

UNIVERSITY OF WYOMING
CLUB SPORTS

2023-24



HANDBOOK



The Club Sports Handbook is designed to be a resource for Club Sport Officers, Coaches and Members. It contains information on club sport policies, rules, operating procedures, budgets, and other useful information. Club Sport members should read the handbook thoroughly and understand the material to make educated decisions as they relate to Club Sport activities.

- 1
- PROGRAM OVERVIEW..... 5**
- CURRENT CLUB SPORTS..... 8**
- STAFF INFORMATION 9**
- CLUB SPORT ASSIGNMENTS 11**
- 2023-24 CLUB SPORT CALENDAR OF EVENTS 12**
- CLUB SPORT RECOGNITION PROCESS 14**
- HOW TO START A NEW CLUB OR REINSTATE AN INACTIVE CLUB 14
- ANNUAL CLUB REGISTRATION INTO THE CLUB SPORTS PROGRAM..... 15
- CLUB SPORT FINANCES..... 17**
- CLUB SPORTS FINANCIAL PROCESS 17
 - SELF-GENERATED FUNDS..... 17
 - UNIVERSITY ACCOUNTS 18
 - ACCOUNT TRACKING..... 18
 - EXTRAORDINARY FUNDING REQUESTS 18
 - BUDGET ADVANCES..... 19
- USING UNIVERSITY ACCOUNTS 19
 - PAYMENT TYPES 20
 - CLUB TRAVEL CARD 20
 - DEPOSITS & DUES 21
 - PERSONAL REIMBURSEMENTS..... 21
 - HOSTING EXPENSES 21
 - FOUNDATION 21
 - CONTRACTS 21
- ALLOCATION OF FUNDS 22
 - CLUB SPORTS FINANCIAL ALLOCATION..... 22
 - CLUB ACCOUNTABILITY MATRIX (CAM) 22
 - CAM OPPORTUNITIES..... 23
 - CAM REWARD PROGRAM..... 23
- TIER SYSTEM 23**
- TIER SYSTEM CLASSIFICATIONS 23
 - Tier I 24
 - Tier II..... 24
 - Tier III..... 25
 - Tier IV 25
 - Tier V 26
- CLUB SPORTS COUNCIL 26**
- CLUB SPORTS CONDUCT AND DISCIPLINE PROCESS..... 27**
- CLUB SPORTS PROGRAM CODE OF CONDUCT..... 27



ANTI-HAZING POLICY 27

NON-DISCRIMINATION STATEMENT 28

DRUG/ALCOHOL POLICY 28

CLUB SPORT DISCIPLINE 28

APPEALS PROCESS 28

CLUB LEADERSHIP 29

STUDENT OFFICER ROLES 29

 PRESIDENT 29

 VICE PRESIDENT 29

 SECRETARY 29

 TREASURER 29

 SAFETY OFFICER 30

 TRAVEL COORDINATOR 30

 OTHER POSSIBLE CLUB SPORT STUDENT ROLES 30

 CLUB SPORT MEMBERSHIP DEFINITION 30

ADVISORS 31

COACHES 31

CLUB SPORTS BRAND STANDARDS 33

CLUB SPORT EVENTS 33

TIMELINE FOR EVENT SUBMISSION 33

HOME EVENTS 34

TRAVEL EVENTS 35

 TRAVEL TO COMPETITION 35

 BEFORE TRAVELING 36

 TRIP LEADERS 38

 TRAVEL FIRST AID AND INJURY REPORTS 38

 TRAVEL RULES 39

 QUALIFIED DRIVERS 39

 MOTOR VEHICLE RECORD 40

 DEFENSIVE DRIVING 40

 DRIVER RESPONSIBILITIES 41

 UNIVERSITY VEHICLES 41

 PERSONAL VEHICLES 42

 RENTAL VEHICLES 42

 INCLIMATE WEATHER POLICY 43

 ALCOHOL AND DRUG USE DURING TRAVEL 43

 AUTHORIZED ABSENCE REQUESTS 43

 MINIMUM PLAYER REQUIREMENT 44

 LODGING 44

SAFETY AND RISK MANAGEMENT 45

SITE SUPERVISORS 45

INJURY REPORTS 45

CONCUSSION PROTOCOL 45

CARE FOR VISITING TEAMS 46



EMERGENCY ACTION PLAN.....47
RELEASE AND INFORMED CONSENT 47
EMERGENCY PROCEDURES 47
PERSONAL INJURY 47
AUTOMOBILE ACCIDENT 48
PREVENTING DISEASE TRANSMISSION 49
FIRE 49
BOMB THREAT 50
POWER FAILURE 50
TORNADO 50
THUNDER AND LIGHTNING 51
AIR QUALITY 51
CAMPUS CLOSURE 52
FIELD CONDITIONS..... 52
ADDITIONAL EMERGENCY SITUATIONS 53
OTHER IMPORTANT NUMBERS..... 53
LOCATION OF REC SPORT FACILITIES 54
HALF ACRE EVACUATION MAPS..... 55



PROGRAM OVERVIEW

UNIVERSITY OF WYOMING

The University of Wyoming aspires to be one of the nation's finest public land-grant research universities. We serve as a statewide resource for accessible and affordable higher education of the highest quality; rigorous scholarship; technology transfer; economic and community development; and responsible stewardship of our cultural, historical, and natural resources.

In the exercise of our primary mission to promote learning, we seek to provide academic and co-curricular opportunities that will:

- Expose students to the frontiers of scholarship and creative activity and the complexities of an interdependent world;
- Ensure individual interactions among students, faculty, and staff;
- Nurture an environment that values and manifests diversity, free expression, academic freedom, personal integrity, and mutual respect; and
- Promote opportunities for personal growth, physical health, athletic competition, and leadership development for all members of the university community.

As Wyoming's only university, we are committed to outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation, and the world.

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is committed to supporting students in access, development, success, and completion. To do so, they look to expand student recruiting and access, coordinate and expand student success and completion strategies, coordinate and expand student health and wellness, promote and provide opportunities for alumni and parent engagement, and provide facilities supporting student access and learning.

DEPARTMENT OF CAMPUS RECREATION

Mission Statement: To promote a holistic approach to a healthy campus through quality recreation and wellness programs and facilities.

Vision Statement: To be an innovative and nationally recognized leader in advancing recreation, wellness and student development within collegiate recreation.

Departmental Goals/Objectives:

1. Enhance the quality of life on campus through excellent programs and facilities, advancing the recruitment, retention, and completion initiatives of the university.
2. Collaborate with academic departments to promote student learning inside and outside of the classroom.
3. Develop health awareness, a sense of belonging, and a lifelong appreciation for wellness and recreation activities.
4. Strive to create an environment where students can advance their personal growth and career development through various leadership opportunities.
5. Offer a variety of experiences and activities that appeal to a diverse campus community and support the achievement of their personal fitness and wellness goals.



Guiding Principles:

1. Exceptional customer service.
2. Student engagement and leadership opportunities.
3. A safe and welcoming environment for all members of the campus community.
4. Collaboration with campus and community groups.
5. Research-based best practices for wellness education, recreation programs, equipment and services.

CLUB SPORTS MISSION

The mission of the University of Wyoming Club Sports Program is to provide students the opportunity to participate in competitive sport clubs against intercollegiate teams, with an emphasis on student leadership, development, and involvement. The 20+ Club Sports represent the University of Wyoming while competing regionally, nationally, and even internationally. Each club team is a Student Organization that is affiliated with the Campus Recreation Department as well as the Student Orgs and Entertainment Office. The teams are administered by students under the supervision of the Assistant Director of Programs and the Recreational Sports Coordinator(s).

CAMPUS RECREATION: Values in Action

In alignment with the Student Code of Conduct all disciplinary discussions will be framed within the context of the following values:

Responsibility:

Club Sports supports students by allowing them to be leaders, engaged, visible and accountable for their actions and those of their teammates within the University of Wyoming community.

Community:

Club Sports creates an inclusive environment for clubs to build a family community through a sense of participation and belonging within each individual club and among all clubs.

Respect:

Club Sports encourages students to take their teammates, coaches, opponents, and administrators into consideration before taking any action.

Integrity:

Club Sports provides opportunities for students to set an example that others want to emulate, lead with honesty beyond the standard that is set, and do what is consistently right.

Social Consciousness:

Club Sports enhances the awareness of how students present themselves to others within competition and service while creating opportunities for students to represent their club and the University as a whole.



HISTORY

The history of the University of Wyoming Club Sports Council began with the formation of the Club Sports Program in 1981. The clubs were originally formed by the Associated Students of the University of Wyoming (ASUW) from within the body of student organizations recognized by the Campus Activities Board (CAB). The program remained with ASUW until the end of the 1986-87 academic year when the program had grown to a point that the management of the program was beyond the scope and expertise available to ASUW. Beginning with the 1987-88 academic year, ASUW agreed to continue partial funding of the program and contracted the School of Physical and Health Education to administer it within the Intramural-Recreational Sports Office. In the fall of 1987, the Club Sports Council (CSC) was formed with four original member teams and two ex-officio administrative members (the Recreational Sports Coordinator and the Director of Intramural/Recreational Sports). In 1998, Club Sports again moved to the Department of Student Affairs in anticipation of the renovated Recreation and Wellness Center located in Half Acre Gym. In 2000, Recreation and Wellness became Campus Recreation; the department that currently houses club sports.

PHILOSOPHY

The following statements define sports club and its philosophy:

- A Club Sport is a group of UW students that share a common interest around an organized competitive sport. While the level of competition varies from club to club, all clubs are student initiated and run.
- Emphasis is placed on student leadership and the most successful clubs are those with outstanding student leaders. The club strives and thrives only by means of active student involvement and participation.
- Club sports are designed to accept members of any skill level, but individual clubs may determine the composition of traveling squad(s) defined by skill level.
- The Club Sports Office provides encouragement, guidance, and supervision, but the success of the club depends on the involvement of students. The club will not maintain an active status without sufficient membership commitment.



CURRENT CLUB SPORTS

ACTIVE CLUB	GOVERNING BODY
Baseball	National Club Baseball Association
Cycling	USA Cycling
Equestrian	Intercollegiate Horseshow Association
Esports	TESPA/Mountain West/Playfly
Fencing	United States Fencing Association
Men's Ice Hockey	American Collegiate Hockey Association
Men's Lacrosse	Rocky Mountain Lacrosse League
Men's Rugby	USA Rugby
Men's Soccer	Rocky Mountain Collegiate Soccer League
Racquetball	Wyoming State Racquetball Association/ USA Racquetball
Shotgun	Association of College Unions International
Swimming	Collegiate Club Swimming
Tennis	United States Tennis Association
Triathlon	USA Triathlon
Women's Basketball	NIRSA
Women's Ice Hockey	American Collegiate Hockey Association
Women's Lacrosse	Rocky Mountain Women's Lacrosse League
Women's Rugby	USA Rugby
Women's Soccer	Rocky Mountain Collegiate Soccer League
Women's Softball	The National Club Softball Association
Women's Volleyball	NCVF/Mountain West Volleyball Conference



STAFF INFORMATION

CLUB SPORTS OFFICE

Location: Half Acre Gym, Room 223

Email: clubsports@uwyo.edu

Website: <http://www.uwyo.edu/rec/club-sports/>

CLUB SPORTS STAFF

Vacant

Assistant Director of Programs

Office: 307-766-6492

Email: clubsports@uwyo.edu

Joe Rademacher

Recreational Sports Coordinator

Office: 307-766-6396

Email: Joe.Rademacher@uwyo.edu

Vacant

Recreational Sports Coordinator

Office: 307-766-4178

Email: clubsports@uwyo.edu

Matt Zimmerman

Athletic Trainer

Office: 307-766-6678

Email: mzimme13@uwyo.edu



STAFF INFORMATION

RECREATIONAL SPORTS COORDINATOR

The role of the Recreational Sports Coordinator(s) is one of liaison to the Campus Recreation Department and all other University offices, and as an advisor and resource to clubs. It is their responsibility to monitor club activities to keep all participants as safe as possible, oversee the equitable scheduling of facilities, maintain records of all Club Sports' owned equipment, and to ensure that all activities and funds are managed in compliance with Club Sport and University policies.

