



ATTESTOR GUIDELINES AND INSTRUCTIONS

1421 Research Park Drive • Lawrence, Kansas 66049-3859 • (800) 472-7878 or (785) 832-4484

Guidelines & Instructions

When serving as an attester in GCSAA’s Certification Program, please familiarize yourself with all aspects of this booklet. Course evaluations must be conducted during the course’s growing season, which is determined by the two appointed attestors. Both attestors may conduct evaluations at the same time; however, immediately following the course visit, must work independently when completing this report. *All reports are to be mailed to GCSAA within five working days after the course visitation.*

There are four major divisions to be considered when conducting course evaluations:

- Course inspection
- Record keeping
- Maintenance facility inspection
- Communication skills

Each of the major divisions is outlined in this booklet, and list areas to be reviewed during the course evaluation. Points of emphasis for each area are listed, which guide your evaluation of that particular area. Are there any problems within the areas indicated? If so, discuss with the applicant what steps have been taken, or will be taken to alleviate those problems. If a particular area does not exist on the golf course, water areas for example, or the superintendent is not responsible for that area, mark that section as not applicable; otherwise, rank each area as pass, pass with recommendations, or needs improvement. *Keep in mind budgetary factors and unique conditions for each course, and remember GCSAA is certifying the individual, not the course.*

Scoring

All sections must be ranked, or marked as not applicable, to be considered a valid attesting. Upon receipt by GCSAA of both completed attester evaluation reports, staff will tally and combine rankings from both reports to determine an overall final score. An 85% cumulative score from both reports (which includes the pass and pass with recommendations rankings) is required for passing. A copy of the completed report, less this cover page, will be forwarded to the applicant; therefore, comments will not be directly attributed to an individual attester.

Applicant’s Report to Attestors

The applicant must submit this report to you prior to your course visitation. The following areas will be covered in this report:

- Demographic Information
- GCSAA Involvement
- Education
- Course Information (budget, rounds per year, employees, months in growing season)
- Professional Goals
- Résumé

Affidavit

By signing below, your signature attests to your knowledge of the aforementioned procedures and your willingness to accept the responsibility of complete professional integrity as you conduct the attesting visit. You understand the sole purpose for your course visit is in an official capacity serving as an attester in GCSAA’s Certification Program.

Signature _____ Date _____ GCSAA Mbr.# _____

Date of Course Evaluation: _____

Initial attesting visit _____

Re-attesting visit _____

Name of Applicant:

Club or Course Name and Address:

Phone: _____ Number of Holes: _____

Type of Course:

(Private, resort, military, etc.)

COURSE INSPECTION

When evaluating an area, consider budgetary factors, both overall and specific conditions, and maintenance practices that effect quality and playability. Identify strengths and weaknesses of management practices and discuss those with the candidate. Use the comment section to explain your ratings and the results of discussions.

PUTTING GREENS:

- Types of grasses
- History of construction and renovation
- Soil Profile
- Soil test information
- Drainage
- Diseases, insects, weeds
- Nutritional requirements
- Irrigation practices
- Maintenance practices
 - mowing frequency and height
 - fertilization
 - rolling
- grooming, verti-cutting
- pesticide application
- Poa-annua control
- Use of growth regulators and/or wetting agents
- Removal and disposal of clippings
- Consistent speed
- Pin placement
- Winter practices (when applicable)
- Overseeding practices (when applicable)
- Golfers' main complaint when applicable to this area
- Superintendent's main problem in this area
- What practices are used to encourage IPM

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

GOLF COURSE TEES:

- Types of grasses
- History of construction and renovation
- Soil profile
- Soil test information
- Drainage
- Diseases, insects, weeds
- Nutritional requirements
- Irrigation practices
- Maintenance practices
 - mowing frequency and height
 - fertilization
 - aerification
 - pesticide applications
 - removal and disposal of clippings
 - divot repair
 - *Poa-annua* control
- Determination of location of tee markers
- Golfers’ main complaint when applicable to this area
- Superintendent’s main problem in this area
- What practices are used to encourage IPM?

