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.
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 21 Club Sports represent the University of Wyoming while competing regionally, nationally, and even internationally. Each club team is a Recognized Student Organization that is affiliated with the Campus Recreation Department as well as the Campus Activities Center. The teams are administered by students under the supervision of the Assistant Director of Programs and the Club Sports Coordinator.

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 Club 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

<table>
<thead>
<tr>
<th>ACTIVE CLUB</th>
<th>GOVERNING BODY</th>
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<tbody>
<tr>
<td>Baseball</td>
<td>National Club Baseball Association</td>
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<tr>
<td>Cricket</td>
<td>Colorado Cricket Association</td>
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<tr>
<td>Cycling</td>
<td>USA Cycling</td>
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<tr>
<td>Equestrian</td>
<td>Intercollegiate Horseshow Association</td>
</tr>
<tr>
<td>Fencing</td>
<td>United States Fencing Association</td>
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<tr>
<td>Men’s Hockey</td>
<td>American Collegiate Hockey Association</td>
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<tr>
<td>Men’s Lacrosse</td>
<td>Rocky Mountain Lacrosse League</td>
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<tr>
<td>Men’s Rugby</td>
<td>USA Rugby</td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>Rocky Mountain Collegiate Soccer League</td>
</tr>
<tr>
<td>Men’s Water Polo</td>
<td>Collegiate Water Polo Association</td>
</tr>
<tr>
<td>Nordic Ski</td>
<td>United States Collegiate Ski and Snowboard Association</td>
</tr>
<tr>
<td>Racquetball</td>
<td>N/A</td>
</tr>
<tr>
<td>Shotgun</td>
<td>Association of College Unions International</td>
</tr>
<tr>
<td>Tennis</td>
<td>United States Tennis Association</td>
</tr>
<tr>
<td>Triathlon</td>
<td>USA Triathlon</td>
</tr>
<tr>
<td>Women’s Lacrosse</td>
<td>Rocky Mountain Women’s Lacrosse League</td>
</tr>
<tr>
<td>Women’s Rugby</td>
<td>USA Rugby</td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td>Rocky Mountain Collegiate Soccer League</td>
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<tr>
<td>Women’s Softball</td>
<td>The National Club Softball Association</td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>Region V League</td>
</tr>
</tbody>
</table>
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

Adam Burke
Club Sports Coordinator
Office: 307-766-6396
Cell: 303-249-6713
Email: Adam.Burke@uwyo.edu

Christopher Lee
Intramural Sports Coordinator
Office: 307-766-6492
Cell: 406-480-0049
Email: Christopher.Lee@uwyo.edu

Abbie Connally
Business Manager
Office: 307-766-6740
Email: aconnal2@uwyo.edu

Kaleb Ashworth
Athletic Trainer Graduate Assistant
Office: 307-766-6678
Cell: 720-212-9688
Email: kashwort@uwyo.edu

Kelly Ibele
Recreational Sports Graduate Assistant
Office: 307-766-4175
Cell: 678-447-5590
Email: kibele@uwyo.edu

Mason Kaiser
Recreational Sports Graduate Assistant
Office: 307-766-4175
Cell: 248-298-9086
Email: mkaiser6@uwyo.edu
STAFF INFORMATION

CLUB SPORTS COORDINATOR
The role of the Club Sports Coordinator is one of liaison to the Campus Recreation Department and all other University offices, and as an advisor and resource to clubs. It is his/her 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 Club Sports Coordinator 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 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 Club Sports Coordinator has 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 Club Sports Coordinator and especially refer to him/her when situations arise that are not covered in this handbook.

ATHLETIC TRAINER
The Club Sports 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 and staff of the University of Wyoming at Half Acre Gym. If athletes/students/staff cannot be treated in the athletic training room, then they will be referred to a physician.
## CLUB SPORT ASSIGNMENTS

