

	M	T	W	T	F	Sa	Su.
7:30							
8:30							
9:30	Assistant Coordinator of Physical Education Program Coordination of Schedules for P. E. Activities						
		A-12)				
		V-12)				
10:30		Civ. Math. Mates Air Cadets)	Gymnasium Field Pool	Kanehl V-12	Intramurals: Drafting Schedules Allocating Play Space Property Management	
11:30	Allocation of Class Assignments for P. E. Personnel						
12:30							
1:30	Kanehl V-12	Kanehl	Kanehl	Kanehl	Kanehl		
2:30	Kanehl V-12	Kanehl	Kanehl	Kanehl	Kanehl		
3:30	Kanehl V-12	Kanehl	Kanehl	Kanehl	Kanehl		
4:30	Kanehl V-12	Kanehl	Kanehl	Kanehl	Kanehl		
5:00	-----INTRAMURALS *-----						

Instruction Hours - 21
 Intramurals - 10
 Administrative and Extracurricular - 20

STRAIT

Class Assignment, July 13, 1943

	M	T	W	T	F	Sa	Su.
7:30							
8:30							
9:30	Check Pool, Chlorinator, Filter - Take Samples of Water						
10:30	Strait A.C.	Strait	Strait	Strait	Strait	Strait	
11:30	P.E. Strait Civ.		P.E. Strait Civ.		P.E. Strait Civ.		
12:30	Check Pool - - - - -						
1:30							
2:30							Check Pool
3:30	Check Pool, Chlorinator, Filter, etc.						
4:30	V-12 Strait						
5:00 to 6:30	Strait Air Casets	Strait	Strait	Strait	Strait	Strait	

Instruction - 22
Pool Supervision - 15

	M	T	W	T	F	Sa	Su.
7:30							
8:30	Nesmith V-12	Nesmith -----	Nesmith -----	Nesmith -----	Nesmith -----	Equipment & Property	
9:30	Nesmith V-12	Nesmith -----	Nesmith -----	Nesmith -----	Nesmith -----	"	
10:30		Training and Treatment of Injuries and				"	
11:30		Property Management				"	
12:30							
1:30	---	Training and Treatment of Injuries and				---	
2:30	Equip.	Nesmith V-12	Equip.	Nesmith V-12	Equip.	Property Management, Football & Basketball	
3:30	F.B.	B.B.	F.B.	B.B.	F.B.		
4:30	F.B.	B.B.	F.B.	B.B.	F.B.		
5:00	F.B.	B.B.	F.B.	B.B.	F.B.		

Instruction Hours - 12
 Training and Treatment of Injuries - 12
 Property Management - 30

	M	T	W	T	F	Sa	Su.
7:30							
8:30							
9:30	<i>Rush</i> Harrison		<i>Rush</i> Harrison		<i>Rush</i> Harrison		
10:30							
11:30							
12:30							
1:30							
2:30							
3:30							
4:30	Harrison	Harrison	Harrison	Harrison	Harrison		
5:00							

PHYSICAL CONDITIONING CLASSES (July 13, 1943)

Robinson Gymnasium
(Rooms)

	M	T	W	T	F	Sa	Su.
7:30	200	200	200	200	200		
8:30	Pool 200	Pool 200	200 101	200 101	200 101		
9:30	Pool 200	Pool 101 200	Pool 101 200	Pool 101 200	Pool 101 102 200		
10:30	Pool 102 200	Pool 101 102 200	Pool 101 102 200	Pool 101 102 200	Pool 101 102 200	Pool 102	
11:30	Pool 101	Pool	Pool 101	Pool	Pool 101		
12:30							
1:30	101	Pool	101	Pool 101	101	Pool	
2:30	101 200	Pool 200	101 200	Pool 101 200	Pool 101	Pool	Pool (2:00)
3:30	Pool 200	101 200	Pool 101	101 200	101 200	Pool	Pool
4:30	Pool 101 200 102	Pool 101 200	Pool 101 200 102	Pool 101 200	Pool 101 200 102		Pool
5:00 to 6:30			Pool 101		Pool 101	Pool 101	Pool (to 6:00)
7:00 to 9:00		Pool		Pool			

CONDITIONING CLASSES (July 13, 1943)
 Robinson Gymnasium
 (Rooms)

