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ADMINISTRATIVE GUIDE FOR FOOTBALL

AT ST. TERESA HIGH SCHOOL DECATUR
(TITLE)

BY

ROBERT J. ERNST

PLAN B PAPER

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR
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AND PREPARED IN COURSE
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IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY,
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1964

YEAR

I HEREBY RECOMMEND THIS PLAN B PAPER BE ACCEPTED AS
FULFILLING THIS PART OF THE DEGREE, M.S. IN ED.

7 August 1964
DATE

Maynard D. Brew
ADVISER

8/7/64
DATE


DEPARTMENT HEAD

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INTRODUCTION

This administrative guide for football is being written in the hope that the writer will benefit from the research and become a more efficient and thorough administrator. It is also felt that it can be of value in periodic re-evaluation of the football program. It is further hoped that it can be of value to the writer's successor in finding his way on the job. This is said with the knowledge that most men in the field of coaching move on either by design or request.

While conducting and planning the program the financial structure of the school must be kept in mind. A watchful eye must be kept on expenditures and constant vigilance maintained to assure economy and safety in the program.

A record should be kept of all expenditures and income by the athletic director. The record kept by the athletic director will serve as a guide in preparing the budget for the following years operation.

A very important phase of the administration is that of pre-season planning. The athletic director doubles as head coach in football. This situation must continue in the foreseeable future. Efficient planning is a must to insure that a proper job is done in both coaching and directing the program.

Things to be done in pre-season planning extend from the business matters of buying insurance and having tickets printed, to seeing that the grass is cut, raked, and watered. These are some of the items that

can mean extra safety and economy in the operation. The participants in a sport can sense efficient planning and are likely to perform better due to confidence in the program and pride in being part of an efficient operation.

Planning in season should be done with the coaches needs in mind. Athletic contest management should be of utmost concern. The forms used in the activities should be kept in supply for the coaches. Records used in the program should be kept up to date. One of the most important items is that of checking the eligibility of the players. There have been many successful seasons turned into nasty situations when it has been discovered after the season is over that one of the participants was ineligible.

During the season is the best time to hire officials for the following year. It is increasingly difficult to hire top officials because of the limited supply. Schools not in a conference will have more success filling schedules if completed a year in advance.

When the final game has ended, the athletic director must be ready to initiate the final phase of his administration for the activity involved. The phase involves the presentation of awards, bringing the inventory of equipment up to date, requesting new equipment, sending out the equipment to be repaired and cleaned, and the beginning of plans for the next season.

All records should be brought up to date. If individual school records are kept these should be publicized and duly noted. The financial records should be summarized for the activity. This is the time to re-evaluate the program and make suggestions on how to improve

it. The seasonal report should be completed and sent to the administrators of the school.

CHAPTER I

SCHOOL'S PHILOSOPHY

The administration of an athletic program is a reflection of the school's philosophy of competitive athletics. Brownell and Williams say, "Administration of any educational program is the leadership of the personnel involved in conducting the program."¹

To properly administer a program there must be a basic philosophy to give it direction and to give some purpose to the planning for the program. The philosophy of the school is that all who want, shall have the opportunity to compete in football as long as they meet the academic standards of the school and the state association. The participants must act in a gentlemanly and sportsmanlike manner at all times. The program must be educationally sound and conducted in such a manner as to insure the maximum amount of safety and satisfaction to the participant.

Participation for all who want is assured by a separate frosh-soph schedule for the younger and more inexperienced boys. This gives the players a chance to compete against boys of their own chronological age and ability group.

The cut system is not used for the football team at St. Teresa.

¹Clifford L. Brownell and Jesse F. Williams. The Administration of Health Education and Physical Education (Philadelphia: W. B. Saunders Co., 1951), p. 25.

Boys are dropped from the squad only for scholastic and disciplinary reasons.

CHAPTER II

EXISTING OPERATIONS

The philosophy of the program has been stated. To implement the philosophy so that maximum benefit is derived by the participants a standard set of procedures must be instituted. These procedures should help to see that the program is conducted in a safe and educational atmosphere.

The frosh-soph schedule consists of six games. The first game should be played the week-end of the third varsity game. The last game should be played the week-end of the eighth varsity game. This is done to give the coaches time to properly condition the bodies of the players and for the teaching and the practice of the basic skills. The season is cut short because of the lack of physical maturity of the younger boys and the possibility of limited number of participants.

