

THE PURCHASE AND CARE OF ATHLETIC EQUIPMENT
ON THE HIGH SCHOOL LEVEL

by

ROBERT A. LONG

B. S., Kansas State University, 1971

95

349 5839

—

A MASTER'S REPORT

submitted in partial fulfillment of the

requirements for the degree

MASTER OF SCIENCE

Department of Physical Education

KANSAS STATE UNIVERSITY
Manhattan, Kansas

1973

Approved by:


Major Professor

LD
2668
R4
1973
L65
C-2
Document

ACKNOWLEDGEMENTS

The writer wishes to acknowledge with gratitude the assistance of many instructors in the Physical Education Department at Kansas State University who helped establish sound basic attitudes concerning physical education.

He is especially indebted to his advisor, Mr. Ray Wauthier, who served as not only an excellent professor but as a true friend during his years at Kansas State University.

TABLE OF CONTENTS

Part	Page
I. INTRODUCTION	1
II. METHOD OF STUDY	2
III. PURCHASING EQUIPMENT	3
IV. CARE OF EQUIPMENT	10
V. SUMMARY AND CONCLUSIONS	16
VI. BIBLIOGRAPHY	17

TABLES

	Page
ATHLETIC EQUIPMENT BUYER'S ALMANAC	8
CLASSIFICATION OF GARMENT ITEMS	12
CLASSIFICATION OF CLEANING METHODS	13

INTRODUCTION

The purpose of this Master's Report is to discuss the major procedures involved in the purchase and care of athletic equipment and accessories on the high school level. The report deals with major steps which should be taken when ordering various materials as well as proper care and storage of particular items.

Each phase of ordering and purchasing of athletic equipment is important to both the coach and to high school administrators. If the proper steps are followed, one can save unnecessary wear on equipment as well as constant replacing of improperly stored or treated items.

It is felt that there is a very definite need for information in this area among high school coaches and administrators. There are various methods and procedures utilized throughout the country which have been more than adequate. This paper expresses the need for a form of organized and carefully planned means of purchase and care of athletic equipment and one which meets the needs of particular situations in athletics.

METHOD OF STUDY

In developing this report a variety of research material was utilized from public libraries and from the personal files of individuals in the field of physical education. From the personal files the writer was able to obtain information from athletic magazines and periodicals not available in public libraries.

The writer also conducted informal interviews with Gary O. Tucker, Athletic Director and Head basketball coach at St. John's Military School of Salina, Kansas and Lawrence Dwyer, Principal, St. John's. Through these informal interviews the writer feels he has gained practical knowledge in the field of purchase and care of athletic equipment.

PURCHASING EQUIPMENT

The purchasing of athletic equipment represents one of the most difficult and challenging problems confronting individuals responsible in this area in our high schools today.¹

The purchasing of athletic goods should be a well planned and organized transaction by the coach or athletic director or a combination of both. In many schools the purchase of equipment is complicated by limited funding, sizes of squads with limited facilities and safety factors which must be considered. In many instances high school principals or school boards do the purchasing of athletic items, which can be done efficiently if each respective coach is consulted and the administrator is closely involved in athletics in some capacity.

"One general policy is always purchase good, substantial, and safety-approved equipment in all sports."¹ Experience has shown that recognized and legitimate sporting goods dealers are the safest ones from whom to purchase materials. They need not be local merchants, except if athletic supplies can be bought as cheaply from local dealers without relinquishing quality or safety standards.

Equipment should only be purchased after individual needs are known. By maintaining up-to-date inventories and filing

¹ -- p. 216

¹ -- p. 216

of purchase orders from previous seasons, one can eliminate late and improper ordering of equipment. The coach or administrator should strive for quality equipment at the lowest price, not the cheapest price.

The purchaser must remember that athletic equipment is composed primarily of combinations of various fabrics, leathers, rubber, woods, metals and plastics. In purchasing equipment the person should have adequate knowledge concerning each of the various materials. This knowledge leads to proper storage, cleaning, and the purchase of quality goods.

