dress: You will be sent home. This may cause you to be late or miss your tee time in which you would receive a 2-week suspension.
5. Refusing a loop that has been assigned to you is grounds for dismissal
6. Any behavior that could be detrimental to Elgin Country Club is grounds for dismissal

\*\*\*We hope we do not have to enforce any of these this season\*\*\*

I attest that I have read and understand these guidelines as well as the entire Elgin Country Club Caddie Guide.

Recruit Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_