	M	T	W	T	F	Sa	Su.
7:30	200	200	200	200	200		
8:30	Pool 200	Pool 200	200 101	200 101	200 101		
9:30	Pool 200	Pool 101 200	Pool 101 200	Pool 101 200	Pool 101 102 200		
10:30	Pool 102 200	Pool 101 102 200	Pool 101 102 200	Pool 101 102 200	Pool 101 102 200	Pool 102	
11:30	Pool 101	Pool	Pool 101	Pool	Pool 101		
12:30							
1:30	101	Pool	101	Pool 101	101	Pool	
2:30	101 200	Pool 200	101 200	Pool 101 200	Pool 101	Pool	Pool (2:00)
3:30	Pool 200	101 200	Pool 101	101 200	101 200	Pool	Pool
4:30	Pool 101 200 102	Pool 101 200	Pool 101 200 102	Pool 101 200	Pool 101 200 102		Pool
5:00 to 6:30			Pool 101		Pool 101	Pool 101	Pool (to 6:00)
7:00 to 9:00		Pool		Pool			

PERSONNEL PROGRAM
of
Time Allotment

	M	T	W	T	F	Sa	Su.
7:30	P.E.	P.E.	P.E.	P.E.	P.E.		
8:30	Admin.	Admin.	Admin.	Admin.	Admin.	Admin.	
9:30	Th.& Pr. Ath.Tr.	Th.&Pr. Ath.Tr.	Th. & Pr. Ath.Tr.	Th.&Pr. Ath.Tr.	Th.&Pr. Ath.Tr.	Admin.	
10:30	Admin.	-----				Admin.	
		Administration and Organization of Physical Education					
		Coordinating Program					
11:30	Admin.	--	A-12 Air Cadets Civilian Students		--	Admin.	
12:30							
			Machinists Mates V-12 Intramurals				
1:30	Admin.	--			--	Admin.	
			Equipment and Supplies Personnel Management Public Relations				
2:30	Admin.	--			--	Admin.	
			Varsity Basketball				
3:30	Admin.	-----			-----	Admin.	
4:30	Admin.	B.B.	Admin.	B.B.	Admin.		
5:00	Admin.	B.B.	Admin.	B.B.	Admin.		

Instruction Hours - 10
Administration - 40

PERSONNEL PROGRAM
of
Time Allotment

	M	T	W	T	F	Sa	Su.	
7:30								
8:30	V-12	V-12	V-12	V-12	V-12			
9:30		V-12		V-12	V-12			
10:30	V-12	V-12	V-12	V-12	V-12			
11:30	V-12		V-12		V-12			
12:30								
1:30	Assistant Coordinator of P. E. Program (20 hrs.)							
2:30								
3:30	----- FOOTBALL -----							
4:30			"	"				
5:00			"	"				

Instruction Hours - 16 hrs.
Administrative (asst. coordinator of programs) - 20 hrs.
Football - 9 hrs.

PERSONNEL PROGRAM
of
Time Allotment

	M	T	W	T	F	Sa	Su.	
7:30								
8:30								
9:30	Assistant Coordinator of Physical Education Program Coordination of Schedules for P. E. Activities							
10:30		A-12 V-12 Civ. Mach. Mates Air Cadets)))))	Gymnasium Field Pool	BT V-12	Intramurals: Drafting Schedules Allocating Play Space Property Management		
11:30	Allocation of Class Assignments for P. E. Personnel							
12:30								
1:30	V-12	V-12	V-12	V-12	V-12			
2:30	V-12	V-12	V-12	V-12	V-12			
3:30	V-12	V-12	V-12	V-12	V-12			
4:30	V-12	V-12	V-12	V-12	V-12			
5:00	----- INTRAMURALS -----							

Instruction Hours - 21
Intramurals - 10
Administrative and Extracurricular - 20

PERSONNEL PROGRAM
of
Time Allotment

	M	T	W	T	F	Sa	Su.	
7:30								
8:30								
9:30	Check Pool, Chlorinator, Filter - Take Samples of Water							
10:30	Naval Air Cadets	----- (10:30 to 12)						
11:30	P.E. (Civ.)		P.E. (Civ.)		P. E. (Civ.)			
12:30	Check Pool -----							
1:30								
2:30							Check Pool	
3:30	Check Pool, Chlorinator Filter, etc.							
4:30	V-12							
5:00 to 6:30	Naval Air Cadets	-----						

