

Schedule of confirmed locations for the MAGCS monthly meetings in 1982

April 26	Flossmoor Country Club (Golf)
May 10	Kankakee Country Club (Golf)
	Joint meeting with Central Ill. GCSA
June 7	Lincolnshire - Marriott Resort (Golf)
July 12	Randall Oaks Golf Club (Golf)
August 16	Skokie Country Club (Golf Champ.)
September 13	Arlington Country Club (Golf)
October 4	Spring Valley (Golf)
November 1	Cypress Inn (Annual meeting)
December	MAGCS Annual Clinic

Carl Landgrebe

MAGCS Arrangements Chairman

M.A.G.C.S. GOLF FORMAT 1982 SEASON

The May, June, July, August, and September events will be played using a point system.

There will be four flights:

Red Flight	0 to 8 handicap
Blue Flight	9 to 17 handicap
Green Flight	18 to 25 handicap
Black Flight	26 & up handicap

In each flight, low net will receive 20 points, second low net will receive 19, etc. Twentieth low net and all other players will receive one point. At the September meeting, total points will indicate winners in each flight. Also, at each meeting there will be a Peoria and/or Blind Bogey; closest to pin and long drive for members and seniors.

All players must have a handicap. For those players who do not already have one, we have made arrangements with C.D.G.A. for this purpose. It will be those players' responsibility to get their scores to a member of the Golf Committee.

This is a new format and we on the committee appreciate your help and cooperation to make our 1982 events enjoyable and successful.

Golf Chairman, John Stephenson

EVALUATING YOUR EMPLOYEES

Almost all of your employees, even the poor ones, think they are doing a good job. You may know better, but how do you communicate that to the ones who need to improve, much less tell them how to change for the better?

One good way is through a regular systematic employee interview program. This gives you a chance to privately discuss an employee's performance, suggest areas for improvement, commend exceptional work and provide a rational basis for approving or refusing merit raises in salary.

It doesn't have to be a formal procedure. If you have a small staff with whom you work closely, it's ridiculous to set up a formal, across-the-boss's desk type of interview. A private informal chat over a cup of coffee in some out-of-the-way corner of the building should be sufficient. However, it should be done on a regular schedule.

This procedure gives you a chance to effectively reprimand an employee without embarrassing him in front of other employees. It serves as a formal warning that he must improve. It also gives you, the supervisor, a solid foundation on which to base salary decisions, particularly if you keep some sort of evaluation form signed by both parties.

One other, less obvious, benefit is that it gives you a chance to know your employees better as people. Items

which are officially none of your business but which have a great effect on an employee's performance can be brought up casually and covered comfortably. A boss should be interested in his employees both as a supervisor and a concerned fellow human being. That means giving him a chance to talk and listening carefully to what he says.

An employee evaluation form can be a valuable tool. Design a form rating an employee's sense of responsibility, performance, dependability, attitude and competence, leaving room at the bottom for comments and other considerations. During the interview, go down the list, marking each category as it comes up. At the end, a copy signed by both parties should go into the employee's personnel file, with another copy for his private records.

After the interview, act on the results. If they were positive, give him recognition, a raise or time off. If not, you will want to work with him more closely or provide additional training.

At the end of the interview process, take some additional time to evaluate yourself, using the same form.

NORTH PALM BEACH, FL--The fourth edition of **The Professional Golf Shop** will be available April 1, 1982 announced Don A. Rossi, executive director of the National Golf Foundation.

The 112-page book contains approximately 100 pictures, more than half in full color. PGA professionals and experts in virtually every phase of the golf business contributed significantly to the final product, which was more than a year in the making.

"Countless hours of NGF staff research, writing and editing have been devoted to making this publication a valuable, updated source of information and guidance to those involved in running a golf shop," said Rossi.

Added Joe Black, president of the PGA of America, "Regardless of what questions a golf professional might have concerning the physical layout of a golf shop through all the complex areas of golf shop operations ... he can find the answers in this detailed book."

There are 11 chapters in **The Professional Golf Shop** on personnel; shop complex/shop design; merchandising; lighting and fixtures; equipment; insurance/security; golf cars; club fitting; club repair; bag storage; and junior golf.

Serving as co-editors for **The Professional Golf Shop** were NGF Director of Communications Mark Boorman and NGF Director of Western Operations Joe Much. The book is dedicated to Glynn (Bud) Harvey, veteran golf writer and pundit who died of a heart attack on Thanksgiving Day, 1981. One of the projects Harvey was working on at the time of his passing was this book.

The new book is the fourth major NGF publication revised or created in 1982. The other three are the **Golf Operations Handbook**, **Organizing and Operating Municipal Golf Courses** and **Planning Information for Private and Daily Fee Golf Clubs**.

The Professional Golf Shop is one of the main offerings in NGF's 1982 Associate Member package. The book is also available for \$17.50 plus shipping and handling costs from NGF headquarters.

EQUIPMENT FOR SALE

Vicon Fertilizer Spreader, trailer type, 1 ton capacity.
Century 400 gallon sprayer.
Friend 300 gallon sprayer, P.T.O. driven.
Toro 70" Professional Triplex mower.
Contact **Randy Wahler**, Knollwood Club, 312/234-4160.