

Uppsala GK

Guidelines for course staff

Version 1.0 English

2025-04-28



1. General guidelines

- Working hours are 06.15 - 15.00. Breakfast 09.00 - 09.20, lunch 12.30 - 13.00. During breakfast and lunch you must be in the staff room to receive any potential instructions. You are not allowed to work through breaks on your own initiative.
- If it is unclear how a task should be done, ask immediately so no resources have to be spent correcting the work afterwards.
- You are not allowed to switch your assigned task with a coworker without informing the Course Manager.
- Keep the staff areas and workshop clean and organized **at all times**.
- **Gloves should be marked with your name initials.**
- No tools, machine parts, chemicals etc should be left outside the workshop or other buildings; **they must be returned to their proper place.**
- Pick up any litter, twigs, branches etc that you see on the course as you pass by.
- Notify the Course Manager if you notice any issues on the course that need attention, such as broken signs, ball washers, rakes, damaged sprinklers, dry spots on greens, etc.
- The 'My Irrigation' app should be used to add work tasks that is shared with coworkers. You can also add items to the shared shoppinglist for future purchase.
- Learn how to restart the mowing robots so that you can restart any that have stopped when you pass by.
- Do not drive machines or transport vehicles around the clubhouse, parking or driving range unless necessary to carry out work, to avoid disturbing members and guests.

- Avoid driving machines that spill grass on the asphalt roads. This is especially important for fairway mowers, semi-rough mowers and rough mowers.
- Vehicle beds must be emptied and cleaned at the end of the workday.

2. Handling of machines

- Check the oil level, tire pressure and make sure the machine is fueled before use.
- If there are any safety issues, such as loose parts, faulty brakes, seat switch problems etc., the machine must not be used and the mechanic should be contacted.
- All machines must always be operated with care. Drive slowly in uneven roughs. Be alert for stones or other objects that may cause damage.



✗ Skid mark.



✗ Skid mark.

- There must be no skid marks on the grass caused by transport vehicles or machines. It is very easy to skid on wet grass with vehicles pulling trailers.

- **No machines or transport vehicles may be parked or driven on the foregreen unless work is being carried out there.**

- All machines must be washed after use.
- Cylinder mowers should be backlapped. Backlap for a maximum of 2-3 minutes and **do not use excessive paste.**

- Baskets should be placed neatly on the short side of the workshop.

- **Refuel the machine after use.**

- All machines must be returned to their designated place after use.

3. Mowing

3.1 Single cut greens

- Before mowing begins, the mowing order for the day should be determined by the Course Manager. The mowing order depends on what other work will be carried out after mowing, such as topdressing or fertilizing.

- The Course Manager decides whether the brush should be up or down during mowing.

- Make sure the machine is fueled before starting.
- Start the machine before rolling it off the trailer.
- Remove the flag before mowing.
- Vary the mowing direction compared to the previous one.

- Be careful not to damage the fore green when entering or exiting the green. If necessary you can mow to clean-up passes at the end to create greater margins.

- Raise the machine sufficiently to avoid damaging the semi-rough when turning.

- If you notice stripes, uneven mowing results, extremely large amounts of grass, or no grass at all in the basket, notify the Course Manager immediately.

- Empty the basket in good time before it gets full, to avoid that grass spills onto the green.



✗ Damage in semi-rough from cutting cylinder..

- Before placing the machine on the grass outside the green, make sure the cutting cylinder has stopped, to avoid damaging the turf.

- Turn off the cutting cylinder when transporting the machine to and from the trailer, as this causes unnecessary heat and wear on the cutting cylinder.

- If the machine needs refueling out on the course, it must not be refueled on the green, but should be moved to the semi-rough behind the green.

- Be very careful to follow the fore green edge precisely when mowing the clean-up pass. In some cases, the green edge is marked with white paint to help restore the green's original edge. Green

edges are rarely completely straight and almost always have some degree of curvature.

- There must be no grass clippings left on the green or fore green after mowing. Notify the Course Manager immediately so it can be addressed.
- When mowing the putting greens, always put the flags back unless instructed otherwise.
- After mowing, the machine must be washed, refueled and parked outside the workshop to dry unless directed otherwise by the mechanic.

3.2 Triplex mow greens

- Do not drive in to the flag to pick it up, but walk and pick it up and put it on the side.



✗ Grass clippings from Triplex mower.



✗ Do not empty grass clippings in uncut rough.

- Empty the baskets at appropriate locations well before they are full to prevent grass clippings from spilling onto the green.
- Any spilled grass should be raked away using the rake that should be on the machine.

