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THE PURCHASE AND CARE OF ATHLETIC  
EQUIPMENT

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A Term Paper  
Presented to  
The Faculty of the School of Physical  
Education  
Eastern Illinois University

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In Partial Fulfillment  
of the Requirements for the Degree  
Master of Science in Education

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by  
Victor R. Landers  
April 10, 1958

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## CHAPTER I

### STATEMENT OF THE PROBLEM

The purchase and care of athletic equipment was not an important responsibility of those in charge of the first inter-school teams, for the players furnished their own equipment. As interscholastic and intercollegiate athletics grew, schools undertook to equip the players. For a number of years the equipment item did not assume large proportions because little equipment was needed. The athletic program was limited to a few sports, the squads were small and the players were not equipped as elaborately and completely as they are today. Furthermore, the cost of athletic equipment was considerably less than it is at the present.<sup>1</sup>

Today the purchase and care of equipment for high school athletics represents one of the major problems confronting those in charge of the program. In most schools funds are limited, squads are as large as facilities and equipment will permit, and safety precautions require the purchase of the best quality of merchandise for the money available. Thus, sometimes it is possible to buy, not that which is needed, but only that for which there are sufficient funds. Serious questions can be raised as to

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1. Charles E. Forsythe, Administration of High School Athletics (New York: Prentice-Hall Inc., 1954), p. 216.

the justification for sponsoring football, for instance, by a school unless it properly and adequately equips the boys who play on its teams. Good substantial and safety-approved equipment in all sports is a minimum essential.<sup>2</sup>

Equipment expense has become one of the largest items in the athletic budget and a great deal of money may be wasted unless equipment is purchased carefully and cared for properly. Directors have purchased equipment more wisely and have cared for it more carefully since the depressions. Many of the expense items in the budget do not lend themselves readily to reductions, but directors have found numerous ways by which they can reduce the expense of equipment without appreciably impairing its effectiveness and appearance. (It is essential that every director know equipment thoroughly and be acquainted with the policies, methods and techniques by which equipment might be bought and cared for most economically.)<sup>3</sup>

Taking the best possible care of the equipment can prove to be the greatest single money-saver in the athletic budget. A well organized program for the care of equipment

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2. Loc. cit.

3. Arthur A. Esslinger and Edward F. Voltmer, The Organization and Administration of Physical Education (New York: F. S. Crofts and Co., 1938), p. 248.

will pay off in increased longevity of balls, bats and rackets and in fewer replacements of jerseys, sox and towels. The result: money saved which can be allocated to the purchase of more and better sports equipment.<sup>4</sup>

Players, coaches, and fans all have come to realize the importance of equipment down through the years. It is taken as a matter of course that teams today must be outfitted with safe, comfortable, and properly fitted protective equipment and with colorful, well fitting uniforms. Most of this equipment--that which is produced by manufacturers of quality athletic equipment--designed to withstand hard play on the football gridiron, the basketball court, and on the baseball and softball diamond--is also designed for continued use, provided it receives proper care, cleaning and maintenance.<sup>5</sup>

With prices at peak levels, the athletic director and coach must think in terms of careful planning and saving in order to keep the budget on an even keel. One of the best ways of saving money is by buying quality equipment and then carefully maintaining it to assure maximum longevity. It's

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4. Hollis Fait, "Make Your Equipment Last Longer," Scholastic Coach, p. 20, Jan., 1952.

5. Kenneth G. Baldwin, "Take Care of Your Athletic Equipment," Journal of Health-Physical Education-Recreation, p. 10, Dec., 1955.

a well known fact that clean, well-kept equipment not only lasts longer but has an excellent psychological effect on the players.<sup>6</sup>

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6. James V. Sullivan, "Care of Football Game Equipment," Scholastic Coach, p. 22, Jan., 1953.



## CHAPTER II

### PURCHASE OF ATHLETIC EQUIPMENT

The buying of athletic equipment should not be a haphazard affair. There should be a regular time and procedure for this important transaction. Items never should be bought just because they are cheap, nor should they be bought from unknown firms. Experience will show that recognized and legitimate sporting-goods dealers are the safest ones from which to purchase materials. They need not necessarily be local merchants, but if athletic supplies can be bought as cheaply from them as from anyone, they should be given the business. Equipment should be bought only after needs are known. Regular inventories should be maintained. Purchase orders should be on regular school forms for that purpose and authorized by the athletic council or board of control. Usually the athletic director, faculty manager, or coach will be given authority by the council to issue such purchase orders.<sup>7</sup>

#### Equipment Inventory

Before equipment is purchased the needs should be carefully considered. This will necessitate an itemized

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7. Forsythe, op. cit., p. 217.

inventory of the equipment room covering both the amount and the condition of the materials on hand. Some directors and coaches can be justly criticized for being unable to justify amounts of equipment purchased. The inventory is the best insurance against over-buying on some items and under-buying on others. The director and coach should always have first hand information concerning the amount and condition of the stock on hand, and an accurate idea as to team personnel and requirements for the coming season.<sup>8</sup>

At the close of each season an inventory of all equipment on hand should be made. By comparing this with the inventory made at the close of the same sport season a year ago, and adding any material bought since then, it should be possible to account for all equipment. Such an inventory will show four things:<sup>9</sup>

1. How much equipment is on hand for the next season of this sport.
2. What equipment has to be repaired or replaced.
3. How much new personal or game equipment will have to be purchased prior to the start of the next season in this sport.
4. Whether managers or equipment men are efficient and indicate whether or not athletic equipment is being lost or stolen.

