

INTERNATIONAL MILITARY SPORTS COUNCIL



**DEVELOPMENT
OF
EFFECTIVE SPORTS PROGRAMMING**

CISM ACADEMY ASSEMBLY
3-7 SEPTEMBER 1962
ATHENS, GREECE

DEVELOPMENT
OF
EFFECTIVE SPORTS PROGRAMMING

Presented at the First Assembly
of
The Academy of the International Military Sports Council
3 - 7 September 1962, Athens, Greece

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The CISM Academy has, from its beginning in 1958, enjoyed varying degrees of success, and owes its' very existence to a small number of dedicated individuals from among the member nations of CISM.

A salute is to be given the founders of the CISM Academy, as it is now preparing to embark on a more vigorous and stimulating program of service to the CISM. The Member Nations of CISM will assuredly take serious note of the value and accomplishments of this Academy, and thus render maximum support to the solidification and perpetuation of the Academy program, organization and purpose.

A special credit for the endurance of the Academy must go to the members of the Board of Directors, all of whom have materially contributed greatly to the meaning fullness of the Academy.

The Hellenic CISM Delegation is to be commended for its' organization and conduct of the First Assembly of the Academy of CISM, which is a most worthy contribution toward the fulfillment of the basic aims of the CISM.

The US CISM Delegation wishes to hereby express its' confidence in the Academy, and is assured that the future of the Academy is a fruitful one which will reflect great Honor and Merit to the CISM.

This booklet is extended in the spirit of friendly progress through the exchange of ideas and methods. The content is intended to provide a constructive approach to the serious task of developing and maintaining an adequate and balanced military sports program.

MILESTONES IN CISM'S HISTORY

Early in 1946, an American proposal led to the formation of an Allied Forces Sports Council (A.F.S.C.), consisting of 12 member countries under the chairmanship of the USA.

Among its first accomplishments was the renewal of Track & Field's centuries old tradition, in Berlin's reputed Olympic Stadium where Zatopek, the only Czeck competitor, arrived on a motorcycle, at the last moment, delaying the start of the 5.000m run, which he won in 14'32", thus gaining recognition for the first time.

Military championships were held at Nuernberg, Hanover, Baden-Baden, Brussels and Ostend. After this brilliant start, dark clouds shadowed the international horizon and several member countries resigned their membership. Dropping its inter-allied character, the organization made a new start in 1948 and became the International Military Sports Council, with Lieutenant Colonel DEBRUS (France) as its first president. In the Mediterranean Palace, in Nice delegates of France, Belgium, Luxembourg, the Netherlands, and Norway gathered for the task of drawing up the first statutes of the "International Military Sports Council" proposed by the French.

Soon, an adequate Calendar was prepared. General DRYSSSEN, one of Sweden's most brilliant sportsmen brought the membership of his country while Turkey and Italy also joined the CISM. Soon it numbered twelve member countries.

Classical sports competitions were scheduled and met with encouraging success. Competitions of a straight military character were proposed to the CISM.

Following a Dutch idea, Commandant DEBRUS (France) launched the Military Pentathlon, in 1947. In 1948, Captain E. PETIT (France) tried his Aeronautical Pentathlon in Vichy. Commander VOCATURO (Italy) followed suit with his Naval Pentathlon in Venice in 1952. A new route was mapped.

While the rules of the sports competitions were being established under the impulsion of Commandant WENDELEN (Belgium), the CISM Calendar listed new and original events which were soon to become methods of training for the soldier, pilor, and sailor.

Championships have been organized all over the world; Cairo, Stockholm, Ankara, Athens, helping to relieve France, The Netherlands and Belgium from the heavy burden they had assumed by sponsoring the competitions.

At the Cairo General Assembly (March 1951) the Council decided on a proposal originating from Captain Mollet (Belgium) and Captain Petit (France), to concentrate a greater part of its activity to the problems of physical training, but without reducing the interest it felt for sports as such. This new orientation is evident in the remarkable success of the CISM International Meeting in Monaco, the clinics at Bosen (Sweden), Mafra (Portugal), Formia (Italy), Toledo (Spain) and Paris (France).

In the fascinating field of physical training for air crews, the clinic held in Nancy (1952) and the surveys of Araachon (1949), Namur (1951), Soesterberg (1952) and Florence (1954) offered valuable comparisons and exchanges which resulted in the adoption of new theories in certain countries.

CISM organizes international military competitions not only in the main sports of the Olympic tradition, but it also has its own brand of military sports. It allows a very important part to all matters concerning physical training and sports training. It also supports medical seminaries, information courses, and surveys aimed to make available mutual findings to all interested.

CISM competitions are often honored by the presence of very important people presiding over their opening or closing ceremonies. To mention a few: H.M. the King of Greece declared open the magnificent Military Pentathlon Championship, in Athens. H.M. the King of Belgium, presented personally the cup offered by him to the victors of the Cross-country; the President of the Republic of Portugal pronounced open the International Football competition finals, in Lisbon, in 1956. During the military ski championship in Oslo, Crown Prince Olav mixed freely with the competitors, chatting informally with them, before donning his own skis to personally reconnoiter the difficult patrol run.

In 1958, to celebrate its tenth anniversary, CISM organized its yearly program on a very large scale, highlighted by the founding of CISM Academy, a medical sports association devoted to research in the field of sports, and the first issue of the CISM Magazine, a quarterly review read currently in some 35 countries, and especially meant for military and sporting circles. In January 1962, CISM Magazine changed its name to "Sport International", a change more than explained by the steady increase of its circulation.

In 1959, CISM held its General Assembly in Lahore; it was its first in Asia. 1960 saw the "CISM Village" at the Olympic Games in Rome. The same year, CISM's first competition in Latin America was held in Rio de Janeiro (Brazil).

In 1961, CISM experienced a great year. Membership expanded to include 30 countries. The statutes were revised to keep pace with the rapid growth and changing trends of the accelerated program. Track and Field again proved to be sensational when Lt Jay Sylvester (USA) broke the world record in the Discus event. It was in 1961 that the first CISM championships, Boxing, was held in the United States at Fort Dix, New Jersey with a high degree of success.

CISM has three main accomplishments to take pride in: The sports program, the Pentathlons and the Clinics. But it prides itself above all in its traditions of courtesy, friendship, sportmanship, and mutual respect. During its competitions athletes, soldiers, officials referees, delegates all alike wear the CISM badge. It is the BADGE OF FRIENDSHIP.

SAMPLE SPORTS PROGRAM

1. Scope of Activity: (Must be defined)

a. Departmental level

(1) The mission of the sports program is to provide opportunity and to encourage personnel, both male and female, to participate in sports primarily during off-duty hours to:

(a) Enhance group morale and assist in developing and maintaining a high state of mental and physical well-being among military personnel.

(b) Assist in the development of the vital assets of esprit, will to win confidence, aggressiveness, leadership, and teamwork, which are essential to combat effectiveness.