3.3 Single cut foregreens

- Update later.

3.4 Mowing tees

- Mowing of tees is normally done with two machines and should start on hole 1 of the 18-hole course, unless the Course Manager has specified a different mowing order for the day.
- Coordinate with your colleague to minimize transport distances and avoid disturbing or being disturbed by golfers.
- Check that the sign on hole 1 indicating a play restriction from 06:15 to 07:00 is in place.
- Remove large divots, cones, and branches from the tee before mowing.
- Vary the mowing direction compared to the previous mowing.
- Be careful to fully lift the mowing units and not lower them too early to avoid leaving marks on the rough edge next to the tee.
- Do not turn too sharply on slopes.
- Avoid mowing too fast, as this can cause a wave pattern in the grass, which is very difficult to remove.
- Tee markers should be placed 5–6 meters apart and aligned in the direction of play. The direction of play on par-3 holes is towards

the center of the green. On other holes, it is towards the middle of the fairway, even if the green lies in a different direction.

- Do not throw the tee markers on the ground so that they hit each other, as this damages the paint.



✓ Correctly placed tee marker..

- Tee markers should be pressed down so that the entire spike is in the ground, and they should stand upright and parallel.
- Tee markers should be placed so that the marker with the Upsala GK emblem is positioned furthest away, with the emblem facing the direction from which the golfer approaches the tee.

- Emptying of baskets must never be done in a location visible to golfers. The grass should be spread out properly in mown rough or in the forest. Use a rake if necessary to spread out piles. Grass clippings must never be dumped in unmown rough.

Examples of suitable dumping locations:

- Behind the green on hole 2 to the left
- Behind the green on hole 3 by the road leading to the area between the courses
- Along the path from hole 5 to hole 6

- The forest path from hole 6 to hole 7
- Behind the green on hole 10
- At or beyond the electric fence near holes 8, 11–12
- Along the path between holes 17 and 18

3.5 Triplex cutting foregreens

- Mowing of the foregreen is done in connection with tee mowing. Check the mowing order with the course manager.
- The foregreen at the large and small putting greens is mowed only with a walk-behind (single) mower.
- On the main course, only the area in front of the green and the runoff areas are mowed as foregreen. The area immediately surrounding the green is mowed with a walk-behind mower unless otherwise specified.
- On the Small Course and Middle Course, the entire foregreen—including the area around the green—is mowed with a triplex mower.
- Be careful to create a seamless transition to the fairway edge.
- Foregreen should be mowed with approximately 7–10 passes, or far enough that the fairway mower can easily connect and turn without having to drive too close to the green.
- No grass clippings may be spilled; if any are, they must be blown or raked away.

3.6 Semiruff mowing, Sidewinder

- It is often advantageous to mow in numerical order if mowing begins at 06:15. If mowing starts later in the day, mowing may be done in reverse order (18–17–16, etc.) or in any order that suits the conditions.
- When mowing the semi-rough, it is important to mow in a way that produces clean, continuous mowing lines. (Further updates on this may follow.)
- If the grass is not fully cut in one pass, the same area must be mowed multiple times in opposite directions to ensure an even result.
- Avoid turning with the steering wheel fully locked, as this can easily cause turf damage.
- Always use closed baskets to collect grass clippings so that no clippings are left behind. This is especially important near greens and bunkers. During very dry weather and periods of low grass growth, mowing with open baskets may be allowed—but only on areas farther away from greens and bunkers.
- The same grass disposal guidelines apply as with other machines. Since the sidewinder mower often needs to be emptied more frequently and often near green areas, it is especially important to carefully spread grass clippings using the rake that is on the machine.

3.7 Semi-rough mowing, Toro 6700

- Mowing the semi-rough around the fairway is best done by starting at the green where the foregreen ends, mowing clockwise or counterclockwise around the fairway, and then returning in the opposite direction.
- It is not permitted to drive over the foregreen with the machine. Turn the machine by driving out toward the rough.
- It is especially important not to mow too quickly, as this can easily create a wave pattern and unevenness in the grass that is very difficult to correct.
- Pay attention to sprinkler heads that sit too high—lift the mowing units over them to avoid damaging either the sprinkler or the machine.
- The semi-rough around the fairway is always slightly narrower than the full width of the mower. Use the right or left front mowing unit to align with the fairway edge, with all units lowered.
- Only with the course manager's permission is it allowed to mow with the Toro 6700 on areas that are usually mowed by the Sidewinder (on the main course).

Exception: The practice area at the driving range.