Another important aspect one should follow is to purchase in a business-like manner. The following list gives helpful suggestions concerning this:²

1. Place all orders in writing, retaining a carbon copy.
2. Attach duplicate voucher forms to the original order sent to the firm if vouchers are used.
3. Check all shipments received against the duplicate of purchase order, which also insures discovery of damaged or improper equipment.
4. If invoice is correct, approve for payment and forward to the disbursing office.

² -- pgs. 125-126

Williams and Hughes summarizes five fundamental guiding principals for purchasing athletic equipment:¹

1. Equipment purchased should conform to specifications.
2. Prices should be consistent with market conditions.
3. Purchases should show consideration of the needs of all activities.
4. Every purchase should show that the interest of the school has been preserved.
5. Every purchase should be made on regulation forms.

Sullivan summarizes seven points for the purchase of athletic equipment:⁹

1. Plan purchases at least one year in advance.
2. Stay away from flashy colors, especially light shades, unless one can afford to replace uniforms yearly.
3. Avoid mixing colors.
4. Don't be too proud; secure the advice of a salesman who is a specialist in the field.
5. Avoid inside discounts and concessions; purchase from well known firms.
6. If local dealers do not render equal service for equal or less money, business relations should be discontinued.
7. Any inferior or defective materials which do not meet specifications should be returned promptly.

Along with proper purchasing of equipment, a systematic procedure should be followed in keeping an inventory of all useable items. This can be accomplished in various ways and

¹ -- p. 127

⁹ -- pgs. 38-40

each school has its own method. A proper marking system can be a very helpful tool when taking inventory for the purpose of purchasing and accountability for equipment. Care should be taken in marking of equipment so that it is of a permanent nature and will not wear off easily. Markings should also be made in areas which are easily visible but still do not detract from the appearance of the article.

Some common methods that can be utilized when marking equipment are using rubber stamps, freehand, electric, needles and stenciling.²

It should be noted that purchasing equipment is not the same for all situations. Larger schools' needs will vary greatly from that of a smaller one. As stated previously, the responsibility of those in charge of buying athletic equipment will vary. For instance in a small school district the superintendent could be in charge of purchasing athletic equipment. The amount of money will vary in individual budgets and normally on a smaller scale the equipment must last much longer as well as be much more versatile. But in any case the small as well as large school must be businesslike in its athletic purchases.

Still another aspect which cannot be overlooked is buying on a competitive bidding system. Invite reputable companies and organizations to make presentations of their goods.

² -- pgs. 134-135

Insist on knowing composition of materials and fabrics and proper cleaning and storage of equipment. This enables one to attain information pertaining to cost of cleaning and necessary storage facilities. This method gives one still another method of obtaining the best quality equipment at the lowest price.

In addition to the previously mentioned points, ordering equipment early is another valuable tool for acquiring quality equipment when it is needed. Listed below are some of the advantages of early ordering of athletic equipment:⁵

1. Early Delivery - you get delivery ahead of your needs. There are fewer disappointments, fewer headaches correcting last minute purchasing mistakes.
2. Time for Revisions - when you receive your items early, you have time for size adjustments, revisions, and ample time to order additional equipment in the event of additional personnel.
3. Better Equipment Management - equipment that's ready for the first practice session gives you ample time for marking, careful fitting, player assignment, and better equipment control.
4. Better Equipment - an early order assures you of exact equipment, carefully made to your specifications by unhurried craftsmen.
5. Greater Satisfaction - you receive orders without substitutes. Your team looks better, will possibly play better and your equipment problems are minimized.

