The Intramural Sports Handbook is designed to be a resource to Intramural participants. It contains information on Intramural policies, rules, employment and other useful information. Intramural Sport participants should use this handbook as a reference to all intramural competition and as a resource for any policy or procedure questions that may come up.

**PROGRAM OVERVIEW**

**INTRAMURAL SPORTS MISSION STATEMENT**

**STAFF INFORMATION**

**2016-17 INTRAMURAL SPORTS**

**CALENDAR OF EVENTS**

**LEAGUE AND EVENT INFORMATION**

**TEAM ENTRY AND WAIVER OF LIABILITY**

**ALCOHOL, DRUG, AND TOBACCO POLICY**

**INTRAMURAL REGISTRATION**

**ENTERING INDIVIDUAL AND TEAM EVENTS**

**ADDING PLAYERS TO A TEAM & CHECKING ELIGIBILITY**

**TEAM REGISTRATIONS - WITH FEES**

**INTRAMURAL FREE AGENTS**

**ELIGIBILITY**

**ELIGIBILITY RULES AND REGULATIONS**

**INTERCOLLEGIATE SQUAD ELIGIBILITY**

**CLUB SPORT MEMBER ELIGIBILITY**

**ASSUMED NAMES (LYING ABOUT IDENTITY)**

**ELIGIBILITY CLEARANCE**

**ELIGIBILITY OF OPPONENTS**

**DIFFERENT GENDERS PLAYING IN OPPOSITE GENDER DIVISIONS**

**DUAL ENROLMENT (UW & LCCC)**

**EQUIPMENT**

**INTRAMURAL FORFIET POLICY**

**LATE STARTING GAMES**

**INTRAMURAL DEFAULT POLICY**

**INTRAMURAL PROTEST POLICIES**

**PARTICIPANT ELIGIBILITY PROTEST**

**MISINTERPRETATION OF RULES PROTEST**

**INTRAMURAL SPORTSMANSHIP POLICY**

**CONDUCT RATING SYSTEM**

**PLAYER EJECTIONS AND SUSPENSIONS**

**APPEALS**

**INTRAMURAL PLAYOFFS**

**PLAYOFF OPPORTUNITIES**

**PLAYOFF ELIGIBILITY**

**FINALIZED PLAYOFF ROSTERS**

**PLAYOFF SCHEDULING**

**POSTING CHAMPION PICTURES**
| SPORTS ID POLICY | ................................................................. | 18 |
| TEAM NAME POLICY | ...................................................................... | 19 |
| ALL CAMPUS CHAMPIONS | .................................................................... | 19 |
| ELIGIBILITY | ........................................................................ | 19 |
| ENTRY INFORMATION | ...................................................................... | 19 |
| POINT SYSTEM | .......................................................................... | 20 |
| TEAM PLAY | ........................................................................... | 22 |
| DUAL SPORT PLAY | ....................................................................... | 22 |
| SCOREKEEPING | ........................................................................ | 22 |
| AWARDS | ........................................................................... | 22 |
| MARKETING | ........................................................................... | 22 |
| EMPLOYMENT | ........................................................................ | 23 |
| OFFICIATING OPPORTUNITIES | .................................................................... | 23 |
| EXPECTATIONS OF INTRAMURAL OFFICIALS | ......................................................... | 23 |
| OFFICIAL’S MEETINGS | ..................................................................... | 23 |
| HIRING PROCESS | ......................................................................... | 23 |
| RISK MANAGEMENT | .................................................................... | 24 |
| EMERGENCY PROCEDURES | ..................................................................... | 24 |
| PERSONAL INJURY | .......................................................................... | 24 |
| AUTOMOBILE ACCIDENT | ..................................................................... | 25 |
| PREVENTING DISEASE TRANSMISSION | .................................................................. | 25 |
| FIRE | .............................................................................. | 26 |
| BOMB THREAT | .......................................................................... | 26 |
| POWER FAILURE | ........................................................................ | 27 |
| TORNADO | ............................................................................ | 27 |
| THUNDER AND LIGHTNING | .................................................................... | 28 |
| CAMPUS CLOSURE | ....................................................................... | 28 |
| FIELD CONDITIONS | .......................................................................... | 28 |
| ADDITIONAL EMERGENCY SITUATIONS | .......................................................... | 28 |
| OTHER IMPORTANT NUMBERS | ..................................................................... | 29 |
| LOCATION OF REC SPORT FACILITIES | .......................................................... | 30 |
| HALF ACRE EVACUATION MAPS | ..................................................................... | 31 |
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
Our mission is to provide recreational opportunities to a diverse campus community that enhance the learning and workplace environment and promote mental and physical health via quality facilities, equipment, and programs. Our programs, which include Open Recreation, Intramural Sports, Club Sports, and the Outdoor Program, offer a broad range of coordinated activities for individuals and groups that promote health awareness, a sense of community, and a lifelong appreciation for wellness and recreational activities. Supporting the value of student development, our programs strive to offer opportunities to students that develop leadership skills and promote responsibility while maintaining a balance between personal, professional, and academic pursuits.
INTRAMURAL SPORTS MISSION STATEMENT