- On the Small Course and Middle Course, the semi-rough around the greens is also mowed with the Toro 6700, as well as around fairway bunkers.
- If you need to move green rope barriers, make sure to put them back after mowing.

3.8 Fairway mowing

- Fairway mowing is done either with long mowing lines that follow one edge of the fairway or with shorter passes diagonally across the fairway.
- Long passes along one side are faster if the course is empty. If there are many golfers on the course, shorter passes are preferable.
- Avoid making sharp turns at the end of passes to prevent turf damage. Make wide turns out into the rough.
- If grass clippings are spilled when lifting the mowing units, they must be blown away.
- Be careful not to damage the semi-rough with one of the machine's wings when entering or exiting the fairway at an angle.
- Sprinkler heads may sometimes be positioned too high—lift the mowing units over them to avoid damaging the sprinkler or the machine.

3.9 Rough mowing



- Mowing of the rough is done in coordination with the mowing robots.
- The 150-meter distance markers must be lifted and mowed over.
- Lift the markers as often as possible, and use the hand mallet found on the machine to put them back in place.
- Any markers that are hit and start leaning must be straightened again.

3.10 Trimming

- Petrol-powered trimmers may only be used for very rough trimming. When trimming around trees, stakes, signs, etc., an electric trimmer must be used—both to reduce noise and to minimize the risk of damaging trees.
- The harness must be properly adjusted to allow for a smooth and even cutting result. Scalping or other irregularities are not acceptable.
- The electric trimmer must be operated with counterclockwise head rotation and preferably in eco mode.
- When starting a petrol-powered trimmer, it is strictly forbidden to stand on the trimmer with one foot to hold it down, as this can damage the drive shaft.



✗ Not satisfactory..



✗ Not satisfactory.

- It is not permitted to disassemble a trimmer unless you are 100% sure of what you are doing.
- When replacing the head or other parts on a trimmer, all components must be placed in the spare parts box designated for that specific trimmer.
- Batteries must be handled with great care, as they are very expensive.

4. Other work tasks

4.1 Bunker raking

- Check which machine is to be used for the day.
- It is usually beneficial to rake the bunkers in numerical order to take advantage of the play restriction between 06:15 and 07:00.
- Before raking the bunker, leaves, needles, and other debris must be blown out of the bunker, away from the green.



✗ Tire marks from bunker rake.



✗ Damaged bunker edge.

- Enter and exit the bunker with great care to avoid damaging the bunker edges, and try to use different spots each time unless the edge is too high. This is especially important with the John Deere, where the so-called "goose feet" can easily get stuck in the bunker edge if it is not low enough.
- It is important to drive slowly when raking to avoid creating wave patterns in the sand.



✓ Handraked bunker edge..

- Rake in a spiral pattern.
 - Make sure any tire tracks from the machine are raked away.
 - Some bunkers are better raked by hand, as they are very small or have a high edge:
 - Small bunker on hole 5 (Main Course) – damaged edge.
 - Small bunker on hole 10 (Main Course) – difficult to turn in.
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- The edges of bunkers must always be raked by hand, even on weekends.
 - Be sure to push back the sand that the machine may have dragged up onto the edge when exiting the bunker. The sand in the bunker should always have a concave shape with a distinct edge.
 - Remove weeds. Also remove dandelions, thistles, etc. that grow right at the edge of the bunker.

- It is not allowed to drive over the foregreen with the bunker rake, as it leaves tire marks and white sand from the tires.
- If any bunker has too little sand, notify the Course Manager so that sand can be added as soon as possible.
- Krattor läggs tillbaka i bunkern riktade in mot green.
- If there are any broken rakes, they must be replaced. Rakes with damaged or sharp handles must be removed immediately.

4.2 Rolling greens

- Rolling of greens is normally done after mowing, but occasionally also without mowing.
- Do not drive on slopes, as the equipment is very heavy and may slip. Be extremely careful not to create skid marks when driving off.
- Make sure to park the transport vehicle so that the ramp lies as close to horizontal as possible when lowered, to make loading and unloading easier.
- Always start the machine before driving it off the trailer.
- Don't forget to release the locks on the trailer before driving the roller off.
- Use the mowing lines as a guide to help aim where you should drive.
- Avoid sudden changes with the pedals, as this can damage the hydraulics.
- Do not drive on side slopes or near bunker edges, as the machine can easily tip over.
- It's not uncommon for grass clippings to end up on the green—if this happens, notify the Course Manager immediately so it can be

addressed, or bring a backpack blower and take care of it yourself right away.

- Drive calmly and carefully during transport to avoid damage to the vehicle or trailer over uneven terrain.

