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(Fig. 1) is the backbone of the system; for this reason it had to be explained in detail.

Figure 2 is the Order Form. A purchase order is issued for everything we buy. It is made up of three separate sheets. The first one goes to the seller, and has the terms of purchase, full shipping directions, etc. The second page goes to the bookkeeper, who follows up the order if necessary. When the article specified on the order is received and O. K'd, the form is attached to the bill, giving a full history of the transaction. The third sheet is for the greenkeeper's own record.

Figure 3 is the Stock Sheet, which is filed alphabetically in a loose leaf cover. It acts as an inventory, and gives the history of all machinery, implements and tools, seeds, fertilizer, etc. One of these sheets is made out for every tractor, machine, and implement. It gives the date ordered, the order number, from whom it was purchased, quantity, cost, freight, date received, etc. The lower half gives the date when the article was used, and where. This applies to fertilizer, worm eradicator, bunker sand, etc., and where and when any implement or tool was broken or lost.

One of the cards is made out for every type of shovel, rake, or mower, not, however, for each individual article. At the end of the year this is of great value in taking stock, and to show graphically where the club's money was spent. All entries on these sheets are made by the bookkeeper and in order for him to receive this information apart from the or-

der book, we have the Greenkeeper's Daily Report, (Figure 4).

The greenkeeper makes this up daily and hands it to the bookkeeper the following morning. A greenkeeper can keep the time for 10 to 20 men in ten minutes daily;

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Fig. 4. Greenkeeper's Daily Report

another five minutes is needed for his daily report. On Friday he can sum up the payroll or leave it to the bookkeeper. With five minutes a day the bookkeeper can

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WORTHINGTON



The Worthington "Overgreen" (Furnished with or without Grass Catchers)

The "Overgreen" power putting green mower is making as great a revolution in the cutting of golf greens as the Worthington gang mower has made on the fairway. It will mow the eighteen greens of the average course in four hours and one-half. It is guaranteed to leave the putting surface, in respect to smoothness and freedom from any mark, in unexcelled condition. Unequalled in durability and freedom from derangement or delays.

The "Overlawn" is a power mower composed of a complete tractor drawing a Standard Worthington 30" fairway cutting unit. In this comparatively easy service it will last indefinitely.



The Worthington "Overlawn"



The Shawnee 18-inch putting green hand mower is the peer of any hand mower in existence. Easiest to push and cuts a swath perfect in quality.

The "Shawnee" Putting Green Mower

WORTHINGTON MOWER CO.

Chicago: 517-21 So. Laffin St. Stroudsburg, Pennsylvania
Montreal:
132 St. Peter Street
Agencies in all principal cities.

San Francisco: 52 Beale Street

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Fig. 3. Stock sheet (top and bottom sections only are shown) which acts as inventory

transfer to the proper place all the information given him by the greenkeeper, either from his daily reports or order book, or both.

The bookkeeper's biggest job is the summing up of the vertical columns of the time sheet and transferring them to a Monthly Summary, (Figure 5). This sheet is not only a summary of hours and costs of different operations on the course, but it also gives salaries of employes chargeable to golf. It gives the total purchases, repairs, freight and express charges, and a monthly write off of any materials on hand January 1. It gives total wages for month, total for last month and total to date. In other words, on the 10th of each month, the actual cost of the golf course to date is known. As will be seen the bulk of the work falls on the bookkeeper.

This is a contribution from one green-keeper to other greenkeepers to help them get away from the antiquated method of "so many hours equals so much wages." If greenkeepers have the spending of the major portion of the club's income, it is only expected that the club, through its green-committee, has every right to know how and when its money was spent and to demand if necessary an accounting of it.

It is very necessary that the greenkeeper protect himself against certain emergencies that may arise. Very often the greencommittee orders the greenkeeper to do some very costly work, without providing extra funds. For this reason at the end of the year the cost of upkeep has been exceptional. If, then, the greenkeeper is questioned as to the unusual expenditure, he will be at a loss to explain unless he has made an accurate accounting of the money spent. Therefore, it is plain that some method of cost-keeping must be provided.

