



Club Sports Handbook

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**University of Wyoming Campus Recreation
Division of Student Affairs**

CLUB SPORTS PROGRAM

INTRODUCTION AND 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 it 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.

In recent years, the Club Sports Program has had many achievements with National Champions in hockey, cycling, and Nordic skiing. In 2003, the Nordic Ski team was the women's national champions and the men's national runner-up. The Nordic women repeated their championship in 2004, 2007, and 2009. The men's Nordic team captured the national title in 2006 and 2009. Presently, the organization boasts a total of 18 clubs and over 500 participants.

The Club Sports Handbook is designed to be a resource to the individual clubs and their officers. It contains information on club sport policies, rules, operating procedures, guidelines, and other useful information. The officers of each club should read the handbook thoroughly and acquaint their members with its content.

General Information

CLUB SPORTS AND STUDENT ORGANIZATION RECOGNITION

All club sports must be a Registered Student Organization in order to qualify for club sport status. Each club must petition for Registered Student Organization (RSO) status, update this status each year, and adhere to all RSO policies and procedures in addition to Club Sport policies. RSOs offer many advantages to club sport teams including advertising, marketing, priority use of facilities and possible additional funding from ASUW. The following policies are taken from the RSO Student Handbook. Each club will receive a complete RSO Student Handbook as well as a copy of the University regulations from which the RSO policies are derived. For in depth information, please consult the RSO handbook and especially UNIREG 234.

RECOGNITION POLICIES AND PROCEDURES

General Requirements for Recognition as a Registered Student Organization

1. All articles of the constitution and by-laws are in compliance with University regulations.
2. Membership is limited to full and part-time students, faculty, and staff of the University of Wyoming. Members not affiliated with the University can qualify as inactive members. The following functions and activities of the organization must be reserved to active members:
 - a. Holding any office in the organization;
 - b. Presiding, officiating, voting or making or seconding motions at any meeting of the organization; or acting as its public spokesperson except that inactive members may attend and speak at meetings of the organization;
 - c. Staffing tables and distributing materials on the campus on behalf of the organization, except that inactive members may assist an active member in such activities provided that an active members is at all times present and responsible for the conduct of the activity; and
 - d. Soliciting funds on behalf of the organization.
3. Membership is not denied any student due to race, color, creed, national origin, sexual orientation, or veteran status; except for religious qualifications, which may be required by organizations whose aim is primarily sectarian.
4. Minimum of seven (7) student members are required to petition and maintain recognition.
5. One (1) full-time, UW faculty or staff person to serve as the organization sponsor/advisor.
 - a. Advisors are expected to be involved, aware of club operations and accountable for team actions.
6. Organizations affiliated with a department, division, or college must provide written approval from the head of the department, division, or college.
7. A Recognized Student Organization may not use "University of Wyoming" or any abbreviation as part of the organization's name. Terms such as "campus" or "Wyoming" are allowed. However, because club sports are sponsored through the Campus Recreation department, these terms are allowed in the team's name.

Obtaining Status and Becoming a Recognized Student Organization:

1. All groups seeking recognition for the first time or after allowing their recognition to lapse must submit the following to the Assistant Director for Campus Activities of the Wyoming Union:
 - a. Recognition petition form
 - b. Membership charter
 - c. Advisor agreement
 - d. A copy of current, local constitution and by-laws
 - e. Attend an RSO orientation session
2. The Assistant Director for Campus Activities will review all recognition papers for compatibility of the group with the mission of the University of Wyoming; compliance with all University Regulations; and evidence of future success as a Recognized Student Organization. If approved, the Assistant Director for Campus Activities grants recognition for the academic year. A letter of recognition is sent to the organization's president and advisor.

Maintaining Recognition

Once a group is recognized, it is easy to maintain status. Sometimes simple obligations for continuing recognition are often overlooked, jeopardizing recognition status. Because of the many resources and funds available to Recognized Student Organizations, it is important for the Campus Activities Center to monitor an organization's compliance to the University's recognition policies. Benefits of being recognized will continue when organizations fulfill the following conditions:

1. Renewal forms and advisor agreements are sent to all Recognized Student Organizations in April and must be completed and returned to the Campus Activities Center no later than October 1 of each year.
2. At least one student organization officer from each renewing RSO (president preferred) is required to attend one orientation session held each fall semester.
3. Abide by the general requirements for recognition.
4. Abide by the organization's constitution and stated purpose.
5. When requested by the Campus Activities Center, amend the organization's constitution to reflect current University policies, as well as local, state and federal laws.
6. Abide by University of Wyoming policies, state, local and federal laws.
7. Update all changes in leadership, advising, and important student organization information.
8. Register all on-campus events open to the public by submitting an Activity Notification Form.

Benefits of Becoming a Recognized Student Organization

- | | |
|--|---|
| *Advertising and marketing of events | *Mailboxes |
| *Advising from professional staff | *Reserving space |
| *Awards of excellence program | *Resource library and book checkout |
| *Computers with web design software | *Student organization website |
| *Digital camera available for checkout | *Technical support from ASTEC |
| *Filing cabinet space in the CAC | *Typewriter |
| *Funding opportunities | *Use of University facilities and grounds |
| *Leadership consultation and development | *Workshops |
| *Lounge and meeting space | |

CLUB SPORTS PURPOSE AND PHILOSOPHY

The purpose of the University of Wyoming Club Sports Program is to provide students the opportunity to participate in competitive sport clubs against intercollegiate teams. Club teams compete against opponents from the Rocky Mountain region along with universities across the country. Club Sports are Recognized Student Organizations that are affiliated with the Campus Recreation Department. The teams are administered by students under the supervision of the Club Sport Coordinator. Emphasis is placed upon student leadership and involvement. The following statements define sports club and its philosophy:

- Club sports are Registered Student Organizations and must abide by all RSO policies and procedures.
- Club sports are voluntary in nature.
- Club sports are non-profit organizations. The members must assume much of the financial responsibilities according to their interest.
- Club sports adhere to regulations governing travel, budget, practices, conduct, and records filed with the Club Sports Coordinator.
- Club sports are designed to accept members of any skill level, but may determine the composition of traveling squad(s) defined by skill level.
- Club sports are expected to engage in competition with other colleges and universities in the region
- The level of competition within the club framework depends on the desires of the membership and obligations agreed to previously.
- Club sports are not mandated to follow intercollegiate athletic guidelines. A club must adhere to a national governing body (if available) and do so for the stability offered by such organizations.
- Club sports are not affiliated with the University of Wyoming Athletic Department and do not emphasize recruiting practices, financial aids, scholarships, letters of intent, profits, or expanded road trips.
- 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.
- 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.