The Recreational Sports Coordinator(s) will allow clubs as much freedom to operate as possible, provided they operate within the framework of University policy and Club Sports guidelines and regulations. The Coordinator(s) will be available to assist student leaders with club business and as a resource in a referral capacity for University administrators, facilities, and procedures. The Recreational Sports Coordinator(s) have the authority to make policy for or reverse any decision of the Club Sports Council, if appropriate. Each club should be in regular communication with the Recreational Sports Coordinator(s) and especially refer to him/her when situations arise that are not covered in this handbook.

ATHLETIC TRAINER

The Campus Recreation Athletic Trainer is responsible for prevention, evaluation, and treatment of athletic injuries and illnesses for club sports athletes at the University of Wyoming. Medical coverage is provided by the athletic trainer or a contracted EMT for all home events based on level of risk. Athletic training services are by appointment only and are also offered, free of charge, to students of the University of Wyoming at Half Acre Gym. If athletes/students cannot be treated in the athletic training room, then they will be referred to a physician.



CLUB SPORT ASSIGNMENTS

Joe Rademacher	Zac Gunter	Pat Moran
Baseball	Men's Hockey	Equestrian
Cycling	Men's Rugby	Esports
Esports	Shotgun Sports	Racquetball
Fencing	Women's Hockey	Women's Basketball
Men's Lacrosse	Women's Rugby	Women's Volleyball
Men's Soccer		
Swimming		
Tennis		
Triathlon		
Women's Lacrosse		
Women's Soccer		
Women's Softball		



2023-24 CLUB SPORT CALENDAR OF EVENTS

August 2023

Rec Fest	20 th
Club Sport Fall Officer Training	27 th

September 2023

• Fall Term Practice Request and Activity Schedule	13 th
• Fall Involvement Fest	TBD
• Online Modules Completed	29 th
• New Coaches Orientation	25 th – 29 th
• Club Sport Council Meeting	TBD
• Safety Officer Workshop (only attend one)	TBD
• High Impact Sports Baseline Completed	29 th

October 2023

• Finance Workshop (only attend one)	10 th , 11 th
• Club Constitution on File on Presence	11 th
• Giving Day	25 th , 26 th
• Club Sport Council Meeting	TBD

November 2023

• Club Sport Council Meeting	TBD
• Spring Term Practice Request and Activity Schedule	15 th
• Mid-Year Evaluation Due	29 th

January 2024

• Winter Involvement Fest	TBD
---------------------------	-----

February 2024

• Safety Officer Workshop (only attend one)	TBD
• Budget Workshop (Mandatory, only attend one)	20 th , 21 st
• Club Sport Council Meeting	TBD
• Club Sport Elections for New Officers	26 th - March 7 th



2023-24 CLUB SPORT CALENDAR OF EVENTS

March 2024

- Club Sport Elections for New Officers Feb. 26th - 7th
- Nominations for Club Sport Council Members 18th-22nd
- Club Sport Transition Training 5th, 6th, 7th
- Budget Workshop (Mandatory, only attend one) 20th, 21st
- Club Sport Award Nominations 27th – April 10th
- Club Sport Council Meeting TBD

April 2024

- 2024-25 Budget Packets Due 3rd
- Budget Presentations 9th-11th
- Club Highlights/Accomplishments Due 17th
- End of the Year Club Evaluation 17th
- Club Sport Council Elections 24th
- Student Orgs & Entertainment Awards Banquet TBD
- Club Sports End of the Year Banquet 24th
- Club Sport Council Meeting TBD

May 2024

- Equipment Inventory Updated 1st
- Community Service Hours Due 3rd
- Fall Term Practice Request Due 10th
- Equipment Returned to Recreational Sports Office 10th

CLUB SPORT RECOGNITION PROCESS

The Recreational Sports Office reserves the right to refuse recognition to any sporting club for the following reasons:

- Requires extensive funding, facilities, and/or resources
- Does not meet the membership minimum requirement (10 active members)
- Activity involves high liability or risk factors
- Does not properly represent the University of Wyoming student body
- Does not align with the mission and philosophy of the Club Sports Program

The Recreational Sports Office also reserves the right to refuse or revoke recognition to any sporting club using facilities, funding or the University of Wyoming community for personal monetary gain and/or promotion of a private enterprise.

HOW TO START A NEW CLUB OR REINSTATE AN INACTIVE CLUB

If you are looking to form a Club Sport that is currently not recognized at UW you must do the following:

- Familiarize yourselves with the Club Sports Handbook to ensure the group can consistently meet the standards set forth for groups classified as a Club Sport. If your group believes they can meet the standards:
 - Follow this link to the [Student Organizations](#) page for the process to create a student org. For any additional questions contact StuOrgs@uwyo.edu.
 - Complete the interest form on the Student Organization and Entertainment page to show your interest in forming a new group. The SOE Office will do two things:
 - Cross reference to see if an older, like-minded group has existed and it's not a duplication of effort.
 - Consult with the Recreational Sports Coordinator to inform that group is forming and allow their office to weigh out potential issues –risk management, space allocation, etc. and to make the determination on validity of becoming a Club Sport or if group is better suited as a Student Organization. The Recreational Sports Coordinator will contact you directly if they have any specific questions or concerns.
- Once the SOE has consulted with the Recreational Sports Coordinator, they will contact the prospective club about completing the processes to become recognized, these steps include:
 - Meeting with a SOE staff member and the Recreational Sports Coordinator
 - Developing a constitution in line with the Club Sports requirements
 - Meeting the officer and membership requirement for Club Sports
 - Registering the group on Cowbell/Presence
 - Recruiting an advisor
- The prospective Club Sport group must maintain Active Student Organization status for a period of one (1) academic year in order to illustrate to the Club Sports Program that there is a legitimate

interest in the group being recognized by Club Sports to have access to Club Sports funding and services.

- Once RSO status, and one academic year of existence has been achieved, contact the Recreational Sports Coordinator at the Recreational Sports Office (Half Acre Room 223) to begin the process:
 - Submit a completed New Club Sport Application Form
 - The safety of the sport will be considered through risk management.
 - An appropriate facility for the activity to occur will need to be identified and available.
 - The club must have a minimum of 10 active student members.
 - The club must set up a budget and determine fundraising options.
 - Must locate and adhere to a National or Regional Governing Body (NGB) and its rules (if available).
 - Must gain approval from the Club Sports Council by submitting a cover letter, budget, tier request, and presentation during the appointed date(s).
- During the club's presentation to the Club Sports Council the club should discuss the following:
 - Fundraising plans
 - Current membership
 - National or Regional Governing Body and travel
 - Description of their sport and how it is played.
 - The risk that is associated with their club and a plan for how they would mitigate risk. (i.e., concussion baselines, number of safety officers, coaches, etc.)
 - Location for practice and home games
- Recommendations for new clubs will be submitted by the Club Sports Council to the Recreational Sports Staff based upon the philosophy of the program, facilities required student interest, cost of equipment, and safety considerations.
- Final approval will be given by the Recreational Sports Coordinator(s) and Assistant Director of Programs based on the Club Sport Council's recommendation.

ANNUAL CLUB REGISTRATION INTO THE CLUB SPORTS PROGRAM

Once a club has been granted and maintains membership with the Club Sports Council, the club must annually renew that status by meeting the following requirements each academic year:

- Minimum of 10 active members the previous year.
- Updated club Constitution on file within Presence/Cowbell.
- Members must remain in good standing with the Club Sports Program.
- Members must remain in good standing with the designated National Governing Body.
- Club and individual members must submit all required forms each academic year.
- Maintain a comprehensive understanding and full compliance with the UW Student Code of Conduct.
- Must have an officer(s) attend all Mandatory Club Sport Trainings and Workshops. Clubs will be given ample notice of the dates for training and workshops.

- Must adhere to all Club Sports Program, Student Organization and Entertainment, NGB, and University of Wyoming policies and procedures governing club-related activities.
- Mandatory individual membership fees must be paid by all members and deposited into the club's account.
 - Dues can also be paid through DoSportsEasy (DSE)
- Club must compete against other colleges and universities in the region.

HOW TO JOIN A CLUB

Each club sport will determine its own membership guidelines, but they must be free of any restriction based on race, color, national or ethnic origin, religion, gender, disability, age, or sexual orientation. Some clubs may limit membership based on eligibility rules of the club's league or governing body.

- All current enrolled full-time or part-time University of Wyoming students paying University program and facility fees are eligible to participate.
- Contact the Recreational Sports Office (766-4175) or view website for club representative contact information.
- Complete required participation paperwork.
- Attend club meetings and practices.

ADMINISTRATIVE ASSISTANCE FOR CLUBS

To assist the clubs in achieving success in whatever capacity they define success, and to ensure they remain compliant with Campus Recreation and University policies the Recreational Sport Staff offers administrative assistance that includes, but is not limited to, the following:

- Facility Scheduling
 - For teams that use Campus Recreation, UW Athletic, or Laramie Parks & Rec facilities, the Recreational Sports Coordinator(s) will act as the liaison in scheduling these facilities for practice, games, and special events.
- Scheduling Officials
 - The Recreational Sports Office will assist in finding qualified officials for home events, if necessary.
- Booking Travel Accommodations
- Financial Assistance
- Ordering Equipment
- Apparel Orders
 - To stay compliant with the University's brand standards, all apparel orders must adhere to the Club Sports Brand Standards. The Recreational Sport staff will approve all artwork and help find licensed vendors.

CLUB SPORT FINANCES

CLUB SPORTS FINANCIAL PROCESS

Club Sports that are in good standing are eligible for financial assistance through their sponsorship with the Department of Campus Recreation. While Campus Recreation does provide some financial assistance, each club is required to raise funds on their own which can include, but is not limited to:

- dues
- apparel sales
- entry fees
- donations, and sponsorships

Each club, with guidance from the Recreational Sport Coordinator(s), will create a comprehensive budget that will include their Tier Placement Request and their allocation request. The budgeting process takes place during the early spring semester, with each club presenting their budget packet to the Club Sports Council in March. Ideally, a decision regarding tier placement and funding will be announced at the April Club Sports Council meeting so that clubs have the opportunity to petition the Club Sports Council if they feel they were wrongly placed in the tier system or awarded an unjust amount. The Club Sports Council reserves the right to consider special conditions for tier placement including, but not limited to:

- diversity
- disability
- gender
- club expenses
- community service and volunteerism.

Allocations are designed to provide a fraction of the club's operating budget. Failure to submit, or late submission, of a budget may result in a decrease or loss of funding for the following year.

SELF-GENERATED FUNDS

Clubs often need to do additional fundraisers in order to acquire the necessary equipment for safe competition, travel to competition across the country, or to accomplish other club goals. There are several fundraising options available through the recreational sports office including, but not limited to: letter writing campaigns, assisting with athletic concessions, parking at athletic events, or grounds maintenance, apparel sales, and finding sponsorship.

All club fundraisers must be approved through the Recreational Sports office due to several university policies and regulations involved with these fundraisers. **Under no circumstances may alcohol be used as a means of raising club funds and alcohol may not be purchased with the generated funds.** Clubs who do not comply with the University of Wyoming Club Sports fundraising policy will be subject to



discipline after review from the Club Sports Council, Recreational Sports Coordinator(s) and/or Assistant Director of Campus Recreation Programs.

UNIVERSITY ACCOUNTS

All club self-generated funds are held within individual club accounts, with the Department of Campus Recreation. Clubs may also maintain an account with the UW Foundation that may contain any donation monies that the club may raise. No club is authorized to hold an outside bank account.

ACCOUNT TRACKING

Clubs are encouraged to keep a working budget where they can track all deposits and expenditures they make. Additionally, the UW club accounts will be tracked by the Recreational Sport staff. The club budgets will be maintained in Microsoft Teams, and each club's President and Treasurer will be given access to said document so they can review their budget. Clubs may submit a request to add no more than two additional officers to review their budget.

