



Clean machinery lasts longer and is easier and more pleasant to service and adjust



Check settings and make adjustments before returning the machine to the shed

better and for longer.

Secure storage is something which most clubs take very seriously. Anyone entrusted with a key must ensure that the area is secured after a machine or piece of equipment has been collected or returned.

Apart from the obvious safety and security benefits, allowing free access to tools and machines does not promote a high level of care and attention. Having to check items in and out will help instil greater pride in the equipment and allow operational or service problems to be noted and acted upon promptly.

In addition to full service histo-

ries of each machine, many clubs keep a log of any problems and the actions taken. It can also be helpful to note down points such as cutting height settings so that an unfamiliar operator can use the machine without wasting time making unnecessary checks or altering settings.

Always try to carry out adjustments and maintenance when returning a machine after use to the storage building. This is far preferable to waiting until the following day when important items can be overlooked or forgotten.

Experienced operators do it without a second thought, but the novice greenkeeper will almost

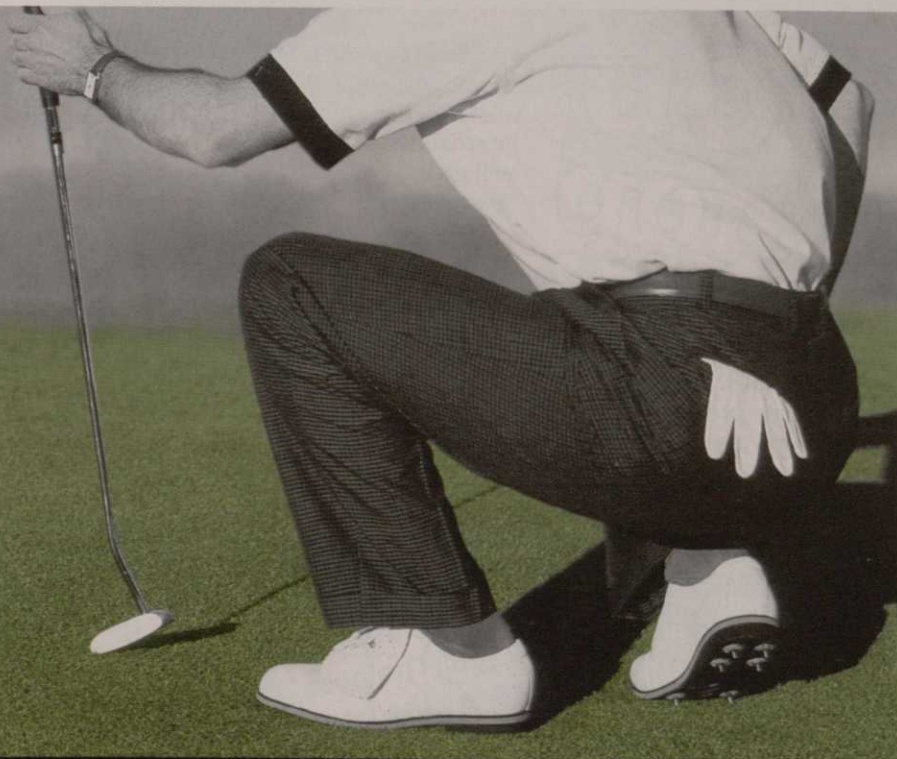
certainly need guidance in using machinery within its design capabilities. Two common reminders for the inexperienced are that mowers rarely benefit from being driven at high speed across bumpy terrain and tractors have a higher centre of gravity than turf vehicles, so be extra careful on sloping ground.

In the longer term, all clubs should seriously consider setting up a planned replacement schedule for the principal machines on the course. Knowing when a machine is going to be replaced will allow budgets to be set and ensure that one is always in a position to take advantage of

technological progress.

If you employ a dedicated mechanic at the club or have someone with a serious interest in machinery maintenance, it can be worthwhile taking advantage of the service courses offered by many manufacturers on individual machines. Although you may need to provide a separate working area and special tools, the pay back can be considerable, especially if it ensures that your course machinery is always maintained to the optimum standard, leading to higher levels of performance and operation and able to find a ready buyer when the time come for change.

