



## BISHOPSWOOD GOLF COURSE

### COURSE MANAGEMENT POLICY

The purpose of this document is to set out details of the management of the golf course at this facility. This policy, prepared by the General Manager and Head green keeper will be strictly pursued and future proposed changes will be notified in a timely manner.

#### **Responsibilities and Management Structure**

- a) The General Manager and Head green keeper have the responsibility for the management of the golf course at Bishopswood.
- b) They are responsible for:-
  - 1. Financial management of budgets i.e., control of expenditure within budget
  - 2. Staffing
  - 3. Machinery repairs and maintenance
  - 4. Machinery replacement programme – 5-year plan
  - 5. Health and Safety regulations
  - 6. Course presentation
  - 7. Course alterations and improvements – 5-year plan
- c) The General Manager will monitor financial budgets to ensure that basic policies laid down by the Directors of Bishopswood Golf Ltd are followed. Any variations to the budgets must be agreed with the Company.
- d) The Secretary of the Golf Club will co-ordinate the Club fixture list giving consideration for the course maintenance work schedule, and this will be communicated to the General Manager.
- e) All course alterations and improvements must be approved by the General Manager and these will be displayed on the Club's notice boards, within seasonal reports or individually as required.
- f) The Head green keeper is responsible for the implementation of this policy in all its aspects, including the planning of maintenance schedules in relation to fixture lists; liaison with the General Manager on any problem areas; machinery maintenance; planning and long-term budgeting; work schedules and records; personnel education; training; discipline; allocation of daily tasks in compliance with Companies Health and Safety Policy; fertiliser and chemical safety and storage; ecology.
- g) This document will be itself subject to an annual review by the General Manager.

## **Resources**

- a) **Staff**  
The agreed staffing level includes the following: -  
Head green keeper  
Assistant green keeper  
Seasonal employee  
  
Total – 3
- b) **Training and Education**  
There is a commitment to the training and education of green staff. They are all encouraged to obtain qualifications to the maximum of their individual abilities.
- c) **Financial**  
The Company is committed to the allocation of sufficient funds to achieve the policies set out in this document.

## **Objectives**

The objectives are that the golf course be recognised as one of the best 9-hole golf courses in the South of England. This standard will be achieved for the major part of each year. It is not an attainable target to expect this for the whole year, especially during the winter months. It is not, and has no pretensions to become, a championship course. It will be a good test of golfing skills. In addition to the natural difficulties of woodland, ponds and ditches it is to be maintained in excellent condition for the enjoyment of members of all handicaps, their guests, and visiting golfers.

A rolling 5-year plan of course improvements will be developed by the General Manager and Head green keeper and approved by the Company by February of each year.

## **Timing of Work on the Course**

The greater part of the continual improvement programme will be carried out between the period September - April. Maintenance and other essential work will be carried out early in each working day during the playing season. It will be the aim of the Head green keeper in discussion with the General Manager to plan work well in advance. This is to allow the periods in which work on the course has to be done, to be agreed, taking into account the golf calendar and the required communication with members.

## **Use of Buggies, powered and pedestrian trolleys.**

We operate our own buggies for hire, and these can be booked by prior arrangement.

In the interest of safety (to users and vehicles) the course operates a policy whereby their use can be restricted during the winter months. The precise timing and duration of the ban will be assessed daily.

We will take every action possible to accommodate disabled golfers on the use of buggies and ensure that subject to the winter month restrictions as detailed above personal ride-ons will be allowed at all other times.

### **The Course and Maintenance**

a) The course is formed on mainly clay and gravel. This structure allows the course to be played most times of the year in all but the most adverse weather conditions.

#### b) Maintenance of Specific Areas

##### i) Tees

The maintenance of teeing grounds has a high priority. Cutting to a height no lower than 12mm, tining, scarifying and fertilising are all practised on a programmed basis. During the summer months there will be an ongoing divot-filling programme. The use of grass tees throughout the winter will be continued wherever possible.

Where winter tees are worn through, a summer recovery programme will be implemented.

