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Data on the Division of Physical Culture & athletics during the first years of the University

Report of the Department of Physical Culture and Athletics

Men's Department

The Department of Physical Culture was organized at the beginning of the second week of October 1892. The gymnasium building being not yet completed the class work for men was given in the open field west of the University. It consisted mainly in practice of football evolutions without the resistance of opponents.

The class drills ~~have been~~ were conducted in the men's gymnasium for half hour periods on three days of the week, ~~from~~ ~~since~~ the opening of the old gymnasium Nov. 30th, 1892. to ~~January 1893~~ early in winter quarter, 1893.

Record of Attendance.

Number in classes during Oct. and Nov. 1892 ~~95~~ before completion of gym - 99

Number in classes from Nov. 30th, 1892 to June 16, ~~1893~~ 1893. - 138

Number playing football ---------- 14

Number playing baseball ---------- 16

Number practicing track athletics ---------- 14

Number in class for Divinity students ---------- ~~35~~ 35

Autumn Quarter, 1893

The ~~classes have met~~ gymnasium classes have met for half hour periods on Tues. Wed. Thu. and Friday. This schedule has continued for 22 years without change.

Academic college	130
University college	17
Graduate school	15
Divinity	13
Divinity and Graduate students working independently	20
Number playing football daily	21
Number practicing track athletics	23
Total	239

Report of the Department of Physical Culture

Men's Department

The Department of Physical Culture was organized at the beginning of the second week of October 1892. The gymnasium building being not yet completed the class work for men was given in the open field west of the University. It consisted mainly in practice of football evolutions without the resistance of opponents.

The class drills have been conducted in the men's gymnasium for half hour periods on three days of the week, since Nov. 30th, 1892. [illegible]

Record of Attendance.

Number in classes during Oct. and Nov. 1892 [illegible]

Number in classes from Nov. 30th, 1892 to June 16, 1893 138

Number playing football ---------- 14

Number playing baseball ---------- 16

Number practicing track athletics ---------- 14

Number in class for Divinity students ---------- 3

Autumn Quarter, 1893

The classes have met for half hour periods on Tues. Wed. Thu. and Friday. [illegible]

Academic college ---------- 130
University college ---------- 17
Graduate school ---------- 15
Divinity ---------- 13
Divinity and Graduate students working independently 30
Number playing football daily ---------- 21
Number practicing track athletics ---------- 29

Total 239

Women's Department

During the months of October and November of 1892, the women's classes were conducted on one of the rooms of Cobb Lecture Hall. After Nov. 30, 1892 the classes ~~The classes have since been~~ held in the Woman's Gymnasium for half hour periods on Tues. Wed. Thu. and Friday of each week.

Record of Attendance

Number in classes during Oct. and Nov. 1892--------45

Number in classes from Nov.30, 1892 to June 16, 1893----------52

Number in attendance during Autumn Quarter , 1893 -83

Women's Department

During the months of October and November of 1892, the women's classes were conducted in one of the rooms of Cobb Lecture Hall. The classes have since been held in the Woman's Gymnasium for half hour periods on Tues. Wed. Thurs. and Friday of each week.

Record of Attendance

Number in classes during Oct. and Nov. 1892---------45

Number in classes from Nov.30, 1892 to June 15, 1893----------52

Number in attendance during Autumn Quarter, 1893 -83

Athletics

The athletic work of the University has been entirely under the direction of the ~~Department~~ Division of Physical Culture & Athletics. Thus far, it is organized under the heads of football, baseball, track athletics , tennis, and basketball.

Football

The University football eleven was organized in Oct. 1892 and played the following games :

Oct.8	University vs.	Hyde Park High School	12-0
Oct.10	University vs,	Englewood High School	12-6
Oct.11	University vs.	Hyde Park High School	16-10
Oct.12	University vs.	City Y.M.C.A.	18-4
Oct.17	University vs.	Hyde Park High School	26-0
Oct.19	University vs.	City Y.M.C.A.	18-12
Oct.22	University vs.	Northwestern University	0-0
Nov.2	University vs.	Northwestern University	4-6
Nov.5	University vs.	Lake Forest University	18-18
Nov. 12	University vs.	University of Michigan	10-18
Nov.15	University vs.	University of Illinois	10-4
Nov.19	University vs.	Purdue University	0-38
Nov.24	University vs.	University of Illinois	12-28

Athletics

The athletic work of the University has been entirely under the direction of the Department of Physical Culture. Athletics Thus far, it is organized under the heads of football, baseball, track athletics, tennis and basketball.

Football

The football eleven was organized in Oct. 1892 and played the following games:

Oct. 8	University	vs. Hyde Park High School	12-0
Oct. 10	University	vs. Englewood High School	12-6
Oct. 11	University	vs. Hyde Park High School	16-10
Oct. 12	University	vs. City Y.M.C.A.	18-4
Oct. 17	University	vs. Hyde Park High School	26-0
Oct. 19	University	vs. City Y.M.C.A.	18-12
Oct. 22	University	vs. Northwestern University	0-0
Nov. 2	University	vs. Northwestern University	4-6
Nov. 5	University	vs. Lake Forest University	18-18
Nov. [illegible]	University	vs. University of Michigan	10-18
Nov. 16	University	vs. University of Illinois	10-4
Nov. 19	University	vs. Purdue University	0-38
Nov. 24	University	vs. University of Illinois	12-28

Baseball

The University baseball nine was organized in the Spring Quarter of 1893. Its record is as follows:

May8	University vs, Denison University	7-11
May 13	University vs. University of Wisconsin	6-10
May 16	University vs, University of Iowa	6-2
May 17	University vs. Rush Medical College	26-2
May 18	University vs, Western Electrics	19-2
May 20	University vs, Rivals	5-10
May 22	University vs. University of Illinois	2- 3
May 24	University vs. Lake Forest University	14-8
May 27	University vs. University of Illinois	6- 0
May 30	University vs. Elgin	9- 8
June 2	University vs. University of Wisconsin	11- 5
June 8	University vs. St. Ignatius	15-12
June 14	University vs. Western Electrics	6- 1
June 24	University vs. University of Virginia	8- 3

The final game was played during Convocation week. It was note worthy ~~because it initiated the annual Convocation Week baseball match, and~~ because it marked the dedication of the University Athletic Field, the use of whichhas been temporarily loaned to the students by Marshall Field

Baseball

The University baseball nine was organized in the Spring Quarter of 1893. Its record is as follows:

May 8	University vs.	Denison University---------7-11
May 13	University vs.	University of Wisconsin-----6-10
May 16	University vs.	University of Iowa----------8-2
May 17	University vs.	Rush Medical College--------36-2
May 18	University vs.	Western Electrics----------19-2
May 20	University vs.	Rivals----------5-10
May 22	University vs.	University of Illinois------2- 3
May 24	University vs.	Lake Forest University------14-8
May 27	University vs.	University of Illinois------6- 0
May 30	University vs.	Elgin ----------9- 8
June 2	University vs.	University of Wisconsin-----11- 5
June 8	University vs.	St. Ignatius----------15-12
June 14	University vs.	Western Electrics----------6- 1
June 24	University vs.	University of Virginis------8- 3

The final game was played during Convocation week. It was a note worthy ~~because it initiated the annual Convocation Week baseball match, and~~ because it marked the dedication of the University Athletic Field, the use of which has been temporarily loaned to the students by Marshall Field

Tennis

Two indoor tennis tournaments were held during the Winter Quarter of 1892- 3 in the Gymnasium to decide the championship of the University. Four courts were made on the campus by the University authorities. and were ready for use during the Autumn Quarter of 1893.

1898 Until April 6 The Tennis Association ~~now~~ had charge of all tennis interests of the University. It was the only sport under student management.

Track Athletics

Considerable interest ~~has been~~ was aroused in track and field athletics. A number of contests took place in the Gymnasium among the men during the Winter and Spring Quarter.

Basketball

Basketball was very popular among both men and women. A number of intramural matches were played during the Winter and Spring Quarters.

Tennis

Two indoor tennis tournaments were held during the Winter Quarter of 1892- 3 in the Gymnasium to decide the championship of the University. Four courts were made on the campus by the University authorities, and were ready for use during the Autumn Quarter of 1893.

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Track Athletics

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Basketball

Basketball is very popular among both men and women. A number of matches were played during the Winter and Spring Quarters.

Copy of the Minutes of the Administrative Board of Physical Culture.

Meeting No.1.

The Board of Administration of the Department of Physical Culture held its first meeting on Monday, March 27, 1893.

The meeting was called to order at 5:10 p.m. by President Harper, who stated the object, scope and rank of the Board.

The fourth Monday of each month was appointed as time of meeting, and the hour 4 p.m.

Moved by Mr. Judson that four constitute a quorum, (eight being the total membership)

Carried.

The questions of making physical culture a minor, and if so, the number of minors in this department to be required for a degree, were discussed, but no action taken, and Mr. Stagg was requested to represent the affirmative at the next meeting.

Moved by Miss Talbot that the instructors should indicate the largest possible number of hours, and that each undergraduate be required to designate the hour selected, to take effect in October 1893.

Carried.

Miss Talbot raised the question of exceptions in the senior year; Mr. Caldwell of outdoor work as equivalent; Mr. Judson of manual labor, also the question of persistent and unnecessary absence.

Copy of the

M I N U T E S O F T H E A

Copy of the Minutes of the Administrative Board of Physical Culture. (continued)

Moved by Mr. Johnson that any student may be excused on the ground of ill-health or other cause from taking part in any or all work of this department. Carried. Two individual cases were produced under this head, Misses Dingee and Babcock and the motion to excuse was carried.

The secretary was instructed to obtain data on these heads from all the leading women's colleges and report ay the next meeting.

The meeting adjourned at 6:15.

Respectfully submitted

Alice B.Foster Sec.

Approved April 24.

Attendance Harper, Judson, Talbot, Tufts, Johnson, Caldwell, Stagg, Foster.

Copy of the Minutes of the Administrative Board of Physical Culture. (continued)

Moved by Mr. Johnson that any student may be excused on the ground of ill-health or other cause from taking part in any or all work of this department. Carried. Two individual cases were produced under this head, Misses Dinges and Babcock and the motion to excuse was carried.

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The meeting adjourned at 6:15.

Respectfully submitted

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Approved April 24.

Attendance Harper, Judson, Talbot, Tufts, Johnson, Caldwell, Stagg, Foster.

Copy of the Minutes of the Administrative Board of Physical Culture. (continued)

Meeting No 2.

The Second Meeting of the Board of Administration of the Dep't of Physical Culture was called to order at 5:20 p.m. Monday Apr. 24, 1893. Mr. Stagg in the chair.

Mr. Stagg stated the main reasons for making physical culture a minor or laboratory work.

Moved by Mr. Tufts that "The requirements for graduation shall be thirty-six majors and ten quarters work in physical culture. Carried after discussion.

Moved by Mr. Judson that" At the places in the Calendar where the number of required majors are stated, shall be inserted for the academic college the words' And six quarter's work in physical culture' and for the university college'And four quarter's work in Physical Culture . Carried.

Moved by Mr. Judson that the timerequired for men per week be four half hours. Carried.

Delinquency was considered. All concluded that by the present system an excessive number of cuts would be discovered by the examiner,and the cases laid before the University Board, and that the student should then be refused transfer from Academic to University Colleges,'condition' being impracticable, because the subject cannot be made up by double work.

Copy of the Minutes of the Administrative Board of Physical Culture. (continued)

Meeting No 2.

The Second Meeting of the Board of Administration of the Dep't of Physical Culture was called to order at 8:20 p.m. Monday Apr. 24, 1893. Mr. Stagg in the chair.

Mr. Stagg stated the main reasons for making physical culture a minor or laboratory work.

Moved by Mr. Tufts that "The requirements for graduation shall be thirty-six majors and ten quarters work in physical culture. Carried after discussion.

Moved by Mr. Judson that" At the places in the Calendar where the number of required majors are stated, shall be inserted for the academic college the words' And six quarter's work in physical culture' and for the university college'And four quarter's work in Physical Culture . Carried.

Moved by Mr. Judson that the time required for men per week be four half hours. Carried.

Delinquency was considered. All concluded that by the present system an excessive number of cuts would be discovered by the examiner, and the cases laid before the University Board, and that the student should then be returned transfer from Academic to University College, 'condition' being impracticable, because the subject cannot be made up by double work.

Copy of the Minutes of the Administrative Board of Physical Culture. (continued)

The secretary reported on the correspondence concerning physical culture in Women's Colleges.

Mr. Judson reported that the Academic College Board had recommended the Board that physical culture consider the advisability of not accepting men on the University Teams whose mental work was not satisfactory. No action.

The meeting adjourned at 5:45 p.m.

Respectfully submitted.

Alice B. Foster Secy.

