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A checklist for directors of dual intercollegiate athletic contests

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A CHECKLIST FOR DIRECTORS OF DUAL
INTERCOLLEGIATE ATHLETIC CONTESTS

A Thesis
Presented to
the Faculty of the School of Education
The University of the Pacific

In Partial Fulfillment
of the Requirements for the Degree
Master of Arts

by
Harry E. Kane

June 1963

This thesis is approved for recommendation
to the Graduate Council.

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Dated May 22, 1963

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CHAPTER I

INTRODUCTION TO THE PROBLEM

This study was the outgrowth of a direct need. While the investigator was the director of athletics at a small California junior college, he was responsible for the production, management, and administration of the athletic contests which this college hosted. At that time, new to the field and to the post, he found there were numerous details of which he was completely unaware when preparing for contests in the various sports. Even in the sports with which he was most familiar, details materialized at contest time that had not been anticipated. In conferring with other directors of athletics who did not have a great depth of experience, it was observed that they had the same problem.

At that time the investigator looked for summary lists of details necessary for the management of the various athletic contests on the junior college level which might help him to administer these home contests more efficiently, but none could be found. No comprehensive lists for all sports, specifically on the junior college level, were available in the literature.

It was evident that a study was needed to establish this information. From a study of the sports contests of a conference of larger junior colleges such as the Metropolitan

Conference of Southern California, a summary list of contest management details should result that could be used by interested personnel of junior colleges of any size.

The most practical way to summarize these data seemed to be in the form of checklists. Thus, the user would have a device by which he could check off the numerous details as he considered or fulfilled them.

The authority for the use of checklists by athletic directors is well established. Voltmer and Esslinger say:

The chief difficulty in the administration of contests is to handle the multitude of details which is involved. These details are known, but it is easy to forget or to overlook some of them. For this reason some athletic directors employ a checklist. Such a checklist includes all the details which must be handled in the management of a contest.¹

On the same subject, Shepard and Jamerson state:

Each sport has certain arrangements that require careful attention in order to avoid unnecessary delays in the conduct of the contest. They have to do with supplies and equipment other than personal playing gear and preparations of the playing area. It is a good plan for athletic administrators to prepare a list of these in each sport so that they may serve as checklists before each contest.²

¹Edward F. Voltmer and Arthur A. Esslinger, The Organization and Administration of Physical Education (second edition; New York: Appleton-Century-Crofts, Inc., 1948), p. 229.

²George E. Shepard and Richard E. Jamerson, Inter-scholastic Athletics (New York: McGraw-Hill Book Company, Inc., 1953), p. 148.

One coach who has been in junior college coaching for over thirty-five years said, "This really could be a practical and worth-while study, especially for young coaches just starting out." With this type of encouragement and with this apparent need, the present study was undertaken.

I. THE PROBLEM

This study was undertaken to determine the many details that are involved with and exist in the management, production, and administration of dual intercollegiate athletic contests in the eleven sports for which competition is provided among the colleges of the Metropolitan Conference of the California Junior College Association, and to summarize these data into a series of checklists. These eleven sports are: baseball, basketball, cross country, football, golf, gymnastics, swimming and diving, tennis, track and field, water polo, and wrestling.

II. THE PURPOSE

The purpose of the study was two-fold. The first purpose was to examine the dual contests in eleven intercollegiate sports as they are managed in an athletic conference of some of the nation's largest junior colleges, and to establish all of the details that exist in the administration of these contests. The second was to summarize this

information into a series of checklists that might be used by the directors of athletics of the member colleges of this conference or by directors of athletics and coaches of other schools, recreation directors, or contest managers in any conference, league or association. Checklists covering all the details of athletic contest management in one rather large athletic conference should give guide lines for the management of dual athletic contests on other levels.

III. IMPORTANCE OF THE STUDY

The data collected and presented in this study will provide a comprehensive checklist for those persons responsible for the management, production, and administration of dual athletic contests. Athletic directors, coaches, and contest managers, no matter in what type of athletic organization, who are interested in the efficient management of athletic contests and who plan well in advance for contests may find in this study some thought, some detail, or some step toward more efficient management that they may have overlooked. The data presented here should be useful to those who are novices in the field. It should be most useful to those responsible for administering athletic programs in new junior colleges in metropolitan areas of California.

IV. LIMITATIONS

This study was limited to details having to do with the actual organization, presentation, and management of athletic contests of a dual nature. While, of necessity, it touches on the areas of equipment management, training, practice organization, concessions, custodial and maintenance procedure, officials' duties and responsibilities, these areas are generally outside the subject studied. The performance and coaching areas were not included.

The study was further limited to the eight colleges of the Metropolitan Conference in California, and limited specifically to dual contests in the eleven sports in which these colleges compete: baseball, basketball, cross country, football, golf, gymnastics, swimming and diving, tennis, track and field, water polo, and wrestling. It was a normative survey study of present practices in these colleges and no attempt whatsoever was made to evaluate, judge or appraise athletic programs, procedures or methods.

V. DEFINITION OF TERMS

1. Dual athletic contests are games, matches, or meets held between two competing organized teams.
2. Management of athletic contests includes all those acts and details having to do directly with the administration, direction, conduct, and control of athletic contests.

3. Director of athletics is that person responsible for the athletic program in a college and/or the person responsible for the management and administration of an athletic contest.

Athletics have long been on the scene as part of the total educational program offered by the public schools in the United States. Forsythe³ points out that the head administrator of the school is responsible for the total educational program in his school, and therefore, is responsible for the athletic program as part of this total program.

Most of this responsibility is delegated to a director of athletics, and it becomes his responsibility to oversee the management of the interschool athletic program. Hughes and Williams point out that "Seventy-eight per cent of the directors are responsible for the intercollegiate athletic program."⁴ Voltmer and Esslinger state: "One of the most important responsibilities of many athletic directors is the management of home athletic contests."⁵

The Bakersfield College Faculty Handbook published by the administration of Bakersfield College states that "The

³Charles E. Forsythe, The Administration of High School Athletics (fourth edition; Englewood Cliffs: Prentice-Hall, Inc., 1962), p. 133.

⁴Jesse F. Williams and William Hughes, Athletics in Education (Philadelphia: W. B. Saunders Company, 1930), p. 168.

⁵Voltmer and Esslinger, loc. cit.

director of athletics is responsible for the development, coordination and supervision of the intercollegiate athletic program," and that he shall "assume specific duties in the operation of the athletic program such as: schedule, budgetary problems, transportation, plant management, and all arrangements for athletic contests."⁶

The responsibility for planning for interschool athletic contests and the management of these contests becomes that of the director of athletics of the institution. It was for this reason that the purpose of this study was to establish checklists for the use by directors of athletics. From an all-inclusive checklist the director can delegate authority or responsibility to others on the athletic staff.

4. Metropolitan Conference is an athletic conference of eight California junior colleges organized within the framework of the California Junior College Association. The member colleges are: Bakersfield College, Bakersfield; Cerritos College, Norwalk; East Los Angeles Junior College, Los Angeles; El Camino College, El Camino; Long Beach City College, Long Beach; Los Angeles Valley College, Van Nuys; San Diego City College, San Diego; and Santa Monica City College, Santa Monica.

These eight colleges are all located in metropolitan centers of southern California ranging in sizes from

⁶Bakersfield College Faculty Handbook (Published by the Administration of Bakersfield College, 1962), p. 19.

Bakersfield with a metropolitan area population of approximately 150,000 to Los Angeles having approximately 2,500,000 persons. College enrollments range from a low of 2,200 at Cerritos to a high of 11,000, including night school enrollment, at El Camino. This information along with that of Table I was supplied by the directors of athletics of the various colleges studied. It must be pointed out that these figures are estimates, and may be in some cases slightly inaccurate. However, Table I serves to illustrate the magnitude of this athletic conference.

TABLE I
METROPOLITAN CONFERENCE

Junior College	College enrollment (1)	No. on coaching staff	Stadium capacity	Population of service area (2)
Bakersfield	2,800	11	20,500	200,000
Cerritos	2,200	13	12,000	500,000
East Los Angeles	3,500	7	22,500	2½ Million
El Camino	11,000**	11	6,400	300,000
Long Beach	6,100	13	12,500*	500,000
Los Angeles Valley	4,500	13	5,500	2½ Million
San Diego	5,000	10	34,000*	750,000
Santa Monica	5,100	13	7,000	300,000
(1) Estimates for 1961-62		* Municipal Stadium		
(2) Approximate		** Includes Night School		

Table II indicates the sports in which each of the colleges compete and the number of coaches that are assigned to each sport. The information for this table was taken from data provided in The Blue Book of Junior College

Athletics, 1962,⁷ and the California Sports Guide of High Schools and Colleges, 1962-63.⁸ This table shows that three of the colleges studied compete in all eleven sports studied, three compete in all except one sport, one competes in nine sports, and one competes in only eight.

It is hard to establish criteria for judging the quality of athletic conferences. However, some information supplied by Mr. William W. Russell, Commissioner of the Metropolitan Conference, might further illustrate the quality of the athletic programs among the colleges of this conference. In three sports where there is some basis for comparing conferences on a national basis, the following is presented. In football, teams from the Metropolitan Conference have competed successfully against teams from Washington, Idaho, Oklahoma, Arizona, and other western states. Seven out of the past ten teams representing the west in the Junior Rose Bowl in Pasadena have come from this conference.

In track, four of the national junior college records are held by athletes from this conference. Four of the best national marks posted in 1962 were by men competing on teams from these colleges. Thirty-nine out of one hundred

⁷The Blue Book of Junior College Athletics for 1962 (Cleveland: McNitts, Inc., 1962), pp. 29-94.

⁸Ray Franks (ed.), California Sports Guide of High Schools and Colleges (Amarillo: Ray Franks Publishing Branch, 1962), pp. 34-45.

fifty-three names on the 1962 Track Honor Roll for Junior Colleges were of men from this conference.

In swimming, all of the national junior college marks except three are held by athletes from this conference. In 1961, first, second, and third place teams in the state junior college swimming meet were Metropolitan Conference teams.

It was further pointed out by Mr. Russell that gymnastics is one of the great Metropolitan Conference sports although it is a minor sport generally throughout the nation. The best gymnastic teams from this conference compete in dual meets with such fine collegiate teams as the University of Southern California and the University of California at Los Angeles.

Almost all of the colleges and universities on the Pacific Coast have athletes on their teams who are alumni of the colleges of this conference.

CHAPTER II

REVIEW OF THE LITERATURE

No parallel studies were found in the sports literature. However, there was much information and data presented in books and periodicals dealing with the subject of athletic contest management. General information was found on each of the eleven sports covered in this study. Although the related books and articles included some material on contest management, none dealt specifically with the area of junior college athletics.

Two books by Charles E. Forsyth, the State Director of High School Athletics, Michigan High School Athletic Association, were most helpful. These books were The Administration of High School Athletics, and The Athletic Directors' Handbook. The handbook was the most complete book found on the subject. It discussed almost all phases of athletic management including the area of contest management. The three subjects covered that were most valuable for this study were those on equipment management, ticket sales, and the management of football contests. In almost every case the details were incomplete for the specific purpose of this study. Although this book did serve to give a broad outline of the general scope of athletic contest management, further study was necessary for the investigator's purpose.

Sports Their Organization and Administration, by William Leonard Hughes and Jesse Feiring Williams, was a valuable source book, but since it was published in 1944 the material it contained was somewhat dated. Other valuable source books for topic organization and general outline were The Organization and Administration of Physical Education by Edward F. Voltmer and Arthur A. Esslinger, Interscholastic Athletics by George E. Shepard and Richard E. Jamerson, and Athletic Director's Handbook by John Harold Griffin.

In the specific sports fields, the new book, Championship Basketball with Jack Gardner, gave a complete game time job analysis of those persons responsible for the various details of basketball contests at the University of Utah. J. Kenneth Doherty's Modern Track and Field had a chapter on track meet management and a complete section covering the duties of the various track meet officials. George T. Bresnahan and W. W. Tuttle's Track and Field Athletics also had a good section on meet management.

Two books on swimming and diving had comprehensive summaries on swim meet management: the latest edition of Swimming and Diving by John F. Higgins, Alfred R. Barr, and Ben R. Grady, just off the press, and published by the U. S. Naval Institute, and Swimming and Diving by David A. Armbruster and Laurance E. Morehouse. The latter also dealt with the duties of swim meet officials.

Wrestling tournament management was described in Successful Wrestling by Arnold W. Umback and Warren R. Johnson. Gymnastics, Beginning to Competitor by Wesley K. Ruff, and The Gymnast's Manual by Wilbur D. West were the two best in the field of gymnastics, but the areas on meet management were not as complete as those found on some of the other sports. James Smilgoff's Winning High School Baseball had a brief part on game management, but it too was not as complete as needed for this study. A recently published book on golf discussed the subject of golf tournament management, but not dual contest management. This book was How to Coach and Play Golf by Dave Williams.

There was little in texts pertinent to the study on water polo, cross country, tennis, or football. The Athletic Directors' Handbook was the most helpful on football.

The best outline on tennis match organization was in the Official Guide and Yearbook of the United States Lawn Tennis Association; this, however, covered tournaments and not dual contests.

The books published by the U. S. Naval Institute on the various sports, with the exception of the swimming and diving book, had little to offer on contest management.

The athletic periodicals that were most useful for this study were the Athletic Journal and the Scholastic Coach. These two magazines produced a wealth of pertinent material

on all of the sports except water polo. These two periodicals were probably more helpful for the purpose of this study than the books on the various sports.

CHAPTER III

PROCEDURE

The procedure used in this study was that of a normative survey, in which the investigator gathered data directly from others in personal interview. Special values of the personal interview, as opposed to the questionnaire, are listed by Good, Barr, and Scates:

The interviewees may provide personal and confidential information which they would not ordinarily place in writing on paper; they may wish to see the investigator who is securing the information and to receive guarantee as to how the facts will be used; they may need the stimulation of personal contacts in order to be "drawn out" . . .

The interview enables the investigator to follow up leads and to take advantage of small clues; in dealing with complex topics and questions, the development or trends of the conversation is likely to proceed in any direction, and no instrument prepared in advance can fully meet the situation.

The interview permits the investigator to form an impression of the person who is giving the information, to arrive at some judgment of the truth of the answers, and to "read between the lines" things that may not have been said in words.

The interview provides an opportunity for the interviewer to give information and to develop certain attitudes on the part of the respondent, a procedure that is not possible in using a questionnaire or a test . . .¹

¹Carter V. Good, A. S. Barr, and Douglas E. Scates, Methods of Research (New York: Appleton-Century-Crofts, Inc., 1954), p. 637.

Good, Barr, and Scates also say:

In the normative survey method, the purpose is to describe conditions as they exist. Although one will draw inferences of practical significance from such studies, he does not seek primarily to account for the conditions observed.²

As it was the purpose of this study to establish a checklist including all of the details that exist in the administration of the various athletic contests of a single athletic conference, the investigator proceeded in the basis that it was necessary only to objectively determine that a detail of organization existed in at least one of the member colleges studied for this item to be included in the final checklist. The personal interview was used to determine the fact of the detail's existence.

Once the fact was established through the interview, no attempt was made to evaluate the importance of the detail as to its relative importance to the efficient management of a particular contest. The various details collected were not evaluated as to essential or trivia, consequence or minutiae. There was no attempt to analyze any of the data gathered either subjectively or objectively as to its importance, its frequency of use, or its necessity. The material gathered and presented did exist in one or more of the colleges examined at the time of the examination, and

²Ibid., p. 478.

therefore, it must be assumed that it was important to that or those institutions in preparing for or in administering an athletic contest at the time.

The final checklist is a summary of all of the items submitted from the various sources. The only subjective analysis by the investigator was in the organization and presentation of the material into the final checklist. Any evaluation of the material is left to those persons who may wish to use this study in presenting athletic contests in the future.

Persons interviewed through the course of this study were directors of athletics, coaches, equipment managers, trainers, custodians, groundskeepers, and other persons who had responsibilities related to the management of athletic contests in the member junior colleges of the Metropolitan Conference. Those persons interviewed are listed in Appendix A.

The research procedure also entailed doing study in three colleges and university libraries, namely: Bakersfield College, Bakersfield, California; the University of the Pacific, Stockton, California; and the University of California, Berkeley, California. Further data for this study were acquired from the Kern County Public Library, the personal libraries of members of the athletic staff at Bakersfield College, and the investigator's personal library.

Additional reference material was obtained from journals, periodicals and publications of athletic organizations and sporting goods companies.

This study is divided into seven chapters. Chapters I through III are introductory chapters. Chapter IV is devoted to principles of contest management. It was necessary to establish these principles so that they could serve as guide lines while developing the subject of this thesis.

Chapter V describes in detail how the study was handled and how the checklist was developed and validated. The three primary steps of development, the Bakersfield College program, expansion through the literature, and review by other college staffs, are discussed in detail.

Chapter VI summarizes all of the data collected into a checklist of items that might be used by persons interested in athletic contest management. This chapter is the result of the material collected.

Chapter VII is a summary of the study with recommendations by those persons validating this study, conclusions on how the study might best be put to use, and limitations and variations for its use.

CHAPTER IV

PRINCIPLES OF ATHLETIC CONTEST MANAGEMENT

The purpose of this chapter was to establish and to examine certain principles of athletic contest management. For this purpose, texts on athletic organization and administration were examined. The authorities in this field generally agreed that the primary principle of athletic contest management is efficiency. Other principles were also important in developing the central theme of this study.

The details that are essential to contest management are those details that are outlined in the rules for the contest. The official rules in each sport establish the minimum number of details that are necessary to successfully present an athletic contest.

Section 6.01 of the Athletic Code of the California Junior College Association states: "The basic rules governing competition in each of the sports approved by the Athletic Committee of the California Junior College Association shall be those promulgated by the National Collegiate Athletic Association."¹ The National Collegiate Athletic Association rules for the various sports studied outline

¹Athletic Code of the California Junior College Association, 1960 (Published by the State Athletic Committee of the Association), p. 9.

certain essential requirements for the court, field, pool, course, or gymnasium. They also include a description of the equipment necessary for each sport contest. In these rules, uniforms are either suggested or required and a description of them given. Officials' duties and responsibilities are also listed and defined. These details must be assumed by the manager of the contest held under these rules. This was the logical starting point. These are the very minimum requirements for the manager of an athletic contest.

The details involved with contest management only begin with the rules of the contest. Rules and regulations go further, the basic National Collegiate Athletic Association rules were amended and expanded in the Athletic Code of the Metropolitan Conference, the rules of the state association, minutes from the meetings of coaches, directors of athletics, and administrators. In addition, the various institutions established athletic rules and policies. All of these rules and policies must be reviewed by contest managers, and every detail required by them must be observed.

If the rules set the minimum standards, what determines the maximum of efficient management for an athletic contest? Perhaps there is no ultimate of organization at this extreme. Shepard and Jamerson suggest certain principles to guide the manager of athletic contests in attaining this ultimate efficiency. These principles are listed here in summary:

1. Athletic contests should be organized to achieve maximum educational benefits.
2. Authority and responsibility should be delegated wherever possible.
3. The welfare of the participants should receive prior consideration in formulating plans and arrangements.
4. Visiting teams should be treated as guests by the host school.
5. Competent officials should be engaged.
6. Financial matters pertaining to the athletic contest should be conducted with businesslike efficiency.
7. Games away from home require the same careful planning and supervision as those played at home.
8. It is the responsibility of the local school administration to inaugurate positive steps to assure an atmosphere of sportsmanlike conduct at all athletic contests.
9. Every effort should be made to add comfort and increased enjoyment to the patrons and spectators.
10. All contest details must be organized efficiently to facilitate the actual conduct of the contest.²

On the subject of principles for the management of athletic contests, Hughes and French say:

Certain principles and policies guide the alert director in the conduct of interscholastic and inter-collegiate contests. The successful manager of a varsity contest is one who plans all details so thoroughly in advance that everything connected with the contest takes place smoothly and efficiently. A successfully managed contest depends largely upon preliminary preparations and competent officials. The manager of a track meet, for example, should be able

² Shepard and Jamerson, op. cit., pp. 145-60.

to sit at ease among the spectators and enjoy the meet if he has secured his core of officials and otherwise worked out all details in advance. The director who leaves some of the details until game time or who attempts to do them all himself is not qualified as an administrator.³

Along the same line, Forsythe states:

The successful enterprises in the community which are well patronized are usually those that are well organized and managed efficiently. Every athletic contest should be handled in such a manner. Of course, the interest and concern of student participants and student spectators should receive first consideration. Following these, however, the public must be kept in mind. This should not cause any difficulty in the general scheme of things, especially if the policies of the school concerning interschool athletics have been definitely established and well publicized. Make the athletic contest a businesslike, attractive, and well-organized sports event. The public will recognize it as such and its educational and good sportsmanship implications will be primary achievements almost to be taken for granted.⁴

The emphasis by all of these authorities was on efficient management and preliminary planning by those persons in charge of the administration of the contest. Planning for the welfare of the participants and the public was emphasized as well. Any tool that might help in achieving these principles should be helpful to persons responsible for these contests. The checklist in this study was based on the belief that it would contribute to more efficient management because it aids in preliminary planning.