EXTRAORDINARY FUNDING REQUESTS

Campus Recreation has a set amount of money each year earmarked for special circumstances in which clubs may unexpectedly need additional funding in order to advance the success of their program. There are two main uses for this money, the purchasing of large, non-reoccurring equipment or apparel needs and the qualification for regional, national and international competition.

- **Equipment Fund**
 - The Equipment Fund exists to assist clubs in the purchasing of large, non-reoccurring equipment or apparel needs. Small yearly purchases, such as soccer balls, should be budgeted for and are not allowable out of this account. All equipment or apparel that is purchased out of this account must be team owned and cannot become property of an individual. Examples of allowable expenditures from this account would be as follows: Goals, Team Helmets or Jerseys, Large Specialized Equipment (Rugby Sled, Horse Jumps, etc.).
- **National Travel Fund**
 - The National Travel Fund exists to assist clubs in the travel to Regional/National/International level events that require qualification. This fund is to help offset the cost for these Regional/National/International events that were not able to be budgeted for, however this fund will not supplement the entire trip.

To apply for extraordinary funding, each club must create a proposal and presentation for the Club Sport Council which must include a description of the request, a budget report for the request and a short list of other fundraising options that have been carried out by the club to support this request.

BUDGET ADVANCES

Many times, clubs have budget requests that exceed their current financial standings that come up throughout the year. Examples of this include: club teams qualifying for National Championships or playoff competitions unexpectedly, making down payments in advance of National Championships for lodging in ski resort towns, and situations where clubs work concessions at athletics ran events as their major fundraiser and do not receive their payment for several weeks after the end of the season, but have events where they need their money in advance. The club sports program will continue to allow for advances from the Club Sports Admin budget in these extraordinary circumstances under the following policies:

- Club teams wanting an advance for extraordinary circumstances must provide documentation to the Recreational Sports Coordinator(s) concerning the repayment of funds and length of time in which the team makes repayment.
- A club may not have an advance of over \$5,000.
- Should a club not raise enough funds to cover the deficit, the club sports council will include that deficit in the budget allocation process for the following year.
- If a club starts the fiscal year in a deficit, it will be treated as a budget advance.

USING UNIVERSITY ACCOUNTS

Requests for Purchase

Clubs can submit a purchase request via Do Sports Easy (DSE), the link can be found on the Club Sports website, under Events and Registration and then Forms. All purchases must have prior approval of the Club Sports Staff. Club Sport officers should be the only persons making a request for purchase.

There are two types of documents that may be needed for purchase requests:

- **Quotes** – showing you how much an entire order would cost, without actually placing the order
- **Invoices** – showing you how much is owed for an order than has already been placed

Apparel

For apparel, a purchase request should be accompanied by a proof of the apparel design as well as a price quote. Once you receive approval (written or verbal) from Recreational Sport Staff, you can contact the company to complete the order, at which time an invoice should be received and submitted to Club Sports office for payment.

The University of Wyoming is an Adidas contracted school, and with such has discounts available for clubs wishing to purchase Adidas apparel. No team can purchase Nike or Under Armor apparel due to the Adidas contract, but other branded apparel is allowed. If you wish to seek an exception, please contact the Recreational Sports Staff.



Equipment

For equipment, the purchase request process can be expedited by having detailed information about brand, size, features, etc. of the product they wish to purchase. This can be provided through a price quote or direct website links or item numbers for specific websites which can ensure there are no mistakes in the order. The more detail, the better.

Other Types of Purchases

For other types of purchases (league dues, tournament entry fees, hotels, etc.) an invoice can be submitted with the purchase request – there is no need for a quote in these situations.

PAYMENT TYPES

Departmental Purchasing Card

Club Sports now have access to a Purchase Card (Visa) through the Recreational Sports Coordinator. To request a credit card purchase, all purchase information must be submitted to the Recreational Sports Coordinator through a Purchase Request. The purchase card is the preferred method for club purchases under \$2500.

Check

Checks require time to set up a vendor, therefore, clubs must submit a Purchase Request at least **one month** in advance from when the company needs to be paid. This will be the preferred method of payment for vendors that do not accept credit cards, and/or are over \$2500. If you are unsure if the person/company you are looking to pay via check is a vendor, check in with the Recreational Sports Office to confirm vendor status at least 2 months prior.

CLUB TRAVEL CARD

To minimize reimbursements from club travel, a procurement Visa card will be issued for travel upon club request. This card must be requested on the Travel Request via DSE **two weeks** in advance of the trip. Once the Recreational Sports office is notified of the need for a Travel Card, trip funds must be requested at least one week in advance by filling out a Procurement Card Request Form in the Club Sports Officer WyoCourses group. The person who checks out the club travel card is responsible for ensuring that all university policies for use of p-cards are followed. Failure to follow said policies can lead to disciplinary action from Campus Recreation and Procurement Services. Procurement Services will determine if a reimbursement to UW is necessary and what action will be taken with the cardholder. Potential actions taken with the Club Member include, but are not limited to:

- Warning
- Mandatory retraining
- Card suspension
- Card revocation
- Criminal prosecution

Actions taken with Cardholder will increase severity based on the number of violations.



DEPOSITS & DUES

Club Sports deposits and dues payment are taken at the Pinch Point front desk in Half Acre Gym. A WyoOne ID card is needed to deposit money into the Club Sport account. Credit card, cash, or checks are acceptable forms of payment for dues. Clubs can also have dues be paid in DoSportsEasy (DSE).

PERSONAL REIMBURSEMENTS

With the University transition to WyoCloud, the Club Sport Program will no longer be able to issue personal reimbursements for club sport expenses. Emphasis needs to be on prior planning to avoid unexpected costs.

If there are emergency situations that may dictate personal reimbursements, they need to be brought in writing to the Recreational Sport Coordinator. Additionally, each of these requests will be handled on a request-by-request basis, but there is no guarantee in the ability for a reimbursement to be issued.

Should a reimbursement to a student need to be completed, the student has 90 days to complete their portion of the reimbursement process to be able to receive those funds. The Rec Sports Office and/or Campus Recreation Business Office will work with you to make sure you have all you need to complete the reimbursement but cannot process reimbursements if the student does not do their part.

HOSTING EXPENSES

Anytime food is purchased with club funds it is considered a hosting expense. Therefore, a hosting document needs to be filled out whenever a travel card is used for food. An itemized receipt must be attached to this form along with a hosting form with who attended the trip or event.

FOUNDATION

All club donations over \$10 will be deposited in the University of Wyoming Foundation. The Foundation prepares and mails appropriate tax information to donors. A **1.25% fee** will be deducted from each donation in order for the Foundation to cover the costs associated with this tax information preparation. Donations can also be given online at the Foundation's website: <http://www.uwyo.edu/giveonline> or through the donation link on each individual clubs' website.

CONTRACTS

When renting facilities or scheduling services (EMT, Police, Catering, etc.) with outside entities a contract may be required. All sponsorship agreements and all contracts must go through the Recreational Sports office. Within the University, only certain individuals are authorized to sign contracts on behalf of the University. Clubs should contact the Recreational Sports Office **at least 3 months** in advance for any sponsorship agreements or contracts.

Students and coaches/advisors ARE NOT authorized to sign contracts.



ALLOCATION OF FUNDS

CLUB SPORTS FINANCIAL ALLOCATION

Clubs in good standing are eligible for financial support (tier system) through the University. All clubs are expected to do some type of fundraising if they desire additional funding. Club sports may also receive donations and sponsorship. All financial activities must be approved through the Recreational Sports Office.

In order to receive financial support from the Club Sport program, clubs must turn in the Annual Budget Packet during the spring semester to the Club Sport Council to determine their tier placement status for the following academic year. The Recreational Sports Coordinator(s) will be available to guide clubs through the budget process. The Club Sports Council reviews requests for funds in March/April of each year. Ideally, a decision regarding funding will be announced at the April Club Sports Council meeting so that clubs have the opportunity to petition the Club Sports Council if they feel they were wrongly placed in the tier system. The Club Sports Council reserves the right to consider special conditions for tier placement including, but not limited to: diversity, disability, gender, club expenses, community service and volunteerism.

Allocations are designed to provide a fraction of the club's operating budget. Failure to submit, or late submission, of an allocation request may result in the decrease or loss of funding for the following year.

CLUB ACCOUNTABILITY MATRIX (CAM)

The purpose of the Club Accountability Matrix is to improve the compliance of the individual Club Sport organizations. This matrix is also to serve as a positive reward program for the clubs that go above and beyond when completing tasks assigned to all clubs. At the beginning of each academic year, each club will be given 80% of their designated allocation for that year. The remaining 20% of each club's allocation will be awarded to that club in up to 10% allotments, with the first 10% coming at the end of fall semester and the second 10% coming after the Budget Workshop in the spring semester. In order for clubs to earn their full 20% withholding money back, they must reach the following point thresholds:

Leadership Point Thresholds (For Each Semester)	Fall 2023	Spring 2024
Full 20% Back + Tier Bonus Money (Spring Only)	N/A	465
Full 10% Back	275-315	425-465
5% Back	250-274	380-425
0% Back	<250	<380



CAM OPPORTUNITIES

CAM opportunities are broken up into 4 different categories. Paperwork, Club Engagement, Attendance and Officer Development. These categories represent the tasks assigned to all clubs throughout the year to ensure they remain in good standing with the Rec Sports Office. In an effort to improve the compliance of each Club Sport Organization, there are penalties for missing certain checkpoints that can be applied to the club. See the table below for an example of CAM opportunities.

Workshop Attendance Chart	All Officers	President & Treasurer
Fall Officer Training	YES	
Monthly Meetings	YES	
Finance Workshop	NO	YES
Budget Workshop	NO	YES
Transition Training	YES	

CAM REWARD PROGRAM

Should a club complete all required points, as well as all possible bonus points during the fall semester, they will earn additional funding, on top of their originally allocated monies. The bonus money will be determined by tier level:

- Tier I: \$1,000.00
- Tier II: \$500.00
- Tier III: \$300.00
- Tier IV: \$200.00
- Tier V: \$100.00

TIER SYSTEM

TIER SYSTEM CLASSIFICATIONS

In order to better administer the diverse and growing Club Sports Program, a tier system was implemented beginning in the 2001-02 academic year. Each club which is currently a member of the Club Sports Program is placed on a tier level, as decided by the club sport council, and remains at that level for the entire year. However, due to conditions of probation, loss of leadership, and/or loss of student interest in a club, a club may be moved to Tier V at any time. The tier system is divided into five levels that include:

Tier I

Available funds of up to \$10,000.00

Conditions for Tier I include, but are not limited to:

- Must be a member of a National Governing Body.
- Must consistently be competition at the regional or national level as determined by the Club Sports Council.
- Must charge a \$150 due to each member.
- Must maintain a roster of 1.5 times the amount of full time student members it takes to compete, or a minimum of 20 full-time student members for individually based clubs.
- Must have one fully competitive team that travels to and hosts competitions.
- Must have 10 organized and scheduled contests throughout the year.
- May request a budget allocation of up to \$10,000.00, which the club must match.
- Must complete one community service event that is on the ***provided list*** of approved community service events. If the club wants to do an event that is not on the list club officers must contact the Rec Sports Office providing justification for approval of said event.
 - Teams must have 50% of the club membership, or 10 members, whichever is less.
- Must re-register with Student Organization & Entertainment Office each year.
- Must have at least two members currently certified in Adult CPR and First Aid.
- Must have at least one member complete the Mental Health First Aid training.
- Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.
- Must have at least 2 safety officers.

Tier II

Available funds of up to \$5,000.00

Conditions for Tier II include, but are not limited to:

- Must be a member of a National/Regional Governing Body.
- Must charge a \$100 due to each member.
- Must maintain a roster of 1.5 times the amount of full time student members it takes to compete, or a minimum of 15 full-time student members for individually based clubs.
- Must have 7 organized and scheduled contests throughout the year.
- May request a budget allocation of up to \$5,000.00, which the club must match.
- Must complete one community service event that is on the ***provided list*** of approved community service events. If the club wants to do an event that is not on the list club officers must contact the Rec Sports Office providing justification for approval of said event.
 - Teams must have 50% of the club membership, or 10 members, whichever is less.

