

1142 Edler Avenue  
New York, New York  
June 16, 1938

Dr. Forrest C. Allen, Director  
Department of Physical Education  
University of Kansas

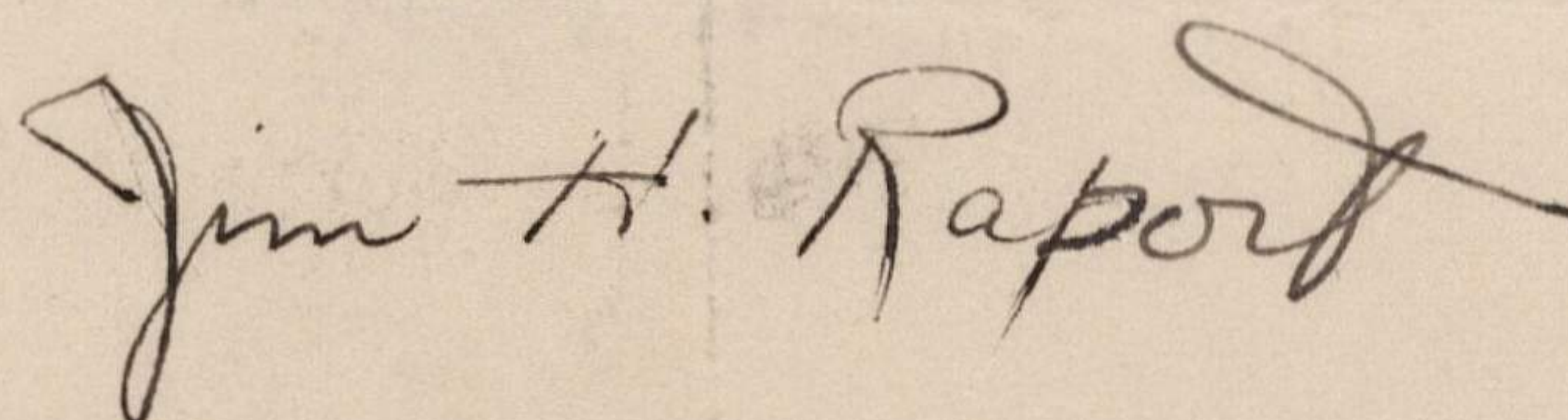
Dear Doctor Allen:

I'm writing this by way of an apology for not seeing you again before I left. There were some people you suggested I look up here in New York. I should be glad to do that Doctor Allen, and if you have a minute to spare you might send me the names of those people.

As you probably noticed, the National Education Association is holding a convention at the Hotel Commodore on June 27 in New York, and they are having a special program for the department of Health, Physical Education, and Recreation. The program is listed in the current issue of the Journal of Health and Physical Education. If I can possibly get in I plan to attend some of these meetings. If there are any suggestions I would like to have you offer them.

Give my best wishes to Mrs. Allen, and also remember me to Mrs. Hulteen and Doctor Lapp.

Yours,



Jim H. Raport



June 20, 1938.

Miss Ruth Hoover,  
c/o Physical Education Department,  
University of Illinois,  
Urbana, Illinois.

Dear Miss Hoover:

Mr. Carmody came in for his fountain pen, and I had forgotten he let me have it, but one of the other coaches prompted the thought that when the pen fell out of Mr. Carmody's pocket during the time of basketball practice he handed it to me and I walked over and handed it to you. You were sitting on the north side of the gymnasium.

This morning I went over to your office and endeavored to locate it, but could not find it. I am wondering if you write me and tell me where I might locate the pen if you left it in your office. Or if you should have left it in your pocketbook and took it with you on the trip, will you kindly mail it to Mr. John F. Carmody, Athletic Director, Haskell Institute, Lawrence, Kansas.

Trusting that you have a very pleasant summer, and regretting the fact that I have to bother you with this small detail, I am

Very sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.



June 29, 1938.

Miss Ruth Hoover,  
Department of Physical Education,  
University of Illinois,  
Urbana, Illinois.

Dear Miss Hoover:

Thank you for your kind note of June 25. I am sending word to Coach Carmody that the pen was left in the arm of the chair in the gym. Mr. Wiebe, the janitor, did not find it, so I am afraid the pen has disappeared. Sorry to have troubled you with this matter.

Very cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.



UNIVERSITY OF ILLINOIS  
DEPARTMENT OF PHYSICAL EDUCATION FOR WOMEN  
URBANA, ILLINOIS

June 25, 1938

Dr. F. C. Allen,  
Director of Physical Education,  
University of Kansas,  
Lawrence, Kansas.

Dear Dr. Allen,

I left the fountain pen which you gave me on the basketball court on the arm of the chair where I was sitting. As I left I raised it up to show some of the men who were on that side of the court, to show them I was leaving it there, thinking they would tell you where it was at the end of their practice, for I didn't want to stop them as they were working. Mr. Weeby the janitor may have picked it up. I am sorry you have had this trouble in locating it.

Illinois has an enrollment of about 4600 this summer, breaking all previous records. The enrollment in the physical



education classes is not unusually large tho.  
We have had nothing but rain and cool  
weather since school started, which is  
unusual for this time of year.

The sweet clover is almost as much  
menace in finding golf balls as the  
dandelions of the Lawrence Country Club.