Attendanee, Judson, Talbot, Tufts, Stagg, Foster.

Approved Dec. 16, 1893.

May 22, 1893. No Meeting,

Nov. 1893 No Meeting.

Copy of the Minutes of the Administrative Board
of Physical Culture. (continued)

The secretary reported on the correspondence concerning physical culture in Women's College.

Mr. Judson reported that the Academic College Board had recommended that physical culture Board consider the advisability of not accepting men on the University Terms whose mental work was not satisfactory.

No action.

The meeting adjourned at 5:45 p.m.

Respectfully submitted.

Alice B.Foster Secy.

Attendance, Judson, Talbot, Tufts, Stagg, Foster.

Approved Dec. 15, 1893.

May 22, 1893. No Meeting.

Nov. 1893 No Meeting.

1 8 9 2

Oct.1, 1892- The first notice of the Department of Physical Cultureand Athletics was one issuing a call for candidates for the football team, to meet in Washington Park,on Saturday, Oct. 1, 1892.

Nov. 15, 1892- First college victory. Chicago 10;Illinois 4. Previously, Chicago had played two tie games and suffered two defeats in college games.

Nov.12, 1892- First Michigan Game(Chicago was substituted for Lehigh) played at Toledo. Michigan 18; Chicago 10.

Nov.24, 1892- First Thanksgiving Day Game played at Champaign. Illinois,28; Chicago,12.

Gymnastics- 4th floor of Cobb until Nov.30 when the "Old Gym" was completed.

Tennis- First tennis champion of the University. W.Howard Prescott.

1 8 9 3.

Twenty five candidates training for baseball

Gymnasium in use for baseball training and track.

March4, 1893- First athletic contest in the Gymnasium.
(1) Track
220 yard dash in 23 seconds
High jumpwon at 5ft.2in.
5ft.3 in. done in exhibition
(2) Basketball - Divinities vs. Undergraduates.

March 18, 1893. Track Meet at Gymnasium.
Pole vault won at 7 ft.8in.
Standing Broad Jump won at 8 ft.11in.

April 15, 1893 University vs. Morgan Park Academy .Track Meet.

April 3, 1893 Telegram from Marshall Field to President Harper as follows regarding the block to be used as an athletic field.

4/3 1893

New York
Prest Harper
Chicago University
You can have 2 of Block
as per your letter
Marshall Field

1892

Oct.1, 1892- The first notice of the Department of Physical Culture and Athletics was one issuing a call for candidates for the football team, to meet in Washington Park, on Saturday, Oct. 1, 1892.

Nov. 12, 1892- First college victory. Chicago 10; Illinois 4. Previously, Chicago had played two tie games and suffered two defeats in college games.

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Pres. Harper
Chicago University
You can have 2 of Block
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Marshall Field

May 8, 1893 First College baseball game Denison 11; Chicago ,7.

May 16, 1893 First College baseball victory. Chicago,6; Iowa, 2.

June 3, 1893 First Annual Field day of the Intercollegiate Athletic Association of the Northwest. Wisconsin,Northwestern,Michigan and Minnesota took part. Chicago had no entries. The association disbanded after that year.

June 4, 1893 Chicago- Minnesota Tennis Tournament.
Minnesota won the singles. 2-1
Chicago won the doubles 1-0

June 18, 1893 First Tennis Club of the University formed. Noticeable because it was the only sport organized under student management. On April 6, 1898 the tennis association voluntarily voted to dissolve and transfer all its property and its debts to the director of athletics of the University. Thus ended the one sport under student management.

June 24, 1893 Chicago, 8; Virginia, 3 Baseball.

Nov. 30, 1893 First Thanksgiving Day Game with Michigan. Played in a snow storm. Mich. 28, Chi 10 The prophecy regarding it was " a series of games with Chicago which is expected to continue for un numbered years.

Dec. 16 First Midwinter Indoor Football at Tattersalls Chicago,22; Northwestern, 14.

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Nov. 30, 1893 First Thanksgiving Day Game with Michigan.
Played in a snow storm. Mich. 28, Chi 10
The prophecy regarding it was " a series
of games with Chicago which is expected to
continue for un numbered years.

Dec. 16 First Midwinter Indoor Football at Tattersalls
Chicago, 22; Northwestern, 14.

Receipts for Football in 1892.

Oct.22	For Northwestern Game----------	$ 22.65
Nov.2	For Northwestern Game----------	17.00
Nov.5	For Lake Forest ,,----------	27.17
Nov.12	For University of Michigan--------	264.00
Nov.19	For Purdue----------	225.00
Nov.22	For Illinois----------	108.00
Nov.24	For Illinois----------	57.60
	For returned 1/2 R.R. ticket ----	2.50
		$ 723.92

Expenses for Football in 1892.

	To money for suit----------	$ 5.00
	To anklet----------	.30
	To Board----------	10.oo
	To Railroad fares----------	7.15
	To meals----------	2.75
	To street car fares----------	1.85
	To advertising----------	3.30
	To telegrams----------	.50
Nov.12	To expenses Toledo Trip----------	217.00
Nov.16	To University of Illinois's share of receipts	15.00
Nov.19	To hotel bill----------	29.00
Nov.19	To fruit----------	.75
Nov. 19	To railroad fares to Lafayette----	61.00
Nov.22	To railroad fares to Champaign----	77.25
Nov.23	To meals, telegrams etc.----------	7.30
Nov.23	To Hotel bill----------	10.00
Nov.30	To telegrams----------	2.75
Nov.30	To Hotel bill----------	5.20
Dec.2	To shoes----------	14.40
Dec.2	To fares----------	2.48
Jan.6	To A.G.Spalding and Co.----------	127.35
	To football outfit and telegrams--	33.00
		$633.33

Balance on Hand $ 90.59

Receipts for Football in 1892.

Oct. 22	For Northwestern Game----------	$ 22.65
Nov. 2	For Northwestern Game----------	17.00
Nov. 5	For Lake Forest " ----------	27.17
Nov. 12	For University of Michigan--------	264.00
Nov. 19	For Purdue----------	225.00
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	For returned 1/2 R.R. ticket ----	2.50
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	To Railroad fares----------	7.15
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	To street car fares----------	1.85
	To advertising----------	3.30
	To telegrams----------	.50
Nov. 12	To expenses Toledo Trip----------	217.00
Nov. 16	To University of Illinois's share of receipts	15.00
Nov. 19	To Hotel bill----------	29.00
Nov. 19	To fruit----------	.75
Nov. 19	To railroad fares to Lafayette----	61.00
Nov. 22	To railroad fares to Champaign----	77.25
Nov. 23	To meals, telegrams etc.----------	7.30
Nov. 23	To Hotel bill----------	10.00
Nov. 30	To telegrams----------	2.75
Nov. 30	To Hotel bill----------	5.20
Dec. 2	To shoes----------	14.40
Dec. 2	To fares----------	2.45
Jan. 6	To A.G.Spalding and Co.----------	127.35
	To football outfit and telegrams--	33.00
		$633.35

Balance on Hand $ 90.59

Receipts from Baseball during the Year 1893.