<table>
<thead>
<tr>
<th>GA: Kelly Ibele</th>
<th>GA: Mason Kaiser</th>
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<tbody>
<tr>
<td>Cricket</td>
<td>Baseball</td>
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<tr>
<td>Equestrian</td>
<td>Cycling</td>
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<tr>
<td>Nordic Ski</td>
<td>Fencing</td>
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<tr>
<td>Rugby- Men’s</td>
<td>Ice Hockey- Men’s</td>
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<tr>
<td>Rugby- Women’s</td>
<td>Lacrosse- Men’s</td>
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<tr>
<td>Shotgun Sports</td>
<td>Lacrosse- Women’s</td>
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<tr>
<td>Soccer- Men’s</td>
<td>Racquetball</td>
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<tr>
<td>Soccer- Women’s</td>
<td>Tennis</td>
</tr>
<tr>
<td>Softball</td>
<td>Triathlon</td>
</tr>
<tr>
<td>Water Polo</td>
<td>Volleyball- Women’s</td>
</tr>
</tbody>
</table>
2017-18 CLUB SPORT CALENDAR OF EVENTS

August 2017
- Club Sport Fall Officer Training 29th
- RSO Club and Org Fair 30th

September 2017
- Real Pokes Step Up! Workshops 5th, 20th
- Coach Orientation 12th, 13th
- Annual RSO Renewal Due 22nd
- Fall Term Activity Schedule 22nd
- Marketing Workshop 26th
- Waiver and Liability Forms on File All Month

October 2017
- Club Constitution on File 6th
- Finance Workshop (only attend one) 17th, 18th
- Fundraising Workshop 24th
- Club Sport Council Meeting TBD

November 2017
- Club Sport Council Meeting TBD

December 2017
- Spring Term Activity Schedule 1st
- Spring Term Practice Request 1st
- Mid-Year Evaluation Due 19th
- Club Sport Council Meeting TBD

January 2018
- Winter Club and Org Fair TBD
- Co-Curricular Transcript Workshop 30th

February 2018
- Budget Workshop (Mandatory, only attend one) 6th, 7th
- 2017-18 Budget Packets Due 23rd
- Club Sport Council Meeting TBD

March 2018
- Nominations for Club Sport Council Members 9th
- Summer Term Practice Request 9th
- Budget Presentations 26th-30th
- Club Sport Council Meeting TBD
## 2017-18 CLUB SPORT CALENDAR OF EVENTS

### April 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Sport Elections for New Officers</td>
<td>2nd-13th</td>
</tr>
<tr>
<td>Club Sport Transition Training</td>
<td>17th, 18th</td>
</tr>
<tr>
<td>Club Sport Award Nominations</td>
<td>TBD</td>
</tr>
<tr>
<td>RSO Awards Banquet</td>
<td>TBD</td>
</tr>
<tr>
<td>Equipment Inventory Updated</td>
<td>27th</td>
</tr>
<tr>
<td>Fall Term Practice Request</td>
<td>27th</td>
</tr>
<tr>
<td>Club Sport Council Elections</td>
<td>27th</td>
</tr>
<tr>
<td>Club Highlights/Accomplishments Due</td>
<td>27th</td>
</tr>
<tr>
<td>End of the Year Club Evaluation</td>
<td>30th</td>
</tr>
<tr>
<td>Club Sport Council Meeting</td>
<td>TBD</td>
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</tbody>
</table>

### May 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Returned to Recreational Sports Office</td>
<td>11th</td>
</tr>
</tbody>
</table>
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 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 group can consistently meet the standards set forth for groups classified as a Club Sport. If your group believes they can meet the standards:
  - Complete the interest form on Collegiate Link to show your interest in forming a new group. The CAC 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 Club 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 an RSO. The Club Sports Coordinator will contact you directly if they have any specific questions or concerns.
  - Once the CAC has consulted with the Club Sports Coordinator, they will contact the prospective club about completing the processes to become recognized, these steps include:
    - Meeting with a CAC staff member and the Club 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 Collegiate Link
    - Recruiting an advisor
- The prospective Club Sport group must maintain RSO 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 the one academic year of existence has been achieved, contact the Club Sports Coordinator at the Recreational Sports Office (Half Acre Room 223) to begin the process.
  o The safety of the sport will be considered through risk management.
  o An appropriate facility for the activity to occur will need to be identified and available.
  o The club must be able to gather a minimum of 10 students members.
  o The club must set up a budget and determine fundraising options.
  o Must locate and adhere to a National or Regional Governing Body (NGB) and its rules (if available).
  o Must gain approval from the Club Sports Council by submitting a cover letter, budget, and tier request during the appointed date.
• Recommendations for new clubs will be submitted by the Club Sports Council to the Club 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 Club Sports Coordinator 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:

• 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 trainings and workshops.
• Must adhere to all Club Sports Program, Registered Student Organization, 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 outside account.
• Club is required to host at least one home competition within a 50 mile radius of UW.
• 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 Club Sports Office (766-6396) 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 Club 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 Club Sports Coordinator will act as the liaison in scheduling these facilities for practice, games, and special events.