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8. Voltmer, op. cit., p. 348.

9. Forsythe, op. cit., p. 219.

In large schools especially, it seems desirable to have the coach of each sport responsible for turning in the inventory to the faculty manager or principal. In this way the coach can have first-hand information regarding the equipment for the sport he coaches. As a result of this inventory he should be in a better position to present his requisition for equipment when the next annual budget is being prepared.<sup>10</sup>

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10. Loc. cit.



### Standardization of Equipment

By this term is meant the adoption, by a school, of a certain color, type, and style of equipment which is maintained over a period of years. There are advantages in buying certain consistent types of equipment, usually from the same firm. It allows for replacement of the equipment in whole or in part. It maintains quality of material and color. The end result is uniformity over a period of years. Economy is practiced in that items can be matched in varied quantities without having to purchase a complete new outfit each season. Parts and replacements are easily obtained and repairs can be made more successfully. The uniformity of equipment for team members adds color to the organization and strengthens the team morale. There is no question that lack of uniformity may be interpreted as bad buying. The director or coach must be alert to the rapid changes in equipment, however, in order that he will not be found with a large store of obsolete or extinct types on hand.<sup>12</sup>

### Quality Merchandise

It is the consensus of informed opinion that, as a policy, the purchasing of the better grades of equipment is best. The most expensive material is not always the best,

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<sup>12</sup>. Voltmer, op. cit., p. 349.

but it is reasonable to believe that good material cannot be purchased for a low price. It has been proved on numerous occasions that quality merchandise fits better, looks better, wears longer and can be repaired more advantageously than cheap items. The director or coach must not go to the extreme in paying prices to the point that teams go unequipped on a limited budget, but experience has shown that in the majority of cases, low cost materials are low grade materials. The practice of purchasing cheap merchandise for reserve and freshmen teams has not proved to be economical. It is far better to pass down from the varsity squad quality material in good repair than to provide a cheap grade of equipment that may last for the season but give little promise of being suitable for reconditioning.<sup>13</sup>

### Early Buying

The buyer should not overlook the advantages of early buying. Fall equipment should be ordered in the spring and spring equipment in the fall. Many colleges and high schools have their own peculiar designs in different articles of equipment and the manufacturer needs time to make these up. When ordered early, good workmanship is assured, but if the order goes in late, mistakes are more likely to occur.

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13. Ibid., p. 350.

Another advantage of early buying is that the buyer has the opportunity to return goods that do not meet specifications. Materials that are not up to standard can be returned more conveniently when they have been delivered early.<sup>14</sup>

Early buying also aids the manufacturer. He is better able to estimate the expected volume of business and prepare for it. He can produce better materials at a better price if the labor is spread out over the entire year instead of being accumulated during certain intervals. In addition, the reputable manufacturer has the opportunity to replace materials that are defective.<sup>15</sup>

#### Buy Within Range of Ability to Pay

This is a sound policy in any business. Credit is easily obtained and many directors have gone heavily into debt as a result of unrestrained purchasing. Even though many schools operate on a budget, it is possible to spend for equipment more than can be afforded. Buying too much equipment is not so serious a mistake as buying too expensive equipment, as the surplus can be used later. While quality merchandise is advocated, small high schools cannot afford to buy the same grade of equipment that large universities use. Frequently schools buy recklessly after financially

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14. Loc. cit.

15. Loc. cit.

successful years. As a long term policy, consistent, regular buying is to be preferred.<sup>16</sup>

#### Purchase From Reputable Concerns

There are bargains in athletic equipment as well as in other lines of merchandise. The director who knows athletic materials can recognize and take advantage of bargains when he encounters them. However, to be constantly hunting for bargains is a poor policy. Much time and effort will be wasted and the bargains will frequently prove to be disappointments. Cut prices should be viewed suspiciously. High grade merchandise cannot be sold consistently at a cut rate. Reputable equipment concerns sell to schools and colleges at reasonable rates and they cannot afford to make a practice of cutting prices. Reliable companies guarantee the excellence of their products and this guarantee is worth paying for. Few coaches are accurate judges of textiles, leathers, and other materials used in the manufacture of athletic equipment. Cheaper grades of cloth, fiber, padding and leather can be made to look like better grade materials. Unless the director or coach knows equipment thoroughly, he must rely upon the integrity of the companies with whom he deals. Every coach will discover that buying from reputable firms

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16. Ibid., p. 351.



will prove more satisfactory and more economical as a long term policy.<sup>17</sup>

#### Take Advantage of Legitimate Discounts

Many discounts which are offered to prospective buyers are, in reality, no discount at all. The amount of the discount is added to the original selling price in order that it might be taken off to attract purchasers. "Two per cent within 10 days" is, however, a legitimate discount. The seller can afford to offer this discount for the advantage of being paid within 10 days after the goods are billed. Practically all firms offer this discount and the director can save his department considerable money by taking advantage of it. Many of the larger institutions buy in the spring, but on a September 30 dating. This discount period carries up until October 10, by which time football gate receipts are available to pay the bill and still take advantage of the discount.<sup>18</sup>

#### Purchase Orders

After equipment needs are known, samples have been inspected, or bids received, comes the formality of placing the order. Where the purchase has been authorized by the athletic

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17. Loc. cit.