HOW TO JOIN A CLUB

- ✓ All current enrolled full-time or part-time University of Wyoming students paying University program and facility fees are eligible to participate.
- ✓ National governing bodies of each sport determine the minimum number of credit hours and grade point average requirements a student must fulfill in order to qualify for participation in sanctioned events.
- ✓ Contact the Club Sports Office (766-6396) for club representative phone numbers.
- ✓ Complete required participation paperwork at the beginning of the club's season.
- ✓ Attend club meetings and practices.

HOW TO START A NEW CLUB OR REINSTATE AN INACTIVE CLUB

- ✓ Student interest in a sport currently not offered as a part of the Club Sports Program must be generated.
- ✓ Contact the Club Sports Coordinator at the Recreational Sports Office (Half Acre Room 206).
- ✓ Interested group must petition and gain approval for RSO status. The group must maintain RSO status for one year before becoming a club sport.
- ✓ After gaining RSO status in the fall semester, apply for club sport status and funding in the spring semester.
- ✓ Approval for new clubs will be approved by the Club Sports Council based upon the philosophy of the program, facilities required, student interest, cost of equipment, and safety considerations.
- ✓ The Club Sports Coordinator will guide you through the necessary approval steps.
 1. The safety of the sport will be considered through risk management.
 2. An appropriate facility for the activity to occur will need to be identified and available.
 3. The club must be able to gather the minimum number of students to start the sport. The minimum number is the amount of participants it requires to field a team.
 4. The club must set up a budget and determine fundraising options.
 5. Must locate and adhere to a National or Regional governing body and its rules (if available).
 6. Must gain approval from the Club Sports Council by submitting the “Tier Placement Request Form” by **Friday, February 26, 2010**.
 7. Must gain approval from the Club Sports Coordinator and Director of Campus Recreation.

THE 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 insure 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 the guidelines and regulations herein. 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 constant communication with the Club Sports Coordinator and especially refer to him/her when situations arise that are not covered in this handbook.

ADMINISTRATIVE ASSISTANCE

The Club Sports Office provides administrative assistance to all club sports. The following outlines the available services.

Copies

Club related flyers can be copied at Half Acre Gym. Bring the item to be copied to the Club Sports Office. Do not try to make your own copies. Flyer content and number of copies must be approved. The Club Sports Office will make a limited number of copies for each club. Large copy jobs will need to be taken to a professional copy shop.

Mailing

Club related business can be mailed out through the club sports office. Please bring mail to the club sports office to be mailed out. All club business should come through the club sports office to ensure continuity from year to year. Each club has a mailbox in the club sports office, please check it weekly. The address for club sports is:

University of Wyoming
Club Sports Office
Dept. 3604
1000 E University Ave (mailing)
16th and Gibbon (shipping)
Laramie, WY 82071

Long Distance Phone Calls

Clubs may make long distance phone calls from the club sports office. Phone calls must be club related and the Club Sports Coordinator must be present when calls are made. Please make arrangements with the coordinator to make these calls.

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 an appropriate manner at all times. Drivers and passengers are expected to follow University policy and federal, state, and local laws. Travel between the hours of 2:00 am and 5:00 am is not permitted. Please speak with the Club Sports Coordinator if your plans must include travel during this four hour span. More information on travel is provided in the 'General Forms' section of this handbook.

GENERAL RECOMMENDATIONS AND REQUIREMENTS

Club Sports travel recommendations and requirements are designed to promote the safety of all club members while traveling to and from Club Sports events and tournaments.

A majority of the club's competitions/games must be within a 300 mile radius. Club Sport 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

All Club Sports travel must be approved in advance by the Club Sports Coordinator, whether or not the club intends to use outside account funds to travel. 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 ***Club Sports Release Form*** 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: Alcohol and or illegal 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. Abuse of this policy will lead to disciplinary action up to and including suspension of the club and/or members, after appropriate due process by Campus Recreation and/or the University of Wyoming Dean of Students Office.

***No Club Sport competitions shall be scheduled the weekends before Finals week or during Finals week each semester. (Exceptions will be determined by the Club Sports Coordinator and Director of Campus Recreation.)**

***No official club trip will be taken with less than 4 club members. (Exceptions will be made for National tournaments.)**

BEFORE TRAVELING

A *Travel Roster/Itinerary Form* must be submitted to the Club Sports Coordinator no later than Wednesday **before 5:00pm** prior to the date of departure, regardless of the mode of transportation or source of funds. The following information is required on the *Travel Roster/Itinerary Form*:

- Purpose and destination of trip
- Name and phone number of contact at tournament/event site
- Hotel information (if needed)
- Name of each driver (at least 2 per vehicle when traveling more than 4 hours)
- Passengers traveling in each vehicle
- Emergency contact information for all passengers
- Name of trip leader (person responsible for the trip) and a cell phone number
- Time of departure from Laramie
- Estimated time of arrival at tournament/event site
- Time of departure from tournament/event site
- Estimated time of arrival in Laramie
- Approximate mileage and planned travel routes

Once approved, the Club Sports Coordinator may assist the Club with arrangements for rental vehicles, lodging, and payment of tournament entry fees. 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.