- Must re-register with Student Organization & Entertainment Office each year.
- Must have at least two members currently certified in Adult CPR and First Aid.
- Must have at least one member complete the Mental Health First Aid training.
- Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.
- Must have at least 2 safety officers.

Tier III

Available funds of up to \$2,500.00

Conditions for Tier III include, but are not limited to:

- Must be a member of a National/Regional Governing Body.
- Must charge a \$75 due to each member.
- Must maintain a roster of 1.5 times the amount of full time student members it takes to compete, or a minimum of 15 full-time student members for individually based clubs.
- Must have 4 organized and scheduled contests throughout the year.
- May request a budget allocation of up to \$2,500.00, which the club must match.
- Must complete one community service event that is on the ***provided list*** of approved community service events. If the club wants to do an event that is not on the list club officers must contact the Rec Sports Office providing justification for approval of said event.
 - Teams must have 50% of the club membership, or 10 members, whichever is less.
- Must re-register with Student Organization & Entertainment Office each year.
- Must have at least two members currently certified in Adult CPR and First Aid.
- Must have at least one member complete the Mental Health First Aid training.
- Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.
- Must have at least 2 safety officers.

Tier IV

Available funds of up to \$1,000.00

Conditions for Tier IV include, but are not limited to:

- Must charge a \$50 due to each member.
- Must maintain a roster of 1.5 times the amount of full time student members it takes to compete, or a minimum of 10 full-time student members for individually based clubs.
- Must have at least 2 organized and scheduled contests throughout the year.
- May request a budget allocation of up to \$1,000.00, which the club must match

- Must complete one community service event that is on the ***provided list*** of approved community service events. If the club wants to do an event that is not on the list club officers must contact the Rec Sports Office providing justification for approval of said event.
 - Teams must have 50% of the club membership, or 10 members, whichever is less.
- Must re-register with Student Organization & Entertainment Office each year.
- Must have at least two members currently certified in Adult CPR and First Aid.
- Must have at least one member complete the Mental Health First Aid training.
- Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.
- Must have at least 2 safety officers.

Tier V

Inactive or Conditional

Conditions for Tier V include, but are not limited to:

- Club is on probation for violation of Club Sports or University policy.
- Loss of student interest in a club.
- Loss of leadership.
- Club is in first year of existence within the Club Sports program.
- Must complete one community service event that is on the ***provided list*** of approved community service events. If the club wants to do an event that is not on the list club officers must contact the Rec Sports Office providing justification for approval of said event.
 - Teams must have 50% of the club membership, or 10 members, whichever is less.
- Must have at least one member complete the Mental Health First Aid training.
- Must have at least 2 safety officers.

CLUB SPORTS COUNCIL

The Club Sports Council (CSC) is a student committee comprised of seven members of currently recognized Club Sports that are nominated by their peers and voted on by each individual club. The elected Club Sports Council members will be expected to attend all regularly scheduled meetings of the council. The meetings will be held at a time that is convenient for all members to attend approximately once a month. The CSC advises the Recreational Sports Coordinator(s) in administering the Club Sports Program, which includes but is not limited to: recommending new clubs, determining tier placement, serving as a judicial board, planning the Club Sports End of Year Banquet, approving and or recommending policy changes. It exists to promote participation in the program and has the primary goal to provide a medium for the exchange of information regarding club activities, policies, financing, discipline and procedures.

Nominations for the CSC should be submitted to the Recreational Sports Office by a designated date early in the spring semester. All clubs will be informed of this date in advance in order to have their candidate on the ballot. A ballot with all nominees will be presented and each club will vote on the seven candidates they want as representatives.

CLUB SPORTS CONDUCT AND DISCIPLINE PROCESS

CLUB SPORTS PROGRAM CODE OF CONDUCT

The Club Sports Program aims to provide quality activities for members of the University community. These activities should be conducted in a manner that represents the best interest of the University, while minimizing risk, ensuring participant safety and maintaining quality facilities and equipment.

When involved in Club Sports events, on and off campus, and when traveling, individuals must always act in a way that does not detract from the reputation of the University. Any reports regarding your club by other teams or administrators of activities that reflect negatively upon the University will result in disciplinary action which could include loss of practice space/time, short term suspension, loss of club status, etc. Examples of Code of Conduct violations can include, but are not limited to, the following:

- Behavior - Disregarding the Sport Clubs Program policies about drugs, alcohol, and behavior
- Staff/Participant Safety - Jeopardizing the safety of staff, participants, and/or officials by words or actions.
- Facility Policies - Intentionally disregarding existing facilities policies
- Access infraction - Engaging in unauthorized entry and exit from University Facilities
- Facility/Equipment Issues - Disregarding equipment or facility policies
- Financial Infraction - Inappropriately using or managing club money

ANTI-HAZING POLICY

The Club Sports Program along with the Center for Student Involvement and Leadership (CSIL) is committed to the belief that abusive behavior, harassment, and assault do not build character, do not build leadership skills, and do not foster group loyalty or unity. Hazing is an abuse of power and relationships, and its purpose is to demean others. Hazing is defined as any intentional act or situation that (a) causes embarrassment, harassment, or ridicule and/or, (b) risks emotional, mental, or physical harm, and is committed for the purpose of membership into, affiliation with, or continuation of membership with a group or team, regardless of the person(s)'s willingness to participate. Apathy or deference in the presence of hazing is not neutral; both are also violations.



NON-DISCRIMINATION STATEMENT

The University is committed to equal opportunity for all persons in all facets of the University's operations. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations. It shall also be the policy of the University to utilize an affirmative action approach in the recruiting, hiring and promotion of women, people of color and other persons from designated groups covered by federal statutes, executive orders and implementing regulations in order to achieve a diverse workforce and student body.

DRUG/ALCOHOL POLICY

Alcohol is not allowed at any Club Sport function. When hosting a home event (competition or practice) drugs and alcohol may not be used by club athletes, coaches or spectators from either team. When traveling, the time the club leaves campus to the time the club returns to campus is considered a club event and drugs and alcohol are not allowed at any time. Additionally, events hosted by clubs outside of practices and competitions (i.e. banquets) are subject to these expectations, and clubs disregarding alcohol and drug laws during their events are subject to the same disciplinary measures as during other Club functions. Examples of disciplinary measures that could be taken include suspension of individuals from the club, short term suspension of the entire club, complete loss of club status, etc.

CLUB SPORT DISCIPLINE

Violation of, or non-compliance with University, Club Sport, or Student Organization policies, standards of conduct or the UW Student Code of Conduct may result in immediate suspension of that club or individuals by the University. A discipline process involving hearings by the Club Sports Council exists so that decision-making concerning policy violation involves student input. However, the Campus Recreation Department and Club Sports Office reserve the right to take immediate disciplinary action against any club, club members, or volunteer coach. If the violation involves the Student Code of Conduct, the Dean of Student's Office will act on the situation as well. Recreational Sports Staff will add a suspension of at minimum one event in addition to the National Governing Body suspension with consideration for the format of the sport.

APPEALS PROCESS

In the event that a club or club participant(s) do not agree with the Club Sports staff's final decision on suspension, expulsion, or other penalty, participants have the option of making an appeal to the Club Sports Council (CSC). Appeals must be submitted to the Recreational Sports Office no later than 5 days after the final decision was made.



Appeals must be in the form of a typed letter (hard copy) to the CSC with a description of what happened from the challenger’s point of view, as well as why the punishment is deemed unfair.

Only the participant(s) who is being removed from participation may be present at the CSC hearing. The UW Club Sports program reserves the right to bring witnesses and/or their testimony to the hearing. After the case has been presented to the CSC, members will decide to uphold or overturn the Recreational Sports Coordinator’s decision. The challenger will be notified via email the CSC decision within 48 hours after the decision is made. The decision made by the CSC regarding the case will be final.

CLUB LEADERSHIP

Clubs are managed and administered by student leaders. In order to serve in a club leadership position, student leaders must be part-time or full-time students as defined by the Registrar’s Office. The organization of each club is the responsibility of the club officers. The following is a list of suggested duties for each officer. However, each club should identify specific responsibilities for its officers relevant to their individual club. The list is not exhaustive, but should assist clubs in maintaining smooth operational practices. **Clubs must have at least four officers.**

STUDENT OFFICER ROLES

PRESIDENT

The President serves as the primary liaison between the club and the Club Sports Staff by:

- Presiding over all club business
- Maintaining a strong and positive relationship with the Club Sports Staff, the Department of Recreational Sports and the Division of Student Affairs
- Enforcing the club constitution
- Informing other officer and members of and adhering to all Club Sports policies and procedures
- Completing all necessary paperwork and meeting all deadlines
- Frequently communicating with the Club Sports Staff

VICE PRESIDENT

The Vice President should assist the President with their responsibilities and duties and assist the other officers. The Vice President should assume the President’s responsibilities in their absence and have a full understanding of the operation of their club.

SECRETARY

The Secretary should communicate important information and updates to officers and club membership maintain documentation of club meetings, notify the Club Sports staff on accomplishments throughout the year, and promote the club through publicity and marketing.

TREASURER

The Treasurer ensures that all club financial obligations are met and will keep records of all club transactions to provide accountability for use on all funds by:



- Working closely with the Recreational Sports Coordinator to make all club related purchases
- Ensuring all financial operations follow the Club Sports guidelines and protocols
- Understanding all financial procedures and protocols and overseeing all club financial transactions
- Completing the necessary financial paperwork in a timely fashion

SAFETY OFFICER

The Safety Officer will be responsible for:

- Attending club competitions
- Maintain CPR/AED/First Aid certification
- Attending training for concussion recognition
- Be responsible for monitoring which players are cleared/not cleared to play
- Complete safety checks of the competition venue
- Assisting with injured participants
- Following up with the athletic trainer regarding injuries/events after competitions
- Fill out accident, injury, and incident reports
- Safety Officers must attend the Safety Officer Workshops

TRAVEL COORDINATOR

The Travel Coordinator will be responsible for all elements of team scheduling and travel by:

- Submitting the Travel Request Form and reserving University vehicles
- Ensuring there are an adequate number of approved drivers in the club
- Arranging lodging accommodations
- Understanding all Club Sports and Fleet Services policies regarding travel and transportation

OTHER POSSIBLE CLUB SPORT STUDENT ROLES

- Scheduling officer
- Media officer
- Marketing officer
- Fundraising officer
- Safety officer
- Trip Leader

CLUB SPORT MEMBERSHIP DEFINITION

A participant is classified as a member of the club if they have done the following:

- Completed a Participation Agreement & Waiver through DSE for that academic year
- Played in at least one home or away game
- Paid dues

ADVISORS

Advisors are a requirement for student organizations to become a Student Organization and all Club Sport teams are required to have an approved advisor for their organization.

The advisor role is defined by, but not limited to the following statements:

- Must be a full-time faculty or staff member of the University of Wyoming
- An individual who assumes responsibility to provide advice and guidance to the organization in accordance with University policies and in consideration of the general welfare of the organization's members.
- Be fully aware of the purpose and activities of the group through regular attendance at group meetings and individual consultation with the organization leaders.
- The advisor is not formally deemed to be personally responsible for acts of the organization by reason of their service as an advisor, but at the same time, service as an advisor includes the assumption of responsibilities to the University to provide advice and guidance in accordance with the University policies and to provide to the organization mature advice that will further the general welfare of its members.
- Acts as a reference for general information regarding University of Wyoming policies and procedures.
- Provide information relevant to the group's needs, interests, activities, and organization.
- Encourage student participation in Club and Org Day as well as other University sponsored events for RSOs.

