

Caddy Responsibilities (Sectional)

Setup/startup:

- Be at playing site 30 minutes before game time, check in with caddy master.
- Wear caddy smock or T-shirt or something like that, if provided to you.
- Put liners in trash cans, distribute.
- Assist in setting up tables, chairs, stanchions, machines, bidding boxes, movement cards, etc., as needed.
- Assist in distributing pickup slips or other forms as needed.
- After game starts, pick up entry forms, BY SECTION, IN TABLE ORDER, and give to director.

During game:

- Pairs games: Pick up slips after each round, BY SECTION, IN TABLE ORDER, and give to director. (Not required if scoring machines are in use.)
- Team games: Watch/listen for “Caddy please” and exchange boards between tables.
- All games:
 - Be available and on the floor throughout.
 - Be alert for caddy calls to assist players in minor “emergencies,” e.g., getting a pencil or some more scoring slips, or a spill, and assist as well as you can.
 - Clean up spills (serious insurance liability).
 - Be prepared to entertain yourself quietly when you are not busy caddying.

End of game/after game:

- Arrange tables and chairs for the next event. For Swiss teams, this means setting tables on a diagonal.
- Empty trash cans and replace liners as needed.
- Check in with caddy master for anything else, turn in smock, receive payment.
- Be out by 10:30.

End of sectional:

- Assist in collecting pencils and unused forms, bidding boxes, movement cards, etc.
- Put movement cards in order.
- Assist in folding tables and getting them ready to return to storage.

Other tasks as requested by caddy master, tournament director, or sectional tournament chair.

Head caddy:

- Ensures that other caddies understand their tasks.
- Communicates assignments from DIC or caddy master to other caddies.
- Organizes caddy tasks if caddy master is unable to do so.

Caddy Rights

Snacks and lunch. Be sure to go through the lunch line either before or after the players.

To be treated politely and with respect. If a player behaves toward you in an inappropriate manner, inform the caddy master at the first reasonable opportunity.

No other tasks unless compensated

Caddy Master

Introduce head caddy to DIC.

Organize caddies around their tasks.

Be available to DIC for anything related to caddies.

Get money from directors to pay caddies. Pay caddies at end of last session that he/she is working.

Keep records:

- For each event:
 - List of head caddy and all other caddies
 - Amount paid to each