(c) Supplement the required physical training program.

(2) The program is divided into the following phases:

(a) Instructional phase - includes basic and advanced instructions in sports.

(b) Competitive phase - includes programmed tournaments and championships at appropriate echelons of command. Basic emphasis will be placed at this phase among smaller units.

(c) Self-organized phase - consists of unscheduled sports activities where facilities are provided and personnel participate spontaneously.

(3) Command Directives will be used as a guide in the administration of the sports program.

(4) When it does not interfere with the off-duty program annunciated herein, sports personnel may be made available to assist in conducting on-duty athletic competitions.

(5) The implementation of this program will not interfere with the unit's training program.

2. The major command sports purpose is "sports for all".

a. This requires that first consideration be afforded to the individual.

b. Next consideration is given to teams representing the lowest unit level to which each sport should lend itself.

c. This approach to the sports program affords the novice as well as the accomplished athlete equal opportunities for participation.

d. The basic mission emphasizes the intramural phase of the sports program.

e. It does not preclude the organization of teams for higher level competition.

f. The prerequisites to the organization of teams for higher level competition is a well organized and well implemented intramural program.

g. Teams for higher level of competition will not be supported to the detriment of the intramural program.

h. Higher levels of competition are encouraged to give the best athletes opportunity for participation and allow for spectator interest at the highest possible level.

i. The most proficient of the participating athletes are selected for concentrated training at designated training sites to compete for a place on teams representing the military in interservice and international championships.

j. The mission of the major command sports program is synonymous, in the above-mentioned respects, to the Departmental Program.

k. Summary of the mission is the utilization of Saturdays, Sunday afternoons, holidays and twilight hours and the available indoor and outdoor facilities on a voluntary basis for the promotion of the intramural and the intermural programs.

1. This program, aimed at 100% participation requires:

(1) Planning
(2) Promotion
(3) Supervision by qualified personnel and assisted by qualified noncommissioned personnel.

m. To achieve and maintain maximum benefits of this program, it is essential that coordination be between the physical training and the sports activities.

3. Specific objectives of the major command sports program is as follows:

a. To obtain maximum participation in sports activities by military personnel through a well organized sports program with a wide variety of activities.

b. To provide for entertainment purposes events of spectator interest that will aid in building unit solidarity and esprit de corps.

c. To assist in the development and maintenance of physical fitness of military personnel.

d. To provide opportunity and incentive for all personnel to engage in voluntary sports.

e. To assist in the development of leadership among individuals participating in the program.

4. Existing standards and programmed objectives of the major command sports program: (Sample figures used)

a. A yearly participation of approximately (100,000) individuals in a sports program designated to enhance troop physical fitness at mass participation level and spectator interest at the skilled level of competition. This program includes organized participation in (seven) team sports and (six) individual sports and recreational participation in (five) additional sports. In the spectator interest program there are (eight) baseball leagues comprising approximately (sixty) teams and (five) football leagues comprising approximately (forty) teams. The overall competition is witnessed by an estimated ($2\frac{1}{2}$ million) spectators annually.

b. An average yearly budget, three-fourths of which is spent for equipment. Other than equipment the budget includes payment of administrative personnel, sports officials, travel, per diem, rule books, clinics, awards, conferences and other essentials for the conduct of major command championship competitions.

c. A total of (600) athletic facilities. The major facilities are: (100) gymnasiums, (200) softball fields, (100) football fields, (50) baseball fields, (100) tennis courts, (25) swimming pools and (25) golf courses.

d. Support for the major commands sports program by developing and maintaining a corps of competent officials for all sports and particularly those which progress to USAREUR championships competition. Establish precedents, standards and procedures for athletic officials associations within all elements of the military. Conduct coaches and officials clinics at major command level in four of the major sports. Provide commands with examinations in all sports in order to assist them in determining the qualifications of potential officials.

e. The annual testing and accrediting of approximately (5000) sports officials. Maintaining game ratings of (1000) officials who work in the higher level program. Selecting, assigning and critiquing all officials utilized in major command championship competitions.

f. Screening all units and recommending qualified personnel for participation in special training camps for possible participation in national, international (CISM) and Olympic games.

g. Developing standard purchase specifications for approximately (600) items of athletic equipment, evaluating samples, establishing authorized allowances and replacement factors, justifying procurement and establishing procedures for the care and maintenance of all athletic equipment.

h. Establish, supervise and maintain (1200) bowling lanes, and control of the funds connected therewith. Support the bowling program by developing, educating and re-educating a competent corps of technicians to insure repair, refinishing and proper care of the lanes. Sanction lanes and leagues in accordance with National Bowling Congress standards. Sanction local tournaments and act as technical supervisor for major command championship tournaments. Establish a reimbursable supply point for all materials required for all echelons of maintenance.

i. Formulating criteria for (25) different types of athletic facilities, prescribing technical standards of construction and repair, justifying construction through command channels, and other required agencies. Recommending improvements in construction, technical features and maintenance.

j. The major command sports program includes (16) different sports. A level of competition is provided for all skill levels of participation in these sports. The following constitute the sports offered the military personnel:

- (1) Recreational sports
 - (a) Gymnastics
 - (b) Badminton
 - (c) Wrestling
- (2) Spectator interest sports
 - (a) Soccer
 - (b) Baseball
 - (c) Football
 - (d) Boxing
 - (e) Track and Field
- (3) Individual sports
 - (a) Swimming
 - (b) Tennis
 - (c) Golf
 - (d) Bowling
- (4) Mass participation sports
 - (a) Touchfootball
 - (b) Volleyball
 - (c) Softball
 - (d) Basketball

5. Management reports statistics, which are utilized in managing and evaluating the major command sports program, are:

a. Report on personnel and how they are utilized within the program and at what level they are utilized.

b. Technical advisor's reports when visitations are made to the different commands and/or subordinate commands for championships.

c. Report on facilities to include the number and type of facilities.

d. Report on the number of teams participating within the different major commands and the extent of such participation.

e. Report on the number of teams participating in higher level competition, the extent of participation and the number of spectators attending each.

f. Competition by individuals and the extent of such participation.

g. Report on championship competition to include the teams involved, number of spectators and the condition of the facilities being utilized.

h. Report on depot and sub-depot supplies, quantities on hand, issue dates, and condition of equipment.

i. Reports on the expenditures of monies for personnel and/or supplies and equipment.

6. The following accomplishments can be directly or indirectly attributed to the major command sports program:

a. To assist commanders in promoting and sustaining a well balanced sports program at all levels of ability and all echelons of command.

b. The major command sports program and the conduct of sports activities are designed in purpose to fulfill the following:

(1) Provide indispensable free-time opportunities to keep military personnel from degenerating and to meet basic free-time needs.

(2) Provide a wide variety of essential free-time opportunities to further personal growth and enhance personal group morale.

(3) Provide, where feasible, and without interfering with other phases of the program, desirable free-time opportunities to make military life more attractive.