Without doubt the green-committee of every club will eventually inaugurate a cost system of their own. The greenkeeper who of his own volition introduces a cost-keeping system will forestall any move in this direction and thus gain credit from the members of the club for doing so. On the other hand, the greenkeeper who through one excuse or another fails to provide some method of cost-keeping, will have a very stormy path to travel at the end of every fiscal year of the club. Moreover, he will have no basis on which to calculate his budget for the succeeding year.



This display board at an English course shows some examples of unreplaced divots. It reduced a careless practice

OLFDOM has been asked what danger of poisoning there is due to use of arsenate of lead on a golf course. Mr. Leach replies: "I would not fear arsenate of lead in an open wound although it is not advisable to subject a cut or a wound to the chemical. Arsenate is not a nerve poison like cyanide; hence the injury, if any, would be local—that is, confined to the wound.

"Around Philadelphia, all arsenated courses put up little signs here and there indicating that the course is arsenated and warning against licking the ball, etc. There never has been any difficulty in this respect around Phila-

delphia.

Manager's Idea on "One Boss"

By H. J. REINOHL Manager, San Diego C. C., Calif.

THERE are many important features attached to successful club management, and I feel sure that there are not two clubs managed alike. In the first instance there must be the closest co-operation between the board of directors and the manager. The club president defines his policy for the year to his board of directors. The committees appointed may co-operate with the manager or may act direct without consulting or asking him for advice. This is a bad practice; the manager, being the man on the ground, can be very useful in advising committees.

Now, we must consider for a moment the system of management. In practically every country club there are three distinct departments. Firstly, the golf course, the condition of which the greenkeeper is responsible for, under the direction of the green committee; secondly, the professional, who is responsible for golf instruction and the sale of equipment in the golf shop; thirdly, the clubhouse, which includes the restaurant, locker-rooms, accommodation and everything in connection with the clubhouse itself.

Manager Unifies Departments

In some clubs a general manager is appointed to take complete charge of the whole organization, and in others it is left to the heads of departments to manage their own affairs. In the latter instance there is a possibility of lack of efficiency and unnecessary expenditure. It may happen that an incident is reported to one of the heads of a department, who regrets he cannot give it his attention as another department is responsible for it. Why is it that in big, successful businesses a general manager is appointed to accept full responsibility, and yet in many country clubs it is departmental management? The necessary link between the various departments and the board of directors should be a general manager.

While many clubs are leaning towards the appointment of a general manager, it may not be an easy matter to find a man suitable to fill the position. He does not have to know how to repair a broken water main or teach golf, but he should have knowledge of accounting, understand res-



H. J. Reinohl

taurant business, the rules of golf and something about golf course maintenance. Above all, he must have a pleasing personality and not be too familiar with the members.

It would facilitate business if all instructions were passed by the committees to the manager and, in turn, to the various departments. By this means, the general manager would be able to speak intelligently to members and guests regarding the organization as a whole.

Meet Them with a Smile

The general manager acts as host; meets the members and guests on arrival at the club and extends a hearty welcome. Some club members leave their troubles in town and arrive with a smile, some bring their troubles with them, but they are soon forgotten if a cheerful spirit prevails at the club. The whole staff should be instructed to be cheerful and receive guests with a smile; then you accomplish one of the biggest features that a country club can produce—a place where the business man longs to go.

In order to run a club successfully, care must be taken in the selection of employes, and when they have been selected see that they are satisfied. Put yourself in their position; consider their hours of work, living conditions where accommodation is provided, time for recreation. Occasionally



Capt. D. L. Rees

Golf Architect

Builder of Municipal Links, Station Island, N. Y. Vice-President Metropolitan Greenkeeper's Assn. Greenkeeper Progress Country Club, Purchase, N. Y.

says of NU-GREEN:

ROM an economical standpoint I consider Nu-Green second to none for the control of Brown-Patch. It is quick in action and absolutely safe to use without injury to grass. I have no hesitation in recommending Nu-Green as a fungicide."

Authorities on the upkeep of Golf Greens, fully appreciative of the disastrous results of "Brown-Patch," have made exhaustive tests of fungicides for combating this dreaded

The findings of Capt. D. L. Rees are common with those of many golf architects and greenkeepers. That is why more golf clubs used NU-GREEN than any other treatment last season.

NU-GREEN comes ready for use. It is easily and quickly applied.