Instruction Hours - 22
Pool Supervision - 15

Time Allotment

	M	T	W	T	F	Sa	Su.
7:30							
8:30	V-12	V-12	V-12	V-12	V-12	Equipment & Property	
9:30	V-12	V-12	V-12	V-12	V-12	Equipment & Property	
10:30	Training and Treatment of Injuries and					"	
11:30	Property Management					"	
12:30							
1:30	-- Training and Treatment of Injuries -- and						
2:30	--- Property Management, Football & Basketball						
		V-12	F.B.	V-12	F.B.		
3:30	F.B.	B.B.	F.B.	B.B.	F.B.		
4:30	F.B.	B.B.	F.B.	B.B.	F.B.		
5:00	F.B.	B.B.	F.B.	B.B.	F.B.		

Instruction Hours - 12
 Training and Treatment of Injuries - 12
 Property Management - 30

November 11, 1943.

Miss Ruth Hoover,
Department of Physical Education.

Dear Miss Hoover:

Although I spoke to you in person, I am writing to tell you that the night watchman states there is a lot of cigarette smoking on the girls side of the gymnasium, especially on the front approaches.

Will you kindly ask your staff to discourage this in every possible way in the building and on the approaches? We do not have a fireproof building and if we lose this structure we would be in a terribly bad way.

I am sure that you will cooperate in every way. Thank you very much.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

October 19, 1943.

Miss Ruth Hoover,
Department of Physical Education.

Dear Miss Hoover:

I am sending to the Chancellor's Office today the appointment blank for Mrs. Dorothis C. Hunt at a salary of \$1600.00 for eight months' service, beginning November first.

When Mrs. Hunt arrives I hope you will bring her in for us to meet, and also take her over and introduce her to Chancellor Malott.

I am returning her credentials herewith.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

October 1, 1943.

Physical Education Instructors:

This is a reminder that any equipment checked out for class use must be returned to the check room at the end of the class period. Please do not leave boxing gloves, balls, or any other equipment on the floor for the next class. Each instructor may check out necessary equipment, but it must be returned at the end of the period. I need not stress how important it is that we take especially good care of all our equipment at this time.

May I also remind you of the necessity of locking the office door in the evening. Only a few days ago the office was found open late at night and a number of students were going in and out. Valuable office equipment and records are kept here which must not be disturbed. Be sure to close the door when you leave the office in the evenings.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

P. E. Instructors

I do not think it is a good practice to allow individual students, particularly the A-12 boys, to check out equipment at Hoch Auditorium. Students may check out here at the towel room in the gym, as they have done previously. We are having all new balls numbered - with the odd numbers going to Hoch and the even numbers in the gym.

One of the gardeners recently found one of our balls down below the Geology building where it had apparently been thrown or kicked out of the building. These balls are valuable and are rapidly becoming a diminishing product.

Do not allow any young teen-age boys in the gymnasium or auditorium. Use your official position to scatter them. They are not University boys. No high school boy is permitted to play in the gym at any time except when Mr. Strait brings the University High boys over. We want to cooperate fully with Officer Schick, as he is having a very difficult time in watching the buildings. Sunday some boys broke the lock off the door at Hoch Auditorium and they also pulled the gymnasium door open. Mr. Schick has been very fine to us, and we can cooperate with him in keeping these two buildings cleared of these younger boys.

September 2, 1943.

To the Physical Education Faculty:

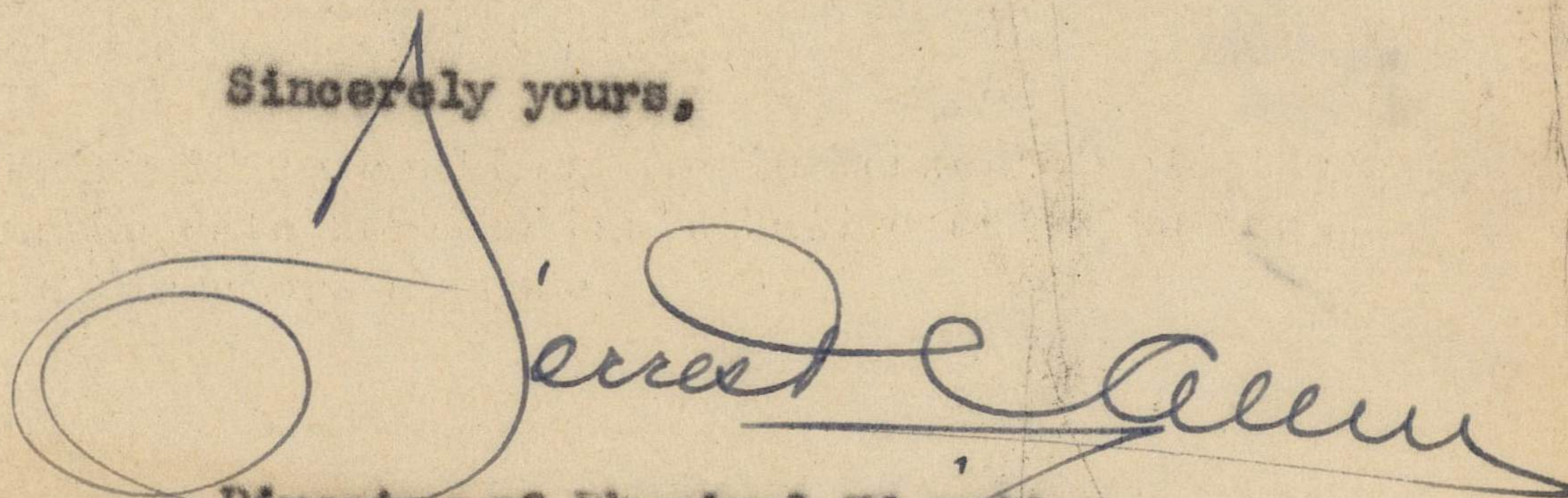
I have talked with Dr. Canuteson regarding absences of civilian students in Physical Education classes, and I think it would be well for each one of you to understand the general policy.

If the physicians at the hospital regard a student's illness of such seriousness that it would be a detriment to his health to make up his absences, they will so notify us. Otherwise, we will expect a student to make up his absences.

I hope you are all exercising your ingenuity and judgment in the matter of advising students who come up with "jock strap itch". Certainly we should encourage them to go to a physician, but in addition we must stress the fact that their clothing must be boiled to check the spread of the infection.

Pick out those fellows with dirty gym clothing and tell them to get it cleaned up. Call attention to the signs posted in the gymnasium that filth spreads disease. Many of these fellows need to be told about cleanliness; it is a matter of education with them.

Sincerely yours,



Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

P. S. If I haven't spoken to you about it already, this is notice that you have been invited by me to attend Rotary at the Eldridge Hotel on Monday, September 13, at 12:30 noon. I would like to have you down there at 12:20, if possible, so that you can meet the Rotarians before the meeting.

F.C.A.

August 12, 1943.

Members of Physical Education Staff:

In cooperation with the University health authorities we are closing the swimming pool, not on account of poliomyelitis but on account of the scare of poliomyelitis. We are saying that the pool is being closed because of leakage. This, of course, is confidential, and is not to be repeated. Please return this slip to Mrs. Hulteen when you have read it.

I quote the following from the July 10, 1943, issue of the J.A.M.A.:
"Avoid exhaustion from exertion or chilling. We know that overexertion and chilling during the incubation period tend to augment the oncoming disease."

Make all your work light in your classes. Excuse any who seem to have over-exerted. I am sure that you will administer this precaution intelligently. We would rather the boys have no exercise than do something that would contribute to the disease. We want to contribute everything we can to combat the possibility of spreading the disease.

I want to congratulate our staff on their intelligent and humane handling of the boys this summer.

F.C.A.

September 21, 1943

Messrs. Howard Porter
Vernon Hayes
Elmer Schanke

Dear Friends:

Complaints continue to come to us about the late dismissal of physical training classes for the Army students, and particularly the Monday-Wednesday-Friday 9:30-10:30 classes. These boys have a Mathematics class at 11:30, and when they come in late they tell their instructors they were held late in physical education classes.

I want to stress the fact again that these boys must be dismissed early enough to shower and dress, and get to their next class in time. If necessary, divide your groups and send those who have mathematics at 11:30 to the showers earlier than the others. Also, call these boys together and tell them that they must get there on time.

When these complaints are passed about on the campus it reflects unfavorably on the department. I am sure each one of you will cooperate in correcting this impression.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

August 18, 1943.

Messrs. Porter
Hayes
Schaake
Austin

Gentlemen:

Col. Washington, the commandant of the A-12 boys, desires that the A-12 students not wear their fatigues on the campus. Therefore, he is insisting that they wear their uniforms.