The Intramural Sports Program offers University of Wyoming students, faculty, staff, and spouses the opportunity to participate in a wide variety of individual, dual, team, and meet sports at various levels of competition. Intramural Sports strives to provide structured and organized programs while assisting in the fulfillment of such basic human needs as relaxation, socialization, achievement, and physical wellness while promoting teamwork and mutual respect. It is the goal of the Intramural Sports Program to provide the University of Wyoming community the opportunity to participate in the sport of their choice in a fun, friendly, and safe environment.
STAFF INFORMATION

RECREATIONAL SPORTS OFFICE
Location: Half Acre Gym, Room 223
Email: imsports@uwyo.edu
Website: http://www.uwyo.edu/rec/intramural-sports/

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### 2016-17 Intramural Sports Calendar of Events

#### Fall 2016 Intramural Sports Schedule

All dates are subject to change. To **REGISTER** for sports and the most current information visit: [www.imleagues.com/uwyo](http://www.imleagues.com/uwyo)

<table>
<thead>
<tr>
<th>Sport (Division)</th>
<th>Entry Period</th>
<th>Game Day(s)</th>
<th>Play Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fantasy Football League (MW)</td>
<td>Aug. 29–Sept. 5</td>
<td>N/A</td>
<td>Sept. 7</td>
</tr>
<tr>
<td>Bouldering Competition (MW)</td>
<td>Aug. 31–Sept. 9</td>
<td>Fri.</td>
<td>Sept. 9 only</td>
</tr>
<tr>
<td>Flag Football (MWC)</td>
<td>Aug. 29–Sept. 7</td>
<td>Sun.–Thurs.</td>
<td>Sept. 11</td>
</tr>
<tr>
<td>Outdoor Soccer (MWC)</td>
<td>Aug. 29–Sept. 7</td>
<td>Sun.–Thurs.</td>
<td>Sept. 11</td>
</tr>
<tr>
<td>Ultimate Frisbee League (C)</td>
<td>Aug. 29–Sept. 8</td>
<td>Mon.–Thurs.</td>
<td>Sept. 12</td>
</tr>
<tr>
<td>Golf Tournament (MW)</td>
<td>Sept. 7–Sept. 23</td>
<td>Fri.</td>
<td>Sept. 23 only</td>
</tr>
<tr>
<td>Tennis Singles Tournament (MW)</td>
<td>Sept. 7–Sept. 15</td>
<td>Fri.–Sun.</td>
<td>Sept. 23–25</td>
</tr>
<tr>
<td>Disc Golf (MW)</td>
<td>Sept. 7–Sept. 24</td>
<td>Sat.</td>
<td>Sept. 24 only</td>
</tr>
<tr>
<td>Miniature Golf (MW)</td>
<td>Sept. 14–Sept. 30</td>
<td>Fri.</td>
<td>Sept. 30 only</td>
</tr>
<tr>
<td>Home Run Contest (MW)</td>
<td>Sept. 14–Sept. 30</td>
<td>Fri.</td>
<td>Sept. 30 only</td>
</tr>
<tr>
<td>Paintball vs. CSU (MW)</td>
<td>Sept. 14–Sept. 22</td>
<td>Sun.</td>
<td>Sept. 25 only</td>
</tr>
<tr>
<td>Softball Tournament (MWC)</td>
<td>Sept. 14–Sept. 21</td>
<td>Sat.–Thurs.</td>
<td>Sept. 26</td>
</tr>
<tr>
<td>Outdoor Track Meet (MW)</td>
<td>Sept. 12–Sept. 22</td>
<td>Sun.</td>
<td>Sept. 25 only</td>
</tr>
<tr>
<td>Homecoming Car Push (MWC)</td>
<td>Sept. 21–Oct. 5</td>
<td>Thurs.</td>
<td>Oct. 6 only</td>
</tr>
<tr>
<td>Sport (Division)</td>
<td>Entry Period</td>
<td>Game Day(s)</td>
<td>Play Begins</td>
</tr>
<tr>
<td>------------------------------------------</td>
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<td>-------------</td>
</tr>
<tr>
<td>3-on-3 Basketball (MW)</td>
<td>Oct. 17–Oct. 26</td>
<td>Sun.–Thurs.</td>
<td>Oct. 31</td>
</tr>
<tr>
<td>Racquetball Singles Tournament (MW)</td>
<td>Oct. 17–Oct. 26</td>
<td>Mon.–Fri.</td>
<td>Oct. 31</td>
</tr>
<tr>
<td>Free Throw Contest (MW)</td>
<td>Oct. 31–Nov. 11</td>
<td>Mon.–Fri.</td>
<td>Nov. 7–Nov. 11</td>
</tr>
<tr>
<td>Badminton Singles (MW)</td>
<td>Oct. 24–Nov. 11</td>
<td>Fri.</td>
<td>Nov. 11 only</td>
</tr>
<tr>
<td>Bench Press Competition (MW)</td>
<td>Oct. 31–Nov. 18</td>
<td>Fri.</td>
<td>Nov. 18 only</td>
</tr>
<tr>
<td>Floor Hockey (MW)</td>
<td>Nov. 7–Nov. 16</td>
<td>Fri.–Sat</td>
<td>Nov. 18 &amp; 19</td>
</tr>
<tr>
<td>Sport Trivia Bowl (MW)</td>
<td>Nov. 28–Dec. 2</td>
<td>Mon.–Fri.</td>
<td>Nov. 28–Dec. 2</td>
</tr>
<tr>
<td>Bowling (MWC)</td>
<td>Nov. 28–Dec. 2</td>
<td>Sat.</td>
<td>Dec. 3 only</td>
</tr>
</tbody>
</table>