I hope you are able to locate the  
fountain pen and that the summer  
with its recreation program is continuing  
as pleasantly as it started

Sincerely,

Ruth Hoover



DEPARTMENT OF PHYSICAL EDUCATION

May 24, 1938

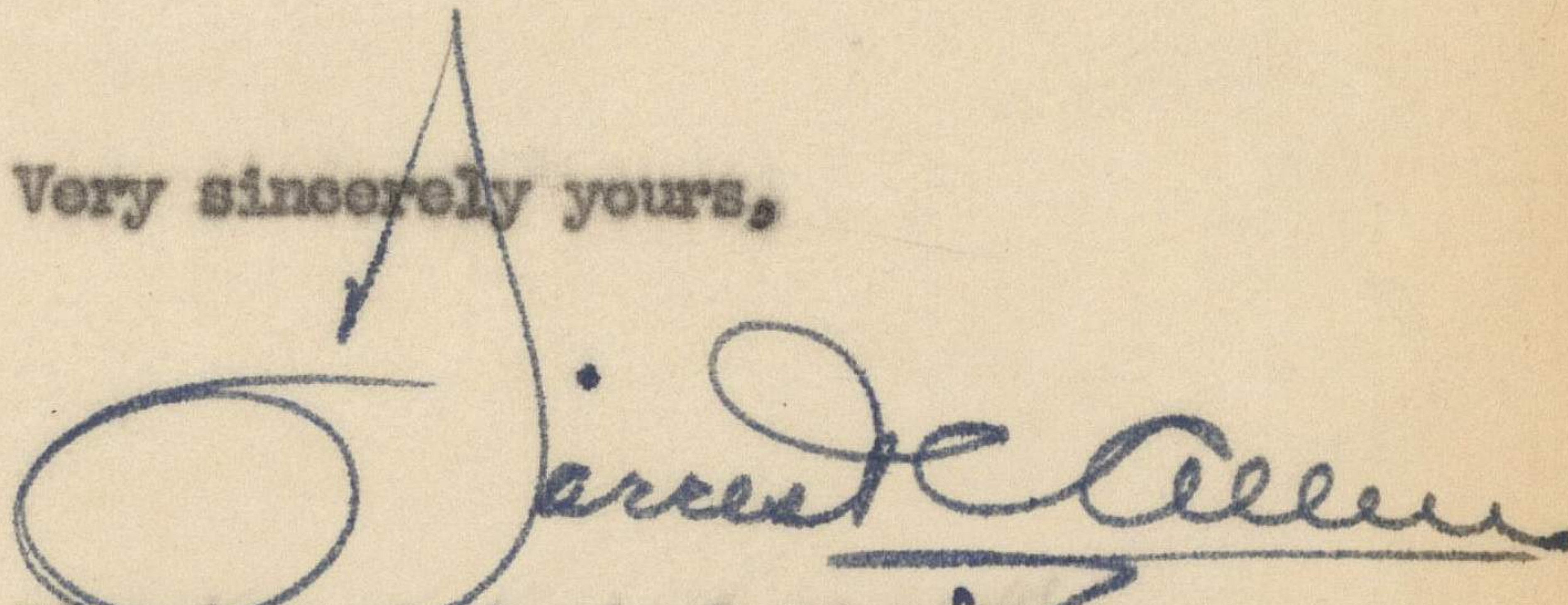
To Members of the Department:

I invite your suggestions for the betterment of our department. As I said at our meeting this afternoon, if any one of you presents a good idea toward building a more constructive program in physical education we will not use the excuse of saying that we would like to do it if we had funds.

Hereafter, I want you to submit your suggestions, and I will pledge you that we will get the funds somehow if the cause is worth it. I would like for you to feel free to offer any criticisms or suggestions for the improvement and growth of the Department of Physical Education.

Wishing each of you a very pleasant and happy summer, I am

Very sincerely yours,

  
Director of Physical Education.

FCA:AH



May 24, 1936.

Mr. E. R. Elbel,  
Department of Physical Education,

Dear Ed:

I wish you would give me a general outline of the work the men wish to present for the Friday classes in physical activity. I suggest that the men get together and suggest an outline.

I am enclosing a copy of the suggestions made by the women's department, but of course the men may wish to have an entirely different program.

I think we should have a definite program for this period. People will want to know what we are offering on Friday, and we must show them that we have a constructive program.

I shall be glad to have your suggested outline.

Sincerely yours,

Director of Physical Education.



Attention

Majors!

April 25, 1938.

Tau Sigma is taking this way of calling your attention to their lecture-demonstration recital which is being given in connection with the series of Kansas Theater Forum meetings this weekend.

As a departure from our usual style of performance we are presenting a combination of lecture and dance demonstration to contrast and compare the forms of concert dance. Techniques and dances characteristic of ballet, interpretive, and modern dance will be presented.

The program will be given in Fraser Theater twice: Thursday, April 28, at 8:15 p.m., and Saturday, April 30, at 11:00 a.m. Admittance is free with tickets obtainable at Green Hall.

Since this program has been planned in response to many requests for something informative (as well as entertaining) on the place of dancing in the development of art, we thought you would be interested to know of it, and might want to mention it to your students and friends.

Sincerely,

TAU SIGMA, HONORARY DANCE GROUP

Catherine Dunkel, President

Elizabeth G. Dunkel, Sponser



UNIVERSITY OF KANSAS  
LAWRENCE

DIVISION OF PHYSICAL EDUCATION AND  
INTERCOLLEGIATE ATHLETICS

April 2, 1938.

Dr. Forrest C. Allen,  
Hotel Morrison,  
Chicago, Illinois.