³ William Leonard Hughes and Esther French, The Administration of Physical Education for Schools and Colleges (New York: A. S. Barnes and Company, 1954), p. 177.

⁴ Forsythe, op. cit., p. 165.

CHAPTER V

THE DEVELOPMENT OF THE CHECKLIST

The purpose of this chapter is to explain the steps taken in the development and construction of the checklist of details related to athletic contests. After the principles for athletic contest management had been established, the next step was to determine the many details that exist in fulfilling these principles.

Preliminary Framework

The first step in the development of the checklist was to prepare a preliminary framework or outline. To do this, the available literature on the subject of athletic administration was reviewed. The important books in this survey were: The Administration of High School Athletics, The Athletic Directors' Handbook, Sports Their Organization and Administration, Interscholastic Athletics, The Organization and Administration of Physical Education, and Griffin's Athletic Director's Handbook.

Important material from these books was selected and summarized. A composite of the information pertinent to contest management was made for the purpose of preparing a framework for preliminary interviews. Three categories were established from this composite: one, those areas of contest management that are constant to all sports such as the

eligibility of contestants; two, those areas that vary with each sport such as equipment, uniforms, and contest areas; and three, those areas that vary in application to the various sports such as admissions, publicity, and spectator facilities and control.

The Bakersfield College Program

With a broad framework outlined, the second step was to interview each individual who had anything to do directly with the management of athletic contests at Bakersfield College. Bakersfield College was chosen because its athletic program is generally recognized by sports authorities as a well organized and efficient one. A statement by Mr. Charlie Van Sickel, Sports Editor for the Tri-City Herald, Pasco, Washington, in his column, "The Dutch Rub", might best serve to illustrate this reputation which Bakersfield College holds:

Unlike most of the bush schools in the Washington JC Conference, Bakersfield runs a first class operation all the way. Athletic Director Gil Bishop and his staff displayed tremendous hospitality to the Hawks, going out of their way to take care of every detail from tickets and transportation to programs. Every school in the state circuit here should send their administrators and coaches to Bakersfield for one weekend to see first-hand the great job done by the Renegades.¹

Moreover, on the basis of conference championships in football, basketball, and baseball, and a second place in

¹Charlie Van Sickel, Editorial in the Tri-City Herald (Pasco, Washington), September 24, 1962, p. 10.

track and field, Bakersfield won the Metropolitan Conference's Iron Man Trophy for 1961-62. The winning of this award is indicative of a strong and well-rounded competitive athletic program.

The coordinator of physical education for the Bakersfield College district was interviewed on the questions dealing with stadium management and the assignment of contest officials. The director of athletics was interviewed in those areas found to be constant to all sports as well as those areas where he had responsibilities in each sport. Because he also serves as sports publicity director, he helped to examine the area of public relations, publicity, and contest promotion.

Ten athletic coaches were interviewed on the areas indigenous to each of the sports such as officials, contest rules and procedures, and apparatus and equipment necessary for the sport activity. The business manager for the student body, an adult with twenty-five years of experience, explained the areas of ticket sales and admissions, budgets, expenses, and incomes. Groundskeepers and maintenance personnel were questioned regarding the preparation of buildings and grounds for athletic contests. The equipment manager-trainer provided a complete inventory of equipment, uniforms, training supplies and equipment, and apparatus for all sports. He also described the duties and responsibilities of student athletic

managers and trainers. The department secretary discussed the general office routine that is necessary for all sports in preparation for athletic contests, including team rosters, administrative excuses, and other details for which she was responsible. The Dean of Records and Registration was interviewed regarding the administration of conference and institution rules pertaining to eligibility. The Dean of Student Activities answered questions concerning student rooting sections, football intermission programs, and related details.

These officials were all qualified in their positions. Some are recognized as outstanding authorities in their respective areas. Most have been in their respective professions for more than ten years with two having had more than thirty-five years of experience. Some have been athletic directors in other colleges or in high schools. All had held their present positions for at least two years prior to the time this study was begun.²

These interviews resulted in a thorough and complete picture of the management of athletic contests at Bakersfield College and a general impression of how contests are managed among the other colleges of the Metropolitan Conference.

²See Appendix A, pp. 124-7, for a complete listing of the persons interviewed and the positions which they held.

The Preliminary Checklist

With the general summary of athletic contest management now adapted to the junior college program, the third step in the development of the final checklist was to expand the list of items that resulted from the Bakersfield College interviews. This list was expanded to include all other details of contest management that could be found in the literature on the eleven different sports being studied. Some of these items had been overlooked or omitted previously. Some of them later proved to be unnecessary or irrelevant to athletic contests in the Metropolitan Conference.

This all-inclusive list also included details from the Athletic Code of the California Junior College Association, the Athletic Code of the Metropolitan Conference, rule books of the National Collegiate Athletic Association, and the minutes of Metropolitan Conference coaches' and directors of athletics' meetings.

Establishing Categories for the Checklist

These many details had to be organized somehow so that they might be more useful and more useable. They had to be divided into categories. The literature suggests any number of categories for classifying the details of contest management.

Forsythe³ suggests four divisions: pre-game, game time responsibilities, post game responsibilities, and responsibilities for games away from home. Shepard and Jamerson⁴ list five categories: participants, spectators, officials, financial matters, and games away from home. Gardner's book⁵ lists game details for basketball on a job analysis basis.

None of these categories, as such, fit the purpose of this study. After careful analysis of all the details dealing with contest management, ten general categories seemed best suited for this study:

1. General season administration.
2. Medical and training administration.
3. Equipment, uniforms, apparatus, supplies, and furnishings.
4. Preparation of contest areas; fields, courts, gymnasiums, pools, arenas, and courses.
5. Accommodations for visiting teams.
6. Officials and miscellaneous management personnel.
7. Contest arrangements peculiar to each sport; order of events, procedure, and rules.
8. Travel and road trip management and arrangements.

³Forsythe, op. cit., pp. 164-207.

⁴Shepard and Jamerson, loc. cit.

⁵Jack H. Gardner, Championship Basketball with Jack Gardner (Englewood Cliffs: Prentice-Hall, Inc., 1961, pp. 232-43).

9. Spectator management and control; admissions and facilities.
10. Publicity, public relations, contest promotion, pageantry, special programs, and game color.

The four categories covering equipment, officials, contest area preparations, and contest arrangements and procedures were further subdivided according to the individual requirements of each of the eleven sports studied.

No consideration was given to the questions of when the detail should be taken care of or by whom. Neither were the details broken down entirely by sports. Category number one, general season administration applies to all sports. All of the details listed in this classification must be done for each sport each season. The rest of the categories vary in application with each sport. If no spectators are anticipated for a contest, category number nine would not apply. The section on publicity and contest promotion would, therefore, be useful primarily in those sports which tend to attract spectators and where gate receipts are an important item.

Categories two, eight, nine, and ten are of a more general administrative nature and apply generally to all of the sports. Categories three through seven apply more directly to specific contest arrangements.

Review by Directors of Athletics of Other Junior Colleges

All of the information and data thus far collected from the literature and the Bakersfield College interviews

were compiled into a series of preliminary checklists under the categories listed. The fourth step in the development of the checklist was to present the preliminary drafts to the other seven directors of athletics of the junior colleges of the Metropolitan Conference.

Five of these directors of athletics were interviewed personally by the investigator; those from Cerritos College, East Los Angeles College, El Camino College, San Diego City College, and Santa Monica City College. These directors reviewed the preliminary checklist, appraised it, and made recommendations for additions and deletions. Each director reviewed the preliminary checklist on the basis of the current practices in contest management at his college.

The director of athletics at Long Beach City College was out of the country at the time this study was made. However, many on the athletic staff there were very helpful and cooperative in reviewing the preliminary checklist and in making their recommendations. In some cases, other members of the athletic staffs of these various colleges were interviewed and their comments and recommendations recorded. There was no response at all from Los Angeles Valley College.

These interviews were very helpful and important in substantiating and corroborating the data already gathered from the literature and from the study of the athletic program at Bakersfield College.

The final step in the construction of the checklist was to compile and summarize the recommendations for additions and deletions made by these athletic directors and athletic staff members and to alter the preliminary checklist to include all of these recommendations. The resulting checklist for directors of athletics of the Metropolitan Conference to be used in the preparation for and the management of dual intercollegiate athletic contests is presented in the next chapter.

CHAPTER VI

A CHECKLIST FOR DIRECTORS OF DUAL INTERCOLLEGIATE ATHLETIC CONTESTS

I. General Season Administration:

A. Schedules--

- _____ 1. Conference Schedule; receive from the Conference Commissioner all Conference contest schedules.
- _____ 2. Practice Game Schedule; arrange to complete a season schedule by adding practice contests. Total schedule is to be limited by Conference rules.
- _____ 3. Letters of Inquiry; send letters of inquiry to other colleges requesting practice contests.
- _____ 4. Game Contracts; draw up interschool game contracts whenever necessary to insure a game guarantee or to insure the details of the contest.
- _____ 5. Compile a Schedule; compile the details of the contests into a single schedule sheet.
- _____ 6. Distribute the Schedule; send copies of the schedule to each opponent and to the Conference Commissioner; to members of the staff, administration, and other interested parties.
- _____ 7. Schedule Approval; receive final schedule approval from the college administration.
- _____ 8. College Master Calendar; see that the schedule is placed on the college's master events calendar.
- _____ 9. Facilities; schedule all the necessary facilities for the completion of the schedule; buildings, grounds, pools, courses, courts, etc. This is especially important if the facilities are other than on the campus.
- _____ 10. Scrimmages; arrange for inter-school scrimmages within the rules of the Conference.
- _____ 11. Intra-Team Contest; schedule intra-team contests, scrimmages, tournaments, etc., for the purpose of team selection and elimination.
- _____ 12. Meeting Rooms; schedule rooms that will be necessary for team meetings through the season.
- _____ 13. Re-scheduled Contests; make arrangements and determine policies for the re-scheduling of rained-out or postponed contests.

- _____ 14. Conflicts; try to arrange all schedules so that there is little conflict for facilities between various teams; locker rooms, team rooms, and so forth.
- _____ 15. Practice Time Schedule; draw up a tentative practice time schedule for the purpose of scheduling facilities, classes, and other facilities. The practice schedule must conform to the season limitations imposed by the Conference for each sport.
- _____ 16. Football Schedule; has a nine game limit not including post season bowl games. Season is to begin no sooner than September 1, and to end by December 1.
- _____ 17. Basketball Schedule; has a twenty-six game limit not including the State Play-offs. Tournaments are to count as one game. The schedule is to begin no sooner than the day after Thanksgiving and will close with the last Conference game. The Conference schedule will be a double round-robin. Practice to start no sooner than October 15.
- _____ 18. Baseball; the schedule shall be limited to twenty-eight games; each tourney to count as one game; state play-off not to count. Double headers are to count as two games. No games are to be played prior to Friday of the second week of the spring semester. No practice games are to be scheduled during the last week of the first round of the schedule, except Bakersfield and San Diego, and the last two weeks of the second round. (Note: This time is reserved for the re-scheduling of rained-out games.) The Conference schedule is a triple round robin.
- _____ 19. Wrestling Schedule; there are no schedule restrictions imposed on Wrestling. The season corresponds to that of basketball, starting in November and ending with the state tournament on the second week-end of March.
- _____ 20. Other Spring Sports; practice for all spring sports may start the first day of the spring semester and end with the last day of the spring semester.
- _____ 21. Cross Country, and Water Polo; are fall sports and are scheduled September through November.

B. Eligibility--

- _____ 1. Pre-season Check; have a check made on the eligibility of known candidates before the start of the season.

- _____ 2. Inform Candidates; at the first meeting, or early in the season, discuss with the team members and candidates the eligibility rules of the Conference, the State, and the Institution.
- _____ 3. Institution, Individual Athletic Eligibility Forms; check to see that all teams complete this form for the purpose of establishing Conference eligibility.
- _____ 4. Team Roster; send a copy of the team roster to the Registrar's Office for their use in checking eligibility and compiling eligibility lists.
- _____ 5. Eligibility List; the administration will complete an authorized form for team members eligibility.
- _____ 6. Distribute Lists; copies of the completed list will be sent to the Conference Commissioner and to each member college.
- _____ 7. Scholarship Check; the administration will make a scholarship check every two weeks. At that time each team member must be passing 10 units plus his P. E.
- _____ 8. Student Progress; staff members should establish a system of checking on the scholastic progress of team members.
- _____ 9. Player Participation; a record will be kept of each contest for the purpose of recording the participation of team members in athletic contests.
- _____ 10. Distribute Participation Record; at the close of each sport season, a summary of player participation will be mailed to the Conference Commissioner and to each member college.
- _____ 11. Additions; supplementary eligibility lists will be compiled and distributed as new team members come out for teams.
- _____ 12. Split-Semester Seasons; new eligibility list will be made and distributed for basketball and wrestling at the start of the second semester.

C. Team Sign-up and Enrollment--

- _____ 1. Candidate List; compile a list of known team candidates; returning team members, high school seniors, and others, including addresses and phone numbers.
- _____ 2. Sign-up; set a time, date, and place for the initial team sign-up.
- _____ 3. Notice; notify all candidates by mail or direct contact of the team sign-up.
- _____ 4. Publicity; publicize the time and place of the first meeting or how persons might sign-up for the team. Use the local news media.

- _____ 5. Enrollment; check to see that all candidates are enrolled if credit is given for the sport activity.
- _____ 6. Attendance; make arrangements through the season to take team attendance and to keep proper records.
- _____ 7. Drop-outs; make arrangements to transfer those who are dropped from the team or who quit.
- _____ 8. Team Roster; keep an up-to-date team roster with all personal statistics and information that might be needed.
- _____ 9. Student Body Cards; check to see that each team member is a Student Body Card holder.

D. Business and Finance--

- _____ 1. Budget; budget all sports on the basis of expected operational expenses and expected income.
- _____ 2. Budget Requests; receive from the coaches, equipment manager, trainer, etc., requests for budget items.
- _____ 3. Receive Requisitions for the purchase of all equipment and supplies.
- _____ 4. Approve Requisitions on the basis of budget allowances.
- _____ 5. Officials' Pay Vouchers; turn in pay vouchers for all paid officials.
- _____ 6. Personnel Payroll; arrange for the payment of all extra paid personnel at athletic contests.
- _____ 7. Pay Vouchers; approve all pay vouchers related to athletic contests.
- _____ 8. Guarantee; arrange for the payment of contract guarantees.
- _____ 9. Contracts; arrange for the drawing up of contracts related to athletic contests; game, advertising, concession, personnel, etc.
- _____ 10. Cash Advances; arrange for cash advances for road trips by athletic teams.
- _____ 11. Receipts; arrange for the accounting of all incomes from athletic contests; gate receipts, advertising, concessions, entry fees, program sales, and other income.
- _____ 12. Bids; arrange for the submittance of bids for purchases of athletic equipment apparel, furnishings, and other items to be purchased.
- _____ 13. Insurance; arrange for insurance contracts for such things as athletic injury, spectator liability, coaches liability, team catastrophe, private car transportation, and other areas of possible liability.

- _____ 14. Tax Reports; check the necessity for the filing of tax forms and exemption forms.
- _____ 15. Bonds; check the advisability of bonding persons handling monies of large quantities.
- _____ 16. Change and Change Boxes or Bags; have change and change boxes ready for concessions, program sales, admissions, parking, and other areas where change may be needed.
- _____ 17. Financial Reports; see to the filing of all financial reports from events where there is income and expense.
- _____ 18. Trip Financial Report; see to the filing of a trip expense report of teams returning from road trips where money has been advanced.
- _____ 19. Receipts; see that receipts are presented for all expense items that are paid for before billing.
- _____ 20. Petty Cash; maintain a petty cash fund with proper accounts for the purchase of miscellaneous supplies and services.
- _____ 21. Contract Receipts; check on all contracts where accounts are receivable to see that income is received as contracted.
- _____ 22. Entry Fees; see that entry fees are vouchered and sent in advance of the contests for which they are intended. Account for entry fees received.
- _____ 23. Purchase Orders; check on purchase orders to see that everything that is requisitioned is purchased, that delivery dates will be met, that the quality and quantity is that as requested.

E. Awards and Awards System--

- _____ 1. Awards System; with the staff, student body, and administration, plan an awards system with standards for achievements of each sport, standard awards, etc.
- _____ 2. Participants Awards; such as block letters, certificates, jackets, blankets, life-time passes to home athletic contests, individual trophies, etc.
- _____ 3. Individual Awards; for outstanding performance on teams such as most valuable player, most improved, most inspirational; perpetual awards.
- _____ 4. Conference Championships; trophies will be awarded by the Conference for dual and conference championships.
- _____ 5. Special Awards; for team or individual achievements; state or regional championships, etc.
- _____ 6. Awards Banquets; for the presentation of awards and honoring athletic teams.

- _____ 7. Order All Awards in Advance; turn in necessary purchase requisitions.
- _____ 8. Engraving; see that the proper engraving is done on all trophies.
- _____ 9. Sizes; see that proper care is taken in taking sizes for jackets or sweater awards.
- _____ 10. Certificates; see that all proper signatures and information is completed on all certificates.
- _____ 11. Recommendations; receive recommendations for all awards and have proper group pass on the recommendations.
- _____ 12. Conference Coaches' Meeting; all Conference coaches will meet at the conclusion of each sports season for the purpose of choosing an All-Conference Team and a Helm's Foundation Athlete of the Year.
- _____ 13. Coach of the Year; coaches will make recommendations for the Coach of the Year award.

F. Records and Forms--maintain an inventory of all forms that may be needed throughout each sport season:

- _____ 1. Physical Examination.
- _____ 2. Polio Immunization.
- _____ 3. Student Application for Admittance.
- _____ 4. Injury Reports.
- _____ 5. Insurance Claims.
- _____ 6. Class Schedule Cards.
- _____ 7. Team Roster.
- _____ 8. Game Suit-up List.
- _____ 9. Program Information Roster.
- _____ 10. Program Information Request Form.
- _____ 11. Player Participation Record.
- _____ 12. Player Athletic Information Profile Sheet.
- _____ 13. Player Individual Eligibility Questionnaire.
- _____ 14. Conference Eligibility List.
- _____ 15. Equipment Issue Records.
- _____ 16. Locker Issue Records.
- _____ 17. Player Lost Equipment Charge Form.
- _____ 18. Uniform Size List of Teams.
- _____ 19. General Contest Information Sheet to Visiting Teams.
- _____ 20. Request for General Contest and Travel Information from Visiting Teams.
- _____ 21. Travel Itinerary Form.
- _____ 22. Schedule Inquiry.
- _____ 23. Game Contracts.
- _____ 24. Officials Notification of Contest Details.
- _____ 25. Request for Services of Volunteer Officials.

- _____ 26. Medical Protection Information Sheet for Participants.
- _____ 27. Advertising Contracts.
- _____ 28. Metropolitan Conference Contest Report Form.
- _____ 29. Team Athletic Record Summary of Season.
- _____ 30. Administrative Excuses for Participants on Road Trips.
- _____ 31. Instructor's Request to be Absent from Class Responsibilities for Road Trips.
- _____ 32. Parent's Permission to Participate, Travel, Travel in Private Cars, etc.
- _____ 33. Purchase Requisitions.
- _____ 34. Pay Vouchers.
- _____ 35. Purchase and Expense Receipts.
- _____ 36. Requisition for Supplies.
- _____ 37. Work Orders.
- _____ 38. Transportation Request.
- _____ 39. Trip Financial Report.
- _____ 40. Expense Reports.
- _____ 41. Ticket Sales Reports.
- _____ 42. Contest Financial Report.
- _____ 43. Other Business Office Forms and Records.
- _____ 44. Rule Books for Each Sport.
- _____ 45. Score Books or Score Sheets for Each Sport.
- _____ 46. Judges and Timers' Report Forms for Each Sport.
- _____ 47. Other Special Forms for Each Sport; Statistics, Report Forms, Weigh-ins, Shot Charts, Split Times, etc.
- _____ 48. Stadium and Gymnasium Diagrams.
- _____ 49. Map of College Campus.
- _____ 50. City or Local Map.
- _____ 51. Chamber of Commerce Information Pamphlet--Motels, Restaurants, Hotels, Points of Interest, Recreation Facilities, Transportation Accommodations, etc.
- _____ 52. Keep a file on hotels, motels and restaurants in areas where teams are likely to travel. File should include prices, type of accommodations, reactions of those who have stayed there.
- _____ 53. Keep a file on local persons who might be willing to volunteer for duties as contest officials.

II. Medical and Training Administration:

A. Athletic Injury Insurance--

- _____ 1. Injury Protection Plan; arrange for the protection of participants for cost of treatment of injuries resulting from athletic injury:

- a. An insurance plan such as CIF.
- b. A private insurance company plan.
- c. A special fund set up for the purpose.
- d. A retainer plan for doctor and hospital.
- 2. Inform the participants of the limitations of the plan.
- 3. Provide a means of covering costs over the stipulated amounts provided in the plan.
- 4. Forms; receive a supply of forms for reporting injuries and for placing claims.
- 5. Completing Forms; establish the responsibility for reporting injuries and completing forms.
- 6. Team Roster; turn in a roster of those who should come under the plan.
- 7. Catastrophy Insurance; contract for a plan which will cover the possibility of a catastrophe; a bus accident, etc.