18. Ibid., p. 252.

council it is much better to have one individual in the school responsible for placing the orders. He should sign the purchase-order form, which should be made out in duplicate at least. In some schools triplicate purchase-order blanks are used so that copies of all orders placed by the faculty manager or coach are accounted for as follows:<sup>19</sup>

1. Original--Sent to firm with which the order is placed.
2. First duplicate--Retained by the individual signing the purchase order.
3. Second duplicate--Filed in the high school principal's office.

This procedure provides a double check on all school purchases and is especially valuable if the school is large and there are numerous agencies placing purchase orders payable out of general school activity funds. Special attention should be given to the fact that the orders are numbered serially, so that it is possible to account for all of them. They are also made out in duplicate and punched so they may be filed in a two post binder for ready reference.<sup>20</sup>

### Survey

In an effort to establish general criteria with regard to the how, when, what, and where of equipment purchase,

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19. Forsythe, op. cit., p. 219.

20. Loc. cit.

using football equipment as an example, the writer of the following article undertook a survey of the 400 football playing high schools of the state of Kansas. These schools fell into three classifications: Class AA schools, 251 or more pupils; Class A schools, 151 to 250 pupils and Class B schools, up to 150 pupils.<sup>21</sup>

Specifically the survey sought answers to the following questions:<sup>22</sup>

1. Who does the purchasing of football equipment?
2. What are the procedures employed?
3. What guiding principles are observed?
4. What price range is observed for each price of equipment?
5. What are the most important items?
6. What is the coaches biggest problem?

The survey revealed that the coach is usually the purchasing agent. The larger the school the more apt is this to be true.<sup>23</sup>

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21. John D. Shouse, "Purchase of Football Equipment," Scholastic Coach, p. 28, Jan., 1955.

22. Loc. cit.

23. Loc. cit.

TABLE I

PERSONS WHO PURCHASE ATHLETIC SUPPLIES<sup>24</sup>

PERSONS	CLASS AA		CLASS A		CLASS B		Total
	NO.	%	NO.	%	NO.	%	
Athletic Director	8	21.06	6	7.69	20	10.41	34
Superintendent	0	00	1	1.28	3	1.55	4
Principal	0	00	0	00	1	.52	1
Coach of Sport	22	57.89	30	38.47	53	27.60	105
Prin & Coach	5	13.16	22	28.21	60	31.29	87
Supt & Coach	0	00	17	21.79	50	26.03	67
Ath Dir & Supt	1	2.63	0	00	0	00	1
Dir Ath & Equip Mgr	1	2.63	0	00	0	00	1
Sch Bd & Coach	1	2.63	1	1.28	1	.52	3
Coach, Supt, & Prin	0	00	0	00	1	.52	1
Approval of Supt	0	00	0	00	1	.52	1
Ath Dir & Coach	0	00	0	00	1	.52	1
School Board	0	00	0	00	1	.52	1
Did Not Answer	0	00	1	1.28	0	00	1
TOTAL	38	100.00	78	100.00	192	100.00	308

Some coaches do not plan when to buy. As a result, their last minute order often disregards the quality of the

<sup>24</sup>. Loc. cit.

equipment. They'll accept almost anything in order to field their teams in time.<sup>25</sup>

Just when to order is up to the individual coach. But above all, he must order early enough to allow ample time to receive exactly what he wants.<sup>26</sup>

TABLE II

SEASONS FOR PURCHASING EQUIPMENT<sup>27</sup>

SEASONS	CLASS AA		CLASS A		CLASS B	
	No.	%	No.	%	No.	%
Winter	14	42.41	29	39.73	36	19.35
Spring	17	51.51	39	53.42	99	53.23
Summer	0	00	1	1.37	18	9.68
Fall	1	3.03	4	5.48	30	16.13
No answer	<u>1</u>	<u>3.03</u>	<u>0</u>	<u>00</u>	<u>3</u>	<u>1.61</u>
TOTAL	33	100.00	73	100.00	186	100.00

Table II indicates that all three classifications of schools do their largest percentage of purchasing in the spring and their next largest percentage in the winter. Apparently, only in Class B schools are there many coaches who wait until summer or later to buy their football equipment. The reason for this may be that the Class B schools

25. Loc. cit.

26. Ibid., p. 30.

27. Ibid., p. 29.

have smaller orders than the larger schools and are thus more likely to receive their orders in time for the season. check whether they purchased them in the high, medium, or low price range. The coaches were asked to check any

items they have themselves were required to

### BIGGEST PROBLEM FACING COACHES

TABLE IV

PROBLEMS	CLASS AA		CLASS A		CLASS B	
	No.	%	No.	%	No.	%
Quality Selection	16	48.49	26	35.62	59	31.72
Budgeting	9	27.27	37	50.68	103	55.37
Where to Buy	0	00	2	2.74	3	1.61
How much to Buy	4	12.12	6	8.22	15	8.07
When to Buy	0	00	1	1.37	3	1.61
No problems	2	6.06	0	00	1	.54
Did not answer	<u>2</u>	<u>6.06</u>	<u>1</u>	<u>1.37</u>	<u>2</u>	<u>1.08</u>
TOTAL	33	100.00	73	100.00	186	100.00

Table III deals with what coaches feel is their biggest problem in the purchase of football equipment. All three classes of schools indicated that their biggest headache is either "quality selection" or "budgeting." The latter seems more important among the smaller schools.<sup>30</sup>

The next thing the survey wanted to know what was the price range coaches kept in mind when purchasing equipment.