Dear Dr. Allen:

Your air mail letter arrived yesterday (Friday) afternoon, and I immediately started cutting stencils. I hope the material looks all right to you, and will reach you in time for your meeting. I am sending 25 copies. I gave Mr. Dill a copy of the complete set.

I believe the computations you mentioned as being incorrect were correct, and if you check again I think you will find them so. Item 16 on the page referring to Four Non-conference and Five Conference games adds as follows:

13.5
11.75
<hr/> 25.25

And on the Kansas-Nebraska Game Chart Durand's score was 24 Possible Evaluation Points, less 2 for "fumbles, etc.", which gives him 22 Total Evaluation Points. You will notice that the last column on the chart gives the total negative evaluation points. I am returning Dr. Lapp's sheet of notes for you, although you probably will not need this. I am also sending a sheet which Mr. Dill brought to the office. You might wish to use this in making comparisons.

Yesterday I took both of your salary checks to Mrs. Allen. As yet the Ames check has not been received. I wrote to Mr. Rupe last Wednesday morning, as you suggested.

Our radio program last Thursday night, which Mr. Elbel had agreed to give, was cancelled on account of Herbert Hoover's speech. WREN did not ask KFKU to cancel the 9:30 broadcast, but suggested it be postponed until 10 o'clock, interrupting one of their popular national programs. We felt it best to cooperate with KFKU and not use our time last week. I expect Mr. Elbel will be quite willing to take over next Thursday's program, since you will not be here.

I have checked with Fred Pralle about the Kiwanis luncheon in Kansas City on Thursday, April 7, and he plans to be there. However, there is some uncertainty about using the Ford. Mr. Henry has a trip on Wednesday and one on Friday, but if the Ford is available on Thursday I think they will allow Freddie to use it so that you could return with him Thursday afternoon. I will not know about this definitely until Monday, and will try to get word to you before you leave Chicago.



I am enclosing a copy of your calendar for the next few weeks. Mr. Cooper, of Lee's Summit, called me by phone immediately upon receipt of your letter, and said their banquet has been postponed to April 12. You had nothing on your calendar for that day, so I told him I thought he could count on you on April 12. We are to write him confirming that when you return.

This morning a letter came from K. G. Lind, of Wittenberg College, saying that by April 5 he will know the action of the committee on the coaching school. He also goes into detail about the expense involved. During your absence there have been four inquiries about your summer coaching school.

The correspondence has not been heavy, and I've been acknowledging most of the letters, saying that you will write upon your return.

The furniture (2 pieces) for Miss Dunkel's office has been ordered. Mr. Veatch will send us three separate statements at intervals, so that we can get the whole order at once without having to wait for bids.

I believe I have covered most of the notes I jotted down. It has been rather quiet in the gymnasium the past few days. Hope all your conventions are not too strenuous, and that you will have a little time at least for relaxation. Mrs. Allen called me this morning to ask if I had received any word from you.

Sincerely yours,

*Alberta Fulton*

P.S. The postoffice has assured me if I mail the reports parcel post, special delivery, that you will receive the package by Monday. I hope it gets there in time.

AH



CALENDAR

April 7 - K.C.K. Kiwanis noon; evening - Lebo, Mo.  
April 12 -- Lee's Summit with Dr. Hunt.

April 13 -- Easter vacation begins at noon

April 17 -- EASTER SUNDAY

April 19 - Tuesday a.m. school begins

April 20-23 -- Atlanta, Ga., National Physical  
Education Association

April 23 -- KANSAS RELAYS

April 26 -- Harper, Kansas

April 28 -- Salina, Kansas (St. John's  
Military Academy)

April 29 -- Newton, Kansas (Bethel College)

May 2 -- Spring Basketball practice begins

May 6 -- Rosedale High School

May 19 -- Onaga High School Commencement

May 20-21 -- Lincoln, Nebr., Big Six Meet

May 23 -- Troy, Kansas, H. S. Commencement

May 24 -- Severance, Kansas, H. S. ?

May 25 -- Final Examinations begin



April 4, 1938.

Dr. Forrest C. Allen,  
Morrison Hotel,  
Chicago, Illinois.

Dear Dr. Allen:

I have just learned that the Ford belonging to the Athletic Association will be in use on Thursday, April 7, by Mr. Henry, so it will be impossible for Fred Pralle to drive it to Kansas City so that you could return with him. I have not seen him yet today, so do not know how he plans to go over.

Miss Hoover is going to take over the radio program this week, mentioning the W.A.A. Play Day and the women's intramurals.

Everything seems to be running smoothly here. The men got back from Minneapolis Saturday night, and report a good convention. Incidentally, Jim Raport said you were the only man there who really looked like a "physical educator"!

Sincerely yours,



# MORRISON HOTEL

James B. McCahey and Thurlow G. Essington, Trustees  
Leonard Hicks Managing Director

CHICAGO

Monday  
Apr 4 - 38

Dear Mrs. Hulsten -

Your letter together with P.P. package arrived quite satisfactorily and I am well pleased with everything for which I thank you.