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

FAIRWAYS:

- Types of grasses
- History of construction and renovation
- Soil profile
- Soil test information
- Drainage
- Diseases, insects, weeds
- Nutritional requirements
- Irrigation practices
- Maintenance practices
 - mowing frequency and height
 - fertilization
 - verti-cutting and aerification
 - pesticide applications
 - *Poa annua* control
 - removal and disposal of clippings
- Overseeding practices (*if applicable*)
- Golfers’ main complaint when applicable to this area
- Superintendent’s main problem in this area
- What practices are used to encourage IPM?

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

ROUGHS:

- Types of grass
- Soil test information
- Drainage
- Diseases, insects, weeds
- Irrigation practices
- Maintenance practices
 - mowing frequency and height
 - fertilization
 - aerification, verti-cutting, etc.
- leaf removal
- pesticide applications
- *Poa-annua* control
- Overseeding practices (when applicable)
- Golfers’ main complaint when applicable to this area
- Superintendent’s main problem in this area
- What practices are used to encourage IPM?

- Pass**
- Pass with recommendations**
- Needs improvement**

Comments: _____

BUNKERS:

- Type of sand used
- History of construction and renovation
- Drainage
- Maintenance practices
 - Raking; by hand or mechanical
 - Edging and weeding
- Golfers’ main complaint when applicable to this area
- Superintendent’s main problem in this area

- Pass**
- Pass with recommendations**
- Needs improvement**
- Not applicable to this course**

Comments: _____

CART PATHS:

- Amount - continuous or partial
- Material used
- Yearly maintenance
 - overlay
 - widening
- sealing
- curbs
- Golfers' main complaint when applicable to this area
- Superintendent's main problem in this area

- Pass
- Pass with recommendations
- Needs improvement
- Not applicable to this course

Comments: _____

PONDS & WATERWAYS:

- Maintenance practices
 - control of weeds
 - used for irrigation
 - pollution monitoring
 - wildlife enhancement
- Golfers' main complaint when applicable to this area
- Superintendent's main problem in this area
- What practices are used to encourage IPM?

- Pass
- Pass with recommendations
- Needs improvement
- Not applicable to this course

Comments: _____

DRIVING RANGE:

- Size
- Frequency of use
- Description of features:
 - tee
 - practice bunkers
 - target
 - greens, etc.
- Types of grasses
- Maintenance practices
 - mowing frequency and height
 - fertilization
 - pesticide application
 - control of hitting area; i.e., move ropes, tee markers
 - aerification
 - topdressing
 - overseeding
- Artificial turf used
- Irrigation practices
- Golfers' main complaint when applicable to this area
- Superintendent's main problem in this area

- Pass
- Pass with recommendations
- Needs improvement
- Not applicable to this course

Comments: _____

GENERAL GROUNDS:

- Employment of horticulturist
- Landscape master plan used
- Outside help from members
- Types of plant material used
- Maintenance practices
 - mowers and equipment used
 - mulching
 - edging
 - pesticide applications
 - irrigation practices
- Golfers' main complaint when applicable to this area
- Superintendent's main problem in this area
- What practices are used to encourage IPM?

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

MARKING THE COURSE:

- Out of Bounds
- Water Hazards
- Lateral Water Hazards
- Drop Area
- Obstruction
- Ground Under Repair
- Casual Water
- Loose Impediments

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

MAINTENANCE FACILITY INSPECTION

Evaluate the maintenance facility against budgetary factors and unique golf course conditions. Evaluate each area on organization, utility, and public impression. Discuss unsafe conditions, lack of compliance, and other areas of deficiency with applicant. Determine his or her level of responsibility. Use the comment section to explain your ratings and the results of discussions.

OFFICE AREAS:

- Adequate space
- Needed supplies:
 - desk
 - chair(s)
 - bookcases
 - filing cabinets
 - computer
- telephone
- Types of technology used on and off the course
- Area for other administrators
 - assistant
 - equipment manager
 - irrigation technician

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

SHOP AREA:

- Adequate space
- Cleanliness of area
- Heating, ventilation
- Adequate lighting
- Desk and phone for equipment manager
- Fire extinguishers
- Parts/supplies storage area
- Lubrication and lubrication storage area
- Painting area
- Paint and solvent storage
- Tool room
- Gasoline can storage cabinet
- Welding and grinding area
- Concrete surface - clean, non-skid
- Pneumatic lift, overhead hoists
- Centralized air compressor
- Electrical fixtures in code
- Are enough eye wash stations available?

