It's time to begin planning your trip to Expo 2014. The New Jersey Green Expo Turf & Landscape Conference will be held at the Trump Taj Mahal in Atlantic City, NJ during December 9-11, 2014 (please visit www.njturfgrass.org for updates on Trump Taj Mahal status and Expo 2014 location). How can you convince your employer to send you?

Continuing education and industry connections are crucial to your success and the success of your sports fields. Here are some suggestions to help your employer understand how your attendance at Expo 2014 can add value to the overall operation of your facility.

Educate yourself on the Conference and Exhibition

Provide your employer an overview of the size and scope of Expo 2014 and a copy of the education agenda. This edition of SFMANJ Update provides the Sports Field Managers Program for Expo 2014.

Pinpoint specific sessions you plan to attend, and tie their relevance to your sports facility. In what has become an annual tradition, as part of the Sports Field Managers Program in 2014, the entire Tuesday, December 9 afternoon session is focused on School IPM. It is anticipated that tough-to-acquire New Jersey DEP Category 13 credits will be awarded for attendance at this session.

Highlight the trade show and cite suppliers and equipment manufacturers you plan to meet. Discuss the networking opportunities you will have with peers who share challenges similar to the ones you have.

Explain how innovations in products, new research, and cutting edge management techniques continually change, and why it is important to stay abreast of those changes.

Reinforce how the success of your sports fields ultimately depends upon the continued professional development of you and your staff.

Know the Cost

Make a case for efficient and effective use of your facility’s training dollars. By attending Expo 2014, you will be exposed to the most relevant education and technology in one place, making it the most effective use of training dollars.

Research travel times and hotel costs. While Atlantic City is feasible day trip from almost anywhere in New Jersey, the New Jersey Turfgrass Association does its part to negotiate reasonable room rates at the Trump Taj Mahal to make staying a night reasonable. Expo 2014 will feature online registration at www.njturfgrass.org.

Have an Action Plan

Develop a plan for how operations will continue in your absence. Make sure you are accessible by phone (please turn off or set on vibrate during sessions!!!!) to address any concerns that might arise in your absence.

Consider preparing and presenting a report on the information you learned and how you plan to put it into practice at your facility. Demonstrate how you will share the technical information learned with your staff for their continuing educational development.

See you in Atlantic City!

Brad Park is Sports Turf Res. and Ed. Coor., Rutgers Univ., SFMANJ Board Member, and Editor, SFMANJ Update
Thank you
To our valued customers!
Currently we have 260 new & renewed members. Sports Field Managers Association of New Jersey mailed invoices for 2014 membership dues to all current members. If you did not receive an invoice, please contact us at 856.514.3179 or download the membership form available at www.sfmanj.org. Mail membership dues direct to SFMANJ, PO Box 205, Pennsville, NJ 08070.

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Readington Twp.

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Middlesex County Technical High School
Power Place Inc.

Middlesex County Parks Dept.
Executive Turf Products
Seeton Turf Warehouse, LLC

Old Bridge Township
Old Bridge Township
Trenton Thunder
Pine Hills BOE

Middlesex County Parks Dept.
Old Bridge Township
Saturated Solutions
Bioworks

Montco Products
Borough of Florham Park
Salesianum School

Piscataway BOE
Kingsway Regional School

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This newsletter is the official quarterly publication of the Sports Field Managers Association of New Jersey.

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SFMANJ does not necessarily support the opinions of those reflected in the following articles.
A Message from The President . . .

Another summer has come and gone

by Matt Olivi

Another summer has come and gone and our Fall Events are rapidly approaching. In late July, Sports Field Managers Association of New Jersey (SFMANJ) once again sponsored the annual summer trade as part of the Rutgers Turfgrass Research Field Day in New Brunswick, NJ. This year’s trade show may have been one of the biggest so far. Over twenty vendors participated in the event. Attendees had an opportunity to meet with suppliers and industry service professionals from all over the region. The Trade Show was combined with timely turfgrass research presentations made by Rutgers faculty and staff and another day of nice weather. This proved to be a great recipe for success as attendees were provided a great day of turfgrass education and opportunities for professional networking.

