July 7, 1942.

J. B. M. K. Lock Company,
Kent, Ohio.

Gentlemen:

We have in our gymnasium locker room several hundred of your combination locks which have been locked on the baskets for quite some time, and which we are unable to remove. We have the combinations for these locks, but due to the fact that the locker room has been steamy at times the locks have apparently rusted and we are unable to turn them.

This fall we desire to use this locks, and I am writing to ask your suggestion in removing them from the baskets. Is there some way of removing them, without sawing them off, so that they will be usable? I shall appreciate any suggestion you may make.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

September 1, 1942.

Memorandum to Dr. Allen:

Several problems come to mind as I think over the new program for this year. Some of these problems will have to be decided by the committee set up by the Chancellor, while others are of a departmental nature.

1. First is the whole question of exemptions. My understanding is that boys out for Varsity Athletics will be excused from the regular physical education classes during the time they are out for a varsity team. Also, those boys enrolled in our regular professional courses 31, 32, 33 and 34M should not be required to participate in the required program since they will be taking "gym" five times a week in the professional course. Furthermore, boys acting as student assistants or instructors should not be required to do more work than they will already be doing as instructors. Then there will be certain others who will be excused by the committee because of health deficiencies or for other reasons. These cases that are cited seem perfectly obvious to you and me but they might not be clear to others unless put down in black and white.

2. How many cuts of either the excused or unexcused variety should be allowed in these classes? What will be the penalty for too many cuts - failure? If a boy fails in these required courses will he be allowed to make up the work or will he be prevented from graduating because of failure to satisfactorily pass his physical conditioning courses? It seems to me that the attitude the committee takes upon this problem can easily make or break our program.

3. What will constitute an adequate excuse from the swimming requirement? If the medical department certifies that swimming is dangerous to the health of an individual, should he be excused?

Engineering Sch

4. There may be a shortage in gym suits and shoes. If there is, we will probably have to make certain allowances within the department for this contingency.

R.O.T.C.
Phy Ed
Policy Com.

These are problems that I anticipate now. As we get started in the program, others will undoubtedly present themselves.

Very sincerely,

Central Com.

Henry Shenk

P.S. There is also the problem of the negro students. Shall we require them to take swiming?

Students who desire to use the locker room facilities and towels at times other than the regular gym class periods, may purchase towel tickets for a fee of 75¢ per ticket which entitles the owner to the use of 17 towels.

2. Your gymnasium equipment should be placed in the basket assigned and left with the attendant. It may be secured again upon presentation of your towel ticket. Such equipment must be removed at the close of each semester. Clothing not removed will be confiscated.

3. Lockers in the basement are for storage of street clothing during the exercise period only. Provide yourself with a good lock. *The Department of Physical Education is not responsible for lost articles.* After the close of the exercise period attach your lock to your basket, return towel and basket to the equipment room, and wait for your towel ticket. *Towel tickets must not be left in the towel room.*

4. Facilities of the gymnasium are open to students and faculty members. Regular classes have preference.

5. No one will be permitted on the gymnasium floor or be allowed to use mats or other equipment while wearing street shoes.

6. All gymnasium equipment must be returned to its proper place after being used.

7. The *swimming pool* may be used for open plunge at times indicated on the door of the pool. The department may change the open hours of the pool at its discretion to take care of certain intramural events and for varsity swimming-team practice. The pool is open only when a life guard is on duty. Men are not allowed to wear bathing suits in the pool unless upon the occasion of swimming meets. A soap shower is required before entering the water.

*Handball courts* are to be used for only two games in either singles or doubles when other persons are waiting.

*Tennis courts* at the stadium are for use of students. Only rubber-soled shoes are allowed to be worn on these courts. The varsity courts should never be used by others than members of the varsity tennis squad.

## Equipment

1. Regulation uniform for exercise classes is white, sleeveless shirt, running trunks, and rubber-soled shoes. Colored uniforms will not be permitted. *You are expected to keep your equipment clean; unsightly uniforms will not be tolerated.*

2. Equipment such as basketballs, boxing gloves, horseshoes, etc., may be checked out of the equipment room in the gymnasium by presenting your towel ticket. *Such equipment is charged to you and must be returned personally.* Equipment may be kept for one hour, after which time it must be returned by the person to whom it was checked out. A ticket belonging to another individual will be confiscated when presented for equipment. When returning equipment do not fail to get your "check-out" slip.