- Pass**
 Pass with recommendations
 Needs improvement

Comments: _____

PESTICIDE STORAGE AREA:

- Separate building
- Location of separate building or area where pesticides are stored (not likely to flood; accessible to fire trucks)
- Adequately vented, lighted and heated (when applicable)
- Floor concrete and sealed with impermeable coating
- Drainage
- Are different types of chemicals segregated?
- Are liquids stored on bottom shelves in case of leaks?
- Are storage shelves metal and not wood?
- Is there more than one entrance?
- Is a sink, emergency shower or toilet nearby?
- Is the rinse pad nearby?
- Are the SDS sheets located nearby?
- Are fire extinguishers close?
- Are pesticide spill clean-up kits nearby?
- Is proper signage identifying the building or area as a pesticide storage facility noticeable?
- Is the pesticide building or storage area identified with placards (when applicable)?
- Are there enough eyewash stations available?
- Is there proper security?
- Is there an appropriate mix-fill area following sound environmental practices?
- How is inventory managed?

- Pass**
 Pass with recommendations
 Needs improvement

Comments: _____

EQUIPMENT STORAGE AREA:

- Is the space adequate?
- Is the area clean?
- Is the equipment parked in an orderly fashion?
- Are the entrance and exit doors wide and tall enough to accommodate all the equipment?
- Is there adequate lighting?
- Are there enough fire extinguishers?

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

FUEL STORAGE AREA:

- Above or underground storage tanks?
- Do they meet code?
- Are the tanks accessible for fuel delivery trucks and equipment?
- Are fire extinguishers nearby?
- Is proper signage posted (*no smoking, flammable, etc.*)?
- Are the tanks protected by bumper poles?
- Have superintendent explain documentation procedure to ensure that gasoline and/or chemical storage tanks aren't leaking.

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

EQUIPMENT WASH AREA:

- Does this area meet the state regulations for rinseate pads (*if applicable*)?
- Where does the water drain that is used to wash the equipment?
- Is the area kept clean?

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

SAFETY EQUIPMENT:

- Presence of:
 - first aid kit
 - fire extinguishers
 - eye wash
 - eye protection
- Presence of appropriate safety devices for equipment
- Presence of an emergency response plan for a maintenance facility fire

- Pass**
- Pass with recommendations**
- Needs improvement**

Comments: _____

EMPLOYEE AREAS:

- Is there an area for employee meals? Does it contain a refrigerator, microwave and/or stove, drinking fountains, coffee station, and a time clock?
- Are there adequate bathroom facilities?
- Is there a shower available?
- Are the areas large enough, well-lighted and clean?
- Are there adequate facilities for training (*chairs, tables, cork or chalk board, course map, etc.*)?
- Is there an adequate parking area for the employees?
- Are uniforms provided?

- Pass**
- Pass with recommendations**
- Needs improvement**

Comments: _____

RECORD KEEPING

Evaluate the record keeping aspects of the applicant's operation. Consider budgetary factors and unique golf course conditions in the evaluation. Determine if each area is current and complete. For the Chemical Application and Employee Training section, give careful consideration to conditions that could potentially be in violation of existing Federal, State or Local Health, Safety or Environmental regulations. Discuss areas of deficiency and noncompliance with applicant to determine his or her level of responsibility. Use the comment section to explain your ratings and the results of discussions.

FINANCIAL RECORDS:

- Ask about budget-tracking process
 - Does the superintendent rely on the clubhouse accounting department to furnish figures and track golf course budget?
 - Does the superintendent use a computer for budget-tracking; if so does he/she use a program like TRIMS, SCMS, etc.?
- Have superintendent explain how he/she figures budget.
- Are the budget records easily accessible?

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

EMPLOYEE RECORDS:

- Where are they located?
- Are they up-to-date?
- Are job performance reviews completed regularly?
- Have superintendent explain procedure for hiring and/or firing employees.
- Look at job application form to see if it is legal.
 - Does it ask questions dealing with sex, age, race, religion, etc.?
 - Does it include a job description?