28. Ibid., p. 30.

29. Ibid., p. 28.

30. Ibid., p. 30.

TABLE V

PRICE RANGE PREPARED BY CLASS A COACHES<sup>33</sup>

Articles	Percent of Schools		
	HIGH	MED	LOW
Helmets	84.72	15.28	.00
Shoulder Pads	49.31	50.69	.00
Hip Pads	28.77	68.49	2.74
Thigh Pads	34.25	60.27	5.48
Game Pants	43.84	46.57	9.59
Pract Pants	20.55	67.12	12.33
Game Jerseys	52.05	42.47	5.48
Pract Jerseys	19.18	63.01	17.81
Shoes	15.07	16.44	1.37
Footballs	78.08	20.55	.00
Ath Supporter	23.29	13.70	1.37
Sweat Sock	13.70	17.81	1.37

67.12% have boys furnish own shoes

61.64% have boys furnish own supporters

67.12% have boys furnish own sweat socks

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33. Loc. cit.

TABLE VI

PRICE RANGE PREPARED BY CLASS B COACHES<sup>34</sup>

Articles	Percent of Schools		
	HIGH	MED	LOW
Helmets	65.27	33.70	1.09
Shoulder Pads	31.52	67.94	.54
Hip Pads	25.54	73.92	.54
Thigh Pads	27.16	72.30	.54
Game Pants	18.92	70.27	10.81
Pract Pants	9.34	68.13	22.53
Game Jerseys	28.26	64.67	7.07
Pract Jerseys	8.70	65.75	19.03
Shoes	13.53	20.18	.54
Footballs	71.89	27.03	.54
Ath Supporters	21.74	20.65	1.09
Sweat Sock	16.30	23.37	1.63

65.75% have boys furnish own shoes  
 56.52% have boys furnish own supporters  
 58.70% have boys furnish own socks  
 6.52% have boys furnish own practice jerseys

Table IV discloses that the average Class AA coach buys the largest part of his equipment in the high price range, while Tables V and VI reveal that the average Class A and Class B coach mostly resort to the medium price range. It is interesting to note that the larger the school, the higher the price range the average coach pays for his equipment.<sup>35</sup>

34. Ibid., p. 32.

35. Loc. cit.



Protective equipment is designed primarily to protect the bony regions of the body such as the hips, shoulders, knees, etc. In the questionnaire the coaches were asked to check--in order of importance--the factors considered when buying protective equipment. Seven factors were listed, namely: 1. cost of goods 2. protection 3. needs 4. durability 5. quality 6. comfort 7. appearance. The summary disclosed that all three classes of schools considered "protection" first in importance and "cost of goods" second in importance. The statistics were very conclusive in each group.<sup>36</sup>

Non-protective equipment includes jerseys, pants, socks, T shirts, supporter, etc. As before, the coaches were asked to rate in order of importance the factors considered important in the purchase of such equipment. The summary disclosed that all three types of schools considered "ability to be laundered" as the most important feature and "color schemes" next in importance.<sup>37</sup>

The Kansas coaches were also asked to indicate whether they purchased all their football equipment from just one company. The summary revealed that of the responding AA x coaches only 6.06% answered yes, while 87.87% answered no. Of the Class A coaches who answered, 8.22% answered yes, while 91.78% answered no. Of the 184 responding B coaches

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36. Loc. cit.

37. Loc. cit.

13.99% said yes and 84.91% indicated no.<sup>38</sup>

An ideal way of obtaining the lowest possible price for particular items is to purchase through bids. The survey showed that 30.30% of the AA coaches, 10.96% of the A coaches and 5.38% of the B coaches purchase by bids--a rather poor showing for this type of purchasing.<sup>39</sup>

When a coach orders he should know precisely what he wants and what he needs. He should be specific in his orders and he should expect the items shipped to him to conform exactly to specification. In an effort to determine how much attention is paid to these details, the questionnaire asked the coaches whether their contracts include such terms as "such as" or "equal to" or other expressions which allow the supplier to substitute materials in filling their orders. The summary showed that 12.12% of AA coaches, 4.11% of the A coaches, and 4.84% of the B schools do include such terms which enable the dealer to make substitutions. The overwhelming majority do not give the dealer such leeway.<sup>40</sup>

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38. Loc. cit.

39. Loc. cit.

40. Loc. cit.

## CHAPTER III

### THE CARE OF ATHLETIC EQUIPMENT

The value of an efficient system for the purchase and issuing of equipment is lost if proper care is not given to the equipment during and after the sport season. This observation applies to repair of equipment during the season as well as storage of it after the season is concluded. Athletic equipment deteriorates more rapidly because of ill treatment than it does from excessive use or wear. The way it is taken care of between practice sessions and between games largely determines its durability and appearance.<sup>41</sup>

In the upkeep and care of athletic equipment there are many phases to be considered.

1. The proper marking of items.
2. Sorting and shelving for immediate issuance during the playing season.
3. Proper facilities for checking in and drying suits daily.
4. Frequent laundering of socks, undershirts, and supporters.
5. Daily inspection of items for repair.
6. Ready replacements for worn-out equipment.
7. Daily care of playing equipment.
8. Checkup and inventory of equipment at the close of each season.

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<sup>41</sup>. Forsythe, op. cit., p. 225.