COACHES

Most clubs operate with some level of coaching. Some Club Sport teams operate with student coaches, while others elect to seek the assistance of an external volunteer coach. This position is encouraged but not required by the Club Sport program. It is necessary for all coaches to maintain the same philosophy of student development incorporated into the Club Sports program. The coach must allow the students to take on the administrative requirements of the Club Sports program and concentrate their efforts toward the “on-field” coaching decisions. The Recreational Sports Office supports the philosophy that volunteer coaches should not be paid for their contribution to the Club Sports program. The Recreational Sports Coordinator reserves the right to refuse or revoke a coaching application if the Club Sports program philosophy and policies are not followed. The selection of coaches is the responsibility of the individual club but is subject to approval by the Recreational Sports Staff. The number of coaches a club is allowed to have is limited to four coaches. The club is responsible for creating the expectation and duties of the coach.

The following conditions must be recognized in order to become a non-student club sports volunteer coach.

- Approved "Coaching Information and Application" form on file with the Recreational Sports Coordinator.

- Approved “Coaching Nomination and Team Approval” form on file with the Recreational Sports Coordinator.
- Interview with the Recreational Sports Coordinator before assuming coaching role.
- Read the Club Sports Handbook and become familiar with procedures and policies.
- Ineligible to participate in club competition (unless he/she qualifies as a club member).
- Required to be certified in First Aid/CPR and AED and Mental Health First Aid.
 - Courses are provided, free of charge through the Department of Campus Recreation
- Required Concussion Training provided by the Campus Recreation Athletic Training Staff
- **Recognize that this is a voluntary position and does not receive monetary gain or does not promote private enterprise for personal gain.**

Any coach found in violation of the club sport coach eligibility and/or does not maintain the same philosophy of student development as defined by the Recreational Sports Office may be expelled from the Club Sports Program. Volunteer coaches serve at the pleasure of the Recreational Sports Office and may be dismissed at any time. A meeting may be called at any time during the season by the members of the club to cast their votes in support or disapproval of a volunteer coach.

At any time when a meeting such as this occurs, if at least 51% of the players disapprove of the coach, they will be dismissed from their duties.

The roles and responsibilities of a Coach within the Club Sports Program include, but are not limited to the following:

Mandatory Trainings

- Concussion training with the Athletic Trainer
- Coaches training and orientation with Recreational Sports Office
- CPR/First Aid and AED

Coaching

- The coach restricts their contributions to instruction and coaching and will not have active involvement in club management. A club sport is first and foremost a student organization and as such, the student representative must serve as the liaison between the club and the Club Sports Office. The key to the Club Sport program is the emphasis placed on student leadership and participation.
- The coach makes building a positive environment at practice a priority.
- The coach seeks to actively develop and improve the skills of new and returning club members.
- The coach attends all practices and games on time unless discussed previously with the captains and officers.
- The coach is prepared for all games and practices, sets goals, and shares them with the team.

Coach Conduct

- The coach is familiar with the current Club Sports Handbook and is required to conform to and abide by any applicable rules and regulations of University of Wyoming Club Sports
- The coach keeps their interactions with the team at a professional level.
- The coaches work together actively and collaboratively.
- The coach is approachable and willing to listen to suggestions from the team.
- The coach promotes good sportsmanship both in practice and in competition.
- The coach will act as a role model to the team members and ensure that all team members positively represent the University of Wyoming at all times.

CLUB SPORTS BRAND STANDARDS

Any mark logo, design, verbiage, wording or abbreviation that is representative of the University is considered a licensed mark. Club Sports may use the traditional “Steamboat” bucking horse and rider trademark or the University’s “Sportswear” logos on uniforms, warm-ups, etc. The use of any licensed mark for uniforms must be approved by the Recreational Sports Coordinator.

The Trademark Licensing Office works with approximately 200 manufacturers of various products. If you need assistance finding a product or licensed vendor, please do not hesitate to call them at 307-766-5646. Other resources are listed below:

Club Sports Brand Standards Manual: Can be found in the Club Sport Officers WyoCourses Group.

Additionally, Adidas team apparel, in conjunction with Athletics, is available for club sport purchase at a discounted rate. If your team would like to purchase Adidas apparel with the discount, please talk with a Recreational Sports Coordinator. Due to the exclusivity deal with Adidas, teams may not purchase Nike or Under Armor products. Lower Tier apparel brands and non-branded items are still allowable for purchase.

Each year since 2005, a \$13,000 donation has been presented to the Club Sports Program from Trademark Licensing. The money was procured from royalties on the sale of University of Wyoming items. This money is available to club teams for extraordinary circumstances.

CLUB SPORT EVENTS

TIMELINE FOR EVENT SUBMISSION

- **Home Events**
 - Enter information in DSE as soon as it is available
 - Rec Sports cannot guarantee an event requested within 8 days
 - Final roster for the event is due by 3pm the business day before the event
- **Away Events**

- One month before the trip:
 - Information for flights and out of town rental cars must be submitted
- Two weeks before the event
 - Pcard request form must be submitted from wyocourses
 - Fleet vehicle request submitted in DSE
- One week prior to the Wednesday travel meeting for the trip
 - All information must be submitted in DSE
- Wednesday before the trip
 - At least one traveling officer must attend the travel meeting at 4:30pm in the Rec Sports Office
- Prior to the trip (typically the day of or the day before)
 - Pick up your travel binder and med kit from the Rec Sports Office
 - Pick up your p-card (if requested) from Zac Gunter
 - Submit final roster by 3pm the business day before departure

Example: If your club is planning to leave for a trip on Friday, September 29th, your travel meeting will be at 4:30pm on Wednesday, September 25th. Your trip information for this trip must be in DSE by Wednesday, September 19th. If you need flights for this trip, that information must be submitted by August 29th.

- During the trip
 - Communicate with the on-call Rec Sports Staff regarding any incidents, injuries, weather issues, etc.
 - Notify the on-call Rec Sports Staff promptly upon arrival to your destination and upon returning to Laramie
- Within 2 business days of returning
 - Return travel binder, med kit, p-card, and any receipts to the Rec Sports Office
 - Submit event report on DSE

HOME EVENTS

As soon as a club's schedule has been completed, an officer must submit their game schedule onto the online system, Do Sports Easy (DSE). Any additions or changes to the schedule need to be communicated promptly to the Recreational Sports Coordinator so that any necessary modifications to existing reservations can be made.

If hosting a tournament or games on campus, at least one officer from the host club must be at the competition site at all times to handle any problems, questions or emergencies that might arise during the event.

The Athletic Trainer is available for high-risk home competitions only. The Athletic Trainer will not travel with club teams.



The Recreational Sports Office cannot guarantee Home Event reservations within 8 business days, due to staffing and potential facility reservation conflicts.

TRAVEL EVENTS

TRAVEL TO COMPETITION

All Club Sport members, coaches, and advisors are permitted to travel in association with the business of their club. As representatives and ambassadors for the University of Wyoming, all individuals associated with the club are expected to behave in appropriate manner at all times and remain in full compliance with University and Campus Recreation policies. Drivers and passengers are expected to follow University policy and federal, state, and local laws.

All Club Sports **travel must be approved in advance** by the Recreational Sports Coordinator. To gain approval for a trip, the event must be submitted in DSE **10 business days (Monday – Friday) or two Wednesdays prior to your departure date regardless of if** lodging and/or vehicle rental is required. This lead time will allow the officers of the club and the Recreational Sport Staff to make all necessary travel arrangements. If the Recreational Sports Coordinator does not approve the travel, the club may **NOT** travel on its own. The event/tournament host will be notified that the University of Wyoming club is not approved to participate. **Failure to provide host contact information for the event could lead to trip not being approved. If a trip requires additional accommodation such as flights, clubs should provide a lead time of at least one month prior to the trip.**

Only those club members, coaches, and advisors who have a current **Participation Agreement & Waiver** on file within DSE will be approved to travel. No guests, friends, family members, or others will be allowed to travel with the club. All travelers must be listed on the **Travel Summary Form within DSE.**

NOTE: No Club Sport competitions or practices shall be scheduled for the weekend before Finals week or during Finals week, exceptions can be discussed with the Recreational Sports Coordinator. In addition, no official club trip will be taken with less than 4 club members competing in the competition with the exception of National tournaments.

A majority of the club's competitions must be within a 300 mile radius. Club Sports teams will be allowed to compete outside a 500 mile radius on one occasion during the academic year. Mandatory conference games, regional tournaments, and national tournaments will be exempt from this policy. All out-of-region (beyond a 300 mile radius) travel must be approved by the Recreational Sports Coordinator before any commitments or travel arrangements can be made by or for the Club. The Recreational Sports Coordinator will consider the following before approving any out-of-region travel requests:

- Quality of the event – potential for valued experience

- Location of the event
- Options for safe travel to the event
- Cost to the club
- Number of club members who will participate in the event
- Number of opportunities for participation at the event (example: number of competitions)
- Trip duration (round-trip from the University of Wyoming) and time away from the University
- Impact on academic mission of the University

BEFORE TRAVELING

To ensure that all club travel is in documented and in compliance with Club Sport policies, and that all travel accommodations are properly reserved, there are several steps to take before travel is permitted.

1. Event is Submitted on Time in DSE

- This request will supply the Recreational Sports Coordinator with basic information about the trip in order to determine if travel is sanctioned.
- The travel request form for all travel, regardless if lodging, financial, or vehicle rental accommodations are required for the trip, is due **10 business days (Monday – Friday) or two Wednesdays** in advance of the trip.
- Once approved, the Recreational Sports Coordinator and/or Club Sports Travel Coordinator may assist the Club with arrangements for rental vehicles, lodging, and payment of tournament entry fees.

2. Submit Request for Travel P-Card

- This request for a procurement card can be made two weeks prior to the event either in person or electronically through the WyoCourses Club Sport Officers group or DSE. Please budget appropriately and err on the side of caution by putting more money than may be needed on the cards. Clubs will not be charged for funds that they do not spend on the cards.

3. University Foreign/Domestic Travel Notification Form

- All Individuals traveling on University business must complete the University Foreign/Domestic Travel Notification form, which can be found here: <http://www.uwyo.edu/travel/locations/domestic/student.html>
- This form must be completed by a club officer attending the trip by the travel meeting the week of travel. Travel Meetings take place every Wednesday the week of travel at 4:30pm.
- Have members answer the following questions as listed below:
 - 6. Supervisor/Approver UW Email Address: Clubsports@uwyo.edu
 - 8. Purpose of Travel: RSO Trip
 - 9. Total Cost: \$100

- 10: Cities, countries/territories, dates that you are visiting: List the Final Destination Only. *Note: All rows must have some content, so list N/A in all the empty rows.

4. Travel Meeting

- The Trip Leader is a club officer who is going on the club trip and must attend the Travel Meeting the week leading up to the departure to obtain all information pertinent to that weekend's travel. That officer needs to bring the Travel Event Summary (Printed out from DSE) **and the route they will be taking to the event** to the meeting to discuss the itinerary and plan for the travel.
- **The roster for the trip must be submitted prior to the travel meeting.**
- The meetings are held every Wednesday at 4:30pm in the Recreational Sports Office (see travel meeting schedule).

5. Travel Binders and First Aid Kits

- A Club Officer attending the trip must check out their travel binder and travel first aid kit before their departure. The travel binder will include all important forms and information that may be needed during travel, and in addition will include a place for their travel purchasing cards if requested. First aid kits are located in the Recreational Sports Office and will be checked out to high-risk clubs first, followed by additional traveling clubs.

Note: Clubs are **required** to travel as a Club. In the event that a member of the Club is unable to travel with the Club, the Recreational Sports Coordinator may authorize that member to use their personal vehicle to travel separate from the club on a case by case basis.