At least one club member (student) 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 an approved Club Sports trip. The trip leader is responsible for notifying the Club Sports Coordinator immediately of any changes to the approved travel request (who is traveling, itinerary, or travel route) and any accidents or incidents that occur while traveling, at the event, or the hotel. The Trip Leader must attend the **Trip Leader Meeting** to obtain all travel information (hotel, van rental, emergency procedures, etc.). The meetings are held every **Wednesday at 4:00pm** in the

Club Sports office and any club that intends to travel between Trip Leader Meetings must attend the meeting scheduled prior to the travel.

TRIP LEADER RESPONSIBILITIES

The Trip Leader can be any student member of the Club, however he/she must commit to upholding the following responsibilities for each trip that they lead:

- Adhere to the trip itinerary submitted through the *Travel Request/Itinerary Form*.
- Understand and agree to enforce Club Sports travel policies for the duration of this trip.
- Report any accidents, incidents, and/or violations of Club Sports policy 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.

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. **NOTE:** The length of suspension will be determined by the Club Sports Coordinator, Director of Campus Recreation, and/or the Club Sports Council.

TRAVEL RECOMMENDATIONS

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. There may be only as many passengers in the vehicle as there are passenger seat belts. In 15 passenger vans, a maximum of 9 passengers are allowed.
4. All travelers must wear seat belts.
5. When using multiple vehicles, all vehicles must depart at the same time and travel 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 (e.g. to park in a difficult spot), 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 (including, but not limited to, road closures or “no Unnecessary Travel” advisories) the Club Sports Coordinator will consult with the trip leader to determine whether the club should travel.
13. In cases of inclement weather returning from competition (including, but not limited to, road closures or “no Unnecessary Travel” advisories) the Trip Leader shall notify the Club Sports Coordinator of conditions. After consulting, the Club Sports Coordinator and Trip Leader will determine if the club should continue on the planned or alternate route. In cases where the travel should not continue, the Campus Recreation Department will pay for lodging for all travelers and will secure authorized absences for students.

These travel recommendations and requirements are designed to protect the safety of participants. 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.

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 Defensive Driver Education class. 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.
- Make sure that you are comfortable with the size of the vehicle.
- 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 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).

Defensive Driving

If clubs intend to use University of Wyoming owned vehicles or rental vehicles to travel to Club Sports contests all drivers are **required** to complete a UW Defensive Driving course. In addition, 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://uwadmnweb.uwyo.edu/HRTraining/showtraining.asp?classid=101>

Van Driving

If clubs intend to use University of Wyoming owned 15 passenger vans travel to Club Sports contests all drivers are **required** to complete van driver training. Van driver training is offered online, and can be completed any time. UW Fleet Services will not allow clubs to rent the large passenger vans without van driver training. Information about Defensive Driving courses can be found on the UW Human Resources web page at:

<http://uwadmnweb.uwyo.edu/HRTraining/showtraining.asp?classid=281#>

Personal Vehicles

It is the responsibility of the club officers and advisor to make sure that the owner of any vehicle used for club purposes has adequate automobile insurance coverage. The University of Wyoming assumes no responsibility for the use of private vehicles. Only approved travelers may ride in the vehicle. **NOTE:** The owner of the vehicle assumes liability for everything that happens to and in that vehicle.

HOTEL/MOTEL REGULATIONS

If the club would like to stay in a hotel/motel, a designated club officer should make the Club's reservation. Clubs are advised to call several hotels in order to receive the best price for accommodations. Then, communicate the following information to the Club Sports Coordinator through the *Travel Roster/Itinerary Form*. Any cancellation fees may be debited from the club's outside account. Hotel rooms on busy weekends sell out quickly; plan ahead. 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.

To request a hotel reservation, the following information is needed:

- The complete name, mailing address, and phone number where the club has made reservations
- The name under which the reservation was placed, (example - John Smith or Wyoming Golf Club)
- The dates the club has reserved, the number of rooms reserved, and the number of people staying in each room.
- The room rate that the club was quoted and the date the reservation was made.

CLASS EXCUSE REQUESTS

Authorized absences from UW can be obtained for sanctioned contests. A club member needs to provide a list of all students participating that includes first and last names and W number 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.

USING 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.

Team uniforms should use some combination of white, Wyoming prairie 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.

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 will be available for extraordinary circumstances.

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 766-5646.

NATIONAL GOVERNING SPORT ASSOCIATIONS

The Club Sports Office requires each club to join a national governing sport association to provide stability and standards for each club when such an organization exists. Below is a list of each club and the national governing association to which they belong.

Badminton	None available
Baseball	National Club Baseball Association
Cycling	U.S. Cycling Federation
Fast Pitch Softball	National Club Softball Association
Fencing	United States Fencing Association
Men's and Women's Hockey	American Collegiate Hockey Association
Men's and Women's' Soccer	NIRSA
Men's and Women's Rugby	U.S.A. Rugby
Men's Lacrosse	Men's Collegiate Lacrosse Association
Women's Lacrosse	Rocky Mountain Women's Lacrosse League
Nordic Ski	U.S. Collegiate Snowsport Association
Racquetball	None Available
Shotgun	Association of College Unions International
Women's Volleyball	NIRSA
Ultimate Frisbee	Ultimate Players Association

CLUB SPORTS COUNCIL

The Club Sports Council (CSC) is a student committee comprised of seven members of currently recognized club sports that are nominated and voted on by each club. Nominations should be submitted to the Club Sports Office by a designated date early in the fall 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. 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. The council serves as an advisory committee representing all club sports. 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.

CLUB SPORTS AFFILIATION POLICY

The Club Sports Office reserves the right to refuse recognition to any club requiring extensive funding, facilities, or resources involving high liability or risk factors or which does not properly represent the University of Wyoming student body.

