



Fox Chapel Golf Club New Employee Handbook

2012

Table of Contents



- Staff Profiles
- Assignment Progression
- TIPARS
- Organization Structure
- Career Advancement
- Pesticide Application Certification

Staff Profiles



Jason Hurwitz
Superintendent
Years at FCGC: 5
Turf Program: Penn State



Dave Aravich
Assistant Superintendent
Years with FCGC: 5
Turf Program: Penn State



Tom Fisher
Assistant Superintendent
Years at FCGC: 5
Turf Program: Penn State

Staff Profiles



Nate Szymkowiak
Spray Technician
Years at FCGC: 2.5 Years
Turf Program: Penn State



Ben Hewitt
Spray Technician
Years at FCGC: 2 Years
Turf Program: Penn State



Matt Pawlos
Spray Technician
Years at FCGC: 4 Years
Turf Program: Penn State

Staff Profiles



Todd Schreckengost
Irrigation Technician
Years at FCGC: 19



Chris Hoover
Turf Foreman
Years at FCGC: May 2011
Turf Program: Penn State



Jaryd Kocher
Turf Foreman
Years at FCGC: May 2011
Turf Program: Sandhills CC



Tim Schreckengost
Turf Foreman
Years at FCGC: 19



Lucas Easterbrook
Turf Foreman
Years at FCGC: May 2011
Turf Program: Ohio State

Staff Profiles



Tim Ross
Head Mechanic
Years at FCGC: 3



John Verner
Assistant Mechanic
Years at FCGC: 3



Len Conti
Assistant Mechanic
Years at FCGC: 21

Assignment Progression



On a daily basis, management provides goals for the staff to achieve. The intern will begin on the ground level of these daily plans by perfecting various maintenance practices. As confidence and trust are gained, the student will be exposed to more periodic tasks of fertilization, chemical application, and topdressing. Leadership roles will be earned as the student takes initiative with team oriented tasks such as fly mowing and push mowing. Over time, the student will undoubtedly gain experience in the art of hand watering; as this is a crucial component of exceptional playing conditions. This specific task requires a great amount of dedication and trust; it is a job that is reserved for the most qualified and trusted employees on staff. This portion of maintenance will require the student to truly dedicate themselves by working past the normal “9 to 5”, and being on call at certain times should the course need watered. Management has structured hand watering crews that will help divide the work evenly between Turf Team crew members. Outside of these maintenance tasks the student will gain experience in practices including but not limited to, irrigation troubleshooting and repair, mechanical maintenance, heavy equipment operation, and member interaction. The student’s progression will be monitored by management, and informal meetings will be held with the intern to discuss methods to maximize both ends of the working relationship.

Assignment Progression



First Tier Assignments

Roles/Activities

- Bunker Maintenance
- Mastery of All Mowing Practices
- Project Participation

Leadership Opportunities

- Self Discipline
- Small Group Leadership
- Time Management
- Troubleshooting



Assignment Progression



Second Tier Assignments

Roles/Activities

- Fairway Hand Watering
- Tee Hand Watering
- Involvement in Chemical/Fertilizer Application
- Project management

Leadership Opportunities

- Self Discipline
- Applying Turf Knowledge
- Direct Effect on Daily Play
- Small Group Management



Assignment Progression



Third Tier Assignments

Roles/Activities

- Course Setup
- Fertilizer Application
- Pesticide Application
- Greens Hand Watering

Leadership Opportunities

- Self Discipline
- Highest Level of Responsibility
- Direct Effect on Daily Play