(4) Provide a well-rounded and interesting sports program, around which the normal duty and training schedules can formulate as a "hub" or "core", essential for welfare and morale.

7. The proposed standards and programmed objectives for the major command sports program will encompass the following:

- a. Formulate plans, policies and procedures governing the sports program.
- b. Determine standards for basic supply items.
- c. Prepare budget estimates for funds necessary for administering and operating the sports program.
- d. Establish annual schedules for championship competition to coincide with Departmental requirements for personnel for higher level competition.
- e. Establish and maintain supply distribution points for easy access by units to requisition supplies and/or equipment.
- f. Formulate supply requisition schedules for equipment for the different sports.
- g. Review personnel qualifications for higher level competition.
- h. Maintain liason with all branches of the Armed Forces, other countries and civilian agencies interested in the promotion and advancement of sports.
- i. Assist in developing criteria for sports facilities.
- j. Coordinate with the Plans and Training Division to formulate a sports program that will be well-rounded and all-inclusive.
- k. Primary emphasis will be placed in sports at post and lower levels. Organization will be at the lowest unit level which will achieve maximum individual participation.
- l. Athletic conference championships are authorized for all sports.
- m. Major command championships will be organized at conference level for team and individual type sports.
- n. Trained civilian technicians will be provided, within current budgetary limitations, to give professional guidance in the organization and implementation of the athletic program. Qualified personnel will be provided to conduct major command officials' and coaches' clinics in major sports.
- o. Coaches' and officials' clinics will be conducted at major command level to give emphasis to the proper coaching and officiating techniques for each sport official.

p. An officials association will be established and maintained with primary emphasis being placed on the training of officials for the proper conduct of the intramural sports program. Rating cards will be maintained on each official at either major command, Corps or Division level.

q. An annual budget for the estimated expenditures from funds will be formulated and forwarded for approval. Upon approval, will supervise the expenditures from such budgets.

r. Athletic supplies and equipment will be requested, requisitioned, issued, stored and maintained in the most advantageous and economical manner.

s. The establishment of these proposed objectives is subject to continual review and analysis to determine if the objectives are within the desired criteria as far as being essential.

NOTES:

Section 3.

SPORTS PROGRAMMING OUTLINE

1. Purpose and Scope of the Sports Program

- a. Purpose
- b. Scope

2. Objectives

- a. Maximum Participation
- b. Entertainment
- c. Physical Fitness
- d. Develop Leadership
- e. Occupation of Leisure Time

3. Policies of Sports Program

a. Participation

- (1) Team Sports
- (2) Individual Sports

b. Review and Analysis of:

- (1) Equipment
 - (a) Quality
 - (b) Quantity
- (2) Personnel
- (3) Travel
 - (a) Supervision
 - (b) Participation
- (4) Awards
 - (a) Quantity
 - (b) Type
- (5) Clinics
 - (a) Purpose
 - (b) Location
 - (c) Personnel Conducting
 - (d) Personnel Participating
- (6) Conferences
 - (a) Level
 - (b) Personnel Attending
 - (c) Location

c. Facilities

- (1) Indoor
- (2) Outdoor
- (3) Location Relation to Utilization
- (4) Rehabilitation
- (5) Construction

- d. Military Officials Association
 - (1) Testing and Accrediting
 - (2) Follow-up Clinics
 - (3) Command Athletic Officials Association
 - (4) Pay of Officials
 - (a) Level of Competition
 - (b) Rate at Each Level
 - (5) Selection for Higher Level Competition
 - e. Higher Level Competition
 - (1) Screening Letters
 - (2) Recommendations to higher headquarters
 - (3) Selection by higher headquarters
 - f. Standards for Purchasing
 - (1) Specifications
 - (2) Number of Items
 - (3) Evaluating Samples
 - (4) Authorized Allowances
 - (5) Replacement Factor
 - (6) Justification
 - (7) Receipt in Depot
 - g. Care and Maintenance of Equipment
 - (1) Expendable
 - (2) Non-expendable
 - (3) Sub-supply Points
 - h. Formulate Criteria for Athletic Facilities
 - (1) Number
 - (2) Type
 - (3) Condition
 - (4) Procedure
 - i. Number of Sports and Type
 - (1) Recreational Sports
 - (2) Spectator Interest Sports
 - (3) Individual Sports
 - (4) Mass Participation Sports
4. Management Reports Statistics
- a. Personnel
 - (1) Level
 - (2) Number
 - (3) Utilization
 - b. Participation
 - (1) Teams
 - (2) Individuals

- (3) Level of Competition
- (4) Championship Competition

c. Women's Program

- (1) Units involved
- (2) Location
- (3) Sports Involved
- (4) Championships

5. Accomplishments Direct and Indirect

a. Balanced and Sustained Program

- (1) Level
- (2) Starting and Ending Dates
- (3) Carry-over

b. Fulfillment of:

- (1) Occupation of Free Time
 - (a) Participation
 - (b) Spectator
- (2) Group Moral
- (3) Military Life More Attractive and Healthy
- (4) Implementation to Training Requirements

6. Proposed Standards and Programed Objectives

a. Plans, Policies, Procedures

b. Budget Preparation, Source and Availability of

c. Continual Review and Analysis to Determine:

- (1) Essential
- (2) Nice to Have
- (3) "Frills"

d. Personnel Review of:

- (1) Qualifications
- (2) Experience
- (3) Benefits

e. Liason with:

- (1) Other Branches of Service
- (2) International Organization
- (3) Civilian Organizing
- (4) Other Countries

f. Coordination with:

- (1) Plans and Training Agencies
- (2) Higher Headquarters
- (3) Subordinate Commands

g. Technical Supervisors

- (1) Professional Guidance
- (2) Implementation of Program
- (3) Conduct Clinics
- (4) Conduct Follow-up Clinics

h. Coaches and Officials Clinics

- (1) New Methods
- (2) Rules Interpretation
- (3) Train New Officials
- (4) Train New Coaches
- (5) Refresher for Experienced Coaches
- (6) Refresher for Experienced Officials

7. Conclusions

a. Limitations of Program

- (1) Personnel
- (2) Resources
- (3) Facilities

b. Proposals

- (1) Planned Increase or Decrease
- (2) If Standards and Objectives are to be met, develop Budget Requirements for New Year.

c. Future Plans

- (1) Concentration Area
 - (a) Mass Participation
 - (b) Supplies and Equipment for Same
- (2) Funds

Section 4

COMMAND LEVEL INSPECTION - CHECK LIST

COMMAND. _____ DATE _____

SPORTS OFFICER _____

_____ :

1. SPORTS PERSONNEL:

- a. Is the staff adequate? (Attach copy of roster by name and duty including Military, officers and enlisted, and civilians of sports section) _____
- b. Are personnel experienced and competent? _____
- c. Is office operation well organized and efficient? _____
- d. How often does the Sports Officer inspect or visit facilities in off-duty hours? (If regular schedule is maintained, attach copy) _____
- e. Is sufficient publicity given sports activities (Attach examples) _____
- f. Do unrelated additional duties handicap sports Officers? _____