- **Scheduling Officials**
  - The Club Sports Office will assist in finding qualified officials for home events, if necessary.

- **Booking Travel Accommodations**

- **Reimbursements**

- **Financial Assistance**

- **Ordering Equipment**

- **Apparel Orders**
  - To stay compliant with the University’s brand standards, the Club 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 Club Sport Coordinator, will create a comprehensive budget that will include their Tier Placement Request and their allocation request. The budgeting process takes place during early spring semester, with each club presenting their budget packet to the CSC 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 the 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 club sports office including, but not limited to: letter writing campaigns, assisting with athletic concessions parking, or grounds maintenance, apparel sales, and finding sponsorship.

All club fundraisers must be approved through the Club 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 subject to discipline after review from the Club Sports Council, Club Sports Coordinator 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 Club Sport staff. The club budgets will be maintained in Google Docs, and each club will be able to allow two officers access to said document so they can 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 different Extraordinary Funding Accounts that may be applied for, the Equipment Fund, and the National Travel Fund.

- **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 National/International level events that require qualification. This fund is to help offset the cost for these National/International
events that were not able to be budgeted for, however this event will not supplement the entire trip.

To apply for extraordinary funding, each club must create a proposal 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 Athletic concessions 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 in these extraordinary circumstances under the following policies:

- Club teams wanting an advance for extraordinary circumstances must provide documentation to the Club Sports Coordinator and Club Sports Council 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.
- The Club Sports Council must approve the monetary advance with a majority vote.
- In the case that the Club Sports Council is unable to meet before the money is needed, an e-mail vote will be utilized.

**USING UNIVERSITY ACCOUNTS**

**Requests for Purchase**

Clubs can submit a purchase request via Google Docs, the link can be found on the Club Sports website. 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 Club 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.

**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 Club Sports Coordinator. To request a credit card purchase, all purchase information must be submitted to the Club Sports Coordinator through a Purchase Request. The purchase card is the preferred method for club purchases under $1500.

**Purchase Orders (P.O.)**
A P.O. is a promise to pay for an item upon receipt and is a legally binding document. These must be set up prior to a club submitting an order for items or services. Purchase Orders should be used to pay for items instead of individuals being reimbursed. You must coordinate the purchase of goods using a P.O with the company you are purchasing from. Purchase Orders require time to set up a vendor, therefore, clubs must submit a Purchase Request at least two weeks in advance. This will be the preferred method of payment for vendors that do not accept credit card, and/or are over $1500.

**CLUB TRAVEL CARD**
To minimize reimbursements from club travel, diminishing procurement Visa card will be issued for travel upon club request. This card must be requested on the Travel Request two weeks in advance of the trip. Once the Club 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 Sign-Out Form in the Club Sports office.

**DEPOSITS & DUES**
Club Sports deposits and dues payment are taken at the 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.

**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 Club 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.

**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 reimbursement is needed or the travel card is used for food. An itemized receipt must be attached to this form.

**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 5% fee will be deducted from each donation in order for the Foundation to cover the costs associated with this tax information preparation. Donations can be deposited to the Foundation through the Club Sports Coordinator in the Club Sports Office. Donations can also be given online at the Foundation’s website: [http://www.uwyo.edu/giveonline](http://www.uwyo.edu/giveonline).

**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 Club Sports office. Within the University, only certain individuals are authorized to sign contracts on behalf of the University.

*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 Club Sports Office.

In order to receive financial support from the Club Sport program, clubs must turn in the Annual Tier System Placement Request Form during the spring semester to the Club Sport Council to determine their tier placement status for the following academic year. The Club Sports coordinator 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 of the academic year 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 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 at the culmination of fall semester given that they have completed at least 9 of all possible points (required + bonus). Should the club complete between 6-8 of all possible points the club will be given 10% of their remaining allocation. If the club completes less than 6 of all possible points, they will not receive any additional monies.