⁵ -- "How to Budget, Select, and Order Athletic Goods"

Athletic Equipment Buyer's Almanac⁵

<u>MONTH</u>	<u>TYPE OF ATHLETIC EQUIPMENT</u>			
	<u>Football</u>	<u>Baseball</u>	<u>Basketball</u>	<u>Track</u>
January	Order new equipment	Order new equipment		Order new equipment
February	Order new equipment			
March	Order new equipment	Delivery	Take inventory	
April		Mark equipment	Order new equipment	
May			Order new equipment	
June		Take inventory	Order new equipment	
July	Delivery	Take inventory	Order new equipment	
August	Mark equipment			
September			Deliver	Delivery
October		Order new equipment	Mark equipment	Mark equipment
November	Take inventory	Order new equipment		Order new equipment
December	Order new equipment	Order new equipment		Order new equipment

The final aspect of the purchasing of athletic equipment is the inventory of equipment. At the close of each season an inventory of all equipment on hand should be made. By comparing this inventory form with the inventory made at the

⁵ -- "How to Budget, Select, and Order Athletic Goods"

close of the same sport season a year ago, and adding any material bought since then, it should be possible to account for all equipment. Of course due allowance must be made for worn out items, properly recorded on the inventory, that will or have been discarded. Such an inventory should show four things:

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

Much of a coaches' problem in this area can be held to a minimum by an efficient method or system of checking out and checking in of equipment. Every piece of equipment issued to a student should be charged to him on a student-signed permanent athletic card. His signature is especially important. This eliminates any question as to what he will be held responsible for at the close of the season. Separate equipment cards should be prepared for each sport. In some cases, on a smaller school basis, a general equipment card is kept on file that carries over from sport to sport. For the coaches' as well as the participants' conveniences, it is wise to have some place on the card to note completion of physical examinations, eligibility and parental consent information. The equipment card may be used as a tool for many areas of athletics if utilized and managed wisely.

CARE OF EQUIPMENT

The care of athletic equipment is one of the most abused aspects by coaches and administrators alike. With proper daily cleaning, storage and laundering, equipment can be utilized to its fullest extent. Too often good equipment is damaged or permanently destroyed because of improper care.

Equipment should be cleaned daily. Athletic equipment deteriorates more rapidly because of poor care than it does from excessive use or wear. The method of taking care of equipment between practice sessions or games is the greatest factor in determining its durability and appearance. Wet and perspiration soaked cotton and woolen equipment must be thoroughly dried between practice sessions or athletic contests. Practice equipment and game uniforms should be laundered or dry cleaned frequently. This precaution prevents ground in dirt and perspiration from damaging articles needlessly as well as preventing injury or spread of infection from damaged or soiled clothing. An injury can be prevented by inspecting cleaned clothing for needed mending before they become a hazard to the participant. This is especially true in football, where proper fitting is a must for keeping pads in place.

Shoes are another important aspect of equipment that are often overlooked. Shoes should be brushed with a stiff brush and a conditioning compound rubbed in thoroughly. Requiring

players to shine shoes previous to each game also serves as added protection as well as improves appearance of your squad. Shoulder pads, hip pads, thigh pads and any additional protective padding should be dried out after each use. Likewise helmets should be aired out and rinsed with a disinfectant periodically both inside and out. This not only prevents scalp diseases but also prevents rotting of helmet liners, where protection is of prime importance. In most cases this frequent and time consuming task cannot be performed by the players. Adequate ventilation and locker system is especially needed in this situation. The suggested plan is to assign equipment managers to a certain number of articles and store these articles in a separate equipment room where cross ventilation can be utilized. This method insures proper airing out of equipment, a specified individual responsible for its cleaning, and an area where the managers have adequate space for cleaning. Listed below are seven advantages of utilizing a system of this type.¹

1. Garments wear longer.
2. Clean and dry clothing are available at each game or practice session.
3. If a boy is dropped from the squad, his equipment is already turned in and can be accounted for.
4. When items are not in use it remains on a hanger.
5. Participants learn to be careful with equipment.
6. It does away with the temptation to steal another boy's property.
7. It relieves the coach from lost or mixed up items.

