

# ATLANTIC NEWS Letter



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### President's Message

Members like Jim Thomas, Tom Doerer, Ruben Hines, Ernie Stanley, Bob Shields, Frank Haske, Mike Burkeholder, John Connally, Frank Dunlop, Jim Reid, Carol Hitchcock, etc. were the main-stays of our association when I joined in May, 1960. I believe we could then and are now capable of absorbing new people and ideas and growing and improving with them for the benefit of all. If we didn't all have different opinions, methods and ideas how could we improve?

I would like to strive for more participation from the membership as a whole in planning and directing our association in the coming year.

Thanks for your confidence in honoring me with this office. I only hope we can match this confidence with accomplishments.

Lee Dieter President

### **ELECTION RESULTS**

At our December meeting at the Green Spring Valley Hunt Club we held our annual Board Member elections. The newly elected members are as follows:

President I
Vice President P
Sect.-Treasurer I
Board Members I

Lee Dieter Paul Barefoot Dave Fairbank

Washington Golf & C.C. U.S. Soldiers Home Lakewood C. Club

Dennis McCammon

Springfield Country Club
Dick Silvar Baltimore Country Club

Congratulations to our newly elected board members; your following year of service to our organization will profit all of our members.

Jack McClenahan was our host for the election meeting. To the satisfaction of all his guests was a superb dinner with a shrimp cocktail preceded by oysters on the half shell. As usual our meeting was plagued with a day of rain and no golf was played. This has certainly been a bad year to establish a handicap system for our golf enthusiasts! Fear not though, for we will continue to work on our necessary handicaps again during the 1973 season.

The highlight of our meeting was the presentation of a certification plaque to Angelo Cammarotta by Bob Shields. Angie was actually certified on September 15th when he celebrated his 25th year as a member of the National GCSAA. Angie joined the National in 1947 and has been an active member in local associations through out his career as a golf course superintendent. Angie presently is a board member of the Mid-Atlantic GCSA and also holds the position of President of the new Maryland Turfgrass Council. What will Angie have left to celebrate in the next 25 years!!??

### Mid-Atlantic Conference

This year our educational chairman, Bill Emerson, has planned a conference featuring many speakers and topics of interest to every person interested in turf management.

We will hear about the OSHA laws and learn exactly what is required for superintendents in our area. As most of you know OSHA regulations are federally controlled safety standards that are currently being imposed on country clubs and golf courses through out the U.S. (Williams & Steiger Occupational Safety & Health Act). These laws do not exclude any employer of labor-ignorance of the law is no excuse; learn of your responsibilities at the Baltimore conference.

Other topics of interest will include a speaker on EPA (Environmental Protection Agency); a speaker on soil conservation; Dr. George Bean from the University of Maryland will speak on maintaining turf without chemicals; and we will also have a speaker on Meterology!

Within our own organization we will hear from Warren Bidwell from Congressional Country Club who will discuss landscaping on the golf course and club grounds. We can all undoubtedly benefit from Warren's ideas for the colorful uses of flowers and his unique slide presentation.

Also within our program we will hear a symposium on Tri-Calcium Arsenate; a topic of controversial discussions through out our 1972 season. The panel will include Dennis McCammon. Cecil Kerr, Dr. Daniel, and Mr. Wollson, a leading expert on arsenicals. Dr. Jack Hall of the University of Maryland will moderate this symposium.

February 12 & 13 is the date Lord Baltimore Hotel is the place Cocktail party on night of 11th (Sunday)

SEND IN RESERVATION CARDS – your card is in this newsletter.

## Top Ten Tips **Equipment Management**

This article was submitted by Tom Harris of G. L. Cornell Company. The paper dates back 10 years ago when it was presented at the 1962 Turf Conference and Show in Miami. Read it over carefully, for everything stated still stands true today. This paper was originally presented by Roger J. Thomas, Commercial Products Manager of Jacobsen Manufacturing Company.

Our company's interest for dealer service training during the last decade has prompted me to choose an important phase of golf course maintenance: In-Service-Training.

Some course superintendents have elaborate equipment training programs, while others I have visited depend on the "Catch On Method." The latter has reference to the attitude of superintendents who feel that operators will learn by mistakes which, unfortunately, reflect directly back on the superintendent of the course. Here is a collection of training suggestions from superintendents throughout the country. Each letter of the title "Top Ten Tips" can be meaningful in good golf course maintenance practices:

T-Train the operator to report missing parts on the equipment. (Slide of gas cap missing on tractor.) Certainly, as busy as superintendents are, they can't possibly watch every part on all equipment they use. It makes good sense to encourage operators to report any parts missing on equipment. Suppose this tractor was caught in a downpouring rain on its return to the equipment shed. Unnecessary work would have to be performed which brings about rising costs of maintenance.