The frosh-soph players should be limited to participation in one game during a 5 day period. The Decatur Public School System uses a 7 day period.¹ This policy should be considered for adoption by St. Teresa.

A supply of coaching aids is necessary for the safe conduct of the program. Maximum use of dummies, sleds, and movies should be used for teaching excellence and the safety of the players. The

¹Handbook of Interscholar Athletics (Decatur Public Schools, 1963), p. 9.

more efficiently a player can perform, the more satisfaction may be received from the program.

The schedule the team plays will go a long way toward determining the success of the program. The schedule should include enough games to make a fair evaluation of the teams ability. In Illinois, the maximum number that could be played is governed by the length of the season rather than a certain number of games.¹ The majority of schools in this state play a nine game schedule which seems to be enough games. This makes for a twelve and one-half week season.

In making a football schedule, the athletic director may do one of three things. The schedule can be made of teams where victory is almost certain. The schedule can contain the best competition of the school's class in the area. The third type would be middle of the road and contain elements of all types of competition.²

School people must not be guilty of overlooking some of the common things that pertain to the health of participants.³ Charles Forsythe lists the following items as mandatory in conducting a safe program:

- "1. A well trained coach or coaches should be in charge of the activities in the athletic program.
- "2. Adequate, properly fitting equipment should be available for all players.

¹Official Handbook (Illinois High School Association, 1963-64), p. 26.

²Charles V. Mather, Winning High School Football (Englewood-Cliffs, N. J.: Prentice-Hall, Inc., 1955), p. 28, 29.

³Charles E. Forsythe, Administration of High School Athletics (3rd ed.; New York: Prentice-Hall, Inc., 1954) p. 278.

- "3. Playing facilities should meet common sense standards. Playing areas should be free from all hazards.
- "4. Boys should not be allowed to play until they are in proper physical condition.
- "5. Sufficient reserve material. There should be at least twice as many members on a squad as there are playing positions on a team.
- "6. Competent officiating, hire officials who are known to be strict in their enforcement of rules devised for the protection of the participants.
- "7. Fair and equitable competition, in general schools should limit their competition to schools of comparable size.
- "8. There should be insistence that all injuries be reported promptly. The coach should give a cursory check for injuries after each game and practice."¹

Lessons in sanitation are important and should be practiced until they become health habits. There should be enough equipment supplied so that each player has his own. Frequent laundering of equipment should be seen to by the person in charge of the activity.²

The locker rooms, showers, lockers and toilets should be cleaned regularly and scientifically. The training room should be spotless, orderly, and scientifically cleaned.³

The coaches should not overlook the impression given to the players by appearing in soiled uniforms, needing a shave or a haircut. The leader sets the example and it should be a good one.⁴

It should be a rule of first importance that arrangements for medical attention be available for all athletic competition; that is

¹Charles E. Forsythe, The Athletic Director's Handbook (Englewood-Cliffs, N. J.: Prentice-Hall, Inc., 1956), p. 289-290.

²Ibid., p. 290.

³Ibid., p. 291.

⁴Frank McGuire. Offensive Basketball (Englewood-Cliffs, N. J.: Prentice-Hall Co., 1958), p. 7.

provision should be made for at least first-aid or emergency treatment in case of accident.¹

There should be a doctor in attendance at all games.² The coach should administer emergency first-aid to the boys only in the absence of the doctor. The doctor should be the final authority on a boys ability to compete.³

The first-aid equipment should be checked on the field by the coach before each game and practice. The equipment should include a well stocked first-aid kit, stretcher, and blankets. The doctor, boy's parents, and ambulance phone numbers should be available at all times.

The school insurance provides for use of the family physician. The players should see the family doctor except in emergency cases and then the doctor in charge can render emergency treatment.⁴ Accidents to spectators should be reported to the school authorities as soon as possible. The chief usher should be informed of the doctors availability for emergency treatment to the spectators. A room should be set aside where the treatment can take place and the crowd kept away.

As public servants, city, county and state police should be used at athletic contests for handling crowds, directing traffic, and parking. The presence of a uniformed officer at a contest lends dignity

¹Forsythe. The Athletic Directors Handbook, p. 297.

²Ibid., p. 172.

³Ibid., p. 298.

⁴Forsythe, Administration of High School Athletics, p. 190.

to it and provides for enforcing regulations.¹

Police may be obtained from the city. The chief of police should be contacted to make arrangements for the police detail. Policemen are paid individually by the school.