We hope to duplicate the success of the Summer Event as we close out this year. SFMANJ members can look forward to the usual Fall Field Day event that will be held the first week of November. This year’s event will take place on Thursday, November 6, 2014 at Raritan Bay Waterfront Park in South Amboy, NJ. Attendees will have an opportunity to see the 2013 SFMANJ Field of the Year and speak with Field Manager Larry Mayerowitz. As always, we will have a plenty of quality sports field maintenance education and equipment demonstrations. Some of the highlights of this year’s Fall event will be strategies for Utilizing Turf Blankets, In-Season Overseeding, Winterizing Irrigation Systems and Softball Field Maintenance. Commercial members should contact the SFMANJ office for information on trade show booth and equipment demonstration opportunities.

Shortly after the Fall Event, we will all be meeting again at the annual New Jersey Green Expo being held December 9 – 11, 2014 in Atlantic City. This is always the big event of the year where Sports Field Managers can congregate with peers in the Green Industry for opportunities to network and gather necessary pesticide license recertification credits. Be sure to visit the SFMANJ website, the website of our partner, New Jersey Turfgrass Association, or this issue of SFMANJ Update for the Sports Field Education program details. The NJ Green Expo is also where SFMANJ holds its annual member meeting. All SFMANJ members are encouraged to attend. It’s a great opportunity to take part in outlining our organizations plan for the upcoming year. The Board of Directors always uses the feedback we receive from attendees at this meeting to tailor our educational programs for the next year’s events and in efforts to efficiently channel association resources where they are most needed. I look forward to seeing all of you at these two great events.

Matt Olivi is Sports Turf Manager, Piscataway Board of Education, Piscataway, NJ; and SFMANJ President

Dr. Henry W. Indyk
Graduate Fellowship in Turfgrass Science

As many of you know, the turfgrass industry lost a dear friend and colleague in September 2005. We will all miss Henry very much and would like to insure that his legacy lives on. The Indyk family would like to establish a memorial fellowship to support graduate students interested in applied turfgrass science. This fellowship is being created to help assure that tomorrow’s graduate students have the financial resources to get an advanced degree in turfgrass science at Rutgers University. To fund a full graduate assistantship each year in Henry’s name, we will need to raise a total of $400,000. Your generous support at this time will bring us closer to reaching this goal.

To make a tax-deductible contribution today, please send a check payable to the Rutgers University Foundation, 7 College Avenue, New Brunswick, NJ 08901. Be sure to indicate “Indyk Fellowship, Turfgrass” in the memo portion of your check. If you desire, you may provide a donation in the form of a pledge payable over several years.

For information on other ways to support this fellowship, please contact Dr. Bruce B. Clarke, Director – Rutgers Center for Turfgrass Science (848) 932-6295, ext. 331; or clarke@aesop.rutgers.edu or John Pearson, Director of Leadership Gifts at the Foundation, by calling (732) 932-7899 or email: pearson@winants.rutgers.edu

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AND IT’S FREE!
Dealing with FIELD WEAR

By Don Savard, CSFM, CGM

Field wear is a normal occurrence in our business and it is probably happening on your field while you are reading this. Whether it is a practice field or a game field, wear patterns develop as feet and turf collide. It is not your fault, and it doesn’t usually go away. Don’t get mad or get even, instead, just get more effective.

When I know what kind of damage I am experiencing, I can take appropriate remedial steps. Damage from field use in the form of soil compaction, leaf abrasion, or divoting are most common. Soil compaction occurs when soil particles become mashed together tightly by feet or wheels, (often when the soil is wet) resulting in restricted air and water movement through the rootzone. Mechanical aeration in its many forms helps to relieve compaction. Leaf abrasion occurs when the green plant tissues become ruptured causing the tissues to turn brown and die. Maintaining good soil fertility promotes new shoot growth to replace the damaged parts. Divoting occurs when turf plants are ripped out by the roots, often from cleats. Divoting can be minimized by maintaining a dense stand of turf with a dense, deep root system, but despite your best efforts, some damage is likely to occur. When that happens, replace the divots as soon as possible and fill in the chunked out holes with soil mix and seed to help repair the damage.

The common theme points to good cultural practices. A quality turf management program begins with good cultural practices. Our job is to reduce turf stress by creating the best possible conditions for turf health. So, even if all you can do is nothing but grass cutting, at least mow correctly, that is, mow at the right mowing height (for your specific site), removing no more than 1/3 of the growth at one time, and mowing with a sharp mower blade.