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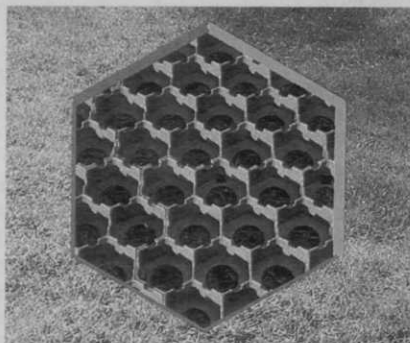
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Job Shop is a new service provided by Greenkeeper International which will give greenkeepers:

★ the opportunity to let potential employers know about them for only £19.95

★ looking for new opportunities, a change of location, promotion, or perhaps a move back into greenkeeping

Don't forget to include details of qualifications, experience and perhaps award wins. You can fit approximately 50 words into your advertisement.

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It's hard to believe that 1997 sees BIGGA's 10th birthday and from the modest beginnings of a one room office within the STRI

building the Association has grown to become a respected body in the world of golf with almost 6500 members and a reputation for excellence.

Just look at the success of BTME and the Learning Experience in association with Ransomes and the Golden and Silver Key sponsorship programme which has assisted the educational development of members and funded books and videos including the latest Golf Course Ecology video which has been acclaimed by everyone who has seen it.

With the Association becoming ever stronger who knows where it will be when, in 2008 BIGGA comes of age – using current progress as a gauge – BIGGA will have even more successes under its belt.

To mark the occasion of BIGGA's 10th birthday, Walter Woods looks back at greenkeeping before the formation of the Association and charts the progress made since then – and we've uncovered some old photographs of some familiar faces looking slightly less wrinkled!



Neil Thomas at the first AGM at York Racecourse in March 1988

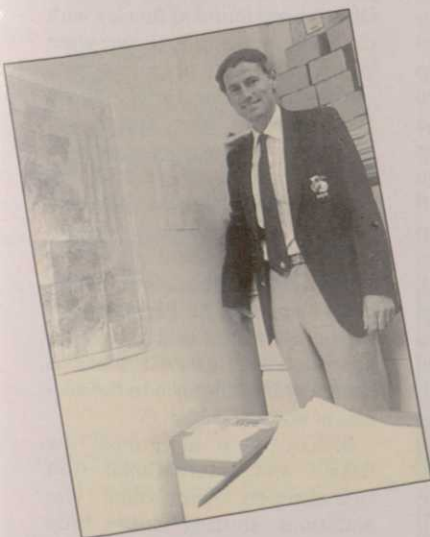


Fine weather at the first Westurf Show in May 1989



The first 10 Chairmen met for a dinner during BTME 97

Decade of progress



THE EARLY DAYS Where it all began. Neil Thomas in BIGGA's first office – in the STRI's building at Bingley. ■ Above, the first Board. Pictured from left, standing, Kevin Munt, George Malcolm and Bill Lawson. Seated: Jimmy Nielson, Walter Woods, Dennis Ayling, Paddy McCarron and Jimmy Kidd. Those missing from the picture are Jack McMillan, Cecil George, Ivor Scoones and Eric James. ■ Right, the first Education Conference at Queen's College, Cambridge in April 1989. Pictured from left, Jack McMillan, Paddy McCarron, David Palmer, Richard Fry, Neil Thomas, David Purdie, the speaker who also spoke at this year's Education Conference dinner, Dr Coaker, Fellow of Queen's College and Dennis Mottram.



How far we've

Walter Woods, BIGGA's first Chairman, reflects...

Throughout the British Isles greenkeeping has been an integral part of golf organisation. Scotland in particular, where golf originated, always had hardworking proud men who pioneered their skills to all parts of the world where golf courses could be found.

Turf science, greenkeeping methods and golf course maintenance are all part and parcel of providing a well maintained golf course where golfers can play and enjoy the playing surfaces provided by the greenstaff using skills which have been learned from our greenkeeping predecessors. Many years ago people realised that before progress could be made some method of knowledge exchange would be necessary so, to encourage this, golf outings with seminars were organised mainly to formulate discussion.

Before and after World War II many golf courses employed the combined job of Head Greenkeeper and Professional Golfer, a very well respected job mainly to be found at the bigger golf clubs. As golf progressed and became more popular Professional Golfers formed their own association leaving the greenkeepers to form or improve their existing one. These were located through England, Ireland and Scotland all of them working well with their own identity. People worked voluntarily with dedication to promote their trade and most importantly create an image which would be respected.

