

Bridges of Poplar Creek Agronomic & Course Standards

Bridges of Poplar Creek Country Club golf agronomics and course maintenance is provided through Billy Casper Golf. The Park District is in the 3rd three year contract. The current contract expires December 31, 2016. The goal of Bridges of Poplar Creek in working with Billy Casper Golf is to provide cost effective, excellent upkeep and maintenance of the golf course to produce a first class golf facility.

AREA 1= GREENS

Objectives

1. Maintain a firm, lush putting surface for the entire golf season.
2. Continue to seed A1/A4 Bentgrass into the greens to try combating the poa annua problems as they arise.
3. Stay on schedule with deep tinning and topdressing to develop a solid root structure.
4. Solve issue with black layer on #8 and #10 greens, with numerous venting and water management strategies.

Procedures

1. Mowing - Toro Groundmaster
 - a. Frequency - Determine by weather (5 to 7 times/week)
 - b. Pattern - 6-12, 8-2, 3-9, 4-10 (clock pattern)
 - c. Height – 0.125
 - d. Training – Hands on training
 - e. Triplex/ Walkmow - Triplex
 - f. Clippings – Removed, except for after topdressing or granular fertilizer applications
 - g. Rolling – twice per week
 - h. Rain/weather – recorded every day
2. Scouting – Greens are scouted every morning
3. Ball Marks – Repaired on a daily basis
4. Verticutting/Grooming – Completed at minimum of once a month
5. Sand Topdressing – Every two weeks
6. Core Aeration – Completed in early spring
7. Leaf and Debris Removal – Ongoing removal all fall
8. Fertility – Liquid ferts applied every two weeks
9. Plant Protectants/Weed and Insect Control – Applied every two weeks
10. Laboratory Tests – Soil test taking in late July
11. Hole Locations – Front, middle, back rotation – changing every day
12. Syringing/Handwatering/Overhead Watering – based on weather pattern &rain

AREA 2= TEES, COLLARS AND APPROACHES

Objectives

1. Provide the best possible playing conditions.
2. Shape Collars so that all collars are consistent in width and grass species.
3. Needle tine holes 2 and 10 once a month to relieve compaction and provide a way to build more of a root structure in 2014.
4. Tee divots to be cleaned up and divots filled with sand twice a week throughout the 2014 season.

Procedures

1. Mowing – Toro Groundmaster
 - a. Frequency – Three times per week
 - b. Height – 0.450
 - c. Direction – 6-12, 8-2, 3-9, 4-10 (clock pattern)
2. Scouting – Every day
 - a. Tee Markers – Four sets, move to new locations based on play
 - b. Alignment – Tees are always facing to center of fairways and green
 - c. Rotation – Rotation that goes along with the pin placements
 - d. Spacing – 5 paces (15 feet apart)
 - e. Divot buckets – located on all par three's and drop areas.
Bentgrass/fescue mix
3. Aeration/Verticutting – Deep core aeration completed every fall
4. Sand Topdressing – Divots filled every week with sand/seed mixture. As well as Topdressed during fall aerification
5. Fertility – Granular fert applied three times during growing season
6. Spray for Plant Protectants/Weed and Insect Control
7. Laboratory Tests – Completed in late July
8. Leaf and Debris Removal – Ongoing removal in the fall
9. Syringing/Handwatering/Overhead Watering – Based on weather Patterns and rain

AREA 3= FAIRWAYS

Objectives

1. Provide a firm but playable fairway the entire golf season.
2. Solid tine fairways twice in 2014 and evaluate in future years.
3. Provide better divot repairs to fairways.