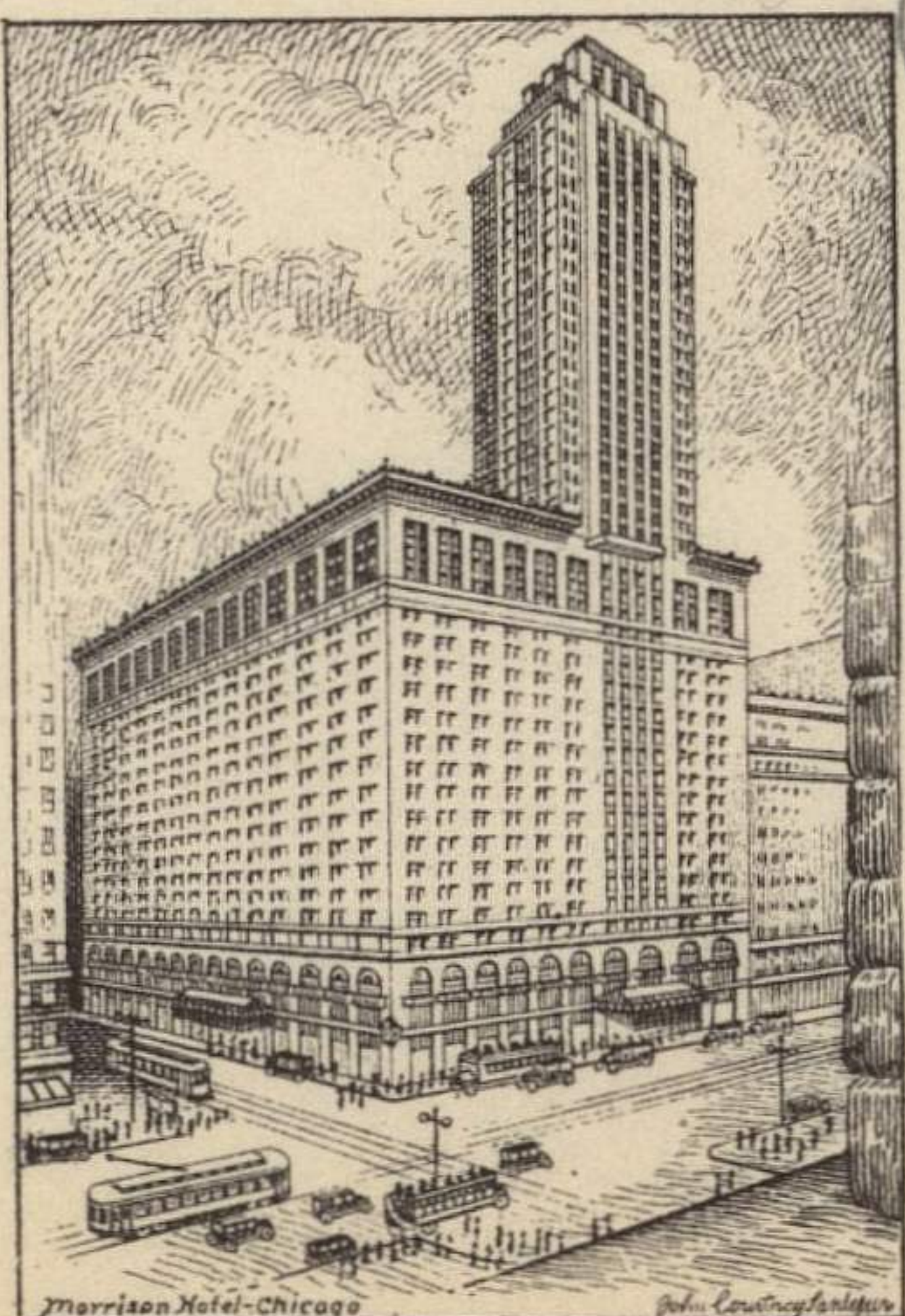
I suppose I was overtired and many the early morning hours that I checked the figures and wrote the letter to you.

Will you please write a letter to Emma Jean Nevins, head of women's Phy. Ed. at Pittsburg S. T. S. Pittsburg, K., and send her one set of our radio interviews especially calling her attention to the State P.E. broadcast. Please tell her that it was at my written request to you. I'll explain the details when I arrive home.

Also write a similar letter to Wm Miffelin, head P.E. of Coffeyville public schools -

then please write Ray F. <sup>Minn</sup>

Parkins, Coach Edison High Minneapolis, and send him an outfit telling him our purpose etc. Thank you.



For our health pictures please make a notation re the taking of an action picture of Fred Prohle and possibly one