##### ii) Fairways

Cutting to a minimum height of 14mm is to be continued. Fairways are verti-drained, and scarified in order to improve the quality of the grass.

##### iii) Rough

Semi-rough will normally be cut to a height no higher than 40mm and rough no higher than 60mm. There are also areas of deep rough that are to be maintained (to be agreed by General Manager and Head green keeper.)

##### iv) Green Aprons

Normal cutting heights will be – approaches 12mm. These areas will also form part of the annual fertilizer program and will receive attention to improve grass species

##### v) Greens

The height of the cut on the greens is the responsibility of the Head green keeper and General Manager and depends on their reading of future weather conditions, forthcoming competitions, soil conditions etc. During spells of good growing weather the normal height of the cut is 2.5-4 mm, and 4-5mm during the period January-March. Grooming, pencil tining, verti-cutting and top dressing will be applied to the greens throughout the summer, to ensure necessary aeration and good root growth. A policy of adequate irrigation is being followed and any dry patches that develop will be treated with wetting agents and additional watering.

The autumn and winter treatment for the greens includes tining and, verti-draining where necessary

##### vi). Fertilisers & Pesticides

The fertiliser programme will be designed to encourage desirable grasses and assist in the microbial activity in the soil.

Fertiliser will be applied to the greens and aprons on an as required basis. The formulation will be determined by the time of the year and the weather conditions.

The tees and approaches will be fertilised each spring with a slow release fertiliser that will last all season

Fairways, tees and greens will be sprayed for the suppression of worm casts as required with the relevant products available

All ditches and paths will be sprayed as required for the suppression of weeds.

vii) Top Dressings

Total dressings on greens approximate 20 tonnes per annum, per green.

Top dressings are about 20 tonnes of top dressing sand per green and 5 to 10 tonnes of 70/30-sand/soil mix for tees. Top dressings are also applied to green aprons during the spring/autumn.

viii) Drainage

A program of works will be introduced to alleviate historical wet lying areas

ix) Temporary Greens

It is the firm intention that there will be no temporary greens except in extreme conditions and to allow play after a prolonged course closure.

- If the normal green is being worked on intensively a temporary hole may be brought into use in order that work may proceed more quickly and with greater productivity

x) Bunkers

Bunkers will be raked regularly by the green staff. There will be continuous renovation programme which will include the replacement of sand. It is our intention to replace sand, and re model where necessary bunkers every 5-10 years. A rake will be provided for each bunker – and all players are expected to rake all divot and footmarks after use.

**Contrary to the R & A recommendations, rakes should be placed in the centre of bunkers and not outside the bunkers.**

**Closure of the Course**

The course may be closed only with the authority of the General Manager or green staff when exceptional weather conditions prevail and damage to the course would result if play were permitted. Such conditions would exist if the greens were largely waterlogged, if the course was flooded, and during severe frost and snow.

The course may also be closed when visibility is reduced to such an extent that the health and safety of players and green staff on the course is considered to be endangered

We will close the course when it is necessary to carry out greens hollow tining, and this will be communicated to all golfers with as much notice as possible. This will allow the works to be carried out in a reasonable time.

During a competition, the General Manager, or a member of the Professional shop team supervising the competition, may close the course if it is considered that any part of the course has become unfit for play.

The decision to close the course may be rescinded one hour after the conditions which closed it have ceased and after inspection of the course.

**Green Staff and Members**

a) Work on the Course

The green staff will be vigilant so that they do not delay play unreasonably. However it is important that staff are as productive as possible during working hours, particularly at the beginning of the day

Accordingly all players are asked to give consideration to the green staff by not stopping their work unreasonably.

A Code of Practice has been established to cover this subject and is published on the notice boards. When conditions of poor visibility i.e., fog is apparent up to 250 yards, the course will remain closed. The yellow post across the 2<sup>nd</sup> hole must be visible from the Pro Shop to allow play

b) Complaints

Members and visitors should not complain about the conduct of any member of staff or about the state of the course to any member of the green staff. Any complaint must be made to the General Manager who will investigate the matter together with the Head green keeper.

