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#### Business Organization Applied to Clubs

(Continued from page 24)

sibility focused in one individual, with the freedom of movement and the moral responsibility of one person. At the same time, you get protection against having any wide divergence from the wishes of a board of directors by means of these three types of control.

#### How to Set Up Operations.

Now we have organized the ownership: next comes the problem of organizing operations. Up to this point our problem has been how to concentrate authority and responsibility by delegating it to a smaller and smaller number until we get it to one man. When we get into the operating organization, our problem reverses itself. It becomes one of how to disperse the authority which is vested in one individual to the dozen or hundred, individual operators who are performing the activities for which we are organizing.

At the top of the operating organization must be one individual, just as at the top

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of the ownership organization must be one

individual. There must be at that point complete concentration. In a large number of businesses, the chief executive of the ownership organization can be the same individual as the chief executive of the operating organization, for the reason that the president of the company, who is the chief of the ownership organization, is frequently equipped technically, and from a point of view of ownership interest and of being able to devote his entire time to the business, to also be the head of the operating organization.

But in clubs it most frequently happens that the president or the chief executive of the ownership organization cannot be the chief executive of the operating organization, for two reasons:

First, because he is not in a position to devote a sufficient amount of his time to the operations to be such; and

Second, because he is not ordinarily equipped, by virtue of training and experience, to function in that capacity.

Thus, the most common practice, and the soundest practice, ordinarily in clubs and voluntary organizations is to have at the head of the operating organization a general manager, an individual who is not the same individual as stands at the head of the ownership organization.

#### Functional Plan Best.

In organizing operations from the general manager on down, what plan is to be followed? There are primarily three pos-



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sible plans, but the one that dominates today in modern management, by right of results, is the functional plan of organiza-

When I say that the plan for organizing, from the general manager of the operating division down to the individual operations. is a functional plan, I mean that the organization from that point down is by functions, and not by any other idea. The activities of a club are grouped according to their relatedness, and that serves as a basis for the subdivision under the general manager.

Taking the first breakup of activities in a golf club on the functional plan, we would subdivide under the general manager the activities related to feeding the members; thus we create a feeding division. We take another series of activities related to the playing activity of the individual, and we bring those into a department. We take the activities that relate to the maintenance of the buildings and grounds, and we put those into another division. In that way our divisions would consist of related activities. We would take all the office and accounting activities and put them into another division.

Under each of these divisions, we would subdivide the activities again in exactly the same way. The feeding division would be split into buying activity, storing of foods, serving, and so on, breaking up the feeding division into a series of functional departments, and then again taking each

of those and sub-dividing them down. Plan Gives Control Plus Experts.

By organizing on a functional plan, the general manager will have an individual in charge of every kind of activity. That gives him a direct flow of authority and responsibility down to the least important employe, which is essential. One man, one boss; every individual, all the way down, is responsible to only one individual and gets his authority from only one individual.

But the general manager gets a second tremendous advantage-he gets a group of experts as well as a group of administrators. For instance, his heads of divisions will not only be men who run the divisions, but will be experts in one line, not jacks-of-all-trades. He will have under him an expert on feeding people. He will have an expert on accounting, because his man in charge of office activities will deal only with office activities. He will have an expert on maintenance, because his head of the maintenance division will be a specialist only in maintenance.

As a result of breaking up into departments, the manager will not only have an administrative head, but he will also have several expert advisers under him, each man specializing in a particular kind of work.

#### Weaknesses of the Other Set-Ups.

The functional type of organization is not at all a common type, and that until



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recently it was very uncommon. It might be possible, for instance, in organizing a hotel or city club, to organize the whole place by floors, having one man in charge of the basement, another in charge of the second floor, and another the third. There would be a series of administrative men, just as we would have under the functional plan; but instead of having an expert in each of the administrative men, we would have a jack-of-all-trades. The man on the first floor would have to do a little buying. a little feeding, a little serving, a little bookkeeping, and a little of everything. He would be an administrative officer, but he would not be an expert. Similarly, the man on the second floor would have a little of everything instead of just one set of activities.