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 be competing for a national championship at the club sports level.
- Must consistently be successful in competition at the regional or national level as determined by the Club Sports Council.
- Must charge a $60 due to each member.
- Must have at least 30 due-paying members who are UW students.
- 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 a minimum of 20 team hours of community service
  - Team hours are defined as 25% of the club membership, or 10 members whichever is less
- Must be a Registered Student Organization on campus.
- Must have at least two members currently certified in Adult CPR and First Aid.
- Must have at least one officer complete the “Real Pokes Step Up!” bystander awareness training
- Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.

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 $40 due to each member.
- Must have at least 20 due-paying members who are UW students.
- 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 a minimum of 20 team hours of community service
  - Team hours are defined as 25% of the club membership, or 10 members whichever is less

Must be a Registered Student Organization on campus.

Must have at least two members currently certified in Adult CPR and First Aid.

Must have at least one officer complete the “Real Pokes Step Up!” bystander awareness training

Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.

**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 $25 due to each member.
- Must have at least 15 due-paying members who are UW students.
- 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 a minimum of 10 team hours of community service
  - Team hours are defined as 25% of the club membership, or 10 members whichever is less
- Must be a Registered Student Organization on campus.
- Must have at least two members currently certified in Adult CPR and First Aid.
- Must have at least one officer complete the “Real Pokes Step Up!” bystander awareness training
- Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.

**Tier IV**

**Available funds of up to $1,000.00**

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

- Must charge a $10 due to each member.
- Must have at least 10 due-paying members who are UW students.
- 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 a minimum of 10 team hours of community service
  - Team hours are defined as 25% of the club membership, or 10 members whichever is less
- Must be a Registered Student Organization on campus.
- Must have at least two members currently certified in Adult CPR and First Aid.
• Must have at least one officer complete the “Real Pokes Step Up!” bystander awareness training
• Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.

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 a minimum of 10 team hours of community service
  o Team hours are defined as 25% of the club membership, or 10 members whichever is less
• Must have at least one officer complete the “Real Pokes Step Up!” bystander awareness training
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 Club Sports Coordinator in administering the Club Sports Program, which includes but is not limited to: recommending new clubs, determining tier placement, serving as a judicial board, 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 Club 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 polices
- Financial Infraction - Inappropriately using or managing club money
ANTI-HAZING POLICY

The Club Sports Program along with the Campus Activities Center 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 action taken or situation created intentionally, whether on or off UW property, by either fraternity/sorority organizations, student clubs/organizations, athletic teams, individual students, or student groups, to produce mental or physical discomfort, endangerment of life, embarrassment, harassment, intimidation, or ridicule. Willingness to engage in any hazing activity does not render the Anti-Hazing Policy unenforceable.

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 RSO 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.
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 Club 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 half-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, however, it is suggested that three or four officers are elected if possible.

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 Club 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

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 for that academic year
  AND
- Played in at least one home or away game
  OR
- Paid dues
ADVISORS

Advisors are a requirement for student organizations to become a Registered Student Organization and beginning in the fall 2015 semester, all Club Sport teams will be 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
- 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 his/her 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 his/her efforts toward the “on-field” coaching decisions. The Club Sports Office supports the philosophy that volunteer coaches should not be paid for their contribution to the Club Sports program. The Club Sports Coordinator reserves the right to refuse or revoke a coaching application if 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 Club Sports Coordinator. 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 Club Sports Coordinator.
- Approved “Coaching Nomination and Team Approval” form on file with the Club Sports Coordinator.
- Interview with the Club 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).
• Recognize that this is a voluntary position and does not receive monetary gain or does not promote private enterprise for personal gain.
• Background checks may be conducted on prospective coaches if the Assistant Director of Campus Recreation Programs and Club Sports Coordinator deem it necessary.

Any coach found in violation of the club sport coach eligibility and/or does not maintain the same philosophy of student development as the Club Sports Office may be expelled from the Club Sports Program. Volunteer coaches serve at the pleasure of the Club 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, he/she will be dismissed from his/her duties.

