

MMJGA



**MINNESOTA MINORITY
JUNIOR GOLF ASSOCIATION**

Caddie Training Manual

MMJGA Caddie Training Manual

Welcome

Welcome to Minnesota Minority Junior Golf Association (MMJGA) and thank you for your interest in learning the game of golf through caddying. The purpose of this manual is to give you a clear understanding of what is expected of you as a MMJGA caddie.

For many of you this is your first job, so we ask that you read this manual thoroughly and share it with your parents/guardians. While golf is a game and is fun, being a caddie is a job and it is a serious responsibility that should not be taken lightly. Ultimately, participants of MMJGA find that delicate balance of fun and responsibility. With that, we welcome you to the MMJGA and look forward to working with you throughout the summer and beyond.

Purpose of the Program

The purpose of the program is to expose youth to the game of golf while earning income and working in a friendly outdoor environment. MMJGA provides training to our participants and we place them at private clubs across the Twin Cities when they are able to pass the caddie test. In this way, we give our youth a “leg up” against their competition at their respective golf courses.

The expectations are high for a MMJGA caddie and in return, the program offers free golf outings and even scholarships. Throughout the season, training sessions will coincide with golf lessons, golf outings and other fun activities that our program provides free of charge.

MMJGA Caddie Training Manual

History of the Program

The MMJGA began in 1987 when Minneapolis Attorney F. Clayton Tyler invited a few friends to play in a golf event with the hope of raising enough money to begin a junior golf program for urban youth. Since that time the program has steadily grown and is now a registered charitable organization.

In 1999, the program took shape as a caddie program at the public golf courses in Minneapolis. Since 2006, the MMJGA has partnered exclusively with private golf courses to place participants in the best caddie jobs in the Twin Cities.

Each year MMJGA teaches over 50 young people about the game of golf and more importantly, how to caddie. Each participant is required to complete a rigorous training program including supervised on course practice with the program's instructors. The Program Director maintains contact with the caddies and works to ensure that every participant that wants works gets work throughout the season.

The program requires a two-year commitment by the caddies as well as a promise to work hard in school. The incentives include MMJGA scholarships to exemplary individuals who have completed the program and distinguished themselves through their commitment, behavior, and classroom results. In recent years, MMJGA scholarships have ranged from \$100 - \$1,500.

In addition to our own scholarship, there are other larger caddie scholarships available. In 2004, Tasha Phillips became the first graduate of the MMJGA to win the Evans Scholarship, a national caddie scholarship program providing full tuition and rooming for four years at the University of Minnesota. Additionally, a number of other graduates from our program are in college and are reinvesting their time and energy recruiting new caddies.

MMJGA's success is predicated on the continued participation and involvement of individuals who have graduated from the program and are willing to reinvest, help develop and assist in training the next generation.

For more information visit our website at www.mmjga.org

MMJGA Caddie Training Manual

The Caddie Role

The main focus of our program is to provide golfers across the Twin Cities with the best caddies in the state. Our expectations are great – MMJGA caddies are not just “bag toters.” We expect our caddies to rise from low level caddies (C or B) to high level caddies (A or Honor) very quickly. This fast development – enhanced by the ongoing training sessions – is beneficial to each caddie because wages increase along with the rank.

The private courses expect friendliness and courtesy since the caddie will spend four hours with their player. A caddie is held to high standards but along with those standards the rewards are immense.

The MMJGA Partnership with the Private Courses

Each club that we partner with runs their own caddie program. We simply send them caddies when we feel they are ready throughout training. Basically, you will be part of two golf programs – MMJGA and the caddie program of you're home course.

We partner with Golden Valley Country Club, Oak Ridge Country Club (Hopkins), Town & Country (St. Paul), The Minikahda Club (near St. Louis Park) and other courses. Ultimately, the goal is to place each MMJGA participant at the course most geographically friendly to his/her home.

Transportation

The MMJGA will not be providing transportation to the golf courses in which you caddie. We hope to place caddies at courses close enough to their homes where they will be able use alternate modes of transportation such as city bus, biking or car-pooling. However, the MMJGA hopes to provide transportation to some of our special events during the season. We are currently working on securing transportation to these events and will provide details as the season progresses.

MMJGA Caddie Training Manual

Pre-season Training Schedule

All MMJGA caddies are given a reference book published by the Western Golf Association. Our training consists of in-class sessions with time spent on the course to accompany the class training. Before we release you to private clubs we make sure that all MMJGA caddies can pass the test with a score of 80% or better. Once you are at your private course, you will probably be asked to take the same test again... don't panic, it's the exact same test! Your home course may ask more course training of you as well before you become a caddie. Please consult your home course manual for further training details.

Additionally, each training session provides a "life skills" component in which we teach the basics of managing a first job experience.

Ongoing Summer Training

The training of a MMJGA caddie does not end with the pre-season March and April training. In order to ensure that the MMJGA has the best caddies in the metro, we provide ongoing golf training and lessons throughout the season. To balance work with play, we pair our weekly caddie trainings with golf lessons to make the environment more fun. The real reward of the ongoing training sessions is to better yourself as a caddie so you can ultimately make more money.