The Open Championship, organised by the Royal and Ancient Golf Club, attracted Arnold Palmer, Jack Nicklaus, Gary Player and these three golfers had a great influence in golf. This was followed by the organisation of the European Tour who featured Seve Ballesteros, Sandy Lyle and Nick Faldo. Television showed well organised golf tournaments combined with many golf courses exposed to the eye of the camera.

Golf boomed in popularity with many golf courses being constructed throughout Britain and Europe. More people than ever were playing with golfing seasons being stretched. No longer did the



Prince Andrew opens the '93 BTME from the stage of the Royal Hall, Harrogate



Neil Thomas greets Viscount Whitelaw during the President's visit to the BIGGA tent during the 1990 Open at St Andrews with Elliott Small, John Millen and Harry Diamond in the background

club open in March and close in October. Every month, every day indeed was valuable to assist the golf club in its efforts to provide facilities and the promotion of golf. Golf course maintenance along with greenkeepers came under pressure, more play meant more compaction. More television, particularly of Augusta meant more fertiliser and water, the combination of all of these meant problems would occur... and they did.

Golf clubs and greenkeepers needed help. Associations which had worked well in the past were treading water, barely preventing themselves from drowning. Following a meeting with the R&A officials, who were very supportive of all issues, it was decided to test the water with the view of having one total British green-

keepers association which would allow expansion, more organisation, a better professional image and, most importantly, a stronger output in education. How to achieve this was the problem. Each of the splintered Associations had their suspicions of each other and all of this had to be broken down. Fortunately there were enthusiastic people who could see the benefits. After many productive meetings it was decided to go ahead. The R&A provided finance to hire a reputable consultancy company to form plans on how the Association should develop starting off from a solid formation.

The whole of Britain and Ireland were analysed according to their location and membership size. These were dissected into Regions and Sections all with a flow of communication. Members could flow from section to region and then represent their region if ambitious enough. Throughout this difficult period two Trustees from the R&A sat on the board, these were Peter Wilson and Roger Robinson, both of whom were extremely well educated and without them I doubt if our decisions would have been so effective. A constitution was developed taking many months and much effort and my goodness was this tough. All regions wanted their

piece of the action and every detail had to be scrutinised and analysed like you were walking through a minefield. Finally it was decided and accepted.

During 1987 most of the early groundwork had been cultivated ready for seed. Neil Thomas was hired not for his greenkeeping knowledge but more for his business skills.

All of the meetings were held in the Station Hotel in York and I doubt if a more beautiful or historic place as York could have been selected. The first year was difficult, we were marching hard just to consolidate our position. Offices were found at Bingley with the STRI but although we were grateful they were not satisfactory.

Aldwark Manor Hotel outside York offered office space and because of its convenience for ease of travel this was accepted. During '87 Lord Whitelaw was contacted by letter and much to our delight agreed to be President of our new British Association. This acceptance along with his Parliamentary career, his ability as a golfer and appreciation of greenkeepers has been a great influence in the success of our Association.

BIGGA, as it is termed, the British and International Golf Greenkeepers Association, was ambitious, starting with a little

come...

over a thousand members. The magazine to start us off in our communications was reasonable but unreliable and I doubt if we would have rested until it came under our own authority. The machinery exhibition was at that time talked about but we were not clear on what revenues to take as at all times there were people ready to exploit. Great care had to be taken. Greenkeepers image and dress code, with blazer and newly designed badge, was our first priority. At first this was laughed at but it soon became accepted and the more

proud members became. Barriers between Sections and Regions were broken down mainly because of greenkeeping problems and all of our worries and concerns knew no barriers.

The first Board of Management and subsequent Committee realised that if all ambitions were to be fulfilled a solid financial base would have to be made. Members subscriptions were our main source of revenue but increases were difficult simply because we had nothing to offer. The R&A still provided encouragement and financial support which allowed us to improve communications with a better, more educational, magazine. Neil Thomas made massive improvements with a business-like approach but often must have been frustrated by negative comments.