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

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.
- ✓ Must register as a Recognized Student Organization through the Campus Activities Center and remain in good standing as an RSO.
- ✓ Members must remain in good standing with the designated National governing sport association.
- ✓ Club must submit all needed forms each academic year.
- ✓ Must have a member attend all General Club Sport Meetings. There will be up to three of these meetings held each semester, in a designated room. Clubs will be given ample notice of the meetings.
- ✓ Must adhere to all Club Sports Program, Registered Student Organization, governing body, 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.

CLUB SPORTS HAZING POLICY

Hazing procedures in the Club Sports Program will not be tolerated. Clubs in violation of this policy will be subject to dismissal from the program. Hazing is defined by the University in Information Circular: 1988-1.

Hazing, as a part of initiation or any other activity in the treatment of organizational members, prospective members or others, as a requirement for membership or implied requirement for acceptance in the organization, is any action taken or situation intentionally created, whether on or off the University campus, in University facilities or on the premises of University owned or controlled fraternities or sororities, that does, with or without specific intent, produce or result in mental or physical discomfort, embarrassment, harassment or ridicule, anguish or suffering for another individual or group of individuals. Such hazing activities and situations include but are not limited to the following: the creation of excess fatigue; physical and mental shocks; imposed quests, treasure hunts, scavenger hunts or road trips; alcohol abuse; requirements to publicly wear apparel which is conspicuous and not normally in good taste; engaging in public stunts' morally degrading or humiliating games and activities; and, any other such activities which are not consistent with organization ritual, the policies or regulations of national organizational affiliates, or the regulations of the University.

CLUB SPORTS ALCOHOL/DRUG POLICY

The Club Sports Program requires that each individual participant refrain from the use of alcohol and other drugs while participating in a club sport event on the UW campus or throughout the duration of a road competition with their club. Failure to comply with the University of Wyoming Club Sports Alcohol/Drug policy can result in suspension from participation in Club Sports after review by the Director of Campus Recreation, Club Sports Coordinator, Dean of Students and/or Club Sports Council.

CLUB SPORTS DISCIPLINE PROCESS

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.

Leadership

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 two** officers/contacts, however, it is suggested that three or four officers are elected if possible.

PRESIDENT

Presidential responsibilities include, but are not limited to:

- ❑ Volunteers his/her time and expects no monetary compensation.
- ❑ Presides over club meetings.
- ❑ Serves as liaison between the club, the coach (if applicable) and the Club Sports office.
- ❑ Informs club members of University and department policies and procedures and guidelines included in this handbook.
- ❑ Insures that all members meet Campus Recreation, as well as organizational membership requirements.
- ❑ Meets with the Club Sports Coordinator to reserve facilities as needed for practice and contest times.
- ❑ Coordinates the scheduling and payment of officials with the Club Sport Coordinator.
- ❑ Has each club member complete a waiver and participation agreement before participating in any club sport activity.
- ❑ Checks the club mailbox weekly in the Club Sports Office and respond to any correspondence.
- ❑ Completes and submits all required forms pertaining to club activities in a timely manner.
- ❑ Holds regular yearly elections of officers to elect new officers.
- ❑ Informs the next club president of the routines and guidelines for club operations prior to the next president assuming office. This should include transferring the Club Sports Handbook to the new president and providing a new list of names and contact information to the Club Sports Coordinator immediately following the elections.
- ❑ The above duties can be delegated to various club officers, but it is the responsibility of the president to be sure that the duties are accomplished.

VICE PRESIDENT

Vice presidential responsibilities include, but are not limited to:

- ❑ Volunteers his/her time and expects no monetary compensation.
- ❑ Carries out the responsibilities of the President in his/her absence.
- ❑ Submits all team scores and records to the Club Sports coordinator and to any appropriate media outlets for publication.

- ❑ Arranges payment of dues and registration of team into appropriate league or organization.
- ❑ Arranges for summer check in and storage of equipment.
- ❑ Submits information on events to the Club Sports Coordinator for special set-up at least 2 weeks in advance.
- ❑ Submits travel rosters and keep in contact about travel plans with the Club Sports Coordinator the week travel is to occur.
- ❑ Completes all duties as assigned by the Club Sports Coordinator or club president.

SECRETARY/TREASURER

Secretarial responsibilities include, but are not limited to:

- ❑ Volunteers his/her time and expects no monetary compensation.
- ❑ Coordinates expenditures with the assistance of the Club Sports Coordinator.
- ❑ Keeps a record of all members of the organization.
- ❑ Coordinates fundraising activities and provides a description of all club fundraisers to the Club Sports Coordinator in a timely fashion for approval.
- ❑ Provides appropriate documentation for purchases or reimbursements in the form of original invoices or receipts to the Club Sports Coordinator.
- ❑ Brings monetary deposits to Half Acre Gym in a timely manner.
- ❑ Completes other administrative tasks as assigned by the Club Sports Coordinator, or president.

OTHER POSSIBLE CLUB SPORT STUDENT OFFICES

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

RSO ADVISOR (Must be a full-time faculty or staff member of the University of Wyoming)

Expectations of the advisor include:

- ❑ Be fully aware of the purpose and activities of the group through regular attendance at group meetings and individual consultation with the organization's 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 University policies and to provide to the organization mature advice that will further the general welfare of its members.
- ❑ Act 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.
- ❑ Assist in the financial matters of the group.

- ❑ Act as a reference person in terms of the organization's history.
- ❑ Provide advice and guidance in the planning and implementation of the organization's activities.
- ❑ Ensure that the group files the Annual Recognition papers each fall term.
- ❑ Encourage student participation in Club and Organization Day, which occurs in September.

CLUB SPORT COACH/INSTRUCTOR

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. 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. All coaches must submit a new coaching application each academic year. 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 "Annual 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 of the Club Sports Program.
- 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 Director of Campus Recreation and Club Sports Coordinator deem it necessary.

A club sport coach is a representative of the University of Wyoming and, above all, a role model for their club. 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 51% of the players disapprove of the coach, he/she will be dismissed from his/her duties.

