

October 18, 1944.

Mr. Bob Andrews, BA  
Battenfeld Hall,  
Lawrence, Kansas.

Dear Bob:

Here are some of the things that would be helpful in your job as assistant in the basketball room.

I would have two bags for the balls so they are easily carried. I would suggest to the boys that their laundry could be changed most any time that it is soiled, but I would use my judgment in handling the matter. Some fellows want a change every day, which is not necessary, and others neglect it. By handling these boys you will soon learn how to balance the situation. The practice shirts should be laundered at least once a week. I have talked to Mr. Dean Nesmith and he will get some extra shirts so that we will have plenty to practice in while the others are being laundered.

There are hooks on the south wall that we will place adhesive name-plates under for the boys to hang their clothes on, but we have not checked out the warm-ups yet, so it will not be necessary to do that.

I would get a large free throw chart by drawing lines and square on it for the days. I will explain this to you when I talk with you.

The windows on the north side of the gymnasium should all be open, but the windows on the south and the doors should be kept shut and the windows pushed up so that shafts of sunlight do not strike the players in the face. Also there should be about 35 folding chairs piled in the southeast corner for the boys to sit on during the time they are not scrimmaging.

It is always well to have at least three or four or a half dozen towels in the bag so that the boys may wipe their faces.

Also, if there is anyone running on the track while I am coaching, if you will kindly tell them that Dr. Allen cannot coach with that noise going on, I will appreciate it. Keep anybody from running on the track and keep small boys from bringing basketballs up and shooting