The Association improved slowly with a professional image being our objective. Many officials of authority in the golf industry considered us as a threat with the view that if we educated Greenkeepers their demands would become unacceptable. However every year some progress was, and is, made.

The magazine came under our own control providing us with additional welcome revenue. The exhibition was born at Harrogate with only a few loyal tradesmen giving support and has now grown beyond our own expectations.

Our educational system under Ken Richardson covers all aspects of Education from the lowly bunker raker right up to Course Manager status. Membership has also risen dramatically rising from 1000 members up to over 6000 and eventually more will be attracted. The demand for education is on the increase and young ambitious greenkeepers realise



Who's that with the BIGGA Greenkeeping Support Teams?



Disaster struck the Scottish team's journey to the first Iseki Competition at St Pierre when the bus broke down leaving the team stranded. Chris Kennedy, Dave Robertson, Stewart Harvey, Andy Wilson, John Geddes, Billy Whitefield, Mike McInness, Charlie White, Vince Reid, Elliott Small, Jim Gray and Arthur Williamson. Apparently the lights also failed on the journey home!



Almost a complete set of Regional Administrators from BTME '93. Roger Willars, Midland Region; Elliott Small, Scottish Region; the late Norman Exley, South East Region and Gordon Child, South West and South Wales Region. Bob Lupton, Northern Region, was unavailable for the photocall.

WHAT PEOPLE SAY

Pat Murphy, current Chairman:

"We didn't have a clue what BIGGA might become 10 years ago but it is beyond our wildest expectations. The progress we have made even in the last five years is unbelievable."

Jack McMillan, 1988 Chairman:

"What has been achieved over the last ten years is remarkable and a credit to the Board of Management and staff. Greenkeeping is a lonely business and BTME is our chance to get together."

Cecil George, First Board Member:

"BIGGA is going from strength to strength and I can only see it continuing along those lines. The next thing should be to build a championship golf course of our own."

Ivor Scoones, 1990 Chairman:

"At the beginning, what we've achieved now would have seemed completely out of our grasp. It just shows that with dedication you can reach for the sky successfully."

Eric James, First Board Member:

"BIGGA has advanced so rapidly and we are more professional now than we have ever been. I'm particularly pleased that our links with the GCSAA are strong as I was one of the first UK greenkeepers to visit their show."

that without the assistance of a well respected Association this cannot be achieved.

The Open Championship provides a platform for traditional British Greenkeeping to be shown all over the world. To assist the Course Manager to cover any circumstances which he might require a support team from the Association is provided, giving us the chance to show how profes-

sional we have become.

Ten years on I now see unbelievable improvements, far beyond any recognition, young men smart in their attitude, proud in their ambition, all representing their golf clubs but still all wanting to learn. This year I visited the Turf Management Exhibition at Harrogate which attracted 5,500 and must be the biggest Indoor Exhibition of its kind in Europe. In addition to this there were delegations from 17 different countries.

During the week there were also seminars, workshops and discussions organised mainly to stimulate more growth in education. On one day of that week I was lucky enough to be invited to the Association Chairman's Lunch and who was there but our own Lord Whitelaw who was still telling us to go forward and progress with confidence.



The Rest of the World and Americas teams which contested the first Hayter International Cup at West Lancashire Golf Club last September. For the record the Americas just pipped the Rest of the World in a tightly fought contest.

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As Greenkeepers what do you have a right to expect?

by **Tony Rees MIOSH, Health & Safety Consultant & Senior Instructor with ATB-Landbase Training Services**

The Health and Safety at Work Act 1974 places duties on the Employer (Golf Club) not only covering the safety of employees but also on the general duty to ensure the safety of all other persons who may use the services or facilities.

The duties under the Act are broken down to show in a series of monthly articles:

- Employers Duty to Staff
- Employers Duty to Others
- Duties of Designers, Suppliers, Manufacturers of both Articles and Substances, Employees Duties.

This Act is supported by a series of Regulations which are also Statutory, that clarify specific responsibilities. In addition there are specific requirements both Statutory and Guidance covering the use of pesticides, chainsaws, abrasive wheels etc. These will be covered in future articles.

Employers Duty to Staff

The effect of Section 2 of the Health and Safety at Work Act is to make criminally enforceable the common law duty to take reasonable care for the safety of all employees.