TRIP LEADERS

At least one student member per traveling club must be designated as the Trip Leader. The Trip Leader is responsible for insuring that all Club Sports members are aware of and abide by important travel safety regulations while on a sanctioned Club Sports trip. The Trip Leader must be an officer of the Club, however he/she must commit to upholding the following responsibilities for each trip that they lead:

- **The Trip Leader must attend the Trip Leader Meeting on the Wednesday prior to the departure date at 4:30pm in the Recreational Sports Office.**
- Adhere to the trip itinerary submitted through the DSE and notify the Recreational Sports Coordinator immediately of any changes to that itinerary change while traveling.
- Understand and agree to enforce Club Sports travel policies for the duration of this trip.
- Report any accidents, incidents, and/or violations that occur while traveling, at the event, or the hotel to the Recreational Sports Coordinator.
- Return all trip materials to the Recreational Sports office no later than 2 business days following the Club's scheduled return.
- In cases of inclement weather when returning from competition, the Trip Leader shall notify the Recreational Sports Coordinator to determine if the club should continue on, find an alternate route, or cease travel until conditions clear.
- If they cannot attend the scheduled meeting, then they must meet with the coordinator prior to this meeting and have all their travel approved and submit the required documents.
- Upon their return to Laramie, the Trip Leader must text the Recreational Sports Coordinator to inform him they have made it back safely.

Failure to attend the Trip Leader Meeting and fulfill the responsibilities listed above will result in the following:

- First offense: The Club may receive a CAM penalty that can impact their ability to earn their withholdings back.
- Second offense: The Club will be suspended from all travel, including any regional or national tournament they may have qualified to attend.
 - The length of suspension will be determined by the Recreational Sports Coordinator, Assistant Director of Campus Recreation Programs, and/or the Club Sports Council.

TRAVEL FIRST AID AND INJURY REPORTS

All clubs that are traveling are expected to check out first aid kits for the duration of the club travel. These first aid kits are checked out in the Recreational Sports Office, and will be allocated to high impact sports first, then to all others depending on availability.

If a club participant becomes injured during any part of the club travel, the Recreational Sports Coordinator and Campus Recreation Athletic Trainer need to be contacted, in addition to an injury report must be completed and returned to the Recreational Sports Office within 48 hours of return. Injury reports will be available for clubs inside the traveling first aid kits.

TRAVEL RULES

Club Sports travel rules and regulations are designed to promote the safety of all club members while traveling to and from Club Sports events and tournaments. On an approved club sport trip, all travelers must abide by them. Failure to comply with these regulations may result in penalties for the entire club, up to and including suspension of all club activities or expulsion of the club from the Club Sports program.

1. Clubs must adhere to the DSE Event Itinerary submitted to and approved by the Recreational Sports Coordinator.
2. All passengers must be authorized to participate in Club Sports activities (members, coaches, advisors) and listed on the approved DSE Travel Event.
3. The largest vehicle that can be used by club sport teams is a 12-passenger van, unless an exception from the Recreational Sport Staff is made.
4. There may be only as many passengers in the vehicle as there are passenger seat belts and all travelers must wear seat belts.
5. When using multiple vehicles, the club must do its best to keep all vehicles traveling together. All vehicles must follow the approved travel route and stop as scheduled.
6. Luggage must be packed so that the driver's view is not obstructed.
7. The front seat passenger in each vehicle must take responsibility for reading maps, providing directions to the driver, changing the radio stations or temperature, assisting with vehicle maneuvering as needed, controlling the passengers, and staying awake, so the driver can concentrate on driving.
8. All other passengers must behave in a manner that does not distract the driver.
9. No single driver may drive for more than 4 hours without stopping. If the driver is sleepy, switch immediately.
10. No travel may occur between the hours of 2:00am and 5:00am.
11. On an approved Club Sports trip, club members and coaches shall NOT consume alcohol or use drugs.
12. In cases of inclement weather the Recreational Sports Coordinator will consult with the trip leader to determine whether the club should travel.
13. Upon the trips return to Laramie, the Recreational Sports Coordinator must be contacted.

QUALIFIED DRIVERS

Only qualified drivers may drive a University vehicle or personal vehicle being used for University affiliated travel. There must be a minimum of two qualified drivers per vehicle during all Club travel. A driver is considered qualified by meeting the requirements of the Risk Management Department that he or she:

- Is at least 18 years old.
- Has a valid United States or Canadian driver's license and has held a valid driver's license from any jurisdiction, foreign or domestic, for at least one (1) year prior to the request to be a qualified driver.
- Has the correct license for the vehicle type that they will be driving, including any required endorsements.
- Has authorized the University to complete a Motor Vehicle Record (MVR) check by submitting the Request for Driving Privileges form available online at the *Risk Management Web site*.
- Has a satisfactory driving history record (MVR)

MOTOR VEHICLE RECORD

To complete a MVR in order to become a qualified driver:

- Visit <http://www.uwyo.edu/administration/operations/risk-management/vehicle-use-policy-information.html>
- Select form to request driving privileges – click on NOT A UW EMPLOYEE
- The first time you log on, you will be asked to create a profile
- Create a username and password, click Register
- Add your e-mail address
- Motor vehicle records input form – you will be instructed to enter information exactly as it appears on your driver's license.
- In the following fields, enter the information as instructed below:
 - Department/Organization – Campus Recreation
 - Supervisor/Sponsor – Club Sports
 - In the "NOTIFY" field - enter Burke, Adam
 - Click the appropriate boxes for permission
 - Click on the submit button

DEFENSIVE DRIVING

All prospective Club Sports drivers are encouraged to complete Defensive Driving offered free of charge at the University of Wyoming. Defensive Driving is now offered as a course online that can be completed at any time. This course is approved by the National Safety Council, and should meet the requirements for most insurance discounts. Information about Defensive Driving courses can be found on the UW Human Resources web page at <http://www.uwyo.edu/ehs/training/index.html#D>

DRIVER RESPONSIBILITIES

Drivers are responsible for the safety of all passengers and are expected to use extreme care when transporting club members to an event/tournament. Drivers must be capable of operating a vehicle (rested, alert, etc.) and comfortable operating the type and size vehicle being used. The driver must also have completed the University of Wyoming Motor Vehicle Record check, and it is recommended that they have completed the University's Defensive Driver Course. Additionally, the driver is expected to:

- Inspect the tires and adjust the seat and mirrors before starting the vehicle.
- Ensure that the vehicle is not driven if there is a mechanical problem.
- Ensure that all passengers are in their seat belts prior to departure.
- Focus on driving. Do not change the radio station, adjust the temperature, talk or text on cell phones, etc. The front seat passenger is responsible for those items.
- Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets.
- Keep a safe following distance.
- Drive defensively - be prepared for the unexpected.
- Use caution when traveling or stopping on unpaved surfaces to avoid getting stuck.
- Reduce speed in rain, fog, snow, or ice. Change drivers often. Pull over if conditions are too hazardous for safe driving.
- Report all traffic violations to the Recreational Sports Coordinator within 24 hours of your return to campus.
- Check the Wyoming road report prior to departing at www.wyoroad.info or 1-888-WYO-ROAD (1-888-996-7623).

Employees, students and volunteers who misuse any University Vehicle or personal vehicle may be subject to discipline up to and including suspension or dismissal from University employment in accordance with the appropriate University regulation or policy. Misuse may also lead to a requirement to take a defensive driving course and/or loss of driving privileges.

UNIVERSITY VEHICLES

Use of University Vehicles is required for any club travel over 200 miles (one-way) and strongly encouraged for all other club travel. To reserve vehicles from Fleet Services you must fill out the Vehicle Request portion of the Travel Request in DSE at least three weeks prior to your departure, however, it is recommended to submit as soon as possible to ensure vehicles are available. Once the request is made the Recreational Sports Coordinator and/or the Club Sports Travel Coordinator will go through the process of booking the necessary vehicles for your trip.

A flat fee per day of use will be charged with actual gas consumption being the responsibility of the club. These rental rates include: Insurance, Repairs, and Roadside Assistance.



Fleet Services Rental Rate		
Vehicle Type (Passengers)	Daily Rate	Monthly Rate
Premium Full-size Sedans (5)	\$54/day	\$432/month
Mini Vans (7)	\$67/day	\$537/month
Standard Crossover Utilities (6)	\$70/day	\$563/month
Small 4x4 Pickups (5)	\$80/day	\$638/month
4x4 ½ Ton Pickups (5)	\$86/day	\$689/month
4x4 ¾ Ton Pickups (5)	\$92/day	\$739/month

PERSONAL VEHICLES

While the Department of Campus Recreation strongly discourages the use of personal vehicles, it is understood that personal vehicle use may be necessary due to financial constraints and scheduling issues for trips under 200 miles (one-way).

Campus Recreation strongly encourages the use of UW Fleet vehicles and club teams should minimize the use of personal vehicles for club travel. Contact the Recreational Sports Office as soon as possible to discuss and arrange your travel plans.

Individuals using a personal vehicle for University business are required to carry auto liability insurance with at least the minimum limits required by the state where the vehicle is registered and the insurance may not include any prohibition or restriction on the use of the vehicle for commercial, work or work-related purposes which would render the insurance invalid during the use for University purposes.

The individual using the personal vehicle must ensure a current vehicle registration and proof of insurance is in the vehicle during all travel for University business.

In an accident involving a personal vehicle, the owner must use their individual automobile insurance coverage as the primary insurance. The University’s excess liability coverage will apply when the driver was a qualified driver on University business at the time of the loss, and the vehicle owner’s policy has been exhausted. The University will not reimburse an employee or other private owner, their insurer for any deductible or liability claim paid by their personal auto insurance policy.

Only individuals who are relevant to University business (i.e. participants in University programs) may be transported in a Personal Vehicle.

RENTAL VEHICLES

In the event that a club uses a non-university rental vehicle, such as enterprise, the vehicle needs to be paid for using a University of Wyoming procurement card. Vehicles rented using the procurement card



include a Visa Auto Rental Collision Damage Waiver. It is advised that clubs decline the additional car rental insurance.

INCLIMATE WEATHER POLICY

During periods of inclement weather prior to travel or during a scheduled trip it is imperative that safety is the top priority. Therefore, it will be at the discretion of Campus Recreation and Recreational Sports staff whether or not travel will be permitted during these times. Campus Recreation staff reserve the right to cancel travel at any time. If a club is attempting to return from a trip when dangerous conditions occur, the Recreational Sports program will cover all expenses incurred, including but not limited to, hotels and additional vehicle rental fees. The Recreational Sport staff will also secure any authorized absences if necessary.

If travel is permitted, but weather conditions are not favorable, the Recreational Sports staff will support any decision made by the club's officers in regards to travel.

ALCOHOL AND DRUG USE DURING TRAVEL

Alcohol and or illicit drug use is NOT permitted while participating in Club Sport activities. Club Sport activities include, but are not limited to, club practices, games, travel to and from games/practices, training sessions, and recruitment events.

For the duration of the trip no alcohol, marijuana, or illicit drugs may be purchased, ingested, or transported by any club participant regardless of local, state, or federal laws. When traveling, the time the club leaves campus to the time the club returns to campus is what will be considered the duration of the trip.

AUTHORIZED ABSENCE REQUESTS

Authorized absences from UW can be obtained for approved club events, submitted through DSE. A club officer must complete an Absence Request Form and submit to the Recreational Sports Coordinator at **least two weeks prior to departure for the event to ensure excused absences are received on time.** Clubs returning to Laramie Sunday evening after a competition will not be given excuses for the following Monday. A maximum of **5** days of excused absences are allowed per club/per semester.

It is suggested that you reach out to professors at the beginning of each semester, or as soon as possible, to notify them of upcoming absences throughout the duration of the course. This courtesy will allow professors ample time to adjust for any work missed during your absence.

MINIMUM PLAYER REQUIREMENT

For each away event, a club team must ensure that the minimum number of players needed to field a team is available in order to be eligible to travel. If there are fewer than the minimum players needed, the trip will be cancelled by 3pm the day before travel or at the travel meeting. For all individual sports, there must be a minimum of four individuals traveling.

LODGING

HOTEL/MOTEL REGULATIONS

Before any hotel/motel reservations can be made, the trip in which lodging is needed must be approved by the Recreational Sports Coordinator. To begin the request for reservation, the club must indicate that they will need a hotel/motel in their DSE event and provide the necessary information. Once it is indicated that lodging is needed, the Recreational Sports Coordinator will move forward with making the reservation with the departmental travel card. Final expenses will be withdrawn from the clubs account and any cancellation fees may be debited from the club's account. Once the reservation is confirmed, the Recreational Sports Coordinator and/or the Club Sport Travel Coordinator will email the Trip Leader of the specific details of their reservation.