### **Machinery**

The Head green keeper will maintain a register of all machinery and equipment and will produce a rolling 5-year plan of machinery replacements and additions these will be considered, amended and approved by the General Manager

The Head green keeper has a responsibility to keep himself updated with developments in golf course machinery and to bring his recommendations to the notice of the General Manager.

He is also responsible for the maintenance of all the machinery in all its aspects – records of use, maintenance, major servicing, adjustments etc. He will recognise the heavy investment that has been made out of Company funds and prudently preserve these investments.

This will form part of the golf course audit carried out spring and autumn

### **Irrigation**

The overall policy is to use as little water as possible to encourage deeper rooting grasses to predominate. However, in almost every season there are times when rainfall is insufficient to sustain grass growth and needs to be supplemented. Water is also needed to wash in fertilisers and other treatments. Therefore a guaranteed water source is essential for the maintenance of the golf course.

a) Water Supply

The source of water for the Club is from the reservoir

b) The System

The irrigation system is pressurised to 180-lb./sq. inch in May when all danger of severe frost is past. The system is drained down in November. The sprinkler heads on the greens are normally coupled in pairs by a computerised programme in the control of the Head green keeper. The programme is devised to bring sprinklers into use on a pressure-balanced basis. The four/five sprinkler heads to each green deliver 25 gallons per minute.

### **Financial Control**

a) Long Term Budgeting

In October of each year the Head green keeper will produce a list of each item of machinery showing performance and notes on any problems that have shown up during the year. This will lead to a definitive-spending budget for the next financial year for replacements and repairs. These should be in line with the 5-year rolling budgets. The Head green keeper will produce a budget for the expenditure required for fertilisers, chemicals and dressings for the next year. This is to be approved by the General Manager, who will make recommendations to the Company, and will discuss these reports and agree any changes with the Head green keeper.

b) Quarterly Review

A quarterly review of actual expenditure compared with budget will be made and the Head green keeper asked to explain any significant differences.

## **Ecology**

It is an important part of the policy to preserve the natural habitat of birds, animals and flora on the course in those areas that are normally not in play. This may well entail restricting the spread of hawthorn and other invasive bushes.

Certain animals – rabbits and moles – do damage to the course and have to be culled

Existing areas of trees will continue to be managed and new plantings made where dieback and thinning cause space to be made for this programme.

## **Professional Advice**

Notwithstanding the complete confidence the General Manager has in the competence and technical knowledge of the Head green keeper, it is the policy of the Company to seek opinions and audits from suitable qualified external bodies. The Head green keeper is also authorised to seek assistance for soil analysis or for questions he may have about any abnormal happenings such as invasion of fungi or pests.

Advice may also be sought before any significant changes are made to the layout of the course.

# **CODE OF CONDUCT**

## **MEMBERS, VISITORS AND GREEN STAFF**

### **a) Daily Course Preparation**

Work, starts at 6.00 a.m. in the summer, and depending on daylight, no later than 7.30 a.m. in the winter.

Players **MUST NOT PLAY** before 8.00 a.m.(Monday-Friday) in the summer and are asked to give priority to green Staff ( up to 9am) so that daily course preparation can be completed in the shortest possible time.

### **b) Notices to Members and Visitors**

The following events will be shown on the notice boards and updated daily; -

- i) When chemicals are being used on the course
- ii) When abnormal work is in progress
- iii) Which temporary greens are in use
- iv) When a trolley or buggy ban is in force
- v) Competitions in progress
- vi) Tee Reservations

### **c) Players and Green Staff**

Players are to ensure that it is appropriate for them to play without endangering the Green Staff and should not play to a green if work is in progress. Work in progress is normally indicated by the removal of the flag from the hole.

Green staff when working on a green will stand aside when appropriate and signal when they are ready for a ball to be played to that green.

During the early part of the day, players are asked to give priority to green staff. After course preparations are complete, green staff should give priority to players.