Section 2(1) 'It shall be the duty of every employer to ensure so far as is reasonably practicable the Health, Safety and Welfare of all his Employees'

Section 2(2) In particular this duty extends to providing and maintaining:

- safe plant and systems of work
- safe use, storage, handling and transport of articles and substances
- provision of information, instruction, training and supervision
- safe means of access and egress, with a safe place of work
- safe working environment

As can be seen from the above section the five points shown actually cover all aspects of the employers business, from the provision of safe equipment/machinery to use, the provision of safe operating procedures for their use to, the provision of information, instruction and

supervision to ensure that the equipment/task is carried out safely.

It requires the employer to ensure so far as is reasonably practicable that all the equipment to be used eg tractor, mower, strimmer, chainsaw and any other equipment, is safe for the operator to use. It must be adequately guarded, maintained and in good a good condition to achieve this. There must also be available safe systems of work which will give the operators information and instruction on how to use the equipment safely covering the variations of use for example working on slopes or working alone.

We need to ensure that all articles and substances are handled, stored and transported safely at all times, and ensure that all employees receive



adequate information, instruction, training and supervision covering the work they will be doing. This relates to information regarding any specific hazard that may be encountered, and any specific equipment that may be used. Any specific training that is given should be to the required standard to enhance the competency of the individuals being trained. You may be required to produce evidence of this.

The use of the words "so far as is reasonable practicable" sets the standard for the employers duties. They are qualified rather than absolute duties. In practice it is for each employer to determine what are reasonably practicable precautions for the risks their employees may be exposed to at work by carrying out a risk assessment, and in most cases documenting this training in risk assessment fundamental to the implementation of safe practice.

A definition of "reasonably practicable" given by Case Law

shows that "reasonably practicable" is balancing the risks against the costs (in time, effort and money) in overcoming those risks. The greater the risks the more will be expected to be done by the courts.

Further guidance on what would be deemed as reasonably practicable precautions in the place of work can be found in Health and Safety Executive (HSE) Guidance Notes and Codes of Practice from industry groups, and through training. In most instances Common Good Practice will be taken to be reasonably practicable.

Section 2(3) Safety Policy

An employer with FIVE or more employers must produce a written statement of their general health and safety policy which should include:

A General Statement of their intentions with regard to Health and Safety. This statement should show what the organisation is going to do with regard to Health and Safety and must be signed and dated by the most senior person in the organisation.

The Organisation which will state the specific duties placed on staff to ensure that the statement is implemented.

The Arrangements for carrying out the policy. Procedures to allow the organisations intentions to be achieved. This would cover specifics – what will be done to ensure that employees and others are kept as safe as is reasonably practicable. The arrangements would give specific guidelines to cover things like Machinery Safety, Manual Handling, Electricity, Noise, COSHH (Control of Substances Hazardous to Health), Accident Reporting/Recording, First Aid, Fire and all other topics that could effect Health and Safety.

Next month we will look at the Employer's duty to others eg club members and the public together with the duty of Designers, Manufacturers and suppliers of articles and substances.

Further information on training courses and consultancy ATB-Landbase Training Services (Jean John on 01282 617466 or Tony Rees on 01686 622799).

ASSISTANT GREENKEEPER

Profile

Usually the spotlight falls on the Course Manager or Head Greenkeeper at a Club. Now it is the turn of those whose work often goes unheralded to star...



Name: **Scott Corrigan**
Age: **23**
Club: **Greenburn GC, West Lothian**
Position: **First Assistant**

1. How long have you been a greenkeeper?

Seven years

2. What education are you currently undertaking?

HNC in Golf Course Management

3. Which one task do you most enjoy doing?

Redesigning features of the golf course – bunkers, mounds etc

4. Which one task do you most dislike doing?

Hollow coring

5. What job other than greenkeeping might you have ended up doing?

Electrician or a joiner

6. Who has been the biggest influence on your career?

My mum, Ann, and my dad, John.

7. What would you do to improve the life of a greenkeeper?

Double the standard rate of a First Assistant's wages and educate the golfer about the work involved with maintaining a golf course.