19. Provision for the storing of equipment at the end of the season.<sup>42</sup>

### The Equipment Room

A good equipment room is the first essential in the proper care of athletic equipment. The equipment room should be conveniently located adjacent to the locker and training rooms. It should be large enough to store all of the equipment of the department adequately and provide sufficient space for the handling and repairing of it. Proper lighting and heating are important. Care must be taken to guard against dampness or excessive dryness. The equipment room should be so constructed that shelves and bins can be built against the walls in order that all articles are readily accessible for issue. A cage door sliding window with a counter is necessary.<sup>43</sup>

Every athletic department needs a drying room in conjunction with the equipment room. Placing wet uniforms in a locker after practice or a game will tend to rot the material and also rust the lockers. By the use of a drying room this problem will be solved and the department will save a considerable amount of money. In addition, the drying room can be of great service if the department hopes to launder its own equipment and towels.<sup>44</sup>

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<sup>42</sup> Emil Lamar, The Athletic Plant (New York: Whittlesly House, McGraw-Hill Book Co. Inc., 1938), p. 167.

<sup>43</sup> Voltmer, op. cit., p. 362.

<sup>44</sup> Loc. cit.

Equipment Room Manager

An equipment room manager is indispensable to the director and coach whose presence is required on the practice field or in the training room when equipment is most wanted by students. Even in the small high schools the coach cannot afford to spend his time issuing, cleaning and repairing equipment. The universities and large colleges employ a full-time equipment room manager. A part-time custodian may be employed or the janitor may take charge of the equipment. The most common practice, however, is to appoint students to manage the equipment room. In some institutions the students are paid, but in many the students receive a manager's award for their service. Student managers are rarely as capable and proficient as full-time managers, but if they are carefully selected and trained they will discharge their responsibilities satisfactorily.<sup>45</sup>

If the equipment room manager requires assistance he may be assisted by the managers of the various sports or by the student assistants. No other students should be permitted in the equipment room. If the equipment manager is to be held responsible for all the equipment, he and his assistants should handle it alone.<sup>46</sup>

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45. Ibid., p. 363.

46. Loc. cit.

### Issuing Athletic Equipment

An efficient method for issuing and keeping records of equipment is an essential factor in athletic management, in order that equipment may be preserved and the expenses for such items kept to a minimum. Respect for, and care of property should be one of the lessons to be derived from athletics. If students are made to realize that the material furnished them by the school is merely lent, that the management keeps an accurate check, and that they are held accountable for it, they will learn a valuable lesson. By this method, proper habits may be taught high school students, and every effort should be made to avoid situations in which carelessness, destructiveness, dishonesty, or thievery may develop. Have definite places for all equipment, with someone charged with the responsibility for it. Equipment should be issued to a boy with the understanding that it is to be returned or that restitution be made. It is a worse than idle gesture to go through the motions of charging athletic material to students and then, when only part of it is returned, to disregard the losses. Due allowance in all instances, of course, must be made for natural depreciation of equipment because of normal usage. It will be surprisingly gratifying to observe how careful high school students can be of equipment issued to them if

they are made to understand that they are responsible for it. In this connection, however, every effort should be made by the athletic management to aid them in making it easy to take proper care of their equipment.<sup>47</sup>

#### Marking of Athletic Equipment

Various schools have different systems of marking their game and personal athletic equipment. India ink and stencil paint are most effective on cotton goods and practice equipment. Usually, the name of the school, a number, and the size should appear on each garment. Quite often the number is the only identification mark for the equipment issued to a boy. Inexpensive number of school identification labels may be sewed on the inside of woolen or silk jersey seams if no other numbers or marks appear on them. Game jerseys, of course, will be numbered for football and basketball in accordance with rules or provisions, but some other identification usually is necessary for baseball, swimming, and track uniforms. Leather goods should be numbered and sized with India ink on white cloth or should have numbers or marks burned in them.<sup>48</sup>

Floyd Battorff, equipment manager for the University of Nebraska, used the following system of marking. He always used an identification system of numbering new

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47. Forsythe, op. cit., p. 221.

48. Loc. cit.

equipment with a permanent issue number. A letter signifies the year an article is put into service, an issue number follows this, and the size follows the issue number. For example: if you were to buy fifty new hip pads this year, all size thirty-four, they would be identified as T-1-34, T-2-34, T-3-34, etc. Any hip pad found on the dressing room floor or elsewhere can be immediately identified by going to the card files. If a lost pad bears the number T-30-34, the issue card will show that the lost pad was issued to "John Doe", was new in the year 1950, was the thirtieth pad issued and is size 34. Another advantage of this system is the fact that one can always tell during what year a piece of equipment was purchased.<sup>49</sup>

#### Equipment Cards

Every piece of equipment issued to a student should be charged to him on a permanent athletic card, which he should sign. The signature is especially important if he takes the material to his own locker and keeps it there. This plan is not recommended, but of necessity it has to be followed in some schools. Separate equipment cards often are prepared for each sport. When equipment is issued it is desirable to know that certain other matters have been taken care of by the team candidate. Hence it is advisable

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<sup>49</sup>. Floyd Battorff, "The Responsibilities of An Equipment Manager," Athletic Journal, p. 24, June, 1950.



to have some place on the card to record that the student has passed his physical examination and has filed his parents' consent card, if that is the school policy.<sup>50</sup>

The following is a general equipment card used by the Lansing, Michigan Eastern High School. It does not have space for student signature for equipment received. This may be considered an unnecessary formality but the performance of it at least has the psychological effect of a contractual agreement entered into between the student and the school for his athletic equipment.<sup>51</sup>

## EQUIPMENT CARD

Sport _____		Physical _____ Examination		Parents' _____ Consent	
Locker _____		Lock No. _____		Combination _____	
Deposit _____					
Article	Issued	Returned	Article	Issued	Returned
Jersey			Track Shirt		
Shoulder Pad			Track Pants		
T-Shirt			Sweat Shirt		
Pants			Sweat Pants		
Hip Pads			Swim Suit		
Stockings					
Socks					
Shoes					
Room	Grade	Name			Date of Birth