Key: M = Men, W = Women, C = CoRec, O = Open

**Spring 2017 Intramural Sports Schedule**

*All Spring dates are to be determined.*
<table>
<thead>
<tr>
<th>Tournament</th>
<th>Gender Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-Ball Doubles Tournament (MWC)</td>
<td></td>
</tr>
<tr>
<td>Battleship Tournament (O)</td>
<td></td>
</tr>
<tr>
<td>Table Tennis Doubles Tournament (MWC)</td>
<td></td>
</tr>
<tr>
<td>Wiffleball Tournament (MW)</td>
<td></td>
</tr>
<tr>
<td>NCAA Men’s Basketball Pool (MW)</td>
<td></td>
</tr>
<tr>
<td>Floor Hockey (O)</td>
<td></td>
</tr>
<tr>
<td>CoRec Volleyball League (C)</td>
<td></td>
</tr>
<tr>
<td>Dodgeball League (MW)</td>
<td></td>
</tr>
<tr>
<td>Indoor Soccer (MWC)</td>
<td></td>
</tr>
<tr>
<td>Badminton Doubles (MWC)</td>
<td></td>
</tr>
<tr>
<td>Indoor Track Meet (MW)</td>
<td></td>
</tr>
<tr>
<td>Swim Meet (MW)</td>
<td></td>
</tr>
<tr>
<td>Indoor Flag Football Tournament (MW)</td>
<td></td>
</tr>
<tr>
<td>Indoor Ultimate Frisbee Tournament</td>
<td></td>
</tr>
<tr>
<td>Tennis Doubles (MWC)</td>
<td></td>
</tr>
<tr>
<td>Kickball Tournament (C)</td>
<td></td>
</tr>
<tr>
<td>Softball Tournament (C)</td>
<td></td>
</tr>
<tr>
<td>Golf Scramble (MWC)</td>
<td></td>
</tr>
</tbody>
</table>

Key: M = Men, W = Women, C = CoRec, O = Open
LEAGUE AND EVENT INFORMATION

UW Intramural Sports provides both competitive and recreational levels of participation to encourage individuals of all skill levels to compete. The levels of play vary with each sport.

The Competitive league is for the more competitive and skilled teams/individuals. This is appropriate for teams where the majority of players have played that sport in an organized setting (high school, city leagues, etc.).

The Recreational league is for the more recreational and average skilled competitors. A more relaxed environment, with a "just for the fun of it" type of attitude.

In some cases, additional leagues may be added. In some sports, leagues may be combined due to limited entries. For any one sport, a player is allowed to participate only on 1 men's team OR 1 women's team AND 1 co-ed team. A player may represent only one team in a league or tournament. (Playing on a men's or women's team AND a co-ed team is allowed). After checking in for a team, that player may not play for another team. When competitive and recreational division are offered for the same league, individuals may only play in only one. Once a player checks in on a second team illegally, they are ineligible for all further competition in that sport for the remainder of the league or tournament, and all games played in after the violation are forfeited.

NOTE: The Intramural Sports Program reserves the right to place teams in any division in the post-season tournament or combine classifications. The Intramural Coordinator has the authority to establish special rulings whenever deemed necessary.

TEAM ENTRY AND WAIVER OF LIABILITY

All intramural participants must sign a liability/waiver form each time they participate. This form acknowledges the risk inherent in intramural activities and waives the University of Wyoming and its assigns from liability for ordinary negligence resulting from injuries that occur during intramural competition. This waiver is included on the IMLeagues registration.

ALCOHOL, DRUG, AND TOBACCO POLICY

No alcohol, drugs or tobacco products are allowed in university buildings or at intramural/city fields before, during, or after intramural sports competition. The intramural sports staff reserves the right to restrict play or eject anyone suspected of being under the influence of drugs or alcohol. Intramural spectators are also obligated to abide by these same rules and the intramural sports staff reserves the right to remove these individuals from the venue.
INTRAMURAL REGISTRATION

ENTERING INDIVIDUAL AND TEAM EVENTS

All Intramural participants must create an account through http://www.imleagues.com/UWYO/Registration. Registration through imleagues.com and joining of a team constitutes the official team roster.