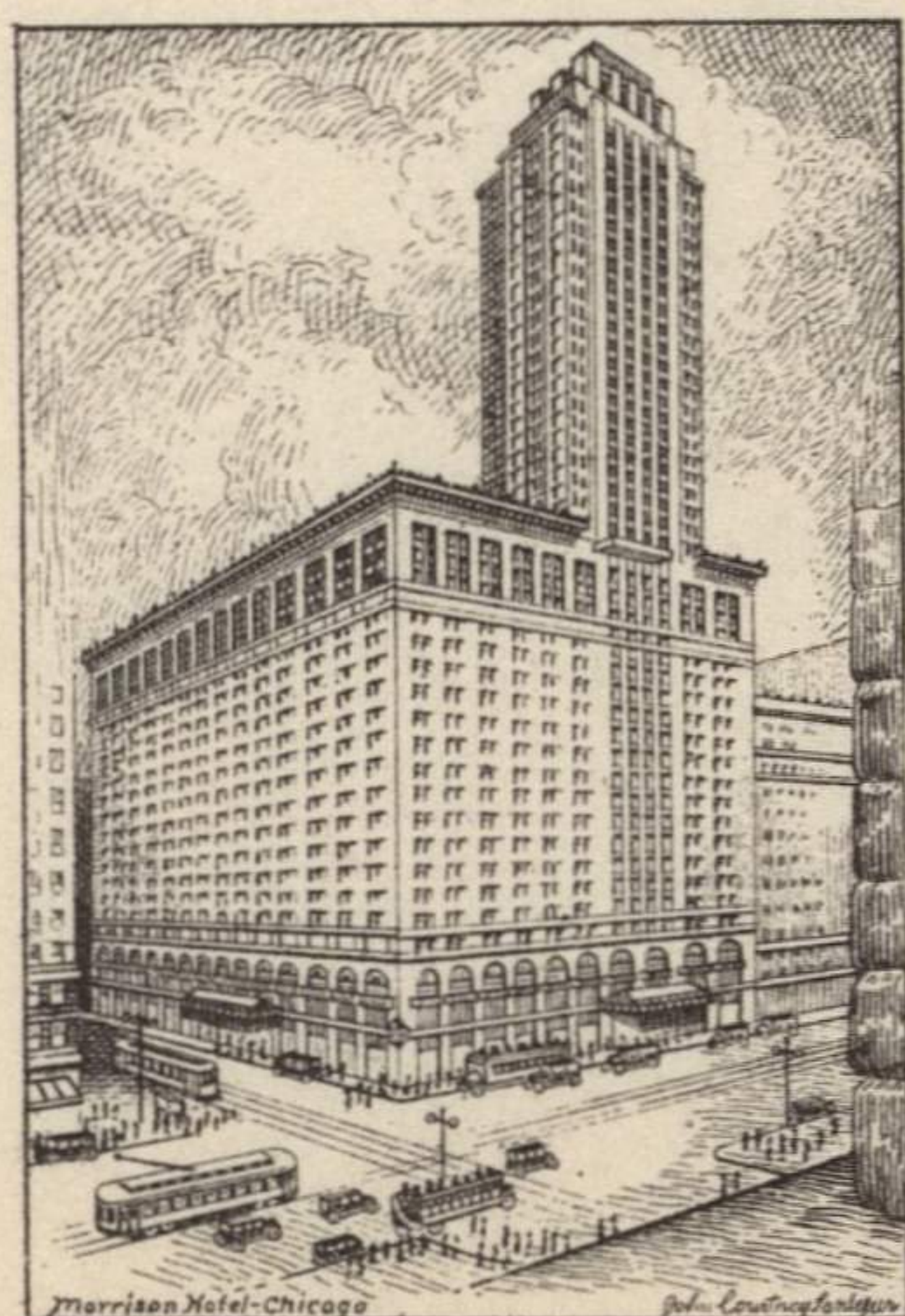


# MORRISON HOTEL

James B. McCahey and Thurlow G. Essington, Trustees  
Leonard Hicks Managing Director

CHICAGO

of Ray Ebling, the two <sup>(2)</sup> together maybe in both their athletic and another in their city clothing with something like the slogan "It Pays to Play" in their ath. togs and "The Kansas Grad Crashes the Business World" in city. We will at least think of it as a possible picture. Especially if Tralle goes over in the most fetching he contest. I am hoping he wins that trip to N.Y. I am happy to get all of the information contained in your letter and am glad that you are keeping the machine running in good order.



The speaking schedule and all is quite satisfactory. I'll be in K.C. Thurs. noon. Dr. Billingsly said that if Fred couldn't get the thru. Ford that they the Billingslys would drive us down to Lawrence as Thurs. is the Billingsly's afternoon off. I am also writing Cooper at Des. Mo. that the date is Oct. 24th. Sincerely,  
L.H.



April 2, 1938.

Dr. Forrest C. Allen,  
Hotel Morrison,  
Chicago, Illinois.

Dear Dr. Allen:

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May 25 -- Final Examinations begin



HOTEL NICOLLET

MINNEAPOLIS, MINN.

Wed Note

3/30 - 38

Dear Mrs Hulsten -

I have scribbled out a few pages, which I trust are legible.

Please make 2 research

papers - one for our own proficiency scoring table and the second one in which Big Six schools helped.

There some doctoring for you to do on p. x - where you put it in on p. 2 where I wrote in or started to and there I knew that it was needless for you to have too much direction.

I am confident that you'll fix it OK. See the Four non-conference and Five

Conf - game - sheet item 16. there is an error 13.5 and 11.75 make 24.80 and not 25.25. Pls correct.

Also see the Neb - game chart - there is an error see Durand's score 24 eval points less 4 make 20 and not 22 as shown. Hope that you can make it out. Saw tired Goodnight - (100)