Dr. J. J. Monteith, Jr., in the December, 1927, issue of the Bulletin of the U. S. Golf Assn. Green Section, says of NU-GREEN:

"The areas treated with Nu-Green soon developed a luxuriant, dark, healthy green color, which stood out in sharp contrast to the untreated portion, where the turf retained the pale yellowish cast so common on many greens. In cases, these plots were so striking that they became a source of wonder and amazement to greenskeepers, professionals, club officials, and players."

Note-New Prices

25 lb. size	 \$1.50 per lb.
50 lb. size	\$1.45 per lb.
100 lb size	\$1.40 per lb.

NU-GREEN

Controls Brown-Patch

THE BAYER CO., Inc. Agricultural Dept., 117 Hudson St., N. Y. City



FIRST

on the market in advertising in golfers' favor

That's why Reddy Tees take first place in making profits for you!

F ROM Cape Cod to Catalina, American golfers are using more and more Reddy Tees each day. The sales curve rises higher and higher.

And it deserves to rise, for the product is right and its advertising hits the nail on the head.

Now running in all the big golf publications and newspapers throughout the country is the biggest advertising campaign in the history of Reddy Tees.

This advertising is bound to sell more Reddy Tees. With just a little cooperation from you, it is sure to step up your sales.

You can do your part, and take the profits that go with it, by displaying Reddy Tees in a prominent place, and by suggesting them to every golfer who comes into your shop.

The REDDY
TEE

Nieblo Mfg. Co. Inc., 38 East 23rd St., N. Y. C.

P. S.—For those who fancy a carrot tee, the Nieblo Mfg. Company makes Scot Tees. These are not as well made as the Reddy—no other tees are—and consequently cost you less.

Now available also are Reddy Tees in Celluloid, all white, or white shaft with red top, 10 for 25c to golfers. Your jobber has them.

provide transportation to town when other means are not available. A satisfied staff, well trained, will reflect on the members and the tradition of the club.

Handling Fussy Members

A "fussy member" is the first to notice any little defect and will feel that by-laws and rules have been made especially to "hit" him. While it is the duty of the manager to see that members do not violate the by-laws, a great amount of discretion can be used and a reasonable explanation made to try and convince the "fussy member" that rules are made for the benefit of all the members and not aimed at any individual, Many a "fussy member" has been converted into a club booster when handled the right way.

The professional comes in close contact with the majority of members and can either boost or kill the condition of the golf course. The closest co-operation must exist between the pro and the greenkeeper. In talking with members, the pro should at all times bring out the good points of the course and be very careful not to encourage knocks from members. The pro is a man looked up to by many members, and a good boost from him means a lot to the club, while a knock coming from the pro is magnified by the member a hundred times, which leaves a bad impression. When criticism is necessary, the pro can talk matters over with the greenkeeper, who is always ready to listen to reason to further the improvements of his course.

Catering to the Women

To have club women pleased is a great achievement. Their wants, if reasonable, must not be neglected. Make the club a place that women want to go to, whether it is for golf, bridge or other social events. Let the service at the club be its advertisement; people talk, and if the club is considered the place to entertain, the restaurant will benefit by increased business.

It is very essential to maintain a simple, yet efficient, system of accounting in the restaurant. Purchases should be carefully checked on arrival and care in buying will prevent too high a price being paid or too big a stock on hand at one time. Again, a very careful check is necessary for all food going out. If all employes are fed without a checking system, there is no way of ascertaining the cost of such food and the amount consumed may vary greatly month by month. A sound plan is to account for

every item of food on a meal check. If an individual record is kept of all items purchased, it is possible to compare one with the other at the end of each period, which shows which items are more profitable. To describe an efficient system of restaurant accounting would take up too much space here, but it is one of the vital factors in all clubs' financial reports.

)ROS who are making a study of the turnover of their stock will be impressed by the importance of turnover as revealed by a recent Harvard Bureau of Business Research statement. Big department stores having fewer than 3 turnovers during the year made a net profit of only 1.6 per cent. Addition of one turnover a year to wholesale automotive equipment houses brought selling costs down 3.8 per cent.

As the turnover increases, selling cost comes down and profits increase. It's the same for the pro shop as for the big department store, so watch this phase of your business.

Watch out for danger in mid-channel. When the fat part of the pro season is on -in July-guard yourself against slowing down because the money is coming easier. Crowd your luck.