The following are the steps involved in entering an intramural event:

1. Team captains must create an account through www.imleagues.com using their UWYO email address.
2. The captain will then choose the sport that he/she wants to participate in through Intramural Sports calendar of events found under the University of Wyoming tab.
3. When applicable, leagues will be divided into different levels of play including gender. First choose the league they wish to compete in and select their division time.
4. Click the create team button and input the necessary information.
5. By accepting the online waiver you agree to the Intramural Sports policies.
6. Each team captain and/or player may have to complete and pass a short online Captain’s Quiz depending on the sport.
7. Sign-ups are on a first come, first serve basis. The earlier a team signs up, the more choices available for playing times. On occasion, if facilities and/or time are limited, only a pre-determined number of entry forms will be accepted. Teams who sign up after the spots are filled may join the waiting list. Wait listed teams that do not make it into a league will have the opportunity to play in the postseason tournament.

ADDING PLAYERS TO A TEAM & CHECKING ELIGIBILITY

1. On the team homepage, click on Add Players on the left hand side of the screen.
2. Search for players' names.
3. Click Add next to the respective participants you would like to join your team. (Note: players must first register at http://www.imleagues.com/UWYO/Registration, before they can be added)

TEAM REGISTRATIONS-WITH FEES

For leagues that have Fees associated with them the registration process is the same as free leagues. Fees are typically collected by the venue being used. Example: For intramural golf, the fee is paid by the participant to Jacoby Golf Course in the Pro Shop.

INTRAMURAL FREE AGENTS

For programming purposes, the Intramural Program only accepts complete teams during the entry process for team sports. Any person wishing to participate but is unable to create a team of their own, should follow these steps:
1. Sign up on the free agent list in the given sport on imleagues.com in order to be contacted by a team needing additional players. Please include your name, phone number, email, days available to play and what division(s) you are qualified to play in.

2. Sometimes, there are enough interested free agents that they are combined into their own team. If this is the case, you will be contacted.

ELIGIBILITY

ELIGIBILITY RULES AND REGULATIONS

- Full-time UW Students (12 or more undergraduate credits and have paid the Campus Recreation student fee as part of their semester tuition)
- Part-time UW students who have a current Campus Recreation membership—one that is valid during the dates they play
- Faculty/staff who have a current campus Recreation Membership—one that is valid during the dates they play
- Spouses who have a current Campus Recreation Membership—one that is valid during the dates they play. (Access to the facilities is the responsibility of the participant!)

INTERCOLLEGIATE SQUAD ELIGIBILITY

- Varsity Athletes
  - Any individual who is or has been a member of the current varsity squad at a NCAA Division 1 institution is not eligible to compete in the intramural competition of their varsity sport or any sports related to that field for two (2) calendar years following the completion of the semester they last participated in that sport. Included in this rule are redshirt and practice team athletes. Teams are limited to two (2) ex-varsity athletes on the team roster and must play in competitive division of competition.
- Junior or Community College Players
  - Junior or community college transfer students in their first year at UW, who competed at their previous schools on the varsity squad, must enter in the competitive division of their specialty sport. Teams are limited to two first year junior or community college players.

CLUB SPORT MEMBER ELIGIBILITY

Teams are limited to two (2) club players in their specialty sport. Teams consisting of club sports participants must enter and compete in the competitive division. The official club sports roster from the current and previous semester will be used in eligibility matters.
ASSUMED NAMES (LYING ABOUT IDENTITIY)
Anyone attempting to participate using another person's ID or information will be suspended from intramurals indefinitely, and may be reported to the Dean of Students.

ELIGIBILITY CLEARANCE
Maintaining the integrity of the Intramural Program includes enforcing Intramural Eligibility Policies. Team captains are responsible for the eligibility of their own players and the players of their opponents. However, the intramural sports staff, including the Intramural Coordinator, Graduate Assistants, Supervisors, Officials, and Office Staff reserve the right to check the eligibility of all participants.

ELIGIBILITY OF OPPONENTS
Team captains may protest the eligibility of their opponents, details on this can be found in the protests section.

DIFFERENT GENDERS PLAYING IN OPPOSITE GENDER DIVISIONS
Most intramural team sports are divided into three leagues by gender: men’s, women’s and co-recreational. Males and females must play in their respective divisions, unless it is a specified co-recreational event. Participants of the opposite gender may only participate on a men’s or women’s division team if a division does not exist for their own gender or there are other unique circumstances. The Intramural Coordinator will make all final decisions regarding this matter. In the case of individual sports, only men’s and women’s leagues exist. Dual sports offer men’s, women’s and co-recreational pairs.

DUAL ENROLMENT (UW & LCCC)
Students that are dual enrolled at UW and another institution are eligible to play ONLY if they meet one of the eligibility requirements.

- Full-time UW Students (12 or more undergraduate credits and have paid the Campus Recreation student fee as part of their semester tuition)
- Part-time UW students (1-11 credits) who have a current Campus Recreation membership—one that is valid during the dates they play
- Faculty/staff who have a current campus Recreation Membership that is valid during the dates they play
- Spouses who have a current Campus Recreation Membership—one that is valid during the dates they play. (Access to the facilities is the responsibility of the participant!)