Clubs are advised to research several hotels in order to receive the best rates for their accommodations. Contact the host of the event to determine if early arrangements need to be made in order to reserve a room for that day/weekend.

When staying at a hotel/motel the club **must check out and receive a folio/receipt upon completion of their stay.**

To request a hotel reservation to be made by the Recreational Sports Staff, the following information will be required in the DSE Event:

- Under travel, within the event, the trip leader must select that it will be an overnight stay with a hotel
- The required specifics are:
 - Hotel Name
 - Hotel Phone Number
 - Number of Rooms Needed
 - Number of Nights Needed

OTHER LODGING ACCOMODATIONS

Other lodging accommodations may be made during travel, such as campgrounds, churches, personal houses, host school's gymnasium, etc. It is imperative that no matter the form of lodging, that the exact

location and contact information is communicated to the Recreational Sport Staff via DSE before departure of a trip. If the accommodations listed in this section are chosen as the method of lodging for a specific trip, it is the club's responsibility to make arrangements. The Recreational Sport Coordinator will be available for assistance in regards to payment only.

AirBnB and Vrbo

AirBnB and Vrbo are available as options for club lodging. To request an AirBnB or Vrbo, copy a link to the listing you want and send it to the rec sports coordinator, as well as including it in your DSE event. Be sure to specify the number of guests, and check-in and check-out dates. Rec Sports Staff will book these using shared Rec Sports accounts. When staying in an AirBnB or Vrbo, clubs must adhere to all policies listed by the host in addition to all club sports guidelines.

Rec sports **cannot** reserve rentals hosted by companies. When looking at options, be sure to check that the listing says 'hosted by Ben/Janine/etc.' Rather than 'Hosted by Evolve/Vacasa/etc.'

SAFETY AND RISK MANAGEMENT

SITE SUPERVISORS

All home events will have site supervisor present who will oversee the facility and any injuries that may take place. These site supervisors are a resource for clubs, should there be any issues with the facility such as locked gates, no lights, etc. Supervisors will also be responsible for addressing an injuries that may happen, in conjunction with the Athletic Trainer, should they be present. Supervisors will also be required to fill out injury reports for any injured individual, whether a University of Wyoming student or a student from a visiting University.

INJURY REPORTS

Injury reports are required to be filled out anytime an injury takes place, or first aid is administered. These reports need to be filled out regardless of the students home University and need to be filled out legibly. These injury reports must be returned to the Recreational Sports office no later than 48 hours post event.

CONCUSSION PROTOCOL

Club officers will be trained by the AT and/or Team Physician prior to the beginning of each school year regarding the mechanism of injury, signs and symptoms, and care that should be given following a suspected concussion.

Safety officers will be responsible for making sure the team members have been trained in concussion safety. This training will be designated by the AT and Team Physician. Club sport participants will be required to sign a document indicating they understand the signs and symptoms of a concussion and

concussion management procedures and protocols. This document will be kept by the Recreational Sports Office.

Concussion baseline assessments are required for each participant of a high risk sport. Any participant that has previous concussions, will be required to meet with the Athletic Trainer to complete a concussion history. A concussion baseline assessment and/or physician clearance may also be required as determined by the medical team, regardless of their current sport. Concussion baseline tests are also offered to any participant competing on a University of Wyoming club team who requests one. The currently defined high risk sports are:

1. Cycling
2. Equestrian
3. Men's Ice Hockey
4. Women's Ice Hockey
5. Men's Lacrosse
6. Women's Lacrosse
7. Men's Rugby
8. Women's Rugby
9. Men's Soccer
10. Women's Soccer

Safety officers, Recreation Supervisors, coaches, and teammates are responsible for recognizing the signs and symptoms of a concussion and making the appropriate recommendations when an AT or Physician is not in attendance.

Following a suspected concussion the athlete should not return to play that day and should be seen by the medical staff before being allowed to participate. If there are immediate concerns, the safety officer is responsible for making sure the athlete visits the emergency department for further evaluation.

Safety officers should notify the Athletic Trainer as soon as reasonably possible following a suspected concussion. The Athletic Trainer and supervising physician will evaluate the athlete. The athlete must complete the return to play criteria as set forth by the supervising physician before being allowed to participate in club sports at the University of Wyoming. All concussions must be cleared by the physician before the athlete can return to participation.

CARE FOR VISITING TEAMS

Athletic trainers employed or contracted by the University of Wyoming will be available before the start of the competition to assist visiting teams with taping and preventative measures as needed. In addition athletic trainers will assist with acute injury care if needed. If teams are traveling with a medical professional, care and treatment will be deferred to their medical professional. In the event of an injury, an incident report will be filled out by the Recreation Sport Supervisor and submitted to the Recreational Sports Office.

EMERGENCY ACTION PLAN

RELEASE AND INFORMED CONSENT

Each participant in the Club Sports Program, on an annual basis, is required to complete a Club Sport Participation Agreement and Waiver prior to any participation. This document informs the participants of the potential dangers associated with participation. Individuals who have not completed a Club Sports Waiver should not be permitted to participate in any sport club activity. Those clubs found not to be in compliance will be subject to program sanctions.

EMERGENCY PROCEDURES

Use the following procedures in case of injury, fire, inclement weather, power outage, or bomb threat. The Recreational Sports Coordinator, and/or Assistant Director of Campus Recreation Programs should be notified in all cases except for minor injuries. Use your best judgment when caring for individuals, and be certain to provide solely for the safety of the participants. Finally, make sure you utilize the help around you, including athletic trainers, EMTs, first responders, officials, Half Acre building supervisors and employees, Lifeguards, and Business Office Staff.

PERSONAL INJURY

1. The club member(s) and supervisors who are certified in FA/CPR/AED and first aid shall respond. Determine the seriousness of the injury. If life threatening, call 911 or send someone for help. Assign bystanders (when available) to specific tasks (i.e., calling campus police, getting an AED, etc.). Administer first aid to the level of your training. The Student Health Service office is open from 8:00am-5:00pm Monday, Tuesday, Wednesday, and Friday, from 9:00am-5:00pm on Thursday, and CLOSED on Saturday and Sunday. The Student Health phone number is (307) 766-2130.
2. All serious injuries that require transportation (to Student Health, doctor's office, hospital, etc.) should include a 911 call for ambulance assistance. Have someone meet the emergency vehicle.
3. In a Campus Recreation facility, if an accident occurs that requires a participant to be transported to a hospital either by ambulance or in a personal vehicle, the Club of IM Supervisor **MUST** contact the Building Supervisor immediately. This applies to visiting teams as well as University of Wyoming Club Sport members.
4. While traveling, if an accident occurs requiring a University of Wyoming Club Sport participant to be transported to hospital either by ambulance or in a personal vehicle, the Club **MUST** call the Recreational Sports Coordinator as soon as possible. The cell phone numbers for the Recreational Sports Staff will be provided for these situations. Campus Recreation personnel will either call the member's emergency contact or instruct the trip leader to make contact with the member's emergency contact.

5. When in doubt, always believe the injury is more serious than originally thought. Call for help and do not move the injured participant, even if it means delaying an activity in progress.
6. Remain with the injured participant until help arrives.
7. An Accident/Incident Report Form must be completed whenever FA/CPR/AED or first aid is administered or after an injury, which may warrant medical advice or observation. This report **MUST** be completed in full and submitted within 24 hours of the injury. If a club is traveling, the Accident Report Form should be turned in as soon as the club returns from their game/tournament.

AUTOMOBILE ACCIDENT

1. Stop immediately.
2. Take steps to prevent another accident at the scene.
3. Dial 911 to call police/ambulance and other emergency vehicles.
4. Do not move injured parties. Encourage all injured parties to seek medical attention.
5. Notify Campus Police (UWPD) @ 307-766-5179 if on campus or call local police if the accident occurs outside of campus or outside of the Laramie area.
6. Notify the Recreational Sports Staff
7. If the vehicle is a University Vehicle and is unsafe to operate, call Fleet Services @ 307-766-3229 during normal working hours to facilitate towing and vehicle replacement. After hours, call the UWPD (307-766-5179), for connection with the proper individual. This provision does not apply to personal vehicles.
8. Prompt reporting of claims is essential. All accidents should be reported immediately to the police. All accidents should be reported as soon as practicable, and in no instance later than 10 days after the accident, to the Risk Management Department.
9. Do not make statements to anyone except police, the Risk Management Department, or the driver's personal insurance carrier. Do not sign any papers concerning responsibility.
10. The driver is responsible for obtaining contact and insurance information of the driver of any other vehicle involved in the accident. The driver should record as much information as is available including name, license number, plate number, make, model, and year of the car, how the accident happened and information about any witnesses.
11. Notify the Recreational Sports office immediately.
12. The driver is responsible for completing and returning any forms required by law in the jurisdiction where the accident occurred as well as the UW Risk Management Department Accident Report Form to Fleet Services. Both forms may be obtained at Fleet Services and the Driver has 10 days from date of accident to complete and submit these forms.
13. Refer all questions from lawyers, the other party, and others to the Risk Management Department or Office of General Counsel, or, in the case of a personal vehicle, to your personal insurance carrier.

PREVENTING DISEASE TRANSMISSION

While the risk of becoming infected while administering aid is remote, there is a small chance that some blood borne infectious diseases can be transmitted. In order to reduce risk, use the following procedures if confronted with blood or other potentially harmful bodily fluids:

- A participant that is bleeding shall be removed from a club sport activity until the bleeding has stopped and the wound has been completely covered.
- A participant that has blood on a uniform shall be removed from the contest until the soiled clothing has been changed.
- Before treating any injury involving blood or other body fluids, gloves (rubber, latex) must be worn by the person administering aid.
- Immediately wash hands after administering first aid, even if gloves were worn and no contact with blood occurred.
- In a Campus Recreation supervised facility, ask a Building Supervisor to clean all blood contaminated surfaces and equipment.
- Any materials (including gauze, Band-Aids, paper towels, etc.) that come into contact with blood or other body fluids shall be handled while wearing gloves. Bloody materials should be placed in a biohazard bag and then deposited in the biohazard waste container located in the Half Acre Main Office or given to the Certified Athletic Trainer on duty. NOTE: Do not throw biohazard waste into any trash receptacle.
- Club members with bleeding or oozing skin conditions should not treat injuries.
- For more complete details, see instructions in biohazard spill kit located in the Corbett and Half Acre equipment rooms.

FIRE

1. Whenever you hear a fire alarm in a facility, stop all activities in progress and evacuate the building.
2. When evacuating the building, make sure all people vacate the area and move outside. Do not allow club members or participants to enter another part of the building to retrieve personal belongings.
3. Close all doors leading into the building.
4. You may not re-enter the building until the alarm is turned off and/or a uniformed officer gives you permission to enter the building.
5. If you discover the fire, activate the closest alarm and then call the emergency number (911) to confirm the report. After evacuating the building, direct someone to watch for and direct the firefighters to the correct location.

BOMB THREAT

Bomb threats are usually received by telephone or sometimes by note or letter. Most bomb threats are made by callers who want to create an atmosphere of general anxiety or panic, but all such calls must be taken seriously and handled as though an explosive is in the building. If you receive a note, letter or e-mail, immediately contact a full-time employee (if available) and/or campus police.

When there has been a threat, if you see a package or a foreign object in an unusual place, do not touch it.

Survey your immediate work area and immediately call the campus police (766-5179) to report the device, then advise a full-time employee of your actions.

If you receive a bomb threat call, follow these steps:

- Ask a lot of questions: Where is the bomb? When is it going to go off? What kind is it? What does it look like? Permit the caller to say as much as possible without interruption.
- Take notes on everything said and on your observations about background noise, voice characteristics, etc.
- Call campus police and/or a full-time staff member to report the threat. If possible, have a co-worker do this while you continue talking to the caller. (The purpose of keeping the person talking is to assist in identifying the caller. Tracing is not always possible.)

All bomb threats are assumed to be real; it is to be considered a threat to employees and business operations. After the Campus Police and/or full-time staff member has been notified, you will be advised if evacuation is necessary. Wait for instructions.