Procedures

1. Mowing – Jacobsen LF3400
 - a. Frequency – Three times per week
 - b. Height – 0.600
 - c. Direction 6-12, 8-2, 4-10 (clock pattern)
2. Scouting - Everyday
3. Aeration/Verticutting – Aeration completed once in the fall.
4. Divot Repair – Goal to divot fairways every other week
5. Leaf and Debris Removal – Ongoing removal all fall season
6. Fertility – Three granular fert applications during the growing season
7. Plant Protectants/Weed and Insect Control – Based on scouting reports
8. Laboratory Tests – Soil test completed in late July
9. Syringing/Handwatering/Overhead Watering – Based on weather pattern and rain

AREA 4 = ROUGH

Objectives

1. Maintain the rough in a way that keeps the pace of play moving and has an aesthetic appeal.
2. Sod or seed all areas where tree stumps are removed over winter and have complete coverage by summer.

Procedures

1. Mowing and Trim Work
 - a. Height – 2.5

- b. Frequency - Everyday
- 2. Scouting - Everyday
- 3. Fertility – Two-fertilizer application to green surrounds and one application to the entire golf course
- 4. Spray Plant Protectants/ Weed and Insect control – Broadleaf herbicide applications in the spring and fall
- 5. Laboratory Tests
- 6. Leaf and Debris Removal – Everyday the rough is mowed so clean is constant all season long
- 7. Core Aeration
- 8. Cart Traffic – Try not to direct carts in a certain pattern, let them scatter to avoid wear in one area
- 9. Syringing/Handwatering/Overhead Watering- Based on weather pattern and rain

AREA 5=BUNKERS

Objectives

- 1. Maintain playable bunkers for the entire season
- 2. Restore and maintain all edges to bunkers along with adding sand and drainage to bunkers as needed to try to prevent rain washouts
- 3. Keep bunkers edged with proper sand depth all season long.

Procedures

- 1. Raking – Everyday
- 2. Edging – Completed in spring and fall
- 3. Sand Depth – Five inches
- 4. Bunker Faces – Mowing/Chem. & Fert. Input/Watering – Fertilized with green surrounds and hover mowed every two weeks.
- 5. Washout Repair and Timing – Washouts are repaired ASAP, contaminated sand removed and new sand added.
- 6. Leaf and Debris Removal – Ongoing all season long

AREA 6= CLUBHOUSE GROUNDS/ENTRANCE ROAD/PARKING LOT

Objectives

- 1. Continue on with improvements to the clubhouse area to provide aesthetically pleasing first impression.
- 2. Professional upkeep of all flowerbeds, water features and landscaped areas around the entrance and clubhouse.
- 3. Maintain the wedding/pavilion area with lots of detail to plant life and outside appeal.

Procedures

- 1. Debris Removal Frequency - Everyday
- 2. Mowing Frequency – Once per week
- 3. Planting Plan/Frequency – Tulip bulbs planted in late fall and annual flowers planted in late spring.
- 4. Overall detail – Mowing, trimming, weeding, watering of all turf areas. Constant upkeep of flowerbeds on a daily basis.
 - a. Beds – Planted in late spring, mulched and watered all year long.
 - b. Grass areas – mowed at 2.5 inches and watered using irrigation.
 - c. Tree pruning – Completed when needed.
 - d. Line striping/curb painting/curb stop
 - e. Dumpster area – Maintained by HEPD
 - f. Bag drop area – Cement area
 - g. Pavilion/Tent area

- h. Cart staging area
- 5. Signage – Handled by HEPD

AREA 7= ONCOURSE LANDSCAPING

Objectives

- 1, Continue to plant annuals in flower beds throughout the golf course, and maintain them so they are weed free.
- 2, Continue treatment of alive ash trees and cleanup of all removed ash trees during the winter.

Procedures

1. Pruning – Tree's are pruned to maintenance crews best ability with in house equipment.
2. Weeding – As needed
3. Edging – As needed
4. Mulching – Beds are mulched early in the season
5. Leaf and Debris Removal – Ongoing all season long
6. Plant Selection – Mixtures of annuals and perennials
7. Plant Removal – As needed
8. Syringing/Handwatering/Overhead Watering – Based on weather patterns and rain.