May 8	Receipts of the Denison Game--------$	58.75
May 13	Guarantee received from Wisconsin----	100.00
May 16	Receipts from Iowa Game----------	24.95
May 16	Sold one ball----------	1.00
May 20	Received for lost balls----------	2.00
May 20	Receipts from game with the Rivals---	10.30
May 24	Guarantee from University of Illinois	125.00
May 24	Refund on railroad ticket----------	5.15
May 27	Receipts of the University of Illinois game	67.85
May 30	Receipts from the Elgin game---------	8.00
June 2	Receipts from the University of Wisconsin game	37.22
June 12	Amount received from Lake Forest------	11.00
	$	451.22

Expenses----------	689.15
Receipts----------	451.22
Deficit----------	237.93

A large bill remains unpaid at A.G. Spalding Bros.

Receipts from Baseball during the Year 1893.

May 8	Receipts of the Davidson Game	$ 58.75
May 13	Guarantee received from Wisconsin	100.00
May 16	Receipts from Iowa Game	24.95
May 16	Sold one ball	1.00
May 20	Received for lost balls	2.00
May 20	Receipts from game with the Rivals	10.30
May 24	Guarantee from University of Illinois	125.00
May 24	Return on railroad ticket	5.15
May 27	Receipts of the University of Illinois game	67.85
May 30	Receipts from the Elgin game	8.00
June 2	Receipts from the University of Wiscon-sin game	37.22
June 12	Amount received from Lake Forest	11.00

	$ 451.22
Expenses	689.15
Receipts	451.22
Deficit	237.93

A large bill remains unpaid at A.G. Spalding Bros.

Expenses for Baseball during the Tear 1893.

March	29	For a glove	$ 4.95
May	8	Guarantee to Dennison	75.00
,,	,,	Paid for Grounds	20.00
,,	,,	,, ,, dodgers	2.00
,,	,,	,, Car fare	40.00
	9	,, for grounds	20.00
	,,	,, ,,advertising	9.70
	9	,, ,, score book	,80
	13	,, railroad fare to Madison	52.90
	,,	,, Hotel bill	10.25
	16	,, Iowa guarantee	75.00
	,,	,, for advertising	2.25
	,,	,, ,,railroad ticket	1.00
	20	,, for half of ground rent	10.00
	,,	,, carfare	.60
	22	,, for recovering balls	2.20
	,,	,, railroad fares to Champaign	56.65
	,,	,, telegrams	.50
	,,	,, Dinner	8.50
	23	,, Telegrams	.50
	24	,, Bats	1.50
	,,	,, Telegrams	.30
	25	,, Dodgers	1.50
	,,	,, Telegrams and Incidentals	.85
	27	,, grounds for University of Illinois	20.00
	,,	,, carfare	.35
	,,	,, University of Illinois guarantee	125.00
	30	,, street carefare	.50
	,,	,, postage	.20
	,,	,, railroad fare to Elgin for three men	5.70
	31	,, dodgers	1.50
June	1	,, balls recovered	5.00
	2	,, carfare	.45
	,,	,, umpire	1.50
	,,	,, rent of grounds	20.00
	,,	,, University of Wisconsin guarantee	100.00
	,,	,, Incidentals for Lake Forest game	3.75
	12,	,, Doctor bill for broken finger (Gale)	2.00
	2	,, Dinners at Lake Forest	1.25
	2	,, ~~Incidentals~~	5.00
			$ 689.15

Expenses for Baseball during the Year 1893.

March	29	For a glove	$ 4.95
May	8	Guarantee to Dennison	75.00
	"	Paid for Grounds	20.00
	"	" dodgers	2.00
	"	Car fare	40.00
	"	for grounds	20.00
	9	advertising	9.70
	"	score book	.80
	13	railroad fare to Madison	82.90
	"	Hotel bill	10.25
	16	Iowa guarantee	75.00
	"	for advertising	2.25
	"	railroad ticket	1.00
	20	for half of ground rent	10.00
	"	carfare	.60
	22	for recovering balls	2.20
	"	railroad fares to Champaign	56.65
	"	telegrams	.50
	"	Dinner	8.50
	23	Telegrams	.50
	24	Bats	1.50
	"	Telegrams	.30
	25	Dodgers	1.50
	"	Telegrams and Incidentals	.85
	27	grounds for University of Illinois	20.00
	"	carfare	.35
	"	University of Illinois guarantee	125.00
	30	street carfare	.50
	"	postage	.20
	"	railroad fare to Elgin for three men	5.70
	31	dodgers	1.50
June	1	balls recovered	6.00
	2	carfare	.45
	"	umpire	1.50
	"	rent of grounds	20.00
	"	University of Wisconsin guarantee	100.00
	"	Incidentals for Lake Forest game	3.75
	12	Doctor bill for broken finger (Dale)	2.00
	2	Dinners at Lake Forest	1.25
	2	Incidentals	3.00
			$ 689.15

The Sale and Distribution of Tickets
for Football Games

The printing, distribution, sale and accounting of tickets for all football games, including accounting to the competing schools, shall be handled by the Business Manager who will designate one of his representatives to have immediate charge of the work. The plan will be administered under the name of the Football Tickets Committee.

The tickets for the Princeton, Illinois and Wisconsin games (except those tickets reserved for guests of the University and for other persons entitled to special courtesy and consideration) will be assigned on the basis of written application and in connection with the system of priorities hereinafter described which gives preference to the applications of present and past members of the University.

The tickets for the Georgia, Northwestern and Purdue games will be sold through mail orders and by public sale. Although the priority plan will not be applied for these three games, an attempt will be made to give preference to the applications for tickets for these games received from present and past members of the University.

The outline which follows covers the method to be employed for the sale and distribution of tickets for the Princeton, Illinois and Wisconsin games only except where specific mention is made of the other three games.

Application Blanks.