50. Forsythe, op. cit., p. 222.

51. Loc. cit.

Another method of issuing cards is that every sport has a special card of a different color. On each card are listed the equipment items which are issued for that sport. The football cards may be yellow and the basketball cards white. After each card is signed it is filed alphabetically according to its color. The following is an example of a card which might be used.<sup>52</sup>

FOOTBALL			
NAME _____		DATE _____	
ADDRESS _____		CLASS _____	
Practice	Out	In	
Pants			Locker No. _____ Combination _____
Shoulder Pads			
Jersey			
Under-shirt			
Sox--Inner			
Sox--Wool			
Supporter			
Stockings			
Shoes			
Special Pads			
Towel			
Sweat-shirt			
Game pants			
Pants--Rain			
Pants			
Jersey			
Shoes			
Shoes--Rain			
Sox			
Checked out by _____			
Checked in by _____			

52. Voltmer, op. cit., p. 364.

### Daily Care of Equipment

Athletic equipment deteriorates more rapidly because of ill treatment than it does from the excessive use or wear. The method of taking care of it between practice sessions and between games is the greatest factor in determining its durability and appearance. Wet and perspiration-soaked cotton and woolen equipment must be thoroughly dried between practice sessions or games. Also, it must be laundered or dry-cleaned frequently. Shoes should be brushed with a stiff brush and oiled. Pads should be dried thoroughly, washed with saddle soap, and painted with shellac. Helmets should be aired, dried, and kept painted and shellacked. Obviously, these duties cannot be performed by team members themselves. Neither does such a plan work well if athletes keep their equipment in lockers. Although some locker rooms have elaborate locker ventilation systems, seldom are they efficient enough to do a drying job such as is required for athletic equipment. The recommended plan is to have a separate equipment room in which special space is provided for the material issued to each team member. No one is to be allowed in this room except the coach, athletic director, or student manager in charge of equipment. It is suggested that the room have cross ventilation (or be a drying room) if possible. A hook or two should be provided for each athlete. All the material issued to him should be

turned in after each practice. The student manager can check it daily by consulting the student's equipment card, which should be above the number of his hook. At the next practice session or game the student calls his number at the equipment room window and receives his material. On days of the games the game uniforms are substituted for those used in practice.<sup>53</sup>

A system similar to the one described above is in effect in the Danville, Kentucky High School. The equipment card, shown below has the items for football. This card appears above the space number in the room.<sup>54</sup>

	Space Number _____
Name _____	
Equipment _____	Number _____
Shoes _____	Supporter _____
Helmet _____	Sox _____
Shoulder Pads _____	Stockings _____
Pants _____	Under Jersey _____
Knee Pads _____	Miscellaneous _____
Jerseys _____	

<sup>53</sup>. Forsythe, op. cit., pp. 223-224.

<sup>54</sup>. J. R. Mountjoy, "The Care of Athletic Equipment," Athletic Journal, p. 36, December, 1937.

### General Care of Athletic Equipment

The old adage that a stitch in time saves nine may be literally true with athletic equipment, since repairs sometimes will save a school several times the cost of purchasing new equipment. In some of the larger schools a faculty manager is placed in charge of the purchase, care and repair of all athletic equipment. Such a plan is in effect at Waite High School, Toledo, Ohio, with most satisfactory results both from the standpoint of efficient management and also from the standpoint of reduction of the athletic equipment.<sup>55</sup>

### General Care of Leather Goods

Cleanliness is the first order in the preservation of leather goods. Leather can be cleaned with a special type of commercial cleaner and preservative or with saddle soap. If these aren't available, soap, and a damp cloth may be used followed by a thin coating of wax for inflated balls and neats-foot oil for other leather goods such as shoes, mitts and gloves. Leather inflated balls should be cleaned and treated after each use. All other leather equipment should be cleaned after use and should be treated at least once a month.<sup>56</sup>

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55. Forsythe, op. cit., p. 225.

56. Hallis Fait, "Make Your Equipment Last Longer," Scholastic Coach, p. 20, January, 1952.

Balls should never be overinflated, as this will cause them to lose shape and resiliency. The amount of required pressure will be stamped on all new balls. As an added precaution, a card indicating the correct pressure for each type of ball might be posted over the pump. Since excess pressure will damage the ball, guess work can be dangerous. Balls should be filled with a hand pump which shows the pressure in the ball between strokes. It is a good practice to allow only persons who have been fully instructed in proper filling to perform this job. The pump could be kept in the equipment room where it would not be available to just anyone. When inserting the needle for filling a ball, the needle should first be moistened with glycerine. Wetting the needle with saliva is an unsanitary procedure and will cause the needle to rust, which in turn may cause damage to the rubber valve of the ball.<sup>57</sup>

Proper drying of leather goods which have become wet may mean the difference between a stiff, harsh piece of equipment which grows old before its time and a piece which returns to normalcy without undue shortening of life. When leather goods become wet they should be dried as soon as possible at room temperature. Leather should never be forced to dry. It should, of course, be thoroughly cleaned. After the leather is dried, neats-foot oil should be applied to keep the leather

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57. Loc. cit.

from becoming harsh and hard. The oil can be applied with a cloth. However, when much oiling is to be done, it is more convenient to pour the oil into wide-mouthed jars and apply it with small paint brushes. Shoes and gloves should be worked into normal shape before being allowed to dry. Balls should be inflated to normal pressure while drying.<sup>58</sup>