## Intramural Athletics

Intramural athletics are conducted by the Department of Physical Education and are open to regularly enrolled students of the University. The aim of the department is to furnish activities which will enable each student to participate in active recreation at least one hour each day. Men desiring more information regarding intramural athletics may call at room 107, Robinson Gymnasium.

## Major in Physical Education

The Department of Physical Education offers a four-year curriculum for both men and women students desiring to specialize in Physical Education, leading to the degree of Bachelor of Science in Education.

Students desiring to become teachers of Physical Education or coaches of athletics with a major in Physical Education must register and enroll in the School of Education. Majors in Physical Education must present an academic minor of at least 20 hours in some teaching subject.

September 9, 1942.

Mr. Karl Klooz,
Bursar,
University of Kansas.

Dear Mr. Klooz:

I am enclosing a requisition for a rush order of printing to be done for the Department of Physical Education.

Due to the delay in setting up the compulsory physical education program by the administration, we of course could prepare no copy for this booklet until we had definite instructions to go ahead with the program. We do not care to overstock on this printed material because of the uncertainties of plans for the next two or three years.

I trust that it will be possible for our order to be filled by enrollment time.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

September 8, 1942.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

I am returning herewith the copy of the "Wartime Physical Conditioning Program", together with a revised and corrected copy of the schedule of classes. You will note that we have deleted a number of duplications which occurred in the original copy.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

August 8, 1942.

Dean George Baxter Smith,
School of Education,
University of Kansas.

Dear Dean Smith:

I read the Journal-World last night with a degree of interest and notice that all the men of draft age at the University will be in the armed service, either the Army or the Navy.

I am wondering if we need this contemplated toughener course. Will not the Army and Navy handle their own enlistments as they are doing now with the enlisted men on the Hill? If this is the case we can return to status quo and carry on our program as of last year with our budget, and there will be no requirement for any upset to anything or anybody.

Very cordially yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

P.S. The women's department will need to have 600 new locks to replace the old ones that are impossible to use. Ordinarily the department would supply those locks, but in order to keep the cost down we will arrange for the girls to buy the new locks. The lock company is making a special allowance to give us a small trade-in refund on each old lock that we send in. In normal times the lockers are equipped with locks.

F.C.A.

August 3, 1942.

Memo to Dean Smith:

If we are able to get Wayne Replogle for 9 hours work in activity courses, in addition to his teaching Elementary Football, as we have figured in the budget, I believe it will be necessary for you to see the Chancellor and have the Chancellor call in Gwinn Henry or Vic Hurt and tell him it is necessary that we use Wayne Replogle 9 hours a week.

I believe that will be the only way we will be able to get him. He is an excellent teacher in physical education and would add prestige to our staff on account of his coaching work.

I am sure that you will agree that if we are unsuccessful in obtaining Replogle our budget will have to be "upped" that amount.

August 1, 1942.

Mr. R. R. Strait,
Neodesha, Kansas.

Dear Mr. Strait:

I am writing to tell you that our formative program for compulsory physical education in our proposed war-time set up here at the University of Kansas is progressing nicely. I am submitting my letter to Dean George Baxter Smith, of the School of Education, this morning. I trust that he will be able to give me some information in the next week. As soon as I have any information whatsoever bearing upon your relationship I will inform you.

I enjoyed having the visit with you over the telephone.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

# Estimated Cost of Equipment

## Needed for the Compulsory Physical Education Program.

| Item | No. | Cost per unit | Purchase price |
|---|---|---|---|
| Footballs Official F99 | 24 | $ 9.00 | $ 216.00 |
| Tennis Nets 21 thread 42x3 Tarred | 4 | 12.00 | 576.00 |
| Tennis Racquets | 2 | 6.00 | 12.00 |
| Handballs Official | 3 doz. | 4.50 | 13.50 |
| Soccer balls Off. Lastbilt | 12 | 8.00 | 96.00 |
| Volleyball " | 12 | 8.00 | 96.00 |
| Volleyball nets #24 Twine 30x3 | 6 | 6.00 | 36.00 |
| Boxing gloves 12oz. Horsehair | 12 sets | 8.50 | 102.00 |
| (Badminton racquets | 6 | 5.00 | 30.00) |
| Basketballs Off. Lastbilt | 24 | 14.00 | 336.00 |
| Softballs 12" inelem | 72 | 1.50 | 108.00 |
| Softball bats Hickory 31" 32" 33" 34" | 48 | 1.00 | 48.00 |
| Softball masks | 10 | 2.50 | 25.00 |
| Cage balls 18" | 3 | 11.00 | 33.00 |
| | | | $ 1717.50 |
| | | | 30 |
| | | | 1687.50 |