All applications for tickets are to be made upon a

standard form of individual application blank similar to those now in use at Harvard and Yale with such color distinction as may be found necessary to facilitate the administration of the plan. Each blank when sent out will bear the name and address of the person to whom it is issued printed thereon by an addressograph or similar device. No blank is to be mailed out which does not bear an authorized name and a verified address.

A blank for supplementary application will be attached to each application blank for the purpose explained below. A supplementary blank will be honored as an application only when it is returned attached to the main blank.

Mailing List.

A complete set of application blanks will bemailed early in September to each name on the authorized list as follows:

1. Names and addresses of alumni and alumnae in the United States and Canada certified by the Secretary of the Alumni Council; and names and addresses of former students not graduates of the University living in the United States, Canada whose present addresses can be obtained.

2. Names and addresses of members of the faculties and administrative officers of the University and of such persons formerly connected with the University as desire to be placed on the list.

With the blanks sent out will be enclosed a supplementary statement signed by the official in charge of ticket distribution and in 1922 by Mr. Stagg also.

All resident students in the University will be invited by proper announcement in the Daily Maroon and otherwise to make application in person at the office of the Football Tickets Committee. Likewise certain employes of the University will be given the opportunity of making application in person.

Applications.

Applications in due form on the blanks provided are to be received not later than on the third Monday preceding the game for which tickets are desired. Persons desiring acknowledgment of their applications will be given the opportunity of sending them by registered mail requesting a receipt.

No individual will be permitted to apply for more than four seats except that a supplementary application for not more than four additional seats may be made on the supplementary application blank attached to the main blank. Such supplementary application is not to prejudice the priority-rating of the primary application.

Remittance for the full number of tickets requested by each application together with prepayment of return postage and registration fee must accompany each application. If the full number of tickets requested shall not be allotted any excess of payment is to be refunded.

Price of Tickets.

For all seats at any one game a uniform price is to be fixed. It is recommended that for the season of 1922 the price of tickets shall be as follows:

Princeton	$3.00
Illinois and Wisconsin	2.50
Georgia, Northwestern and Purdue	2.00

If any space is left after the sale of all seats a general admission fee of $1.00 is recommended.

Students who purchase season ticket books for all athletic contests during the year will be entitled to use the appropriate ticket from the book as payment for a reserved seat at one of the games for which tickets are to be issued in accordance with the methods herein outlined.

Order of Priority in Assignment of Tickets.

Applications for tickets will be considered and as far as possible filled in the order of the priority classes below defined.

Class AA. Special list: guests and others to whom the University desires to show special courtesy including families and friends of members of the team and coaches; former University athletes; persons who have specially supported University athletics; and such other special guests as may be deemed wise to include for special consideration.

Class A. Students applying for one seat each. (Tickets to be assigned preferably in Section 6 and Sections adjoining on the south.)

Class B. Alumni, other former students and members of the faculties and administrative officers applying for one seat each. (Tickets to be assigned preferably in Section 7 and Sections adjoining on the north.)

Class C. Students applying for two seats each. (Tickets to be assigned preferably in Sections adjacent

to those allocated to applicants in Class A.)

Class D. Alumni and others (as in Class B) applying for two seats each.

Class E. Alumni and others (as in Class B) applying for three or four seats each.

Class F. Students applying for three or four seats each.

Class G. Supplementary applications for not more than four seats each, of which those calling for fewest seats are to be filled first.

Class H. Employes of the University not above provided for applying for one or two seats each.

Within each priority class as above defined (except Class AA) assignments of seats are to be made by lot.

Persons who wish to sit together may enclose their applications together in which case all the enclosed applications will be given the priority rating of the applicant whose rating is lowest.

Canvassing of Applications.

After the last date on which applications for tickets for a game are to be received, the applications will be checked, verified and scheduled and the total demand for seats canvassed before any applications are filled. Plans for public sale of tickets not applied for will then be formulated and arrangements made for printing any special notices to be sent out with the tickets, e.g., an explanation that only three tickets are available for applicants for four tickets each.

Public Sale.

Any tickets not sold to applicants as heretofore

described may be put on sale at such time and under such conditions as seem expedient in the circumstances.

Delivery of Tickets.

Tickets will be delivered to student and employe applicants as called for within the five days preceding the game. All other tickets will be delivered to applicants by registered mail. The seat numbers of tickets assigned to each applicant will be noted on the application blanks and these will be filed for record. By arrangement with the postal officials all tickets will be released for mailing at one time, approximately one week before a game. In the case of those persons who are coming from a distance to attend a game it may be necessary to mail the tickets earlier.

Precautions against Speculation.

A black list will bemaintained, and full and complete cooperation will be requested from both students and alumni against speculation of any sort in football tickets. If tickets assigned to any applicant shall be found to have been sold to speculators, or sold at an increased rate, or to have been used by persons who conducted themselves in a disorderly or objectionable manner at the game, such applicant (unless he can offer a satisfactory explanation) shall be blacklisted and thereafter denied the privilege of applying for tickets for any game for which tickets are sold by the University.

The rule with regard to blacklisting shall be published appropriately, and specifically stated on the application blanks. Also each applicant in making his application will be requested to sign a statement certifying that he is

to use personally at least one of the tickets assigned to him.

To support the rule against speculation in tickets, all tickets returned prior to 48 hours before the game will be redeemed at cost. Within the 48 hour period before the game tickets may be accepted for resale in so far as it proves practicable but no assurance of such resale will be given.

Ticket Policy of Opponents.

The officials in charge of such matters at Princeton, Illinois and Wisconsin will be informed of this new method of ticket distribution now adopted and will be urged to make similar arrangements for the distribution of their share of the tickets.

Space Required.

During the period from August 1 to December 1 there will be required for the proper administration of the new plan a space approximating that of the Cashier's Office in the Press Building. It is hoped that such space will be provided in Ellis Hall where it may be easily accessible to students and the public, near enough to the Cashier's Office to make the administration practicable and provided with equipment necessary for the successful conduct of the work.

Personnel.

Although it is somewhat difficult to predict with accuracy the exact amount of help needed for this first year, the successful administration of the plan will probably require, in addition to the time that can be given to it by the Cashier, a competent young man assistant; a young woman to serve as chief

clerk; and additional clerical help consisting of perhaps two persons for August and September, four persons for October and three persons for November.

Lists Needed from the Athletic Office.

The following lists are now needed from the Athletic Office:

1. A certified list of those to receive complimentary tickets.

2. A certified list of the names and addresses of friends of the Athletic Department whom the Department desires to have placed on the priority lists for purchasing tickets.