B. Medical--

- 1. Team Physician; contract with a physician for the purpose of team physician.
- 2. Duties; discuss with the team physician what his duties will be and what will be expected of him.
- 3. Doctor in Attendance; which home athletic contests will it be expected that he be in attendance and on the player bench.
- 4. Medical Advice; he should advise the staff and trainer on all medical matters; care and treatment of injuries, drug prescription, vitamins and food supplement prescription, diet and training practice of participants, the purchase and use of training equipment and supplies, etc.
- 5. Cold and Flu Shots; to be given to team members.
- 6. Polio Immunization; to be given to team members.
- 7. Practice Session; team physician to call at practice to check on injuries.
- 8. Pre-Contest; team physician to be on hand before contests to help with or over-see the taping of contestants and the protection of injuries.
- 9. During the Contest; team physician to be on the home bench to over-see the handling of injured participants from both teams. Advise on the removal of injured contestants from the playing area. Treat injuries on the spot that can be treated.
- 10. After the Contest; call at both dressing rooms to check on injuries and arrange for the treatment of injuries.
- 11. Hospital Entries; make arrangements for the admittance of injured participants to the hospital, if necessary.

- _____ 12. Ambulance; either an ambulance present at athletic contests or on call. Some provision must be made for the transportation of injured players to either the hospital or the doctor's office during practice periods. There should be transportation available at all times for this purpose. An ambulance should be on call at all times during athletic contests and during practice periods and a person made responsible for this task.

C. Physical Examinations--

- _____ 1. Set a time, place and date for team candidates to have a physical examination.
- _____ 2. Team Doctor; make all arrangements ahead of time with the team physician. For larger teams, more than one doctor may be desirable.
- _____ 3. Forms; have physical examinations forms on hand.
- _____ 4. Supplies and Equipment; if the physical examination is to be given at the school, necessary supplies and equipment should be on hand; scales, weight chart, tongue depressors, etc.
- _____ 5. Inform Contestants; all contestants must be informed as to the time, place and date of the examination.
- _____ 6. Late Arrivals; a check must be kept on those who have not had the examination and provisions made for them to catch-up.
- _____ 7. Extra Help; arrange for coaches, trainers, managers, etc., to be on hand to help if the size of the team is such that help will be necessary.

D. Trainer--

- _____ 1. Arrange for a qualified person to serve in this capacity on either a full time basis or as part of another job.
- _____ 2. To be on duty before, during, and after all practice sessions for all athletic teams.
- _____ 3. To be on duty before, during, and after all athletic contests. If not all contests, which ones? Away contests?
- _____ 4. Duties; determine his duties and responsibilities, and outline them for him.
- _____ 5. Contest Equipment; have available or at hand stretchers, crutches, splints, blankets, and first aid kits for all home athletic contests.

- _____ 6. Taping; to give protective taping for practice sessions and contests.
- _____ 7. Field Training Kits; to keep clean, supplied and available field training kits for all athletic teams. See that they are on the field or court at contests.
- _____ 8. Supplies and Equipment; order, receive, stock, and inventory all training equipment and supplies. Work with the team doctor in deciding what is needed.
- _____ 9. Student Assistants; engage and train student trainers to help with taping and miscellaneous tasks.
- _____ 10. Ice; arrange for the daily supply of ice to the training room and for ample supplies of ice to both dressing rooms and on the court or fields for home contests.
- _____ 11. Uniform; special uniform for trainers during contests and practice sessions.
- _____ 12. Work with Coaching Staff; there are injuries particularly peculiar to the various sports, and training techniques that each coach may require. Trainer should become acquainted with these; i.e., cauliflower ear in wrestling; eye, ear, and nose care for swimming and water polo; feet blisters for basketball and football; shin-splints in track; etc.
- _____ 13. Training Room; provide an equipped room for the purpose of treating and caring for athletic injuries.
- _____ 14. Rules of Order; establish rules and policies for the use of the training room by contestants; no self-care, etc.
- _____ 15. Hours for Training Room; establish the hours that the trainer will be in the training room and contestants can go there for treatments.
- _____ 16. Team Travel; pack training supplies that may be needed for each team that goes on the road. One first aid kit to travel with the team.
- _____ 17. Make all necessary training arrangements while on road trips.
- _____ 18. Trainer to go on the field or court to check injured players.
- _____ 19. Trainer to go on the field or court during time outs to check for injuries.
- _____ 20. Trainer or responsible party to accompany injured participants to the hospital and see that his clothing and valuables are taken.
- _____ 21. Arrange for the treatment of injuries that must be cared for over the week-end or after hours.

E. Training Room Equipment--

- _____ 1. Adhesive Tape Wall Back
- _____ 2. Ankle Wrap Roller
- _____ 3. Bath Tub
- _____ 4. Bulletin Board
- _____ 5. Cabinets with Lock for Storage
- _____ 6. Cabinets, Portable for "in use" Items
- _____ 7. Crutches
- _____ 8. Diathermy Machine, Shortwave, Ultrasonic
- _____ 9. Finznail Drill
- _____ 10. Foot Care Bench
- _____ 11. Foot Bath, Rubber for Germicide and Anti-Fungus
- _____ 12. Heat Lamps
- _____ 13. Hydrollator, Steam Pack
- _____ 14. Oxygen Tank Emergency Kit
- _____ 15. Paper Towel Dispenser
- _____ 16. Paraffin Bath
- _____ 17. Portable Athletic Massager, (Nadco)
- _____ 18. Refrigerator with Ice Trays
- _____ 19. Rehabilitation Equipment:
 - a. Traction
 - b. Hanging Bars
 - c. Resistance Equipment
 - d. Shoulder Wheel
 - e. Knee Strengtheners
 - f. Ankle Strengtheners
- _____ 20. Rest Cot
- _____ 21. Salt Table Wall Dispenser
- _____ 22. Scales
- _____ 23. Sink with Hot and Cold Water
- _____ 24. Steam Room
- _____ 25. Sterilizer
- _____ 26. Stretcher
- _____ 27. Surgical Dressing Jars
- _____ 28. Telephone and Phone Book
- _____ 29. Training Tables
- _____ 30. Vibrator Couch
- _____ 31. Vibrator, Hand
- _____ 32. Wheel Chair
- _____ 33. Whirlpool Bath; Hot and Cold Water, Drain, Table, and Thermometer

F. Training Room Supplies--

Bandages, Dressings, Wraps, Packs, Etc.:

- _____ 1. Adhesive Bandages, Misc. Shapes and Sizes (Band-Aid, Elastoplast, J & J)
- _____ 2. Ankle Wraps

- _____ 3. Adhesive Form (Arno)
- _____ 4. Cotton Balls
- _____ 5. Cotton Combination Rolls
- _____ 6. Cotton Rolls
- _____ 7. Charley Horse Wraps
- _____ 8. Elastic Bandages, Various Widths
- _____ 9. Elastic Foam
- _____ 10. Gauze Wraps, Various Widths
- _____ 11. Moleskin
- _____ 12. Slings
- _____ 13. Sterile Dressing Pads, Various Sizes
- _____ 14. Stockingette, Various Widths
- _____ 15. Tourniquet
- _____ 16. Trainer's Tape, Various Widths
 - a. Regular
 - b. Elastic
 - c. Water Proof

Padding and Protection for Injuries:

- _____ 1. Casting Material, Plaster of Paris, Glass Gauze
- _____ 2. Chestsplints
- _____ 3. Felt, Various Thicknesses
- _____ 4. Finger Splints
- _____ 5. Heel Cups
- _____ 6. Knee Braces, Various Types and Makes
- _____ 7. Rubber Doughnuts
- _____ 8. Shoulder Dislocation Brace
- _____ 9. Shoulder Separation Strap
- _____ 10. Special Braces and Straps
- _____ 11. Splints, Wooden, Stryker Kit, Others
- _____ 12. Sponge Rubber, Various Thicknesses
- _____ 13. Supporter Belt

Medicines and Drugs:

- _____ 1. Alka-Seltzer
- _____ 2. Ammonia Capsules
- _____ 3. Ammonia Spray
- _____ 4. Ammoniated Mercury
- _____ 5. Analgesic Balm
- _____ 6. Antiseptic Dressing Ointment
- _____ 7. Adherent Base for Adhesive Tape
- _____ 8. Alcohol, Rubbing
- _____ 9. Aspirin Tablets
- _____ 10. Bactine
- _____ 11. Burn Ointment
- _____ 12. Calamine Lotion
- _____ 13. Castor Oil

- _____ 14. Collodion
- _____ 15. Eye Wash or Boric Acid
- _____ 16. Ethyl Chloride
- _____ 17. First Aid Cream
- _____ 18. Foot and Body Powder - Large Bags and Individual Cans
- _____ 19. Fungicide Spray, Ointment, and Powder
- _____ 20. Fungicide Bath
- _____ 21. Furacin
- _____ 22. Gargle Astringent
- _____ 23. Germicide-Merthiolate, Notratan, Etc.
- _____ 24. Kaopectate
- _____ 25. Ichthammol Ointment
- _____ 26. Inhalant for Congestion
- _____ 27. Lanolin
- _____ 28. Rub-Down Liniment
- _____ 29. Smelling Salts, Dry
- _____ 30. Soda Mint Tablets
- _____ 31. Styptic Pencil
- _____ 32. Sun Burn Cream
- _____ 33. Tooth Ache Drops
- _____ 34. Vaseline
- _____ 35. Vick's Vapo-Rub
- _____ 36. Zinc Oxide Ointment

Other Tablets:

- _____ 1. "Butterfly" Tablets
- _____ 2. Cold Tablets
- _____ 3. Dextrose Tablets
- _____ 4. Food Supplements
- _____ 5. Salt Tablets
- _____ 6. Vitamins

Other Preparations Useful in the Training Room:

- _____ 1. Epsom Salt
- _____ 2. "Firm Grip"
- _____ 3. Eye Black
- _____ 4. Glycerine
- _____ 5. Insect Repellent
- _____ 6. Insect Spray Poison
- _____ 7. Mouth Piece Spray-Refresher and Deodorizer
- _____ 8. Oil of Wintergreen
- _____ 9. Room Deodorizer
- _____ 10. Skin Toughener, or Tape Base
- _____ 11. Surgical Soap
- _____ 12. Tape Remover

Other Miscellaneous Supplies:

- _____ 1. Applicators, Cotton Tip
- _____ 2. Blankets
- _____ 3. Clippers, Electric
- _____ 4. Clippers, Fingernail
- _____ 5. Cold Packs, Chemical
- _____ 6. Eye Cups
- _____ 7. Eye Dropper
- _____ 8. Graduated Medicine Glass
- _____ 9. Heating Pads, Electric
- _____ 10. Ice
- _____ 11. Ice Bags
- _____ 12. Kleenex Tissues
- _____ 13. Medicine Dropper
- _____ 14. Metal Bandage Clips
- _____ 15. Oral Screw
- _____ 16. Paper Cups and Wall Dispenser
- _____ 17. Razor and Razor Blades
- _____ 18. Rosin Bags
- _____ 19. Safety Pins
- _____ 20. Single Edge Razor Blades for Tape Cutters
- _____ 21. Sheets
- _____ 22. Surgical Scissors
- _____ 23. Tape Cutters, Gilchrest
- _____ 24. Tape Scissors
- _____ 25. Thermometer
- _____ 26. Tongue Blades
- _____ 27. Tweezers
- _____ 28. Weight Charts

III. Equipment, Uniforms, Apparatus, Supplies and Furnishings:A. Management--

- _____ 1. Equipment manager; arrange for a qualified person to serve in this capacity on either a full-time basis or as part of another job.
- _____ 2. Student equipment managers; arrange for students to help in the management of athletic equipment, uniforms, apparatus, supplies and furnishings for each sport.
- _____ 3. Inventory; for each sport all of the equipment that is on hand at the start of the season.
- _____ 4. Order equipment; through budget requests or requisitions, order all equipment that is needed for each sport.
- _____ 5. Receive and inventory all new equipment as it is received.

- _____ 6. Mark and store the new equipment.
- _____ 7. Prepare for issue of all necessary equipment for each sport as the season arrives.
- _____ 8. Equipment issue forms; have forms on hand so that accurate records may be kept on equipment issue.
- _____ 9. Order and control; establish rules, policies and responsibilities for the order and control of all phases of equipment management.
- _____ 10. Equipment Room; maintain a room, or rooms, for the care, storage, and issuing of athletic equipment.
- _____ 11. Players are never to enter the equipment room.
- _____ 12. Coaches are not to issue any equipment.
- _____ 13. Direct the work of student managers.
- _____ 14. Work with the coaching staff at all times on equipment ordering, equipment issuing, equipment exchange by contestants, etc.
- _____ 15. Establish hours for the equipment room to be open.
- _____ 16. Maintain control of equipment that is left out of lockers, left out of drying rooms, left on the practice areas, etc.
- _____ 17. Check in equipment and uniforms from "drop-outs."
- _____ 18. Provide for the exchange of dirty "whites" for each practice session.
- _____ 19. Provide for the exchange of dirty practice uniforms as needed; exchange practice uniforms at least once a week.
- _____ 20. Wash and dry laundry daily.
- _____ 21. Repair all equipment as it is needed, or sent it out for needed repair.
- _____ 22. Provide for the cleaning of game uniforms as they need it; usually after each contest.
- _____ 23. Provide miscellaneous supplies such as shoe strings, pad laces, shoe oil, etc., as they are needed by contestants.
- _____ 24. Drying room; provide a uniform drying room to hang damp uniforms.
- _____ 25. Laundry rooms; provide a laundry room for the laundry of athletic apparel.
- _____ 26. Provide for the exchange of apparel that does not fit properly, is in need of repair, or that is dirty or unsightly.
- _____ 27. Uniforms and equipment issue date; set a date with the staff for the issuing of practice uniforms and personal equipment.
- _____ 28. Maintain records on the issuance of uniforms, equipment and supplies to all contestants that draw equipment.
- _____ 29. Proper fit; see that uniforms and personal equipment fit properly.

- _____ 30. Locker with lock; issue a uniform and equipment locker large enough to hold all of the equipment issued. Issue a lock or a combination for each locker.
- _____ 31. Contest suit-up; receive from the coach a contest suit-up roster so the game uniforms can be prepared for issue.
- _____ 32. Uniform numbers; see that uniforms issued correspond to program numbers; the suit-up roster should be prepared by numbers on the program.
- _____ 33. Uniform size roster; keep a size roster with the uniform size of each contestant.
- _____ 34. Individual issue boxes; put game uniforms up ahead of time into individual bins, lockers, boxes, etc., so that the issuing of game uniforms will take a minimum of time.
- _____ 35. Whites; issue clean socks, supporters, and the tee shirts for each contest where they are worn.
- _____ 36. At the end of the season; check in all equipment, uniforms, and supplies that were checked out and clear all equipment issue forms and records.
- _____ 37. Lost equipment; make charge slips for equipment that is not returned at the end of the season.
- _____ 38. End of the season cleaning; see that all equipment received in at the end of the season is cleaned, repaired, and reconditioned as per state law.
- _____ 39. Check in and clear lockers; at the end of the season clear athletic team lockers.
- _____ 40. Inventory and account for all equipment at the close of each sport season.
- _____ 41. Field or court equipment checklist; make a checklist for each sport of that equipment that must be on the field or court for practice and for contests.
- _____ 42. See that this equipment is on the field or court at the time that it is needed for the contestants of the practice session.
- _____ 43. Travel checklist; make a checklist for each sport of that equipment that must be packed and sent with the team for road trips.
- _____ 44. See that this equipment accompanies the team or is sent ahead.

B. Supplies and Equipment for the Care and Repair of Athletic Equipment:

- _____ 1. Washing machine
- _____ 2. Clothes dryer
- _____ 3. Laundry soap

- _____ 4. Bleach
- _____ 5. Laundry carts
- _____ 6. Laundry sorting table
- _____ 7. Marking pens
- _____ 8. Marking ink
- _____ 9. Stencils of various types
- _____ 10. Electric leather marking iron
- _____ 11. Electric metal etching tool
- _____ 12. Metal marking dyes
- _____ 13. Leather reconditioner
- _____ 14. Leather dressing and preservative
- _____ 15. Saddle soap
- _____ 16. Silicon
- _____ 17. Ball cleaner
- _____ 18. Leather sewing kit
- _____ 19. Sewing kit
- _____ 20. Equipment hangers
- _____ 21. Miscellaneous hand tools:
 - a. Hammer
 - b. Pliers
 - c. Phillips screw driver
 - d. Screw drivers of various sizes
 - e. Wrenches of various sizes
 - f. Hack saw and blades
 - g. Hand drill and bits
 - h. Files
 - i. Pocket knife
 - j. Wire pinchers
 - k. Leather punch
 - l. Coping saw and blades
 - m. Chisels
 - n. Wire brushes
 - o. Paint brushes of various sizes
 - p. Stapler
 - q. Large shears or scissors
 - r. Small anvil
 - s. Others
- _____ 22. Air pump and needles; hand, bench, electric
- _____ 23. Air gauge
- _____ 24. Shoe socket kit
- _____ 25. Paint for leather and plastic
- _____ 26. Acetone for cleaning plastic
- _____ 27. Ball lacing needle
- _____ 28. Rubber patches and repair kit
- _____ 29. Moth balls
- _____ 30. Shoe stretchers
- _____ 31. Canvas cement
- _____ 32. Emery cloth, sand paper, steel wool
- _____ 33. Paint and lacquer thinner
- _____ 34. Electric drill

- _____ 35. Cleaning solvent
- _____ 36. Paint sprayer
- _____ 37. Electric grinder

C. Miscellaneous Equipment Used by All Sports:

- _____ 1. Equipment trunks used to pack uniforms and supplies for road trips
- _____ 2. Duffle bags for travel
- _____ 3. Travel bags, grip type
- _____ 4. Water cooler, water bubbler, water buckets, water cup tray, etc.
- _____ 5. Paper drinking cups
- _____ 6. Thermos jugs
- _____ 7. Large laundry bags for dirty uniforms
- _____ 8. Travel jackets issued to travel teams
- _____ 9. Field phones and/or walkie talkies, radios
- _____ 10. Binoculars
- _____ 11. Movie camera, 16mm, tripod, special lenses, etc.
- _____ 12. Supply of 16mm film
- _____ 13. Polaroid or other type still camera
- _____ 14. Clip boards
- _____ 15. Dry line and wet line markers
- _____ 16. Slack line for marking fields
- _____ 17. Electric megaphone
- _____ 18. Movie projector, 16mm

D. Baseball Equipment, Uniforms, and Supplies:

Practice Uniform Issue Checklist--

- _____ 1. Pants
- _____ 2. Jersey
- _____ 3. Cap
- _____ 4. Undershirt
- _____ 5. Sliding pads
- _____ 6. Warm-up jackets or wind breaker
- _____ 7. Sweat socks
- _____ 8. Sanitary hose
- _____ 9. Stockings
- _____ 10. Supporter, cup type for infielders, pitchers, and catchers
- _____ 11. Belt
- _____ 12. Cup protector for infielders, pitchers, and catchers
- _____ 13. Shoes

Game Uniform Checklist--

- _____ 1. Game uniform, pants, and jersey
- _____ 2. Game cap

- _____ 3. Game undershirt
- _____ 4. Game stockings
- _____ 5. Sanitary hose
- _____ 6. Supporters, cup type for infielders, pitchers,
and catchers

Practice and Game Equipment--

- _____ 1. Bat bag
- _____ 2. Baseball bats, sized and player selected
- _____ 3. Ball bag
- _____ 4. Practice baseballs
- _____ 5. New, rubbed baseballs as per Conference rules
for game balls, at least nine.
- _____ 6. Bases, three, with straps and anchors
- _____ 7. Plastic batter's headgear, helmets or liners
- _____ 8. Leaded warm-up bat
- _____ 9. Infield fungo bat
- _____ 10. Outfield fungo bat
- _____ 11. Catcher's face mask
- _____ 12. Catcher's body protector
- _____ 13. Catcher's leg guards
- _____ 14. Catcher's mitt
- _____ 15. First baseman's mitt
- _____ 16. Fielders' gloves (seldom an issue item)
- _____ 17. Flip-up sun glasses
- _____ 18. Rosin bags for pitcher's mound and batter's
circles
- _____ 19. Scorebook
- _____ 20. Rule book
- _____ 21. Statistics chart
- _____ 22. Clip board
- _____ 23. Batting order cards with ground rules printed on
the back
- _____ 24. Extra catcher's equipment for plate umpire
- _____ 25. Portable bat racks, bat caddies, etc.

Miscellaneous Supplies--

- _____ 1. Shoe laces, black
- _____ 2. Pitcher's toe plates
- _____ 3. Extra toe and heel spikes
- _____ 4. Extra face mask pads and straps
- _____ 5. Glove oil
- _____ 6. Rubberized training jackets
- _____ 7. Glove and mitt laces
- _____ 8. Catcher's hand pad
- _____ 9. Base straps
- _____ 10. Base anchors
- _____ 11. Extra bases

- _____ 12. Neck warmers
- _____ 13. Eye black

Field Equipment--

- _____ 1. Home plate
- _____ 2. Pitcher's plate
- _____ 3. Home and pitcher's plate for bull pens
- _____ 4. Batting cage, portable
- _____ 5. Screen back stop
- _____ 6. Outfield fence
- _____ 7. Distance markers on outfield fence
- _____ 8. Foul flags on outfield fence
- _____ 9. Team dug-outs
- _____ 10. Scoreboard
- _____ 11. Scoreboard numbers

Note: Conference rules provide the game baseballs must be either Official American League, National League, Pacific Coast League, or "97" League. They will be pre-rubbed.