O-Observing and reporting general course conditions is part of the operator's education and responsibility. (Slide of Branch in trap.) He must be trained for this responsibility. The branch shown in the trap is merely one course condition that should be corrected immediately. Possibility, the operator of the greensmower, or tractor, should take care of it. Who, at your course, has the responsibility for items such as this. Naturally, the superintendent cannot learn every problem that occurs overnight on the entire course. Train operators to report any conditions affecting play before the golfers report them.

P-Projecting the need for replacement parts must be taught to your mechanics. (Slide of worn belt.) Either the mechanic or superintendent should be able to foresee parts needs prior to actual failure. The belt in this slide has but a few hours left. It should be ordered now so as to be prepared for the breakdown rather than create an "emergency" situation.

T-Teach the importance of listening for sounds of impending problems. (Slide of worn pulley shaft.) The pulley on this shaft must have clacked and rattled twentyfive hours before this excessive wear look place. Train the men to report unusual noises; repairs can be kept to a minimum.

E-Educate employees with a planned rainy-day program. (Slide group playing cards.) This is not a planned rainy-day program. True, a form of teaching is present, but it is hardly contributory to good course maintenance practices.

It may be too wet to cut, but not too wet to train. (Slide of instruction on tractor.) This tractor driver will do a better job or at least has been given instruction and knows the job requirements.

N-Never expect the best performance from poor instruction to workers. (Slide of tractor mower in trap.) Apparently, this tractor driver did not receive enough instruction and has been causing turf damage around the traps. Remember, just because an operator knows how to drive a tractor does not mean he qualifies for turf mowing.

T-Tell the operator to immediately report if the equipment is doing turf damage or if evidences of vandalism appear. (Slide of wet cutting.) This turf is being damaged and its location is quite far from the equipment shed. A good operator will report the condition before further turf damage is done. He can save you many hours of work by doing so.

Evidences of vandalism can be corrected quickly. (Slide of broken flag pole.) When a golfer reports a problem and the superintendent has the answer immediately the general impression left is that the course is well managed and maintained. A golfer respects a course more when it is apparent that it is well maintained.

I-Insist that equipment be kept clean to obtain maximum life. (Slide of dirty equipment.) How much life can be expected from a piece of equipment being allowed to rust like this?

No gimmicks please! (Slide of dirty equipment with a litter box!) Sometimes the gimmick added will radically affect the performance of the equipment. The collection of stones, cleats, old golf balls, etc., should be made in some other way.

P-Plan regular maintenance checks with the employees present. (Slide of dip stick and oil filter.) One way to up-grade operators, is to make them responsible for certain maintenance checks on their equipment. Though your mechanic is responsible, he must receive steady reminders of regular maintenance checks and most of all, a thorough education on any new pieces of equipment being put into service. Let's not use the philosophy "When all else fails, read the manual."

S-Spare the worker from jobs be cannot capably handle or better yet, train him to know the limitations of the equipment. (Slide of over-turned tractor.) This can be deadly. The operator attempted to cut an area that the tractor could not handle. Training can be a matter of life and death.

Nearly any one of the subjects covered by these slides could constitute a one-half hour discusion. One thing I have attempted to put across by this presentation is the importance of training. Training, even with the most informal plan, means work but can lessen the need for direct supervision of men. Let these "Top Ten Tips" serve as ideas for formulating some type of plan for continuous training at your course.

#### ON THE SICK LIST

Ernest Stanley, Quantico Golf Club, Virginia, was recently in the hospital for surgery. We wish him a speedy recovery and hope to see him up and around soon.

Bill Livingston, Norbeck C. C., was also in the hospital for surgery. We are glad to see he has recovered quickly and is back on the job.

### Winterizing Your Equipment

With the coming of winter and its howling winds, icy rains and blankets of snow, man likes to be inside where he has warmth and protection. However, it is quite common for his agricultural equipment, on which your golf course depends, to be sitting out unprotected from the ravages of the elements. Anyone who has seen equipment sit outside is very much aware of the deterioration from moisture, dirt, and lack of a cover.

In the spring, breakdowns and accidents from neglected maintenance are more apt to occur because this is when the greatest pressure is on men and equipment. Then, too, spring breakdowns can be much more costly because they can delay or prevent work which is essential and important at this time.

Winter maintenance, including overhaul, therefore, has the following advantages:

- 1. There is time to perform work in a thorough, unhurried fashion.
- There is time to send components back for factory rebuilding.
- There is time to order, receive and install replacement parts.
- Men are more likely to be available for work at this time.

