

GUIDANCE NOTE

Caddies

General Information

A professional caddie, for the purposes of the Ladies European Tour Rules and Regulations, is a person employed for payment of money or money's worth at officially approved tournaments.

All caddies will receive accreditation that will provide access to relevant areas at tournaments.

Both professional and non-professional caddies must abide by the rules and regulations detailed in the Members Regulations Handbook.

Caddies must observe all the rules of the host club and are expected to dress appropriately when at a tournament venue. Bibs or other official clothing issued to caddies on the first tee must be worn and returned when leaving the 18th green or otherwise as directed.

The conduct of a caddie engaged for a tournament is the direct responsibility of the Member engaging the caddie. If a caddie fails to comply with any Ladies European Tour caddie regulation, the player employing such caddie will be subject to a fine.

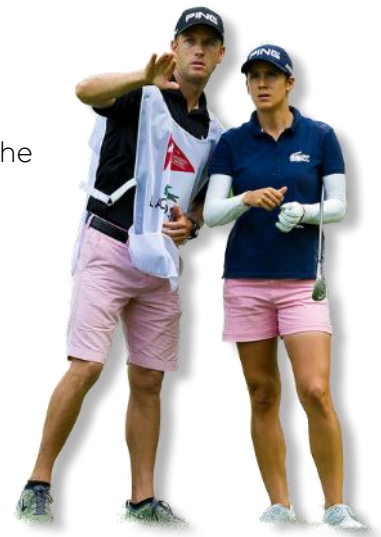
Members are advised to familiarise themselves with the rules and regulations detailed in the Members Regulations Handbook (see Appendix I for an extract).

LET Caddies Association

There is an LET Caddies Association, which exists to ensure that caddying on the LET is of a high standard, looks professional and is enjoyable. The Association also tries to offer benefits to its members such as the delivery of fact sheets, official hotel and airport transfer reservations, possible access to the players' lounge for food (or where possible a caddy lounge), computer access etc..

Any caddy can join as soon as they have worked at 10 events There is a €50 registration fee and then an annual fee,

The main contact is Neil Carter, Head of the LET Caddies Association - diamondmrc@hotmail.com.



At Tournaments

The arrangements and rules relating to caddies will vary from tournament to tournament. There will be a 'Caddies' section in the fact sheets for each event which will include information about requirements, costs and contact details for booking caddies.

Typically, after the cut has been made it is mandatory for the last 6 groups to have caddies. At some tournaments, it might be mandatory for the last 10 groups to have caddies, and it might even be the case that caddies are mandatory for all players for the whole tournament.

Normally, caddies will cost somewhere between €35 and €45 per day plus a tip. They can cost as much as €56 per day plus tip.

Local caddies are often booked through the Promoter and relevant contact details will be included in the fact sheets for each event.

Some tournaments will specify that caddies in the last six groups must carry the bags rather than use pull trolleys or electric trolleys. If they are permitted, it might be possible to hire a pull trolley for approximately €10 per day or an electric trolley for €15 per day.

Players may bring their own caddies to events, but should inform the Promoter prior to the event.

Full details of what caddies must not do whilst at tournaments are listed in the Member Regulations Handbook.

Public Liability Insurance

Caddies have public liability insurance cover through the LET's public liability insurance policy, but this only applies to any caddy of a member golfer of the Ladies European Tour operating in connection with the business of the Ladies European Tour while engaged in Ladies European Tour tournaments or events.

Caddies will need to make their own arrangements regarding other insurance cover such as travel insurance, health insurance and any other relevant insurance cover for the occasions when they are not involved with the business of the Ladies European Tour at a tournament or event.

Caddies will need to make their own arrangements for insurance cover when working at tournaments or events that are not part of the business of the Ladies European Tour (e.g. other tours, invitation events, standalone Pro-Ams, etc.).

Guidance Notes for Caddies

Guidance notes have been prepared for local caddies - a copy of these notes can be found in Appendix II.

You are advised to read these notes so that you are aware of how the caddies have been briefed.



