

## RECORD KEEPING

by Charles Shiley  
Supt., North Hill Country Club

Every phase of golf course turf management can be improved and better understood by club management by using a record system to reflect a true picture of the operation. Each year golf course management becomes a more complex job because of a tighter labor market, higher costs, and other factors. This job can be done most efficiently when one's judgment is backed by complete records.

Added responsibilities and knowledge required of the golf course superintendent in today's fast moving world make it necessary to keep not only concise but accurate records. The kinds of materials applied and their rate of application are important in record keeping. Rainfall and weather extremes like the date of the first snow or first freeze are important if you plan some fall construction work or want to know when to drain the water system. Record the date when you first cut greens, tees, and fairways; the first play after the spring thaw, when carts were first used in the spring, and when you started to water. If you have these records for a number of years you can easily predict when play will start, and when your equipment must be ready to use. Work plans can be made according to past records.

Budget operation cannot be made satisfactorily without having knowledge of the cost and amount of supplies used in the past. The bookkeeping system at most country clubs groups together many items. It is impossible to tell from their records how much was spent for individual items such as fertilizer, fungicide, sand, dirt or many of the other items that we use. In making a budget request it is necessary to know these costs and they should be listed separately in a budget. As I approve invoices for payment and mark the account or accounts to which they should be charged, I list them on a sheet of my own (which is broken down much more completely than the one that the club uses. When I make out the annual budget I have these figures in my own file. I can quickly compute my next year's requirements and present an understandable budget.

While most records are written reports, additional records can be kept in pictures because photography is a form of record keeping. Pictures are valuable in recording the condition of your course. Pictures taken before and after any construction work provides a permanent record of ground improvements or other changes. Damage to the course, either from storm or vandalism, can be recorded on film and studied for ways to reduce or prevent future damage as well as serve as permanent records of the extent of damage. Pictures of flower beds can be used for future planting plans. There are many other ways of keeping records on film.

Some reports and records are very clear and there is little room for doubt or misinterpretation of their meaning, others are very confusing. When going over reports or records be sure that you have interpreted their meaning correctly.

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