8. What are your hobbies?

Golf, football and cycling

9. What do you get out of BIGGA?

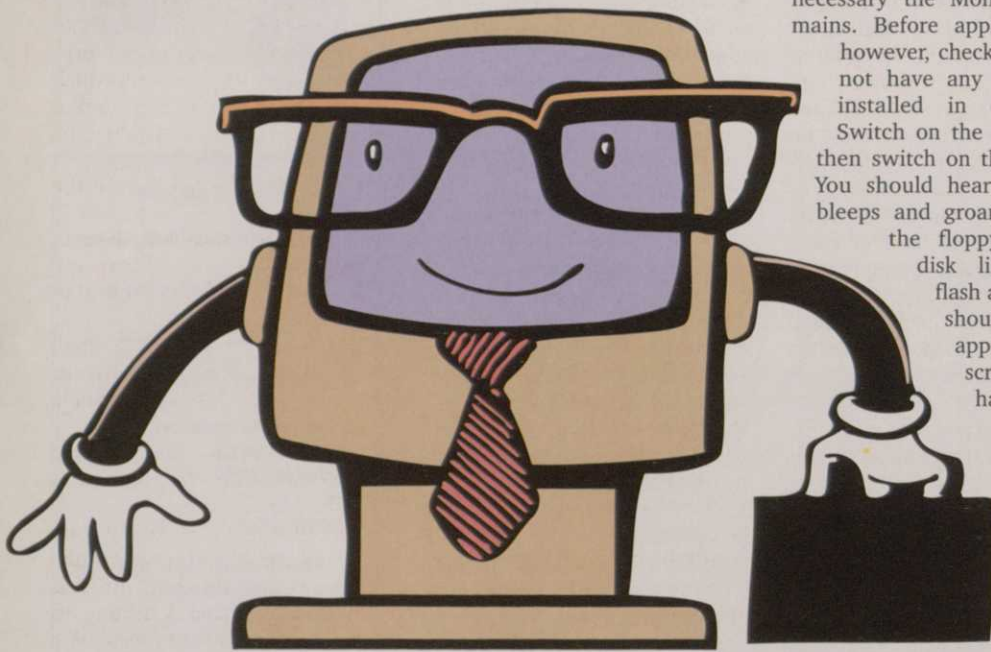
Information on education, good articles that are relevant, security through the insurance provided and a chance to play golf at other courses.

10. What do you hope to be doing in 10 years time?

I hope to become a Head Greenkeeper or maybe a Course Manager.

Your computer as yo

Ken Richardson continues his series with a look at how to operate a PC and at some of the software packages available for golf course management



When you first get access to a digital computer and you have connected all of the hardware together, you need to connect the computer (and if necessary the Monitor) to the mains. Before applying power, however, check that you do not have any floppy disks installed in disk drives.

Switch on the monitor and then switch on the computer. You should hear a series of bleeps and groaning sounds, the floppy and hard disk lights should flash and messages should start to appear on the screen. If you

have forgotten to remove floppy disks then this message will be an error message

telling you that the computer has found a non system disk. These checking and loading operations are performed by a 'built in operating system' which comes ready loaded, in ROM, by the manufacturer. This software also tells the computer to search for The Operating System.

Operating Systems

Operating systems are software packages that tell the computer what to do and when to do it. There is a range of operating systems but for most PC users, DOS and Windows are the norm. Apple Macintosh computers use a system called Mac OS. New PCs normally come with Windows 95 ready loaded but older computers will probably have a version of DOS eg 6.1 and a version of Windows eg 3.11. Some very old computers may only have DOS.

DOS

DOS is an acronym for Disk Operating System. To communicate with DOS needs a shorthand lan-

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guage, which can fill a large book however a few examples are given below:

■ **DOS Prompt.** If your computer has DOS loaded and is set up so that you must access Windows through DOS then the DOS prompt will appear on the screen when the built in operating system has completed its job. The DOS prompt will be shown as C:\>. This means that the computer is operating from the C drive ie hard drive and is in the base directory (I will look at directories in more detail later). To load Windows then all you normally have to do is type Windows, after the DOS prompt ie C:\>Wind, and DOS will start to load Windows.