3. A certified list of the names and addresses of "C" men.

July 25, 1922.

CONCESSIONS.

Concessions noticed were of two kinds:

1. The sale of "red hot" sandwiches;

2. The distribution of programs carrying advertisements.

3. The sale of seat covers.

The sale of "red hot" sandwiches appeared to be in the control of a former athlete, Binga Dismond, a colored man. The location of the red hot stands, immediately adjoining the entrances to the field in the first floor corridor of the stadium, could be improved so as to prevent congestion at that point, if the policy of having concessions at future contests is to continue.

The distribution and sale of programs carrying advertising appears to have been a perquisite of Messrs. West and Clark, the former not now in residence as a student, the latter now in the Law School. These two men made an arrangement with the Director of Athletics which, it is understood, embraced the following main points:

1. The right to distribute and sell programs carrying advertising.

2. Sharing with the Athletic Department one-third of the net proceeds arising from the venture.

The office of the Business Manager first received notice of this concession when a bill from R. A. Levin & Company, the printers of the program, was sent to the University, calling for the payment of $776.75. The bill was dated September 30th, and represented the printing charges for the first game, namely, with Northwestern on October 1st.

Several conferences were had with Messrs. Clark and West, and with the printers, at which it appeared that there was a difference of approximately $125.00 in their respective notions of the contract basis. The printer asserted continually that he had given credit to the enterprise because of a contract which he had and exhibited which was addressed to the University of Chicago, and was accepted by the signatures of one of the two young men together with A. A. Stagg. Under these circumstances the city office undertook to further the settlement of the claim as far as it possibly could. The circumstances at this date are as follows:

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Mr. John E. Northup, attorney for Levin & Company, has accepted a check for $650.00 on account, from the two young men, the balance of the claim to be adjusted in some satisfactory manner by the Messrs. Clark and West, and Levin & Company.

Subsequently, the University of Chicago received bills for a total of $74.55 from the Howard Law Organization, Chicago, Illinois, for services in connection with the preparation of the program, representing that the "charges were all authorized by Messrs. Clark and West as representatives of the Athletic Department of the University of Chicago".

Within the last few days two of the advertisers in the program have sent in checks totaling $120.00, the checks and the envelopes being addressed to the University of Chicago. Upon inquiry at the office of one of these advertisers we were advised that the bill was drawn on stationery bearing the heading "The University of Chicago, Department of Physical Education, Office of the Director". Mr. West admitted to me today that this stationery had been obtained and had been used in billing their accounts with advertisers.

Mr. West also stated that about forty boys of the neighborhood, members of some club in which the Director of Athletics is interested, were engaged to assist in the sale and distribution of the programs at the games.

Both Messrs. West and Clark were advised of the fact that the University should not be confused in the minds of the advertisers and the other contractors of the book as being responsible for any financial obligations or representations. Despite this fact, and subsequent thereto, the bills were sent out by Messrs. Clark and West using the official stationery as above indicated.

As soon as the first bill from Levin & Company had been presented to the University I inquired of the Director of Athletics concerning the relations of the Department to the program, and was informed that Messrs. Clark and West had been given a permit for the distribution of the programs on Stagg Field, and that the Department was to receive a share in net profits, that the permit had been granted primarily to aid the two men in securing funds with which to pay their college expenses.

The sale of seat covers has resulted in considerable nuisance and some possibilities of danger, from the fact that small boys fly them into the air at the close of the games, littering the field, and causing them to descend upon the persons of the spectators. It is believed that the use of the seat covers is not significant enough to justify the continuance of the concession.

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SCALPING

Many rumors and reports, concerning the methods by which professional and occasional scalpers obtained tickets, have been received. Enough of them have been investigated to bear out the conclusion that improvements can easily be made in the method of distributing tickets which will tend to make it difficult for scalpers to operate. Some of the rumors would tend to indicate that the Athletic Department had been imposed upon. No evidence has been secured which would lead to any belief that any understood connection exists between the scalpers and the Athletic Department management.

The chief defects in the present system, which apparently make it easy for scalpers to operate, are the following:

1) The physical arrangements of the ticket windows in the Athletic Office are such that it is difficult for the ticket seller to observe the fact that purchasers for scalpers repeat in approaching the sales window; also that negotiations are constantly in progress in the main lobby of the Gymnasium. These negotiations are understood to be held between students and others who purchase tickets, and with the scalpers or their agents.

2) The employment of student assistants is likely to lead to some abuse. Considerable discretion is apparently placed in such student ticket sellers, both at the Bartlett Office and at the downtown sales offices in the sporting goods stores. The selection of such student assistants should be made with the greatest care and should be from persons who have considerable at stake if the sales rules are violated; such as would be the case in the event regular, responsible employees were entrusted with such jobs, working under adequate bond and removed from many alliances and temptations which beset the average student with fraternity and business connections.

It is reported that three fraternity houses were notorious for the fact that large quantities of tickets were available through them and one of the three was especially so to the annoyance and disgust of two of their most responsible alumni. It happens that two of the student assistants were members of one of the fraternities in question. Direct inquiry was made of them in the presence of Messrs. Heckman and Stagg, but no evidence was deduced which would charge either of them ~~of~~ with unfaithfulness. One of the student assistants admitted, however, having been given 65 tickets to sell to his associates. Both student assistants admitted receiving a large volume of requests for tickets, with pressure from business, social and other connections.

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Better preparation could no doubt be made for another season by the co-operation with federal and local authorities to lessen, as far as possible, the possibilities of scalping, for example:

The use of a ticket which would have printed on its face, as a condition of its use, that it has been purchased through the regular channels. Such a limitation, worked out in conjunction with the federal authorities and with competent legal advice as to its form, would seriously embarrass professional scalpers, who are required by the federal law to stamp their tickets in a certain manner. Some of the scalpers do not now stamp in the approved manner and a scrutiny of tickets presented, which bear the scalpers stamp, would enable the federal authorities to take action. Similar preparation with the local authorities, coupled with the securing of additional legislation, if necessary in the meantime, would tend to further embarrass the ease with which scalping has been hitherto accomplished.

The control of scalping also requires the co-operation of the distributing agencies at the visiting school; for example, it was found at 9 o'clock on the Monday preceding the Wisconsin game that large quantities of tickets were available at the professional scalpers' offices. The announced rule of the Athletic Department office is that tickets for any game are not distributed until the Monday of the week of the game. The only explanation, therefore, which can be given for the presence of the tickets referred to in the hands of the scalpers, is that they were obtained through Wisconsin or Wisconsin alumni channels.