While we expect all MMJGA participants to attend our ongoing training sessions, we understand that schedules are busy. Please let us know if you will not be attending. Communication is absolutely essential. If you are absent without informing us, you will be given a warning. A second unexcused absence will result in suspension from the program. And if you have a third unexcused absence, you will be asked to come back next year.

MMJGA Caddie Training Manual

Caddie Classifications and Promotion Standards

Most courses have a classified system and use a seniority system when determining caddie assignments. You will begin as a trainee, followed by the ranks as a “B” caddie (although some courses have “C” caddies). With experience and a good record you will be promoted to “A” caddie and finally to “Honor” caddie. Promotion at most courses depends on these key factors.

- Length of service and regular attendance
- Number of rounds caddied
- Attendance
- Ratings by members and staff
- Conforming to caddie rules
- Attitude
- Co-operation with the staff at your club
- GPA in school
- Member feedback

Your caddie classification determines your base pay from the club: The higher the rank, the higher the pay. It also is important to climb the ranks of caddying in order to qualify for scholarships. Ranks and classifications vary from course to course so please consult your home course guide for more information.

Attitude and Appearance

The appearance and attitude of a caddie can set the tone for the entire group. We expect that all MMJGA caddies will be compliant with all of the standards set forth by his/her home course. But we also expect a positive attitude and good overall appearance at all MMJGA functions, including ongoing trainings and golf outings. You will be provided with MMJGA shirts and those should be tucked in and only baseball caps facing forward are allowed (no other headgear is permitted). Please be sure to dress appropriately for the event, keeping in mind that this is Minnesota and the weather can be unpredictable. Sweatshirts, coats and other warmer clothes are always acceptable.

MMJGA Caddie Training Manual

Scholarships

In recent years the MMJGA has awarded scholarships to the top performers in the program. Winners are selected based upon caddie record and attendance and overall participation with our program at golf events and other outings. In recent years, scholarships have ranged from \$100-1,000.

Leadership Academy

In 2008, the MMJGA introduced the Leadership Academy in an effort to give our top participants the tools to succeed in the quest for college. The MMJGA is partnering with the Evans Scholar Foundation to find and groom ideal candidates for the Evans Scholarship. This prestigious award is a full-scholarship to the University of Minnesota specifically given to the top-graduating caddies across the state. While admission into the Leadership Academy does not guarantee a scholarship, it does lay out the blue print for success for college admission and academic success.

In 2004, MMJGA graduate Tasha Phillips was the winner of the Evans Scholarship. We are very proud of her accomplishment and have great expectations for the future, as the goal of the Leadership Academy is to produce multiple Evans Scholars each year.

For more information about the Evans Scholarship, please visit <http://www.evansscholarsfoundation.com>

Special Events

Throughout the season you will be attending numerous special events, some of which are listed below. These events are an integral part of the MMJGA experience. They are both fun and helpful to your overall progress as a caddie. Use the MMJGA Newsletter and the MMJGA Google Calendar to stay updated with these events. Attendance is important to progress as a caddie. If you cannot attend one of these events please notify a MMJGA staff person as early as possible. Also, keep in mind that several MMJGA events have not been officially scheduled:

- Former Viking Leo Lewis Annual golf Tournament
- Tour of the Evans House at the University of Minnesota

MMJGA Caddie Training Manual

- Other special golf tournament caddie opportunities

Rules and Regulations

Arrival

Please be prompt in your arrival for MMJGA functions such as lessons and training. If you are going to be late or absent, call a MMJGA staff member. You are also expected to be punctual for all of your home course events and assignments.

Language

We expect our caddies to be aware of what they are saying at all times. No swearing, profanity, dirty jokes or abuse of the other caddies will be tolerated.

Tobacco, Drugs and Alcohol

Any caddie using, giving or selling drugs, alcohol or any illegal substance will be immediately dismissed.

Weapons

No weapons are allowed at any MMJGA event. Violation will result in dismissal from the program.

Expensive Items

Headphones, iPods and other similar devices will not be allowed at MMJGA events. Check with your home course about their policies on the matter.

Common Sense

The MMJGA does not allow fighting, gambling, harassment or any other conduct we view as detrimental to the program.

MMJGA Caddie Training Manual

Calendar:

Our calendar is always available to view online on Google:

<http://www.google.com/calendar/embed?src=wiensmike%40gmail.com&ctz=America/Chicago>

Or you can find our “Google Calendar” link at the bottom of our home page at <http://www.mmjga.org/>

Staff Contacts:

Name	Phone	Email
Mike Wiens	612-619-2865	wiens-mike@minnehahaacademy.net
Noah Gagner	651-428-6734	Gagn0060@umn.edu

Key Locations to Know:

Minneapolis Urban League

2100 Plymouth Ave. N.
Minneapolis, MN 55411
www.mul.org

Theodore Wirth Par 3 Golf Course

1325 Theodore Wirth Parkway
Minneapolis, MN 55404
<http://www.minneapolispar3.org/default.asp?PageID=648&parkid=390>

Broadway Pizza

2025 West River Road
Minneapolis, MN 55411
http://www.broadwaypizza.com/stores/minneapolis/location_info.html

Your Home Course (Write-in when assigned)