■ **Drives.** As was stated in last month's article, each disk drive is identified by a letter eg the hard disk is given the letter C, floppy drives A and B and CD ROM is given the letter D. To change drives in DOS you type the appropriate letter followed by a colon eg to change from the C drive to the

A drive type A: after the DOS prompt and press Enter and to change from the A drive to the C drive type C: at the DOS prompt ie A:\>C: followed by pressing the Enter key.

■ **Directories.** Directories are used to store collections of information. This can be data in files, software, or other directories. DOS allows you to access directories simply by typing Dir after the DOS prompt followed by Enter. However, the whole directory will be displayed on the screen and could cover several pages. Therefore, it is better to type Dir/p followed by Enter, which outputs one page (more pages may be output by pressing any key until all pages have been accessed) or by typing Dir/w followed by Enter, which prints in wide format. To change directories, type cd (followed by a space) and then the name of the directory and Enter. Eg to change from Windows to MSWorks: C:\Windows>cd MSWorks (Enter), C:\MSWorks>

Running programmes in DOS

At the DOS prompt type the programme name. C:\MSWorks>Works

The programme (application) should now run.

■ **Stopping a programme in DOS.** A programme can be stopped in a number of ways but is normally done by pressing Esc.

Windows

The Windows operating environment differs from DOS in many ways. It is more 'user friendly', there are less words to remember and it can allow more than one concurrent task to be run ie multi tasking. Many books have been written to help users understand Windows and I can only give a brief summary here. As I said above, Windows can be selected automatically by your computer (using Autoexec.bat) or you may have to select it through DOS. Nevertheless, when Windows is selected, the screen will show the Windows logo and information about the version being used. Once Windows is fully loaded,

your screen will show the programme manager window (rectangular shape) or a number of windows on top of the programme manager window. Each window may contain a number of icons ie pictures which indicate an application eg the MS Works window may show an icon which represents MSWorks. It is normal to run applications in windows by using the mouse eg:

■ Point the mouse pointer at the icon.

■ Double click the mouse button. The application should now run. The application can be stopped in two main ways.

■ Point the mouse at the small rectangle in the top left corner of the open window and double click the mouse button.

■ Point the mouse pointer at File on the menu line. Then point at Quit and double click.

The final action with any computer system is shutting down the system before switching off. This action is important as turning off the computer without performing

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'There are many software packages of use to Golf Course Managers'

shutdown can cause irrecoverable damage to disks. If the computer is running an application then shut down the application. Then shut down Windows by pointing at the rectangle in the top left corner of the programme manager window and double click or pull down the file menu, as above, point to Quit and double click. Windows will ask if you really want to quit and you agree by pressing Enter. The computer will then show the DOS prompt and you can switch off the power to the computer, monitor and any peripheral devices (printers etc) and turn off the mains supply.

Windows 95

Windows 95 is meant to be easier to use than previous versions of Windows and it has the added advantage that it does not need DOS to run, although it will run DOS programmes. It also comes with 'free' applications software ie a word processor, an address book, a calendar and a drawing package. There is less pointing and clicking in Windows 95 and there are more icons (meaningful pictures) that you can use. It allows you to use longer filenames of up to 255 characters as against 8 in previous Windows versions. Many processes are automated and operate 'in the background' and it automatically looks after the computer hardware. All of this does come for nothing, however, and if you want to update to windows 95 then you may have to update your hardware. Windows 95 needs at least 8 Mb RAM, at least 120 Mb Hard Disk space and a 486DX or Pentium processor.

Once you have installed Windows 95 and switched on the power the computer will make similar noises as with DOS and Windows. Once everything has stopped and Windows 95 is running, the screen will show the Welcome to Windows 95 window with a My Computer icon and a Recycle bin icon on the desktop. The most important icon is the Start icon. Pressing Start gives you access to a series of pop up menus so that you can run applications. You can shut down Windows 95 by clicking the Shut down button. This opens a window which asks if you are sure you want to shut down and has Yes No and Help buttons. Clicking on Yes will shut down Windows 95. Windows normally comes

installed on new computers, however if you decide to update an existing Windows package it costs approximately £60 +VAT.

Applications Software

Applications software allows you to use the computer to do a task or tasks. These can be single applications such as word processors, databases, spreadsheets, games, multi applications such as MSWorks, MSOffice and WordPerfect Office, all of which have word processor, database and spreadsheet in the one application and specific application programmes such as TRIMS and Greenware and Office 2000. Each application comes with its own tutorial and Help features but I will try to describe the main features of several packages.

