

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR SPORTS INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – CADDY

SECTOR: SPORTS

SUB-SECTOR: Golf

OCCUPATION: CADDY

REFERENCE ID: SPF/Q1106

ALIGNED TO: NIL

Brief Job Description: The individual at work carries golf bags or pushes or pulls cart that holds golf bags around golf course for players, hand golfers with clubs they use. The individual advises players, as requested, on selection of proper club for stroke or concerning peculiarities of the golf course; locates driven balls and holds pin out of cup while players putt.

Personal Attributes: The individual should possess the passion for the game and should understand the rules of the sport – golf; should be a self-motivated team player, energetic and should demonstrate keen interest in learning on the job and conducting his responsibilities within the rules of the game.

Qualifications Pack For Caddy

| | | | | |
|--------------------|---------------------------------|------------------|-------------------------|-------------------|
| Job Details | Qualifications Pack Code | SPF/Q1106 | | |
| | Job Role | CADDY | | |
| | Credits (NSQF) | TBD | Version number | 1.0 |
| | Sector | Sports | Drafted on | 21-02-2016 |
| | Sub-sector | Golf | Last reviewed on | 21-02-2016 |
| | Occupation | Caddy | Next review date | 21-01-2018 |

| Job Role | Caddy |
|---|--|
| Role Description | A caddy carries a player's bag and clubs, and gives insightful advice and moral support. |
| NSQF level | 2 |
| Minimum Educational Qualifications* | 5 th Standard |
| Maximum Educational Qualifications* | N/A |
| Training | No experience necessary |
| (Suggested but not mandatory) | Playing Golf |
| Experience | As described in the relevant OS units |
| Minimum Job Entry Age | 18 years |
| Applicable National Occupational Standards (NOS) | Compulsory: 1. Prepare for the game 2. Undertake set of activities during the game 3. Assist player with tactics and strategies in golf |
| Performance Criteria | As described in the relevant OS units |

| Keywords /Terms | Description |
|-----------------------------|---|
| Sector | Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests. |
| Sub-sector | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components. |
| Occupation | Occupation is a set of job roles, which perform similar/related set of functions in an industry. |
| Function | Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS. |
| Job Role | Job role defines a unique set of functions that together form a unique employment opportunity in an organization. |
| OS | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria | Performance Criteria are statements that together specify the standard of performance required when carrying out a task. |
| NOS | NOS are Occupational Standards which apply uniquely in the Indian context. |
| Qualifications Pack Code | Qualifications Pack Code is a unique reference code that identifies a qualifications pack. |
| Qualifications Pack | Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code. |
| Unit Code | Unit Code is a unique identifier for an Occupational Standard , which is denoted by an 'N'. |
| Unit Title | Unit Title gives a clear overall statement about what the incumbent should be able to do. |
| Description | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for. |
| Knowledge and Understanding | Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard. |
| Organizational Context | Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility. |
| Technical Knowledge | Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities. |

National Occupational Standard

Overview

This unit is about preparing for the game.

Prepare for the game

SPF/ Q1106

| Unit Code | SPF/N |
|---|--|
| Unit Title (Task) | Prepare for the game |
| Description | This unit is about getting introduced to the sport of golf. |
| Scope | <p>The OS unit/task covers the following:</p> <ul style="list-style-type: none"> Introduction to golf - equipment, golf course and the game Developing knowledge on the rules of the game Golf etiquettes Observe a golf round, competition or tournament |
| Performance Criteria (PC) w.r.t. the Scope | |
| Element | Performance Criteria |
| Introduction to golf - equipment, course and game | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Develop understanding of the golf course PC2. Develop understanding and use of all equipment used in the sport PC3. Develop understanding of various tasks involved during the game PC4. Develop understanding of a Caddy's role in the game PC5. Introduction to the language and terms used in golf</p> |
| Develop knowledge of the rules of golf | <p>PC6. Access and interpret the key rules and etiquette requirements of golf PC7. Use a range of resources to help develop knowledge of rules PC8. Know the different scores—pars, birdies, eagle and bogie PC9. Develop understanding when golfers should play with different clubs PC10. Know where the golfer's ball is at all times PC11. Keep distance from the line of the putt PC12. Attend the flagstick on the request of the golfer PC13. Read the yardages of the course PC14. Develop understanding the golfer's need</p> |
| Interpret and apply rules and etiquettes of golf | <p>PC15. Confirm the interpretation of rules and etiquette is consistent with the rules of golf PC16. Follow appropriate dress code PC17. Prepare for a round, competition or tournament according to the rules and regulations of golf PC18. Check and confirm own score with marker according to the rules and regulations of golf PC19. Communicate any breach of rules to appropriate authorities of the club PC20. Mark partner scorecard according to the rules and regulations of golf</p> |