*Tier System
and
Finances*

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 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 conditional or inactive status at any time. Currently the tier system is divided into five levels that include:

Tier I Matching fund of \$1-\$1 up to \$10,000

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

- Must be a member of a national sport association.
- 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 40 due-paying members who are UW students.
- Must have two full competitive teams that travel to and host competitions.
 - To qualify, only 20% of players can play on both teams. For example, on a 40 member team, 8 members can play on both A & B sides.
 - Because of the cost of joining national organizations, only one of the two teams must be an official member of their respective governing body.
- Must have 10 organized and scheduled contests throughout the year.
- Must self-generate revenue that will be matched by the university up to \$10,000.
- Must be a Registered Student Organization on campus.
- Must have at least two members currently certified in Adult CPR and First Aid.
- Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.

Tier II Matching fund of \$1-\$1 up to \$5,000

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

- Must be a member of a national and/or regional sport association.
- 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.
- Must self-generate revenue that will be matched by the university up to \$5,000.
- Must be a Registered Student Organization on campus.
- Must have at least two members currently certified in Adult CPR and First Aid.
- Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.

Tier III Matching fund of \$1-\$1 up to \$2,000

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

- Must be a member of a national and/or regional sport association.
- Must charge a \$25 due to each member.
- Must have at least 10 due-paying members who are UW students.
- Must have 4 organized and scheduled contests throughout the year.
- Must self-generate revenue that will be matched by the university up to \$2,000.
- Must be a Registered Student Organization on campus.

- Must have at least two members currently certified in Adult CPR and First Aid.
- Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.

Tier IV Matching fund of \$1-\$1 up to \$1,000

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

- Must charge a \$10 due to each member.
- Must have at least 7 due-paying members who are UW students.
- Must have at least 2 organized and scheduled contests throughout the year.
- Must self-generate revenue that will be matched by the university up to \$1,000.
- Must be a Registered Student Organization on campus.
- Must have at least two members currently certified in Adult CPR and First Aid.
- Must follow UW, Campus Recreation and Club Sport guidelines and submit all appropriate paperwork on time.

Tier V Inactive of 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.

*CPR and First Aid classes are offered free to club sport members in order to meet this requirement of the tier system. Classes will be announced throughout the semester.

*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.

*Students who are unable to meet the due requirement for club participation are encouraged to contact Campus Recreation for possible employment opportunities.

*Campus Recreation has a set amount of money each year earmarked for special circumstances in which clubs may unexpectedly advance in playoffs, to National Championships, or other unforeseen funding needs. In this case, clubs may submit a proposal to the Club Sports Council to receive additional funding. The proposal 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.

*Clubs must turn in Annual Tier System Placement Request Form by **February 26, 2010** in order to maintain Club Sports status for 2010-2011 academic year.

CLUB SPORTS BUDGET

Inside Account

The Club Sports program receives their budget from Campus Recreation student fees. During each spring semester, the Club Sports Coordinator submits a budget request, as part of the overall Campus Recreation budget, to the Campus Recreation Board. This board, along with the Director of Campus Recreation, determines the Club Sports budget for the upcoming year. Each club is awarded a set amount of money each year based on the tier system requirements. This money from the University is held in your inside account.

Individual club tier system placement requests are generally due in the Club Sports Office each year by the last working day of February. 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. Awarded funds are deposited in the club's inside account on July 1st of each year. 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.

Outside Account

Each individual club has a checking account that is located at UniWyo Federal Credit Union. The checking accounts are maintained and controlled through the club sports office. This account holds all club funds from participation fees and fundraisers and can be used to purchase any club-related items or services. ***All club funds generated through club fundraisers, tournaments, or participation fees must be deposited into this account.*** Deposits can be made at the front desk of Half Acre Gym where a receipt will be prepared for you. An original receipt or invoice must be presented to obtain payment or reimbursement for items or services out of this account.

Foundation Account

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.

CLUB SPORTS FINANCIAL AND FUNDRAISING POLICIES

Club sports 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.

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: hosting tournaments, bake sales, athletic concessions, athletic parking, athletic grounds maintenance, magazine sales, credit card application promotions, t-shirt and other apparel sales. 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 be subject to a one-year team suspension from the club sports program after review from the Club Sports Council, Club Sports Coordinator and/or Director of Campus Recreation.

EXTRAORDINARY BUDGET REQUESTS

In the past, club teams have been allowed to overdraw their share of money held in the outside account under extraordinary circumstances. 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.
- ✓ All clubs must have their outside account at a positive or \$0 balance by July 1 of each year. If at July 1, they have a negative balance, the money allocated to the club for the next academic year by the Club Sports Council will be used in order to bring their balance to \$0.

CLUB SPORTS FUNDRAISING RESOURCE GUIDE

Successful fundraising is the key to developing a thriving club sport. The more revenue you are able to generate through your fundraising, the more successful your club can become. Fundraising is the means by which you will fund your travel, officials, game fees, uniforms, and other various expenses. Use the following guide to help generate the funds you will need in order to allow your club to reach its full potential.

Successful Fundraising

Successful fundraising requires planning, time, teamwork, dedication, and direction. The following are a few steps to help develop a successful fundraising program.

Develop a fundraising position:

The first step to successful fundraising is to develop a position for your club. Elect an individual who can be in charge of fundraising and can organize ideas, events, strategies, etc...for your club. They should be in contact with club coaches/advisors and club officers concerning club fundraising matters.

Choose events that have an appeal and develop a plan:

As a club, answer the following questions:

- How much money does your club or organization want/need to raise?
- What purpose will the funds be used for (i.e. event, travel, uniforms, equipment, etc...)?
- What fundraising events can best serve the local market?
- When is the most opportune time for your club to fundraise?
- Where is the best location to fundraise?
- Has the fundraiser been approved by the Club Sports Coordinator?
- What are your goals and objectives for the fundraiser?