Note: Conference rules provide that coaches shall be dressed in the same uniform as team members, and all shall be in the same uniform.

_____ Checklist of equipment to the field for home contests.

_____ Checklist of equipment to be packed for road trips.

E. Basketball Equipment, Uniform and Supplies:

Practice Uniform Issue Checklist--

- _____ 1. Trunks
- _____ 2. Tee Shirt
- _____ 3. Basketball jersey
- _____ 4. Sweat socks and supporter
- _____ 5. Sweat pants
- _____ 6. Sweat shirt
- _____ 7. Shoes, low cut
- _____ 8. Shoes, high cut
- _____ 9. Knee pads

Game Uniform Issue Checklist--

- _____ 1. Pants and jersey (home uniform white, travel uniform colored)
- _____ 2. Sweat socks
- _____ 3. Game shoes

- _____ 4. Warm-up suit
- _____ 5. Warm-up jacket
- _____ 6. Stockings
- _____ 7. Knee pads
- _____ 8. Supporter

Game Equipment--

- _____ 1. Ball carrier
- _____ 2. Warm-up basketballs
- _____ 3. New, top grade, leather basketball, pre-tested
for proper air pressure
- _____ 4. Scoreboard
- _____ 5. Clock
- _____ 6. Horn or gun
- _____ 7. Watch for time outs
- _____ 8. Rule book, NCAA
- _____ 9. Scorebook
- _____ 10. Statistics and shot chart forms and records
- _____ 11. One and one indicator

Court Equipment--

- _____ 1. Backboards, glass
- _____ 2. Hoops
- _____ 3. Nets for basket hoops
- _____ 4. Court marked as per NCAA rules
- _____ 5. Backboard supports
- _____ 6. Players' benches
- _____ 7. Scorer and timer's table and chairs
- _____ 8. Rubber runner mats for floor protection

Miscellaneous Equipment and Supplies--

- _____ 1. Extra basket nets
- _____ 2. Ball carriers and ball racks
- _____ 3. Ball cleaner
- _____ 4. Shoe laces, white or black, 54" and 40"
- _____ 5. Eyeglass protectors
- _____ 6. Basketball repair kit
- _____ 7. Ankle wraps
- _____ 8. Knee and elbow pads
- _____ 9. Scrimmage shirts
- _____ 10. Various practice devices and aids

_____ Checklist for travel equipment, supplies, and uniforms

_____ Checklist for equipment that is to go on the court for
practice; for contests

F. Cross Country Equipment, Uniforms, and Supplies:

Practice Uniform Issue Checklist--

- _____ 1. Trunks
- _____ 2. Jersey or tee shirt
- _____ 3. Supporter
- _____ 4. Light cotton socks, sweat socks or "pushers"
- _____ 5. Shoes, cross country track shoes and/or "flats"
- _____ 6. Sweat suit

Game Uniform Issue Checklist--

- _____ 1. Trunks
- _____ 2. Jersey
- _____ 3. Supporter
- _____ 4. Light cotton socks, sweat socks, or "pushers"
- _____ 5. Warm-up suit or jacket
- _____ 6. Meet shoes

Other Miscellaneous Equipment and Supplies--

- _____ 1. Contestants' numbers
- _____ 2. Safety pins for numbers
- _____ 3. Contestants' finish tags
- _____ 4. Finish chute
- _____ 5. Course marking signs
- _____ 6. Watches, at least four
- _____ 7. Judges' stand
- _____ 8. Starting pistol and blank cartridges
- _____ 9. Tables and chairs as needed at the finish for officials
- _____ 10. Scoring forms
- _____ 11. Map of the course

G. Football Equipment, Uniforms, and Supplies:

Protective Equipment, Basic Issue--

- _____ 1. Helmet, leather or plastic
- _____ 2. Shoulder pads, fiber or rubber coated
 - a. Back pads
 - b. Lineman pads
- _____ 3. Hip pads
 - a. Girdle type
 - b. Belt attachable type
 - c. One piece type
- _____ 4. Thigh guards
- _____ 5. Knee pads, pant inserts

Special Pads, Guards, Braces, Etc.

- _____ 1. Upper arm pad for under the shoulder pad
- _____ 2. Bicept "chugger" pads
- _____ 3. Forearm "chugger" pads
- _____ 4. Kidney and rib pad, elastic
- _____ 5. Rib protector
- _____ 6. Hip-pointer pad, elastic
- _____ 7. Football glove, hand pads (Purse type)
- _____ 8. Bruise pads (misc. assortment of sizes)
- _____ 9. Elbow pads, elastic
- _____ 10. Knee pads, elastic
- _____ 11. Shoulder pad cushion
- _____ 12. Face bars; various types, single bar, double bar, etc.
- _____ 13. Knee braces of various types, Peckham, Phoenix, "octopus," etc.
- _____ 14. Nose guard cage
- _____ 15. Elastic supporters for knee, elbow, wrist, ankle
- _____ 16. Mouth piece, teeth protector
- _____ 17. Supporter cups
- _____ 18. Shin guards

Practice Uniforms--

- _____ 1. Sweat shirt jersey
- _____ 2. Pants
- _____ 3. Web belt if pants do not have built-in belt
- _____ 4. Sweat socks
- _____ 5. Supporter
- _____ 6. Tee shirt, regular, or shimmell
- _____ 7. Trunks
- _____ 8. Stockings

Game Uniforms--

- _____ 1. Jerseys; number as per NCAA recommendation
Colored for home, white for away
- _____ 2. Pants
- _____ 3. Stockings
- _____ 4. Belt; web, leather, or elastic
- _____ 5. Supporter
- _____ 6. Sweat socks
- _____ 7. Tee shirt

Other Football Apparel--

- _____ 1. Sideline coats, capes, or jackets
- _____ 2. Scrimmage vests
- _____ 3. Sweat shirts

- _____ 4. Coaches' pants
- _____ 5. Special uniforms for trainers and managers

Shoes--

- _____ 1. Game shoe
- _____ 2. Practice shoe
- _____ 3. High top
- _____ 4. Low cut
- _____ 5. Three-quarter cut
- _____ 6. Square-toed kicking shoe
- _____ 7. Coaches' shoes

Uniform and Equipment Accessories--

- _____ 1. Attachable cleats; aluminum, rubber, mud, etc.
- _____ 2. Fast type cleat unit
- _____ 3. Shoe strings, white or black, 60", 40", and 57"
- _____ 4. Pad laces
- _____ 5. Inner soles
- _____ 6. Chin straps; regular, elastic, padded, etc.
- _____ 7. Face bar hardware; screws, washers, etc.
- _____ 8. Attachable helmet pads; cheek, crown, etc.
- _____ 9. Rubber wedges for fitting helmets
- _____ 10. Girdle pad inserts
- _____ 11. Leather thongs
- _____ 12. Attachable kicking toe
- _____ 13. Number decals for helmets
- _____ 14. Striping tape for helmets
- _____ 15. Elastics to hold stockings up
- _____ 16. Strap webbing for shoulder pads
- _____ 17. Cleat wrench
- _____ 18. Hat spreaders
- _____ 19. Extra knee pad pockets
- _____ 20. Helmet lacquer paint

Field and Game Equipment and Furnishings--

- _____ 1. Game ball, Conference rules provide that three new, top grade, rubber footballs shall be available with the proper air pressure.
- _____ 2. Ball bag
- _____ 3. Warm-up balls
- _____ 4. Kick-off tee
- _____ 5. Placement tee
- _____ 6. Goal posts
- _____ 7. Goal-line flags (four)
- _____ 8. Yard-line markers
- _____ 9. Linesman's chain
- _____ 10. Down box

- _____ 11. Scoreboard
- _____ 12. Clock
- _____ 13. Gun or horn
- _____ 14. Watch for timing time-outs
- _____ 15. Player benches

_____ Checklist of items to go on the field for practice sessions

_____ Checklist of items to go on the field for home games

_____ Checklist of items to be packed for road trips

H. Golf Equipment, Uniforms, and Supplies:

Note: There are no uniforms or costume for golf teams. Contestants practice and play in street wear. However, there are some articles of apparel that may be issued to comprise a uniform for team members while representing the college in a match:

Uniform Issue Checklist--

- _____ 1. Golf cap or visor with emblem or inscription
- _____ 2. Golf type shirt with emblem or inscription or tee shirt
- _____ 3. Poplin type jacket with emblem or inscription

Golf Equipment; usually supplied by participants--

- _____ 1. Irons, woods, putters, and utility clubs
- _____ 2. Golf bag
- _____ 3. Shoes
- _____ 4. Caddie carts
- _____ 5. Club covers
- _____ 6. Gloves
- _____ 7. Other miscellaneous accessories

Golf Equipment that might often be supplied by college--

- _____ 1. Balls for matches
- _____ 2. Balls for practice
- _____ 3. Tees
- _____ 4. Sweat socks
- _____ 5. Clubs for practice
- _____ 6. Bags for practice
- _____ 7. Shag bags
- _____ 8. Extra spikes
- _____ 9. Spike wrench

I. Gymnastics Equipment, Costumes, Supplies, and Apparatus:

Practice Uniform Issue Checklist--

- _____ 1. Trunks
- _____ 2. Tee shirt
- _____ 3. Sweat socks or light cotton socks
- _____ 4. Sweet suit
- _____ 5. Practice pumps or tennis shoes
- _____ 6. Practice pants

Meet Costume Issue Checklist--

- _____ 1. Long white gymnastic pants
- _____ 2. White gymnastic shirt
- _____ 3. Supporter
- _____ 4. Thin cotton socks
- _____ 5. Canvas gymnastic pumps
- _____ 6. Trunks that may be worn for rope climb, tumbling, and free exercise
- _____ 7. Meet jacket

Other Miscellaneous Supplies

- _____ 1. Hand grips
- _____ 2. Elastic wrist supporters
- _____ 3. Suspenders
- _____ 4. Gymnastic chalk
- _____ 5. Emery cloth or sand paper
- _____ 6. Lamp black for tambourine
- _____ 7. Safety belts

Meet Apparatus and Furnishings--

- _____ 1. Horizontal bar
- _____ 2. Side horse with pommels
- _____ 3. Long horse (side horse with pommels removed)
- _____ 4. Parallel bars
- _____ 5. Still rings
- _____ 6. Climbing rope with tambourine
- _____ 7. Trampoline
- _____ 8. Tumbling mat, 5' x 60' x 2" thick
- _____ 9. Take-off beat board (system Beauther)
- _____ 10. Chalk stands for each piece of apparatus
- _____ 11. Equipment dollies to move apparatus
- _____ 12. Safety mats, ten to fifteen 5' x 10' x 2" thick; some cut to fit the apparatus.
- _____ 13. Scoreboard for unofficial score

- _____ 14. Scorer's table
- _____ 15. Players' benches

Note: See NCAA rule 4 for apparatus specifications.

J. Swimming and Diving Equipment, Costumes, Supplies, and Furnishings:

Practice Costume Issue Checklist--

- _____ 1. Swim trunks
- _____ 2. Supporter optional with swimmers
- _____ 3. Sweat suit or robes

Meet Costume Issue Checklist--

- _____ 1. Nylon tank suits
- _____ 2. Elastic diver's suit
- _____ 3. Meet robe or warm-up suit
- _____ 4. Supporter optional with swimmers

Other Personal Supplies--

- _____ 1. Ear plugs
- _____ 2. Nose clips
- _____ 3. Rubber caps
- _____ 4. Shower clogs

Pool Equipment and Furnishings for Meets--

- _____ 1. Diving board, one meter
- _____ 2. Diving board, ten meters
- _____ 3. Floating lane markers, five to seven depending on number of lanes
- _____ 4. Starting blocks with backstroke grips, five to seven depending on number of lanes
- _____ 5. Finish rope with banners (50')
- _____ 6. Recall rope (50')
- _____ 7. Backstroke turn ropes (two-50')
- _____ 8. Judges' stands
- _____ 9. Scorer's table with chairs
- _____ 10. Scoreboard for unofficial score

Other Supplies--

- _____ 1. Watches, at least three for dual meets
- _____ 2. Judges' flash cards, at least three sets
- _____ 3. Diving score computer
- _____ 4. Starting pistol with cartridges
- _____ 5. Chemical testing kit

- _____ 6. Thermometer
- _____ 7. Pool vacuum
- _____ 8. Pool scimmer
- _____ 9. Electric Multiple Timer
- _____ 10. Kick boards and other devices

K. Tennis Equipment, Uniforms, Supplies, and Furnishings:

Practice Uniform Issue Checklist--

- _____ 1. Trunks
- _____ 2. Tee shirt
- _____ 3. Supporter
- _____ 4. Sweat socks
- _____ 5. Sweat shirts
- _____ 6. Shoes

Match Uniform Issue Checklist--

- _____ 1. Tennis shorts
- _____ 2. Tennis shirt
- _____ 3. Warm-up jacket or sweater
- _____ 4. Cap or visor
- _____ 5. Supporter
- _____ 6. Sweat socks
- _____ 7. Tennis shoes, low cut

Match Equipment--

- _____ 1. Racquet, usually furnished by participant
- _____ 2. Racquet press or cover or both
- _____ 3. Tennis balls, one can per match with extra ball
for extra games, if needed
- _____ 4. Score sheets

Court Furnishings--

- _____ 1. Net posts
- _____ 2. Post reel
- _____ 3. Net
- _____ 4. Center strap with anchor
- _____ 5. Chairs for coaches

Miscellaneous Supplies--

- _____ 1. Practice balls
- _____ 2. Nylon or gut strings

L. Track and Field Equipment, Uniforms, Supplies, and Furnishings:

Practice Uniform Issue Checklist--

- _____ 1. Trunks
- _____ 2. Tee shirt
- _____ 3. Supporter
- _____ 4. Socks, thin cotton, sweat, "pushers;" optional with contestants
- _____ 5. Sweat suit
- _____ 6. Practice shoes
- _____ 7. Warm-up "flats"

Meet Uniform Issue Checklist--

- _____ 1. Trunks
- _____ 2. Jersey
- _____ 3. Warm-up suit
- _____ 4. Supporter
- _____ 5. Socks, thin cotton, sweat, chamois pushers; optional with contestants
- _____ 6. Meet shoes
 - a. Jumping shoes
 - b. Running shoes
 - c. Field event rubber soled shoes

Other Equipment Checked Out to Contestants--

- _____ 1. 16 lb. Shot
- _____ 2. Collegiate discus
- _____ 3. Vaulting pole

Meet Field Equipment and Supplies--

- _____ 1. Batons
- _____ 2. Pole vault standards; two sets if warm-up; it is used
- _____ 3. Cross bars for pole vault; at least five for each pit used
- _____ 4. High jump standards; two sets if warm-up pit is used
- _____ 5. Cross bars for high jump; at least five for each pit
- _____ 6. Starting blocks; at least one for each lane or six minimum
- _____ 7. Hurdles, at least ten for each lane or sixty minimum
- _____ 8. Pole vault cross bar lifter
- _____ 9. Hammers for starting blocks

- _____ 10. Runway markers
- _____ 11. Finish yarn
- _____ 12. Foul-fair flags
- _____ 13. Field event marker stakes
- _____ 14. Distance markers
- _____ 15. Track flags to mark where runners break for the pole
- _____ 16. Rope for hurdle alignment, 40'
- _____ 17. Wind gauge-anemometer
- _____ 18. Scales for weighing shot and discus
- _____ 19. Measuring tapes; 300', 100', 25', 10'
- _____ 20. Watches at least five
- _____ 21. Judges' stands
- _____ 22. Scorer's table and chairs
- _____ 23. Chairs for field event judges
- _____ 24. Stands for field event judges
- _____ 25. Starting pistol and cartridges
- _____ 26. Restraining ropes with banners
- _____ 27. Field tents or shade tarps

Other Miscellaneous Supplies and Equipment--

- _____ 1. Shoe laces, 36"
- _____ 2. Heel cups
- _____ 3. Extra spikes
- _____ 4. Spike wrench
- _____ 5. Inner soles
- _____ 6. Shot put carrying bag
- _____ 7. Discus carrying bag
- _____ 8. Training weights
- _____ 9. Portable water cooler

Tools and Supplies for Preparing for Meets and Caring for the Track During a Meet--

- _____ 1. Straw bales for jumping pits outline
- _____ 2. Sawdust shavings and chips for jumping pits
- _____ 3. Slack line for marking field
- _____ 4. Multiple dry line marker
- _____ 5. Single dry line marker
- _____ 6. Wheel barrow for moving starting blocks
- _____ 7. Plasticene or soft dirt for broad jump scratch line
- _____ 8. Rakes and forks for jumping pits
- _____ 9. Leveling board for broad jump pit
- _____ 10. Booms for runways
- _____ 11. Step ladder for measuring pole vault cross bar
- _____ 12. Roller
- _____ 13. Sprinkle wagon or hoses
- _____ 14. Medium and light drags

- _____ 15. Rope for warm-up bull pens
- _____ 16. Height and distance boards

- _____ Checklist of items to go on field for practice
- _____ Checklist of items to be packed for road trips
- _____ Checklist of items to go on the field for meets

M. Water Polo Equipment, Costumes, Supplies, and Furnishings:

Practice Costume Issue Checklist-- (same as swimming)

- _____ 1. Swim trunks
- _____ 2. Supporter optional with participants
- _____ 3. Sweat suit or robe

Meet Costume Issue Checklist-- (same as swimming)

- _____ 1. Nylon tank suits
- _____ 2. Supporter optional with participants
- _____ 3. Cup supporter and cup optional with participants
- _____ 4. Meet robe or warm-up suit

Other Personal Supplies-- (same as swimming)

- _____ 1. Ear plugs
- _____ 2. Nose clips
- _____ 3. Rubber caps
- _____ 4. Shower clogs

Pool and Game Equipment--

- _____ 1. Blue hats numbered
- _____ 2. White hats numbered
- _____ 3. Red and white striped hats for goalies
- _____ 4. Rubber water polo ball tested for correct pressure
- _____ 5. Ball bag
- _____ 6. Warm-up balls
- _____ 7. Goal cages as per NCAA rule specifications
- _____ 8. Scoreboard
- _____ 9. Players' benches
- _____ 10. Officials' flags
- _____ 11. Timing clock

Other Supplies--

- _____ 1. Those supplies and equipment that are covered in swimming for the care and maintenance of the pool.

N. Wrestling Equipment, Uniforms, Supplies, and Furnishings:

Practice Uniform Issue Checklist--

- _____ 1. Briefs or trunks
- _____ 2. Tights
- _____ 3. Tee shirt or wrestling upper or both
- _____ 4. Sweat suit
- _____ 5. Supporter
- _____ 6. Sweat socks
- _____ 7. Wrestling shoes, high top

Meet Uniform Checklist--

- _____ 1. Briefs and tights or
- _____ 2. Trunks and jersey
- _____ 3. Jersey; optional if tights are worn
- _____ 4. Warm-up suit or jacket
- _____ 5. Supporter
- _____ 6. Sweat socks

Other Equipment and Supplies Issued to Wrestlers--

- _____ 1. Headgear
- _____ 2. Knee pads
- _____ 3. Rubberized training jackets
- _____ 4. Jump ropes
- _____ 5. Training weights

Wrestling Meet Equipment and Furnishings--

- _____ 1. Wrestling mat (at least 24' x 24' square or 32' diameter)
- _____ 2. Mat cover
- _____ 3. Safety mats around the wrestling mat (at least 4' wide)
- _____ 4. Warm-up mats for each team
- _____ 5. Visual match scoreboard
- _____ 6. Clock for match
- _____ 7. Watches for riding time, two (or below)
- _____ 8. Multiple timer (for riding time)
- _____ 9. Timer's horn, gun or whistle (or towel)
- _____ 10. Scorer's table and chairs
- _____ 11. Players' benches
- _____ 12. Cuspidor (bucket of shavings)

Other Supplies and Equipment--

- _____ 1. Scales for weigh-in
- _____ 2. Steam room or means to cut weight

- _____ 3. Fingernail clippers
- _____ 4. Thermos jug and paper cups
- _____ 5. Lifting weights and exercise devices

IV. The Preparation of Contest Areas; Fields, Courts, Gymnasium, Pool, Arenas, and Courses:

A. Preparation of the Baseball Field:

- _____ 1. Establish a time by which the field and diamond must be ready.
- _____ 2. Establish a pre-contest watering schedule not to interfere with the contest or preparation for the contest.
- _____ 3. Establish a pre-contest mowing schedule for the fields that will not interfere with the contests or the preparation for the contests.
- _____ 4. Sprinkle the skinned infield area early on the morning of the contest.
- _____ 5. Top-dress the pitchers mound.
- _____ 6. Top-dress the batter's box area.
- _____ 7. Wash down and clean out the dug-outs.
- _____ 8. Drag the skinned infield area and base lines with a medium drag.
- _____ 9. Wire drag, or top-dress, the skinned area.
- _____ 10. Sprinkle the skinned area again lightly.
- _____ 11. Line-off the field as per rules.
 - a. Batter's box
 - b. Foul lines
 - c. Ground rule lines (out-of-play areas)
 - d. First base path
 - e. Coaches' boxes at first and third bases
 - f. Batter's ready circles, home and visitors'
- _____ 12. Check pitcher's warm up areas (bull pens), pitcher's and home rubbers.
- _____ 13. Check pitcher's plate.
- _____ 14. Check home plate rubber.
- _____ 15. Check the base anchors on the infield.
- _____ 16. Set out the bases.
- _____ 17. Place the warm-up batter's cage in place (as per Conference rule)
- _____ 18. Check the drinking fountains or drinking facilities.
- _____ 19. After batting practice, remove the batting cage from the playing area.
- _____ 20. After infield practice, top-dress the infield area again.
- _____ 21. During intermission of double-headers, sprinkle lightly the infield area and top-dress it again.
- _____ 22. After the game, remove and store the bases.
- _____ 23. After the game, place tarps over the pitcher's mound and the batter's box.