2. PROGRAMS: (Attach copies where applicable)

- a. Is an adequate off-duty recreational program prepared? (attach copies) _____
- b. Sports Program (attach copies)
 - (1) Are mass sports and group games emphasized? _____
 - (2) Is the sports program sufficiently varied to attract participation by most of the men in the command? _____
 - (3) Are sports activities properly publicized? (attach examples) _____

3. SUPPLY ECONOMY:

- a. Attach lists of overages of sports equipment, (If applicable) _____
- b. Attach lists of shortages of sports equipment, furniture, etc. (If applicable) _____

4. GENERAL:

- a. Are sports facilities adequate? _____
- b. Is sports equipment adequate? _____
- c. Are programs adequate? _____
- d. Is participation satisfactory? _____
- e. Is a satisfactory transportation schedule maintained? _____

5. REMARKS: (General statement of plans, recommendations, etc.)

Rating: _____

Section 5

UNIT LEVEL
INSPECTION CHECK LIST

UNIT: _____ DATE: _____

COMMANDING OFFICER: _____

1. SPORTS PERSONNEL:

a. Sports Officer: _____

b. _____: _____

c. Is the staff adequate? _____
(Attach copy of roster, including military and civilian, if applicable)

d. Are personnel experienced and competent? _____

e. How often does the Commander visit or inspect sports facilities? _____

f. How often does the Command Sports Officer inspect or visit facilities? _____

g. Is sufficient publicity given sports program? (Attach examples if applicable) _____

h. Do unrelated additional duties handicap Sports Officers? _____

2. PROGRAMS: (attach copies where applicable)

a. Is an adequate off-duty recreational program prepared? (Attach copies) _____

b. Sports Program (Sat or Unsat) (Attach copy) _____

c. Sports Facilities (List facilities available)

No. _____ Volleyball courts (sat or unsat) _____

No. _____ Horseshoe pits (sat or unsat) _____

No. _____ Softball fields (sat or unsat) _____

No. _____ Buildings (sat or unsat) _____

No. _____ (Other) _____

No. _____ (Other) 19 _____

3. SUPPLY ECONOMY:

- a. Attach lists of overages sports equipment, and furniture, etc. (if applicable) _____
- b. Attach lists of shortages in sports equipment, furniture, etc. (if applicable) _____

4. GENERAL:

- a. Are sports facilities adequate? _____
- b. Is sports equipment adequate? _____
- c. Are programs adequate? _____
- d. Is participation satisfactory? _____
- e. Is a satisfactory transportation schedule maintained? _____

5. REMARKS: (general statement of plans, recommendations, etc.)

Rating: _____

Section 6

SPORTS FACILITIES

INSPECTION CHECK LIST

INSTALLATION: _____ DATE: _____

SPORTS OFFICER: _____

ASSISTANT: _____
(Duties) (Name)

OTHER: _____
(Duties) (Name)

OTHER: _____
(Duties) (Name)

1. GENERAL:

- a. Programs. (See Section II, Part I)
(Sat or Unsat) _____
- b. Is Sports Officer well qualified? _____
- c. Are adequate, qualified personnel
assigned to Sports Branch? _____
- d. Are competent referees, umpires, and
other officials provided during competition? _____
- e. Do spectators show interest in the games
played during tournaments and within
leagues? _____

2. GYMNASIUMS:

OFFICER IN CHARGE: _____

- a. Total Number _____
- b. Location and size in relation to troops _____

- c. Is equipment adequate? _____
- d. Is maximum use made of available equipment _____
- e. Are accommodations for spectators
sufficient? _____

3. FOOTBALL FIELDS:

OFFICER IN CHARGE: 6 _____

- a. Total number _____
- b. Location and size in relation to troops _____

- c. Are fields in playing condition? _____
- d. Are these fields used for other sports? _____
- e. Number of teams in league _____

4. BASEBALL FIELDS:

OFFICER IN CHARGE: _____

- a. Total number _____ Number Lighted _____
- b. Location and size in relation to troops _____

- c. Are fields in playing condition? _____
- d. Number of teams in league. _____

5. SOFTBALL FIELDS:

OFFICER IN CHARGE: _____

- a. Total number _____ Number lighted _____
- b. Location and size in relation to troops _____

- c. Are fields in playing condition? _____
- d. Number of teams in league _____

6. TENNIS COURTS:

OFFICER IN CHARGE: _____

- a. Total number _____ Number lighted _____
- b. Location and size in relation to troops _____

- c. Are courts in playing condition? _____
- d. How is maximum use attained? _____
(Attach schedule if applicable)

7. BASKETBALL COURTS:

OFFICER IN CHARGE: _____

a. Total number _____ Indoor _____ Outdoor _____

b. Location in relation to troops _____ Indoor _____
_____ Outdoor _____

c. Are courts in playing condition? _____

d. Number of teams in league _____

8. VOLLEYBALL COURTS:

OFFICER IN CHARGE: _____

a. Total number _____ Number lighted _____

b. Location and size in relation to troops _____

c. Are courts in playing condition? _____

d. Number of teams in league _____

9. GOLF COURSES:

OFFICER IN CHARGE: _____

a. Total number _____

b. Location and size in relation to troops _____

c. Number of people participating per month _____

10. SWIMMING POOLS:

OFFICER IN CHARGE: _____

a. Total number _____ Inside _____ Outside _____

b. Location and size in relation to troops _____

c. Are pools inspected regularly for
cleanliness? _____

d. Is upkeep otherwise satisfactory? _____

e. How is maximum use of pool attained? _____

11. TRAP AND SKEET RANGES (SHOOTING):

OFFICER IN CHARGE: _____

- a. Total number _____
- b. Location and size in relation to troops _____
- c. Number of people participating per month _____

12. BOXING:

OFFICER IN CHARGE: _____

- a. Number of rings _____ Indoor _____ Outdoor _____
- b. Location in relation to troops _____

13. SPORTS ADVISORY COUNCIL:

Are Sports Advisory Councils organized at the following levels:

- a. Company (or comparable unit) _____
- b. Battalion (Or comparable unit) _____
- c. Regiment (or comparable unit) _____
- d. Post (or comparable unit) _____

14. POST TEAMS:

Does the installation have post teams? _____

15. Is the Sports program well publicized? _____

16. Is supply economy stressed to all sports personnel? _____

SPORTS FACILITIES RECAPITULATION

<u>FACILITY</u>	<u>NUMBER</u>	<u>RATING</u>
1. Gymnasiums	_____	_____
2. Football Fields	_____	_____
3. Baseball Fields	_____	_____
4. Softball Fields	_____	_____
5. Tennis Courts	_____	_____
6. Basketball Courts	_____	_____
7. Volleyball Courts	_____	_____
8. Golf Courses	_____	_____