Develop a budget for the fundraiser:

What are the projected revenues and expenditures? Your club should set profit goals and determine what your break-even point will be. Include in your plan a cost-benefit analysis. For example, if you put 40 hours into an event and \$500 in upfront costs only to make \$100 in net revenue, you may not want to have the event.

Publicity and communication:

Start early and advertise in high traffic areas. Sometimes a great idea and a lot of work can be a failure because of poor marketing. People have to know and understand that you are having a fundraiser if you want them to come. Inform all club members of the event at the beginning of the process and send out invitations to advisors, friends, family, faculty, and anyone else you may want to involve. Utilize the “poster run” to get the word out on campus.

Follow up and evaluation:

The follow up can determine the effectiveness of future fundraisers. This is your first step to developing tradition. Thank any volunteers who participated and make timely payments for any services.

Things to consider before starting fundraising:

- What are the expectations for the club for the upcoming season and following seasons?
 - Does your club plan on traveling more extensively than previous seasons?
 - Are you planning on competing in a National or Regional championship?
 - Are you planning additional multi-day trips?
- What are your needs/wants for the club?
 - Develop a needs assessment
 - Develop a detailed budget for the season
 - Do you need new equipment?
 - New uniforms?
- What are your expected expenses?
 - Gas/Travel
 - Rental Vans
 - Entry Fees
 - League Dues
 - Officials
 - Uniforms
 - Equipment
 - Facility Rental
 - Marketing
 - Hotel rooms
- Is each club member committed to doing their part?
 - Fundraising requires dedication and teamwork from the entire club. Your fundraising efforts will not be successful if only a few club members commit to the process. The entire club must make the commitment to fundraising.

Fundraising options:

- Collect club dues (required)
 - Each club must collect dues from club members
- Athletics concessions
 - Working concessions for football and basketball is one of the easiest methods of fundraising for clubs.
- Contemporary Services Corporation
 - CSC provides game day operations for UW Athletic events. You can work as security, parking, ushers and ticket scanners to help your club raise funds.
- T-shirt (merchandise) sales
 - Sell your club t-shirts
- Rent an athlete
 - Sell your services to those in the community. You can do work such as yard work, house cleaning, painting, etc...
- Sponsor a dinner
 - Host a club dinner for friends, family, and donors.
- Car wash or dog wash
- Garage sale
 - Club members can donate their old items to support the club
- Sell restaurant coupons

- Sell coupons for local restaurants such as Qdoba.
- Host a home event/tournament
 - You can host a tournament (pending available facilities) and raise money by charging entry fees.
- Donations
 - Send letters to friends, family, and club alumni to ask for support.
- Bake Sales
 - Have a bake sale in the Wyoming Union Breezeway

These are just a few of the fundraising options for clubs to consider. The most successful clubs are those that are also the most successful fundraisers. Be creative with your fundraising ideas and figure out the best fundraising plan for your club.

Emergency Action Plan

RELEASE AND INFORMED CONSENT

Each participant in the Club Sports Program is **required** to complete a *Club Sports Waiver Form* **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 Form* should not be permitted to participate in any sport club activity. Those clubs found not to be in compliance will be subject to program sanctions.

EMERGENCY PROCEDURES

Use the following procedures in case of injury, fire, inclement weather, power outage, or bomb threat. The Club Sports Coordinator and/or Campus Recreation director 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) 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 other club members or bystanders (when available) to specific tasks (i.e., calling campus police, 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 **MUST** contact the Building Supervisor at immediately. This applies to visiting teams as well as University of Wyoming Club Sport members.
5. 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 home phone number for the Club Sports Coordinator 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.
6. 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.
7. Remain with the injured participant until help arrives.
8. 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 the club is traveling, the *Accident Report Form* should be turned in as soon as the club returns from their game/tournament.

Automobile Accident procedures

1. Call UW Police: 766-5179. Call local police if accident occurs out of town.
2. Call Fleet Operations: 766-3229 if using a UW vehicle. After Hours, UW Police will assist you in contacting someone from Fleet.
3. Call the Club Sports Coordinator, if not available, call the Director of Campus Recreation.
4. Prompt reporting of claims is essential. All accidents with injuries and all accidents for which the University or Employees may be at fault should be reported immediately to the police and Risk Management.
5. Driver is responsible for obtaining driver and insurance information if other vehicles are involved.
6. Driver is responsible for completing and returning State Accident Report Form to the State Department of Motor Vehicles, as well as an ACORD Form with Fleet Operations.
7. Do not move injured parties. Call for medical assistance. Encourage all parties to seek medical attention.
8. Do not make statement to anyone except police, Fleet Operations, or Risk Management. Refer all public/media inquiries to University Public Relations (307) 766-3278

Preventing Disease Transmission

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

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

Fire

1. Whenever you hear a fire alarm in a facility, stop all activities in progress and evacuate the building.
2. When evacuating the building, make sure all people vacate the area and move outside. Do not allow club members 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

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

Tornado

In the case of a tornado or tornado warning take the following precautions.

- a. Take shelter in the lowest level of a brick building; stay away from windows and do not use elevators.
- b. If a tornado is approaching and you cannot seek shelter, lie in ditch or low lying area.

Thunder and Lightning

Club Sports coaches and participants 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. Club Sport 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 sport club 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, regarding the cancellation.

Field Conditions

It is the responsibility of the club sports participants and club coaches 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 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 (which should be operational by Fall 2007) for information about how to appropriately respond. .