As mentioned previously, mechanical aeration, in its many forms is an excellent defense against field wear. The benefits include: reduction in soil bulk density, faster water infiltration into the rootzone, venting the rootzone so that oxygen can reach the roots and soil gases can escape, aiding in thatch control and opening the surface for improved seed to soil contact when overseeding the field. According to the UConn Turfgrass Best Management Practices for Pesticide-Free Cool-Season Athletic Fields Bulletin B-0200 – October 2013 (Henderson, J.; Wallace, V.; Campbell, J.):

“Aggressive overseeding is one of the most important cultural practices required to maintain acceptable turfgrass quality and playing conditions on a high traffic/pesticide-free athletic field.”

Continued on page 13
NEW JERSEY GREEN EXPO
TRUMP TAJ MAHAL, ATLANTIC CITY, NJ • DECEMBER 9-11, 2014

Please visit www.njturfgrass.org for updates on Trump Taj Mahal status and potential Expo 2014 location change

TUESDAY, DECEMBER 9, 2014

CORE SESSION
9:00 - 10:00 am  NJ DEP Update of Pesticide Rules and Regulations
Stephen Bross, NJ Dept of Environmental Protection

10:00 - 10:30 am  NJLCA Presentation

10:30 - 11:30 am  Core Jeopardy
Joe Clark, Rutgers University

11:30 am - 12:50 pm  AWARDS LUNCH
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SPORTS FIELD MANAGER SESSION
Afternoon session
1:00 - 1:30 pm  Pesticide risk: A school perspective
Dr. Roy Meyer

1:30 - 2:15 pm  Overseeding and other strategies to reduce weed pressure on school sports fields
Dr. Eric Lyons, University of Guelph

2:15 - 2:45 pm  Cultural strategies to reduce turfgrass diseases on school sports fields & grounds
Bruce Clarke, Rutgers University

2:45 - 3:00 pm  SFMANJ Field of the Year Presentation

3:00 - 3:30 pm  Weed management on school sports fields & grounds using fewer pesticides
Dr. James Brosnan, University of Tennessee

3:30 - 4:00 pm  Implementing IPM: Documenting pest pressures at a New Jersey school
Rich Watson, Deptford Township Public Schools

4:00 - 8:00 pm  TRADE SHOW

WEDNESDAY, DECEMBER 10, 2014

SPORTS FIELD MANAGERS SESSION
7:30 - 8:30 am  Early bird sports field managers
Networking roundtable

8:30 – 9:00 am  Annual Business Meeting

9:00 – 9:30 am  The year in review
Brad Park, Rutgers University

9:30 – 10:30 am  Research on baseball and softball skin surfaces
Dr. James Brosnan, University of Tennessee

10:30 - 11:00 am  The good, bad & ugly of synthetic turf maintenance
Jim Cornelius, CSFM, FSC Pro Services

11:00-11:30 am  Sports field management at Northern Burlington School District

11:30 am - 2:30 pm  TRADE SHOW

SPORTS FIELD MANAGERS & LAWN & LANDSCAPE SESSION
2:30 - 3:30 pm  Managing sports fields, lawns, and grounds using alternative pesticides in Canada
Dr. Eric Lyons, Univ. Guelph

3:30 - 4:30 pm  Compliant fertilizer programming for sports fields, lawns, and grounds in New Jersey
Dr. Jim Murphy, Rutgers University

4:30 - 5:00 pm  Performance of cool-season turfgrass blends and mixtures under low-input management
Brad Park, Rutgers University.

THURSDAY, DECEMBER 11, 2014

CORE SESSION
1:00 - 3:00 pm

OPTIONAL ProFACT SESSION
1:00 - 2:30 pm  ProFACT - Training for Professional Fertilizer Applicators
(Training qualifies professionals to take the certification exam and Certified Fertilizer Applicators will receive 3 credits of continuing education for this training)
Dr. Jim Murphy, Rutgers University

2:30 - 4:00 pm  ProFACT Exam for Certified Fertilizer Applicators
($75 Exam fee required)
Dr. Jim Murphy, Rutgers University

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Sports Field Managers Association of New Jersey
A Contractor’s Perspective on Aerification

by Sean Connell

Aerification is a critical piece of the turf management puzzle. It is the one mechanical practice that is the staple in most turf programs. It alleviates compaction, removes thatch, and delivers air, nutrients and water to the roots very efficiently. Of course with anything in the turf business, the term ‘aerification’ can encompass a wide spectrum. It can mean using shoes with spikes on the bottom or a deep tine aerifier that could cost $40,000. The choices are endless and options are maybe even greater. There are two basic forms of aerification: solid tines and coring tines.