POWER FAILURE

Suspend all games in progress. If all areas are dark and it's too difficult to move games to a lighted area, ask the participants to sit down and be patient. Make a general announcement informing the participants/spectators that there is no need to evacuate. Remain calm.

1. Report the power failure to the Campus Recreation building supervisor on duty. The power failure might only be at the facility where you are.
2. Try to assist others who are wandering around. Encourage participants/spectators to stay out of dark areas (i.e., locker rooms, bathrooms).

TORNADO

A tornado watch goes into effect when, although the actual conditions in the area may not be presently threatening, there is a strong chance of a possible tornado developing. A tornado warning goes into effect when a tornado has been sighted.

For tornado watch and warning information, stay tuned to the National Weather Service.

Designated shelter areas should keep all participants away from outside windows and doors. Areas recommended are locker rooms, rest rooms, corridors, etc.

In the event of inclement weather:

- Terminate all activity and evacuate the area to the designated shelter area(s)
- Urge participants to keep away from outside walls and/or glass
- Avoid areas with large unsupported ceilings (e.g. gymnasiums, pools, etc.)
- Wait for an "all clear" signal/notification from the building supervisor/manager before leaving the shelter area and resuming any activity

THUNDER AND LIGHTNING

Club Sports coaches and IM Supervisors should follow the "30/30 Rule" when lightning is visible. The 30/30 Rule states that people should seek shelter if the "Flash-To-Bang" delay (length of time in seconds between a lightning flash and its subsequent thunder), is 30 seconds or less, and that they remain under cover until 30 minutes after the final clap of thunder. After 30 minutes passes without any signs of lightning, play may be resumed if time allows.

AIR QUALITY

Breathing for those afflicted with seasonal allergies, asthma or upper respiratory illness or other conditions can be difficult at times due to various environmental factors. High pollen counts, smoke, dust, etc. along with temperature extremes and humidity can play a significant role in athletic performance and recovery. The AQI is an index for reporting daily air quality. It tells you how clean or polluted your air is, and what associated health effects might be a concern for you. The AQI focuses on health effects you may experience within a few hours or days after breathing polluted air. EPA calculates the AQI for five major air pollutants regulated by the Clean Air Act: ground-level ozone, particle pollution (also known as particulate matter), carbon monoxide, sulfur dioxide, and nitrogen dioxide. For each of these pollutants, EPA has established national air quality standards to protect public health. Ground-level ozone and airborne particles are the two pollutants that pose the greatest threat to human health in this country. The determination whether to initiate or continue competition is to be made based upon the on-site air quality situation and the sport in question. The PurpleAir app should be utilized to inform

the process and provide the best possible picture of the situation at that particular location.

Air Quality Index Levels

Air Quality Index Levels of Health Concern	Numerical Value	Meaning	Recommended Action Plan for Participants
Good	0 to 50	Air quality is considered satisfactory, and air pollution poses little or no risk.	No action needed.
Moderate	51 to 100	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people who are unusually sensitive to air pollution.	Student-athletes with respiratory illnesses should be closely monitored.
Unhealthy for Sensitive Groups	101 to 150	Members of sensitive groups may experience health effects. The general public is not likely to be affected.	Student-athletes with respiratory illnesses should be monitored closely and may be removed from competition after consulting with team medical personnel.
Unhealthy	151 to 200	Everyone may begin to experience health effects; members of sensitive groups may experience more serious health effects.	All student-athletes should be removed from competition.
Very Unhealthy	201 to 300	Health warnings of emergency conditions. The entire population is more likely to be affected.	No competition allowed.
Hazardous	301 to 500	Health alert: everyone may experience more serious health effects.	No competition allowed.

CAMPUS CLOSURE

1. Recreational Sports activities will not be held whenever the campus is closed. Call the campus information line (307)766-1121 for current campus closure information. It is also posted online on WyoWeb.
2. If the campus should close while a Recreational Sports activity is in progress, the game shall be suspended immediately and all players and coaches should be sent home.
3. Try to reschedule the event and contact the Recreational Sports Coordinator regarding the cancellation.

FIELD CONDITIONS

It is the responsibility of the Club Sports Officers and Recreational Sport Supervisors to inspect playing fields prior to each practice and game. Inspections should include, but are not limited to, the condition of the playing surface, lighting, weather, and any other field issues that may affect the safety of the participants. In the case where an inspection yields an issue with the fields the Recreational Sports Coordinator should be notified immediately. In the event where weather may affect the safety of the participants and the ability to play the scheduled game or any time a field is deemed unplayable, a Campus Recreation staff member may use their authority to cancel the game.



ADDITIONAL EMERGENCY SITUATIONS

In case of emergency situations on the University Campus that are not covered in this procedure book, call the Recreational Sports staff, check the University of Wyoming webpage, your University e-mail account, or the University text messaging response system for information about how to appropriately respond.

OTHER IMPORTANT NUMBERS

CONTACT	NUMBER
Emergency	911
Laramie Police	307-721-2526
Campus Police	307-766-5176
Ambulance	307-721-5332
Fire Department	307-721-5332
National Weather Service	307-635-9901
Wyoming Road Conditions	1-888-996-7623
Colorado Road Conditions	1-303-639-1234
Poison Control	1-800-222-1222
Ivinson Hospital	307-742-2141
Student Health	307-766-2130
Assistant Director of Programs	307-766-6396
Recreational Sports Office	307-766-4175
Rec Sport Coordinator	307-766-6492
Half Acre Gym	307-766-3370



LOCATION OF REC SPORT FACILITIES

Half Acre Gym

North of 13th Street, North of the Wyoming Union. Meet EMS at the south door by the OAP Office.

Cowboy Baseball Field

East of 22nd Street on Willett Drive. Meet EMS at the gate adjacent to right field.

Aragon Softball Fields

22nd Street and Armory Road. Meet EMS either at the north or south gate.

Blue Softball Field

East of 22nd Street on Armory Road. Adjacent to the Aragon Soccer Complex. Part of Little League baseball complex.

Corbett Gym

North of Grand Ave. on 19th Street. Meet EMS at the south doors

Fieldhouse

Adjacent to War Memorial Stadium and the Multipurpose Gym. Meet EMS at the south doors.

Fraternity Mall

East of 15th Street, between Fraternity and Sorority Rows.

Recreation Fields

22nd Street and Armory Road. Across from Aragon Softball Fields

City of Laramie Ice Arena

3510 Garfield St. Across from Laramie GM Auto Center.

HALF ACRE EVACUATION MAPS

Emergency Map

HALF ACRE GYMNASIUM

FIRST FLOOR

M-22-1



EMERGENCY RESPONSE GUIDE

Activate the nearest Fire Alarm Pull Station (if available) AND: **Call 911**

IF SAFE TO DO SO QUICKLY:

- Assist persons in immediate danger.
- Close the doors as you leave.
- Shutdown any hazardous work operations.

EVACUATE the building immediately following EXIT signs. **DO NOT USE ELEVATORS**

SEVERE WEATHER:

In the event of a tornado, proceed to the lowest level in an interior corridor of the building and keep away from exterior doors and windows.

ASSEMBLY AREA:



Legend

	Exit		Accessible Exit
	Fire Extinguisher		Automated External Defibrillator (AED)
	Fire Alarm Pull		Stairway
	Fire Hose Connection		Elevator
			Corridor

0 5 10 20 Feet

 This map is provided as a visual aid only and is not intended to be used as a survey or legal document. Any use of this map for legal purposes is prohibited. The University of Wyoming is not responsible for any errors or omissions that may appear in this map.

PREPARED BY: REAL ESTATE OPERATIONS
 DEPT. FOR THE BUREAU OF MINES
 1000 E. UNIVERSITY AVENUE
 LARAMIE, WY 82021, TEL: 307.232.2417, FAX: 307.232.2410
 30 MARCH 2016

Emergency Map

HALF ACRE GYMNASIUM

SECOND FLOOR

M-22-2



EMERGENCY RESPONSE GUIDE

Activate the nearest Fire Alarm Pull Station (if available) AND: **Call 911**

IF SAFE TO DO SO QUICKLY:

- Assist persons in immediate danger.
- Close the doors as you leave.
- Shutdown any hazardous work operations.

EVACUATE the building immediately following EXIT signs.

DO NOT USE ELEVATORS.

SEVERE WEATHER:

In the event of a tornado, proceed to the lowest level in an interior corridor of the building and keep away from exterior doors and windows.

ASSEMBLY AREA:



Legend

- Fire Extinguisher
- Fire Alarm Pull
- Fire Hose Connection
- Rescue Waiting Area
- Automated External Defibrillator (AED)
- Corridor
- Stairway
- Elevator

0 5 10 20 Feet

NORTH

This map is provided as a general guide only and is subject to change without notice. It is not intended to be used as a legal document. The University of Wyoming is not responsible for any loss or damage resulting from the use of this map. The University of Wyoming is not responsible for any loss or damage resulting from the use of this map.

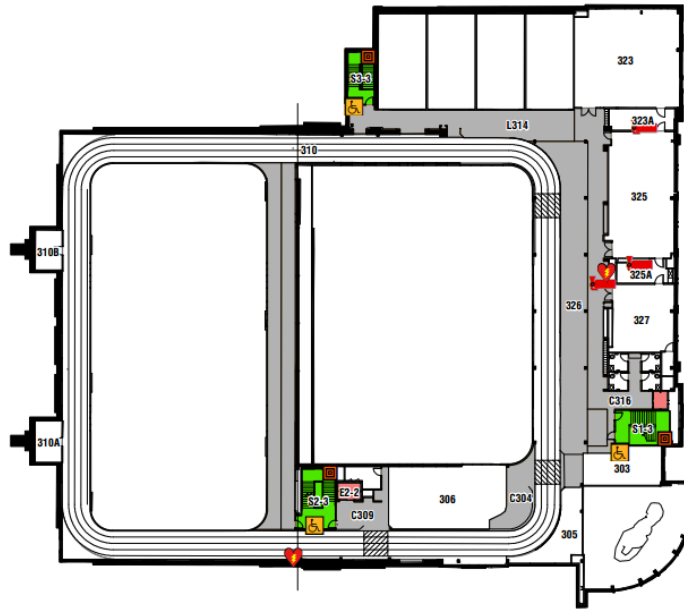
PREPARED BY REAL ESTATE OPERATIONS
 DEPT. OF FACILITIES
 100 S. UNIVERSITY AVENUE
 LARAMIE, WY 82030, TEL: 307.486.2917, FAX: 307.486.2918
 8/15/2022

Emergency Map

HALF ACRE GYMNASIUM

THIRD FLOOR

M-22-3



EMERGENCY RESPONSE GUIDE

Activate the nearest Fire Alarm Pull Station (if available) AND: **Call 911**

IF SAFE TO DO SO QUICKLY:

- Assist persons in immediate danger.
- Close the doors as you leave.
- Shutdown any hazardous work operations.

EVACUATE the building immediately following EXIT signs. **DO NOT USE ELEVATORS**

SEVERE WEATHER:

In the event of a tornado, proceed to the lowest level in an interior corridor of the building and keep away from exterior doors and windows.

ASSEMBLY AREA:



Legend

	Fire Extinguisher		Automated External Defibrillator (AED)
	Fire Alarm Pull		Corridor
	Fire Hose Connection		Stairway
	Rescue Waiting Area		Elevator

0 5 10 20 Feet

NORTH

The map is provided as a visual aid only and is not intended to be used as a substitute for fire department instructions. Discretion and common sense are the primary considerations in determining the appropriate assembly area. This map is provided for informational purposes only and does not constitute a contract. The University of Wyoming is not responsible for any loss or damage resulting from the use of this map.

PREPARED BY: REAL ESTATE OPERATIONS
DATE: NOV. 03, 2022 BY: BRYAN L. HENNING
1500 E. UNIVERSITY AVENUE, SUITE 100
LARAMIE, WY 82001, TEL: 307.462.2000, FAX: 307.462.2000
MARCH 2024