Important Numbers

Emergency	911
Laramie Police	721-2526
Campus Police	766-5179
Ambulance	721-5332
Fire Department	721-5332
Poison Control	1-800-955-9119
Iverson Hospital	742-2142 # 2221
Student Health	766-2130
Club Sports Coordinator	760-5815
Intramural/Club Office	766-4175
Intramural Coordinator	760-7702
Half Acre Gym	766-3370
Campus Recreation Director	766-6480

Location of Intramural/Club Sports 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 and Winger's

*General
Club Sports
Forms*



Club Sports

ANNUAL COACHING NOMINATION AND TEAM APPROVAL

Club Name _____

Nominated Coach's name _____

Please read the following:

A volunteer club sport coach is not an administrator for the club. Club officers must take responsibility for the management of the club. The coach must concentrate his/her efforts on the coaching decisions on the field. Inactive members of registered student organizations, in compliance with UNIREG 234, cannot:

- a. Hold any office in the organization;
- b. Preside, officiate, vote or make or second motions at any meeting of the organization; or act as its public spokesperson except that inactive members may attend and speak at meetings of the organization;
- c. Staff tables and distribute materials on the campus on behalf of the organization, except that inactive members may assist an active member in such activities provided that an active members is at all times present and responsible for the conduct of the activity; and
- d. Solicit funds on behalf of the organization.

By signing below, I declare that I have read and understand the above statements and confirm that our team and coach will adhere to the policies set forth for volunteer club sport coaches. I also approve the installment of this coach on behalf of my club.

President*

Vice President*

Nominated Coach

*Signatures must be by student officers. At least 2 signatures are needed for approval.



Club Sports

COACHING INFORMATION AND APPLICATION

Club _____ Date _____

Name _____

Address _____ City _____ ZIP _____

Day Phone _____ Evening Phone _____ Mobile Phone _____

e-mail _____

Please read the following:

Volunteer club sport coaches must maintain the same philosophy of student development incorporated into the Club Sports Program.

Volunteer club sport coaches must adhere to University, Club Sport and RSO policies and procedures.

Volunteer club sport coaches must have approval from the Club Sports Coordinator and their particular club members.

Volunteer club sport coaches are subject to annual review and evaluation by the Club Sports Office and Campus Recreation Department.

Volunteer club sport coaches are ineligible to participate in club competition (unless he/she qualifies as a club member).

Volunteer club sport coaches do not receive monetary gain and do not promote private enterprise for personal gain. If any such conflict of interest exists, the coaching application will be considered void.

Volunteer club sport coaches display role model qualities and set an example for his/her team both on and off the field of competition.

Volunteer club sport coaches will not engage in amorous relationships with members of their respective team.

A background check may be conducted if the Director of Campus Recreation or Club Sports Coordinator deems it necessary.

By signing below, I acknowledge and agree to the above conditions as set forth for volunteer club sport coaches. I understand that I serve at the pleasure of the Club Sports Office and can be dismissed at any time.

Print Name

Signature

Date



Club Sports

University of Wyoming Club Sports
Annual Tier Placement Request Form
Due: February 26, 2010

Club Name _____

President _____ Phone _____

Coach _____ Phone _____

Tier Criteria

- 1. Please list your National and/or Regional Sports Affiliate(s)/Governing Body if applicable:
2. Does this Affiliate/Governing body host a National Championship that your club can compete for? YES OR NO
3. What is the due amount charged to each member of the club?
4. How many active due-paying members does your club have?
5. How many organized scheduled contests did your club have last year?
6. For which tier level will your club be able to match the funds provided by UW?
7. Is your club a Recognized Student Organization on campus? YES OR NO
8. Do you have a member(s) currently certified in CPR/First Aid? YES OR NO
9. Please write a one-page summary of last year's season.

Tier Placement (determined by Club Sports Council):



Club Sports

ACKNOWLEDGEMENT OF PARTICIPATION STATEMENT AND RELEASE FORM

As a participant in the University of Wyoming Club Sports Program I am aware of the possible risks that are inherent in the nature of some of the sport activities offered. These risks include, but are not limited to death; serious neck and spinal injuries; broken leg, arm, back, rib; respiratory distress; lung damage; heart and related damage; hearing and sight damage and/or loss; muscle sprains and strains; which may result in complete or partial paralysis, brain damage, serious injury or impairment to other aspects of my body, general health and well being. Every attempt is made to minimize the existing risks through the use of proper sports equipment, safe facilities that are under the program's control, and sound safety practices. However, I realize these risks cannot be totally eliminated. If participants meet minimum physical and mental conditioning and follow safety procedures, the potential for problems occurring is reduced. The Club Sports Program strongly recommends that each club member has an annual physical examination and also carry personal health and accident insurance.

I, _____, a member of _____,
(signature) (name of club)

a recognized Club Sports sponsored by the University of Wyoming Club Sport Program, affirm that I am aware of my physical condition, that I am voluntarily participating as a member of the aforementioned club, that I am aware that such participation may result in possible injury as a result of the nature of the sport, and that I am assuming any and all risks that may be involved in the sport including team travel. In addition, I do hereby hold the University of Wyoming, its trustees, employees, agents, representatives, agents and the State of Wyoming harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever or damages to property of others caused by me which may arise by or in connection with my participation in the aforementioned club sport and related activities. Such participation will include practice, club function, competition, and travel to and from all club activities. I further acknowledge that I am aware of insurance policies that are available to me through private and institutional means, that I know and understand club, the club sports program and university policies and procedures and that I will represent the club and university in a positive manner. By signing below, I declare that I have read and understand the above statements.

Signature Date Phone Number

Printed Name W#

Address Zip Code Date of Birth

e-mail address _____

Status: _____ Faculty/Staff _____ Student _____ /# of Credit Hours
I give permission to have the above information verified _____ yes _____ no

Are you covered by a personal health insurance plan? _____
If yes: Company _____ Policy # _____

In the Case of an Emergency Contact: _____ Phone # _____



Club Sports

Participation Agreement

As a participant in the University of Wyoming Club Sports Program, you are expected to represent the university in an appropriate manner at all times.

- Clubs and their individual members will face disciplinary action for any type of misconduct on or off campus while participating in any club related activity.
- There will be no use of alcohol or other drugs while participating in a club sport event on the UW campus or while traveling as a member of a club sport team.
- *Failure to comply with the above policies and procedures will result in disciplinary actions including suspension from participation in Club Sports.*

I have read and understand the above policies and procedures and agree to adhere to them.