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

**Coaching**
- The coach restricts his/her 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 player attendance 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 team leadership.
- 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 his/her 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 is 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.
UNIVERSITY TRADEMARKS

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 Club Sports Coordinator.

Team uniforms should use some combination of white, Wyoming gold, and brown. Black may also be used when color and/or financial constraints warrant the use. When ordering any item for the club, please consult the Club Sports Coordinator prior to finalizing any order.

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


Each year since 2005, a $10,000 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

HOME EVENTS
As soon as a club’s schedule has been completed, an officer must submit a copy of the schedule to the Club Sports Coordinator for review and approval. In addition, all home events must have a corresponding Home Event Request submitted through the form on the Club Sport Website. Any additions or changes to the schedule need to be communicated promptly to the Club 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.

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 Club Sports Coordinator. To gain approval for a trip, a Travel Request must be submitted three weeks prior to your departure date if lodging and/or vehicle rental is required. This lead time will allow the officers of the club and the Club Sport Staff to make all necessary travel arrangements. If the Club 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.

Only those club members, coaches, and advisors who have a current Participation Agreement & Waiver on file in the Club Sports Office 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 Roster/Itinerary Form.

NOTE: No Club Sport competitions shall be scheduled the weekends before Finals week or during Finals week, exceptions can be discussed with the Club Sports Coordinator. In addition, no official club trip will be taken with less than 4 club members 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 Club Sports Coordinator before any commitments or travel
arrangements can be made by or for the Club. The Club 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. Travel Request submitted
   - This request will supply the Club 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 three weeks in advance of the trip.
   - This form will also indicate whether or not a Travel Card is needed for trip finances.
   - Once approved, the Club Sports Coordinator may assist the Club with arrangements for rental
     vehicles, lodging, and payment of tournament entry fees.

2. Travel Meeting
   - The Trip Leader must attend the Trip Leader Meeting the week leading up to the departure to
     obtain all information pertinent to that weekend’s travel. As well as to discuss the submitted
     Travel Itinerary.
   - The meetings are held every Wednesday at 4:00pm in the Rec Sports Office (see travel meeting
     schedule).

3. Travel Roster/Itinerary Form submitted
   - The following information is required on the Travel Roster/Itinerary Form:
     - Purpose and destination of trip
     - Contact information of host
     - Lodging information
     - Name of each driver
4. **Travel Binders and First Aid Kits**
   - Each Trip Leader must check out their travel binder during the Wednesday travel meetings. This 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.
   - Each Trip Leader must also check out a travel first aid kit to take with them during travel. These 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 Club Sports Coordinator may authorize that member to use his/her personal vehicle to travel separate from the club.

**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 4:00pm in the Rec Sports Office.**
- Must pick up and bring Travel First Aid kit with team while traveling.
- Adhere to the trip itinerary submitted through the Travel Request/Itinerary Form and notify the Club 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 Club Sports Coordinator
- Return all trip materials to the Club Sports office no later than the close of business on the Monday following the Club’s scheduled return.
In cases of inclement weather when returning from competition the Trip Leader shall notify the Club 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 Club 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 will not receive funding for the next trip and be placed on probation.
- 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 Club 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, 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 travel itinerary submitted to and approved by the Club Sports Coordinator.
2. All passengers must be authorized to participate in Club Sports activities (members, coaches, advisors) and listed on the approved Travel Roster/Itinerary Form.
3. The maximum passenger limit for 12-passenger vans is nine people.
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 Club Sports Coordinator will consult with the trip leader to determine whether the club should travel.

13. Upon the trips return to Laramie, the Club 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:
  o Department/Organization – Campus Recreation
  o Supervisor/Sponsor – Club Sports
  o In the "NOTIFY" field - enter Burke, Adam
  o Click the appropriate boxes for permission
  o 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 Club 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 150 miles (one-way) and strongly encouraged for all other club travel. To reserve vehicles from Fleet Services you must fill out a the Vehicle Request portion of the Travel Request 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 Club Sports 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.