Solid tines are used mostly for deep tine applications with tine sizes ranging from 6.0 to 14.0-inches long and can be over 1.0-inch diameter. Deep tine aerification penetrates the thatch, topsoil and potentially subsoil all in one motion. This is very effective and is considered one of the most economical forms of aerification because it does so much and penetrates so deep in one pass. The surface damage is minimal as well. There is usually only a tab of thatch and a hole visible from the operation of the machine. Considering how many options there are in equipment, I recommend using weight of the attachment as a determining factor for choosing equipment. Heavy usually means well built. Regular wear of an aerifier is incredibly harsh. Effective life spans of equipment that perform aerification are usually short even when scheduled maintenance is performed. Make equipment decisions wisely.

Core aerification removes a core of thatch and soil ejecting the plug every time it strikes the ground. The main reason to use coring tines is to remove and reduce thatch build up from the organic layer. The cores sizes can range from 0.25 to 1.25-inch. The larger the tines, the more economical. Larger tines remove the most thatch and alleviate the most compaction. After aerifying, the cores can be unsightly and affect play of the particular sport. So planning the clean-up in advance is always a consideration. Core aerification followed by plug removal is also excellent way to make room for topdressing material. Sand and/or organic materials are very popular choices (together or separately) that can be topdressed to fill-in coring holes. This is excellent way to modify soil by adding organics for a better cation exchange capacity or sand for better drainage. Either way, if your goal is to amend the soil, a physical soil test on your native soil and the material you intend to use will help you in deciding on materials needs. For example, concrete sand is called concrete sand for a reason: it compacts very tightly.

Aerification can be stressful to turf so some preliminary work is in order. Providing up to an inch of irrigation helps the aerification equipment penetrate the soil. Watering after aerification is just as important since the turf can dry-out very quickly following aerification. Daily inspection of turf and monitoring of wilt is critical the first week. Fertilizing before or after aerifying is a great idea as well since the turf is under stress nutrients will help the turf to heal and grow. Soil samples are always recommended for the most accurate and responsible results. Aerification increased the exchange of oxygen and carbon dioxide; the turf will grow deeper.

Continued on page 18
Perhaps you will never be faced with responding to a crisis. But, if you ever have an athlete get injured during play, an employee who gets hurt on the job, a disgruntled employee, a weather related disaster, or an environmental incident, you just might find yourself in the spotlight and under scrutiny.

As a manager of people, you may have to deal with an employee’s death or illness, a sudden change in top management, or employee issues of sexual harassment. Each one of these can constitute a crisis. You must be prepared for that decisive moment when your response can lead the crisis to better or to worse. An initial negative perception is nearly impossible to reverse.

**Crisis Communication Response Tips**

- Respond within 24 hours.
- Don’t point fingers.
- Always be available to the media.
- Be visible and on-site.
- Tell the absolute truth.
- Never say “no comment.”

You are judged within the first 30 seconds of speaking if you and the information you are providing is trusted. Appearing empathetic and caring are the most importance characteristics you can exhibit to show “trustworthiness”. Your audience will also assess your competence, your honesty and your commitment. Your goal as a communicator is to demonstrate these attributes.

It is important to recognize that the media is usually more interested in covering opposing viewpoints and that bad news and conflict are more newsworthy. Most reporters are working under a tight deadline, have limited scientific and technical knowledge and can be a bit cynical. When preparing to talk with the media, address the principal underlying concern of the audience/questioner/listener keeping your responses short and concise.

In many crisis situations it is important to bring in a third party and to tell the media who you have contacted.

**Crisis Communication Interviews**

- Take control early by educating the reporter and correcting misunderstandings.
- Clarify the questions.
- Prepare two to three main messages.
- Give facts: who, what, when, where, but don’t give how and why.
- Express your concern. Safety is always the top priority.
- Avoid jargon and do not use humor.
- Frame your answers in the positive.

Continued on page 17

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Please contact your local branch to learn more about these opportunities. We are eager to help you with as many of your business challenges as possible!
Spring time in New Jersey is time for baseball - I am writing this article in Late April 2014. I laser graded 56 or 58 infields in 2013. I expect to do as many this year considering the calls I have had and maybe even more. Nice problem to have considering the last few years of business and I appreciate it. Of course, the one component I cannot control is the weather. Spring time often brings rain (this year it was snow). The demand for renovated infields is growing. Players and coaches want and expect better playing conditions. The weather cooperates less and less every year. It seems like we run from one job to the next between weather cycles.