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(5)

November Thirty
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MEMORANDUM TO BE SUBMITTED TO PRESIDENT.

ADMISSIONS WITHOUT TICKETS

1) In the experience of the Wisconsin Game it was found effective to require all gate keepers to refuse admittance to anybody not holding a ticket. All passes and requests from newspaper men, photographers, officials, state, municipal and other authorities were required to make their requests for admission at a special gate, located opposite Hull Court entrance.
2) All persons admitted at this gate were required to sign in duplicate a statement showing their names, qualifications for admittance and the evidence thereof, such as a United States Government badge number. This system can be even further extended by tabulating the experience, showing the number and type of requests which developed and taking measures to limit or restrict the abuse by arranging in advance, if necessary, for definite seat tickets to be sent to those who, by prior arrangement, ought to be allowed to enter.
3) Similarly, under the rule which does not permit patrons to leave the field and return again, using the stub of the ticket, emergency cases were handled through the same gate by means of a special receipt system, which identifies the person returning as the person who went out.

PUBLICITY

Definite publicity, through the press, college newspapers, posters on the campus of both Chicago and the visiting college, and at mass meetings, should be used to encourage the seating of students and alumni at definite times and through definite gates, which would minimize confusion and separate the handling of this class of patrons from the class of the general public which largely comes within the 15-minute-period prior to the opening of the game. Arrangements should also be made with the band leaders to have the bands in action at least a half-hour before the game, so as to draw early attendance; also the train schedules from the visiting colleges should be arranged so that the spectators from the visiting colleges should have plenty of time after arrival to reach their reserved sections by one-half hour before the opening of the game.

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IN GENERAL

Adequate measures for seating, police protection, prevention of scalping, and the like should be studied with reference to the forthcoming basket ball games, and the results set up for approval prior to the opening of the basket ball season.

It is believed that improvement can also be made in the matter of the general supervision which is given to the field and to the stadium at other times than when used for intercollegiate contests in which The University of Chicago participates, such as, for example, high school games. At the high school game on November 26th there was a failure of police arrangements which, however, did not prove serious. There was noticed, also, considerable abuse of the premises, particularly of the stadium, by the visiting teams and their supporters, apparently without any University control. It is suggested that definite regulations setting up the conditions under which the use of the field and buildings thereon is permitted, should be outlined, and entrusted to some responsible officer, to the end that the property may be protected from unnecessary damage, and that any damage resulting should be guaranteed in advance, either by way of deposit or by responsible signatures, and that proper insurance, or special precautions, should be taken to see that claims do not arise which can be collected from the University.

Attached as exhibits are the following reports:

1. From Mr. Lesch, concerning the handling of the spectators at the Chicago-Illinois game at the University of Illinois.

2. A report from Mr. Flook concerning the handling of the spectators at the Wisconsin-Michigan game at Madison.

3. A report from Mr. Lesch concerning methods in use at Pennsylvania, Wisconsin, and Leland Stanford.

GCF:MB

Physical arrangements + Police Plans.

Assuming that the present gridiron and general arrangement of the large area of seats will be continued in use, the following suggestions are made:

3) It is essential to any plan that the opening through the outside wall of the field be increased, similar to the arrangement for the Wisconsin game where the number of lanes, that is, lines of traffic, was increased almost 100%, a total of 36 lanes. It is suggested that each lane be equipped with railings outside of the main wall, the first line of defence with railings inside of the main wall, the second line of defence, the latter railings leading to turnstile or narrow point between railings to act as third line of defence. These lanes should then be handled by the police and ticket inspectors at the entrance to the first railing; the tickets would be taken up by two ticket takers to each line just before arriving at the turnstile, and one man be provided to operate the turnstile to act as a check on the velocity of the line and numerical check against the number of persons admitted. Each ticket taker should be provided with a lock box and all stubs should be saved.

It would offer information essential to the handling of the crowd to make a study of the stubs received at each point, and a census of the users of those gates separated for each part of the stand. This study would undoubtedly give information which would suggest improvements in the handling of the crowd.

These gates should be made of permanent construction, using architectural iron work for fences, iron pipe and mesh screens for the lanes, and proper turnstile arrangements. I doubt of it would be wise to discard the turnstiles entirely as I feel that they should be of great use in checking the total number of persons entering the field.

4) Additional seating is greatly to be desired. On the present layout of the plan few additional seats can be provided. I would suggest that the east wood stands be separated 7' 6" each and seats built across the aisles thus made except the lower 8' where an entrance point should be provided, thus handling the crowd from the east side or back of the stands west into the proper section, avoiding the present congestion at the north and south ends of these stands. A study should be made immediately, canvassing this entire situation to determine if the gridiron cannot be turned east and west and plan developed for permanent seats, possibly double deck at the north and south ends, leaving the east end of the gridiron open to be possibly provided with temporary standing room at a later date.

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The Wisconsin game showed the seating arrangements in the north and south stands to be entirely unsatisfactory. The seats were not occupied, possibly due to failure of the usher system, at any rate, many of the people crowded down to the fence and congested the aisle in front of these stands. The aisles between sections in the south and north bleachers were not preserved and a great number of seats in both of these sections were thereby left vacant. The approaches to the north and south temporary bleachers should be provided from the rear and not from the front, as at present.

8) Signs, as for the Wisconsin game, are vital to any scheme for handling the crowd. Possibly many of these signs could be eliminated by a further study, and possibly sizes, that is, height of letter, should be modified in making permanent signs, that is, signs painted on the wood boards to be hung upon proper fastenings in the walls for ease of erection.

9) Arrangements for police should be made through one source, that is, one man should have contact with Captain McCauley, and Captain McCauley in turn make the desirable arrangements. The scheme for the Wisconsin game seemed almost ideal. Since the policing of the field is fundamentally the protection of University property, this would logically be the duty of the Superintendent of Buildings and Grounds.

13) At any ordinary game, that is, where tickets are not completely sold out, the line of ticket purchasers in front of the sales windows congest and interfere with the ticket holders entering the field. It is recommended that tickets be sold at points out of the traffic to the main gates. Possibly ticket windows punched through the main wall of the field at various points between gates will accomplish this. It would probably be superior, however, to sell tickets at points across the street from booths, or other places that can be properly safeguarded.

14) If sufficient police are obtainable, the use of barbed wire in controlling scaling of walls should not be necessary. I would recommend that no permanent cheveau de frise be attached to the wall. With the wire fencing over the inside gates and proper police, I am sure that this can be controlled.