Towels ---

Cleaning bags, etc ---

| | Activity | Class Hours per week | |
|---|---|---|---|
| | M W F. | | T. T. S |
| 8:30 | 4 | | 5 |
| 9:30 | 4 | | 5 |
| 10:30 | 3 | | 5 |
| 11:30 | 5 | | 4 |
| 1:30 | 2 | | |
| 2:30 | 3 | | |
| 3:30 | 4 | | |
| 4:30 | 4 | | |
| | 29 | | 19 |
| | | | 29 |
| | | | 48 |
| | | | 3 |
| No. of hrs. per wk. (activity classes) | | | 144 |
| No of hrs. per year. | | | 5,184 hours. |

# Personnel + Additional Finances

| Present Personnel | Hrs. (Activity Courses in Addition to Teaching Load) |
|---|---|
| Dr. F.C. Allen | 6 |
| Henry Shenk | 9 |
| Laurence Morehouse | 9 |
| Wayne Replogle | 9 |
| Vic Hurst | 0 |

Needed

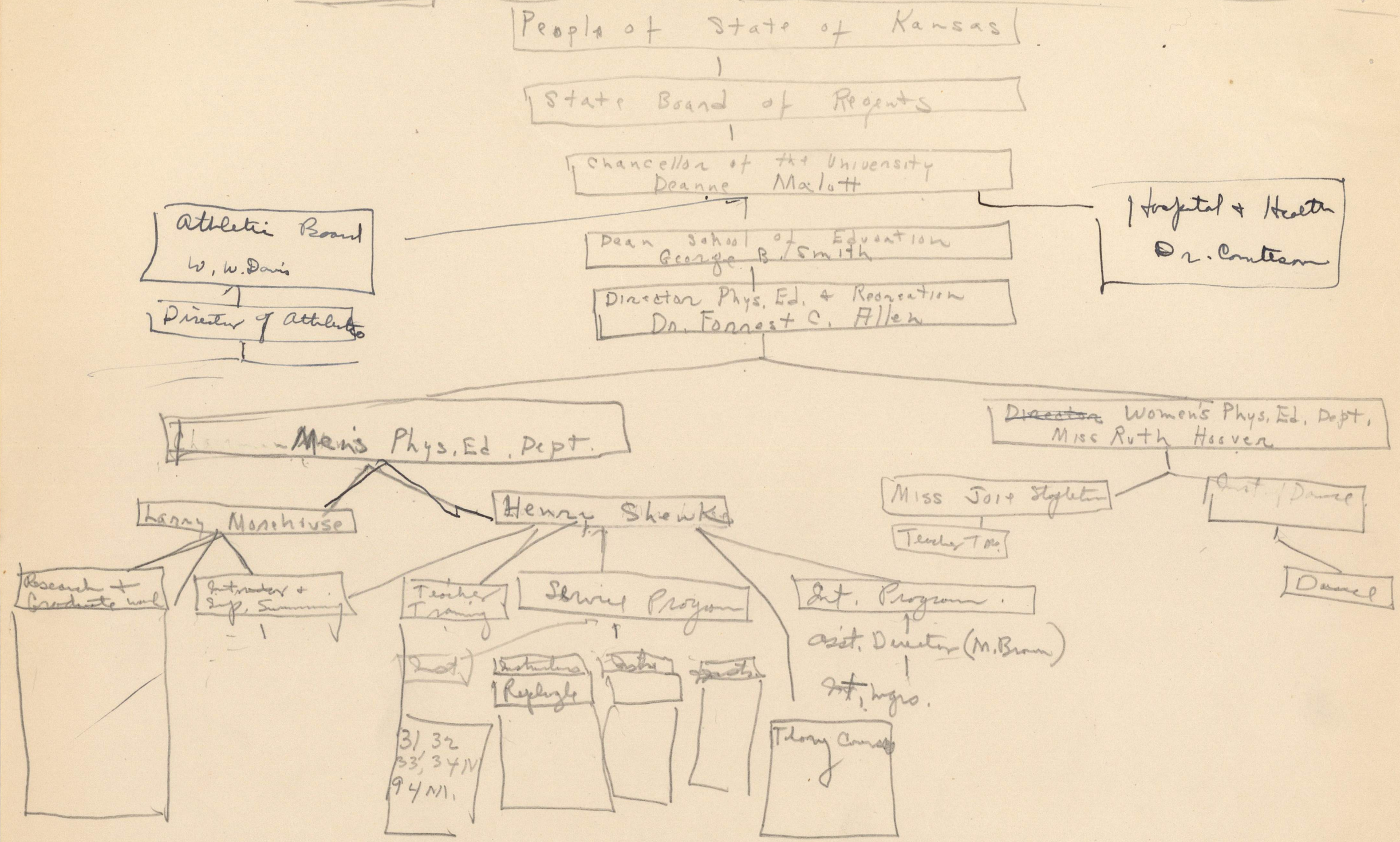
| | | |
|---|---|---|
| Richard Roe | 30 | $2100.00 (est.) |
| John Doe | 30 | 2100.00 (est.) |