EQUIPMENT

- **Jewelry:** NO JEWELRY WILL BE PERMITTED in intramural events. Jewelry includes, but is not limited to, earrings, wedding rings or bands, other rings, necklaces, bracelets, rubber bands, and metal barrettes. The only exception to this rule is a medic alert bracelet or necklace. In that case it must be taped down. If you refuse to remove your jewelry you will not be allowed to participate. TAPING OF JEWELRY TO
THE BODY WILL NOT BE PERMITTED. ALL JEWELRY MUST BE REMOVED PRIOR TO THE INTRAMURAL EVENT.

- **Hats/Caps:** Hard-billed hats are allowed ONLY during softball and baseball events. Soft caps (stocking caps and wool caps) are allowed during outdoor events. Nothing that is tied in a knot will be permitted. This includes bandanas and dew rags if tied in a knot.
- Proper athletic equipment must be worn. Gym shoes are required whenever participating in Half Acre, Corbett or the Multi-Purpose Gymnasium. Shoes deemed unsafe by the officials will be prohibited. Only tennis shoes, soft-soled, non-marking shoes, or molded rubber cleats are permitted in outdoor activities. **NO METAL CLEATS ARE ALLOWED.** A team caught using prohibited equipment will be subject to forfeiture of the contest
- In general, no equipment should be worn or used which could result in the injury of others or oneself.

The intramural sports staff takes precautions to make intramural activities as safe as possible for participants. The intramural sports office reserves the right to restrict individuals from participating with improper footwear, personal property, or any other item deemed dangerous.

**INTRAMURAL FORFEIT POLICY**

**NOTE:** Online registrations are a contract with the Intramural Sports Program to the effect that the individual or team will be scheduled for competition, and that the individual or team will be ready to play at the scheduled date, time, and location. Please honor this contract.

Intramural contests will begin at the scheduled game time. Game time is determined by the official’s or supervisor’s watch/clock on each field/court. In case of an unavoidable delay (i.e. weather or overtime match), the starting time may be adjusted at the discretion of the on-site supervisor.

**Game time is forfeit time!** Both teams must have the minimum number of players present and checked-in at game time. If a team does not have the minimum number of players present and checked-in at game time, the opposing team’s captain has the option of accepting a forfeit win, or giving the other team 10 minutes to have the minimum number of players present and checked in. If the captain chooses to give the team 10 minutes, the game clock will begin to run. The team must have the minimum number of players present and checked-in before the 10 minute period expires to avoid losing by forfeit. If the team manages to reach the minimum number of players, the game will begin immediately, and the result will be the final score at the end of the game. This option is only given to teams that do not have the minimum number of players present and checked in, if a team meets the minimum number but does not have a full team the game will still start as scheduled.

Continued unsportsmanlike conduct or unnecessary roughness may result in the forfeiture of a contest. Officials and supervisors have the authority to forfeit any contest.

If a game is forfeited because one team does not have the minimum number of players present, the forfeiting team will receive a 0 for sportsmanship rating and the other team will receive a 4. If the game ends in forfeiture
because of unsportsmanlike conduct or unnecessary roughness, the forfeiting team will receive a 0 for sportsmanship rating and opposing team will receive the rating that the supervisors/officials feel is appropriate.

After a team’s second forfeit they will be removed from the league and from post season competition.

If a team is registered for the overall campus champion’s competition, points will be deducted from their score for each forfeit they acquire.

**LATE STARTING GAMES**

If a team does not have the minimum number of players present and checked-in at game time, the opposing team’s captain has the option of accepting a forfeit win, or giving the other team 10 minutes to have the minimum number of players present and checked in. If the captain chooses to give the team 10 minutes, the game clock will begin to run. The team must have the minimum number of players present and checked-in before the 10 minute period expires to avoid losing by forfeit. If the team manages to reach the minimum number of players, the game will begin immediately, and the result will be the final score at the end of the game. This option is only given to teams that do not have the minimum number of players present and checked in, if a team meets the minimum number but does not have a full team the game will still start as scheduled.

**INTRAMURAL DEFAULT POLICY**

If a team is unable to participate at the scheduled time, the team captain or representative may call the intramural sports office prior to the scheduled game and a default may be requested. Defaults must be made by 3pm the day of an intramural activity, or by 6pm on Friday for events that take place on Saturday or Sunday. A default is listed as a loss but not a forfeit. Defaults do not result in removal from post-season play. A default will result in a sportsmanship rating of 2.5 for the defaulting team and a 4 for their opponent.

**INTRAMURAL PROTEST POLICIES**

**PARTICIPANT ELIGIBILITY PROTEST**

A Player Eligibility Protest involves a team captain protesting the eligibility of his/her opponents. All player eligibility protests must be submitted in writing to the recreational sports office by the next working day. A player eligibility protest form is available to be filled out.