Equipment Needed for the Preparation of the Baseball Field--

- _____ 1. Small tractor for infield drag.
- _____ 2. Medium sized infield drag.
- _____ 3. Light wire infield drag.
- _____ 4. Hand power mower for infield grass area.
- _____ 5. Hoses.
- _____ 6. Dry line marker.
- _____ 7. Dry line court marker for batter's box.
- _____ 8. Frame for laying out batter's box.
- _____ 9. Hand rake.
- _____ 10. Slack line for chalk lines.
- _____ 11. Tarps for pitcher's mound and batter's box.
- _____ 12. Three bases, pitcher's rubber, home plate rubber.
- _____ 13. Distance markers and foul flags for outfield fence.
- _____ 14. Chalk line.

B. Preparation of the Basketball Court:

- _____ 1. Establish a time by which the court must be ready.
- _____ 2. Dust and damp mop the floor area.
- _____ 3. Remove all obstacles from the court area.
- _____ 4. Pad all obstacles that are stationary and may be a hazard to play.
- _____ 5. Check and replace lights over the playing area.
- _____ 6. Check the temperature and ventilation; temperature not to exceed 72°.
- _____ 7. Lower and lock in place game basketball backboards.
- _____ 8. Clean the glass backboards.
- _____ 9. Check the basket nets.
- _____ 10. Raise the practice backboards out of the way.
- _____ 11. Set up players' benches.
- _____ 12. Set up scorer and timer's table with at least four chairs.
- _____ 13. Set up and check the electric clock and scoreboard.
- _____ 14. Set up spotter's phone if one is used.
- _____ 15. Set out equipment racks, if they are used.
- _____ 16. Turn on the lights.
- _____ 17. Dust mop the court area during intermission (or as needed).
- _____ 18. Check all court markings early in the week before the contest and make arrangements to have any repairs made that may be necessary.
- _____ 19. Before the season starts, have all court markings painted and retouched and the court area refinished.

- _____ 20. Lay down rubber runner mats for floor protection where needed.

C. Preparation of the Cross Country Course:

- _____ 1. Lay out the course with a single chalk line on the left hand side over the entire distance.
 _____ 2. Set out various marker signs for distances, directions, start, finish, etc.
 _____ 3. Set up finish chute.
 _____ 4. Set up judges' stand at finish.
 _____ 5. Set up scorer's table and chairs.
 _____ 6. Sprinkle down the start and finish straight-aways.
 _____ 7. Clear course of rocks, hazards, and obstacles.
 _____ 8. Cut high grass.

Equipment Needed to Lay Out Cross Country Course--

- _____ 1. Dry line marker
 _____ 2. Slack lime
 _____ 3. Signs and sign posts

D. Preparation of the Football Field:

Pre-Season--

- _____ 1. Survey the field and lay out permanent corner stakes.
 _____ 2. Lay out the permanent gridiron lines with weed killer as a guide.
 _____ 3. Set the goal posts as per rules. (Conference rules provide for the inter-scholastic or narrow goal posts).

Pre-Game--

- _____ 1. Establish a time by which the field must be ready.
 _____ 2. Establish a watering schedule that will not interfere with the contests or preparation of the contest.
 _____ 3. Establish a mowing schedule that will not interfere with the contests or preparation for the contest.
 _____ 4. Line the field using slack lime (as per NCAA rules).
 a. Side lines
 b. Five yard lines
 c. Infield "hash" marks

- d. Conversion lines
- e. Team restraining lines
- f. "Coffin corners" chalk squares
- g. Infield chalked yard line numbers
- h. End-zone dressing
- _____ 5. Set out the goal line flags.
- _____ 6. Set out the rubber yard line markers along the side lines.
- _____ 7. Set up the players' benches.
- _____ 8. Set up the scorer and timer's stand with chairs.
- _____ 9. Set up the controls for the electric clock and scoreboard.
- _____ 10. Set up the spotter's field phones for each bench.
- _____ 11. Set out a table for each players' bench.
- _____ 12. Check the field lights and replace those that may be out.
- _____ 13. Sprinkle down dirt areas to hold down dust.
- _____ 14. Set out the linesman's chains and the down box.
- _____ 15. Set out stretchers, splints, blankets, etc., for first aid emergencies.

Equipment Needed for the Preparation of the Football Field--

- _____ 1. Slack lime
- _____ 2. Dry line marker
- _____ 3. Chalk line
- _____ 4. Frame stencils for chalking yardline numbers.
- _____ 5. Weed killer spray and sprayer

E. Preparation of the Golf Course:

As all teams use courses other than those operated by the college, the care, maintenance, and preparation for matches was left out of this survey.

F. Preparation of the Gymnasium for Gymnastic Meets:

- _____ 1. Move mats and apparatus; if the meet is to take place in a place other than the gymnastics room, move mats and apparatus.
- _____ 2. Course diagram; have a course diagram made up showing the location of the apparatus and mats for the convenience of those setting up the course.
- _____ 3. Arrange apparatus; set up the apparatus as per diagram received from gymnastics coach.
- _____ 4. Rope and rings; lower the rope and rings.
- _____ 5. Safety mats and apparatus adjustments and care;
 - _____ a. Side Horse
 - _____ (1) Place mats, one on each side and one at either end.

- _____ (2) Cam bars up, pommels tight.
- _____ (3) Wipe off with damp cloth.
- _____ (4) Treat pommels with emery cloth.
- _____ b. Horizontal Bar
- _____ (1) One mat centered under bar, two mats overlapped to the center of the first mat.
- _____ (2) Guide wires adjusted, floor plates intact.
- _____ (3) Adjustment knobs in correct position, bar sanded.
- _____ c. Parallel Bars
- _____ (1) One mat through, under the bars, one on each side and at each end.
- _____ (2) Bar adjustment levers down and making proper contact.
- _____ (3) Step-on jacks up, sand off bars.
- _____ d. Climbing Rope
- _____ (1) One mat directly under rope.
- _____ (2) Check ceiling attachment.
- _____ (3) Wash rope with mild soap and water to remove grease.
- _____ (4) Check tambourine and coat with lamp black.
- _____ e. Rings
- _____ (1) One mat directly under rings.
- _____ (2) Check cable and buckle attachments.
- _____ (3) Check chalk accumulation, sand if needed.
- _____ f. Trampoline
- _____ (1) Surround with mats.
- _____ (2) Check all straps and spring attachments.
- _____ 6. Tumbling mat; dust mop and damp mop with disinfectant.
- _____ 7. Free calisthenics area; dust and damp mop.
- _____ 8. Chalk stands; set a chalk stand by each piece of equipment with chalk, emery cloth, and towel.
- _____ 9. Scorer's table; set up table with four chairs.
- _____ 10. Blackboard; set up blackboard to the side of the scorer's table as an unofficial scoreboard; place chalk and eraser.
- _____ 11. Player's benches; set up two sets of fifteen chairs.
- _____ 12. Officials' chairs; set out three chairs for officials by horizontal bar. (Officials will move chairs to each event.)
- _____ 13. Backboards; if the meet is to be held on the basketball court, the backboards will have to be raised out of the way.

- _____ 14. After the meet; secure all apparatus, raise rings and rope, remove mats and apparatus.

G. Preparation of the Swimming Pool for Swimming Meets:

- _____ 1. Vacuum the bottom of the pool.
_____ 2. Polish the tile and chrome.
_____ 3. Wash down the deck.
_____ 4. Clean the over-flow gutters.
_____ 5. Set out skid mats.
_____ 6. Set out the lane markers on the surface of the water.
_____ 7. Set up the starting blocks.
_____ 8. Check the diving boards for set and skid mats for safety.
_____ 9. Set out the blackboard as a scoreboard.
_____ 10. Set up a scorer's table with chairs.
_____ 11. Set up the backstroke turn ropes.
_____ 12. Set out recall rope, finish rope, restraining ropes.
_____ 13. Set out dirty towel bin.
_____ 14. Check the pool level; water up to the overflow gutters.
_____ 15. Check the temperature of the pool, 76-78 degrees.
_____ 16. Check the chemical level of the water.
_____ 17. Check the pool lighting.
_____ 18. Set out dry towels at each bench for swimmer's convenience.

H. Preparation of the Tennis Courts:

- _____ 1. Sweep or hose off the courts.
_____ 2. Check the tennis nets; height, tension, repair.
_____ 3. Set the center straps for proper height.
_____ 4. Put up canvas fence drapes.
_____ 5. Set out scorer's table and chairs for coaches.

I. Preparation of the Track and Field:

- _____ 1. Establish a time for which the track area must be ready.
_____ 2. Establish a watering and mowing schedule for the track area that will not interfere with the meet or preparations for the meet.
_____ 3. Soak the running track the day before the meet; hose, water truck or tank.
_____ 4. Dampen the track lightly with hand hose.
_____ 5. Drag the track with medium drag after it is dry, then with wire drag.
_____ 6. Roll the track with water filled roller to sink all small pebbles.

7. Sprinkle the track again lightly with hand hose.
8. Line the track after it has dried;
 - a. run lanes all the way around the track starting at the start
 - b. hurdle marks
 - c. start and finish lines for all running events
 - d. relay passing lanes.
9. Put up the signs for the start and finish of all running events.
10. Turn over the sawdust in the high jump and pole vault pits.
11. Rake and top-dress the sand in the broad jump pit.
12. Check the paint on the broad jump take-off board; repaint, if necessary.
13. Put in the broad jump scratch line using putty or plasticene.
14. Chalk in the distance arcs for the shot put.
15. Chalk in the distance arcs for the discus.
16. Rake and dress the dirt runways.
17. Sweep and hose off the asphalt runways.
18. Sweep and clean the shot and discus rings.
19. Put up safety barricades around discus ring.
20. Put up restraining ropes around the pole vault, broad jump, high jump, and shot put areas.
21. Set up judges stands at the finish of the running races.
22. Set up tables and chairs for each of the field events judges.
23. Set up scorer's table.
24. Set up shade tarps for contestants, scorer's, and judges.
25. At the high jump pit, set out four cross bars, rake, broom, and fork.
26. Set up high jump standards.
27. At the pole vault pit, set out eight cross bars, step ladder, cross bar lifter, fork, rake, and broom.
28. Set up pole vault standards.
29. At the broad jump pit, set out level board, broom, and rake.
30. Set up height and distance markers at the jumping pits.
31. Set out spotting markers for shot and discus.
32. Set out distance markers for shot and discus.
33. Set out starting blocks, hammer, and wheelbarrow.
34. Set out measuring tapes, finish yarn, lane flags, hurdle rope, inspector's flags, runway markers, etc.
35. Set out hurdles.

J. Preparation of the Tank for Water Polo:

- _____ 1. Vacuum the bottom of the pool.
- _____ 2. Polish the tile and chrome.
- _____ 3. Wash down the deck.
- _____ 4. Clean the overflow gutters.
- _____ 5. Set out the skid mats.
- _____ 6. Take down the diving boards.
- _____ 7. Set out the blackboard for a scoreboard.
- _____ 8. Set up and secure the goal cages.
- _____ 9. Set up the scorer's table.
- _____ 10. Set out dirty towel bin.
- _____ 11. Check the pool level.
- _____ 12. Check the water temperature.
- _____ 13. Check the chemical level of the water.
- _____ 14. Check the pool lighting.
- _____ 15. Set up players' benches.
- _____ 16. Towels, set out at pool side enough towels for contestants to use as they leave the pool.

K. Preparation of the Arena for Wrestling Meets:

- _____ 1. Dust mop the floor area.
- _____ 2. Set up the large wrestling mat; either one large mat or several small mats with a mat cover.
- _____ 3. Set up safety mats around the perimeter of the large mat. Tie mats together, if possible.
- _____ 4. Dust mop all the mats.
- _____ 5. Damp mop with disinfectant the wrestling and safety mats.
- _____ 6. Raise the basketball backboards if meet is on the basketball floor.
- _____ 7. Set up players' benches or chairs.
- _____ 8. Set up scorer and timers' table with at least four chairs.
- _____ 9. Set up some type of cuspidor for wrestler's convenience.
- _____ 10. Set up controls of the basketball clock and scoreboard if they are to be used.
- _____ 11. Set up some type of visual match scoreboard.
- _____ 12. Make arrangements to keep the mat area clean during the meet.
- _____ 13. Set out dry and damp towels at each bench for wrestler's convenience.

L. Preparation of Home Dressing Room:

- _____ 1. Team locker room; provide a separate team dressing and locker room or area.
- _____ 2. Lockers; provide individual larger dressing-suit lockers.

- _____ 3. Locks; provide combination locks or door locks.
- _____ 4. Towels; provide towels after each practice session or contest.
- _____ 5. Towel attendant; provide an attendant to pass out towels when needed.
- _____ 6. Towel laundry; provide for the daily pick up of dirty towels.
- _____ 7. Checking valuables; provide a means by which contestants might check their valuables.
- _____ 8. Showers; provide adequate shower facilities.
- _____ 9. Hot water; provide ample hot water for all practice sessions and contests.
- _____ 10. Equipment drying room; provide a room with circulation hot air for the purpose of drying damp equipment and uniforms.
- _____ 11. Loose equipment; keep equipment and uniforms picked up and in lockers.
- _____ 12. Soap; provide either bar soap or liquid soap for shower rooms.
- _____ 13. Dirty towel bin; provide a receptacle, for dirty towels.
- _____ 14. Dressing room control; provide a guard or manager to keep persons out of the dressing room who should not be in during contests. See that doors are locked while team is not there and that doors are opened when teams return for intermissions or after contests.

M. Preparation of Visitor's Dressing Room:

- _____ 1. Visitor's dressing room; provide separate dressing and shower room for visiting teams.
- _____ 2. Towels; provide towels and towel bins for visitors.
- _____ 3. Lockers; provide either lockers or clothes hangers.
- _____ 4. Training table; provide at least one training table.
- _____ 5. Ice; provide ice for visiting team.
- _____ 6. Blackboard, chalk, eraser.
- _____ 7. Soap; either bar or liquid soap in shower room.

N. Preparation of Officials' Dressing Room:

- _____ 1. Dressing room; provide a dressing room away from staff and contestants.
- _____ 2. Lockers; provide either lockers or clothes hangers.
- _____ 3. Showers; provide separate hot showers.

V. Accommodations for Visiting Teams:

- _____ 1. Team Dressing Room; provide a separate dressing and shower room.

- _____ 2. Meeting team; arrange for some one to meet the team and show them to their quarters.
- _____ 3. Key; provide for a separate key to be given to the visitors or for someone to be on hand to open and lock the room.
- _____ 4. Valuables; provide for the checking of valuables for the visitors.
- _____ 5. Guard; provide for a guard in or around the dressing room and equipment.
- _____ 6. Equipment and supplies; check to see if there is anything that they may have left behind or may need and try to provide it.
- _____ 7. Transportation of equipment; provide for the transportation of equipment to the contest area.
- _____ 8. Refreshments; provide soft drinks or some other type of refreshment.
- _____ 9. Field passes; arrange to have whatever passes that may be needed.
- _____ 10. Parking; arrange for a special area in which busses, cars, station wagons, etc., might park near the dressing area.
- _____ 11. Meeting room; provide a team meeting room for before the contest and for intermission. See that it is supplied with blackboard, chalk, etc.
- _____ 12. Ice; provide ice in the dressing room for training purposes.
- _____ 13. Souvenir program; provide enough programs for each member of the team.
- _____ 14. Contest results and statistics; after the contest, see that visitors have a copy of all official results and statistics.
- _____ 15. Team doctor; have the home team doctor check in the dressing room after the contest to check injuries. Have him help out during the contest with injuries.
- _____ 16. Hospital arrangements; should a visiting contestant have to be sent to the hospital, help make necessary entrance arrangements.
- _____ 17. Spotters and bench phones; provide accommodations for the team spotter in the press box with a direct bench phone.
- _____ 18. Radio and press; pre-arrange accommodations for handling visiting press personnel and radio broadcasters; broadcast booth, telephone lines, press box passes, field pass for cameraman.
- _____ 19. Movie cameraman; make whatever arrangements are necessary to accommodate whomever takes game movies for the visiting team; passes, platforms, etc.

- _____ 20. Final contest details; meet with the visiting coach before the contest and go over final details for warm-up, entries, time schedule, etc.
- _____ 21. Starting line-ups; exchange starting line-ups, entry lists, etc.; get changes in program numbers; check name pronunciations for announcer.
- _____ 22. Practice arrangements; should the visitors arrive early enough for a pre-contest practice, arrange a practice area for them.
- _____ 23. Meals and lodging; help with reservations for meals and lodging.
- _____ 24. Transportation; help with arrangements for transportation for the visiting team while in town; help with arrangements for transporting equipment.
- _____ 25. Introduction of officials; see that the visiting coach meets the contest officials before the contest.
- _____ 26. Alternate dressing facilities; should there be more than one type of contest going on at one time, arrange for some alternate dressing facility for one of the visiting teams.
- _____ 27. Field and court arrangements; provide for the visitors the same field and court accommodations that the home team has; players' bench, tables, warm-up area, etc.
- _____ 28. Payment of game guarantee; arrange for the payment of the game guarantee should there be one.
- _____ 29. Players' gate; arrange to notify visitors of special players' entrance to contest area.

Information to be Sent to Opponents Before the Contest--

- _____ 1. Team roster with heights, weights, and other personal information.
- _____ 2. Eligibility list.
- _____ 3. Press and radio booklet and releases.
- _____ 4. Contest arrangement information sheet with all final details that would be pertinent to the visitors; game time, warm-up time, dressing room, parking, site location, officials, procedures, etc.
- _____ 5. Request for program information; pictures, team statistics, etc.
- _____ 6. Request for opponents trip details or itinerary.
- _____ 7. Season sport schedule.
- _____ 8. Map or diagram of campus and athletic facility.
- _____ 9. Map of city with college or contest area located.

- _____ 10. Chamber of Commerce type booklet listing hotels, motels, restaurants, recreational facilities, and points of interest in the community.
- _____ 11. Complimentary tickets for the participants.
- _____ 12. Tickets for sale in opponents' community as per Conference rule.
- _____ 13. Special information having to do with the individual sport or contests such as a course map for cross country, etc.
- _____ 14. Request for information as to scouting, spotting, press-box reservations, radio or TV broadcasts, arrangements for contests filming, etc.

Information to be Received from Opponents Before Home Contests--

- _____ 1. Team roster and program information, pictures, team statistics, etc.
- _____ 2. Eligibility list.
- _____ 3. Reply to request for travel information or itinerary.
- _____ 4. Reply to request for press box, scouting, and spotter reservations.
- _____ 5. Request for special radio or TV accommodations and arrangements.
- _____ 6. Request for special contest filming accommodations and arrangements.
- _____ 7. Request for accommodations for bands, drill teams, cheer and song leaders, etc., so that they may accompany the team.
- _____ 8. Seasons sport schedules.

Accommodations for Groups Accompanying Visiting Teams--

- _____ 1. Dressing rooms for bands, drill teams, song and cheer leaders, etc.
- _____ 2. Matron for women's dressing rooms.
- _____ 3. Bus parking for bands and drill teams and rooters' busses.
- _____ 4. Field Passes for student groups.
- _____ 5. Band stands or reserved sections in the grand stands.
- _____ 6. Public address system as per Conference rule for visiting rooting section at football games.
- _____ 7. Reserved rooting section for visiting student body.
- _____ 8. Special entrance for visiting rooters.
- _____ 9. Meals and lodging reservation help, when requested.