Prepare for the game

SPF/ Q1106

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|---|---|
| Observe a golf round, competition or tournament | PC21. Seek clarification of application of golf rules and etiquette as required |
| Knowledge and Understanding (K) | |
| A. Organisational Context (Knowledge of the company / organization and its processes) | The user/individual on the job needs to know and understand: KA1. Professional and ethical codes of conduct as per organization policy KA2. Adhere to the dress code KA3. Caddie's code of conduct KA4. Discipline guidelines on the golf course KA5. Club procedure for accidents, safety KA6. Conditions of play for a tournament |
| B. Technical Knowledge | The user/individual on the job needs to know and understand: KB1. Knowledge of different types of equipment KB2. Safety requirements and practices for professional golf tournaments KB3. Terminology of golf rules and regulations |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Reading and Writing Skills |
| | The user/ individual on the job needs to know and understand how to: SA1. Ability to read and interpret rules, organization policy and guidelines |
| | Oral Communication (Listening and Speaking skills) |
| | The user/individual on the job needs to know and understand how to: SA2. Clarify rules and regulations of golf SA3. Communicate in a clear and polite manner with golfers SA4. Access and apply information about the rules and etiquette of golf |
| B. Professional Skills | Decision Making |
| | The user/individual on the job needs to know and understand how to: SB1. Use information about rules and regulations to make decisions about own game SB2. Identify and apply local rules, used in rounds, competitions and tournaments |
| | Plan and Organize |
| | The user/individual on the job needs to know and understand how to: SB3. Follow a pre-set routine before the game |
| | Customer Centricity |
| | The user/individual on the job needs to know and understand how to: |

Prepare for the game

SPF/ Q1106

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|--|---|
| | SB4. Behave well and interact with each player and in case of tournament with people watching the game. |
| | Analytical Skills |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Access information about the rules and etiquette of golf</p> <p>SB5. Decide how and when to refer decisions to officials in competition or tournament play</p> |

SPF/ Q1106

NOS Version Control

| | | | |
|----------------------------|--------|-------------------------|------------|
| NOS Code | SPF/ | | |
| Credits(NSQF) | TBD | Version number | 1.0 |
| Industry | Sports | Drafted on | 21/02/2016 |
| Industry Sub-sector | Golf | Last reviewed on | 22/02/2016 |
| Occupation | Caddy | Next review date | 21/01/2017 |

National Occupational Standard



Overview

This unit is about undertaking set of activities during the game.

SPF/

Undertake set of activities during the game

| | | |
|---|---|--|
| National Occupational Standard | Unit Code | SPF/ |
| | Unit Title (Task) | Undertake set of activities during the game |
| | Description | Caddies are expected to be able to undertake a set of activities aimed at assisting the golfer while playing the sport. |
| | Scope | The unit/ task covers the following: <ul style="list-style-type: none"> • Carrying golf bag with equipment • Understanding the game • Maintaining the golf course |
| | Performance Criteria (PC) | |
| Element | Performance Criteria | |
| Carrying golf bag with equipment and handing clubs | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Carry the golf bags of golfers or push/ pull cart that holds golf bags; drive golf cart PC2. Hand clubs to golfers as requested PC3. Put clubs back into the bag after golfers have hit their shots after cleaning it PC4. Arrange the clubs in the golf bag PC5. Know the requirement of different clubs for various categories i.e. men, women, junior and senior | |
| Maintaining the equipment | <ul style="list-style-type: none"> PC6. Clean the golf clubs and golf balls of the golfers PC7. Use mechanical club and ball washers PC8. Use of towel to wipe clubs after each shot PC9. Ensure golf ball is cleaned and handed over to the player before putting | |
| Maintaining the golf course | <ul style="list-style-type: none"> PC10. Raking bunkers after golfers hit their shots from the bunker PC11. Replace divots and repair ball marks PC12. Retrieve the chunks of grass/ sod and place them in the spot from where it was uprooted after the shot PC13. Pick and dispose off any garbage/ rubbish on the golf course PC14. Carry a sand bag to fill the divots | |
| Assisting golfer during the game | <ul style="list-style-type: none"> PC15. Locate the ball on the course and hold the pin or flagstick when requested by the player PC16. Stand near the pin, hold it in one hand, and remove it after the golfer has hit the shot – in case when the golfer cannot see the hole from the position of the ball PC17. Remove the pin before any putts are hit if the balls are near the hole | |