- 9. Swimming Pools _____
- 10. Trap and Skeet Ranges _____
- 11. Boxing Rings _____

OVERALL RATING _____

Section 7

SPORTS SUPPLIES AND EQUIPMENT

INSPECTION LIST

	<u>YES</u>	<u>NO</u>
1. Are storage facilities adequate and well ventilated, and are items protected against moths, roaches, rats and other rodents	_____	_____
2. Is furniture clean and repairs made before storing?	_____	_____
3. Is furniture identified?	_____	_____
4. Is athletic equipment clean and repaired before storing?	_____	_____
5. Is Fire Protecting adequate and are combustibles properly stored?	_____	_____
6. Has excess property been reported?	_____	_____
7. Is repair of furniture and athletic equipment being made in time?	_____	_____
8. Is athletic equipment stored in a dry place?	_____	_____
9. Is the Sports Officer inspecting excess equipment, as to serviceability, prior to the submission of reports to headquarters?	_____	_____
10. Are books stored in a dry place at all times?	_____	_____
11. Is hardware, such as nails, bolts, etc., stored in covered containers to prevent rust and corrosion?	_____	_____
12. Are repair shops adequate?	_____	_____
13. Are security measures adequate to protect property?	_____	_____
14. Have personnel been instructed in principles of supply economy?	_____	_____
15. Are "No Smoking" signs conspicuously posted?	_____	_____

YES

NO

16. Are the commanding officers of companies, detachments, and similar units, familiar with the availability of supplies and equipment which they may requisition for their units?

17. Is inspection of equipment in storage being made at a minimum of three month intervals?

Section 8

CHECK LIST FOR PROMOTING GAMES, MEETS AND TOURNAMENTS

General

The staging of a well-conducted Athletic Event is assured by adhering rigidly to a time schedule and by employing as much color and pageantry as dignity will allow, for in the ultimate market of popular appeal any product including Athletic Events, must rest upon its own merits. That, however, is not the concern of this check list although it may be noted that adherence to these principles in most of the major events, in Relay Carnivals and Special Games, both at home and in foreign countries, has done much to enhance the popularity of sports in recent years.

Competition is the keynote of organized athletics. The climax of organized competition is championships. Because of the prodigious number of details requiring attention if a tournament is to be staged successfully, all administrative details and the duties of all personnel should be carefully organized and clearly outlined, so that there will be no question as to each individual's responsibility.

1. Selection of Personnel

In the assignment of personnel to handle the details of a tournament, the following points are important: Personnel selected must be interested, have experience in sports, possess enthusiasm and initiative, and have groups organized according to ability. A competent tournament chairman should be assigned to organize and delegate various details of the tournament to specified committees. Each committee should have a chairman, and all committees should be coordinated with the tournament chairman.

Request the commander to appoint a committee to assist in the preparation of a well organized and smooth functioning athletic program or athletic contest. It is suggested that the committee consist of the following personnel:

- a. Athletic Officer
- b. Mess Officer
- c. Motor Officer
- d. Information Officer
- e. Supply Officer
- f. Administrative Officer
- g. Billeting Officer
- h. Signal Officer
- i. Provost Marshal
- j. Medical Officer
- k. Safety Officer
- l. Protocol
- m. Military Exchange Officer
- n. Customs Officer
- o. Money Exchange Officer

2. Public Relations

The principal media for promotion are the press and radio.

One of the most valuable of all promotional features is the "form sheet". This "form sheet" should include, when applicable, all local and command records and a listing of best performances for the year and for past seasons by outstanding entries in the event. This sheet has almost limitless possibilities for news and feature stories and should be prepared in carbon or preferably mimeograph form for distribution to all the possible publicity sources for the athletic events. The "form sheet" should include:

- a. A recapitulation of past team and individual champions.
- b. Defending champions entered, with statements based on season's performances as to whether they can repeat.
- c. Competition for the team title.
- d. Events in which keenest competition exists.
- e. Officials, with possible features on old-time stars or on the referee who invariably is an outstanding sports figure.
- f. Features on outstanding athletes entered, either on their past performances or on colorful or noteworthy accomplishments to their credit.
- g. Features on the coaches.
- h. Announcement on any special exhibition or match race.
- i. A roundup story immediately prior to the event, employing highlights from the above.

3. Personnel Requirements

Personnel required for all sports are as follows:

- a. Announcer
- b. Doctor or medical assistant
- c. Adequate MP's
- d. Band or personnel to handle record player
- e. Supply men
- f. Person in charge of billets, mess and transportation.
- g. Person in charge of locker rooms to act as guard of valuables and equipment.
- h. Photographers.
- i. Information Officer
- j. Maintenance and groups keeper personnel.
- k. Manager, trainers, coaches and officials are in addition to personnel listed above.

4. Administration in General

Administrative details applicable to all sports are as follows:

- a. Invited dignitaries - arrange seats.
- b. Notify all officials and coaches of time and place of event.
- c. Secure separate dressing rooms for players and officials if possible.
- d. Programs - Publicity
- e. Rules Committee Meeting - Notify all officials of local ground rules, assign specific duties to each official.
- f. Check all equipment necessary to handle the event well in advance.
- g. Start on schedule.
- h. Read the directives published by the major command on the athletic event to be staged as supplemented by the immediate headquarters.
- i. Check on billeting and messing facilities for all teams well in advance.
- j. Check on transportation between railroad station and billets, airport and billets, mess hall and billets, site of contest and billets.
- k. Reporting place upon arrival of teams. Furnish guide to assist visiting teams to proper destination.
- l. Post directional signs to site of meet, games or tournaments.
- m. Locate possible places and time for teams to have pre-meet workouts.
- n. Arrange for committees to make drawings and ground rules preferably day before competition.
- o. Arrange for music, band or transcriptions.
- p. Arrange ceremonies for opening and presentations of awards.
- q. Material for the announcer (Form Sheet).
- r. Report all material for promotion, publicity and results of athletic events to radio and television stations.
- s. Arrange liaison from press box to field or bench, especially in track and football.
- t. Have posters printed and distributed at least two weeks prior to competition.
- u. Rosters, certified by the CO or Adjutant, or completed entry blanks should be submitted at the officer-managers' meeting before the competition.

5. Equipment in General

The equipment listed below is recommended for the conduct of athletic events. All equipment should be checked in detail prior to the competition.

- a. First Aid kits
- b. PA system (two when possible)
- c. Trophies and individual awards - Duplicate awards in case of ties.
- d. Badges or arm bands of identification for officials.
- e. Clip boards for officials, scorer, announcer, etc., with pencil and paper.

- f. Current rule books - score books (when needed)
- g. Sufficient flag poles and flags
- h. Ambulance and stretchers.
- i. Tables for officials (where needed)
- j. Prepare charts to show standings of teams in various events or brackets.