**Protest Investigation-Eligibility**

1. A Protest From gets filled out at the time of the protest.
2. The next business day this form is reviewed by the Recreational Sports Office.
3. The players in question are investigated.
4. If the players are found to be ineligible, the team that had those players participate shall forfeit.
MISINTERPRETATION OF RULES PROTEST

A Rule Protest involves a rule interpretation during an intramural contest. All rule protests must be made by the protesting team’s captain in the presence of the officials, supervisor, and the opposing team’s captain at the time and place of the incident. The protest must be made before the next ‘live ball’ situation. Once play has resumed, no protests on past plays are acceptable. NO PROTESTS WILL BE ACCEPTED ON THE JUDGEMENT CALL OF THE OFFICIAL.

Protest Investigation - Rule Interpretation

1. A supervisor shall fill out the Protest Form
2. The game is then played with the original ruling
3. The protest form shall be reviewed by the Recreational Sports Office the next business day
4. A ruling shall be made.
   a. If the protest is not accepted the result of the game shall stand
   b. If the protest is accepted the game shall be replayed with the right ruling from the time of the protest.

INTRAMURAL SPORTSMANSHIP POLICY

CONDUCT RATING SYSTEM

The competitive sports department has developed the Sportsmanship Rating System with the purpose of making each individual participant responsible for his or her actions while participating in any intramural sport, activity or event. Officials and/or supervisors will assess sportsmanship with the ratings system after a team game is played. The rating system is similar to a letter grade/GPA system and based on the following criteria:

“A” - Excellent Conduct and Sportsmanship: Players cooperate fully with the officials and opposing team members. If necessary, the captain converses calmly with officials about rule interpretations and calls. (4 Points)

“B” - Average Conduct and Sportsmanship: Team members verbally complain about some decisions made by the officials and/or show minor dissension, which may or may not merit a conduct warning. (3 Points)

“C” – Poor Conduct and Sportsmanship: Team constantly comments to the officials and/or the opposing team from the field/court and/or sidelines. The team captain exhibits little or no control over teammates or him/herself. (2 Points)

“D” - Deplorable Conduct and Sportsmanship: Team constantly comments to the officials and/or the opposing team from the field/court and/or sidelines. The team captain exhibits little or no control over teammates or him/ herself. (1 Point)
“F” – Intolerable Conduct and Sportsmanship: Team is completely uncooperative. Captain has no control over teammates and/or him/herself. A fight occurs or officials forfeit the game due to misconduct. (0 Points)

**Ratings may include +’s which are equal to half a point. Example: a B+ would be worth 3.5 points.

NOTE: The examples listed are to serve as examples, not requirements. Ratings given are solely up to the Recreational Sports department and its employees. They may give whatever rating they feel is appropriate.

Any team receiving an “F” rating must have its team captain meet with a member of the professional staff the following day to determine their team’s eligibility to play their next contest.

Each individual participating on a team should choose his or her team members carefully, as all team members will suffer the consequences of any disciplinary action taken by the Recreational Sports Program against a team or individual for violation of the rules. The team captain is responsible for actions by an individual member of the team and for spectators directly related to that team. This includes conduct of all players and spectators before, during and after a game. If a team does not maintain a “B” average (3.0) throughout the regular season, that team will not be eligible for the playoffs at the end of the season. During tournament play a team must receive above a “C” to continue on with play. A “C+” counts as above a “C”.

PLAYER EJECTIONS AND SUSPENSIONS
An ejected individual will remain suspended from all intramural activity until s/he meets with the Intramural Coordinator. Sanctioning may range from intramural probation to expulsion from Intramural and Recreational Programs for an indefinite period of time. As a result of a player being ejected, his/her team may be removed from intramural competition for the remainder of the current sport season.

APPEALS
In the event that a participant or participants do not agree with the Intramural Coordinator's final decision on suspension, expulsion, or other penalty, participants have the option of making an appeal to the Intramural Advisory Committee (IAC). Appeals must be submitted to the Recreation Sports Office no later than 5 days after the final decision was made. If a challenger wishes to possibly participate in their next scheduled contest, should the Coordinator's decision be overturned, the appeal must be turned in at least 24 hours prior to the next contest. Appeals must be in the form of a typed letter (hard copy) to the IAC 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) whom are being removed from participation in Intramural Sports may be present at the IAC hearing. The UW Intramural Program reserves the right to bring witnesses and/or their testimony to the hearing. Such witnesses would include, but are not limited to: the Intramural Coordinator, Graduate Assistants, Supervisors, Officials and Office Assistants. After the case has been presented to the IAC, members will decide to uphold or overturn the Intramural Coordinator's decision. The challenger will be notified via email the IAC decision within 24 hours after the decision is made. All IAC decisions will be final.
INTRAMURAL PLAYOFFS

PLAYOFF OPPORTUNITIES
All teams who competed in regular season play without a forfeit and maintained a sportsmanship rating of three (3.0) or better and those teams on a waiting list are eligible for post-season play. Post-season tournaments are single elimination. For most divisions, only one playoff bracket is established. However, the Intramural Coordinator reserves the right to split leagues into two or more tournament brackets based on team records and point differentials. The winners of each respective bracket will be crowned intramural champions. The playoffs will use the best-worst method of seeding whenever possible. All teams must receive above a “C” sportsmanship rating each game during the playoffs to continue on with the playoffs.

PLAYOFF ELIGIBILITY
All players on the roster that are not suspended are eligible for playoff competition.