SPF/

Undertake set of activities during the game

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|---|---|
| | <p>PC18. Replace the pin once golfers have hit their ball into the hole</p> <p>PC19. Maintain a polite demeanor at all times</p> <p>PC20. Pay attention to every shot your golfer makes</p> <p>PC21. Stay out of line of putt</p> |
| Measuring yardages | <p>PC22. Inform golfer on the yardage to the green for the approach shot</p> <p>PC23. Use of range finder/ GPS devices wherever permitted</p> <p>PC24. Know the distance markers located on the fairway</p> <p>PC25. Use appropriate calculation and communicate to the golfer on the distance from the green</p> |
| Knowledge and Understanding (K) | |
| A. Organisation Context (Knowledge of the company / organization and its processes) | <p>The user/individual on the job needs to know and understand:</p> <p>KA1. Basic knowledge of Golf rules</p> <p>KA2. Maintenance of the golf bag, ball and clubs</p> |
| B. Technical Knowledge | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of all the types of clubs</p> <p>KB2. Know how to use range finder/ GPS devices to help locate exact yardage</p> <p>KB3. How to clean the club/s after every shot</p> <p>KB4. Use of different equipment clubs</p> <p>KB5. Knowledge of the topography of the golf course</p> <p>KB6. How to read the line of putt</p> <p>KB7. Know how to read the pin chart of the green</p> <p>KB8. Provide the golfer with an accurate estimate yardage to the flag stick</p> <p>KB9. Repair divots</p> |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Reading and Writing Skills |
| | SA1 Ability to read the golfer's score for the hole / the round (handicap) |
| | Oral Communication (Listening and Speaking skills) |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2 Respond to the questions/queries of the golfer</p> <p>SA3 Communicate in a clear and polite manner with golfer</p> <p>SA4 Spot the ball and read yardage to the green</p> <p>SA5 Hand over the appropriate club when asked</p> |

SPF/

Undertake set of activities during the game

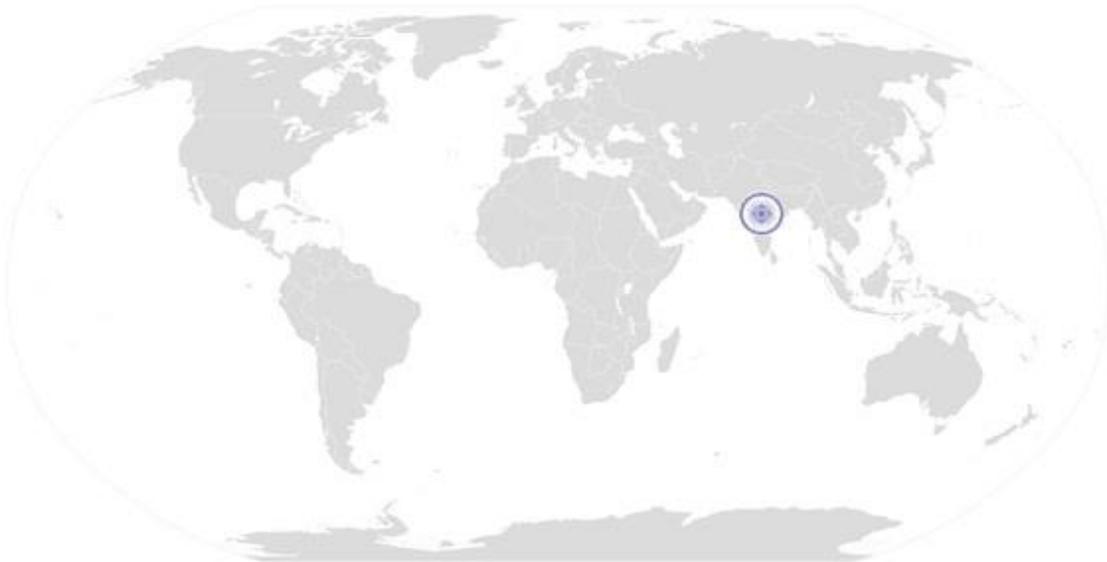
| | |
|-------------------------------|--|
| B. Professional Skills | Decision Making |
| | NA |
| | Plan and organize |
| | The user/individual on the job needs to know and understand how to: SB1. Maintain a record of number of shots played by the golfer SB2. Work effectively as a team with other caddies SB3. Keep the golf club clean before the golfer asks for the club SB4. Hand over the tee at the teeing ground SB5. Have all extra equipment ready (towels, sand, extra pencil etc) |
| | Customer Centricity |
| | The user/individual on the job needs to know and understand how to: SB6. Build rapport with the other caddies SB7. Ensure golfer is assisted with a cart SB8. Follow and maintain golf etiquettes |
| | Problem Solving |
| | |
| | Analytical Thinking |
| | SB9. Measure yardages accurately |