I would be efficiently organized from the point of view of having absolute administrative control of my business; but I would be very weak in that my administrative executives would be jacks-of-all-trades and not specialists. It is because functional organization brings in this tremendous advantage of specialization, coupled with good administration, that it has so quickly

risen to the top and is now dominating all types of business organization, wherever business organization is studied as a science.

#### Manager Has Four Controls

When the general manager of a club, has created his divisions and departments by the functional plan, and has given complete authority and responsibility on down to the final activity of his club, how shall he, in turn, control these individuals? He has the same three methods of control that the board of directors have; he has his policies, which he puts in a manual and writes down for the benefit of his executives, he has his budget, without which no man can operate a business intelligently today; he has an internal audit.

In addition, the manager has a fourth method of control, perhaps the most important thing of all: His method of personnel inspection, the eye and ear of himself as he goes through his entire establishment day in and day out. Thus he delegates his authority and his responsibilities to his division men, they to their department men, and they to their units.

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#### Club Organization Peculiarities

There are two or three special problems in clubs, as against ordinary businesses. In a club, your owners are also your customers. That frequently happens in other businesses, but it is not so common elsewhere as it is in a club. You must constantly keep that in mind as an organization or management factor. In the same group, you have the individual to whom you make all obeisance as a customer; at the same time he is the individual to whom you look for your ownership authority. This creates special problems, which are clear to every person who has anything to do with club management. It only creates a problem because of the proximity of the two, but there is no difference in principle.

The second special difficulty in club management is that the service which you give your customers is of a peculiarly intimate type. It is closely related to that of the home. It is the same as that in the hotel and the theater; and you have to organize for service much more than you have to do in most other businesses.

#### Take Tip From Theaters

That is recognized by a good organizer and a good manager in hotels, theaters, or in clubs. For instance, in Paramount-Publix theaters, the importance of that is so thoroughly appreciated by the management that every phase of service has been studied and gone over by the executives. It is written down in detail, and every individual is trained in it and schooled in it as though it were a subject in college.

When you go into a Paramount-Publix motion-picture theater you scarcely notice the way in which you are being handled by the usher. It isn't an accident. Every gesture of that usher and every word he says to you every time you speak to him have been inculcated in that boy's mind, so that if you want to experiment with it by making the same complaint to three different ushers in three different theaters, you will be told exactly the same

thing in the same tone of voice and in the same words. Someone, who knows exactly the way a person is treated in the finest homes is used to train that boy, who perhaps has never had the benefit of a high school education and who comes from an ordinary home. He is so trained that when he talks to you or answers your questions. he does not do so in the way he would from his own experience, but he does so in the way that a person of refinement and culture would speak to you in a home of consequence. What he says and does has been given to him by an individual who has the background of that culture and that refinement in exactly such a home.

I merely bring that out to illustrate the significance of the service element in club management. The intimate nature of the service you render requires a refinement of organization and management in its handling, which many individuals are not adequately allied to.

The third particular weakness in club management and organization lies in the fact that frequently, and perhaps too frequently, individuals come to the head of the ownership organization in a club by other reasons than their peculiar business fitness as executives. They are popular, well-liked and are perhaps willing to be a goat, and for that reason they are wanted at the top. In the ordinary business, that is not true. The man who gets to the top of the ownership organization ordinarily gets there through fire; and when he comes to that point, he is very frequently peculiarly fitted as an executive.

That is not true in clubs, and for that reason you are apt to have poorer organization and poorer concept of sound principles of organization and management in the ownership side of a club than you are in the ownership side of a business. Also you are apt to have a cutting-across from your ownership organization into your operating organization at many points below the top.

In a business, no one would think of it. No member of the board of directors in a well-organized business would think of telling an intelligent department head what to do or what not to do. It would never occur to him to do it. In other words, that is not done, because the principles of organization are recognized and understood. However, that is frequently violated in a club for various reasons, and that is a problem with which the manager must contend.

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