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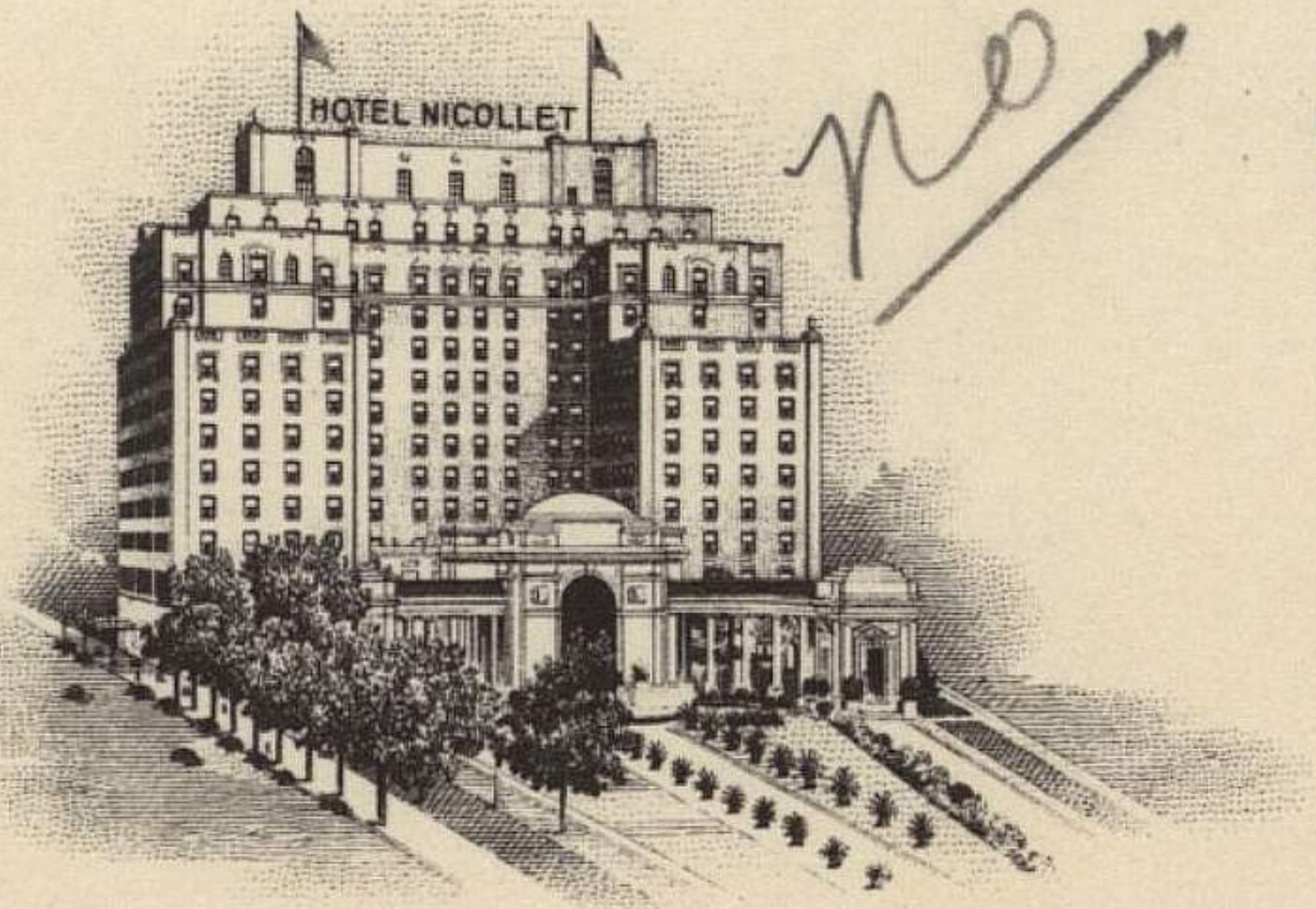
NETHERLAND PLAZA CINCINNATI

ADOLPHUS DALLAS

NICOLLET MINNEAPOLIS

VAN CLEVE DAYTON

CONGRESS CHICAGO





UNIVERSITY OF KANSAS  
LAWRENCE

DIVISION OF PHYSICAL EDUCATION AND  
INTERCOLLEGIATE ATHLETICS

February 25, 1938.

Dr. Forrest C. Allen,  
Director of Physical Education,  
Varsity Basketball Coach.

Dear Dr. Allen:

Prof. C. H. McCloy and Prof. D. K. Brace have published tests called "Tests of Motor Ability" and "Tests of Motor Educability". If these tests have any value, a group of boys of superior motor ability should make very high scores on them.

In order to ascertain the validity of these tests, I would like to give them to the varsity and freshman squads. The tests are composed of a series of stunts so designed that they may be given to a group in less than one hour of serious work.

Do you think the squad would be willing to cooperate in such a venture and give an hour of their time as a group after the close of the present season?

Sincerely yours,

U. W. Lapp



**CLASS OF SERVICE**

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

# WESTERN UNION

(52)

R. B. WHITE  
PRESIDENT

NEWCOMB CARLTON  
CHAIRMAN OF THE BOARD

J. C. WILLEVER  
FIRST VICE-PRESIDENT

**SYMBOLS**

- DL = Day Letter
- NM = Night Message
- NL = Night Letter
- LC = Deferred Cable
- NLT = Cable Night Letter
- Ship Radiogram

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

Received at 646 Massachusetts St., Lawrence, Kansas. Phone 2764

338 APR 19 AM 7 56

KAT5 26 NL COLLECT=TAMPA FLO APR 18

MRS ALBERT HULTEEN=

:PHYSICAL EDUCATION OFFICE PHONE K U 89 ROBINSON GYM

PLEASE ARRANGE DR LAPP TAKE ATH INJURIES CLASS WITH  
PICTURES AND MR ALLPHIN MY FIRST AID CLASS WITH YOUR  
COOPERATION AND SUGGESTION OUR PRIOR ARRANGEMENTS=

:FORREST C ALLEN.

ATH.



March 2, 1958.

Professor E. R. Elbel,  
Department of Physical Education,  
University of Kansas.