4.3 Brushing greens

- When brushing greens after topdressing, you must drive in perfectly straight lines and turn outside the green.
- Lift the brush when turning if the ground is undulated, to avoid damaging the brush.
- Avoid using four-wheel drive unless absolutely necessary.
- When setting the brush down, always place it on its support legs to prevent damage to the bristles.

4.4 Blowing greens, tees etc.

- The blower may only be operated when the power take-off (PTO) shaft is in a near-horizontal position to avoid damage.
- When blowing grass clippings and debris from greens, drive in as straight lines as possible—forward and then reverse back.
- Avoid blowing debris into the bunkers.
- Be careful that the blower outlet does not touch the ground, as it can come loose or be damaged.
- Keep a safe distance from golfers, as the machine is very loud.

4.5 Topdressing greens

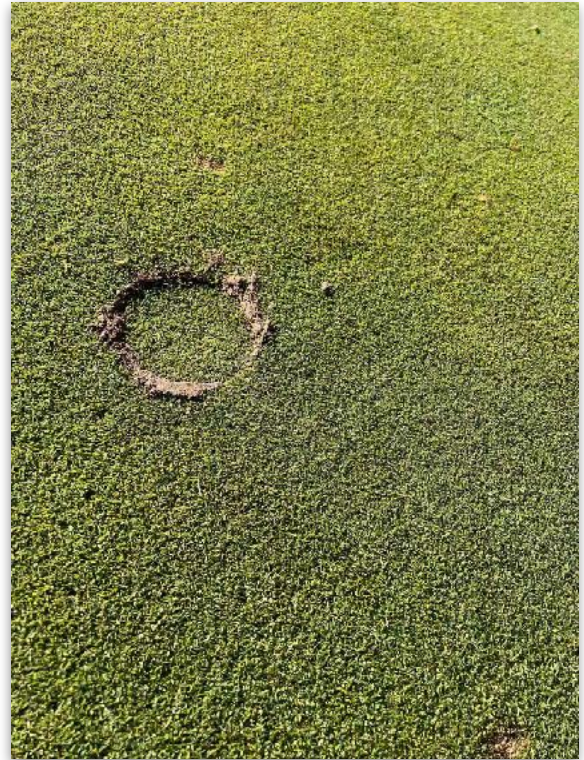
- The course manager determines the amount of topdressing, which is adjusted using the rear hatch on the topdresser.
- Topdressing is always done after any mowing of greens and foregreens.
- Avoid topdressing greens with steep slopes when the topdresser is fully loaded—use smaller loads for those greens instead.
- Cruise control is recommended. Dress at 6 km/h, with full engine RPM on the tractor and maximum speed on the belt and spinners.
- The sand should be spread edge to edge unless otherwise specified.
- Turn off the spinners when driving over the parking area to avoid throwing sand onto parked cars or people.
- Start the spinners in the rough to release any excess sand before driving onto the green.

4.6 Changing flag position

- Holes must be placed at least 2 meters from the edge of the green, with a maximum slope of 3%. The area around the hole—about 1 meter in diameter—should be as level as possible.
- Avoid placing holes too close to old plug marks or other damage on the green.
- It is absolutely essential that hole plugs are replaced correctly. They must not sit too high or too low. A properly set hole plug should be invisible from a few meters away.
- Insert the hole cutter vertically to ensure the flag stands straight in the hole.



✗ Not satisfactory.



✗ Not satisfactory.

4.7 Repair tees

- Tee repair is always done **after** tee mowing and is carried out using a mixture of sand and grass seed.
- Par-3 tees are always the top priority, as they typically sustain the most damage.
- It's suitable to mix the sand and seed on an electric cart bed. 3–4 handfuls of seed for half a cartload of sand is sufficient.
- The sand is filled into the divots and spread out using your foot. For larger damaged areas, the sand mixture can be thrown out with a shovel and evened out using a rake.
- There must be **no sand left on top of the grass**, as this causes wear on the mowing cylinders.

4.8 Drainage wells maintenance



- Drainage covers are regularly cut free as they gradually become overgrown.
- They should be cut using a sharp knife, vertically along the edge of the lid, to create a well-defined edge.
- Clear the lid of leaves, debris, and the grass that has been cut away.
- It is not permitted to use a trimmer for this task.

4.9 Sprinkler maintenance



- Sprinklers on fairways and greens are regularly cut free using the designated special tool for this purpose.
- A well-defined edge and a clean sprinkler head are the goals.
- It is not permitted to use a knife to cut around sprinklers, as many of them have cables that can be damaged.