Safety of the players should always be uppermost in the minds of the program director. To insure the safety of the players the safest equipment money can buy should be obtained. There should be no thought given to economizing in this area. A constant check should be made of each players protective equipment and if found defective should be replaced with good equipment while the damaged equipment is being repaired. Under no conditions will a boy be allowed on the field with insufficient, ill-fitting, or defective equipment.

Teaching methods should be constantly evaluated to insure that the safest and best methods are being used. It behooves every coach to provide his players with a safe environment and to practice sound safety standards.² A boy should never be sacrificed for the sake of winning or making a good showing in a game. There are some coaches who mimic college and professional techniques. This could be a bad practice because the college players and pros have more experience, are bigger, and are better players. The methods advocated should be thoroughly studied for safety before being installed in the program.

¹Charles J. Frankel, "Medical-Legal Aspect of Sports Injuries," Medical Aspect of Sports, A Report to the American Medical Association, At Washington D. C., November 27, 1960 (Chicago: American Medical Association, 1963) pp. 64-65.

²Moe Tenner, "The Coaches Legal Liabilities." Scholastic Coach, XXXIII (November, 1963) p. 50.

The coaches might well procure a personal liability insurance policy. Instructors have been sued for one reason or another in spite of continued efforts to serve the best interest of the players.¹

The field should not be overlooked as a safety factor. It should be gone over after and before every ball game. The divots and holes found should be repaired to protect the players. The grass should be kept cut and dead grass removed from the turf. Watering of the field should be done with care to provide a soft turf, but not one that is slippery.

The practice area should be maintained and checked as well as the field used for games. This field is used more than the game field and receives more and harder wear. The school has almost three full size practice fields available. A rotation plan should be set up to spread wear evenly over the entire area.

¹John W. Giles, "Liability of Coaches and Athletic Instructors." Athletic Journal, LXII (February, 1962), pp. 18, 49.

CHAPTER III

FINANCIAL STRUCTURE

A very important item in any program is the amount of money available for the program. Planning for the program should be done so as to assure maximum benefit from the money available. St. Teresa is a private institution and operates on a limited amount of funds. Care must be exercised that each activity of the program receives proper financing. It is not fair to spend \$50.00 for football game uniforms and then not have a frosh-soph schedule because of lack of funds.

The philosophy of the program has been to give all boys who want an opportunity to compete. If all of the money or a great portion of it was spent for varsity uniforms the funds would be insufficient for equipping, in a safe manner, all boys that wanted to play.

The school has a Booster Club that is a fund raising and supporting organization. This club is operated to benefit the entire school not just athletics. In the past the club has spent \$60,000.00 at the school and of this \$13,000.00 has gone for athletics.¹

The club has sponsored taking of game movies and paid \$.09 per mile to the coaches for scouting expenses. The ticket sellers, takers, and ushers at ball games have been supplied by the Booster Club's Athletic Committee. The concession stands have also been a project

¹Interview of Ruth Fleck, Treasurer, St. Teresa High School Booster Club, October, 1963.

of the Booster Club.

The financial structure of the athletic program has been like that of other Catholic schools St. Teresa competes against. Griffin High School of Springfield had an athletic booster club but abandoned it in favor of the type that exists at St. Teresa. The use of undue pressure by booster club members was the reason given for changing the booster club format. The support of the athletic teams at Griffin has not suffered because of the change.¹

Charles Forsythe says, "If projects, activities, or programs are to be successful their approximate costs must be calculated in advance. If several athletic activities are supported from a central source of funds, a budget is especially important because it gives each division reasonable assurance of the amount that will be available to it."²

A budget is an estimate of probable income and expenditures. It is of value because it necessitates anticipation as far as possible of all the probable factors involved.³

To prepare the budget a general estimate should include individual games and season ticket sales. The athletic departments share of the students tuitions, the Knights of Columbus contribution to the athletic program, and any other income should be listed in the income anticipated.

¹Springfield Roman Catholic Diocese Teachers Institute, October 18, 1963.

²Forsythe, Administration of High School Athletics, pp. 256-257.

³Ibid., p. 257.