AREA 8= DRIVING RANGE

Objectives

1. Maintain an improved learning center to golf course standards.
2. Continue to add sand and seed to driving range tee box on a daily basis.
3. Improve the landscape of the driving range by cleaning up the gravel bunkers and maintain theme to be weed free all year long..

Procedures

1. Practice Greens – Same practices as all other greens on the golf course
2. Mowing and trim work – Driving range tee is mowed three times per week, landing area is mowed every Monday morning, detail mowing completed on a weekly basis.
3. Leaf and Debris Removal – Ongoing all season long
4. Practice Tee and Bunkers – Maintained same as golf course
5. Landing Area – Mowed weekly
6. Syringing/Handwatering/Overhead Watering – Based on weather patterns and rain.

AREA 9= WATER FEATURES

Objectives

1. Keep waterfalls and fountains running all season long.
2. Maintain a full and even buffer zone around all ponds
3. Keep all ponds clear of debris and algae all year long.

Procedures

1. Buffers –Mowing and trimming – No mow - Five feet strip around all ponds
2. Marking – Water in marked as a hazard (red stakes or red lines)
3. Debris Removal – Ongoing all season long
4. Algae and Weed Control – Herbicides and cleaning agents applied to ponds on a monthly basis.

AREA 10= GOLF COURSE ACCESSORIES

Objectives

1. All golf course accessories are to be clean and located in proper places everyday all year long.

Procedures

1. Cleanliness/Maintenance/Removal and Replacement – Ongoing all season long
2. Purchase items with Preferred Vendors – VGM Club for maximum savings
3. Course Marking Items and Upkeep – Paint and Hazards post
4. Posts and Rope/Traffic Control Management – Traffic signs

AREA 11= IRRIGATION

Objectives

1. Minimize irrigation leaks and failures
2. Adequate use of water throughout the season
3. Use a moisture meter to help determine water needs on greens.

Procedures

1. Pump Station Shut Down/Start- up Timing – fall and spring
2. Irrigation line Shut Down/Start- up Timing – fall and spring
3. Irrigation Audit Schedule
4. Head/Valve Box Edging Frequency – Once a month
5. Pump House Maintenance – Cleaned and maintained all season long
6. Issues with System
7. Central Scheduling/Programming Philosophy – Use the least amount of water possible. Irrigation runs at night based on needs.
8. Handwatering/Overhead Watering/Syringing Philosophy – Based on weather patterns and rain

AREA 12= EQUIPMENT

Objectives

1. Have all equipment in good working condition
2. Keep records of all equipment failures and cost to repair.
3. Label all equipment
4. Paint and restore all equipment each winter to maintain clean appearance.

Procedures

1. Preventative Maintenance and Repair Schedule – Completed by mechanic
2. Equipment Tracking – Yearly spreadsheet completed by management
 - a. Preventative Maintenance and Repair Tracking- Completed by mechanic
 - b. Equipment Replacement Schedule – Spreadsheets with current equipment cost and needs
3. Operator Training – Completed by management
4. Mechanic Continuing Education – Courses offered through BCG

AREA 13= MAINTENANCE SHOP

Objectives

1. Possible gate to be installed to enter the maintenance area and fence around the property.
2. Daily cleanup of mechanics bay and break room.
3. Daily check of buildings surroundings and landscaped areas outside of shop.

Procedures

1. Contents in Stored Building – All equipment
2. Contents Stored Outside of Building – Soil, sand, gravel and landscape materials
3. Shop Setup – Equipment storage, mechanics bay and offices
 - a. Safety Equip – Stored outside of office and in employee lockers
 - b. Small/Hand Tools – Stored in equipment storage
 - c. Fuel Tank Location – Below ground
 - d. Pesticide/Fert Storage – Contained storage room
 - e. Fuel Storage – Fuel containers in a cabinet
 - f. Employee Area – Break room inside and outside picnic area
 - g. Signage - Everywhere
4. Office Areas
 - a. Provide Computers for FT staff
 - b. Provide FT staff with two offices with a total of three desk and computers all linked together to a printer along with phone and internet service.
5. Safety
 - a. Evacuation Plan
 - b. Spill containment
 - c. Call List
 - d. Hospital/Medical Center Directions

AREA 14=STAFFING

Objectives

1. Hire and retain full complement of well-trained hard working individuals.
2. Expectations and goals for all staff members.