NOS Version Control

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|----------------------------|---------------|-------------------------|-------------------|
| NOS Code | SPF/ | | |
| Credits(NSQF) | TBD | Version number | 1.0 |
| Industry | Sports | Drafted on | 21/02/2016 |
| Industry Sub-sector | Golf | Last reviewed on | 22/02/2016 |
| Occupation | Caddy | Next review date | 21/02/2018 |



National Occupational Standard



Overview

This unit is about assisting the player with tactics and strategies in golf.

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| Unit Code | SPEFL |
| Unit Title (Task) | Assist player with tactics and strategies in golf |
| Description | This Unit is about assisting the player with tactics and strategies used in playing golf. |
| Scope | <p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> • Reading the game tactics and support the golfer psychologically • Assisting with club selection • Implement tactics and strategies • Participate in post-round analysis and follow-up |
| Performance Criteria (PC) | |
| Element | Performance Criteria |
| Reading the game tactics and support the golfer psychologically | <p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Provide the player with the information required to play the shot PC2. Provide golf course environmental information PC3. Provide information on the parameters of the shot - the distance, wind, direction, or line of a putt PC4. Provide yardage information PC5. Ensure that the player is at an optimal mental state at the time of playing a shot PC6. Maintain and optimize the player’s mental state over the course of the entire round PC7. Assist the player to be confident enough in the decision to fully commit to its execution</p> |
| Assisting with club selection | <p>PC8. Understand the pace of the game PC9. Understand the player’s game PC10. Identify and assess player’s need and characteristics PC11. Provide useful information in regards to club selection pertaining the approach shot PC12. Understand the difference between male clubs, female clubs and senior citizen clubs</p> |
| Implement tactics and strategies | <p>PC13. Apply tactics and strategies to counter weaknesses and take advantage of strengths PC14. Adopt psychological approaches identified in pre-round preparation PC15. Implement identified tactical plans in a safe manner, according to golf rules, regulations and policies, relevant organisational policies and procedures PC16. Monitor and refine plans, tactics and strategies according to the stage and situation of the round PC17. Maintain effective communication with player to enhance performance</p> |

