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AUGUST 2009 GI 61

BUYERS' GUIDE

IRRIGATION

LAKE CONSTRUCTION LINERS





AUGUST 2009 GI 63

The Bigga Training & Development Manual, sponsored by John Deere, is an invaluable tool for everyone working within the greenkeeping industry.



The BIGGA Training & Development Manual

FREE USE FOR MEMBERS

This online manual provides users with the information they need on recruitment, induction, training and career progression using video clips, written information, downloadable documents and useful web links.

A valuable membership benefit the manual can be accessed via the BIGGA website on the Education, Jobs' and Members' areas. Simply log in using your surname and BIGGA membership number on the Home page.

Designed around a theme of 18 holes users can gain access to training records, job specifications, job descriptions, sample contracts of employment, appraisal forms and details of continuing development.

How to access the BIGGA Training & Development Manual

- 1. Go to the BIGGA website www.bigga.org.uk
- 2. Click on the Members area, the Jobs page or the Education page and click on the BIGGA Training Manual link.
- 3. Enter your login details and select the BIGGA Training & Development Manual from the left hand menu.
- 4. The Training Manual will load and the user can click on Enter the Site to view a welcome video or can select 1–9 or 10–18 on the top menu bar.
- 5. You can progress through the manual hole by hole or go straight to the hole you wish to view. You can also skip to holes 10–18.
- 6. When you select a hole you will be presented with a window that explains what that hole is about. You can then select from the bottom tabs, video or sub-text (downloadable documents and links).
- 7. When clicking on a downloadable document it will automatically open in your default word processor. This can then be amended, updated and saved to your computer's hard disk or printed and filed in your personnel files.









FORMAL MEETINGS - PART THREE: The Role of the Companion

In the previous two articles in this series we covered what happens during a disciplinary meeting and what happens when a formal grievance has been raised.

In this final article in this series we now turn our attention to the role of the Companion.

Role of the Companion

Staff have the right to be accompanied at any of the 3 types of meetings detailed below:

- · Formal disciplinary meetings
- Formal grievance hearings
- Appeal meetings

Who is allowed to 'accompany' at these types of meetings?

· A work colleague

 An accredited trade union representative (an employee does not need to be a member of a trade union to have a union representative present. If a union representative is accompanying then they will be asked to provide proof that they are either employed by the trade union or accredited by the trade union to attend such meetings in the capacity of companion)

These are the only 2 categories of people allowed to accompany (unless company rules and procedures allows for any other category of person to attend)

If someone wishes you to accompany them then they will need to ask you.

You are not obliged to attend as a companion and you cannot be forced to attend as a companion.

Your employer can reject who attends as a companion if:

• The person does not come into the categories detailed above

• The company feels that the companion's presence would prejudice the hearing

• The company can reject a request if the companion is from a remote geographical site when someone suitable and willing is available on site

If the chosen companion is not available on the scheduled date of the meeting, then the employee can ask for a postponement of up to 5 days in order for the chosen companion to attend.

What is the role of the companion at such meetings?

intheshed answers

The companion can play an important role at such meetings:

The companion can take notes

• They are at the meeting to provide the employee with support

 The companion can ask questions of the meeting

• The companion should be given the opportunity to address the meeting on the employee's behalf

• However, if a question is asked directly of the employee, the companion cannot respond on the employee's behalf

• If the employee does not wish the companion to speak then the employee can ask for this

• The companion and the employee can ask for a short break to speak privately

• The employee can have a short time with their companion prior to the meeting in order to prepare for the meeting

• The companion cannot prevent the employer from explaining their case

When is a companion not allowed to attend?

When a meeting is an informal discussion/chat, where the meeting is merely an investigatory meeting or where the meeting is a counselling session.

QUICK 'NINE HOLE' QUIZ ANSWERS:

1. Tom Watson (77), Greg Norman (86) and Nick Price (94) 2. Wolves, Birmingham, Burnley. 3. Ian McGeechan 4. Shinty 5. 1908 and 1948 6. 61 7. 1951 by Max Faulkner at Royal

- Portrush

8. 12. Six stumps four bails and

two bats 9. Kenneth Wolstenholme

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on the **Soapbox**

A new vehicle for people within the industry to express their viewpoint

'Me, I'm just a lawn mower you can tell me by the way I walk'. A line from the lyrics of a Genesis track from the album 'Selling England by the Pound' or is it how we portray ourselves to our employers and therefore if so 'selling ourselves short of the pound' we deserve!