Student Assistants

| | | |
|---|---|---|
| Murray Brown | 51 hrs. per wk. (Scholarship $200) | 1750.00 |
| Bill Charles Black | | |
| Thorpson Georgr Dick | | |
| Schnellbacher Bob Githens | | |
| Ralph Schaefer | | |
| Hubert Ulrick | | |
| Marvin Vandeveer | | |
| Warren Hodges | | |
| Paul Turner | | |
| ~~Ralph Schaefer~~ | | |
| Others | | |

| | | |
|---|---|---|
| Secretarial Help | | 500.00 |
| Towel Room: Custodian of Locker Room | 9 hrs @ .75 | 875.00 |
| Student Assistants (additional) | 45 hrs. wk. | 575.00 |

# Plan of Organization — Dept. Physical Education & Recreation — K.U.



Deans Gs B Smith
Sch of Ed

To insure the success of this program, imperative

Herewith we present our proposed war time program in physical education for the men and women of the ll of Ks - Among the necessary items for consideration we present the personnel, the ~~additional~~ Equipment and the special problems involved as we see them at present.

Personnel

It is impossible to do this job satisfactorily unless we have additional help - We have secured the country for efficient instructors and are happy to report the availability of two suitable men - Mano Stuckey, Dir of PE at Stafford, a graduate of the ll of Ks - and Lt Outstanding man on the campus during his undergraduate days and R. R. Strait

Dir. of P.E. at Chanute. ~~may be secured~~ Mr Strait has his Master degree from Iowa and has ~~finished~~ at least two thirds of his work completed toward his doctorate at this institution.

We have considered it necessary that we have two such ~~comparable~~ men to augment our present full time force.

We have studied the supply of student help and have listed on another page the personnel. It is unthinkable that ~~these students can be expected to carry the~~ more than a students ~~do efficiently~~ their own school work and can do more than we have indicated. all of this present extra load can be handled by a dependable group of students, many of whom may be called into service. Last semester we struggled under an almost unsurmountable load burden, due to the fact the

^

the service called ~~our~~ instructors to the colors.

Equipment - We have Smith

Class Hr Per Week ✓ 12 ✓

Personnel ✓ — ✓

Finances ✓ . 2000.00 2200.00 750.00 —

Break up classes as to personnel — ✓

Dell Davidson (Chemistry Bars rds Equipment

Dean Smith-
Information re P.E. Req- for all student.
to accompany Gen. infor. from Univ
(To be supplied by us for Dean Smith)
Smoking Test required

Dean Smith
Policy of Committee named by Chancellor P.E.
Xtra towels additional
Equipment additional (Est) # 857.00
clerical help hospital
chancellor dedit Sherwood

Possibilities

1800
2000 | Mario Stuckey = Stafford — Res. Phone

2000 R. R. Strait — Chanute, Kansas — 1438

2700 Ray Kanehl — Wichita East — 44986

2250 Shirley Huckle — Wyandotte —

2400 Dad Perry — Lawrence —

2400 O. W. Shearer — Wichita — 24097 or 22822

1900/1900 Howard Porter — K.C. Kan.
wanted from Mr. U. - Sept. 1960

Earl Kauffman Minneapolis

Dear Smith -

Enforcement of O.E. Requirements

Custodian of Locker Room — Full Time Man

Equip. of 3 Full Time Phy. Ed. (men)

Check Baskets & Lockers — Repair Lockers —

Revise Rules & Regulations — State Printer

Forms — & Records — State Printer —

Write re Miss Hoarer's lockers —

$\sqrt{1/2}$

10

10

15 30

4√ hrs hr.