SPEFL/

Assist player with tactics and strategies in golf

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| | PC18. Report breaches of rules to appropriate personnel |
| Participate in post-round analysis and follow-up | PC19. Review tactics and strategies implemented throughout round, and identify strengths and areas requiring improvement PC20. Analyze player's strengths and weaknesses in relation to tactics and strategies for future rounds PC21. Analyze statistics to assist with modifying tactics and strategies to improve performance |
| Knowledge and Understanding (K) | |
| Organizational Context (Knowledge of the company / organization and its processes) | The user/individual on the job needs to know and understand: KA1. Organisational policies and procedures to enable safe participation during golf drills, activities, rounds and competitions KA2. Rules, regulations and policies of relevant golfing bodies KA3. Best practice codes and etiquette in order to participate appropriately and obtain an official golf handicap as registered with the Golf Association KA4. Terminology associated with golf rules and regulations to enable effective communication KA5. Site-specific information to assist in the planning process and enable management of potential risks, and any special restrictions applying to the location |
| Technical Knowledge | The user/individual on the job needs to know and understand: KB1 Knowledge of the advice to be given (rule 8-1) KB2 Equipment and technological aids used in golf drills, activities, games and competitions to enhance the development of tactics and strategies KB3 Psychological methods and techniques that are best to use to enhance performance of the player KB4 Knowledge on surface irregularities (rule 13-1, rule 13-2) KB5 Knowledge of tactics and strategies and how to implement these during a game |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Reading and Writing Skills |
| | SA1 Ability to read and write the score |
| | Oral Communication (Listening and Speaking skills) |
| | The user/individual on the job needs to know and understand how to: SA2 Give the player confirmation, always backing him/ her up, trying to make him/her feel confident with his/her decisions SA3 Responding to questions/queries of the golfer |

SPEFL/

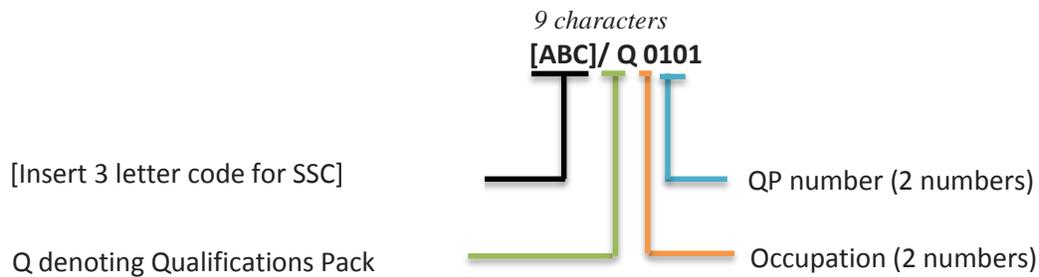
Assist player with tactics and strategies in golf

| | |
|---|---|
| | <p>SA4 Communicating in a clear and polite manner with golfer when receiving enquiries</p> <p>SA5 Handing over the correct club when asked</p> <p>SA6 Ensuring to trace the golfer's ball at all times (on the fairway/green/bunker etc)</p> <p>SA7 Communicate instructions and relevant information in a manner appropriate to the golfers</p> <p>SA8 Inform players of known and anticipated risks , safety procedures and rules and regulations of golf</p> |
| <p>B. Professional Skills</p> | <p>Decision Making</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA9 Giving correct advice on club selection</p> <p>SA10 Knowledge of the putting line</p> <p>SA11 Knowledge of the approach shot</p> <p>SA12 Advise procedures for dealing with emergency and non-routine situations</p> |
| | <p>Plan and organize</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA13 Maintain a record of number of shots played by the golfer</p> <p>SA14 Having all extra equipment ready (towels, sand, extra pencil etc)</p> <p>SA15 Arranging the golf clubs in the bag</p> |
| | <p>Customer Centricity</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA16 Build rapport and confidence with the golfer</p> <p>SA17 Ensure golfer is physically fit to walk the course; otherwise take a cart</p> |
| | <p>Problem Solving</p> |
| | <p>The user/individual on the job needs to know and understand how to:</p> <p>SA18 Access, interpret and apply information about the rules and etiquette of golf</p> <p>SA19 Use information about rules and regulations to make decisions about own game</p> <p>SA20 Identify and apply local rules, used in rounds, competitions and tournaments</p> |
| <p>Analytical Thinking</p> | |
| <p>The user/individual on the job needs to know and understand how to:</p> <p>SA21 Understand and analyze player's mental state and support accordingly</p> <p>SA22 Apply range of tactics and strategies</p> <p>SA23 Explain and break down tactics and strategies for the player</p> <p>SA24 Recognise and adjust tactics and strategies in conjunction with the player</p> | |