The expenditures should include new equipment to be purchased. Also to be considered are such items as; game officials; contract guarantees; travel expenses; equipment maintenance; training, first-aid, and medical supplies; awards; players insurance; and incidentals, such as managers lunches, printing of tickets and lights.¹

The expenses of the program have been the same as for any school sponsoring a football program. There are several areas, however, where money has been saved on expenses, due to the work of the school booster club and the cooperation of other Catholic agencies in the city. The physical facilities at the field, that is, the bleachers, ticket booths, fences, concession stands, and press box have been maintained by the club. The travel expenses have been kept down by using the buses of a Catholic grade school. The charge has been a standard fee of \$15.00 whether the opponent is a local school or one 100 miles away. This has been a considerable saving to the school.

One of the most important items in the financial structure has been the record kept by the athletic director. This was a ledger showing expenditures and income over the school year. It was an indication of how much money was available for new equipment, expansion of facilities or enlargement of the program. It also was an aid to the scheduling because it gave an indication of the teams the people prefer to see and also the teams that have a good following among their own fans.

¹Ibid., p. 260

CHAPTER IV

PRE-SEASON PLANNING

The pre-season planning is divided into several phases. One phase, the business aspect of the coming season involves the printing of tickets, schedule posters, purchasing of insurance, and distributing publicity sheets to newspaper, radio, and television. Another phase of the pre-season planning is the check of physical facilities. The physical facilities include the field, bleachers, lights, locker rooms, and all other items necessary to carrying on the activity of high school football. The manpower necessary to playing a home schedule is also included in this planning. The third phase of the pre-season planning has to do with the activity itself, which, in this case is football. This would include issuing equipment, giving physical examinations, checking the officials and other details that are necessary to a smooth working operation.

The business aspect of pre-season planning can be disposed of first. The display posters are printed by the Pepsi-Cola Company. The order should be sent to the Company in May. The posters should be distributed the first week of practice in August.

The printing of tickets should be taken care of at an early date. The order should be based on the number of tickets sold last year. This is true only of season tickets. The roll type tickets have been used for general admission sales. This is more economical

and gives easy access to a new supply. It is easy accounting for them by merely recording the number of the first and last ticket sold each ball game.

The purchase of insurance for the athletes is a very important item in the planning. It is becoming increasingly difficult to find a maximum amount of coverage for a minimum cost. It has been found that a deductible clause is undesirable at this time because it tends to keep some of the boys from going to the doctor when there is doubt as to the extent of their injury. More concern should be shown for the parent who might have a large claim. Broad limits should be set for the policy even though the initial cost is greater. The school pays 40% of the premium and the individual pays the rest.

The insurance program of the Decatur Public Schools has a \$10.00 deductible clause in it. This gives a lower rate. It could not be determined if it actually did keep some boys from seeing doctors, because no records have been kept, but as one might expect, the number of claims was lower.¹

Trinity High School, Bloomington, Illinois, pays the insurance premium for the players that stay out all year. The limits of the policy are scheduled and coverage not as broad as that of St. Teresa. The premium is lower.²

The publicity release should be prepared on the basis of those

¹Interview of Loren Dittus, Athletic Director, Stephen Decatur High School, August, 1963.

²Interview of Adolph Jerdee, Football Coach, Trinity High School, Bloomington, Illinois, January 14, 1964.

returning from last years squad and the boys coming up from the frosh-soph squad. It should include a tentative roster, a schedule of both "A" and "B" games, and the prospects for the coming season as seen by the coach. The mailing list should include all local news media, the teams to be played in the coming year, and the news media in their town, and the metropolitan newspapers that cover high school sports throughout the state. If this is done in an honest, thorough, and concise manner one will find it is a tremendous time-saver and very important in maintaining amicable relations with the press.

Feature stories abound in every school. It is up to the head of the program to point them out to the press. The newspaper very often has space to fill but due to understaffing cannot ferret out the stories. A little time and energy might bring extra publicity. The head student manager or a special student publicity man could be appointed to act under the director's supervision.¹

There is great rivalry among the various news media. Care should be taken not to show favoritism by giving the same agency the first opportunity to release the news. Friendship and aid should be solicited from all of the news media on an equal basis.

The planning for the physical facilities is taken over almost entirely by the athletic committee of the booster club. The athletic director tells them what is to be done, the deadline date, and the workers get it done. The responsibility is the directors, so a check to make sure that all requested work has been taken care of is

¹Paul Kagan, "Do-It-Yourself Publicity," Scholastic Coach, XXXIII, June, 1964, p. 20, 30.

necessary. The care of lights and turf must be taken over by the athletic director.