VI. Officials and Miscellaneous Management Personnel for Each Sport:

General Administrative Details--

- _____ 1. Assignment of officials by Conference Commissioner; arrange with the Conference Commissioner, Mr. William Russell, for the assignment of officials to all Conference contests.
- _____ 2. Approval list of officials; receive from the Commissioner's office a list of all available officials for each sport for recommended, acceptable, and unacceptable officials; 75% of the listed officials must be acceptable. Complete the ratings and return to the Commissioner's office.
- _____ 3. Non-Conference contest officials; arrange through the Local Coaches and Officials Association Commissioner for the assignment of officials to non-conference contests.
- _____ 4. Volunteer officials; arrange for the services of qualified adults to serve as officials for positions not filled through officials' associations; timers, judges, scorers, inspectors, etc.
- _____ 5. Qualified and available officials list; keep a file or list of persons officiating other than Association officials.
- _____ 6. Officials manuals and instructions; make up job description and official duties manuals for each official in each sport and have them available for each contest.
- _____ 7. Current Conference pay schedule for officials:
 - a. Baseball; one plate umpire at \$18; one base umpire at \$15.
 - b. Basketball; two referees at \$20 each.
 - c. Cross Country; one starter (no set fee)
 - d. Football; four officials @ \$20 each
 - e. Golf; none
 - f. Gymnastics; three judges @ \$12 each
 - g. Swimming; one starter @ \$12
 - h. Tennis; none
 - i. Track; one starter @ \$15
 - j. Water Polo; two referees @ \$12 each
 - k. Wrestling; one referee @ \$15
 - l. Plus expenses of 16¢ per mile one way
- _____ 8. Personnel assignment sheet; make a form listing the necessary officials and helpers for each sport.

Individual Contest Arrangements and Details--

- _____ 1. Officials assignment; receive assignment list from Commissioner.
- _____ 2. Other officials and helpers; contact persons to fill all other necessary positions; either by mail with a return card, by phone or personal contact.
- _____ 3. Personnel assignment sheet; complete the assignment of persons to each position listed on the sheet and necessary to the contest.
- _____ 4. Officials final contest notification; notify each person of the final details; time, place, date, his assignment, etc.
- _____ 5. Officials' names in program; if there is a program, officials' names and positions should be listed.
- _____ 6. Meet with officials before the contest for final instructions as to assignment, contest details, special programs and time schedule.
- _____ 7. Supplies and equipment; see that all officials' supplies and equipment are ready.
- _____ 8. Records and forms; see that all records and forms are prepared and ready.
- _____ 9. Furnishings; provide all necessary tables, chairs, etc.
- _____ 10. Electric clock and scoreboard; set up the controls and check out the equipment whenever they are to be used.
- _____ 11. Provide rule books and instruction manuals.
- _____ 12. Identification; provide badges, arm bands, or some other type of identification whenever a uniform is not worn.
- _____ 13. Passes; provide whatever admission or field passes that might be needed.
- _____ 14. Dressing room; provide dressing facilities whenever a uniform change is indicated.
- _____ 15. Parking; provide special parking areas and parking passes.
- _____ 16. Signs for stations of timer, scorer, and other officials.
- _____ 17. Game balls; arrange for the game balls to be delivered to the officials for testing prior to the game.
- _____ 18. Measuring and testing equipment; have all necessary equipment for the measuring and testing of contest equipment.
- _____ 19. Equipment custodian; provide a person who will be responsible for all officials' equipment and supplies; delivery and pick up.
- _____ 20. Voucher for the payment of officials' fees.

- _____ 21. Pick up the checks and arrange for the delivery after the contest.
- _____ 22. Deliver officials' checks after the contest.
- _____ 23. Appreciation; send a letter of thanks to each person who served in a voluntary capacity at the contests.
- _____ 24. Refreshments; provide some type of refreshments during the contest; a dinner or banquet after the contests.
- _____ 25. Meeting room; arrange for a room for officials' meeting or a lounge.
- _____ 26. Officials' Rating; complete and return officials' rating sheets.

Scoreboards for the Convenience of Contestants, Officials, and Spectators--

- _____ 1. Some type of a visual scoreboard should be provided for each sport and each sport contest.
 - a. Commercial electrical scoring devices (some with room for line-ups).
 - b. Blackboards with special sport scoring details painted on.
 - c. Overhead projectors and screens with special sport scoring details on celluloid master for projection.
 - d. Bulletin boards for posting draw sheets, pairings, and entries.
 - e. Field scoreboards, such as for baseball, with attachable numbers.
 - f. Special boards made up especially for the sport with scoring details painted on.
- _____ 2. Unofficial scorekeeper; provide a person to operate the unofficial scoreboard.
- _____ 3. Accessories; arrange to have the scoreboard set up with all necessary accessories at hand; numbers, screens, chalk, etc.
- _____ 4. Electrical controls should be set up ahead of time and checked out.

A. Baseball:

Baseball Officials and Management Personnel Checklist--

- _____ 1. Plate umpire
- _____ 2. Base umpire
- _____ 3. Scorekeeper
- _____ 4. Unofficial scoreboard keeper
- _____ 5. Announcer for PA
- _____ 6. Statistician

- _____ 7. Manager
- _____ 8. Home bat boy
- _____ 9. Visitor's bat boy
- _____ 10. Ball shagger
- _____ 11. Ball shagger's assistant

Baseball Official's Forms and Records--

- _____ 1. Scorebook
- _____ 2. Baseball Official Rule Book
- _____ 3. Line-up cards (two) with home ground rules printed on the back
- _____ 4. Statistics summary

Baseball Officials' Equipment and Supplies--

- _____ 1. Official uniform as suggested by the Official Rule Book
- _____ 2. Plate umpire's protective equipment; mask, body protector, leg protectors
- _____ 3. Indicator for balls, strikes, outs
- _____ 4. Whisk broom for home plate
- _____ 5. Attachable scoreboard numbers and scoreboard
- _____ 6. Officials' instruction manual

B. Basketball

Basketball Officials and Management Personnel Check-list--

- _____ 1. Referees
- _____ 2. Umpire
- _____ 3. Timer
- _____ 4. Scorer
- _____ 5. Unofficial scoreboard keeper
- _____ 6. Announcer
- _____ 7. Manager

Basketball Officials' Forms and Records--

- _____ 1. Official score book which is never to leave the scorer's table
- _____ 2. Unofficial score book for each team
- _____ 3. Statistics summary
- _____ 4. Official NCAA Rule Book

Basketball Officials' Equipment and Supplies--

- _____ 1. Official clock, an electric visual wall clock
- _____ 2. Scorer and timer's table and chairs

- _____ 3. Stop watch; for time-outs
- _____ 4. Horn, gun and cartridges, or whistle for ending periods
- _____ 5. Team foul indicator
- _____ 6. Officials' whistles
- _____ 7. Officials' uniform as suggested in the NCAA rule book and guide
- _____ 8. Officials' instruction manual

C. Cross Country:

Cross Country Officials and Management Personnel Checklist--

- _____ 1. Starter-referee
- _____ 2. Finish judges (five, each choosing three places)
- _____ 3. Timers (three)
- _____ 4. Clerk of the Course-Scorer
- _____ 5. Course inspectors
- _____ 6. Caller at the finish
- _____ 7. Chute checkers (two)
- _____ 8. Time callers (at least two, one at the mile and one at the two mile)
- _____ 9. Unofficial timer to record times of all competitors
- _____ 10. Manager

Cross Country Officials' Forms and Records--

- _____ 1. Score sheet
- _____ 2. Finish tags
- _____ 3. Competitor's numbers
- _____ 4. Entry list for each team
- _____ 5. Official NCAA Track and Field Rule Book

Cross Country Officials' Equipment and Supplies--

- _____ 1. Finish chute
- _____ 2. Stop watches (at least five, three for finish, two for callers; additional watches for unofficial timer, additional timers and callers)
- _____ 3. Clip boards
- _____ 4. Pencils
- _____ 5. Judges finish stand
- _____ 6. Scorer's table and chairs
- _____ 7. Starting pistol and blank cartridges

D. Football

Football Officials' and Management Personnel Checklist--

- _____ 1. Referee
- _____ 2. Umpire

- _____ 3. Head Linesman
- _____ 4. Field Judge
- _____ 5. Assistant linesman to hold down box
- _____ 6. Chainmen (two)
- _____ 7. Time-scorer
- _____ 8. Timer's assistant
- _____ 9. Statistician
- _____ 10. Statistician's assistant
- _____ 11. Participation record keeper
- _____ 12. Announcer
- _____ 13. Announcer's helper

Football Officials' Forms and Records--

- _____ 1. Statistics summary
- _____ 2. Official NCAA Rule Book

Football Officials' Equipment and Supplies--

- _____ 1. Uniforms as recommended in the NCAA Rule Book and Guide
- _____ 2. Penalty Flags
- _____ 3. Whistles
- _____ 4. Down indicator
- _____ 5. Down box
- _____ 6. Linesman chains
- _____ 7. White Uniforms for chain and box men (as per Conference rule)
- _____ 8. Electric field clock
- _____ 9. Electric field scoreboard
- _____ 10. Attachable numbers and an unofficial scoreboard keeper will be needed if some other type of scoreboard is used.
- _____ 11. Gun and blank cartridges for timer
- _____ 12. Stop watch for timer
- _____ 13. Umpire's horn
- _____ 14. A coin to flip at the beginning of the game
- _____ 15. Officials' instruction manual

E. Golf

Golf Officials and Management Personnel Checklist--

- _____ 1. Starter (usually the home coach)

Golf Officials' Records and Forms--

- _____ 1. Score card with home course rules printed on the back (usually furnished by home course).
- _____ 2. Team summary score card
- _____ 3. U. S. G. A. Rule Book

Golf Officials' Equipment and Supplies--

- _____ 1. none

F. GymnasticsGymnastics Officials' and Management Personnel Check-list--

- _____ 1. Head judge and referee
 _____ 2. Judges (two)
 _____ 3. Scorer
 _____ 4. Unofficial scoreboard keeper
 _____ 5. Announcer
 _____ 6. Runner

Gymnastics Officials' Records and Forms--

- _____ 1. Event entry and score sheet
 _____ 2. Meet score sheet
 _____ 3. All-around score sheet
 _____ 4. Official NCAA Rule Book

Gymnastic Officials' Equipment and Supplies--

- _____ 1. Judges' flash score cards (three sets)
 _____ 2. Stop watches (three) for rope climb
 _____ 3. Clip boards and pencils
 _____ 4. Unofficial scoreboard
 _____ 5. Scorer's table and chairs
 _____ 6. Chairs for Officials
 _____ 7. Officials' instruction manual

G. Swimming and Diving:Swimming and Diving Officials' and Management Personnel Checklist--

- _____ 1. Starter-referee
 _____ 2. Clerk of the course
 _____ 3. Head Timer
 _____ 4. Timers (two)
 _____ 5. Head Finish Judge
 _____ 6. Finish Judges (three)
 _____ 7. Head Diving Judge
 _____ 8. Diving Judges
 _____ 9. Scorer
 _____ 10. Announcer
 _____ 11. Runner
 _____ 12. Helper

- _____ 13. Unofficial scoreboard keeper
- _____ 14. Manager

Swimming and Diving Officials' Records and Forms--

- _____ 1. Entry and lane list
- _____ 2. Timer's report slip
- _____ 3. Meet score sheet
- _____ 4. Diver's score sheet
- _____ 5. National record blanks
- _____ 6. Official NCAA Rule Book

Swimming and Diving Officials' Equipment and Supplies--

- _____ 1. Watches (at least three)
- _____ 2. Whistle
- _____ 3. Pistol and blank cartridges
- _____ 4. Diving Judge's flash cards (three sets)
- _____ 5. Diving score computer
- _____ 6. Multiple timer
- _____ 7. Clipboards and pencils
- _____ 8. Unofficial scoreboard, chalk, etc.
- _____ 9. Official's instruction manual

H. Tennis

Tennis Officials and Management Personnel Checklist--

- _____ 1. Starter (usually the home coach)

Tennis Officials Records and Forms--

- _____ 1. Official team ladder
- _____ 2. Match score sheet
- _____ 3. USLTA Rule Book

Tennis Officials Equipment and Supplies--

- _____ 1. None

I. Track and Field:

Track Officials and Management Personnel Checklist--

- _____ 1. Starter-referee
- _____ 2. Scorer
- _____ 3. Scorer's runner
- _____ 4. Clerk of the Course
- _____ 5. Head Timer
- _____ 6. Timers (four)

- _____ 7. Head Finish Judge
- _____ 8. Finish judges (three)
- _____ 9. Shot put judge
- _____ 10. Shot put helpers (two)
- _____ 11. Broad jump judge
- _____ 12. Broad jump helpers (two)
- _____ 13. High jump judge
- _____ 14. High jump helpers (two)
- _____ 15. Pole vault judge
- _____ 16. Pole vault helpers (two)
- _____ 17. Discus judge
- _____ 18. Discus helpers (two)
- _____ 19. Finish tape holders (two)
- _____ 20. Hurdle crew
- _____ 21. Starting blocks crew
- _____ 22. Announcer and caller
- _____ 23. (Also, depending on the amount of help: marshalls, inspectors, recall judge, stand-by timer, etc.)

Track Officials Records and Forms--

- _____ 1. Field event report slips for each event
- _____ 2. Lane and entry list for each running event
- _____ 3. Timers and judges report slips
- _____ 4. Meet score sheet
- _____ 5. National records application blank
- _____ 6. Official NCAA rule book for Track and Field

Track Officials Equipment and Supplies--

- _____ 1. Watches for each timer
- _____ 2. Clipboards for each field event, clerk of the course, etc.
- _____ 3. Whistle for head finish judge
- _____ 4. Pistol and cimp blank shells (reflection sleeve)
- _____ 5. Starter's sleeve
- _____ 6. Measuring tapes for each field event (300', two-100', 50', 25')
- _____ 7. Numbers for drawing lanes
- _____ 8. Judges' stairstep stands
- _____ 9. Scorer's table and chairs
- _____ 10. Height and distance progress boards and numerals
- _____ 11. Field event distance markers
- _____ 12. Inspectors' flags
- _____ 13. Officials' instruction manual

J. Water Polo:

Water Polo Officials and Management Checklist--

- _____ 1. Referees (two)
- _____ 2. Goal Judges (two)

- _____ 3. Scorer
- _____ 4. Announcer
- _____ 5. Unofficial scoreboard keeper
- _____ 6. Timer

Water Polo Officials' Records and Forms--

- _____ 1. Score sheet
- _____ 2. Official NCAA Swimming Guide

Water Polo Officials' Equipment and Supplies--

- _____ 1. Whistles (two)
- _____ 2. Referees' flags (two)
- _____ 3. Goal judges flags (two)
- _____ 4. Scorer and timer's table
- _____ 5. Timing clock
- _____ 6. Unofficial scoreboard with chalk, etc.
- _____ 7. Gun and blank cartridges
- _____ 8. Officials' instruction manual

K. Wrestling:

Wrestling Officials and Management Personnel Check-list--

- _____ 1. Referee
- _____ 2. Timer
- _____ 3. Scorer
- _____ 4. Unofficial scoreboard keeper
- _____ 5. Riding time keepers (two)
- _____ 6. Announcer
- _____ 7. Manager

Wrestling Officials' Records and Forms--

- _____ 1. Official weigh-in sheet
- _____ 2. Match score sheet
- _____ 3. Meet score sheet
- _____ 4. Official NCAA Wrestling Rule Book

Wrestling Officials' Equipment and Supplies--

- _____ 1. Uniform suggested in the official NCAA rules
- _____ 2. Whistle
- _____ 3. Timing clock (The basketball wall clock can be used for matches held on the basketball floor.)
- _____ 4. Unofficial scoreboard (again, the basketball scoreboard can be used for either a running meet score or an individual match score)

- _____ 5. Clocks or watches (two) for timing riding time.
A multi-timer is on the market for this purpose.
- _____ 6. Scorer and timer's table and chairs
- _____ 7. Scales for official weigh-in

VII. Contest Arrangements Peculiar to Each Sport; Order of Events, Rules, Control and Management:

A. Baseball:

- _____ 1. Rules: the Conference rules shall be the Official Rule Book of the National and American Baseball Leagues as amended by Conference Rule 6.05.
- _____ 2. Game time: provided for by the Conference rules
 - a. First round, day games to start at 2:30 p.m., night games at 7:30
 - b. Second round, day games to start at 3:00 p.m., night games at 8:00
 - c. Saturday, all games to start at 1:00 p.m.
- _____ 3. Warm-up schedule provided for by the Conference rules:
 - a. Batting practice: Home team - up to one hour before game time
Visitors - up to 1/2 hour before game time
 - b. Infield practice: Home team - ten minutes after visitors batting practice
Visitors - ten minutes after home batting practice
 - c. Ground rules: Discussed by both coaches and umpires for ten minutes after visitors infield practice
- _____ 4. Length of all Conference games, including both games of double headers, is to be nine innings.
- _____ 5. Line-up cards; two line-up cards will be made out ahead of time, one for the umpire, and one for the visitors; include player's first and last name and the number of his uniform. The starting batting order should be at the top and the reserves listed at the bottom.
- _____ 6. Coaches uniform; all players and coaches shall be in the same uniform.
- _____ 7. Coaching boxes; staff coaches may not occupy the coaching boxes during the game.
- _____ 8. Game ball; at least nine, new rubbed balls, top quality, to be provided the umpire before the game.

- _____ 9. Lunches and refreshments; for double headers especially, some type of refreshment may be needed.
- _____ 10. Field lights; on fields where there are lights, the lights shall be turned on for all afternoon games, at the direction of the umpire, when needed to save the re-scheduling of games.
- _____ 11. Batter's headgear; conference rules provide that batters shall wear a protective headgear.
- _____ 12. Rosin bag; home team shall provide rosin bag for pitcher's mound.
- _____ 13. Scorebook line-ups will be exchanged by teams before the start of the game.

B. Basketball:

- _____ 1. Rules: the Conference rules shall be those of the NCAA as amended by Section 6.04 of the Conference Code.
- _____ 2. Game time shall be 8:00 p.m.
- _____ 3. Warm-up period of twenty minutes shall be allowed prior to the game time.
- _____ 4. Choice of baskets at the beginning of the game is up to the visiting team.
- _____ 5. Game ball; a top grade leather, last-built basketball shall be delivered to the referee before the start of the game.
- _____ 6. Uniform; the home team shall wear light colored shirts, the visitors dark colored shirts.
- _____ 7. Timers; are to be competent faculty or adults other than students.
- _____ 8. Scorebook; the home scorebook is the official scorebook and may not leave the scorer's table during the game.
- _____ 9. Towels; dry and damp towels at both team benches.
- _____ 10. Team line-up; team line-ups delivered to scorer at least ten minutes before start of game, starting line-ups delivered at least three minutes before start of game. Line-ups can be exchanged between the teams before the game or gotten out of the official scorebook.
- _____ 11. Team introductions may be made prior to the start of the game by the game announcer.

C. Cross Country:

- _____ 1. Rules; the rules are those in the NCAA Track and Field Guide as amended by Section 6.11 of the Conference Code.
- _____ 2. Starting time is set at 3:00 p.m.

- _____ 3. Finish chutes shall be provided for dual Conference Meets.
- _____ 4. Course map shall be mailed to opponents at least one week in advance of the scheduled meet.
- _____ 5. Twelve men maximum entry in a dual meet. First seven enter scoring.
- _____ 6. Time callers; when feasible, time callers should be placed along the course, at least at the mile and two mile point, to call times to runners. An electric megaphone is recommended.

D. Football

- _____ 1. Rules; the Conference rules shall be those of the NCAA as amended by Section 6.03 of the Conference Code.
- _____ 2. Game time; night games to start at 8:00 p.m., day games at 2:00 p.m.
- _____ 3. Uniforms; home team to wear dark jersey, visitors white.
- _____ 4. Game ball; three top grade brown rubber footballs with two one-inch white stripes will be delivered to the game officials before the game.
- _____ 5. Half-time period shall be twenty minutes.
- _____ 6. Game movies; only the two teams playing may take game movies. No still pictures may be taken by those other than participating teams.
- _____ 7. Football films of teams still on the schedule may not be exchanged.
- _____ 8. Scouts; two seats shall be reserved in the press box for scouts from the next week's opponents.
- _____ 9. Substitutions; the "free" substitution rule shall be followed.
- _____ 10. Goal post; the "narrow" goal post shall be used.
- _____ 11. Program roster; a standard program roster shall be exchanged to include: age, height, weight, position, high school, year in school.
- _____ 12. Physician in attendance; the home team shall provide a physician in attendance.
- _____ 13. Introduction of players; starting teams may be introduced before the game.
- _____ 14. Coin flip; the coin flip between officials and the two teams may take place in the dressing room before the game.
- _____ 15. Movie cameraman; make necessary pre-contest arrangements for the handling of game movies; arrange for a cameraman, special equipment, passes, etc.
- _____ 16. Scouting schedule; schedule scouting assignments and make all necessary arrangements; transportation, expense, passes, etc.

- _____ 17. Field passes; deliver field passes to both teams before the game.
- _____ 18. Advise coaches of changes in game schedule, special programs, etc.
- _____ 19. Participation record; as there is no official scorebook, special arrangements will have to be made.