Annexure

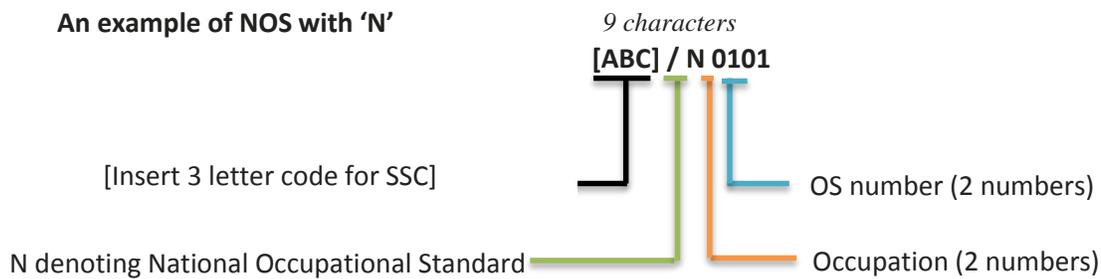
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

| Sub-sector | Range of Occupation numbers |
|------------------------------------|-----------------------------|
| Sports Science and Technology | 01 |
| Sports Medicine | 02 |
| Sports Broadcasting/Communications | 03 |
| Sports Grassroots | 04 |
| Sports Facilities | 05 |
| Sports Management | 06 |
| Sports Development | 07 |
| Sports Event Management | 08 |
| Sports Coaching | 09 |
| Sports Manufacturing | 10 |
| Sports Fitness & Leisure | 11 |

| Sequence | Description | Example |
|------------------|-------------------|---------|
| Three letters | Industry name | SPF |
| Slash | / | / |
| Next letter | Whether QP or NOS | N |
| Next two numbers | Occupation code | 01 |
| Next two numbers | OS number | 01 |

PERFORMANCE CRITERIA

Job Role: Caddy

Qualification Pack: SPF/Q1106

Sector Skill Council: Sports, Physical Education, Fitness and Leisure Sector Skill Council

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training centre.
4. To pass the Qualification Pack , every trainee should score a minimum of 40% in every NOS overall 50% pass percentage.
5. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

| Assessment Strategy Marks Allocation | | |
|--------------------------------------|---|------------|
| NOS CODE | NOS TITLE | WEIGHTAGE |
| SPF/N | Prepare for the game | 40 |
| SPF/N | Undertake set of activities during the game | 40 |
| SPF/N | Assist player with tactics and strategies of golf | 20 |
| | | 100 |

| NOS CODE | Prepare for the game | Theory | Practical |
|---|--|-----------|-----------|
| Introduction to golf - equipment, course and game | PC1. Develop understanding of the golf course | 3 | 3 |
| | PC2. Develop understanding and use of all equipment used in the sport | 3 | 3 |
| | PC3. Develop understanding of various tasks involved during the game | 3 | 3 |
| | PC4. Develop understanding of a Caddy's role in the game | 3 | 3 |
| | PC5. Introduction to the language and terms used in golf | 4 | 3 |
| | | 16 | 15 |
| Develop knowledge of the rules of golf | PC6. Access and interpret the key rules and etiquette requirements of golf | 2 | 2 |
| | PC7. Use a range of resources to help develop knowledge of rules | 3 | 0 |
| | PC8. Know the different scores–pars, birdies, eagle and boogie | 2 | 2 |

| | | | |
|--|---|-----------|------------|
| | PC9. Develop understanding when golfers should hit with different clubs | 2 | 2 |
| | PC10. Know where the golfer's ball is at all times | 0 | 2 |
| | PC11. Keep distance from the line of the putt | 0 | 2 |
| | PC12. Attend the flagstick on the request of the golfer | 0 | 2 |
| | PC13. Learn the yardages of the course | 2 | 2 |
| | PC14. Develop understanding the golfer's need | 2 | 2 |
| | | 13 | 16 |
| Interpret and apply rules and etiquettes of golf | PC15. Confirm the interpretation of rules and etiquette is consistent with the documented rules of golf | 3 | 3 |
| | PC16. Follow appropriate dress code | 2 | 2 |
| | PC17. Prepare for a round, competition or tournament according to the rules and regulations of golf | 2 | 2 |
| | PC18. Check and confirm own score with marker according to the rules and regulations of golf | 2 | 2 |
| | PC19. Refer decisions to officials in round, competition or tournament play as appropriate | 2 | 2 |
| | PC20. Communicate breaches of rules to appropriate personnel | 2 | 2 |
| | PC21. Mark partner scorecard according to the rules and regulations of golf | 2 | 2 |
| | | 15 | 15 |
| Observe a golf round, competition or tournament | PC22. Observe players and club officials, with minimal disruption to the game, to confirm that the game is conducted according to the rules and etiquette of golf | 2 | 3 |
| | PC23. Seek clarification of application of golf rules and etiquette as required | 2 | 3 |
| | | 4 | 6 |
| | TOTAL | 48 | 52 |
| | | | 100 |