Boxing gloves should be periodically treated with carbolic acid to keep them free from bacteria which might carry infection to the boxers.<sup>59</sup>

#### General Care of Wooden Equipment

Heat is the enemy of wood. It's therefore, important to keep wooden equipment away from excessive amounts of heat. Once a week, all wooden articles should be wiped with a cloth soaked in linseed oil. Whenever the varnish cracks or peels, the unprotected wood rapidly absorbs or loses moisture (depending upon the humidity), causing it to crack. For this reason, it is important to keep all wooden equipment well-varnished. This includes bats, vaulting poles, rackets, javelin, discuses, cues, and sticks. All wooden equipment that is long and has a heavy end, such as a tennis racket or shuffleboard cue, should be hung vertically with the heavy end downward. A couple of feet of garden hose tacked

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58. Ibid., p. 22.

59. Loc. cit.

vertically to the wall will provide an excellent holder for the javelin. Rackets should always be stored in presses, never hung by their strings.<sup>60</sup>

#### General Care of Textiles

Mildew is the destructive enemy of athletic equipment. Care must be taken to see that wool, cotton, or rayon garments are kept clean and stored in dry-well-ventilated rooms. The same is true of body pads, helmet linings, yarn winding of balls, and similar items containing fabric.<sup>61</sup>

Nothing destroys mats faster than dragging on the floor. Mat carts for transportation purposes can be purchased from many sports equipment companies. However, a cart can be readily constructed from two by four's with rollers attached to the bottom. Removable mat covers should be sent to the laundry as soon as they are soiled. Mats which are used without covers may be first vacuumed and then scrubbed with a brush and commercial cleaner or soap suds. A minimum of water should be used and only a small area should be cleaned at a time; it should then be immediately wiped dry. It is possible and profitable to treat mats with a rubberized paint. Soil can then be readily wiped off and the mats treated with antiseptic solutions.<sup>62</sup>

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60. Loc. cit.

61. Loc. cit.

62. Loc. cit.



A good way to increase the life of towels is to prevent students from abusing them and leaving them lying around on the floor. An efficient checking-out-system which demands everyone to turn in a soiled towel before receiving a clean one will do much to take care of this problem.<sup>63</sup>

Most important in the care of nets is loosening to relieve the tension when not in use. Nets used outside should be taken in during bad weather and stored in a dry place. Tarred nets are best for use in damp areas. If the area is one where commercial fishing is done, fishing concerns will usually be willing to give tennis nets a dunking in tar along with their fishing nets. Nets should be repaired at first sign of wear to prolong their usefulness.<sup>64</sup>

#### General Care of Metal Equipment

Metal equipment must be kept oiled or painted to prevent rusting. Equipment such as metal shots, steel tapes, and discuses can be kept from rusting by cleaning and periodical application of a thin layer of oil. Other metal equipment such as jumping and vaulting standards can be painted.<sup>65</sup>

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63. Loc. cit.

64. Loc. cit.

65. Loc. cit.

### General Care of Rubber Goods

Soap, water and "elbow grease" are the necessary agents for keeping rubber goods clean. Oil and grease deteriorate rubber and should, therefore, be promptly removed. For this reason, too, cleaning fluids should not be used on rubber equipment. Avoid excessive exposure or heat.

### Cleaning of Athletic Equipment

The great amount of laundry service which physical education departments need every year, particularly for towels, runs into a large sum of money and more and more schools are finding that they can reduce this expense considerably by installing laundry units and doing their own cleaning. The articles washed will consist chiefly of the cotton goods. If the equipment is sent to a laundry a request should be made that no bleaching materials be used. Bleaches simply whiten cotton goods; they do not aid in cleaning equipment. It has a tendency to shorten the life of athletic equipment. Woolen goods should be sent to the dry cleaner to be cleaned so as to preserve color and prevent shrinkage. Game pants are usually dry cleaned. Silk pants should be carefully cleaned with soap and water after each

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66. Loc. cit.

game. If they are sent to a laundry the cleaner should be cautioned never to use dry cleaning fluid on them.<sup>67</sup>

Leather goods are not difficult to clean. Much of the leather is shellacked and dirt and mud is easily brushed off. Saddle soap is an excellent preparation to use to clean balls and shoes. Liquid cleaners are now available to clean balls. Players should be instructed to remove mud from their equipment before putting it away.<sup>68</sup>

Supplying clean well-fitting athletic equipment to boys on teams is one of the surest means of preventing infection epidemics. Insist on each boy using only his own equipment, keep it clean for him.<sup>69</sup>

#### Repairing Athletic Equipment

Check equipment periodically. This should be done frequently to discover tears, breaks in leather, or broken parts. Shoes especially should be checked frequently, because those in poor condition may cause foot injury or infection. Helmets also receive a great amount of abuse. When rips appear in them, have them sewed at once.<sup>70</sup>

The practice of repairing of athletic equipment in the majority of schools is to make simple repairs and to

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67. Voltmer, op. cit., pp. 366-367.