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<tr>
<th>Fleet Services Rental Rate</th>
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</thead>
<tbody>
<tr>
<td>Vehicle Type (Passengers)</td>
<td>Daily Rate</td>
<td>Weekly Rate</td>
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<tr>
<td>Premium Full-size Sedans (5)</td>
<td>$49/day</td>
<td>$247/week</td>
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<tr>
<td>FWD Mini Vans (7) &amp; 4x4 Utilities (5)</td>
<td>$59/day</td>
<td>$320/week</td>
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<tr>
<td>4x4 ¾ Ton Pickups (6)</td>
<td>$82/day</td>
<td>$430/week</td>
</tr>
<tr>
<td>Large SUVs (9)</td>
<td>$82/day</td>
<td>$430/week</td>
</tr>
</tbody>
</table>

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 150 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 Club 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 his/her 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, his/her 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 rental vehicle for University travel, the liability coverage is the same as that stated for personal vehicles. It is strongly recommend that the club purchases the insurance coverage available through the rental company to avoid making a claim on their own personal insurance in the case of an accident.

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 Club 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 Club Sports program will cover all expenses incurred, including but not limited to, hotels and additional vehicle rental fees. The Club Sport staff will also secure any authorized absences if necessary.

If travel is permitted, but weather conditions are not favorable, the Club 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 sanctioned contests. A club member must complete an Absence Request Form and submit to the Club 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.

LODGING

HOTEL/MOTEL REGULATIONS

Before any hotel/motel reservations can be made, the trip in which lodging is needed must be approved by the Club Sports Coordinator. To begin the request for reservation, the club must indicate that they will need a hotel/motel in their Travel Request and provide the necessary information. Once it is indicated that lodging is needed, the Club 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 Club Sports Coordinator will email the Club President 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 Club Sport Coordinator, the following information will be required in the Travel Request needed:

- The complete name, mailing address, and phone number of preferred hotel/motel
- The name under which the reservation should be placed, example - John Smith or Wyoming Golf Club
• The dates the club would like reserved (check in and check out), the number of rooms to be reserved, and the number of people staying in each room.
• The room rate that the club was quoted and how it was quoted.

OTHER LODGING ACCOMMODATIONS

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 Club Sport Staff via the Travel Itinerary 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 Club Sport Coordinator will be available for assistance in regards to payment only.

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 any 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

Basic Information

A concussion is a traumatic brain injury (TBI) that can result from a “direct blow to the head or body contact that causes the head to snap forward, backward, or rotate to the side.”

concussion nor does every concussion result in a loss of consciousness. An athlete reporting concussion symptoms should not be undermined and should be referred to the athletic trainer for further evaluation.

Each athlete will respond differently to a concussion. Many athletes will have few symptoms that last a short length of time. Some athletes will have more severe symptoms or lingering symptoms (post concussive syndrome). Other athletes will have trouble returning to the classroom. It is better to be cautious when returning an athlete to play from a concussion because the effects of returning too soon can last a lifetime or can be fatal.

Participating with a concussion can increase the intensity and severity of symptoms and can prolong the duration of symptoms on a short-term scale. When concussions are not allowed adequate time to heal, subsequent blows with less force can cause long-term damage. Second Impact Syndrome is a possible fatal condition that can result from a secondary hit to the head or force on the body that results in head movement. The second impact causes rapid swelling of the brain that results in respiratory failure. Those that survive Second Impact Syndrome have permanent brain damage. Concussions must be treated conservatively and this protocol is based on athletes’ best interest.

Concussion Protocol

Preseason

All coaches are required to take the Centers for Disease Control and Prevention online concussion training course annually. The course is called Heads Up: Concussion in Youth Sports and can be found on the CDC website at [http://www.cdc.gov/concussion/HeadsUp/online_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html). This training helps coaches better understand concussions and ensures the athletes’ safety when an athletic trainer is not present. The course must be completed prior to the first practice of the season and proof of completion must be submitted to the club sports coordinator or athletic trainer for clearance to begin practice.