| NOS CODE | Undertake set of activities during the game | Theory | Practical |
|--|---|----------|-----------|
| Carrying golf bag with equipment and handing clubs | PC1. Carry the golf bags of golfers or push/ pull cart that holds golf bags | 0 | 3 |
| | PC2. Hand clubs to golfers as requested | 4 | 3 |
| | PC3. Put clubs back into the bag after golfers have hit their shots | 0 | 3 |
| | PC4. Arrange the clubs in the golf bag | 0 | 3 |
| | PC5. Know weights of different clubs in different categories i.e. male, female and senior citizen | 2 | 2 |
| | | 6 | 14 |
| Maintaining the equipment | PC6. Clean the golf clubs and golf balls of the golfers | 3 | 3 |
| | PC7. Maintain mechanical club and ball washers | 2 | 2 |

| | | | |
|----------------------------------|---|-----------|------------|
| | PC8. Use of towel to wipe clubs after each shot | 0 | 2 |
| | PC9. Ensure cleaning golf balls on the green and at the beginning of each hole | 0 | 3 |
| | | 5 | 10 |
| Maintaining the golf course | PC10. Raking bunkers and sand traps after golfers hit their balls into bunkers or sand traps | 3 | 3 |
| | PC11. Replacing divots and ball marks | 2 | 3 |
| | PC12. Retrieve the chunks of grass and place them in the spot from where they came. | 1 | 2 |
| | PC13. Picking and disposing off any garbage on the golf course | 1 | 2 |
| | PC14. Carrying a sand bag to fill the divots | 0 | 2 |
| | | 7 | 12 |
| Assisting golfer during the game | PC15. Locate driven balls and hold marker out of cup while players putt | 2 | 2 |
| | PC16. Tending or removing the pin once golfers have hit their ball onto the green | 2 | 2 |
| | PC17. Stand near the pin, hold it in one hand, and remove it after the golfer has hit the shot – in case when the golfer cannot see the hole from where the balls are | 2 | 2 |
| | PC18. Remove the pin before any putts are hit if the balls are near the hole | 2 | 2 |
| | PC19. Replace the pin once golfers have hit their ball into the hole | 1 | 2 |
| | PC20. Maintain a polite demeanor at all times | 1 | 4 |
| | PC21. Pay attention to every shot your golfer makes | 1 | 2 |
| | PC22. Stay out of a putter's line | 1 | 2 |
| | | 12 | 18 |
| Measuring yardages | PC23. Inform golfer on how far it is from the ball to the green | 0 | 3 |
| | PC24. Use of automatic range finder/ GPS devices if applicable | 2 | 2 |
| | PC25. Ability to find the nearest distance marker located in the fairway | 2 | 3 |
| | PC26. Use appropriate calculation and communicate to the golfer on the distance from the green | 3 | 1 |
| | | 7 | 9 |
| | TOTAL | 37 | 63 |
| | | | 100 |

| NOS CODE | Assist player with tactics and strategies in golf | Theory | Practical |
|---|--|--------|-----------|
| Reading the game tactics and support the golfer | PC1. Provide the player with the information required to play the shot | 2 | 3 |
| | PC2. Provide golf course environmental information | 3 | 1 |