BASEBALL

1. Preseason

- a. Inspect and check facilities and equipment available.
- b. Permission from unit commander (to include practice time for team; quarters and rations; privileges)
 - i in accordance with current directives.
- c. Personnel to assist (manager, coaches, scorekeeper, grounds keeper, etc.)
- d. Invitation for player tryouts.
- e. Practice (time, place, etc.)
- f. Transportation.
- g. Make preliminary contact with possible officials.
- h. Begin your promotion and publicity.

2. Pregame

- a. Recheck facilities and seating (including provisions for VIP) (1 week).
- b. Officials (1 week)
- c. Publicity (1 week)
- d. Check equipment (1 week)
 - (1) Bases, home plate, pitcher's rubber, foul line flags, broom, rake, shovel, chalk or number plates for scoreboards, drinking cups and water, first aid kit, umpire indicator, lime, public address set, ruled score books, etc.
 - (2) Bats, balls, masks, catcher's mitts, fielders' gloves, first baseman's mitts, extra fielder's gloves and rosin bag for pitcher's box and batting circle.
- e. Contact music director (2 weeks)
- f. Arrange for visiting team (hospitality, transportation, quarters, rations, entertainment) (1 week).
- g. Invitation to VIP (1 week)
- h. Opening ceremonies details (1 week)
- i. Contact officials for possible concessions (1 week)
- j. Written statement of ground rules
- k. Recheck medics.
- l. Procure data concerning individual and team record (1 week)
- m. Arrange for officials' pay (1 day)
- n. Arrange for police detail (1 week)
- o. Arrange for ball chasers

3. Game Day

- a. Final check of facilities and personnel (4 hours)
- b. Move all necessary equipment to field (1 hour)
- c. Meeting of officials and coaches (1 hour)
- d. Submission of starting line-ups (15 minutes)
- e. Have grounds keeper drag field 15 minutes prior to game and immediately after to include doubleheader.
- f. Play ball.

4. Postgame

- a. Compile and post final results; include publication in local paper, notify radio and television stations.
- b. File all records and report of game.
- c. Clean up field and return equipment.
- d. Check all equipment; ascertain if it is properly stored.

SOCCKER

1. Administration

- a. All correspondence covering game.
- b. Written reminder to visiting team as to date and time of game 4 days before contest.
- c. Are officials assigned or hired?
- d. Acknowledgement of officials.

2. Duties for Managers

- a. Transportation
- b. Messing
- c. Billeting
- d. Dressing Rooms and showers
- e. Notify teams to appear on field
- f. Notify officials to appear on field
- g. Have all equipment on hand before game
- h. Have field lined and ready for play
- i. Time for opening gates
- j. Arrangements made for clean-up after game

3. Equipment

- a. Public address system
- b. Announcer
- c. Stop watch and whistle for referee
- d. Towels and soap for contestants
- e. Two sets of different colored jerseys to designate teams.
- f. Balls, two for practice and one for game.
- g. Benches for players
- h. First Aid kit
- i. Water buckets (2) and water
- j. Nets for goal posts (2)
- k. Goals
- l. Corner flags (4)
- m. Seating arrangements and provisions for game (honored guests)
- n. Towel and soap for officials
- o. Current rule books

4. Personnel

- a. Referee
- b. Linesmen (2), one for each team
- c. Military Police (keep spectators off field)
- d. Medical attendant

SWIMMING AND DIVING MEET

1. Administrative

Arrange for competition (D minus 30 days when not scheduled by major commands)

 - a. Date, time, place
 - b. Determine rules - order of events
 - c. Clearance of facilities
 - d. Distribution of entries.
 - e. Arrange for transportation, billeting and messing
2. Publicity (D minus 15 days)
 - a. Post paper, Radio and Television stations.
 - b. Bulletin boards
3. Personnel
 - a. Referee
 - b. Starter
 - c. Clerk of course
 - d. Timers (at least 3)
 - e. Finish judges
 - f. Judge of turns
 - g. Take off judges
 - h. Diving judges (3)
 - i. Scorer
 - j. Diving scorer
 - k. Announcer
 - l. Head diving judge
 - m. Blackboard scorer
 - n. Runners
 - o. Equipment room attendant
4. Information
 - a. In-service training of officials (D minus 10 days)
 - b. Follow-up notification of officials with a return card (D minus 7 days)
 - c. Dress, where and when to report
 - d. Meetings, schedule, preferably day before meet, for officials and coaches
 - e. Refreshments, entertainment
5. Forms and Score Sheets
 - a. Score sheets
 - b. Judges and timers forms
 - c. Diving score sheets
 - d. Table for computation diving
 - e. Current Rule Books

TRACK AND FIELD

1. Select Officials as Applicable

- a. Meet director
- b. Referee
- c. Starter
- d. Clerk of course
- e. Assistant clerk of course
- f. Announcer
- g. Head finish judge
- h. 7 assistant finish judges (pick six places, two on first)
- i. Head timer
- j. 6 assistant timers (time four places, three on first)
- k. Head field judge
- l. High jump judge
- m. Broad jump judge
- n. 2 Pole vault judges
- o. Shot put judge and assistants
- p. Discus judge and assistants
- q. 4 inspectors
- r. Hurdle chief
- s. Marshal
- t. 3 assistant marshals
- u. Surveyor (check lanes, etc)
- v. 1 medical officer
- w. Information Officer
- x. 2 scorers
- y. Hammer throw judge and assistant
- z. Running, hop, step and jump judge and assistant.

2. Select Aides

- a. 1 Runner for meet director
- b. 1 Runner for referee
- c. 6 Runners for clerk of course (start to finish line)
- d. 2 Runners for announcer
- e. 1 Runner for head field judge
- f. 1 Tamper for holes
- g. 1 Raker for holes
- h. 3 Helpers at high jump
- i. 3 Helpers at broad jump (two shifts)
- j. 2 Helpers at pole vault
- k. 2 Helpers at shot put
- l. 3 Helpers at discus
- m. 8 Hurdles crewmen
- n. 2 Guides for visiting teams
- o. 3 Program distributors
- p. 2 Finish line holders

3. Track

- a. Roll track
- b. Check surface
- c. Line track (afternoon before meet)
- d. Cut sod curbing

4. Shot Put
 - a. Paint toe board
 - b. Line circle
 - c. Line two practice circles

5. Discus
 - a. Spot ring
 - b. Line sector
 - c. Line 100', 120', 130', arcs
 - d. Line practice circle

6. High Jump
 - a. Roll approach area
 - b. Fill pit with sawdust

7. Pole Vault
 - a. Roll approach lane
 - b. Fill pit with sawdust five feet high

8. Broad Jump
 - a. Spade and level sand
 - b. Paint take-off board
 - c. Roll approach lane

9. Hop, Step and Jump
 - a. Take-off board
 - b. Jumping pit
 - c. Rake and spade
 - d. Measuring tapes

10. Hammer Throw
 - a. 3 or 4 hammers
 - b. Throwing circle
 - c. 90° good throw area
 - d. Lines and markers for distancing
 - e. Steel tape

11. Javelin Throw
 - a. Take off arc
 - b. Scratch line
 - c. Distance marker
 - d. Steel measuring tape
 - e. Mark in accordance with Track and Field Guide

12. General

- a. Cut grass on all surrounding areas
- b. Prepare first aid room
- c. Spot dressing room locations
- d. Set in pipe inserts for high jump and pole vault markers
- e. Chart parking spaces for busses and personal cars.
- f. Check and repair hurdles.