FINALIZED PLAYOFF ROSTERS
Playoff rosters become “locked” and teams may no longer add new players after their second playoff game.

NOTE: The Recreational Sports Staff will review situations on a case-by-case basis if a team requests to add players after the regular season. Only extremely special circumstances will be taken into account.

PLAYOFF SCHEDULING
Tournament games will be played at different times and days other than a team’s regular league playing time. Therefore, teams should be prepared to play at anytime. The playoff schedule will be posted by 1:00 p.m. the day following the last day of regular season play. All team captains should check the tournament brackets immediately and direct any questions or game conflicts to the intramural staff before 6:00 p.m. on the day the brackets are posted. NO TOURNAMENT GAME INFORMATION WILL BE GIVEN OVER THE PHONE.

POSTING CHAMPION PICTURES
Intramural champion pictures will be posted to the Intramural Sports Facebook page.

SPORTS ID POLICY
NO UW ID=NO PLAY. NO EXCEPTIONS.

All participants must present their current, valid UW ID card (WyoOne Cards ONLY) to the IM staff prior to participation in every contest. Other forms of ID will not be accepted—this includes driver's licenses, class schedules, bank account statements, etc. The photo on the card must be easily discernible. ID's without easily viewable photos will not be accepted. Anyone attempting to participate using another person's ID or information will be suspended from intramurals indefinitely, and may be reported to the Dean of Students.
TEAM NAME POLICY
A team name that promotes intolerance, degrades a racial, ethnic, gender or religious group, infers an explicit sexual reference or promotes destructive behavior, is considered disrespectful to University members and the University community at large. The name will be deemed inappropriate by intramural sports staff and be modified accordingly.

ALL CAMPUS CHAMPIONS

ELIGIBILITY
All University of Wyoming students, faculty, and staff who meet intramural eligibility requirements are permitted to compete.

ENTRY INFORMATION
A. Overall Campus Champion Entries

- Entry packets are available in the Intramural Sports Office. The office is the only place registration is taken. A team will not be awarded points until the official team roster is on file in the Recreational Sports Office. Entries are available the first day of the fall semester through October 3.
- Teams can be comprised of students representing residence halls, fraternities, sororities, departments, or other student organizations. Students can also be organized independently (teams not associated with any of the previously mentioned groups). Faculty and staff of the university are also eligible to enter the competition. They can form faculty/staff or department teams or join student teams.
- Entries are available to men’s and women’s teams only. Co-recreational teams are not eligible to compete for the Overall Campus Championship.
- A TEAM MUST KEEP THE SAME TEAM NAME THROUGHOUT THE ENTIRE YEAR. Points will only be tallied for teams using the name registered on the official team roster. Exception: If a team enters two or more teams in an intramural event, they can distinguish between the teams by using numbers (1, 2, 3, etc.), letters (A, B, C, etc.) or colors (gold, green, etc.).
- The official team roster will be on file in the Recreational Sports Office. The roster may not consist of more than 20 names. Points will not be counted for an individual until they are on the roster. A team may change 5 names at the end of each semester.

B. Entry in Intramural Competition

- A team may enter as many teams as they would like for each sport.
- A team may enter as many individuals as they would like for each individual sport.
- A team may enter as many teams as they would like for each dual sport.
POINT SYSTEM

A. Participation Points

- A team will receive 50 participation points for each team entered in a team sport.
- A team will receive 25 points for each individual entered in an individual or dual sport.
- Note: If two males or females from the same team are partners in a dual sport, both persons will receive the full 25 participation points.

B. Bonus Points

- Bonus points are awarded to both teams and individuals that place in the top eight in post-season or tournament play.
- An entry in Competitive Division offers the most bonus points. An entry in the Recreational Division offers less bonus points than Competitive Division.
- If a team has more than one team in a division, bonus points will only be awarded to the team that advances the farthest.
- Note: All teams will still receive full participation points.
- In individual and dual sport competition, all individuals representing a team are eligible for bonus points.
- Note: If two males or females from the same team are partners in a dual sport, both individuals will receive full bonus points.
- Table of Points:

<table>
<thead>
<tr>
<th>Team Sports Points</th>
<th>Competitive Division*</th>
<th>Recreational Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Standing</td>
<td>Points</td>
<td>Final Standing</td>
</tr>
<tr>
<td>1st</td>
<td>100</td>
<td>1st</td>
</tr>
<tr>
<td>2nd</td>
<td>85</td>
<td>2nd</td>
</tr>
<tr>
<td>3rd &amp; 4th</td>
<td>70</td>
<td>3rd &amp; 4th</td>
</tr>
<tr>
<td>5th - 8th</td>
<td>55</td>
<td>5th - 8th</td>
</tr>
</tbody>
</table>
*In sports without Competitive Division bonus points will be awarded.

**C. Point Deductions**

All teams and individuals entered by a team are eligible for point deductions.

Forfeits

- A team will lose 25 points for each forfeit in a team sport.
- A team will lose 10 points for each forfeit in an individual/dual sport.