| | | | |
|--|--|-----------|------------|
| psychologically | PC3. Provide information on the parameters of the shot - the distance, wind, direction, or line of a putt | 4 | 2 |
| | PC4. Provide yardage information | 3 | 1 |
| | PC5. Ensure that the player is at an optimal mental state at the time of playing a shot | 1 | 2 |
| | PC6. Maintain and optimize the player's mental state over the course of the entire round | 1 | 2 |
| | PC7. Assist the player to be confident enough in the decision to fully commit to its execution | 1 | 2 |
| | | 15 | 13 |
| Assisting with club selection | PC8. Understand the pace of the game | 2 | 2 |
| | PC9. Understand the player's game | 2 | 2 |
| | PC10. Identify and assess player's need and characteristics | 2 | 3 |
| | PC11. Provide useful information in regards to club selection pertaining the approach shot | 2 | 5 |
| | PC12. Understand the difference between male clubs, female clubs and senior citizen clubs | 3 | 1 |
| | | 11 | 13 |
| Implement tactics and strategies | PC13. Apply tactics and strategies to counter weaknesses and take advantage of strengths | 3 | 5 |
| | PC14. Adopt psychological approaches identified in pre-round preparation | 3 | 3 |
| | PC15. Implement identified tactical plans in a safe manner, according to golf rules, regulations and policies, relevant organisational policies and procedures | 2 | 3 |
| | PC16. Monitor and refine plans, tactics and strategies according to the stage and situation of the round | 2 | 5 |
| | PC17. Maintain effective communication with player to enhance performance | 1 | 3 |
| | PC18. Report breaches of rules to appropriate personnel | 1 | 2 |
| | | 12 | 21 |
| Participate in post-round analysis and follow-up | PC19. Review tactics and strategies implemented throughout round, and identify strengths and areas requiring improvement | 3 | 3 |
| | PC20. Analyze player's strengths and weaknesses in relation to tactics and strategies for future rounds | 2 | 3 |
| | PC21. Analyze statistics to assist with modifying tactics and strategies to improve performance | 3 | 1 |
| | | 8 | 7 |
| | TOTAL | 46 | 54 |
| | | | 100 |

APPENDIX II THE USGA RULES OF GOLF AS THEY PERTAIN TO CADDIES

Under USGA’s Rules of Golf, a caddie is defined as one who carries or handles a player’s clubs during play and otherwise assists the player in accordance with the Rules of Golf.

When one caddie is employed by more than one player, the caddie is always deemed to be the caddie of the player whose ball is involved.

A forecaddie is one who is employed by the Committee to indicate to players the position of balls during play. A forecaddie is an outside agency (anything that is not part of the match or competitors side).

| Rule | Rule Number | Description |
|-------------------------------------|------------------|---|
| Advice to a Player or His Partner | Rule 8-1 | A player must not ask for or accept advice on how to play a shot or what club to use except from his or her caddie, partner or partner’s caddie. It is permitted to give any player yardage from a specific point. |
| Touching Surface Irregularities | Rules 13-1, 13-2 | Your player must play the ball as it lies. Do not press down or move anything to make the shot easier. |
| Bending or Removing Growing Objects | Rule 13-2 | Except in making a stance or taking a swing, your player is not allowed to improve the lie, area of intended swing or line of play by bending, moving or breaking anything fixed or growing. This means a caddie must never break off even so much as a blade of grass from around the ball. Moreover, you cannot hold back a tree branch to assist your player in making a stroke, as that would be “bending something growing.” |
| Position of Caddie or Partner | Rule 16-1f | While making a stroke on the putting green, the player shall not allow his caddie, his partner or his partner’s caddie to position himself on or close to an |

| | | |
|--------------------------------------|-----------|--|
| | | extension of the line of putt behind the ball. |
| Touching the Golf Ball | Rule 18-2 | A caddie must not touch a player's ball from the time it leaves the tee until it is holed out, unless the player instructs the caddie to do so. Then, if a rule is broken, it is not the caddie's fault |
| Ball in Motion, Deflected or Stopped | Rule 19-2 | If a player's ball is accidentally deflected or stopped by the player, partner, or either of their caddies, or equipment, a penalty shall be incurred. |
| Dropping the Golf Ball | Rule 20-2 | Under a number of rules, the player is permitted or required to lift the golf ball and drop it. The caddie may pick up the ball, but must then hand it to the player to do the dropping. Only the player may drop the golf ball. |
| Loose Impediments | Rule 23 | Except in hazards, loose impediments (natural objects such as: fallen leaves, branches, stones that are not embedded and so on) can be removed. However, your player should do the removing because there is a penalty if the ball moves after a loose impediment has been touched by either of you. |
| Removing Obstructions | Rule 24-1 | You are permitted by the Rules of Golf to lift movable obstructions out of the way. It is better to wait until your player instructs you to do so. |