Club

Name (please print)

Signature

Date



Club Sports

CLUB CONTACT UPDATE FORM

Name of Club _____ Date _____

Club Officers:

President/Chairperson/Coach: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

VicePresident: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Secretary: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Treasurer: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Other Club Representatives:

Name: _____

Position: _____ Phone: _____

E-Mail Address: _____

Name: _____

Position: _____ Phone: _____

E-Mail Address: _____

**This form must be updated within ten days of officer change.*

BOMB THREAT REPORT

Questions to ask:

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb? Why?
- What is your address?
- What is your name?

Exact wording of the threat _____

Sex of Caller: _____ Age: _____ Time: _____
Date: _____

Number at which call was received: _____

Caller's Voice (please check)

- | | | | | |
|------------------------------------|--|-----------------------------------|---|------------------------------------|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Angry | <input type="checkbox"/> Nasal | <input type="checkbox"/> Excited | <input type="checkbox"/> Slow |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Loud | <input type="checkbox"/> Normal | <input type="checkbox"/> Laughter | <input type="checkbox"/> Crying |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred | <input type="checkbox"/> Stutter | <input type="checkbox"/> Lisp | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Familiar | <input type="checkbox"/> Deep Breathing | <input type="checkbox"/> Rapid |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Cracked Voice | <input type="checkbox"/> Deep | <input type="checkbox"/> Ragged | <input type="checkbox"/> Whispered |

If voice is familiar, whom did it sound like? _____

Background Sounds:

- | | | | |
|---------------------------------|------------------------------------|--|--|
| <input type="checkbox"/> Static | <input type="checkbox"/> Clear | <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Voices | <input type="checkbox"/> PA System | <input type="checkbox"/> House Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Booth | <input type="checkbox"/> Local | <input type="checkbox"/> Long Distance | |

Other _____

Threat language:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Foul | <input type="checkbox"/> Well spoken (educated) |
| <input type="checkbox"/> Irrational | <input type="checkbox"/> Message read by threat maker |
| <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |

Remarks _____

FORM A

University of Wyoming – Campus Recreation

ACCIDENT INJURY REPORT

Name: _____

Phone: _____

Address: _____

Sex: M F Age: _____

Date of accident: _____ Time of accident: _____ a.m. / p.m.

Status (circle one): **Faculty Staff Guest Student**

Location of accident (circle one): **Half-Acre Corbett other (specify)** _____

- Area:
- | | | |
|---|--|---|
| <input type="checkbox"/> Half-Acre Infield | <input type="checkbox"/> Men's Locker Room | <input type="checkbox"/> Women's Locker Room |
| <input type="checkbox"/> Racquetball court (specify court #) _____ | <input type="checkbox"/> Exercise Room 2 South | <input type="checkbox"/> Pool (specify) _____ |
| <input type="checkbox"/> Main Gym (circle which court) North Middle South | <input type="checkbox"/> Exercise Room 3 North | <input type="checkbox"/> Office (specify) _____ |
| <input type="checkbox"/> Track | <input type="checkbox"/> Classroom (specify) _____ | <input type="checkbox"/> Restroom (specify) _____ |
| <input type="checkbox"/> Exercise Room 3 South | <input type="checkbox"/> Other (specify) _____ | |

Type of activity: **Recreation** **Club Sports (specify)** _____ **Intramural (specify)** _____ **Other (specify)** _____

Nature of suspected injury or illness (circle all that apply):

- | | | | | | |
|----------------------|--------------------|--------------------|------------------------|----------------------|---------------|
| abrasions | burn/scald | dislocation | fracture | inhalation/fumes/gas | puncture |
| amputation | concussion | drowning | fainting | internal injuries | shock |
| bleeding | convulsion/seizure | dizzy/light headed | heart attack | laceration | sprain/strain |
| breathing difficulty | cramps | electric shock | heat stroke/exhaustion | poisoning | strangulation |
| bruise/contusion | cuts | foreign object | hyperventilation | nausea/vomiting | suffocation |

Part of body injured (check box and indicate right (R) or left (L) on the space provided):

- | | | | | | |
|--------------------------------------|---------------------------------------|---|------------------------------------|---|--|
| <input type="checkbox"/> abdomen | <input type="checkbox"/> elbow _____ | <input type="checkbox"/> forearm _____ | <input type="checkbox"/> leg _____ | <input type="checkbox"/> pelvis | <input type="checkbox"/> toe _____ |
| <input type="checkbox"/> ankle _____ | <input type="checkbox"/> eye _____ | <input type="checkbox"/> glut/taillbone | <input type="checkbox"/> lip/mouth | <input type="checkbox"/> shoulder _____ | <input type="checkbox"/> tooth _____ |
| <input type="checkbox"/> back _____ | <input type="checkbox"/> face | <input type="checkbox"/> groin | <input type="checkbox"/> neck | <input type="checkbox"/> skull/scalp | <input type="checkbox"/> upper arm _____ |
| <input type="checkbox"/> chest | <input type="checkbox"/> finger _____ | <input type="checkbox"/> hand _____ | <input type="checkbox"/> nose | <input type="checkbox"/> spine _____ | <input type="checkbox"/> wrist _____ |
| <input type="checkbox"/> ear _____ | <input type="checkbox"/> foot _____ | <input type="checkbox"/> head _____ | <input type="checkbox"/> jaw | <input type="checkbox"/> stomach | |

Details of accident (describe the disposition or other relevant information):

Is victim conscientious YES NO Were crutches sent? YES NO Number _____ NO Other Equipment sent: _____

Is the victim coherent? YES NO Was a SAM splint sent? YES NO _____

Immediate action taken (describe actions taken, advise given, and other information relating to action taken immediately following the accident):

First Aid administered by: _____ If no First Aid given, why? _____

First Aid witnessed by: _____ Association: _____

Report completed by: _____ Accident witness: _____ Phone: _____

Accident Follow up (Office use only) initial/date _____ initial/date _____ initial/date _____

Comments: _____