HELPING THE ASSISTANT PROS and CADDY-MASTERS

WE suggest to professionals that they give their assistants and their caddy-masters opportunities to read their copy of each issue of GOLF-DOM.

Especially in the cases where the pros must depend a great deal on the selling work of the assistants will the reading of GOLFDOM by the shop staff show a beneficial effect.

HARRIS TWEED

The Aristocrat of tweed for Golf wear. Sult-lengths by mail. Samples free, NEWALL, 462 Stornoway, Scotland. AGENTS wanted.—Club Professionals preferred. Good remuneration.

PLEASE VOTE AND TELL US

What Kind of **Trophies**

do you want to see?

Hundreds of clubs have written to Golfdom for trophy information. The managers of Golfdom have turned to us as a leading trophy specialist of America. We are all ready to print the finest catalogue of Golf Trophies ever published. Naturally we prefer to show you the articles in which you are most interested. Will you mark this ballot and send it in immediately? Place a figure in each square to indicate the order of your interest, and we will do the rest mighty quick.

	Prize Cups
	Trophy Shields
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Please send me illustrated catalogue of Golf Trophies as marked in order of preference

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TALKING IT OVER

Pro Picked by Price Alone Is No Bargain

"Got located yet?" we asked a fairly well known pro this afternoon. "No. Had several good places lined up but lost out to fellows who took them for a lot less money." The rather despondent reply is indicative of a condition prevailing in the professional golf field today.

Some of the boys who got the jobs he mentioned we happened to know pretty well. One of them two years ago was a good caddie with playing ability. He's a promising youngster, but what he doesn't know about handling the pro job in the good club that has signed him, is volumes. Instruction, merchandising, relations with members, and a helpful knowledge of what the greenkeeper is up against, are still as higher calculus to him.

For a smaller club where his responsibilities would not be so great and his job generally so big, he'd be a bargain at what he is getting. For the club with which he is located the kid is not matured to the extent that he is the asset a pro should be. We wish him and his club well, but we are inclined to believe that his club is making a mistake by attempting to save money by employing him.

The man who wanted more money knew how to serve his members so their interest in golf is maintained at an enthusiastic degree. House business and club spirit are developed by his experienced efforts. The reason he's looking for a job is not due to lack of satisfactory record. But he's out of luck many places; clubs want to experiment with a cheap pro.

We believe this condition is something that calls for attention by the P. G. A. in establishing standards by which clubs can rate the value of pro services, and then, if the club picks wrong, it can not condemn unjustly the entire profession.

Set Your Sights for Successful

At the end of every season we hear some clubs complaining of lack of betterment in the condition of their courses.

Season with Greens The post-mortem usually reveals that the year's maintenance work was done on a hit-and-miss basis without any definite objective being set prior to the beginning of activities.

A green-chairman and a greenkeeper who are on the job, make this agreement on the season's plans in such a fashion that they have something to use as a schedule as the season progresses. The budget system, where it is used, takes care of any decided alterations in the course, but the ordinary improvements in the year's maintenance usually lie in the back of the ambitious green-men's head, crowded there by the everyday necessities of maintenance, until the end of the season sees the hoped for betterment unrealized.

A specific standard of maintenance is not a bad thing for a green-chairman and the greenkeeper to have written and kept prominently before them as a constant driving force toward fulfilment.

Creeping Bent Turf

Can Be Produced on Your Putting Greens by Planting Seed of True Creeping Bent for from One-Third to One-Fifth the Cost of Producing it by Planting the Runners or Stolons.

Winter

Hardy

Many Just Clubs have purchased Bent Rhode Island Bent Seed from me this Spring to reseed areas planted last Fall with German or New Zealand Bent come that did not through the past Winter, which was very severe on Fall seeded areas.