E. Golf:

- _____ 1. Rules; shall be those of the United States Golf Association, 40 East 38th Street, New York 16, New York. The official rules shall be supplemented by local course rules and as amended by Section 6.07 of the Conference Code. Summer rules shall govern play.
- _____ 2. Travel team shall be limited to six players.
- _____ 3. Play shall be by foursomes.
- _____ 4. Teams shall be seeded one to six. Placement shall be on the basis of the previous week's stroke score. The original placement shall be on the basis of a pre-season intra-team tournament.
- _____ 5. In all cases, the number one man will pair with the number one man of the other team, two with two, etc.
- _____ 6. Tee-off time will be for the number one man at 1:00 p.m.; number two man to follow, etc.
- _____ 7. Scoring; there is a possible eighteen points for each of three foursomes or a total possible of fifty-four points; six points are divided between each pairing on the basis of match play, six points are given to the low team in a foursome on the basis of medal play.
- _____ 8. Score cards to be furnished by host course.
- _____ 9. Players will keep each other's score. Both players will sign score card at the end of the match and turn them into the scorer.
- _____ 10. Dual matches shall be over eighteen holes.
- _____ 11. There is no official team score sheet. Each coach will make up his own.
- _____ 12. Handicaps are not used.

F. Gymnastics:

- _____ 1. Rules; beginning with the 1963 season, the rules will be those of the NCAA as amended by Section 6.12 of the Conference Code.
- _____ 2. Order of Events:
 - a. Rope climb
 - b. Trampoline-rebound tumbling

- c. Free exercise
- d. Horizontal bar
- e. Side horse
- f. Parallel bars
- g. Long horse
- h. Still rings
- i. Tumbling
- j. All-around

3. Entries:

- a. Each team may enter no more than three men in each event.
- b. There are no limits as to the number of events a man may enter.
- c. The choice for last spot shall be given to the visitor for the first event and then shall alternate through the events. One team shall take positions one-three-five, the other team positions two-four-six.

4. Scorings:

- a. Five places, 1st place six points
2nd place four points
3rd place three points
4th place two points
5th place one point

5. Clerk of the course; may be home coach.

6. Diagram of course should be made for use by those setting up for the meet.

7. Safety; see that safety mats are in order, secure and plentiful; use spotters when necessary.

G. Swimming and Diving:

- 1. Rules; shall be those of the NCAA as amended by Section 6.09 of the Conference Code.
- 2. Order of events; as presented in the NCAA Guide for 1962-63. (Change of present order of events)
- 3. Entries; two entries for each event from each team. No contestant may enter more than three events, including relays.
- 4. The visiting team shall have its choice of either half of the pool. Once made, this choice applies to all swimming events on the program. Each team shall have freedom of choice as to use of the lanes in its half of the pool.
- 5. Scoring; relays, seven-zero; all others, five-three-one-zero.
- 6. Warm-ups; will be permitted in the water before the start of the meet.
- 7. Trainer's supplies; alcohol swabs for ears, and eye wash for eyes.

H. Tennis:

- _____ 1. Rules; shall be those of the USLTA as amended by the NCAA and Section 6.10 of the Conference Code.
- _____ 2. Scoring; each match shall score one point.
- _____ 3. A tennis team may be composed of six or more players who will play six (6) singles and three (3) doubles matches for a total of nine (9) points.
- _____ 4. A doubles and singles ladder shall be established prior to the first and second round of Conference matches and a copy of the doubles and singles ladder shall be forwarded to each member college and the Commissioner prior to the first match in each round of Conference play.
- _____ 5. Players must be used in ladder order in first and second doubles and the first five singles matches.
- _____ 6. In the event of an absence in singles, all players shall move up one position and the replacement shall play fifth singles. In the event of an absence in doubles, the replacement shall play in the place of the absentee. Any alternate may play in the third doubles.
- _____ 7. The official starting time for tennis matches will be 2:30 p.m. on week days and 2:00 p.m. on Saturdays unless otherwise mutually agreed upon.

I. Track and Field:

- _____ 1. Rules; shall be those of the NCAA as amended by Section 6.06 of the Conference Code.
- _____ 2. Starting time; 2:30 p.m. for daylight meets during school week
7:30 p.m. for night meets
2:00 p.m. for Saturday meets
30 minutes earlier, field events to start
- _____ 3. Order of events; Field events: Shot put, broad jump, pole vault and high jump will all start at the same time. Discus throw will follow the shot put.
Track events:
 1. Mile run
 2. 440 Yard dash
 3. 100 Yard dash
 4. High hurdles
 5. 880 Yard run
 6. 220 Yard dash
 7. 2-Mile run
 8. Low hurdles
 9. Mile relay

- _____ 4. The hammer and javelin throw are eliminated from the list of field events.
- _____ 5. Scoring; four places will be awarded in dual meets. Scoring from the NCAA Guide: five-three-two-one points.
- _____ 6. Races around a curve; alternate choices for races run around a curve will be decided by a coin flip before the meet. The lanes for the remaining races will be alternated by the coaches to form a wedge in the middle of the track to assist the judges in their selection of places.
- _____ 7. Broad jump; broad jumpers must have all their jumps completed after roll is called and the card for the 2-Mile run is sent by the Clerk of the Course to the Finish Judge.
- _____ 8. Starting heights; starting heights and raises in the pole vault and high jump will be agreed upon by rival coaches before the meet.
- _____ 9. The 220 Yard low hurdles will be run on a straightaway course.
- _____ 10. The 220 Yard dash will be run on a straightaway course.
- _____ 11. The 440 Yard dash will be run in lanes all the way around one (1) turn whenever possible.
- _____ 12. The 880, Mile and 2-Mile runs will be run in lanes for 220 yards where the runners will then break for the pole accordingly. This will be amended whenever necessary to coincide with the procedure outlined by the Southern California Track Committee for running the Southern California Track Committee for running the Southern California Junior College Meet.
- _____ 13. The Mile Relay will be run around two (2) turns, the first runners will run in lanes all the way and break for the pole.
- _____ 14. Entries; there will be three entries for each event per team. No extra or "unattached" entries will be allowed. Only one relay team allowed from each team.
- _____ 15. A running score will be kept and announced during the meet.
- _____ 16. Officials; the host school will furnish all officials. The starter will be a member of the Track Coaches and Officials' Association, and he is the referee of the meet.
- _____ 17. Entry and report forms; complete all entry and report forms for officials after coaches have met and lanes and entries have been agreed upon.
- _____ 18. Finish pictures; it is possible to take polaroid pictures of finishes for use by judges.

19. Meet results; it is possible to have stencils prepared before hand to be completed as results are posted. Complete meet results can be given to visiting teams before they leave.

J. Water Polo:

1. Rules; the rules shall be those of the NCAA.

K. Wrestling:

1. Rules; the rules shall be those of the NCAA as amended by Section 6.13 of the Conference Code and the minutes of the Conference Coaches' Meeting of May 1962. (The 1962-63 season will be the first season for Wrestling as a Conference Sport.)
2. Weigh-ins; teams will weigh-in five hours before the meet at the site of the meet unless previously agreed by the coaches to weigh-in at home. If weigh-ins are at home, the Director of Athletics will certify to the weigh-in weights. Weight can be made up 'til match time.
3. Entries; one contestant for each weight from each team.
4. The 115 lb. and 191 lb. classes will be mandatory weights in dual meets.
5. Order of events; start with the lower weights and progress up to the unlimited class; 115#, 123#, 130#, 137#, 147#, 157#, 167#, 177#, 191#, and Unlimited.
6. Flip of the coin; team captains will meet in the middle of the mat with the official to flip a coin to determine the order of choice for the referee's position. The order will alternate through the weights.
7. Exhibition matches; by mutual agreement between the teams, there may be exhibition matches between extra wrestlers.
8. Demonstration bouts; bouts may be staged for the purpose of demonstrating to spectators the elements of amateur wrestling.
9. Team introductions; team may be presented to each other and to the audience before the start of the matches.
10. Scoring and timing; the basketball scoreboard might be used to time the individual matches if the meet is held on the basketball floor. The scoreboard might be used to score the individual matches or for a running meet score.

- _____ 11. Match time and match scoring shall be the same as the NCAA Guide.
- _____ 12. Weigh-in sheets exchanged and score sheets and bout cards made up.
- _____ 13. Cuspidors of some type provided for wrestlers' use. (sawdust bucket)
- _____ 14. Damp and dry towels at each bench.
- _____ 15. Damp towel or mop handy to keep mat clean during matches.

VIII. Travel and Road Trip Management and Arrangements:

- _____ A. Transportation; outline all transportation requirements for the trip and make all necessary travel arrangements.

Team Transportation--

- _____ 1. School district busses;
 - _____ a. Transportation request
- _____ 2. School district station wagons or automobiles:
 - _____ a. Transportation request
 - _____ b. Law allows for only seven passengers and driver.
 - _____ c. Drivers; drivers licenses should be valid and meet vehicle code and district requirements.
 - _____ d. Credit cards; see that credit cards are provided.
- _____ 3. Public carrier, busses:
 - _____ a. Contract with bus company for proper size bus.
 - _____ b. Arrange to pick up tickets
 - _____ c. Transportation to local depot or airport
 - _____ d. Transportation at destination from depot or airport to hotel, restaurants, stadium, etc.
- _____ 5. Private automobiles:
 - _____ a. Check on valid drivers' licenses
 - _____ b. Proper insurance on vehicle

Equipment Transportation--

- _____ 1. Equipment accompany team
- _____ 2. If there is too much equipment to travel with the team, arrangements will have to be made for pick up or panel truck to transport it.
- _____ 3. Transportation to and from depots and airports, and at destination.

Other Transportation Arrangements for Road Trips--

- _____ 1. Auto rental; for staff at destination.
- _____ 2. Taxicabs; for staff at destination.
- _____ 3. Establish a policy for handling breakdowns on the road.

- _____ B. Meals and lodging; outline all meals and lodging requirements for the trip and make all necessary arrangements.

Meal Arrangements---

- _____ 1. Number of each type of meal:
 - a. Breakfast
 - b. Lunch
 - c. Dinner
 - d. Pre-contest meal
 - e. Post-contest meal
- _____ 2. Reservations; make whatever reservations ahead of time that are possible.
- _____ 3. Menus; arrange ahead of time for special menus.
- _____ 4. Eat together as a team; when reservations ahead of time are not feasible, team should eat together at a spot chosen by the coach; single check.
- _____ 5. Money to contestants for meals; generally not a good practice, but often it is most practical to give meal allowance to team members and let them eat on their own. Receive individual receipts from contestants.

Lodging Arrangements--

- _____ 1. Motel or hotel reservations; whenever possible make reservations ahead of time.
- _____ 2. Dormitories, YMCA, etc; often while traveling accommodations can be made at campus dormitories, YMCA's, etc.
- _____ 3. Room assignments; from travel roster make room assignments ahead of time.
- _____ 4. Room keys; pass out room keys upon arrival and see that they are returned when checking out.
- _____ 5. Switchboard arrangements; make arrangements for incoming and outgoing telephone calls. Leave necessary time calls for team.

C. General Travel Management---

- _____ 1. File on restaurants and motels; maintain a file of hotels, motels and restaurants in the areas most often visited by athletic teams which are found to be good.

- _____ 2. Trip budget; make up a budget for each trip covering all expenses.
- _____ 3. Pay vouchers; turn in vouchers for money to cover necessary expenses.
- _____ 4. Expense money; draw money to cover expenses while on the road.
- _____ 5. Travel roster; see that a travel roster is made up ahead of time and on file.
- _____ 6. Travel itinerary; see that an itinerary is made up ahead of time and on file, posted and distributed to team members; copy to host college.
- _____ 7. Catastrophy insurance; California State law requires athletic teams to be covered by a catastrophe insurance while traveling. See that all necessary arrangements are made and checked.
- _____ 8. Class excuse cards; for trips when students will miss class, see that pre-arranged absence excuses are made out and completed.
- _____ 9. Instructor's absence arrangements; if staff members are to miss class assignments, see that necessary arrangements are made to cover their classes and that the administration is notified of the absence.
- _____ 10. Team supervision; Conference rules provide that a faculty member shall accompany travel teams.
- _____ 11. Team dress and conduct; establish rules of dress and conduct for travel teams. See that team is instructed in these rules and policies.
- _____ 12. Expense receipts; receive a receipt for each expense while traveling.
- _____ 13. Trip expense report; file an expense report with receipts upon returning.
- _____ 14. Program information; send roster, pictures, etc., for programs ahead of time to host college.
- _____ 15. Complimentary tickets; receive from host college participants passes and distribute to team members.
- _____ 16. Participation records and scorebook to accompany team and proper records kept.
- _____ 17. Parents' consent; receive necessary parent permission for team members to travel.
- _____ 18. Players returning in private cars; establish a policy for players returning by some other means than with the team. See that whatever permission needed is received.
- _____ 19. Room and bed checks of team members while on trips.
- _____ 20. Trip practice sessions; arrange for practice area and time should include pre-contest practices.

D. Equipment Arrangements--

- _____ 1. Travel equipment checklists; checklists for each sport covering equipment that must go on road trips.
- _____ 2. Player's equipment checklists; checklists of personal equipment that individuals must pack and check before trips.
- _____ 3. All equipment issued, checked, and packed.
- _____ 4. All transportation arrangements made.
- _____ 5. Travel jackets issued to travel team.

E. Other Transportation and Travel Arrangements--

- _____ 1. Transportation to practice areas at home when they are not located on the campus.
- _____ 2. Transportation to contest areas at home when they are not located on the campus.
- _____ 3. Scouting; make all arrangements necessary for team scout.
 - a. Transportation
 - b. Expense money
 - c. Hotel reservations

IX. Spectator Management and Control, Admissions and Facilities:

A. Facilities for the Comfort, Convenience, and Safety of Specators--

- _____ 1. Permanent grand stands
- _____ 2. Temporary bleachers
- _____ 3. Roll-a-way bleachers
- _____ 4. Toilets and rest rooms
- _____ 5. First aid station
- _____ 6. Lost and found station
- _____ 7. Parcel and hat check station
- _____ 8. Drinking fountains
- _____ 9. Telephone booths
- _____ 10. Concession stands
- _____ 11. Protective screens, fences, and barricades; foul balls, wild throws, etc.
- _____ 12. Marked smoking and non-smoking areas.
- _____ 13. Off-street parking areas
- _____ 14. Open-outside telephone with attendant to receive emergency calls
- _____ 15. Visual scoreboard
- _____ 16. Visual clock
- _____ 17. Public address system for announcer

B. Maintenance and Preparation of Spectator Facilities--

- _____ 1. Hose-off outside grand stands and bleachers
- _____ 2. Dust mop indoor bleachers
- _____ 3. Arrange for fire and safety inspections
- _____ 4. Fire exits marked and unlocked
- _____ 5. Inspect bleachers and grandstands for hazards and needed repairs
- _____ 6. Arrange for necessary repairs and removal of hazards
- _____ 7. Check seats, aisle, and gate markings
- _____ 8. Arrange for the erection of special and additional bleachers when needed
- _____ 9. Check all lighting
- _____ 10. Clean rest rooms and check supplies
- _____ 11. Set out trash cans
- _____ 12. Clean all drinking fountains
- _____ 13. Schedule for opening gates and doors
- _____ 14. Schedule for opening concession stands, rest rooms, etc.
- _____ 15. Stand-by electrician on duty during contest
- _____ 16. Custodial and maintenance staff on duty during contest
- _____ 17. Arrangements for post-game clean up
- _____ 18. Pull out and lock roll-a-way bleachers

C. Crowd Control and Management--

- _____ 1. Uniformed police in attendance (See Conference Rule 6.03)
- _____ 2. Motorcycle officers for traffic control
- _____ 3. Special police officers in attendance; women police, juvenile officers, etc.
- _____ 4. Fire marshalls in attendance
- _____ 5. Special marshalls to keep spectators out of playing area
- _____ 6. Restraining ropes and barricades to keep spectators out of playing area
- _____ 7. Field passes for field personnel
- _____ 8. Special gate and gate attendant for working personnel
- _____ 9. Special gate and gate attendant for participants, bands, staff, etc.
- _____ 10. Gate guards
- _____ 11. Fence guards
- _____ 12. Ushers (See Conference Rule 6.03)
- _____ 13. Doctor or nurse in attendance
- _____ 14. Matron for women's rest rooms

D. Parking Management--

- _____ 1. Mark off special parking areas for general public
- _____ 2. Arrange for the efficient use of parking areas
- _____ 3. Provide parking attendants
- _____ 4. Erect special traffic barricades and traffic control chains
- _____ 5. Flash lights and white coats for attendants
- _____ 6. Reserved sections for staff, working personnel, participants, busses and special guests
- _____ 7. Parking passes to reserved sections
- _____ 8. Direct the parking of busses for visiting teams and visiting rooters and bands

E. General Management--

- _____ 1. Diagram of stadium or gymnasium area for personnel placement
- _____ 2. Job outline for personnel or special information sheets
- _____ 3. Seating chart for use by ushers
- _____ 4. Make special arrangements to handle invalids and cripples who attend
- _____ 5. Lapel buttons, arm bands, caps, or some such means of identifying working personnel; ushers, guards, etc.
- _____ 6. Draw cash to pay working personnel
- _____ 7. Account for receipts and expenditures
- _____ 8. Arrange for all necessary personnel
- _____ 9. Make up a time schedule for personnel to report
- _____ 10. Player's gate and gate attendant
- _____ 11. Working personnel gate and gate attendant

F. Tickets and Admissions - Pre-Season--

- _____ 1. Establish the types of admissions, admission prices and types of tickets to be used (types of admissions: See Conference Rule 7.04)
 - a. Reserved seats
 - b. General admission
 - c. Children
 - d. Students
 - e. Military
- _____ 2. Arrange for the printing of tickets
- _____ 3. Establish complimentary pass policies:
 - a. Life-time passes of former students
 - b. Faculty and district administration
 - c. Local high school athletic staffs
 - d. Local high school athletes

- e. Special city officials and other guests
- f. Home team participants
- g. Visiting team participants
- 4. Establish policies for admission of student body card holders both home and visitors.
- 5. Publish and distribute ticket information.
- 6. Make up a seating diagram for selling reserved tickets.
- 7. Make up complimentary ticket list and distribute complimentary tickets.
- 8. Make arrangements for the exchange of complimentary tickets for reserved seats.
- 9. Send a list to the Conference Commissioner of college personnel to receive Conference passes. Receive and distribute these passes.
- 10. Plan a season ticket sales program:
 - a. Establish a mailing list for ticket applications
 - b. Mail out season ticket applications
 - c. Arrange for sale through agency outlets
 - d. Pre-season sale at campus ticket office
- 11. Conference rules provide for the distribution of tickets to visiting schools for sale in their local communities. Arrange for these tickets to be sent one month in advance of the scheduled contest.
- 12. Arrange for the following seating sections:
 - a. Reserved seats
 - b. General admission seats
 - c. Home rooting section
 - d. Visiting rooting section
 - e. Special reserved sections for bands, drill teams, etc.
- 13. Make an information sheet for ticket sellers with all necessary information.
- 14. Make arrangements for the sale of single game tickets through agency outlets.
- 15. Make arrangements to take ticket orders over the phone for "will call."

G. Tickets and Admissions--Single Game Arrangements--

- 1. Provide for the sale of tickets at the college ticket office.
- 2. Provide for the sale of tickets at agency outlets.
- 3. Provide for the exchange of student body cards for student tickets.
- 4. Provide for the exchange of passes for reserved seat tickets.
- 5. Provide for the distribution of player's passes or tickets.

- _____ 6. Set aside a special section for persons from other schools with Conference passes.
- _____ 7. Pick up tickets from agency outlets for sale at the gate.
- _____ 8. Arrange for the cleaning and opening of ticket booths.
- _____ 9. Arrange for ticket sellers for gate sales.
- _____ 10. Arrange for ticket takers.
- _____ 11. Arrange for tickets to be delivered to the gate for sales.
- _____ 12. Arrange for change and change boxes.
- _____ 13. Arrange for the deposit of change after the game.
- _____ 14. Ticket receipts for ticket sellers.
- _____ 15. Change receipts for ticket sellers.
- _____ 16. Set up a "will call" booth and have "will call" tickets available at booth.
- _____ 17. Ticket sellers to complete ticket sales report after the game.
- _____ 18. Arrange for the payment of ticket takers and ticket sellers.
- _____ 19. Make arrangements to count admissions; hand counters, turnstiles.

H. Tickets and Admissions - Equipment and Supplies--

- _____ 1. Ticket booths
- _____ 2. Fenced contest area or indoor area
- _____ 3. Turnstiles and gates
- _____ 4. Ticket punches
- _____ 5. Torn ticket receptacles
- _____ 6. Hand stamps for "go-outs"
- _____ 7. Counters
- _____ 8. Change or cash boxes
- _____ 9. Deposit bags

X. Publicity, Public Relations, Contest Promotion, Pageantry and Color:

A. Press, Radio, TV, and Other News Media--

- _____ 1. Reporting personnel; compile a list of all sports reporters, editors, cameramen, etc., from local newspapers, radio and TV stations, etc.
- _____ 2. Complimentary passes; send season passes, press box passes, and field passes to all sports reporting personnel.
- _____ 3. News releases; send out daily or weekly news releases to all news media in the Conference community.