It takes more time for them to dress and undress, so we are asking that you allow them a 5 minute period on both ends of the two-hour schedule for dressing and undressing. In other words, the period will start at 45 minutes after the hour and will conclude at 5 minutes past the hour instead of ten.

Please put this into affect at once.

Cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

September 27, 1943.

Miss Ruth Hoover,
Dept. of Physical Education.

Dear Miss Hoover:

I looked for you at the meeting Saturday afternoon, but doubtless it slipped your mind that new students were to meet at that time. There were several Physical Education majors there, mostly women, and I tried to give them the background of their course. However, I told them they should consult you at your office.

Sincerely yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

September 16, 1943

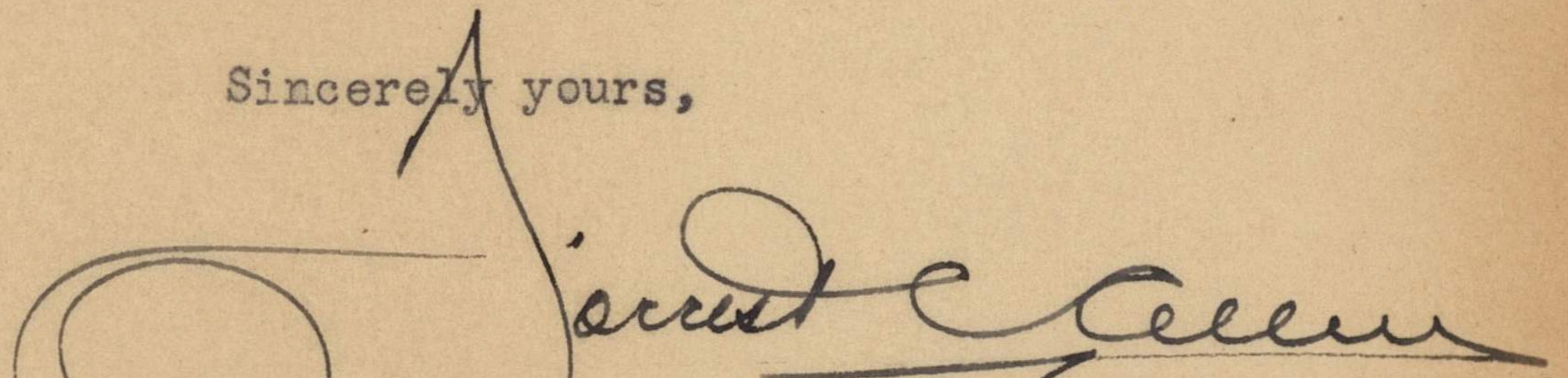
Physical Education Instructors:

I have received a carbon copy of a letter written by Dr. Canuteson to the Chancellor advising that it will be well to wait at least until September 27 before the re-opening of the swimming pool is given serious consideration.

Below is Dr. Canuteson's report on the polio cases in Kansas. The epidemic is still very severe.

Week ending	August 7	63
" "	August 14	63
" "	August 21	56
" "	August 28	73
" "	Sept. 4	63
" "	Sept. 11	90

Sincerely yours,



Director of Physical Education,
Varsity Basketball Coach.

Sept. 16, 1943

Physical Education Instructors:

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Week ending	August 7	63
" "	August 14	63
" "	August 21	56
" "	August 28	73
" "	Sept. 4	63
" "	Sept. 11	90

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

September 13, 1943

Messrs: Porter
Hayes
Schaake
Austin

I have just talked to Dr. Canuteson regarding the prevention of injuries in physical training classes. Many of the boys have been going to the hospital with fainting spells, saying the work is too strenuous right after meal time. Certainly we don't want that sort of accusation against us. Go easy on the boys who report for class right after meals, until such time as they can become adjusted. Strenuous exercise draws the blood away from the stomach into the muscles, and their food cannot be properly digested.

I assured Dr. Canuteson we would cooperate in every possible way. The Army authorities could cooperate, also, by letting these boys eat first, thus giving them more time before their physical training class. I will appreciate every effort you make toward the best possible arrangement.

The boys also are exercising in heavy shoes. Use your judgment about this, but the boys wearing hard heels should probably be eliminated from group games with the exception of volley ball or other non-strenuous games - let them do other things. Dr. Canuteson reports there is much trouble among these boys. Shoes with heavy heels are not conducive for agile game play.

Sincerely yours,

Director of Physical Education
Varsity Basketball Coach