68. Ibid., p. 367.

69. Forsythe, op. cit., p. 226.

70. Loc. cit.

send the remaining equipment in need of repair to local companies or national reconditioning concerns.<sup>71</sup>

### Storage of Athletic Equipment

When the season in a sport has been concluded, have the equipment cleaned. Sort out those items which need repairs and which are worth repairing, and send them to repair firms whose workmanship and service are known. All other equipment should be properly conditioned for the off seasons and stored. Airtight bins or trunks for the woolen goods, and special cases or racks for the leather equipment should be provided. Cotton material may be wrapped and stacked on shelves or in bins.<sup>72</sup>

When equipment is stored away it should be sorted and arranged in order that it can be readily located when needed. For example--football pants should be sorted according to size and condition. The shoulder and hip pads should be sorted according to grade, size and condition.<sup>73</sup>

Following are suggestions for conditioning and storage of athletic equipment.<sup>74</sup>

LEATHER SHOES--Clean thoroughly. Brush with a quality shoe dressing. Replace laces and cleats. Renumber. Rub

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71. Voltmer, op. cit., p. 369.

72. Forsythe, op. cit., p. 227.

73. Voltmer, op. cit., p. 368.

74. Forsythe, op. cit., p. 228.

track shoes with vaseline. Store in dry place (bins or shelves).

HELMETS--Buff or sandpaper and repaint. Follow with a coat of shellac. Place on a wooden form on a rack, or stuff inside of helmet with paper and tie ear flaps together with string. Do not fasten elastic strap, because it will stretch. Clean felt or sponge rubber inside of helmet with soap and water. Tag for size. Renumber. Store in dry place.

HIP, SHOULDER, AND KNEE PADS--Wash leather hip, shoulder and knee pads with saddle soap. Renumber. Clean felt or sponge rubber with soap and water. Shellac leather portion of pads. Tag for size. Store in dry place.

INFLATED BALLS--Clean with standard ball cleaner--on the market. Deflate to three to five pounds pressure. Store in dry place.

CANVAS SHOES--Thoroughly dry and brush. Tag for size. Replace laces. Store in dry place (bins or shelves).

WOOLEN GARMENTS--Clean thoroughly (dry cleaning rather than laundering recommended). Repair rips and mend holes. Tag for size. Store in airtight bins or trunks. Sprinkle naphthalene, paradichlorobenzene, or camphor crystals throughout the garments. Be certain that container is airtight.

COTTON GARMENTS--Launder thoroughly. Inspect for repairs. Renumber and indicate sizes. Store in dry place.

SILK GARMENTS--Launder or dry-clean. Tag for size. Pack in boxes or bundles. Store in dry place.

FOOTBALL PANTS--Launder thoroughly. Inspect for repairs. Renumber. Tag for size and grade. Save best of worn pants for mending. Store in dry place.

WRESTLING MATS--Launder thoroughly, repair, and fold for storage in dry place.

FOOTBALL LINESMAN'S MARKERS, BOX, YARDLINE MARKERS--Repair, repaint, and store in dry place.

FOOTBALL DUMMIES AND CHARGING MACHINES--Clean former and store in dry place. Repair and repaint charging machines and store inside, in dry place.

BASEBALL BATS, BALLS, BASES--Wipe off bats and store in dry place. Save used baseballs for practice. Clean bases and store in dry place.

HURDLES, BENCHES, TOEBOARDS, AND TAKE OFF BOARDS--Repair, repaint, and store in dry place.

JAVELIN--Hang from a height with point downward to prevent warping. Store in a dry place.

VAULTING POLES--Lay in straight position to prevent warping (wooden poles). Store in moderately dry place.

DISCUS & SHOT--Clean, store in a moderately dry place.

TENNIS NETS--Fold or roll around wooden pole. Store in dry place.

FIRST-AID KITS--Clean kit and bottles. Relabel bottles. Replenish stock as inventory indicates when season opens. Store kit in clean, dry place.

TICKET BOOTHS--Clean and repaint. Store in dry place if removable.

SCORE BOARDS--Clean and repaint. Renumber and paint individual placards if necessary. Check mechanical device and wiring if electrical board is used. Store removable parts in dry place.

PUBLIC ADDRESS SYSTEM--Check transmitters, amplifiers, and wiring. Store in safe place.

## CHAPTER IV

### SUMMARY

In this paper the writer pointed out that equipment expense has become one of the largest items in the athletic budget, and a large amount of money can be wasted if the equipment is not purchased carefully and cared for properly. It is almost a must that every coach be acquainted with the policies, methods and techniques in purchasing and caring for equipment. With equipment prices steadily rising, the athletic director and coach must practice these policies, methods and techniques if he wants to keep his budget operating in the black.

The purchasing of athletic equipment should not be a haphazard affair. There should be a regular time and procedure for buying athletic equipment. Athletic equipment should not be purchased just because it is cheap. The most expensive equipment, however, may not always be the best, but it is easy to believe that good material or equipment cannot be bought for a low price. Equipment should not be bought until the inventories have been made and the needs are known. Legitimate, well-known athletic goods dealers or companies are recommended to do business with. After purchasing the equipment, purchase orders should be kept on



file to tell the exact order of equipment, when and where it was ordered.

The proper procedures in purchasing equipment is lost if proper care is not given to the equipment. A good equipment room is the first step in proper care of equipment. A good dependable manager should be used, because the athletic coach may not have the time to give the proper care to the athletic equipment. An efficient method for issuing and marking equipment should be installed. An educational program aimed at the student should replace the old concept that equipment taken from the athletic department is not considered stolen equipment, with the idea of taking athletic goods is the same as stealing and should be considered as a criminal act.

A system for daily care of equipment should be used, so the equipment can dry properly and any repairs can be taken care of before the article is ruined.

All athletic directors and coaches should know the proper procedures for cleaning, repairing and storing of equipment so to get the longest possible use from their equipment.

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