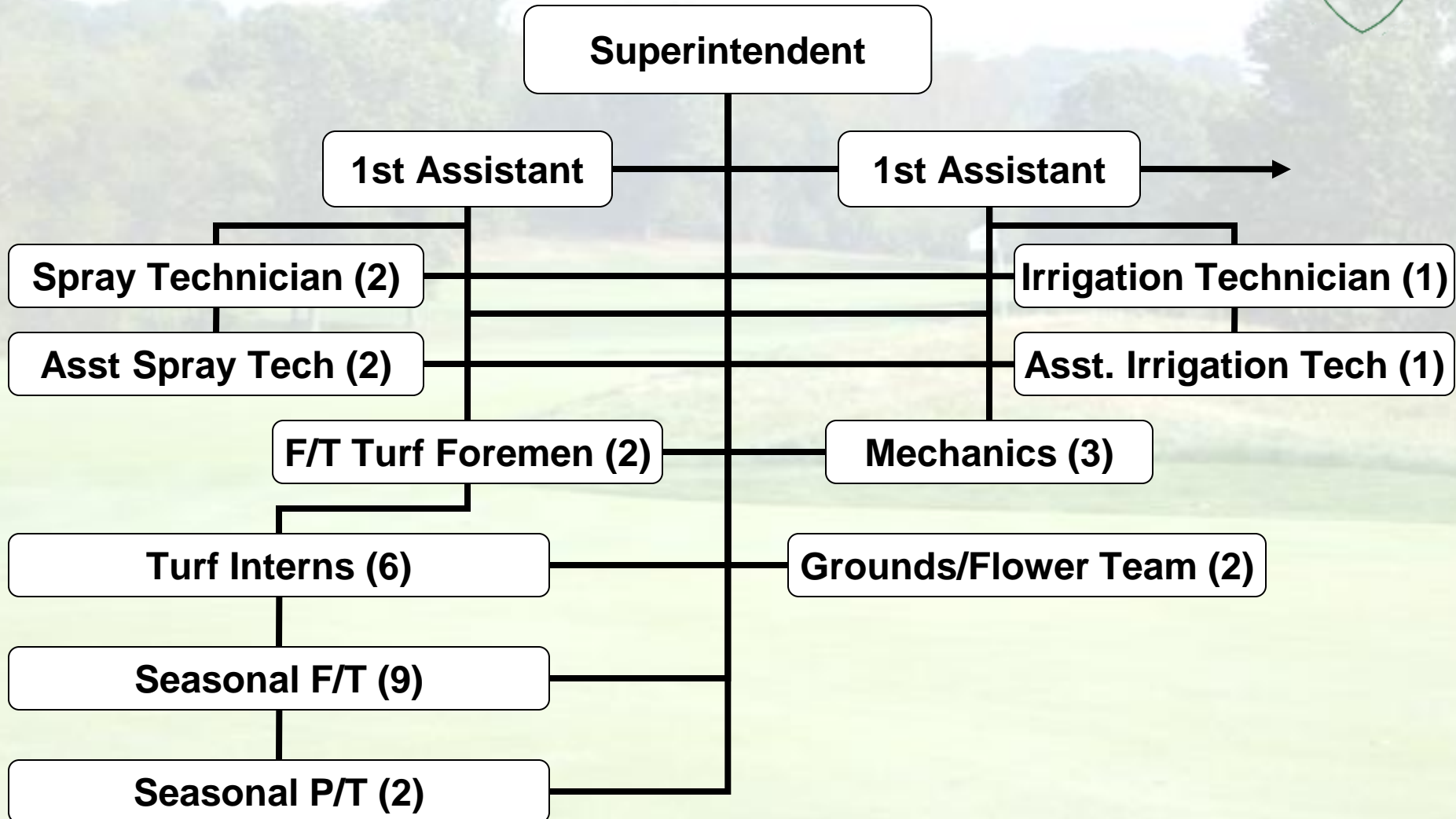


TIPARS



In addition to building their Turf Management skills on the course, interns will heighten their communication skills by completing “Turf Itern Procedural Awareness Reports” (TIPARs) which will briefly highlight fundamental information about the current cultural practices taking place on the course, and their agronomic benefits. These TIPARs will be made available to the membership.

Fox Chapel Turf Team Organization Structure



Career Advancement



- The Fox Chapel Golf Club follows a time proven progression of career advancement, with the ultimate goal of earning a Superintendent's position. The program aims to provide a supervised work experience in order for students to build their expertise and proficiency in turf and grounds skills, as well as enhance their problem solving, communication and management abilities. It requires a high level of responsibility and dedication that is paralleled by only the best Turf Management operations in the country. The Fox Chapel operation has trained and advanced 7 employees to Assistant Positions, at FCGC or abroad, in just the past 4 years alone. The following section outlines the typical career progression followed by Turf Team employees at the Fox Chapel Golf Club.

Career Advancement



- **Intern-** Generally speaking, Fox Chapel Golf Club Turf Team Interns are university students enrolled in a Turf Management program. These team members earn higher levels of responsibility over seasonal and part time laborers due to their related school work. In addition, these team members are expected to make a greater personal commitment to conditioning of the course which involves longer working hours and a great deal of self discipline. These team members typically join the staff for the summer season, and return to school in the fall. These students are expected to take initiative daily, lead by example and be model employees for the rest of the staff.
- **Full Time Employee-** Full time employees on The Fox Chapel Golf Club Turf Team have the great benefit of seeing the entire season's operation from start to finish. Early season decisions have season long effects, and full time turf team employees are generally the major players contributing to the season's success. These Team Members earn higher levels of responsibility over interns and seasonal staff via project management, off season weekend duties, and contributing on the ground level of the decision making process. In addition, full time employees will gain experience in areas such as irrigation troubleshooting/repair and chemical applications. Similar to interns, Full Time Employees are expected to take initiative daily, lead by example, and be model employees for the rest of the staff.
- **Irrigation Technician-** In addition to encompassing the traits of the employees mentioned above, the Irrigation Technician at The Fox Chapel Golf Club is the "Care-taker" of the Irrigation System. System troubleshooting, maintenance, and repair are just a few of the duties that are handled by this Team Member. The Irrigation Technician is expected to understand all working components of the Irrigation System, along with recognizing problems and proposing solutions.