A baseline concussion test is completed prior to any practice or competition. In the event an athlete is evaluated for a concussion, the test at the time of injury is compared to the baseline test to determine if there is cognitive impairment. The baseline test will include a Standard Assessment of Concussion (SAC), a Balance Error Scoring System (BESS), and a brief medical history related to concussions. All contact sports will be required to do baseline concussion testing.
This includes:

- Men’s Hockey
- Men’s Rugby
- Men’s Rugby
- Women’s Rugby
- Men’s Lacrosse
- Women’s Lacrosse
- Men’s Soccer
- Women’s Soccer
- Equestrian
- Men’s Water Polo
- Cycling

It is recommended that any athlete with a history of multiple concussions or a concussion within 6 months of the start of practice also get a baseline test. Any team or athletes that are not required to get a baseline test but would like to have one may contact the athletic trainer to be tested. Athletes will need to be tested one time while at the University of Wyoming, and the baseline test will be kept on file for future reference. First-year students and first-time UW club sports athletes will need to complete a baseline test before participation in any sport related activity. Athletes that participate on multiple teams do not need to complete multiple baselines. However, the athletic trainer does need to be notified so that the information is saved with each sport.

**At the Time of Injury**

In the event an athlete is suspected of having a concussion, he/she should be removed from play immediately and referred to the athletic trainer covering the game for further evaluation. If an athletic trainer is not present, a coach or the club president will complete the Pocket Concussion Recognition Tool (CRT) with the injured athlete. If the athlete does not present with a concussion according to the Pocket CRT, then he/she should be tested with exertional maneuvers (push ups, sit ups, mountain climbers, jumping jacks, and jogging). If the athlete remains asymptomatic and has no evidence of altered cognitive functioning, he/she may return to play. If a concussion is suspected, then the athlete is removed from play for the rest of the game or practice and a CDC symptom checklist will be completed. Coaches must keep the Pocket CRT and CDC symptom checklist with them at all times.

All concussions will require a follow up with a physician. Athletes with “mild” concussions will be referred to a physician as soon as possible. A team representative should travel with the injured athlete. If the athletic trainer is not present at the time of injury, he/she should be notified as soon as possible. The athletic trainer will send the baseline test with the athlete and team representative to give to the physician or it will be sent directly to the physician.
Some concussions warrant immediate transportation to a hospital. Emergency situations include:

- worsening headaches
- increased pressure in head
- seizures
- cranial nerve impairment
- severe drowsiness (unable to be awakened)
- vomiting
- slurred speech
- unable to recognize familiar people or places
- increased confusion
- increased irritability
- extremity weakness or numbness
- neck pain over the spine
- unusual behavior change
- decreased level of consciousness
- irregular respirations
- mental status changes
- sign and symptoms of a spine or skull fracture or bleeding

Visiting teams will be provided with a copy of the UW Club Sports Concussion Protocol by the Club Sports Coordinator prior to travel. Teams visiting UW will receive the same treatment unless an athletic trainer or physician is traveling with the team and they have their own protocol. The athletic trainer will be informed by the Club Sports Coordinator of any visiting team protocols.

Athletes suspected of having or diagnosed with a concussion should not take any NSAIDs (non-steroidal anti-inflammatory drugs) such as Ibuprofen/Aleve/Motrin. Acetaminophen/Tylenol is okay to take, but it is not recommended to take until a physician has seen the athlete. Medications that help with pain can mask other concussion symptoms as well. This can be dangerous because the athlete does not know when symptoms are getting worse and can miss warning signs or do too much of an activity. In addition to physical activity, athletes should refrain from texting, computer screens, televisions, video games, and an activity that causes an increase or return in symptoms. Athletes are responsible for communicating with their teachers in case the concussion begins to affect schoolwork.

**Post Concussion Plans of Action**

All concussions will require clearance by a physician. The athlete may not participate in any physical activity on own or with the team until cleared. The responsibility of keeping the athlete out of play falls on the Club

2 Alteration in sense of smell, eye movement, vision, imitation of facial expressions, chewing, swallowing, sticking tongue out, balance, strength of shrugging shoulders
President with support from their coach(s) (if applicable), athletic trainer and physician. The injured athlete needs to follow up with the athletic trainer regularly to monitor symptoms.

