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## ARMOUR TURF PROGRAM

P. O. BOX 1685 . ATLANTA, GEORGIA 30301

## FOR: ASSISTANTS & APPRENTICES

There are probably 30 or more Apprentice Superintendents training under Chicago Superintendents this year. Perhaps we should tack these 10 helpful hints on our bulletin boards for them to read.

1. Work closely with the Superintendent. The Superintendent and the assistant should periodically check over the entire course. Assist the superintendent in planning the daily, weekly, and monthly work schedule. Assign the daily instructions to the laborers. The assistant should give the superintendent his full cooperation.

2. Cultivate management abilities and a clear understanding of all operations. Be capable of taking over the course in the absence of the superintendent. The superintendent will be open to ideas, so let him hear your ideas for improvement. Read books, take night courses, ask questions to improve yourself. Be 100 percent behind the superintendent in any of his decisions, and don't discuss golf course problems with the members, and club employees.

3. Go an extra mile. Be the first to work in the morning and make sure the shop is locked up before leaving at night. Carry a notebook, jot down things that should be brought to the superintendent's attention. Observe. Do your best to keep the laborers' morale up; after all, hard jobs have to be done as well as easy ones.

4. Have enthusiasm. Don't growl when the superintendent asks you to work a few minutes overtime. Do your work with enthusiasm.

5. Have faith. When doing a job don't say I can't; have faith in yourself and say I can!

6. Have controlled attention. When given instruction, listen. Don't let your mind wander to extracurricular activities. Give your work all your attention. Continually check what is going on around you.

7. Thinking must be organized. When the superintendent is not around it is sometimes necessary to use your own discretion. Think twice before acting. For example, check your tools over before leaving the shop, to prevent wasted time.

8. Learn from defeat. Don't get discouraged when something goes wrong. Accidents do happen, and when you make a mistake, simply make up your mind not to let it happen again.

9. Have a pelasant personality. Try to get along with everybody. Dale Carnegie tells us "it takes two dislikes to make a hate," so kill them with kindness.

10. Have personal initiative. Come to work clean and well dressed. Don't continually have to be told to do your specific duties. Don't, time after time, neglect that piece of paper lying in the rough. Do a job correctly the first time instead of having to do it again. Complete routine duties which will interfere with the golfers before they come out.

The Editor

What's more embarassing than jumping to a conclusion that isn't there?