Following on slightly from Paul Lowe's Soap Box along the lines of complaints received and the pressure that we are all under to provide a surface for our clients to play and enjoy, I do feel that at times we are our own worst enemy with a slight persecution complex. Often on blogs or in conversation it crops up that 'Once again NO praise for the course maintenance team' or 'how hard done by' we are. But do we really market ourselves in the best way? Love them, loathe them, admire them like their principles or not, the 'Gingerbread' men have got the right approach with the major word in our and any industry.... COMMUNICATION.

Could it be that perhaps our talents fall short when communicating with our employers, members or general public? Often viewed as 'grasscutters' or 'environmental enemies 'by the un-educated public; how many are prepared to discuss carefully, answer questions and hold forums to help explain problems on the course or plans of the future. But that's the Green Chairman's job I hear you say! No, it's ours - the relaying of messages can get totally confused or fragmented and fabricated leading to further problems. The Head Greenkeeper who stands and communicates with members/ visitors/public is actually one in a powerful position with the chance to control the situation

Is the reason that through the media and seminars the harping on of various theories creates a feeling of inadequacies and the constant pressure of perfection makes some feel failures if not achieving that state of perfection? Perhaps, perhaps not. It is important that education is a high priority but at the same time we should remember that it is 'horses for courses' and all views, opinions and recognition of resources be respected. I have personally met many colleagues who do not discuss their own views for fear of ridicule.

The art of public speaking is often neglected but the use of it highly powerful displaying confidence and intelligence rather than scuttling of to the far end of the course or dark corner of the sheds to avoid confrontation. The education of the members should not be viewed as confrontation but of the chance to create a new friend and ally. I accept that there are those who want to be confrontational or don't want to know the truth but remember stay calm and precise and the situation remains under control.

As individuals we can only control our own micro domain and as such any further help required can be found from our biggest ally.....Our neighbours and fellow greenkeepers (Perhaps like the Gingerbread group). On a national scale I do believe we are poorly represented by our own bodies/ associations as, although many opportunities are created through educational seminars, national media are not used to the greatest advantage possible!

As we eagerly wait the spectacle of The Open on the BBC, the coverage is an ideal opportunity for the golfing public to be educated about the difficulties experienced and the role of the 'Grasscutter', Environmentalist, PublicRelationofficer, scientist, artist, and agronomist, botanist, and pathologist entomologist etc.etc. deep about all our mechanical maintenance but it could actually help with the question of why the golf club down the road does this that and the other compared to us?'

The 'Augusta Syndrome' is often accompanied with the members discussing the programme about the preparation of the course yet the only programme prior to OUR own Major is about past winners and who's who, Not about the course preparation. The general public do not appreciate that the preparation to hosting The Open takes years, not just the month before.

The fact that the course is aimed to peak for the tournament and that the clearing up and restoration takes time afterwards is never considered!

Do we really have representation with the golfing bodies, such as the EGU, SGU, R&A, or is it that we 'accept their donations' and then allow them to govern us?

To summarise, individually we can help ourselves by improving communication but at the same time let's see the associations promoting our cause outside the industry.

Me, I'm just a lawn mower, you can tell me by the way I walk

The views of the Professional golfer (Ken Brown) portray an excellent view of the playing difficulties and the rules official on hand for the rules to be explained to the public yet NO representation from the greenkeeping world to answer the awkward question of why do the greenkeepers always get in the way? etc. We rely on the answers of Peter Alliss and co to fight our corner surely this is not right!

During the 1980s the agricultural world was viewed as 'grant receiving wasters 'and had little standing with the public but after much behind the scenes work and with such programmes nature watch and country file and others, the farming community, rightly so, are now respected and viewed as countryside rangers.

Imagine a series on mainstream TV that promoted our industry as guardians of the countryside rather than chemical happy eco destroyers. Showing the differences between a links, parkland, heathland, moorland golf courses. The fauna and flora available on the different courses the problems experienced on a seasonal basis. Not necessarily going in



Mike Davie Head Greenkeeper Hazel Grove Golf Club

Mike Davie

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