3

13√

# No. of Towels Laundered 1941-42

| Month | Boys | Girls |
|---|---|---|
| July, Aug. Sept. 1 | 317 | 481 |
| Oct. | 1877 | 1270 |
| Nov. | 1272 | 859 |
| Dec. | 1358 | 635 |
| Jan. | 1041 | 671 |
| Feb. | 1286 | 851 |
| Mar. | 1597 | 921 |
| April | 985 | 675 |
| May | 783 | 872 |
| June | 154 | 78 |
| | 10,780 | 7,313 |
| | 7313 | |
| | 18,093 | |

No. 7 Towels Laundered 1941-42

# PACKING SLIP

IF ANY ERROR IS FOUND IN THIS PACKAGE, RETURN THIS SLIP WITHIN 10 DAYS AFTER RECEIPT OF SAME WITH FULL DETAILS

SOLD TO THE JOHNSTON & LARIMER DRY GOODS CO. 2 CARTONS #2
DEPT. A WICHITA KANSAS

CASE NO. 2325
DATE

SHIP TO UNIVERSITY OF KANSAS
PHYSICAL ED. DEPT.
LAWRENCE KANS.

OUR ORDER NO. B 4999
YOUR ORDER NO. 2203

VIA C OF GA PREPAY & CHARGE

VAL.
SALESMAN MCJIMSEY

| STYLE | AS | NUMBER DOZEN EACH COLOR | | | | | | | | | TOTAL | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | BLUE | PINK | GOLD | GREEN | LAVENDER | RED | PEACH | WHITE | | DOZ. PCS. | YARDS |
| B-1056 SIZE 19 X 38 WITH NAME WOVEN LENGTHWISE THROUGH CENTER IN RED | | | | | | | | | | | | |
| | | | | | | | | | FIRSTS | | 22-8/12 | |
| | | | | | | | | | SECONDS | | 5-9/12 | |
| | | | PHYSICAL ED. U. OF KAN. 41 | | | | | | | | | |

"SHIP TODAY"

LOADED BY _____ CHECKED BY _____ PACKED BY _____

GROSS WT. _____ TARE WT. _____ NET WT. _____ DIM. _____

# PACKING SLIP

IF ANY ERROR IS FOUND IN THIS PACKAGE, RETURN THIS SLIP WITHIN 10 DAYS AFTER RECEIPT OR SAME WITH FULL DETAILS

SOLD TO

SHIP TO

VIA

CASE NO.

DATE

OUR ORDER NO.

YOUR ORDER NO.

| STYLE | AS | NUMBER DOZEN EACH COLOR | | | | | | | | | TOTAL | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | BLUE | PINK | GOLD | GREEN | LAVENDER | RED | PEACH | WHITE | | NO. PCS | YARDS |
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PACKED BY _____ CHECKED BY _____ LOADED BY _____

DIM. _____ NET WT. _____ TARE WT. _____ GROSS WT. _____

# PACKING SLIP

IF ANY ERROR IS FOUND IN THIS PACKAGE, RETURN THIS SLIP WITHIN 10 DAYS AFTER RECEIPT OF SAME WITH FULL DETAILS

SOLD TO THE JOHNSTON & LARIMER DRY GOODS CO.
DEPT. A WICHITA KANSAS

2 CARTONS #1 2324
CASE NO.
DATE

SHIP TO UNIVERSITY OF KANSAS
PHYSICAL ED. DEPT.
LAWRENCE KANS.

OUR ORDER NO. B 4999
YOUR ORDER NO. 2203

VIA C OF GA PREPAY & CHARGE

VAL.
SALESMAN MCJIMSEY

| STYLE | AS | NUMBER DOZEN EACH COLOR | | | | | | | | | TOTAL | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | BLUE | PINK | GOLD | GREEN | LAVENDER | RED | PEACH | WHITE | | DOZ. PCS. | YARDS |
| B-1056 SIZE 19 X 38 WITH NAME WOVEN LENGTHWISE THROUGH CENTER IN RED | | | | | | | | | | | | |
| | | | | | | | | | | FIRSTS | 25 | |
| | PHYSICAL ED. U. OF KAN. 41 | | | | | | | | | | | |

LOADED BY _____ CHECKED BY _____ PACKED BY _____

GROSS WT. _____ TARE WT. _____ NET WT. _____ DIM. _____

SHIP TOD...