Procedures

1. Structure of Staffing – Seasonal golf employees
2. Full Time Employees – Superintendent, Assistant Superintendent, Mechanic
3. Part Time Employees – Twelve seasonal employees
 - a. Startup and Layoff Timing - April to November
 - b. Training – Completed by management
 - c. Scheduling - Completed by management
 - d. Structure
4. Hiring and Firing Procedure – Completed by management
5. Coaching procedure – Hands on coaching approach

AREA 15= RECORDKEEPING

Objectives

1. Document daily jobs, weather, and course conditions.
2. Integrated Pest Management
3. Outing Schedules
4. Golf course maintenance schedules – Spraying, verticutting, aerifying and etc

Procedures

1. Fert/Chem – Yearly plan set and changes made throughout the season
2. Equipment/Golf Cart repair – Preventative maintenance plan
3. Budget Tracking – Labor/Expenses - Completed by management
4. Water Use and Testing - Completed by management
5. Hiring and Disciplinary Action - Completed by management
6. Fuel Logs – Stored in a computer system
7. Weather – Recorded with Daily work status
8. OSHA and WC Forms- Ongoing

AREA 16= MANAGEMENT – SCHEDULING/DELEGATION/FOLLOW UP

Objectives

1. Develop an annual plan for season and stick to it as best as possible.
2. Review with Managers their responsibilities and breakdowns
3. Weekly and daily tasks

Procedures

1. Creation and Lists of Various Schedules – Daily status sheets
2. Delegation Chain Chart
3. Follow Up Chain Chart
4. Safety Meetings – Once a month
5. Course Safety Monitoring - Completed by management everyday
6. ACE Training – Yearly training

AREA 17= COMMUNICATION/INFORMING

Objectives

1. Maintain an open communication policy with all individuals involved with the golf courses day-to-day operations.

Procedures

1. Maintenance Staff – Morning meetings
2. Clubhouse Staff – Daily communication of course standards and any other issue that arise.
3. Guests – Friendly staff keep the guest happy
4. ACE – Yearly training

AREA 18 = PROJECT WORK/TREE WORK

Objectives

1. Cleanup of the 97 Ash Trees that were removed from the property this past winter 2013.
2. New wall construction on the 14th tee box.
3. Larger championship tee boxes to be constructed at holes 14 and 15.
4. Bunker Restoration
5. Future projects as funded by district CIRP and Bridges of Poplar Creek capital budget.

Procedures

1. Planned Work – Ash Tree cleanup
 - a. Planning
 - b. Fund Source – HEPD
 - c. Communication to All Parties – Management, Guests, Local Authorities (if necessary)
2. Emergency Work – Completed when needed
 - a. Management will Determine if it is an Emergency
 - b. Relaying Importance to GM and Upper Management – Open communication
 - c. Fund Source -HEPD
 - d. Planning/Timing/Completion Schedules

AREA 19 = CART PATHS

Objectives

1. Keep clean and free of debris all season long
2. Identify any areas requiring immediate and future repairs and repairs/replacements.

Procedures

1. Frequency of Cleaning, Leaf and Debris Removal - Daily
2. Edging
3. Repair – Completed when needed
4. Marking – Handled by HEPD (proshop)
5. Posts and Ropes/Traffic Control Management – Minimal traffic control, let carts scatter to avoid wear in one area

AREA 20 = ENVIRONMENTAL

Objectives

1. Finish last stage of Audubon Certification – Outreach and Education.

Procedures

1. Current Status – All levels complete except for Outreach and Education..
2. Plan for Completion – End of 2014
4. Future Plans – Maintain Audubon status and complete Billy Casper Golf green initiative.