The lights should be checked at a night practice at least ten days before the first game. An electrician should be in attendance so that attention can be given to bulbs that are burned out and lights not in focus. The light covers should be cleaned at this time.

The turf should be checked periodically throughout the summer. The maintenance man should be cutting and raking the grass each week. The turf should be kept loose and soft by use of the aeroater and water. If this is not done the turf may be dead by the opening game. If there are any really bad bare spots that can't be revived, check the possibilities of spot sodding from the orchard. The practice field should receive the same treatment as the game field.

When all of the earlier phases of pre-season planning have been completed the work of fielding the football team can be started. Physical exams should be scheduled with the doctor not earlier than a week before the first practice but not later than two days before. If possible at least two doctors should be obtained to aid in giving a more thorough physical and so as not to overburden the doctor. It should be determined in advance if the doctor will need assistance of a type the school can furnish and what equipment will be needed.

The mechanical aids should be taken to the practice area and given a fresh coat of paint. Any new equipment purchased should be added to the inventory and properly marked before being issued. The training supplies should be checked and the new supply checked, inventoried, and stored.

A sum of money is being spent for movies to aid in our program. Care should be taken that this money is not wasted and full benefit is derived from the movies. The photographer should be notified and several planning sessions with the coach will help toward deriving maximum benefit from the films. A young assistant should be obtained and trained to help in any way possible. It should be kept in mind that a new photographer will be needed every two years or so.

The trial and error method has been used in taking films. Experience has shown that a camera speed of 24 frames per second is best with 8m.m. Bolex. The lens opening should be set at $f2/3$ for the St. Teresa field. The light meter should be used away from home and a record kept of the setting for future use.

The camera has three lenses, a telephoto, wide angle and normal. The normal lenses should be used for action between the 30 yard lines. The lens should be changed to telephoto for action inside the 30 yard lines and the wide angle used on kick-offs. The camera should be turned on when the quarterback sets the team and turned off when the ball is ruled dead.¹

Arrangements should be made for travel before the practice sessions start. The bus driver should be notified of the date his services will be needed and the departure time of each trip. A follow-up card should also be sent to the driver a week before the bus is to be used. This is a good time to line up restaurants in cities where the team will be stopping. A follow-up card should

¹Bruce Glover, "A Film Program For the Small High School," Athletic Journal, XLII, February, 1962, p. 34.

also be sent to them with the number in the party, the menu, the date, and the approximate arrival time.

Transportation constitutes a danger sphere. The accidents usually occur in loading, unloading, and standing while the vehicle is in motion.¹ The coach in charge of the activity should go over the rules of proper conduct with the boys in a squad meeting.

The bus driver's qualifications should be checked and the bus safety sticker verified as to the date and approval. A meeting should be held with the bus driver to iron out any difficulties that may have come up. The driver may have specific suggestions to make for a safer trip.

¹Moe Tenner, "The Coaches Legal Liabilities," Scholastic Coach, XXXIII (November, 1963), p. 56.

CHAPTER V

IN-SEASON PLANNING

The in-season phase of the athletic directors job will be the easiest providing the earlier phases were handled properly. It is now the coaches turn to take over with the director acting as liason man.

Reminder cards should be sent to all opponents and officials stating the time, place, and date of the scheduled activity concerning them. This is not only courteous but can aid in avoiding a very embarrassing and troublesome situation. While these reminder cards are being sent it is a good idea to send one to the agency supplying the transportation with a note as to the expected departure time.

Early fall is a good time to complete the schedule of games and officials for the coming year. A list of officials to be used should be sent to next years opponents for approval. Keep the equipment in repair and stock of supplies adequate. Make sure that minor officials are always on hand and a supply of statisticians is available. Check with the coach on the quality of the movies and his satisfaction with such. There might be some little complication that can be straightened out by a phone call.

The biggest task in the season will be that of checking the players eligibility. Prepare the eligibility list after the first week of practice and check it with the scholastic records to make

sure the list carries the correct information. A list of game dates, with the officials names should be given to the principal on the first day of school. Indicate on the principal's list of games the date each eligibility list should be mailed. A check must be made each Friday to make sure this has been done.

On Thursday in the first week of school give each player an eligibility card. Check the card back in on Friday making sure the information requested has been obtained. This card is given to the student every Thursday and should be returned the next day. The office should be notified of any ineligible boys. It is hoped that by using this system and keeping a frequent check on the classroom work of the players none will be ineligible at the end of the year.