Dear Ed:

In going over our expenditures on the irregular payroll for the past few months I find that we have paid Harold Johnson the following amounts for his stenographic work in the Intramural Office:

September . . . . .	\$14.18
October . . . . .	38.85
November . . . . .	42.70
December . . . . .	38.50
January . . . . .	29.57
February . . . . .	<u>57.25</u>
Total to date . . . . .	\$201.25

This represents entirely too much time for outside work for a student if he expects to keep up his class work. I believe that some of the details of the intramural work can very well be divided up among the faculty members who have a light schedule this semester. We must curtail our expenditures and keep Harold's monthly allotment within \$20.00.

I shall appreciate your cooperation and that of the other faculty members in relieving Harold of some of the work that he has been doing.

Sincerely yours,

Director of Physical Education.

cc to Harold Johnson



I am depending on you to see that these <sup>in P.E.</sup> majors obtain their uniforms.

I would also like to see more instructors wear the gym suits in class, as an example to the boys, and perhaps we can get them to take their suits and keep faith with Carl's. The first thing we know a lot of these fellows will not <sup>get</sup> have their <sup>gym suits</sup> equipment out, and Carl's will be stuck, and of course it will reflect on us.

Lapp  
Ebel  
Alphin  
Plimley  
Raport



With the arrival here March 21st of Raymond Schlotterbeck, representative of the Life Saving service of the National Red Cross, the review of Life Saving examiners and enrollment of new ones will begin immediately. Examiners are expert swimmers with teaching ability who have passed Red Cross tests. It is upon this group that the National Organization depends to carry its message in water safety methods to thousands of swimmers each year.

The chairman of the local chapter's Life Saving service is Herbert G. Alphin.

In announcing details of the swimming expert's visit, he said:

The examiners school will be held in the evenings, 7:00 to 10:00 p.m. at the K. U. pool, Monday to Friday inclusive.

Tuesday - Demonstration and lecture at the Baldwin City High School, 2:30 p.m.

Thursday - Kiwanis luncheon talk, "Highway First Aid", sponsored by the American Red Cross.

Friday - 2 to 4, Home Hygiene and Care of the Sick at Lane Star.

Mr. Alphin stated that seven persons had already signed up for the Red Cross School of Examiners.



March 11, 1938.

TO THE MEN FACULTY MEMBERS OF THE  
DEPARTMENT OF PHYSICAL EDUCATION:

I am very much distressed with the general appearance of the men's gym. After painting it and cleaning it up in good shape, I am disappointed to find the nondescript and absolutely filthy uniforms that the wrestlers are using. The wrestlers have made the whole gymnasium a nasty mess.

The more I see of intramural wrestling the more convinced I am that it does not belong in an intelligent intramural program. I would like to have a meeting of the men's department in Physical Education to discuss the advisability of continuing this thing in intramurals after this year.

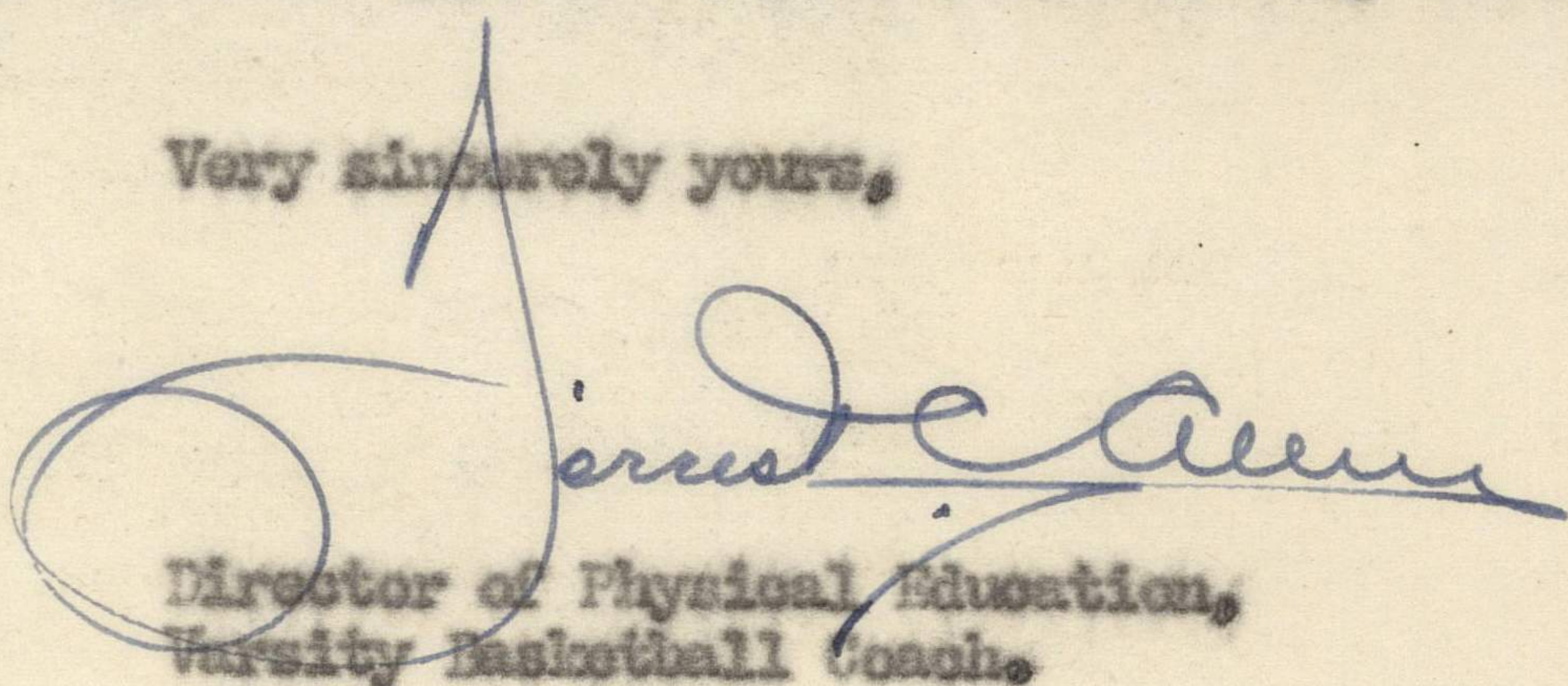
Certainly before we permit any of these boys to get out and wrestle as has been done in the past, we should have a standard of so many workouts before a wrestler is permitted to compete in intramurals. These workouts should be checked by a member of our staff. You and I both know the abuses of former intramural wrestling contests.