#### WHAT TO DO

There are hundreds of items of equipment and therefore it is impossible to give specific suggestions for them all. A check list for each machine on a golf course would assure coverage of all important factors. Certain basic maintenance jobs are common, however, to most operations:

1. Clean Up. Dirt is not only unsightly, but it can also cover up maintenance needs and can cause deterioration. Dirt holds moisture and lets it penetrate paint pores which causes flaking of the paint and corrosion of the underlying metal. Dirt between contacting surfaces causes abrasive wear. This, of course, can be seen on tillage and fertilizer tools

Thorough washing (steam clean if possible) on bins, tanks, lines, and pumps that have contained chemicals should be included in the clean up operation. Many chemicals, including herbicides, insecticides and many fertilizers, are corrosive to metal. Other agricultural chemicals leave clogging deposits of solid or gummy material. Still others may leave toxic residues that will be there next spring when the previous use of the unit is forgotten.

- 2. Paint Up. A good uniform coat of paint on top of a proper primer which was applied to a clean surface provides the best protection against weathering.
- 3. Cover Up. Many equipment parts cannot be painted or need more protection than paint can give and in many cases are neglected. Bare metal threads, which can be greased for protection, exhaust stacks which can be covered, and valve openings which can be capped or enclosed in plastic bags are a few examples.

With the availablity of inexpensive plastic sheeting, the practice of completely covering idle equipment appears to be increasing. Of course, storing idle machinery in sheds or buildings is more desirable. The improved protection of overall covering not only increases the useful life of the equipment, but also decreases the amount of maintenance necessary.

4. Grease Up. Lubricate all bearings during the early winter and you will add life to these vital parts. Fresh grease will force out air and moisure which otherwise can attack these easily rusted surfaces. Wise operators also replace worn grease or dust seals at this time, to be ready to go when spring comes.

The use of all-purpose lubricants is highly recommended because they are waterproof and are resistant to temperature changes. An all-purpose grease will lubricate just as well at below zero temperatures as it will during the summer heat. Also a superintendent would need only one grease for every job except mower gear housings.

Gear and crank case oil should also be changed for winter layover. Dirty oil in internal combustion engines contains corrosive acids and moisture which damage internal parts with lengthy exposure. For this same reason, use motor oil is not a good rust preventative for meter surfaces. All oil companies manufacture rust preventatives which will do an excellent job throughout the winter months. Some oil companies also manufacture a gas additive that can be poured in gas tanks that are stored over winter, thus eliminating the need to drain the gas from the tank.

#### Engine Maintenance.

#### Four Cycle Engine:

- 1. Clean the engine completely. Remove rust spots with a wire brush and paint or use rust preventative.
- Grease the engine and check the lubricant in all gear cases. coat bare shafts with rust preventative. Replace worn or missing parts.
- 3. Run the engine to warm the oil, then drain the crankcase, replace the oil filter element and refill the crankcase with new oil of the correct seasonal grade for service when the engine is to be taken from storage.
- 4. Operate the engine about ten minutes to circulate the new oil. Check oil pressure and check for leaks.
- 5. Service the air cleaner.
- For liquid cooled engines, drain and flush with clear water. Be sure to drain the block as well as the radiator.
- 7. Remove the spark plugs and place about two tablespoons of light motor oil in each cylinder. Turn engine over by hand to coat cylinder walls with a film of oil. Check spark plug gap and replace the plugs.
- 8. Drain all gasoline from the fuel tank, sediment bowl, gas line and carburetor. Leave all drain cocks open.
- Remove and charge the storage battery, if one is used, and store indoors where temperature is above freezing, preferably on a wood board and not on a cement or metal surface.
- 10. Cover the exhaust pipe and air stack.
- Jack up the machine to remove weight from the rubber tires.

#### Two Cycle Engines:

- 1. Flush cooling system with fresh water and drain completely. If air cooled, clean with air hose and a brush.
- Completely drain the fuel-oil mixture from the tank, fuel line, and carburetor.
- 3. Scrape carbon out of the exhaust port and muffler.
- 4. Clean and service the air filter according to the instructions in the operator's manual.
- 5. Squirt some light oil through the spark plug hole and crank the engine over a few times.
- 6. Check the spark plug and replace if necessary.

- 7. Cover the engine for storage.
- Re-read your operator's manual, chances are you've missed something that may help you get better service from your engine.

Winterization or equipment is important and may require some special attention, but this effort will pay off in savings of money and piece of mind.

### RESUME — FIRST STEP TO A NEW JOB

Many a talented superintendent is held back from obtaining a new job because he is unable to present effectively the facts about his fine character, ability, and experience when applying for a posittion by letter.

Writing a resume is the most common method of applying for a job opening. Assuming your qualifications for the job are adequate, your letter of application will probably be the deciding factor is securing an interview. The written resume enables the employer to determine the value of an interview; consequently your objective in writing a resume is for one purpose only — to obtain that interview. More specifically the letter of application should project a favorable image, create a desire of your abilities, be convincing, and stimulate action from the perspective employer.