Infield mix is made up of sand, silt and clay that can be blended to any specification. Producers of infield mix are very tuned-in to the end user right now and are producing the best infield mixes that I have seen. Close attention to the sand, silt and clay ratios seem to get the most attention and are the most marketed. Considering how many infields I have graded over the last 15 years, I'm pretty sure I have used all of the infield mixes in at least a five state radius. I wish I could proclaim one infield mix is the best, but it seems they all need some type of amendment or another accommodation. I wish I could even describe the best sand, silt and clay ratios, but unfortunately infield mixes seem change constantly with differences in soil temperatures and moisture content. I do know and recommend the following: A good infield mix is free of rocks of any size and is consistently produced. Every time I look at the makeup of sand, silt and clay percentages of an infield mix, I know notice they are in ranges that can vary as much as 10%. The mining deposit is very much like a bell curve and changes constantly as it is excavated and this is standard for clay.

Infields mix tends to look dry in a pile after the truck dumps it, and then we spread it out. Often after spreading, we have to nail drag it heavily and let some sunshine and wind dry it out enough to grade it. When grading with any kind of box blade, including a laser box, if the material has a high moisture content, the material will just roll-up in the box blade like Play-Doh and will not lay down properly to be graded. A cloudy day in New Jersey can hold-up the whole operation. A cloudy day and low temperatures can make you wonder why we opened this project up on this day in the first place. The weather never seems to cooperate in the spring for baseball. So, I have found that the only way to grade in the spring and be successful on these days and meet expectations are to add some type of amendment. The three primary amendments are: calcined clay, vitrified clay and diatomaceous earth. They all have some positive characteristics that can help get the job done.

Calcined clay does a great job of absorbing water and drying out infield mix enough to finish grade the infield and usually looks pretty good. It comes in lot of colors and is easy to find. Vitrified clay does not absorb water as well as calcined clay but works really well at firming-up the infield mix and will allow the infield to be finish graded right after application. It really does do a good job bridging over muddy conditions. The price point is usually the best of the three and serves as the best base material because of particle size (less than
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1/8-inch which seems to stay in the infield mix longer). The color is usually dark red and looks great complementing any infield mix.

Diatomaceous earth has the best water absorbing qualities of the three and can be easily applied. Additionally, the infield mix can be finish-graded quickly after application. It seems the sources are not as plentiful as the other two clays but it can be found and purchased. With my customers, diatomaceous earth seems to be the least popular material. When it dries out, the color is the least desirable. And it seems like it is the most susceptible to erosion from wind. The particles dry out and they tend to be large and light which blows away easily and can build a lip in grass quickly. Dry calcined clay sits on top of the infield mix as well and is susceptible to the wind. The solution is to routinely sweep-up material, store, and re-apply as needed. Applying water to the infield helps limit erosion as well.

So, I have all my components to build my infield: An infield, some amendment, and some infield mix or maybe even plenty of infield mix on the infield itself. So we calculate the slope in the infield. I always shoot the grades and record them on a piece of paper on 10- or 20-foot centers. I always find my lowest point; the exit is always the most critical. After recorded grades are on paper I determine the slope that I will dial into the dual slope laser or cone laser. I then loosen the soil and adjust the height of the laser box several times balancing the soils between the grass lines. Often, we have a several inch cut and the laser box can only move a small amount at a time, which does a nice job of compacting because I have to drive over the fill so much. Laser grading is like putting a glass table on an infield and then figuring out what to do when you get the edges. There is no engineered plan for this; you have to balance the material by stretching it out until ties-in and drains well. Laser grading gives you a true sheet flow which means the water sheets off at a continual slope with multiple exit points. This prevents washouts because it does not concentrate at one location when exiting. If lip build-up exists, it will have to be dealt with by removing grass and re-leveling then re-sodding; if not, the drainage will not be as effective.