Bent

Seed dealers for several years have sung the sales tune that native grown Bent seed is foul with weeds and seldom runs more than seventy percent as to purity of variety. Eight years ago when I first started in to harvest Bent for its seed, in equal partnership with a member of the Agricultural Department, who was at that time also in the Green Section of the National Golf Association, the seed was low in purity and did carry some weed seeds, for at that time the only available areas of this grass were those where it was a volunteer grass and naturally these areas contained some redtop and foreign seeds. Gradually, however, I have increased my areas, specially planted and fertilized, for seed production. For several years, fields that I have harvested for seed have never run less than 95% as to purity of variety. No foreign Bent seed on the American market can approach my native grown seed in percentage that will actually grow and make hardy permanent

My volume of business right now is double what it was a year ago this time. The Chairmen of the Greens Committees of the golf clubs are certainly becoming convinced that much more desirable and permanent results are obtained by planting only native grown, winter hardy, acclimated Rhode Island Bent that they purchase direct from the farms where it has grown naturally for hundreds of years. It is here that it produces its most virile seed. Here in Rhode Island is where it was first discovered on this continent and from this smallest state in the union it derived its name. This is its native heath. This is the reliable place for you to purchase your seed. you to purchase your seed.

A. N. PECKHAM, KINGSTON, RHODE ISLAND

Remember, Creeping Bent Stolons should not be planted this time of the year for of necessity it is material that was grown the year previous and has been covered over or mulched to protect it from the freezing weather. When the first freezes come on in the fall all grass dies; that is to say, the sap or vital fluid returns to the roots and even though you mulch over Creeping Bent heavily it will not, when planted, produce anywhere nearly as good results as fresh grown material. This year's growth is not ready Always to lift from the nurseries in any Demand of the Northern or Eastern states before the first or middle of July; thus anything you purchase be-Grown tween now and the first of July is stuff that was grown the pre-That vious year and not

> mated to Our Severe Northern

Eastern Climate

fifty per cent of it

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Anaconda's Method Masters Sand Green Problem

THOSE who have played the Anaconda (Mont.) Country club course are enthusiastic in praise of the sand greens there, the general decision being a paraphrase of the automobile slogan, "when better sand greens are made Anaconda will make them."

Considerable study and experimenting preceded the adoption of the present satisfactory methods and the practice of constructing and maintaining sand greens at this course has a whole lot of value in it for other clubs that are not pleased with their present procedure.

W. C. Capron, of the Anaconda Copper Mining company, who is green-chairman for the Anaconda Country club describes the organization's sand green construction and maintenance as follows:

"Our course started about ten years ago with nine holes and four years ago was increased to eighteen holes. We decided to make the greens 60 feet in diameter. The building of each green was exactly alike and the steps were in the order of the following level, as most clubs with which I am familiar have done. If the natural slope of the ground was so great that the wash from storms took the sand off, a certain amount of filling was done to flatten the slope.

Anaconda's Method

"1. The turf was stripped from the 60 ft. diameter circle.

"2. The exposed earth surface was then treated thoroughly with sulphuric acid to kill all vegetation.

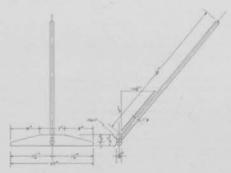
"3. If the green was on ground which was slightly higher than the surrounding ground, like on a slight knoll, no filling was put in, the turf on the outside edge of the circle being merely shaved off to meet the ground of the green. If the green was on level ground or in a slight depression, the stripped area was filled to approximately one-half inch below the original ground. Practically any earth is suitable for this filling, provided it is free from rocks and pebbles, as with the constant oiling later, any ground will gradually harden.

"4. Put on evenly about one-half inch of

sand which has been screened through an 8-mesh screen.

"5. The best oil we have had experience with is heavy crude oil. We seldom use this, however, due to the cost. We place steel drums at all the filling stations in town. The operators at these filling stations save all the oil drained from automobiles and trucks and put it into these drums. About 90 per cent of our oil is obtained this way. It takes more of this kind of oil than it would of heavy crude, but as this waste oil is given to us, its use saves a lot of money. In oiling a green we set a drum of oil close to the green. connect to this drum a hose long enough to reach any part of the green with a wide flat sprinkler on the end. A small hand pump is also connected to the steel drum. One man operates the pump and another man does the sprinkling. It takes

SETTIN OF GREEN SHEET MAN OF THE SHEET OF GREEN STREET OF GREEN SHEET OF THE SHEET



This light sweep was satisfactory at Anaconda

nearly a barrel to the green for the first sprinkling, the oil being distributed over the green as evenly as possible.

"6. The oil and sand are mixed as thoroughly as possible by light raking, being careful not to drag up earth below send.

"7. Thoroughly roll.