It is recommended that a study of the seating arrangements be inaugurated without delay to determine policies in regard to Stagg Field -

a) If greatly enlarged seating capacity is desirable.

b) If the amount of such additional seating capacity

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is greater than can be developed in the present field, new site would have to be chosen and new developments studied at that point.

3) It is suggested that preliminary study be made to run the gridiron east and west with double deck stands north and south, with east end open.

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A. TICKET SUPPLY

In order that ticket sales may be properly and efficiently handled it is important that the tickets themselves should be of proper size and arrangement; that they should contain adequate information; that they should be safeguarded from the possibility of counterfeiting; that the number of tickets to be prepared for each game should be determined upon in advance of the opening of the season; and that there be a well-worked-out plan governing the time and method of delivery of tickets by the printer.

We believe that the size of the tickets can be improved upon. The experience of other institutions indicates that tickets of larger size have many advantages including easier handling, space for better directions for locating the seat and more space for other information of value. The tickets in use at Princeton, for example, are printed by a bank note company and in appearance, protective features, and otherwise are better than ours.

A larger ticket would make it possible to print on it certain legal notices which might easily reduce the ease of scalping. Further classification by colors will facilitate the work of ushering and easier distribution of crowds at the gates. There is also the possibility of reducing the time required for inspect-

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ing the ticket at the gate by printing the stub information on each end of the ticket.

Based upon the experience of the football season this year, we believe that it would be possible to determine considerably in advance of next Autumn Quarter the number of people to be accommodated for each game and the number of tickets to be printed. The tickets for the entire season should then be printed and ready before the opening of the season. Such an arrangement would greatly facilitate the handling of advance orders as the tickets for such orders could be set aside in envelopes ready for mailing at the proper time.

At present tickets apparently are delivered in small lots and at no fixed time. The result is that at times the sale and distribution of tickets is slowed up, and also the tickets are delivered at a time when any sort of check on the quantity is very difficult.

B. TICKET DISTRIBUTION

It is especially important that a definite policy be worked out and put into operation governing the method of distribution of the tickets. There should be a definite policy limiting as far as possible the kind of persons into whose hands tickets should go and governing the method of sale and delivery of the tickets.

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members of the faculty, employees, and friends of the Department and of the University, who have been loyal supporters of the University over a long period, would be given first preference. The order in which these various groups should be considered would required some thought and planning.

A definite limit as to the maximum number of tickets to be allotted to any one individual should be fixed upon and adhered to.

The requests for tickets from the visiting college should be carefully scrutinized and guarantees provided to safeguard the proper distribution of the tickets allotted the visitors.

The tremendous demand for tickets from the preferred groups mentioned above are probably now sufficient to take all of the tickets except for one or two minor games. If this be true, it should prove to be possible by adequate planning and foresight to sell all of the tickets by advance orders. This would make it much easier to prevent duplication of orders, to enforce the limitation of the number allowed any one individual, to keep an index of the patrons of the game and to fill orders sufficiently in advance to do away with the pressure a week or two immediately preceding each game. For example, at Princeton tickets for the major games are entirely taken up by the advance applications which are carefully checked before being filled.

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which those entitled to student tickets are assigned individual reserve seats for the major games, and at the time of distribution the tickets are delivered directly to the students in an expeditious manner.

By having advance orders from those other than students all ready for mailing considerably in advance and by working out a method of distributing the tickets to the students, the congestion during the last week or so before the game can be greatly relieved. The open sale of tickets can be reduced to a minimum which would eliminate many of the difficulties now encountered.

C. ADEQUATE PLACE FOR HANDLING TICKETS

The limitations of the present space for handling ticket orders and distribution is no doubt responsible for many of the present troubles. There is sufficient work required to necessitate: (1) a larger amount of room properly ventilated for the clerks handling the tickets and for permanent record keeping, and also space for the patrons who come either to leave orders or to receive tickets at the time of distribution; (2) a space properly safeguarded to give protection for the tickets themselves and for the money and checks; (3) a space more readily accessible than the present location in Bartlett Gymnasium; and (4) a space where there can be better control of those waiting to be served at the windows.

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D. CARE OF FUNDS

Checks received for all other departments of the University are deposited in the bank on the day immediately following their receipt. The advantages of this system are obvious and sufficient to justify the same requirement in connection with the payments received for athletic tickets. There is room for a great deal of improvement in the method of handling mail-order remittances as well as cash received through the ticket windows. As long as the place for selling tickets remains as far as three blocks away from the Cashier's Office, there is also the problem of the safe transport of checks and cash to the Cashier for banking.

E. SUGGESTED REGULATIONS GOVERNING ADMISSION TO THE FIELD

Ticket holders only should be admitted to the field.

A special study of new lay-out of gates and entrances should be made with a view to distributing the crowd in proportion to gates and providing the shortest route from the gate to the seat, thus making for a minimum of confusion around the entrances. After such a study has been made information as to gates at which the ticket is to be presented should be printed in a prominent place on the ticket. Efforts may then be made to allow only those tickets for a particular gate to enter at that gate. Of course, if a ticket holder is so unfortunate as to get to the wrong gate with little chance of turning back, he should be allowed

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Any person claiming right to admission without a bonafide ticket should be sent to the special privilege gate where his claim may be passed upon by an official specially assigned to that duty.

If the scheme of distribution provides for identity of ticket holder at time of entrance, special rules and regulations must be worked out for use at gate.

Ticket stubs retained by gatemen should be placed in closed receptacles and such receptacles turned over to a proper authority in order that a check may be made.

The advisability of placing a registry device on turnstiles should be considered for purposes of an accurate check of number of persons entering.

Persons securing entrance to stands or sections at any time before or during game should be required to show their ticket stub to support their claim.

The gates should be opened at least two hours before the game begins.

Full use should be made of megaphone men and signs to aid in directing the crowd both inside and outside the gates.

F. PERSONNEL

It will be admitted that personnel retained by the University is an important factor in the relationship of the University with the public.

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A superintendent of personnel having to do with the admission and seating of the public should be chosen and given full authority. He should of course organize his crew under captains and lieutenants and enforce discipline.

The men should be prepared for their duty before the games by chalk talks and by printed and verbal instructions.

Special attention should be given to the provision of an adequate pay-scale based on a rate per hour for each kind of work for the time put in. The superintendent of personnel should then be made responsible for the release of each man from duty as soon as his service is completed.

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