Defaults

Defaults do not result in the loss of points if proper notification is given to the Intramural Sports Office.

**D. Officiating Points**

A team will receive 25 points for each official they have in any team sport.

**E. Co-Recreational Points**

Point values do not change in co-recreational competition.
TEAM PLAY
Teams may join with other teams entered in the overall competition or with teams that are not entered. In either situation, teams will be eligible for points.

A team may enter as many co-rec teams in a sport as they would like and will receive full participation points for all team. All teams will be subject to point deductions. However, if two or more teams are in the same division, only the team that advances the farthest will be awarded bonus points.

If a men’s and women’s team, both entered in the Overall Campus Championship race are paired in a co-rec division, both teams will receive the full amount of points earned. Teams will not have to split the amount of points earned.

DUAL SPORT PLAY
If a male and female, representing teams in the Overall Campus Championship race, are entered as partners in a dual sport, both individuals will be qualified for the full amount of participation and bonus points and will also eligible for point deductions.

SCOREKEEPING
Point totals will be tallied at the end of each sport. They will be kept in a database on the Intramural Sports computer. Scores will be posted at mid-semester and at the end of each semester.

AWARDS
Winners in both the men’s and women’s divisions will receive special T-shirts, personalized with the team name and the names of all official team members. The Recreational Sports Office and representatives of each team will determine the design and color of the shirts. Shirts will ordered at the end of the spring semester and may be picked up by the team captain or team members throughout the summer or when school commences in the fall.

MARKETING
Social Media
1. Facebook: @imsportsWYO
2. Twitter: @WYOimsports
3. Instagram: @WYOimsports
4. Snapchat: @WYOimsports
EMPLOYMENT

OFFICIATING OPPORTUNITIES
No experience is required in order to become an intramural official. The intramural sports staff will train all officials before a sport season starts. All Intramural Sports Officials earn $8.50/hour for the following officiated sports: Flag Football, Outdoor Soccer, Softball, Volleyball, Basketball, Indoor Soccer, Tube Water Polo, and Co-Rec Volleyball. If you become a registered or certified WHSAA official you can earn $10/game for that sport.

EXPECTATIONS OF INTRAMURAL OFFICIALS
The Intramural Sports Program recognizes that you are a student first. We will not jeopardize your status as a student with unreasonable or unjustifiable job demands. However, by accepting employment with us, you are accepting a commitment for which you are responsible. As an employee of the Intramural Sports Program, your actions are representative of the department. A positive attitude and professionalism towards participants and co-workers contributes greatly to the overall quality and success of the program. Officials of the Intramural Sports Program must know and perform all responsibilities related to their job.

OFFICIAL’S MEETINGS
Officials’ meetings are held prior to the beginning of the season for each major team sport. Meetings are mandatory for all old and new officials. These meetings will introduce officials to the rest of the intramural sports staff and familiarize them with intramural policy. Officials will also cover the rules that govern intramural play and the correct mechanics of officiating. All paperwork needed for employment will also be available at these meetings.

HIRING PROCESS
Officials are hired after they attend a training clinic. Training clinics are held for most major sports.
RISK MANAGEMENT

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 Intramural 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>
<thead>
<tr>
<th>CONTACT</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Laramie Police</td>
<td>307-721-2526</td>
</tr>
<tr>
<td>Campus Police</td>
<td>307-766-5176</td>
</tr>
<tr>
<td>Ambulance</td>
<td>307-721-5332</td>
</tr>
<tr>
<td>Fire Department</td>
<td>307-721-5332</td>
</tr>
<tr>
<td>National Weather Service</td>
<td>307-635-9901</td>
</tr>
<tr>
<td>Wyoming Road Conditions</td>
<td>1-888-996-7623</td>
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<tr>
<td>Colorado Road Conditions</td>
<td>1-303-639-1234</td>
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<tr>
<td>Poison Control</td>
<td>1-800-222-1222</td>
</tr>
<tr>
<td>Ivinson Hospital</td>
<td>307-742-2141</td>
</tr>
<tr>
<td>Student Health</td>
<td>307-766-2130</td>
</tr>
<tr>
<td>Club Sports Coordinator</td>
<td>307-766-6396</td>
</tr>
<tr>
<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>
</table>
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.
Emergency Map
HALF ACRE GYMNASIUM

EMERGENCY RESPONSE GUIDE
Activate the nearest Fire Alarm Pull Station or use the Automated Manual Call Box (AMCB)

IF SAFE TO DO SO QUICKLY:
- Assist persons in immediate danger
- Close doors as you leave
- Shutdown any hazardous work operations

EVACUATE the building immediately following EXIT signs.
Do not use elevators.

COVER YOUR HEAD in the event of a tornado, proceed to the lowest level on an interior corridor of the building and keep away from water fountains and windows.

ASSEMBLY AREA:

Legend:
1. Evacuation Area
2. Fire Alarm
3. Automated Manual Call Box (AMCB)
4. Corridor
5. Entrance
6. Exit
7. Restroom

This map is a courtesy and is subject to change at any time. See the Director of Intramural Sports, Room 115, University Center.