13. Equipment Check

- a. Check and repair hurdles
- b. Extra gun for starter
- c. 5 boxes shells
- d. 2 whistles
- e. 7 stop watches (synchronized by jeweler)
- f. Order competitors' numbers
- g. Order pins (runners, officials and aides)
- h. Pencils for judges, timers and scorers
- i. Prepare master scoring cards
- j. Order event cards
- k. Order trophies
- l. Order ribbons (or medals)
- m. 4 extra batons
- n. 10 extra hurdles
- o. 150' tape for discus
- p. 100' tape for shot put
- q. 350' tapes for broad jump, high jump, pole vault
- r. 30 discus markers
- s. 4 cross bars, metal or wood
- t. 4 rakes (holes, broad jump, high jump, pole vault)
- u. Broom for broad jump take-off board
- v. Notched stick for setting pole vault bar
- w. High jump and pole vault markers (show height of bar)
- x. Ball of yarn for finish line
- y. 2 red flags for inspectors
- z. Signs for dressing quarters
- a-1. Badges for officials and aides
- b-1. 6 current rule books
- c-1. Tamp for holes
- d-1. Step ladder for measuring winning jump (pole vault)
- e-1. Scales for weighing shot and discus
- f-1. Paint and brush for marking shot and discus
- g-1. 5 tables and chairs for scorers
- h-1. Step-stands for judges and timers

14. Administrative

- a. Type program stencil
- b. Mimeograph programs
- c. Send out entry blanks
- d. Fill out entry cards
- e. Arrange for transportation, messing and billeting.

15. Publicity

- a. Entries
- b. Records
- c. Time of starting
- d. Returning champions
- e. Feature articles
- f. Program of events, with starting time of each

16. Day of Meet

- a. Place equipment on field at least two hours before start of meet
- b. Set up public address system
- c. Check in officials
- d. Distribution of badges to officials and aides
- e. Check track and facilities
- f. Place hurdles for first event
- g. Set up trophy display
- h. Guide for coaches
- i. Distribute programs
- j. Start meet on time
- k. Public address control (calls, lost and found, etc)
- l. Keep spectators in stands
- m. Keep area clear of dogs and small children

17. After Meet

- a. Clean up field
- b. Clean up rooms
- c. Take equipment inventory
- d. Return articles found on field
- e. Accept and act on complaints and suggestions
- f. Write up summary of meet and suggestions for following year.

TENNIS

1. Personnel

- a. Game committee or jury (5) for tournaments
- b. One tournament manager
- c. One referee for each court (3-5 in championship matches)
- d. One head referee
- e. One scorer for each court
- f. One head scorer
- g. One inspector
- h. Ball chasers at ends of court (essential)

2. Preparation

- a. Court repaired, surveyed, properly marked
- b. Drag net for smoothing play courts, brooms
- c. Lines properly lined, freshly painted
- d. Water, water buckets, drinking containers, towels
- e. Platform of net height for referee

3. Equipment

- a. Approximately 3-5 balls per match
- b. Table for each court
- c. Scoreboard - extra large with black or white background
- d.. Scorer's horn
- e. Current rule books

4. Administration

- a. Drawings
- b. Seeding
- c. Schedule
 - (1) Doubles
 - (2) Singles
- d. Arrange for transportation, messing and billeting.

BASKETBALL

1. Personnel

- a. Committees
 - (1) Equipment, to include any decorations deemed necessary
 - (2) Publicity
 - (3) Awards
- b. Announcer, with PA system
- c. Referee
- d. Umpire
- e. Military Police (one for each side of the court, one for each entrance)
- f. Scorekeepers (one for each team)
- g. Timers (one for each team)
- h. Doctor or medical attendant
- i. Ticket sellers and collectors

2. Administration

- a. Initial meeting with committee chairman, assigning men to committees and explaining their duties.
- b. Arrange for transportation, messing and billeting
- c. Check on equipment
 - (1) Make a survey of items necessary for the game.
 - (2) Check on actual procurement
 - (3) Final check immediately before the game
- d. Schedule - giving time, day, place, names of competing teams.
- e. Invitation to CO and other dignitaries
- f. Publicity
 - (1) Information Officer
 - (2) Newspapers
 - (3) Radio
 - (4) Programs to be distributed at game
- g. Check on condition and cleanliness of the court and seats for spectators and dignitaries.

3. Equipment

The following equipment should be available on the court at the time the team appears:

- a. 2 game balls (new if possible, checked for proper air pressure and bounce, free of dirt and dust).
- b. All practice balls, clean and properly inflated.
- c. 2 stop watches (1 extra should be available in the event that either of the other two fail to function)
- d. 1 timer's horn
- e. 2 whistles
- f. 2 water buckets and water

- g. 3 tables (1 for scorers, 1 for timers, 1 for reporters and the public address announcer)
- h. 1 scorebook
- i. 4 towels (2 for each players' bench)
- j. Awards
- k. Scoreboard
- l. Current Rule Books

4. Time Schedule

The coach or manager should keep a checklist on the times of all events concerning the game.

- a. Time to open the gymnasium (one hour before game time)
- b. Time for teams to appear on court to practice
- c. Time for referee and umpire to appear on court.
- d. Time for starting teams to take off sweat clothes and get ready for the beginning of the game
- e. Time for game to begin.

BOWLING

1. Preseason Planning

- a. Inspect all facilities to see that they are in proper state of repair for operation.
- b. Inspect and check all equipment for required amount and proper state of repair
- c. Select and train scorers and pinboys.
- d. Train unit coaches and managers in playing etiquette

2. Pretournament Planning

- a. All tournaments will be governed by the Bowling Rules.
- b. Accept entries
- c. Establish schedules giving date, time and alley number as to when a team will compete.
- d. Have rules and tournament regulations printed and distributed to all units
- e. Have schedule printed and distributed to all units.
- f. Check again on all facilities and equipment
- g. Make arrangements for seating VIP, official opening of tournament, using photos, music and Information Officer.
- h. Have copy of command directive governing championships on hand.
- i. Make assignments of scorers and pinboys.
- j. Provide awards and trophies for:
 - (1) Most matches won
 - (2) Most games won
 - (3) Largest total number of pins, team and individual.