The Illinois High School Association says that a boy must be doing 15 hours of passing work per week and have passed in 15 hours the previous semester. Academic subjects only apply to eligibility.¹ In addition to the state association requirement the school rule stipulates that a boy must be passing the religion course to be eligible.

A periodic check of the bleachers, press box, turf, and concession stands should be made throughout the season. The bleachers should be checked closely after having a large and active crowd. One accident of this type could be a catastrophe. A thorough check is well worth the time.

The area of contest management gives the athletic director

¹Official Handbook, (Illinois High School Association, 1963-64).
p. 11-12.

many headaches during the season. Well managed athletic contests are the result of good administration, careful planning, and attention to details before the events occur.¹ A check list should be prepared and a day set aside to handle each item on the list.

The following schedule has been set up with the aid of Charles Forsythe and applied to the situation as it exists at St. Teresa.²

The check list for contest management follows:

Friday, eligibility lists should be sent out by the office for next weeks game; check contract of officials and the team to be played; send reminder to both officials and school to be played.

Monday, check opponents eligibility list; send information for program to the printer; this information should include rosters, officials, date and opponent of next home game; meet with band director about the pre-game and half time ceremony.

Wednesday, remind the public address announcer, scoreboard operator, physician, chairman of the booster club athletic committee, and the ambulance company of the coming game.

Thursday, check the field to make sure it has been cut and had the last watering; contact the newspaper in the morning, for that evening's edition; contact the radio and television stations giving them information about the game.

Friday, check the students responsible for setting up the scoreboard, public address system, and sideline telephones; go over plans with cameraman and give him the film; check with the groundskeeper about marking the field, placing the goal-line flags, side line markers,

¹Forsythe, Athletic Directors Handbook, p. 58.

²Ibid., pp. 59-69.

and benches; check the dressing rooms for cleanliness and readiness for the occupants; make sure the press box is clean and equipped with table and chairs; get checks made out for the officials and visitor's guarantee.

Game-time, assign a manager to greet the visiting team and officials; check the head manager to make sure the game and practice balls are in readiness, the side line equipment is ready to be taken out, and a manager assigned to handle it; issue equipment to the minor officials; notify the officials and visitors of the exact starting time; synchronize the watches of all involved; make known any pre-game ceremonies or unusual half time festivities.

Post-Game, distribute checks to the officials; the visitor's guarantee if appropriate; check on collection and storage of all game equipment; obtain the amount of gate receipts and make sure the field lights are turned off; mail the movies to the processor; rate the officials and file it until the state association sends the rating sheet; file the game participation form; write the game report and file with the scouting report on the team just played; check the injury report, contact the boys and follow-up on the injury. When the boy reports the next morning fill out the necessary insurance forms with the injury report form and send to the principal. If the boy does not report contact the parents to see why he hasn't.

This check list does not make provisions for the frosh-soph schedule but can be applied in the same manner. The days of the week must be switched around due to different game days, but the same procedures are to be followed.

CHAPTER VI

POST-SEASON PLANNING

Careful post-season planning can make the following year a more pleasant experience. This phase of administration lasts until about the first of May and actually coincides with the pre-season planning for the next year.

The check of all insurance claims should be one of the first items receiving attention. The file should be closed on those already satisfied and a check made of the open ones to determine their status. A list of the injured should be checked to make certain that all claims have been filed.

All equipment should be checked in against the players issue card the week-end following the last game. If the items are not returned a charge slip for the missing item should be prepared and turned into the office so that the student may be properly charged. The slip is made in triplicate with the general office keeping one, the student getting one, and the athletic department keeping one.

Respect for and care of property should be one of the lessons a participant gains from athletics. Equipment should be issued to the participants with an understanding of the responsibility assumed with the acceptance of the equipment.¹

¹Forsythe, Administration of High School Athletics, p. 220.

The player should be issued only good equipment. The equipment should be properly marked and charged to the player on the equipment card.

The player's equipment should be checked periodically. Shoes and helmets should receive special inspection and immediate repair due to the essential nature of the equipment.¹

At the end of the season all equipment should be checked and sorted. The equipment that can be repaired or is in good condition should be entered on the inventory and then sent to a commercial reconditioner for cleaning and general repair. The equipment no longer serviceable should be noted on the inventory and discarded.