■ **MSWorks** MSWorks is a straightforward office package which includes a word processor, database and spreadsheet. It comes in both DOS and Windows versions and costs approximately £80 +VAT. MSWorks needs a 386SX computer with at least 4 Mb of memory and 14 Mb of Hard Disk space available. DOS 3.1 or later and Windows 3.1 or later. Also available for Windows 95

■ **Word processor** Most word processors are very similar. When the word processor is selected, you are faced with a blank piece of paper on which you can type your information. However certain features are set by the computer. These features are known as default settings and include margins, the type of print character (font), the size of print and page orientation. These settings may be altered so that you can customise your documents. Once you have typed your let-

ter, you can use the spell check facility, make corrections and finally print the document. Before printing, however, you should ensure that the document is oriented correctly ie portrait or landscape and that the printer settings match the document settings. Remember, that your document must be stored, usually on a floppy disk, before switching off the computer, otherwise it will be lost.

■ **Databases** Most data bases are similar and have similar features. They are used to hold data that has the same features eg machinery servicing records, address lists and trade contacts. Before any data base is used, you must decide what data it is going to hold and sketch out a plan.

When you are ready, you can then input the layout into the data base. Each 'box' is known as a field and each set of fields is known as a record. Once the record has been inputted, you can then put data into records. Data bases allow you to search for records, search for data in records, match records sort records and print information from records. In MSWorks and most other office packages, you can link data bases with the word processor to produce mail merged documents, land labels.

■ **Spreadsheets** Spreadsheets are used to hold data in columns and rows. There are many uses of spreadsheets but the most common use is for the storage and manipulation of financial records. Spreadsheets allow you input data, carry out calculations, print data, and display information in graphs and charts.

MSWorks also contains Works Wizards. These are commonly used features that have been set up by the programmer which may save you time.

■ **TRIMS** TRIMS is a Grounds Management software package that was developed in the USA. TRIMS was designed specifically for Golf Course Managers and, although available in DOS and Windows versions it is normally supplied in Windows format. Main features include:

- Schedule of Events Calendar, Safety Data Sheets
- Calculator, Emergency Telephone Directory
- Water Management, Weather Database
- Personnel Records, Inventory and Purchase Orders
- Fuel Inventory, Budget Monitoring
- Chemical Records, Soil Nutrient Charts

■ Maintenance Records

Further details on TRIMS and a demonstration disk may be obtained from BIGGA HQ. Trims costs £1250 (for Windows version), which includes delivery charges. Installation, basic training and one year's support can be arranged through BIGGA. Hardware requirements are 386, 486 or Pentium processor, 4 Mb RAM (8 MB recommended), 25 Mb available on Hard Disk, Windows 3.1 or Windows 95, VGA display, Mouse and Windows compatible printer.

There are other grounds management programmes available. Greenware, which is available from Veenstra Adviesburo Golfreinen, Walingsdijk, 1633 Avenhorn, Netherlands, is similar to TRIMS however, we currently do not have any feedback on its operation.

■ **Club 2000** Club 2000 is a golf club administration package. Used mainly by golf club secretaries, this software incorporates membership control, subscriptions, payroll, integrated accounting and project planning. Club 2000 costs £1250 + VAT for the full system with annual software support costs of £245 + VAT. Full details may be obtained from Club Systems International 34/36 Fairacres Road, High Lane, Stockport, SK6 8JQ, telephone 01663 762499.

There are many software packages that may be of use to Golf Course Managers. More are being developed as more course managers become computer literate and are having hardware installed. It is difficult to gauge the advantages (and disadvantages) of using a computer to assist in day to day management of the golf course when you are unfamiliar with the hardware and the software supplied or inherited. However, as more greenkeepers become familiar with computing, hardware and software, the range of software management tools designed specifically for greenkeepers will increase.

In this second article, I have looked at how you can make the computer work for you by looking, briefly, at operating system software and applications software. The only way to become completely familiar with software is by attending a training course, such as the BIGGA Supervisory Management Courses at Aldwark Manor and around the BIGGA regions and then to practise using the hardware and software.