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

CHEMICAL APPLICATIONS:

- Does superintendent document all chemical applications?
- Look at form used to document chemical applications.
- Is the superintendent a certified pesticide applicator?
- Are the employees certified pesticide applicators?
- Does the superintendent have up-to-date SDS'?'
 - Where are they located?
- Does the applicator carry the SDS with him/her when making applications?
- What does the superintendent do to minimize chemical applications?

- Pass**
- Pass with recommendations**
- Needs improvement**

Comments: _____

EMPLOYEE TRAINING:

- Have the superintendent explain his or her training program for employees; does it cover areas like hazard-communication, safety equipment training, right-to-know, etc.?
- How often does the superintendent do employee training?
- Is the training documented and in the employee's file?
- What means are used by the superintendent to train employees? (videos, manuals, seminars, etc.)

- Pass**
- Pass with recommendations**
- Needs improvement**

Comments: _____

WILDLIFE INVENTORY:

- Is the course a member of the Audubon Cooperative Sanctuary Program? If so, what are they doing in cooperation with this program?
- If they are not a member of the Audubon Cooperative Program, what do they do to enhance and preserve wildlife on their course?

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

COMMUNICATION SKILLS

Evaluate the effectiveness of the applicant’s programs and skills in communication. In each area identify and evaluate whether a communication program exists, methods that are used, and the frequency and effectiveness of these methods. Identify strengths and weaknesses of each area and discuss these with the applicant. Use the comment section of the attestor evaluation report to explain your ratings and the results of discussions.

COMMUNICATION WITH MANAGEMENT:

- Have superintendent explain how he or she communicates with the director of parks, city council, manager, pro, green committee, board of directors, etc. If applicable, show samples.
 - meetings
 - golf
 - written reports
- Does the superintendent invite management to the GCSAA conference and/or local superintendent meetings?
- Have the superintendent explain ways he/she learns about the other managers’ jobs.

- Pass
- Pass with recommendations
- Needs improvement

Comments: _____

COMMUNICATION WITH MEMBERS/PLAYERS:

- Have superintendent explain how he or she communicates with the member/players. If applicable, show samples.
 - club newsletter and/or newspaper or magazine articles
 - playing golf
 - accessibility to the golfers on the 1st tee or in the clubhouse to answer questions
 - player surveys

- Pass**
- Pass with recommendations**
- Needs improvement**

Comments: _____

COMMUNICATION WITH STAFF:

- What does the daily/weekly work schedule look like?
 - How is it posted? (spreadsheet, white board, digital board)
 - hiring
 - special events - crew party, golf outing, night at ballgame, organized softball league, etc.
- Have superintendent explain how he or she communicates with the staff. If applicable, show samples.
 - crew meetings and/or training

- Pass**
- Pass with recommendations**
- Needs improvement**

Comments: _____

COMMUNICATION WITH COMMUNITY:

- Have superintendent explain how he or she communicates with the community. If applicable, show samples.
 - newspaper articles
 - Does superintendent know contacts on newspaper, TV, radio staff?
- Does superintendent know and communicate with his or her local, state, and federal representatives?
- Does the superintendent ever speak to outside groups like Rotary, Sierra Club, garden clubs, etc.?

- Pass**
- Pass with recommendations**
- Needs improvement**

Comments: _____

PROFESSIONALISM:

The Professional Certified Golf Course Superintendent shall conform to the technical and ethical standards of the Golf Course Superintendents Association of America. In exercising his or her duties in the art of greenkeeping and the science of turfgrass, he or she shall act in a professional manner to efficiently and economically manage the golf course and related environmental issues in accordance with the GCSAA Code of Ethics.

Please note the manner in which information was given to you in all rating areas. Ask yourself if the applicant displayed the degree of Professionalism necessary to be deemed as a Professional Certified Golf Course Superintendent.

- Personal Interview
- Maintenance Facility Inspection
- Golf Course Inspection
- Recordkeeping
- Communication Skills (active listening and non-verbal communication)

- Pass**
- Pass with recommendations**
- Needs improvement**

Comments: _____

Please return this completed document with:

- “Applicant’s Report to Attestors”
- Résumé

Mail to:

**GCSAA Certification Program
1421 Research Park Drive
Lawrence, KS 66049-3859**



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