The Senate Committee on Athletics has made a very cryptic report that will have far-reaching results. There are some things definitely wrong with our intramural setup which, if they were exposed to a critical gaze, would cause us no end of embarrassment.

Our intramural track meet also has some barnacles that would cause us trouble.

I think the chiefest difficulty in intramurals lies in the fact that for every entrant the organization gets one point. This feature is all right for volley ball, horseshoes, baseball, and so forth, but when it comes to wrestling and track then I think it draws in a great number of men who are physically unfit for the type of competition that they indulge in.

Very sincerely yours,



Ernest Allen

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



ELEMENTARY BOXING

Jim Raport,  
Instructor.

The following outline has been compiled for use in Elementary Boxing at the University of Kansas. It is not to be considered as a complete outline of the subject but merely deals with a few principles of boxing.

The numerical order listed may be changed to fit the new situations as they arise.

You will be expected to know how to use and demonstrate the following:

1. The left jab is a short, snappy thrust of the left arm calculated to jar your opponent. This should be executed quickly; timed to hit the mark and hard enough to jar your opponent. It may be used to aid your attack or prevent your opponent's attempt.
2. Straight right:- slip in with left foot followed immediately by the right foot, allowing the body to fall forward, and at the same time hitting straight with the right hand to your opponent's jaw. Your left hand should be covering your jaw and your left elbow covering waist.
3. The "one-two" is a combination of the left jab and the straight right hand blow. It is executed as follows: jab swiftly with a straight left to your opponent's abdomen and follow it quickly by shooting the straight right (as in No. 2) to the jaw. This may be reversed i.e. left to jaw and right to abdomen. Keep your chin well protected at all times!
4. Blocking a blow may be done by placing your elbows, forearm, open hand or shoulder in the way of the blow. Use your elbow when your opponent is hitting around your waistline and midsection, at the same time the hand of the defensive arm should be protecting the chin. A blow at the chest may be blocked by the open hand or forearm. Remember, a blocked blow doesn't show!
5. Footwork is one of the important factors in all sports especially boxing. A moving target is hard to get. Your equilibrium should be maintained at all times so that you may be able to strike a blow should the opening present itself. A well balanced boxer steps around adroitly; he never jumps into his opponent. Rather, he moves around with agility and ease. The left foot is usually the leader with the right foot placed so as to keep your balance and following as the left foot is moved around. Practice stepping around, maintaining your balance keeping your hands always in position to hit.
6. The uppercut is a blow that travels up from about the waist to a point on your opponent above the waist. It may be executed with either the left hand or right hand. The uppercut is often used when an opponent is crouched and you wish to straighten him up. A right uppercut:-- step in with the left foot and follow immediately with the right foot. Shoot the right hand up from the waist to the unguarded part of your opponent. Note: The palm of the striking hand is turned inward toward you.



BOXING HINTS

Jim Raport

1. Condition is the first requisite for a boxer, business man teacher and student.
2. Keep your chin in, resting between left shoulder and breast-- vice versa for left handed boxer.
3. Hit straight and slightly downward.
4. Fist tightly closed and wrist straight when hitting.
5. Move away from your opponents right hand. (If left hand boxer, move away from his left hand.)
6. Mouth closed at all times.
7. Be relaxed, tense on delivering the blow.
8. Never intimate or hint by your actions or behavior what you are going to do. Don't "telegraph" a blow.
9. Be well balanced on your feet at all times. Remember footwork is one of the important factors in boxing.
10. One of the best offensive weapons is the retreat! Use it occasionally.
11. Always remember first block your opponents attack and then counter with your blow.
12. Don't lead with your chin or nose!
13. A moving target is hard to hit. Don't stand still.
14. Your feint ~~is~~ your opponents error = your hit. Try it!
15. Roll away from your opponent's blow.

- - - - -



UNIVERSITY OF KANSAS

LAWRENCE

DIVISION OF PHYSICAL EDUCATION AND  
INTERCOLLEGIATE ATHLETICS

Dr. Forest C. Allen,  
Director Physical Education .

Dear Doctor Allen,

When I spoke to you yesterday, Mar. 7, 1938  
about what Jay Plumley had told me about his plans of leaving  
I did not make myself very clear. What I was suggesting, was  
that in the event that it did occur, I would like to take over  
Jay's departmental work, i.e., to teach his classes and work on  
the intramurals, for the remainder of the school year.

Sorry I rushed in like I did.

Sincerely yours

*Jim H. Raport*

Jim H. Raport

P.S. Pardon my typing, I'm learning to use the rest of my fingers.

Summer Coaching School

Jay Plumley

Dr. Lapp