

Nov. 30, 1940

MISSOURI VALLEY CONFERENCE

To Basketball Coaches and officials

Attention Basketball coaches

The basketball interpretation meeting will be held in Kansas City at Hotel Continental, Saturday and Sunday, Dec. 7 & 8 with the first meeting tentatively scheduled for 1 pm. Sat., however should the athletic directors finish their conference business by Friday evening there is no reason why the Basketball coaches cannot convene Sat. morning at 9:30 Dec. 7. May I suggest the Basketball coaches be ready to meet Sat. Morning.

The officials are scheduled to meet at 1 pm Sat. Dec. 7. A joint meeting of coaches and officials will convene at 7:30pm Sat. Dec. 7. There will be no dinner this year. Another joint meeting of coaches and officials will be held Sunday morning at 9:00am.

Phog Allen is very anxious to meet with our coaches some time Sunday morning. Please be prepared to meet with the Big Six Coaches at that time.

In order to facilitate matter may I ask the following coaches to take the lead and act as chairman in the rules interpretation at your first meeting:

Coach	Rules Number
Hickey	1,2,3,4
Williams	5,6
Iba	7,8
Klenck	9,10
Benefiel	11,12
Errickson	13,14
Kinnan	15

The same arrangement will be set up for the officials at their first meeting. The coaches after having decided on the interpretation will inform the officials at the first joint meeting of coaches and official with each coach taking the lead as outlined above at the meeting Sat. evening and Sunday morning.

Again outlining the schedule of meetings:

Coaches Sat. 9:30 am or 1pm Be prepared for Sat. am.
Watch bulletin board in lobby.

Officials Sat. 1pm.

Coaches and Officials Sat. 7:30 pm.

Coaches and Officials Sun. 9:00 am.

Coaches Sun. 11:00 am. with Big Six

May I urge that all concerned be on time for every session so that we get the job done. Be prepared to submit the following information:

1. Starting time of home games- first game of doubleheaders.
2. Which home team last game of double header.
3. Name of hotel where pre-game conference for officials is to be held.
4. Approval of manual for Basketball timing and scoring, copy enclosed.
5. Copy of box score mailed to Executive Secretary and to Leighton House, Publicity Director of Conference, c/o Des Moines Register.
6. Line up and numbers exchanged at beginning of season.
7. Get an expression from your publicity man about publicity and taking care of score and write up immediately following the game.