4. Conference passes; send a list to the Conference Commissioner of those sports reporters and radio and TV persons who will be attending out of town contests so that Conference passes might be sent to them.
5. Special releases; report all unusual sports stories directly either by phone or by written release.
6. Feature stories; arrange for weekly special feature articles such as "know your players," "player of the week," etc.
7. Opponents' information; supply pictures and statistics on the visiting teams as they are received.
8. Report contests results; when reporters are not at contests, phone in results as soon as possible after the contest. Include scores, statistics, line-ups, unusual plays, outstanding performances, etc.
9. Out of town contests; arrange before leaving for the phoning in of contest results of out of town contests. Usually the local sports department will accept long distance calls for this purpose.
10. National wire services; report scores and contest results directly by phone to national wire services; AP, UPI, etc.
11. Radio and TV appearances; work closely with stations in arranging for the personal appearance of staff and contestants.
12. Press and radio booklet; compose and publish a booklet for the press, radio, and TV with all the information about the team.
 - a. Information and biographical sketches about the staff and players.
 - b. Information about the school and athletic facilities.
 - c. Season schedule and records of past seasons.
 - d. Statistics summaries of past season.
13. Press, radio, and TV day; arrange for a day for the press to take pictures of the squad and to become better acquainted with the team.
 - a. A promotional banquet for team and press and radio sports reporters.
 - b. Game uniforms for pictures; team suit-up list with numbers of jerseys.
 - c. Pictures taken for program and general publicity.
 - d. Pictures for school year book.
 - e. Notify all news media of time, date, and place.

- _____ 14. Radio broadcasts; arrange with a local station for the broadcasting of home and away contests; stations sell sport advertisements.
 - a. Provide spotter for both teams.
 - b. Provide starting line-ups, name pronunciations, statistics, color, etc.
 - c. Provide a booth in the press box or table high in the stands.
 - d. Arrange for special telephone lines.
 - e. Provide schedule of special activities and pageantry.
 - f. Provide statistics as they are compiled during the contest.
 - g. Help provide a personality for intermission period.
 - h. Provide refreshments.
- _____ 15. TV broadcasts; make necessary arrangements for direct and re-broadcasts. All TV broadcasts must be cleared through the Conference Commissioner's office.
- _____ 16. Press box; provide a press box or a press table.
 - a. Host or hostess and assistants.
 - b. List of persons to be admitted to the press area.
 - c. Press box passes
 - d. Refreshments; coffee, soft drinks, hot dogs, paper cups, etc.
 - e. Room for press, radio, visiting scouts, team spotters, public address announcer, statisticians, game movie cameramen, special guests, etc.
 - f. Programs for everyone in the press box
 - g. Outside telephone
 - h. Pencils, paper, pencil sharpener, typewriter
 - i. Provide statistics as they are officially compiled
- _____ 17. Out of town radio broadcast; make all necessary arrangements for setting up for out of town radio broadcasting; booth, telephone lines, passes, etc.

B. Other Miscellaneous Arrangements for Publicity and Contest Promotion--

- _____ 1. Publicity director; arrange for the services of a person to act as athletic publicity director on a full-time, part-time or part of another assignment basis.

- _____ 2. Player information profile sheet; have each team candidate complete a form outline of his athletic background and giving a brief biographical sketch of himself.
- _____ 3. Publicity appearances; arrange for the staff to speak at luncheons and service clubs and to make other public appearances that might help promote the athletic contests or sport activities.
- _____ 4. Wallet-size schedules; print and distribute wallet size season schedules. Often local advertisers will help with the cost of printing.
- _____ 5. Window-size schedules; print and distribute window posters with season schedule; local advertisers or soft drink companies for cost of printing and stock.
- _____ 6. Paid advertising; establish a policy on the use of special paid advertising; newspapers, radio spots, billboards, theaters, etc.
- _____ 7. Other miscellaneous publicity media:
 - a. School busses
 - b. Hand bills printed in school print shop and distributed around town
 - c. Marquees in front of the college
 - d. Parades
 - e. Promotion banquets
 - f. Pep rallies
 - g. Window displays in downtown stores
 - h. Street banners, newsletters, lapel buttons, bumper stickers, etc.
- _____ 8. Social event; arrange with restaurants, etc., to make the contest a package social evening including dinner, bus transportation, tickets, refreshments, dancing, etc., after the contests. Service clubs, women's clubs, dance clubs, etc., can schedule affairs after the contests for a full evening of entertainment.
- _____ 9. Department envelopes with season schedule printed on the face.
- _____ 10. Special "nights" program; Homecoming, Rotary night, Ladies night, etc.
- _____ 11. Conference contests report form; after each conference contest, complete special form and return to the Commissioner's office for Conference standings and Conference news releases.
- _____ 12. Letterhead department stationery.
- _____ 13. Department business cards for staff members.
- _____ 14. Establish policy for athletic news releases by staff members.
- _____ 15. Sports newsletters; report contest results to editors of newsletters covering the individual sports; Track and Field News, Amateur Wrestling News, etc.

C. Programs and Spectator Information Booklets--

- _____ 1. Arrange for programs including team rosters, team pictures, team statistics, special programs and intermission stunts, etc.
 - _____ a. Order and receive program stock
 - _____ b. Arrange for the printing of the program
 - _____ c. Arrange for outside advertising; complete advertising contracts
 - _____ d. Request program information from visiting colleges
 - _____ e. Compile roster information from home and visiting teams
 - _____ f. Deliver information and pictures to the printer
 - _____ g. Names and numbers must be correct
 - _____ h. Include names of officials
 - _____ i. Arrange for sales and distribution. This can be done on a concession to college clubs, etc.
 - _____ j. Faculty supervisor for sales and distribution.
- _____ 2. Mimeograph programs for contests where elaborate printed programs are not used. Have stencils set up before hand for home team, and complete the stencil when visitors arrive. Arrange for distribution.
- _____ 3. Sport information booklet; for the sports that may be less well-known, such as wrestling, gymnastics, water polo, etc. make up an information booklet with a simple explanation of the sport; scoring, terms, techniques, etc. These can be distributed at the same time as the programs.
- _____ 4. Program sales manager:
 - _____ a. Pick up programs from printer; deliver to stadium or gymnasium
 - _____ b. Arrange for a sales staff
 - _____ c. Arrange for change for salesmen
 - _____ d. Account for receipts

D. Campus Sports Promotions--

- _____ 1. College newspaper should receive the same information all news media receives
- _____ 2. College bulletin boards can be put to use
- _____ 3. Posters around the campus and in the gymnasium
- _____ 4. Announcements in classes
- _____ 5. Announcements in assemblies
- _____ 6. Announcements over campus public address system

- _____ 7. Announcements in college bulletins
- _____ 8. Event included in college schedule of events
- _____ 9. Special rallies

E. Bands, Game Color, Pageants, and Special Programs--

- _____ 1. Co-ordinator of band and student body programs, rooting section, etc.
- _____ 2. Pre-game raising of the colors; American and California flags.
- _____ 3. Color-guard; Military reserve units, American Legion, Cadets, etc.
- _____ 4. National anthem by band or phonograph.
- _____ 5. Phonograph music for pre-contest period; records and phonograph.
- _____ 6. Schedule for pre-game, intermission, and post game activities.
- _____ 7. Marching bands, home and visitors, pre-game and intermission.
- _____ 8. Pep bands in the stands.
- _____ 9. Cheer and song leaders.
- _____ 10. Rooting section cards stunts, etc.
- _____ 11. Mascots, victory bells, etc.
- _____ 12. Floats, parades, etc.
- _____ 13. Decorations; goal post streamers, banners, and flags.
- _____ 14. PA system for both rooting sections as per Conference Rule.
- _____ 15. Queen presentations.
- _____ 16. Drill teams, dancing groups, choirs, etc.
- _____ 17. Athletic exhibitions; gymnastics, tumbling, boxing, wrestling, etc.
- _____ 18. Field passes for special activities groups.
- _____ 19. Band stands and special furnishings and props, special lighting, etc.
- _____ 20. Special field mikes and electrical set-ups.
- _____ 21. See Conference Rule 6.039 for Football Intermission Schedule.

F. Demonstrations and Clinics--

- _____ 1. Before contests, arrange for members of the team to put on special demonstrations for the education of spectators; especially useful in the less known sports such as wrestling, gymnastics, water polo, etc.
- _____ 2. Before season, arrange for special clinics for the instruction of the spectators, a season pre-view of players, sport techniques, etc.
- _____ 3. Demonstrations in local high schools and clubs for the instruction and entertainment of those present; promote interest in the sport activity.

G. Public Address Announcer at Contests--

- _____ 1. An adult with a pleasant voice and one who is informed on the sport.
- _____ 2. Instructed in the use of public address; not a play-by-play sportscaster.
- _____ 3. Supply with starting line-ups, corrected program numbers, pronunciation of names, schedule of all activities before, during, and after the contest.
- _____ 4. Supply with color material on individual contestants.
- _____ 5. Set up a policy for clearance of public address announcements.
- _____ 6. Set up mike and PA system. Check it all out before the contests.

H. Rooting Section Control and Management--(Student Body Activities)

- _____ 1. Provide faculty supervision.
- _____ 2. Provide ushers or rally committee.
- _____ 3. Provide special gate for students.
- _____ 4. Provide PA system for cheer and song leaders.
(See Conference Rule 6.03)

CHAPTER VII

SUMMARY, CONCLUSIONS, AND RECOMMENDATIONS

I. SUMMARY

The purpose of this study was to determine all of the many details that are necessary and helpful in the efficient management of dual athletic contests in eleven intercollegiate sports as they are staged by the eight junior colleges of the Metropolitan Conference and to summarize these details into a checklist of items that might be used by those persons responsible for the administration of these contests. This checklist was presented in Chapter VI.

In order to accomplish this it was necessary to proceed through three distinct steps: (1) A thorough and complete study was made of the many details that existed in the management and administration of dual athletic contests at Bakersfield College. All of the members of the athletic staff were interviewed as were many other persons who were associated with the athletic program. (2) The second step was to make a complete examination of the literature that was available in this area and to extract items of athletic contest management that had been overlooked or omitted by those persons at Bakersfield College. (3) The final phase was to combine all of the items and details collected from Bakersfield College and from the

literature and submit this list to the athletic staffs of the other member colleges of the Metropolitan Conference for their examination and recommendations. Included in this final step were a number of personal interviews with directors of athletics, coaches, and staff members of these colleges.

The resulting checklist for managers of dual inter-collegiate athletic contests is the most complete list that could be compiled under the circumstances.

II. CONCLUSIONS

The checklist that resulted from this study is an all inclusive list of items and details that may or may not be necessary for maximum efficiency in operating, managing, staging, or administering a dual intercollegiate athletic contest in any of the eleven sports studied. This is a complete list of items and details that could be used in managing or administering these contests. It is an optional list of details that could be used in a given situation. It was found that no single checklist could be constructed that would fit each and every situation that existed in the various colleges studied. However, every effort was made to construct a broad and comprehensive checklist which would cover most situations that might arise in a contest. The final checklist would have to be altered and adapted by each college to fit the circumstances peculiar to any specific contest.

Variables in athletic contest management. In discussing this problem with the various directors of athletics, it was determined that some of the more important variables that existed among the various colleges were those having to do with administrative attitude toward athletics, finances available for athletics, athletic facilities, staff personnel and others available for assignment to help in the management of athletic contests, and community interest and support of the local athletic program.

To illustrate this point, certain facilities are necessary for contests in each of the sports. If the necessary facilities for the sport contest are not located on the college campus the management problems will be somewhat different from those at a college where the facilities are located on the campus and under the direct control of the athletic department. At Bakersfield College the athletic facilities for all of the sports contests except golf were located on the college campus and under the direct control of the director of athletics. At San Diego City College, on the other hand, none of the athletic facilities were located on the campus; athletic facilities had to be contracted for through other agencies. Thus, a checklist that might be complete for the director of athletics at Bakersfield College would be incomplete for the same person at San Diego City College, and, in turn, the reverse situation would also be true.

Another example of variations among the colleges is that of personnel responsibilities. It would have been impractical and impossible for this study to attempt to establish personnel responsibilities for the management of athletic contests beyond that of the director of athletics because of the great variance in staff sizes, teaching loads, and personnel responsibilities among the junior colleges studied. There was also a wide difference in administrative responsibilities, finances, publicity, and so forth. Shepard and Jamerson¹ point out that a competent director of athletics must delegate responsibility for the efficient management of athletic contests. However, he must delegate this responsibility on the basis of the size and ability of the staff that he has available.

The Blue Book of Junior College Athletics,² a book listing the athletic staffs of all of the nation's junior colleges, helps to illustrate this point (See Table II, p. 11). Cerritos College lists a coaching staff of thirteen plus a director of athletics, a graduate manager of athletics, a program and information director, a business manager, a trainer, and a sports publicity director. East Los Angeles College, on the other hand, lists a coaching staff of only

¹George E. Shepard and Richard E. Jamerson, Inter-scholastic Athletics (New York: McGraw-Hill Book Company, Inc., 1953), p. 149.

²The Blue Book of Junior College Athletics for 1962 (Cleveland: McNitts, Inc., 1962), pp. 29-94.

seven, a director of athletics who must also serve as publicity director and stadium and concession manager, and a business manager. Between these two colleges there is a basic difference of ten persons available for duties involved with the management of athletic contests. This does not take into consideration the number of persons that might be available from other departments such as maintenance or custodial. Therefore, a checklist based on personnel assignment and responsibility was most impractical.

Further, at Bakersfield College, it was the policy for the coaches to do nothing in the way of preparing the buildings and grounds for athletic contests. Details having to do with this area of contest preparation were delegated to the maintenance staff under the direction of the director of athletics; the stadium maintenance crew even acted as hurdle and starting-block crew during track meets, relieving the coach of a responsibility which often falls on his shoulders. Other colleges may have no custodial help available for these tasks and others on the staff would be called upon to do such things as line the track and football field, set up the gymnasium for meets, handle equipment, and perform other similar tasks.

In conclusion, all of the details listed in this study are either necessary for or would be helpful in the efficient management of dual intercollegiate athletic

contests. However, because of the many individual differences among the institutions studied, this list, to be most useful, will have to be altered and adapted at each institution. It would have to be altered and adapted according to each institutions' staff, finances, facilities, administrative attitudes and cooperation, and to the community interest and support.

III. RECOMMENDATIONS

Recommendations for the Use of This Checklist

The various directors of athletics who were interviewed in this study or who examined and appraised it made some suggestions as to how it might best be used in their departments.

One suggestion was that the list could be broken down completely by sports as the details might fit the various local situations. Some of the sections of this checklist are purely administrative in nature and apply to all sports. Other sections apply to each sport individually such as Equipment, Uniforms, Apparatus, Supplies, and Furnishings. It would be practical to group all of these sections together into eleven individual checklists for each of the sports covered. Thus, there would be a checklist for baseball contest management, basketball contest management, and so forth. A twelfth checklist would include all of those administrative details that apply to all sports contests such as Schedules.

A second recommendation was that the list be broken down by job assignment. All of the items that a particular person would be responsible for would be taken out and put in a checklist that particular person could use in preparing for an athletic contest. Thus, the head groundskeeper would have a checklist of all of the items for which he would be responsible in preparing for a home baseball game, track meet, or football game. Each detail could be assigned by the director of athletics, and a check could be made by him on the various persons responsible for aiding him in administering the athletic contests in his program.

A third recommendation was that this list could be used as an overall appraisal of the present athletic program. A check could be made of what is presently being done in one institution against what was done in the other institutions to see if maximum efficiency is being attained and that the best possible athletic contests are being presented under the prevailing circumstances that might exist in the institution.

Recommendations for Further Study

An area that was not covered in this study and might be an area worth further study is the area of tournament management in contrast to dual contest management. The list presented here might well be incomplete as it is adapted for use in tournaments, all-star games, triangular contests, and

so forth. A list of details essential or helpful in staging a dual contest in wrestling, for instance, may not be complete when it comes to staging a championship tournament in wrestling. The organization and promotion of a football bowl game such as the Potato Bowl in Bakersfield might necessitate special preparations which would be quite different from the list included in this study. The checklist presented in this study, while helpful, would not be complete for the manager of a State championship tournament in tennis, golf, baseball or other sports where such tournaments are held. A checklist complete with all the details essential to the management and promotion of such tournaments or contests might be most helpful to tournament directors and persons responsible for administering athletic contests other than dual events.

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APPENDIX A

APPENDIX A

PERSONS CONNECTED WITH THE ATHLETIC DEPARTMENTS OF THE COLLEGES OF THE METROPOLITAN CONFERENCE WHO WERE PERSONALLY INTERVIEWED IN THE COURSE OF THIS STUDY

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- Carson, Walter (Equipment Manager and Athletic Trainer, Long Beach City College, Long Beach, California), personal interview with the investigator, August 1, 1962.
- Cates, J. "Smoky" (Assistant Football Coach, Cerritos College, Norwalk, California), personal interview with the investigator, August 2, 1962.
- Clerou, Romain P., M. D. (Team Physician to the Athletic Department, Bakersfield College, Bakersfield, California), personal interview with the investigator, September 2, 1962.
- Collins, John (Dean of Students, Bakersfield College, Bakersfield, California), personal interview with the investigator, June 4, 1962.
- Collis, Gerry (Baseball and Assistant Football Coach, Bakersfield College, Bakersfield, California), personal interview with the investigator, May 11, 1962.
- Douglas, Merrill G. (Director of Athletics, San Diego City College, San Diego, California), personal interview with the investigator, August 3, 1962.
- Duling, John M. (Director of Athletics, East Los Angeles College, Los Angeles, California), personal interview with the investigator, August 1, 1962.
- Finch, William E. (Assistant Gymnastics and Assistant Swimming Coach, Bakersfield College, Bakersfield, California), personal interview with the investigator, April 18, 1962.
- Frost, W. D. "Jack" (Golf Coach, Bakersfield College, Bakersfield, California), personal interview with the investigator, June 4, 1962.

- Grossart, Rex E. (Track and Assistant Football Coach, Bakersfield College, Bakersfield, California), personal interview with the investigator, April 9, 1962.
- Hall, Don (Football Coach, Cerritos College, Norwalk, California), personal interview with the investigator, August 2, 1962.
- Haralson, J. B. "Cap" (Supervisor for Physical Education, Kern County Union High School District, Superintendent, Bakersfield Memorial Stadium, Bakersfield, California), personal interview with the investigator, May 4, 1962.
- Heffernan, William (Registrar and Faculty Representative to the Metropolitan Conference, Bakersfield College, Bakersfield, California), personal interview with the investigator, May 25, 1962.
- Johns, Eddie (Wrestling and Assistant Football Coach, San Diego City College, San Diego, California), personal interview with the investigator, August 3, 1962.
- Lake, Don (Head Gymnasium Custodian and Assistant Equipment Manager, Bakersfield College, Bakersfield, California), personal interview with the investigator, May 22, 1962.
- Loken, Herbert L. (Gymnastics Coach, Bakersfield College, Bakersfield, California), personal interview with the investigator, May 16, 1962.
- Lostanau, Joseph (Gymnasium Custodian Bakersfield College, Bakersfield, California), personal interview with the investigator, May 22, 1962.
- Martin, Gene B. (Director of Athletics, Cerritos College, Norwalk, California), personal interview with the investigator, August 2, 1962.
- McNeil, Charles (Equipment Manager, Athletic Trainer, and Assistant Track and Cross Country Coach, Bakersfield College, Bakersfield, California), personal interview with the investigator, May 22, 1962 and July 25, 1962.
- Morrow, John W. (Director of Athletics, El Camino College, El Camino Station, California), personal interview with the investigator, September 9, 1962.
- Nau, James (Basketball Coach, Bakersfield College, Bakersfield, California), personal interview with the investigator, April 9, 1962.

- Nestande, J. Peter (Cross Country and Assistant Track Coach, Bakersfield College, Bakersfield, California), personal interview with the investigator, October 26, 1962.
- Newman, Ray B. (Football Coach, Bakersfield College, Bakersfield, California), personal interview with the investigator, April 10, 1962.
- Regan, Bertha (Secretary, Athletic Department, Long Beach City College, Long Beach, California), personal interview with the investigator, August 1, 1962.
- Russell, William W. (Commissioner of the Metropolitan Conference, 525 East Hyde Park Place, Inglewood, California), telephone interview with the investigator, August 13, 1962.
- Strangeland, James (Football and Assistant Track Coach, Long Beach City College, Long Beach, California), personal interview with the investigator, August 1, 1962.
- Strahla, Joanne (Secretary, Athletic Department, Bakersfield College, Bakersfield, California), personal interview with the investigator, May 29, 1962.
- Taber, Edna (Business Manager and Ticket Manager, Bakersfield College, Bakersfield, California), personal interview with the investigator, May 25, 1962.
- Triebwasser, R. "Dutch" (Assistant Football Coach, Cerritos College, Norwalk, California), personal interview with the investigator, August 2, 1962.
- Trusler, Willard W. (Tennis Coach, Bakersfield College, Bakersfield, California), personal interview with the investigator, May 21, 1962.
- Turner, James B. (Water Polo and Swimming Coach, Bakersfield College, Bakersfield, California), personal interview with the investigator, May 11, 1962.
- Valenzuela, Pete (Equipment Manager and Athletic Trainer, Cerritos College, Norwalk, California), personal interview with the investigator, August 2, 1962.
- Vallembols, John (Head Groundskeeper, Bakersfield College and Bakersfield Memorial Stadium, Bakersfield, California), personal interview with the investigator, May 18, 1962.
- Youel, Curtis L. (Director of Athletics, Santa Monica City College, Santa Monica, California), personal interview with the investigator, September 9, 1962.