Once the athlete has been cleared for return to play, the following progression must be completed:

Step 1: Light aerobic exercise (jogging, swimming, stationary bike, etc) for 15-20min

Step 2: Moderate cardio workout with the addition of agility and stationary sport specific skills (throwing and catching, shooting) for approximately 30-40 min

Step 3: Heavy cardio workout with partnered sport specific drills and beginner level jumps and dives for 45-60 min

Step 4: Non contact practice (heavy cardio workout with dynamic sport specific drills, jumps and dives—only 2-hand touch with dummies or stationary players)

Step 5: Full contact practice (cannot be a game or scrimmage)

The Gradual Return to Play Protocol chart must be filled out for each step completed. Only one step can be completed every 24 hrs in case symptoms return after activity. If any sign or symptoms return, activity should be stopped immediately and the athlete will need to rest for at least 24 hrs. Once the athlete is symptom free, return to the previous asymptomatic step. If an athlete fails a step three times, he/she needs to follow up with the physician and athletic trainer before continuing the progression. When the athlete completes the progression, follow up with ATC and the physician is required to be cleared without restrictions. The athletic trainer will complete the SAC and BESS after the return to play has been completed and will send it to the physician. The physician will determine final clearance for an athlete to return to play. If an athlete’s sport season finishes before he/she is able to return to play, then the athlete must continue to follow up with their physician until fully cleared. The ATC will be available for the athlete to follow up with and to help with the progression.

The progressions will be set up for each athlete by the athletic trainer and their physician. Athletes are responsible for checking in with the athletic trainer each day of the progression to monitor any changes. All club sports teams are required to abide by this protocol. Sanctions will be in place for any teams that violate the protocol. The sanctions include but are not limited to loss of funding and potential loss of club sports status.
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.

Each participant in the Intramural Program is required to complete the acknowledgement of risk waiver that is located on IM leagues, or the paper version at the event. Individuals who do not complete the waiver will not be permitted to participate in any Intramural Sport event.

EMERGENCY PROCEDURES
Use the following procedures in case of injury, fire, inclement weather, power outage, or bomb threat. The Club Sports Coordinator, or Intramural 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 Service Window Assistants.

PERSONAL INJURY

1. The club member(s) and supervisors who are certified in 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 Club Sports Coordinator as soon as possible. The cell phone numbers for the Club 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 Report Form must be completed whenever 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. 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.

7. 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.

8. 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.

9. 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. 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.

12. 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 or Intramural 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 or IM Supervisors 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.

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 Club Sports Coordinator or Intramural Coordinator regarding the cancellation.

FIELD CONDITIONS

It is the responsibility of the Club Sports Officers and Rec 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 Club Sports/Intramural 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 his/her 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, 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

<table>
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<tr>
<th>CONTACT</th>
<th>NUMBER</th>
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<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
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<tr>
<td>Laramie Police</td>
<td>307-721-2526</td>
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<td>Campus Police</td>
<td>307-766-5176</td>
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<td>Ambulance</td>
<td>307-721-5332</td>
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<td>Fire Department</td>
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<td>National Weather Service</td>
<td>307-635-9901</td>
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<td>Wyoming Road Conditions</td>
<td>1-888-996-7623</td>
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<td>Colorado Road Conditions</td>
<td>1-303-639-1234</td>
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<td>Poison Control</td>
<td>1-800-222-1222</td>
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<td>Ivinson Hospital</td>
<td>307-742-2141</td>
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<td>Student Health</td>
<td>307-766-2130</td>
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<td>Club Sports Coordinator</td>
<td>307-766-6396</td>
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<td>Recreational Sports Office</td>
<td>307-766-4175</td>
</tr>
<tr>
<td>Intramural Coordinator</td>
<td>307-766-6492</td>
</tr>
<tr>
<td>Half Acre Gym</td>
<td>307-766-3370</td>
</tr>
<tr>
<td>Assistant Director of Campus Recreation Programs</td>
<td>307-766-6488</td>
</tr>
</tbody>
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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

EMERGENCY RESPONSE GUIDE

Activate the nearest Fire Alarm Pull Station and Call 911

IF SAFE TO DO SO QUICKLY:
- Assist persons in immediate danger
- Close the doors as you leave
- Retract any hazardous work operations
- EVACUATE the building immediately following Exit signs

SEVERE WEATHER:
In the event of a tornado, proceed to the lowest level in an interior corridor of the building and keep away from water-dam doors and windows.

ASSEMBLY AREA:

Legend:
- Exit
- Exit Windows
- Potential Evacuation Route (Exit)
- Windows
- Restroom
- Corridor

1/1000 scale: 1 inch = 100 feet

Note: Evacuation routes are subject to change. To view a detailed map including eva
kcuation routes, visit the University of Wyoming website.