10 Doz

29 Doz

39

19

19

201

21

15

00 Doz

002

21

The following men are enrolled in Phys. Ed. 31M, which meets every morning at 8:30.

Burt, Donald Wm.
Capito, Albin
Powell, Robert Ed.
Tally, Boyd Gale
White, Howard Irving
Wilcox, LeRoy Russell
McClanahan, William Norman
Jameson, Wm. Andrew
Heuer, Emil Theodore
Fields, Donald Smith
Dewell, John H.
Conly, John Francis

3:15 Dunn.

PHYSICAL EDUCATION MAJORS - and others

Charles Black 1 ✓

George Dick 1 ✓ 1222 Mich.

Bob Githens 1 ✓ 1045 "

Dick Miller 2 ✓

Ralph Schaake 1 ✓

~~(Marvin Vandaveer)~~

Warren Hodges 1 ✓

Paul Turner 1 ✓ 1144

~~Kenneth Thompson~~

Walter Sheridan 2 ✓ Sig. Alph

John Conley 2 ✓ Phi Gam

Jack Ballard 1 ✓

Max Kissell 1 ✓

Ray Evans 1 ✓

Bill Brill 1 ✓

Otto Schnellbacher 1 ✓

Armand Dixon 1 ✓

Bob Dole 2 ✓

Robert L. Humphrey (Boxing) 1 ✓

D. L. Surles (ex-Marine) 2 ✓

Bob Cahlmeyer ✓

1. Lewis Drusick ✓

Herbert Ulrich

Bill Atwell

✓ Frank Emerson — life guard

PHYSICAL EDUCATION MAJORS (Men)

~~Murray Brown~~

Charles Black

George Dick

Bob Githens

Dick Miller

Ralph Schaake

(Marvin Vandaveer)

Warren Hodges

Paul Turner

Kenneth Thompson

Walter Sheridan

John Conley

Jack Ballard

Max Kissell

Ray Evans

Bill Brill

Otto Schnellbacher

2000

UNIVERSITY OF KANSAS
Department of Physical Education

# BASKET ROOM PROCEDURE AND POLICIES

## General.

Baskets will be assigned upon presentation of your fee receipt to the locker room supervisor, Mr. McElhinny. You will keep your basket throughout the first semester. In return for your fee receipt card, you will be given a towel card which you must present each time you wish your basket. BE SURE NOT TO LOSE THIS CARD! This card will only permit you to receive towels at your regular class period. If you wish to participate in intramurals, you may check out your basket upon presentation of your card but you will not be given a towel unless you have an additional towel ticket, which may be purchased at an additional cost of 75¢.

## Class Procedure.

As soon as you get to the locker room go to the check-out window (on the East) and give your basket number to the attendant, who will give you your basket and a towel. You will be required to show your towel ticket to get your basket, so always carry it with you. You should provide yourself with a lock which you should leave on your basket except at the time you are taking exercise. You may keep your street clothes and basket in one of the lockers in the locker room and your lock should be placed on this locker (be sure to keep the key or combination). At the close of the exercise period, take your shower and return basket to check-in door (on the south). Be sure to remove your lock from the lockers as these lockers will be used by the next class. Lock your lock on the basket and place your towel on the top of the basket when you return the basket. Any baskets not containing towels will have the cost of the towel deducted from the deposit.

Articles in returned baskets must be placed neatly and not rise above the basket rim. The returned towel must appear clearly and be placed on top of the basket to insure that you will be given credit.

Caution! Be careful to avoid having socks, supporters or other light articles ~~being~~ caught up next to the towel ~~occasioning~~ causing possible separation or loss.

IMPORTANT

WHEN COMING TO THE GYMNASIUM FOR CLASSES DO NOT BRING YOUR MONEY OR OTHER VAULABLES. WHILE THE PHYSICAL EDUCATION DEPARTMENT WILL OBSERVE ALL THE PRECAUTIONARY MEASURES POSSIBLE, IT WILL NOT BE RESPONSIBLE FOR VALUABLES OR FOR OTHER EQUIPMENT NOT PROPERLY CARED FOR BY THE INDIVIDUAL STUDENT.