

FORECADDIE INSTRUCTIONS

BASIC DUTIES

- Forecaddies are responsible for helping ensure fair play for the players and maintain the pace of play by locating errant shots
- Always be aware and alert to your surroundings. Do not move when a Player is in the act of making a stroke.
- Be as inconspicuous as possible during play. Take a prominent position only when necessary to locate an errant ball.
- A CLOSED Smile – smile, but don't chat-up the players unless they initiate it – some players are "in the zone" and don't want to talk during their round.
- Your phone is NOT a spotting tool! Please be sure to place it in "silent" mode before going out on the course to reduce player distractions.

APPROPRIATE ATTIRE & ACCESSORIES

- Wear the volunteer uniform (name badge, shirt and hat).
- Wear comfortable shoes; no steel spikes.
- Rain suit or umbrella if necessary.
- Irrigation Flags (For Identifying Position of Ball)
- Volunteer Packet
- Water/Gatorade

HOW TO BE AN EFFECTIVE FORECADDIE

Prepare and Know your Zone

- Know direction of play
- Visualize how it will be played
- Determine landing zones
- Identify trouble spots and what they are
- Identify the best location to observe that is unobtrusive to the players, but see what you need to see
- Determine if it matters if it's a lefty or righty and if you need to move to a different vantage point for each

Specifics to watch out for

- Margins of OB, water hazards, etc.
- Use visual clues, landmarks, to remember where a ball landed
- Once all players have hit, mark any balls that may be hard for the player to find with a flag
- When a group reaches their golf balls, retrieve the flags from the players & move into position to spot for next group.
- Utilize Hand signals – to indicate to the players what position their ball may be in, see hand signals on the last page
- Use your eyes and be vigilance

Specific Actions

- If a ball is hit outside the fairway, get to it as quickly as possible and mark it with a flag.
- Do not allow anyone to touch the ball. Protect the ball – but do not stand over it.
- Move away from the ball once the player knows the location of the ball.
- Don't worry if you do not see every ball. Just assist the player and caddie in the search.

FORECADDIE INSTRUCTIONS

REPORTING ON-COURSE SITUATIONS (Notify Staff in Charge, or the Rover if one of these situations arises)

- Examples of on-course situations include:
 - Rulings
 - Medical
- When conveying the information, provide specifics as to:
 - Location of situation, e.g. hole #6, left side, drive zone
 - Type of situation
 - Who is needed (staff, medical, rover)
- If a GHK radio is assigned the day of the event, then please use that radio to contact the SIC or the Rules Rover. If a radio is not assigned a phone number will be provided for the volunteer to call.

INCLEMENT WEATHER

- Be sure you are aware of the inclement weather policy and procedures
- Refrain from using a radio during weather alert periods
- Be aware of the nearest safe zone for you, players and spectators
- SUSPENSION OF PLAY
 - Discontinuance of play (controlled by SIC or Rover) occurs with one prolonged airhorn note
 - Resumption of play occurs with two short airhorn notes repeated
 - During a suspension, volunteers should seek shelter by referring to the Course Evacuation Plan

AFTER SHIFT

- When the last group has played through your hole or your shift is over, return any necessary items to the Scoring Tent located near the clubhouse. Return all materials used in your spotting duties.

FORECADDIE REVIEW

- Assist players with finding their golf balls in the rough or a hazard
- Not a Rules Official, only helping players locate golf balls
- Contact Tournament Staff/Rules Officials of any potential Rules of Golf/First Aid situations