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APPENDIX I

The following text has been taken from the LET Members' Regulations Handbook

Caddies must not:-

- a) Attend official social events unless specifically invited by the Sponsor. The Tournament Director must be informed of such invitations in advance of the social event. *Note caddies may attend Pro-Am functions if requested by their team.*
- b) Use practice facilities.
- c) Play golf at tournament venues, whether by invitation, payment or otherwise.
- d) Walk on greens if wearing spiked footwear or wear footwear that may leave an impression on the greens. Footwear must be flat soled and without dimples. If in doubt, a caddie must seek advice from the Tournament Director.
- e) Stay at the tournament site, whether camping or otherwise, unless in designated area and approved by the Tournament Director.
- f) Wear tracksuit/jogging suit/sweat suit bottoms at any tournament venue.
- g) Wear cut-off shorts, swimming trunks or beach shorts at tournament site. Tailored shorts only may be worn.
- h) Have or consume alcoholic beverages, including beer, at tournament site except in any designated caddie area.
- i) Use the courtesy car service unless accompanied by a player nor take a seat if required by another player.
- j) Falsely obtain passes in order to enter car parks and clubhouses via their employing player.
- k) Mark players' scorecards.
- l) Conduct themselves in any matter which may bring the Ladies European Tour into disrepute or otherwise may reflect unfavourably upon the Ladies European Tour (including on Social Media).
- m) Walking the Course on Tournament Days or Pro-Am days must be done outside the ropes or, if there are no ropes, the first cut of rough. Testing the greens is only permitted on practice days. Caddies must not walk on the greens when walking the course on tournament days.
- n) During the stipulated round, test the surface of any putting green by rolling a ball.
- o) During the stipulated round, use a mobile phone
- p) Caddies must not give a player any medicine or supplement.

Bibs or other official clothing issued to caddies on the first tee must be worn and returned when leaving the 18th green or otherwise as directed.

If a caddie fails to comply with any Ladies European Tour caddie regulation, the player employing such caddie will be subject to a fine (of not less than €100) and the membership advised that such caddie is not to be further employed in such capacity (either indefinitely or for a specified period of time).

APPENDIX II

Guidance Notes for Local Caddies

Dear Caddie,

Thanks very much for your help this week. Please read these guidelines carefully as they will help you with the important job you have during the tournament week.

1. Ladies European Tour tournaments are under the watchful eyes of thousand of spectators on site and millions through TV coverage; for this reason, caddies are required wear smart golf wear. Please note, under the LET Members Regulations, spiked golf shoes are not permitted. Therefore, it is suggested that you wear trainers.



2. To give your player the best service, be familiar with the golf course by the time she arrives.
3. Always be on time and follow your player's instructions.
4. The LET anti-doping policy is very strict and long disqualifications can result from a breach of the regulations. Therefore, never offer your player any medicine, supplements or drinks.
5. Carry a towel, with one end wet, to clean golf balls and clubs. A player will expect her clubs to be cleaned after each shot.
6. On Pro-Am and tournament days, if you want to walk the course, you must do it outside the ropes. If there are no ropes, you must walk on the first cut of rough. You can test the greens on practice days only.
7. Walk at the same pace as your player and be ready at her ball. Pace of play is very important and players risk being penalized if they are too slow; so help them in playing fast.
8. Do not give advice to the player unless she asks for it. Usually, she will tell you which club she want to play, so wait for her to ask for it.
9. The best place to stand when your player is hitting a shot is 3 or 4 yards away (4 or 5 meters). It's very important that you watch the flight of the ball and remember where it lands.





10. Golf is a sport of concentration, so don't move or make any noise when any player is hitting a shot or preparing to hit one.
11. The responsibility of marking a correct scorecard is in the hands of the player. So do not do it on her behalf.
12. The use of a mobile phone, anywhere on the course, consists in a breach of the rules of etiquette; so never use it.

13. If you stay on the line of play, either behind or in front of the player, you can disturb her and it is also a breach of the rules of golf.

14. Replace all divots made by your player and press down the cut turf.

15. Do not go into a bunker or water hazard unless your player asks you to. Always rake a bunker after your player has hit a shot out. There is a fine for a player leaving a bunker unraked. After raking the bunker, place the rake outside of it. Never leave rakes standing up.



16. The putting green is the most important area of the golf course; so don't lay down the golf bag on its surface.
17. When you are walking on the green or attending the flagstick, pay attention not to step on anyone's line of putt nor cast your shadow on it while the player is putting.
18. When attending the flagstick, face the player who is putting. Stand on a side of the flagstick, as far away as you can, paying attention on not standing on anyone's line of putt or cast a shadow over the line. Be sure that the flagstick is loose in the cup before the player plays and pull it out as soon as the ball is hit.
19. When leaving the last green, don't forget to return (or do otherwise directed) your caddy bib or other official clothing issued to caddies on the first tee.

20. Before leaving the golf club, find out from your player what time you will meet her the next day.

We're grateful that you decided to dedicate some of your time to the Ladies European Tour and we really hope you will enjoy your days helping one of the best female professional golfers in the world.

