

List Rules of Conduct for Club Employees

CARL SCHWARTZ, manager of the Missouri Athletic club, St. Louis, is responsible for a card of "Rules of Conduct" which are used at his club and which have been sent to the managers belonging to the Club Managers' Association of America as an excellent example of rules for the guidance of club employees.

These rules follow:

This organization is owned and operated by its members.

All are entitled to the same privileges, and no favor must be extended or concession given to any one which is not available to all.

A member expects to get the service or information he desires with as little delay as possible. If it concerns another department, tell him where to go and how to get there. If you don't know, find out. If the rules forbid what he asks, tell him so. Always give the service desired or say why it cannot be done.

There may be times when you are asked to do something not covered by the

rules or your instructions. Make your decision as the interest of the member and the club seem best, and report the incident.

Employee's have the same right to complain of a member's misconduct toward them as the member has to report an employee.

Co-operation should be the rule throughout the club house. Men and women are hired to perform a specific duty. In addition, they are expected to help others when they see an opportunity to do so, or are asked to do so. We are all working for a living, and there is no sense in one employee trying to make it tough for another one. And it won't be permitted.

"Bastling out" is not permitted. And any one who needs this does not belong here.

No employee of the club has a "pull" with any one, and there is to be no playing of favorites.

Handle club property as if it were your own. Just because it does not belong to you is no reason it should be handled differently.

We want this organization to be a clean and decent place for men and women to

Frederick the Great didn't play golf

But if Fred had, his immortal saying would have been "A golfer travels on his shoes" instead of "an army travels on its stomach",—because nothing is as important to a good golf game as shoes kept in the proper shape. And the way to keep your members' shoes in perfect condition is to have Yellow Jackets put in them as soon as they are taken off.

It's been said that Yellow Jackets are worth their weight in gold, but this doesn't mean much because they're so light,—made of the finest aluminum. Yellow Jackets are adjustable, and stay adjusted. Fold up for travelling.

Lower your members' handicaps by having them start from the ground up with proper shoe comfort. Yellow Jackets will do the trick.

There's a nice profit in handling them. Sizes for men and women. Write today for attractive terms. Paul & Beekman Mfg. Co., 1726 N. 5th St., Philadelphia, Pa.



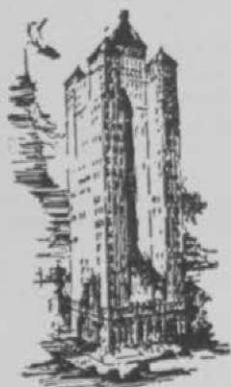
Sturdy Yellow Jacket Shoe Horns are fitting companions to the Yellow Jacket Shoes. Many attractive colors from golf ball white to bunker green. Keep the heels of your members' shoes from getting broken down.



ALLERTON HOUSE

Official Chicago Residence 102 Colleges

25 Floors—1000 Rooms
No Surrounding Buildings



R. C. A. Radio Speaker in every Room. World's greatest receiving installation.

An Outstanding Residence
of Executives

Route Your Staff to the

ALLERTON

14 floors exclusively for Men.

7 floors exclusively for Women.

\$12.50 to \$20.00 Single
8.50 to 15.00 Double
2.50 to 4.00 Daily

Allerton House

701 N. MICHIGAN AVE.

CHICAGO

WALT DWYER, General Manager

Write for descriptive
booklet.

work, and where women can feel safe. Men who are unwilling to treat women with respect, or women who encourage the familiarity of men, are not wanted here.

Employees are not permitted—

To offer any article for sale.

To solicit funds for any purpose.

To bring packages into the club house, to take out later, without checking them with the Back Door Man.

To take out packages without examination by the Back Door Man, who will, when he thinks proper, hold such packages for the Manager.

To have mail or other articles addressed or delivered to the club.

To use the telephones, except department heads for club business.

To have visitors, ex-employees not excepted.

Employees must notify the Back Door Man, as early as they can, when they find they will be unable to report for duty on time.

Department Heads are expected to see that the functions under their direction are carried out smoothly, effectively, and economically, and failing this, they should be able to explain why it cannot be done. Cleanliness and order are the chief essentials in the operation of the club house. Get over your department often enough to see that everything is clean, in proper order and in repair. And this applies as well to the quarters used by the help, storerooms, etc.

Suggestions for improving the service, for cutting waste and expense, and for better working conditions and the welfare of employees are earnestly solicited.

AND DON'T ACCEPT A TIP.

The Management.

H. SMITH ON YOUNG STAFF

HORTON SMITH has signed with the L. A. Young Co., makers of Walter Hagen golf goods, as manager of field promotion, the contract to become effective upon expiration of his present contracts. In this capacity the likeable and talented Smith boy is to have the job of seeing that fullest co-operation is developed between the Young organization and the professional shops.

Smith, although barely past his majority, has had intensive business experience in the pro field in both the bushes and the big time. He quit a teachers' college where he was studying to become an educator, in order to develop to the fullest extent his earning potentialities in pro golf. Smith has become a stockholder in The L. A. Young Co.