Properly grading an infield is critical for better playing conditions. Adding high clay content in infield mixes can make for better conditions as well, but may make it harder or even more complicated to maintain. It can look and play great but clay seals-up because its particle size is so small and locks together - which is one of the basic characteristics of clay. Sand particle sizes that fall into concrete sand will lock-up infield mix even more. Adding conditioners will help break the soil tension, but without proper moisture content, watch out. The infield can turn into a brick in a matter of hours by adding clay. I have been finding with my customers that only adding 1/3- to ½-inch of a new material can still make a substantial change to an infield’s look and playability without adding so many additional man hours to the maintenance of an infield. We have even topdressed mound clay lightly and rototilled it in the top 2-inches with an amendment and achieved really nice surface at a minimum cost.

An infield erodes daily from wind, rain, mechanical wear and, of course, the players. If I were to recommend anything I would recommend water that could be used to wet down the infield mix for better playing conditions and the prevention of erosion. A quick coupler valve is nice but having 2 or 3 zones of dedicated irrigation throwing onto the infield is becoming a necessity to achieve consistent conditions. After water is secured, I would then explore higher clay content infield mixes and amending the infield.

Sean Connell is Owner and Primary Project Manager, Georgia Golf Construction and SFMANJ Treasurer

Continued from page 9
Dealing with FIELD WEAR

Adequately nourished turf recovers well from abuse, saves money and is better for the environment.

Soil management also includes irrigation management. As a rule of thumb, 1 inch of water either from rain or a sprinkler per week is necessary to keep turfgrass healthy. Try to adjust irrigation schedule so it doesn’t conflict with sports activities because foot traffic on wet turf will cause damage.

Fences, track and permanent goals often dictate the boundaries of a sports field. One way to overcome this is to move the field or change the size. If you can shift a field left, right up or down, or make it smaller temporarily, you can spread some of the wear around a bit.

My favorite tool for dealing with field wear is the installation of sod to remediate a worn area, such as a goal mouth. Many people believe that purchasing sod is expensive, so instead, they will purchase grass seed. The advantage of sod over reseeding is speed of recovery. It takes 12-18 months for seed to reach the maturity of sod. During that time, it must receive numerous inputs of nutrients, water, mowing and perhaps some pesticides. When you purchase sod, all of the work and materials have been included, at a cost much cheaper than you could provide. You get safety and playability right away after a short grow-in period. For small areas, you can even cut out some of your own turf from an out of the way area for a quick patch.

No matter what you do, wear is going to continue to happen. Always remember that grass is more forgiving than people. It is unlikely that you will change people’s habits or the team culture. Many coaches have the players “run the lines” or practice on wet fields in the rain to “toughen them up”. Their focus is coaching a team, not growing a field. So, be tactful and carry an appropriate message. After a while, it begins to sink in. My coaches now stay off of saturated fields. It is an interesting fact that many of the STMA Field of the Year winners in the K-12 categories are coaches and athletic directors. Hard to believe!

Don Savard is a Certified Sports Field Manager (CSFM) and Certified Grounds Manager (CGM); Director, Athletic Facilities and Grounds, Salesianum School; and a member of the SFMANJ Board of Directors.

Whether you use Kentucky bluegrass, turf type tall fescue or improved perennial ryegrass, traffic tolerant, disease resistant turf grass varieties are available and may only cost a few pennies per pound more than what you are paying now. Please refer to www.ntep.org for cultivars that have been evaluated in your region. (The Sports Turf Managers Association (STMA), Sports Field Managers Association of New Jersey (SFMANJ) and Rutgers University all have resources to help you develop a sports field management program that will be effective.)

Nutrient management, based on current soil test results is nothing more a well thought out diet for a healthy stand of turf that will hold up for athletic events. There is no good reason to over fertilize turf.

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O.K., so you don’t like to write and you didn’t go to turf school to focus on writing. However, good written communication skills are critical to your job success. Being able to communicate well in writing can help you in a myriad of ways. A well-written memo can persuade your employer to authorize budget dollars for products, equipment, personnel and training. Or, an e-mail that confirms your understanding of a discussion with a coach or athletic director can make the difference between success and failure.

Effective written communication in the workplace will position you as a professional to your peers, your employer and your staff. To extend that recognition to a broader audience, consider writing articles for your chapter newsletter, regional turf publication or the STMA SPORTSTURF Magazine. You have excellent experiences to share about your work and help others learn. Use these five easy tips to help you put together the right message for strong writing.

5 Tips to Write it Right

- Use the three “S” structure. Keep your sentences Simple, Short and Succinct. Shorter sentences are easier to read and understand.

- Use “Active” voice rather than passive. Better - Ex: Our field management program uses IPM to provide healthy turf and safe playing conditions. Not as good : Ex: IPM was used as a management program to provide healthy turf and safe playing conditions.