Career Advancement



- **Spray Technician-** In addition to encompassing the traits of the Interns & Full Time Employees mentioned above the Spray Technician at The Fox Chapel Golf Club is responsible for many of the most important contributing factors to healthy turf. The Spray Technician could be thought of as the “Course Pharmacist” in that nearly all chemical and fertilizer applications are administered under his care. Given the potential volatility of mismanaged chemical applications, this position is reserved for the most qualified Team Members, and requires a great deal of responsibility and self discipline.
- **Assistant Superintendent-** The role of Assistant Superintendent at The Fox Chapel Golf Club is one of great responsibility. The position requires a great time commitment along with high levels of self discipline. The Assistant Superintendent is required to know and understand all facets of the operation in order to make clear and educated decisions on a daily basis. He is expected to give clear and concise instruction to all employees, as well as report to the Superintendent on course conditions, crew status, etc. He is expected to recognize issues within daily operation and offer solutions to enhance operation efficiency. He is expected to utilize prior Turf Management knowledge and experience and apply it to everyday situations. He is to assist the Superintendent in everyday operation in order to make the best management decisions. In addition to superior agronomic and leadership skills, the Assistant Superintendent will be required to become proficient in his business communication skills in order to effectively represent The Fox Chapel Golf Club in the most professional matter in every endeavor.

Career Advancement



- **Golf Course Superintendent-** The role of Golf Course Superintendent at The Fox Chapel Golf Club is highest on the responsibility scale. It requires the greatest knowledge of the operation and vision for the future of The Club. The position requires tremendous Turf Management knowledge in order to make the most important decisions regarding the conditioning of the Golf Course. With the help of his crew, the Superintendent will set both short term and long term goals for the crew and the course. In addition to exemplary agronomic skills, a qualified Superintendent will need to possess superior business communication skills in order to prepare documents for submission to the Committee of the Greens and Board of Directors. His superior understanding of the operation is crucial in effectively communicating priorities and goals of the membership to his crew on a daily basis.

Every step along this career progression outline is crucial in earning the ultimate goal of a Golf Course Superintendent's position. All employees on the Turf Team are expected to exemplify professional traits that exhibit the highest level of excellence.

Pesticide Application Certification



Employees must gain certification in Pennsylvania to take part in chemical applications; certification can be earned by taking the Pennsylvania Pesticide Applicators Exam. After taking the exam, recertification can be achieved via turf seminars offered in the area.

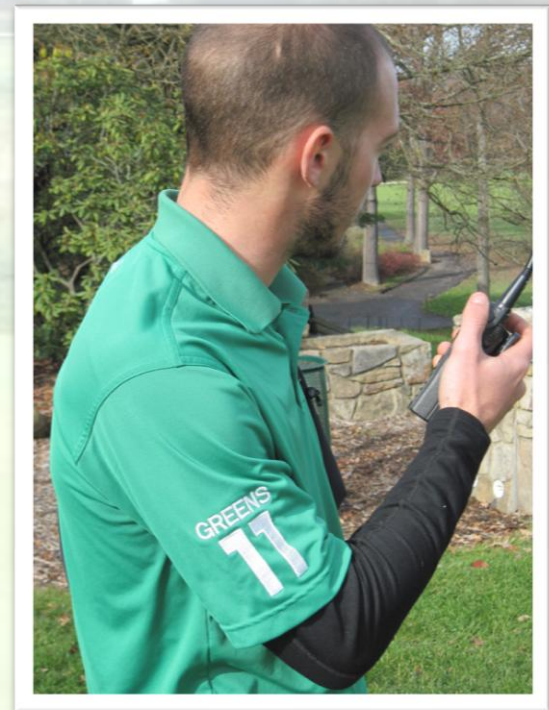


Promoting The Team Atmosphere



“The whole is greater than the sum of it’s parts.”

Our adherence to that statement is the driving force behind the successes of our Turf Team. Daily Team Meetings promote a synergistic atmosphere among team members, while individually assigned lockers and team numbers provide a sense of identity and ownership within the group.





Fox Chapel Golf Club
426 Fox Chapel Road
Pittsburgh, Pennsylvania 15238

Jason Hurwitz, Superintendent

Phone: 412-447-4434

Fax: 412-447-4439

jhurwitz@foxchapelgolfclub.com