¹ -- "Administration of High School Athletics"

Listed below are guidelines that should be used when cleaning athletic garments.⁴

Classification of Items

Method A: Woolen Warmups
Award jackets
Woolen baseball jackets
Softball jerseys
Stock basketball jerseys

Method B: Sweaters
Baseball undershirts
Baseball dickie

Method C: Baseball uniforms
Track pants
Game football jerseys
Game basketball shirts
Sweat shirts
Socks containing wool
Scrimmage vests
Athletic hose
Officials clothing
Basketball pre-game warmups
Softball uniforms (woven)
Lightweight all-nylon jackets
Stock practice jerseys (stenciled)
Stock game jerseys (colored)
Stock game jerseys (lettered)
Tee shirts (stencil lettered)

Method D: Practice football jerseys (unlettered,
natural and white)
Practice football pants (unlettered,
natural and white)
Sanitary cotton hose
Tee shirts (unlettered)
Supporters

Method E: Sideline coats and capes

⁴ -- "The Care and Cleaning of Athletic Uniforms"

Classification of Methods

Method A: Dry clean only.

Method B: Use only mild soap or detergent and water not over 120 degrees Fahrenheit. Immerse garments and allow to soak about ten minutes then manipulate by hand (or mild automatic washer action) to force solution through them to remove soil. Rinse well in water the same temperature. Never wring or distort garments. Never tumble dry. Manipulate to proper size and shape by hand and dry flat on towels.

Method C: Machine wash at temperatures not over 120 degrees Fahrenheit. (Recommended washing temperature: 110 degrees to 120 degrees - so-called bath temperature.) Wash with a high water level, using mild soap or detergent. Never use bleach. Rinse water should be at same temperature as wash water. Never tumble dry knit garments or garments containing wool. Athletic uniforms should be separated from all other wash and washed according to color classification. Baseball uniforms should be dried on rust-proof hangers.

Method D: Machine wash with water at 140 degrees Fahrenheit using soap and detergent plus chlorine bleach according to the directions on the container. In the case of very badly soiled garments, repeat the process.

Method E: Clean outer surface with sponge or cloth, wet with soap or detergent solution with sponge or cloth moistened with clear water. Never use cleaning fluids.

The storing of athletic equipment is another important phase in the care of different items. The equipment should be properly conditioned at the end of the season according to specifications set by the manufacturer. This conditioning may be carried out by either commercial establishments or by the staff at the school. In any case, regardless of the method used, the ultimate goal is to obtain satisfactory results.

Airtight bins or trunks should be utilized for woolen items and special cases and racks used for the leather goods. Cotton materials may be wrapped and stacked on shelves. Never place this type of article on damp floor surfaces. All leather goods should be stored in such a way that they will not be deformed in any way. This refers to pressure from heavy items stacked on top or moisture that could possibly reach these items if stored improperly.¹ Inflated balls should be stored separately and not in large bins. Boxes containing balls should be well ventilated. Rubber equipment should be thoroughly cleaned with soap and water before storage. Leather equipment should be stored in a cool, dry place. In addition any leather equipment that has been exposed to water should be dried immediately at room temperature. Javelins and vaulting poles should be stored on a flat, dry surface so they will not bend out of their original shape. A rack for these items is preferred. Wrestling or tumbling mats should always be carried, never dragged to prevent them from being torn or ripped. They also should be stored on a flat area and rolled completely out to prevent cracking of rubberized material.

In general most equipment should be stored in a cool, dry, well ventilated area. This system is necessary to keep equipment longer and still retain its new look. Proper storage and conditioning of athletic equipment is not only a

¹ -- pgs. 226-227

safety measure for the participant and time saver to the coach but also an economic factor, which all high school administrators evaluate closely. Conserving costs on replacement of improperly stored items not only pleases the administrator and the public but also saves valuable time and effort for the coach when reordering of damaged equipment is done.