- When possible, use “Action” verbs, which communicate authority, a solution orientation, and allow you to highlight accomplishments. 40 verbs for stronger writing include: Accomplish, Achieve, Advise, Analyze, Complete, Control, Create, Conduct, Design, Develop, Direct, Evaluate, Execute, Facilitate, Generate, Identify, Implement, Improve, Increase, Innovate, Introduce, Launch, Manage, Monitor, Negotiate, Organized, Overhaul, Plan, Prepare, Prioritize, Recommend, Research, Resolve, Restructure, Specify, Streamline, Strengthen, Supervise, Train, Upgrade.

- Write down the three specific messages you want to communicate through your writing at the top of your document. Three is a magic number. People can remember and comprehend messages and ideas in groups of three. Make certain that each sentence you write supports one of the messages, and that you are not including miscellaneous, non essential information. Be sure to delete your outline before you send your document.

- Set your memo, article or other written communication aside for at least an hour -- a day if possible. Go back and reread it to catch errors in spelling and grammar and rework weak sentences.

* Sports Turf Managers Association, Lawrence, KS
It’s that time of year again and sports field and grounds managers are planning the Operating Budget for the next fiscal year. Unlike a Capital Budget which is for the purchase of major pieces of equipment, or a Program Budget which is for special projects such as a major field renovation or construction, an Operating Budget is a financial plan for managing the day-to-day operations of a sports field or grounds maintenance operation. We are talking about things like grass seed, mowing and marking paint. Whether you have been given a dollar amount to work with or are starting from zero and must justify every expense, your must mission is to learn what your costs are and estimate what you expect to spend. If you don’t know where to begin, here are some tips to help you get started.

Track your historical data. Collect receipts, and all records pertaining to your facilities grounds or sports field operations for the last fiscal year. A ledger book or a computer spread sheet program will be very helpful for organizing this data.

Find out what is expected. You must know exactly what the site will be used for. For example, is it an open space used for a variety of activities, or will it is used for a single purpose such as exhibition baseball games? What are the expectations of the owner? Will certain rules or conditions apply such as the amount and severity of use, use during inclement weather? Different sites will have different budgets based on their maintenance levels. Find out the expectation of the owner first. Without the support of the owner, it will likely waste your time to budgeting for a higher level than what your owner envisions. Consider the following differences in maintenance levels.

**Maintenance Levels:**

- **Level 1** Showpiece facility (professional sports facility)
- **Level 2** Comprehensive stewardship (College facility or high end sports facility)
- **Level 3** Managed care (well maintained high school or park)
- **Level 4** Reactive management (minimal care, mowing, no irrigation, occasional fertilizer)
- **Level 5** Crisis response (neglected, occasional mowing)

Inventory the Site. Take measurements of the area, identify weed and pest pressures and grass types and have a complete chemical and physical soil test performed. This information is necessary for designing a turf maintenance program. Perform an irrigation audit to quantify the effectiveness of the irrigation system and the drainage of the soil. Evaluate the effectiveness of the current maintenance system. Determine the thresholds for acceptable wear damage, weeds or pest pressures that you will tolerate before corrective measures will be taken? Think about what can go wrong and how you would respond.

Conduct an inventory of your resources. Who will do the work? What equipment, materials, and time will be needed to get the work done? You will also need to find out how much money was spent in the past and whether it was adequate to meet expectations.

Make a list of all the activities in your program. For each activity list:
- The frequency of each activity
- Number of people and the man-hours required and the cost
- Time constraints
- The equipment needed and cost
- Materials needed and the cost

Create a calendar showing when the activities will occur. This is helpful for scheduling resources and time around scheduled events. This will help you create a realistic picture of what tasks your organization can do in-house, outsource or eliminate. Be sure to include any overhead expenses that your operation is charged, such as rent, utilities, or other line items.

Check your figures carefully and submit your budget. Present your proposal neatly, in an easy to read and understandable format such as a spread sheet. It is likely that your budget will be challenged by a budget committee. Above all, remain flexible. The people we work for often are unaware of the true costs of maintaining a safe and playable sports field, so remember to be tactful, diplomatic and professional.