The reconditioning concern will store the equipment until May. When the equipment is returned it should be unpacked and stored in the space allotted.

The post-season planning affords a time to check the inventory and bring the stock of equipment to the desired level. The buying of athletic equipment should not be a haphazard affair. There should be a regular time and procedure for the transaction. The purchase should be made only after the needs are known. A check of the inventory of equipment should show the serviceable items on hand, the number discarded, and the number of items needed.²

The request for purchase of equipment should be filled out in triplicate. One copy should be kept by the athletic director

¹Ibid., p. 226.

²Ibid., pp. 216-217.

and the other two sent to the principal. The request for purchase should be accompanied by copies of the inventory of equipment.

The request should show the items needed, specifications of the items and the price of the items. The equipment should be ordered, after approval, in the early spring.

The purchase of new equipment at St. Teresa have been set up on a rotation basis which fits the needs best, because it requires a small outlay of money each year rather than a large outlay periodically.

Practice uniforms have not been purchased. Reasonably priced game uniforms have been bought and used for only a few years. It has been set up so that a partial set of jerseys and pants are purchased each year. The older ones are then taken for practice. This has fit the situation, because it leaves more money with which to purchase the more essential and expensive practice equipment.

The protective equipment has been purchased in small amounts and usually at a discount because of the time of the year bought, and the small number of items allows odd lots to be purchased. The sales representative has held the sample equipment for the school in the past. The best grade of equipment has been purchased at a large savings. The savings on some items has been as high as 50%. There are different brands, colors, and models but it has all been the best that could be purchased.

When provision for the care and purchase of equipment has been made the determining of and presentation of awards should be made. There are many plans in effect for the granting of athletic awards

in various schools. Some schools base awards on recommendation of the coach. Another plan is based on the amount of participation in games. The third plan is based on a point system. The point system includes all sports sponsored by the school.¹

St. Teresa awards football letters based on the amount of participation in games and the recommendation of the coaches. A student manager keeps a record of the number of quarters each boy appears in during a game. The form also includes a space to show the participation of a specialist.

To receive a varsity letter the boy must have participated in one-half the total number of quarters the team has played during the season and remain on the squad, unless injured, all season. A specialist may be awarded a letter if the specialty has been exercised by the boy on the average of twice a game. Numerals are awarded to each boy who has competed on the frosh-soph team. The numerals are awarded only once and to receive them the boys must have been out for the entire season.

The letters have been awarded after the season is over, at the beginning of the second quarter. The occasion has been the fall awards assembly.

The field must be taken care of before the winter months. The field is to be seeded in late November each year. The type of seed is handled by the maintenance staff.

The field markers, first-down chains, and down markers should

¹Ibid., p. 234.

be checked, cleaned, repaired if need be and put away. If the game equipment will not last another year new ones should be ordered immediately. The supply of marking compound should be replenished. The coaching aids should be repaired and stored.

An analysis of the program giving the number of competitors, injuries, and other pertinent data should be prepared and given to the principal along with a financial report for the activity.

This paper was undertaken to give background to and improve the administration of the football program at St. Teresa. There have been ideas that, if they are carried out, should aid in improvement of the program.

The matters of scheduling safety and medical attention for the players have been investigated. The many items in pre-season planning such as publicity, business matters, the inspection of physical facilities and arrangements for the transportation of the squads have been looked into. In-season planning with the many items concerning contest management have been investigated, along with the necessity for checking on the players school work. The end of the season brings on post season planning and the need for knowledge of the financial structure and condition of the program. The need for a year end report to bring the school administration up to date on the accomplishments and drawbacks in the program has been studied.

The administrative guide has been prepared by library research, personal interviews, and a review of the athletic department files at the school. It is hoped that in the future this guide can be kept up to date and serve as a ready reference guide for the program.

APPENDIX

FOOTBALL FORMS

St. Teresa Athletics Seasonal Report			
Activity:		Prepared by:	
Date:		Coach:	
No. at Beginning:		No. Games Won	
No. at End		Varsity	
No. that Dropped		F-S	
No. Letter Winners		No. Games Lost	
No. Numeral Winners		Varsity	
No. Playing Games		F-S	
Varsity		Game Receipts	
F-S		Avg. per Game	
Avg. Qtr. Per Player		Total Expenses	
No. Injuries			
No. Seeing Doctor			
No. Hospitalized			
Comments:			

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