3. Tournament Procedure

- a. Weekly schedules distributed to all units
- b. Start on time
- c. Keep matches running - do not allow unnecessary delay.
- d. Score sheets turned in to Sports Office within 24 hours following matches. Score sheets must be signed by the scorer and manager of each team.
- e. Weekly results and team standings published in post paper.
- f. Weekly and monthly payments made to scorer and pinboys.
- g. Maintenance of alleys and equipment
- h. Arrange for transportation, messing and billeting

4. Equipment

- a. Balls
- b. Shoes (rental basis)
- c. Towels

- d. Chalk
- e. Foot mats
- f. Crayon pencils
- g. Score sheets
- h. Pencils
- i. Extra pins
- j. Steel wool
- k. Score board for each event
- l. Supply of cardboard for entering on level board
- m. Adding machine
- n. Current Rule Books
- o. Floor wax
- p. Floor cleaner

5. Post tournament Procedure

- a. Presentation of awards with appropriate ceremonies
- b. Payment of scorers and pin boys
- c. Cleaning of all facilities and equipment
- d. Repairs made where needed
- e. Storage of equipment
- f. Final results and standings published in Post paper
- g. File copy of the entire procedure covering the tournament, its rules, regulations, results and recommendations.

6. Personnel

The following personnel should be utilized in the conduct of a bowling tournament to insure its effective operation:

- a. Tournament Director
- b. Assistant tournament director
- c. Secretary) one individual may occupy
- d. Treasurer) both positions
- e. Bowling Committee (one representative from each team in the tournament)
- f. Foul judges (3)
- g. Scorers
- h. Pin setters
- i. Maintenance personnel
- j. Auditors (non-participant)

BOXING

1. Personnel

- a. Committees
 - (1) Equipment
 - (2) Drawings (athletic director, coach or manager one for each team)
 - (3) Publicity
 - (4) Awards
- b. Announcer with PA system
- c. Judges (3)
- d. Referee (1 or 2)
- e. Doctor and medical attendant
- f. Military Police - at least one for each entrance and two outside directing traffic
- g. Band - check with band leader when he is to play
- h. Scorekeepers - one from each team
- i. Water boys - one for each corner to fill bottles
- j. Individual in charge of all equipment - to make it available and collect it afterward
- k. Two timekeepers - one to act as knock-down timer.
- l. Four trainers - (2 men to put on gloves, 2 men to wrap hands)

2. Administration

- a. International Boxing Rules will govern
- b. Scoring system to be used
- c. Initial meeting with committee chairmen; assigning men to committees and explanation of duties
- d. Distribution of Schedule of Matches and ground rules to all coaches or managers.
- e. Invitation to CO and other dignitaries
- f. Continuous check throughout meet on readiness of contestants for next scheduled bout.
- g. Procurement and presentation of awards (if any)
- h. Setting up and supervising arrangement of seats for spectators, CO and other dignitaries.
- i. Time, date and site of officer-managers' meeting
- j. Time, date and site of physical examinations for contestants and weigh-ins.
- k. Hold meeting of all trainers and officer-managers prior to start of matches.
- l. Hold meeting of judges and referees prior to start of matches.
- m. Arrange for transportation, messing and billeting

3. Equipment

- a. Boxing ring, covered ropes, post, matting, canvas covering, turnbuckles and two boxes of resin
- b. 4 sets of boxing gloves (8 and 10 ounce)
- c. Individual mouthpieces and protection cup for each boxer.

SKIING

1. Personnel

The following personnel are recommended for conducting a competitive ski meet:

- a. Chief of course and course setter and assistants
- b. Chief referee
- c. 3 judges
- d. 3 timers
- e. 2 starters and assistants
- f. Score board operator
- g. Recorder
- h. Medical officer
- i. Gate keepers
- j. Maintenance personnel
- k. Ski patrol with toboggans and aid kits
- l. Medical officer and assistant
- m. Announcer
- n. Chief length recorder and assistants
- o. Chief of take-offs and assistants
- p. Chief of trial jumpers and assistants
- q. Chief of stampers and assistants

2. Administration

The coach or team manager should have the following documents on hand at the meet:

- a. All correspondence concerning the meet
- b. Time schedules on all events giving time, date and place of each event in their respective order
- c. Written statement of ground rules
- d. Arrange for transportation, messing and billeting

3. Equipment

- a. Stop watches (3)
- b. 80 poles, 40 red - 40 blue
- c. Ski numbers (1 through 120, harness type)
- d. Starting flag
- e. Finish banners
- f. One quart red ink for poles
- g. Shovels
- h. Yellow marker flags
- i. Ambulances and stretchers with aid men
- j. Clip boards
- k. Rule Books - current International Ski Competition Rules
- l. Officials' table
- m. Telephones (start and finish)
- n. Large blackboards complete with chalk and eraser for recording results.
- o. Cross-country markers
- p. Blankets

- d. Two small bottles of alcohol to sterilize mouthpieces and protection cups if only a few are available.
- e. PA system
- f. Large overhead lights for ring
- g. Individual scorecards for each match to be distributed to the judges
- h. Scoreboard complete with chalk and eraser
- i. Gong and hammer for timekeeper
- j. Whistle - to be used as 10-second warning signal
- k. Three stop watches
- l. Two buckets and water
- m. One towel for each contestant (if available)
- n. Two large water bottles
- o. Three or four paper cups for each contestant
- p. Tables for judges, timers and jury
- q. Scales for weigh-ins
- r. Seats for contestants
- s. Tables for press and radio
- t. timer clock
- u. Spit boxes
- v. Pencils
- w. Awards
- x. Rule books.

VOLLEYBALL

1. Personnel

The following personnel are recommended for running off a competitive volleyball match:

- a. One referee
- b. One umpire
- c. One scorer
- d. Two linesmen
- e. Doctor or aid man
- f. Military Police
- g. Ushers for dignitaries
- h. Announcer if PA system is used
- i. Photographer
- j. Band
- k. Timekeeper

2. Administration

The coach or team manager should have the following documents on hand at the game:

- a. All correspondence concerning the game
- b. Written statement of ground rules, if any
- c. Arrange for transportation, messing and billeting.
- d. Oral or written statement on agreement of officials
- e. Roster of men competing

3. Equipment

The following equipment should be available at the court one hour before game time:

- a. Scoreboard, chalk, court numbers, whistles, volleyball standards, rule books, players benches, nets, balls, horns and high seats for officials.
- b. Extra balls
- c. Seats for visiting dignitaries
- d. First aid kits
- e. Public address system
- f. Awards.

4. Time Schedule

The coach or team manager should keep a check list on time times affecting the game schedule.

- a. Time for court to be ready and equipment on hand - two hours before game time.
- b. Time for officials to be at court - 15 minutes prior to game time.

- c. Time for teams to be at court - 15 minutes prior to game time.
- d. Time for teams to practice and warm-up - 30 minutes prior to game time.
- e. Time to admit spectators - one hour before game time.
- f. Time to start game.