Don Savard is a Certified Sports Field Manager (CSFM) and Certified Grounds Manager (CGM); Director, Athletic Facilities and Grounds, Salesianum School; and a member of the SFMANJ Board of Directors.
Winter Sports Field Tips

Clean-up. Leaves, sticks, and other debris that accumulate on the grass over the winter should be raked up when weather permits. Debris lying on the turf too long can smother the grass and create bare spots. Bare spots will probably transform into weeds later in the season.

Mowing. Winter is a good time to clean, lubricate and repair your mowing equipment. You do not want to find out that your mowers do not work properly at first use in the spring. Because of the chance for wet weather and rapid shoot growth any delay in mowing at the start of the season (spring) can turn into a “behind the eight-ball” scenario very quickly.

Fertilization. Plan for your fertilization needs by testing your soil to determine whether liming is necessary to adjust soil pH (6.0 to 6.7 recommended) as well which nutrients are needed and how much. If you applied a thorough late season (autumn) fertilization, your turf probably will not need as much fertilization in early spring (March - April). Without a fall fertilization program, the turf may require some rather aggressive fertilization to encourage recovery from play or winter damage or to enhance spring green-up. An application of 2/3 to 1.0 pound of actual N per 1000 sq. ft. is a good starting fertilization rate in early spring. Fertilization with phosphates or potash should be based on soil test results.

Winter Seeding. Winter seeding is a risky practice; the probability of the seed washing away and being eaten by birds is very high. Work the seed into the soil if you choose to seed during winter and realize that is likely to you will need to re-seed when warmer weather returns. Seeding when air temperature consistently exceeds 50 degrees Fahrenheit provides a better chance for success.

Drainage Assessment. Winter is good time to assess your fields for areas of poor drainage. Identifying and mapping out these areas now will give you a record of where you need to treat with your aerifier this spring. If aeration is not enough, maps of the poorly drained areas will provide documentation that you can use to show facility administrators where improvements such as slit drainage are needed.

Cover Skinned Infield Areas. Wet winter weather can lead to considerable erosion of skinned areas on baseball/softball infields. Consider covering these areas during the winter to eliminate much of the skin restoration headaches this spring. Type “baseball field covers” in any of the popular internet search engines to see examples of numerous companies that can supply covers in various sizes and shapes.

*Dr. Jim Murphy is Extension Specialist in Turfgrass Management, Rutgers University; and SFMANJ Advisor

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Tell how fast you responded, how much has been done and what you will do about it in the future.

Thank or give appreciation to any assistance.

Avoid words with negative connotations such as lethal, risky, deaths, maimed, toxic.

Do not repeat the “charges” or any negatives words, such as no, not, never.

Be conscious of your body language. Do not place your hands in a “fig leaf” in front or in back of you, but keep your hands/palms open and above the waist. Avoid touching your face, clasping or clenching your hands and pointing your fingers.

Remember these phrases.

You want to give a sense of more to come, which will help to establish your trustworthiness.

“What I can tell you is …”

“So far, what we know is …”

“So far, what we have done is …”

“What we are planning to do next is …”

“We will be able to tell you more when …”

“I’ll be glad to talk with you again after we conduct …”

Source: Susan Santos, Ph.D., FOCUS GROUP, Medford, MA

Crisis Example and Response

Situation: You have a major event that is being hosted in your stadium the next day. As a set of temporary bleachers is being installed, they collapse and your assistant has been critically injured. A reporter is at the stadium asking what happened and why, and if the event is taking place.

Your first response must show concern for the worker and his family. “Our first concern is for Joe Smith and his family. Joe’s safety and the safety of all of our workers is always our top priority. What we do know is that a temporary set of bleachers being installed here at King Stadium collapsed about an hour ago. Joe has been taken to Mercy Hospital.”

So far, we have cordoned off the area to protect the public. A team of OSHA inspectors are on their way. We’ll cooperate in any way to find out what happened. We have also called in a safety engineer to help. We will be able to tell you more about the accident after OSHA and our safety engineer has evaluated the situation.

Your response to whether or not the event will be held the next day depends upon your management teams’ decision. If you are going...
Have you checked out our web site lately?

- Check our Events page for upcoming events and pictures of past SFMANJ functions.
- Check our Resources page for past issues of our Newsletter Update, Minutes from past Board Meetings, links to useful information and job postings.
- Check our Contact Us page for direct links to all of the Board of Directors. Call us with any questions or comments.
- Check our Vendor page for interactive links to our advertising vendors’ web sites and a complete list of all our vendors. Call them first! They are happy to answer any questions.
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