Project a favorable image: A letter of application is in competition from other letters from applicants for the same job. The physical appearance of the letter should be neat and business like in appearance. Ideally the letter should be typed on 8½ x 11 paper and no longer than one page in length.

Create a desire for your abilities: This can be achieved through an organized presentation and a description of your qualifications for the job. Qualifications should be presented in concrete statements-never be vague. Don't state "I'm tactful" or "I'm ambitious" — these are conclusions the employer should be able to obtain from your explicit qualifications. . . Present your qualifications in an original manner. Qualifications stated too matter-of-factly make dull reading and tend to convey the image of a lackadaisical person.

Convincing the employer: Back up your qualifications with evidence. Such evidence could be specific details, letters, of recommendation, names of references of even samples of your work. When a job applicant describes his qualifications in detail-providing actual names, dates, and other facts about his education and experiences-he arouses desire for his services.

One more point to consider is the tone of your resume. The letter should not convey a timid or apologetic-boastful or over-confident attitude. More suitable is a tone of modest and confident statements.

Data Sheet: A data sheet should accompany your one page resume. The data sheet should include your age, marital status, business experiences, education, and names of references. The data sheet differs from the resume letter in that it is generally in outline form. The data sheet is not a substitute for an resume letter, but a supplement to it.

No attempt will be made here to present a typical resume, for no one example would be suitable for every situation.

Editor

### **NEWSLETTER MAILBAG**

TO: ALL EMPLOYEES
SUBJECT: NEW SICK LEAVE POLICY - Effective
October, 1972

The attendance record of this operation is a disgrace to our gracious members who at your request have given you your job. Due to your lack of consideration for your job with so fine an institution as shown by such frequent absenteeism, it has become necessary for us to revise some of our policies. The following changes are in effect as of October 1, 1972.

SICKNESS (NO EXCUSE) We will no longer accept your doctors statement as proof. We believe that if you are well enough to go to the doctor, you are able to come to work.

**DEATH** (OTHER THAN YOUR OWN) This is no excuse-there is nothing you can do for them and we are sure someone else can attend the funeral. However, if the funeral can be held in the late afternoon, we will be glad to let you off one hour early, provided your work for the day is completed.

LEAVE OF ABSENCE (FOR AN OPERATION ONLY) We are no longer allowing this practice. We wish to discourage any though that you may need an operation, We wish to discourage this because we believe that while you are an employee here, you will need all of what you have and you should not consider having anything removed. We hired you as you are and to have anything removed would certainly make you less than we bargained for.

**DEATH** (YOUR OWN) Rarely is this accepted as an excuse, but we will require two weeks notice as we feel it is your duty to train someone to fill your position.

Also, entirely too much time is being spent in the restrooms. In the future, we will follow the practice of going in alphabetical order. For instance, those whose names begin with "A" will go from 8:00 to 8:15, 'B" will go from 8:15 to 8:30, etc. If you are unable to go at your time, it will be necessary to wait until the next day when your turn comes again.

Article submitted by Dennis McCammon, Springfield C.C., Va.

### In Sympathy

Jimmy Thomas, former superintendent of Army-Navy C. C., passed away on December 6. Jimmy was working for the Lake Montezuma Country Club in Arizona when he was taken ill, hospitalized, and never recovered from surgery. Jimmy served as president of the Mid-Atlantic Superintendent Association in 1953-54 and then went on to become president of our National Association in 1960. He will be a tremendous loss to the superintendents association, for he strived to continually improve himself and the superintendent's position. He held pride and esteem for the superintendent's job and was respected by all who knew him.

#### IT'S THAT TIME OF YEAR AGAIN.





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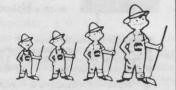
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of the
Extension Service
University of Maryland
Lord Baltimore Hotel
20 West Baltimore Street
Baltimore, Maryland
February 12 and 13, 1973

Can We Come To Your Club In 1973?

Our Mid-Atlantic Association has a membership of over 100 superintendents, 80 of which are at clubs which have clubhouse facilities. We are aware that some clubs do not permit outside organizational meetings, but this only accounts for a small percentage of potential meeting places.

This message is aimed at those of you who have not had our association at your club, as well as some of you who have not hosted our group in several years.

If you would be interested in hosting a monthly meeting, please contact Lee Dieter at Washington Golf and Country Club, Arlington, Virginia, phone 538-6800, or contact any board member. Please act soon so that we may plan our 1973 meeting schedule early.

Published monthly by the Mid-Atlantic Association of Golf Course Superintendents to aid in the advancement of the golf course superintendent through education and merit.

Craig A. Spottswood Manor Country Club Rockville, Maryland 20853 Editor - 301-929-1707

# ATLANTIC NEWS Letter

14405 PECAN DRIVE ROCKVILLE, MD. 20853