SUMMARY AND CONCLUSIONS

The purchase and care of athletic equipment presents tremendous problems for both the high school coach and administrator. Finances, facilities, personnel, both coach and student manager, false advertising and lack of publication of information adds to the growing problem in this area. By merely planning ahead, both in purchase and care and becoming a well informed buyer, many of these problems can be eliminated.

As shown by the writer's resources there are many texts and publications available in this area as well as many professional sales companies that will send information free of charge on the request of an individual school. The writer feels that most of these problems stem from mere lack of concern or possibly lack of knowledge concerning the importance of purchase and care of athletic equipment. The purchasing and care of athletic equipment is as much a part of coaching as the actual field coaching itself. Every coach, athletic director or buying agent is responsible for equipping his players with the best possible equipment his budget will allow. All the phases of buying must be known and carried out with extreme care and prudence. The good coach will be up-to-date on equipment regulations and will be very concerned with the care of his equipment. The writer has gained substantial knowledge in these areas and hopes that others will benefit from the material provided.

BIBLIOGRAPHY

1. Forsythe, Charles E., Administration of High School Athletics, Athletic Equipment, Chapter #8.
2. Shepard and Jamerson, Interscholastic Athletics, Purchase and Care of Equipment, Chapter #7.
3. Kraft, John, Make Your Equipment Last, Scholastic Coach, February 1945.
4. Rawlings Sporting Goods Company, The Care and Cleaning of Athletic Uniforms.
5. How to Budget, Select, and Order Athletic Goods, Published by Athletic Goods Manufacturers Association.
6. Murray, F. J., Perpetual Inventory, Scholastic Coach, January 1962.
7. Smith, W. W., Athletic Equipment: Its Purchase and Care, Catholic School Journal, pgs. 97-99, April 1962.
8. Hughes, William Leonard and Williams, Jesse Ferring, Sports, Their Organization and Administration, A. S. Barnes and Co., New York, pgs. 185-187, 1944.
9. Sullivan, K. G., The Equipment Problem, Scholastic Coach, January 1948.

THE PURCHASE AND CARE OF ATHLETIC EQUIPMENT
ON THE HIGH SCHOOL LEVEL

by

ROBERT A. LONG

B. S., Kansas State University, 1971

AN ABSTRACT OF A MASTER'S REPORT

submitted in partial fulfillment of the

requirements for the degree

MASTER OF SCIENCE

Department of Physical Education

KANSAS STATE UNIVERSITY
Manhattan, Kansas

1973

This paper deals with fundamental procedures in the purchase and care of athletic equipment. The writer feels this is a pressing problem within the high school coaching ranks as well as in the offices of many high school administrators. It is a problem which can be resolved by following a few basic procedures outlined in this paper as well as various texts and publications available to them. It does however require a concentrated effort by personnel responsible for the acquisition of athletic equipment in the areas of fabrics, sales representatives, and companies. The writer feels it is a problem which merits a great deal of consideration by those involved in various purchasing transactions.

The initial portion of the paper deals solely with the purchase of athletic equipment. This portion concerns the activities of personnel responsible for purchasing, the purchase of quality equipment at the lowest price, meeting individual needs of a particular situation, and a need for a quality brand of fabric equipment.

Also listed are various steps that should be followed when considering the purchase of athletic materials, including purchasing in a business-like manner, guidelines for purchasing equipment, inventories, proper marking of articles, a utilization of a competitive bidding system, the advantages of ordering equipment early, and the yearly purchase of seasonable athletic items.

Proper check out systems are discussed and possible ways in which these check out systems can be utilized throughout the total athletic program.

The second portion deals with the care of athletic equipment. In this section material concerning daily care, care of individual articles by the participants and team managers, advantages of daily and individual care of equipment, as well as various tips which should be utilized by coaching and student personnel are covered.

Classifications of items and proper cleaning or laundering methods for each are also listed. Included in this area are methods for storing of individual equipment items and proper storage facilities needed for these items.

The writer provided vital information needed to execute intelligent buying of athletic equipment.